


**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
THURSDAY 26th MAY 2022**

To: Members of Finance Committee: Councillors s Raywood (Chair), P Aldridge, K Brennan, H Bowman, C Danter, j 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 26th May 2022 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill
Town Clerk
21st May 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 4th April 2022
5. Matters arising from the minutes of 4th April 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 financial reports and bank reconciliations of the Town Council for the year ended 31st March 2022
9. To review the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2022
10. To review the Accounting Statement for financial year 2021/22
11. To review the payments report for April 2022
12. To approve the payments list
13. To receive a report from Cllrs Bowman and Brennan on the Q3/Q4 internal control checks
14. To note the recent bar audit and stock figure of £2,958.11 at 31st March 2022
15. To agree the recommendation to undertake quarterly bar audits for financial year 2022/23

16. To consider and agree grant applications from outside bodies

17. To review the Finance Risk Register

MINUTES
of the
**Finance Committee meeting held on 4th April 2022 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

- F.21.103 To receive apologies**
Cllr Aldridge.
- F.21.104 To receive declarations of interest**
Cllr Danter in relation to the grant application from Tewkesbury Big Weekend.
- F.21.105 To receive dispensations**
None.
- F.21.106 To approve the Minutes of the Finance Committee meeting held on 3rd March 2022**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 3rd March 2022. Proposed by Cllr Bowman, seconded by Cllr Brennan.
- F.21.107 Matters arising from the Minutes of 3rd March 2022 – for information only.**
21.082 Copier contract – contract has approximately one year left to run.
21.099 Applying for a debit card – to be added to next agenda with limits for use to be set and reflected in Financial Regulations at next review.
21.102 Review of Risk Management Register – deferred until bar audit position has been clarified.
- F.21.108 To receive correspondence relating to the Finance Committee**
None.
- F.21.109 Public Participation**
None.
- F.21.110 To review the Finance committee budget report and earmarked reserves report**
The reports were reviewed. The Town Clerk reported that the remaining earmarked reserve for planning outreach cannot be released currently as there is some electrical work that needs to be undertaken following installation.
- F.21.111 To agree earmarked reserves and virements at the end of the financial year 2021/22**
Legal Fees 4180 - earmark amount remaining at end of the financial year to EMR Legal 339
Newsletter 4270 – earmark ££1,000 to EMR 342 Newsletter
Grants Paid 4330 – earmark £1,822 to new EMR Community Grants
Elections 4350 – earmark £1,000 to EMR 340 Elections

It was RESOLVED to approve the earmarked reserves. Proposed by Cllr Danter, seconded by Cllr S Raywood.

F.21.112 To review the bank reconciliations and payments report for February 2022

The bank reconciliations and payments report were reviewed.

F.21.113 To consider and agree grant applications from outside bodies

It was RESOLVED to award a grant of £800 to Tewkesbury Big Weekend. Proposed by Cllr Sztymiak, seconded by Cllr Brennan.

F.21.114 To agree to appoint GAPTC as Internal Auditor for 2021/22

It was RESOLVED to appoint GAPTC as Internal Auditor for 2021/22. Proposed by Cllr Brennan, seconded by Cllr Bowman.

F.21.115 To receive a report from Cllrs Bowman and Brennan on the Q3 internal control checks

Item deferred.

F.21.116 To approve the payments list

It was RESOLVED to approve payments totalling £1,008.44. Proposed by Cllr S Raywood, seconded by Cllr Bowman.

There being no further business the meeting closed at 18:55.

Signature of Chairman upon approval of the minutes 26th May 2022

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <u>110 Staffing</u> | | | | | | | |
| 1150 Staffing Income | 0 | 969 | 0 | (969) | | | |
| Staffing :- Income | 0 | 969 | 0 | (969) | | | 0 |
| 4000 Staff Salary | 8,164 | 79,663 | 91,405 | 11,742 | | 11,742 | |
| 4030 PAYE and NI | 4,618 | 20,493 | 16,000 | (4,493) | | (4,493) | |
| 4040 Pension | 4,287 | 25,805 | 24,000 | (1,805) | | (1,805) | |
| 4050 Staff Travel | 30 | 50 | 155 | 106 | | 106 | |
| 4060 Councillor Travel | 0 | 0 | 52 | 52 | | 52 | |
| 4070 Staff Other Expenses | 0 | 0 | 103 | 103 | | 103 | |
| 4080 FM Contractor | 5,005 | 57,330 | 57,330 | 0 | | 0 | |
| 4090 Payroll Processing | 0 | 362 | 515 | 153 | | 153 | |
| 4100 Professional Fees | 165 | 4,628 | 3,605 | (1,023) | | (1,023) | |
| 4110 Training | 225 | 1,339 | 2,575 | 1,237 | | 1,237 | |
| Staffing :- Indirect Expenditure | 22,493 | 189,670 | 195,740 | 6,071 | 0 | 6,071 | 0 |
| Net Income over Expenditure | (22,493) | (188,701) | (195,740) | (7,039) | | | |
| <u>120 Finance</u> | | | | | | | |
| 1076 Precept | 0 | 320,716 | 320,716 | 0 | | | |
| 1090 Interest Received | 4 | 34 | 100 | 66 | | | |
| 1100 Grants & Donations Received | 0 | 55 | 0 | (55) | | | |
| 1120 Tewkesbury Live Grants Receive | 0 | 10,000 | 0 | (10,000) | | | |
| Finance :- Income | 4 | 330,805 | 320,816 | (9,989) | | | 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 | 52 | 480 | 80 | (400) | | (400) | |
| 4170 Audit Fees | 0 | 1,462 | 2,000 | 538 | | 538 | |
| 4180 Legal Fees | 220 | 913 | 10,000 | 9,087 | | 9,087 | |
| 4190 Subscriptions & Memberships | 0 | 2,996 | 4,000 | 1,004 | | 1,004 | |
| 4200 Insurance | 50 | 6,970 | 7,000 | 30 | | 30 | |
| 4210 Stationery Office Equipment | 179 | 1,753 | 1,000 | (753) | | (753) | |
| 4211 Contingency | 0 | 0 | 6,000 | 6,000 | | 6,000 | |
| 4212 Councillor Expenses | 0 | 0 | 600 | 600 | | 600 | |
| 4220 Telephone & Broadband (TC) | 87 | 1,023 | 816 | (207) | | (207) | |
| 4230 Photocopier | 0 | 3,209 | 2,500 | (709) | | (709) | |
| 4240 Website | 0 | 549 | 450 | (99) | | (99) | |
| 4250 IT | 245 | 4,878 | 3,200 | (1,678) | | (1,678) | |
| 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 | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 4290 Regalia | 0 | 0 | 400 | 400 | | 400 | |
| 4300 Civic | 344 | 1,057 | 1,000 | (57) | | (57) | |
| 4310 Tourism & Marketing | 354 | 1,402 | 1,000 | (402) | | (402) | 600 |
| 4320 Town Crier | 0 | 1,000 | 1,000 | 0 | | 0 | |
| 4330 Grants Paid | 0 | 8,178 | 10,000 | 1,822 | | 1,822 | |
| 4350 Elections | 0 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4360 Residents' Weekend | 5,126 | 6,856 | 0 | (6,856) | | (6,856) | |
| 4990 Sundries/Petty Cash | 3 | 244 | 1,000 | 756 | | 756 | |
| Finance :- Indirect Expenditure | 6,661 | 46,932 | 60,946 | 14,014 | 0 | 14,014 | 600 |
| Net Income over Expenditure | (6,657) | 283,873 | 259,870 | (24,003) | | | |
| 6000 plus Transfer from EMR | 0 | 600 | | | | | |
| Movement to/(from) Gen Reserve | (6,657) | 284,473 | | | | | |
| <u>130 Mayor's Charity</u> | | | | | | | |
| 1200 Mayor's Charity Income | 338 | 4,408 | 0 | (4,408) | | | |
| Mayor's Charity :- Income | 338 | 4,408 | 0 | (4,408) | | | 0 |
| 4410 Mayor's Charity Expenditure | 0 | 2,100 | 0 | (2,100) | | (2,100) | |
| Mayor's Charity :- Indirect Expenditure | 0 | 2,100 | 0 | (2,100) | 0 | (2,100) | 0 |
| Net Income over Expenditure | 338 | 2,308 | 0 | (2,308) | | | |
| <u>200 Moorings</u> | | | | | | | |
| 1300 Moorings Income | 587 | 6,385 | 5,500 | (885) | | | |
| Moorings :- Income | 587 | 6,385 | 5,500 | (885) | | | 0 |
| 4450 Maintenance | 2,853 | 3,665 | 4,000 | 335 | | 335 | |
| 4460 Rates | 0 | 1,098 | 1,500 | 402 | | 402 | |
| 4470 Mooring Leases | 0 | 100 | 100 | 0 | | 0 | |
| 4480 Projects - Moorings | 2,250 | 2,250 | 5,000 | 2,750 | 650 | 2,100 | |
| Moorings :- Indirect Expenditure | 5,103 | 7,113 | 10,600 | 3,487 | 650 | 2,837 | 0 |
| Net Income over Expenditure | (4,516) | (728) | (5,100) | (4,372) | | | |
| <u>210 64 Barton Street</u> | | | | | | | |
| 1420 64 Barton Street Income | 0 | 8,250 | 0 | (8,250) | | | |
| 64 Barton Street :- Income | 0 | 8,250 | 0 | (8,250) | | | 0 |
| 4195 Health & Safety | 0 | 68 | 0 | (68) | | (68) | |
| 4450 Maintenance | 1,632 | 52,462 | 15,000 | (37,462) | | (37,462) | 29,990 |
| 4500 64 Barton Street Projects | 1,175 | 3,213 | 10,000 | 6,788 | | 6,788 | |
| 64 Barton Street :- Indirect Expenditure | 2,807 | 55,743 | 25,000 | (30,743) | 0 | (30,743) | 29,990 |
| Net Income over Expenditure | (2,807) | (47,493) | (25,000) | 22,493 | | | |
| 6000 plus Transfer from EMR | 0 | 29,990 | | | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| Movement to/(from) Gen Reserve | (2,807) | (17,503) | | | | | |
| <u>220 Town Hall</u> | | | | | | | |
| 1400 Garden Income | 0 | 0 | 100 | 100 | | | |
| 1410 Town Hall Income | 488 | 14,487 | 18,000 | 3,513 | | | |
| Town Hall :- Income | 488 | 14,487 | 18,100 | 3,613 | | | 0 |
| 4195 Health & Safety | 0 | 388 | 500 | 112 | | 112 | |
| 4450 Maintenance | 1,047 | 7,270 | 12,000 | 4,730 | 800 | 3,930 | |
| 4460 Rates | 0 | 4,192 | 4,100 | (92) | | (92) | |
| 4550 Water | 0 | 870 | 800 | (70) | | (70) | |
| 4560 Electric | 0 | 2,953 | 1,200 | (1,753) | | (1,753) | |
| 4570 Gas | 323 | 1,724 | 2,500 | 776 | | 776 | |
| 4580 Garden Expenditure | 0 | 196 | 300 | 104 | | 104 | |
| 4590 Projects | 0 | 2,900 | 15,000 | 12,100 | | 12,100 | |
| 4960 Equipment | 0 | 1,492 | 2,000 | 508 | | 508 | |
| Town Hall :- Indirect Expenditure | 1,369 | 21,984 | 38,400 | 16,416 | 800 | 15,616 | 0 |
| Net Income over Expenditure | (881) | (7,497) | (20,300) | (12,803) | | | |
| <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) | | | |
| <u>300 Play Parks</u> | | | | | | | |
| 1520 Severn Trent Compensation | 200 | 1,134 | 0 | (1,134) | | | |
| Play Parks :- Income | 200 | 1,134 | 0 | (1,134) | | | 0 |
| 4590 Projects | 0 | 0 | 5,000 | 5,000 | | 5,000 | |
| 4600 Maintenance - Derek Graham | 669 | 2,148 | 2,040 | (108) | | (108) | 640 |
| 4610 Maintenance - Mitton | 0 | 298 | 1,020 | 722 | | 722 | |
| 4620 Maintenance - Warwick Place | 0 | 136 | 1,530 | 1,394 | | 1,394 | |
| 4630 Annual Playground Inspection | 1,500 | 3,000 | 1,530 | (1,470) | | (1,470) | |
| Play Parks :- Indirect Expenditure | 2,169 | 5,582 | 11,120 | 5,538 | 0 | 5,538 | 640 |
| Net Income over Expenditure | (1,969) | (4,448) | (11,120) | (6,672) | | | |
| 6000 plus Transfer from EMR | 0 | 640 | | | | | |
| Movement to/(from) Gen Reserve | (1,969) | (3,808) | | | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre 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 | 12 | 2,026 | 3,060 | 1,034 | | 1,034 | |
| 4460 Rates | 0 | (3,044) | 3,060 | 6,104 | | 6,104 | |
| 4550 Water | 0 | 1,279 | 2,040 | 761 | | 761 | |
| 4560 Electric | 345 | 1,525 | 663 | (862) | | (862) | |
| 4590 Projects | 0 | 11,200 | 2,040 | (9,160) | | (9,160) | 6,394 |
| Spring Gardens :- Indirect Expenditure | 358 | 12,985 | 10,863 | (2,122) | 0 | (2,122) | 6,394 |
| Net Expenditure | (358) | (12,985) | (10,863) | 2,122 | | | |
| 6000 plus Transfer from EMR | 0 | 6,394 | | | | | |
| Movement to/(from) Gen Reserve | (358) | (6,591) | | | | | |
| 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 | 207 | 1,022 | 408 | (614) | | (614) | |
| Gloucester Road :- Indirect Expenditure | 207 | (173) | 5,100 | 5,273 | 0 | 5,273 | 0 |
| Net Expenditure | (207) | 173 | (5,100) | (5,273) | | | |
| 330 Cleaning & Consumables | | | | | | | |
| 4700 Cleaning & Maintenance Equip | 60 | 236 | 1,530 | 1,294 | 49 | 1,245 | |
| 4710 Combined Consumables | 256 | 2,356 | 2,550 | 194 | | 194 | |
| 4720 Hygiene Contract | 0 | 977 | 1,224 | 247 | | 247 | |
| Cleaning & Consumables :- Indirect Expenditure | 317 | 3,569 | 5,304 | 1,735 | 49 | 1,686 | 0 |
| Net Expenditure | (317) | (3,569) | (5,304) | (1,735) | | | |
| 340 Outside Spaces | | | | | | | |
| 4750 CCTV | 3,405 | 5,143 | 5,000 | (143) | 968 | (1,111) | 3,074 |
| 4755 Tree Maintenance | 0 | 400 | 1,000 | 600 | | 600 | |
| 4760 Street Furniture & Clock | 37 | 6,837 | 6,000 | (837) | 885 | (1,722) | 4,029 |
| 4765 EmergencyPlan/Adverse Weather | 0 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4770 Youth Budget | 0 | 2,992 | 0 | (2,992) | | (2,992) | 2,510 |
| 4775 Insurance - Arrivall | 52 | 52 | 285 | 233 | | 233 | |
| 4780 Bus Shelter | 0 | 874 | 1,500 | 626 | | 626 | |
| 4785 GIS | 0 | 450 | 480 | 30 | | 30 | |
| 4790 Grass Cutting | 190 | 2,276 | 2,840 | 564 | | 564 | |
| 4795 Notice Boards | 0 | 0 | 1,000 | 1,000 | 197 | 803 | |
| Outside Spaces :- Indirect Expenditure | 3,685 | 19,024 | 19,105 | 81 | 2,050 | (1,970) | 9,613 |
| Net Expenditure | (3,685) | (19,024) | (19,105) | (81) | | | |
| 6000 plus Transfer from EMR | 0 | 9,613 | | | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| Movement to/(from) Gen Reserve | (3,685) | (9,411) | | | | | |
| <u>400 Planning</u> | | | | | | | |
| 4715 Comm & Display Equipment | 376 | 1,570 | 0 | (1,570) | | (1,570) | 1,194 |
| 4718 Community Development Planning | 0 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4810 Outreach | 0 | 229 | 500 | 271 | | 271 | |
| Planning :- Indirect Expenditure | 376 | 1,799 | 1,500 | (299) | 0 | (299) | 1,194 |
| Net Expenditure | (376) | (1,799) | (1,500) | 299 | | | |
| 6000 plus Transfer from EMR | 0 | 1,194 | | | | | |
| Movement to/(from) Gen Reserve | (376) | (605) | | | | | |
| <u>500 Severn Ham</u> | | | | | | | |
| 1620 Hay Auction | 0 | 5,206 | 190 | (5,016) | | | 5,000 |
| 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 | 0 | 43,299 | 37,328 | (5,971) | | | 5,000 |
| 4450 Maintenance | 2 | 69 | 1,500 | 1,431 | | 1,431 | |
| 4550 Water | 0 | 80 | 255 | 175 | | 175 | |
| 4850 Commoners Grazing Compensation | 0 | 600 | 4,500 | 3,900 | | 3,900 | |
| 4855 Hay Sowing Project | 0 | 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 | 58 | 165 | 2,000 | 1,835 | | 1,835 | |
| 4890 Carver Knowles | 200 | 200 | 2,341 | 2,141 | | 2,141 | |
| 4895 Cross Compliance Consultant | 0 | 440 | 520 | 80 | | 80 | |
| 4900 Conservation Advisor | 0 | 5,000 | 5,462 | 462 | | 462 | |
| 4905 Footpath Repairs | 0 | 0 | 3,000 | 3,000 | | 3,000 | |
| 4910 Reinstatement Expenditure | 0 | 350 | 0 | (350) | 359 | (709) | |
| Severn Ham :- Indirect Expenditure | 261 | 14,204 | 36,546 | 22,342 | 359 | 21,983 | 0 |
| Net Income over Expenditure | (261) | 29,095 | 782 | (28,313) | | | |
| 6001 less Transfer to EMR | 5,000 | 5,000 | | | | | |
| Movement to/(from) Gen Reserve | (5,261) | 24,095 | | | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 600 Watson Hall | | | | | | | |
| 1150 Staffing Income | 0 | 1,295 | 0 | (1,295) | | | |
| 1800 Watson Hall Income | 2,380 | 20,844 | 22,000 | 1,156 | | | |
| 1810 Leases | 0 | 0 | 300 | 300 | | | |
| 1820 Tudor Bar Income | 3,929 | 41,839 | 40,500 | (1,339) | | | |
| 1825 Bar Equipment Income | 0 | 50 | 0 | (50) | | | |
| 1830 Events Income | 228 | 1,208 | 10,000 | 8,792 | | | |
| Watson Hall :- Income | 6,536 | 65,236 | 72,800 | 7,564 | | | 0 |
| 4195 Health & Safety | 0 | 440 | 500 | 60 | | 60 | |
| 4221 Telephone/IT (WH) | 90 | 1,014 | 750 | (264) | | (264) | |
| 4250 IT | 0 | 48 | 0 | (48) | | (48) | |
| 4280 Events & Services | (500) | 475 | 10,000 | 9,525 | 2,037 | 7,488 | |
| 4450 Maintenance | 710 | 13,206 | 10,000 | (3,206) | 150 | (3,356) | |
| 4550 Water | 56 | 985 | 700 | (285) | | (285) | |
| 4560 Electric | 3,854 | 7,967 | 2,000 | (5,967) | | (5,967) | |
| 4570 Gas | 437 | 1,721 | 2,000 | 279 | | 279 | |
| 4590 Projects | (19,998) | (2,822) | 10,000 | 12,822 | 11,499 | 1,323 | 475 |
| 4912 Bar Payroll Processing | 0 | 178 | 100 | (78) | | (78) | |
| 4913 Bar Equipment | 20 | 858 | 200 | (658) | | (658) | |
| 4914 Bar Card Charges | 44 | 623 | 200 | (423) | | (423) | |
| 4915 Events Card Charges | 5 | 33 | 0 | (33) | | (33) | |
| 4950 Bar Stock | (53) | 21,979 | 12,240 | (9,739) | | (9,739) | |
| 4955 Bar Salaries | 1,313 | 18,059 | 4,080 | (13,979) | | (13,979) | |
| 4960 Equipment | 0 | 3,953 | 2,040 | (1,913) | | (1,913) | |
| 4990 Sundries/Petty Cash | 0 | 60 | 510 | 450 | | 450 | |
| Watson Hall :- Indirect Expenditure | (14,023) | 68,777 | 55,320 | (13,457) | 13,686 | (27,143) | 475 |
| Net Income over Expenditure | 20,560 | (3,541) | 17,480 | 21,021 | | | |
| 6000 plus Transfer from EMR | 475 | 475 | | | | | |
| Movement to/(from) Gen Reserve | 21,034 | (3,066) | | | | | |
| 700 Memorial Benches | | | | | | | |
| 1720 Memorial Benches Income | 0 | 202 | 0 | (202) | | | |
| Memorial Benches :- Income | 0 | 202 | 0 | (202) | | | 0 |
| 4725 Memorial Benches Expenditure | 289 | 374 | 0 | (374) | | (374) | |
| Memorial Benches :- Indirect Expenditure | 289 | 374 | 0 | (374) | 0 | (374) | 0 |
| Net Income over Expenditure | (289) | (172) | 0 | 172 | | | |

Detailed Income & Expenditure by Budget Heading 31/03/2022

Month No: 12

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| Grand Totals:- Income | 8,153 | 475,229 | 454,544 | (20,685) | | | |
| Expenditure | 32,072 | 450,382 | 476,544 | 26,162 | 17,594 | 8,568 | |
| Net Income over Expenditure | (23,919) | 24,846 | (22,000) | (46,846) | | | |
| plus Transfer from EMR | 475 | 48,906 | | | | | |
| less Transfer to EMR | 5,000 | 5,000 | | | | | |
| Movement to/(from) Gen Reserve | (28,444) | 68,752 | | | | | |

| Account | Opening Balance | Net Transfers | Closing Balance |
|------------------------------------|-------------------|------------------|-------------------|
| 320 EMR B&M Museum Maintenance | 11,240.00 | -4,531.00 | 6,709.00 |
| 321 EMR B&M Town Hall Gardens | 250.00 | | 250.00 |
| 322 EMR B&M Moorings Prior's Court | 19,894.23 | | 19,894.23 |
| 323 EMR Moorings Maintenance | 0.00 | 335.00 | 335.00 |
| 324 EMR E&A Noticeboards | 1,447.00 | | 1,447.00 |
| 325 EMR E&A Playground Projects | 7,110.00 | 5,494.00 | 12,604.00 |
| 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 | 300.00 | 5,857.73 |
| 329 EMR SH Severn Ham | 6,140.00 | | 6,140.00 |
| 330 EMR E&A CCTV | 3,074.00 | -574.00 | 2,500.00 |
| 331 EMR E&A Tree Maintenance | 5,150.00 | | 5,150.00 |
| 332 EMR E&A Street Furniture | 4,029.00 | -1,729.00 | 2,300.00 |
| 333 EMR E&A Toilet Block Project | 6,394.00 | 1,508.00 | 7,902.00 |
| 334 EMR E&A Gloucester Road Maint. | 0.00 | | 0.00 |
| 335 EMR E&A Bus Shelters | 2,000.00 | 640.00 | 2,640.00 |
| 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 | 9,087.00 | 9,087.00 |
| 340 EMR Fin Elections | 3,000.00 | 1,000.00 | 4,000.00 |
| 341 EMR Fin Tourism & Marketing | 1,474.00 | | 1,474.00 |
| 342 EMR Fin Newsletter | 500.00 | 1,000.00 | 1,500.00 |
| 343 EMR SH Weeding | 3,000.00 | 4,500.00 | 7,500.00 |
| 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 | -71.00 | 271.00 |
| 349 EMR B&M Moorings Projects | 4,263.00 | 2,100.00 | 6,363.00 |
| 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 | 3,930.00 | 9,761.00 |
| 355 EMR WH Projects | 10,515.00 | -475.00 | 10,040.00 |
| 356 EMR WH Bar Equipment | 1,619.00 | | 1,619.00 |
| 357 EMR Museum Roof Project | 18,750.00 | -18,750.00 | 0.00 |
| 358 EMR Mythe Nature Reserve | 0.00 | 5,000.00 | 5,000.00 |
| 359 EMR Pla Community Devel Planni | 0.00 | 1,000.00 | 1,000.00 |
| 360 EMR TH Projects | 0.00 | 12,100.00 | 12,100.00 |
| 361 EMR Fin Community Grants | 0.00 | 1,822.00 | 1,822.00 |
| 362 EMR Tewkes Live Music Festival | 0.00 | 9,892.50 | 9,892.50 |
| 363 WH Doors & Floors Project | 0.00 | 3,402.00 | 3,402.00 |
| 364 EMR B&M 64 BS FUndraising Proj | 0.00 | 6,788.00 | 6,788.00 |
| | <u>183,279.96</u> | <u>39,464.52</u> | <u>222,744.48</u> |

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|-----------------------------|-------------------|
| Lloyds Bank Current A/c | 31/03/2022 | | 239,747.75 |
| | | | <u>239,747.75</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 239,747.75 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 239,747.75 |
| | | Balance per Cash Book is :- | 239,747.75 |
| | | Difference is :- | 0.00 |

Bank Reconciliation Statement as at 31/03/2022
for Cashbook 4 - Lloyds - 32 Day Notice A/C

| <u>Bank Statement Account Name (s)</u> | <u>Statement Date</u> | <u>Page No</u> | <u>Balances</u> |
|---|-----------------------|-----------------------------|-------------------|
| Lloyds Bank Savings A/c | 31/03/2022 | 52 | 112,111.03 |
| | | | <u>112,111.03</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 112,111.03 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 112,111.03 |
| | | Balance per Cash Book is :- | 112,111.03 |
| | | 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 | 31/03/2022 | 1 | 3,669.28 |
| | | | <u>3,669.28</u> |
| <u>Unpresented Cheques (Minus)</u> | | <u>Amount</u> | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 3,669.28 |
| <u>Receipts not Banked/Cleared (Plus)</u> | | | |
| | | 0.00 | |
| | | | <u>0.00</u> |
| | | | 3,669.28 |
| | | Balance per Cash Book is :- | 3,669.28 |
| | | Difference is :- | 0.00 |

13/05/2022

Tewkesbury Town Council

13:05

Balance Sheet as at 31st March 2022

31st March 2021

31st March 2022

| 31st March 2021 | | 31st March 2022 |
|-----------------|---------------------------------------|-----------------|
| | Current Assets | |
| 1,436 | Sales | 1,159 |
| 5,542 | VAT Control A/c | 6,707 |
| 1,215 | Stock | 2,958 |
| 219,253 | Current Bank A/c | 239,648 |
| 1,362 | Lloyds Bank - Mayor's Charity | 3,669 |
| 117 | Petty Cash | 40 |
| 15 | Bar Petty Cash | 32 |
| 112,077 | Lloyds Bank - Savings A/c | 112,111 |
| 800 | Floats | 1,200 |
| 816 | Wages Control | 0 |
| 342,632 | | 367,524 |
| 342,632 | Total Assets | 367,524 |
| | Current Liabilities | |
| 16,804 | Creditors | 18,357 |
| 1,605 | Receipts in Advance | 0 |
| 1,699 | Tax/NI Control | 2,670 |
| 2,043 | Pension Control | 2,289 |
| 1,120 | Holding Deposits | 0 |
| 23,271 | | 23,316 |
| 319,361 | Total Assets Less Current Liabilities | 344,208 |
| | Represented By | |
| 136,081 | General Reserves | 121,463 |
| 183,280 | Earmarked Reserves | 222,744 |
| 319,361 | | 344,208 |

The above statement represents fairly the financial position of the authority as at 31st March 2022 and reflects its Income and Expenditure during the year.

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial _____ Date : _____

Tewkesbury Town Council
Income and Expenditure Account for Year Ended 31st March 2022

| 31st March 2021 | | 31st March 2022 |
|-----------------|------------------------------|-----------------|
| | Operating Income | |
| 4,320 | Staffing | 969 |
| 314,189 | Finance | 330,805 |
| 1,130 | Mayor's Charity | 4,408 |
| 4,461 | Moorings | 6,385 |
| 18,750 | 64 Barton Street | 8,250 |
| 3,743 | Town Hall | 14,487 |
| 0 | War Memorial | 54 |
| 500 | Play Parks | 1,134 |
| 40,981 | Severn Ham | 43,299 |
| 36,219 | Watson Hall | 65,236 |
| 803 | Memorial Benches | 202 |
| <u>425,097</u> | Total Income | <u>475,229</u> |
| | Running Costs | |
| 206,972 | Staffing | 189,670 |
| 44,957 | Finance | 46,932 |
| 4,000 | Mayor's Charity | 2,100 |
| 15,105 | Moorings | 7,113 |
| 17,108 | 64 Barton Street | 55,743 |
| 14,044 | Town Hall | 21,984 |
| 0 | War Memorial | 700 |
| 8,554 | Play Parks | 5,582 |
| 6,644 | Spring Gardens | 12,985 |
| 4,837 | Gloucester Road | (173) |
| 3,329 | Cleaning & Consumables | 3,569 |
| 17,958 | Outside Spaces | 19,024 |
| 0 | Planning | 1,799 |
| 11,448 | Severn Ham | 14,204 |
| 42,926 | Watson Hall | 68,777 |
| 1,003 | Memorial Benches | 374 |
| <u>398,883</u> | Total Expenditure | <u>450,382</u> |
| | General Fund Analysis | |
| 181,146 | Opening Balance | 136,081 |
| 425,097 | Plus : Income for Year | 475,229 |
| <u>606,243</u> | | <u>611,310</u> |
| 398,883 | Less : Expenditure for Year | 450,382 |
| <u>207,359</u> | | <u>160,928</u> |
| 71,278 | Transfers TO / FROM Reserves | 39,465 |
| <u>136,081</u> | Closing Balance | <u>121,463</u> |

Working details for ANNUAL RETURN - Year ended 31 March 2022

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code</u> | <u>and</u> | <u>Centre</u> | <u>Code Description</u> |
|---|---------------------------------|--------------------|-------------|--|---------------|--------------------------------|
| 1 | 181,146 | 136,081 | 310 | | 0 | General Reserves |
| 1 | 7,321 | 11,240 | 320 | | 0 | EMR B&M Museum Maintenance |
| 1 | 250 | 250 | 321 | | 0 | EMR B&M Town Hall Gardens |
| 1 | 19,894 | 19,894 | 322 | | 0 | EMR B&M Moorings Prior's Court |
| 1 | 1,500 | 1,447 | 324 | | 0 | EMR E&A Noticeboards |
| 1 | 0 | 7,110 | 325 | | 0 | EMR E&A Playground Projects |
| 1 | 2,615 | 6,615 | 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 | 3,625 | 3,074 | 330 | | 0 | EMR E&A CCTV |
| 1 | 2,520 | 5,150 | 331 | | 0 | EMR E&A Tree Maintenance |
| 1 | 3,900 | 4,029 | 332 | | 0 | EMR E&A Street Furniture |
| 1 | 3,194 | 6,394 | 333 | | 0 | EMR E&A Toilet Block Project |
| 1 | 0 | 2,000 | 335 | | 0 | EMR E&A Bus Shelters |
| 1 | 2,160 | 2,160 | 337 | | 0 | EMR Fin Website |
| 1 | 1,942 | 0 | 338 | | 0 | EMR Fin Professional |
| 1 | 2,000 | 3,000 | 340 | | 0 | EMR Fin Elections |
| 1 | 1,474 | 1,474 | 341 | | 0 | EMR Fin Tourism & Marketing |
| 1 | 500 | 500 | 342 | | 0 | EMR Fin Newsletter |
| 1 | 2,000 | 3,000 | 343 | | 0 | EMR SH Weeding |
| 1 | 5,000 | 8,000 | 344 | | 0 | EMR SH Severn Ham Tree Maint |
| 1 | 5,000 | 8,675 | 345 | | 0 | EMR SH Hay Sowing Project |
| 1 | 2,050 | 2,050 | 346 | | 0 | EMR SH Carver Knowles |
| 1 | 2,500 | 2,500 | 347 | | 0 | EMR Pla Comm. & Display |
| 1 | 342 | 342 | 348 | | 0 | EMR Pla Outreach Sessions |
| 1 | 4,263 | 4,263 | 349 | | 0 | EMR B&M Moorings Projects |
| 1 | 20,000 | 20,000 | 350 | | 0 | EMR B&M Watson Hall Lease * |
| 1 | 2,433 | 2,433 | 351 | | 0 | EMR B&M Moorings St Mary's Rd |
| 1 | 0 | 1,556 | 352 | | 0 | EMR Insurance |
| 1 | 0 | 3,890 | 353 | | 0 | EMR Shop Windows Project |
| 1 | 0 | 5,831 | 354 | | 0 | EMR TH Maintenance |
| 1 | 0 | 10,515 | 355 | | 0 | EMR WH Projects |
| 1 | 0 | 1,619 | 356 | | 0 | EMR WH Bar Equipment |
| 1 | 0 | 18,750 | 357 | | 0 | EMR Museum Roof Project |
| 1 | Balances brought forward | 293,148 | 319,361 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. | | |
| 2 | 314,087 | 320,716 | 1076 | | 120 | Precept |
| 2 | (+) Precept or Rates and Levies | 314,087 | 320,716 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. | | |
| 3 | 84 | 34 | 1090 | | 120 | Interest Received |
| 3 | 18 | 55 | 1100 | | 120 | Grants & Donations Received |
| 3 | 30 | 0 | 1100 | | 130 | Grants & Donations Received |
| 3 | 18,750 | 0 | 1100 | | 210 | Grants & Donations Received |
| 3 | 22,607 | 0 | 1100 | | 600 | Grants & Donations Received |

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2022

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code</u> | <u>and</u> | <u>Centre</u> | <u>Code Description</u> |
|---|--------------------------------------|--------------------|-------------|---|---------------|--------------------------------|
| 3 | 0 | 10,000 | 1120 | | 120 | Tewkesbury Live Grants Receive |
| 3 | 4,320 | 969 | 1150 | | 110 | Staffing Income |
| 3 | 2,815 | 1,295 | 1150 | | 600 | Staffing Income |
| 3 | 1,100 | 4,408 | 1200 | | 130 | Mayor's Charity Income |
| 3 | 4,461 | 6,385 | 1300 | | 200 | Moorings Income |
| 3 | 3,743 | 14,487 | 1410 | | 220 | Town Hall Income |
| 3 | 0 | 8,250 | 1420 | | 210 | 64 Barton Street Income |
| 3 | 500 | 0 | 1500 | | 300 | Grants & Donations Received |
| 3 | 0 | 1,134 | 1520 | | 300 | Severn Trent Compensation |
| 3 | 2,158 | 5,206 | 1620 | | 500 | Hay Auction |
| 3 | 14,874 | 14,150 | 1630 | | 500 | Basic Payment Scheme |
| 3 | 384 | 377 | 1640 | | 500 | Wayleaves |
| 3 | 1,500 | 1,500 | 1700 | | 500 | Fishing Rights |
| 3 | 22,066 | 22,066 | 1710 | | 500 | HLS Payment |
| 3 | 803 | 202 | 1720 | | 700 | Memorial Benches Income |
| 3 | 2,663 | 20,844 | 1800 | | 600 | Watson Hall Income |
| 3 | 6,615 | 41,839 | 1820 | | 600 | Tudor Bar Income |
| 3 | 0 | 50 | 1825 | | 600 | Bar Equipment Income |
| 3 | 1,520 | 1,208 | 1830 | | 600 | Events Income |
| 3 | 0 | 54 | 1990 | | 230 | Other Income |
| 3 | (+) Total other receipts | 111,010 | 154,513 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. | | |
| 4 | 83,700 | 79,663 | 4000 | | 110 | Staff Salary |
| 4 | 15,976 | 20,493 | 4030 | | 110 | PAYE and NI |
| 4 | 45,074 | 25,805 | 4040 | | 110 | Pension |
| 4 | 5,793 | 18,059 | 4955 | | 600 | Bar Salaries |
| 4 | (-) Staff costs | 150,542 | 144,021 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. | | |
| 5 | (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). | | |
| 6 | 0 | 50 | 4050 | | 110 | Staff Travel |
| 6 | 1,239 | 0 | 4070 | | 110 | Staff Other Expenses |
| 6 | 52,000 | 57,330 | 4080 | | 110 | FM Contractor |
| 6 | 429 | 362 | 4090 | | 110 | Payroll Processing |
| 6 | 8,243 | 4,628 | 4100 | | 110 | Professional Fees |
| 6 | 1,678 | 250 | 4100 | | 120 | Professional Fees |
| 6 | 42 | 0 | 4100 | | 600 | Professional Fees |
| 6 | 311 | 1,339 | 4110 | | 110 | Training |
| 6 | 1,500 | 1,500 | 4150 | | 120 | Mayors Allowance |
| 6 | 156 | 480 | 4160 | | 120 | Bank Charges |
| 6 | 1,300 | 1,462 | 4170 | | 120 | Audit Fees |
| 6 | 4,781 | 913 | 4180 | | 120 | Legal Fees |
| 6 | 3,036 | 2,996 | 4190 | | 120 | Subscriptions & Memberships |

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2022

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code</u> | <u>and</u> | <u>Centre</u> | <u>Code Description</u> |
|---|--------------------|--------------------|-------------|------------|---------------|-----------------------------|
| 6 | 3 | 0 | 4195 | | 120 | Health & Safety |
| 6 | 28 | 68 | 4195 | | 210 | Health & Safety |
| 6 | 0 | 388 | 4195 | | 220 | Health & Safety |
| 6 | 69 | 440 | 4195 | | 600 | Health & Safety |
| 6 | 6,444 | 6,970 | 4200 | | 120 | Insurance |
| 6 | 951 | 1,753 | 4210 | | 120 | Stationery Office Equipment |
| 6 | 1,651 | 1,023 | 4220 | | 120 | Telephone & Broadband (TC) |
| 6 | 1,476 | 1,014 | 4221 | | 600 | Telephone/IT (WH) |
| 6 | 2,008 | 3,209 | 4230 | | 120 | Photocopier |
| 6 | 600 | 549 | 4240 | | 120 | Website |
| 6 | 2,202 | 4,878 | 4250 | | 120 | IT |
| 6 | 0 | 48 | 4250 | | 600 | IT |
| 6 | 13 | 0 | 4260 | | 120 | Publications |
| 6 | 58 | 2,212 | 4280 | | 120 | Events & Services |
| 6 | 4,597 | 475 | 4280 | | 600 | Events & Services |
| 6 | 282 | 1,057 | 4300 | | 120 | Civic |
| 6 | 0 | 1,402 | 4310 | | 120 | Tourism & Marketing |
| 6 | 1,000 | 1,000 | 4320 | | 120 | Town Crier |
| 6 | 17,110 | 8,178 | 4330 | | 120 | Grants Paid |
| 6 | 0 | 6,856 | 4360 | | 120 | Residents' Weekend |
| 6 | 4,000 | 2,100 | 4410 | | 130 | Mayor's Charity Expenditure |
| 6 | 9,009 | 3,665 | 4450 | | 200 | Maintenance |
| 6 | 12,849 | 52,462 | 4450 | | 210 | Maintenance |
| 6 | 5,369 | 7,270 | 4450 | | 220 | Maintenance |
| 6 | 0 | 700 | 4450 | | 230 | Maintenance |
| 6 | 1,671 | 2,026 | 4450 | | 310 | Maintenance |
| 6 | 771 | 321 | 4450 | | 320 | Maintenance |
| 6 | 199 | 0 | 4450 | | 340 | Maintenance |
| 6 | 139 | 69 | 4450 | | 500 | Maintenance |
| 6 | 11,541 | 13,206 | 4450 | | 600 | Maintenance |
| 6 | 1,098 | 1,098 | 4460 | | 200 | Rates |
| 6 | 4,192 | 4,192 | 4460 | | 220 | Rates |
| 6 | 3,044 | -3,044 | 4460 | | 310 | Rates |
| 6 | 2,320 | -2,320 | 4460 | | 320 | Rates |
| 6 | 100 | 100 | 4470 | | 200 | Moorings Leases |
| 6 | 4,867 | 2,250 | 4480 | | 200 | Projects - Moorings |
| 6 | 4,232 | 3,213 | 4500 | | 210 | 64 Barton Street Projects |
| 6 | 17 | 0 | 4550 | | 200 | Water |
| 6 | 908 | 870 | 4550 | | 220 | Water |
| 6 | 1,423 | 1,279 | 4550 | | 310 | Water |
| 6 | 1,151 | 804 | 4550 | | 320 | Water |
| 6 | 461 | 80 | 4550 | | 500 | Water |
| 6 | 1,844 | 985 | 4550 | | 600 | Water |
| 6 | 861 | 2,953 | 4560 | | 220 | Electric |
| 6 | 507 | 1,525 | 4560 | | 310 | Electric |
| 6 | 594 | 1,022 | 4560 | | 320 | Electric |

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2022

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code</u> | <u>and</u> | <u>Centre</u> | <u>Code Description</u> |
|---|--------------------|--------------------|-------------|------------|---------------|--------------------------------|
| 6 | 1,679 | 7,967 | 4560 | | 600 | Electric |
| 6 | 1,675 | 1,724 | 4570 | | 220 | Gas |
| 6 | 656 | 1,721 | 4570 | | 600 | Gas |
| 6 | 0 | 196 | 4580 | | 220 | Garden Expenditure |
| 6 | 0 | 2,900 | 4590 | | 220 | Projects |
| 6 | 5,435 | 0 | 4590 | | 300 | Projects |
| 6 | 0 | 11,200 | 4590 | | 310 | Projects |
| 6 | 7,485 | -2,822 | 4590 | | 600 | Projects |
| 6 | 793 | 2,148 | 4600 | | 300 | Maintenance - Derek Graham |
| 6 | 665 | 298 | 4610 | | 300 | Maintenance - Mitton |
| 6 | 162 | 136 | 4620 | | 300 | Maintenance - Warwick Place |
| 6 | 1,500 | 3,000 | 4630 | | 300 | Annual Playground Inspection |
| 6 | 983 | 236 | 4700 | | 330 | Cleaning & Maintenance Equip |
| 6 | 1,518 | 2,356 | 4710 | | 330 | Combined Consumables |
| 6 | 0 | 1,570 | 4715 | | 400 | Comm & Display Equipment |
| 6 | 828 | 977 | 4720 | | 330 | Hygiene Contract |
| 6 | 1,003 | 374 | 4725 | | 700 | Memorial Benches Expenditure |
| 6 | 6,527 | 5,143 | 4750 | | 340 | CCTV |
| 6 | 370 | 400 | 4755 | | 340 | Tree Maintenance |
| 6 | 4,775 | 6,837 | 4760 | | 340 | Street Furniture & Clock |
| 6 | 492 | 2,992 | 4770 | | 340 | Youth Budget |
| 6 | 0 | 52 | 4775 | | 340 | Insurance - Arrivall |
| 6 | 817 | 874 | 4780 | | 340 | Bus Shelter |
| 6 | 450 | 450 | 4785 | | 340 | GIS |
| 6 | 2,276 | 2,276 | 4790 | | 340 | Grass Cutting |
| 6 | 2,053 | 0 | 4795 | | 340 | Notice Boards |
| 6 | 0 | 229 | 4810 | | 400 | Outreach |
| 6 | 3,683 | 600 | 4850 | | 500 | Commoners Grazing Compensation |
| 6 | 1,325 | 3,600 | 4855 | | 500 | Hay Sowing Project |
| 6 | 0 | 500 | 4865 | | 500 | Auction Fees |
| 6 | 0 | 3,200 | 4875 | | 500 | Tree Conservation |
| 6 | 0 | 165 | 4885 | | 500 | Nesting Project |
| 6 | 400 | 200 | 4890 | | 500 | Carver Knowles |
| 6 | 440 | 440 | 4895 | | 500 | Cross Compliance Consultant |
| 6 | 5,000 | 5,000 | 4900 | | 500 | Conservation Advisor |
| 6 | 0 | 350 | 4910 | | 500 | Reinstatement Expenditure |
| 6 | 105 | 178 | 4912 | | 600 | Bar Payroll Processing |
| 6 | 1,410 | 858 | 4913 | | 600 | Bar Equipment |
| 6 | 140 | 623 | 4914 | | 600 | Bar Card Charges |
| 6 | 14 | 33 | 4915 | | 600 | Events Card Charges |
| 6 | 5,574 | 21,979 | 4950 | | 600 | Bar Stock |
| 6 | 15 | 0 | 4960 | | 200 | Equipment |
| 6 | 1,040 | 1,492 | 4960 | | 220 | Equipment |
| 6 | 381 | 3,953 | 4960 | | 600 | Equipment |
| 6 | 120 | 0 | 4965 | | 600 | Bar Equipment |
| 6 | 186 | 244 | 4990 | | 120 | Sundries/Petty Cash |

Continued over page

Working details for ANNUAL RETURN - Year ended 31 March 2022

| | <u>Last Year £</u> | <u>This Year £</u> | <u>Code and Centre</u> | | <u>Code Description</u> |
|----|--|--------------------|------------------------|---|-------------------------------|
| 6 | 2 | 60 | 4990 | 600 | Sundries/Petty Cash |
| 6 | (-) All other payments | 248,342 | 306,361 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). | |
| 7 | (=) Balances carried forward | 319,361 | 344,208 | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] | |
| 8 | 219,253 | 239,648 | 200 | 0 | Current Bank A/c |
| 8 | 1,362 | 3,669 | 210 | 0 | Lloyds Bank - Mayor's Charity |
| 8 | 117 | 40 | 220 | 0 | Petty Cash |
| 8 | 15 | 32 | 225 | 0 | Bar Petty Cash |
| 8 | 112,077 | 112,111 | 230 | 0 | Lloyds Bank - Savings A/c |
| 8 | 800 | 1,200 | 240 | 0 | Floats |
| 8 | Total value of cash and short term investments | 333,623 | 356,700 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. | |
| 9 | 6,094,278 | 6,105,380 | 9 | 0 | Total Fixed Assets |
| 9 | Total fixed assets plus long term investments and assets | 6,094,278 | 6,105,380 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. | |
| 10 | Total Borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). | |

ANNUAL RETURN - ENGLAND

FOR THE YEAR ENDED 31 MARCH 2022

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 | 293,148 | 319,361 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2 | (+) Precept or Rates and Levies | 314,087 | 320,716 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3 | (+) Total other receipts | 111,010 | 154,513 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4 | (-) Staff costs | 150,542 | 144,021 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5 | (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6 | (-) All other payments | 248,342 | 306,361 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7 | (=) Balances carried forward | 319,361 | 344,208 | Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)] |
| 8 | Total value of cash and short term investments | 333,623 | 356,700 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9 | Total fixed assets plus long term investments and assets | 6,094,278 | 6,105,380 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10 | Total Borrowings | 0 | 0 | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |

The following documents should accompany the accounts when submitted to the auditor:

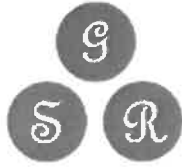
- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March

List of Payments made between 01/04/2022 and 30/04/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|-------------------------------|
| 01/04/2022 | Tesco Mobile | April | 22.98 | | Mobile Phones |
| 04/04/2022 | Carver Knowles Property Consul | 1 | 240.00 | | Basic Payment Scheme 2022 |
| 04/04/2022 | Clavell and Hind | 2 | 95.94 | | bar stock |
| 04/04/2022 | Timber & Hardware Supplies Ltd | 3 | 15.84 | | Moorings Maint |
| 04/04/2022 | Hy-Clean Supplies Limited | 4 | 200.62 | | Town hall |
| 04/04/2022 | Tewkesbury Abbey | 5 | 370.00 | | Mayors Civic Service |
| 04/04/2022 | Two Farmers Limited | 6 | 86.04 | | bar Stock |
| 05/04/2022 | Opus Gas Supply Limited | 27230790 | 436.16 | | gas bill |
| 05/04/2022 | TBC - Back Of Avon | 5105564X | 68.60 | | Back Of Avon Business Rates |
| 05/04/2022 | TBC - St Marys Lane | 51055668 | 57.20 | | St Marys Lane Business Rates |
| 06/04/2022 | Cellar Supplies Cheltenham Ltd | 399349 | 121.50 | | bar stock |
| 06/04/2022 | Petty Cash | cash | 100.00 | | cash |
| 07/04/2022 | G K Engineering & Marine Servi | 1050 | 1,050.00 | | moorings work |
| 08/04/2022 | Inty Limited | 409378 | 96.18 | | recurring service charge |
| 08/04/2022 | Yu Energy | 758060 | 48.48 | | watson hall |
| 08/04/2022 | Yu Energy | 758061 | 36.76 | | Glos RD Toilets |
| 08/04/2022 | Yu Energy | 758062 | 71.79 | | Spring Gardens toilets |
| 08/04/2022 | Bulb Energy - Watson Hall | 001170319 | 489.16 | | Purchase Ledger DDR Payment |
| 08/04/2022 | Bulb Energy - Gloucester Rd To | GloR April | 82.39 | | Purchase Ledger DDR Payment |
| 08/04/2022 | Bulb Energy - Spring Gardens T | SpGar Apri | 85.11 | | Purchase Ledger DDR Payment |
| 08/04/2022 | Bulb Energy - Town Hall | TH April | 281.48 | | Purchase Ledger DDR Payment |
| 12/04/2022 | Waterplus (Town Hall - 0385036 | INV0600281 | 238.40 | | Town Hall Water |
| 12/04/2022 | Waterplus (Toilet Block - 0513 | INV0600189 | 257.53 | | Glos Rd Water |
| 13/04/2022 | Cellar Supplies Cheltenham Ltd | 399754 | 354.96 | | bar stock |
| 13/04/2022 | HMRC | FPO | 2,669.75 | | Tax/Ni March P12 |
| 13/04/2022 | Gloucester County Council | FPO | 2,288.87 | | Pensions March P12 |
| 14/04/2022 | Clarke Nicholls & Marcel Ltd | 1 | 610.80 | | Garden/Wall band Room |
| 14/04/2022 | Gloucestershire Electrical Ser | 2 | 5,760.00 | | Installation dimmer lights |
| 14/04/2022 | G K Engineering & Marine Servi | 3 | 1,615.00 | | BoA moorings repairs |
| 14/04/2022 | Haywards Tewkesbury Ltd | 4 | 165.85 | | Various March invoices |
| 14/04/2022 | Laitwaites Wine Gloucester Sh | 5 | 236.28 | | Bar Stock |
| 14/04/2022 | L V Stevens & Co | 6 | 894.50 | | materials for rehangng portra |
| 14/04/2022 | Orchard Fundraising Ltd | 7 | 690.00 | | professional fund-raising |
| 14/04/2022 | PAYROLLS UK LTD | 8 | 53.40 | | payroll bar staff |
| 14/04/2022 | The Photo Studio (Tewkesbury) | 9 | 15.00 | | Councillor Photo |
| 14/04/2022 | Proactive Business Supplies Lt | 10 | 215.24 | | office supplies |
| 14/04/2022 | Network Connections Uk Ltd T/A | 11 | 4,050.00 | | Annual CCTV Maint |
| 14/04/2022 | Tewkesbury Borough Council | 12 | 52.23 | | Insurance Recharge Arrival |
| 14/04/2022 | Tewkesbury Garden Centre | 13 | 35.88 | | Tree stakes and ties |
| 14/04/2022 | Wybone Limited | 14 | 855.32 | | Bins |
| 14/04/2022 | GAB | Std Ord | 5,666.66 | | Contractor costs |
| 14/04/2022 | D. Hill | BACS | 65.92 | | Expenses |
| 14/04/2022 | Payrolls Uk | FPO | 6.00 | | 4312 |
| 19/04/2022 | Smith's (Gloucester) Limited | C381944 | 113.40 | | Bin delivery - WH |
| 19/04/2022 | Staff Salaries | BACS | 7,089.84 | | Office Net Wages April P1 |
| 19/04/2022 | Staff Salaries | BACS | 1,092.49 | | Bar Net Wages April P1 |
| 20/04/2022 | TBC - TC | Std Ord | 420.60 | | Non Domestic Rates Town Hall |

List of Payments made between 01/04/2022 and 30/04/2022

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|--------------------------------|------------------|--------------------|-----------------------|-----------------------------|
| 21/04/2022 | Charlton Networks | 37439 | 105.83 | | monthly IT |
| 22/04/2022 | Waterplus (Watson Hall Bar- 03 | April wate | 50.06 | | Purchase Ledger DDR Payment |
| 22/04/2022 | Tewkesbury Big Weekend | 2465 | 800.00 | | Tewks Big Weekend Grant |
| 25/04/2022 | Digital Telecom Ltd | 202941 | 51.00 | | WH Phones |
| 25/04/2022 | Digital Telecom Ltd | 202885 | 77.59 | | TH Phones |
| 25/04/2022 | Tewkesbury Borough Council | 2467 | 101.00 | | Garden Waste Bins |
| 28/04/2022 | Opus Gas Supply Limited | 27288152 | 434.74 | | gas bill Watson hall |
| 28/04/2022 | Diversity Business Services Lt | 4563 | 165.00 | | HR Retainer March |
| 28/04/2022 | Lloyds | BACS | 32.50 | | Bank Charges April |
| 28/04/2022 | NEST | DD | 149.62 | | Pensions March 12 |
| Total Payments | | | <u>41,537.49</u> | | |



Stocktaking Services

1 Gristmill Close
Cheltenham
Gloucestershire
GL51 0PZ
Tel/Fax: 01242 708407
Email: info@gsrstocktaking.co.uk

CERTIFICATE OF VALUATION

Stock Date : 27th April 2022

Our Ref : 119/000

In the matter of : George Watson Hall, Tewkesbury:Liquor

According to instructions received we, the undersigned, having made a valuation of the stock-in-trade in and upon the above premises are of the opinion that the value of said stock as at close of business **Thursday 31st March 2022** was :

| | |
|----------------------|---------|
| CHAMPAGNE & SPK WINE | 121.04 |
| ROSE/WHITE WINE | 229.87 |
| RED WINE | 138.74 |
| PORT/SHERRY/VERMOUTH | 29.35 |
| SPIRITS | 566.35 |
| BRANDY & LIQUEURS | 217.11 |
| MINERALS | 527.16 |
| BOTTLED BEERS | 236.03 |
| DRAUGHT BEER | 514.28 |
| REAL ALE | 84.96 |
| DRAUGHT CIDER | 181.23 |
| BOTTLED CIDER | 106.43 |
| CONFECTIONARY | 111.08 |
| PERIOD END ADJUST | -105.51 |

| | |
|--------------------------|----------------|
| TOTAL STOCK VALUE | 2958.11 |
|--------------------------|----------------|

(At cost value and excluding VAT)

Tewkesbury Town Council

Risk Management Register

Owner: Town Clerk

Responsible Committee: Finance

Version: 1.0

Last review date: 26th May 2021

| Change History | | | | |
|----------------|-------------------|---|----------------------------|------------------|
| Version | Author | Reasons for Revision | Approved by (ref minute) | Date of Approval |
| DRAFT 0.1 | Audit Task Group | Replacement for previous risk register | Not presented for approval | Not applicable |
| FINAL 1.0 | Finance Committee | Review and adoption at Finance Committee meeting Reviewed 27.09.2018 | Item 7 | 04/06/2018 |
| FINAL v2.0 | Finance Committee | Review at Finance Committee in May 2019 | | |
| | | | | |
| | | | | |

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

| Area | Risk | Level | Controls |
|---------|--|-------|--|
| Assets | Protection of buildings | M | Buildings insured. Value increased annually by RPI. Annual physical verification of assets. |
| | Protection of contents | H | Annual review of contents cover. |
| | Security of buildings, equipment etc | H | Regular checks by staff/reports from public investigation. Alarm Systems & CCTV installed. |
| | Registration of land | L/M | Ongoing project. Impacts on Buildings & Moorings, Environment & Amenities and Severn Ham Committees. |
| | Maintenance of buildings etc | M | Buildings currently maintained on an ad hoc basis but work programme in place for projects. Planned programme of electrical and safety/fire inspections implemented. |
| | | | |
| Finance | Banking | M | Cash banked at local Lloyds branch. |
| | Risk of consequential loss of income | M | Important documents/computer records backed-up daily by Cloud backup by Council's IT technical support provider. Rialtas backed up daily. |
| | Loss of cash through theft or dishonesty | H | Receipts issued for all cash receipts. Fidelity insurance in place. 'In-house' quarterly internal control checks documented and implemented. Annual internal and external audits. EPOS system installed at Watson Hall and external bar audit undertaken at year end in 2021/22 with recommendation for quarterly bar audits throughout 2022/23. |

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

| Area | Risk | Level | Controls |
|-------------------|---|-------|--|
| Finance continued | Financial controls and records | M | <p>Monthly bank reconciliations Payment Schedule/Bank Statement prepared by RFO and presented to Full Council for approval with supporting documentation. Part of quarterly internal control checks.</p> <p>All expenditure requires two authorised councillors and RFO signature (cheques/Debit & Electronic payments etc). Payment lists presented to appropriate Committee and Full Council each month.</p> <p>Electronic payments correctly approved/authorised by two signatories plus RFO in advance of payment being made.</p> <p>Card payments processed through Square and online system powered by Woo Commerce. Petty cash records maintained.</p> <p>Quarterly internal process checks on a sample of payment and receipt transactions.</p> <p>Annual Internal Audit and end of year Independent External Audit.</p> |
| | Comply with HMRC Regulations | H | <p>Use help line when necessary.</p> <p>VAT payments and claims system generated and submitted online.</p> <p>Quarterly internal process checks include checks on a sample of payment and receipts transactions</p> <p>Internal and external auditors confirm accounting practice.</p> |
| | Sound budgeting to underline annual precept | M | <p>All Committees receive detailed budgets in the late autumn</p> <p>Draft budget presented to Full Council for consideration in December/January each year including proposed precept. Amendments requested by Full Council are taken back to Committee for adjustments and a proposed final budget presented to Full Council in January. Precept derived directly from this information and considered/approved by Full Council in January.</p> <p>Expenditure including committed spend against budget reported to Finance Committee monthly and Full Council quarterly.</p> |
| | Complying with borrowing restrictions | L | No current borrowing |

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

| Area | Risk | Level | Controls |
|--------------------|---|----------|---|
| Public Liability | Risk to third party, property or individuals | M | <p>Insurance in place. Playparks inspected weekly, monthly and annually. Office now has access to TBC's reports system. Roundabout sculptures inspected. Trees investigated when damage reported and tree condition survey undertaken.</p> <p>Fire Risk Assessments conducted annually at Town Hall and Watson Hall. Ongoing assessment of public toilets and moorings.</p> <p>Three office staff and two bar staff are First Aid trained.</p> <p>Training Matrix kept up to date/refresher training provided as appropriate.</p> |
| | Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park) | H | <p>Regular weekly safety checks of children's play equipment owned and managed by TTC (conducted by trained officers of TBC). Regular report provided to Environment and Amenities Committee. Written reports provided for playgrounds and these reports are retained and archived.</p> <p>Insurance in place (Reviewed at least annually). Repairs or removal of equipment done immediately for high risk items. Replacement equipment provided where necessary.</p> |
| Employer Liability | Comply with Employment Law | M | <p>Membership of various national and regional bodies. HR support provided by Diversity Business Services Ltd. Town Clerk is a member of SLCC at Principal Level Council Member of County Association - GAPTC</p> |
| | Comply with HMRC requirements | M | <p>Advice from payroll services provider. Internal control checks and internal auditor carries out checks as detailed in reports.</p> |

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

| Area | Risk | Level | Controls |
|--------------------------------|---|----------|---|
| | Safety of Staff and Visitors | H | Door access alerts and CCTV cameras fitted at Town Hall and Watson Hall. Panic button operational at Town Hall. Ongoing H&S Policies/Risk Assessments – issues reviewed by Finance or Staffing Committee when policy or risk issues are identified. Member Officer Protocol, Employee Handbook, Lone Officer Working and Code of Conduct in place and reviewed at least annually. |
| Legal Liability | Ensuring activities are within legal powers | L | TTC has adopted the General Power of Competence. Legal advice to be sought where necessary from outside bodies e.g. GAPTC/NALC |
| | Proper and timely reporting via the Minutes | M | Council meets monthly and approves previous Council meeting Minutes and notes minutes of all Committees. Committees approve minutes of their previous meetings. Minutes published on Town Council website. |
| | Proper document control | M | Many originals kept in the office/Gloucestershire Archives and in recent years on external cloud storage. Archived minutes held in County Archive – recent testing of this and archiving exercise undertaken by Cllr S Raywood. |
| Councillor & Officer propriety | Registers of Interests and gifts and hospitality in place | M | Register of interest completed for each member and published on the Council's website. Declaration of Interests - agenda Item at each meeting. Register of gifts & hospitality retained in the office. |