


**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
MONDAY 1ST JULY 2024**

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 1st July 2024 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
26th June 2024

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 June 2024
5. Matters arising from the minutes of 3rd June – 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 May 2024
10. To review the payments report for May 2024
11. To consider and agree grant applications from outside bodies
12. To agree the transfer of funds to the 32 day notice account from the business account
13. To receive a report from the internal control checkers for Q4 2023/24
14. To note the insurance renewal premium
15. To note dates for the exercise of public rights for 2023/24

**MINUTES of
the
Finance Committee meeting held on 3rd June 2024 at 6:00PM in the Town Hall,
Tewkesbury**

Present: Cllrs P Jones (Chair), P Brookes, C Danter, A Hayes, J Raywood, S Raywood,
M Sztymiak

In attendance: D Hill (Town Clerk)

- F.24.001 To receive apologies**
K Moran
- F.24.002 To receive declarations of interest**
Cllr Hayes – item 24.019 relating to the pub singers
- F.24.003 To receive dispensations**
None
- F.24.004 To approve the minutes of the Finance Committee meetings held on 29th April 2024**
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 29th April 2024. Proposed by Cllr J Raywood, seconded by Cllr Danter
- F.24.005 Matters arising from the minutes of 29th February – for Information only**
23.107 Circulation of forward budget – complete. **Action:** paper copy for Cllr Sztymiak and upload to the website.
- F.24.006 To receive correspondence relating to the Finance Committee**
None
- F.24.007 Public Participation**
None
- F.24.008 To approve the payments list**
It was RESOLVED to approve payments totalling £3,974.86. Proposed by Cllr Danter, seconded by Cllr Brookes
- F.24.009 To review the financial reports and bank reconciliations of the Town Council for April 2024**
The reports and bank reconciliations were reviewed.
Action: details of peak hall hire and associated bar income to be circulated to members of the committee to date in 2024/25.
- F.24.010 To review the payments report for February, March and April 2024**
The payments report was reviewed.
Action: £1,360 GK Engineering – clarify what this expenditure relates to

F.24.011 To review the Balance Sheet and Income & Expenditure Account for the financial year ended 31st March 2024

The Balance Sheet and Income & Expenditure Account were reviewed.

F.24.012 To review the Accounting Statement for financial year 2023/24

The Accounting Statement was reviewed.

F.24.013 To note the insurance renewal for July 2024

The insurance renewal was noted, being the final year of a three year agreement through Gallagher.

F.24.015 To receive the asset register report

The report was received. **Action:** check insurance amounts for furniture and fittings and pictures, regalia and artifacts.

F.24.016 To agree the installation of an OWL streaming system for the Council Chamber at a cost of around £3,500

It was RESOLVED to agree the installation of the OWL system. Proposed by Cllr P Brookes, seconded by Cllr J Raywood

F.24.017 To agree to release Tewkesbury Live earmarked reserve 362

It was RESOLVED to agree the release of the earmarked reserve. Proposed by Cllr P Brookes, seconded by Cllr J Raywood.

F.24.018 To receive a report from the internal control checkers for Q4 2023/24

Deferred to July 2024 meeting

F.24.019 To consider and agree grant applications from outside bodies

It was RESOLVED to award the following grants:

Bookworm - £320 - proposed by Cllr Danter, seconded by Cllr Brookes

Tewkesbury Pub Singers - £250 - proposed by Cllr J Raywood, seconded by Cllr

Brookes. Cllr Danter proposed an amendment to £500, but this was not seconded and therefore not carried.

F.24.020 To review the Financial Risk register

Deferred to a future meeting.

There being no further business the meeting closed at 18:58

Signature of Chairman upon approval of the minutes 1st July 2024

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

Committee Report

	Actual Last Year	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	469,750	247,270	494,540	247,270			
1090 Interest Received	4,711	898	4,000	3,102			
1100 Grant Income	750	0	0	0			
1110 Warm Spaces Grant Recieved	720	0	0	0			
1850 HAZ Income	43,940	0	0	0			
Finance :- Income	519,872	248,168	498,540	250,372			0
4100 Professional Fees	1,055	(540)	1,000	1,540		1,540	
4150 Mayors Allowance	1,500	0	1,500	1,500		1,500	
4160 Bank Charges	664	105	825	720		720	
4170 Audit Fees	5,356	(1,025)	2,500	3,525		3,525	
4180 Legal Fees	2,620	8	6,000	5,993		5,993	
4190 Subscriptions & Memberships	3,238	2,657	3,500	843		843	
4200 Insurance	16,842	0	18,000	18,000		18,000	
4210 Stationery Office Equipment	942	81	1,500	1,419		1,419	
4220 Telephone & Broadband (TC)	1,114	187	1,100	913		913	
4230 Photocopier	2,483	628	2,600	1,972		1,972	
4240 Website	440	0	900	900		900	
4250 IT	5,074	2,326	9,000	6,674		6,674	
4260 Publications	141	0	100	100		100	
4270 Newsletter	413	0	500	500		500	
4280 Events & Services	1,043	0	3,000	3,000		3,000	
4290 Regalia	291	0	5,000	5,000		5,000	
4300 Civic	1,246	306	600	294		294	
4310 Tourism & Marketing	218	90	2,000	1,910		1,910	
4320 Town Crier	1,000	0	1,000	1,000		1,000	
4330 Community Grants	7,522	4,250	8,000	3,750		3,750	
4350 Elections	0	0	1,000	1,000		1,000	
4390 Grant Expenditure	0	2,250	0	(2,250)		(2,250)	
4990 Sundries/Petty Cash	189	73	600	527		527	
Finance :- Indirect Expenditure	53,391	11,395	70,225	58,830	0	58,830	0
Net Income over Expenditure	466,480	236,773	428,315	191,542			
6000 plus Transfer from EMR	(7,815)	0					
Movement to/(from) Gen Reserve	458,665	236,773					

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>130 Mayor's Charity</u>							
1200 Mayor's Charity Income	4,074	0	0	0			
Mayor's Charity :- Income	<u>4,074</u>	<u>0</u>	<u>0</u>	<u>0</u>			<u>0</u>
Net Income	<u>4,074</u>	<u>0</u>	<u>0</u>	<u>0</u>			
<u>140 Tewkesbury Live</u>							
1121 Tewkes Live Income	45,646	10,127	35,000	24,873			
Tewkesbury Live :- Income	<u>45,646</u>	<u>10,127</u>	<u>35,000</u>	<u>24,873</u>			<u>0</u>
4370 Tewkesbury Live Expenditure	43,447	385	35,000	34,615		34,615	
Tewkesbury Live :- Indirect Expenditure	<u>43,447</u>	<u>385</u>	<u>35,000</u>	<u>34,615</u>	<u>0</u>	<u>34,615</u>	<u>0</u>
Net Income over Expenditure	<u>2,199</u>	<u>9,742</u>	<u>0</u>	<u>(9,742)</u>			
6000 plus Transfer from EMR	(2,029)	0					
Movement to/(from) Gen Reserve	<u>170</u>	<u>9,742</u>					
<u>150 Christmas Lights</u>							
1125 Christmas Lights Income	130	50	4,000	3,950			
Christmas Lights :- Income	<u>130</u>	<u>50</u>	<u>4,000</u>	<u>3,950</u>			<u>0</u>
4375 Christmas Lights	6,351	0	7,500	7,500		7,500	
4560 Electric	253	(187)	0	187		187	
Christmas Lights :- Indirect Expenditure	<u>6,604</u>	<u>(187)</u>	<u>7,500</u>	<u>7,687</u>	<u>0</u>	<u>7,687</u>	<u>0</u>
Net Income over Expenditure	<u>(6,474)</u>	<u>237</u>	<u>(3,500)</u>	<u>(3,737)</u>			
Finance :- Income	569,721	258,346	537,540	279,194			
Expenditure	103,442	11,593	112,725	101,132	0	101,132	
Net Income over Expenditure	<u>466,280</u>	<u>246,752</u>	<u>424,815</u>	<u>178,063</u>			
plus Transfer from EMR	(9,844)	0					
Movement to/(from) Gen Reserve	<u>456,436</u>	<u>246,752</u>					
Buildings							
<u>160 Fundraising</u>							
4505 Fundraising	2,175	413	0	(413)		(413)	
Fundraising :- Indirect Expenditure	<u>2,175</u>	<u>413</u>	<u>0</u>	<u>(413)</u>	<u>0</u>	<u>(413)</u>	<u>0</u>
Net Expenditure	<u>(2,175)</u>	<u>(413)</u>	<u>0</u>	<u>413</u>			

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

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</u> <u>64 Barton Street</u>							
1100 Grant Income	330,325	0	0	0			
64 Barton Street :- Income	330,325	0	0	0			0
4195 Health & Safety	0	0	825	825		825	
4390 Grant Expenditure	186,004	83,064	0	(83,064)		(83,064)	
4450 Maintenance	3,119	2,577	30,000	27,423	211	27,213	
4460 Rates	0	404	0	(404)		(404)	
4505 Fundraising	450	0	0	0		0	
64 Barton Street :- Indirect Expenditure	189,573	86,045	30,825	(55,220)	211	(55,431)	0
Net Income over Expenditure	140,752	(86,045)	(30,825)	55,220			
6000 plus Transfer from EMR	(227,694)	0					
Movement to/(from) Gen Reserve	(86,942)	(86,045)					
<u>220</u> <u>Town Hall</u>							
1400 Garden Income	0	0	50	50			
1410 Town Hall Income	17,125	1,861	15,000	13,139			
1415 TH Merch Income	10	0	0	0			
1850 HAZ Income	9,000	0	0	0			
Town Hall :- Income	26,135	1,861	15,050	13,189			0
4195 Health & Safety	747	314	1,000	686		686	
4390 Grant Expenditure	26,270	0	0	0		0	
4450 Maintenance	4,297	743	15,000	14,257	538	13,719	
4460 Rates	3,543	985	4,330	3,345		3,345	
4550 Water	1,337	235	1,700	1,465		1,465	
4560 Electric	1,976	0	5,155	5,155		5,155	
4570 Gas	2,587	0	3,000	3,000		3,000	
4580 Garden Expenditure	59	617	700	83		83	
4590 Projects	9,265	495	20,000	19,505		19,505	
4595 Accessibility	0	0	10,000	10,000		10,000	
4960 Equipment	1,237	400	2,000	1,600		1,600	
4961 Waste and recycling	737	0	200	200		200	
Town Hall :- Indirect Expenditure	52,055	3,789	63,085	59,296	538	58,758	0
Net Income over Expenditure	(25,920)	(1,928)	(48,035)	(46,107)			
6000 plus Transfer from EMR	(14,545)	0					
Movement to/(from) Gen Reserve	(40,465)	(1,928)					

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>230</u> <u>War Memorial</u>							
4450 Maintenance	0	0	1,000	1,000		1,000	
War Memorial :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0</u>
Net Expenditure	<u>0</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>			
6000 plus Transfer from EMR	(1,000)	0					
Movement to/(from) Gen Reserve	<u>(1,000)</u>	<u>0</u>					
Buildings :- Income	356,460	1,861	15,050	13,189			
Expenditure	243,803	90,247	94,910	4,663	749	3,915	
Net Income over Expenditure	<u>112,657</u>	<u>(88,385)</u>	<u>(79,860)</u>	<u>8,525</u>			
plus Transfer from EMR	(243,239)	0					
Movement to/(from) Gen Reserve	<u>(130,582)</u>	<u>(88,385)</u>					
<u>Environment & Amenities</u>							
<u>300</u> <u>Play Parks</u>							
4590 Projects	3,219	1,810	5,150	3,340		3,340	
4600 Maintenance - Derek Graham	1,911	0	2,187	2,187		2,187	
4610 Maintenance - Mitton	651	0	1,093	1,093		1,093	
4620 Maintenance - Warwick Place	964	0	1,640	1,640		1,640	
4630 Annual Playground Inspection	1,500	1,500	1,550	50		50	
Play Parks :- Indirect Expenditure	<u>8,246</u>	<u>3,310</u>	<u>11,620</u>	<u>8,310</u>	<u>0</u>	<u>8,310</u>	<u>0</u>
Net Expenditure	<u>(8,246)</u>	<u>(3,310)</u>	<u>(11,620)</u>	<u>(8,310)</u>			
6000 plus Transfer from EMR	(3,123)	0					
Movement to/(from) Gen Reserve	<u>(11,369)</u>	<u>(3,310)</u>					
<u>310</u> <u>Spring Gardens</u>							
4450 Maintenance	589	0	3,278	3,278		3,278	
4550 Water	994	0	2,000	2,000		2,000	
4560 Electric	1,419	145	2,000	1,855		1,855	
4590 Projects	0	0	2,000	2,000		2,000	
Spring Gardens :- Indirect Expenditure	<u>3,002</u>	<u>145</u>	<u>9,278</u>	<u>9,133</u>	<u>0</u>	<u>9,133</u>	<u>0</u>
Net Expenditure	<u>(3,002)</u>	<u>(145)</u>	<u>(9,278)</u>	<u>(9,133)</u>			
6000 plus Transfer from EMR	(8,407)	0					
Movement to/(from) Gen Reserve	<u>(11,409)</u>	<u>(145)</u>					

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
320 Gloucester Road							
4450 Maintenance	129	0	1,913	1,913		1,913	
4550 Water	755	108	974	866		866	
4560 Electric	801	0	1,500	1,500		1,500	
Gloucester Road :- Indirect Expenditure	1,685	108	4,387	4,279	0	4,279	0
Net Expenditure	(1,685)	(108)	(4,387)	(4,279)			
6000 plus Transfer from EMR	(3,130)	0					
Movement to/(from) Gen Reserve	(4,815)	(108)					
330 Cleaning & Consumables							
4700 Cleaning & Maintenance Equip	1,142	0	1,500	1,500		1,500	
4710 Combined Consumables	2,833	634	2,733	2,099		2,099	
4720 Hygiene Contract	1,242	0	1,311	1,311		1,311	
Cleaning & Consumables :- Indirect Expenditure	5,217	634	5,544	4,910	0	4,910	0
Net Expenditure	(5,217)	(634)	(5,544)	(4,910)			
340 Outside Spaces							
1100 Grant Income	200	0	0	0			
1130 Misc Income	8,133	0	0	0			
1850 HAZ Income	3,622	0	0	0			
Outside Spaces :- Income	11,955	0	0	0			0
4450 Maintenance	0	18	0	(18)		(18)	
4750 CCTV	3,375	4,270	5,000	730		730	
4755 Tree Maintenance	270	0	750	750		750	
4760 Street Furniture & Clock	8,608	1,478	6,000	4,522	1,975	2,548	
4765 EmergencyPlan/Adverse Weather	449	0	1,000	1,000		1,000	
4770 Youth Budget	2,725	0	3,500	3,500		3,500	
4775 Insurance - Arrivall	0	0	300	300		300	
4780 Bus Shelter	(297)	0	3,000	3,000	6,072	(3,072)	
4785 Parish Online	450	0	500	500		500	
4790 Grass Cutting	2,335	352	2,500	2,148		2,148	
4795 Notice Boards and Swapboxes	2,144	884	1,000	116		116	
Outside Spaces :- Indirect Expenditure	20,060	7,002	23,550	16,548	8,046	8,501	0
Net Income over Expenditure	(8,105)	(7,002)	(23,550)	(16,548)			
6000 plus Transfer from EMR	(1,040)	0					
6001 less Transfer to EMR	10,802	0					
Movement to/(from) Gen Reserve	(19,947)	(7,002)					

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
700 Memorial Benches							
1720 Memorial Benches Income	815	0	0	0			
Memorial Benches :- Income	815	0	0	0			0
4725 Memorial Benches Expenditure	0	815	0	(815)		(815)	
Memorial Benches :- Indirect Expenditure	0	815	0	(815)	0	(815)	0
Net Income over Expenditure	815	(815)	0	815			
Environment & Amenities :- Income	12,770	0	0	0			
Expenditure	38,209	12,015	54,379	42,364	8,046	34,318	
Net Income over Expenditure	(25,440)	(12,015)	(54,379)	(42,364)			
plus Transfer from EMR	(15,700)	0					
less Transfer to EMR	10,802	0					
Movement to/(from) Gen Reserve	(51,942)	(12,015)					
Planning							
400 Planning							
1130 Misc Income	3,356	0	0	0			
1600 CIL Income	2,252	0	0	0			
Planning :- Income	5,608	0	0	0			0
4718 Community Development Planning	0	0	1,000	1,000		1,000	
4719 Planning Consultancy	3,585	0	5,000	5,000		5,000	
4810 Outreach	480	0	500	500		500	
Planning :- Indirect Expenditure	4,065	0	6,500	6,500	0	6,500	0
Net Income over Expenditure	1,543	0	(6,500)	(6,500)			
6000 plus Transfer from EMR	(1,415)	0					
6001 less Transfer to EMR	5,608	0					
Movement to/(from) Gen Reserve	(5,480)	0					
Planning :- Income	5,608	0	0	0			
Expenditure	4,065	0	6,500	6,500	0	6,500	
Net Income over Expenditure	1,543	0	(6,500)	(6,500)			
plus Transfer from EMR	(1,415)	0					
less Transfer to EMR	5,608	0					
Movement to/(from) Gen Reserve	(5,480)	0					

Severn Ham

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
500 Severn Ham							
1620 Hay Auction	3,974	0	500	500			
1630 Basic Payment Scheme	9,557	0	7,245	7,245			
1640 Wayleaves	378	0	390	390			
1700 Fishing Rights	1,800	0	1,800	1,800			
1710 HLS Payment	22,066	0	22,248	22,248			
1715 Reinstatement Compensation	34,175	0	0	0			
Severn Ham :- Income	71,949	0	32,183	32,183			0
4450 Maintenance	371	49	1,500	1,451		1,451	
4550 Water	82	23	265	242		242	
4850 Commoners Grazing Compensation	2,700	0	3,500	3,500		3,500	
4855 Hay Sowing Project	2,255	0	4,000	4,000	2,550	1,450	
4860 Volunteers (Rec & Prom)	530	108	1,000	892	400	492	
4865 Auction Fees	500	0	500	500		500	
4870 Weeding	0	0	2,575	2,575		2,575	
4875 Tree Conservation	0	0	3,000	3,000		3,000	
4880 Ancillary Management	0	0	4,000	4,000		4,000	
4885 Nesting Project	1,260	27	1,000	973	5	968	
4890 Carver Knowles	0	0	2,000	2,000		2,000	
4895 Cross Compliance Consultant	495	0	530	530		530	
4900 Conservation Advisor	5,000	0	5,738	5,738		5,738	
4905 Footpath Repairs	9,985	0	2,000	2,000		2,000	
4910 Reinstatement Expenditure	9,282	0	0	0		0	
Severn Ham :- Indirect Expenditure	32,460	207	31,608	31,401	2,955	28,446	0
Net Income over Expenditure	39,490	(207)	575	782			
6000 plus Transfer from EMR	(4,510)	0					
6001 less Transfer to EMR	28,677	0					
Movement to/(from) Gen Reserve	6,303	(207)					
Severn Ham :- Income	71,949	0	32,183	32,183			
Expenditure	32,460	207	31,608	31,401	2,955	28,446	
Net Income over Expenditure	39,490	(207)	575	782			
plus Transfer from EMR	(4,510)	0					
less Transfer to EMR	28,677	0					
Movement to/(from) Gen Reserve	6,303	(207)					

Watson Hall

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
600 Watson Hall							
1100 Grant Income	205	0	0	0			
1800 Watson Hall Income	26,746	5,386	20,000	14,614			
1801 Doors & Floors project	5,825	0	0	0			
1810 Leases	0	0	600	600			
1820 Bar Income	45,452	8,091	30,000	21,909			
1823 Staffed Bar Hire Income	3,509	0	0	0			
1830 TTC Events Income	173	358	3,000	2,642			
Watson Hall :- Income	81,910	13,835	53,600	39,765			0
4195 Health & Safety	1,583	507	800	293		293	
4221 Telephone/IT (WH)	1,105	186	1,500	1,314		1,314	
4250 IT	118	0	0	0		0	
4280 Events & Services	1,149	417	3,000	2,583		2,583	
4390 Grant Expenditure	0	139	0	(139)		(139)	
4450 Maintenance	13,158	1,202	13,000	11,798	2,600	9,198	
4550 Water	1,257	119	1,500	1,381		1,381	
4560 Electric	7,140	0	8,800	8,800		8,800	
4570 Gas	2,058	0	4,000	4,000		4,000	
4590 Projects	14,000	0	18,000	18,000		18,000	
4912 Bar Payroll Processing	282	63	250	187		187	
4913 Bar Equipment	1,352	0	2,000	2,000		2,000	
4914 Bar Card Charges	692	125	700	575		575	
4915 Events Card Charges	15	11	100	89		89	
4920 Bar Audit	175	0	500	500		500	
4950 Bar Stock	18,730	3,453	17,000	13,547		13,547	
4955 Bar Salaries	15,395	3,998	12,000	8,002		8,002	
4957 Duty Manager	185	171	0	(171)		(171)	
4960 Equipment	4,290	21	2,000	1,979	300	1,679	
4961 Waste and recycling	479	131	400	269		269	
4980 Workwear	0	0	200	200		200	
4990 Sundries/Petty Cash	88	0	0	0		0	
Watson Hall :- Indirect Expenditure	83,253	10,542	85,750	75,208	2,900	72,308	0
Net Income over Expenditure	(1,344)	3,293	(32,150)	(35,443)			
6000 plus Transfer from EMR	159	0					
6001 less Transfer to EMR	3,509	0					
Movement to/(from) Gen Reserve	(4,694)	3,293					
Watson Hall :- Income	81,910	13,835	53,600	39,765			
Expenditure	83,253	10,542	85,750	75,208	2,900	72,308	
Net Income over Expenditure	(1,344)	3,293	(32,150)	(35,443)			
plus Transfer from EMR	159	0					
less Transfer to EMR	3,509	0					

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Movement to/(from) Gen Reserve	(4,694)	3,293					

Staffing110 Staffing

4000 Staff Salary	102,221	17,721	113,420	95,699		95,699	
4030 PAYE and NI	26,889	3,364	25,145	21,781		21,781	
4040 Pension	28,544	4,834	27,820	22,986		22,986	
4050 Staff Travel	41	14	250	237		237	
4060 Councillor Travel	0	0	60	60		60	
4070 Staff Other Expenses	0	6	200	194		194	
4080 Facilities Mgmt. Contractor	71,400	12,376	74,256	61,880		61,880	
4090 Payroll Processing	444	74	550	476		476	
4100 Professional Fees	3,208	881	3,000	2,119		2,119	
4110 Training	340	348	700	352		352	

Staffing :- Indirect Expenditure	233,087	39,617	245,401	205,784	0	205,784	0
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Net Expenditure	(233,087)	(39,617)	(245,401)	(205,784)			
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6000 plus Transfer from EMR	(3,792)	0					
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Movement to/(from) Gen Reserve	(236,879)	(39,617)					
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Staffing :- Income	0	0	0	0			
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Expenditure	233,087	39,617	245,401	205,784	0	205,784	
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Net Income over Expenditure	(233,087)	(39,617)	(245,401)	(205,784)			
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plus Transfer from EMR	(3,792)	0					
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Movement to/(from) Gen Reserve	(236,879)	(39,617)					
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Moorings200 Moorings

1300 Moorings Income	7,458	1,647	7,000	5,353			
1850 HAZ Income	10,497	9,355	0	(9,355)			
Moorings :- Income	17,955	11,002	7,000	(4,002)			0
4390 Grant Expenditure	53,090	0	0	0		0	
4450 Maintenance	7,910	90	7,000	6,910		6,910	
4460 Rates	2,235	131	1,500	1,369		1,369	
4470 Mooring Leases	100	0	100	100		100	
4480 Projects - Moorings	4,745	0	0	0		0	
4590 Projects	0	0	10,000	10,000		10,000	

Detailed Income & Expenditure by Budget Heading 26/06/2024

Month No: 2

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4960 Equipment	358	0	0	0		0	
Moorings :- Indirect Expenditure	<u>68,437</u>	<u>221</u>	<u>18,600</u>	<u>18,379</u>	<u>0</u>	<u>18,379</u>	<u>0</u>
Net Income over Expenditure	<u>(50,481)</u>	<u>10,781</u>	<u>(11,600)</u>	<u>(22,381)</u>			
6000 plus Transfer from EMR	(5,255)	0					
Movement to/(from) Gen Reserve	<u>(55,736)</u>	<u>10,781</u>					
Moorings :- Income	17,955	11,002	7,000	(4,002)			
Expenditure	68,437	221	18,600	18,379	0	18,379	
Net Income over Expenditure	<u>(50,481)</u>	<u>10,781</u>	<u>(11,600)</u>	<u>(22,381)</u>			
plus Transfer from EMR	(5,255)	0					
Movement to/(from) Gen Reserve	<u>(55,736)</u>	<u>10,781</u>					
Grand Totals:- Income	1,116,373	285,044	645,373	360,329			
Expenditure	806,755	164,442	649,873	485,431	14,650	470,781	
Net Income over Expenditure	<u>309,618</u>	<u>120,602</u>	<u>(4,500)</u>	<u>(125,102)</u>			
plus Transfer from EMR	(283,596)	0					
less Transfer to EMR	48,596	0					
Movement to/(from) Gen Reserve	<u>(22,574)</u>	<u>120,602</u>					

Account	Opening Balance	Net Transfers	Closing Balance
320 EMR BUILD 64 BS Maintenance	66,935.00		66,935.00
321 EMR BUILD Town Hall Gardens	250.00		250.00
322 EMR MOOR 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	24,003.00		24,003.00
326 EMR E&A Youth	4,105.00		4,105.00
328 EMR BUILD War Memorial	7,875.73		7,875.73
329 EMR SH Severn Ham	34,133.00		34,133.00
330 EMR E&A CCTV	4,125.00		4,125.00
331 EMR E&A Tree Maintenance	5,650.00		5,650.00
332 EMR E&A Street Furniture	6,014.00		6,014.00
333 EMR E&A Toilet Block Project	13,145.00		13,145.00
335 EMR E&A Bus Shelters	10,773.25		10,773.25
336 EMR FIN Regalia	209.00		209.00
337 EMR FIN Website	2,520.00		2,520.00
338 EMR FIN Professional Fees	5,237.00		5,237.00
339 EMR FIN Legal	17,467.00		17,467.00
340 EMR FIN Elections	5,000.00		5,000.00
341 EMR FIN Tourism & Marketing	1,757.00		1,757.00
342 EMR FIN Newsletter	2,148.00		2,148.00
343 EMR SH Weeding	22,679.00		22,679.00
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	3,253.00		3,253.00
349 EMR MOOR Projects	14,051.00		14,051.00
350 EMR BUILD Watson Hall Lease *	20,000.00		20,000.00
351 EMR BUILD 64 BS Grant Income	144,321.00		144,321.00
354 EMR BUILD TH Maintenance	18,029.00		18,029.00
355 EMR BUILD WH Projects	19,319.00		19,319.00
356 EMR BUILD WH Bar Equipment	2,062.00		2,062.00
357 EMR BUILD 64 BS Projects	11,219.00		11,219.00
359 EMR PLA Community Devel Planni	5,856.00		5,856.00
360 EMR BUILD TH Projects	33,362.00		33,362.00
361 EMR FIN Community Grants	600.00		600.00
362 EMR FIN Tewkes Live Music Fest	2,199.00		2,199.00
364 EMR Buildings Fundraising	720.00		720.00
365 EMR FIN Events and Services	2,439.00		2,439.00
366 EMR BUILD TH Equipment	870.00		870.00
367 EMR E&A Toilet Block Utilities	1,429.00		1,429.00
369 EMR STA Training	2,087.00		2,087.00
370 EMR PLA CIL	2,252.00		2,252.00
371 EMR PLA Planning Consultancy	1,415.00		1,415.00
372 EMR STA Professional Fees	3,792.00		3,792.00
373 EMR E&A Defibrillators	1,500.00		1,500.00
375 EMR BUILD WH Go Fund Me	76.00		76.00
	<u>563,154.21</u>	<u>0.00</u>	<u>563,154.21</u>

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Lloyds Bank Current A/c	31/05/2024		609,449.16
			<u>609,449.16</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			609,449.16
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			609,449.16
		Balance per Cash Book is :-	609,449.16
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

Bank Reconciliation Statement as at 31/05/2024
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	31/05/2024	78	203,449.62
			<u>203,449.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			203,449.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			203,449.62
		Balance per Cash Book is :-	203,449.62
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Mayor's Charity	31/03/2024		9,289.26
			<u>9,289.26</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9,289.26
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9,289.26
		Balance per Cash Book is :-	9,289.26
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/05/2024	IMEX	Std Ord	57.60		Till Maintenace
01/05/2024	Tesco Mobile	May 2024	27.98		Mobiles
01/05/2024	Cellar Supplies Cheltenham Ltd	962282	1,053.54		Credit Note
01/05/2024	Inty Limited	715863	125.66		IT
01/05/2024	SLCC	DEB	144.00		7519
07/05/2024	A&E Fire and Security	1	2,316.11		Door Switches
07/05/2024	Anti Graffiti Systems Ltd	2	108.00		Pest Control
07/05/2024	Countrywide Grounds Maintenanc	3	270.00		Grass cutting - Extra cuts
07/05/2024	Eventec Ltd	4	7,026.00		Installation/removal/call outs
07/05/2024	Foster Surveys - Land and Buil	5	495.00		Surveying
07/05/2024	Gloucester Asbestos Ltd	6	1,176.00		Asbestos Removal
07/05/2024	GAPTC	7	556.00		Internal Audit
07/05/2024	GB Sport & Leisure	8	161.93		Part replacements
07/05/2024	Glasdon UK Limited	9	1,773.36		Dog Waste Bins
07/05/2024	Gloucestershire County Council	10	195.00		First Aid Training
07/05/2024	Gloucester Brewery	11	458.40		Bar Stock
07/05/2024	Greenfields Garden Services Lt	12	6,035.17		Mitton Play Area
07/05/2024	Timber & Hardware Supplies Ltd	13	46.95		Supplies
07/05/2024	Haywards Tewkesbury Ltd	14	134.35		Assorted invoices
07/05/2024	Hy-Clean Supplies Limited	15	816.77		Cleaning Supplies
07/05/2024	Laithwaites Wine Gloucester Sh	16	95.04		Bar Stock
07/05/2024	Electrical Plumbing & Building	17	105.00		Leaking sink WH
07/05/2024	DDC Foods Ltd.	18	79.16		Bar Stock
07/05/2024	Notice Board (UK) Limited	19	817.20		Spring Gardens Noticeboard
07/05/2024	Npower Business Solutions	20	265.27		Christmas Lights electric
07/05/2024	Orchard Fundraising Ltd	21	495.00		Fundraising
07/05/2024	Panacea Business Solutions Ltd	22	99.28		Photocopier
07/05/2024	PAYROLLS UK LTD	23	87.60		Payroll Processing
07/05/2024	Ben Perry	24	330.00		VAT
07/05/2024	PKF Littlejohn LLP	25	2,703.00		Professional Services
07/05/2024	Proactive Business Supplies Lt	26	59.28		Office Supplies
07/05/2024	Network Connections Uk Ltd T/A	27	4,050.00		CCTV Maintenance
07/05/2024	Rialtas Business Solutions Ltd	28	1,330.80		Digital Vat
07/05/2024	Severn Seating	29	815.00		Bench restoration
07/05/2024	S&T Sheds Newton Farm	30	740.00		TH Garden Shed
07/05/2024	SPA Security	31	292.80		Keyholding
07/05/2024	William Spry - Stocktaker	32	210.00		Stock Taking
07/05/2024	Tewkesbury Borough Council	33	1,800.00		Annual inspection of play area
07/05/2024	Trade UK (T/A Screwfix)	34	324.05		Kickplates
07/05/2024	Travis Perkins Trading Company	35	40.51		Flagstones
07/05/2024	Vimto Out of Home	36	469.82		Bar Stock
07/05/2024	Debbie Hill	FPO	13.50		Expenses
07/05/2024	TBC - Back Of Avon	5105564X	77.88		Back Of Avon Business Rates
07/05/2024	TBC - St Marys Lane	51055668	53.08		St Marys Lane Business Rates
09/05/2024	Cellar Supplies Cheltenham Ltd	963312	241.38		Bar Stock
13/05/2024	Jenantone	FPO	400.00		Barn Dance
14/05/2024	AG Boniface & Sons Ltd	37	38,645.71		Progress Payment

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
14/05/2024	Timber & Hardware Supplies Ltd	38	34.72		Supplies
14/05/2024	Laithwaites Wine Gloucester Sh	39	186.00		Bar Stock
14/05/2024	Liz O'Sullivan	40	160.00		Civic Awards
14/05/2024	Nick Joyce Architects	41	2,191.55		Mend Works
14/05/2024	Panacea Business Solutions Ltd	42	52.34		Photocopier
14/05/2024	Paul Burdick - ACCLC	43	661.20		Year End Processing
14/05/2024	Proactive Business Supplies Lt	44	97.59		Office Supplies
14/05/2024	Network Connections Uk Ltd T/A	45	1,074.22		Move CCTV
14/05/2024	SLCC Enterprises Ltd	46	144.00		Qualification Fee
14/05/2024	Charlton Networks	INV-1509	1,068.48		Laptop config
14/05/2024	A&E Fire and Security	1	1,290.73		Call Out
14/05/2024	The Cotswold Framing Company	2	175.00		Civic award framing
14/05/2024	Dormakaba	3	348.00		Maint Contract
14/05/2024	K J Hobson	4	240.00		Hanging baskets
14/05/2024	GAPTC	5	2,646.63		Annual Membership
14/05/2024	Haywards Tewkesbury Ltd	6	73.56		Assorted
14/05/2024	Hy-Clean Supplies Limited	7	221.48		Cleaning Supplies
14/05/2024	C.W. Hygiene Services Ltd	8	480.00		Window Cleaning
14/05/2024	Tewkesbury Museum	9	4,089.11		Packing materials
14/05/2024	PAYROLLS UK LTD	10	76.80		Bar Payroll processing
14/05/2024	Priors Park Neighbourhood Proj	11	200.00		Share box Stonehills
14/05/2024	Rialtas Business Solutions Ltd	12	831.60		Asset inventory licences
14/05/2024	Tewkesbury Borough Council	13	678.78		Rates Town hall
14/05/2024	WHC Hire Services Ltd	14	24.00		Strimmer rental
14/05/2024	Wildfowl and Wetlands Trust	15	129.36		Conservation Projects
14/05/2024	GAB	Std Ord	6,188.00		Contractor costs
14/05/2024	Tewkesbury Big Weekend	FPO	800.00		Community Grant Awarded
15/05/2024	Countrywide Grounds Maintenanc	Std Ord	211.00		Grass Cutting
15/05/2024	Cellar Supplies Cheltenham Ltd	963404	465.38		Bar Stock
15/05/2024	Octopus Energy - Oldbury Rd To	on account	2.62		Purchase Ledger DDR Payment
16/05/2024	Tewkesbury Medieval Festival	FPO	3,000.00		Community Grant Awarded
20/05/2024	square	DD	34.53		Ticket Sale refund
20/05/2024	TBC - TC	Std Ord	354.00		Non Domestic Rates Town Hall
20/05/2024	Charlton Networks	40703	190.39		IT
20/05/2024	Waterplus (Town Hall - 0385036	05606092	117.41		Water
20/05/2024	Staff Salaries	BP	8,860.09		Office Net Wages May P2
20/05/2024	Staff Salaries	BP	1,790.31		Bar Net Wages May P2
20/05/2024	Staff Salaries	BP	85.26		Duty Manager May P2
21/05/2024	Npower Business Solutions	10327822	69.20		Christmas Lights electric
21/05/2024	Smith's (Gloucester) Limited	C472251	157.03		Waste and recycling
21/05/2024	Heath Fury	FPO	400.00		Picnic Benches
22/05/2024	Cellar Supplies Cheltenham Ltd	977962	149.70		Bar Stock
22/05/2024	P Loader	FPO	1,500.00		64 Barton ST - Renovations
22/05/2024	Waterplus (Watson Hall Bar- 03	05652100	58.09		Water
22/05/2024	Waterplus (Toilet Block - 0513	05635941	71.36		Water
23/05/2024	Digital Telecom Ltd	207752	78.73		Phones
23/05/2024	Digital Telecom Ltd	207753	53.75		Phones

List of Payments made between 01/05/2024 and 31/05/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
28/05/2024	Diversity Business Services	Std Ord	165.00		HR Retainer
28/05/2024	Lloyds	PAY	53.05		Service charges
30/05/2024	Cellar Supplies Cheltenham Ltd	977063	51.59		Bar Stock
30/05/2024	Waterplus (Trough B. Avon - 08	05773058	7.77		Water
30/05/2024	Spotify	DEB	11.99		Spotify Premium
30/05/2024	Direct-Fundraising	DEB	188.40		Collection Buckets
31/05/2024	Gloucester County Council	FPO	2,212.00		Pensions May P2
31/05/2024	HMRC	FPO	1,667.10		Tax/Ni May P2
31/05/2024	NEST	DD	204.87		Pensions May P2
31/05/2024	One Stop	DEB	1.30		Milk
31/05/2024	Petty Cash	CASH	24.29		Sundries, Milk
31/05/2024	Petty Cash	CASH	-24.29		Reversal

Total Payments 123,993.25