



THORPE ST ANDREW TOWN COUNCIL

**FINANCE AND STAFF COMMITTEE MEETING TO BE HELD ON:
MONDAY 25TH OCTOBER 2021
7.30PM AT ROXLEY HALL, YARMOUTH ROAD, THORPE ST ANDREW, NR7 0QF**

AGENDA

1. Attendance and Apologies for Absence
2. Declarations of Interest
3. Minutes of the Meeting 20th September 2021
4. Public session – limited to 3 minutes per speaker
5. Finance
 - (i) Annual Governance and Accountability Return
 - (ii) External Auditor Report
 - (iii) Variances
6. Budget 2022/23 – Report attached
7. Recruitment update – verbal report

Future agenda items (Not for discussion)

Date of next meeting TBC

Issued 20/10/2021

Town Clerk - Dr Thomas Foreman
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Website: www.thorpestandrew-tc.gov.uk

VAT No. 107 2921 90

MINUTES OF FINANCE AND STAFFING COMMITTEE MEETING HELD ON 20th SEPTEMBER 2021

1. **PRESENT:**

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

IN ATTENDANCE: Mr T Foreman (Town Clerk), Mrs J Fenn, Mrs F Bass

APOLOGIES FOR ABSENCE

Mr N Shaw, Mr P Berry

2. **DECLARATIONS OF INTEREST**

None

3. **MINUTES OF MEETING HELD ON 19TH JULY 2021**

Minutes of the meeting held on 19th July 2021 were approved and signed as a true record.

4. **PUBLIC SESSION – LIMITED TO 3 MINUTES PER SPEAKER**

None

5. **UPDATE ON TOWN CLERK RECRUITMENT**

Dr T Foreman explained that the advert for recruitment was being placed imminently and requested the Committee decide a panel for the interviews in due course. It was **RESOLVED** that the Town Mayor and Committee Chairs would undertake interviews and the appointment of the new Clerk.

6. **ADMINISTRATION AND COMMUNICATION STAFF RECRUITMENT**

The Committee considered a report detailing the options for the recruitment of a new Administration and Communication Officer following the appointment of Mrs R McCarthy to the post of Deputy Clerk and Responsible Financial Officer. Having considered the options, the Committee **RESOLVED** to advertise the post across 5 days a week totalling 30 hours. It was accepted there were minor budget implications, but it was considered that the benefit of the post being 5 days outweighed the £4,429.68 projected overspend.

7. RESPONSIBLE FINANCIAL OFFICER

Dr T Foreman introduced the item to place on record his appreciation to Mrs J Fenn, who formally retires on 30th September 2021. Dr T Foreman explained that when he started at the Town Council, he was supported, helped, and shown remarkable support and that he counted himself as very lucky to have worked with the finest Responsible Financial Officer possible. The Committee echoed these remarks and thanked Mrs Fenn for her work over nearly two decades at the Town Council.

With no other business the meeting closed at 20.15hrs

Chairman_____

Date_____

Section 1 – Annual Governance Statement 2020/21

We acknowledge as the members of:

Tharpe St Andrew Town Council

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	<input type="checkbox"/>	<input type="checkbox"/>	<input checked="" type="checkbox"/> <i>has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.</i>

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

07/06/21

and recorded as minute reference:

SV

Signed by the Chairman and Clerk of the meeting where approval was given:

Vice Chairman

Clerk

Janet Hooper
G. Jones

www.tharpestrandrew-hz.gov.uk

G Chair in isolation - 7/6/21

Section 2 – Accounting Statements 2020/21 for

Therpe St Andrew's Town Council

	Year ending		Notes and guidance
	31 March 2020 £	31 March 2021 £	
1. Balances brought forward	271926	24368	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	441638	507660	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	106001	76258	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(222484)	(208708)	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	(34175)	(28190)	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(321538)	(232212)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	241368	356176	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	241669	361640	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3476586	3511649	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	334956	35213	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets.
	NA	NA	N.B. The figures in the accounting statements above do not include any Trust transactions.

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Jenn

Date

7/6/21

I confirm that these Accounting Statements were approved by this authority on this date:

07/06/21

as recorded in minute reference:

5(VI)

Signed by Chairman of the meeting where the Accounting Statements were approved

Jane Kishner

Section 3 – External Auditor Report and Certificate 2020/21

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 2021; 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 2020/21

Except for the matters reported below, 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.

The AGAR was not accurately completed before submission for review.:

- Information received from the smaller authority indicates that the figures in Section 2, Boxes 5 and 6 of the prior year comparative column are not correct.

Jfenn note - £879 in payments + not in loan
due to taking home draft copy of AGAR for last year.
Apologies.

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

None.

3 External auditor certificate 2020/21

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 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

23/09/2021

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

THORPE ST ANDREW TOWN COUNCIL
VARIANCES - 01/04/21 - 30/9/21

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 lettings resumed
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
Cemetery	donation paid for the year
Events	see summary
Fitzmaurice Park - Town Hall	Cleaning underspend as Lime Tree Nursery cleaning
Newsletters	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	
Sir George Morse Park and Pavilion	Grounds machinery maint and play equipment costs 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 and additional subscriptions
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 20-10-2021)

Cost Centre Capital Spending**Code Number 91 Buildings & amenity areas**

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

Code Number 93 Town Office

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
484	02/08/2021		Bank 1 Current Acc	online	chairs	Furniture at Work	S	755.00	151.00	906.00
Subtotal for Code: Town Office								£755.00	£151.00	£906.00
Subtotal for Cost Centre: Capital Spending								2,570.00	514.00	3,084.00

TOTALS **£2,570.00** **£514.00** **£3,084.00**

Thorpe St Andrew Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 20-09-2021)

Cost Centre Events**Code Number 118 Events one off purchase**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
216	24/05/2021		Bank 1 Current Acc	online	bamboo canes	Mr D Sayer	S	28.32	5.66	33.98
423	28/07/2021		Bank 1 Current Acc	online	Banners	Premier Print	S	216.00	43.20	259.20
424	28/07/2021		Bank 1 Current Acc	online	promotion	Facebook Ads	E	10.00		10.00
430	03/08/2021		Bank 1 Current Acc	online	Signage	G Sign	S	64.20	12.84	77.04
486	02/08/2021		Bank 1 Current Acc	online	skate park hire	Nufocus education	S	827.50	165.50	993.00
487	02/08/2021		Bank 1 Current Acc	online	Banners	Premier Print	S	80.00	16.00	96.00
505	11/08/2021		Bank 1 Current Acc	online	balloons and gas	Amazon	S	66.64	13.33	79.97
507	17/08/2021		Bank 1 Current Acc	online	Entertainer	All Seasons productions	E	650.00		650.00
512	17/08/2021		Bank 1 Current Acc	online	Goods	Mrs R McCarthy	E	40.00		40.00
518	17/08/2021		Bank 1 Current Acc	business credit c	Signs	Instaprint	S	104.17	20.83	125.00
542	01/09/2021		Bank 1 Current Acc	online	Goods	Amazon	E	39.98		39.98
Subtotal for Code: Events one off purchase								£2,126.81	£277.36	£2,404.17
Subtotal for Cost Centre: Events								2,126.81	277.36	2,404.17
TOTALS								£2,126.81	£277.36	£2,404.17

Thorpe St Andrew Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-04-2021 and 20-09-2021)

Cost Centre Events**Code Number 118 Events one off purchase**

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
58	17/08/2021		Bank 1 Current Acc	online	Refund	Nufocus education	S	827.50	165.50	993.00
60	23/08/2021		Bank 1 Deposit Acc	online	Donation	Funfair	E	50.00		50.00
61	23/08/2021		Bank 1 Deposit Acc	online	Roxley Hall lettings	Nicola Van Der Veldt	S	52.50	10.50	63.00
68	01/09/2021		Bank 1 Deposit Acc		balloon income	Various	E	86.80		86.80
84	09/09/2021		Bank 1 Deposit Acc		Donation	Ice cream van	E	20.00		20.00
Subtotal for Code: Events one off purchase								£1,036.80	£176.00	£1,212.80
Subtotal for Cost Centre: Events								1,036.80	176.00	1,212.80
TOTALS								£1,036.80	£176.00	£1,212.80

Finance and Staff : 25th October 2021

Budget 2022/23

Agenda Item: 6

Reason for this Report

This report has been prepared for the Finance and Staff committee to consider the draft budget 2022/23 prior to its submission to the next Town Council meeting.

Background

The Town Council is required to set a budget by the end of December 2021 for the next financial year. In doing so a calculation is made of the budget requirement for the revenue and capital budgets.

This budget is met in the greatest degree by the precept which is raised through Council Tax, this is a tax on property categorised by inclusion in one of 8 valuation bands. The headline tax is calculated for Band D and the tax in the remaining bands is worked out as a proportion of this amount. The lowest Band (A) is two-thirds of Band D and the highest Band (H) is twice Band D and three times Band A.

When coming to decisions in relation to the revenue budget and the precept the Council have various legal responsibilities, principally:

1. The Council must act in accordance with its statutory duties and responsibilities
 2. The Council must act reasonably
 3. The Council must ensure it meets its fiduciary responsibility to its Council Tax payers.
-
1. The statutory responsibility and power of the Authority to calculate and fix a budget and precept is through the Local Government Finance Act 1992. Relevant sections of the Act require:
 - a. s.32 (2); an estimated revenue account of expenditure to be incurred during the year, appropriate allowances for contingencies, any raising of reserves for future years and any account of deficit not accounted for in previous years.
 - b. S.32 (3) an estimated income from fees, charges and grants; and any amount of reserves/balances intended to be used towards meeting revenue expenditure.
 - c. s.32 (4); a calculation of difference between the gross revenue expenditure and anticipated income (difference between a. and b. above)
 2. The reasonableness of the Councils decision is set in the principles of *Associated Provincial Picturehouses Limited v Wednesday Corporation*, that is, it must take account of what is relevant and disregard the irrelevant. The decision should be one which would be made by any reasonable authority in that it is not unreasonable, irrational or perverse.
 3. The Councils fiduciary responsibility includes:
 - a. Responsible use of the Council's resources, including the raising of income (such as rent and other charges) and the control of its expenditure
 - b. Awareness of the financial consequences of decisions on the taxpayer
 - c. Ensuring both short and long term sustainability

- d. Striking a fair balance between the interest of the taxpayer and the community interest in adequate and efficient services
- e. Acting in good faith with a view to complying with statutory duties and powers for the benefit of the community.

The most appropriate case relating to the fiduciary responsibility is *Roberts v Hopwood (1925)* where it was said that an Authority which is charged with the administration for definite purposes of funds arising from the taxpayer (whether in full or part) owes a duty "to conduct that administration in a fairly business-like manner with reasonable care, skill and caution, and with a due and alert regard to the interest of (of the ratepayer)". In addition the finding explains that an Authority must not be "misguided [by] principles of socialistic philanthropy".

In addition to the highlighted requirements of s.32 of the Local Government Finance Act 1992, the Act explains that an Authority should have regard for the report and calculations of the Responsible Financial Officer. If the budget requirement is insufficient to meet its commitments, there are both practical and legal consequences for the Council.

The Local Government Act 2003 s.28, requires the Council to monitor the income and expenditure against budget calculations throughout the year. If through monitoring it is found that the budgetary situation had deteriorated, the Council must take necessary action to resolve the position. This could include, for instance, reducing spend for a period of the year, increase income, or finance the shortfall from reserves.

Under s.114 of the Local Government Finance Act 1988, the Responsible Financial Officer has a duty to report to the Council that expenditure incurred by the Authority is likely to exceed the resources (including sums borrowed) available to meet that expenditure. In doing so, this report must be sent to the Council's Auditor and every member of the Council must consider the report within 21 days and at a meeting decide whether it agrees or disagrees with these findings. During this period a restriction on incurring additional spend is in place.

The legislation therefore makes clear the responsibility for the Council to set a responsible, clear and realistic budget.

Result

The draft budget takes account of the changes in staffing in the next financial year as well as the increased contract costs. Ringfenced funds have enabled some capital spend projects to be undertaken without the need for budgetary increase. The draft budget is contained within Appendix A.

Members are reminded that when voting on budget items that they are bound by the provision of s.106 of the Local Government Finance Act 1992.

Advice

The Finance and Staff Committee are asked to review the draft budget as outlined in its terms of reference.

The precept within the draft budget would amount to an estimated 2.1% increase in precept, totalling an approx. increase of £2.14 for a Band D household per year.

The draft budget meets the legislative requirements outlined within this report. The budget accounts for the capital and asset plan which ensures all spending and required funding are calculated well in advance. This allows funds to be earmarked for tasks and purchases over a period of time rather than funds needing to be raised in a single year.

The Committee is asked to review each budget line and propose any amendments for consideration by the Town Council.

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 **potentially significant** financial implications arising from this report.

THORPE ST ANDREW TOWN COUNCIL DRAFTBUDGET - 2022/23

INCOME	2020/21	2021/22	2022/23
Allotments	5225.00	5750.00	6050.00
Business/Sponsorship	500.00	250.00	250.00
Events	15000.00	12000.00	12000.00
Fitzmaurice Park	19500.00	19000.00	18800.00
River Green	1000.00	1000.00	1000.00
Roxley Hall	17000.00	12000.00	10000.00
Sir George Morse Park	9000.00	9000.00	9375.00
Town Hall	150.00	150.00	50.00
Verge Cutting (Del Func)	16000.00	17000.00	17000.00
TOTAL	83375.00	76150.00	74525.00

EXPENDITURE	2020/21	2021/22	2022/23
Allotments	4475.00	4475.00	4800.00
BDC Elections (sep code)	4000.00	4000.00	4000.00
Building Maintenance (new line)	29000.00	29000.00	29000.00
Business Sponsorship	500.00	1000.00	1000.00
Cemetery	2730.00	2950.00	3025.00
Events	17000.00	15000.00	15000.00
Fitzmaurice Park	26575.00	28500.00	22500.00
Lease Payments	4500.00	4500.00	5200.00
Legal Fees	6500.00	6500.00	6500.00
Loan Repayment	28191.00	27730.00	27268.00
Newsletter (Prev in events)		2000.00	2000.00
River Green	14750.00	14300.00	10500.00
Roxley Hall	15000.00	15500.00	10500.00
S137 Payments/donations	550.00	550.00	550.00
Sir George Morse Park	57250.00	58350.00	53600.00
Street Furniture	1500.00	1500.00	1500.00
Street Lighting	32000.00	32000.00	32000.00
Town Hall	24400.00	24200.00	25050.00
Town Plan/Neighbourhood plan	1000.00	1000.00	1000.00
Tree Management	9000.00	9000.00	9000.00
Verge Cutting (Del Func)	12500.00	12500.00	8500.00
Website	1000.00	1000.00	1000.00
Youth Council - new line	1000.00	1000.00	1000.00
Salaries	249564.00	250803.00	278320.00
TOTAL	542985.00	547358.00	552813.00

CAPITAL	2020/21	2021/22	2022/23
Town Hall	1000.00	1000.00	5000.00
Buildings & Amenity Areas	7500.00	7500.00	7500.00
Street Lighting	9000.00	9000.00	9000.00
Projects	20000.00	20000.00	20000.00
Asset Replacement	5000.00	4500.00	4500.00
TOTAL	42500.00	42000.00	46000.00
 REVENUE EXPENDITURE	 542985.00	 547358.00	 552813.00
CAPITAL EXPENDITURE	42500.00	42000.00	46000.00
CONTINGENCY	5550.00	5550.00	5550.00
	591035.00	594908.00	604363.00
LESS INCOME	83375.00	76150.00	74525.00
PRECEPT REQUIRED	507660.00	518758.00	529838.00
	Est 5155	Est 5162	Est 5162
	£98.47	£100.50	£102.64
BAND D PROPERTIES	14.80%	2.1%	2.1%

ALLIOTMENTS	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Duss maint	1053	1066	1700	245	1700	
Duss rent	400	400	400	399	400	
Duss water	336	598	375	305	600	
Hillside maint	390	300	1500	645	1500	
Hillside water	534	823	500	429	600	
Rent deposit	355	91		122		
Total	3068	3278	4475	2145	4800	
RECEIPTS						
Rents/deposits	4789	5116	4950	1647	5250	1
Water charges	946	814	800	445	800	
TOTAL	5735	5930	5750	2092	6050	

Note 1 - Increase in allotment rents by 4.2% from £24 to £25

BROADLAND DC ELECTIONS	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Election costs	4187	0	4000	0	4000	
TOTAL	4187	0	4000	0	4000	

BUILDING MAINTENANCE	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
Town Hall	5948	5014	9000	856	9000	
Morse Pavilion	6424	10247	10000	1886	9000	
Café	220	2621		2058	1000	
River Green Buildings	110	3515	5000	60	5000	
Roxley Hall	2606	496	5000	125	5000	
TOTAL	15308	21893	29000	4985	29000	

BUSINESS SPONSORSHIP	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS	881	743	1000	360	1000	
TOTAL	881	743	1000	360	1000	
RECEIPTS	398	250	250	260	250	
TOTAL	398	250	250	260	250	

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
CAPITAL SPENDING						
PAYMENTS						
Asset Replacement		0	4500		4500	
Buildings & Amenity Areas	13721	7654	7500	1815	7500	
Street lights		3390	9000		9000	
Town Hall	885	898	1000	755	5000	
War Memorial						
Projects	53428	320	20000		20000	
TOTAL	68034	12262	42000	2570	46000	
RECEIPTS	7778					

2019/20 Allotments - water tanks pipes £5000 workshop allocated £15000 towards £60000 cost together with £26000 earmarked reserves. Car park £80000 will come from capital reserves

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
CEMETERY						
PAYMENTS						
Maintenance	2020	2230	2450	2450	2525	
Water charges	53	206	500	74	500	
TOTAL	2073	2436	2950	2524	3025	

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
COMMUNITY INFRASTRUCTURE LEVY						
PAYMENTS	0	0	0	0	0	
RECEIPTS	3924	9112	0	13523	0	

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
CONTINGENCY						
PAYMENTS						
Contingency	0	0	5550	0	5550	
TOTAL	0	0	5550	0	5550	

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
EVENTS						
PAYMENTS						
One off purchases	2583	663	1000	2127.00	1000	
St Georges Day	1909		2000		2000	
Fireworks	8739		9000		9000	
Remembrance Parade..	487		500		500	
Xmas	5471	3584	2500		2500	
TOTAL	19189	4247	15000	2127	15000	
RECEIPTS	18826	8				
2021 additional events				1037		
St Georges Day			500		500	
Fireworks			11000		11000	
Xmas			500		500	
TOTAL	18826	8	12000	1037	12000	

FITZMAURICE PARK	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Cleaning	5060	785	6000	730	0	staff employed
Cricket maint	1370		3000	1579	3000	
Electricity	6641	6456	6000	2260	6000	
Field Maint contract	4178	10455	5400	4422	6900	field/sports combined
Sports Turf Maint	3161	327	1500			
Park Maint	4066	275	1500	121	1500	
Play equip maint	5017	168	1000		1000	
Telephone	386	315	400			in Town Hall budget
Tennis court			400		400	
Water rates		186	1300	230	700	
Wheeled bin -litter and dog bin contracts	1571	1452	2000	638	2000	
Repaint Youth Shelter	475		0		1000	Repaint 2022
TOTAL	31925	20419	28500	9980	22500	
RECEIPTS						
Cricket	2011	250	2000	1503	1800	
Lettings - Fitz Pav	20186	16839	17000	7980	17000	
Other Income			0	138		
TOTAL	22197	17089	19000	9621	18800	

Fitzmaurice general lettings and cricket - 4% increase proposed

Cricket	2018/19	2019/20	2020/21 & 2021/22	2022/23
Weekend match	111.00	116.50	122.50	127.50
Midweek match	49.00	51.50	54.25	56.50
Training	19.00	20.00	21.00	22.00

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	
GRANTS						
PAYMENTS	1505	17318	0	1500	0	
TOTAL	1505	17318		1500		
RECEIPTS	793	19500	0	500	0	
TOTAL	793	19500	0	500	0	

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
LEASE PAYMENTS						
Vehicle leasing	5042	4322	4500	1801	5200	new vehicle lease
TOTAL	5042	4322	4500	1801	5200	

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
Legal Fees						
PAYMENTS						
Legal charges	3950	2166	6500	0	6500	
TOTAL	3950	2166	6500	0	6500	
RECEIPTS						

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
LOAN REPAYMENT						
PAYMENTS						
Morse Pavilion	5523	0	0			
Roxley Hall	21103	20686	20269	10186	19852	
River Green lights	3566	3566	3566	1783	3566	
Town Hall	3982	3938	3895	1953	3850	
TOTAL	34174	28190	27730	13922	27268	
RECEIPTS				0		

	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
NEWSLETTER						
PAYMENTS/RECEIPTS						
NEWLETTER	1697	1342	2000	1141.00	2000	

RIVER GREEN	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Note
PAYMENTS						
Staithe picnic Area	414	35	500		1500	
Electricity	483	767	600	845	1500	
R Grn Maintenance	2367	818	4000	177	4000	keep budget towards quay
R Grn Toilets Electricity	1252	1402	2500	380	1700	
R Grn toilets rates	2042	1472	1700	1472	1800	
Cleaning toilets	5095	4900	5000	3815	0	Employed staff
War memorial maintenance	0					
Total	11653	9394	14300	6689	10500	
RECEIPTS						
Income	967	1064	1000	2944	1000	21/22 rate ref
Total	967	1064	1000	2944	1000	

ROXLEY HALL	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Note
PAYMENTS						
Cleaning	6018	1945	6000	1755	0	employed staff
Electricity	1118	667	1500	322	1500	
Gas	1083	1491	1500	467	1500	
Misc	2159	480	1000	344	1000	royalty charges, waste bins
Rates	4457	4790	5000	4790	5500	
Telephone				183	500	
Water	361	498	500	126	500	
Total	15196	9871	15500	7987	10500	
RECEIPTS						
Lettings	17073	187	12000	578	10000	
Total	17073	187	12000	578	10000	

S137 PAYMENTS/DONATIONS	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
S137 Bus shelter maintenance						
S137 payments and donations	2526	600	550	50	550	
TOTAL	2526	600	550	50	550	
RECEIPTS						
Other income		500				
S137 Bus shelter maintenance	0	0	0	0	0	
TOTAL	0	500	0	0	0	

STREET FURNITURE	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Cleaning bus shelters	1306	570	1500	675	1500	
Repairs and Maintenance		173				
Memorial donation				150		
Bus Shelter		1030				
TOTAL	1306	1773	1500	825	1500	
RECEIPTS	50					

SIR GEORGE MORSE PARK	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Cleaning Morse and cleaning materials	8464	10376	9500	6763	3500	cleaning materials only
Electricity	2930	1911	3000	1071	3500	
Equipment hire		690	400		400	
Field Maint	6616	15191	7550	5960	16000	Includes sports turf
Materials fixtures fittings	230	262	1000	233	1000	
Fuel	1744	1437	2500	910	2000	
Grounds machinery maint	1622	1248	4000	4217	5000	
Mileage expenses	0					
Miscellaneous	328		500	235	500	
Morse Gas	2424	2788	2500	504	2500	
Park Maintenance	639		550		550	
Play equipment maint	1979	1439	1000	3031	1000	
St Will Loke - shrub bed	88	7	100			
Sports turf maint	10765	1575	8400			in field maint
Telephone	1697	1611	2000	537	2000	additional mobiles
Tools - equipment	276		300	839	500	
Training	1878		3500	607	3500	
Water Rates	815	350	900	440	900	
Wheeled bin -litter and dog bin contracts	1658	1543	2000	638	2000	
Soccer Marking	4546	2933	2550	1097	2550	
Rates	2430	2470	2700	2470	2700	
Feed in tariff	871	1281				In/out
Cleaning tennis courts	1870	590	500	640	600	
Health & Safety	1104	3730	1900	991	1900	
Vehicle Maintenance	6381	927	1000		1000	
TOTAL	61355	52359	58350	31183	53600	
RECEIPTS						
Football	7536	2565	9000	788	9375	
Other Income	3600	2888		1373	0	ceased fitness club
Feed in tariff	871	1281			0	in/out
TOTAL	12007	6734	9000	2161	9375	

Football 4% proposed	2018/19	2019/20	2020/21	
			2021/22	2022/23
	£	£	£	£
Adult pitch	74.50	78.50	82.50	86.00
Junior pitch	37.50	39.50	41.50	43.25
Mini pitch	26.50	28.00	29.50	30.75
Training	19.00	20.00	21.00	22.00

	Actual 19/20	Actual 20/21		Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
STREET LIGHTING							
PAYMENTS							
Energy charge	22776	21887		25000	8625	25000	
Maintenance contract	5195	5200		7000	2000	7000	contract expires 2020
Repairs	9086	2305			4623		
TOTAL	37057	29392		32000	15248	32000	
RECEIPTS							
Repairs					0		

	Actual 19/20	Actual 20/21		Budget 21/22	Actual 6mths 21/22	Budget 22/23	Note
TOWN HALL OFFICE							
PAYMENTS							
Audit	1531	1504		1800	150	1800	
Bank charges	273	107		300	31	200	
Mayors Expenses	1020	80		300	27	300	
Computer/photocopier	807	1673		750	317	750	
Human Resources H&S Cover		2041		2400	620	2400	New line
Insurance	7749	7896		8500	7921	8500	
Miscellaneous	688	1055		300	402	300	
Office equipment	735	762		150		150	
Telephone	749	802		800	432	900	
Postage	720	601		900	474	750	
Rates	3339	3393		3500	3393	3500	
Stationery	717	502		1000	570	1000	
Subscriptions	1277	1544		1300	2399	2500	
Training/H&S	397	258		1000		1000	
Bottle bank	75	35			9		
Photocopy charges	1085	413		1200	250	1000	
TOTAL	21162	22666		24200	16995	25050	
RECEIPTS							
Bank interest	161	93		150	22	50	
Bottle bank	488	207		0		0	
TOTAL	649	300		150	22	50	

Town and Neighbourhood Plan	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
Town plan update						
Neighbourhood plan	379	350	1000	817	1000	
TOTAL	379	350	1000	817	1000	

TREE MANAGEMENT	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Tree expenditure	2651	9145	9000	0	9000	
TOTAL	2651	9145	9000	0	9000	
VERGE CUTTING	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
Fuel & Machinery maint	2129	1390	2500	494	2500	
Hire of equipment	4590	2070	10000	1990	5000	
Verge costs	1739	723			1000	windscreen
TOTAL	8458	4183	12500	2484	8500	
RECEIPTS						
Verge cutting	15845	17006	17000	17416	17000	
TOTAL	15845	17006	17000	17416	17000	
WEBSITE	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
PAYMENTS	4607	243	1000	660	1000	
TOTAL	4607	243	1000	660	1000	
YOUTH COUNCIL	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23	Notes
PAYMENTS						
PAYMENTS	0	0	1000	30	1000	
TOTAL	0	0	1000	30	1000	

SALARIES	Actual 19/20	Actual 20/21	Budget 21/22	Actual 6mths 21/22	Budget 22/23
PAYMENTS					
Foreman salary and employer nic/pen	57154	58517	58723	29363	0
Fenn salary and employer nic/pen	9594	9792	9581	5176	0
Bass salary and employer nic/pen	11724	12272	2500	2546	0
Watkins Salary and emplyer pen	18118	0	0		0
Parr salary and employer nic/pen	19380	5628	0		0
Matthews Salary	1013		0		0
Seaman salary employers nic/pen	17535	2175	0		0
Sayer salary	28895	29790	30507	15253	30507
Sayer pension employer	6501	6852	7169	3585	7321
Sayer NIC employer	2797	2899	3000	1495	3200
Student loan - Calver	216	243	0	114	228
Calver Salary	21213	21938	22462	11117	22911
Calver pension employer	4821	5102	5278	2639	5499
Calver employers NIC	1767	1849	2000	940	2200
Jones salary	16836	17517	17711	8856	18065
Jones pension employer	3788	4029	4162	2081	4335
Jones nic employer	1133	1205	1200	612	1500
Flack salary		10129	17711	8856	18065
Flack Pension employer		2329	4162	2081	4335
Flack employers nic		691	1200	612	1500
Baker salary			17711		18065
Baker employer pension			4162		4335
Baker employers nic			1200		1500
Apprentice salary			7898		16084
Apprentice employer pension			1856		3860
Apprentice employers nic			500		500
Town Clerk salary			0		35934
Town Clerk pension employer					8624
Town Clerk nic employer					3700
McCarthy salary RFO/Deputy Clerk		6273	11866	7150	26317
Mcarthy employers pension		1443	2789	1680	6316
Mccarthy employers nic		159	400	377	2500
Wedge-Clarke salary - DCCA		6273	11866	6275	9685
Wedge-Clarke employers pension		1443	2789	1475	2324
Wedge-Clarke employers nic		159	400	256	400
Community Officer					2500
DCCA					12105
DCCA pension employer					2905
DCCA employers nic					1000
Strain payment - pension	11000		0		
TOTAL	233485	208707	250803	112539	278320