

TEWKESBURY TOWN COUNCIL  
FINANCE COMMITTEE  
THURSDAY 8<sup>TH</sup> APRIL 2021

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 8<sup>th</sup> April 2021 commencing at 6.00pm

Members of the public and press are welcome to attend.

Zoom Meeting id: 913 7183 3146

Password: 457562

Debbie Hill  
Town Clerk  
31<sup>st</sup> March 2021

## 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 2<sup>nd</sup> March 2021
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 financial reports and bank reconciliations of the Town Council to 28<sup>th</sup> February 2021
9. To consider and agree grant applications from outside bodies
10. To discuss the issue of empty shop windows in Tewkesbury and to consider and agree to use the remaining grant budget to support filling these windows
11. To agree the payments list
12. To agree to release £2,433 from Earmarked Reserves, St Mary's Lane Moorings to Buildings & Moorings, Moorings Maintenance
13. To agree the earmarked reserves for the end of the financial year 2020/21
14. To review and agree an amendment to Standing Orders for recommendation to Full Council

15. To receive the report following the internal control checks for Q3 2020/21
16. To receive a report showing furlough payments received to date
17. To delegate authority to the Town Clerk to deal with health and safety matters regarding the pictures in the Town Hall

## MINUTES

### *of the*

#### **Remote Finance Committee meeting held on 2nd March 2021 at 6:00PM via Zoom**

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

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

- F.20.106      To receive apologies**  
Cllr Danter
- F.20.107      To receive declarations of interest**  
Cllrs Brennan and J Raywood in respect of approving expenditure relating to replacement of the fire alarm system at Tewkesbury Museum.
- F.20.108      To receive dispensations**  
The Town Clerk gave a dispensation to Cllrs Brennan and J Raywood as above to enable the item to be quorate.
- F.20.109      To approve the Minutes of the Finance Committee meeting held on 1st February 2021**  
Subject to a small typographical error to be rectified it was RESOLVED to approve the Minutes of the Finance Committee meeting held on 1st February 2021. Proposed by Cllr J Raywood, seconded by Cllr Bowman.
- F.20.110      Matters arising from the Minutes – for information only.**  
20.044 **Applying for a Lloyds Charge card:** Carry Forward  
20.045 **Expenditure of legal advice for Watson Hall titles:** Carry Forward  
21.008 **Mayor's Allowance:** Now amended and showing correctly on I&E report.
- F.20.111      To receive correspondence relating to the Finance Committee**  
The Town Clerk has received an email from a member of the public.
- F.20.112      Public Participation**  
None.
- F.20.113      To review the financial reports, bank reconciliations and financial position of the Town Council to 31<sup>st</sup> January 2021**  
The financial reports, bank reconciliations and financial position of the Town Council to 31<sup>st</sup> January 2021 were reviewed.  
Cllr Sztymiak queried expenditure relating to B&M Moorings Maintenance £8,714 and Projects £4,067 – Overspend?? Where did the poles expenditure come from? Journal report to investigate.  
Museum Projects – grant income to be shown as income?  
**Action:** Town Clerk to look into the issues raised and also to bring a report to the next meeting showing furlough payments received in this financial year.

- F.20.114 To consider and agree grant applications from outside bodies**  
None
- F.20.115 To agree to the payments list**  
It was RESOLVED to approve the payments list totalling £10,089.56. Proposed by Cllr S Raywood, seconded by Cllr J Raywood. Cllr Sztymiak against due to the format the payments list was presented in.
- F.20.116 To discuss the External Audit 2019/20**  
The External Audit report was noted and the historic except for item was acknowledged.
- F.20.117 To agree the process and timescale for Q3 2020/21 Internal Control Checks**  
Cllr J Raywood and Cllr S Raywood to follow up with Cllr Brennan, Cllr Bowman, and Cllr Gurney.
- F.20.118 To receive an update from the Town Clerk on recent IT issues**  
The Town Clerk updated the committee on the recent server down time and website issues. It was agreed to monitor the situation, but it was felt that this was largely due to current working challenges in light of the pandemic.
- F.20.119 To retrospectively approve expenditure relating to a replacement fire alarm system at Tewkesbury Museum**  
It was RESOLVED to retrospectively approve expenditure relating to a replacement fire alarm system at Tewkesbury Museum. The Town Clerk was given authority to make the final decision on the chosen system in line with advice from the Conservation Officer in respect of listed building consent. Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.
- F.20.120 To review and agree draft financial regulations for recommendation to Full Council.**  
Amendments were proposed to wording at sections 4.1 and 7.8 and the document will be presented to the next Full Council meeting.

There being no further business the meeting closed at 7.30 pm.

Signature of Chairman upon approval of the minutes ..... 8<sup>th</sup> April 2021

## Detailed Income &amp; Expenditure by Budget Heading 26/03/2021

Month No: 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Finance</b>							
<u>120 Finance</u>							
1076 Precept	0	314,087	314,087	0			
1090 Interest Received	0	77	250	173			
1100 Grants & Donations Received	0	18	0	(18)			
1999 Unreconciled Receipt	0	93	0	(93)			
Finance :- Income	<b>0</b>	<b>314,275</b>	<b>314,337</b>	<b>62</b>			<b>0</b>
4100 Professional Fees	300	1,678	2,000	322		322	
4150 Mayors Allowance	0	1,500	1,500	0		0	
4160 Bank Charges	17	129	60	(69)		(69)	
4170 Audit Fees	1,300	1,300	2,000	700		700	
4180 Legal Fees	0	4,781	12,000	7,219		7,219	
4190 Subscriptions & Memberships	100	3,036	4,000	964		964	
4195 Health & Safety	0	3	0	(3)		(3)	
4200 Insurance	0	6,394	8,000	1,606		1,606	
4210 Stationery Office Equipment	17	866	1,600	734		734	
4212 Councillor Expenses	0	0	600	600		600	
4220 Telephone & Broadband (TC)	64	1,438	800	(638)		(638)	
4230 Photocopier	618	2,008	2,500	492		492	
4240 Website	0	600	350	(250)		(250)	
4250 IT	157	2,046	3,200	1,154		1,154	
4260 Publications	0	13	200	187		187	
4270 Newsletter	0	0	1,000	1,000		1,000	
4280 Events & Services	0	58	3,200	3,142		3,142	
4290 Regalia	0	0	400	400		400	
4300 Civic	(18)	335	1,000	665		665	
4310 Tourism & Marketing	0	0	1,000	1,000		1,000	
4320 Town Crier	0	1,000	1,000	0		0	
4330 Grants Paid	(210)	7,110	20,000	12,890		12,890	
4350 Elections	0	0	1,000	1,000		1,000	
4960 Equipment	0	35	0	(35)		(35)	
4990 Sundries/Petty Cash	75	221	1,000	779		779	
4999 Unknown - Needs Attention	0	145	0	(145)		(145)	
Finance :- Indirect Expenditure	<b>2,419</b>	<b>34,693</b>	<b>68,410</b>	<b>33,717</b>	<b>0</b>	<b>33,717</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,419)</b>	<b>279,581</b>	<b>245,927</b>	<b>(33,654)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 26/03/2021

Month No: 11

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	1,100	0	(1,100)			
Mayor's Charity :- Income	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>(1,100)</u>			<u>0</u>
4410 Mayor's Charity Expenditure	0	4,000	0	(4,000)		(4,000)	
Mayor's Charity :- Indirect Expenditure	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>	<u>0</u>	<u>(4,000)</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(2,900)</u>	<u>0</u>	<u>2,900</u>			
Finance :- Income	0	315,375	314,337	(1,038)			
Expenditure	2,419	38,693	68,410	29,717	0	29,717	
<b>Movement to/(from) Gen Reserve</b>	<u>(2,419)</u>	<u>276,681</u>					
<b><u>Building &amp; Moorings</u></b>							
<u>200 Moorings</u>							
1300 Moorings Income	435	4,029	5,500	1,471			
Moorings :- Income	<u>435</u>	<u>4,029</u>	<u>5,500</u>	<u>1,471</u>			<u>0</u>
4450 Maintenance	92	8,805	4,000	(4,805)		(4,805)	
4460 Rates	0	1,098	1,500	402		402	
4470 Mooring Leases	0	100	100	0		0	
4480 Projects - Moorings	0	4,867	5,000	133	650	(517)	
4550 Water	0	17	0	(17)		(17)	
4960 Equipment	0	15	0	(15)		(15)	
Moorings :- Indirect Expenditure	<u>92</u>	<u>14,902</u>	<u>10,600</u>	<u>(4,302)</u>	<u>650</u>	<u>(4,952)</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>343</u>	<u>(10,873)</u>	<u>(5,100)</u>	<u>5,773</u>			
<u>210 Museum</u>							
4195 Health & Safety	0	(208)	0	208		208	
4450 Maintenance	28	12,876	12,000	(876)		(876)	
4500 Museum Projects	0	(18,750)	9,000	27,750		27,750	
4590 Projects	0	3,228	0	(3,228)		(3,228)	
Museum :- Indirect Expenditure	<u>28</u>	<u>(2,854)</u>	<u>21,000</u>	<u>23,854</u>	<u>0</u>	<u>23,854</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(28)</u>	<u>2,854</u>	<u>(21,000)</u>	<u>(23,854)</u>			
<u>220 Town Hall</u>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	(4)	3,743	18,000	14,257			
Town Hall :- Income	<u>(4)</u>	<u>3,743</u>	<u>18,100</u>	<u>14,357</u>			<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 26/03/2021

Month No: 11

## 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	90	5,369	12,000	6,631	800	5,831	
4460 Rates	0	4,192	4,100	(92)		(92)	
4550 Water	15	767	700	(67)		(67)	
4560 Electric	114	758	1,500	743		743	
4570 Gas	281	1,408	2,500	1,092		1,092	
4580 Garden Expenditure	0	0	300	300		300	
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	0	1,040	2,000	960		960	
Town Hall :- Indirect Expenditure	<b>501</b>	<b>13,533</b>	<b>38,100</b>	<b>24,567</b>	<b>800</b>	<b>23,767</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(504)</b>	<b>(9,790)</b>	<b>(20,000)</b>	<b>(10,210)</b>			
<u>230 War Memorial</u>							
1450 Fundraising	0	0	200	200			
1990 Other Income	0	0	100	100			
War Memorial :- Income	<b>0</b>	<b>0</b>	<b>300</b>	<b>300</b>			<b>0</b>
4450 Maintenance	0	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>1,000</b>	<b>1,000</b>	<b>0</b>	<b>1,000</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>(700)</b>	<b>(700)</b>			
Building & Moorings :- Income	<b>431</b>	<b>7,772</b>	<b>23,900</b>	<b>16,128</b>			
Expenditure	<b>620</b>	<b>25,581</b>	<b>70,700</b>	<b>45,119</b>	<b>1,450</b>	<b>43,669</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(189)</b>	<b>(17,809)</b>					

Environment & Amenities300 Play Parks

1500 Grants & Donations Received	0	500	0	(500)			
Play Parks :- Income	<b>0</b>	<b>500</b>	<b>0</b>	<b>(500)</b>			<b>0</b>
4590 Projects	0	2,317	10,000	7,683		7,683	
4600 Maintenance - Derek Graham	0	357	2,000	1,643		1,643	
4610 Maintenance - Mitton	0	420	1,000	580		580	
4620 Maintenance - Warwick Place	0	125	1,500	1,375		1,375	
4630 Annual Playground Inspection	0	1,500	1,500	0		0	
Play Parks :- Indirect Expenditure	<b>0</b>	<b>4,718</b>	<b>16,000</b>	<b>11,282</b>	<b>0</b>	<b>11,282</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(4,218)</b>	<b>(16,000)</b>	<b>(11,782)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 26/03/2021

Month No: 11

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>310 Spring Gardens</b>							
4450 Maintenance	160	1,671	3,000	1,329		1,329	
4460 Rates	0	3,044	3,000	(44)		(44)	
4550 Water	0	1,155	2,000	845		845	
4560 Electric	0	507	650	143		143	
4590 Projects	0	0	2,000	2,000		2,000	
4960 Equipment	(86)	0	0	0		0	
Spring Gardens :- Indirect Expenditure	<b>74</b>	<b>6,376</b>	<b>10,650</b>	<b>4,274</b>	<b>0</b>	<b>4,274</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(74)</b>	<b>(6,376)</b>	<b>(10,650)</b>	<b>(4,274)</b>			
<b>320 Gloucester Road</b>							
4450 Maintenance	0	771	1,750	979		979	
4460 Rates	0	2,320	2,200	(120)		(120)	
4550 Water	0	987	650	(337)		(337)	
4560 Electric	125	550	400	(150)		(150)	
Gloucester Road :- Indirect Expenditure	<b>125</b>	<b>4,629</b>	<b>5,000</b>	<b>371</b>	<b>0</b>	<b>371</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(125)</b>	<b>(4,629)</b>	<b>(5,000)</b>	<b>(371)</b>			
<b>330 Cleaning &amp; Consumables</b>							
4700 Cleaning & Maintenance Equip	86	886	1,500	614		614	
4710 Combined Consumables	0	1,518	2,500	982		982	
4720 Hygiene Contract	0	828	1,200	372		372	
Cleaning & Consumables :- Indirect Expenditure	<b>86</b>	<b>3,233</b>	<b>5,200</b>	<b>1,967</b>	<b>0</b>	<b>1,967</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(86)</b>	<b>(3,233)</b>	<b>(5,200)</b>	<b>(1,967)</b>			
<b>340 Outside Spaces</b>							
4450 Maintenance	(45)	0	0	0		0	
4750 CCTV	3,024	3,152	9,000	5,848	2,472	3,376	3,024
4755 Tree Maintenance	0	370	3,000	2,630		2,630	
4760 Street Furniture & Clock	1,162	5,211	6,000	789		789	1,096
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	340	3,000	2,660		2,660	
4785 GIS	0	450	475	25		25	
4790 Grass Cutting	190	2,086	2,840	754		754	
4795 Notice Boards	93	2,053	2,000	(53)	197	(250)	1,500
Outside Spaces :- Indirect Expenditure	<b>4,423</b>	<b>14,153</b>	<b>32,095</b>	<b>17,942</b>	<b>2,669</b>	<b>15,273</b>	<b>5,620</b>
<b>Net Expenditure</b>	<b>(4,423)</b>	<b>(14,153)</b>	<b>(32,095)</b>	<b>(17,942)</b>			
6000 plus Transfer from EMR	3,024	5,620					



## Detailed Income &amp; Expenditure by Budget Heading 26/03/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Movement to/(from) Gen Reserve</b>	<b>(1,399)</b>	<b>(8,533)</b>					
<u>700 Memorial Benches</u>							
1720 Memorial Benches Income	0	803	0	(803)			
Memorial Benches :- Income	<u>0</u>	<u>803</u>	<u>0</u>	<u>(803)</u>			<u>0</u>
4725 Memorial Benches Expenditure	0	1,003	0	(1,003)		(1,003)	
Memorial Benches :- Indirect Expenditure	<u>0</u>	<u>1,003</u>	<u>0</u>	<u>(1,003)</u>	<u>0</u>	<u>(1,003)</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(200)</u>	<u>0</u>	<u>200</u>			
Environment & Amenities :- Income	0	1,303	0	(1,303)			
Expenditure	4,708	34,112	68,945	34,833	2,669	32,165	
<b>Net Income over Expenditure</b>	<u>(4,708)</u>	<u>(32,809)</u>	<u>(68,945)</u>	<u>(36,136)</u>			
plus Transfer from EMR	3,024	5,620					
<b>Movement to/(from) Gen Reserve</b>	<u>(1,684)</u>	<u>(27,189)</u>					
<b>Planning</b>							
<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>
<b>Net Expenditure</b>	<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	
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>					
<b>Severn Ham</b>							
<u>500 Severn Ham</u>							
1620 Hay Auction	0	2,158	190	(1,968)			
1630 Single Payment	0	14,874	13,000	(1,874)			
1640 Wayleaves	0	384	390	6			
1700 Fishing Rights	0	1,500	1,500	0			
1710 Natural England (HLS Payment)	0	22,066	22,248	183			
Severn Ham :- Income	<u>0</u>	<u>40,981</u>	<u>37,328</u>	<u>(3,653)</u>			<u>0</u>
4450 Maintenance	0	125	500	375		375	

## Detailed Income &amp; Expenditure by Budget Heading 26/03/2021

Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4550 Water	0	433	250	(183)		(183)	
4850 Commoners Grazing Compensation	0	3,683	5,500	1,817		1,817	
4855 Hay Sowing Project	0	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	3,200	(200)	
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	440	510	70		70	
4900 Conservation Advisor	0	5,000	5,355	355		355	
4910 Reinstatement Expenditure	0	910	0	(910)	520	(1,430)	
<b>Severn Ham :- Indirect Expenditure</b>	<b>0</b>	<b>12,516</b>	<b>27,869</b>	<b>15,353</b>	<b>3,720</b>	<b>11,633</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>28,465</b>	<b>9,459</b>	<b>(19,006)</b>			
<b>Severn Ham :- Income</b>	<b>0</b>	<b>40,981</b>	<b>37,328</b>	<b>(3,653)</b>			
<b>Expenditure</b>	<b>0</b>	<b>12,516</b>	<b>27,869</b>	<b>15,353</b>	<b>3,720</b>	<b>11,633</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>28,465</b>					

Watson Hall

<u>600 Watson Hall</u>							
1800 Watson Hall Income	(73)	19,662	22,000	2,338			
1810 Leases	0	0	135	135			
1820 Tudor Bar Income	0	6,615	40,000	33,386			
1830 Events Income	(9)	1,587	10,000	8,413			
<b>Watson Hall :- Income</b>	<b>(82)</b>	<b>27,864</b>	<b>72,135</b>	<b>44,271</b>			<b>0</b>
4100 Professional Fees	42	42	0	(42)		(42)	
4195 Health & Safety	0	277	1,000	723		723	
4221 Telephone/IT (WH)	0	1,207	0	(1,207)		(1,207)	
4280 Events & Services	0	4,452	10,000	5,548	2,069	3,479	
4450 Maintenance	95	11,456	10,000	(1,456)		(1,456)	
4550 Water	237	1,844	700	(1,144)		(1,144)	
4560 Electric	360	2,231	1,500	(731)		(731)	
4570 Gas	50	633	2,000	1,367		1,367	
4590 Projects	2,325	7,485	18,000	10,515		10,515	
4912 Bar Payroll Processing	0	53	0	(53)		(53)	
4913 Bar Equipment	0	1,410	0	(1,410)		(1,410)	
4914 Bar Card Charges	0	134	0	(134)		(134)	

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Month No: 11

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4915 Events Card Charges	(0)	14	0	(14)		(14)	
4916 Bar Sales Charges	0	6	0	(6)		(6)	
4950 Bar Stock	0	4,475	12,000	7,525		7,525	
4955 Bar Salaries	(341)	3,537	4,000	463		463	
4960 Equipment	0	381	2,000	1,619		1,619	
4965 Bar Equipment	120	120	0	(120)		(120)	
4970 Telephone/Broadband	0	(1)	0	1		1	
4990 Sundries/Petty Cash	0	0	500	500		500	
Watson Hall :- Indirect Expenditure	<b>2,888</b>	<b>39,755</b>	<b>61,700</b>	<b>21,945</b>	<b>2,069</b>	<b>19,876</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,970)</b>	<b>(11,891)</b>	<b>10,435</b>	<b>22,326</b>			

Watson Hall :- Income	<b>(82)</b>	<b>27,864</b>	<b>72,135</b>	<b>44,271</b>			
Expenditure	<b>2,888</b>	<b>39,755</b>	<b>61,700</b>	<b>21,945</b>	<b>2,069</b>	<b>19,876</b>	

**Movement to/(from) Gen Reserve** **(2,970)** **(11,891)**

**Staffing****110 Staffing**

4000 Staff Salary	5,276	74,368	101,476	27,108		27,108	
4030 PAYE and NI	1,648	12,637	16,000	3,363		3,363	
4040 Pension	2,053	41,157	23,000	(18,157)		(18,157)	
4050 Staff Travel	0	0	150	150		150	
4060 Councillor Travel	0	0	50	50		50	
4070 Staff Other Expenses	0	900	100	(800)		(800)	
4080 FM Contractor	4,550	47,450	46,800	(650)		(650)	
4090 Payroll Processing	50	328	500	172		172	
4100 Professional Fees	500	6,913	2,500	(4,413)		(4,413)	
4110 Training	0	261	2,000	1,739		1,739	
Staffing :- Indirect Expenditure	<b>14,077</b>	<b>184,015</b>	<b>192,576</b>	<b>8,561</b>	<b>0</b>	<b>8,561</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(14,077)</b>	<b>(184,015)</b>	<b>(192,576)</b>	<b>(8,561)</b>			

Staffing :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Expenditure	<b>14,077</b>	<b>184,015</b>	<b>192,576</b>	<b>8,561</b>	<b>0</b>	<b>8,561</b>	

**Movement to/(from) Gen Reserve** **(14,077)** **(184,015)**

Grand Totals:- Income	<b>349</b>	<b>393,295</b>	<b>447,700</b>	<b>54,405</b>			
Expenditure	<b>24,712</b>	<b>334,672</b>	<b>492,700</b>	<b>158,028</b>	<b>9,908</b>	<b>148,120</b>	

**Net Income over Expenditure** **(24,363)** **58,622** **(45,000)** **(103,622)**

plus Transfer from EMR **3,024** **5,620**

**Movement to/(from) Gen Reserve** **(21,339)** **64,242**

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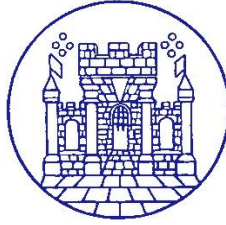
Tewkesbury Town Council

Bank - Cash and Investment Reconciliation as at 28 February 2021

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<u>Confirmed Bank &amp; Investment Balances</u>		
<u>Bank Statement Balances</u>		
28/02/2021	Lloyds Bank Current A/c	248,011.82
31/12/2020	Mayor's Charity	1,331.76
28/02/2021	Petty Cash	31.60
29/01/2021	Lloyds Bank Savings A/c	112,069.68
31/03/2020	Bar Takings	0.00
31/10/2020	Bar Petty Cash	30.00
		361,474.86
<u>Other Cash &amp; Bank Balances</u>		
		750.00
		<u>362,224.86</u>
<u>Unpresented Payments</u>		
		123.75
		<u>362,101.11</u>
<u>Receipts not on Bank Statement</u>		
		-54.26
		<u>362,046.85</u>
Closing Balance		
		<u>362,046.85</u>
<u>All Cash &amp; Bank Accounts</u>		
1	Current Bank A/c	247,833.81
2	Lloyds Bank - Mayor's Charity	1,331.76
3	Petty Cash	31.60
4	Lloyds Bank - Savings A/c	112,069.68
5	Bar Takings	0.00
6	Bar Petty Cash	30.00
	Other Cash & Bank Balances	750.00
	Total Cash & Bank Balances	<u>362,046.85</u>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	28/02/2021		248,011.82
			<u>248,011.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
08/12/2020 MCF11NOV The Royal British Legion Poppy		71.00	
28/02/2021 26111254 Opus Gas Supply Limited		52.75	
			<u>123.75</u>
			247,888.07
<u>Receipts not Banked/Cleared (Plus)</u>			
16/02/2021 Refund		-23.76	
16/02/2021 002424		-48.00	
22/02/2021 501247		17.50	
			<u>-54.26</u>
			247,833.81
		Balance per Cash Book is :-	247,833.81
		Difference is :-	0.00



## Tewkesbury Town Council

### Application for Grant

*Please read the Guidance Notes and Criteria before completing this form. If you would like help and advice in filling out the application, contact the Town Clerk on 01684 294639.*

*If, after submitting this application, circumstances change that have a bearing on the application and information submitted, please contact the Town Clerk to discuss the situation.*

#### ALL APPLICANTS SHOULD COMPLETE THIS FORM

#### 1. GROUP INFORMATION:

NAME OF GROUP:	Revitalise Respite Holidays
ADDRESS OF PREMISES: (If applicable)	212 Business Design Centre 52 Upper Street Islington London
POST CODE:	N1 0QH
TELEPHONE NUMBER:	0303 303 0145

#### FOR OFFICIAL USE ONLY:

RECEIVED:	DATE TO FINANCE:	REQUEST:	AMOUNT GRANTED:	FINANCIAL YEAR:

**2. NAME AND ADDRESS OF CONTACT PERSON:**

*(To whom any correspondence and queries regarding this application should be addressed)*

NAME OF CONTACT:	Ashleigh Lawson
POSITION HELD:	Trusts and Grants Executive
ADDRESS: (If different from above)	As above
POST CODE:	As above
TELEPHONE NUMBER:	0303 303 0145

**3. GRANT APPLIED FOR:**

TOTAL AMOUNT OF FUNDING REQUESTED:	£	£577
HAVE YOU RECEIVED FUNDING FROM THE TOWN COUNCIL BEFORE?		No

FINANCIAL YEARS(S)	We have not previously received funding from Tewkesbury Town Council			
AMOUNT(S)	£	£	£	£

0303 303 0145

**4. DETAILS OF ORGANISATION:**

- i. Please describe briefly the AIMS AND OBJECTIVES of your organisation and the geographical area it covers:

We provide much-needed respite breaks at our CQC-registered centres in Southport, Southampton and Essex. Our respite breaks offer a safe, social and accessible environment with dedicated teams of nurses and carers who provide round the clock, on-call care. We are providing suitable activities to promote social connection and wellbeing whilst respecting social distancing guidelines. Safety remains our top priority and our private gardens and grounds are available for fresh air and sunshine, with no public access.

We believe everyone should have a break irrespective of their circumstances. We know there are people in great need and our hardship funding breaks down the financial barrier faced by many disabled people and carers, particularly during this challenging time. Your support would enable us to provide our essential service to those most in need, and for whom finance is the biggest challenge.

- ii. Is your organisation (*circle as appropriate*):

<input checked="" type="radio"/> A REGISTERED CHARITY?	<input type="radio"/> A FRIENDLY SOCIETY?
<input type="radio"/> A VOLUNTARY ORGANISATION?	<input type="radio"/> OTHER ( <i>please specify</i> )?
Charity registration No. 295072	

- iii. Does your organisation have a constitution?  
(*Lack of a formal constitution will not affect our decision*)

<input checked="" type="radio"/> YES <input type="radio"/> NO
---

- iv. Please summarise your group's activities for the past year:

As you can imagine the COVID-19 pandemic affected the service that Revitalise can provide and we adapted our services in response to this crisis. As disabled people and carers were forced to shield, we temporarily put our regular respite holiday breaks on hold. Two of our centres have been dedicated to supporting the NHS, providing step down services for those requiring urgent care but unable to remain in a hospital setting.

Due to overwhelming demand from our guests, we began a programme of urgent respite breaks for those in desperate need. Sandpipers, our centre in Southport has remained open and available throughout the pandemic as a much-needed safe environment for disabled people and carers who need specialist, fully self-isolated care. We provide 24-hour nursing care, all the necessary facilities, medical equipment, and food. Suitable activities to promote social connection and wellbeing whilst respecting social distancing guidelines were available with our absolute clear priorities being the health and safety of our guests.



**5. DETAILS OF ACTIVITIES FOR WHICH GRANT IS REQUESTED:**

i. For what purpose will the grant be used? *(Please provide a breakdown)*

Your support can give a lifeline to disabled people and carers who had been self-isolating due to the pandemic. You can help them to navigate this challenging period safely by accessing our urgent respite breaks. Without this, many disabled people and carers would have faced the crisis of the pandemic at home, with little or no support at a desperate time.

Even before the current crisis of the Covid-19 pandemic, disabled people and carers faced barriers accessing respite. These numerous barriers include affordability, carer guilt, and being able to access services that caters for all their requirements. As a result of these difficulties, many carers have not had a break since their caring role began. The current situation has unfortunately only exacerbated this.

Your grant can enable us to provide 1 week of vital care for disabled people and carers in a safe and secure environment.

ii. How will these activities benefit the community of the parish of Tewkesbury?

We believe everyone should have a break irrespective of their circumstances. We know there are people in great need and our hardship funding breaks down the financial barrier faced by many disabled people and carers, particularly during this challenging time. Your support would enable us to provide our essential service to those most in need, and for whom finance is the biggest challenge.

This year we have 2 breaks booked by Tewkesbury residents; one of these guests has cancer and the other is a carer, and they are aged 73 and 74 respectively. They will be staying at our Sandpipers centre in Southport in July for a week-long break, where they will be able to relax and enjoy some summer sunshine while receiving expert care.

iii. Are you aware of any other organisations that already provide these or similar activities in *the Parish*? *(If yes, please give brief details and describe how your organisation liaises or works with these groups).*

N/A

**6. SUPPORTING INFORMATION:**

Please enclose a copy of your constitution, latest annual accounts and annual report with your application.

DOCUMENT:	ENCLOSED:	NOT PRODUCED:	OTHER: <i>(please specify)</i>
CONSTITUTION:	X		
LATEST ANNUAL ACCOUNTS:	X		
LATEST ANNUAL REPORT:	X		

**7. ADDITIONAL INFORMATION:**

i. Please use this space for any additional information relevant to your application:

In the last year we have seen the following outcomes from our guests who have provided feedback:

- 78% of guests who filled in our questionnaire strongly agreed/agreed that their care support had improved
- 95% of guests who filled in our questionnaire strongly agreed/agreed that they felt safer
- 74% of guests who filled in our questionnaire strongly agreed/agreed that they felt less isolated/lonely
- 83% of guests who filled in our questionnaire strongly agreed/agreed that they felt less anxious
- 83% of guests who filled in our questionnaire strongly agreed/agreed that their wellbeing had improved

“Revitalise has been a lifeline for Stuart. He was being visited by five individual care staff every day during the lockdown, and this was causing him a lot of anxiety. As we are in our seventies, it would have been challenging for us to care for him. I can’t thank the team at Sandpipers enough for the fantastic care he has received.”

(Margaret, mother and carer to Stuart who stayed at our Sandpipers Centre in Southport)

ii. Please also state to whom the cheque should be made payable in the event of your application being successful:

Revitalise Respite Holidays  
Sort Code: 20-47-18  
Account Number: 63506894

**8. OTHER FUNDING:**

i. Have you submitted a bid for funding to any other organisation for this project?

YES / NO
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ii. If yes, for what amount?


AMOUNT:	£	N/A
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iii. If you know the result of your bid was it successful/unsuccessful/amount?

<p>In order to help our guests to access respite breaks we have an extensive fundraising programme. Funds are sourced from a variety of funding streams including Trusts and Foundations, local authorities, individual donors, corporate partners, legacy bequests and a calendar of fundraising events. In the last year, we have not applied elsewhere for funding support specifically for our guests from Tewkesbury.</p>
--

**9. DECLARATION:**

***“I understand that the acceptance of this application by Tewkesbury Town Council does not in any way signify that the Council has agreed that the organisation is eligible for a grant.”***

SIGNED:	
DATE:	26/03/2021
POSITION IN ORGANISATION:	Trusts and Grants Executive

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M Museum Maintenance	7,321.00	-849.00	6,472.00
321 EMR B&M Town Hall Gardens	250.00		250.00
322 EMR B&M Moorings Prior's Court	19,894.23		19,894.23
323 EMR E&A Warwick Place Playpark	0.00		0.00
324 EMR E&A Noticeboards	1,500.00	-1,500.00	0.00
325 EMR E&A Derek Graham Playpark	0.00		0.00
326 EMR E&A Youth	2,615.00		2,615.00
327 EMR Fin Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial *	5,557.73		5,557.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	3,625.00	-3,024.00	601.00
331 EMR E&A Tree Maintenance	2,520.00		2,520.00
332 EMR E&A Street Furniture	3,900.00	-1,096.00	2,804.00
333 EMR E&A Toilet Block Project	3,194.00		3,194.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	0.00		0.00
336 EMR Fin Regalia	0.00		0.00
337 EMR Fin Website	2,160.00		2,160.00
338 EMR Fin Professional	1,942.00		1,942.00
339 EMR Fin Legal	0.00		0.00
340 EMR Fin Elections	2,000.00		2,000.00
341 EMR Fin Tourism & Marketing	1,474.00		1,474.00
342 EMR Fin Newsletter	500.00		500.00
343 EMR SH Weeding	2,000.00		2,000.00
344 EMR SH Severn Ham Tree Maint	5,000.00		5,000.00
345 EMR SH Hay Sowing Project	5,000.00		5,000.00
346 EMR SH Carver Knowles	2,050.00		2,050.00
347 EMR Pla Comm. & Display	2,500.00		2,500.00
348 EMR Pla Outreach Sessions	342.00		342.00
349 EMR B&M Moorings Projects	4,263.00		4,263.00
350 EMR B&M Watson Hall Lease *	20,000.00		20,000.00
351 EMR B&M Moorings St Mary's Lan	2,433.00		2,433.00
	<u>112,001.96</u>	<u>-6,469.00</u>	<u>105,532.96</u>

	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	314,087	314,087	0			
1090 Interest Received	4	81	250	169			
1100 Grants & Donations Received	0	18	0	(18)			
1999 Unreconciled Receipt	(93)	0	0	0			
Finance :- Income	<u>(89)</u>	<u>314,186</u>	<u>314,337</u>	<u>151</u>			<u>0</u>
4100 Professional Fees	0	1,678	2,000	322		322	
4150 Mayors Allowance	0	1,500	1,500	0		0	
4160 Bank Charges	15	144	60	(84)		(84)	
4170 Audit Fees	0	1,300	2,000	700		700	
4180 Legal Fees	0	4,781	12,000	7,219		7,219	
4190 Subscriptions & Memberships	0	3,036	4,000	964		964	
4195 Health & Safety	0	3	0	(3)		(3)	
4200 Insurance	0	6,394	8,000	1,606		1,606	
4210 Stationery Office Equipment	35	901	1,600	699		699	
4212 Councillor Expenses	0	0	600	600		600	
4220 Telephone & Broadband (TC)	214	1,651	800	(851)		(851)	
4230 Photocopier	0	2,008	2,500	492		492	
4240 Website	0	600	350	(250)		(250)	
4250 IT	157	2,202	3,200	998		998	
4260 Publications	0	13	200	187		187	
4270 Newsletter	0	0	1,000	1,000		1,000	
4280 Events & Services	0	58	3,200	3,142		3,142	
4290 Regalia	0	0	400	400		400	
4300 Civic	0	335	1,000	665		665	
4310 Tourism & Marketing	0	0	1,000	1,000		1,000	
4320 Town Crier	0	1,000	1,000	0		0	
4330 Grants Paid	10,000	17,110	20,000	2,890		2,890	
4350 Elections	0	0	1,000	1,000		1,000	
4960 Equipment	(35)	(0)	0	0		0	
4990 Sundries/Petty Cash	0	221	1,000	779		779	
4999 Unknown - Needs Attention	(145)	0	0	0		0	
Finance :- Indirect Expenditure	<u>10,240</u>	<u>44,933</u>	<u>68,410</u>	<u>23,477</u>	<u>0</u>	<u>23,477</u>	<u>0</u>
Net Income over Expenditure	<u>(10,329)</u>	<u>269,252</u>	<u>245,927</u>	<u>(23,325)</u>			

## Detailed Income &amp; Expenditure by Budget Heading 26/03/2021

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	1,100	0	(1,100)			
Mayor's Charity :- Income	<u>0</u>	<u>1,100</u>	<u>0</u>	<u>(1,100)</u>			<u>0</u>
4410 Mayor's Charity Expenditure	0	4,000	0	(4,000)		(4,000)	
Mayor's Charity :- Indirect Expenditure	<u>0</u>	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>	<u>0</u>	<u>(4,000)</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>(2,900)</u>	<u>0</u>	<u>2,900</u>			
Finance :- Income	(89)	315,286	314,337	(949)			
Expenditure	10,240	48,933	68,410	19,477	0	19,477	
Movement to/(from) Gen Reserve	<u>(10,329)</u>	<u>266,352</u>					
Grand Totals:- Income	(89)	315,286	314,337	(949)			
Expenditure	10,240	48,933	68,410	19,477	0	19,477	
Net Income over Expenditure	<u>(10,329)</u>	<u>266,352</u>	<u>245,927</u>	<u>(20,425)</u>			
Movement to/(from) Gen Reserve	<u>(10,329)</u>	<u>266,352</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	435	4,464	5,500	1,036			
Moorings :- Income	<u>435</u>	<u>4,464</u>	<u>5,500</u>	<u>1,036</u>			<u>0</u>
4450 Maintenance	0	8,805	4,000	(4,805)		(4,805)	
4460 Rates	0	1,098	1,500	402		402	
4470 Mooring Leases	0	100	100	0		0	
4480 Projects - Moorings	0	4,867	5,000	133	650	(517)	
4550 Water	0	17	0	(17)		(17)	
4960 Equipment	0	15	0	(15)		(15)	
Moorings :- Indirect Expenditure	<u>0</u>	<u>14,902</u>	<u>10,600</u>	<u>(4,302)</u>	<u>650</u>	<u>(4,952)</u>	<u>0</u>
Net Income over Expenditure	<u>435</u>	<u>(10,438)</u>	<u>(5,100)</u>	<u>5,338</u>			
<b><u>210 Museum</u></b>							
1100 Grants & Donations Received	18,750	18,750	0	(18,750)			
Museum :- Income	<u>18,750</u>	<u>18,750</u>	<u>0</u>	<u>(18,750)</u>			<u>0</u>
4195 Health & Safety	28	(180)	0	180		180	
4450 Maintenance	(28)	12,849	12,000	(849)		(849)	849
4500 Museum Projects	21,978	3,228	9,000	5,772		5,772	
4590 Projects	(3,228)	0	0	0		0	
Museum :- Indirect Expenditure	<u>18,750</u>	<u>15,896</u>	<u>21,000</u>	<u>5,104</u>	<u>0</u>	<u>5,104</u>	<u>849</u>
Net Income over Expenditure	<u>0</u>	<u>2,854</u>	<u>(21,000)</u>	<u>(23,854)</u>			
6000 plus Transfer from EMR	849	849					
Movement to/(from) Gen Reserve	<u>849</u>	<u>3,703</u>					
<b><u>220 Town Hall</u></b>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	0	3,743	18,000	14,257			
Town Hall :- Income	<u>0</u>	<u>3,743</u>	<u>18,100</u>	<u>14,357</u>			<u>0</u>
4450 Maintenance	0	5,369	12,000	6,631	800	5,831	
4460 Rates	0	4,192	4,100	(92)		(92)	
4550 Water	0	767	700	(67)		(67)	
4560 Electric	104	861	1,500	639		639	
4570 Gas	266	1,675	2,500	825		825	
4580 Garden Expenditure	0	0	300	300		300	

## Detailed Income &amp; Expenditure by Budget Heading 26/03/2021

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
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	0	1,040	2,000	960		960	
Town Hall :- Indirect Expenditure	370	13,904	38,100	24,196	800	23,396	0
Net Income over Expenditure	<u>(370)</u>	<u>(10,160)</u>	<u>(20,000)</u>	<u>(9,840)</u>			
<u>230 War Memorial</u>							
1450 Fundraising	0	0	200	200			
1990 Other Income	0	0	100	100			
War Memorial :- Income	0	0	300	300			0
4450 Maintenance	0	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	0	0	1,000	1,000	0	1,000	0
Net Income over Expenditure	<u>0</u>	<u>0</u>	<u>(700)</u>	<u>(700)</u>			
Building & Moorings :- Income	19,185	26,957	23,900	(3,057)			
Expenditure	19,120	44,702	70,700	25,998	1,450	24,548	
Net Income over Expenditure	<u>64</u>	<u>(17,744)</u>	<u>(46,800)</u>	<u>(29,056)</u>			
plus Transfer from EMR	849	849					
Movement to/(from) Gen Reserve	<u>913</u>	<u>(16,895)</u>					
Grand Totals:- Income	19,185	26,957	23,900	(3,057)			
Expenditure	19,120	44,702	70,700	25,998	1,450	24,548	
Net Income over Expenditure	<u>64</u>	<u>(17,744)</u>	<u>(46,800)</u>	<u>(29,056)</u>			
plus Transfer from EMR	849	849					
Movement to/(from) Gen Reserve	<u>913</u>	<u>(16,895)</u>					



Watson Hall600 Watson Hall

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
1800 Watson Hall Income	2,215	21,877	22,000	123			
1810 Leases	0	0	135	135			
1820 Tudor Bar Income	0	6,615	40,000	33,386			
1830 Events Income	(24)	1,563	10,000	8,437			
Watson Hall :- Income	<u>2,191</u>	<u>30,054</u>	<u>72,135</u>	<u>42,081</u>			<u>0</u>
4100 Professional Fees	0	42	0	(42)		(42)	
4195 Health & Safety	0	277	1,000	723		723	
4221 Telephone/IT (WH)	269	1,476	0	(1,476)		(1,476)	
4280 Events & Services	145	4,597	10,000	5,403	2,069	3,334	
4450 Maintenance	0	11,456	10,000	(1,456)		(1,456)	
4550 Water	0	1,844	700	(1,144)		(1,144)	
4560 Electric	299	2,530	1,500	(1,030)		(1,030)	
4570 Gas	23	656	2,000	1,344		1,344	
4590 Projects	0	7,485	18,000	10,515		10,515	
4912 Bar Payroll Processing	0	53	0	(53)		(53)	
4913 Bar Equipment	0	1,410	0	(1,410)		(1,410)	
4914 Bar Card Charges	6	140	0	(140)		(140)	
4915 Events Card Charges	0	15	0	(15)		(15)	
4916 Bar Sales Charges	(6)	0	0	0		0	
4950 Bar Stock	14	4,489	12,000	7,511		7,511	
4955 Bar Salaries	737	4,274	4,000	(274)		(274)	
4960 Equipment	0	381	2,000	1,619		1,619	
4965 Bar Equipment	0	120	0	(120)		(120)	
4970 Telephone/Broadband	1	0	0	0		0	
4990 Sundries/Petty Cash	0	0	500	500		500	
Watson Hall :- Indirect Expenditure	<u>1,487</u>	<u>41,242</u>	<u>61,700</u>	<u>20,458</u>	<u>2,069</u>	<u>18,389</u>	<u>0</u>
Net Income over Expenditure	<u>704</u>	<u>(11,187)</u>	<u>10,435</u>	<u>21,622</u>			
Watson Hall :- Income	2,191	30,054	72,135	42,081			
Expenditure	1,487	41,242	61,700	20,458	2,069	18,389	
Movement to/(from) Gen Reserve	<u>704</u>	<u>(11,187)</u>					
Grand Totals:- Income	2,191	30,054	72,135	42,081			
Expenditure	1,487	41,242	61,700	20,458	2,069	18,389	
Net Income over Expenditure	<u>704</u>	<u>(11,187)</u>	<u>10,435</u>	<u>21,622</u>			
Movement to/(from) Gen Reserve	<u>704</u>	<u>(11,187)</u>					

## Update to Standing Orders

### Current wording for section 18

- f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £181,302 for a public service or supply contract or in excess of £4,551,413 for a public works contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £363,424 for a supply, services or design contract; or in excess of £4,551,413 for a works contract; or £820,370 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

To be updated with the revised wording from NALC

- f. A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

# Tewkesbury Town Council

## Financial checking report

1<sup>st</sup> October 2020 to 31<sup>st</sup> December 2020

Authors: Councillor Joanne Raywood and Councillor Simon Raywood

The latest financial check was carried out, for Quarter 3, on 15<sup>th</sup> March 2021 by Councillors J Raywood and S Raywood in accordance with the established procedure, based on Tewkesbury Town Council's Finance Procedure Manual. This procedure had last been carried out for Quarters 1 and 2 by Councillors J and S Raywood in December 2020. During the current financial year, the challenges of keeping both councillors and council employees safe during the Covid-19 pandemic have made it extremely difficult to maintain our customary financial processes, as laid out in the Council's Financial Regulations. It has been possible to carry out this financial check and also the last two, because the two checkers are members of the same family bubble. A further check, for Q4, will be due in April. On this occasion the checking procedure was used to train more councillors. A preliminary meeting was held on Zoom, between Cllrs. J Raywood, S Raywood, K Brennan, H Bowman and R Gurney to determine which receipts and payments would be examined and for training. The actual checking process was carried out with Cllrs J and S Raywood in the Town Hall and the remaining three councillors observing and asking question via Zoom. Thanks are due to Cllrs. Brennan, Bowman and Gurney for undertaking the observation and training.

### Payments

The following payments from Q3 were examined:-

Month	Date	Reference	Source	Transaction detail	Debit
8	24/11/2020	HAR001 NOV	Cashbook	Harcourt Players	250.00
8	24/11/2020	MATCH	Cashbook	Haywards Tewkesbury Ltd	149.51
8	24/11/2020	1108879756	Cashbook	Trade UK (T/A Screwfix)	39.98
8	25/11/2020	320409	Cashbook	Squeaky Clean Energy Ltd	76.74
8	25/11/2020	5238	Cashbook	Croft Building & Conservation	15,418.20
8	30/11/2020	POA	Cashbook	Waterplus (Watson Hall - 03850	38.01
8	30/11/2020	25832824	Cashbook	Opus Gas Supply Limited	281.69
8	12/11/2020	17878	Cashbook	Notice Board (UK) Limited	2,169.60
8	26/11/2020	INV-8818	Cashbook	Hillside Brewery	128.5
8	26/11/2020	INV-0022	Cashbook	Plain English Accounting	300.00

## Observations:

One of the practical challenges of the current pandemic is that payment lists are approved during meetings that are held remotely and it is difficult to get the Town Clerk and two signatories safely together to sign everything, as is required by our financial regulations. One invoice (from Waterplus) had been signed by the Town Clerk only and paid by direct debit. Councillors might consider whether or not it is necessary for direct debit payment to be authorised by three separate people. Another invoice (from the Noticeboard Company) had been signed by the Town Clerk and only one councillor. As it had been amongst a batch of payments, of which all the others had been signed by two councillors, this was deemed to have been an oversight. The checkers advise that the two councillors should double check, to ensure that such oversights do not happen but recognise that social distancing measures are an impediment to this.

Although there were no cheque payments on the list, the cheque book was looked at and all cheque stubs bore the requisite signatures. There were very few cheque payments in Quarter 3.

## Income

The following receipts from Q3 were examined:

Month	Date	Reference	Source	Transaction detail	Credit
8	02/11/2020	IB001	Sales Ledger	Invoice No:-1312	101.25
7	22/10/2020	DOVECOTEW	Sales Ledger	Invoice No:-1308	15.75
7	28/10/2020	TPAC001	Sales Ledger	Invoice No:-1309	1,500.00
7	01/10/2020	PUB	Sales Ledger	Invoice No:-1294	200.00
9	6/12/2020	WH COVID	Cashbook	WH COVID Grant	1,334.00

Tudor Bar takings are proving difficult to track properly to the bank statements. There is a very clear link between the net takings and the VAT, but the associated card charges are much more difficult to trace. It was intended that, following a discussion with the Events Officer, a separate procedure would be agreed for checking the bar accounts but since, due to the pandemic, this discussion has not yet taken place and events in the Tudor Bar have been very much curtailed, bar takings were not examined on this occasion.

## Observations:

All the income receipts that were examined are in good order. It was good to see that all closed invoices were clearly marked with a 'PAID' stamp and most of them also carried the date on which the income was received, which made locating them on the bank statement much easier. Only one receipt was difficult to cross-reference with council documentation – invoice 1308. This was because it related to one of two booking fees from the same hirer, who then had to cancel and be refunded, due to the closing of the Town Hall for events. The checkers thank the administrative assistant for her help in locating the digital documentation behind this transaction.

## **Salary payments**

Salaries, PAYE, NIC and pensions payments were found to meet the required criteria. All staff appraisals for the year have been carried out.

## **Petty cash**

The petty cash folder was checked and the cash itself was counted.

### **Observations:**

The use of petty cash during this financial year has, so far, been greatly reduced in comparison with previous years, due to the pandemic. A discrepancy of £2.04 was found, between the amount of cash in the box and the amount indicated in the accompanying paperwork. Entries for the months 7, 8 and 9 were all in order, but there was some confusion in the entries for month 11, which will be revisited in the forthcoming Quarter 4 control check. It has been requested that the confusion be cleared up before that check takes place.

## **Budget control**

All budgets are regularly reviewed and monitored, with due consideration being given to budgets when authorising expenditure. There were no budget transfers during quarter 3.

## **VAT**

VAT returns are usually submitted quarterly. The last reclaim payment, for £4,177.08 was received on 18<sup>th</sup> January 2021, so this work is complete and up to date.

## **Asset register**

The asset register is regularly updated. The proposed purchase of asset register software that will speak to the new accounting software has been delayed while office staff have been mostly working from home. When the new software package is installed, it should be a straightforward operation to migrate the data contained in the spreadsheets into it. However, for the time being, the spreadsheets will probably still be required for the purpose of condition checking and also for monitoring the locations of street furniture and play equipment.

## **Financial Regulations**

These should be reviewed and approved annually. They have been reviewed during the past year and amendments have been proposed but were not approved before the end of Quarter 3.

## Budget

The time schedule allowed for budgeting, within our Financial Regulations was missed by two committees, due to the practical difficulties presented by the pandemic. The budget and precept requirement were not due to be determined before the end of quarter 3. The three year position was considered during the budget-setting process by all committees which met the deadline.

## Audit

The Council did not receive the external auditor's comments before the end of Quarter 3, but it has reviewed the most recent internal auditor's comments and is in the process of taking the necessary actions – those of clarifying the legal position of the George Watson Memorial Hall Trust and the Anglo-American Garden of Remembrance and Riverside Walk Trust, in respect of the Town Council's position as sole trustee and the separation of the accounts of the Trusts from the Town Council accounts. The Council has also yet to review its Code of Conduct (awaiting the new draft model document). The Council did not approve its Financial Regulations before the end of Quarter 3.

Since the last internal control check the Council has not actioned any further changes in line with Transparency requirements. Those requirements with which the Town Council could appropriately comply are a declaration of trade union facility time and the publication of its pay multiple ratio. The Council could also consider whether it should submit nil return statements where appropriate, in order to show that they have been considered.

## Review of recommendations from previous internal financial control checks:

- **'The checkers strongly advise that the authorisation box is fully completed for future transactions in order to facilitate the linking of expenditures with decisions made.'**  
A strong improvement has been demonstrated in this respect.
- **'The Financial Regulations should be reviewed and approved as a matter of urgency.'**  
These had been reviewed and amended in respect of spending authorities, but not yet approved before the end of Quarter 3.
- **'There ought to be, at the least, an events sub-committee, reporting to either the Buildings and Moorings Committee or the Finance Committee.'** There is no sub-committee, as yet and event activity has been severely curtailed by the pandemic, but communication in this area has improved.
- **'It is recommended that officers make a point of ensuring that income vouchers are annotated to indicate that they have been paid.'** The existence of separate folders for transactions that are still 'open' is very useful in this respect. Income vouchers are now annotated to indicate the date on which they were paid.
- **'It is recommended that income codes are amended to signify the type of income referred to, eg Watson Hall Income, Mayor's Charity Income.'** This recommendation has been actioned.

- **‘It may prove less time-consuming if regular purchases, such as for stamps and milk, could be managed differently. For example, the use of prepaid franking of letters and the placing of a regular order to have milk delivered once a week.’** This recommendation is currently not applicable, while staff are working from home and the use of petty cash is much reduced.
- **‘It may be that the current accounting system may not easily facilitate this, but the possibility of transferring future cash purchases to appropriate cost centres in the new software ought to be explored.’** Again, this recommendation is currently not applicable.
- **‘The checking process, which was designed for the Scribe system, needs to be amended to reflect the way in which the Rialtas system works and also the recent appointment of an external contractor to process the payroll.’** The current checking team will work with new volunteers to amend the process in time for the Quarter 4 check.
- **‘The Town Council should formulate an agreed emergency plan for financial processes, to identify a way forward when staff members/councillors have to self-isolate and/or work from home, and meetings have to be held remotely. This could include a set of criteria which, if met, could activate delegated authorities.’** Historical studies have shown that pandemics tend to occur in clusters and this current pandemic may be with us for some time to come. Majority scientific opinion appears to concur with this view. There are also other occasions, such as during flooding and adverse weather events, when it is not possible to gather Councillors and the Town Clerk/Assistant Town Clerk into one place and yet a rapid response is required.
- **‘The accounting of bar takings needs to be presented in a way that is more clearly understood.’** Currently, it is extremely difficult to equate the numbers in the accounting system with those on the bank statement, because of card charges etc.

#### **Further recommendation resulting from this check:**

- **A schedule, listing all payments made during the previous month, should be presented at every meeting of the Full Council.** The current procedure asks whether or not payment schedules are presented to Full Council. If the term ‘payment schedule’ is considered to be the same as a ‘payment list’, then the answer is that they are presented frequently, either to Full Council or to any of the spending committees, except for Planning, to enable payments to be made in a timely manner. If those two terms do not mean the same thing, then the answer is no. In making the above recommendation the checkers give their support to the request of Cllr Szymiak on 08/03/2021 and provide greater clarity to the checking process.

#### **Other comments:**

The checkers would like to thank the Town Clerk, the Assistant Town Clerk, the Events Officer and the Administration Assistant for their hard and cheerful work in keeping the Town Council’s processes functioning during what has been a very difficult year for everyone.

## **Financial Control checking at the end of Quarter 4**

This process will be carried out by Cllrs K Brennan and H Bowman, with either Cllr J Raywood or Cllr S Raywood available to advise if required, during the month of April. The use of Zoom in this process has proved so successful that it is considered possible to carry out the next check with one councillor in the Town Hall and the other at home.

## **Get familiar with the Nominal Ledger**

Who can resist an invitation like that? It is good to welcome new members to the checking team, but you can never have too many and it is hoped that all councillors will consider engaging with the training for this. The benefits to councillors are an enhanced understanding of the Town Council's financial processes and a greater appreciation of the demands we place on our officers. Please do indicate to the Town Clerk if you are willing to be involved in this.



A/c Code		4955 Bar Salaries			Annual Budget	4,000
Centre		600 Watson Hall			Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
2	12/05/2020	M.HILL	Cashbook	Bar Salaries WH	240.00	
3	18/06/2020	WH SALARY	Cashbook	M Hill Salary	200.00	
5	20/08/2020	K HILL	Cashbook	Bar staff	44.80	
5	20/08/2020	T BYRNE	Cashbook	Bar staff	119.20	
6	18/09/2020	162	Journal	Bar Wages Sep P6	407.93	
7	20/10/2020	163	Journal	Bar Wages Oct P7	729.70	
8	18/11/2020	FPO	Cashbook	Bar Wages November P8	994.85	
9	07/12/2020	172	Journal	HMRC JRS Bar		388.85
9	16/12/2020	FPO	Cashbook	Staff Salaries	670.41	
10	12/01/2021	171	Journal	HMRC JRS Bar		143.31
10	20/01/2021	BACS	Cashbook	Staff Salaries	1,003.34	
11	17/02/2021	BACS	Cashbook	Staff Salaries	645.80	
11	22/02/2021	HMRCJRSJAN	Cashbook	HMRC JRS Jan		987.14
12	18/03/2021	BACS	Cashbook	Staff Salaries Mar P12	736.80	
		Account	Bar Salaries	Account Totals	5,792.83	1,519.30
		Centre	Watson Hall	Net Balance Month 12	4,273.53	

A/c Code	4000 Staff Salary				Annual Budget	101,476
Centre	110 Staffing				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	20/04/2020	SALARIES	Cashbook	Salaries	13,694.25	
2	20/05/2020	TRANSFER	Cashbook	May Salaries	5,828.59	
2	28/05/2020	JRS Grant	Cashbook	JRS Grant (Furlough)		1,336.96
3	18/06/2020	SALARIES	Cashbook	Staff Salaries	6,240.51	
3	30/06/2020	JRS GRANT	Cashbook	Furlough Grant	676.79	
3	30/06/2020	JRS GRANT	Cashbook	JRS GRANT		676.79
3	30/06/2020	JRS Grant	Cashbook	JRS Grant		676.79
4	16/07/2020	SALARIES	Cashbook	TTC Staff Wages	6,250.59	
4	16/07/2020	SALARIES	Cashbook	TTC Staff Wages		6,250.59
4	20/07/2020	SALARIES	Cashbook	TTC Staff Wages	6,250.59	
5	10/08/2020	HMRC	Cashbook	HMRC JRS GRANT		109.16
5	20/08/2020	SALARIES	Cashbook	Staff Salaries	6,509.74	
6	18/09/2020	FPO	Cashbook	Staff Salaries September P6	8,019.70	
6	18/09/2020	162	Journal	Bar Wages Sep P6		407.93
7	20/10/2020	FPO	Cashbook	Staff Salaries October P7	7,332.50	
7	20/10/2020	163	Journal	Bar Wages Oct P7		729.70
8	18/11/2020	FPO	Cashbook	Staff Salaries November P8	6,505.65	
9	07/12/2020	JRS Grant	Cashbook	HMRC JRS Grant		831.60
9	07/12/2020	172	Journal	HMRC JRS Bar	388.85	
9	16/12/2020	FPO	Cashbook	Staff Salaries	6,532.49	
10	12/01/2021	HMRC JRS	Cashbook	HMRC JRS Grant		549.17
10	12/01/2021	171	Journal	HMRC JRS Bar	143.31	
10	20/01/2021	BACS	Cashbook	Staff Salaries	6,287.24	
11	17/02/2021	BACS	Cashbook	Staff Salaries	5,781.90	
11	22/02/2021	HMRCJRSJAN	Cashbook	HMRC JRS Jan		505.80
12	15/03/2021	BACS	Cashbook	Working from home allowance	89.23	
12	15/03/2021	BACS	Cashbook	Working from home allowance	87.54	
12	15/03/2021	BACS	Cashbook	Working from home allowance	162.00	
12	18/03/2021	BACS	Cashbook	Staff Salaries Mar P12	5,854.56	
		Account Staff Salary		Account Totals	92,636.03	12,074.49
		Centre Staffing		Net Balance Month 12	80,561.54	

A/c Code	4030 PAYE and NI				Annual Budget	16,000
Centre	110 Staffing				Committed	0
Month	Date	Reference	Source	Transaction Detail	Debit	Credit
				Opening Balance	0.00	
1	20/04/2020	HMRC	Cashbook	NI & TAX	1,358.41	
2	26/05/2020	TRANSFER	Cashbook	May PAYE	1,143.67	
4	13/07/2020	GCC	Cashbook	Gloucester County Council	1,779.54	
5	13/08/2020	GCC	Cashbook	Penison	1,779.54	
5	31/08/2020	GCC	Cashbook	PAYE	1,899.54	