


**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
MONDAY 6TH NOVEMBER 2023**

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

You are summoned to attend a meeting of the Finance Committee which will be held in the Town Hall, High Street, Tewkesbury, on **Monday 6th November 2023 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
1st November 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 29th August 2023
5. Matters arising from the minutes of 29th August – 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 August and September 2023
10. To review the payments report for August and September 2023
11. To agree the budget for 2024/25 and to agree the forward budget
12. To agree to pay Countrywide Grounds Maintenance by monthly standing order for £211
13. To consider and agree grant applications from outside bodies
14. To receive a report from the Internal control checkers for Q2 2023/24
15. To agree to appoint GAPTC as Internal Auditor for financial year 2023-24

MINUTES
of the
**Finance Committee meeting held on 29th August 2023 at 6:00PM in the Town Hall,
Tewkesbury**

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

In attendance: D Hill (Town Clerk)

F.23.030 To receive apologies
Cllr H Bowman, Cllr M Sztymiak.

F.23.031 To receive declarations of interest
None.

F.23.032 To receive dispensations
None.

F.23.033 To approve the Minutes of the Finance Committee meeting held on 3rd July 2023
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 3rd July 2023. Proposed by Cllr J Raywood, seconded by Cllr Brookes.

F.23.034 Matters arising from the Minutes of 3rd July 2023 – for information only
23.024 Breakdown of events at Watson Hall generating higher income levels – The Town Clerk advised that the higher booking income related to bookings held on 8/4/23 Private party, 29/4/23 Wedding, 24/6/23 Wedding, 28/7/23 Tewkesbury Live and 19/8/23 Private party
Action: Town Clerk Query RBS date 17/8/23 as believed this should be 19/8/23
23.028 Bar audit - Possibility of alternative auditor. **Action:** Town Clerk to ask rugby club and ask locally for recommendations.

F.23.035 To receive correspondence relating to the Finance Committee
External auditor correspondence concerning ineligible objections to 2022/2023 AGAR.

F.23.036 Public Participation
None.

F.23.037 To approve the payments list
It was RESOLVED to approve payments totalling £7,641.58. Proposed by Cllr J Raywood, seconded by Cllr Jones.
Action: Town Clerk to look into cost of repairs to damaged mooring structure from 3rd party and to look into whether a claim would be an option.

F.23.038 To review the financial reports and bank reconciliations of the Town Council for June and July 2023
The reports were reviewed.

Action: 120 4100 finance professional expenditure to be journalled to 110 4100 staffing professional. Query 220 4450 moorings maintenance, £90 showing under EMR

- F.23.039** **To review the payments report for May, June and July 2023**
The report was reviewed.
- F.23.040** **To consider and agree grant applications from outside bodies**
It was RESOLVED to award a grant to Priors Park Community Church for £500.
Proposed by Cllr J Raywood, seconded by Cllr Jones.
- F.23.041** **To consider the purchase of an OWL system for the Council Chamber and agree next steps**
The Town Clerk advised 2 OWL devices would be required for the Council Chamber at a one off purchase cost £2,099.
Action – Town Clerk to obtain quotes for associated electrical work and take into 2024/25 budgeting process.
- F.23.042** **To note the formation of a Christmas Lights working group between the Town Council (Town Clerk) and the Christmas Lights Committee**
The formation of tis working group was noted.
- F.23.043** **To note the final position in respect of the High Street Heritage Action Zone Fun**
The final position was noted.
- F.23.044** **To receive a report from the Internal control checkers for Q1 2023/24**
Cllr Brookes reported that a few issues had been identified and these had all been resolved satisfactorily at the follow up meeting held with officers.
- F.23.045** **To receive an update on income and expenditure relating to Tewkesbury Live Free Music Festival 2023**
This item was deferred until the next meeting.

There being no further business the meeting closed at 19:40.

Signature of Chairman upon approval of the minutes 6th Nov 2023

Detailed Income & Expenditure by Budget Heading //

Month No: 7

Budget Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
Finance						
<u>120 Finance</u>						
1076 Precept	469,750	469,750	0			
1090 Interest Received	2,117	120	(1,997)			
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	88,043	0	(88,043)			
	560,605	493,780	(66,825)			0
Finance :- Income						
4100 Professional Fees	1,638	1,000	(638)		(638)	
4150 Mayors Allowance	1,500	1,500	0		0	
4160 Bank Charges	394	800	406		406	
4170 Audit Fees	885	2,000	1,115		1,115	
4180 Legal Fees	2,503	6,000	3,497		3,497	
4190 Subscriptions & Memberships	3,067	3,500	433		433	
4200 Insurance	16,842	17,000	158		158	
4210 Stationery Office Equipment	722	1,500	778		778	
4212 Councillor Expenses	0	100	100		100	
4220 Telephone & Broadband (TC)	524	1,000	476		476	
4230 Photocopier	1,118	2,600	1,482		1,482	
4240 Website	440	800	360		360	
4250 IT	2,729	5,000	2,271		2,271	
4260 Publications	0	100	100		100	
4270 Newsletter	0	1,061	1,061		1,061	
4280 Events & Services	130	3,000	2,870		2,870	
4290 Regalia	14	500	486		486	
4300 Civic	485	1,061	576		576	
4310 Tourism & Marketing	(1,083)	500	1,583		1,583	
4320 Town Crier	1,000	1,000	0		0	
4330 Community Grants	6,009	7,500	1,491		1,491	
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	145	1,000	855		855	
	38,860	88,205	49,345	0	49,345	0
Finance :- Indirect Expenditure						
Net Income over Expenditure	521,744	405,575	(116,169)			

Detailed Income & Expenditure by Budget Heading //

Month No: 7

Budget Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
130 Mayor's Charity						
1200 Mayor's Charity Income	920	0	(920)			
Mayor's Charity :- Income	<u>920</u>	<u>0</u>	<u>(920)</u>			<u>0</u>
Net Income	<u>920</u>	<u>0</u>	<u>(920)</u>			
140 Tewkesbury Live						
1121 Tewkes Live Income	37,236	0	(37,236)			
Tewkesbury Live :- Income	<u>37,236</u>	<u>0</u>	<u>(37,236)</u>			<u>0</u>
4370 Tewkesbury Live Expenditure	44,137	0	(44,137)		(44,137)	
Tewkesbury Live :- Indirect Expenditure	<u>44,137</u>	<u>0</u>	<u>(44,137)</u>	<u>0</u>	<u>(44,137)</u>	<u>0</u>
Net Income over Expenditure	<u>(6,902)</u>	<u>0</u>	<u>6,902</u>			
Finance :- Income	598,760	493,780	(104,980)			
Expenditure	82,998	88,205	5,207	0	5,207	
Movement to/(from) Gen Reserve	<u>515,763</u>					
<u>Building & Moorings</u>						
200 Moorings						
1300 Moorings Income	4,460	6,000	1,540			
1850 HAZ Income	35,103	0	(35,103)			
Moorings :- Income	<u>39,562</u>	<u>6,000</u>	<u>(33,562)</u>			<u>0</u>
4450 Maintenance	9,867	5,000	(4,867)		(4,867)	
4460 Rates	757	1,300	543		543	
4470 Mooring Leases	100	100	0		0	
4480 Projects - Moorings	45,243	10,000	(35,243)		(35,243)	
4960 Equipment	358	0	(358)		(358)	
Moorings :- Indirect Expenditure	<u>56,324</u>	<u>16,400</u>	<u>(39,924)</u>	<u>0</u>	<u>(39,924)</u>	<u>0</u>
Net Income over Expenditure	<u>(16,762)</u>	<u>(10,400)</u>	<u>6,362</u>			
210 64 Barton Street						
4195 Health & Safety	0	800	800		800	
4450 Maintenance	1,526	50,000	48,474		48,474	
4500 64 Barton Street Projects	15,589	0	(15,589)		(15,589)	
4505 64 Barton St Fundraising	450	4,000	3,550		3,550	
4590 Projects	0	0	0	1,950	(1,950)	
64 Barton Street :- Indirect Expenditure	<u>17,566</u>	<u>54,800</u>	<u>37,234</u>	<u>1,950</u>	<u>35,284</u>	<u>0</u>
Net Expenditure	<u>(17,566)</u>	<u>(54,800)</u>	<u>(37,234)</u>			

Detailed Income & Expenditure by Budget Heading //

Month No: 7

Budget Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>220 Town Hall</u>						
1400 Garden Income	0	50	50			
1410 Town Hall Income	10,582	20,000	9,418			
1415 TH Merch Income	10	0	(10)			
1850 HAZ Income	9,000	0	(9,000)			
Town Hall :- Income	19,592	20,050	458			0
4195 Health & Safety	0	600	600		600	
4450 Maintenance	2,925	12,735	9,810		9,810	90
4460 Rates	2,127	4,200	2,073		2,073	
4550 Water	698	900	202		202	
4560 Electric	1,056	5,000	3,944		3,944	
4570 Gas	378	3,500	3,122		3,122	
4580 Garden Expenditure	59	300	241		241	
4590 Projects	35,535	16,000	(19,535)		(19,535)	
4960 Equipment	1,177	2,000	823		823	
4961 Waste and recycling	0	200	200		200	
Town Hall :- Indirect Expenditure	43,955	45,435	1,480	0	1,480	90
Net Income over Expenditure	(24,363)	(25,385)	(1,022)			
6000 plus Transfer from EMR	90					
Movement to/(from) Gen Reserve	(24,273)					
<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	59,154	26,050	(33,104)			
Expenditure	117,844	117,635	(209)	1,950	(2,159)	
Net Income over Expenditure	(58,690)	(91,585)	(32,895)			
plus Transfer from EMR	90					
Movement to/(from) Gen Reserve	(58,600)					
Environment & Amenities						
<u>300 Play Parks</u>						
4590 Projects	0	5,000	5,000	3,219	1,781	

Detailed Income & Expenditure by Budget Heading //

Month No: 7

Budget Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4600 Maintenance - Derek Graham	1,772	2,123	351		351	
4610 Maintenance - Mitton	585	1,061	477		477	
4620 Maintenance - Warwick Place	507	1,592	1,085	418	668	
4630 Annual Playground Inspection	1,500	1,592	92		92	
Play Parks :- Indirect Expenditure	4,363	11,368	7,005	3,637	3,368	0
Net Expenditure	(4,363)	(11,368)	(7,005)			
<u>310 Spring Gardens</u>						
4450 Maintenance	419	3,183	2,764		2,764	
4550 Water	671	2,913	2,242		2,242	
4560 Electric	658	3,190	2,532		2,532	
4590 Projects	0	2,123	2,123		2,123	
Spring Gardens :- Indirect Expenditure	1,748	11,409	9,661	0	9,661	0
Net Expenditure	(1,748)	(11,409)	(9,661)			
<u>320 Gloucester Road</u>						
4450 Maintenance	0	1,857	1,857		1,857	
4550 Water	537	946	409		409	
4560 Electric	342	2,015	1,673		1,673	
Gloucester Road :- Indirect Expenditure	880	4,818	3,938	0	3,938	0
Net Expenditure	(880)	(4,818)	(3,938)			
<u>330 Cleaning & Consumables</u>						
4700 Cleaning & Maintenance Equip	0	1,592	1,592		1,592	
4710 Combined Consumables	1,581	2,653	1,072		1,072	
4720 Hygiene Contract	1,008	1,273	265		265	
Cleaning & Consumables :- Indirect Expenditure	2,589	5,518	2,929	0	2,929	0
Net Expenditure	(2,589)	(5,518)	(2,929)			
<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	2,711	6,000	3,290	3,912	(622)	
4765 EmergencyPlan/Adverse Weather	250	1,000	750		750	
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	

Detailed Income & Expenditure by Budget Heading //

Month No: 7

Budget Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4785 Parish Online	450	490	40		40	
4790 Grass Cutting	1,231	3,124	1,893		1,893	
4795 Notice Boards and Swapboxes	1,739	2,000	261		261	
Outside Spaces :- Indirect Expenditure	6,351	25,409	19,058	3,912	15,147	0
Net Expenditure	(6,351)	(25,409)	(19,058)			

Environment & Amenities :- Income	0	0	0			
Expenditure	15,931	58,522	42,591	7,549	35,043	
Movement to/(from) Gen Reserve	(15,931)					

Planning400 Planning

4718 Community Development Planning	0	1,000	1,000		1,000	
4719 Planning Consultancy	2,685	5,000	2,315	881	1,435	
4810 Outreach	0	500	500		500	
Planning :- Indirect Expenditure	2,685	6,500	3,815	881	2,935	0
Net Expenditure	(2,685)	(6,500)	(3,815)			

Planning :- Income	0	0	0			
Expenditure	2,685	6,500	3,815	881	2,935	
Movement to/(from) Gen Reserve	(2,685)					

Severn Ham500 Severn Ham

1620 Hay Auction	3,974	190	(3,784)			
1630 Basic Payment Scheme	4,999	9,420	4,421			
1640 Wayleaves	0	390	390			
1700 Fishing Rights	1,800	1,500	(300)			
1710 HLS Payment	0	22,248	22,248			
1715 Reinstatement Compensation	34,175	0	(34,175)			
Severn Ham :- Income	44,948	33,748	(11,200)			0
4450 Maintenance	304	1,500	1,196		1,196	
4550 Water	46	265	219		219	
4850 Commoners Grazing Compensation	100	3,500	3,400		3,400	
4855 Hay Sowing Project	2,255	4,750	2,495		2,495	
4860 Volunteers (Rec & Prom)	28	1,500	1,472		1,472	

Detailed Income & Expenditure by Budget Heading //

Month No: 7

Budget Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
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	
4895 Cross Compliance Consultant	495	530	35		35	
4900 Conservation Advisor	2,500	5,571	3,071		3,071	
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	25,651	33,616	7,965	0	7,965	0
Net Income over Expenditure	19,297	132	(19,165)			
Severn Ham :- Income	44,948	33,748	(11,200)			
Expenditure	25,651	33,616	7,965	0	7,965	
Movement to/(from) Gen Reserve	19,297					

Watson Hall600 Watson Hall

1800 Watson Hall Income	13,689	24,000	10,311			
1810 Leases	0	600	600			
1820 Tudor Bar Income	26,769	45,000	18,231			
1830 Events Income	64	7,000	6,936			
Watson Hall :- Income	40,523	76,600	36,077			0
4195 Health & Safety	0	800	800		800	
4221 Telephone/IT (WH)	551	1,000	449		449	
4280 Events & Services	410	7,000	6,590		6,590	
4450 Maintenance	10,326	10,000	(326)	1,130	(1,456)	
4550 Water	733	1,500	767		767	
4560 Electric	4,214	6,000	1,786		1,786	
4570 Gas	307	4,000	3,693		3,693	
4590 Projects	9,901	14,000	4,099		4,099	
4912 Bar Payroll Processing	129	220	91		91	
4913 Bar Equipment	1,172	1,500	328		328	
4914 Bar Card Charges	401	850	449		449	
4915 Events Card Charges	4	300	296		296	
4920 Bar Audit	0	520	520		520	
4950 Bar Stock	9,776	25,000	15,224		15,224	

Detailed Income & Expenditure by Budget Heading //

Month No: 7

Budget Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	Transfer to/from EMR
4955 Bar Salaries	7,679	17,000	9,321		9,321	
4960 Equipment	1,442	2,000	558	300	258	
4961 Waste and recycling	171	300	130		130	
Watson Hall :- Indirect Expenditure	47,216	91,990	44,774	1,430	43,344	0
Net Income over Expenditure	(6,693)	(15,390)	(8,697)			
Watson Hall :- Income	40,523	76,600	36,077			
Expenditure	47,216	91,990	44,774	1,430	43,344	
Movement to/(from) Gen Reserve	(6,693)					
Staffing						
<u>110 Staffing</u>						
4000 Staff Salary	48,051	106,000	57,949		57,949	
4030 PAYE and NI	9,232	23,500	14,268		14,268	
4040 Pension	13,345	26,000	12,655		12,655	
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	35,700	71,400	35,700		35,700	
4090 Payroll Processing	222	550	328		328	
4100 Professional Fees	1,155	3,000	1,845		1,845	
4110 Training	95	2,700	2,605		2,605	
Staffing :- Indirect Expenditure	107,801	233,710	125,909	0	125,909	0
Net Expenditure	(107,801)	(233,710)	(125,909)			
Staffing :- Income	0	0	0			
Expenditure	107,801	233,710	125,909	0	125,909	
Movement to/(from) Gen Reserve	(107,801)					
Grand Totals:- Income	743,385	630,178	(113,207)			
Expenditure	400,125	630,178	230,053	11,809	218,243	
Net Income over Expenditure	343,260	0	(343,260)			
plus Transfer from EMR	90					
Movement to/(from) Gen Reserve	343,350					

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
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
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
335 EMR E&A Bus Shelters	2,640.00		2,640.00
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
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
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
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>277,142.96</u>	<u>-1,306.00</u>	<u>275,836.96</u>

Bank Reconciliation Statement as at 31/08/2023
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	31/08/2023		236,108.95
			<hr/> 236,108.95
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			236,108.95
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			236,108.95
		Balance per Cash Book is :-	236,108.95
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2023
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	31/08/2023	69	199,562.38
			<u>199,562.38</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			199,562.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			199,562.38
		Balance per Cash Book is :-	199,562.38
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/09/2023
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	30/09/2023		474,788.41
			<u>474,788.41</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			474,788.41
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			474,788.41
		Balance per Cash Book is :-	474,788.41
		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	30/09/2023	70	199,956.96
			<hr/> 199,956.96
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			199,956.96
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			199,956.96
		Balance per Cash Book is :-	199,956.96
		Difference is :-	0.00

Payments Report
for the period 01/08/2023 to 30/09/2023

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Lloyds - Business Account	5	02/08/2023	923	SPA Security	4,012.80
1	Lloyds - Business Account	5	31/08/2023	1	Securitas Security Services (U	133.68
1	Lloyds - Business Account	5	31/08/2023	2	Countrywide Grounds Maintenanc	211.00
1	Lloyds - Business Account	5	31/08/2023	3	Engineering Services Consultan	3,300.00
1	Lloyds - Business Account	5	31/08/2023	4	Fleet Graphics Tewkesbury Ltd	1,000.00
1	Lloyds - Business Account	5	31/08/2023	5	Gloucester Asbestos Ltd	1,056.00
1	Lloyds - Business Account	5	31/08/2023	6	Gifts 2 Impress - Just Lanyard	267.60
1	Lloyds - Business Account	5	31/08/2023	7	H Fraser Consulting Ltd	1,049.17
1	Lloyds - Business Account	5	31/08/2023	8	Timber & Hardware Supplies Ltd	12.85
1	Lloyds - Business Account	5	31/08/2023	9	Haywards Tewkesbury Ltd	108.95
1	Lloyds - Business Account	5	31/08/2023	10	Redacted	1,196.00
1	Lloyds - Business Account	5	31/08/2023	11	Proactive Business Supplies Lt	13.19
1	Lloyds - Business Account	5	31/08/2023	12	PV Graphics	50.00
1	Lloyds - Business Account	5	31/08/2023	13	Trade UK (T/A Screwfix)	5.09
1	Lloyds - Business Account	5	23/08/2023	FPO	Gloucester County Council	1,995.30
1	Lloyds - Business Account	5	23/08/2023	FPO	HMRC	1,472.59
1	Lloyds - Business Account	5	09/08/2023	0732441	Cellar Supplies Cheltenham Ltd	51.01
1	Lloyds - Business Account	5	23/08/2023	770385	Cellar Supplies Cheltenham Ltd	955.04
1	Lloyds - Business Account	5	31/08/2023	770934	Cellar Supplies Cheltenham Ltd	111.46
1	Lloyds - Business Account	5	01/08/2023	Std Ord	IMEX	57.60
1	Lloyds - Business Account	5	05/08/2023	5105564X	TBC - Back Of Avon	73.00
1	Lloyds - Business Account	5	05/08/2023	51055668	TBC - St Marys Lane	52.00
1	Lloyds - Business Account	5	14/08/2023	Std Ord	GAB	5,950.00
1	Lloyds - Business Account	5	20/08/2023	Std Ord	TBC - TC	354.00
1	Lloyds - Business Account	5	28/08/2023	Std Ord	Diversity Business Services	165.00
1	Lloyds - Business Account	5	24/08/2023	205923	Digital Telecom Ltd	52.55
1	Lloyds - Business Account	5	24/08/2023	205924	Digital Telecom Ltd	79.91
1	Lloyds - Business Account	5	15/08/2023	WH 0005	Octopus Energy - Watson Hall	784.56
1	Lloyds - Business Account	5	15/08/2023	OR 0005	Octopus Energy - Oldbury Rd To	134.82
1	Lloyds - Business Account	5	11/08/2023	GR 0005	Octopus Energy - Glos Rd Toile	53.59
1	Lloyds - Business Account	5	08/08/2023	599067	Inty Limited	125.66
1	Lloyds - Business Account	5	01/08/2023	August 23	Tesco Mobile	14.00
1	Lloyds - Business Account	5	14/08/2023	0288200	Waterplus (Town Hall - 0385036	113.17
1	Lloyds - Business Account	5	14/08/2023	02887392	Waterplus (Toilet Block - 0513	93.45
1	Lloyds - Business Account	5	14/08/2023	02885967	Waterplus (Trough B. Avon - 08	7.56
1	Lloyds - Business Account	5	15/08/2023	14/8/23	GK Engineering, Building & Mar	1,442.50
1	Lloyds - Business Account	5	18/08/2023	39607	Charlton Networks	184.25
1	Lloyds - Business Account	5	18/08/2023	c437228	Smith's (Gloucester) Limited	37.20
1	Lloyds - Business Account	5	22/08/2023	02985001	Waterplus (Watson Hall Bar- 03	60.81
1	Lloyds - Business Account	5	22/08/2023	02976890	Waterplus (PC Spring Gdns. - 0	118.75
1	Lloyds - Business Account	5	18/08/2023	FPO	Staff Salaries	8,049.12
1	Lloyds - Business Account	5	18/08/2023	FPO	Staff Salaries	2,073.33
1	Lloyds - Business Account	5	25/08/2023	DD	NEST	201.80
1	Lloyds - Business Account	5	31/08/2023	FPO	Redacted	100.00
1	Lloyds - Business Account	5	29/08/2023	PAY	Lloyds	35.43
1	Lloyds - Business Account	5	29/08/2023	28390291	Opus Gas Supply Limited	6.82
1	Lloyds - Business Account	5	31/08/2023	August DD	Waterplus (Watson Hall - 03850	49.79
1	Lloyds - Business Account	5	21/08/2023	DEB	Canva - Pro	99.99

Payments Report
for the period 01/08/2023 to 30/09/2023

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
3	Petty Cash	5	31/08/2023	CASH	Petty Cash Spend	19.30
1	Lloyds - Business Account	6	01/09/2023	1	Securitas Security Services (U	200.40
1	Lloyds - Business Account	6	01/09/2023	2	Caroline Corsie	1,250.00
1	Lloyds - Business Account	6	01/09/2023	3	Gloucester Brewery	263.15
1	Lloyds - Business Account	6	01/09/2023	4	HCI Date Limited	102.00
1	Lloyds - Business Account	6	01/09/2023	5	Hy-Clean Supplies Limited	457.59
1	Lloyds - Business Account	6	01/09/2023	6	Laithwaites Wine Gloucester Sh	160.80
1	Lloyds - Business Account	6	01/09/2023	7	Electrical Plumbing & Building	410.00
1	Lloyds - Business Account	6	01/09/2023	8	GeoXphere Ltd	540.00
1	Lloyds - Business Account	6	01/09/2023	9	PAYROLLS UK LTD	73.20
1	Lloyds - Business Account	6	01/09/2023	10	The Photo Studio (Tewkesbury)	34.00
1	Lloyds - Business Account	6	01/09/2023	11	Playdale Playgrounds Ltd	51.35
1	Lloyds - Business Account	6	01/09/2023	12	SLCC Enterprises Ltd	42.00
1	Lloyds - Business Account	6	01/09/2023	13	Thompson Bancks Solicitors	1,422.00
1	Lloyds - Business Account	6	01/09/2023	14	Westcotec Ltd	1,092.60
1	Lloyds - Business Account	6	01/09/2023	Sept 2023	Tesco Mobile	27.98
1	Lloyds - Business Account	6	01/09/2023	FPO	Gloucester County Council	1,995.30
1	Lloyds - Business Account	6	01/09/2023	FPO	HMRC	1,614.70
1	Lloyds - Business Account	6	07/09/2023	DEB	Covers And All	78.31
1	Lloyds - Business Account	6	12/09/2023	INV0317095	Waterplus (Trough B. Avon - 08	7.81
1	Lloyds - Business Account	6	12/09/2023	03165028	Waterplus (Toilet Block - 0513	97.18
1	Lloyds - Business Account	6	12/09/2023	03171954	Waterplus (Town Hall - 0385036	117.55
1	Lloyds - Business Account	6	19/09/2023	1	Securitas Security Services (U	108.00
1	Lloyds - Business Account	6	19/09/2023	2	Gutters - Kevin Clarke	360.00
1	Lloyds - Business Account	6	19/09/2023	3	Countrywide Grounds Maintenanc	211.00
1	Lloyds - Business Account	6	19/09/2023	4	Redacted	100.00
1	Lloyds - Business Account	6	19/09/2023	5	CXCS	594.00
1	Lloyds - Business Account	6	19/09/2023	6	H Fraser Consulting Ltd	2,172.36
1	Lloyds - Business Account	6	19/09/2023	7	Timber & Hardware Supplies Ltd	39.84
1	Lloyds - Business Account	6	19/09/2023	8	Haywards Tewkesbury Ltd	97.07
1	Lloyds - Business Account	6	19/09/2023	9	Laithwaites Wine Gloucester Sh	344.16
1	Lloyds - Business Account	6	19/09/2023	10	DDC Foods Ltd.	75.34
1	Lloyds - Business Account	6	19/09/2023	11	Panacea Business Solutions Ltd	55.19
1	Lloyds - Business Account	6	19/09/2023	12	Proactive Business Supplies Lt	251.67
1	Lloyds - Business Account	6	19/09/2023	13	SLCC Enterprises Ltd	409.00
1	Lloyds - Business Account	6	19/09/2023	14	SPA Security	194.40
1	Lloyds - Business Account	6	19/09/2023	15	Trevor Steger	1,700.00
1	Lloyds - Business Account	6	19/09/2023	16	Travis Perkins Trading Company	118.80
1	Lloyds - Business Account	6	01/09/2023	Std Ord	IMEX	57.60
1	Lloyds - Business Account	6	05/09/2023	5105564X	TBC - Back Of Avon	73.00
1	Lloyds - Business Account	6	05/09/2023	51055668	TBC - St Marys Lane	52.00
1	Lloyds - Business Account	6	14/09/2023	Std Ord	GAB	5,950.00
1	Lloyds - Business Account	6	20/09/2023	FPO	Staff Salaries	8,383.98
1	Lloyds - Business Account	6	20/09/2023	FPO	Staff Salaries	1,465.46
1	Lloyds - Business Account	6	06/09/2023	771616	Cellar Supplies Cheltenham Ltd	100.79
1	Lloyds - Business Account	6	20/09/2023	785234	Cellar Supplies Cheltenham Ltd	218.24
1	Lloyds - Business Account	6	20/09/2023	C441302	Smith's (Gloucester) Limited	55.80
1	Lloyds - Business Account	6	08/09/2023	613434	Inty Limited	125.66

02/11/2023

Tewkesbury Town Council

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**Payments Report
for the period 01/08/2023 to 30/09/2023****Payments**

<u>Cb No</u>	<u>Bank Account Name</u>	<u>Month</u>	<u>Date</u>	<u>Payment Ref</u>	<u>Payee Name</u>	<u>Amount</u>
1	Lloyds - Business Account	6	25/09/2023	206119	Digital Telecom Ltd	79.91
1	Lloyds - Business Account	6	25/09/2023	206120	Digital Telecom Ltd	52.55
1	Lloyds - Business Account	6	21/09/2023	39725	Charlton Networks	184.18
1	Lloyds - Business Account	6	21/09/2023	3262328	Waterplus (PC Spring Gdns. - 0	118.75
1	Lloyds - Business Account	6	22/09/2023	3279795	Waterplus (Watson Hall Bar- 03	60.81
1	Lloyds - Business Account	6	20/09/2023	on account	Waterplus (PC Spring Gdns. - 0	118.75
1	Lloyds - Business Account	6	14/09/2023	WH 0006	Octopus Energy - Watson Hall	801.35
1	Lloyds - Business Account	6	15/09/2023	GR 0006	Octopus Energy - Glos Rd Toile	64.13
1	Lloyds - Business Account	6	15/09/2023	SG 0006	Octopus Energy - Oldbury Rd To	114.11
1	Lloyds - Business Account	6	15/09/2023	TH 0006	Octopus Energy - Town Hall	243.26
1	Lloyds - Business Account	6	20/09/2023	DD	NEST	187.01
1	Lloyds - Business Account	6	20/09/2023	Std Ord	TBC - TC	354.00
1	Lloyds - Business Account	6	28/09/2023	Std Ord	Diversity Business Services	165.00
1	Lloyds - Business Account	6	27/09/2023	DD	Siemens	659.79
1	Lloyds - Business Account	6	28/09/2023	PAY	Lloyds	109.69
1	Lloyds - Business Account	6	19/09/2023	FPO	Manor Players	1,000.00
3	Petty Cash	6	30/09/2023	CASH	Petty cash various	47.34
1	Lloyds - Business Account	6	27/09/2023	27.9.23	Cellar Supplies Cheltenham Ltd	134.87
1	Lloyds - Business Account	6	28/09/2023	28435442	Opus Gas Supply Limited	3.74
1	Lloyds - Business Account	6	20/09/2023	DEB	Screwfix	119.76

Annual Budget - By Committee (Actual YTD Month 7)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>Finance</u>										
<u>120</u>	<u>Finance</u>									
1076	Precept	419,939	419,939	469,750	469,750	0	0	0	0	0
1090	Interest Received	40	806	120	2,117	0	0	124	0	0
1100	Grants & Donations Received	0	6,847	0	695	0	0	0	0	0
1110	Warm Spaces Grant Recieved	0	1,000	0	0	0	0	0	0	0
1120	Tewkesbury Live Grants Receive	0	11,000	0	0	0	0	0	0	0
1121	Tewkes Live Income	0	20,434	20,000	0	0	0	20,618	0	0
1125	Christmas Lights Income	0	0	3,910	0	0	0	4,031	0	0
1850	HAZ Income	0	0	0	88,043	0	0	0	0	0
	Total Income	419,979	460,026	493,780	560,605	0	0	24,773	0	0
4100	Professional Fees	2,000	0	1,000	1,638	0	0	1,031	0	0
4150	Mayors Allowance	1,500	1,500	1,500	1,500	0	0	1,500	0	0
4160	Bank Charges	300	677	800	394	0	0	825	0	0
4170	Audit Fees	2,081	3,763	2,000	885	0	0	2,062	0	0
4180	Legal Fees	12,485	1,497	6,000	2,503	0	0	12,735	0	0
4190	Subscriptions & Memberships	4,000	3,191	3,500	3,067	0	0	3,609	0	0
4200	Insurance	8,323	15,373	17,000	16,842	0	0	17,526	0	0
4210	Stationery Office Equipment	1,500	1,276	1,500	722	0	0	1,547	0	0
4211	Contingency	6,000	0	0	0	0	0	6,000	0	0
4212	Councillor Expenses	600	0	100	0	0	0	104	0	0
4220	Telephone & Broadband (TC)	832	1,028	1,000	524	0	0	1,031	0	0
4230	Photocopier	2,601	1,853	2,600	1,118	0	0	2,681	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4240	Website	500	611	800	440	0	0	825	0	0
4250	IT	3,500	3,916	5,000	2,729	0	0	5,155	0	0
4260	Publications	208	0	100	0	0	0	104	0	0
4270	Newsletter	1,040	382	1,061	0	0	0	1,094	0	0
4280	Events & Services	3,329	2,847	3,000	130	0	0	3,093	0	0
4290	Regalia	2,000	1,758	500	14	0	0	516	0	0
4300	Civic	1,000	564	1,061	485	0	0	1,094	0	0
4310	Tourism & Marketing	1,040	1,360	500	-1,083	0	0	1,061	0	0
4320	Town Crier	1,000	1,000	1,000	1,000	0	0	1,000	0	0
4330	Community Grants	10,000	11,200	7,500	6,009	0	0	7,500	0	0
4350	Elections	1,000	0	1,000	0	0	0	1,031	0	0
4360	Residents' Weekend	0	38	0	0	0	0	0	0	0
4370	Tewkesbury Live Expenditure	0	22,927	22,000	0	0	0	22,681	0	0
4375	Christmas Lights	0	0	6,683	0	0	0	6,890	0	0
4380	Warm Spaces Expenditure	0	500	0	-201	0	0	0	0	0
4990	Sundries/Petty Cash	1,000	502	1,000	145	0	0	1,000	0	0
	Overhead Expenditure	67,839	77,764	88,205	38,860	0	0	103,695	0	0
	120 Net Income over Expenditure	352,140	382,262	405,575	521,744	0	0	-78,922	0	0
6000	plus Transfer from EMR	0	3,378	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	-9,893	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	352,140	395,533	405,575	521,744	0		(78,922)		
<u>130</u>	<u>Mayor's Charity</u>									
1200	Mayor's Charity Income	0	4,683	0	920	0	0	0	0	0

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Income	0	4,683	0	920	0	0	0	0	0
4410 Mayor's Charity Expenditure	0	2,759	0	0	0	0	0	0	0
Overhead Expenditure	0	2,759	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	0	1,924	0	920	0		0		
<u>140 Tewkesbury Live</u>									
1121 Tewkes Live Income	0	-17,345	0	37,236	0	0	0	0	0
Total Income	0	-17,345	0	37,236	0	0	0	0	0
4370 Tewkesbury Live Expenditure	0	921	0	44,137	0	0	0	0	0
Overhead Expenditure	0	921	0	44,137	0	0	0	0	0
Movement to/(from) Gen Reserve	0	(18,266)	0	(6,902)	0		0		
Finance - Income	419,979	447,364	493,780	598,760	0	0	24,773	0	0
Expenditure	67,839	81,443	88,205	82,998	0	0	103,695	0	0
Net Income over Expenditure	352,140	365,920	405,575	515,763	0	0	-78,922	0	0
plus Transfer from EMR	0	3,378	0	0	0	0	0	0	0
less Transfer to EMR	0	(9,892)	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	352,140	379,191	405,575	515,763	0		(78,922)		

Continued on next page

Annual Budget - By Committee (Actual YTD Month 7)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Total Budget Income	419,979	447,364	493,780	598,760	0	0	24,773	0	0
Expenditure	67,839	81,443	88,205	82,998	0	0	103,695	0	0
Net Income over Expenditure	<u>352,140</u>	<u>365,920</u>	<u>405,575</u>	<u>515,763</u>	<u>0</u>	<u>0</u>	<u>-78,922</u>	<u>0</u>	<u>0</u>
plus Transfer from EMR	0	3,378	0	0	0	0	0	0	0
less Transfer to EMR	0	(9,892)	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve	<u>352,140</u>	<u>379,191</u>	<u>405,575</u>	<u>515,763</u>	<u>0</u>		<u>(78,922)</u>		

Forward Budget Detail - By Centre

	Current Year Budget	Next Year Budget	Year 2 Budget	Year 3 Budget	Year 4 Budget	Year 5 Budget
120 Finance						
1076 Precept	469,750	0	0	0	0	0
1090 Interest Received	120	124	0	0	0	0
1121 Tewkes Live Income	20,000	20,618	0	0	0	0
1125 Christmas Lights Income	3,910	4,031	0	0	0	0
Total Income	493,780	24,773	0	0	0	0
4100 Professional Fees	1,000	1,031	0	0	0	0
4150 Mayors Allowance	1,500	1,500	0	0	0	0
4160 Bank Charges	800	825	0	0	0	0
4170 Audit Fees	2,000	2,062	0	0	0	0
4180 Legal Fees	6,000	12,735	0	0	0	0
4190 Subscriptions & Memberships	3,500	3,609	0	0	0	0
4200 Insurance	17,000	17,526	0	0	0	0
4210 Stationery Office Equipment	1,500	1,547	0	0	0	0
4211 Contingency	0	6,000	0	0	0	0
4212 Councillor Expenses	100	104	0	0	0	0
4220 Telephone & Broadband (TC)	1,000	1,031	0	0	0	0
4230 Photocopier	2,600	2,681	0	0	0	0
4240 Website	800	825	0	0	0	0
4250 IT	5,000	5,155	0	0	0	0
4260 Publications	100	104	0	0	0	0
4270 Newsletter	1,061	1,094	0	0	0	0
4280 Events & Services	3,000	3,093	0	0	0	0
4290 Regalia	500	516	0	0	0	0
4300 Civic	1,061	1,094	0	0	0	0
4310 Tourism & Marketing	500	1,061	0	0	0	0
4320 Town Crier	1,000	1,000	0	0	0	0
4330 Community Grants	7,500	7,500	0	0	0	0
4350 Elections	1,000	1,031	0	0	0	0
4370 Tewkesbury Live Expenditure	22,000	22,681	0	0	0	0
4375 Christmas Lights	6,683	6,890	0	0	0	0
4990 Sundries/Petty Cash	1,000	1,000	0	0	0	0
Total Overhead Expenditure	88,205	103,695	0	0	0	0
Net Income over Expenditure	405,575	(78,922)	0	0	0	0
Total Budget Income	493,780	24,773	0	0	0	0
Expenditure	88,205	103,695	0	0	0	0
Movement to/(from) Gen Reserve	405,575	(78,922)	0	0	0	0

SFC1 Payments			Quarter: Q2 2023/24		Months: July/Aug/Sept				Councillors doing check: PB, KM			
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)	
03/07/2023	FPO	SK Heating	£112.50	Yes - SR	P3	Yes	600/4450	TC/DA	SH 26/06/2023	SH 23/014		
10/07/2023	DD	Inty	£108.36	Yes - SR	P2	Yes	120/4250	NF	N/A as DD			
25/07/2023	FPO	Mark Walby Music	£300.00	Yes - SR	Tewkesbury Live	No	No	None	None		We are unsure of the recording, coding and approval process for all of the Tewkesbury Live payments. Tewkesbury Live final position update deferred to November Finance meeting due to queries with a couple of invoices rased by TTC.	
23/08/2023	DD	Cellar Supplies	£955.04	Yes	P1	Yes	600/4950	NF	N/A as DD		Comprises 2 invoices, order references AGR-770385 and 770397	
24/08/2023	DD	Digital Telecom	£52.55	Yes	P1	Yes	600/4221	NF	N/A as DD			
29/08/2023	SO	Diversity Business Service	£165.00	Yes	P1	Yes	110/4100		N/A as SO			
01/09/2023	FPO	Geosphere Ltd	£540.00	No	P2	Yes	340/4785	CD, AH	FC 29/08/2023		September bank statement still to go to committee. Known as Parish Online. Finance Committee minutes are missing from the website. Minutes had not been tagged, now rectified.	
07/09/2023	DEB	Coversanda ll.co.uk	£78.31	No	P1	Yes	500/4450	DA	SH 18/09/2023	SH 23/028	September bank statement still to go to committee.	
19/09/2023	FPO	Panacea Business	£55.19	No	P2	Yes	120/4230	Contract	SH 18/09/2023	SH 23/028	September bank statement still to go to committee	
									N/A as DD			



Letter of Appointment

To: GAPTC

From: (Council)

Email address for Clerk:

Email address for Chairman:

-----Council following our meeting, formally appoint GAPTC to conduct an Internal Audit within the Terms of Reference, for the year 2023 – 2024.

Minute ref:

Information

Current annual expenditure £

Current annual income £

Month when Council require audit to take place (can take place any time from October 2023 onwards)

2022/2023 Appointed Internal Auditor:

Matters previously raised if any (for councils where 22/23 internal audit was not undertaken by GAPTC):

Signed by RFO:

Dated:

GAPTC will acknowledge this letter, appoint a trained Internal Auditor who will contact the RFO to make the appropriate arrangements. Following the audit, Council will receive a full report and invoice.

GAPTC. Cranham House, Falcon Close, Quedgeley, Glos. GL2 4LY.
Tel: 01452 883388. E-mail: info@gaptc.org.uk www.gaptc.org.uk