

**TEWKESBURY TOWN COUNCIL  
FINANCE COMMITTEE  
THURSDAY 2<sup>ND</sup> FEBRUARY 2023**

**To: Members of Finance Committee:** Councillors S Raywood (Chair), P Aldridge, H Bowman, K Brennan, P Brookes, 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 2<sup>nd</sup> February 2023 commencing at 6.00pm**

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



Debbie Hill, Town Clerk  
28<sup>th</sup> January 2023

## **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 5<sup>th</sup> January 2023
5. Matters arising from the minutes of 5<sup>th</sup> January 2023 – 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 report and earmarked reserves report
9. To review the bank reconciliations and payments reports for December 2022
10. To approve the payments list
11. To receive an update from the Town Clerk on the External Audit 2021/22
12. To receive an update from the Town Clerk on the bar audit for Q3 2022/23
13. To receive the report from the internal control checks for Q3 2022/23
14. To agree to vire £4,000 from 500 Severn Ham Ancillary Management to 110 Staffing
15. To consider and agree grant applications from outside bodies

**MINUTES**  
*of the*  
**Finance Committee meeting held on 5th January 2023 at 6:00PM in the Town Hall,  
Tewkesbury**

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

**In attendance:** D Hill (Town Clerk)

**F.22.069 To receive apologies**  
Cllr Sztymiak.

**F.22.070 To receive declarations of interest**  
None.

**F.22.071 To receive dispensations**  
None.

**F.22.072 To approve the Minutes of the Finance Committee meeting held on 3rd November 2022**

It was RESOLVED to approve the minutes of the Finance Committee meeting held on 3rd November 2022. Proposed by Cllr Aldridge, seconded by Cllr Brookes.

**F.22.073 Matters arising from the Minutes of 3rd November 2022 – for information only**

**22.028 Debit card** - Assistant Town Clerk to be issued with debit card and internet access

**22.048 Add Cllr Bowman as signatory to Mayor's Charity account** – forms to be completed and submitted to Lloyds

**22.060 Cost Centre for Tewkesbury Live** – e.g. 121 Tewkesbury Live, 122 Christmas lights

**22.067 Energy prices** – complete, reviewed at Full Council 30/11/22.

**F.22.074 To receive correspondence relating to the Finance Committee**  
None.

**F.22.075 Public Participation**  
None.

**F.22.076 To review the budget report and earmarked reserves report**

The budget report was reviewed. A member queried bar audit. The Town Clerk advised Q2 data not available due to computer failure. Q3 audit outcome awaited. The earmarked reserves report was reviewed. The Town Clerk highlighted two new releases 333 £5,834 and 360 £1,822 have been actioned.

**F.22.077 To consider a proposal from Cllr Danter that the money in the budget for the buffet at Mayor Making that has not been used, be added to the Community Grants budget or donated to Tewkesbury Food Bank, Priors Park Pantry, and the Salvation Army for their community work and/or their luncheon club**

The budget and anticipated expenditure figures were reviewed. It was noted that it is likely there will be small surplus at the end of the financial year. It was also noted that the budget for this expenditure in 2023/24 is likely to be very tight. An amendment was proposed to earmark any remaining funds. It was RESOLVED that any amount remaining from 2022/23 Finance 120 Events & Services 4280 to be earmarked for events and services. Proposed by Cllr Brennan, seconded by Cllr Danter.

**F.22.078 To review the bank reconciliations and payments reports for October and November 2022**

The bank reconciliations and payments reports were reviewed.

**F.22.079 To agree a recommendation to Full Council for the budget for Financial Years 2022/23, 2023/24 and 2024/25 and the precept request for 2022/23**

Councillors reviewed the proposed budget figures as presented to Full Council on 30<sup>th</sup> November 2022. It was resolved to reduce planning consultant to £5,000 and reduce overall budget to £630,178, resulting in a precept request of £469,750. Proposed by Cllr J Raywood, seconded by Cllr Aldridge. Year 2 planning consultancy also reduced to £5,000.

**F.22.080 To receive an update from the Town Clerk in respect of the External Audit 2021/22**

The Town Clerk reported that the auditor is awaiting an update on the future of the George Watson Memorial Hall Trust.

**F.22.081 To approve the payments list**

It was RESOLVED to approve the payments list totalling £3,146.68. Proposed by Cllr J Raywood, seconded by Cllr Brennan.

**F.22.082 To review water bills at Spring Gardens public toilets for financial year 2022/23**

The detailed ledger reports were reviewed and the credit from Severn Trent was noted.

**F.22.083 To consider and agree grant applications from outside bodies**

None.

There being no further business the meeting closed at 7.50pm

Signature of Chairman upon approval of the minutes ..... 2nd February 2023

## Detailed Income &amp; Expenditure by Budget Heading 28/01/2023

Month No: 10

## Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Finance</b>						
<u>120 Finance</u>						
1076 Precept	419,939	419,939	0			
1090 Interest Received	357	40	(317)			
1110 Warm Spaces Grant Recieved	1,000	0	(1,000)			
1120 Tewkesbury Live Grants Receive	11,000	0	(11,000)			(9,893)
1121 Tewkes Live Income	19,934	0	(19,934)			
<b>Finance :- Income</b>	<b>452,230</b>	<b>419,979</b>	<b>(32,251)</b>			<b>(9,893)</b>
4100 Professional Fees	0	2,000	2,000		2,000	
4150 Mayors Allowance	0	1,500	1,500		1,500	
4160 Bank Charges	546	300	(246)		(246)	
4170 Audit Fees	453	2,081	1,628		1,628	
4180 Legal Fees	1,329	12,485	11,156		11,156	
4190 Subscriptions & Memberships	3,091	4,000	909		909	
4200 Insurance	15,289	8,323	(6,966)		(6,966)	1,556
4210 Stationery Office Equipment	893	1,500	607		607	
4211 Contingency	0	6,000	6,000		6,000	
4212 Councillor Expenses	0	600	600		600	
4220 Telephone & Broadband (TC)	853	832	(21)		(21)	
4230 Photocopier	1,235	2,601	1,366		1,366	
4240 Website	611	500	(111)		(111)	
4250 IT	3,469	3,500	31		31	
4260 Publications	0	208	208		208	
4270 Newsletter	0	1,040	1,040		1,040	
4280 Events & Services	2,042	3,329	1,287		1,287	
4290 Regalia	932	2,000	1,068	11	1,058	
4300 Civic	549	1,000	451		451	
4310 Tourism & Marketing	60	1,040	980		980	
4320 Town Crier	1,000	1,000	0		0	
4330 Grants Paid	11,200	10,000	(1,200)		(1,200)	1,822
4350 Elections	0	1,000	1,000		1,000	
4360 Residents' Weekend	38	0	(38)		(38)	
4370 Tewkesbury Live Expenditure	22,927	0	(22,927)		(22,927)	
4380 Warm Spaces Expenditure	299	0	(299)		(299)	
4990 Sundries/Petty Cash	319	1,000	681		681	
<b>Finance :- Indirect Expenditure</b>	<b>67,136</b>	<b>67,839</b>	<b>703</b>	<b>11</b>	<b>692</b>	<b>3,378</b>
<b>Net Income over Expenditure</b>	<b>385,094</b>	<b>352,140</b>	<b>(32,954)</b>			
6000 plus Transfer from EMR		3,378				
6001 less Transfer to EMR		(9,893)				
<b>Movement to/(from) Gen Reserve</b>		<b>398,365</b>				

## Detailed Income &amp; Expenditure by Budget Heading 28/01/2023

Month No: 10

## Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>130 Mayor's Charity</u>						
1200 Mayor's Charity Income	3,671	0	(3,671)			
Mayor's Charity :- Income	<u>3,671</u>	<u>0</u>	<u>(3,671)</u>			<u>0</u>
4410 Mayor's Charity Expenditure	500	0	(500)		(500)	
Mayor's Charity :- Indirect Expenditure	<u>500</u>	<u>0</u>	<u>(500)</u>	<u>0</u>	<u>(500)</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>3,171</u>	<u>0</u>	<u>(3,171)</u>			
Finance :- Income	455,901	419,979	(35,922)			
Expenditure	67,636	67,839	203	11	192	
<b>Net Income over Expenditure</b>	<u>388,265</u>	<u>352,140</u>	<u>(36,125)</u>			
plus Transfer from EMR	3,378					
less Transfer to EMR	(9,892)					
<b>Movement to/(from) Gen Reserve</b>	<u>401,536</u>					
<b><u>Building &amp; Moorings</u></b>						
<u>200 Moorings</u>						
1300 Moorings Income	5,757	5,722	(35)			
Moorings :- Income	<u>5,757</u>	<u>5,722</u>	<u>(35)</u>			<u>0</u>
4450 Maintenance	4,920	4,162	(758)		(758)	335
4460 Rates	1,098	1,561	463		463	
4470 Mooring Leases	100	100	0		0	
4480 Projects - Moorings	4,400	6,500	2,100		2,100	
Moorings :- Indirect Expenditure	<u>10,518</u>	<u>12,323</u>	<u>1,805</u>	<u>0</u>	<u>1,805</u>	<u>335</u>
<b>Net Income over Expenditure</b>	<u>(4,761)</u>	<u>(6,601)</u>	<u>(1,840)</u>			
6000 plus Transfer from EMR	335					
<b>Movement to/(from) Gen Reserve</b>	<u>(4,426)</u>					
<u>210 64 Barton Street</u>						
4195 Health & Safety	315	300	(15)		(15)	
4450 Maintenance	1,215	15,000	13,785		13,785	
4500 64 Barton Street Projects	13,781	25,000	11,219		11,219	
4505 64 Barton St Fundraising	5,968	0	(5,968)		(5,968)	6,788
64 Barton Street :- Indirect Expenditure	<u>21,279</u>	<u>40,300</u>	<u>19,021</u>	<u>0</u>	<u>19,021</u>	<u>6,788</u>
<b>Net Expenditure</b>	<u>(21,279)</u>	<u>(40,300)</u>	<u>(19,021)</u>			
6000 plus Transfer from EMR	6,788					
<b>Movement to/(from) Gen Reserve</b>	<u>(14,491)</u>					

## Detailed Income &amp; Expenditure by Budget Heading 28/01/2023

Month No: 10

## Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>220</u> <u>Town Hall</u>						
1400 Garden Income	10	104	94			
1410 Town Hall Income	15,588	20,000	4,412			
1415 TH Merch Income	7	0	(7)			
<b>Town Hall :- Income</b>	<b>15,605</b>	<b>20,104</b>	<b>4,499</b>			<b>0</b>
4195 Health & Safety	1,381	500	(881)		(881)	
4450 Maintenance	9,048	12,485	3,437	1,896	1,542	
4460 Rates	4,192	4,266	74		74	
4550 Water	1,280	728	(552)		(552)	
4560 Electric	3,824	2,000	(1,824)		(1,824)	
4570 Gas	1,514	3,000	1,486		1,486	
4580 Garden Expenditure	202	312	110		110	
4590 Projects	1,079	15,606	14,527		14,527	
4960 Equipment	857	2,081	1,224		1,224	
4961 Waste and recycling	144	0	(144)		(144)	
<b>Town Hall :- Indirect Expenditure</b>	<b>23,520</b>	<b>40,978</b>	<b>17,458</b>	<b>1,896</b>	<b>15,562</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,915)</b>	<b>(20,874)</b>	<b>(12,959)</b>			
<u>230</u> <u>War Memorial</u>						
4450 Maintenance	22	1,040	1,018		1,018	
<b>War Memorial :- Indirect Expenditure</b>	<b>22</b>	<b>1,040</b>	<b>1,018</b>	<b>0</b>	<b>1,018</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(22)</b>	<b>(1,040)</b>	<b>(1,018)</b>			
<b>Building &amp; Moorings :- Income</b>	<b>21,362</b>	<b>25,826</b>	<b>4,464</b>			
<b>Expenditure</b>	<b>55,338</b>	<b>94,641</b>	<b>39,303</b>	<b>1,896</b>	<b>37,407</b>	
<b>Net Income over Expenditure</b>	<b>(33,977)</b>	<b>(68,815)</b>	<b>(34,838)</b>			
plus Transfer from EMR	7,123					
<b>Movement to/(from) Gen Reserve</b>	<b>(26,854)</b>					

Environment & Amenities

<u>300</u> <u>Play Parks</u>						
4590 Projects	0	5,000	5,000		5,000	
4600 Maintenance - Derek Graham	1,826	2,081	255		255	
4610 Maintenance - Mitton	0	1,040	1,040		1,040	
4620 Maintenance - Warwick Place	100	1,561	1,461		1,461	
4630 Annual Playground Inspection	0	1,561	1,561		1,561	
<b>Play Parks :- Indirect Expenditure</b>	<b>1,926</b>	<b>11,243</b>	<b>9,317</b>	<b>0</b>	<b>9,317</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,926)</b>	<b>(11,243)</b>	<b>(9,317)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 28/01/2023

Month No: 10

## Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>310 Spring Gardens</u>						
4450 Maintenance	2,211	3,121	910		910	
4550 Water	442	2,081	1,639		1,639	
4560 Electric	1,200	1,276	77		77	
4590 Projects	13,325	7,491	(5,834)		(5,834)	5,834
Spring Gardens :- Indirect Expenditure	<u>17,177</u>	<u>13,969</u>	<u>(3,208)</u>	<u>0</u>	<u>(3,208)</u>	<u>5,834</u>
<b>Net Expenditure</b>	<u>(17,177)</u>	<u>(13,969)</u>	<u>3,208</u>			
6000 plus Transfer from EMR	5,834					
<b>Movement to/(from) Gen Reserve</b>	<u>(11,343)</u>					
<u>320 Gloucester Road</u>						
4450 Maintenance	774	1,821	1,047		1,047	
4550 Water	1,056	676	(380)		(380)	
4560 Electric	933	816	(117)		(117)	
Gloucester Road :- Indirect Expenditure	<u>2,763</u>	<u>3,313</u>	<u>550</u>	<u>0</u>	<u>550</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(2,763)</u>	<u>(3,313)</u>	<u>(550)</u>			
<u>330 Cleaning &amp; Consumables</u>						
4700 Cleaning & Maintenance Equip	267	1,561	1,294		1,294	
4710 Combined Consumables	1,917	2,601	684		684	
4720 Hygiene Contract	977	1,248	271		271	
Cleaning & Consumables :- Indirect Expenditure	<u>3,161</u>	<u>5,410</u>	<u>2,249</u>	<u>0</u>	<u>2,249</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(3,161)</u>	<u>(5,410)</u>	<u>(2,249)</u>			
<u>340 Outside Spaces</u>						
4750 CCTV	(30)	5,000	5,030		5,030	
4755 Tree Maintenance	123	1,000	877		877	
4760 Street Furniture & Clock	4,202	6,000	1,798	546	1,252	
4765 EmergencyPlan/Adverse Weather	0	1,000	1,000		1,000	
4770 Youth Budget	3,619	3,500	(119)		(119)	
4775 Insurance - Arrivall	0	290	290		290	
4780 Bus Shelter	1,118	3,000	1,882	4,123	(2,240)	
4785 Parish Online	450	485	35		35	
4790 Grass Cutting	1,897	2,840	943		943	
4795 Notice Boards	1,739	2,000	261		261	
Outside Spaces :- Indirect Expenditure	<u>13,117</u>	<u>25,115</u>	<u>11,998</u>	<u>4,669</u>	<u>7,329</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(13,117)</u>	<u>(25,115)</u>	<u>(11,998)</u>			

## Detailed Income &amp; Expenditure by Budget Heading 28/01/2023

Month No: 10

## Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>700 Memorial Benches</b>						
1720 Memorial Benches Income	368	0	(368)			
Memorial Benches :- Income	<b>368</b>	<b>0</b>	<b>(368)</b>			<b>0</b>
4725 Memorial Benches Expenditure	630	0	(630)		(630)	
Memorial Benches :- Indirect Expenditure	<b>630</b>	<b>0</b>	<b>(630)</b>	<b>0</b>	<b>(630)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(262)</b>	<b>0</b>	<b>262</b>			
Environment & Amenities :- Income	<b>368</b>	<b>0</b>	<b>(368)</b>			
Expenditure	<b>38,773</b>	<b>59,050</b>	<b>20,277</b>	<b>4,669</b>	<b>15,608</b>	
<b>Net Income over Expenditure</b>	<b>(38,405)</b>	<b>(59,050)</b>	<b>(20,645)</b>			
plus Transfer from EMR	<b>5,834</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(32,571)</b>					
<b>Planning</b>						
<b>400 Planning</b>						
4718 Community Development Planning	0	1,000	1,000		1,000	
4810 Outreach	0	500	500		500	
Planning :- Indirect Expenditure	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>			
Planning :- Income	<b>0</b>	<b>0</b>	<b>0</b>			
Expenditure	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>0</b>					
<b>Severn Ham</b>						
<b>500 Severn Ham</b>						
1620 Hay Auction	3,701	190	(3,511)			
1630 Basic Payment Scheme	11,762	11,500	(262)			
1640 Wayleaves	378	390	12			
1700 Fishing Rights	1,800	1,500	(300)			
1710 HLS Payment	22,066	22,248	183			
Severn Ham :- Income	<b>39,706</b>	<b>35,828</b>	<b>(3,878)</b>			<b>0</b>
4450 Maintenance	0	1,500	1,500		1,500	
4550 Water	65	260	195		195	
4850 Commoners Grazing Compensation	600	4,500	3,900		3,900	



## Detailed Income &amp; Expenditure by Budget Heading 28/01/2023

Month No: 10

## Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4855 Hay Sowing Project	2,200	5,000	2,800		2,800	
4860 Volunteers (Rec & Prom)	0	1,500	1,500		1,500	
4865 Auction Fees	500	477	(23)		(23)	
4870 Weeding	0	2,500	2,500		2,500	
4875 Tree Conservation	3,750	3,000	(750)		(750)	
4880 Ancillary Management	0	4,000	4,000		4,000	
4885 Nesting Project	58	1,500	1,442		1,442	
4890 Carver Knowles	0	2,388	2,388		2,388	
4895 Cross Compliance Consultant	475	530	55		55	
4900 Conservation Advisor	3,750	5,571	1,821		1,821	
4905 Footpath Repairs	0	2,500	2,500		2,500	
4910 Reinstatement Expenditure	161	0	(161)	359	(520)	
<b>Severn Ham :- Indirect Expenditure</b>	<b>11,559</b>	<b>35,226</b>	<b>23,667</b>	<b>359</b>	<b>23,308</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>28,147</b>	<b>602</b>	<b>(27,545)</b>			
<b>Severn Ham :- Income</b>	<b>39,706</b>	<b>35,828</b>	<b>(3,878)</b>			
<b>Expenditure</b>	<b>11,559</b>	<b>35,226</b>	<b>23,667</b>	<b>359</b>	<b>23,308</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>28,147</b>					

Watson Hall

<u>600 Watson Hall</u>						
1800 Watson Hall Income	22,966	22,808	(158)			
1810 Leases	0	300	300			
1820 Tudor Bar Income	36,418	50,000	13,582			
1830 Events Income	4,694	7,000	2,306			
<b>Watson Hall :- Income</b>	<b>64,078</b>	<b>80,108</b>	<b>16,030</b>			<b>0</b>
4195 Health & Safety	1,381	500	(881)		(881)	
4221 Telephone/IT (WH)	832	750	(82)		(82)	
4250 IT	440	0	(440)		(440)	
4280 Events & Services	7,783	7,000	(783)		(783)	
4450 Maintenance	7,585	10,000	2,415		2,415	
4550 Water	1,100	728	(372)		(372)	
4560 Electric	5,670	3,000	(2,670)		(2,670)	
4570 Gas	1,120	2,081	961		961	
4590 Projects	160	18,000	17,841	3,475	14,365	
4912 Bar Payroll Processing	214	200	(14)		(14)	
4913 Bar Equipment	1,172	1,500	328		328	
4914 Bar Card Charges	527	850	323		323	
4915 Events Card Charges	253	0	(253)		(253)	

## Detailed Income &amp; Expenditure by Budget Heading 28/01/2023

Month No: 10

## Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4919 Doors & Floor Project	15,605	0	(15,605)		(15,605)	3,402
4920 Bar Audit	260	0	(260)		(260)	
4950 Bar Stock	18,420	23,000	4,580		4,580	
4955 Bar Salaries	15,453	15,000	(453)		(453)	
4960 Equipment	2,103	4,000	1,897		1,897	
4961 Waste and recycling	228	0	(228)		(228)	
4980 Workwear	102	0	(102)		(102)	
4990 Sundries/Petty Cash	0	100	100		100	
Watson Hall :- Indirect Expenditure	<b>80,408</b>	<b>86,709</b>	<b>6,301</b>	<b>3,475</b>	<b>2,826</b>	<b>3,402</b>
<b>Net Income over Expenditure</b>	<b>(16,330)</b>	<b>(6,601)</b>	<b>9,729</b>			
6000 plus Transfer from EMR	3,402					
<b>Movement to/(from) Gen Reserve</b>	<b>(12,928)</b>					

Watson Hall :- Income	<b>64,078</b>	<b>80,108</b>	<b>16,030</b>			
Expenditure	<b>80,408</b>	<b>86,709</b>	<b>6,301</b>	<b>3,475</b>	<b>2,826</b>	
<b>Net Income over Expenditure</b>	<b>(16,330)</b>	<b>(6,601)</b>	<b>9,729</b>			
plus Transfer from EMR	<b>3,402</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(12,928)</b>					

**Staffing**

110 Staffing						
4000 Staff Salary	77,613	96,242	18,629		18,629	
4030 PAYE and NI	16,980	20,000	3,020		3,020	
4040 Pension	19,746	25,000	5,254		5,254	
4050 Staff Travel	166	161	(5)		(5)	
4060 Councillor Travel	0	54	54		54	
4070 Staff Other Expenses	163	107	(56)		(56)	
4080 FM Contractor	56,667	68,250	11,583		11,583	
4090 Payroll Processing	395	535	140		140	
4100 Professional Fees	2,017	3,749	1,732		1,732	
4110 Training	591	2,678	2,087		2,087	
Staffing :- Indirect Expenditure	<b>174,338</b>	<b>216,776</b>	<b>42,438</b>	<b>0</b>	<b>42,438</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(174,338)</b>	<b>(216,776)</b>	<b>(42,438)</b>			
Staffing :- Income	<b>0</b>	<b>0</b>	<b>0</b>			
Expenditure	<b>174,338</b>	<b>216,776</b>	<b>42,438</b>	<b>0</b>	<b>42,438</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(174,338)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 28/01/2023

Month No: 10

## Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	581,415	561,741	(19,674)			
Expenditure	428,053	561,741	133,688	10,409	123,279	
<b>Net Income over Expenditure</b>	<u>153,362</u>	<u>0</u>	<u>(153,362)</u>			
plus Transfer from EMR	19,737					
less Transfer to EMR	(9,892)					
<b>Movement to/(from) Gen Reserve</b>	<u>182,992</u>					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	6,709.00	0.00	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 B&M Moorings Maintenance	335.00	-335.00	0.00
324 EMR E&A Noticeboards	1,447.00		1,447.00
325 EMR E&A Playground Projects	12,604.00		12,604.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	3,821.00		3,821.00
328 EMR B&M War Memorial	5,857.73		5,857.73
329 EMR SH Severn Ham	6,140.00		6,140.00
330 EMR E&A CCTV	2,500.00		2,500.00
331 EMR E&A Tree Maintenance	5,150.00		5,150.00
332 EMR E&A Street Furniture	2,300.00		2,300.00
333 EMR E&A Toilet Block Project	7,902.00	-5,834.00	2,068.00
334 EMR E&A Gloucester Road Maint.	0.00		0.00
335 EMR E&A Bus Shelters	2,640.00		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	9,087.00		9,087.00
340 EMR FIN Elections	4,000.00		4,000.00
341 EMR FIN Tourism & Marketing	1,474.00		1,474.00
342 EMR FIN Newsletter	1,500.00		1,500.00
343 EMR SH Weeding	7,500.00		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	1,306.00		1,306.00
348 EMR PLA Outreach Sessions	271.00		271.00
349 EMR B&M Moorings Projects	6,363.00		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 FIN Insurance	1,556.00	-1,556.00	0.00
353 EMR FIN Shop Windows Project	3,290.02	-3,290.02	0.00
354 EMR B&M TH Maintenance	9,761.00		9,761.00
355 EMR B&M WH Projects	10,040.00		10,040.00
356 EMR B&M WH Bar Equipment	1,619.00		1,619.00
357 EMR B&M 64 Roof Project	0.00		0.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	1,000.00		1,000.00
360 EMR B&M TH Projects	12,100.00		12,100.00
361 EMR FIN Community Grants	1,822.00	-1,822.00	0.00
362 EMR FIN Tewkes Live Music Fest	9,892.50	-9,892.50	0.00
363 EMR B&M WH Doors & Floors Proj	3,402.00	-3,402.00	0.00
364 EMR B&M 64 BS Fundraising Proj	6,788.00	-6,788.00	0.00
	<u>222,744.48</u>	<u>-32,919.52</u>	<u>189,824.96</u>

Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 1 - Lloyds - Business Account

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/12/2022		411,440.35
			<u>411,440.35</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			411,440.35
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			411,440.35
		Balance per Cash Book is :-	411,440.35
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/12/2022  
for Cashbook 4 - Lloyds - 32 Day Notice A/C

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<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/12/2022	60	112,353.93
			<hr/> 112,353.93
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			112,353.93
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			112,353.93
		Balance per Cash Book is :-	112,468.50
		Difference is :-	-114.57

## List of Payments made between 01/12/2022 and 31/12/2022

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/12/2022	Tesco Mobile	DD	22.98		Dec 2022 Mobiles
05/12/2022	GAPTC	1	508.00		Independant auditor scheme
05/12/2022	Gloucester Brewery	2	102.56		Bar Stock
05/12/2022	Healthmatic Ltd	3	16,024.02		Door Lock SG toilets
05/12/2022	Hy-Clean Supplies Limited	4	1,078.40		bar equipment
05/12/2022	KB Heating	5	542.50		Watson Hall Work
05/12/2022	Laithwaites Wine Gloucester Sh	6	490.92		Bar Stock
05/12/2022	Michaels Civic Robes	7	111.00		Braid/mayoral loop
05/12/2022	Notice Board (UK) Limited	8	1,306.80		New notice board
05/12/2022	PAYROLLS UK LTD	9	69.60		Office Payroll
05/12/2022	The Photo Studio (Tewkesbury)	10	44.40		Council Group Photo and frame
05/12/2022	Trade UK (T/A Screwfix)	11	50.30		WH equipment
05/12/2022	Two Farmers Limited	12	64.50		Bar Stock
05/12/2022	Wybone Limited	13	597.28		Litter Bin
05/12/2022	Opus Gas Supply Limited	DD	278.32		Town hall gas
05/12/2022	TBC - Back Of Avon	5105564X	70.00		Back Of Avon Business Rates
08/12/2022	Inty Limited	DD1	100.80		IT
08/12/2022	Cellar Supplies Cheltenham Ltd	DD2	280.61		bar Stock
09/12/2022	Bulb Energy - Gloucester Rd To	DD	148.71		Glos RD Energy
13/12/2022	Waterplus (Town Hall - 0385036	DD1	95.92		Water - TH
13/12/2022	Vimto Out of Home	1612339	259.16		Bar Stock
13/12/2022	nisbets	51305580	61.18		Soup Kettle
13/12/2022	Waterplus (Toilet Block - 0513	DD	86.30		Water Glos Rd
13/12/2022	Waterplus (Trough B. Avon - 08	DD1	8.39		Water BOA
14/12/2022	Cellar Supplies Cheltenham Ltd	DD	477.37		Bar Stock
14/12/2022	GAB	Std Ord	5,666.66		Contractor costs
15/12/2022	HMRC	FPO	3,988.50		Tax/Ni NOV P8
15/12/2022	Gloucester County Council	FPO	2,662.06		Pensions NOV P8
15/12/2022	Coffee World (UK) Ltd	FPO	8.83		Replacement Part
16/12/2022	Smith's (Gloucester) Limited	DD2	34.80		Glass recycling
20/12/2022	Staff Salaries	BP	7,909.06		Office Net Wages Dec P9
20/12/2022	Staff Salaries	BP	1,438.37		Bar Net Wages Dec P9
20/12/2022	TBC - TC	Std Ord	419.00		Non Domestic Rates Town Hall
20/12/2022	Rich Baldwin	FPO	5,680.00		Ticket Sales for Sponge
21/12/2022	Cellar Supplies Cheltenham Ltd	598944	2,023.86		Bar Stock
21/12/2022	Waterplus (PC Spring Gdns. - 0	DD2	108.34		Spring Gardens water
22/12/2022	Charlton Networks	38415	169.51		IT/phones
22/12/2022	Digital Telecom Ltd	204423	77.58		Phones Town hall
22/12/2022	Digital Telecom Ltd	204424	51.00		Phonts WH
22/12/2022	KB Heating	1059	345.00		Maintenance
22/12/2022	Trade UK (T/A Screwfix)	DEC	99.73		Padlock and chain
22/12/2022	Friends of Victoria Gardens	CHQ	600.00		002481 - Grant Awarded
22/12/2022	Waterplus (Watson Hall Bar- 03	DD4	50.28		Watson Bar water
23/12/2022	Information Commisioners Offic	35	35.00		2022 renewal
28/12/2022	Diversity Business Services Lt	4926	165.00		HR Retainer
28/12/2022	Lloyds	PAY	53.59		Bank Service charges
28/12/2022	Opus Gas Supply Limited	DD5	464.87		Watson Hall Gas

List of Payments made between 01/12/2022 and 31/12/2022

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/12/2022	NEST	DD	187.01		Penisons Dec P9
30/12/2022	Cellar Supplies Cheltenham Ltd	dd6	498.36		Bar Stock
Total Payments			<u>55,616.43</u>		

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SFC1	PAYMENTS			QUARTER 3 FROM 1 <sup>ST</sup> October 2022 TO 31 <sup>ST</sup> December 2022							COMPLETED BY PB & HB	
1	2	3	4	5	6	7	8	8	9	10	11 Comments and responses	
Date 2022	Transaction Type	Bank Payer	Amount	Bank Statement initialled AF/RFP/ATC	Source folder payments, grants	Red Box Complete	Cross referenced to A/c codes	Type of approval	Minute Ref TTC website	Authorization Payments list	Minute references on TTC website. Use ctrl F (find). Comments in red and responses in green. Actions in bold black	
4th Oct	FPO	RBS	362.40	DH, SR, JK	payments 111	yes	120/4250	Approved supplier	N/A	29-9-22 CD, KB	RBS = Rialtas add x ref to approved suppliers	
10th Oct	DD	Inty Ltd	100.80	“ ”	payments 11	No	120/4250	Approved supplier	N/A	N/A	Suggest initialled by Nicole and statements to go with DD every 6 months or so.	
18th Oct	FPO	Haywards	113.90	“ ”	Payments 11	Yes	Various	Approved supplier	N/A	TCDA(town clerk designated authority) 17-10-22 PB, HB		
2nd Nov	FPO	C Wurml	250	DH, SR, JK	Payments 11	Yes	600/4280	TCDA	N/A	3-11-22 CD, PA	C Wurml = Harcourt Players add x ref to approved suppliers	
4th Nov	CHQ	TT Band	2000	“ ”	Grant Application	Yes	120/4330	FC 11-7-22	Full Council 11-7-22	Cheque sigs: CD, SR	replacement cheque for approved grant made out on 12th Oct should be cross references with original. Done Cross reference in future	
7th Nov	FPO	Hutchings and son	64	“ ”	Payments 11	Yes	340/4755	TCDA	N/A	3-11-22 CD, PA		
5th Dec	FPO	Two Farmers	64.50	DH	Payments 111	Yes	600/4950	TCDA	N/A	FC 30-11-22 SR, JR	Bank statement ticked as a print out. Only one sig on bank statements	

5th Dec	FPO	Healthmatic Ltd	16024.02	"	Payments 11	Yes	310/4450 & 4590	FC 14-3-22 / 30-11-22	FC 14-3-22 21/22 - 166	FC 30-11-22 SR, JR	
22nd Dec	FPO	KB Heating	345	"	Payments 11	Yes	600/320/4450	TCDA		E & A 3-1-23 SR, PA	

SFC2 RECEIPTS											
Date	Transaction Type	Bank Payee	Amount	Bank Statement initialled AF/RFO/ATC	Source: Sales, paying-in bk or square folder Invoice number	Cross referenced to a/c codes	Comments	Response	Action		
3-10-22	SO	I Bishop	121.50	DH, SFR	Sales inv 1836	Moorings	Ian Bishop/Ali Baxter see account for details				
10-10-22	FPI	T Hughes	706	" "	Missing	Town Hall Bookings	No Invoice				
7-11-22	FPI	Halford	108	DH, SR, JK	Sales inv 1898	Corn exchange hire					
15-11-22	FPI	Keri Dunne	131.25	" " "	Sales inv 1908	Main Hall Hire	Balance due, all tallied				
5-12-22	FPI	Theocs craft	158.40	" " "	Sales inv C 1878, 1917	Town Hall Hire	Crafts, cakes and collectables				
13-12-22	FPI	Square	279.51	" " "	Square	Ticket sales					

**General comment: Ask for councillors' initials at the next Full Council to enable identification of signatures.**

**Petty Cash: £3.03 tallies with receipts**