

**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
THURSDAY 6TH MAY 2021**

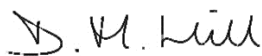
To: Members of Finance Committee: Councillors J Raywood (Chair), P Aldridge, H Bowman, K Brennan, C Danter, S Raywood and M Sztymiak

You are summoned to attend a meeting of the Finance Committee which will be held remotely via Zoom on **Thursday 6th May 2021 commencing at 6.00pm**

Members of the public and press are welcome to attend.

Zoom Meeting id: 865 6767 6474

Password: 208629



Debbie Hill
Town Clerk
30th April 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 8th April 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 31st March 2021
9. To consider and agree grant applications from outside bodies
10. To agree the payments list
11. To receive a report showing furlough payments received to date
12. To consider and approve the Annual Governance Statement 2020/21
13. To approve the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2021
14. To consider and approve the Accounting Statement 2020/21
15. To agree a response to the call for evidence on the right to hold remote meetings

16. To note that Internal Financial Control checks for Q4 202/21 have been completed

MINUTES

of the

Remote Finance Committee meeting held on 8th April 2021 at 6:00PM via Zoom

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

In attendance: D Hill (Town Clerk)

F.20.121 To receive apologies

None

F.20.122 To receive declarations of interest

None

F.20.123 To receive dispensations

None

F.20.124 To approve the Minutes of the Finance Committee meeting held on 2nd March 2021

It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 2nd March 2021. Proposed by Cllr K Brennan, seconded by Cllr H Bowman.

F.20.125 Matters arising from the Minutes – for information only.

20.110 **Matters arising from the minutes:** Carried Forward.

20.113 **Review of financial reports: Museum Grant:** Now showing on a separate nominal code.

21.119 **Replacement Fire Alarm:** The Town Clerk confirmed that the system ordered was the wireless system after a discussion with the Conservation Officer.

F.20.126 To receive correspondence relating to the Finance Committee

None

F.20.127 Public Participation

None.

F.20.128 To review the financial reports and bank reconciliations of the Town Council to 28th February 2021

The reports were reviewed. The nominal code 4999 was queried. **Action:** Town Clerk to look into the origins of this code. Town Clerk to provide an update on expenditure incurred to date and projected expenditure on the Museum roof project. The moorings income was queried in relation to the split between short term and long term moorings. The Town Clerk confirmed that all moorings income relates to long term moorings. A query was also raised in relation to business rates on the moorings and the Town Clerk confirmed that business rates are paid on the Town Council owned moorings. The amount of wastage in the bar as a result of the lockdown was questioned. **Action:** Town Clerk to confirm wastage figures.

The bank reconciliation report for the savings account for February was not included in the agenda pack and will be reviewed at the next meeting.

- F.20.129 To consider and agree grant applications from outside bodies**
The grant application was not agreed due to the fact it was not a local charity.
- F.20.130 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.**
Cllr Sztymiak to take forward re: funding. It was RESOLVED to use the remaining budget of £2,890 to support filling the windows. Proposed by Cllr K Brennan, seconded by Cllr P Aldridge.
- F.20.131 To agree the payments list**
None
- F.20.132 To agree to release £2,433 from Earmarked Reserves, St Mary's Lane Moorings to Buildings & Moorings, Moorings Maintenance**
It was AGREED to release £2,433 from earmarked reserves. Proposed by Cllr C Danter, seconded by Cllr K Brennan.
- F.20.133 To agree the earmarked reserves for the end of the financial year 2020/21**
It was resolved to release and add earmarked reserves as follows:
Existing earmarked reserves:
338 Finance Professional £1,942 to be released
New earmarked reserves:
Finance 120
4200 insurance £1,606 earmark for insurance
4310 tourism £1,000 earmark for shop windows project
4330 grants £2,890 earmark for shop windows project
4350 elections £1,000 earmark to existing earmarked reserve 340
Buildings & Moorings 200
210 Museum
1100 grants received £18,750 earmark for Museum roof project
4500 museum projects £5,772 earmark to existing earmarked reserve 320
220 Town Hall
4450 maintenance £5,831 earmark for TH maintenance
600 Watson Hall
4590 projects earmark for WH projects
4960 equipment earmark for WH bar equipment
Proposed by Cllr C Danter and seconded by Cllr K Brennan.
- F.20.134 To review and agree an amendment to Standing Orders for recommendation to Full Council**
It was RESOLVED to recommend the amendment to Standing Orders to the next Full Council meeting. Proposed by Cllr Sztymiak, seconded by Cllr S Raywood.
- F.20.135 To receive the report following the internal control checks for Q3 2020/21**
To be received at the next Full Council meeting.

F.20.136 To receive a report showing furlough payments received to date.

The report was noted

F.20.137 To delegate authority to the Town Clerk to deal with health and safety matters regarding the pictures in the Town Hall

It was RESOLVED to delegate authority to the Town Clerk to deal with health and safety matters regarding the pictures in the Council Chamber at the Town Hall.

Proposed by Cllr S Raywood, seconded by Cllr K Brennan.

There being no further business the meeting closed at 7.25 pm.

Signature of Chairman upon approval of the minutes 6th May 2021

DRAFT

Tewkesbury Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

Confirmed Bank & Investment Balances

Bank Statement Balances

31/03/2021	Lloyds Bank Current A/c	219,324.80
31/03/2021	Mayor's Charity	1,331.76
31/03/2021	Petty Cash	116.60
31/03/2021	Lloyds Bank Savings A/c	112,076.88
31/03/2020	Bar Takings	0.00
31/03/2021	Bar Petty Cash	14.70

332,864.74

Other Cash & Bank Balances

800.00

333,664.74

Receipts not on Bank Statement

-71.76

Closing Balance

333,592.98

All Cash & Bank Accounts

1	Current Bank A/c	219,253.04
2	Lloyds Bank - Mayor's Charity	1,331.76
3	Petty Cash	116.60
4	Lloyds Bank - Savings A/c	112,076.88
5	Bar Takings	0.00
6	Bar Petty Cash	14.70

Other Cash & Bank Balances **800.00**

Total Cash & Bank Balances 333,592.98

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 6 - Bar Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Bar Petty Cash	31/03/2021		14.70
			<hr/> 14.70
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			14.70
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			14.70
		Balance per Cash Book is :-	14.70
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/03/2021	40	112,076.88
			<hr/> 112,076.88
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			112,076.88
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			112,076.88
		Balance per Cash Book is :-	112,076.88
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2021
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	31/03/2021		219,324.80
			<hr/> 219,324.80
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			219,324.80
<u>Receipts not Banked/Cleared (Plus)</u>			
16/02/2021 002424		-48.00	
11/03/2021 002425		-23.76	
			<hr/> -71.76
			219,253.04
		Balance per Cash Book is :-	219,253.04
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	31/03/2021	1	1,331.76
			<hr/> 1,331.76
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			1,331.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			1,331.76
		Balance per Cash Book is :-	1,331.76
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/03/2021
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2021	1	116.60
			<hr/> 116.60
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			116.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			116.60
		Balance per Cash Book is :-	116.60
		Difference is :-	0.00

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Staffing</u>								
4000 Staff Salary	82,364	79,719	101,476	21,757		21,757	78.6%	
4030 PAYE and NI	17,924	15,976	16,000	24		24	99.8%	
4040 Pension	28,317	45,074	23,000	(22,074)		(22,074)	196.0%	
4050 Staff Travel	206	0	150	150		150	0.0%	
4060 Councillor Travel	0	0	50	50		50	0.0%	
4070 Staff Other Expenses	79	900	100	(800)		(800)	900.3%	
4080 FM Contractor	39,619	52,000	46,800	(5,200)		(5,200)	111.1%	
4090 Payroll Processing	459	429	500	71		71	85.8%	
4100 Professional Fees	728	8,243	2,500	(5,743)		(5,743)	329.7%	
4110 Training	874	311	2,000	1,689		1,689	15.6%	
Staffing :- Indirect Expenditure	<u>170,570</u>	<u>202,651</u>	<u>192,576</u>	<u>(10,075)</u>	<u>0</u>	<u>(10,075)</u>	<u>105.2%</u>	<u>0</u>
Net Expenditure	<u>(170,570)</u>	<u>(202,651)</u>	<u>(192,576)</u>	<u>10,075</u>				

10:29

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Finance</u>								
1076 Precept	301,288	314,087	314,087	0			100.0%	
1090 Interest Received	454	84	250	166			33.7%	
1100 Grants & Donations Received	40	18	0	(18)			0.0%	
1990 Other Income	57	0	0	0			0.0%	
Finance :- Income	<u>301,839</u>	<u>314,189</u>	<u>314,337</u>	<u>148</u>			<u>100.0%</u>	<u>0</u>
4100 Professional Fees	798	1,678	2,000	322	322		83.9%	
4150 Mayors Allowance	1,500	1,500	1,500	0	0		100.0%	
4160 Bank Charges	190	156	60	(96)	(96)		259.4%	
4170 Audit Fees	1,646	1,300	2,000	700	700		65.0%	
4180 Legal Fees	17,910	4,781	12,000	7,219	7,219		39.8%	
4190 Subscriptions & Memberships	3,565	3,036	4,000	964	964		75.9%	
4195 Health & Safety	0	3	0	(3)	(3)		0.0%	
4200 Insurance	6,577	6,444	8,000	1,556	1,556		80.5%	(1,556)
4210 Stationery Office Equipment	1,481	951	1,600	649	649		59.4%	
4211 Contingency	5,286	0	0	0	0		0.0%	
4212 Councillor Expenses	0	0	600	600	600		0.0%	
4220 Telephone & Broadband (TC)	2,937	1,651	800	(851)	(851)		206.4%	
4230 Photocopier	133	2,008	2,500	492	492		80.3%	
4240 Website	300	600	350	(250)	(250)		171.3%	
4250 IT	3,959	2,202	3,200	998	998		68.8%	
4260 Publications	52	13	200	187	187		6.5%	
4270 Newsletter	0	0	1,000	1,000	1,000		0.0%	
4280 Events & Services	804	58	3,200	3,142	3,142		1.8%	
4290 Regalia	3,897	0	400	400	400		0.0%	
4300 Civic	731	282	1,000	718	718		28.2%	
4310 Tourism & Marketing	79	0	1,000	1,000	1,000		0.0%	(1,000)
4320 Town Crier	1,000	1,000	1,000	0	0		100.0%	
4330 Grants Paid	8,000	17,110	20,000	2,890	2,890		85.5%	(2,890)
4350 Elections	0	0	1,000	1,000	1,000		0.0%	(1,000)
4990 Sundries/Petty Cash	261	186	1,000	814	814		18.6%	
Finance :- Indirect Expenditure	<u>61,103</u>	<u>44,957</u>	<u>68,410</u>	<u>23,453</u>	<u>0</u>	<u>23,453</u>	<u>65.7%</u>	<u>(6,446)</u>
Net Income over Expenditure	<u>240,736</u>	<u>269,232</u>	<u>245,927</u>	<u>(23,305)</u>				
6000 plus Transfer from EMR	7,404	(6,446)						
Movement to/(from) Gen Reserve	<u>248,140</u>	<u>262,786</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130</u> <u>Mayor's Charity</u>								
1200 Mayor's Charity Income	4,048	1,100	0	(1,100)			0.0%	
Mayor's Charity :- Income	<u>4,048</u>	<u>1,100</u>	<u>0</u>	<u>(1,100)</u>				<u>0</u>
4410 Mayor's Charity Expenditure	5,280	4,000	0	(4,000)		(4,000)	0.0%	
Mayor's Charity :- Indirect Expenditure	<u>5,280</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>(1,232)</u>	<u>(2,900)</u>	<u>0</u>	<u>2,900</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2021

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>200 Moorings</u>								
1300 Moorings Income	4,442	4,461	5,500	1,039			81.1%	
Moorings :- Income	4,442	4,461	5,500	1,039			81.1%	0
4450 Maintenance	2,669	9,009	4,000	(5,009)		(5,009)	225.2%	
4460 Rates	1,080	1,098	1,500	402		402	73.2%	
4470 Mooring Leases	100	100	100	0		0	100.0%	
4480 Projects - Moorings	88	4,867	5,000	133	650	(517)	110.3%	
4550 Water	29	17	0	(17)		(17)	0.0%	
4960 Equipment	0	15	0	(15)		(15)	0.0%	
Moorings :- Indirect Expenditure	3,965	15,105	10,600	(4,505)	650	(5,155)	148.6%	0
Net Income over Expenditure	477	(10,644)	(5,100)	5,544				

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>210 Museum</u>								
1100 Grants & Donations Received	0	18,750	0	(18,750)			0.0%	18,750
Museum :- Income	0	18,750	0	(18,750)				18,750
4195 Health & Safety	0	28	0	(28)		(28)	0.0%	
4450 Maintenance	214	12,849	12,000	(849)		(849)	107.1%	849
4500 Museum Projects	0	3,228	9,000	5,772		5,772	35.9%	(5,772)
4590 Projects	0	1,004	0	(1,004)		(1,004)	0.0%	
Museum :- Indirect Expenditure	214	17,108	21,000	3,892	0	3,892	81.5%	(4,923)
Net Income over Expenditure	(214)	1,642	(21,000)	(22,642)				
6000 plus Transfer from EMR	0	(4,923)						
6001 less Transfer to EMR	0	18,750						
Movement to/(from) Gen Reserve	(214)	(22,031)						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220</u> <u>Town Hall</u>								
1400 Garden Income	70	0	100	100			0.0%	
1410 Town Hall Income	14,702	3,743	18,000	14,257			20.8%	
Town Hall :- Income	<u>14,772</u>	<u>3,743</u>	<u>18,100</u>	<u>14,357</u>			20.7%	0
4450 Maintenance	14,385	5,369	12,000	6,631	800	5,831	51.4%	(5,831)
4460 Rates	4,124	4,192	4,100	(92)		(92)	102.2%	
4550 Water	736	908	700	(208)		(208)	129.7%	
4560 Electric	774	861	1,500	639		639	57.4%	
4570 Gas	2,783	1,675	2,500	825		825	67.0%	
4580 Garden Expenditure	430	0	300	300		300	0.0%	
4590 Projects	5,450	0	15,000	15,000		15,000	0.0%	
4960 Equipment	501	1,040	2,000	960		960	52.0%	
Town Hall :- Indirect Expenditure	<u>29,183</u>	<u>14,044</u>	<u>38,100</u>	<u>24,056</u>	<u>800</u>	<u>23,256</u>	39.0%	(5,831)
Net Income over Expenditure	<u>(14,411)</u>	<u>(10,301)</u>	<u>(20,000)</u>	<u>(9,699)</u>				
6000 plus Transfer from EMR	0	(5,831)						
Movement to/(from) Gen Reserve	<u>(14,411)</u>	<u>(16,132)</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 War Memorial</u>								
1450 Fundraising	0	0	200	200			0.0%	
1990 Other Income	700	0	100	100			0.0%	
War Memorial :- Income	<u>700</u>	<u>0</u>	<u>300</u>	<u>300</u>			<u>0.0%</u>	<u>0</u>
4450 Maintenance	650	0	1,000	1,000		1,000	0.0%	
War Memorial :- Indirect Expenditure	<u>650</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Income over Expenditure	<u>50</u>	<u>0</u>	<u>(700)</u>	<u>(700)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Play Parks</u>								
1500 Grants & Donations Received	40,000	500	0	(500)			0.0%	
Play Parks :- Income	<u>40,000</u>	<u>500</u>	<u>0</u>	<u>(500)</u>				<u>0</u>
4450 Maintenance	26	0	0	0		0	0.0%	
4590 Projects	77,021	5,435	10,000	4,565		4,565	54.4%	(4,565)
4600 Maintenance - Derek Graham	3,731	793	2,000	1,207		1,207	39.6%	(1,207)
4610 Maintenance - Mitton	900	665	1,000	335		335	66.5%	
4620 Maintenance - Warwick Place	521	162	1,500	1,338		1,338	10.8%	(1,338)
4630 Annual Playground Inspection	0	1,500	1,500	0		0	100.0%	
Play Parks :- Indirect Expenditure	<u>82,199</u>	<u>8,554</u>	<u>16,000</u>	<u>7,446</u>	<u>0</u>	<u>7,446</u>	<u>53.5%</u>	<u>(7,110)</u>
Net Income over Expenditure	<u>(42,199)</u>	<u>(8,054)</u>	<u>(16,000)</u>	<u>(7,946)</u>				
6000 plus Transfer from EMR	<u>34,316</u>	<u>(7,110)</u>						
Movement to/(from) Gen Reserve	<u>(7,883)</u>	<u>(15,164)</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>310 Spring Gardens</u>								
1530 Spring Gardens Income	2,386	0	0	0			0.0%	
Spring Gardens :- Income	<u>2,386</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4450 Maintenance	3,404	1,671	3,000	1,329		1,329	55.7%	(1,200)
4460 Rates	2,995	3,044	3,000	(44)		(44)	101.5%	
4550 Water	1,662	1,423	2,000	577		577	71.1%	
4560 Electric	1,083	507	650	143		143	78.0%	
4590 Projects	0	0	2,000	2,000		2,000	0.0%	(2,000)
Spring Gardens :- Indirect Expenditure	<u>9,144</u>	<u>6,644</u>	<u>10,650</u>	<u>4,006</u>	<u>0</u>	<u>4,006</u>	<u>62.4%</u>	<u>(3,200)</u>
Net Income over Expenditure	<u>(6,758)</u>	<u>(6,644)</u>	<u>(10,650)</u>	<u>(4,006)</u>				
6000 plus Transfer from EMR	970	(3,200)						
Movement to/(from) Gen Reserve	<u>(5,788)</u>	<u>(9,844)</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>320 Gloucester Road</u>								
1550 Gloucester Road Income	1,267	0	0	0			0.0%	
Gloucester Road :- Income	<u>1,267</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4450 Maintenance	3,677	771	1,750	979		979	44.1%	
4460 Rates	2,283	2,320	2,200	(120)		(120)	105.5%	
4550 Water	649	1,151	650	(501)		(501)	177.1%	
4560 Electric	516	594	400	(194)		(194)	148.5%	
Gloucester Road :- Indirect Expenditure	<u>7,126</u>	<u>4,837</u>	<u>5,000</u>	<u>163</u>	<u>0</u>	<u>163</u>	<u>96.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(5,859)</u>	<u>(4,837)</u>	<u>(5,000)</u>	<u>(163)</u>				
6000 plus Transfer from EMR	1,219	0						
Movement to/(from) Gen Reserve	<u>(4,640)</u>	<u>(4,837)</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>330</u> <u>Cleaning & Consumables</u>								
4700 Cleaning & Maintenance Equip	549	983	1,500	517		517	65.5%	
4710 Combined Consumables	1,012	1,518	2,500	982		982	60.7%	
4720 Hygiene Contract	827	828	1,200	372		372	69.0%	
Cleaning & Consumables :- Indirect Expenditure	2,388	3,329	5,200	1,871	0	1,871	64.0%	0
Net Expenditure	(2,388)	(3,329)	(5,200)	(1,871)				

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>340 Outside Spaces</u>								
4450 Maintenance	347	199	0	(199)		(199)	0.0%	
4750 CCTV	3,025	6,527	9,000	2,473	2,472	1	100.0%	551
4755 Tree Maintenance	1,240	370	3,000	2,630		2,630	12.3%	(2,630)
4760 Street Furniture & Clock	1,578	4,775	6,000	1,225		1,225	79.6%	(129)
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000	0.0%	
4770 Youth Budget	2,386	492	4,500	4,008		4,008	10.9%	(4,000)
4775 Insurance - Arrivall	318	0	280	280		280	0.0%	
4780 Bus Shelter	1,565	817	3,000	2,183		2,183	27.2%	(2,000)
4785 GIS	450	450	475	25		25	94.7%	
4790 Grass Cutting	2,841	2,276	2,840	564		564	80.1%	
4795 Notice Boards	1,637	2,053	2,000	(53)	197	(250)	112.5%	53
Outside Spaces :- Indirect Expenditure	<u>15,387</u>	<u>17,958</u>	<u>32,095</u>	<u>14,137</u>	<u>2,669</u>	<u>11,468</u>	<u>64.3%</u>	<u>(8,155)</u>
Net Expenditure	<u>(15,387)</u>	<u>(17,958)</u>	<u>(32,095)</u>	<u>(14,137)</u>				
6000 plus Transfer from EMR	5,885	(8,155)						
Movement to/(from) Gen Reserve	<u>(9,502)</u>	<u>(26,113)</u>						

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>400 Planning</u>								
4718 Community Development Planning	0	0	2,000	2,000		2,000	0.0%	
4810 Outreach	158	0	500	500		500	0.0%	
Planning :- Indirect Expenditure	<u>158</u>	<u>0</u>	<u>2,500</u>	<u>2,500</u>	<u>0</u>	<u>2,500</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(158)</u>	<u>0</u>	<u>(2,500)</u>	<u>(2,500)</u>				

Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>500 Severn Ham</u>								
1620 Hay Auction	167	2,158	190	(1,968)			1135.7%	
1630 Single Payment	14,491	14,874	13,000	(1,874)			114.4%	
1640 Wayleaves	383	384	390	6			98.5%	
1700 Fishing Rights	1,500	1,500	1,500	0			100.0%	
1710 Natural England (HLS Payment)	27,582	22,066	22,248	183			99.2%	
1840 Severn Ham Compensation	14,088	0	0	0			0.0%	
Severn Ham :- Income	<u>58,211</u>	<u>40,981</u>	<u>37,328</u>	<u>(3,653)</u>			<u>109.8%</u>	<u>0</u>
4450 Maintenance	752	139	500	361		361	27.7%	
4550 Water	29	461	250	(211)		(211)	184.3%	
4850 Commoners Grazing Compensation	3,900	3,683	5,500	1,817		1,817	67.0%	
4855 Hay Sowing Project	550	1,325	5,000	3,675		3,675	26.5%	(3,675)
4860 Volunteers (Rec & Prom)	0	0	2,000	2,000		2,000	0.0%	
4865 Auction Fees	400	0	459	459		459	0.0%	
4870 Weeding	0	0	1,000	1,000		1,000	0.0%	(1,000)
4875 Tree Conservation	0	0	3,000	3,000	3,200	(200)	106.7%	(3,000)
4885 Nesting Project	0	0	2,000	2,000		2,000	0.0%	
4890 Carver Knowles	200	400	2,295	1,895		1,895	17.4%	
4895 Cross Compliance Consultant	440	440	510	70		70	86.3%	
4900 Conservation Advisor	5,000	5,000	5,355	355		355	93.4%	
4910 Reinstatement Expenditure	0	0	0	0	520	(520)	0.0%	
Severn Ham :- Indirect Expenditure	<u>11,271</u>	<u>11,448</u>	<u>27,869</u>	<u>16,421</u>	<u>3,720</u>	<u>12,701</u>	<u>54.4%</u>	<u>(7,675)</u>
Net Income over Expenditure	<u>46,940</u>	<u>29,534</u>	<u>9,459</u>	<u>(20,075)</u>				
6000 plus Transfer from EMR	0	(7,675)						
Movement to/(from) Gen Reserve	<u>46,940</u>	<u>21,859</u>						

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Detailed Income & Expenditure by Budget Heading 31/03/2021

Month No: 12

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
600 Watson Hall								
1100 Grants & Donations Received	0	4,796	0	(4,796)			0.0%	
1800 Watson Hall Income	16,552	20,474	22,000	1,526			93.1%	
1810 Leases	20,135	0	135	135			0.0%	
1820 Tudor Bar Income	30,656	6,615	40,000	33,386			16.5%	
1830 Events Income	6,293	1,520	10,000	8,480			15.2%	
Watson Hall :- Income	<u>73,636</u>	<u>33,405</u>	<u>72,135</u>	<u>38,730</u>			46.3%	0
4100 Professional Fees	0	42	0	(42)		(42)	0.0%	
4195 Health & Safety	315	69	1,000	931		931	6.9%	
4221 Telephone/IT (WH)	0	1,476	0	(1,476)		(1,476)	0.0%	
4280 Events & Services	10,406	4,597	10,000	5,403	2,069	3,334	66.7%	
4450 Maintenance	14,447	11,541	10,000	(1,541)		(1,541)	115.4%	
4550 Water	683	1,844	700	(1,144)		(1,144)	263.4%	
4560 Electric	4,382	1,679	1,500	(179)		(179)	111.9%	
4570 Gas	1,235	656	2,000	1,344		1,344	32.8%	
4590 Projects	14,797	7,485	18,000	10,515		10,515	41.6%	(10,515)
4912 Bar Payroll Processing	0	105	0	(105)		(105)	0.0%	
4913 Bar Equipment	0	1,410	0	(1,410)		(1,410)	0.0%	
4914 Bar Card Charges	0	140	0	(140)		(140)	0.0%	
4915 Events Card Charges	0	14	0	(14)		(14)	0.0%	
4950 Bar Stock	14,317	5,574	12,000	6,426		6,426	46.4%	
4955 Bar Salaries	4,788	2,978	4,000	1,022		1,022	74.5%	
4960 Equipment	1,688	381	2,000	1,619		1,619	19.1%	(1,619)
4965 Bar Equipment	405	120	0	(120)		(120)	0.0%	
4990 Sundries/Petty Cash	540	2	500	498		498	0.4%	
Watson Hall :- Indirect Expenditure	<u>68,003</u>	<u>40,111</u>	<u>61,700</u>	<u>21,589</u>	<u>2,069</u>	<u>19,520</u>	68.4%	(12,134)
Net Income over Expenditure	<u>5,633</u>	<u>(6,706)</u>	<u>10,435</u>	<u>17,141</u>				
6000 plus Transfer from EMR	0	(12,134)						
Movement to/(from) Gen Reserve	<u>5,633</u>	<u>(18,840)</u>						

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>700 Memorial Benches</u>								
1720 Memorial Benches Income	0	803	0	(803)			0.0%	
Memorial Benches :- Income	0	803	0	(803)				0
4725 Memorial Benches Expenditure	70	1,003	0	(1,003)		(1,003)	0.0%	
Memorial Benches :- Indirect Expenditure	70	1,003	0	(1,003)	0	(1,003)		0
Net Income over Expenditure	(70)	(200)	0	200				
Grand Totals:- Income	501,303	417,932	447,700	29,768			93.4%	
Expenditure	466,713	391,749	492,700	100,951	9,908	91,043	81.5%	
Net Income over Expenditure	34,590	26,183	(45,000)	(71,183)				
plus Transfer from EMR	49,794	(55,474)						
less Transfer to EMR	0	18,750						
Movement to/(from) Gen Reserve	84,384	(48,041)						

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M Museum Maintenance	7,321.00	4,923.00	12,244.00
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 (Not In Use)	0.00		0.00
324 EMR E&A Noticeboards	1,500.00	-53.00	1,447.00
325 EMR E&A Playground Projects	0.00	7,110.00	7,110.00
326 EMR E&A Youth	2,615.00	4,000.00	6,615.00
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	-551.00	3,074.00
331 EMR E&A Tree Maintenance	2,520.00	2,630.00	5,150.00
332 EMR E&A Street Furniture	3,900.00	129.00	4,029.00
333 EMR E&A Toilet Block Project	3,194.00	3,200.00	6,394.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	0.00	2,000.00	2,000.00
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	0.00
339 EMR Fin Legal	0.00		0.00
340 EMR Fin Elections	2,000.00	1,000.00	3,000.00
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	1,000.00	3,000.00
344 EMR SH Severn Ham Tree Maint	5,000.00	3,000.00	8,000.00
345 EMR SH Hay Sowing Project	5,000.00	3,675.00	8,675.00
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
352 EMR Insurance	0.00	1,556.00	1,556.00
353 EMR Shop Windows Project	0.00	3,890.00	3,890.00
354 EMR TH Maintenance	0.00	5,831.00	5,831.00
355 EMR WH Projects	0.00	10,515.00	10,515.00
356 EMR WH Bar Equipment	0.00	1,619.00	1,619.00
357 EMR Museum Roof Project	0.00	18,750.00	18,750.00
	<u>112,001.96</u>	<u>72,282.00</u>	<u>184,283.96</u>

Month	Date	Centre	Reference	Source	Transaction	Annual Budget	Committed Exp	Debit	Credit
		Nominal A, 4955	Bar Salaries			4000	0		
		600	Watson Hall						
					Opening Balance			0.00	0.00
	9 07/12/2020		172	Journal	HMRC JRS Nov			388.85	
	10 12/01/2021		171	Journal	HMRC JRS Dec			143.31	
	11 22/02/2021		HMRCJRSJAN	Cashbook	HMRC JRS Jan			987.14	
	12 11/03/2021		JRS GRANT	Cashbook	HMRC JRS Feb			647.60	
	12 31/03/2021		195	Journal	HMRC JRS Mar			647.60	
					Account Totals		0.00	2814.50	
					Net Balance Month 12		2814.50		

Month	Date	Centre	Reference	Source	Transaction	Annual Budget	Committed Exp	Debit	Credit
		Nominal A, 4000	Staff Salary			101476	0		
		Centre	110	Staffing					
					Opening Balance			0.00	0.00
	2	28/05/2020	JRS Grant	Cashbook	HMRC JRS Apr			1336.96	
	3	30/06/2020	JRS Grant	Cashbook	HMRC JRS May			676.79	
	5	10/08/2020	HMRC	Cashbook	HMRC JRS Jul			109.16	
	9	07/12/2020	JRS Grant	Cashbook	HMRC JRS Nov			442.75	
	10	12/01/2021	HMRC JRS	Cashbook	HMRC JRS Dec			405.86	
	11	22/02/2021	HMRC JRS JAN	Cashbook	HMRC JRS Jan			505.80	
	12	11/03/2021	JRS GRANT	Cashbook	HMRC JRS Feb			674.40	
	12	31/03/2021	195	Journal	HMRC JRS Mar			168.60	
					Account Totals		0.00	4320.32	
					Net Balance Month 1			4320.32	

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
1	141,414	181,146	310	0	General Reserves
1	6,635	7,321	320	0	EMR B&M Museum Maintenance
1	250	250	321	0	EMR B&M Town Hall Gardens
1	22,327	19,894	322	0	EMR B&M Moorings Prior's Court
1	32,250	0	323	0	(Not In Use)
1	3,500	1,500	324	0	EMR E&A Noticeboards
1	2,066	0	325	0	EMR E&A Playground Projects
1	5,000	2,615	326	0	EMR E&A Youth
1	3,821	3,821	327	0	EMR Fin Asset Management Proj
1	5,558	5,558	328	0	EMR B&M War Memorial *
1	6,140	6,140	329	0	EMR SH Severn Ham
1	625	3,625	330	0	EMR E&A CCTV
1	760	2,520	331	0	EMR E&A Tree Maintenance
1	1,500	3,900	332	0	EMR E&A Street Furniture
1	2,164	3,194	333	0	EMR E&A Toilet Block Project
1	1,219	0	334	0	EMR E&A Gloucester Road Maint.
1	1,222	0	335	0	EMR E&A Bus Shelters
1	1,494	0	336	0	EMR Fin Regalia
1	2,160	2,160	337	0	EMR Fin Website
1	1,942	1,942	338	0	EMR Fin Professional
1	6,839	0	339	0	EMR Fin Legal
1	1,000	2,000	340	0	EMR Fin Elections
1	1,172	1,474	341	0	EMR Fin Tourism & Marketing
1	500	500	342	0	EMR Fin Newsletter
1	2,000	2,000	343	0	EMR SH Weeding
1	5,000	5,000	344	0	EMR SH Severn Ham Tree Maint
1	0	5,000	345	0	EMR SH Hay Sowing Project
1	0	2,050	346	0	EMR SH Carver Knowles
1	0	2,500	347	0	EMR Pla Comm. & Display
1	0	342	348	0	EMR Pla Outreach Sessions
1	0	4,263	349	0	EMR B&M Moorings Projects
1	0	20,000	350	0	EMR B&M Watson Hall Lease *
1	0	2,433	351	0	EMR B&M Moorings St Mary's Lan
1	Balances brought forward	258,558	293,148	Total balances & reserves at the beginning of the year as recorded in the Financial Records	
2	301,288	314,087	1076	120	Precept
2	Annual Precept	301,288	314,087	Total amount of Precept income received in the year	
3	454	84	1090	120	Interest Received
3	40	18	1100	120	Grants & Donations Received
3	0	18,750	1100	210	Grants & Donations Received
3	0	4,796	1100	600	Grants & Donations Received
3	4,048	1,100	1200	130	Mayor's Charity Income
3	4,442	4,461	1300	200	Moorings Income
3	70	0	1400	220	Garden Income
3	14,702	3,743	1410	220	Town Hall Income

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Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
3	40,000	500	1500	300	Grants & Donations Received
3	2,386	0	1530	310	Spring Gardens Income
3	1,267	0	1550	320	Gloucester Road Income
3	167	2,158	1620	500	Hay Auction
3	14,491	14,874	1630	500	Single Payment
3	383	384	1640	500	Wayleaves
3	1,500	1,500	1700	500	Fishing Rights
3	27,582	22,066	1710	500	Natural England (HLS Payment)
3	0	803	1720	700	Memorial Benches Income
3	16,552	20,474	1800	600	Watson Hall Income
3	20,135	0	1810	600	Leases
3	30,656	6,615	1820	600	Tudor Bar Income
3	6,293	1,520	1830	600	Events Income
3	14,088	0	1840	500	Severn Ham Compensation
3	57	0	1990	120	Other Income
3	700	0	1990	230	Other Income
3	Total other receipts	200,015	103,845	Total income or receipts as recorded in the cashbook minus the Precept	
4	82,364	79,719	4000	110	Staff Salary
4	17,924	15,976	4030	110	PAYE and NI
4	28,317	45,074	4040	110	Pension
4	206	0	4050	110	Staff Travel
4	4,788	2,978	4955	600	Bar Salaries
4	Staff costs	133,600	143,746	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	79	900	4070	110	Staff Other Expenses
6	39,619	52,000	4080	110	FM Contractor
6	459	429	4090	110	Payroll Processing
6	728	8,243	4100	110	Professional Fees
6	798	1,678	4100	120	Professional Fees
6	0	42	4100	600	Professional Fees
6	874	311	4110	110	Training
6	1,500	1,500	4150	120	Mayors Allowance
6	190	156	4160	120	Bank Charges
6	1,646	1,300	4170	120	Audit Fees
6	17,910	4,781	4180	120	Legal Fees
6	3,565	3,036	4190	120	Subscriptions & Memberships
6	0	3	4195	120	Health & Safety
6	0	28	4195	210	Health & Safety
6	315	69	4195	600	Health & Safety
6	6,577	6,444	4200	120	Insurance
6	1,481	951	4210	120	Stationery Office Equipment

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Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code</u>	<u>and Centre</u>	<u>Code Description</u>
6	5,286	0	4211	120	Contingency
6	2,937	1,651	4220	120	Telephone & Broadband (TC)
6	0	1,476	4221	600	Telephone/IT (WH)
6	133	2,008	4230	120	Photocopier
6	300	600	4240	120	Website
6	3,959	2,202	4250	120	IT
6	52	13	4260	120	Publications
6	804	58	4280	120	Events & Services
6	10,406	4,597	4280	600	Events & Services
6	3,897	0	4290	120	Regalia
6	731	282	4300	120	Civic
6	79	0	4310	120	Tourism & Marketing
6	1,000	1,000	4320	120	Town Crier
6	8,000	17,110	4330	120	Grants Paid
6	5,280	4,000	4410	130	Mayor's Charity Expenditure
6	2,669	9,009	4450	200	Maintenance
6	214	12,849	4450	210	Maintenance
6	14,385	5,369	4450	220	Maintenance
6	650	0	4450	230	Maintenance
6	26	0	4450	300	Maintenance
6	3,404	1,671	4450	310	Maintenance
6	3,677	771	4450	320	Maintenance
6	347	199	4450	340	Maintenance
6	752	139	4450	500	Maintenance
6	14,447	11,541	4450	600	Maintenance
6	1,080	1,098	4460	200	Rates
6	4,124	4,192	4460	220	Rates
6	2,995	3,044	4460	310	Rates
6	2,283	2,320	4460	320	Rates
6	100	100	4470	200	Mooring Leases
6	88	4,867	4480	200	Projects - Moorings
6	0	3,228	4500	210	Museum Projects
6	29	17	4550	200	Water
6	736	908	4550	220	Water
6	1,662	1,423	4550	310	Water
6	649	1,151	4550	320	Water
6	29	461	4550	500	Water
6	683	1,844	4550	600	Water
6	774	861	4560	220	Electric
6	1,083	507	4560	310	Electric
6	516	594	4560	320	Electric
6	4,382	1,679	4560	600	Electric
6	2,783	1,675	4570	220	Gas
6	1,235	656	4570	600	Gas
6	430	0	4580	220	Garden Expenditure
6	0	1,004	4590	210	Projects

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>	
6	5,450	0	4590	220	Projects	
6	77,021	5,435	4590	300	Projects	
6	14,797	7,485	4590	600	Projects	
6	3,731	793	4600	300	Maintenance - Derek Graham	
6	900	665	4610	300	Maintenance - Mitton	
6	521	162	4620	300	Maintenance - Warwick Place	
6	0	1,500	4630	300	Annual Playground Inspection	
6	549	983	4700	330	Cleaning & Maintenance Equip	
6	1,012	1,518	4710	330	Combined Consumables	
6	827	828	4720	330	Hygiene Contract	
6	70	1,003	4725	700	Memorial Benches Expenditure	
6	3,025	6,527	4750	340	CCTV	
6	1,240	370	4755	340	Tree Maintenance	
6	1,578	4,775	4760	340	Street Furniture & Clock	
6	2,386	492	4770	340	Youth Budget	
6	318	0	4775	340	Insurance - Arrivall	
6	1,565	817	4780	340	Bus Shelter	
6	450	450	4785	340	GIS	
6	2,841	2,276	4790	340	Grass Cutting	
6	1,637	2,053	4795	340	Notice Boards	
6	158	0	4810	400	Outreach	
6	3,900	3,683	4850	500	Commoners Grazing Compensation	
6	550	1,325	4855	500	Hay Sowing Project	
6	400	0	4865	500	Auction Fees	
6	200	400	4890	500	Carver Knowles	
6	440	440	4895	500	Cross Compliance Consultant	
6	5,000	5,000	4900	500	Conservation Advisor	
6	0	105	4912	600	Bar Payroll Processing	
6	0	1,410	4913	600	Bar Equipment	
6	0	140	4914	600	Bar Card Charges	
6	0	14	4915	600	Events Card Charges	
6	14,317	5,574	4950	600	Bar Stock	
6	0	15	4960	200	Equipment	
6	501	1,040	4960	220	Equipment	
6	1,688	381	4960	600	Equipment	
6	405	120	4965	600	Bar Equipment	
6	261	186	4990	120	Sundries/Petty Cash	
6	540	2	4990	600	Sundries/Petty Cash	
6	Total other payments	333,113	248,003	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)		
7	Balances carried forwrd	293,148	319,331	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]		
8		213,476	219,253	200	0	Current Bank A/c
8		4,232	1,332	210	0	Lloyds Bank - Mayor's Charity
8		38	117	220	0	Petty Cash

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2021

	<u>Last Year £</u>	<u>This Year £</u>	<u>Code and Centre</u>		<u>Code Description</u>
8	0	15	225	0	Bar Petty Cash
8	73,124	112,077	230	0	Lloyds Bank - Savings A/c
8	800	800	240	0	Floats
8	Total Cash & Investments	291,670	333,593	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March	
9	6,077,361	6,094,278	9	0	Total Fixed Assets
9	Total Fixed Assets	6,077,361	6,094,278	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)	

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2021

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	258,558	293,148	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	301,288	314,087	Total amount of Precept income received in the year
3	Total other receipts	200,015	103,845	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	133,600	143,746	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	333,113	248,003	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	293,148	319,331	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	291,670	333,593	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	6,077,361	6,094,278	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

Tewkesbury Town Council

Bank - Cash and Investment Reconciliation as at 31 March 2021

	<u>Account Description</u>	<u>Balance</u>
<u>Bank Statement Balances</u>		
1	31/03/2021 Lloyds Bank Current A/c	219,324.80
2	31/03/2021 Mayor's Charity	1,331.76
3	31/03/2021 Petty Cash	116.60
4	31/03/2021 Lloyds Bank Savings A/c	112,076.88
5	31/03/2020 Bar Takings	0.00
6	31/03/2021 Bar Petty Cash	14.70
		332,864.74
<u>Other Cash & Bank Balances</u>		
	Cash Book Suspense	0.00
	Floats	800.00
		800.00
		333,664.74
<u>Receipts not on Bank Statement</u>		
1	16/02/2021 002424	-48.00
1	11/03/2021 002425	-23.76
		-71.76
		333,592.98
<u>All Cash & Bank Accounts</u>		
1	Current Bank A/c	219,253.04
2	Lloyds Bank - Mayor's Charity	1,331.76
3	Petty Cash	116.60
4	Lloyds Bank - Savings A/c	112,076.88
5	Bar Takings	0.00
6	Bar Petty Cash	14.70
	Other Cash & Bank Balances	800.00
	Total Cash & Bank Balances	333,592.98

Tewkesbury Town Council
Income and Expenditure Account for Year Ended 31st March 2021

31st March 2020		31st March 2021
	Operating Income	
301,839	Finance	314,189
4,048	Mayor's Charity	1,100
4,442	Moorings	4,461
0	Museum	18,750
14,772	Town Hall	3,743
700	War Memorial	0
40,000	Play Parks	500
2,386	Spring Gardens	0
1,267	Gloucester Road	0
58,211	Severn Ham	40,981
73,636	Watson Hall	33,405
0	Memorial Benches	803
<u>501,303</u>	Total Income	<u>417,932</u>
	Running Costs	
170,570	Staffing	202,651
61,103	Finance	44,957
5,280	Mayor's Charity	4,000
3,965	Moorings	15,105
214	Museum	17,108
29,183	Town Hall	14,044
650	War Memorial	0
82,199	Play Parks	8,554
9,144	Spring Gardens	6,644
7,126	Gloucester Road	4,837
2,388	Cleaning & Consumables	3,329
15,387	Outside Spaces	17,958
158	Planning	0
11,271	Severn Ham	11,448
68,003	Watson Hall	40,111
70	Memorial Benches	1,003
<u>466,713</u>	Total Expenditure	<u>391,749</u>
	General Fund Analysis	
141,414	Opening Balance	181,146
501,303	Plus : Income for Year	417,932
<u>642,717</u>		<u>599,078</u>
466,713	Less : Expenditure for Year	391,749
<u>176,004</u>		<u>207,329</u>
0	Transfers TO / FROM Reserves	72,282
<u>176,004</u>	Closing Balance	<u>135,047</u>

Tewkesbury Town Council

Working Detail for Reserves Reconciliation for ANNUAL RETURN 31 March 2021

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

<u>Code</u>	<u>Description</u>	<u>Last Year £</u>	<u>This Year £</u>
	Total Reserves	293,147.90	319,331.29
100	Sales	660.77	1,435.90
105	VAT Control A/c	4,721.33	5,541.83
110	Prepayments	1,076.68	0.00
160	Stock	2,300.00	1,215.30
540	Wages Control	0.00	816.20
	Less Total Debtors	8,758.78	9,009.23
500	Creditors	0.00	16,804.11
505	Other Creditors	108.00	0.00
510	Accruals	529.67	0.00
525	Receipts in Advance	84.00	1,605.00
530	Uncleared Electronic Payments	5,341.83	0.00
550	Tax/NI Control	0.00	1,698.89
560	Pension Control	0.00	2,042.53
565	Holding Deposits	1,216.95	1,120.39
	Plus Total Creditors	7,280.45	23,270.92
	Equals Total Cash and Bank Accounts	291,669.57	333,592.98
200	Current Bank A/c	213,476.11	219,253.04
210	Lloyds Bank - Mayor's Charity	4,231.76	1,331.76
220	Petty Cash	38.10	116.60
225	Bar Petty Cash	0.00	14.70
230	Lloyds Bank - Savings A/c	73,123.60	112,076.88
240	Floats	800.00	800.00
	Total Cash and Bank Accounts	291,669.57	333,592.98

Consultation Questions

The government would like to gather evidence about the use of the arrangements that make express provision for local authorities to meet remotely or in hybrid format during the coronavirus pandemic, including the arrangements that existed for Scottish Authorities prior to the pandemic.

Q1. Generally speaking, how well do you feel the current remote meetings arrangements work?

- Very Well x2
- Well
- Neither well nor poorly
- Poorly
- Very Poorly
- Unsure

While the powers in section 78 of the Coronavirus Act were brought in specifically to help local authorities in England, Wales and Northern Ireland deal with the challenges of holding meetings during the coronavirus pandemic, the government would also like to hear from interested parties about the pros and cons of making permanent express provision, in whole or in part, for local authorities in England.

Q2. Generally speaking, do you think local authorities in England should have the express ability to hold at least some meetings remotely on a permanent basis?

- Yes x2
- No
- Unsure

Beyond having express provision to avoid face-to-face meetings during the coronavirus pandemic, we are aware of feedback from local authorities about additional benefits of being able to hold remote meetings including, but not limited to, the environmental and cost benefits of reduced travel, increased participation from local residents, and the potential to attract more diverse local authority members. We are keen to obtain representative views on the benefits of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q3. What do you think are some of the benefits of the remote meetings arrangements? Please select all that apply.

- More accessible for local authority members
- Reduction in travel time for councillors x2
- Meetings more easily accessed by local residents - Yes for some, but no if they don't have internet
- Greater transparency for local authority meetings

- Documents (e.g. minutes, agendas, supporting papers) are more accessible to local residents and others online
- Easier to chair meetings in an orderly fashion x2
- A virtual format promotes greater equality in speaking time during meetings
- I do not think there are any benefits to remote meetings
- Other (please specify) – Environmental: fewer journeys, plus some savings to energy consumption in winter / air con in summer. (I realise that councillors and officers will have to heat their own homes, but they may be doing so anyway if there are others living there, whereas the buildings will not need any heating if not used)

In their representations to us, many local authorities have referenced the cost savings they have achieved through implementing remote meetings, particularly regarding a reduction in travel expenses and accommodation costs.

For example, one upper tier authority has reported that running meetings remotely has enabled them to save in the order of £6,000 per month through reduced travel expenses. We would be interested to receive more quantitative data about the cost savings that have been achieved, including any estimates of the comparative cost of running a remote meeting versus a face-to-face meeting.

Q4. (For local authorities only) Have you seen a reduction in costs since implementing remote meetings in your authority?

- Yes
- No
- Unsure n/a

Some local authorities have also made reference to the difficulty that some members have had with the remote meeting format, particularly in relation to the difficulties in managing misconduct, the challenges of working with unfamiliar software, and technological issues caused by a poor internet connection. We are keen to obtain representative views on the disadvantages of remote meetings and would particularly welcome any quantitative evidence to support these views.

Q5. What do you think are some of the disadvantages of the remote meetings arrangements, and do you have any suggestions for how they could be mitigated/overcome? Please select all that apply.

- It is harder for members to talk to one another informally
- Meetings are less accessible for local authority members or local residents who have a poor-quality internet connection possibly x1
- Meetings are less accessible for local authority members or local residents who are unfamiliar with video conferencing/technology here, those who were unfamiliar have now learned
- There is less opportunity for local residents to speak or ask questions

- Some find it more difficult to read documents online than in a physical format
- Debate is restricted by the remote format
- It is more difficult to provide effective opposition or scrutiny in a remote format
- It is more difficult to chair meetings in an orderly fashion
- Virtual meetings can be more easily dominated by individual speakers
- It might enable democratically elected members to live and perform their duties outside their local area on a permanent basis, therefore detaching them from the communities they serve
- It may create too substantial a division between the way national democracy (e.g. in the House of Commons) and local democracy is conducted
- I do not think there are any disadvantages to remote meetings
- Other (please specify) **Face to face meetings are sometimes more appropriate, but for TTC , I would say that the benefits far outweigh the disadvantages**

Other – pre & post discussion less easy

The government considers that there are also many advantages of holding meetings face-to-face. For example, physical meetings provide numerous opportunities for local authority members to speak with one another informally and build alliances, as well as to encounter local residents in the flesh and listen to their concerns in person.

Additionally, some members have referenced the vast improvement in the quality of debate when there is a lively atmosphere and they are able to make full use of their oratory skills to persuade and influence others. Some may consider remote meetings stifling and that physical meetings are essential to effective democracy and scrutiny.

Q6. What do you think are some of the main advantages of holding face-to-face meetings, as opposed to remote meetings?

If express provision for remote meetings were made permanent, it might be preferable for the government to constrain the meetings or circumstances in which remote meetings can be held to ensure that effective democracy and scrutiny can still take place.

There are some occasions, for example, where a remote meeting format may be seen as more appropriate, such as for smaller sub-committees, meetings convened at short notice, or for meetings where attendees are drawn from a large geographical area i.e. for some joint committees, combined authorities and large rural authorities. On the other hand, there are occasions where a remote meeting format may be viewed as less appropriate, for example larger meetings involving Full Council or an authority's Annual Meeting.

Q7. If permanent arrangements were to be made for local authorities in England, for which meetings do you think they should have the option to hold remote meetings?

- For all meetings

- For most meetings with a few exceptions (please specify)
- Only for some meetings (please specify)
- I think local should be able to decide for themselves which meetings they should have the option to meet remotely x2
- I do not think local authorities should have the option to hold remote meetings for any meetings
- Unsure

Q8. If permanent arrangements were to be made for local authorities in England, in which circumstances do you think local authorities should have the option to hold remote meetings?

- In any circumstances
- Only in extenuating circumstances where a meeting cannot be held face-to-face or some members would be unable to attend (e.g. severe weather events, coronavirus restrictions)
- I think local authorities should be able to decide for themselves which circumstances they should have the option to meet remotely x2
- I do not think local authorities should have the option to hold remote meetings under any circumstances
- Other (please specify)
- Unsure

While local authorities have risen magnificently to the challenge of ensuring vital council business continues by conducting meetings remotely during these unprecedented times, there may be concerns that, if the arrangements were to be made permanent, a situation could arise where remote meetings arrangements were used by a ruling party to avoid effective scrutiny or abuse the power in some other way.

Q9. Would you have any concerns if local authorities in England were given the power to decide for themselves which meetings, and in what circumstances, they have the option to hold remote meetings?

- Yes
- No x2
- Unsure

Q10. If yes, do you have any suggestions for how your concerns could be mitigated/overcome?

In deciding whether and how remote meetings arrangements may be made permanent for local authorities in England, the government needs to ensure that it has due regard to the Public Sector Equality Duty. In particular, the government would need to avoid unlawfully discriminating (either

directly or indirectly) against individuals with a protected characteristic, and also consider whether the arrangements advance equality of opportunity or help to foster good relations between those who share a protected characteristic and those who do not.

Many local authorities have spoken of the potential benefits that remote meetings could have for members or potential members with disabilities or young families. However, there are also those for whom remote meetings could pose additional difficulties, for example those with hearing or visual impairments or those more likely to struggle with the technology.

We are keen to consider views on these aspects of remote meetings and would particularly welcome any quantitative evidence to support views provided.

Remote meetings can assist with speed of getting things done, with non-permanent staff such as councillors, volunteers etc availability to be present.

Q11. In your view, would making express provision for English local authorities to meet remotely particularly benefit or disadvantage any individuals with protected characteristics e.g. those with disabilities or caring responsibilities?

- Yes
- No I suspect in most cases it would be advantageous to those with disabilities and caring responsibilities and may enable a more diverse range of people to become councillors.

I also think that it is much safer to have been able to meet like this during the pandemic, which is not over yet!

- Unsure