


**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
THURSDAY 3rd FEBRUARY 2022**

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 **Thursday 3rd February 2022 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
27th January 2022

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 13th December 2021
5. Matters arising from the minutes of 13th December 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 for November and December 2021 and the payments report for December 2021
10. To consider and agree grant applications from outside bodies
11. To agree to earmark £2,510 from EMR Youth to Youth budget, £3,539 from EMR Street Furniture to Street Furniture & Clock, £6,394 from EMR Toilet Block Projects to Spring Gardens Projects and £3,074 from EMR CCTV to CCTV
12. To agree to vire £4,000 from Severn Ham Ancillary to Staffing Professional and £250 from Warwick Place Maintenance to Noticeboards
13. To agree to pay Smiths Waste Management for commercial recycling services at the Watson Hall by monthly direct debit
14. To approve removal of and repairs to the Newtown ward ballast bin at a cost of £1,450

MINUTES
of the
**Finance Committee meeting held on 13th December 2021 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

F.21.061 To receive apologies

None.

F.21.062 To receive declarations of interest

None.

F.21.063 To receive dispensations

None.

F.21.064 To approve the Minutes of the Finance Committee meetings held on 30th September 2021 and 4th November 2021.

It was RESOLVED to approve the minutes from 30th September 2021 with an amendment to item F21.043 adding the word committee. Proposed by Cllr Danter, seconded by Cllr Bowman. It was RESOLVED to approve the minutes from 4th November 2021. Proposed by Cllr Brennan, seconded by Cllr Danter.

F.21.065 Matters arising from the Minutes – for information only.

20.110 – **Applying for a Lloyds chargecard:** carry forward.

21.052 – **Action:** Confirm amount of funding from TBC to doors & floors project

21.053 – **Bar stock:** Town Clerk advised all invoiced on delivery. Complete

21.054 – **Release of earmarked reserves:** Town Clerk advised that Financial Regulation 4.9 confirms that changes in earmarked reserves are to be approved at a committee meeting.

21.056 – **Internal Audit report:** Item 3.5 wording should be internal. Document to be amended.

F.21.066 To receive correspondence relating to the Finance Committee

Email correspondence from a member of the public concerning variances of more than £1 to actual expenditure compared to budget to be reported on.

F.21.067 Public Participation

None.

F.21.068 To review the budget and earmarked reserves reports

The budget and earmarked reserves reports were reviewed. **Action:** A Councillor queried the amount of paint purchased for the Watson Hall painting and asked for further information. A Councillor requested information regarding a recent invoice for work undertaken by Cameron Lawrence.

- F.21.069 To consider and agree grant applications from outside bodies**
The Town Clerk confirmed £2,341.60 remained in the Community Grant budget cost centre in 2021/11. A grant application for £200 from Prior's Park Community Church was considered. It was RESOLVED to award a grant of £200. Proposed by Cllr Aldridge, seconded by Cllr Sztymiak.
- F.21.070 To note and discuss the Internal Control Check reports for Q1 & Q2 2021/22**
Cllr Bowman reported that the checkers were rolling forward and work was in progress for future checks.
- F.21.071 To agree cost centre to be used for expenditure relating to Mayor's fundraising events and any limits**
Any expenditure to come from Mayor's charity Account and limit will be dictated by the account balance.
- F.21.072 To discuss draft committee budgets for 2022/23**
The draft committee budgets for 2022/23 were discussed. The current proposals result in an increase to the precept of around 32%. Councillors discussed the reason for the increase is mainly down to the state of the buildings and the requirement to extend the Facilities Management contract. It was RESOLVED to recommend the budget and precept request to Full Council. Proposed by Cllr Bowman, seconded by Cll Danter. Cllr Sztymiak voted against.
- F.21.073 To review recommendations for reserves and investment policies**
Draft policies to be prepared and presented at a future committee meeting. **Action:** carry forward.
- F.21.074 To note review is due of the risk management register**
To be reviewed once COVID position improves. **Action:** carry forward.

There being no further business the meeting closed at 7:34pm.

Signature of Chairman upon approval of the minutes 3rd February 2022

Detailed Income & Expenditure by Budget Heading 27/01/2022

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Finance							
<u>120 Finance</u>							
1076 Precept	0	320,716	320,716	0			
1090 Interest Received	0	25	100	75			
1100 Grants & Donations Received	0	10,055	0	(10,055)			
Finance :- Income	0	330,796	320,816	(9,980)			0
4100 Professional Fees	0	250	2,000	1,750		1,750	
4150 Mayors Allowance	0	1,500	1,500	0		0	
4160 Bank Charges	2	357	80	(277)		(277)	
4170 Audit Fees	0	1,462	2,000	538		538	
4180 Legal Fees	0	324	10,000	9,676		9,676	
4190 Subscriptions & Memberships	0	2,896	4,000	1,104		1,104	
4200 Insurance	0	6,920	7,000	80		80	
4210 Stationery Office Equipment	0	1,255	1,000	(255)		(255)	
4211 Contingency	0	0	6,000	6,000		6,000	
4212 Councillor Expenses	0	0	600	600		600	
4220 Telephone & Broadband (TC)	0	763	816	53		53	
4230 Photocopier	0	2,591	2,500	(91)		(91)	
4240 Website	149	549	450	(99)		(99)	
4250 IT	227	4,008	3,200	(808)		(808)	
4260 Publications	0	0	200	200		200	
4270 Newsletter	0	0	1,000	1,000		1,000	
4280 Events & Services	0	2,212	3,200	988		988	
4290 Regalia	0	0	400	400		400	
4300 Civic	0	538	1,000	462	250	212	
4310 Tourism & Marketing	0	1,048	1,000	(48)		(48)	600
4320 Town Crier	0	1,000	1,000	0		0	
4330 Grants Paid	0	7,545	10,000	2,455		2,455	
4350 Elections	0	0	1,000	1,000		1,000	
4990 Sundries/Petty Cash	0	210	1,000	790		790	
Finance :- Indirect Expenditure	378	35,428	60,946	25,518	250	25,268	600
Net Income over Expenditure	(378)	295,368	259,870	(35,498)			
6000 plus Transfer from EMR	0	600					
Movement to/(from) Gen Reserve	(378)	295,968					
<u>130 Mayor's Charity</u>							
1200 Mayor's Charity Income	0	4,020	0	(4,020)			
Mayor's Charity :- Income	0	4,020	0	(4,020)			0

Detailed Income & Expenditure by Budget Heading 27/01/2022

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4410 Mayor's Charity Expenditure	0	2,100	0	(2,100)		(2,100)	
Mayor's Charity :- Indirect Expenditure	<u>0</u>	<u>2,100</u>	<u>0</u>	<u>(2,100)</u>	<u>0</u>	<u>(2,100)</u>	<u>0</u>
Net Income over Expenditure	<u>0</u>	<u>1,920</u>	<u>0</u>	<u>(1,920)</u>			
Finance :- Income	0	334,816	320,816	(14,000)			
Expenditure	378	37,528	60,946	23,418	250	23,168	
Net Income over Expenditure	<u>(378)</u>	<u>297,288</u>	<u>259,870</u>	<u>(37,418)</u>			
plus Transfer from EMR	0	600					
Movement to/(from) Gen Reserve	<u>(378)</u>	<u>297,888</u>					

Building & Moorings200 Moorings

1300 Moorings Income	354	5,024	5,500	476			
Moorings :- Income	<u>354</u>	<u>5,024</u>	<u>5,500</u>	<u>476</u>			<u>0</u>
4450 Maintenance	15	722	4,000	3,278		3,278	
4460 Rates	0	958	1,500	542		542	
4470 Mooring Leases	0	100	100	0		0	
4480 Projects - Moorings	0	0	5,000	5,000	650	4,350	
Moorings :- Indirect Expenditure	<u>15</u>	<u>1,780</u>	<u>10,600</u>	<u>8,820</u>	<u>650</u>	<u>8,170</u>	<u>0</u>
Net Income over Expenditure	<u>339</u>	<u>3,244</u>	<u>(5,100)</u>	<u>(8,344)</u>			

210 Museum

1420 Museum Income	0	8,250	0	(8,250)			
Museum :- Income	<u>0</u>	<u>8,250</u>	<u>0</u>	<u>(8,250)</u>			<u>0</u>
4450 Maintenance	0	47,929	15,000	(32,929)		(32,929)	29,990
4500 Museum Projects	0	2,038	10,000	7,963		7,963	
Museum :- Indirect Expenditure	<u>0</u>	<u>49,967</u>	<u>25,000</u>	<u>(24,967)</u>	<u>0</u>	<u>(24,967)</u>	<u>29,990</u>
Net Income over Expenditure	<u>0</u>	<u>(41,717)</u>	<u>(25,000)</u>	<u>16,717</u>			
6000 plus Transfer from EMR	0	29,990					
Movement to/(from) Gen Reserve	<u>0</u>	<u>(11,727)</u>					

220 Town Hall

1400 Garden Income	0	0	100	100			
1410 Town Hall Income	125	12,417	18,000	5,583			
Town Hall :- Income	<u>125</u>	<u>12,417</u>	<u>18,100</u>	<u>5,683</u>			<u>0</u>

Detailed Income & Expenditure by Budget Heading 27/01/2022

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4195 Health & Safety	0	315	500	185		185	
4450 Maintenance	144	3,937	12,000	8,063	1,159	6,904	
4460 Rates	0	3,773	4,100	327		327	
4550 Water	0	468	800	332		332	
4560 Electric	0	1,092	1,200	108		108	
4570 Gas	0	1,111	2,500	1,389		1,389	
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	144	10,891	38,400	27,509	1,159	26,350	0

Net Income over Expenditure **(19)** **1,526** **(20,300)** **(21,826)**

230 War Memorial

1990 Other Income	0	54	0	(54)			
War Memorial :- Income	0	54	0	(54)			0
4450 Maintenance	0	700	1,000	300		300	
War Memorial :- Indirect Expenditure	0	700	1,000	300	0	300	0
Net Income over Expenditure	0	(646)	(1,000)	(354)			

Building & Moorings :- Income	478	25,745	23,600	(2,145)			
Expenditure	159	63,338	75,000	11,662	1,809	9,853	

Net Income over Expenditure **320** **(37,593)** **(51,400)** **(13,807)**

plus Transfer from EMR **0** **29,990**

Movement to/(from) Gen Reserve **320** **(7,603)**

Environment & Amenities300 Play Parks

1520 Severn Trent Compensation	0	934	0	(934)			
Play Parks :- Income	0	934	0	(934)			0
4590 Projects	0	0	5,000	5,000		5,000	
4600 Maintenance - Derek Graham	0	1,478	2,040	562		562	640
4610 Maintenance - Mitton	0	33	1,020	987		987	
4620 Maintenance - Warwick Place	0	136	1,530	1,394		1,394	
4630 Annual Playground Inspection	0	1,500	1,530	30		30	
Play Parks :- Indirect Expenditure	0	3,147	11,120	7,973	0	7,973	640
Net Income over Expenditure	0	(2,213)	(11,120)	(8,907)			
6000 plus Transfer from EMR	0	640					
Movement to/(from) Gen Reserve	0	(1,573)					

Detailed Income & Expenditure by Budget Heading 27/01/2022

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
310 Spring Gardens							
4450 Maintenance	4	2,014	3,060	1,046		1,046	
4460 Rates	0	(3,044)	3,060	6,104		6,104	
4550 Water	0	718	2,040	1,322		1,322	
4560 Electric	0	877	663	(214)		(214)	
4590 Projects	0	11,200	2,040	(9,160)		(9,160)	
Spring Gardens :- Indirect Expenditure	4	11,764	10,863	(901)	0	(901)	0
Net Expenditure	(4)	(11,764)	(10,863)	901			
320 Gloucester Road							
4450 Maintenance	0	321	1,785	1,464		1,464	
4460 Rates	0	(2,320)	2,244	4,564		4,564	
4550 Water	0	804	663	(141)		(141)	
4560 Electric	0	683	408	(275)		(275)	
Gloucester Road :- Indirect Expenditure	0	(512)	5,100	5,612	0	5,612	0
Net Expenditure	0	512	(5,100)	(5,612)			
330 Cleaning & Consumables							
4700 Cleaning & Maintenance Equip	0	176	1,530	1,354		1,354	
4710 Combined Consumables	0	2,100	2,550	450		450	
4720 Hygiene Contract	0	977	1,224	247		247	
Cleaning & Consumables :- Indirect Expenditure	0	3,253	5,304	2,051	0	2,051	0
Net Expenditure	0	(3,253)	(5,304)	(2,051)			
340 Outside Spaces							
4750 CCTV	0	1,738	5,000	3,262	968	2,294	
4755 Tree Maintenance	0	400	1,000	600		600	
4760 Street Furniture & Clock	0	6,147	6,000	(147)	1,316	(1,462)	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	1,897	2,840	943		943	
4795 Notice Boards	0	0	1,000	1,000	197	803	
Outside Spaces :- Indirect Expenditure	190	13,343	19,105	5,762	2,481	3,281	490
Net Expenditure	(190)	(13,343)	(19,105)	(5,762)			
6000 plus Transfer from EMR	0	490					
Movement to/(from) Gen Reserve	(190)	(12,853)					

Detailed Income & Expenditure by Budget Heading 27/01/2022

Month No: 10

Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
700 Memorial Benches							
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>
Net Income	<u>0</u>	<u>(78)</u>	<u>0</u>	<u>78</u>			
<hr/>							
Environment & Amenities :- Income	0	857	0	(857)			
Expenditure	193	30,995	51,492	20,497	2,481	18,016	
Net Income over Expenditure	<u>(193)</u>	<u>(30,139)</u>	<u>(51,492)</u>	<u>(21,353)</u>			
plus Transfer from EMR	0	1,130					
Movement to/(from) Gen Reserve	<u>(193)</u>	<u>(29,009)</u>					
<hr/>							
Planning							
400 Planning							
4718 Community Development Planning	0	229	1,000	771		771	
4810 Outreach	0	0	500	500		500	
Planning :- Indirect Expenditure	<u>0</u>	<u>229</u>	<u>1,500</u>	<u>1,271</u>	<u>0</u>	<u>1,271</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>(229)</u>	<u>(1,500)</u>	<u>(1,271)</u>			
<hr/>							
Planning :- Income	0	0	0	0			
Expenditure	0	229	1,500	1,271	0	1,271	
Movement to/(from) Gen Reserve	<u>0</u>	<u>(229)</u>					
<hr/>							
Severn Ham							
500 Severn Ham							
1620 Hay Auction	0	5,206	190	(5,016)			
1630 Basic Payment Scheme	0	14,150	13,000	(1,150)			
1640 Wayleaves	0	377	390	13			
1700 Fishing Rights	0	1,500	1,500	0			
1710 HLS Payment	0	22,066	22,248	183			
Severn Ham :- Income	<u>0</u>	<u>43,299</u>	<u>37,328</u>	<u>(5,971)</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	0	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 & Expenditure by Budget Heading 27/01/2022

Month No: 10

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	37	62	2,000	1,938		1,938	
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)	
Severn Ham :- Indirect Expenditure	37	11,349	36,546	25,197	520	24,677	0
Net Income over Expenditure	(37)	31,951	782	(31,169)			
Severn Ham :- Income	0	43,299	37,328	(5,971)			
Expenditure	37	11,349	36,546	25,197	520	24,677	
Movement to/(from) Gen Reserve	(37)	31,951					

Watson Hall600 Watson Hall

1150 Staffing Income	0	1,295	0	(1,295)			
1800 Watson Hall Income	220	13,020	22,000	8,980			
1810 Leases	0	0	300	300			
1820 Tudor Bar Income	1,292	33,408	40,500	7,092			
1825 Bar Equipment Income	0	50	0	(50)			
1830 Events Income	0	(228)	10,000	10,228			
Watson Hall :- Income	1,512	47,545	72,800	25,255			0
4195 Health & Safety	0	315	500	185		185	
4221 Telephone/IT (WH)	0	711	750	39		39	
4280 Events & Services	0	993	10,000	9,007	2,069	6,938	
4450 Maintenance	6	11,883	10,000	(1,883)	300	(2,183)	
4550 Water	0	779	700	(79)		(79)	
4560 Electric	0	3,119	2,000	(1,119)		(1,119)	
4570 Gas	0	696	2,000	1,304		1,304	
4590 Projects	0	17,176	10,000	(7,176)	11,499	(18,675)	
4912 Bar Payroll Processing	0	155	100	(55)		(55)	
4913 Bar Equipment	0	887	200	(687)		(687)	
4914 Bar Card Charges	27	516	200	(316)		(316)	
4915 Events Card Charges	4	16	0	(16)		(16)	
4950 Bar Stock	168	19,692	12,240	(7,452)		(7,452)	
4955 Bar Salaries	0	14,951	4,080	(10,871)		(10,871)	

Detailed Income & Expenditure by Budget Heading 27/01/2022

Month No: 10

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)	
4970 Telephone/Broadband	0	83	0	(83)		(83)	
4990 Sundries/Petty Cash	0	60	510	450		450	
Watson Hall :- Indirect Expenditure	<u>205</u>	<u>75,875</u>	<u>55,320</u>	<u>(20,555)</u>	<u>13,868</u>	<u>(34,423)</u>	<u>0</u>
Net Income over Expenditure	<u>1,307</u>	<u>(28,330)</u>	<u>17,480</u>	<u>45,810</u>			
Watson Hall :- Income	1,512	47,545	72,800	25,255			
Expenditure	205	75,875	55,320	(20,555)	13,868	(34,423)	
Movement to/(from) Gen Reserve	<u>1,307</u>	<u>(28,330)</u>					
Staffing							
<u>110 Staffing</u>							
1150 Staffing Income	0	969	0	(969)			
Staffing :- Income	<u>0</u>	<u>969</u>	<u>0</u>	<u>(969)</u>			<u>0</u>
4000 Staff Salary	0	57,458	91,405	33,947		33,947	
4030 PAYE and NI	0	12,072	16,000	3,928		3,928	
4040 Pension	0	17,439	24,000	6,561		6,561	
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	42,315	57,330	15,015		15,015	
4090 Payroll Processing	0	293	515	222		222	
4100 Professional Fees	0	4,133	3,605	(528)		(528)	
4110 Training	50	1,074	2,575	1,501		1,501	
Staffing :- Indirect Expenditure	<u>50</u>	<u>134,803</u>	<u>195,740</u>	<u>60,937</u>	<u>0</u>	<u>60,937</u>	<u>0</u>
Net Income over Expenditure	<u>(50)</u>	<u>(133,835)</u>	<u>(195,740)</u>	<u>(61,905)</u>			
Staffing :- Income	0	969	0	(969)			
Expenditure	50	134,803	195,740	60,937	0	60,937	
Movement to/(from) Gen Reserve	<u>(50)</u>	<u>(133,835)</u>					
Grand Totals:- Income	1,990	453,231	454,544	1,313			
Expenditure	1,022	354,117	476,544	122,427	18,928	103,499	
Net Income over Expenditure	<u>969</u>	<u>99,114</u>	<u>(22,000)</u>	<u>(121,114)</u>			
plus Transfer from EMR	0	31,720					
Movement to/(from) Gen Reserve	<u>969</u>	<u>130,834</u>					

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 30/11/2021
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	30/11/2021		278,842.40
			<u>278,842.40</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			278,842.40
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			278,842.40
		Balance per Cash Book is :-	278,842.40
		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	30/09/2021	46	112,099.19
			<u>112,099.19</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,099.19
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,099.19
		Balance per Cash Book is :-	112,099.19
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/12/2021		298,520.82
			<u>298,520.82</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			298,520.82
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			298,520.82
		Balance per Cash Book is :-	298,520.82
		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	30/09/2021	46	112,102.02
			<u>112,102.02</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,102.02
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,102.02
		Balance per Cash Book is :-	112,102.02
		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	31/12/2021	1	3,281.76
			<u>3,281.76</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,281.76
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,281.76
		Balance per Cash Book is :-	3,281.76
		Difference is :-	0.00

List of Payments made between 01/12/2021 and 31/12/2021

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2021	Tesco Mobile	DEC 2021	22.98		December mobile
01/12/2021	NEST	DD	160.07		Nest Pension NOV 2021 P8
03/12/2021	Opus Gas Supply Limited	26916617	193.68		Town Hall Gas
05/12/2021	TBC - Back Of Avon	5105564X	70.00		Back Of Avon Business Rates
08/12/2021	Inty Limited	INV0036814	96.18		Dec Billing
14/12/2021	GAB	Std Ord	5,005.00		Contractor costs
16/12/2021	4Luk Lrd	3266-2	108.00		Service call
20/12/2021	Charlton Networks	36955	105.73		November support
20/12/2021	Gloucester County Council	BACS	1,892.76		Pensions Nov P8
20/12/2021	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
20/12/2021	Staff Salaries	BACS	7,120.60		Office Net Wages DEC P9
20/12/2021	Staff Salaries	BACS	1,127.60		Bar Net Wages DEC P9
21/12/2021	HMRC	BACS	2,003.10		Tax/Ni Nov P8
22/12/2021	NEST	DD	157.97		Nest Penison Nov 2021 P8
22/12/2021	Chris McDermott Gardens	DEC2021	950.00		New fencing/courtyard work
22/12/2021	Squeaky Clean Energy Ltd	831127	1,161.54		Glous Rd Electric
23/12/2021	KB Heating	1	506.00		new tap/leak in cellar
23/12/2021	PAYROLLS UK LTD	2	68.40		Bar Staff payroll
23/12/2021	Rebecca Blockley	BACS	14.00		Expenses
23/12/2021	Gloucester Brewery	1	309.41		Bar stock
23/12/2021	Information Commisioners Offic	2021	35.00		annual fee
29/12/2021	Opus Gas Supply Limited	26978762	404.32		Nov/Dec 2021 Gas WH
29/12/2021	Digital Telecom Ltd	201935	76.36		Town hall phones
29/12/2021	Digital Telecom Ltd	202002	49.80		Watson Hall phones
29/12/2021	Lloyds	DD	74.51		Service Charge Dec 2021
29/12/2021	Diversity Business Services Lt	4390	165.00		HR Retainer - Nov
30/12/2021	ABComplete Ltd	1	108.00		Pest Control Oct-Dec 2021
30/12/2021	Securitas Security Services (U	2	378.00		Service contract Jan-May 2022
30/12/2021	Clavell and Hind	3	35.00		Bar Stock
30/12/2021	Countrywide Grounds Maintenanc	4	227.59		DEC Grass cutting
30/12/2021	Timber & Hardware Supplies Ltd	5	16.70		PSE - timber
30/12/2021	Haywards Tewkesbury Ltd	6	71.26		November maintenance
30/12/2021	Healthmatic Ltd	7	13,440.00		Toilet Doors/supply and fit
30/12/2021	Hy-Clean Supplies Limited	8	394.45		Watson hall Cleaning supplies
30/12/2021	Proactive Business Supplies Lt	9	98.85		Office Supplies
30/12/2021	Trade UK (T/A Screwfix)	10	35.98		replacement padlock
31/12/2021	Waterplus (Watson Hall - 03850	INV054867	122.91		November WH water

Total Payments	37,225.75
----------------	-----------