


**TEWKESBURY TOWN COUNCIL  
FINANCE COMMITTEE  
THURSDAY 27<sup>th</sup> APRIL 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 27<sup>th</sup> April 2023 commencing at 6.00pm**

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



Debbie Hill, Town Clerk  
22<sup>nd</sup> April 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 11<sup>th</sup> April 2023
5. Matters arising from the minutes of 11<sup>th</sup> April – 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 approve the payments list
9. To review the financial reports, bank reconciliations and earmarked reserves report for the financial year ended 31st March 2023
10. To agree to appoint GAPTC as internal auditor for financial year and 2022-23 and to note that GAPTC internal audit service is independent to Tewkesbury Town Council
11. To review the Town Council's reserves and investments as at 31<sup>st</sup> March 2023
12. To review and agree a new copier contract
13. To consider and agree grant applications from outside bodies

**MINUTES**  
***of the***  
**Finance Committee meeting held on 11th April 2023 at 6:00PM in the Town Hall,**  
**Tewkesbury**

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

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

**F.22.112 To receive apologies**  
Cllr Aldridge and Cllr Brennan.

**F.22.113 To receive declarations of interest**  
Cllr Danter regarding item 22.125, grant applications.

**F.22.114 To receive dispensations**  
None.

**F.22.115 To approve the Minutes of the Finance Committee meeting held on 2<sup>nd</sup> March 2023**  
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 2<sup>nd</sup> March 2023. Proposed by Cllr Brookes, seconded by Cllr J Raywood.

**F.22.116 Matters arising from the Minutes of 2<sup>nd</sup> March 2023 – for information only**  
**Online banking** – application for access for Assistant Town Clerk has been submitted to Lloyds. ATC to follow up on this.  
**Debit card** - Debit card application form received and completed. Need to be signed by bank account signatories.  
**22.108 querying payments made to GK Engineering** - £6,642 Priors Court and St Mary's Road railing preliminary works and £4,237 Back of Avon emergency repair works.

**F.22.117 To receive correspondence relating to the Finance Committee**  
None.

**F.22.118 Public Participation**  
None.

**F.22.119 To review the budget report and earmarked reserves report**  
The budget report was reviewed. The Town Clerk highlighted committed expenditure under tourism & marketing is for the erection of bunting in the town (will be in time for the Coronation), moorings maintenance overspend relates to emergency repair works to the Back of Avon mooring, bus shelter overspend is due to having to pay upfront for the whole amount with 50% to be funded by Gloucestershire County Council on completion. As mentioned in previous meetings the income budget for the Town Hall was a stretch budget and will be slightly below this, whereas Watson Hall income is ahead of budget. Reinstatement expenditure on the Severn Ham is showing an overspend but income will be received to compensate from Severn Trent.

The earmarked reserves report was reviewed.

**F.22.120 To agree the earmarked reserves at the end of the financial year 2022/23 for the Finance and the Staffing committees**

**120 Finance**

4180 legal fees, £5,000 to EMR 339, 4280 events & services £482 to a new earmarked reserve and 4330 grants £622 to EMR 361.

Proposed by Cllr J Raywood, seconded by Cllr Danter.

**110 Staffing**

4100 professional fees £5,237 to a new earmarked reserve and 4110 training £2,087 to a new earmarked reserve

Proposed by Cllr Danter, seconded by Cllr J Raywood.

Release 327 Asset Management Project £3,821.

Proposed by Cllr Brookes, seconded by Cllr Danter.

**F.22.121 To review the bank reconciliations for February 2023 and payments report for February 2023**

The bank reconciliations and the payments report were reviewed.

**F.22.122 To approve the payments list**

It was RESOLVED to approve the payments list totalling £42,401.85. Proposed by Cllr Danter, seconded by Cllr Brookes.

**F.22.123 To receive an update from the Town Clerk on the External Audit 2021/22**

The Town Clerk reported that the Town Council's responses to the objection have been submitted to the external auditor. The auditor has advised that a response should be received within three months.

**F.22.124 To receive an update from the Town Clerk on the bar audit for Q3 2022/23**

The committee queried the -£747.87 total stock value figure. **Action:** Town Clerk to clarify with bar auditor.

**F.22.125 To consider and agree grant applications from outside bodies**

It was RESOLVED to award grants as follows:

BIG Weekend £800, proposed by Cllr J Raywood, seconded by Cllr Brookes.

TADS on Loan £120, proposed by Cllr Sztymiak, seconded by Cllr Bowman.

There being no further business the meeting closed at 19:22.

Signature of Chairman upon approval of the minutes ..... 27th April 2023

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Finance</b>								
120	Finance							
1076	Precept	320,716	419,939	419,939	0			
1090	Interest Received	34	806	40	(766)			
1100	Grants & Donations Received	55	6,847	0	(6,847)			
1110	Warm Spaces Grant Recieved	0	1,000	0	(1,000)			
1120	Tewkesbury Live Grants Receive	10,000	11,000	0	(11,000)			(9,893)
1121	Tewkes Live Income	0	20,434	0	(20,434)			
	Finance :- Income	<b>330,805</b>	<b>460,026</b>	<b>419,979</b>	<b>(40,047)</b>			<b>(9,893)</b>
4100	Professional Fees	250	0	2,000	2,000		2,000	
4150	Mayors Allowance	1,500	1,500	1,500	0		0	
4160	Bank Charges	480	677	300	(377)		(377)	
4170	Audit Fees	1,462	3,763	2,081	(1,682)		(1,682)	
4180	Legal Fees	913	1,497	12,485	10,988		10,988	
4190	Subscriptions & Memberships	2,996	3,191	4,000	809		809	
4200	Insurance	6,970	15,373	8,323	(7,050)		(7,050)	1,556
4210	Stationery Office Equipment	1,753	1,276	1,500	224		224	
4211	Contingency	0	0	6,000	6,000		6,000	
4212	Councillor Expenses	0	0	600	600		600	
4220	Telephone & Broadband (TC)	1,023	1,028	832	(196)		(196)	
4230	Photocopier	3,209	1,853	2,601	748		748	
4240	Website	549	611	500	(111)		(111)	
4250	IT	4,878	3,916	3,500	(416)		(416)	
4260	Publications	0	0	208	208		208	
4270	Newsletter	0	382	1,040	658		658	
4280	Events & Services	2,212	2,847	3,329	482		482	
4290	Regalia	0	1,758	2,000	242		242	
4300	Civic	1,057	564	1,000	436		436	
4310	Tourism & Marketing	1,402	1,360	1,040	(320)		(320)	
4320	Town Crier	1,000	1,000	1,000	0		0	
4330	Community Grants	8,178	11,200	10,000	(1,200)		(1,200)	1,822
4350	Elections	0	0	1,000	1,000		1,000	
4360	Residents' Weekend	6,856	38	0	(38)		(38)	
4370	Tewkesbury Live Expenditure	0	22,927	0	(22,927)		(22,927)	
4380	Warm Spaces Expenditure	0	500	0	(500)		(500)	
4990	Sundries/Petty Cash	244	502	1,000	498		498	
	Finance :- Indirect Expenditure	<b>46,932</b>	<b>77,764</b>	<b>67,839</b>	<b>(9,925)</b>	<b>0</b>	<b>(9,925)</b>	<b>3,378</b>
	<b>Net Income over Expenditure</b>	<b>283,873</b>	<b>382,262</b>	<b>352,140</b>	<b>(30,122)</b>			
6000	plus Transfer from EMR	600	3,378					
6001	less Transfer to EMR	0	(9,893)					
	<b>Movement to/(from) Gen Reserve</b>	<b>284,473</b>	<b>395,533</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

## Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>130 Mayor's Charity</b>							
1200 Mayor's Charity Income	4,408	4,683	0	(4,683)			
Mayor's Charity :- Income	<b>4,408</b>	<b>4,683</b>	<b>0</b>	<b>(4,683)</b>			<b>0</b>
4410 Mayor's Charity Expenditure	2,100	2,759	0	(2,759)		(2,759)	
Mayor's Charity :- Indirect Expenditure	<b>2,100</b>	<b>2,759</b>	<b>0</b>	<b>(2,759)</b>	<b>0</b>	<b>(2,759)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,308</b>	<b>1,924</b>	<b>0</b>	<b>(1,924)</b>			
<b>140 Tewkesbury Live</b>							
1121 Tewkes Live Income	0	(17,345)	0	17,345			
Tewkesbury Live :- Income	<b>0</b>	<b>(17,345)</b>	<b>0</b>	<b>17,345</b>			<b>0</b>
4370 Tewkesbury Live Expenditure	0	921	0	(921)		(921)	
Tewkesbury Live :- Indirect Expenditure	<b>0</b>	<b>921</b>	<b>0</b>	<b>(921)</b>	<b>0</b>	<b>(921)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(18,266)</b>	<b>0</b>	<b>18,266</b>			
Finance :- Income	<b>335,213</b>	<b>447,364</b>	<b>419,979</b>	<b>(27,385)</b>			
Expenditure	<b>49,032</b>	<b>81,443</b>	<b>67,839</b>	<b>(13,604)</b>	<b>0</b>	<b>(13,604)</b>	
<b>Net Income over Expenditure</b>	<b>286,181</b>	<b>365,920</b>	<b>352,140</b>	<b>(13,780)</b>			
plus Transfer from EMR	<b>600</b>	<b>3,378</b>					
less Transfer to EMR	<b>0</b>	<b>(9,892)</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>286,781</b>	<b>379,191</b>					
<b>Building &amp; Moorings</b>							
<b>200 Moorings</b>							
1300 Moorings Income	6,385	6,855	5,722	(1,133)			
1850 HAZ Income	0	(35,103)	0	35,103			
Moorings :- Income	<b>6,385</b>	<b>(28,248)</b>	<b>5,722</b>	<b>33,970</b>			<b>0</b>
4450 Maintenance	3,665	14,692	4,162	(10,530)		(10,530)	335
4460 Rates	1,098	1,098	1,561	463		463	
4470 Mooring Leases	100	100	100	0		0	
4480 Projects - Moorings	2,250	27,980	6,500	(21,480)		(21,480)	
Moorings :- Indirect Expenditure	<b>7,113</b>	<b>43,870</b>	<b>12,323</b>	<b>(31,547)</b>	<b>0</b>	<b>(31,547)</b>	<b>335</b>
<b>Net Income over Expenditure</b>	<b>(728)</b>	<b>(72,118)</b>	<b>(6,601)</b>	<b>65,517</b>			
6000 plus Transfer from EMR	<b>0</b>	<b>335</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(728)</b>	<b>(71,783)</b>					

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>210 64 Barton Street</u>							
1420 64 Barton Street Income	8,250	0	0	0			
64 Barton Street :- Income	<b>8,250</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
4195 Health & Safety	68	382	300	(82)		(82)	
4450 Maintenance	52,462	1,445	15,000	13,555		13,555	
4500 64 Barton Street Projects	3,213	13,781	25,000	11,219		11,219	
4505 64 Barton St Fundraising	0	6,068	0	(6,068)		(6,068)	6,788
64 Barton Street :- Indirect Expenditure	<b>55,743</b>	<b>21,675</b>	<b>40,300</b>	<b>18,625</b>	<b>0</b>	<b>18,625</b>	<b>6,788</b>
<b>Net Income over Expenditure</b>	<b>(47,493)</b>	<b>(21,675)</b>	<b>(40,300)</b>	<b>(18,625)</b>			
6000 plus Transfer from EMR	29,990	6,788					
<b>Movement to/(from) Gen Reserve</b>	<b>(17,503)</b>	<b>(14,887)</b>					
<u>220 Town Hall</u>							
1400 Garden Income	0	10	104	94			
1410 Town Hall Income	14,487	18,622	20,000	1,378			
1415 TH Merch Income	0	7	0	(7)			
1850 HAZ Income	0	(9,000)	0	9,000			
Town Hall :- Income	<b>14,487</b>	<b>9,639</b>	<b>20,104</b>	<b>10,465</b>			<b>0</b>
4195 Health & Safety	388	1,454	500	(954)		(954)	
4450 Maintenance	7,270	12,117	12,485	368		368	
4460 Rates	4,192	4,192	4,266	74		74	
4550 Water	870	1,590	728	(862)		(862)	
4560 Electric	2,953	4,360	2,000	(2,360)		(2,360)	
4570 Gas	1,724	2,551	3,000	449		449	
4580 Garden Expenditure	196	618	312	(306)		(306)	
4590 Projects	2,900	1,079	15,606	14,527		14,527	
4960 Equipment	1,492	1,211	2,081	870		870	
4961 Waste and recycling	0	144	0	(144)		(144)	
Town Hall :- Indirect Expenditure	<b>21,984</b>	<b>29,316</b>	<b>40,978</b>	<b>11,662</b>	<b>0</b>	<b>11,662</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,497)</b>	<b>(19,677)</b>	<b>(20,874)</b>	<b>(1,197)</b>			
<u>230 War Memorial</u>							
1990 Other Income	54	0	0	0			
War Memorial :- Income	<b>54</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
4450 Maintenance	700	22	1,040	1,018		1,018	
War Memorial :- Indirect Expenditure	<b>700</b>	<b>22</b>	<b>1,040</b>	<b>1,018</b>	<b>0</b>	<b>1,018</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(646)</b>	<b>(22)</b>	<b>(1,040)</b>	<b>(1,018)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Building & Moorings :- Income	29,176	(18,609)	25,826	44,435			
Expenditure	85,539	94,884	94,641	(243)	0	(243)	
<b>Net Income over Expenditure</b>	<b>(56,363)</b>	<b>(113,492)</b>	<b>(68,815)</b>	<b>44,677</b>			
plus Transfer from EMR	29,990	7,123					
<b>Movement to/(from) Gen Reserve</b>	<b>(26,373)</b>	<b>(106,369)</b>					

Environment & Amenities300 Play Parks

1520 Severn Trent Compensation	1,134	0	0	0			
Play Parks :- Income	<b>1,134</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
4590 Projects	0	0	5,000	5,000		5,000	
4600 Maintenance - Derek Graham	2,148	1,826	2,081	255		255	
4610 Maintenance - Mitton	298	0	1,040	1,040		1,040	
4620 Maintenance - Warwick Place	136	100	1,561	1,461		1,461	
4630 Annual Playground Inspection	3,000	(3,130)	1,561	4,691		4,691	
Play Parks :- Indirect Expenditure	<b>5,582</b>	<b>(1,204)</b>	<b>11,243</b>	<b>12,447</b>	<b>0</b>	<b>12,447</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(4,448)</b>	<b>1,204</b>	<b>(11,243)</b>	<b>(12,447)</b>			
6000 plus Transfer from EMR	640	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(3,808)</b>	<b>1,204</b>					

310 Spring Gardens

4450 Maintenance	2,026	3,236	3,121	(115)		(115)	
4460 Rates	(3,044)	0	0	0		0	
4550 Water	1,279	652	2,081	1,429		1,429	
4560 Electric	1,525	1,712	1,276	(436)		(436)	
4590 Projects	11,200	13,325	7,491	(5,834)		(5,834)	5,834
Spring Gardens :- Indirect Expenditure	<b>12,985</b>	<b>18,926</b>	<b>13,969</b>	<b>(4,957)</b>	<b>0</b>	<b>(4,957)</b>	<b>5,834</b>
<b>Net Expenditure</b>	<b>(12,985)</b>	<b>(18,926)</b>	<b>(13,969)</b>	<b>4,957</b>			
6000 plus Transfer from EMR	6,394	5,834					
<b>Movement to/(from) Gen Reserve</b>	<b>(6,591)</b>	<b>(13,092)</b>					

320 Gloucester Road

4450 Maintenance	321	781	1,821	1,040		1,040	
4460 Rates	(2,320)	0	0	0		0	
4550 Water	804	1,321	676	(645)		(645)	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4560 Electric	1,022	1,057	816	(241)		(241)	
Gloucester Road :- Indirect Expenditure	(173)	3,160	3,313	153	0	153	0
<b>Net Expenditure</b>	<b>173</b>	<b>(3,160)</b>	<b>(3,313)</b>	<b>(153)</b>			
<u>330 Cleaning &amp; Consumables</u>							
4700 Cleaning & Maintenance Equip	236	551	1,561	1,010		1,010	
4710 Combined Consumables	2,356	2,384	2,601	217		217	
4720 Hygiene Contract	977	977	1,248	271		271	
Cleaning & Consumables :- Indirect Expenditure	3,569	3,912	5,410	1,498	0	1,498	0
<b>Net Expenditure</b>	<b>(3,569)</b>	<b>(3,912)</b>	<b>(5,410)</b>	<b>(1,498)</b>			
<u>340 Outside Spaces</u>							
4750 CCTV	5,143	(30)	5,000	5,030		5,030	
4755 Tree Maintenance	400	123	1,000	877		877	
4760 Street Furniture & Clock	6,837	4,489	6,000	1,511		1,511	
4765 EmergencyPlan/Adverse Weather	0	223	1,000	777		777	
4770 Youth Budget	2,992	3,619	3,500	(119)		(119)	
4775 Insurance - Arrivall	52	59	290	231		231	
4780 Bus Shelter	874	7,673	3,000	(4,673)		(4,673)	
4785 Parish Online	450	450	485	35		35	
4790 Grass Cutting	2,276	2,276	2,840	564		564	
4795 Notice Boards and Swapboxes	0	1,739	2,000	261		261	
Outside Spaces :- Indirect Expenditure	19,024	20,619	25,115	4,496	0	4,496	0
<b>Net Expenditure</b>	<b>(19,024)</b>	<b>(20,619)</b>	<b>(25,115)</b>	<b>(4,496)</b>			
6000 plus Transfer from EMR	9,613	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(9,411)</b>	<b>(20,619)</b>					
<u>700 Memorial Benches</u>							
1720 Memorial Benches Income	202	368	0	(368)			
Memorial Benches :- Income	202	368	0	(368)			0
4725 Memorial Benches Expenditure	374	2,209	0	(2,209)		(2,209)	
Memorial Benches :- Indirect Expenditure	374	2,209	0	(2,209)	0	(2,209)	0
<b>Net Income over Expenditure</b>	<b>(172)</b>	<b>(1,841)</b>	<b>0</b>	<b>1,841</b>			
Environment & Amenities :- Income	1,336	368	0	(368)			
Expenditure	41,362	47,621	59,050	11,429	0	11,429	
<b>Net Income over Expenditure</b>	<b>(40,026)</b>	<b>(47,253)</b>	<b>(59,050)</b>	<b>(11,797)</b>			
plus Transfer from EMR	16,647	5,834					
<b>Movement to/(from) Gen Reserve</b>	<b>(23,379)</b>	<b>(41,419)</b>					



## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<b>Planning</b>							
400 <u>Planning</u>							
4715 Comm & Display Equipment	1,570	0	0	0		0	
4718 Community Development Planning	0	0	1,000	1,000		1,000	
4810 Outreach	229	0	500	500		500	
Planning :- Indirect Expenditure	<b>1,799</b>	<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>(1,799)</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>			
6000 plus Transfer from EMR	1,194	0					
<b>Movement to/(from) Gen Reserve</b>	<b>(605)</b>	<b>0</b>					
Planning :- Income	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Expenditure	<b>1,799</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>	<b>0</b>	<b>1,500</b>	
<b>Net Income over Expenditure</b>	<b>(1,799)</b>	<b>0</b>	<b>(1,500)</b>	<b>(1,500)</b>			
plus Transfer from EMR	<b>1,194</b>	<b>0</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(605)</b>	<b>0</b>					
<b>Severn Ham</b>							
500 <u>Severn Ham</u>							
1620 Hay Auction	5,206	3,701	190	(3,511)			
1630 Basic Payment Scheme	14,150	11,762	11,500	(262)			
1640 Wayleaves	377	378	390	12			
1700 Fishing Rights	1,500	1,800	1,500	(300)			
1710 HLS Payment	22,066	22,066	22,248	183			
1715 Reinstatement Compensation	0	4,002	0	(4,002)			
Severn Ham :- Income	<b>43,299</b>	<b>43,708</b>	<b>35,828</b>	<b>(7,880)</b>			<b>0</b>
4450 Maintenance	69	0	1,500	1,500		1,500	
4550 Water	80	84	260	176		176	
4850 Commoners Grazing Compensation	600	600	4,500	3,900		3,900	
4855 Hay Sowing Project	3,600	2,200	5,000	2,800		2,800	
4860 Volunteers (Rec & Prom)	0	0	1,500	1,500		1,500	
4865 Auction Fees	500	500	477	(23)		(23)	
4870 Weeding	0	0	2,500	2,500		2,500	
4875 Tree Conservation	3,200	3,750	3,000	(750)		(750)	
4880 Ancillary Management	0	5	0	(5)		(5)	
4885 Nesting Project	165	118	1,500	1,382		1,382	
4890 Carver Knowles	200	200	2,388	2,188		2,188	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4895 Cross Compliance Consultant	440	475	530	55		55	
4900 Conservation Advisor	5,000	5,000	5,571	571		571	
4905 Footpath Repairs	0	0	2,500	2,500		2,500	
4910 Reinstatement Expenditure	350	3,539	0	(3,539)		(3,539)	
Severn Ham :- Indirect Expenditure	<b>14,204</b>	<b>16,471</b>	<b>31,226</b>	<b>14,755</b>	<b>0</b>	<b>14,755</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>29,095</b>	<b>27,236</b>	<b>4,602</b>	<b>(22,634)</b>			
6001 less Transfer to EMR	5,000	0					
<b>Movement to/(from) Gen Reserve</b>	<b>24,095</b>	<b>27,236</b>					
Severn Ham :- Income	<b>43,299</b>	<b>43,708</b>	<b>35,828</b>	<b>(7,880)</b>			
Expenditure	<b>14,204</b>	<b>16,471</b>	<b>31,226</b>	<b>14,755</b>	<b>0</b>	<b>14,755</b>	
<b>Net Income over Expenditure</b>	<b>29,095</b>	<b>27,236</b>	<b>4,602</b>	<b>(22,634)</b>			
less Transfer to EMR	<b>5,000</b>	<b>0</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>24,095</b>	<b>27,236</b>					

Watson Hall

600 Watson Hall							
1150 Staffing Income	1,295	0	0	0			
1800 Watson Hall Income	20,844	30,242	22,808	(7,434)			
1810 Leases	0	0	300	300			
1820 Tudor Bar Income	41,839	44,375	50,000	5,625			
1825 Bar Equipment Income	50	0	0	0			
1830 Events Income	1,208	4,694	7,000	2,306			
1835 Go Fund Me Watson Hall	0	76	0	(76)			
Watson Hall :- Income	<b>65,236</b>	<b>79,387</b>	<b>80,108</b>	<b>721</b>			<b>0</b>
4195 Health & Safety	440	1,499	500	(999)		(999)	
4221 Telephone/IT (WH)	1,014	1,013	750	(263)		(263)	
4250 IT	48	440	0	(440)		(440)	
4280 Events & Services	475	8,358	7,000	(1,358)		(1,358)	
4450 Maintenance	13,206	9,694	10,000	307		307	
4550 Water	985	1,411	728	(683)		(683)	
4560 Electric	7,967	8,282	3,000	(5,282)		(5,282)	
4570 Gas	1,721	1,990	2,081	91		91	
4590 Projects	(2,822)	5,245	18,000	12,755		12,755	
4912 Bar Payroll Processing	178	250	200	(50)		(50)	
4913 Bar Equipment	858	1,205	1,500	295		295	
4914 Bar Card Charges	623	636	850	214		214	

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4915 Events Card Charges	33	253	0	(253)		(253)	
4919 Doors & Floor Project	0	16,155	0	(16,155)		(16,155)	3,402
4920 Bar Audit	0	260	0	(260)		(260)	
4950 Bar Stock	21,979	23,731	23,000	(731)		(731)	
4955 Bar Salaries	18,059	17,032	15,000	(2,032)		(2,032)	
4960 Equipment	3,953	4,841	4,000	(841)		(841)	
4961 Waste and recycling	0	385	0	(385)		(385)	
4980 Workwear	0	102	0	(102)		(102)	
4990 Sundries/Petty Cash	60	0	100	100		100	
Watson Hall :- Indirect Expenditure	<b>68,777</b>	<b>102,781</b>	<b>86,709</b>	<b>(16,072)</b>	<b>0</b>	<b>(16,072)</b>	<b>3,402</b>
<b>Net Income over Expenditure</b>	<b>(3,541)</b>	<b>(23,395)</b>	<b>(6,601)</b>	<b>16,794</b>			
6000 plus Transfer from EMR	475	3,402					
<b>Movement to/(from) Gen Reserve</b>	<b>(3,066)</b>	<b>(19,993)</b>					
Watson Hall :- Income	<b>65,236</b>	<b>79,387</b>	<b>80,108</b>	<b>721</b>			
Expenditure	<b>68,777</b>	<b>102,781</b>	<b>86,709</b>	<b>(16,072)</b>	<b>0</b>	<b>(16,072)</b>	
<b>Net Income over Expenditure</b>	<b>(3,541)</b>	<b>(23,395)</b>	<b>(6,601)</b>	<b>16,794</b>			
plus Transfer from EMR	<b>475</b>	<b>3,402</b>					
<b>Movement to/(from) Gen Reserve</b>	<b>(3,066)</b>	<b>(19,993)</b>					
<b>Staffing</b>							
110 Staffing							
1150 Staffing Income	969	0	0	0			
Staffing :- Income	<b>969</b>	<b>0</b>	<b>0</b>	<b>0</b>			<b>0</b>
4000 Staff Salary	79,663	93,378	96,242	2,864		2,864	
4030 PAYE and NI	20,493	23,832	20,000	(3,832)		(3,832)	
4040 Pension	25,805	26,038	25,000	(1,038)		(1,038)	
4050 Staff Travel	50	166	161	(5)		(5)	
4060 Councillor Travel	0	0	54	54		54	
4070 Staff Other Expenses	0	163	107	(56)		(56)	
4080 FM Contractor	57,330	68,000	68,250	250		250	
4090 Payroll Processing	362	475	535	60		60	
4100 Professional Fees	4,628	2,952	7,749	4,797		4,797	
4110 Training	1,339	591	2,678	2,087		2,087	
Staffing :- Indirect Expenditure	<b>189,670</b>	<b>215,595</b>	<b>220,776</b>	<b>5,181</b>	<b>0</b>	<b>5,181</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(188,701)</b>	<b>(215,595)</b>	<b>(220,776)</b>	<b>(5,181)</b>			
Staffing :- Income	<b>969</b>	<b>0</b>	<b>0</b>	<b>0</b>			
Expenditure	<b>189,670</b>	<b>215,595</b>	<b>220,776</b>	<b>5,181</b>	<b>0</b>	<b>5,181</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(188,701)</b>	<b>(215,595)</b>					

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/03/2023

Month No: 12

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	475,229	552,218	561,741	9,523			
Expenditure	450,382	558,796	561,741	2,945	0	2,945	
<b>Net Income over Expenditure</b>	<b>24,846</b>	<b>(6,578)</b>	<b>0</b>	<b>6,578</b>			
plus Transfer from EMR	48,906	19,737					
less Transfer to EMR	5,000	(9,892)					
<b>Movement to/(from) Gen Reserve</b>	<b>68,752</b>	<b>23,051</b>					

**ANNUAL RETURN - ENGLAND**  
**FOR THE YEAR ENDED 31 MARCH 2023**  
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	319,361	344,208	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	320,716	419,939	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3	(+) Total other receipts	154,513	132,279	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	144,021	160,281	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	306,361	398,516	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	344,208	337,629	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	356,700	415,869	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	3,357,587	3,433,363	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

17/04/2023

## Tewkesbury Town Council

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## Balance Sheet as at 31 March 2023

31st March 2022

31 March 2023

	Current Assets	
1,159	Sales	1,998
6,707	VAT Control A/c	6,401
0	Prepayments	8,005
2,958	Stock	3,628
239,648	Current Bank A/c	296,454
3,669	Lloyds Bank - Mayor's Charity	5,216
40	Petty Cash	83
32	Bar Petty Cash	0
112,111	Lloyds Bank - Savings A/c	112,917
1,200	Floats	1,200
<u>367,524</u>		<u>435,902</u>
<b>367,524</b>	<b>Total Assets</b>	<b>435,902</b>
	Current Liabilities	
18,357	Creditors	11,696
0	Accruals	68,192
0	Receipts in Advance	18,385
2,670	Tax/NI Control	0
2,289	Pension Control	0
<u>23,316</u>		<u>98,273</u>
<b>344,208</b>	<b>Total Assets Less Current Liabilities</b>	<b>337,629</b>
	Represented By	
121,463	General Reserves	60,486
6,709	EMR B&M 64 BS Maintenance	20,264
250	EMR B&M Town Hall Gardens	250
19,894	EMR B&M Moorings Prior's Court	19,894
335	EMR B&M Moorings Maintenance	0
1,447	EMR E&A Noticeboards	1,708
12,604	EMR E&A Playground Projects	20,105
4,105	EMR E&A Youth	4,105
3,821	EMR FIN Asset Management Proj	0
5,858	EMR B&M War Memorial	6,876
6,140	EMR SH Severn Ham	6,140
2,500	EMR E&A CCTV	2,500
5,150	EMR E&A Tree Maintenance	5,650
2,300	EMR E&A Street Furniture	3,050
7,902	EMR E&A Toilet Block Project	3,108
2,640	EMR E&A Bus Shelters	2,640

17/04/2023

## Tewkesbury Town Council

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## Balance Sheet as at 31 March 2023

31st March 2022		31 March 2023
2,160	EMR FIN Website	2,160
0	EMR FIN Professional	5,237
9,087	EMR FIN Legal	14,087
4,000	EMR FIN Elections	4,000
1,474	EMR FIN Tourism & Marketing	1,474
1,500	EMR FIN Newsletter	1,500
7,500	EMR SH Weeding	10,000
8,000	EMR SH Severn Ham Tree Maint	8,000
8,675	EMR SH Hay Sowing Project	8,675
2,050	EMR SH Carver Knowles	10,738
1,306	EMR PLA Comm. & Display	1,306
271	EMR PLA Outreach Sessions	0
6,363	EMR B&M Moorings Projects	6,363
20,000	EMR B&M Watson Hall Lease *	20,000
2,433	EMR B&M Moorings St Mary's Rd	2,433
1,556	EMR FIN Insurance	0
3,290	EMR FIN Shop Windows Project	0
9,761	EMR B&M TH Maintenance	10,129
10,040	EMR B&M WH Projects	19,319
1,619	EMR B&M WH Bar Equipment	1,914
0	EMR B&M 64 BS Projects	11,219
5,000	EMR SH Mythe Nature Reserve	5,000
1,000	EMR PLA Community Devel Planni	2,500
12,100	EMR B&M TH Projects	26,627
1,822	EMR FIN Community Grants	622
9,893	EMR FIN Tewkes Live Music Fest	0
3,402	EMR B&M WH Maintenance	307
6,788	EMR B&M 64 BS Fundraising Proj	720
0	EMR FIN Events and Services	482
0	EMR B&M TH Equipment	870
0	EMR E&A Toilet Block Utilities	1,429
0	EMR E&A VAS Repairs	1,655
0	EMR STA Training	2,087
<u>344,208</u>		<u>337,629</u>

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## Balance Sheet as at 31 March 2023

31 March 2023

Signed :  
Chairman

Date : \_\_\_\_\_

Signed :  
Responsible  
Financial  
Officer

Date : \_\_\_\_\_



**TTC HAZ funded works @ 31/03/2023**

<b>Priors Court &amp; St. Mary's Road Railings (100% funded £31,515.33)</b>	<b>Description</b>	<b>Net</b>	<b>VAT</b>	<b>Total</b>
GK Engineering	Preliminary works	£6,642.00	£0.00	£6,642.00
Broxap	Pennington 3 rail posts & delivery	£8,754.00	£1,750.80	£10,504.80
Watkins & Powis	Galvanised tubes & connectors	£2,834.33	£566.87	£3,401.20
GK Engineering	Excavation works & setting out	£3,500.00	£0.00	£3,500.00
GK Engineering	Works completed	£1,850.00	£0.00	£1,850.00
		<b>£23,580.33</b>		
<b>Back of Avon Wall (100% funded £43,450.00)</b>				
Ian Bishop Masonry	Works certified by Architect	£17,500.00	£3,500.00	£21,000.00
		<b>£17,500.00</b>		
<b>Town Hall Façade (75% funded £20,625.00)</b>				
Ian Bishop Masonry	Works certified by Architect	£12,000.00	£2,400.00	£14,400.00
		<b>£12,000.00</b>		
TTC contribution		<b>£3,000.00</b>		
<b>Total cost</b>		<b>£53,080.33</b>		

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/03/2023		296,661.72
			<u>296,661.72</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			296,661.72
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			296,661.72
		Balance per Cash Book is :-	296,661.72
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	31/03/2023	64	112,916.99
			<u>112,916.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			112,916.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			112,916.99
		Balance per Cash Book is :-	112,916.99
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity	31/03/2023	1	5,215.60
			<u>5,215.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,215.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,215.60
		Balance per Cash Book is :-	5,215.60
		Difference is :-	0.00

## Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
320	EMR B&M 64 BS Maintenance	6,709.00	13,555.00	20,264.00
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	261.00	1,708.00
325	EMR E&A Playground Projects	12,604.00	7,501.00	20,105.00
326	EMR E&A Youth	4,105.00		4,105.00
327	EMR FIN Asset Management Proj	3,821.00	-3,821.00	0.00
328	EMR B&M War Memorial	5,857.73	1,018.00	6,875.73
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	500.00	5,650.00
332	EMR E&A Street Furniture	2,300.00	750.00	3,050.00
333	EMR E&A Toilet Block Project	7,902.00	-4,794.00	3,108.00
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	5,237.00	5,237.00
339	EMR FIN Legal	9,087.00	5,000.00	14,087.00
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	2,500.00	10,000.00
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	8,688.00	10,738.00
347	EMR PLA Comm. & Display	1,306.00		1,306.00
348	EMR PLA Outreach Sessions	271.00	-271.00	0.00
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	368.00	10,129.00
355	EMR B&M WH Projects	10,040.00	9,279.00	19,319.00
356	EMR B&M WH Bar Equipment	1,619.00	295.00	1,914.00
357	EMR B&M 64 BS Projects	0.00	11,219.00	11,219.00
358	EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359	EMR PLA Community Devel Planni	1,000.00	1,500.00	2,500.00
360	EMR B&M TH Projects	12,100.00	14,527.00	26,627.00
361	EMR FIN Community Grants	1,822.00	-1,200.00	622.00
362	EMR FIN Tewkes Live Music Fest	9,892.50	-9,892.50	0.00
363	EMR B&M WH Maintenance	3,402.00	-3,095.00	307.00
364	EMR B&M 64 BS Fundraising Proj	6,788.00	-6,068.00	720.00
365	EMR FIN Events and Services	0.00	482.00	482.00
366	EMR B&M TH Equipment	0.00	870.00	870.00
367	EMR E&A Toilet Block Utilities	0.00	1,429.00	1,429.00
368	EMR E&A VAS Repairs	0.00	1,655.00	1,655.00
369	EMR STA Training	0.00	2,087.00	2,087.00

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<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>222,744.48</u>	<u>54,398.48</u>	<u>277,142.96</u>

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