

**TEWKESBURY TOWN COUNCIL  
FINANCE COMMITTEE  
THURSDAY 28<sup>TH</sup> MAY 2020**

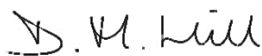
**To: Members of Finance Committee:** Councillors K Brennan, (Chair), P Aldridge, H Bowman, C Danter, J Raywood and S Raywood

You are summoned to attend a meeting of the Finance Committee which will be held remotely via Zoom on **Thursday 28<sup>th</sup> May 2020 commencing at 6.00pm**

**Members of the public and press are welcome to attend.**

**Zoom Meeting id: 954 1087 8325**

**Password: 864203**



Debbie Hill  
Town Clerk  
22<sup>nd</sup> May 2020

**AGENDA**

1. To receive apologies
2. To receive declarations of interests
3. To receive dispensations
4. To approve the minutes of the Finance Committee meeting held on 7<sup>th</sup> May 2020
5. Matters arising from the minutes – for information only
6. To receive correspondence relating to the Finance Committee
7. Public Participation *(to provide members of the public/press with the opportunity to comment on items on the agenda or raise items for future consideration. In accordance with Standing Orders this will not exceed 12 minutes in total and 3 minutes per person.)*
8. To review the bank reconciliations for February and March 2020
9. To review finance reports
10. To review the end of year accounts for 2019/20
11. To review non-attributed costs for the Watson Hall
12. To receive an update from the Town Clerk regarding the online card payment process
13. To consider and agree grant applications from outside bodies
14. To agree the payments list
15. To agree to transfer £38,869 from the business account to the 32-day notice account

- 16.** To discuss the card options for the business account and to agree the preferred option
- 17.** To approve expenditure on legal services in respect of the licence/lease relating to the garden at the rear of the Watson Hall
- 18.** To discuss and agree the next steps in reviewing Financial Regulations

**MINUTES**  
*of the*  
**Remote Finance Committee meeting held on 7<sup>th</sup> May 2020 via Zoom**

**Present:** Cllrs K Brennan (Chair), P Aldridge, H Bowman, C Danter, J Raywood, S Raywood

**In attendance:** D Hill (Town Clerk)

- F.19.149 To receive apologies**  
Apologies received and accepted from Cllr Walker (health). Proposed by Cllr Aldridge, seconded by Cllr Bowman.
- F.19.150 To receive declarations of interest**  
None.
- F.19.151 To receive dispensations**  
None.
- F.19.152 To approve the Minutes of the Finance Committee meeting held on 5<sup>th</sup> March 2020**  
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 5<sup>th</sup> March 2020. Proposed by Cllr Danter, seconded by Cllr J Raywood.
- F.19.153 Matters arising from the Minutes – for information only in relation to matters not on the agenda**  
**F.19.157** – Watson Hall non-attributed costs to be added to the next agenda.  
**F.19.158** – Outstanding query regarding a grant application. Town Clerk to confirm at the next meeting.
- F.19.154 To receive correspondence relating to the Finance Committee**  
None received.
- F.19.155 Public Participation**  
None received.
- F.19.156 To review earmarked reserves available in 2019/20 and to agree use, retention or release of these reserves**  
It was RESOLVED to transfer £5,910 from Legal Earmarked Reserves into Legal Fees and for the balance of £929 to be released. Proposed by Cllr S Raywood, seconded by Cllr J Raywood.
- F.19.157 To agree amounts to be earmarked from 2019/20**  
It was RESOLVED to earmark £302 for Tourism & Marketing and £1,000 for Elections. Proposed by Cllr S Raywood, seconded by Cllr J Raywood. Cllr Aldridge was against earmarking £1,000 to Elections.
- F.19.158 To receive an update from the Town Clerk on the Finance work programme**  
The Town Clerk reported that preparation work for end of year closedown on 14<sup>th</sup> May was complete. In preparing year end accounts and completing the March bank reconciliation an issue had been identified with capturing online card payments. The

problem identified related to around £1,000 worth of card payments. However, on identification of the problem work had been undertaken to recover amounts owed and as at the date of the meeting £650 had been recovered. **Action:** An update will be provided at the next Finance Committee meeting.

**F.19.159 To consider the use of a pre-paid charge card**

It was noted that a charge card should be considered due to the increasing requirement for goods to be paid for at time of purchase rather than on receipt of an invoice. **Action:** Town Clerk to investigate the card options with Lloyds Bank.

**F.19.160 To agree the payments list**

None. The Town Clerk advised that payments for April would be authorised after year end closedown.

There being no further business the meeting closed at 2.550pm

Signature of Chairman upon approval of the minutes ..... 28<sup>th</sup> May 2020

**Bank Reconciliation Statement as at 29/03/2020  
for Cashbook 1 - Lloyds - Business Account**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	29/02/2020	4	246,430.43
			<u>246,430.43</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
30/01/2020 GRANT Vanessa McClintock			210.00
31/01/2020 Std Ord Inty Cascade			70.69
20/02/2020 50009540 TBC - Town Hall			412.00
03/03/2020 25039029 Opus Gas Supply Limited			527.74
04/03/2020 PNJ/WMH/TE Thompson Bancks Solicitors			9,134.31
09/03/2020 1051820464 Trade UK (T/A Screwfix)			5.94
09/03/2020 DEBT107527 Tewkesbury Borough Council			18.00
09/03/2020 22133 Fastsigns			48.00
09/03/2020 5001108 Charlton Networks			666.00
09/03/2020 6523 GAPTC			453.90
09/03/2020 17572 Hy-Clean Supplies Limited			127.27
09/03/2020 SI-51 Gloucestershire Electrical Ser			252.00
09/03/2020 SI-52 Gloucestershire Electrical Ser			96.00
09/03/2020 SI-53 Gloucestershire Electrical Ser			132.00
09/03/2020 SI-54 Gloucestershire Electrical Ser			420.00
09/03/2020 774 KB Heating			110.00
09/03/2020 5001113 Charlton Networks			360.00
09/03/2020 3990 PAYROLLS UK LTD			47.40
09/03/2020 15125P ABComplete Ltd			108.00
09/03/2020 17731 Timber & Hardware Supplies Ltd			34.56
09/03/2020 JAN2020 Armitage Building & Carpentry			595.00
13/03/2020 3509522 Waterplus			186.22
14/03/2020 3511755 Waterplus			217.52
14/03/2020 332656 Cellar Supplies Cheltenham Ltd			698.46
14/03/2020 332495 Cellar Supplies Cheltenham Ltd			1,024.90
			<u>15,955.91</u>
			230,474.52
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
31/10/2019 WH Water			6.73
28/01/2020 14799356LS			14,456.34
02/03/2020 501229			52.50
02/03/2020 501229			390.00
02/03/2020 501229			1,252.30
04/03/2020 501230			35.00
09/03/2020 501231			69.60
09/03/2020 501231			584.24
			<u>16,846.71</u>
			247,321.23
		<b>Balance per Cash Book is :-</b>	<b>247,147.57</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>173.66</b>

**Bank Reconciliation Statement as at 29/03/2020  
for Cashbook 1 - Lloyds - Business Account**

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	<u>Amount</u>	<u>Balances</u>
<b><u>Adjustments to Reconciliation</u></b>		
20/06/2018 2285 Expenses	1.66	
31/03/2019 DD Staff Costs	172.00	
		<u>173.66</u>
	<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

Bank Reconciliation Statement as at 29/02/2020  
for Cashbook 2 - Lloyds - Mayor's Charity A/C

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	08/01/2020	1	4,231.76
			<hr/> 4,231.76
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			4,231.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			4,231.76
		Balance per Cash Book is :-	4,231.76
		Difference is :-	0.00

Bank Reconciliation Statement as at 29/02/2020  
for Cashbook 4 - Lloyds - 32 Day Notice A/C

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	28/02/2020	2	73,098.88
			<hr/> 73,098.88
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			73,098.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			73,098.88
			<hr/> 73,098.88
			Balance per Cash Book is :- 73,098.88
			Difference is :- 0.00



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Tewkesbury Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2020

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Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2020	Lloyds Bank Current A/c	215,886.11
31/03/2020	Mayor's Charity	4,231.76
31/03/2020	Petty Cash	38.10
31/03/2020	Lloyds Bank Savings A/c	73,123.60
31/03/2020	Bar Takings	0.00

293,279.57

Other Cash & Bank Balances

800.00

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294,079.57

Unpresented Payments

2,410.00

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291,669.57

Receipts not on Bank Statement

0.00

Closing Balance

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291,669.57

All Cash & Bank Accounts

1	Current Bank A/c	213,476.11
2	Lloyds Bank - Mayor's Charity	4,231.76
3	Petty Cash	38.10
4	Lloyds Bank - Savings A/c	73,123.60
5	Bar Takings	0.00
	Other Cash & Bank Balances	800.00
	Total Cash & Bank Balances	291,669.57

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Finance</u>							
<u>120 Finance</u>							
1076 Precept	0	301,288	301,288	0			
1090 Interest Received	25	454	250	(204)			
1100 Grants & Donations Received	0	40	1	(39)			
1990 Other Income	29	57	1	(56)			
Finance :- Income	<u>54</u>	<u>301,839</u>	<u>301,540</u>	<u>(299)</u>			<u>0</u>
4100 Professional Fees	0	798	3,500	2,702		2,702	
4150 Mayors Allowance	0	1,500	1,500	0		0	
4160 Bank Charges	14	190	60	(130)		(130)	
4170 Audit Fees	0	1,646	2,000	354		354	
4180 Legal Fees	0	17,910	12,000	(5,910)		(5,910)	5,910
4190 Subscriptions & Memberships	521	3,565	4,000	435		435	
4200 Insurance	0	6,577	6,000	(577)		(577)	
4210 Stationery Office Equipment	119	1,481	1,600	119		119	
4211 Contingency	0	5,286	6,000	714		714	
4220 Telephone & Broadband	125	2,937	800	(2,137)		(2,137)	
4230 Photocopier	530	133	2,500	2,368		2,368	
4240 Website	0	300	350	50		50	
4250 IT	425	3,959	3,800	(159)		(159)	
4260 Publications	0	52	200	149		149	
4270 Newsletter	0	0	500	500		500	
4280 Events & Services	0	804	3,200	2,396		2,396	
4290 Regalia	0	3,897	2,000	(1,897)		(1,897)	1,494
4300 Civic	156	731	1,000	269		269	
4310 Tourism & Marketing	0	79	380	302		302	
4320 Town Crier	0	1,000	1,000	0		0	
4330 Grants Paid	2,600	8,000	10,000	2,000		2,000	
4340 Section 137 Expenditure	0	0	1	1		1	
4350 Elections	0	0	1,000	1,000		1,000	
4990 Sundries	18	261	1,000	739		739	
Finance :- Indirect Expenditure	<u>4,508</u>	<u>61,103</u>	<u>64,391</u>	<u>3,288</u>	<u>0</u>	<u>3,288</u>	<u>7,404</u>
Net Income over Expenditure	<u>(4,454)</u>	<u>240,736</u>	<u>237,149</u>	<u>(3,587)</u>			
6000 plus Transfer from EMR	5,910	7,404					
Movement to/(from) Gen Reserve	<u>1,456</u>	<u>248,140</u>					

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>130 Mayor's Charity</u>							
1200 Mayor's Charity Income	0	4,048	1	(4,047)			
Mayor's Charity :- Income	<u>0</u>	<u>4,048</u>	<u>1</u>	<u>(4,047)</u>			<u>0</u>
4410 Mayor's Charity Expenditure	0	5,280	1	(5,279)		(5,279)	
Mayor's Charity :- Indirect Expenditure	<u>0</u>	<u>5,280</u>	<u>1</u>	<u>(5,279)</u>	<u>0</u>	<u>(5,279)</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(1,232)</u>	<u>0</u>	<u>1,232</u>			
Finance :- Income	54	305,888	301,541	(4,347)			
Expenditure	4,508	66,383	64,392	(1,991)	0	(1,991)	
Net Income over Expenditure	<u>(4,454)</u>	<u>239,505</u>	<u>237,149</u>	<u>(2,356)</u>			
plus Transfer from EMR	5,910	7,404					
Movement to/(from) Gen Reserve	<u>1,456</u>	<u>246,909</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>Building &amp; Moorings</u></b>							
<b><u>200 Moorings</u></b>							
1300 Moorings Income	144	4,442	5,500	1,058			
Moorings :- Income	144	4,442	5,500	1,058			0
4450 Maintenance	58	2,669	3,000	331		331	
4460 Rates	0	1,080	1,500	420		420	
4470 Mooring Leases	0	100	100	0		0	
4480 Projects - Moorings	0	88	5,000	4,913	650	4,263	
4550 Water	14	29	0	(29)		(29)	
Moorings :- Indirect Expenditure	72	3,965	9,600	5,635	650	4,985	0
Net Income over Expenditure	72	477	(4,100)	(4,577)			
<b><u>210 Museum</u></b>							
4450 Maintenance	62	214	4,000	3,786	12,849	(9,063)	
4500 Museum Projects	0	0	8,000	8,000		8,000	
4990 Sundries	0	0	1,749	1,749		1,749	
Museum :- Indirect Expenditure	62	214	13,749	13,535	12,849	686	0
Net Expenditure	(62)	(214)	(13,749)	(13,535)			
<b><u>220 Town Hall</u></b>							
1400 Garden Income	0	70	50	(20)			
1410 Town Hall Income	(5)	14,702	14,000	(702)			
Town Hall :- Income	(5)	14,772	14,050	(722)			0
4450 Maintenance	153	14,385	22,000	7,615	3,950	3,665	
4460 Rates	(412)	4,124	4,000	(124)		(124)	
4550 Water	0	736	675	(61)		(61)	
4560 Electric	195	774	1,500	726		726	
4570 Gas	463	2,783	2,500	(283)		(283)	
4580 Garden Expenditure	0	430	250	(180)		(180)	
4590 Projects	0	5,450	0	(5,450)		(5,450)	
4960 Equipment	0	501	0	(501)		(501)	
4990 Sundries	0	0	1,166	1,166		1,166	
Town Hall :- Indirect Expenditure	399	29,183	32,091	2,908	3,950	(1,042)	0
Net Income over Expenditure	(404)	(14,411)	(18,041)	(3,630)			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

Month No: 12

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>230 War Memorial</u>							
1450 Fundraising	0	0	50	50			
1990 Other Income	0	700	1	(699)			
War Memorial :- Income	<u>0</u>	<u>700</u>	<u>51</u>	<u>(649)</u>			<u>0</u>
4450 Maintenance	0	650	250	(400)		(400)	
4990 Sundries	0	0	1,166	1,166		1,166	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>650</u>	<u>1,416</u>	<u>766</u>	<u>0</u>	<u>766</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>50</u>	<u>(1,365)</u>	<u>(1,415)</u>			
Building & Moorings :- Income	139	19,914	19,601	(313)			
Expenditure	534	34,013	56,856	22,843	17,449	5,395	
Movement to/(from) Gen Reserve	<u>(395)</u>	<u>(14,099)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>Environment &amp; Amenities</u></b>							
<b><u>300 Play Parks</u></b>							
1500 Grants & Donations Received	0	40,000	1	(39,999)			
1510 Warwick Place Improvements	0	0	15,000	15,000			
Play Parks :- Income	0	40,000	15,001	(24,999)			0
4450 Maintenance	6	26	0	(26)		(26)	
4590 Projects	0	77,021	40,500	(36,521)		(36,521)	5,011
4600 Maintenance - Derek Graham	442	3,731	2,000	(1,731)		(1,731)	2,066
4610 Maintenance - Mitton	0	900	1,000	100		100	
4620 Maintenance - Warwick Place	0	521	1,500	979		979	27,239
Play Parks :- Indirect Expenditure	448	82,199	45,000	(37,199)	0	(37,199)	34,316
Net Income over Expenditure	(448)	(42,199)	(29,999)	12,200			
6000 plus Transfer from EMR	0	34,316					
Movement to/(from) Gen Reserve	(448)	(7,883)					
<b><u>310 Spring Gardens</u></b>							
1530 Spring Gardens Income	0	2,386	3,000	614			
Spring Gardens :- Income	0	2,386	3,000	614			0
4450 Maintenance	247	3,404	3,000	(404)		(404)	970
4460 Rates	0	2,995	3,000	5		5	
4550 Water	268	1,662	2,000	338		338	
4560 Electric	93	1,083	650	(433)		(433)	
4590 Projects	0	0	2,000	2,000		2,000	
Spring Gardens :- Indirect Expenditure	608	9,144	10,650	1,506	0	1,506	970
Net Income over Expenditure	(608)	(6,758)	(7,650)	(892)			
6000 plus Transfer from EMR	0	970					
Movement to/(from) Gen Reserve	(608)	(5,788)					
<b><u>320 Gloucester Road</u></b>							
1550 Gloucester Road Income	0	1,267	1,500	233			
Gloucester Road :- Income	0	1,267	1,500	233			0
4450 Maintenance	0	3,677	1,750	(1,927)		(1,927)	1,219
4460 Rates	0	2,283	2,200	(83)		(83)	
4550 Water	0	649	650	1		1	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4560 Electric	41	516	400	(116)		(116)	
Gloucester Road :- Indirect Expenditure	41	7,126	5,000	(2,126)	0	(2,126)	1,219
Net Income over Expenditure	(41)	(5,859)	(3,500)	2,359			
6000 plus Transfer from EMR	0	1,219					
Movement to/(from) Gen Reserve	(41)	(4,640)					
<u>330 Cleaning &amp; Consumables</u>							
4700 Cleaning & Maintenance Equip	0	549	1,500	951		951	
4710 Combined Consumables	205	1,012	2,500	1,488		1,488	
4720 Hygiene Contract	0	827	1,200	373		373	
Cleaning & Consumables :- Indirect Expenditure	205	2,388	5,200	2,812	0	2,812	0
Net Expenditure	(205)	(2,388)	(5,200)	(2,812)			
<u>340 Outside Spaces</u>							
4450 Maintenance	94	347	0	(347)		(347)	
4750 CCTV	3,025	3,025	6,000	2,975		2,975	
4755 Tree Maintenance	450	1,240	3,000	1,760		1,760	
4760 Street Furniture & Clock	0	1,578	4,000	2,422		2,422	
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000	
4770 Youth Budget	0	2,386	1	(2,385)		(2,385)	2,385
4775 Insurance - Arrivall	50	318	250	(68)		(68)	
4780 Bus Shelter	0	1,565	1,000	(565)		(565)	
4785 GIS	0	450	650	200		200	
4790 Grass Cutting	237	2,841	2,840	(1)		(1)	
4795 Notice Boards	1,087	1,637	1	(1,636)	197	(1,832)	3,500
Outside Spaces :- Indirect Expenditure	4,942	15,387	18,742	3,355	197	3,159	5,885
Net Expenditure	(4,942)	(15,387)	(18,742)	(3,355)			
6000 plus Transfer from EMR	0	5,885					
Movement to/(from) Gen Reserve	(4,942)	(9,502)					
<u>700 Memorial Benches</u>							
4725 Memorial Benches	0	70	0	(70)		(70)	
Memorial Benches :- Indirect Expenditure	0	70	0	(70)	0	(70)	0
Net Expenditure	0	(70)	0	70			
Environment & Amenities :- Income	0	43,653	19,501	(24,152)			
Expenditure	6,244	116,314	84,592	(31,722)	197	(31,919)	
Net Income over Expenditure	(6,244)	(72,661)	(65,091)	7,570			
plus Transfer from EMR	0	42,390					

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	<u>(6,244)</u>	<u>(30,271)</u>					

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## Detailed Income &amp; Expenditure by Budget Heading 31/03/2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Planning</u>							
<u>400 Planning</u>							
1600 CIL Income	0	0	140	140			
Planning :- Income	<u>0</u>	<u>0</u>	<u>140</u>	<u>140</u>			<u>0</u>
4715 Comm & Display Equipment	0	0	2,500	2,500		2,500	
4810 Outreach	0	158	500	342		342	
Planning :- Indirect Expenditure	<u>0</u>	<u>158</u>	<u>3,000</u>	<u>2,842</u>	<u>0</u>	<u>2,842</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(158)</u>	<u>(2,860)</u>	<u>(2,702)</u>			
Planning :- Income	0	0	140	140			
Expenditure	0	158	3,000	2,842	0	2,842	
Movement to/(from) Gen Reserve	<u>0</u>	<u>(158)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Severn Ham</u>							
<u>500 Severn Ham</u>							
1620 Hay Auction	0	167	190	23			
1630 Single Payment	0	14,491	13,000	(1,491)			
1640 Wayleaves	0	383	695	312			
1700 Fishing Rights	0	1,500	1,500	0			
1710 Natural England (HLS Payment)	0	27,582	22,248	(5,334)			
1840 Severn Ham Compensation	14,088	14,088	0	(14,088)			
	<u>14,088</u>	<u>58,211</u>	<u>37,633</u>	<u>(20,578)</u>			<u>0</u>
Severn Ham :- Income	14,088	58,211	37,633	(20,578)			0
4450 Maintenance	0	752	0	(752)		(752)	
4550 Water	0	29	250	221		221	
4850 Commoners Grazing Compensation	0	3,900	2,000	(1,900)		(1,900)	
4855 Hay Sowing Project	0	550	10,000	9,450		9,450	
4860 Volunteers (Rec & Prom)	0	0	2,000	2,000		2,000	
4865 Auction Fees	0	400	450	50		50	
4870 Weeding	0	0	2,500	2,500		2,500	
4875 Tree Conservation	0	0	5,000	5,000		5,000	
4885 Nesting Project	0	0	2,000	2,000		2,000	
4890 Carver Knowles	0	200	2,250	2,050		2,050	
4895 Cross Compliance Consultant	0	440	500	60		60	
4900 Conservation Advisor	0	5,000	5,250	250		250	
4905 Footpath Repairs	0	0	3,000	3,000		3,000	
4910 Severn Ham Compensation	14,088	0	1	1		1	
	<u>14,088</u>	<u>11,271</u>	<u>35,201</u>	<u>23,930</u>	<u>0</u>	<u>23,930</u>	<u>0</u>
Severn Ham :- Indirect Expenditure	14,088	11,271	35,201	23,930	0	23,930	0
	<u>0</u>	<u>46,940</u>	<u>2,432</u>	<u>(44,508)</u>			
Net Income over Expenditure	0	46,940	2,432	(44,508)			
	<u>14,088</u>	<u>58,211</u>	<u>37,633</u>	<u>(20,578)</u>			
Severn Ham :- Income	14,088	58,211	37,633	(20,578)			
	<u>14,088</u>	<u>11,271</u>	<u>35,201</u>	<u>23,930</u>	<u>0</u>	<u>23,930</u>	
Expenditure	14,088	11,271	35,201	23,930	0	23,930	
Movement to/(from) Gen Reserve	<u>0</u>	<u>46,940</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Watson Hall</u>							
<u>600 Watson Hall</u>							
1800 Watson Hall Income	44	16,552	15,000	(1,552)			
1810 Leases	0	20,135	20,150	15			
1820 Tudor Bar Income	4,476	30,656	1	(30,655)			
1830 Events Income	134	6,293	1	(6,292)			
Watson Hall :- Income	<u>4,653</u>	<u>73,636</u>	<u>35,152</u>	<u>(38,484)</u>			<u>0</u>
4195 Health & Safety	0	315	0	(315)		(315)	
4280 Events & Services	274	10,406	1	(10,405)	2,069	(12,474)	
4450 Maintenance	510	14,447	8,000	(6,447)		(6,447)	
4550 Water	41	683	500	(183)		(183)	
4560 Electric	203	4,382	1,000	(3,382)		(3,382)	
4570 Gas	374	1,235	2,500	1,265		1,265	
4590 Projects	4,410	14,797	15,000	203		203	
4950 Tudor Bar	400	14,317	1	(14,316)		(14,316)	
4955 Bar Wages	1,210	4,788	0	(4,788)		(4,788)	
4960 Equipment	8	1,688	0	(1,688)		(1,688)	
4965 Tudor Bar Equipment	242	405	0	(405)		(405)	
4990 Sundries	446	540	1,166	626		626	
Watson Hall :- Indirect Expenditure	<u>8,119</u>	<u>68,003</u>	<u>28,168</u>	<u>(39,835)</u>	<u>2,069</u>	<u>(41,904)</u>	<u>0</u>
Net Income over Expenditure	<u>(3,465)</u>	<u>5,633</u>	<u>6,984</u>	<u>1,351</u>			
Watson Hall :- Income	4,653	73,636	35,152	(38,484)			
Expenditure	8,119	68,003	28,168	(39,835)	2,069	(41,904)	
Movement to/(from) Gen Reserve	<u>(3,465)</u>	<u>5,633</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Staffing</u>							
<u>110 Staffing</u>							
4000 Staff Salary	7,696	82,364	81,420	(944)		(944)	
4030 PAYE and NI	3,502	17,924	17,924	(0)		(0)	
4040 Pension	4,667	28,317	28,317	(0)		(0)	
4050 Staff Travel	0	206	100	(106)		(106)	
4070 Staff Other Expenses	(2)	79	0	(79)		(79)	
4080 FM Contractor	4,200	39,619	24,225	(15,394)		(15,394)	
4090 Payroll Processing	40	459	750	291		291	
4100 Professional Fees	165	728	3,500	2,772		2,772	
4110 Training	0	874	2,500	1,626		1,626	
Staffing :- Indirect Expenditure	20,268	170,570	158,736	(11,834)	0	(11,834)	0
Net Expenditure	(20,268)	(170,570)	(158,736)	11,834			
Staffing :- Income	0	0	0	0			
Expenditure	20,268	170,570	158,736	(11,834)	0	(11,834)	
Movement to/(from) Gen Reserve	(20,268)	(170,570)					
Grand Totals:- Income	18,934	501,303	413,568	(87,735)			
Expenditure	53,761	466,713	430,945	(35,768)	19,715	(55,482)	
Net Income over Expenditure	(34,827)	34,590	(17,377)	(51,967)			
plus Transfer from EMR	5,910	49,794					
Movement to/(from) Gen Reserve	(28,917)	84,384					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Finance</u>							
<u>120 Finance</u>							
1076 Precept	157,044	157,044	314,087	157,044			
1090 Interest Received	6	6	250	244			
Finance :- Income	<u>157,050</u>	<u>157,050</u>	<u>314,337</u>	<u>157,288</u>			<u>0</u>
4100 Professional Fees	0	0	2,000	2,000		2,000	
4150 Mayors Allowance	0	0	1,500	1,500		1,500	
4160 Bank Charges	20	20	60	40		40	
4170 Audit Fees	0	0	2,000	2,000		2,000	
4180 Legal Fees	0	0	12,000	12,000		12,000	
4190 Subscriptions & Memberships	2,502	2,502	4,000	1,498		1,498	
4200 Insurance	0	0	8,000	8,000		8,000	
4210 Stationery Office Equipment	268	268	1,600	1,332		1,332	
4211 Contingency	0	0	6,000	6,000		6,000	
4212 Councillor Expenses	0	0	600	600		600	
4220 Telephone & Broadband	280	280	800	520		520	
4230 Photocopier	(530)	(530)	2,500	3,030		3,030	
4240 Website	51	51	350	299		299	
4250 IT	345	345	3,200	2,855		2,855	
4260 Publications	0	0	200	200		200	
4270 Newsletter	0	0	1,000	1,000		1,000	
4280 Events & Services	0	0	3,200	3,200		3,200	
4290 Regalia	0	0	400	400		400	
4300 Civic	0	0	1,000	1,000		1,000	
4310 Tourism & Marketing	0	0	1,000	1,000		1,000	
4320 Town Crier	0	0	1,000	1,000		1,000	
4330 Grants Paid	0	0	20,000	20,000		20,000	
4350 Elections	0	0	1,000	1,000		1,000	
4990 Sundries	0	0	1,000	1,000		1,000	
Finance :- Indirect Expenditure	<u>2,935</u>	<u>2,935</u>	<u>74,410</u>	<u>71,475</u>	<u>0</u>	<u>71,475</u>	<u>0</u>
Net Income over Expenditure	<u>154,114</u>	<u>154,114</u>	<u>239,927</u>	<u>85,813</u>			
Finance :- Income	157,050	157,050	314,337	157,288			
Expenditure	2,935	2,935	74,410	71,475	0	71,475	
Movement to/(from) Gen Reserve	<u>154,114</u>	<u>154,114</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b><u>Building &amp; Moorings</u></b>							
<b><u>200 Moorings</u></b>							
1300 Moorings Income	0	0	5,500	5,500			
Moorings :- Income	0	0	5,500	5,500			0
4450 Maintenance	90	90	4,000	3,910		3,910	
4460 Rates	0	0	1,500	1,500		1,500	
4470 Mooring Leases	0	0	100	100		100	
4480 Projects - Moorings	3,000	3,000	5,000	2,000	650	1,350	
Moorings :- Indirect Expenditure	3,090	3,090	10,600	7,510	650	6,860	0
Net Income over Expenditure	(3,090)	(3,090)	(5,100)	(2,010)			
<b><u>210 Museum</u></b>							
4450 Maintenance	0	0	12,000	12,000	12,849	(849)	
4500 Museum Projects	0	0	3,000	3,000		3,000	
Museum :- Indirect Expenditure	0	0	15,000	15,000	12,849	2,152	0
Net Expenditure	0	0	(15,000)	(15,000)			
<b><u>220 Town Hall</u></b>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	0	0	18,000	18,000			
Town Hall :- Income	0	0	18,100	18,100			0
4450 Maintenance	136	136	12,000	11,864	3,950	7,914	
4460 Rates	0	0	4,100	4,100		4,100	
4550 Water	0	0	700	700		700	
4560 Electric	87	87	1,500	1,413		1,413	
4570 Gas	136	136	2,500	2,364		2,364	
4580 Garden Expenditure	0	0	300	300		300	
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	0	0	2,000	2,000		2,000	
Town Hall :- Indirect Expenditure	360	360	38,100	37,740	3,950	33,790	0
Net Income over Expenditure	(360)	(360)	(20,000)	(19,640)			
<b><u>230 War Memorial</u></b>							
1450 Fundraising	0	0	200	200			
1990 Other Income	0	0	100	100			
War Memorial :- Income	0	0	300	300			0

## Detailed Income &amp; Expenditure by Budget Heading 30/04/2020

Month No: 1

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4450 Maintenance	0	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(700)</u>	<u>(700)</u>			
Building & Moorings :- Income	0	0	23,900	23,900			
Expenditure	3,450	3,450	64,700	61,250	17,449	43,801	
Movement to/(from) Gen Reserve	<u>(3,450)</u>	<u>(3,450)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Environment &amp; Amenities</u>							
<u>300 Play Parks</u>							
1500 Grants & Donations Received	500	500	0	(500)			
Play Parks :- Income	500	500	0	(500)			0
4590 Projects	0	0	10,000	10,000		10,000	
4600 Maintenance - Derek Graham	0	0	2,000	2,000		2,000	
4610 Maintenance - Mitton	0	0	1,000	1,000		1,000	
4620 Maintenance - Warwick Place	0	0	1,500	1,500		1,500	
4630 Annual Playground Inspection	1,500	1,500	1,500	0		0	
Play Parks :- Indirect Expenditure	1,500	1,500	16,000	14,500	0	14,500	0
Net Income over Expenditure	(1,000)	(1,000)	(16,000)	(15,000)			
<u>310 Spring Gardens</u>							
4450 Maintenance	120	120	3,000	2,880		2,880	
4460 Rates	0	0	3,000	3,000		3,000	
4550 Water	0	0	2,000	2,000		2,000	
4560 Electric	77	77	650	573		573	
4590 Projects	0	0	2,000	2,000		2,000	
Spring Gardens :- Indirect Expenditure	197	197	10,650	10,453	0	10,453	0
Net Expenditure	(197)	(197)	(10,650)	(10,453)			
<u>320 Gloucester Road</u>							
4450 Maintenance	120	120	1,750	1,630		1,630	
4460 Rates	0	0	2,200	2,200		2,200	
4550 Water	0	0	650	650		650	
4560 Electric	37	37	400	363		363	
Gloucester Road :- Indirect Expenditure	157	157	5,000	4,843	0	4,843	0
Net Expenditure	(157)	(157)	(5,000)	(4,843)			
<u>330 Cleaning &amp; Consumables</u>							
4700 Cleaning & Maintenance Equip	0	0	1,500	1,500		1,500	
4710 Combined Consumables	92	92	2,500	2,408		2,408	
4720 Hygiene Contract	0	0	1,200	1,200		1,200	
Cleaning & Consumables :- Indirect Expenditure	92	92	5,200	5,108	0	5,108	0
Net Expenditure	(92)	(92)	(5,200)	(5,108)			



## Detailed Income &amp; Expenditure by Budget Heading 30/04/2020

Month No: 1

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>340 Outside Spaces</u>							
4450 Maintenance	2	2	0	(2)		(2)	
4750 CCTV	0	0	9,000	9,000		9,000	
4755 Tree Maintenance	0	0	3,000	3,000		3,000	
4760 Street Furniture & Clock	0	0	6,000	6,000		6,000	
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000	
4770 Youth Budget	492	492	4,500	4,008		4,008	
4775 Insurance - Arrivall	0	0	280	280		280	
4780 Bus Shelter	0	0	3,000	3,000		3,000	
4785 GIS	0	0	475	475		475	
4790 Grass Cutting	0	0	2,840	2,840		2,840	
4795 Notice Boards	0	0	2,000	2,000	197	1,803	
Outside Spaces :- Indirect Expenditure	<u>494</u>	<u>494</u>	<u>32,095</u>	<u>31,601</u>	<u>197</u>	<u>31,404</u>	<u>0</u>
Net Expenditure	<u>(494)</u>	<u>(494)</u>	<u>(32,095)</u>	<u>(31,601)</u>			
Environment & Amenities :- Income	500	500	0	(500)			
Expenditure	2,440	2,440	68,945	66,505	197	66,308	
Movement to/(from) Gen Reserve	<u>(1,940)</u>	<u>(1,940)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Planning</u>							
<u>400 Planning</u>							
4718 Community Development Planning	0	0	2,000	2,000		2,000	
4810 Outreach	0	0	500	500		500	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>			
Planning :- Income	0	0	0	0			
Expenditure	0	0	2,500	2,500	0	2,500	
Movement to/(from) Gen Reserve	<u>0</u>	<u>0</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Severn Ham</u>							
<u>500 Severn Ham</u>							
1620 Hay Auction	0	0	190	190			
1630 Single Payment	0	0	13,000	13,000			
1640 Wayleaves	0	0	390	390			
1700 Fishing Rights	0	0	1,500	1,500			
1710 Natural England (HLS Payment)	0	0	22,248	22,248			
Severn Ham :- Income	0	0	37,328	37,328			0
4450 Maintenance	11	11	500	489		489	
4550 Water	0	0	250	250		250	
4850 Commoners Grazing Compensation	0	0	5,500	5,500		5,500	
4855 Hay Sowing Project	0	0	5,000	5,000		5,000	
4860 Volunteers (Rec & Prom)	0	0	2,000	2,000		2,000	
4865 Auction Fees	0	0	459	459		459	
4870 Weeding	0	0	1,000	1,000		1,000	
4875 Tree Conservation	0	0	3,000	3,000		3,000	
4880 Ancillary Management	0	0	4,000	4,000		4,000	
4885 Nesting Project	0	0	2,000	2,000		2,000	
4890 Carver Knowles	200	200	2,295	2,095		2,095	
4895 Cross Compliance Consultant	0	0	510	510		510	
4900 Conservation Advisor	1,250	1,250	5,355	4,105		4,105	
Severn Ham :- Indirect Expenditure	1,461	1,461	31,869	30,408	0	30,408	0
Net Income over Expenditure	(1,461)	(1,461)	5,459	6,920			
Severn Ham :- Income	0	0	37,328	37,328			
Expenditure	1,461	1,461	31,869	30,408	0	30,408	
Movement to/(from) Gen Reserve	(1,461)	(1,461)					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Watson Hall</u>							
<u>600 Watson Hall</u>							
1800 Watson Hall Income	0	0	22,000	22,000			
1810 Leases	0	0	135	135			
1820 Tudor Bar Income	67	67	40,000	39,933			
1830 Events Income	678	678	10,000	9,322			
Watson Hall :- Income	<u>744</u>	<u>744</u>	<u>72,135</u>	<u>71,391</u>			<u>0</u>
4195 Health & Safety	0	0	1,000	1,000		1,000	
4280 Events & Services	1,077	1,077	10,000	8,923	2,069	6,854	
4450 Maintenance	705	705	10,000	9,295		9,295	
4550 Water	0	0	700	700		700	
4560 Electric	233	233	1,500	1,267		1,267	
4570 Gas	72	72	2,000	1,928		1,928	
4590 Projects	540	540	18,000	17,460		17,460	
4950 Tudor Bar	0	0	12,000	12,000		12,000	
4955 Bar Wages	0	0	4,000	4,000		4,000	
4960 Equipment	226	226	2,000	1,774		1,774	
4990 Sundries	0	0	500	500		500	
Watson Hall :- Indirect Expenditure	<u>2,852</u>	<u>2,852</u>	<u>61,700</u>	<u>58,848</u>	<u>2,069</u>	<u>56,779</u>	<u>0</u>
Net Income over Expenditure	<u>(2,108)</u>	<u>(2,108)</u>	<u>10,435</u>	<u>12,543</u>			
Watson Hall :- Income	744	744	72,135	71,391			
Expenditure	2,852	2,852	61,700	58,848	2,069	56,779	
Movement to/(from) Gen Reserve	<u>(2,108)</u>	<u>(2,108)</u>					

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>Staffing</u>							
<u>110 Staffing</u>							
4000 Staff Salary	13,694	13,694	97,476	83,782		83,782	
4030 PAYE and NI	1,358	1,358	16,000	14,642		14,642	
4040 Pension	1,945	1,945	23,000	21,055		21,055	
4050 Staff Travel	0	0	150	150		150	
4060 Councillor Travel	0	0	50	50		50	
4070 Staff Other Expenses	83	83	100	17		17	
4080 FM Contractor	0	0	46,800	46,800		46,800	
4090 Payroll Processing	37	37	500	463		463	
4100 Professional Fees	0	0	2,500	2,500		2,500	
4110 Training	0	0	2,000	2,000		2,000	
Staffing :- Indirect Expenditure	<u>17,118</u>	<u>17,118</u>	<u>188,576</u>	<u>171,458</u>	<u>0</u>	<u>171,458</u>	<u>0</u>
Net Expenditure	<u>(17,118)</u>	<u>(17,118)</u>	<u>(188,576)</u>	<u>(171,458)</u>			
Staffing :- Income	0	0	0	0			
Expenditure	17,118	17,118	188,576	171,458	0	171,458	
Movement to/(from) Gen Reserve	<u>(17,118)</u>	<u>(17,118)</u>					
Grand Totals:- Income	158,294	158,294	447,700	289,406			
Expenditure	30,256	30,256	492,700	462,444	19,715	442,730	
Net Income over Expenditure	<u>128,038</u>	<u>128,038</u>	<u>(45,000)</u>	<u>(173,038)</u>			
Movement to/(from) Gen Reserve	<u>128,038</u>	<u>128,038</u>					

## Outstanding Balances by Month as at 30/04/2020

A/C Code	Customer Name	Balance	Apr 2020	Mar 2020	Feb 2020	Prior Months	On A/c Pymnts
ERO001	EDROB	17.50	0.00	0.00	0.00	17.50	0.00
HOP001	HOPP	38.40	0.00	38.40	0.00	0.00	0.00
IANBOS	IANBOSKETT	30.00	0.00	30.00	0.00	0.00	0.00
NHS001	NHS GLOS	741.00	0.00	365.00	376.00	0.00	0.00
SCA001	SCALLYWAGS	-250.00	0.00	-250.00	0.00	0.00	0.00
TADS001	TADS	-633.60	0.00	-633.60	0.00	0.00	0.00
TEW001	FULCHER	341.04	0.00	109.20	163.80	68.04	0.00
TEW005	ROTARY	142.50	0.00	0.00	142.50	0.00	0.00
TOX001	TOXTWI	233.93	0.00	0.00	233.93	0.00	0.00
Total Sales Ledger No 1		660.77	0.00	-341.00	916.23	85.54	0.00
TOTAL SALES LEDGER BALANCES		660.77	0.00	-341.00	916.23	85.54	0.00

14/05/2020

Tewkesbury Town Council

15:50

Balance Sheet as at 31st March 2020

31st March 2019

31st March 2020

31st March 2019		31st March 2020	
Current Assets			
0	Sales	661	
0	VAT Control A/c	4,721	
0	Prepayments	1,077	
0	Stock	2,300	
0	Current Bank A/c	213,476	
0	Lloyds Bank - Mayor's Charity	4,232	
0	Petty Cash	38	
0	Lloyds Bank - Savings A/c	73,124	
0	Floats	800	
<u>0</u>		<u></u>	300,428
	<b>0 Total Assets</b>		<b>300,428</b>
Current Liabilities			
0	Other Creditors	108	
0	Accruals	530	
0	Receipts in Advance	84	
0	Uncleared Electronic Payments	5,342	
0	Holding Deposits	1,217	
<u>0</u>		<u></u>	7,280
	<b>0 Total Assets Less Current Liabilities</b>		<b>293,148</b>
Represented By			
0	General Reserves		181,146
0	Earmarked Reserves		112,002
<u>0</u>		<u></u>	<u>293,148</u>

The above statement represents fairly the financial position of the authority as at 31st March 2020 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

## Tewkesbury Town Council

## BALANCE SHEET

31/03/2019

<i>(Last) Year Ended</i> 31 Mar 2018		<i>(Current) Year Ended</i> 31 Mar 2019
£	<b>CURRENT ASSETS</b>	£
0.00	Stocks and stores	1,800.00
0.00	Work in progress	0.00
2,520.16	Debtors (Net of provision for doubtful debts)	715.80
1,500.00	Payments in advance	0.00
28,200.52	VAT Recoverable	18,870.48
0.00	Temporary lendings (investments)	0.00
191,220.89	Cash in hand	249,275.65
223,441.57	<b>TOTAL ASSETS</b>	270,661.93
	<b>CURRENT LIABILITIES</b>	
22,628.00	Creditors	12,103.79
<u>200,813.57</u>	<b>NET ASSETS</b>	<u>258,558.14</u>
	<b>Represented by:</b>	
128,204.55	General fund Balance	141,414.18
	<b>Reserves:</b>	
0.00	Capital	0.00
72,609.02	Earmarked	117,143.96
0.00	Adjustments	0.00
<u>200,813.57</u>		<u>258,558.14</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2019

Signed

\_\_\_\_\_

Responsible Financial Officer

Date

\_\_\_\_\_



Tewkesbury Town Council  
Income and Expenditure Account for Year Ended 31st March 2020

31st March 2019		31st March 2020
	<b>Operating Income</b>	
0	Finance	301,839
0	Mayor's Charity	4,048
0	Moorings	4,442
0	Town Hall	14,772
0	War Memorial	700
0	Play Parks	40,000
0	Spring Gardens	2,386
0	Gloucester Road	1,267
0	Severn Ham	58,211
0	Watson Hall	73,636
<u>0</u>		<u>501,303</u>
<u>0</u>	<b>Total Income</b>	<u>501,303</u>
	<b>Running Costs</b>	
0	Staffing	170,570
0	Finance	61,103
0	Mayor's Charity	5,280
0	Moorings	3,965
0	Museum	214
0	Town Hall	29,183
0	War Memorial	650
0	Play Parks	82,199
0	Spring Gardens	9,144
0	Gloucester Road	7,126
0	Cleaning & Consumables	2,388
0	Outside Spaces	15,387
0	Planning	158
0	Severn Ham	11,271
0	Watson Hall	68,003
0	Memorial Benches	70
<u>0</u>		<u>466,713</u>
<u>0</u>	<b>Total Expenditure</b>	<u>466,713</u>
	<b>General Fund Analysis</b>	
0	Opening Balance	141,414
<u>0</u>	Plus : Income for Year	<u>501,303</u>
0		642,717
<u>0</u>	Less : Expenditure for Year	<u>466,713</u>
0		176,004
<u>0</u>	Transfers TO / FROM Reserves	<u>(5,142)</u>
<u>0</u>	Closing Balance	<u>181,146</u>

**Tewkesbury Town Council**  
**Income & Expenditure Account**  
**01/04/2018 to 31/03/2019**

<i>(Last) Year Ended</i> 31 Mar 2018		<i>(Current) Year Ended</i> 31 Mar 2019
	<b><u>Income</u></b>	
	MOORINGS	4,043.16
	SEVERN HAM	33,205.25
	ENVIRONMENT & AMENITIES	5,657.05
	FINANCE	280,095.06
	BUILDINGS - TOWN HALL	15,064.33
	BUILDINGS - WATSON HALL	17,284.52
	BUILDINGS - WAR MEMORIAL	50.00
	MAYOR'S CHARITY	4,879.85
	Restated	-2,520.16
		<b>£357,759.06</b>
	<b><u>Expense</u></b>	
	MAYOR'S CHARITY	5,000.00
	BUILDINGS - WAR MEMORIAL	3,555.00
	MOORINGS	1,248.98
	SEVERN HAM	21,971.77
	ENVIRONMENT & AMENITIES	43,880.99
	FINANCE	47,428.89
	STAFFING	137,144.04
	BUILDINGS - MUSEUM	8,025.42
	BUILDINGS - TOWN HALL	18,803.21
	BUILDINGS - WATSON HALL	34,084.19
	Restated	-21,128.00
		<b>£300,014.49</b>
	<b><u>General Fund</u></b>	
<b>100,442.45</b>	Balance at 01 Apr 2018	<b>128,204.55</b>
351,545.21	ADD Total Income	357,759.06
451,987.66		485,963.61
328,088.35	DEDUCT Total Expenditure	300,014.49
123,899.31		185,949.12
-4,489.94	Transfer to/from Reserves	44,534.94
<b>£128,204.55</b>	Balance at 31 Mar 2019	<b>£141,414.18</b>

Transfers:

General Fund to Earmarked Reserve £44,534.94

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR Museum Maintenance	6,635.00	686.00	7,321.00
321 EMR Town Hall Gardens	250.00		250.00
322 EMR Moorings Prior's Court	22,327.23	-2,433.00	19,894.23
323 EMR Warwick Place Playpark	32,250.00	-32,250.00	0.00
324 EMR Noticeboards	3,500.00	-2,000.00	1,500.00
325 EMR Derek Graham Playpark	2,066.00	-2,066.00	0.00
326 EMR Youth	5,000.00	-2,385.00	2,615.00
327 EMR Asset Management Project	3,821.00		3,821.00
328 EMR War Memorial	5,557.73		5,557.73
329 EMR Severn Ham	6,140.00		6,140.00
330 EMR CCTV	625.00	3,000.00	3,625.00
331 EMR Tree Maintenance	760.00	1,760.00	2,520.00
332 EMR Street Furniture	1,500.00	2,400.00	3,900.00
333 EMR Toilet Block Project	2,164.00	1,030.00	3,194.00
334 EMR Gloucester Road Maint.	1,219.00	-1,219.00	0.00
335 EMR Bus Shelters	1,222.00	-1,222.00	0.00
336 EMR Regalia	1,494.00	-1,494.00	0.00
337 EMR Website	2,160.00		2,160.00
338 EMR Professional	1,942.00		1,942.00
339 EMR Legal	6,839.00	-6,839.00	0.00
340 EMR Elections	1,000.00	1,000.00	2,000.00
341 EMR Tourism & Marketing	1,172.00	302.00	1,474.00
342 EMR Newsleter	500.00		500.00
343 EMR Weeding	2,000.00		2,000.00
344 EMR Severn Ham Tree Maint	5,000.00		5,000.00
345 EMR Hay Sowing Project	0.00	5,000.00	5,000.00
346 EMR Carver Knowles	0.00	2,050.00	2,050.00
347 EMR Comm. & Display	0.00	2,500.00	2,500.00
348 EMR Outreach Sessions	0.00	342.00	342.00
349 EMR Moorings Projects	0.00	4,263.00	4,263.00
350 EMR Watson Hall Lease	0.00	20,000.00	20,000.00
351 EMR Moorings St Mary's Lane	0.00	2,433.00	2,433.00
	<u>117,143.96</u>	<u>-5,142.00</u>	<u>112,001.96</u>

# ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2020

Tewkesbury Town Council

## SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	0	258,558	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	0	301,288	Total amount of Precept income received in the year
3	Total other receipts	0	200,015	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	0	128,812	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	0	337,901	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	0	293,148	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	0	291,670	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	3,934,622	6,077,361	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- \* A brief explanation of significant variations from last year to this year in Section 2;
- \* Bank Reconciliation as at 31 March

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Tewkesbury Town Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2020

Explains the difference between boxes 7 & 8 on the Annual Return

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<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	0.00	293,147.90
100	Sales	0.00	660.77
105	VAT Control A/c	0.00	4,721.33
110	Prepayments	0.00	1,076.68
160	Stock	0.00	2,300.00
	Less Total Debtors	0.00	8,758.78
505	Other Creditors	0.00	108.00
510	Accruals	0.00	529.67
525	Receipts in Advance	0.00	84.00
530	Uncleared Electronic Payments	0.00	5,341.83
565	Holding Deposits	0.00	1,216.95
	Plus Total Creditors	0.00	7,280.45
	Equals Total Cash and Bank Accounts	0.00	291,669.57
200	Current Bank A/c	0.00	213,476.11
210	Lloyds Bank - Mayor's Charity	0.00	4,231.76
220	Petty Cash	0.00	38.10
230	Lloyds Bank - Savings A/c	0.00	73,123.60
240	Floats	0.00	800.00
	Total Cash and Bank Accounts	0.00	291,669.57

**Tewkesbury Town Council**  
**ANNUAL RETURN - Section 1 : Statement of Accounts**

**Accounts for Year from 01/04/2018 to 31/03/2019**

This is prepared based on the information in "Governance and Accountability for Local Councils : a Practitioners' Guide"

Important note: These figures have been prepared on a RECEIPTS and PAYMENTS basis.

\* Note :- An asterisk to the right of the box below indicates it is an item that has changed by more than 10% from the previous year and probably warrants a comment in your notes. This is only an indication and should not be considered exclusive. You will only see asterisks if this is the second year you have used the report.

Box No.	Description	Year ending		
		31/03/2018 £	31/03/2019 £	
1	Balances brought fwd	0.00	191,220.89	*
2	Annual precept	0.00	280,687.00	*
3	Total other receipts	0.00	104,345.16	*
4	Staff Costs	0.00	131,640.54	*
5	Loan interest/capital repayments	0.00	0.00	
6	Total other payments	0.00	195,336.86	*
7	Balances carried forward	191,220.89	249,275.65	*
8	Total Cash and Short Term Investments	191,220.89	249,275.65	*
9	Total Fixed Assets and Long Term Investments	3,854,151.00	3,934,622.00	
10	Total Borrowings	0.00	0.00	

## **Agenda Item 18 – Discussing and agreeing next steps in reviewing Financial Regulations**

Authors: Jen King, Assistant Town Clerk and Debbie Hill, Town Clerk & RFO

The current financial regulations were approved in December 2017 and at that time there was uncertainty around the role of the Town Clerk. The current Town Clerk was appointed to a permanent role in June 2018 and the Town Council has undergone significant change in terms of strategy, management of buildings staffing and facilities management. Income from hire of the Watson Hall has increased by 274% from 2017/18 to 2019/20 and there is now a varied event offering through third parties, the Events Officer and most recently working with Promoters. From March 2019, the Town Council took over management of the bar at the Watson Hall. In 2019/20 the bar turnover was £30,656 resulting in net income of £11,146 whereas in recent years there had been no income from the bar. Processes for financial management of the Town Council have been revised and the success of this can be measured from income and expenditure reports, the most recent Internal Audit Report and the improving level of the general reserve which is vital for the continued running of the Town Council's assets.

The initial review of the document took place between Cllrs J Raywood, S Raywood, the Town Clerk and Assistant Town Clerk. The National Association of Local Councils (NALC) updated model financial regulations are not intended to be adopted as a one size fits all document, rather they set out many options that should be adapted to suit the size of Council and the types of activities that it engages in.

It is natural that these would be different for a small Parish Council with few assets in comparison to a larger Town Council with many assets, in our case multiple buildings, playgrounds and moorings. The regulations also need to reflect the Committee structure that exists within a larger Council, which again would not be the same for a smaller Parish Council. It was also felt that the document should accurately reflect the processes in place at Tewkesbury Town Council including the way in which the RFO reports back to the Committees and Full Council, together with the way that payments are made. There were also outdated terms used within the document – for example referring to CHAPS payments.

The Committee structure is essential to the efficient running of a council the size of Tewkesbury. The model financial regulations also allow for the situation where the Town Clerk and RFO may not be the same person, so many of our changes reflect our situation where they are.

The following notes hope to guide members through the major changes made to the model document and the rationale behind them.

## **Part 1 – General**

1.13 Currently the Finance Committee reviews bad debts and initially looks at recommendations from the auditors before referring it back to Full Council. These items have been removed from the list as it states that they should only be addressed by Full Council and this is not our process.

1.14 Full Council only approves grants over £1000 and the wording has been adjusted to reflect this. It also states that any single commitment over £25,000 should be referred to Full Council. Costs between £1,000 and £25,000 are approved by Committee. Although this sounds like a large amount, moorings reinstatement costs are likely to be around £20,000, electrical inspection work at Town Hall around £4,000 and recent work on the Town Hall façade was approved up to £7,000. For the Committee Structure of the Town Council to work efficiently, these parameters feel appropriate.

## **Part 2 – Accounting & Audit & Part 3 – Annual estimates and forward planning**

2.3 Bank reconciliations are noted by Full Council, not the Finance Committee as in the model regulations.

3.1 & 3.2 Updated to reflect Finance Committee reviews the budgets and the dates by which they require them

## **Part 4 – Budgetary Control & Authority to Spend**

4.1

All spending over £25,000 is referred to Full Council

A Committee can authorise budgeted spend between £1,000 & £25,000. As at is the current case, all spending must be authorised by a majority vote at Committee level and is set out as a detailed resolution on the agenda. Agendas are circulated to all Councillors, and any Councillor may attend any Committee meeting that they wish to, so the process remains clear and transparent.

The Clerk with the Chairman of Council or Chair of Committee can authorise up to £1,000.

The Clerk, for any items relating to the day to day running of the Council, its building and public facilities up to £1,000 (for example recent vandalism to taps at Spring Gardens cost £470 which needed urgent repairs in order to reopen)

The Clerk for any items in relation to the day to day running of the bar up to £2,500 and for events up to £5,000. This allows for the bar to be stocked as appropriate between events and for larger events and for acts to be booked and deposits paid. Often events have to be confirmed quickly to secure dates and an ability to make decisions to secure 'big names' for the Watson Hall is essential in building the reputation of the Watson Hall as a great venue. For example – Martin Kemp in December.

4.4 Removed as this is dealt with by the Staffing Committee

4.9 Earmarked reserves are approved by each committee – either in terms of items they wish to earmark at the end of the Financial Year or when to draw them down to spend on the projects they have been allocated to. Approval for this is not required by Full Council as may be the case at a smaller Parish Council.



## **Part 5 – Banking Arrangements & Authorisation of Payments**

These have been updated to reflect the process we follow

5.1 Banking arrangements and mandates are approved by Finance Committee.

5.2 Payments lists do not form part of agendas as by the time they get to the Committee they can be a week out of date. A Council the size of Tewkesbury needs to be able to be more dynamic due to the volume of payments and the payments list is therefore presented at the meeting in paper copy and read out by the Clerk of the meeting, prior to approval.

5.6 / 5.7 / 5.8 Removed as relevant to smaller councils. All payments list go before Committees on a regular basis and 5.5 sets out the conditions where the Clerk may make a payment without prior Committee approval. Additions to this list are contractual requirements – such as 5.5(d) salary, pension & PAYE and 5.5(e) payments which fall within budgetary control and authority to spend, but which have to be paid in advance (these are the retrospective payments that then appear on the payments list – for example booking an act for the Watson Hall where the deposit is due immediately)

## **Part 6 – Instructions for the making of payments**

Changes are minor and self-explanatory to reflect how payments are currently made and approved, including online banking.

## **Part 7 – Payment of Salaries**

Minor changes set out that Staffing matters are overseen by the staffing committee.

7.8 regarding interim staff is removed as it would not be considered by Full Council. The Town Clerk has delegated authority for interim staff and staffing matters are dealt with by the Staffing Committee.

## **Part 8 Loans & Investments**

8.3 The bank statements are reviewed by the Finance Committee monthly – there is therefore no need to send one to the Chairman of the Council directly (this may be deemed appropriate for smaller Councils)

## **Part 9 Income**

9.2 Removed as appropriate for smaller Councils. 9.3 states that charges will be reviewed by the relevant committee or Council at least annually.

9.10 The Watson Hall does not have a separate bank account, but has a separate cost code within the accounts. Adjusted to reflect what actually takes place. Councillors are aware of the ongoing situation regarding the Watson Hall, but Financial Regulations should reflect what is happening now and be updated should the situation change; based on appropriate legal advice.

## **Part 10 Orders for work, goods and services**

10.5 The Town Council has General Power of Competence, so the statutory authority does not need to be recorded in the minutes.

### **Part 11 Contracts**

11(h) Council will strive to get three estimates for work between £250 and £3000. Updated to reflect current position.

### **Parts 12-17**

Minor changes to reflect referring to appropriate Committee rather than Full Council – due to the size of the Council.

### **Part 18 Suspension & revision of Financial Regulations**

18.2 Updated to allow relevant Committee or Full Council to suspend Financial Regulations provided that the reason for suspension is recorded and that an assessment of the risks arising has been drawn up and presented in advance to the relevant Committee or Council.

This allows for changes to be made in a 'worst case scenario' situation – for example, if the Clerk left, there would be a temporary period where there was no Clerk / RFO, during which the Council would still need to pay bills and make decisions. Some Financial Regulations may need to be suspended during this period.