


**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
THURSDAY 3rd MARCH 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 March 2022 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
25th February 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 3rd February 2022
5. Matters arising from the minutes of 3rd February 2022 – 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 January 2022
10. To consider and agree grant applications from outside bodies
11. To consider and agree to apply for a debit card facility on the business account and to agree which members of staff should be authorised for this facility
12. To note year end work is planned for 28th April 2022
13. To note the Service Level Agreement relating to the Welcome Back Fund with Tewkesbury Borough Council
14. To review the Risk Management register
15. To approve the payments list

MINUTES
of the
Finance Committee meeting held on 3rd February 2022 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.21.075 To receive apologies**
None.
- F.21.076 To receive declarations of interest**
Cllr Bowman & Cllr Sztymiak – members of Friends of the Earth.
- F.21.077 To receive dispensations**
None.
- F.21.078 To approve the approve the Minutes of the Finance Committee meeting held on 13th December 2021**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 13th December 2021. Proposed by Cllr Aldridge, seconded by Cllr Bowman.
- F.21.079 Matters arising from the Minutes – for information only.**
21.065 20.110 Cllr Aldridge & Cllr Brennan to assist Town Clerk in applying for charge card
21.052 The Town Clerk reported that £30,381.34 was the total amount of funding from Tewkesbury Borough Council towards the Watson Hall doors & floors project.
21.068 Check receipts from paint purchased for Watson Hall painting. The Town Clerk reported that the queried invoice related to painting in the Watson Hall.
- F.21.080 To receive correspondence relating to the Finance Committee**
None
- F.21.081 Public Participation**
None.
- F.21.082 To review the budget and earmarked reserves reports**
The reports were reviewed. **Action:** A councillor requested a breakdown of expenditure relating to Finance Stationery Office equipment and IT, and Staffing Professional Fees. A query was also raised about the photocopier overspend and the contract in place and whether this needs reviewing at renewal or whether copying/printing can be phased.

- F.21.083** **To review the bank reconciliations for November and December 2021 and the payments report for December 2021**
 The bank reconciliations and payments report was reviewed. **Action:** Finance officer to place a copy of the list of payments made each month in the internal checkers folder. A councillor queried staff expenses of £14.
- F.21.084** **To consider and agree grant applications from outside bodies**
 Cllrs Bowman and Sztymiak left the room for this agenda item. It was RESOLVED to award a grant of £320 to Friends of the Earth on the condition that there should be no promotion of any political party at the event and this is to be confirmed to the Town Council in writing. Proposed by Cllr Brookes, seconded by Cllr Brennan.
- F.21.085** **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**
 It was RESOLVED to approve the release of earmarked reserves. Proposed by Cllr Aldridge, seconded by Cllr S Raywood.
- F.21.086** **To agree to vire £4,000 from Severn Ham Ancillary to Staffing Professional and £250 from Warwick Place Maintenance to Noticeboards**
 It was RESOLVED to approve the virements. Proposed by Cllr Bowman, seconded by Cllr S Raywood.
- F.21.087** **To agree to pay Smiths Waste Management for commercial recycling services at the Watson Hall by monthly direct debit**
 Item deferred.
- F.21.088** **To approve removal of and repairs to the Newtown ward ballast bin at a cost of £1,450**
 Item deferred to E&A Committee and emergency plan to action.

There being no further business the meeting closed at 7:25pm.

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

Detailed Income & Expenditure by Budget Heading 25/02/2022

Month No: 11

Committee Report

	Actual Last Year	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	314,087	320,716	320,716	0			
1090 Interest Received	84	28	100	72			
1100 Grants & Donations Received	18	10,055	0	(10,055)			
Finance :- Income	314,189	330,799	320,816	(9,983)			0
4100 Professional Fees	1,678	250	2,000	1,750		1,750	
4150 Mayors Allowance	1,500	1,500	1,500	0		0	
4160 Bank Charges	156	396	80	(316)		(316)	
4170 Audit Fees	1,300	1,462	2,000	538		538	
4180 Legal Fees	4,781	653	10,000	9,347		9,347	
4190 Subscriptions & Memberships	3,036	2,996	4,000	1,004		1,004	
4195 Health & Safety	3	0	0	0		0	
4200 Insurance	6,444	6,920	7,000	80		80	
4210 Stationery Office Equipment	951	1,368	1,000	(368)		(368)	
4211 Contingency	0	0	6,000	6,000		6,000	
4212 Councillor Expenses	0	0	600	600		600	
4220 Telephone & Broadband (TC)	1,651	936	816	(120)		(120)	
4230 Photocopier	2,008	2,591	2,500	(91)		(91)	
4240 Website	600	549	450	(99)		(99)	
4250 IT	2,202	4,633	3,200	(1,433)		(1,433)	
4260 Publications	13	0	200	200		200	
4270 Newsletter	0	0	1,000	1,000		1,000	
4280 Events & Services	58	2,212	3,200	988		988	
4290 Regalia	0	0	400	400		400	
4300 Civic	282	713	1,000	287		287	
4310 Tourism & Marketing	0	1,048	1,000	(48)		(48)	600
4320 Town Crier	1,000	1,000	1,000	0		0	
4330 Grants Paid	17,110	7,745	10,000	2,255		2,255	
4350 Elections	0	0	1,000	1,000		1,000	
4990 Sundries/Petty Cash	186	229	1,000	771		771	
Finance :- Indirect Expenditure	44,957	37,201	60,946	23,745	0	23,745	600
Net Income over Expenditure	269,232	293,598	259,870	(33,728)			
6000 plus Transfer from EMR	0	600					
Movement to/(from) Gen Reserve	269,232	294,198					

Detailed Income & Expenditure by Budget Heading 25/02/2022

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>130 Mayor's Charity</u>							
1100 Grants & Donations Received	30	0	0	0			
1200 Mayor's Charity Income	1,100	4,070	0	(4,070)			
Mayor's Charity :- Income	<u>1,130</u>	<u>4,070</u>	<u>0</u>	<u>(4,070)</u>			<u>0</u>
4410 Mayor's Charity Expenditure	4,000	2,100	0	(2,100)		(2,100)	
Mayor's Charity :- Indirect Expenditure	<u>4,000</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>(2,870)</u>	<u>1,970</u>	<u>0</u>	<u>(1,970)</u>			
Finance :- Income	315,319	334,869	320,816	(14,053)			
Expenditure	48,957	39,301	60,946	21,645	0	21,645	
Net Income over Expenditure	<u>266,362</u>	<u>295,568</u>	<u>259,870</u>	<u>(35,698)</u>			
plus Transfer from EMR	0	600					
Movement to/(from) Gen Reserve	<u>266,362</u>	<u>296,168</u>					
<u>Building & Moorings</u>							
<u>200 Moorings</u>							
1300 Moorings Income	4,461	5,798	5,500	(298)			
Moorings :- Income	<u>4,461</u>	<u>5,798</u>	<u>5,500</u>	<u>(298)</u>			<u>0</u>
4450 Maintenance	9,009	812	4,000	3,188		3,188	
4460 Rates	1,098	1,028	1,500	472		472	
4470 Mooring Leases	100	100	100	0		0	
4480 Projects - Moorings	4,867	0	5,000	5,000	650	4,350	
4550 Water	17	0	0	0		0	
4960 Equipment	15	0	0	0		0	
Moorings :- Indirect Expenditure	<u>15,105</u>	<u>1,939</u>	<u>10,600</u>	<u>8,661</u>	<u>650</u>	<u>8,011</u>	<u>0</u>
Net Income over Expenditure	<u>(10,644)</u>	<u>3,858</u>	<u>(5,100)</u>	<u>(8,958)</u>			
<u>210 64 Barton Street</u>							
1100 Grants & Donations Received	18,750	0	0	0			
1420 64 Barton Street Income	0	8,250	0	(8,250)			
64 Barton Street :- Income	<u>18,750</u>	<u>8,250</u>	<u>0</u>	<u>(8,250)</u>			<u>0</u>
4195 Health & Safety	28	68	0	(68)		(68)	
4450 Maintenance	12,849	50,829	15,000	(35,829)		(35,829)	29,990
4500 64 Barton Street Projects	4,232	2,038	10,000	7,963		7,963	
64 Barton Street :- Indirect Expenditure	<u>17,108</u>	<u>52,935</u>	<u>25,000</u>	<u>(27,935)</u>	<u>0</u>	<u>(27,935)</u>	<u>29,990</u>
Net Income over Expenditure	<u>1,642</u>	<u>(44,685)</u>	<u>(25,000)</u>	<u>19,685</u>			
6000 plus Transfer from EMR	849	29,990					
Movement to/(from) Gen Reserve	<u>2,491</u>	<u>(14,695)</u>					

Detailed Income & Expenditure by Budget Heading 25/02/2022

Month No: 11

Committee Report

	Actual Last Year	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	3,743	12,812	18,000	5,188			
Town Hall :- Income	3,743	12,812	18,100	5,288			0
4195 Health & Safety	0	388	500	112		112	
4450 Maintenance	5,369	5,574	12,000	6,426	1,695	4,732	
4460 Rates	4,192	4,192	4,100	(92)		(92)	
4550 Water	908	870	800	(70)		(70)	
4560 Electric	861	2,953	1,200	(1,753)		(1,753)	
4570 Gas	1,675	1,401	2,500	1,099		1,099	
4580 Garden Expenditure	0	196	300	104		104	
4590 Projects	0	0	15,000	15,000		15,000	
4960 Equipment	1,040	1,492	2,000	508		508	
Town Hall :- Indirect Expenditure	14,044	17,065	38,400	21,335	1,695	19,640	0
Net Income over Expenditure	(10,301)	(4,253)	(20,300)	(16,047)			
<u>230 War Memorial</u>							
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	26,955	26,913	23,600	(3,313)			
Expenditure	46,257	72,640	75,000	2,360	2,345	16	
Net Income over Expenditure	(19,303)	(45,726)	(51,400)	(5,674)			
plus Transfer from EMR	849	29,990					
Movement to/(from) Gen Reserve	(18,454)	(15,736)					

Environment & Amenities

<u>300 Play Parks</u>							
1500 Grants & Donations Received	500	0	0	0			
1520 Severn Trent Compensation	0	934	0	(934)			
Play Parks :- Income	500	934	0	(934)			0
4590 Projects	5,435	0	5,000	5,000		5,000	

Detailed Income & Expenditure by Budget Heading 25/02/2022

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Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4600 Maintenance - Derek Graham	793	1,478	2,040	562	659	(98)	640
4610 Maintenance - Mitton	665	298	1,020	722		722	
4620 Maintenance - Warwick Place	162	136	1,530	1,394		1,394	
4630 Annual Playground Inspection	1,500	1,500	1,530	30		30	
Play Parks :- Indirect Expenditure	8,554	3,412	11,120	7,708	659	7,048	640
Net Income over Expenditure	(8,054)	(2,478)	(11,120)	(8,642)			
6000 plus Transfer from EMR	(7,110)	640					
Movement to/(from) Gen Reserve	(15,164)	(1,838)					
310 Spring Gardens							
4450 Maintenance	1,671	2,014	3,060	1,046		1,046	
4460 Rates	3,044	(3,044)	3,060	6,104		6,104	
4550 Water	1,423	1,279	2,040	761		761	
4560 Electric	507	1,180	663	(517)		(517)	
4590 Projects	0	11,200	2,040	(9,160)		(9,160)	6,394
Spring Gardens :- Indirect Expenditure	6,644	12,628	10,863	(1,765)	0	(1,765)	6,394
Net Expenditure	(6,644)	(12,628)	(10,863)	1,765			
6000 plus Transfer from EMR	(3,200)	6,394					
Movement to/(from) Gen Reserve	(9,844)	(6,234)					
320 Gloucester Road							
4450 Maintenance	771	321	1,785	1,464		1,464	
4460 Rates	2,320	(2,320)	2,244	4,564		4,564	
4550 Water	1,151	804	663	(141)		(141)	
4560 Electric	594	815	408	(407)		(407)	
Gloucester Road :- Indirect Expenditure	4,837	(380)	5,100	5,480	0	5,480	0
Net Expenditure	(4,837)	380	(5,100)	(5,480)			
330 Cleaning & Consumables							
4700 Cleaning & Maintenance Equip	983	176	1,530	1,354		1,354	
4710 Combined Consumables	1,518	2,100	2,550	450		450	
4720 Hygiene Contract	828	977	1,224	247		247	
Cleaning & Consumables :- Indirect Expenditure	3,329	3,253	5,304	2,051	0	2,051	0
Net Expenditure	(3,329)	(3,253)	(5,304)	(2,051)			

Detailed Income & Expenditure by Budget Heading 25/02/2022

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
340 Outside Spaces							
4450 Maintenance	199	0	0	0		0	
4750 CCTV	6,527	1,738	5,000	3,262	968	2,294	3,074
4755 Tree Maintenance	370	400	1,000	600		600	
4760 Street Furniture & Clock	4,775	6,800	6,000	(800)	863	(1,662)	4,029
4765 EmergencyPlan/Adverse Weather	0	0	1,000	1,000		1,000	
4770 Youth Budget	492	2,008	0	(2,008)		(2,008)	2,510
4775 Insurance - Arrivall	0	0	285	285		285	
4780 Bus Shelter	817	874	1,500	626		626	
4785 GIS	450	450	480	30		30	
4790 Grass Cutting	2,276	2,086	2,840	754		754	
4795 Notice Boards	2,053	0	1,000	1,000	197	803	
Outside Spaces :- Indirect Expenditure	17,958	14,356	19,105	4,749	2,028	2,721	9,613
Net Expenditure	(17,958)	(14,356)	(19,105)	(4,749)			
6000 plus Transfer from EMR	(8,155)	9,613					
Movement to/(from) Gen Reserve	(26,113)	(4,743)					
700 Memorial Benches							
1720 Memorial Benches Income	803	202	0	(202)			
Memorial Benches :- Income	803	202	0	(202)			0
4725 Memorial Benches Expenditure	1,003	84	0	(84)		(84)	
Memorial Benches :- Indirect Expenditure	1,003	84	0	(84)	0	(84)	0
Net Income over Expenditure	(200)	118	0	(118)			
Environment & Amenities :- Income	1,303	1,136	0	(1,136)			
Expenditure	42,325	33,353	51,492	18,139	2,687	15,452	
Net Income over Expenditure	(41,022)	(32,217)	(51,492)	(19,275)			
plus Transfer from EMR	(18,465)	16,647					
Movement to/(from) Gen Reserve	(59,487)	(15,570)					

Planning

400 Planning							
4715 Comm & Display Equipment	0	1,194	0	(1,194)		(1,194)	1,194
4718 Community Development Planning	0	229	1,000	771		771	
4810 Outreach	0	0	500	500		500	
Planning :- Indirect Expenditure	0	1,423	1,500	77	0	77	1,194
Net Expenditure	0	(1,423)	(1,500)	(77)			
6000 plus Transfer from EMR	0	1,194					

Detailed Income & Expenditure by Budget Heading 25/02/2022

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	0	(229)					
Planning :- Income	0	0	0	0			
Expenditure	0	1,423	1,500	77	0	77	
Net Income over Expenditure	0	(1,423)	(1,500)	(77)			
plus Transfer from EMR	0	1,194					
Movement to/(from) Gen Reserve	0	(229)					

Severn Ham500 Severn Ham

1620 Hay Auction	2,158	5,206	190	(5,016)			
1630 Basic Payment Scheme	14,874	14,150	13,000	(1,150)			
1640 Wayleaves	384	377	390	13			
1700 Fishing Rights	1,500	1,500	1,500	0			
1710 HLS Payment	22,066	22,066	22,248	183			
Severn Ham :- Income	40,981	43,299	37,328	(5,971)			0
4450 Maintenance	139	67	1,500	1,433		1,433	
4550 Water	461	80	255	175		175	
4850 Commoners Grazing Compensation	3,683	600	4,500	3,900		3,900	
4855 Hay Sowing Project	1,325	3,600	5,000	1,400		1,400	
4860 Volunteers (Rec & Prom)	0	0	2,000	2,000		2,000	
4865 Auction Fees	0	500	468	(32)		(32)	
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	107	2,000	1,893		1,893	
4890 Carver Knowles	400	0	2,341	2,341		2,341	
4895 Cross Compliance Consultant	440	440	520	80		80	
4900 Conservation Advisor	5,000	5,000	5,462	462		462	
4905 Footpath Repairs	0	0	3,000	3,000		3,000	
4910 Reinstatement Expenditure	0	350	0	(350)	520	(870)	
Severn Ham :- Indirect Expenditure	11,448	13,943	36,546	22,603	520	22,083	0
Net Income over Expenditure	29,534	29,356	782	(28,574)			
6000 plus Transfer from EMR	(7,675)	0					
Movement to/(from) Gen Reserve	21,859	29,356					
Severn Ham :- Income	40,981	43,299	37,328	(5,971)			
Expenditure	11,448	13,943	36,546	22,603	520	22,083	
Net Income over Expenditure	29,534	29,356	782	(28,574)			
plus Transfer from EMR	(7,675)	0					

Detailed Income & Expenditure by Budget Heading 25/02/2022

Month No: 11

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	21,859	29,356					
Watson Hall							
600 Watson Hall							
1100 Grants & Donations Received	22,607	0	0	0			
1150 Staffing Income	2,815	1,295	0	(1,295)			
1800 Watson Hall Income	2,663	18,056	22,000	3,944			
1810 Leases	0	0	300	300			
1820 Tudor Bar Income	6,615	36,485	40,500	4,015			
1825 Bar Equipment Income	0	50	0	(50)			
1830 Events Income	1,520	201	10,000	9,799			
Watson Hall :- Income	36,219	56,087	72,800	16,713			0
4100 Professional Fees	42	0	0	0		0	
4195 Health & Safety	69	440	500	60		60	
4221 Telephone/IT (WH)	1,476	925	750	(175)		(175)	
4250 IT	0	48	0	(48)		(48)	
4280 Events & Services	4,597	975	10,000	9,025	2,037	6,988	
4450 Maintenance	11,541	12,372	10,000	(2,372)	150	(2,522)	
4550 Water	1,844	930	700	(230)		(230)	
4560 Electric	1,679	4,113	2,000	(2,113)		(2,113)	
4570 Gas	656	840	2,000	1,160		1,160	
4590 Projects	7,485	17,176	10,000	(7,176)	11,499	(18,675)	
4912 Bar Payroll Processing	105	178	100	(78)		(78)	
4913 Bar Equipment	1,410	838	200	(638)		(638)	
4914 Bar Card Charges	140	552	200	(352)		(352)	
4915 Events Card Charges	14	26	0	(26)		(26)	
4950 Bar Stock	5,574	21,936	12,240	(9,696)		(9,696)	
4955 Bar Salaries	5,793	15,739	4,080	(11,659)		(11,659)	
4960 Equipment	381	3,863	2,040	(1,823)		(1,823)	
4965 Bar Equipment	120	0	0	0		0	
4990 Sundries/Petty Cash	2	60	510	450		450	
Watson Hall :- Indirect Expenditure	42,926	81,010	55,320	(25,690)	13,686	(39,375)	0
Net Income over Expenditure	(6,706)	(24,922)	17,480	42,402			
Watson Hall :- Income	36,219	56,087	72,800	16,713			
Expenditure	42,926	81,010	55,320	(25,690)	13,686	(39,375)	
Movement to/(from) Gen Reserve	(6,706)	(24,922)					

Staffing

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Committee Report

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<u>110 Staffing</u>							
1150 Staffing Income	4,320	969	0	(969)			
Staffing :- Income	4,320	969	0	(969)			0
4000 Staff Salary	83,700	64,479	101,935	37,456		37,456	
4030 PAYE and NI	15,976	14,037	16,000	1,963		1,963	
4040 Pension	45,074	19,479	24,000	4,521		4,521	
4050 Staff Travel	0	20	155	135		135	
4060 Councillor Travel	0	0	52	52		52	
4070 Staff Other Expenses	1,239	0	103	103		103	
4080 FM Contractor	52,000	47,320	46,800	(520)		(520)	
4090 Payroll Processing	429	362	515	153		153	
4100 Professional Fees	8,243	4,298	3,605	(693)		(693)	
4110 Training	311	1,114	2,575	1,461		1,461	
Staffing :- Indirect Expenditure	206,972	151,108	195,740	44,632	0	44,632	0
Net Income over Expenditure	(202,651)	(150,139)	(195,740)	(45,601)			
Staffing :- Income	4,320	969	0	(969)			
Expenditure	206,972	151,108	195,740	44,632	0	44,632	
Movement to/(from) Gen Reserve	(202,651)	(150,139)					
Grand Totals:- Income	425,097	463,274	454,544	(8,730)			
Expenditure	398,883	392,777	476,544	83,767	19,238	64,529	
Net Income over Expenditure	26,213	70,497	(22,000)	(92,497)			
plus Transfer from EMR	(25,291)	48,431					
Movement to/(from) Gen Reserve	922	118,928					

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	-2,510.00	4,105.00
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	0.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	4,029.00	-4,029.00	0.00
333 EMR E&A Toilet Block Project	6,394.00	-6,394.00	0.00
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	-1,194.00	1,306.00
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 Rd	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>-48,430.98</u>	<u>134,848.98</u>

List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/01/2022	Namesco Limited	JANUARY 22	33.59		Mailbox renewal 2022
04/01/2022	Tesco Mobile	JAN 2022	22.98		Work mobiles
04/01/2022	Opus Gas Supply Limited	26997524	482.16		Town Hall gas
04/01/2022	Gloucester County Council	BACS	1,892.76		Pensions Dec P9
04/01/2022	HMRC	BACS	1,965.02		Tax/Ni Dec P9
05/01/2022	TBC - Back Of Avon	5105564X	70.00		Back Of Avon Business Rates
10/01/2022	Inty Limited	INV0038135	96.18		Jan 2022 service charges
10/01/2022	Priors Park Community Church	002458	200.00		Grant Awarded
11/01/2022	Waterplus (Toilet Block - 0513	INV0564348	265.81		Glous Rd Water
12/01/2022	Cellar Supplies Cheltenham Ltd	276218	49.20		Bar Stock
12/01/2022	Waterplus (Town Hall - 0385036	INV0564834	401.55		Town hall Water
14/01/2022	GAB	Std Ord	5,005.00		Contractor costs
17/01/2022	Yu Energy	673148	474.38		Watson Hall Energy
17/01/2022	Yu Energy	673662	90.33		Glous Toilests Energy
17/01/2022	Yu Energy	673732	106.32		Spring Gardens Energy
19/01/2022	Cellar Supplies Cheltenham Ltd	298665	373.57		Bar Stock
19/01/2022	Petty Cash	002459	100.00		Petty Cash transfer
20/01/2022	A-Star Traffic	1	120.00		remembrance street closures
20/01/2022	Clavell and Hind	2	127.94		Bar Stock
20/01/2022	CLMB Media	3	290.00		Editing day rate carol service
20/01/2022	Countrywide Grounds Maintenanc	4	227.59		JAN 2022 Grass Cutting
20/01/2022	DB Pixel House	5	1,584.00		remembrance tech
20/01/2022	Fastsigns	6	330.40		Derek Graham Signs
20/01/2022	GAPTC	7	50.00		Councillor training 2 parts
20/01/2022	Gloucester Brewery	8	352.62		Bar Stock
20/01/2022	Timber & Hardware Supplies Ltd	9	45.85		maintenance supplies
20/01/2022	Haywards Tewkesbury Ltd	10	138.99		Decemeber 2021 Invoices
20/01/2022	Imex Data & Communications Lim	11	57.60		December Till Maintenance
20/01/2022	NetwiseUK	12	178.80		Upgrade WCAG
20/01/2022	PAYROLLS UK LTD	13	59.40		bar staff payroll
20/01/2022	Proactive Business Supplies Lt	14	46.03		Kettle and glue stick
20/01/2022	Rialtas Business Solutions Ltd	15	70.80		Annual Support Fee
20/01/2022	Tewkesbury Abbey	16	217.20		Remembrance Sunday
20/01/2022	Trade UK (T/A Screwfix)	17	107.47		Padlock for Back of Avon
20/01/2022	Rebecca Blockley	BACS	6.50		A2 Poster carrying case
20/01/2022	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
20/01/2022	Hippo Water Saver	002456	21.60		Hippo Water Saver
20/01/2022	Waterplus (PC Spring Gdns. - 0	INV0568377	439.94		Spring Gardens Water
20/01/2022	Staff Salaries	BACS	788.00		Bar Net Wages JAN P10
24/01/2022	Charlton Networks	INV-0384	198.10		December Phones
24/01/2022	Digital Telecom Ltd	202157	76.20		December phones
24/01/2022	Digital Telecom Ltd	202024	49.80		December phones
26/01/2022	Cellar Supplies Cheltenham Ltd	299016/031	238.23		Bar Stock
26/01/2022	NEST	DD	147.05		Nest Pension JANP10
26/01/2022	Reach Publishing Services - Ec	JAN 2022	391.10		Public Notices 902027233
27/01/2022	Gopak	200003497	1,790.39		Tables for Corn Exchange
28/01/2022	Diversity Business Services Lt	4435	165.00		HR Retainer - DEC 2021

List of Payments made between 01/01/2022 and 31/01/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/01/2022	Opus Gas Supply Limited	27054372	151.39		Watson Hall Gas
28/01/2022	Lloyds	DD	31.68		January Bank Charges
31/01/2022	Yu Energy	689451	718.64		Watson Hall Energy
31/01/2022	Waterplus (Watson Hall - 03850	INV0548686	62.54		November WH water
31/01/2022	Staff Salaries	BACS	7,020.56		Office Net Wages JAN P10

		Total Payments	<u>28,349.26</u>		
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