



THORPE ST ANDREW TOWN COUNCIL

**Finance and Staff Committee Meeting to be held on:
19th July 2021
7.30pm at Roxley Hall, Yarmouth Road, NR7 0QF**

AGENDA

1. Election of Chairman and Vice-Chairman
2. Attendance and Apologies for Absence
3. Declarations of Interest
4. Minutes of the Meeting 29th March 2021
5. Public session – limited to 3 minutes per speaker
6. Finance
 - (i) Bank Reconciliation 30/06/21
 - (ii) Payment list vouchers 224-334 £49871.68
 - (iii) Summary of receipts and payments and variance report for 1/4/21-30/06/21
7. Update on building hire – Verbal Report – for information
7. Motion under the Public Bodies (admission to meetings) Act 1960 to exclude the public and press for discussions regarding personal and commercial matters where publicity might be prejudicial to the special nature of the business
8. Staffing 2021/22 – Report to Follow – for decision
9. Update on Land Acquisition – Verbal Report – for information

Future agenda items (Not for discussion)

PUBLIC MESSAGE: It is encouraged for members of the public to attend this meeting online, using Zoom.

If you wish to “attend” please email the office for a copy of the link to the meeting before noon on Monday 12th July 2021

Issued 14th July 2021

Town Clerk - Dr Thomas Foreman

Thorpe St Andrew Town Council, Town Hall, Pound Lane, Thorpe St Andrew, NR7 0UL

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MINUTES OF VIRTUAL FINANCE AND STAFFING COMMITTEE MEETING HELD ON 29TH MARCH 2021

1. PRESENT:

Miss S Lawn (Chairman)	
Mr F. Bowe	Mr L. Reeves
Mr J. Emsell	Mr J. Ward
Mr S. Snelling	Mr I Mackie

IN ATTENDANCE: Dr T Foreman (Town Clerk),

APOLOGIES FOR ABSENCE

Mr J. Fisher

2. **Declarations of Interest**

Mr F Bowe, Mr J Ward, and Mr S Snelling as members of the Royal British Legion

3. **Minutes of Meeting held on 15th February 2021**

Minutes of the meeting held on 15th February 2021 were approved and signed as a true record.

4. **Public Session – Limited to 3 minutes per speaker**

None

5. **Finance**

- i. **Annual Review of Risk Assessments**
Approved
- ii. **Annual Review of the Effectiveness of Internal Control**
Approved
- iii. **Annual Review of the Effectiveness of Internal Audit**
Approved
- iv. **Responsible Financial Officer job description**
Approved
- v. **Finance Regulations 2021/22**
Approved

6. **Update on Café**

Dr T Foreman confirmed that a number of impressive applications had been received for the Café and the deadline had passed earlier that day. A number of interviews with applicants had been planned during that week and the decision will be based on an equal weighting to all aspects of the process. The Committee **RESOLVED** to delegate power to appoint to successful applicant to the Town Mayor and Deputy Town Mayor, along with the Town Clerk or his substitute.

7. **‘Open Green Spaces Memorials’ draft policy**

The report of the Parks and Estates Manager relating to ‘Open Green Spaces Memorials’ was welcomed by the Committee. There was much discussion regarding the policy, with members enquiring about how any variation to the policy would be handled. Dr T Foreman confirmed that should a variation to the policy be requested, it would be brought to the Town Council or Committee for consideration. It was proposed by Miss S Lawn, seconded by Mr I Mackie and **RESOLVED** to adopt the policy.

8. **Tree works 3 year tender**

Dr T Foreman provided an overview of the tree works tender written by the Parks and Estates Manager. The Committee considered the contents and welcomed the fact that a

tender had been prepared to ensure best value is maintained. It was proposed by Mr J Ward, seconded by Mr S Snelling and **RESOLVED** to approve the tender documents.

9. Health, Safety and Environmental Policy

The Committee considered the Health, Safety, and Environmental Policy draft which had been prepared by the Town Council Health and Safety advisors, in collaboration with the Parks and Estates Manager. Having read the detail of the policy, a number of queries were asked relating to how specific it was to our sites. Dr T Foreman explained they had visited and met with Mr D Sayer (Parks and Estates Manager), so it does reflect our circumstances very well. It was proposed by Miss S Lawn, seconded by Mr F Bowe, and on a show of hands **RESOLVED** to approve the Health, Safety, and Environmental Policy.

10. Changing Places – Public Toilet Funding

A press release from Central Government related to the improvement of public toilets was reviewed by the Committee. It was **AGREED** that as soon as we are notified of funding, we will apply for funding for the Sir George Morse Park, Fitzmaurice Park, and River Green.

11. Royal British Legion 100th Year Anniversary Project

Dr T Foreman provided a verbal report on the discussion Mr D Sayer had progressed with members of the Royal British Legion and Thorpe History Group. An exciting project was proposed for Thorpe St Andrew, which the Committee felt would be of significant benefit for the town. It was **AGREED** to support the project and delegate its progression to the Parks and Estates Manager.

12. Requested donation to the Broadland Tree Warden Network

The Committee received a request for donation from the Broadland Tree Warden Network. The Committee felt the Tree Network was an important local asset, and the tree wardens provide good service to the town. Therefore, it was proposed by Miss S Lawn, seconded by Mr J Ward and **RESOLVED** to make the suggested donation of £30.

13. East Coast Pizza Company pitch fees

Details of the East Coast Pizza Company pitch at the Fitzmaurice Park was given to the meeting. A number of members commented on the positive feedback received from local people who had visited and tired the pizza being freshly cooked. It was **AGREED** a minimum of £20 donation be charged for any business approved by the Mayor/Deputy Mayor and Town Clerk to operate a pop-up business at the park. It was noted that litter may be an issue and therefore litter picking would be required by any pop-up business at the close of trade.

14. Workshop at the Sir George Morse Park

Dr T Foreman gave a presentation on the plans for the Sir George Morse Park workshop. It was highlighted that the space proposed for the workshop is next to the St Andrews FC clubhouse, as it would have less impact on neighbours, whilst also limiting the risk of flooding to the service yard and surrounding areas. There was support for the building to be located in line with the building, as long as improvements to access formed part of the proposal. It was confirmed further quotes were currently being sought. The Committee **NOTED** the presentation.

15. NALC Membership

Dr T Foreman explained that some years ago the Town Council had withdrawn from the Norfolk Association of Local Councils (NALC). Since then, significant governance work at NALC had been undertaken but there was still some question as to whether membership was considered good value for money. Having considered the details of NALC membership, the Committee opted not to rejoin in 2021/22.

With no other business the meeting closed at 21.05hrs

Chairman_____Date_____

THORPE ST ANDREW TOWN COUNCIL

BANK RECONCILIATION STATEMENT AS AT 30/06/21 FOR CURRENT AND DEPOSIT ACCOUNTS

Balance at bank	£
Current account bank 1	29933.86
Deposit account bank 1	437114.70
Sub total - bank 1	<u>467048.56</u>
Capital Account bank 2	55306.09
	<u>522354.65</u>

Unpresented cheques	Cheque number	Payee	Date	£
Total of unpresented cheques				<u>0.00</u>
				<u>522354.65</u>

Balance at 31/3/21	361639.77
Plus receipts	<u>307306.25</u>
	668946.02
Less expenditure	<u>-146591.37</u>
	<u>522354.65</u>

Completed by: Jfenn

Date 30/6/21

Certified by: TFOREMAN

Date 30/6/21

29 June 2021 (2021-2022)

Thorpe St Andrew Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
224	Wheeled/litter/dog bins	31/05/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	139.70	27.94	167.64
225	Wheeled/litter/dog bins	31/05/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	117.80	23.56	141.36
226	Wheeled/litter/dog bins	31/05/2021		Bank 1 Deposit Accou	online	Wheeled bins	Veolia	S	21.90	4.38	26.28
227	Bank charges	31/05/2021		Bank 1 Current Accou	online	Bank charges	LLoyds Bank	X	8.81	0.00	8.81
228	Telephone	31/05/2021		Bank 1 Current Accou	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
229	Telephone	31/05/2021		Bank 1 Current Accou	online	telephone Roxley	Talk Talk	S	36.95	7.39	44.34
230	Telephone	31/05/2021		Bank 1 Current Accou	online	Telephone - Office	Talk Talk	S	49.95	9.99	59.94
231	Telephone	31/05/2021		Bank 1 Current Accou	online	Telephone - Morse Pavilion	Talk Talk	S	49.95	9.99	59.94
232	Telephone	08/06/2021		Bank 1 Current Accou		Mobile telephones - office	O2	S	34.47	6.89	41.36
233	Telephone	08/06/2021		Bank 1 Current Accou	online	Mobile telephones - Rec Grnd	O2	S	54.75	10.95	65.70
234	Water rates	09/06/2021		Bank 1 Current Accou	online	Water charges - Recreation Gr	Anglian Water	E	80.86	0.00	80.86
235	Water rates	09/06/2021		Bank 1 Current Accou	online	Water charges - Morse	Anglian Water	E	139.70	0.00	139.70
236	Foreman salary										
237	Fenn salary										
238	Bass - salary										
239	Sayer salary										
240	Calver salary										
241	Jones salary										
242	McCarthy Salary										
243	Wedge-Clarke Salary										
244	Flack salary										
245	Fenn salary										
246	Fenn - pension employer										
247	Sayer salary										
248	Sayer - pension employer										
249	Foreman salary										
250	Foreman - pension employer										
251	Calver salary										
252	Calver pension employer										
253	Jones salary										
254	Jones pension employer										
255	Wedge-Clarke Salary										
256	Wedge-Clarke pension empl										
257	McCarthy Salary										
258	McCarthy pension employer										
259	Flack salary										

Thorpe St Andrew Town Council **PAYMENTS LIST**

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
260	Flack pension employer	09/06/2021									
261	Foreman salary	09/06/2021									
262	Foreman employers nic	09/06/2021									
263	Sayer salary	09/06/2021									
264	Sayer - NIC employer	09/06/2021									
265	Calver salary	09/06/2021									
266	Calver -employers nic	09/06/2021									
267	Student loan	09/06/2021									
268	Jones salary	09/06/2021									
269	Jones nic employer	09/06/2021									
270	McCarthy Salary	09/06/2021									
271	McCarthy employers nic	09/06/2021									
272	Wedge-Clarke Salary	09/06/2021									
273	Wedge-Clarke employers nic	09/06/2021									
274	Flack salary	09/06/2021									
275	Flack employer nic	09/06/2021									
276	Bass - salary	09/06/2021									
277	Hire of equipment	09/06/2021		Bank 1 Current Accou	online	Hire equipment	Ben Burgess	S	440.00	88.00	528.00
278	Grounds machinery maint	09/06/2021		Bank 1 Current Accou	online	Service equipment	Ben Burgess	S	1,050.36	210.07	1,260.43
279	Dussindale maintenance	09/06/2021		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
280	Hillside maintenance	09/06/2021		Bank 1 Current Accou	online	Pest control	Burrell Pest control	E	60.00	0.00	60.00
281	Photocopy charges	09/06/2021		Bank 1 Current Accou	online	Photocopying	CCS Ltd	S	97.94	19.59	117.53
282	Soccer marking	09/06/2021		Bank 1 Current Accou	online	Soccer marking	CGM Group	S	219.41	43.88	263.29
283	Field maintenance contract	09/06/2021		Bank 1 Current Accou	online	Field Maintenance - Rec Grnd	CGM Group	S	670.60	134.12	804.72
284	Field maintenance contract	09/06/2021		Bank 1 Current Accou	online	Field Maintenance - Duss Park	CGM Group	S	479.89	95.98	575.87
285	Audit	09/06/2021		Bank 1 Current Accou	online	Internal Audit	Mr R Canwell	E	150.00	0.00	150.00
286	Grounds machinery maint	09/06/2021		Bank 1 Current Accou	online	Machinery parts	Ernest Doe and Sons	S	675.01	135.00	810.01
287	Computer/Photocopier	09/06/2021		Bank 1 Current Accou	online	Renew tc.gov	HCI Data Ltd	S	85.00	17.00	102.00
288	Cleaning bus shelters	09/06/2021		Bank 1 Current Accou	online	Cleaning bus shelters	R Marmoy	E	135.00	0.00	135.00
289	Website costs	09/06/2021		Bank 1 Current Accou	online	website maintenance contract	Norfolk Geeks	E	540.00	0.00	540.00
290	Cleaning and cleaning mater	09/06/2021		Bank 1 Current Accou	online	Cleaning Materials	SGI Industries	S	1,096.13	219.23	1,315.36
291	Stationery	09/06/2021		Bank 1 Current Accou	online	Stationery	Ian Smith	S	72.86	14.57	87.43
292	Electricity Toilets River Greer	09/06/2021		Bank 1 Current Accou	online	Electricity - River Green Toile	Total Gas & Power	L	112.93	5.65	118.58
293	Mayor's expenses	09/06/2021		Bank 1 Current Accou	online	civic regalia update	David Gray	E	10.00	0.00	10.00
294	Gas	15/06/2021		Bank 1 Current Accou	online	Roxley Hall gas	British Gas	L	138.10	6.90	145.00
295	Fuel	15/06/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	164.85	32.97	197.82
296	Fuel & machinery mainten	15/06/2021		Bank 1 Current Accou	online	Fuel	Fuel Genie	S	102.81	20.56	123.37
297	Vehicle lease	15/06/2021		Bank 1 Current Accou	online	Lease payment	Bussey & Sabberton	S	360.16	72.03	432.19
298	Postage	15/06/2021		Bank 1 Current Accou	business credit card	Postage	LLoyds Bank - business card	E	434.00	0.00	434.00

Thorpe St Andrew Town Council

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
299	Subscriptions	15/06/2021		Bank 1 Current Account	business credit card	Subscription	Adobe	E	40.45	0.00	40.45
300	Subscriptions	15/06/2021		Bank 1 Current Account	business credit card	Subscription	Norton	E	70.83	0.00	70.83
301	Stationery	16/06/2021		Bank 1 Current Account	online	Stationery	Amazon	S	15.40	3.08	18.48
302	Cleaning Toilets	16/06/2021		Bank 1 Current Account	online	Blockage cleared	Blockbuster	S	95.00	19.00	114.00
303	Maintenance contract	16/06/2021		Bank 1 Current Account	online	Street light - maintenance	Cozens UK Ltd	S	400.00	80.00	480.00
304	Repairs	16/06/2021		Bank 1 Current Account	online	Street light - repairs	Cozens UK Ltd	S	1,695.00	339.00	2,034.00
305	S137 payments and donation	16/06/2021		Bank 1 Current Account	online	Donation	Mens shed book box	E	20.00	0.00	20.00
306	Energy charge	16/06/2021		Bank 1 Current Account	online	Streetlight-energy charge	Total Gas & Power	S	1,626.02	325.21	1,951.23
307	Cleaning and cleaning material	16/06/2021		Bank 1 Current Account	online	Cleaning - Morse Pavilion	Town and Country Cleaning	E	620.00	0.00	620.00
308	Cleaning	16/06/2021		Bank 1 Current Account	online	Cleaning - Town Hall	Town and Country Cleaning	E	120.00	0.00	120.00
309	Cleaning	16/06/2021		Bank 1 Current Account	online	Cleaning - Roxley Hall	Town and Country Cleaning	E	325.00	0.00	325.00
310	Cleaning Toilets	16/06/2021		Bank 1 Current Account	online	Cleaning River Green Toilets	Town and Country Cleaning	E	620.00	0.00	620.00
311	S137 payments and donation	16/06/2021		Bank 1 Current Account	online	Donation	wardenBroadland Tree	E	30.00	0.00	30.00
312	Electricity	22/06/2021		Bank 1 Current Account	online	Electricity - Roxley Hall	Opus Energy	L	50.36	2.52	52.88
313	Electricity	22/06/2021		Bank 1 Current Account	online	Electricity - Town Hall	Opus Energy	S	666.59	133.32	799.91
314	Electricity	22/06/2021		Bank 1 Current Account	online	Electricity - Morse Pav	Opus Energy	L	106.80	5.34	112.14
315	Electricity	22/06/2021		Bank 1 Current Account	online	Electricity - Morse Pav	Opus Energy	L	22.75	1.14	23.89
316	Telephone	22/06/2021		Bank 1 Current Account	online	Barrier line rental	Wireless Logic Ltd	S	4.00	0.80	4.80
317	Electricity	22/06/2021		Bank 1 Current Account	online	Electricity - Morse Pav	SSE	L	192.70	9.63	202.33
318	Repairs	22/06/2021		Bank 1 Current Account	online	Street light - repairs	Cozens UK Ltd	S	1,695.00	339.00	2,034.00
319	Electricity	22/06/2021		Bank 1 Current Account	online	Electricity - River Green	E.on	L	178.54	8.93	187.47
320	Health and Safety	22/06/2021		Bank 1 Current Account	online	eye test	Mrs R McCarthy	E	25.00	0.00	25.00
321	Tools - equipment	22/06/2021		Bank 1 Current Account	online	Tools and Equipment	Spaldings Ltd	S	81.68	16.34	98.02
322	River Green Lights	29/06/2021		Bank 1 Current Account	online	Loan Payment	Public Works Loan Board	X	1,783.14	0.00	1,783.14
323	Roxley Hall Loan	29/06/2021		Bank 1 Current Account	online	Loan Payment	Public Works Loan Board	X	10,186.38	0.00	10,186.38
324	Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Account	online	Wheeled bins	Veolia	S	92.58	18.52	111.10
325	Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Account	online	Wheeled bins	Veolia	S	70.68	14.13	84.81
326	Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Account	online	Wheeled bins	Veolia	S	34.51	6.90	41.41
327	Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Account	online	Wheeled bins	Veolia	S	23.56	4.71	28.27
328	Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Account	online	Wheeled bins	Veolia	S	21.90	4.38	26.28
329	Wheeled/litter/dog bins	29/06/2021		Bank 1 Deposit Account	online	Wheeled bins	Veolia	S	10.95	2.19	13.14
330	Bank charges	29/06/2021		Bank 1 Current Account	online	Bank charges	Lloyds Bank	X	7.85	0.00	7.85
331	Bottle bank	29/06/2021		Bank 1 Current Account	online	Bottle bank	URM UK	S	9.00	1.80	10.80
332	Telephone	29/06/2021		Bank 1 Current Account	online	Telephone - Morse Pavilion	Talk Talk	S	49.95	9.99	59.94
333	Telephone	29/06/2021		Bank 1 Current Account	online	Telephone - Office	Talk Talk	S	49.95	9.99	59.94
334	Telephone	29/06/2021		Bank 1 Current Account	online	telephone Roxley	Talk Talk	S	36.95	7.39	44.34
Total									47,290.93	2,580.75	49,871.68

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	5,750.00	114.00	-5,636	4,475.00	1,144.20	3,331	-2,305
Broadland District Council Elections				4,000.00		4,000	4,000
Building Maintenance				29,000.00	3,252.47	25,748	25,748
Business Sponsorship	250.00	260.00	10	1,000.00	338.64	661	671
Capital Spending				42,000.00	1,815.00	40,185	40,185
Cemetery				2,950.00	63.21	2,887	2,887
Community Infrastructure Levy		13,523.01	13,523				13,523
Contingency				5,550.00		5,550	5,550
Covid 19							
Events	12,000.00		-12,000	15,000.00	28.32	14,972	2,972
Fitzmaurice Park - Town Hall	19,000.00	4,213.33	-14,787	28,500.00	8,068.83	20,431	5,645
Grants							
Leases				4,500.00	1,080.48	3,420	3,420
Legal Fees				6,500.00		6,500	6,500
Loan Repayment				27,730.00	11,969.52	15,760	15,760
Newsletter				2,000.00	1,141.00	859	859
Parks Project							
Precept	518,758.00	259,379.00	-259,379				-259,379
River Green	1,000.00	2,944.10	1,944	14,300.00	4,079.32	10,221	12,165
Roxley Hall	12,000.00	210.00	-11,790	15,500.00	6,791.45	8,709	-3,081
S137 Payments and Donations				550.00	50.00	500	500
Salaries				250,803.00	55,050.63	195,752	195,752
Section 106							
Sir George Morse Park and Pavilio	9,000.00	577.50	-8,423	58,350.00	19,956.41	38,394	29,971
Street Furniture		40.00	40	1,500.00	290.00	1,210	1,250
Street Lighting				32,000.00	11,358.45	20,642	20,642
Town and Neighbourhood Plan				1,000.00	58.34	942	942
Town Hall Office	150.00	10.40	-140	24,200.00	14,619.61	9,580	9,441
Tree Management				9,000.00		9,000	9,000
Verge Cutting	17,000.00	17,416.57	417	12,500.00	1,245.90	11,254	11,671
Website				1,000.00	660.00	340	340
Youth Council				1,000.00		1,000	1,000
NET TOTAL	594,908.00	298,687.91	-296,220	594,908.00	143,061.78	451,846	155,626
Total for ALL Cost Centres		298,687.91			143,061.78		
V.A.T.		8,618.34			7,631.11		
GROSS TOTAL		307,306.25			150,692.89		

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

30 June 2021 (2021-2022)

Allotments

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
94 Dussindale maintenance				1,700.00	185.00	1,515	1,515 (89%)
95 Dussindale rent				400.00	399.93	0	0 (0%)
96 Dussindale water charges				375.00	158.28	217	217 (57%)
97 Hillside maintenance				1,500.00	120.00	1,380	1,380 (92%)
98 Hillside water charges				500.00	209.49	291	291 (58%)
100 Rent and deposit	4,950.00	108.00	-4,842		71.50	-72	-4,914 (-99%)
168 Water charges	800.00	6.00	-794				-794 (-99%)
SUB TOTAL	5,750.00	114.00	-5,636	4,475.00	1,144.20	3,331	-2,305 (-22%)

Broadland District Council Ele

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 (100%)
SUB TOTAL				4,000.00		4,000	4,000 (100%)

Building Maintenance

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
209 Town Hall				9,000.00	760.61	8,239	8,239 (91%)
210 Morse Pavilion				10,000.00	248.85	9,751	9,751 (97%)
211 Roxley Hall				5,000.00	125.00	4,875	4,875 (97%)
236 Cafe					2,058.01	-2,058	-2,058 (N/A)
237 River Green Buildings				5,000.00	60.00	4,940	4,940 (98%)
SUB TOTAL				29,000.00	3,252.47	25,748	25,748 (88%)

Business Sponsorship

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
177 Receipts and payments	250.00	260.00	10	1,000.00	338.64	661	671 (53%)
SUB TOTAL	250.00	260.00	10	1,000.00	338.64	661	671 (53%)

Capital Spending

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
90 Asset replacement				4,500.00		4,500	4,500 (100%)
91 Buildings & amenity areas				7,500.00	1,815.00	5,685	5,685 (75%)
92 Street lights				9,000.00		9,000	9,000 (100%)
93 Town Office				1,000.00		1,000	1,000 (100%)
164 Projects				20,000.00		20,000	20,000 (100%)
165 War Memorial							(N/A)

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

30 June 2021 (2021-2022)

SUB TOTAL				42,000.00	1,815.00	40,185	40,185 (95%)
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Cemetery		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
102	Maintenance				2,450.00		2,450	2,450 (100%)
103	Water charges				500.00	63.21	437	437 (87%)
SUB TOTAL					2,950.00	63.21	2,887	2,887 (97%)

Community Infrastructure Lev		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
175	CIL receipts and payments		13,523.01	13,523				13,523 (N/A)
SUB TOTAL			13,523.01	13,523				13,523 (N/A)

Contingency		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Contingency				5,550.00		5,550	5,550 (100%)
SUB TOTAL					5,550.00		5,550	5,550 (100%)

Covid 19		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
254	Covid19							(N/A)
SUB TOTAL								(N/A)

Events		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
118	Events one off purchase				1,000.00	28.32	972	972 (97%)
200	Event Business Sponsorship							(N/A)
243	St Georges Day	500.00		-500	2,000.00		2,000	1,500 (60%)
244	Fireworks	11,000.00		-11,000	9,000.00		9,000	-2,000 (-10%)
245	Remembrance parade				500.00		500	500 (100%)
246	Xmas Event	500.00		-500	2,500.00		2,500	2,000 (66%)
SUB TOTAL		12,000.00		-12,000	15,000.00	28.32	14,972	2,972 (11%)

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

30 June 2021 (2021-2022)

Fitzmaurice Park - Town Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	Cleaning				6,000.00	160.00	5,840	5,840 (97%)
40	Cricket maintenance				3,000.00	1,578.90	1,421	1,421 (47%)
41	Electricity				6,000.00	2,260.43	3,740	3,740 (62%)
42	Field maintenance contract				5,400.00	3,462.55	1,937	1,937 (35%)
43	Sports Turf maintenance				1,500.00		1,500	1,500 (100%)
45	Park maintenance				1,500.00	121.00	1,379	1,379 (91%)
46	Play equipment maintenance				1,000.00		1,000	1,000 (100%)
49	Telephone				400.00		400	400 (100%)
50	Water rates				1,300.00	103.82	1,196	1,196 (92%)
51	Wheeled/litter/dog bins				2,000.00	382.13	1,618	1,618 (80%)
52	Cricket income	2,000.00	626.66	-1,373				-1,373 (-68%)
54	Lettings	17,000.00	3,570.00	-13,430				-13,430 (-79%)
55	Other income		16.67	17				17 (N/A)
212	Repaint Youth Shelter							(N/A)
238	tennis court				400.00		400	400 (100%)
SUB TOTAL		19,000.00	4,213.33	-14,787	28,500.00	8,068.83	20,431	5,645 (11%)

Grants

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
150	Grant income and expenditure							(N/A)
SUB TOTAL								(N/A)

Leases

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
172	Vehicle lease				4,500.00	1,080.48	3,420	3,420 (75%)
SUB TOTAL					4,500.00	1,080.48	3,420	3,420 (75%)

Legal Fees

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
158	Legal charges				6,500.00		6,500	6,500 (100%)
SUB TOTAL					6,500.00		6,500	6,500 (100%)

Loan Repayment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
182	Roxley Hall Loan				20,269.00	10,186.38	10,083	10,083 (49%)
193	Town Hall loan				3,895.00		3,895	3,895 (100%)

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

30 June 2021 (2021-2022)

229 River Green Lights	3,566.00	1,783.14	1,783	1,783 (50%)
SUB TOTAL	27,730.00	11,969.52	15,760	15,760 (56%)

Newsletter

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
242 Newsletter				2,000.00	1,141.00	859	859 (42%)
SUB TOTAL				2,000.00	1,141.00	859	859 (42%)

Parks Project

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

Precept

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
111 Precept	518,758.00	259,379.00	-259,379				-259,379 (-50%)
SUB TOTAL	518,758.00	259,379.00	-259,379				-259,379 (-50%)

River Green

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
30 Staithe/picnic area maint				500.00		500	500 (100%)
31 Electricity				600.00	295.86	304	304 (50%)
34 River Green maintenance				4,000.00	68.50	3,932	3,932 (98%)
35 War Memorial maintenance							(N/A)
149 Income	1,000.00		-1,000				-1,000 (-100%)
247 Rates River Green toilets		2,944.10	2,944	1,700.00	1,472.05	228	3,172 (186%)
248 Electricity Toilets River Green				2,500.00	307.91	2,192	2,192 (87%)
249 Cleaning Toilets				5,000.00	1,935.00	3,065	3,065 (61%)
SUB TOTAL	1,000.00	2,944.10	1,944	14,300.00	4,079.32	10,221	12,165 (79%)

Roxley Hall

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
21 Cleaning				6,000.00	900.00	5,100	5,100 (85%)
22 Electricity				1,500.00	154.59	1,345	1,345 (89%)
23 Gas				1,500.00	449.09	1,051	1,051 (70%)
25 Miscellaneous				1,000.00	344.20	656	656 (65%)
26 Rates				5,000.00	4,790.40	210	210 (4%)

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

30 June 2021 (2021-2022)

28 Water				500.00	44.32	456	456 (91%)
29 Lettings	12,000.00	210.00	-11,790				-11,790 (-98%)
270 Telephone					108.85	-109	-109 (N/A)
SUB TOTAL	12,000.00	210.00	-11,790	15,500.00	6,791.45	8,709	-3,081 (-11%)

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	50.00	500	500 (90%)
SUB TOTAL					550.00	50.00	500	500 (90%)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
125	Fenn salary				7,758.00	1,939.50	5,819	5,819 (75%)
126	Fenn - pension employer				1,823.00	455.79	1,367	1,367 (75%)
127	Fenn - NIC employer							(N/A)
131	Sayer salary				30,507.00	7,626.75	22,880	22,880 (75%)
132	Sayer - pension employer				7,169.00	1,792.29	5,377	5,377 (75%)
133	Sayer - NIC employer				3,000.00	747.36	2,253	2,253 (75%)
152	Bass - salary				2,500.00	1,161.32	1,339	1,339 (53%)
153	Bass - NIC employer							(N/A)
183	Foreman salary				43,662.00	10,915.50	32,747	32,747 (75%)
184	Foreman employers nic				4,800.00	1,201.23	3,599	3,599 (74%)
185	Student loan					57.00	-57	-57 (N/A)
186	Foreman - pension employer				10,261.00	2,565.15	7,696	7,696 (75%)
188	Sick/hol cover							(N/A)
189	Calver salary				22,462.00	5,558.49	16,904	16,904 (75%)
190	Calver pension employer				5,278.00	1,319.64	3,958	3,958 (75%)
191	Calver -employers nic				2,000.00	469.83	1,530	1,530 (76%)
224	Jones salary				17,711.00	4,427.76	13,283	13,283 (75%)
225	Jones pension employer				4,162.00	1,040.52	3,121	3,121 (75%)
227	Jones nic employer				1,200.00	305.91	894	894 (74%)
255	McCarthy Salary				11,866.00	3,023.54	8,842	8,842 (74%)
256	Wedge-Clarke Salary				11,866.00	3,023.54	8,842	8,842 (74%)
257	Flack salary				17,711.00	4,427.76	13,283	13,283 (75%)
258	Wedge-Clarke pension employe				2,789.00	710.54	2,078	2,078 (74%)
259	McCarthy pension employer				2,789.00	710.54	2,078	2,078 (74%)
260	Flack pension employer				4,162.00	1,040.52	3,121	3,121 (75%)
261	McCarthy employers nic				400.00	112.12	288	288 (71%)
262	Wedge-Clarke employers nic				400.00	112.12	288	288 (71%)
263	Flack employer nic				1,200.00	305.91	894	894 (74%)
264	Groundstaff				17,711.00		17,711	17,711 (100%)
265	Groundstaff employer pension				4,162.00		4,162	4,162 (100%)
266	Groundstaff employers nic				1,200.00		1,200	1,200 (100%)
267	Apprentice				7,898.00		7,898	7,898 (100%)
268	Apprentice employer pension				1,856.00		1,856	1,856 (100%)
269	Apprentice employers nic				500.00		500	500 (100%)

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

30 June 2021 (2021-2022)

SUB TOTAL				250,803.00	55,050.63	195,752	195,752 (78%)
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Section 106

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

Sir George Morse Park and P

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
57 Cleaning and cleaning materials				9,500.00	3,795.92	5,704	5,704 (60%)
60 Electricity				3,000.00	581.71	2,418	2,418 (80%)
61 Equipment hire				400.00		400	400 (100%)
62 Field maintenance contract				7,550.00	4,618.54	2,931	2,931 (38%)
64 Fuel				2,500.00	482.73	2,017	2,017 (80%)
65 Grounds machinery maint				4,000.00	3,541.48	459	459 (11%)
68 Materials fixtures & fittings				1,000.00	111.34	889	889 (88%)
70 Mileage							(N/A)
71 Miscellaneous				500.00		500	500 (100%)
72 Morse - gas				2,500.00	504.16	1,996	1,996 (79%)
73 Park maintenance				550.00		550	550 (100%)
74 Play equipment maintenance				1,000.00	311.40	689	689 (68%)
75 St Will Loke - shrub bed				100.00		100	100 (100%)
77 Sports turf maintenance				8,400.00		8,400	8,400 (100%)
78 Telephone				2,000.00	265.35	1,735	1,735 (86%)
79 Tools - equipment				300.00	838.65	-539	-539 (-179%)
80 Training				3,500.00		3,500	3,500 (100%)
84 Water rates				900.00	220.56	679	679 (75%)
85 Wheeled/litter/dog bins				2,000.00	382.13	1,618	1,618 (80%)
88 Football income	9,000.00	577.50	-8,423				-8,423 (-93%)
89 Other income							(N/A)
160 Soccer marking				2,550.00	658.23	1,892	1,892 (74%)
174 Rates				2,700.00	2,470.05	230	230 (8%)
176 Feed in Tariff							(N/A)
181 Cleaning Tennis Courts				500.00	640.00	-140	-140 (-28%)
213 Health and Safety				1,900.00	534.16	1,366	1,366 (71%)
214 Vehicle Maintenance				1,000.00		1,000	1,000 (100%)
SUB TOTAL	9,000.00	577.50	-8,423	58,350.00	19,956.41	38,394	29,971 (44%)

Street Furniture

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
104 Cleaning bus shelters				1,500.00	290.00	1,210	1,210 (80%)
105 Repairs and maintenance							(N/A)
156 Bus shelters							(N/A)
271 Memorial donation		40.00	40				40 (N/A)

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

30 June 2021 (2021-2022)

SUB TOTAL	40.00	40	1,500.00	290.00	1,210	1,250 (83%)
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Street Lighting

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
106 Energy charge				25,000.00	5,535.21	19,465	19,465 (77%)
107 Maintenance contract				7,000.00	1,200.00	5,800	5,800 (82%)
108 Repairs					4,623.24	-4,623	-4,623 (N/A)
SUB TOTAL				32,000.00	11,358.45	20,642	20,642 (64%)

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	58.34	942	942 (94%)
SUB TOTAL				1,000.00	58.34	942	942 (94%)

Town Hall Office

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Audit				1,800.00	150.00	1,650	1,650 (91%)
2 Bank charges				300.00	23.66	276	276 (92%)
3 Mayor's expenses				300.00	10.00	290	290 (96%)
4 Computer/Photocopier				750.00	282.14	468	468 (62%)
5 Insurance				8,500.00	7,920.64	579	579 (6%)
7 Miscellaneous				300.00	59.28	241	241 (80%)
8 Office equipment				150.00		150	150 (100%)
10 Telephone				800.00	220.79	579	579 (72%)
11 Postage				900.00	434.00	466	466 (51%)
12 Stationery				1,000.00	439.95	560	560 (56%)
13 Subscriptions				1,300.00	1,531.36	-231	-231 (-17%)
14 Training and H & S				1,000.00		1,000	1,000 (100%)
15 Bank interest	150.00	10.40	-140				-140 (-93%)
17 Insurance claims							(N/A)
143 VAT refund							(N/A)
187 Bottle bank					9.00	-9	-9 (N/A)
216 Photocopy charges				1,200.00	145.59	1,054	1,054 (87%)
235 Rates				3,500.00	3,393.20	107	107 (3%)
239 Human Resources H&S Cover				2,400.00		2,400	2,400 (100%)
SUB TOTAL	150.00	10.40	-140	24,200.00	14,619.61	9,580	9,441 (38%)

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 (100%)

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

30 June 2021 (2021-2022)

SUB TOTAL				9,000.00	9,000	9,000 (100%)
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Verge Cutting		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
110	Fuel & machinery maintenance				2,500.00	135.90	2,364	2,364 (94%)
228	Verge cutting	17,000.00	17,416.57	417				417 (2%)
240	Hire of equipment				10,000.00	1,110.00	8,890	8,890 (88%)
SUB TOTAL		17,000.00	17,416.57	417	12,500.00	1,245.90	11,254	11,671 (39%)

Website		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
116	Website costs				1,000.00	660.00	340	340 (34%)
SUB TOTAL					1,000.00	660.00	340	340 (34%)

Youth Council		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
241	Payments				1,000.00		1,000	1,000 (100%)
SUB TOTAL					1,000.00		1,000	1,000 (100%)

Summary								
NET TOTAL		594,908.00	298,687.91	-296,220	594,908.00	143,061.78	451,846	155,626 (13%)
V.A.T.			8,618.34			7,631.11		
GROSS TOTAL			307,306.25			150,692.89		

**THORPE ST ANDREW TOWN COUNCIL
VARIANCES - 01/04/21 - 30/6/21**

Receipts

Allotments	rent due October
Building Maintenance	
Community Infrastructure levy	27 Yarmouth Rd £13523
Events	no events due to Covid
Fitzmaurice Park - Town Hall	Reduced lets due to Covid closures
Precept	Received from BDC in April and September
River Green	Rates refund £2994
Roxley Hall	Covid closure no lettings only polling income
Sir George Morse Park and Pavilion	Seasonal - football
Town Hall - Office	
Verge cutting	Income received for the year

Payments

Allotments	
Building Maintenance	
Capital	see summary
Events	bamboo canes for flags jumble
Fitzmaurice Park - Town Hall	Cricket maint seasonal spend
Newslewtter	1 edition and delivery
River Green	River Green toilet rates paid for the year and cleaning costs higher
Roxley Hall	Rates paid for the year
Salaries	Groundstaff and apprentice not employed yet
Sir George Morse Park and Pavilion	Grounds machinery maint cost higher, rates paid for the year, higher cleaning materials cost due to covid
Street Lighting	2 new columns Thorpe Mews/Tracey Rd £4623
Town Hall Office	Rates and insurance paid for the year
Verge cutting	In house no contractors costs
Website	Monthly contract to update - paid for the year

Thorpe St Andrew Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 30-06-2021)

Cost Centre Capital Spending

Code Number		91 Buildings & amenity areas				Description	Supplier	Vat Type	Net	Vat	Total
Vchr.	Date	Minute	Bank	Cheq. No.							
12	06/04/2021		Bank 1 Current Acc	online		Expand a store	Extra Space Industires	S	1,815.00	363.00	2,178.00
Subtotal for Code:							Buildings & amenity areas		£1,815.00	£363.00	£2,178.00
Subtotal for Cost Centre:							Capital Spending		1,815.00	363.00	2,178.00
TOTALS									£1,815.00	£363.00	£2,178.00