

THORPE ST ANDREW TOWN COUNCIL

VIRTUAL FINANCE AND STAFFING COMMITTEE MEETING

Town Hall, Fitzmaurice Park, Pound Lane, Thorpe St Andrew, Norwich, NR7 0SR
Tel/Fax: (01603) 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk

PUBLIC MESSAGE: This is an online meeting, using Zoom. If you wish to “attend” please email the clerk for a copy of the link to the meeting before noon on 19th October 2020.

14th Oct 20

Notice of Virtual Finance and Staffing Committee Meeting

Councillors of the Finance and Staffing Committee, you are hereby summoned to attend the meeting of the Finance and Staffing Committee to be held on the 'Zoom' conference platform on **19th October 2020** at 7.30pm for the purpose of transacting the following business.

Foreman

Thomas Foreman Clerk to the Council

AGENDA

- 1 Attendance book and apologies for absence.
- 2 Declarations of interest in items on the agenda.
- 3 To confirm the minutes of the meeting held on 21st September 2020
- 4 Public Speaking (maximum 3 minutes per speaker to address the meeting on matters on the agenda – all questions should be notified to the Clerk before 12 noon on the day of the meeting)
- 5 Finance
 - i. External Audit Report
 - ii. Summary of Receipts and Payments (1/4/20 to 30/9/20)
 - iii. Variance Report
 - iv. Discretionary Grant – Report Attached
- 6 Horsechestnut at River Green – Report to Follow
- 7 Parks Project – Verbal Update
- 8 Update from Lime Tree Day Nursery – Correspondence Attached
- 9 Purchase of Storage Container – Report attached

Future Agenda Items. (Not for discussion)

Town Clerk – Dr Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL
Tel: 01603 701048 Email: thomas.foreman@thorpestandrew-tc.gov.uk
Website: www.thorpestandrew-tc.gov.uk
VAT No. 107 2921 90

**Thorpe St Andrew Town Council
Minutes of the Virtual Finance and Staff Committee Meeting
held on 21st September 2020 at 7.30pm**

- 1 Present:**
Miss S Lawn (Chairman)
Mr L Reeves
Mr J Ward Mr J Emsell Mr F Bowe Mr S Snelling Mr I Mackie

Apologies: Mr J Fisher

In attendance:
Dr T Foreman (Town Clerk)

- 2 DECLARATIONS OF INTEREST IN ITEMS ON THE AGENDA**
None

- 3 MINUTES**
The minutes of the meeting held 24th August 2020 were agreed and signed as a true record.

- 4 PUBLIC SESSION (limited to 3 minutes per speaker)**
None

- 5 REQUEST FOR POSTAL BOX**
The Committee received correspondence from Thorpe Island Boats requesting a separate postal box for the business to be based at River Green. The Committee discussed the matter at length, highlighting the great work and skill demonstrated by the business owner and wanting to support his business growth. However, the Committee had concerns that it would likely result in other requests for post boxes sited at River Green, which is an important part of the Thorpe St Andrew Conservation Area. It was also felt that the new CCTV would assist with identifying any thefts from the existing post box sited near the telephone kiosk. The Committee **RESOLVED** to refuse the request, but requested that a suggestion be made for the business to explore the option for a Post Office PO Box.

- 6 PARKS AND ESTATES APPRENTICESHIP**
Dr T Foreman provided an overview of the report prepared by the Parks and Estates Manager, in consultation with the Parks and Estates Supervisor. The report outlined the difficulties in currently employing an apprentice, given the concerns related to the apprenticeship qualification at the nearest College. The report explained that these issues would result in significant work being undertaken by other staff to assist the apprentice, which would be difficult given the significant amount of work currently being undertaken by the team. The Committee were very supportive of appointing another apprentice, feeling that the previous apprentice had worked exceptionally well within the team and that giving employment to a local school leaver would be advantageous. It was proposed by Mr I Mackie, seconded by Miss S Lawn and **RESOLVED** that the apprenticeship scheme be included as a budget priority for the next financial year.

7 FOOTBALL MATCHDAY CAR PARKING

A report relating to a temporary expansion of car parking facilities at the Sir George Morse Park was considered by the Committee. Given the close proximity of cars parking within the car parks, and the narrowing of the pavement on Laundry Lane due to car parking on matchdays, the report proposed allowing home team to park in a designated area on the field. This would allow for better social distancing and create a safer environment for people to park and get ready for football matches. The Committee sought details on the suitability of the area, and on whether the knee-high rail proposed was sufficiently durable. Dr T Foreman explained that there would likely be some damage to the field, but due to the limited area it would be considered a satisfactory trade-off. It was highlighted that the knee-high rail was proposed due to its durability, but it was hoped the covid-19 adjustments would only be required for a year or two. It was proposed by Miss S Lawn, seconded by Mr L Reeves and **RESOLVED** that the project be progressed at a cost not to exceed £1774.10 + VAT.

Future agenda items – Update on Discretionary Grant, Update on Parks Project funding, Update on Horsechestnut Tree at River Green

The meeting closed at 8.25pm.

Signed:

Dated:

Section 3 – External Auditor Report and Certificate 2019/20

In respect of **THORPE ST ANDREW TOWN COUNCIL – NO0464**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

[Handwritten Signature]

Date

21/09/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Thorpe St Andrew Town Council
Summary of Receipts and Payments
Summary - Cost Centres Only

Cost Centre	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
Allotments	5,225.00	3,968.75	-1,256	4,475.00	1,787.09	2,688	1,432
Broadland District Council Elections				4,000.00		4,000	4,000
Building Maintenance				29,000.00	9,162.47	19,838	19,838
Business Sponsorship	500.00	250.00	-250	500.00	455.69	44	-206
Capital Spending				42,500.00	320.00	42,180	42,180
Cemetary				2,730.00	120.41	2,610	2,610
Community Infrastructure Levy		9,112.63	9,113				9,113
Contingency				5,550.00		5,550	5,550
Covid 19		1,000.00	1,000				1,000
Dementia Cafe							
Events	15,000.00		-15,000	15,000.00	375.76	14,624	-376
Fitzmaurice Park - Town Hall	19,500.00	4,606.25	-14,894	26,575.00	9,852.17	16,723	1,829
Grants		19,500.00	19,500		14,653.70	-14,654	4,846
Leases				4,500.00	2,160.96	2,339	2,339
Legal Fees				6,500.00	1,075.10	5,425	5,425
Loan Repayment				28,191.00	14,152.78	14,038	14,038
Newsletter				2,000.00	1,011.75	988	988
Parks Project							
Precept	507,660.00	507,660.00					
River Green	1,000.00		-1,000	14,750.00	4,731.79	10,018	9,018
Roxley Hall	17,000.00	187.50	-16,813	15,000.00	6,441.47	8,559	-8,254
S137 Payments and Donations				550.00		550	550
Salaries				249,564.00	97,383.74	152,180	152,180
Section 106							
Sir George Morse Park and Pavilion	9,000.00	3,077.39	-5,923	57,250.00	24,363.61	32,886	26,964
Street Furniture				1,500.00	675.00	825	825
Street Lighting				32,000.00	11,998.35	20,002	20,002
Town and Neighbourhood Plan				1,000.00	145.85	854	854
Town Hall Office	150.00	166.43	16	24,400.00	15,731.46	8,669	8,685
Tree Management				9,000.00		9,000	9,000
Verge Cutting	16,000.00	17,005.97	1,006	12,500.00	2,307.68	10,192	11,198
Website				1,000.00	242.50	758	758
Youth Council				1,000.00		1,000	1,000
NET TOTAL	591,035.00	566,534.92	-24,500	591,035.00	219,149.33	371,886	347,386
Total for ALL Cost Centres		566,534.92			219,149.33		
V.A.T.		14,444.33			13,772.25		
GROSS TOTAL		580,979.25			232,921.58		

Thorpe St Andrew Town Council

Summary of Receipts and Payments

30 September 2020 (2020-2021)

All Cost Centres and Codes

Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
94 Dussindale maintenance				1,700.00	620.90	1,079	1,079
95 Dussindale rent				400.00	399.93	0	0
96 Dussindale water charges				375.00	272.89	102	102
97 Hillside maintenance				1,500.00		1,500	1,500
98 Hillside water charges				500.00	468.37	32	32
100 Rent and deposit	4,725.00	3,402.00	-1,323		25.00	-25	-1,348
168 Water charges	500.00	566.75	67				67
SUB TOTAL	5,225.00	3,968.75	-1,256	4,475.00	1,787.09	2,688	1,432

Broadland District Council Electi

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120 Election costs				4,000.00		4,000	4,000
SUB TOTAL				4,000.00		4,000	4,000

Building Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
209 Town Hall				9,000.00	655.00	8,345	8,345
210 Morse Pavilion				10,000.00	8,242.47	1,758	1,758
211 Roxley Hall				5,000.00	265.00	4,735	4,735
236 Cafe							
237 River Green Buildings				5,000.00		5,000	5,000
SUB TOTAL				29,000.00	9,162.47	19,838	19,838

Business Sponsorship

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
177 Receipts and payments	500.00	250.00	-250	500.00	455.69	44	-206
SUB TOTAL	500.00	250.00	-250	500.00	455.69	44	-206

Capital Spending

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
90 Asset replacement				5,000.00		5,000	5,000
91 Buildings & amenity areas				7,500.00		7,500	7,500
92 Street lights				9,000.00		9,000	9,000
93 Town Office				1,000.00		1,000	1,000
164 Projects				20,000.00	320.00	19,680	19,680
165 War Memorial							

Thorpe St Andrew Town Council
Summary of Receipts and Payments

30 September 2020 (2020-2021)

All Cost Centres and Codes

SUB TOTAL		42,500.00	320.00	42,180	42,180
------------------	--	------------------	---------------	---------------	---------------

Cemetary

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
102 Maintenance				2,230.00		2,230	2,230
103 Water charges				500.00	120.41	380	380
SUB TOTAL				2,730.00	120.41	2,610	2,610

Community Infrastructure Levy

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
175 CIL receipts and payments		9,112.63	9,113				9,113
SUB TOTAL		9,112.63	9,113				9,113

Contingency

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117 Contingency				5,550.00		5,550	5,550
SUB TOTAL				5,550.00		5,550	5,550

Covid 19

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
254 Covid19		1,000.00	1,000				1,000
SUB TOTAL		1,000.00	1,000				1,000

Dementia Cafe

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
217 Receipts and payments							
SUB TOTAL							

Events

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
118 Events one off purchase				1,000.00	375.76	624	624
200 Event Business Sponsorship							
243 St Georges Day	500.00		-500	2,000.00		2,000	1,500

Thorpe St Andrew Town Council

Summary of Receipts and Payments

30 September 2020 (2020-2021)

All Cost Centres and Codes

244 Fireworks	13,000.00	-13,000	9,000.00	9,000	-4,000
245 Remembrance parade			500.00	500	500
246 Xmas Event	1,500.00	-1,500	2,500.00	2,500	1,000
SUB TOTAL	15,000.00	-15,000	15,000.00	375.76	14,624

Fitzmaurice Park - Town Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38 Cleaning				5,000.00	705.00	4,295	4,295
40 Cricket maintenance				3,000.00		3,000	3,000
41 Electricity				6,000.00	2,451.00	3,549	3,549
42 Field maintenance contract				4,500.00	5,039.46	-539	-539
43 Sports Turf maintenance				1,500.00	326.67	1,173	1,173
45 Park maintenance				1,500.00	240.00	1,260	1,260
46 Play equipment maintenance				1,000.00	167.75	832	832
49 Telephone				375.00	198.04	177	177
50 Water rates				1,300.00		1,300	1,300
51 Wheeled/litter/dog bins				2,000.00	724.25	1,276	1,276
52 Cricket income	2,000.00		-2,000				-2,000
54 Lettings	17,500.00	4,606.25	-12,894				-12,894
55 Other income							
212 Repaint Youth Shelter							
238 tennis court				400.00		400	400
SUB TOTAL	19,500.00	4,606.25	-14,894	26,575.00	9,852.17	16,723	1,829

Grants

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
150 Grant income and expenditure		19,500.00	19,500		14,653.70	-14,654	4,846
SUB TOTAL		19,500.00	19,500		14,653.70	-14,654	4,846

Leases

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
172 Vehicle lease				4,500.00	2,160.96	2,339	2,339
SUB TOTAL				4,500.00	2,160.96	2,339	2,339

Legal Fees

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
158 Legal charges				6,500.00	1,075.10	5,425	5,425
SUB TOTAL				6,500.00	1,075.10	5,425	5,425

Thorpe St Andrew Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

30 September 2020 (2020-2021)

Loan Repayment

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
182 Roxley Hall Loan				20,686.00	10,394.90	10,291	10,291
193 Town Hall loan				3,939.00	1,974.74	1,964	1,964
229 River Green Lights				3,566.00	1,783.14	1,783	1,783
SUB TOTAL				28,191.00	14,152.78	14,038	14,038

Newsletter

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
242 Newsletter				2,000.00	1,011.75	988	988
SUB TOTAL				2,000.00	1,011.75	988	988

Parks Project

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
218 Receipts and payments							
SUB TOTAL							

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
111 Precept	507,660.00	507,660.00					
SUB TOTAL	507,660.00	507,660.00					

River Green

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30 Staithe/picnic area maint				500.00	34.50	466	466
31 Electricity				500.00	351.63	148	148
34 River Green maintenance				4,000.00	710.05	3,290	3,290
35 War Memorial maintenance							
149 Income	1,000.00		-1,000				-1,000
247 Rates River Green toilets				2,250.00	1,472.05	778	778
248 Electricity Toilets River Green				2,500.00	903.56	1,596	1,596
249 Cleaning Toilets				5,000.00	1,260.00	3,740	3,740
SUB TOTAL	1,000.00		-1,000	14,750.00	4,731.79	10,018	9,018

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

30 September 2020 (2020-2021)

Roxley Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21	Cleaning				6,000.00	575.00	5,425	5,425
22	Electricity				1,500.00	299.69	1,200	1,200
23	Gas				1,500.00	473.11	1,027	1,027
25	Miscellaneous				1,000.00		1,000	1,000
26	Rates				4,500.00	4,790.40	-290	-290
28	Water				500.00	303.27	197	197
29	Lettings	17,000.00	187.50	-16,813				-16,813
SUB TOTAL		17,000.00	187.50	-16,813	15,000.00	6,441.47	8,559	-8,254

S137 Payments and Donations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
113	S137 payments and donations				550.00		550	550
SUB TOTAL					550.00		550	550

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
125	Fenn salary				7,542.00	3,771.00	3,771	3,771
126	Fenn - pension employer				1,735.00	867.36	868	868
127	Fenn - NIC employer							
131	Sayer salary				29,636.00	14,818.02	14,818	14,818
132	Sayer - pension employer				6,816.00	3,408.12	3,408	3,408
133	Sayer - NIC employer				2,870.00	1,438.80	1,431	1,431
152	Bass - salary				3,641.00	4,948.29	-1,307	-1,307
153	Bass - NIC employer					76.75	-77	-77
154	Bass - pension employer				837.00	1,138.12	-301	-301
183	Foreman salary				43,662.00	21,831.00	21,831	21,831
184	Foreman employers nic				4,800.00	2,406.60	2,393	2,393
185	Student loan					114.00	-114	-114
186	Foreman - pension employer				10,042.00	5,021.16	5,021	5,021
188	Sick/hol cover							
189	Calver salary				22,021.00	10,896.48	11,125	11,125
190	Calver pension employer				5,064.00	2,532.42	2,532	2,532
191	Calver -employers nic				1,850.00	913.32	937	937
192	Calver - student loan							
202	Mr G Watkins				17,364.00		17,364	17,364
203	Watkins - pension employer				3,993.00		3,993	3,993
204	Matthews - salary				2,590.00		2,590	2,590
205	Parr - salary				15,545.00	4,400.96	11,144	11,144
206	Parr - employers NIC				950.00	214.90	735	735
207	Parr employers pension				3,575.00	1,012.22	2,563	2,563
224	Jones salary				17,364.00	8,682.00	8,682	8,682
225	Jones pension employer				3,993.00	1,996.86	1,996	1,996
227	Jones nic employer				1,200.00	592.02	608	608

Thorpe St Andrew Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

30 September 2020 (2020-2021)

230	Watkins nic						
231	Seaman salary	17,364.00		2,000.00	15,364	15,364	
232	Seaman pension employer	3,993.00			3,993	3,993	
233	Seaman employers nic	1,200.00		174.98	1,025	1,025	
234	balance						
250	Deputy Clerk Committees & Admi	15,461.00			15,461	15,461	
251	DCC&A pension	3,556.00			3,556	3,556	
252	DCC&A employers nic	900.00			900	900	
253	Termination payment						
255	McCarthy Salary			896.17	-896	-896	
256	Wedge-Clarke Salary			896.17	-896	-896	
257	Flack salary			1,447.00	-1,447	-1,447	
258	Wedge-Clarke pension employer			206.12	-206	-206	
259	McCarthy pension employer			206.12	-206	-206	
260	Flack pension employer			332.81	-333	-333	
261	McCarthy employers nic			22.65	-23	-23	
262	Wedge-Clarke employers nic			22.65	-23	-23	
263	Flack employer nic			98.67	-99	-99	
SUB TOTAL		249,564.00		97,383.74	152,180	152,180	

Section 106

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
201	Section 106						
SUB TOTAL							

Sir George Morse Park and Pavi

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57	Cleaning and cleaning materials			9,500.00	4,319.48	5,181	5,181
60	Electricity			2,200.00	883.44	1,317	1,317
61	Equipment hire			400.00	460.00	-60	-60
62	Field maintenance contract			6,500.00	7,840.32	-1,340	-1,340
64	Fuel			2,500.00	611.43	1,889	1,889
65	Grounds machinery maint			4,000.00	249.92	3,750	3,750
68	Materials fixtures & fittings			1,000.00	76.41	924	924
70	Mileage						
71	Miscellaneous			500.00		500	500
72	Morse - gas			1,500.00	925.78	574	574
73	Park maintenance			550.00		550	550
74	Play equipment maintenance			1,000.00	167.75	832	832
75	St Will Loke - shrub bed			100.00	7.30	93	93
76	Sanitary disposal						
77	Sports turf maintenance			8,400.00	825.00	7,575	7,575
78	Telephone			2,000.00	759.91	1,240	1,240
79	Tools - equipment			300.00		300	300
80	Training			3,500.00		3,500	3,500
84	Water rates			900.00	81.69	818	818
85	Wheeled/litter/dog bins			2,000.00	747.65	1,252	1,252

Thorpe St Andrew Town Council

Summary of Receipts and Payments

30 September 2020 (2020-2021)

All Cost Centres and Codes

88 Football income	9,000.00	185.42	-8,815				-8,815
89 Other income		1,800.00	1,800				1,800
160 Soccer marking				4,500.00	1,655.81	2,844	2,844
174 Rates				2,500.00	2,470.05	30	30
176 Feed in Tariff		1,091.97	1,092		1,091.97	-1,092	
181 Cleaning Tennis Courts				500.00	590.00	-90	-90
213 Health and Safety				1,900.00	528.20	1,372	1,372
214 Vehicle Maintenance				1,000.00	71.50	929	929
SUB TOTAL	9,000.00	3,077.39	-5,923	57,250.00	24,363.61	32,886	26,964

Street Furniture

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
104 Cleaning bus shelters				1,500.00	300.00	1,200	1,200
105 Repairs and maintenance							
156 Bus shelters					375.00	-375	-375
SUB TOTAL				1,500.00	675.00	825	825

Street Lighting

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
106 Energy charge				25,000.00	8,328.35	16,672	16,672
107 Maintenance contract				7,000.00	2,800.00	4,200	4,200
108 Repairs					870.00	-870	-870
SUB TOTAL				32,000.00	11,998.35	20,002	20,002

Town and Neighbourhood Plan

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
169 Town/neighbourhood plan				1,000.00	145.85	854	854
SUB TOTAL				1,000.00	145.85	854	854

Town Hall Office

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Audit				1,800.00	204.00	1,596	1,596
2 Bank charges				300.00	57.55	242	242
3 Mayor's expenses				300.00		300	300
4 Computer/Photocopier				750.00	887.01	-137	-137
5 Insurance				8,500.00	7,896.08	604	604
6 Mileage							
7 Miscellaneous				300.00	413.38	-113	-113
8 Office equipment				150.00	700.00	-550	-550
10 Telephone				800.00	381.69	418	418

Thorpe St Andrew Town Council
Summary of Receipts and Payments

30 September 2020 (2020-2021)

All Cost Centres and Codes

11 Postage				900.00	594.00	306	306
12 Stationery				1,500.00	214.31	1,286	1,286
13 Subscriptions				1,000.00	534.70	465	465
14 Training and H & S				1,000.00	199.50	801	801
15 Bank interest	150.00	71.06	-79		7.80	-8	-87
17 Insurance claims							
143 VAT refund							
187 Bottle bank		95.37	95		21.00	-21	74
216 Photocopy charges				1,200.00	227.24	973	973
235 Rates				3,500.00	3,393.20	107	107
239 Human Resources H&S Cover				2,400.00		2,400	2,400
SUB TOTAL	150.00	166.43	16	24,400.00	15,731.46	8,669	8,685

Tree Management

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
101 Tree expenditure				9,000.00		9,000	9,000
SUB TOTAL				9,000.00		9,000	9,000

Verge Cutting

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110 Fuel & machinery maintenance				2,500.00	894.36	1,606	1,606
228 Verge cutting	16,000.00	17,005.97	1,006		493.32	-493	513
240 Hire of equipment				10,000.00	920.00	9,080	9,080
SUB TOTAL	16,000.00	17,005.97	1,006	12,500.00	2,307.68	10,192	11,198

Website

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
116 Website costs				1,000.00	242.50	758	758
SUB TOTAL				1,000.00	242.50	758	758

Youth Council

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
241 Payments				1,000.00		1,000	1,000
SUB TOTAL				1,000.00		1,000	1,000

Thorpe St Andrew Town Council
Summary of Receipts and Payments

30 September 2020 (2020-2021)

All Cost Centres and Codes

Summary

NET TOTAL	591,035.00	566,534.92	-24,500	591,035.00	219,149.33	371,886	347,386
V.A.T.		14,444.33			13,772.25		
GROSS TOTAL		580,979.25			232,921.58		

**THORPE ST ANDREW TOWN COUNCIL
VARIANCES - 01/04/20 - 30/09/20**

Receipts

Allotments	rent due October
Community Infrastructure levy	The Oaks H arvey Lane £9112
Covid 19	Grant £1000
Events	no events due to Covid
Fitzmaurice Park - Town Hall	Reduced lets due to Covid closures
Grants	members grant - dog agility equipment £1500, little libraries £500 discretionary grant £17500
Legal fees	
Newsletter	
Precept	Received from BDC in April and September
River Green	
Roxley Hall	Reduced lets due to Covid closures
Sir George Morse Park and Pavilion	Reduced lets due to Covid closures
Street Furniture	
Town Hall - Office	Bank interest £71 bottle bank £95
Verge cutting	Income received for the year

Payments

Capital spend	defib pads £320
Cemetary	Donation withheld
Covid 19	
Events	business open day event - signage and security
Fitzmaurice Park - Town Hall	Reduced cleaning charges
Grants	Goal posts £14653
Legal fees	Subscription £500, £575.10 River Green-Thorpe Island
Newslewtter	
River Green	Reduced maint costs
Roxley Hall	Paid rates for the year £4790
Salaries	new staff not employed until Sept
Sir George Morse Park and Pavilion	Less sports turf maint due to covid restrictions
Street lighing	awaiting invoice
Town Hall - Office	Paid rates for the year £3393 and insurance £7896
Website	upgrades £242



FINANCE AND STAFF COMMITTEE : 19TH OCTOBER 2020

DISCRETIONARY GRANT

Agenda Item: 5(iv)

Correspondence

Dear Thomas,

You will be aware, in light of the Covid19 situation the Government has announced support for business both in terms of business rates discounts and grant schemes.

Based on the information you provided in your application, I am pleased to inform you that a local discretionary grant fund payment has been approved for the 3 applications stated above. I can confirm that the grants awarded are one of £7,500, one of £5,000 and a third of £5,000 and payment will be made into the bank details that you have provided. The payment may take 3 working days to clear into the account.

You do not have to pay these grants back, but it will be taxable. Only businesses which make an overall profit once grant income is included will be subject to tax.

The award of this grant is based on the information you provided being true and accurate. If, upon reflection, you feel you are not entitled to claim this grant you must inform us immediately.

We will review the payments made to verify awards and have the power under the Fraud Act to recover any fraudulently claimed Grants. Any grant funds issued would be subject to clawback.

If you have any concerns or questions please email the Business Support team at business@broadland.gov.uk or call 01603 980441.

Yours sincerely Business Support Team

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are financial implications arising from this report.

UPDATE FROM LIME TREE DAY NURSERY

Due to coronavirus we closed to most of our children on 20th March; we had been caring for 70 children per week up until this point.

In April and May we only had one 'key worker' child who required childcare, so we remained open just for him, for two days per week.

Changes to the Covid restrictions governing the early years sector meant that in June and July we welcomed back a few 'non key worker' children whose parents needed us for childcare, and this increased to 13 children throughout August.

I wanted to take this opportunity to share with you how incredible my team have been throughout this entire period. The five members of staff who were furloughed were extremely understanding and remained dedicated to their professional development whilst at home, completing a multitude of training courses between them.

The three members of staff who continued to work throughout lockdown were nothing short of amazing. It was a worrying time for all, but they embraced the new (and continually changing!) rules and regulations and really did just crack on with business as usual. They also selflessly worked throughout the summer holiday and returned a week early in September so that we could settle our returning children before our new children started.

Over the summer we stayed in weekly phone contact with many of our parents and carers, providing extremely valuable support for those families with additional needs. We also held a very successful socially distanced open day for prospective parents and made some major improvements to our beautiful garden. The transformation has been brilliantly received by our nursery families and the wider community. The next part of the outdoor plan is to raise enough funds to enable us to replace our inadequate outside storage. This is essential to ensure our toys and equipment do not become ruined in the upcoming winter weather.

As is always the case, many of our children left us to transition to school in September, and we are currently caring for 45 children (23 of whom are new starters mostly aged 2!). All my staff have now returned to work and as always, they have worked tirelessly throughout September to settle our new children - not an easy task!

We are quieter than we would normally expect to be for this time of year, but that is completely understandable with many parents still on furlough, and the general apprehension around Covid and children attending settings. I am pleased to report however that we have had a significant number of enquiries from prospective parents since the beginning of September, and so are holding another socially distanced open day on October 18th.

Of our current 45 families, we are leading family support plans for two, we have one child with an issued EHCP, two children in receipt of DLA for whom we are in the process of requesting an EHCP needs assessment and we also have a number of children on IEPs for behaviour support and/or SaLT. We are also continuing to support one of our ex families

who has moved out of the area as their new setting has no experience with the early help process.

We are well known as a setting for our ability to support children and families with additional needs, and I must say the extra financial support available to us from NCC via the SEN inclusion fund has been invaluable in allowing us to do this effectively.

Regarding our finances, we are usually completely full by January and sadly due to Covid I doubt that this will be the case this year. April, as always, continues to be a source of concern as we see significant increases to our wage costs and rent each year. In addition, dependent on the outcome of the NCC Early Years Finance Consultation, there is the chance we may see a reduction to our early years hourly funding rates in April 2021. Due to our team being highly qualified we currently receive a higher funding rate than most settings, however, 4 of the 5 new proposals would see us with a reduced income if they were adopted; we could literally be thousands of pounds worse off.

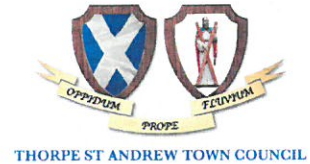
Despite this we should remain sustainable, largely due to the savings I made from furloughing staff and the money we saved paying reduced rent whilst working fewer days during lockdown. The setting will also receive a £7000 employer's incentive due to the fact I am studying toward my PGCE and EYTS this year.

Lastly, I wanted to take this opportunity to say a massive thank you to you all, for the kindness and support you have shown us. Despite your Council buildings being closed due to lockdown, you allowed us to remain open to care for the children that needed us; not all Councils appreciated the importance of this! Opening reduced hours and being able to leave equipment up overnight has also been a tremendous help in what has been a difficult year. We also cannot thank Jason and Martin enough for the support with the garden over the summer, and Tom and Darrin have been extremely accommodating of all the improvements we have asked to make. Lastly, we were thrilled to hear that Counsellor Trudy had put us forward for the Broadland Council Community at Heart Lottery. My team and I are extremely excited to take part!

**Kind regards,
Elizabeth Skinner**

Lime Tree Day Nurseries Ltd
www.limetreedaynurseries.co.uk
07957 992797





Reason for this Report

This report has been prepared to consider purchasing a storage container for the Town Hall.

Background

The Town Hall has limited external storage space available and the Nursery currently have insufficient space to store the outdoor equipment they require. The Town Council also occasionally requires additional outdoor space for storage.

Result

The purchase of a flat pack storage container, identical to those already used by the Town Council would provide the required storage for the Nursery, whilst also providing external storage options to the Council if required.

The cost to purchase a 4m x 2.1m container is approx. £1585.00 with delivery at £160 (exc VAT). This would mean the Nursery would not need to fund a storage unit and the Town Council would retain ownership of the storage unit.

Advice

The Committee is requested to consider this proposal, with further detail available at the Committee meeting if required.

Legal Implications

All decisions and actions taken by or on behalf of Thorpe St Andrew Town Council must (1) be within the local powers of the Authority; (2) comply with any procedural requirement imposed by law; (3) be within the powers of the body or person exercising powers on behalf of the Authority; (4) be undertaken in accordance with the Authority procedural rules inc. Standing Orders and Financial Regulations; (5) be fully and properly informed; (6) be properly motivated; (7) be taken with regard to the fiduciary duty of the Authority to its residents; and (8) be reasonable and proper.

Financial Implications

There are **some** financial implications arising from this report.

