

**TEWKESBURY TOWN COUNCIL  
FINANCE COMMITTEE  
THURSDAY 1<sup>ST</sup> OCTOBER 2020**

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

You are summoned to attend a meeting of the Finance Committee which will be held remotely via Zoom on **Thursday 1<sup>ST</sup> October 2020 commencing at 6.00pm**

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

**Zoom Meeting id: 982 3389 1667**

**Password: 330255**



Debbie Hill  
Town Clerk  
25<sup>th</sup> September 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 6<sup>th</sup> August 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 to 31<sup>st</sup> August 2020
9. To review the budget report to 31<sup>st</sup> August 2020
10. To review the financial impact of COVID-19 on the Town Council's budget for 2020/21
11. To consider and agree grant applications from outside bodies
12. To agree the payments list
13. To note the work in hand to ensure the Town Council's website is accessible and the publication of an accessibility statement
14. To discuss and agree the recipient of the additional £1,100 received into the Mayor's Charity Account relating to money raised during 2019/20

- 15.** To agree the level of 'float' to be left in the Mayor's Charity account from one financial year to the next
- 16.** To receive an update from the Town Clerk on the petty cash procedure

## MINUTES

### *of the*

#### Remote Finance Committee meeting held on 26<sup>th</sup> August 2020 at 6:00PM via Zoom

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

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

The meeting commenced at 6.11pm. It was pointed out that the Zoom meeting had scheduled for an hour ahead of the actual time of the meeting. Town Clerk to check Zoom settings.

**F.20.031 To receive apologies**  
None received.

**F.20.032 To receive declarations of interest**  
None.

**F.20.033 To receive dispensations**  
None.

**F.20.034 To approve the Minutes of the Finance Committee meeting held on 28<sup>th</sup> May 2020**  
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 28<sup>th</sup> May 2020. Proposed by Cllr J Raywood, seconded by Cllr Danter.

**F.20.035 Matters arising from the Minutes – for information only in relation to matters not on the agenda**  
No matters arising.

**F.20.036 To receive correspondence relating to the Finance Committee**  
None.

**F.20.037 Public Participation**  
A member of the public raised questions regarding the following:  
(Review of finance reports) Is the Tudor Bar a part of the Town Council or Trust?  
**The bar is run by the Town Council.**  
(Payments List) Should the payments list be part of the agenda?  
**The Internal Audit report in 2018/19 recommended that the total of the payments approved at a meeting be added to the minutes. This has been actioned.**  
(Review Non-attributed costs for Watson hall) What are the non-attributed costs for the Watson Hall?  
**Covered under agenda item 13.**

**F.20.038 To review the bank reconciliations for April, May and June 2020**  
The bank reconciliations were reviewed. It was noted that there was some discrepancy with dates on the reconciliations presented. The Town Clerk informed the committee that there had been catch up work to complete following a period of furlough for the Finance Assistant. It was agreed that these bank reconciliations should be reviewed again at the next Finance Committee meeting.

**Action:** Town Clerk to add agenda item re distribution of additional £1,100 re Mayor's Charity

**Action:** Town Clerk to add formalization of the floating amount in the Mayor's Charity account to the next agenda.

- F.20.039 To review finance reports**  
The budget reports were reviewed.  
**Action:** Town Clerk to add an agenda item at the next meeting to assess the impact of Covid-19 on the Council's finances for onward referral to Full Council.
- F.20.040 To consider and agree grant applications from outside bodies**  
None received.
- F.20.041 To agree the payments list**  
It was RESOLVED to approve payments totalling £9,034.15  
Proposed by Cllr Brennan, seconded by Cllr Bowman.
- F.20.042 To review the signatory on the Mayor's Charity account**  
It was agreed that Cllr Bowman is added as an additional signatory alongside Cllr Brennan.  
**Action:** TC and HB to visit Lloyds to start the process for adding an additional signatory.
- F.20.043 To review non-attributed costs for the Watson Hall**  
The Town Clerk reported that the Events Officer estimated 60% of her time had been spent on work relating to the Watson Hall and that GAB Services estimated an average of 18 hours per week had been spent working at the Watson Hall during 2019/20.
- F.20.044 To discuss applying for a Lloyds Bank Business Charge Card**  
**Action:** Cllr Aldridge and Town Clerk to prepare recommendation to move this forward.
- F.20.045 To approve expenditure on legal services in respect of the three Land Registry titles at the Watson Hall and Tewkesbury Museum**  
It was RESOLVED to approve expenditure on legal services in respect of the three Land Registry titles at the Watson Hall and Tewkesbury Museum from the Legal budget. Proposed by Cllr J Raywood, Seconded by Cllr Danter.  
**Action:** Town Clerk to provide update on estimate of costs when available.
- F.20.046 To discuss outstanding Finance Committee actions:**
- i. Internal Financial control checks**  
It is the intention to aim for this to take place in September.
  - ii. Financial risk register**  
For future Finance meeting for onward referral to Full Council.
  - iii. Asset register**  
For future Finance meeting for onward referral to Full Council.
  - iv. Migration of asset register**  
It is the intention to aim to start work on this in September.

There being no further business the meeting closed at 7.23pm

Signature of Chairman upon approval of the minutes ..... 1<sup>st</sup> October 2020

**Bank Reconciliation Statement as at 30/04/2020  
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	30/04/2020	3	345,180.19
			<u>345,180.19</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
30/01/2020 GRANT Vanessa McClintock			210.00
09/03/2020 GRANT Severn Area Rescue Association			2,200.00
31/03/2020 3521879 Waterplus			21.13
16/04/2020 Inv 184639 Squeaky Clean Energy Ltd			80.91
			<u>2,512.04</u>
			342,668.15
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
30/04/2020 TBC Grant			500.00
			<u>500.00</u>
			343,168.15
		<b>Balance per Cash Book is :-</b>	<b>343,168.15</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/04/2020  
for Cashbook 2 - Lloyds - Mayor's Charity A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	31/03/2020	1	4,231.76
			<u>4,231.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			4,231.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			4,231.76
		<b>Balance per Cash Book is :-</b>	<b>4,231.76</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/04/2020  
for Cashbook 4 - Lloyds - 32 Day Notice A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/03/2020	2	73,129.60
			<u>73,129.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			73,129.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			73,129.60
		<b>Balance per Cash Book is :-</b>	<b>73,129.60</b>
		<b>Difference is :-</b>	<b>0.00</b>



MAY 20

Date: 21/07/2020

Tewkesbury Town Council

Page 1

Time: 09:04

**Bank Reconciliation Statement as at 31/05/2020  
for Cashbook 1 - Lloyds - Business Account**

User: TC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	28/05/2020	3	326,450.46
			<u>326,450.46</u>
<b><u>Unpresented Cheques (Minus)</u></b>			<b><u>Amount</u></b>
30/01/2020 GRANT Vanessa McClintock			210.00
31/03/2020 3521879 Waterplus			21.13
16/04/2020 Inv 184639 Squeaky Clean Energy Ltd			80.91
06/05/2020 DD Inty Cascade			63.78
			<u>375.82</u>
			326,074.64
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			326,074.64
		<b>Balance per Cash Book is :-</b>	<b>326,074.64</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/05/2020  
for Cashbook 2 - Lloyds - Mayor's Charity A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	31/03/2020	1	4,231.76
			<u>4,231.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			4,231.76
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			4,231.76
		<b>Balance per Cash Book is :-</b>	<b>4,231.76</b>
		<b>Difference is :-</b>	<b>0.00</b>

MAY 20

Date: 21/07/2020

Tewkesbury Town Council

Page 1

Time: 09:08

**Bank Reconciliation Statement as at 31/05/2020  
for Cashbook 4 - Lloyds - 32 Day Notice A/C**

User: TC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	29/05/2020	2	73,135.40
			<u>73,135.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	<u>0.00</u>
			73,135.40
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	<u>0.00</u>
			73,135.40
		<b>Balance per Cash Book is :-</b>	<b>73,135.40</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/06/2020  
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	30/06/2020	3	278,090.24
			<u>278,090.24</u>
<b>Unpresented Cheques (Minus)</b>			<b>Amount</b>
30/01/2020 GRANT Vanessa McClintock			210.00
31/03/2020 3521879 Waterplus			21.13
16/04/2020 Inv 184639 Squeaky Clean Energy Ltd			80.91
06/05/2020 DD Inty Cascade			63.78
06/05/2020 SO10324124 Allcoopers Ltd			372.00
06/06/2020 DD Inty Cascade			63.78
30/06/2020 26114 Digital Telecom Ltd			90.00
30/06/2020 18340 Hy-Clean Supplies Limited			32.33
30/06/2020 18368 Hy-Clean Supplies Limited			173.88
30/06/2020 4024 PAYROLLS UK LTD			41.40
30/06/2020 538045 Proactive Business Supplies Lt			21.59
30/06/2020 TEW40-69 Thompson Bancks Solicitors			32.40
30/06/2020 47949 Timber & Hardware Supplies Ltd			233.98
			<u>1,437.18</u>
			276,653.06
<b>Receipts not Banked/Cleared (Plus)</b>			
		0.00	
			<u>0.00</u>
			276,653.06
		<b>Balance per Cash Book :-</b>	<b>276,653.06</b>
		<b>Difference is :-</b>	<b>0.00</b>

JUNE 20

Date: 28/07/2020

Tewkesbury Town Council

Page 1

Time: 11:24

**Bank Reconciliation Statement as at 30/06/2020  
for Cashbook 2 - Lloyds - Mayor's Charity A/C**

User: TC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	08/06/2020	1	5,331.76
			<u>5,331.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,331.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,331.76
		<b>Balance per Cash Book is :-</b>	<b>5,331.76</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/06/2020  
for Cashbook 4 - Lloyds - 32 Day Notice A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/06/2020	2	112,013.84
			<u>112,013.84</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,013.84
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,013.84
		<b>Balance per Cash Book is :-</b>	<b>112,013.84</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/07/2020  
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	31/07/2020	4	243,839.83
			<u>243,839.83</u>
<b>Unpresented Cheques (Minus)</b>			<b>Amount</b>
30/01/2020 GRANT Vanessa McClintock		210.00	
30/06/2020 18340 Hy-Clean Supplies Limited		32.33	
30/06/2020 4024 PAYROLLS UK LTD		41.40	
28/07/2020 SRT Severn Rivers Trust		7.20	
			<u>290.93</u>
			243,548.90
<b>Receipts not Banked/Cleared (Plus)</b>			
		0.00	
			<u>0.00</u>
			243,548.90
		<b>Balance per Cash Book is :-</b>	<b>243,548.90</b>
		<b>Difference Is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 30/06/2020<sup>07</sup>  
for Cashbook 2 - Lloyds - Mayor's Charity A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	31/07/2020	1	5,331.76
			<u>5,331.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,331.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,331.76
		<b>Balance per Cash Book is :-</b>	<b>5,331.76</b>
		<b>Difference is :-</b>	<b>0.00</b>



**Bank Reconciliation Statement as at 31/07/2020  
for Cashbook 4 - Lloyds - 32 Day Notice A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/07/2020	2	112,023.41
			<u>112,023.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			112,023.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	0.00
			<u>0.00</u>
			112,023.41
		<b>Balance per Cash Book is :-</b>	<b>112,023.41</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/08/2020  
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	28/08/2020	5	222,546.99
			0.00
			<u>222,546.99</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
30/01/2020 GRANT Vanessa McClintock		210.00	
30/06/2020 18340 Hy-Clean Supplies Limited		32.33	
28/07/2020 SRT Severn Rivers Trust		7.20	
31/08/2020 GCC Gloucester County Council		1,899.54	
31/08/2020 HMRC HMRC		1,098.52	
			<u>3,247.59</u>
			219,299.40
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
		0.00	
			<u>0.00</u>
			219,299.40
		<b>Balance per Cash Book is :-</b>	<b>219,299.40</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 2 - Lloyds - Mayor's Charity A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	31/08/2020	1	1,331.76
			<u>1,331.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>0.00</u>
			1,331.76
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>0.00</u>
			1,331.76
		<b>Balance per Cash Book is :-</b>	<b>1,331.76</b>
		<b>Difference is :-</b>	<b>0.00</b>

**Bank Reconciliation Statement as at 31/08/2020  
for Cashbook 4 - Lloyds - 32 Day Notice A/C**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	28/08/2020	2	112,032.05
			<u>112,032.05</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	0.00
			<u>112,032.05</u>
<u>Receipts not Banked/Cleared (Plus)</u>		0.00	0.00
			<u>112,032.05</u>
		<b>Balance per Cash Book is :-</b>	<b>112,032.05</b>
		<b>Difference is :-</b>	<b>0.00</b>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<b>Finance</b>						
<u>120 Finance</u>						
1076 Precept	0	157,044	314,087	157,044		
1090 Interest Received	9	39	250	211		
Finance :- Income	9	157,083	314,337	157,254		
4100 Professional Fees	673	1,233	2,000	767		767
4150 Mayors Allowance	0	0	1,500	1,500		1,500
4160 Bank Charges	5	57	60	3		3
4170 Audit Fees	0	0	2,000	2,000		2,000
4180 Legal Fees	60	2,137	12,000	9,863		9,863
4190 Subscriptions & Memberships	0	2,502	4,000	1,498		1,498
4200 Insurance	0	6,662	8,000	1,338		1,338
4210 Stationery Office Equipment	32	660	1,600	940		940
4211 Contingency	0	0	6,000	6,000		6,000
4212 Councillor Expenses	0	0	600	600		600
4220 Telephone & Broadband	64	820	800	(20)		(20)
4230 Photocopier	88	772	2,500	1,728		1,728
4240 Website	0	51	350	299		299
4250 IT	162	775	3,200	2,425		2,425
4260 Publications	13	13	200	187		187
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	25	1,000	975		975
4310 Tourism & Marketing	0	0	1,000	1,000		1,000
4320 Town Crier	0	1,000	1,000	0		0
4330 Grants Paid	0	0	20,000	20,000		20,000
4350 Elections	0	0	1,000	1,000		1,000
4990 Sundries/Petty Cash	33	33	1,000	967		967
Finance :- Indirect Expenditure	1,130	16,739	74,410	57,671	0	57,671
Net Income over Expenditure	(1,121)	140,344	239,927	99,583		
<b>130 Mayor's Charity</b>						
1200 Mayor's Charity Income	0	1,100	0	(1,100)		
Mayor's Charity :- Income	0	1,100	0	(1,100)		
4410 Mayor's Charity Expenditure	4,000	4,000	0	(4,000)		(4,000)
Mayor's Charity :- Indirect Expenditure	4,000	4,000	0	(4,000)	0	(4,000)
Net Income over Expenditure	(4,000)	(2,900)	0	2,900		

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
Finance :- Income	9	158,183	314,337	156,154		
Expenditure	5,130	20,739	74,410	53,671	0	53,671
Movement to/(from) Gen Reserve	<u>(5,121)</u>	<u>137,444</u>				
<b>Building &amp; Moorings</b>						
<b>200 Moorings</b>						
1300 Moorings Income	204	1,319	5,500	4,181		
Moorings :- Income	<u>204</u>	<u>1,319</u>	<u>5,500</u>	<u>4,181</u>		
4450 Maintenance	0	180	4,000	3,820		3,820
4460 Rates	127	634	1,500	866		866
4470 Mooring Leases	0	0	100	100		100
4480 Projects - Moorings	0	3,117	5,000	1,883	650	1,233
4550 Water	0	17	0	(17)		(17)
Moorings :- Indirect Expenditure	<u>127</u>	<u>3,948</u>	<u>10,600</u>	<u>6,652</u>	<u>650</u>	<u>6,002</u>
Net Income over Expenditure	<u>77</u>	<u>(2,629)</u>	<u>(5,100)</u>	<u>(2,471)</u>		
<b>210 Museum</b>						
4450 Maintenance	0	12,849	12,000	(849)		(849)
4500 Museum Projects	0	0	3,000	3,000		3,000
Museum :- Indirect Expenditure	<u>0</u>	<u>12,849</u>	<u>15,000</u>	<u>2,152</u>	<u>0</u>	<u>2,152</u>
Net Expenditure	<u>0</u>	<u>(12,849)</u>	<u>(15,000)</u>	<u>(2,152)</u>		
<b>220 Town Hall</b>						
1400 Garden Income	0	0	100	100		
1410 Town Hall Income	730	1,238	18,000	16,762		
Town Hall :- Income	<u>730</u>	<u>1,238</u>	<u>18,100</u>	<u>16,862</u>		
4450 Maintenance	164	3,303	12,000	8,697	2,000	6,697
4460 Rates	419	2,097	4,100	2,003		2,003
4550 Water	0	437	700	263		263
4560 Electric	0	340	1,500	1,160		1,160
4570 Gas	10	157	2,500	2,343		2,343
4580 Garden Expenditure	0	0	300	300		300
4590 Projects	0	0	15,000	15,000		15,000
4960 Equipment	0	100	2,000	1,900		1,900
Town Hall :- Indirect Expenditure	<u>593</u>	<u>6,433</u>	<u>38,100</u>	<u>31,667</u>	<u>2,000</u>	<u>29,667</u>
Net Income over Expenditure	<u>137</u>	<u>(5,196)</u>	<u>(20,000)</u>	<u>(14,804)</u>		

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>230 War Memorial</u>						
1450 Fundraising	0	0	200	200		
1990 Other Income	0	0	100	100		
War Memorial :- Income	<u>0</u>	<u>0</u>	<u>300</u>	<u>300</u>		
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>
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(700)</u>	<u>(700)</u>		
Building & Moorings :- Income	934	2,556	23,900	21,344		
Expenditure	720	23,230	64,700	41,470	2,650	38,820
Movement to/(from) Gen Reserve	<u>214</u>	<u>(20,674)</u>				
<u>Environment &amp; Amenities</u>						
<u>300 Play Parks</u>						
1500 Grants & Donations Received	0	500	0	(500)		
Play Parks :- Income	<u>0</u>	<u>500</u>	<u>0</u>	<u>(500)</u>		
4590 Projects	0	0	10,000	10,000	2,142	7,858
4600 Maintenance - Derek Graham	0	342	2,000	1,658		1,658
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	0	1,500	1,500	0		0
Play Parks :- Indirect Expenditure	<u>0</u>	<u>1,842</u>	<u>16,000</u>	<u>14,158</u>	<u>2,142</u>	<u>12,016</u>
Net Income over Expenditure	<u>0</u>	<u>(1,342)</u>	<u>(16,000)</u>	<u>(14,658)</u>		
<u>310 Spring Gardens</u>						
4450 Maintenance	96	942	3,000	2,058		2,058
4460 Rates	304	1,524	3,000	1,476		1,476
4550 Water	0	357	2,000	1,643		1,643
4560 Electric	58	194	650	456		456
4590 Projects	0	0	2,000	2,000		2,000
Spring Gardens :- Indirect Expenditure	<u>458</u>	<u>3,017</u>	<u>10,650</u>	<u>7,633</u>	<u>0</u>	<u>7,633</u>
Net Expenditure	<u>(458)</u>	<u>(3,017)</u>	<u>(10,650)</u>	<u>(7,633)</u>		
<u>320 Gloucester Road</u>						
4450 Maintenance	0	348	1,750	1,402		1,402
4460 Rates	232	1,160	2,200	1,040		1,040

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4550 Water	0	182	650	468		468
4560 Electric	49	201	400	199		199
Gloucester Road :- Indirect Expenditure	281	1,892	5,000	3,108	0	3,108
Net Expenditure	(281)	(1,892)	(5,000)	(3,108)		
<u>330 Cleaning &amp; Consumables</u>						
4700 Cleaning & Maintenance Equip	11	11	1,500	1,489		1,489
4710 Combined Consumables	0	883	2,500	1,617		1,617
4720 Hygiene Contract	0	828	1,200	372		372
Cleaning & Consumables :- Indirect Expenditure	11	1,722	5,200	3,478	0	3,478
Net Expenditure	(11)	(1,722)	(5,200)	(3,478)		
<u>340 Outside Spaces</u>						
4750 CCTV	0	0	9,000	9,000	5,496	3,504
4755 Tree Maintenance	0	0	3,000	3,000		3,000
4760 Street Furniture & Clock	173	1,269	6,000	4,732	1,394	3,338
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000
4770 Youth Budget	0	492	4,500	4,008		4,008
4775 Insurance - Arrivall	0	0	280	280		280
4780 Bus Shelter	0	170	3,000	2,830		2,830
4785 GIS	450	450	475	25		25
4790 Grass Cutting	190	948	2,840	1,892		1,892
4795 Notice Boards	0	0	2,000	2,000	2,005	(5)
Outside Spaces :- Indirect Expenditure	812	3,329	32,095	28,766	8,895	19,871
Net Expenditure	(812)	(3,329)	(32,095)	(28,766)		
<u>700 Memorial Benches</u>						
1720 Memorial Bench	0	1,595	0	(1,595)		
Memorial Benches :- Income	0	1,595	0	(1,595)		
Net Income	0	1,595	0	(1,595)		
Environment & Amenities :- Income	0	2,095	0	(2,095)		
Expenditure	1,562	11,802	68,945	57,143	11,037	46,106
Movement to/(from) Gen Reserve	(1,562)	(9,707)				

Planning



	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<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>
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>				
<u>Severn Ham</u>						
<u>500 Severn Ham</u>						
1620 Hay Auction	0	2,158	190	(1,968)		
1630 Single Payment	0	177	13,000	12,823		
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	<u>0</u>	<u>2,335</u>	<u>37,328</u>	<u>34,993</u>		
4450 Maintenance	0	82	500	418		418
4550 Water	0	0	250	250		250
4850 Commoners Grazing Compensation	1,083	1,083	5,500	4,417		4,417
4855 Hay Sowing Project	1,325	1,325	5,000	3,675		3,675
4860 Volunteers (Rec & Prom)	0	0	2,000	2,000		2,000
4865 Auction Fees	0	400	459	59		59
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	0	200	2,295	2,095		2,095
4895 Cross Compliance Consultant	0	0	510	510		510
4900 Conservation Advisor	0	1,250	5,355	4,105		4,105
4910 Severn Ham Compensation	0	0	0	0	2,616	(2,616)
Severn Ham :- Indirect Expenditure	<u>2,408</u>	<u>4,340</u>	<u>31,869</u>	<u>27,529</u>	<u>2,616</u>	<u>24,913</u>
Net Income over Expenditure	<u>(2,408)</u>	<u>(2,005)</u>	<u>5,459</u>	<u>7,464</u>		
Severn Ham :- Income	0	2,335	37,328	34,993		
Expenditure	2,408	4,340	31,869	27,529	2,616	24,913
Movement to/(from) Gen Reserve	<u>(2,408)</u>	<u>(2,005)</u>				
<u>Watson Hall</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
<u>600 Watson Hall</u>						
1800 Watson Hall Income	580	10,493	22,000	11,507		
1810 Leases	0	0	135	135		
1820 Tudor Bar Income	1,436	1,782	40,000	38,218		
1830 Events Income	0	1,034	10,000	8,966		
<u>Watson Hall :- Income</u>	<u>2,015</u>	<u>13,309</u>	<u>72,135</u>	<u>58,826</u>		
4195 Health & Safety	208	208	1,000	792		792
4221 Telephone/IT	218	1,063	0	(1,063)		(1,063)
4280 Events & Services	250	1,327	10,000	8,673	2,069	6,604
4450 Maintenance	1,480	5,743	10,000	4,257		4,257
4550 Water	135	274	700	426		426
4560 Electric	0	893	1,500	607		607
4570 Gas	0	73	2,000	1,927		1,927
4590 Projects	0	2,310	18,000	15,690		15,690
4912 Bar Payroll Processing	0	8	0	(8)		(8)
4913 Bar Equipment	456	615	0	(615)		(615)
4914 Bar Card Charges	29	29	0	(29)		(29)
4915 Events Card Charges	0	1	0	(1)		(1)
4916 Bar Sales Charges	0	6	0	(6)		(6)
4950 Bar Stock	589	2,894	12,000	9,106		9,106
4955 Bar Salaries	164	604	4,000	3,396		3,396
4960 Equipment	0	244	2,000	1,756		1,756
4965 Bar Equipment	0	620	0	(620)		(620)
4970 Telephone/Broadband	42	42	0	(42)		(42)
4990 Sundries/Petty Cash	0	0	500	500		500
<u>Watson Hall :- Indirect Expenditure</u>	<u>3,571</u>	<u>16,954</u>	<u>61,700</u>	<u>44,746</u>	<u>2,069</u>	<u>42,677</u>
<u>Net Income over Expenditure</u>	<u>(1,555)</u>	<u>(3,645)</u>	<u>10,435</u>	<u>14,080</u>		
<u>Watson Hall :- Income</u>	<u>2,015</u>	<u>13,309</u>	<u>72,135</u>	<u>58,826</u>		
<u>Expenditure</u>	<u>3,571</u>	<u>16,954</u>	<u>61,700</u>	<u>44,746</u>	<u>2,069</u>	<u>42,677</u>
<u>Movement to/(from) Gen Reserve</u>	<u>(1,555)</u>	<u>(3,645)</u>				

Staffing110 Staffing

4000 Staff Salary	6,401	36,401	97,476	61,075		61,075
4030 PAYE and NI	3,679	7,961	16,000	8,039		8,039
4040 Pension	2,147	6,447	23,000	16,553		16,553
4050 Staff Travel	0	0	150	150		150

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
4060 Councillor Travel	0	0	50	50		50
4070 Staff Other Expenses	0	83	100	17		17
4080 FM Contractor	4,550	27,950	46,800	18,850		18,850
4090 Payroll Processing	0	141	500	360		360
4100 Professional Fees	165	825	2,500	1,675		1,675
4110 Training	0	146	2,000	1,854		1,854
Staffing :- Indirect Expenditure	16,942	79,953	188,576	108,623	0	108,623
Net Expenditure	<u>(16,942)</u>	<u>(79,953)</u>	<u>(188,576)</u>	<u>(108,623)</u>		
Staffing :- Income	0	0	0	0		
Expenditure	16,942	79,953	188,576	108,623	0	108,623
Movement to/(from) Gen Reserve	<u>(16,942)</u>	<u>(79,953)</u>				
Grand Totals:- Income	2,959	178,478	447,700	269,222		
Expenditure	30,333	157,018	492,700	335,682	18,372	317,310
Net Income over Expenditure	<u>(27,375)</u>	<u>21,460</u>	<u>(45,000)</u>	<u>(66,460)</u>		
Movement to/(from) Gen Reserve	<u>(27,375)</u>	<u>21,460</u>				

21/09/2020

## Tewkesbury Town Council

15:26

## Balance Sheet as at 31st August 2020

31st March 2019

31st March 2020

		Current Assets	
661	Sales	1,273	
4,721	VAT Control A/c	8,114	
1,077	Prepayments	0	
2,300	Stock	2,300	
213,476	Current Bank A/c	219,299	
4,232	Lloyds Bank - Mayor's Charity	1,332	
38	Petty Cash	0	
73,124	Lloyds Bank - Savings A/c	112,032	
800	Floats	800	
<u>300,428</u>		<u>345,150</u>	
300,428	<b>Total Assets</b>		<b>345,150</b>
		Current Liabilities	
0	Petty Cash	1	
0	Creditors	29,440	
108	Other Creditors	0	
530	Accruals	0	
84	Receipts in Advance	0	
5,342	Uncleared Electronic Payments	0	
1,217	Holding Deposits	1,101	
<u>7,280</u>		<u>30,543</u>	
293,148	<b>Total Assets Less Current Liabilities</b>		<b>314,608</b>
		Represented By	
181,146	General Reserves		202,606
112,002	Earmarked Reserves		112,002
<u>293,148</u>			<u>314,608</u>

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

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial

Date : \_\_\_\_\_