


**TEWKESBURY TOWN COUNCIL  
FINANCE COMMITTEE  
MONDAY 13<sup>TH</sup> DECEMBER 2021**

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

You are summoned to attend a meeting of the Finance Committee which will be held in the Town Hall, High Street, Tewkesbury, on **Monday 13<sup>th</sup> December 2021 commencing at 6.00pm**

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



Debbie Hill  
Town Clerk  
8<sup>th</sup> December 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 meetings held on 30<sup>th</sup> September and 4<sup>th</sup> November
5. Matters arising from the minutes of 4<sup>th</sup> November 2021 – 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 budget and earmarked reserves reports
9. To review the bank reconciliations and payments report for October 2021
10. To consider and agree grant applications from outside bodies
11. To note and discuss the Internal Control Check reports for Q1 & Q2 2021/22
12. To agree cost centre to be used for expenditure relating to Mayor's fundraising events and any limits
13. To discuss draft committee budgets for 2022/23
14. To review recommendations for reserves and investment policies
15. To note review is due of the risk management register

**MINUTES**  
*of the*  
**Finance Committee meeting held on 30<sup>th</sup> September 2021 at 6:00PM in the Town Hall,  
Tewkesbury**

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

**In attendance:** D Hill (Town Clerk), A Careless (Tewkesbury Library)

- F.21.031 To receive apologies**  
None.
- F.21.032 To receive declarations of interest**  
None.
- F.21.033 To receive dispensations**  
None.
- F.21.034 To approve the Minutes of the Finance Committee meeting held on 16<sup>th</sup> August 2021**  
It was RESOLVED to approve the Minutes of the Finance Committee meeting held on 16<sup>th</sup> August 2021. Proposed by Cllr Danter, seconded by Cllr Bowman.
- F.21.035 Matters arising from the Minutes – for information only.**  
20.110 **Applying for a Lloyds Charge card** - online enquiry submitted - carry forward.  
20.110 **Expenditure of legal advice for Watson Hall titles** - carry forward.  
21.024 **Expenditure queries** – the Town Clerk advised members that the queried expenditure related to an error in posting the GAPTC subscription fee twice and that bank charges had increased significantly due to larger deposits at the bank.  
21.028 – the Town Clerk distributed the guidance and this will be added to the Emergency Plan. **Action E&A committee to add.**
- F.21.036 To receive correspondence relating to the Finance Committee**  
A letter of thanks had been received from Tewkesbury Boys Brigade for the community grant awarded.
- F.21.037 Public Participation**  
None.
- F.21.038 To consider and agree grant applications from outside bodies**  
Anne Careless from Tewkesbury Library had been invited along to give an overview of the background to the grant application from Tewkesbury Library. It was RESOLVED to award a grant of £780 to Tewkesbury Library. Proposed by Cllr Bowman, seconded by Cllr S Raywood.  
The grant application from Plastic Free Tewkesbury was considered and further information is required in respect of the rationale behind a local website and whether this can be linked to a national website.

The grant application from Tewkesbury Battlefield Society was considered. It was RESOLVED to award a grant of £280 to Tewkesbury Battlefield Society. Proposed by Cllr Sztymiak, seconded by Cllr Brennan.

**F.21.039 To review the finance reports and bank reconciliations for August 2021**

The reports were reviewed.

A query was raised in respect of expenditure against Tourism and Marketing, Watson Hall projects and bar equipment codes. It was also noted that the public toilet business rates refunds should be moved to an income code. **Action:** Town Clerk to check this expenditure and report back to the next committee meeting and to arrange for the business rates refund to moved.

The bank reconciliation report for the 32 day notice account was not reviewed.

Action: 32 day notice account reconciliation for August 2021 to be added to the next agenda.

**F.21.040 To review the earmarked reserves report**

The report was reviewed.

**F.21.041 To note the Internal Audit Report for 2020/21**

The Town Clerk advised the AGAR Internal Audit Report had been added to the pack rather than the internal report. Accordingly, this matter was deferred to the next meeting.

**F.21.042 To note the External Auditor Report and Certificate for 2020/21**

The External Auditor Report and Certificate for 2020/21 was noted.

**F.21.043 To consider budget requirements for 2022/23 and the forward budget**

The draft budget requirements for 2022/23 and the forward budget were discussed and agreed.

**F.21.044 To agree the payments list**

It was RESOLVED to approve the payments list totalling £26,386.10.

Proposed by Cllr Bowman, seconded by Cllr S Raywood.

There being no further business the meeting closed at 7.59pm.

Signature of Chairman upon approval of the minutes ..... 21<sup>st</sup> October 2021

**MINUTES**  
*of the*  
**Finance Committee meeting held on 4<sup>th</sup> November 2021 at 4.30PM in the Town Hall,  
Tewkesbury**

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

**In attendance:** Cllr P Brookes, D Hill (Town Clerk)

- F.21.045**      **To receive apologies**  
Cllr C Danter (health)
- F.21.046**      **To receive declarations of interest**  
None.
- F.21.047**      **To receive dispensations**  
None.
- F.21.048**      **To approve the Minutes of the Finance Committee meeting held on 30th  
September 2021**  
Due to a typographical error on the agenda, this item was deferred to the next meeting.
- F.21.049**      **Matters arising from the Minutes – for information only.**  
20.110 **Applying for a Lloyds Charge card** - online enquiry submitted - carry forward.  
20.110 **Expenditure of legal advice for Watson Hall titles** - carry forward.  
21.028 **Death of a significant national figure** – the Committee noted that several individual plans will be included in the overall emergency plans of the Town Council. This will be co-ordinated by the Environment & Amenities Committee. **Action E&A committee to co-ordinate.**
- F.21.050**      **To receive correspondence relating to the Finance Committee**  
None.
- F.21.051**      **Public Participation**  
None.
- F.21.052**      **To review the finance reports for September 2021 and bank reconciliations for the  
32 day notice account for August 2021 and all accounts for September 2021**  
The finance reports for September 2021 and bank reconciliations for the 32 day notice account for August 2021 and all accounts for September 2021 were reviewed. Queries were raised with the Clerk concerning the Youth budget and Tourism & Marketing budget. The committee requested a breakdown of expenditure posted to the Watson Hall Projects cost centre. **Action: Town Clerk to distribute.**
- F.21.053**      **To review the payments report for September 2021**  
The payments report for September 2021 was reviewed. A member queried whether Cellar Supplies could issue a monthly invoice rather than invoicing at every

delivery. The Town Clerk advised that all suppliers involved in bar stock invoice on a delivery basis. **Action: Town Clerk to contact Cellar Supplies.**

**F.21.054 To review the earmarked reserves report**

The earmarked reserves report was reviewed. Members queried the process for the automatic release of earmarked reserves. The Town Clerk advised that the release of earmarked reserves is approved by the relevant committee. **Action: Town Clerk was asked to check whether this is correct.**

**F.21.055 To consider and agree grant applications from outside bodies**

The committee re-considered the grant application from Plastic Free Tewkesbury in view of the additional information that had been received following the committee's request. It was RESOLVED to award a grant of £113.40 to Plastic Free Tewkesbury. Proposed by Cllr Bowman, seconded by Cllr Brennan.

**F.21.056 To note and discuss the Internal Audit Report for 2020/21**

The Internal Audit report was reviewed with the following specific points to be actioned:

- **3.5 Does the council carry out an annual review of the effectiveness of their overall internal audit arrangements? Recommend that a review is carried out annually and that the Council confirms and minutes that the external auditor is considered to be independent of council and competent –**  
Committee members noted that the internal auditor is appointed each year in a Finance Committee meeting. Members felt that the word 'external' in the recommendation was a mistake. Members also queried whether this was a relevant comment given that the internal audit is carried out by a representative appointed by the County Association. **Action: Town Clerk to query this recommendation with GAPTC.**
- **3.8 Review of investments and bank mandates? Recommend that a review of investments is carried out annually and the outcome recorded in the minutes. Bank mandates are reviewed on an ongoing basis and signatories updated as required.**  
Committee Members felt that an investment policy might be required. **Action: Town Clerk to investigate this.**
- **5.2 Reserves: Is there a reserve policy? Were the objectives of the reserves identified? Recommend that a reserves policy is put in place in order to ensure that an appropriate ratio of reserves to precept is maintained. Earmarked reserves are recorded on Rialtas system and transfers approved by the relevant committee, as appropriate.**  
Committee Members felt that a reserves policy should be adopted. **Action: Town Clerk to investigate a reserves policy.**
- **5.4 Did the council regularly compare the actual income and expenditure to the budget (as detailed in the financial regulations) and evidenced in the minutes?**  
Committee Members requested written reports to be produced for committees where variances of more than £1k occur.
- **6.5 Pension provision – eligible employees a) offered pension scheme? b) outcome minuted? Pension arrangements form part of staff contract**

**and payroll provider deals with administration. Recommend that outcome of offers to join pension scheme are formally noted by the Staffing Committee and recorded in the minutes.**

This recommendation was noted. **Action: Town Clerk to add to Staffing Committee meeting agenda.**

**F.21.057 To note and discuss the Internal Control Check report for Q1 2021/22**

Carried forward to the next meeting.

**F.21.058 To agree checkers for the Internal Control Check for Q2 2021/22**

Cllrs Bowman and Brennan to carry our Q2 checks on Thursday 4<sup>th</sup> November.

**F.21.059 To consider budget requirements for 2022/23 and the forward budget**

The draft budget requirements of all committees for 2022/23 and the forward budget were discussed. It was noted that the Buildings & Moorings Committee draft budget had been discussed at a working group meeting and is due to be discussed at the next committee meeting on 17<sup>th</sup> November. Members discussed the amounts needed to be budgeted in respect of maintenance and repairs of our buildings, all of which are old buildings in need of significant upkeep and investment.

**F.21.060 To agree the payments list**

It was RESOLVED to approve the payments list totalling £14,412.62.

Proposed by Cllr Bowman, seconded by Cllr Brennan.

**Post meeting note:** this amount was reduced to £14,392.08 due to a unit price error on a Laithwaite's invoice.

There being no further business the meeting closed at 6.115pm.

Signature of Chairman upon approval of the minutes ..... 21<sup>st</sup> October 2021

## Detailed Income &amp; Expenditure by Budget Heading 08/12/2021

Month No: 8

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	320,716	320,716	0			
1090 Interest Received	0	19	100	81			
1100 Grants & Donations Received	38	55	0	(55)			
Finance :- Income	<b>38</b>	<b>320,790</b>	<b>320,816</b>	<b>26</b>			<b>0</b>
4100 Professional Fees	0	(212)	2,000	2,212		2,212	
4150 Mayors Allowance	0	1,500	1,500	0		0	
4160 Bank Charges	0	226	80	(146)		(146)	
4170 Audit Fees	0	1,924	2,000	76		76	
4180 Legal Fees	0	201	10,000	9,799		9,799	
4190 Subscriptions & Memberships	35	2,896	4,000	1,104		1,104	
4195 Health & Safety	0	123	0	(123)		(123)	
4200 Insurance	0	6,920	7,000	80		80	
4210 Stationery Office Equipment	0	1,457	1,000	(457)		(457)	
4211 Contingency	0	0	6,000	6,000		6,000	
4212 Councillor Expenses	0	0	600	600		600	
4220 Telephone & Broadband (TC)	110	677	816	139		139	
4230 Photocopier	0	1,973	2,500	527		527	
4240 Website	0	400	450	50		50	
4250 IT	245	3,613	3,200	(413)		(413)	
4260 Publications	0	0	200	200		200	
4270 Newsletter	0	0	1,000	1,000		1,000	
4280 Events & Services	62	332	3,200	2,868		2,868	
4290 Regalia	0	0	400	400		400	
4300 Civic	34	3,118	1,000	(2,118)	250	(2,368)	
4310 Tourism & Marketing	0	1,048	1,000	(48)		(48)	600
4320 Town Crier	0	1,000	1,000	0		0	
4330 Grants Paid	(1,320)	5,845	10,000	4,155		4,155	
4350 Elections	0	0	1,000	1,000		1,000	
4990 Sundries/Petty Cash	0	167	1,000	833		833	
Finance :- Indirect Expenditure	<b>(834)</b>	<b>33,208</b>	<b>60,946</b>	<b>27,738</b>	<b>250</b>	<b>27,488</b>	<b>600</b>
<b>Net Income over Expenditure</b>	<b>872</b>	<b>287,583</b>	<b>259,870</b>	<b>(27,713)</b>			
6000 plus Transfer from EMR	0	600					
<b>Movement to/(from) Gen Reserve</b>	<b>872</b>	<b>288,183</b>					

## Detailed Income &amp; Expenditure by Budget Heading 08/12/2021

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>130 Mayor's Charity</b>							
1200 Mayor's Charity Income	0	1,020	0	(1,020)			
Mayor's Charity :- Income	<b>0</b>	<b>1,020</b>	<b>0</b>	<b>(1,020)</b>			<b>0</b>
4410 Mayor's Charity Expenditure	0	1,100	0	(1,100)		(1,100)	
Mayor's Charity :- Indirect Expenditure	<b>0</b>	<b>1,100</b>	<b>0</b>	<b>(1,100)</b>	<b>0</b>	<b>(1,100)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(80)</b>	<b>0</b>	<b>80</b>			
Finance :- Income	<b>38</b>	<b>321,810</b>	<b>320,816</b>	<b>(994)</b>			
Expenditure	<b>(834)</b>	<b>34,308</b>	<b>60,946</b>	<b>26,638</b>	<b>250</b>	<b>26,388</b>	
<b>Net Income over Expenditure</b>	<b>872</b>	<b>287,503</b>	<b>259,870</b>	<b>(27,633)</b>			
plus Transfer from EMR	<b>0</b>	<b>600</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>872</b>	<b>288,103</b>					
<b>Building &amp; Moorings</b>							
<b>200 Moorings</b>							
1300 Moorings Income	354	4,186	5,500	1,314			
Moorings :- Income	<b>354</b>	<b>4,186</b>	<b>5,500</b>	<b>1,314</b>			<b>0</b>
4450 Maintenance	0	573	4,000	3,427		3,427	
4460 Rates	0	761	1,500	739		739	
4470 Mooring Leases	0	100	100	0		0	
4480 Projects - Moorings	0	0	5,000	5,000	650	4,350	
Moorings :- Indirect Expenditure	<b>0</b>	<b>1,434</b>	<b>10,600</b>	<b>9,166</b>	<b>650</b>	<b>8,516</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>354</b>	<b>2,752</b>	<b>(5,100)</b>	<b>(7,852)</b>			
<b>210 Museum</b>							
1420 Museum Income	0	2,000	0	(2,000)			
Museum :- Income	<b>0</b>	<b>2,000</b>	<b>0</b>	<b>(2,000)</b>			<b>0</b>
4450 Maintenance	(12,918)	40,407	15,000	(25,407)		(25,407)	17,053
4500 Museum Projects	0	1,188	10,000	8,813		8,813	
4590 Projects	850	850	0	(850)		(850)	
Museum :- Indirect Expenditure	<b>(12,068)</b>	<b>42,445</b>	<b>25,000</b>	<b>(17,445)</b>	<b>0</b>	<b>(17,445)</b>	<b>17,053</b>
<b>Net Income over Expenditure</b>	<b>12,068</b>	<b>(40,445)</b>	<b>(25,000)</b>	<b>15,445</b>			
6000 plus Transfer from EMR	0	17,053					
<b>Movement to/(from) Gen Reserve</b>	<b>12,068</b>	<b>(23,392)</b>					



## Detailed Income &amp; Expenditure by Budget Heading 08/12/2021

Month No: 8

## Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>220 Town Hall</u>							
1400 Garden Income	0	0	100	100			
1410 Town Hall Income	1,296	10,898	18,000	7,102			
Town Hall :- Income	<b>1,296</b>	<b>10,898</b>	<b>18,100</b>	<b>7,202</b>			<b>0</b>
4195 Health & Safety	0	315	500	185		185	
4450 Maintenance	202	3,718	12,000	8,282	1,159	7,123	
4460 Rates	0	2,935	4,100	1,165		1,165	
4550 Water	0	468	800	332		332	
4560 Electric	0	724	1,200	476		476	
4570 Gas	0	524	2,500	1,976		1,976	
4580 Garden Expenditure	0	196	300	104		104	
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	0	0	2,000	2,000		2,000	
Town Hall :- Indirect Expenditure	<b>202</b>	<b>8,881</b>	<b>38,400</b>	<b>29,519</b>	<b>1,159</b>	<b>28,360</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,094</b>	<b>2,017</b>	<b>(20,300)</b>	<b>(22,317)</b>			
<u>230 War Memorial</u>							
4450 Maintenance	0	646	1,000	354		354	
War Memorial :- Indirect Expenditure	<b>0</b>	<b>646</b>	<b>1,000</b>	<b>354</b>	<b>0</b>	<b>354</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(646)</b>	<b>(1,000)</b>	<b>(354)</b>			
Building & Moorings :- Income	<b>1,650</b>	<b>17,084</b>	<b>23,600</b>	<b>6,516</b>			
Expenditure	<b>(11,866)</b>	<b>53,406</b>	<b>75,000</b>	<b>21,595</b>	<b>1,809</b>	<b>19,786</b>	
<b>Net Income over Expenditure</b>	<b>13,516</b>	<b>(36,322)</b>	<b>(51,400)</b>	<b>(15,078)</b>			
plus Transfer from EMR	<b>0</b>	<b>17,052</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>13,516</b>	<b>(19,269)</b>					
<b>Environment &amp; Amenities</b>							
<u>300 Play Parks</u>							
1520 Severn Trent Compensation	0	934	0	(934)			
Play Parks :- Income	<b>0</b>	<b>934</b>	<b>0</b>	<b>(934)</b>			<b>0</b>
4590 Projects	0	0	5,000	5,000		5,000	
4600 Maintenance - Derek Graham	0	1,290	2,040	750		750	640
4610 Maintenance - Mitton	0	33	1,020	987		987	
4620 Maintenance - Warwick Place	0	49	1,530	1,481		1,481	
4630 Annual Playground Inspection	0	1,500	1,530	30		30	
Play Parks :- Indirect Expenditure	<b>0</b>	<b>2,872</b>	<b>11,120</b>	<b>8,248</b>	<b>0</b>	<b>8,248</b>	<b>640</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(1,938)</b>	<b>(11,120)</b>	<b>(9,182)</b>			
6000 plus Transfer from EMR	<b>0</b>	<b>640</b>					

## Detailed Income &amp; Expenditure by Budget Heading 08/12/2021

Month No: 8

## 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>0</b>	<b>(1,298)</b>					
<b>310 Spring Gardens</b>							
4450 Maintenance	44	1,973	3,060	1,087		1,087	
4460 Rates	0	(3,044)	3,060	6,104		6,104	
4550 Water	0	718	2,040	1,322		1,322	
4560 Electric	0	657	663	6		6	
4590 Projects	0	0	2,040	2,040	11,200	(9,160)	
Spring Gardens :- Indirect Expenditure	<b>44</b>	<b>303</b>	<b>10,863</b>	<b>10,560</b>	<b>11,200</b>	<b>(640)</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(44)</b>	<b>(303)</b>	<b>(10,863)</b>	<b>(10,560)</b>			
<b>320 Gloucester Road</b>							
4450 Maintenance	22	321	1,785	1,464		1,464	
4460 Rates	0	(2,320)	2,244	4,564		4,564	
4550 Water	0	538	663	125		125	
4560 Electric	0	533	408	(125)		(125)	
Gloucester Road :- Indirect Expenditure	<b>22</b>	<b>(928)</b>	<b>5,100</b>	<b>6,028</b>	<b>0</b>	<b>6,028</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22)</b>	<b>928</b>	<b>(5,100)</b>	<b>(6,028)</b>			
<b>330 Cleaning &amp; Consumables</b>							
4700 Cleaning & Maintenance Equip	0	176	1,530	1,354		1,354	
4710 Combined Consumables	0	1,771	2,550	779		779	
4720 Hygiene Contract	0	977	1,224	247		247	
Cleaning & Consumables :- Indirect Expenditure	<b>0</b>	<b>2,924</b>	<b>5,304</b>	<b>2,380</b>	<b>0</b>	<b>2,380</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,924)</b>	<b>(5,304)</b>	<b>(2,380)</b>			
<b>340 Outside Spaces</b>							
4750 CCTV	1,504	1,738	5,000	3,262	968	2,294	
4755 Tree Maintenance	0	400	1,000	600		600	
4760 Street Furniture & Clock	3,057	6,147	6,000	(147)		(147)	490
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000	
4770 Youth Budget	0	2,008	0	(2,008)		(2,008)	
4775 Insurance - Arrivall	0	0	285	285		285	
4780 Bus Shelter	0	704	1,500	796		796	
4785 GIS	0	450	480	30		30	
4790 Grass Cutting	190	1,517	2,840	1,323		1,323	
4795 Notice Boards	0	0	1,000	1,000	197	803	
Outside Spaces :- Indirect Expenditure	<b>4,751</b>	<b>12,964</b>	<b>19,105</b>	<b>6,141</b>	<b>1,165</b>	<b>4,976</b>	<b>490</b>
<b>Net Expenditure</b>	<b>(4,751)</b>	<b>(12,964)</b>	<b>(19,105)</b>	<b>(6,141)</b>			
6000 plus Transfer from EMR	0	490					
<b>Movement to/(from) Gen Reserve</b>	<b>(4,751)</b>	<b>(12,474)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 08/12/2021

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>700 Memorial Benches</b>							
1720 Memorial Benches Income	0	(78)	0	78			
Memorial Benches :- Income	<u>0</u>	<u>(78)</u>	<u>0</u>	<u>78</u>			<u>0</u>
<b>Net Income</b>	<u>0</u>	<u>(78)</u>	<u>0</u>	<u>78</u>			
Environment & Amenities :- Income	0	857	0	(857)			
Expenditure	4,816	18,136	51,492	33,356	12,365	20,991	
<b>Net Income over Expenditure</b>	<u>(4,816)</u>	<u>(17,279)</u>	<u>(51,492)</u>	<u>(34,213)</u>			
plus Transfer from EMR	0	1,130					
<b>Movement to/(from) Gen Reserve</b>	<u>(4,816)</u>	<u>(16,149)</u>					
<b>Planning</b>							
<b>400 Planning</b>							
4718 Community Development Planning	0	0	1,000	1,000		1,000	
4810 Outreach	0	0	500	500		500	
Planning :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>			
Planning :- Income	0	0	0	0			
Expenditure	0	0	1,500	1,500	0	1,500	
<b>Movement to/(from) Gen Reserve</b>	<u>0</u>	<u>0</u>					
<b>Severn Ham</b>							
<b>500 Severn Ham</b>							
1620 Hay Auction	0	5,206	190	(5,016)			
1630 Single Payment	0	183	13,000	12,817			
1640 Wayleaves	0	377	390	13			
1700 Fishing Rights	0	1,500	1,500	0			
1710 Natural England (HLS Payment)	0	0	22,248	22,248			
Severn Ham :- Income	<u>0</u>	<u>7,266</u>	<u>37,328</u>	<u>30,062</u>			<u>0</u>
4450 Maintenance	0	67	1,500	1,433		1,433	
4550 Water	0	80	255	175		175	
4850 Commoners Grazing Compensation	0	600	4,500	3,900		3,900	
4855 Hay Sowing Project	1,000	2,300	5,000	2,700		2,700	
4860 Volunteers (Rec & Prom)	0	0	2,000	2,000		2,000	
4865 Auction Fees	0	0	468	468		468	

## Detailed Income &amp; Expenditure by Budget Heading 08/12/2021

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4870 Weeding	0	0	2,500	2,500		2,500	
4875 Tree Conservation	0	3,200	3,000	(200)		(200)	
4880 Ancillary Management	0	0	4,000	4,000		4,000	
4885 Nesting Project	0	0	2,000	2,000		2,000	
4890 Carver Knowles	0	500	2,341	1,841		1,841	
4895 Cross Compliance Consultant	0	440	520	80		80	
4900 Conservation Advisor	0	3,750	5,462	1,712		1,712	
4905 Footpath Repairs	0	0	3,000	3,000		3,000	
4910 Reinstatement Expenditure	0	350	0	(350)	520	(870)	
<b>Severn Ham :- Indirect Expenditure</b>	<b>1,000</b>	<b>11,286</b>	<b>36,546</b>	<b>25,260</b>	<b>520</b>	<b>24,740</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,000)</b>	<b>(4,020)</b>	<b>782</b>	<b>4,802</b>			
<b>Severn Ham :- Income</b>	<b>0</b>	<b>7,266</b>	<b>37,328</b>	<b>30,062</b>			
<b>Expenditure</b>	<b>1,000</b>	<b>11,286</b>	<b>36,546</b>	<b>25,260</b>	<b>520</b>	<b>24,740</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(1,000)</b>	<b>(4,020)</b>					

Watson Hall600 Watson Hall

1150 Staffing Income	0	1,295	0	(1,295)			
1800 Watson Hall Income	1,144	9,689	22,000	12,311			
1810 Leases	0	0	300	300			
1820 Tudor Bar Income	648	28,668	40,500	11,832			
1830 Events Income	(143)	(238)	10,000	10,238			
<b>Watson Hall :- Income</b>	<b>1,649</b>	<b>39,414</b>	<b>72,800</b>	<b>33,386</b>			<b>0</b>
4195 Health & Safety	0	315	500	185		185	
4221 Telephone/IT (WH)	42	449	750	301		301	
4250 IT	48	144	0	(144)		(144)	
4280 Events & Services	0	943	10,000	9,057	2,069	6,988	
4450 Maintenance	116	4,791	10,000	5,209	300	4,909	
4550 Water	168	1,108	700	(408)		(408)	
4560 Electric	0	2,058	2,000	(58)		(58)	
4570 Gas	0	129	2,000	1,871		1,871	
4590 Projects	0	17,176	10,000	(7,176)	11,499	(18,675)	
4912 Bar Payroll Processing	0	103	100	(3)		(3)	
4913 Bar Equipment	21	787	200	(587)		(587)	
4914 Bar Card Charges	11	440	200	(240)		(240)	
4915 Events Card Charges	(3)	11	0	(11)		(11)	
4950 Bar Stock	512	18,817	12,240	(6,577)		(6,577)	
4955 Bar Salaries	0	11,771	4,080	(7,691)		(7,691)	

## Detailed Income &amp; Expenditure by Budget Heading 08/12/2021

Month No: 8

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4960 Equipment	0	3,842	2,040	(1,802)		(1,802)	
4965 Bar Equipment	0	83	0	(83)		(83)	
4970 Telephone/Broadband	0	83	0	(83)		(83)	
4990 Sundries/Petty Cash	0	60	510	450		450	
Watson Hall :- Indirect Expenditure	<b>914</b>	<b>63,110</b>	<b>55,320</b>	<b>(7,790)</b>	<b>13,868</b>	<b>(21,658)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>734</b>	<b>(23,695)</b>	<b>17,480</b>	<b>41,175</b>			
Watson Hall :- Income	<b>1,649</b>	<b>39,414</b>	<b>72,800</b>	<b>33,386</b>			
Expenditure	<b>914</b>	<b>63,110</b>	<b>55,320</b>	<b>(7,790)</b>	<b>13,868</b>	<b>(21,658)</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>734</b>	<b>(23,695)</b>					
<b>Staffing</b>							
<u>110 Staffing</u>							
1150 Staffing Income	0	969	0	(969)			
Staffing :- Income	<b>0</b>	<b>969</b>	<b>0</b>	<b>(969)</b>			<b>0</b>
4000 Staff Salary	0	43,137	101,935	58,798		58,798	
4030 PAYE and NI	0	13,207	16,000	2,793		2,793	
4040 Pension	0	7,613	24,000	16,387		16,387	
4050 Staff Travel	0	20	155	135		135	
4060 Councillor Travel	0	0	52	52		52	
4070 Staff Other Expenses	0	0	103	103		103	
4080 FM Contractor	0	32,305	46,800	14,495		14,495	
4090 Payroll Processing	0	239	515	276		276	
4100 Professional Fees	35	3,803	3,605	(198)		(198)	
4110 Training	410	1,024	2,575	1,551		1,551	
Staffing :- Indirect Expenditure	<b>445</b>	<b>101,348</b>	<b>195,740</b>	<b>94,392</b>	<b>0</b>	<b>94,392</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(445)</b>	<b>(100,379)</b>	<b>(195,740)</b>	<b>(95,361)</b>			
Staffing :- Income	<b>0</b>	<b>969</b>	<b>0</b>	<b>(969)</b>			
Expenditure	<b>445</b>	<b>101,348</b>	<b>195,740</b>	<b>94,392</b>	<b>0</b>	<b>94,392</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(445)</b>	<b>(100,379)</b>					
Grand Totals:- Income	<b>3,336</b>	<b>387,400</b>	<b>454,544</b>	<b>67,144</b>			
Expenditure	<b>(5,524)</b>	<b>281,593</b>	<b>476,544</b>	<b>194,952</b>	<b>28,812</b>	<b>166,139</b>	
<b>Net Income over Expenditure</b>	<b>8,860</b>	<b>105,808</b>	<b>(22,000)</b>	<b>(127,808)</b>			
plus Transfer from EMR	<b>0</b>	<b>18,782</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>8,860</b>	<b>124,590</b>					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M Museum Maintenance	11,240.00	-11,240.00	0.00
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	1,447.00		1,447.00
325 EMR E&A Playground Projects	7,110.00	-640.00	6,470.00
326 EMR E&A Youth	6,615.00		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	3,074.00		3,074.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	4,029.00	-490.00	3,539.00
333 EMR E&A Toilet Block Project	6,394.00		6,394.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	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	0.00		0.00
339 EMR Fin Legal	0.00		0.00
340 EMR Fin Elections	3,000.00		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	3,000.00		3,000.00
344 EMR SH Severn Ham Tree Maint	8,000.00		8,000.00
345 EMR SH Hay Sowing Project	8,675.00		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	1,556.00		1,556.00
353 EMR Shop Windows Project	3,890.00	-599.98	3,290.02
354 EMR TH Maintenance	5,831.00		5,831.00
355 EMR WH Projects	10,515.00		10,515.00
356 EMR WH Bar Equipment	1,619.00		1,619.00
357 EMR Museum Roof Project	18,750.00	-18,750.00	0.00
	<u>183,279.96</u>	<u>-31,719.98</u>	<u>151,559.98</u>

Bank Reconciliation Statement as at 31/10/2021  
for Cashbook 1 - Lloyds - Business Account

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/10/2021		313,996.66
			<u>313,996.66</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			313,996.66
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			313,996.66
		Balance per Cash Book is :-	313,996.66
		Difference is :-	0.00

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/09/2021	46	112,096.26
			<u>112,096.26</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,096.26
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,096.26
		Balance per Cash Book is :-	112,096.26
		Difference is :-	0.00



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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayor's Charity	31/10/2021	1	381.76
			<hr/> 381.76
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			381.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			381.76
		Balance per Cash Book is :-	381.76
		Difference is :-	0.00

08/12/2021

## Tewkesbury Town Council

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## Payments for the period 01/10/2021 to 31/10/2021

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	7	01/10/2021	29/10/2021	01/11/2021	3346 AKS055	TRA002	Travis Perkins Trading Company	542.15	108.43	650.58
1	7	01/10/2021	06/10/2021	08/10/2021	348595	INT001	Inty Limited	66.65	13.33	79.98
1	7	01/10/2021	31/10/2021	01/11/2021	199435	COU001	Countrywide Grounds Maintenance	189.66	37.93	227.59
1	7	02/10/2021	02/10/2021	01/11/2021	155	INF001	Inferno Brewery Ltd	170	0	170.00
1	7	04/10/2021	03/11/2021	01/11/2021	11494	TEW004	Tewkesbury Direct	97.75	19.55	117.30
1	7	04/10/2021	04/10/2021	01/11/2021	SEPT INV -	HAY001	Haywards Tewkesbury Ltd	211.14	42.23	253.37
1	8	04/10/2021	03/11/2021		51921	GLO003	GlosJobs Limited	35	7	42.00
1	8	04/10/2021	04/10/2021		3266	4LUK001	4Luk Lrd	90	18	108.00
1	7	05/10/2021	02/11/2021	01/11/2021	3346 AKS267	TRA002	Travis Perkins Trading Company	4.73	0.95	5.68
1	7	05/10/2021	05/10/2021	01/11/2021	14-300921	XTR001	Xtreme Maintenance	75	0	75.00
1	7	07/10/2021	06/11/2021	01/11/2021	SOI0386295	ALL001	Securitas Security Services (UK) Ltd	360	72	432.00
1	7	07/10/2021	07/10/2021	01/11/2021	9878	CLAVELL	Clavell and Hind	77.45	15.49	92.94
1	7	08/10/2021	08/10/2021		0829501	SQU001	Squeaky Clean Energy Ltd	73.03	3.65	76.68
1	7	08/10/2021	22/10/2021		0829503	SQU001	Squeaky Clean Energy Ltd	76.26	3.81	80.07
1	7	10/10/2021	10/10/2021	01/11/2021	INV0022-OCT	BLU001	Blue Moon Cleaning	170	0	170.00
1	7	10/10/2021	24/12/2021	01/11/2021	2271	NET001	NetwiseUK	400	80	480.00
1	7	12/10/2021	12/10/2021	01/11/2021	9927	CLAVELL	Clavell and Hind	154.9	30.98	185.88
1	7	12/10/2021	22/10/2021	22/10/2021	36755	CHA001	Charlton Networks	88.11	17.62	105.73
1	7	12/10/2021	12/10/2021	20/10/2021	195384	CEL001	Cellar Supplies Cheltenham Ltd	333.84	66.78	400.62
1	7	13/10/2021	12/11/2021	01/11/2021	23562	HYC001	Hy-Clean Supplies Limited	43.25	8.65	51.90
1	7	13/10/2021	12/11/2021	01/11/2021	23561	HYC001	Hy-Clean Supplies Limited	43.25	8.65	51.90
1	7	13/10/2021	12/11/2021	01/11/2021	23560	HYC001	Hy-Clean Supplies Limited	59.77	11.96	71.73
1	7	13/10/2021	12/11/2021	01/11/2021	23559	HYC001	Hy-Clean Supplies Limited	71.67	14.33	86.00
1	7	13/10/2021	13/10/2021	01/11/2021	9875113	LAI001	Laithwaites Wine Gloucester Shop	703.5	140.7	844.20
1	7	13/10/2021	13/10/2021	26/10/2021	201594	DIG001	Digital Telecom Ltd	41.5	8.3	49.80
1	7	13/10/2021	13/10/2021	26/10/2021	201589	DIG001	Digital Telecom Ltd	63.5	12.7	76.20
1	7	13/10/2021	13/10/2021	01/11/2021	INV - 41291	GN	GN Packaging	25	5	30.00
1	7	13/10/2021	13/10/2021	28/10/2021	26815930	OPU001	Opus Gas Supply Limited	55.4	2.77	58.17
1	8	13/10/2021	13/10/2021	01/11/2021	NOV 2021	MOBILE	Tesco Mobile	22.98	0	22.98
1	7	14/10/2021	13/11/2021	01/11/2021	JAS 2021	COR001	Caroline Corsie	1250	0	1,250.00

08/12/2021

## Tewkesbury Town Council

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## Payments for the period 01/10/2021 to 31/10/2021

Ledger	Month	Invoice Date	Date Due	Date Paid	Invoice Number	A/c Code	Customer Name	Net Value	Vat Amnt	Invoice Total
1	7	14/10/2021	15/10/2021	01/11/2021	SI-230	HAL001	Matt Hale Tree Surgery Ltd	360	72	432.00
1	7	14/10/2021	14/10/2021	01/11/2021	34369	B S CHAINS	B&S Chains (Midlands) LTD	33	6.6	39.60
1	7	14/10/2021	14/10/2021	15/10/2021	206003	CEL001	Cellar Supplies Cheltenham Ltd	166.93	33.39	200.32
1	7	14/10/2021	14/10/2021	20/10/2021	205993	CEL001	Cellar Supplies Cheltenham Ltd	1236.77	247.36	1,484.13
1	7	15/10/2021	15/10/2021	15/10/2021	206095	CEL001	Cellar Supplies Cheltenham Ltd	110.11	22.03	132.14
1	7	18/10/2021	18/10/2021	01/11/2021	1787	KEN001	Kenelm Joinery Ltd	200	40	240.00
1	7	18/10/2021	18/10/2021	01/11/2021	932	KB001	KB Heating	494	0	494.00
1	7	19/10/2021	19/10/2021	01/11/2021	9972	CLAVELL	Clavell and Hind	304.8	60.96	365.76
1	7	19/10/2021	19/10/2021	01/11/2021	OCTOBER 2021	CAMERON	Cameron Lawrence Painting	960	0	960.00
1	7	19/10/2021	19/10/2021	03/11/2021	26832309	OPU001	Opus Gas Supply Limited	122.24	6.11	128.35
1	7	20/10/2021	19/11/2021	01/11/2021	931757	IME001	Imex Data & Communications	48	9.6	57.60
1	7	20/10/2021	20/10/2021		9925882	LAI001	Laithwaites Wine Gloucester Shop	79.92	15.98	95.90
1	7	20/10/2021	17/11/2021	01/11/2021	3346 AKT138	TRA002	Travis Perkins Trading Company	18.78	3.76	22.54
1	7	20/10/2021	19/11/2021	01/11/2021	SOI0389144	ALL001	Securitas Security Services (UK) Ltd	53	10.6	63.60
1	7	20/10/2021	20/10/2021	27/10/2021	206327	CEL001	Cellar Supplies Cheltenham Ltd	866.14	173.24	1,039.38
1	8	20/10/2021	19/11/2021		761	RED001	Network Connections Uk Ltd T/A	1503.67	300.73	1,804.40
1	7	21/10/2021	21/10/2021		14001010	4LUK001	4Luk Lrd	1320	264	1,584.00
1	7	21/10/2021	20/11/2021	01/11/2021	4247	PAY001	PAYROLLS UK LTD	32	6.4	38.40
1	7	21/10/2021	20/11/2021	01/11/2021	4248	PAY001	PAYROLLS UK LTD	15	3	18.00
1	7	21/10/2021	21/10/2021		14001010	DB PIXEL	DB Pixel House	1320	264	1,584.00
1	7	22/10/2021	22/10/2021	01/11/2021	48959	HAN001	Timber & Hardware Supplies Ltd	31.66	6.33	37.99
1	7	23/10/2021	23/10/2021	01/11/2021	158	INF001	Inferno Brewery Ltd	85	0	85.00
1	7	26/10/2021	16/11/2021	01/11/2021	PA-2021-MCF11-	RBL POPPY	The Royal British Legion Poppy	72	0	72.00
1	7	26/10/2021	25/11/2021	01/11/2021	23806	HYC001	Hy-Clean Supplies Limited	47	9.4	56.40
1	7	26/10/2021	25/11/2021	01/11/2021	23807	HYC001	Hy-Clean Supplies Limited	47	9.4	56.40
1	7	27/10/2021	27/10/2021	01/11/2021	2021 RENEWAL	NAMESCO	Namesco Limited	21.98	4.4	26.38
1	7	29/10/2021	29/10/2021	01/11/2021	12636	DTH	Dave Hartell Contracting	700	140	840.00
1	7	29/10/2021	28/11/2021	01/11/2021	574579	PRO001	Proactive Business Supplies Ltd	328.78	65.75	394.53
1	7	31/10/2021	31/10/2021		4343	DIV001	Diversity Business Services Ltd	165	0	165.00
1	7	31/10/2021	31/10/2021	01/11/2021	NOV - 2021	LCR	National Association of Local	17	0	17.00

**Budget Totals by Committee**

	<b>2021-222</b>	<b>2022-23</b>
	<b>actual</b>	<b>draft</b>
<b>Expenditure</b>		
B&M (inc WH)	£130,320.00	£179,073.00
E&A	£51,492.00	£59,050.00
Finance	£60,946.00	£67,839.00
Planning	£1,500.00	£1,500.00
Staffing	£195,740.00	£223,146.00
Severn Ham	£36,546.00	£35,226.00
<b>Total expenditure</b>	<b>£476,544.00</b>	<b>£565,834.00</b>
<b>Income</b>		
B&M (inc WH)	£96,400.00	£105,934.00
Finance	£100.00	£40.00
Severn Ham	£37,328.00	£35,828.00
<b>Total Income</b>	<b>£133,828.00</b>	<b>£141,802.00</b>
<b>Difference</b>	<b>£342,716.00</b>	<b>£424,032.00</b>
<b>Reserves used</b>	<b>£22,000.00</b>	
<b>Precept</b>	<b>£320,716.00</b>	
Band D charge	£89.32	£117.74