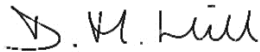


**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
TUESDAY 29TH AUGUST 2023**

To: Members of Finance Committee: Councillors C Danter (Chair), H Bowman, P Brookes, K Moran, P Jones, J Raywood, S Raywood and M Szymiak

You are summoned to attend a meeting of the Finance Committee which will be held in the Town Hall, High Street, Tewkesbury, on **Tuesday 29th August 2023 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
23rd August 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 3rd July 2023
5. Matters arising from the minutes of 3rd July – 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 and bank reconciliations of the Town Council for June and July 2023
10. To review the payments report for May, June and July 2023
11. To consider and agree grant applications from outside bodies
12. To consider the purchase of an OWL system for the Council Chamber and agree the next steps
13. To note the formation of a Christmas Lights working group between the Town Council (Town Clerk) and the Christmas Lights Committee
14. To note the final position in respect of the High Street Heritage Action Zone Fund
15. To receive a report from the Internal control checkers for Q1 2023/24
16. To receive an update on income and expenditure relating to Tewkesbury Live Free Music Festival 2023

MINUTES
of the
**Finance Committee meeting held on 3rd July 2023 at 6:00PM in the Town Hall,
Tewkesbury**

Present: Cllrs C Danter (Chair), P Brookes, S Raywood, J Raywood, M Sztymiak, K Moran

In attendance: D Hill (Town Clerk), Cllr E Ash

F.23.016 To receive apologies
Cllr H Bowman

F.23.017 To receive declarations of interest
None.

F.23.018 To receive dispensations
None.

F.23.019 To approve the Minutes of the Finance Committee meeting held on 5th June 2023
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 5th June 2023. Proposed by Cllr Brookes, seconded by Cllr Sztymiak.

F.23.020 Matters arising from the Minutes of 5th June 2023 – for information only
23.010 Payments report queries – Town Clerk confirmed seven slats were purchased for bench repairs and that the Town Hall Foster Surveys (measured survey) invoice was for £2,475 and the Watson Hall Foster Surveys (measured survey) invoice was for £3,295 – complete.
23.015 Feedback to grant applicant – Town Clerk has had a phone conversation with the grant application contact and followed up with an email – complete.

F.23.021 To receive correspondence relating to the Finance Committee
None.

F.23.022 Public Participation
None.

F.23.023 To approve the payments list
It was RESOLVED to approve payments totalling £14,214.85. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.23.024 To review the financial reports and bank reconciliations of the Town Council for May 2023
The Town Clerk explained that the invoice for PKF Littlejohn invoice needs to be journalled to 4170 Audit fees.
HAZ expenditure – the final claim for HAZ related expenditure is to be submitted to Tewkesbury Borough Council by the end of July.

A Councillor queried the Watson Hall income £2,391 vs bar income and income from what type of event. **Action:** Town Clerk to provide a breakdown of these figures at the next meeting.

F.23.025 To review the payments report for May 2023

Deferred to the next meeting.

F.23.026 To review the internal audit report for 2022/23 and to note recommended actions

- 1.1 Standing Orders – to be reviewed at Full Council
- 1.3 Grants Policy – amend review date
- 3.2 Risk Register – additional risks (Finance Risk Register already in place) to be reviewed at a future Finance Committee meeting and may need to roll out to other committees
- 6.7 Date for exercise of public rights – noted at this Finance Committee meeting as being Monday 3rd July to Friday 11th August 2023
- 7.1 GDPR policy for staff already in place. Review for councillors.

F.23.027 To note dates for the exercise of public rights for 2022/23 is 30th June to 10th August 2023

The Town Clerk advised that the final date was Monday 3rd July to Friday 11th August.

F.23.028 To receive an update from the bar audit working group

Cllrs Brookes, Cllr Sztymiak and Cllr Jones, the Bar Auditor and Town Clerk met to discuss the last bar audit.

Gross profits – to be reviewed, Town Council awaiting report.

Look at manual stock adjustments – for any items identified.

F.23.029 To consider and agree grant applications from outside bodies

None.

There being no further business the meeting closed at 18:50.

Signature of Chairman upon approval of the minutes 29th Aug 2023

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 5

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Finance						
<u>120 Finance</u>						
1076 Precept	234,875	469,750	234,875			
1090 Interest Received	1,234	120	(1,114)			
1100 Grants & Donations Received	695	0	(695)			
1121 Tewkes Live Income	0	20,000	20,000			
1125 Christmas Lights Income	0	3,910	3,910			
1850 HAZ Income	48,127	0	(48,127)			
Finance :- Income	284,931	493,780	208,849			0
4100 Professional Fees	1,638	1,000	(638)		(638)	
4150 Mayors Allowance	1,500	1,500	0		0	
4160 Bank Charges	226	800	574		574	
4170 Audit Fees	885	2,000	1,115		1,115	
4180 Legal Fees	1,138	6,000	4,862		4,862	
4190 Subscriptions & Memberships	2,575	3,500	925		925	
4200 Insurance	16,842	17,000	158		158	
4210 Stationery Office Equipment	617	1,500	883		883	
4212 Councillor Expenses	0	100	100		100	
4220 Telephone & Broadband (TC)	283	1,000	717		717	
4230 Photocopier	335	2,600	2,265		2,265	
4240 Website	0	800	800		800	
4250 IT	1,872	5,000	3,128		3,128	
4260 Publications	0	100	100		100	
4270 Newsletter	0	1,061	1,061		1,061	
4280 Events & Services	160	3,000	2,840		2,840	
4290 Regalia	14	500	486		486	
4300 Civic	362	1,061	699		699	
4310 Tourism & Marketing	(1,240)	500	1,740		1,740	
4320 Town Crier	1,000	1,000	0		0	
4330 Community Grants	5,009	7,500	2,491		2,491	
4350 Elections	0	1,000	1,000		1,000	
4370 Tewkesbury Live Expenditure	0	22,000	22,000		22,000	
4375 Christmas Lights	0	6,683	6,683		6,683	
4380 Warm Spaces Expenditure	(201)	0	201		201	
4990 Sundries/Petty Cash	78	1,000	922		922	
Finance :- Indirect Expenditure	33,091	88,205	55,114	0	55,114	0
Net Income over Expenditure	251,841	405,575	153,734			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 5

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
130 Mayor's Charity						
1200 Mayor's Charity Income	920	0	(920)			
Mayor's Charity :- Income	920	0	(920)			0
Net Income	920	0	(920)			
140 Tewkesbury Live						
1121 Tewkes Live Income	28,270	0	(28,270)			
Tewkesbury Live :- Income	28,270	0	(28,270)			0
4370 Tewkesbury Live Expenditure	43,837	0	(43,837)		(43,837)	
Tewkesbury Live :- Indirect Expenditure	43,837	0	(43,837)	0	(43,837)	0
Net Income over Expenditure	(15,568)	0	15,568			
Finance :- Income	314,121	493,780	179,659			
Expenditure	76,928	88,205	11,277	0	11,277	
Building & Moorings						
200 Moorings						
1300 Moorings Income	3,353	6,000	2,647			
1850 HAZ Income	35,103	0	(35,103)			
Moorings :- Income	38,455	6,000	(32,455)			0
4450 Maintenance	3,321	5,000	1,679		1,679	
4460 Rates	507	1,300	793		793	
4470 Mooring Leases	0	100	100		100	
4480 Projects - Moorings	45,243	10,000	(35,243)		(35,243)	
4960 Equipment	358	0	(358)		(358)	
Moorings :- Indirect Expenditure	49,428	16,400	(33,028)	0	(33,028)	0
Net Income over Expenditure	(10,973)	(10,400)	573			
210 64 Barton Street						
4195 Health & Safety	0	800	800		800	
4450 Maintenance	4,156	50,000	45,844		45,844	
4500 64 Barton Street Projects	12,839	0	(12,839)		(12,839)	
4505 64 Barton St Fundraising	450	4,000	3,550		3,550	
64 Barton Street :- Indirect Expenditure	17,445	54,800	37,355	0	37,355	0
Net Expenditure	(17,445)	(54,800)	(37,355)			

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 5

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>220 Town Hall</u>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	6,830	20,000	13,170			
1415 TH Merch Income	10	0	(10)			
1850 HAZ Income	9,000	0	(9,000)			
Town Hall :- Income	15,840	20,050	4,210			0
4195 Health & Safety	0	600	600		600	
4450 Maintenance	383	12,735	12,352		12,352	90
4460 Rates	1,419	4,200	2,781		2,781	
4550 Water	350	900	550		550	
4560 Electric	824	5,000	4,176		4,176	
4570 Gas	375	3,500	3,125		3,125	
4580 Garden Expenditure	32	300	268		268	
4590 Projects	31,785	16,000	(15,785)		(15,785)	
4960 Equipment	997	2,000	1,003		1,003	
4961 Waste and recycling	0	200	200		200	
Town Hall :- Indirect Expenditure	36,164	45,435	9,271	0	9,271	90
Net Income over Expenditure	(20,324)	(25,385)	(5,061)			
6000 plus Transfer from EMR	90					
Movement to/(from) Gen Reserve	(20,234)					
<u>230 War Memorial</u>						
4450 Maintenance	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	0	1,000	1,000	0	1,000	0
Net Expenditure	0	(1,000)	(1,000)			
Building & Moorings :- Income	54,295	26,050	(28,245)			
Expenditure	103,037	117,635	14,598	0	14,598	
plus Transfer from EMR	90					
Movement to/(from) Gen Reserve	(48,652)					
<u>Environment & Amenities</u>						
<u>300 Play Parks</u>						
4590 Projects	0	5,000	5,000		5,000	
4600 Maintenance - Derek Graham	1,716	2,123	407		407	
4610 Maintenance - Mitton	4	1,061	1,057		1,057	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 5

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4620 Maintenance - Warwick Place	325	1,592	1,267		1,267	
4630 Annual Playground Inspection	1,500	1,592	92		92	
Play Parks :- Indirect Expenditure	3,545	11,368	7,823	0	7,823	0
Net Expenditure	(3,545)	(11,368)	(7,823)			
<u>310 Spring Gardens</u>						
4450 Maintenance	329	3,183	2,854		2,854	
4550 Water	434	2,913	2,480		2,480	
4560 Electric	421	3,190	2,769		2,769	
4590 Projects	0	2,123	2,123		2,123	
Spring Gardens :- Indirect Expenditure	1,184	11,409	10,225	0	10,225	0
Net Expenditure	(1,184)	(11,409)	(10,225)			
<u>320 Gloucester Road</u>						
4450 Maintenance	0	1,857	1,857		1,857	
4550 Water	249	946	697		697	
4560 Electric	230	2,015	1,785		1,785	
Gloucester Road :- Indirect Expenditure	480	4,818	4,338	0	4,338	0
Net Expenditure	(480)	(4,818)	(4,338)			
<u>330 Cleaning & Consumables</u>						
4700 Cleaning & Maintenance Equip	0	1,592	1,592		1,592	
4710 Combined Consumables	962	2,653	1,691		1,691	
4720 Hygiene Contract	1,008	1,273	265		265	
Cleaning & Consumables :- Indirect Expenditure	1,971	5,518	3,547	0	3,547	0
Net Expenditure	(1,971)	(5,518)	(3,547)			
<u>340 Outside Spaces</u>						
4750 CCTV	3,375	5,000	1,625		1,625	
4755 Tree Maintenance	200	1,000	800		800	
4760 Street Furniture & Clock	100	6,000	5,900	290	5,610	
4765 EmergencyPlan/Adverse Weather	50	1,000	950		950	
4770 Youth Budget	0	3,500	3,500		3,500	
4775 Insurance - Arrivall	0	295	295		295	
4780 Bus Shelter	(3,605)	3,000	6,605		6,605	
4785 Parish Online	0	490	490		490	
4790 Grass Cutting	879	3,124	2,245		2,245	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 5

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4795 Notice Boards and Swapboxes	1,739	2,000	261		261	
Outside Spaces :- Indirect Expenditure	2,739	25,409	22,670	290	22,380	0
Net Expenditure	(2,739)	(25,409)	(22,670)			
Environment & Amenities :- Income	0	0	0			
Expenditure	9,918	58,522	48,604	290	48,314	
Planning						
<u>400 Planning</u>						
4718 Community Development Planning	0	1,000	1,000		1,000	
4719 Planning Consultancy	874	5,000	4,126	2,691	1,435	
4810 Outreach	0	500	500		500	
Planning :- Indirect Expenditure	874	6,500	5,626	2,691	2,935	0
Net Expenditure	(874)	(6,500)	(5,626)			
Planning :- Income	0	0	0			
Expenditure	874	6,500	5,626	2,691	2,935	
Severn Ham						
<u>500 Severn Ham</u>						
1620 Hay Auction	3,974	190	(3,784)			
1630 Basic Payment Scheme	0	9,420	9,420			
1640 Wayleaves	0	390	390			
1700 Fishing Rights	0	1,500	1,500			
1710 HLS Payment	0	22,248	22,248			
1715 Reinstatement Compensation	34,175	0	(34,175)			
Severn Ham :- Income	38,149	33,748	(4,401)			0
4450 Maintenance	176	1,500	1,324		1,324	
4550 Water	23	265	242		242	
4850 Commoners Grazing Compensation	0	3,500	3,500		3,500	
4855 Hay Sowing Project	0	4,750	4,750		4,750	
4860 Volunteers (Rec & Prom)	28	1,500	1,472		1,472	
4865 Auction Fees	500	500	0		0	
4870 Weeding	0	2,500	2,500		2,500	
4875 Tree Conservation	0	3,000	3,000		3,000	
4880 Ancillary Management	0	4,000	4,000		4,000	
4885 Nesting Project	155	1,500	1,345		1,345	
4890 Carver Knowles	0	2,000	2,000		2,000	

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 5

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4895 Cross Compliance Consultant	0	530	530		530	
4900 Conservation Advisor	1,250	5,571	4,321		4,321	
4905 Footpath Repairs	9,985	2,500	(7,485)		(7,485)	
4910 Reinstatement Expenditure	9,282	0	(9,282)		(9,282)	
Severn Ham :- Indirect Expenditure	21,400	33,616	12,216	0	12,216	0
Net Income over Expenditure	16,750	132	(16,618)			
Severn Ham :- Income	38,149	33,748	(4,401)			
Expenditure	21,400	33,616	12,216	0	12,216	
Watson Hall						
<u>600 Watson Hall</u>						
1800 Watson Hall Income	7,595	24,000	16,405			
1810 Leases	0	600	600			
1820 Tudor Bar Income	16,772	45,000	28,228			
1830 Events Income	23	7,000	6,977			
Watson Hall :- Income	24,390	76,600	52,210			0
4195 Health & Safety	0	800	800		800	
4221 Telephone/IT (WH)	323	1,000	677		677	
4280 Events & Services	320	7,000	6,680		6,680	
4450 Maintenance	2,874	10,000	7,126		7,126	
4550 Water	342	1,500	1,158		1,158	
4560 Electric	2,893	6,000	3,107		3,107	
4570 Gas	300	4,000	3,700		3,700	
4590 Projects	15,457	14,000	(1,457)		(1,457)	
4912 Bar Payroll Processing	78	220	142		142	
4913 Bar Equipment	90	1,500	1,410		1,410	
4914 Bar Card Charges	252	850	598		598	
4915 Events Card Charges	1	300	299		299	
4920 Bar Audit	0	520	520		520	
4950 Bar Stock	6,939	25,000	18,061		18,061	
4955 Bar Salaries	4,141	17,000	12,859		12,859	
4960 Equipment	1,200	2,000	800	300	500	
4961 Waste and recycling	93	300	207		207	
Watson Hall :- Indirect Expenditure	35,304	91,990	56,686	300	56,386	0
Net Income over Expenditure	(10,914)	(15,390)	(4,476)			
Watson Hall :- Income	24,390	76,600	52,210			
Expenditure	35,304	91,990	56,686	300	56,386	

Staffing

Detailed Income & Expenditure by Budget Heading 31/07/2023

Month No: 5

Budget Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
110 Staffing						
4000 Staff Salary	31,618	106,000	74,382		74,382	
4030 PAYE and NI	4,319	23,500	19,181		19,181	
4040 Pension	6,740	26,000	19,260		19,260	
4050 Staff Travel	0	250	250		250	
4060 Councillor Travel	0	60	60		60	
4070 Staff Other Expenses	0	250	250		250	
4080 FM Contractor	23,800	71,400	47,600		47,600	
4090 Payroll Processing	148	550	402		402	
4100 Professional Fees	660	3,000	2,340		2,340	
4110 Training	60	2,700	2,640		2,640	
Staffing :- Indirect Expenditure	67,346	233,710	166,364	0	166,364	0
Net Expenditure	(67,346)	(233,710)	(166,364)			
Staffing :- Income	0	0	0			
Expenditure	67,346	233,710	166,364	0	166,364	
Grand Totals:- Income	430,956	630,178	199,222			
Expenditure	314,806	630,178	315,372	3,281	312,091	
Net Income over Expenditure	116,149	0	(116,149)			
plus Transfer from EMR	90					
Movement to/(from) Gen Reserve	116,239					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR B&M 64 BS Maintenance	20,264.00		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	0.00		0.00
324 EMR E&A Noticeboards & Swapbox	1,708.00		1,708.00
325 EMR E&A Playground Projects	20,105.00		20,105.00
326 EMR E&A Youth	4,105.00		4,105.00
327 EMR FIN Asset Management Proj	0.00		0.00
328 EMR B&M War Memorial	6,875.73		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	5,650.00		5,650.00
332 EMR E&A Street Furniture	3,050.00		3,050.00
333 EMR E&A Toilet Block Project	3,108.00		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	5,237.00		5,237.00
339 EMR FIN Legal	14,087.00		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	10,000.00		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 Footpath Repairs	10,738.00		10,738.00
347 EMR PLA Comm. & Display	1,306.00	-1,306.00	0.00
348 EMR PLA Outreach Sessions	0.00		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	0.00		0.00
353 EMR FIN Shop Windows Project	0.00		0.00
354 EMR B&M TH Maintenance	10,129.00		10,129.00
355 EMR B&M WH Projects	19,319.00		19,319.00
356 EMR B&M WH Bar Equipment	1,914.00		1,914.00
357 EMR B&M 64 BS Projects	11,219.00		11,219.00
358 EMR SH Mythe Nature Reserve	5,000.00		5,000.00
359 EMR PLA Community Devel Planni	2,500.00		2,500.00
360 EMR B&M TH Projects	26,627.00		26,627.00
361 EMR FIN Community Grants	622.00		622.00
362 EMR FIN Tewkes Live Music Fest	0.00		0.00
363 EMR B&M WH Maintenance	307.00		307.00
364 EMR B&M 64 BS Fundraising Proj	720.00		720.00
365 EMR FIN Events and Services	482.00		482.00
366 EMR B&M TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
368 EMR E&A VAS Repairs	1,655.00		1,655.00
369 EMR STA Training	2,087.00		2,087.00

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
	<u>277,142.96</u>	<u>-1,306.00</u>	<u>275,836.96</u>

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	30/06/2023		385,811.47
			<u>385,811.47</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			385,811.47
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			385,811.47
		Balance per Cash Book is :-	385,811.47
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 4 - Lloyds - 32 Day Notice A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Savings A/c	30/06/2023	67	198,762.25
			<u>198,762.25</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			198,762.25
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			198,762.25
		Balance per Cash Book is :-	198,762.25
		Difference is :-	0.00

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity	15/05/2023	1	6,135.60
			<u>6,135.60</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			6,135.60
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			6,135.60
		Balance per Cash Book is :-	6,135.60
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Lloyds - Business Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/07/2023		217,445.49
			<u>217,445.49</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			217,445.49
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			217,445.49
		Balance per Cash Book is :-	217,445.49
		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	30/06/2023	68	199,150.87
			<hr/> 199,150.87
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			199,150.87
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			199,150.87
		Balance per Cash Book is :-	199,150.87
		Difference is :-	0.00

Time: 17:41

Lloyds - Business Account

List of Payments made between 01/05/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2023	IMEX	Std Ord	57.60		Till Maintenance
02/05/2023	Tesco Mobile	MAY 2023	22.98		Mobile Phone
02/05/2023	Waterplus (Watson Hall - 03850	INV0129871	42.45		Water WH
03/05/2023	Opus Gas Supply Limited	28186685	309.90		Gas Town hall
03/05/2023	Gloucester County Council	FPO	1,995.30		Pensions April P1
03/05/2023	HMRC	FPO	1,442.19		Tax/Ni April P1
04/05/2023	Cellar Supplies Cheltenham Ltd	AGR-712856	224.32		Bar Stock
05/05/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
05/05/2023	TBC - St Marys Lane	51055668	52.00		St Marys Lane Business Rates
09/05/2023	Inty Limited	00559733	108.36		IT
11/05/2023	Cellar Supplies Cheltenham Ltd	713336	87.12		Bar Stock
12/05/2023	Waterplus (Toilet Block - 0513	INV0198766	98.66		Water GR
14/05/2023	GAB	Std Ord	5,950.00		Contractor costs
15/05/2023	Waterplus (Trough B. Avon - 08	inv0199791	7.65		Trough water
15/05/2023	Waterplus (Town Hall - 0385036	INV0200575	115.91		TH Water
17/05/2023	Cellar Supplies Cheltenham Ltd	AGR-713804	107.15		Bar Stock
17/05/2023	Land Registry	DEB	3.00		Land Registry Search
17/05/2023	I.C.Brindle	DEB	429.07		Lifebouys
18/05/2023	ABComplete Ltd	1	631.20		Bird prevention spikes Town Ha
18/05/2023	Countrywide Grounds Maintenanc	2	422.00		May grass cutting
18/05/2023	Thomas Fattorini Ltd	3	1,007.97		Past Town Mayor Badges
18/05/2023	Fleet Graphics Tewkesbury Ltd	4	118.20		SH Signage - nesting project
18/05/2023	Gloucester Brewery	5	704.75		Bar Stock
18/05/2023	Haywards Tewkesbury Ltd	6	146.77		April Invoices
18/05/2023	Hy-Clean Supplies Limited	7	242.00		Cleaning Supplies Watson hall
18/05/2023	Laithwaites Wine Gloucester Sh	8	1,093.44		Bar Stock
18/05/2023	Liz O'Sullivan	9	96.00		Community Awards Calligraphy
18/05/2023	Notice Board (UK) Limited	10	1,306.80		Newtown Notice Board
18/05/2023	Rialtas Business Solutions Ltd	11	1,075.83		Omega Annual support
18/05/2023	SPA Security	12	666.00		Key Holder retainer/call out
18/05/2023	TKR Refrigeration Ltd	13	99.60		Glasswasher maintenance
18/05/2023	Wiggins Design	14	210.00		Poster/banner/program 2023
18/05/2023	Woodberry of Leamington Spa Lt	15	240.00		Treatment for picnic tables
18/05/2023	Juice It	1069	475.00		Banners and boards TL
18/05/2023	Smith's (Gloucester) Limited	C427825	37.20		Waste and recycling
18/05/2023	Octopus Energy - Watson Hall	WH Electri	697.30		Watson hall Electric
18/05/2023	Octopus Energy - Glos Rd Toile	Glos Rd El	49.53		Glos Rd Electric
18/05/2023	Octopus Energy - Oldbury Rd To	TH Electri	89.74		Oldbury Rd Electric
18/05/2023	Octopus Energy - Town Hall	TH electri	174.40		Town Hall Electric
18/05/2023	Tewkesbury Library	CHQ	120.00		TADS Community Grant Awarded
19/05/2023	Staff Salaries	BP	7,864.52		Office Net Wages May P2
19/05/2023	Staff Salaries	BP	1,348.90		Bar Net Wages May P2
19/05/2023	Tesco	DEB	15.50		Events stock
20/05/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
22/05/2023	Charlton Networks	39250	167.03		IT services
22/05/2023	Waterplus (PC Spring Gdns. - 0	02085968	115.02		SG Water
23/05/2023	Square/Watson hall bar	DEB	35.80		Mayor Making Drinks
23/05/2023	Waterplus (Watson Hall Bar- 03	inv0209729	55.97		WH Water

List of Payments made between 01/05/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/05/2023	Marks & Spencer	DEB	55.25		Mayor making Snacks
24/05/2023	Juice It	1069 -1	95.00		Banners and boards TL
24/05/2023	Cellar Supplies Cheltenham Ltd	714452	175.74		Credit Note
25/05/2023	Spotify	DEB	119.88		Spotify
26/05/2023	Digital Telecom Ltd	205375	52.55		WH Phones
26/05/2023	Digital Telecom Ltd	205376	79.91		TH Phones
26/05/2023	Lloyds	PAY	26.23		Bank service charges
26/05/2023	Siemens	DD	813.25		Photocopier lease
30/05/2023	A&E Fire and Security	FPO	1,147.67		Fire/alarms/lights/monitoring
30/05/2023	Electrical Plumbing & Building	10247	676.00		Plumbing WH and SG
30/05/2023	DDC Foods Ltd.	SIN739775	93.10		Bar Stock
30/05/2023	Paul Burdick - ACCLC	INV-0121	528.00		Year End Processing
30/05/2023	Onecall Construction Services	913	780.00		Noticeboard installation
30/05/2023	Securitas Security Services (U	FPO	750.00		Fire Alarm monitoring - WH
30/05/2023	Orchard Fundraising Ltd	15/17	135.00		Fund-raising
30/05/2023	Opus Gas Supply Limited	28235435	96.86		Gas WH
30/05/2023	Diversity Business Services Lt	5196	165.00		HR retainer
30/05/2023	Debbie Hill	FPO	15.00		Expenses
31/05/2023	J Stephens	FPO	200.00		Return Sec Deposit - Holly Cou
01/06/2023	Waterplus (Watson Hall - 03850	01298715	42.45		Water WH
01/06/2023	IMEX	Std Ord	57.60		Till Maintenace
02/06/2023	NEST	DD	187.01		Pensions May P2
05/06/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
05/06/2023	TBC - St Marys Lane	51055668	52.00		St Marys Lane Business Rates
05/06/2023	Opus Gas Supply Limited	28247383	114.99		Town hall gas
06/06/2023	Caroline Corsie	1	1,250.00		Jan-March 2023
06/06/2023	Countrywide Grounds Maintenanc	2	211.00		Grass cutting
06/06/2023	K J Hobson	3	240.00		2023 hanging baskets
06/06/2023	GK Engineering, Building & Mar	4	1,400.00		River side cottage
06/06/2023	Greenfields Garden Services Lt	5	2,145.60		post/rail fencing
06/06/2023	Timber & Hardware Supplies Ltd	6	61.44		Maintenance supplies/safe loft
06/06/2023	Hy-Clean Supplies Limited	7	167.60		Glos Rd Cleaning Supplies
06/06/2023	LK Flooring Cheltenham Limited	8	3,981.32		Bullnose supply/fit
06/06/2023	PAYROLLS UK LTD	9	69.60		Bar Payroll Proseccing
06/06/2023	The Photo Studio (Tewkesbury)	10	143.00		Frame repair and Cllr Photos
06/06/2023	PKF Littlejohn LLP	11	5,034.00		Annual Gov & Accountability
06/06/2023	Simply Flowers	12	35.00		Flowers for Mayor making
06/06/2023	Woodworker and Craftsman	13	100.00		The Arrival Consult
06/06/2023	Tesco Mobile	JUNE 2023	22.98		mobile phones
06/06/2023	Cellar Supplies Cheltenham Ltd	714789	95.99		Bar Stock
07/06/2023	HMRC	FPO	1,436.39		Tax/Ni May P2
07/06/2023	Gloucester County Council	FPO	1,995.30		Pensions May P2
07/06/2023	HMRC	FPO	-1,436.39		Reversal
07/06/2023	Gloucester County Council	FPO	-1,995.30		Reversal
07/06/2023	HMRC	FPO	1,995.30		Tax/Ni May P2
07/06/2023	Gloucester County Council	FPO	1,436.39		Penisons May P2
08/06/2023	Inty Limited	00572687	108.36		IT
08/06/2023	Amazon	DEB	29.99		Replacement kettle

List of Payments made between 01/05/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/06/2023	Waterplus (Toilet Block - 0513	02273006	96.53		Water GR
13/06/2023	Waterplus (Trough B. Avon - 08	02281357	7.56		Water Trough
13/06/2023	Waterplus (Town Hall - 0385036	02282609	113.17		Water Town Hall
13/06/2023	Opus Gas Supply Limited	28288356	23.74		June Gas WH
14/06/2023	Octopus Energy - Glos Rd Toile	GR 0003	63.29		Glos RD Electric
14/06/2023	Octopus Energy - Town Hall	TH 003	220.13		Town hall electric
14/06/2023	Octopus Energy - Oldbury Rd To	SG 0003	113.81		Sprgn Gr Electric
14/06/2023	Octopus Energy - Watson Hall	WH 0003	876.98		Watson hall electric
14/06/2023	GAB	Std Ord	5,950.00		Contractor costs
14/06/2023	Tewkesbury Regeneration Initia	FPO	88.88		Community Grant Awarded
14/06/2023	Tewkesbury Rejuvenation Ini	FPO	-88.88		Reversal
14/06/2023	Tewkesbury Rejuvenation initia	FPO	88.80		Grant awarded
16/06/2023	Smith's (Gloucester) Limited	C429762	37.20		Recycling June
19/06/2023	Proactive Business Supplies Lt	00604100	127.19		Credit note
19/06/2023	Charlton Networks	39370	178.70		June IT
20/06/2023	Staff Salaries	BP	7,851.52		Office Net Payroll June P3
20/06/2023	Staff Salaries	BP	804.64		Bar Net Wages June P3
20/06/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
21/06/2023	Waterplus (PC Spring Gdns. - 0	INV0237445	118.75		June Water SG
21/06/2023	The Barefoot Bandit	TBB-46	450.00		Deposit for Tewkes Live
22/06/2023	Waterplus (Watson Hall Bar- 03	INV0239071	57.74		June Water WH
22/06/2023	Juice It	1078	73.74		Bucket stickers
26/06/2023	Initial Washroom Hygiene	2023 renew	1,209.84		Annual contract
26/06/2023	Digital Telecom Ltd	205552	52.55		Phones Watson hall
26/06/2023	Digital Telecom Ltd	205551	79.91		Office phones
26/06/2023	Petty Cash	002490	100.00		Transfer into petty cash
28/06/2023	Cellar Supplies Cheltenham Ltd	729024	1,607.07		Bar Stock
28/06/2023	Your Name On It Ltd - T-shirts	T-shirts23	3,479.70		P/Ledger Electronic Payment
28/06/2023	Diversity Business Services Lt	5240	165.00		HR retainer - June
28/06/2023	Lloyds	PAY	42.45		Bank Service charge
28/06/2023	Lloyds	PAY	-42.45		Reversal
28/06/2023	Lloyds	PAY	47.74		Service Charges
30/06/2023	Waterplus (Watson Hall - 03850	01298715	42.45		Purchase Ledger DDR Payment
01/07/2023	IMEX	Std Ord	57.60		Till Maintenece
03/07/2023	Carver Knowles Property Consul	INV-48038	11,569.14		Severn trent Pipe replacement
03/07/2023	Ian Bishop	INV 232	38,724.00		Back of Avon masonry work
03/07/2023	Tewkesbury in Bloom	INV S23/1	60.00		Mayor making Stage flowers
03/07/2023	Charlton Networks	INV 1116	1,147.97		HP Probook
03/07/2023	Clarke Nicholls & Marcel Ltd	INV 8200	360.00		Survey Back of Avon
03/07/2023	Arthur J. Gallagher Insurance	62323046	16,747.84		insurance
03/07/2023	Haywards Tewkesbury Ltd	May 2023	148.13		Various May invoices
03/07/2023	C.W. Hygiene Services Ltd	INV49199	450.00		Window cleaning TH/WH
03/07/2023	LK Flooring Cheltenham Limited	INV 1733	1,018.01		Supply and fit flooring WH
03/07/2023	Land & Property Registration	INV TEW/02	1,120.00		Property records work
03/07/2023	Electrical Plumbing & Building	INV 10250	170.00		Watson hall and 64 Barton Work
03/07/2023	Nick Joyce Architects	INV 7557,6	18,394.77		Tech docs 64 barton st
03/07/2023	Proactive Business Supplies Lt	TEWK01	128.24		Office supplies
03/07/2023	Safety Signs 4 Less - Value Pr	INV 376890	14.44		Drinking water sign

List of Payments made between 01/05/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/07/2023	SK Heating & Cooling Ltd	INV 59045	112.50		Dishwasher service
03/07/2023	Opus Gas Supply Limited	28300024	7.24		Gas July
03/07/2023	Tesco Mobile	July 2023	14.00		July phones
04/07/2023	Tewkesbury Medieval Festival	BACS	2,000.00		Grant awarded
04/07/2023	Tewkesbury in Bloom	BACS	2,000.00		Grant Awarded
04/07/2023	WHC Hire Services Ltd	T260472	54.30		Strimmer rental
04/07/2023	Tewkesbury Battlefield Society	1	60.00		2 banners for summer 2023
04/07/2023	Countrywide Grounds Maintenanc	2	211.00		Grass cutting
04/07/2023	Timber & Hardware Supplies Ltd	3	8.68		Post mix
04/07/2023	Hy-Clean Supplies Limited	4	327.00		Town Hall cleaning supplies
04/07/2023	Onecall Construction Services	5	11,982.00		Bund repair
04/07/2023	Orchard Fundraising Ltd	6	225.00		Professional fund raising
04/07/2023	PAYROLLS UK LTD	7	69.60		Bar Payroll Processing
04/07/2023	SPA Security	8	648.00		Call out fees - WH
04/07/2023	Travis Perkins Trading Company	9	83.57		Paint - WH
05/07/2023	Cellar Supplies Cheltenham Ltd	729575	100.79		Bar Stock
05/07/2023	Juice It	1083	195.05		Pub Posters
05/07/2023	TBC - Back Of Avon	5105564X	73.00		Back Of Avon Business Rates
05/07/2023	TBC - St Marys Lane	51055668	52.00		St Marys Lane Business Rates
05/07/2023	NEST	DD	187.01		Pensions June P3
06/07/2023	N&P Thermoplastic Moulders Ltd	11880	52.70		collection buckets
06/07/2023	Gemma Kerridge	FPO	312.50		Refund for cancelled event
06/07/2023	NEST	FPO	558.91		Penisons May P2 - balance
06/07/2023	NEST	FPO	-558.91		Reversal
06/07/2023	Gloucester County Council	FPO	558.91		Penisons May P2 - Balance paym
06/07/2023	Gloucester County Council	FPO	1,995.30		Pensions June P3
06/07/2023	HMRC	FPO	881.68		Tax/Ni June P3
07/07/2023	Square	DEB	22.80		Square reader
10/07/2023	Inty Limited	INV0058584	108.36		July IT
12/07/2023	Cellar Supplies Cheltenham Ltd	AGR- 73013	41.02		Bar Stock
12/07/2023	Waterplus (Toilet Block - 0513	INV0256473	54.07		Water Glous Rd
13/07/2023	Carlton Services	1	180.00		Dishwasher repair
13/07/2023	Donnington Brewery Ltd.	2	188.46		Bar Stock
13/07/2023	Dormakaba	3	266.40		Call out for faulty door
13/07/2023	GK Engineering, Building & Mar	4	3,237.00		moorings works
13/07/2023	Matt Hale Tree Surgery Ltd	5	240.00		Felled Holly Tree
13/07/2023	Haywards Tewkesbury Ltd	6	161.95		Various June orders
13/07/2023	Hy-Clean Supplies Limited	7	199.40		SG Cleaning supplies
13/07/2023	Locksmiths Gloucester	8	144.00		Lock change for Bar
13/07/2023	Ellie Meeks	9	442.00		Event help
13/07/2023	Proactive Business Supplies Lt	10	196.30		Sundries/supplies
13/07/2023	Sign Painting By Dawn	11	140.00		Sign painting
13/07/2023	Wiggins Design	12	1,830.00		TL Program Design
13/07/2023	Debbie Hill	FPO	193.80		Expenses
13/07/2023	Waterplus (Town Hall - 0385036	INV	120.63		Water Town hall
13/07/2023	Waterplus (Trough B. Avon - 08	INV0257382	7.81		Water Trough
13/07/2023	C. Danter	FPO	1,500.00		Mayors Stipend
13/07/2023	M. Kean-Price	FPO	1,000.00		Town Crier's Stipend

List of Payments made between 01/05/2023 and 31/07/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/07/2023	GAB	Std Ord	5,950.00		Contractor costs
17/07/2023	Smith's (Gloucester) Limited	C435939	37.20		Recycling
18/07/2023	Octopus Energy - Watson Hall	WH - 0004	818.88		WH Energy
18/07/2023	Octopus Energy - Town Hall	TH - 0004	205.94		TH Energy
18/07/2023	Octopus Energy - Oldbury Rd To	SG 0004	106.74		SG Toilets Energy
18/07/2023	Octopus Energy - Glos Rd Toile	GR 0004	59.61		Glos Rd Toilets Energy
19/07/2023	Cellar Supplies Cheltenham Ltd	730592	900.92		Bar Stock
20/07/2023	Hotline Group Ltd	GW106897	288.48		Tewks Live Tote Bags
20/07/2023	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
20/07/2023	Staff Salaries	BP	7,949.09		Office Net Wages July P4
20/07/2023	Staff Salaries	BP	719.26		Bar Net Wages July P4
20/07/2023	Charlton Networks	July	181.68		Purchase Ledger DDR Payment
21/07/2023	Waterplus (PC Spring Gdns. - 0	INV0267258	115.02		July Water
24/07/2023	NEST	DD	193.48		Pensions July P4
24/07/2023	Waterplus (Watson Hall Bar- 03	INV0268372	96.01		Water July
26/07/2023	Cotswold Cleaning	1	350.00		Bus Shelter cleaning
26/07/2023	Externiture Ltd	2	5,244.00		Odessa Bus Shelter
26/07/2023	Gloucester Brewery	3	526.30		Bar Stock
26/07/2023	Hy-Clean Supplies Limited	4	126.01		Bar glasses - polycarb
26/07/2023	Juice It	5	68.40		Pub Posters
26/07/2023	Laithwaites Wine Gloucester Sh	6	260.52		Bar Stock
26/07/2023	Managed Technology	7	2,569.92		Early Service settlement
26/07/2023	DDC Foods Ltd.	8	57.12		Bar Stock
26/07/2023	Nick Joyce Architects	9	1,800.00		Watson hall Condition report
26/07/2023	PAYROLLS UK LTD	10	62.40		Office payroll processing
26/07/2023	Travis Perkins Trading Company	11	21.78		Watson Fence
26/07/2023	Vimto Out of Home	12	431.55		Bar Stock
26/07/2023	Wicksteed Leisure Ltd	13	389.78		Playground fixings
26/07/2023	Autospares Tewkesbury	1	35.00		Sack truck tires
26/07/2023	Cellar Supplies Cheltenham Ltd	731201	2,237.39		Bar Stock
26/07/2023	Bands - Tewkesbury Live	FPO	32,584.40		Bands - Tewkesbury Live
27/07/2023	Tesco	DEB	40.00		Mobile Top-up
28/07/2023	Diversity Business Services	Std Ord	165.00		HR Retainer
28/07/2023	Lloyds	PAY	25.29		Bank Charges
31/07/2023	Tewkesbury Phones	DEB	38.00		Cases/covers for work mobiles
31/07/2023	Waterplus (Watson Hall - 03850	July	49.79		Purchase Ledger DDR Payment
31/07/2023	Digital Telecom Ltd	July WH	52.55		Purchase Ledger DDR Payment
31/07/2023	Digital Telecom Ltd	July TH	79.91		Purchase Ledger DDR Payment
Total Payments			268,025.33		

TTC HAZ funded completed works July 2023

Priors Court & St. Mary's Road Railings (100% funded £31,515.33)	Description	Net	VAT	Total
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
G K Engineering	Completion of railings works	£7,935.00	£0.00	£7,935.00
		£31,515.33		
Back of Avon Wall (100% funded £43,450.00)				
Ian Bishop Masonry	Works certified by Architect	£17,500.00	£3,500.00	£21,000.00
Ian Bishop Masonry	Final valuation	£18,000.00	£3,600.00	£21,600.00
Clarke Nicholls & Marcel	Site meeting & detail for remedial works	£300.00	£60.00	£360.00
		£35,800.00		
Town Hall Façade (75% funded £20,625.00)				
Ian Bishop Masonry	Works certified by Architect	£12,000.00	£2,400.00	£14,400.00
Ian Bishop Masonry	Final valuation	£14,270.00	£2,854.00	£17,124.00
		£26,270.00		
TTC contribution		£6,567.50		
		£19,702.50		
Water Fountain	Supply & installation	£1,025.00	£205.00	£1,230.00
Total claimed from HSHAZ		£88,042.83		

SFC1 Payments			Quarter: Q1 23/24		Months: Apr to June				Councillors doing check: PB, KM, MS			
Date (1)	Transaction type (2)	Bank Payer (3)	Amount (4)	Bank Statement initialled. AFO/RFO?ATC (5)	Source folder payments, grants (6)	Red Box complete (7)	Cross referenced to a/c/ codes (8)	Type of Approval Authorisation (9A)	Minute Ref TTC Website (9B)	Payments List minutes reference (9C)	Comments in red and responses in green. Actions in Bold Black (10)	
11/04/2023	FPO	Tewkesbury Abbey	£466.00	JR - DH, HJB, CD	PL3	Yes	120/4280	TCDA	BM 05/04/23	B&M.22.139		
25/04/2023	FPO	Brunel Engraving	£129.47	JR - DH, HJB, KB	PL1	Yes	200/4480	TCDA	F 27/04/23	F.22.133		
28/04/2023	FPO	Samantha Watson (Orchard Fundraising)	£180.00	JR - DH, HJB, KB	PL2	Yes	210/4505	Contract	F 27/04/23	F.22.133		
04/05/2023	DD	Cellar Supplies	£224.32	JR - NF	PL1	Yes	600/4950	DD	N/A	N/A		
17/05/2023	DEB	I C Brindle & CO Ltd	£429.07	JR - CD, HJB	PL2	Yes	200/4960	CD, HJB approved debit card use	N/A as under authority limit	N/A		
30/05/2023	FPO	Les Minter	£676.00	JR - JR, PJ	PL2	Yes	600/310/4450	TCDA	PLA 17/05/2023	P.23/24.023		
06/06/2023	FPO	Simply Flowers	£35.00	Not signed - PJ, CD, DH	PL3	Yes	120/4280	TCDA	F 05/06/2023	F.23.008	Bank statements have just been received so will be signed at next committee meeting Check at next Finance Meeting	
06/06/2023	FPO	Countrywide Ground	£211.00	Not signed - PJ, JR, DH	PL1	Yes	340/4790	FP - approved on 17/05/2023, signed by JR, PJ	FP - approved on 17/05/2023	P.23/24.023	Bank statements have just been received so will be signed at next committee meeting. Check at next Finance Meeting. Cost centre noted as 370 on the invoice, but this was a written error as 370 does not exist. Corrected to show as Bank statements have just been received so will be signed at next committee meeting. Check at next Finance Meeting. Deposit payment of £450, remainder of invoice still open. Querying why this was approved at the Severn Ham committee if this is Tewkesbury Live expenditure. Review payment approval procedure. Process Follow Up	
21/06/2023	FPO	Midnight Mango	£450.00	Not signed - PB, EA	Purchase Invoices Open	Yes	140/4370	TCDA	SH 27/06/2023	SH 23/014		

SFC1 Receipts									
Date	Trans-action type	Bank Payee	Amount	Bank Statement initialled AF/RFO/ATC	Source sales, paying-in bk Square folder	Referred to facility account codes	Comments	Response	Action
11/04/2023	SO	M Chapman	£35.00	SR	N/A	N/A	N/A	N/A	query on hold as customer making payments on account to reserve a mooring, but this was never agreed. No moorings are in use for this customer. Account is in credit and due a refund. Payments now stopped. Refund to be
11/04/2023	FPI	Square	£2,124.57	SR	Square	Bar Income	unable to verify where this has been coded to as the process is automated - is there a way we can check this income has gone to the correct codes? NF to add Nominal Codes		
22/05/2023	FPI	DM Limited re Severn Ham	£34,175.20	SR		500/1715	Reinstatement compensation - as this is such a large amount we can see from the meeting minutes that this is sitting in this cost centre and account code, but otherwise would not be able to verify this. Remittance		
30/05/2023	DEP	501419	£178.90	SR	Paying in book		Cash from Watson Hall bar		
12/06/2023	FPI	Lindsey Martin	£570.60	Not yet signed - awaiting committee	2127 - SI Closed		Cannot verify - have all entries on this invoice been coded to the same place or split across different nominal codes, as this is over 2 locations, and there are 2 VAT treatments for the different premises Automated Procedure from Booking.		
15/06/2023	FPI	R L Langdon Ltd - Nottingham Arms	£400.00	Not yet signed - awaiting committee	SI Closed		Cannot verify. Punch Sponsorship		

Petty Cash			
Date	Arithmetic Checked	Money Checked	
18/07/2023	£107.45	105.95 plus £1.50 receipt	