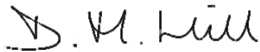


**TEWKESBURY TOWN COUNCIL
FINANCE COMMITTEE
MONDAY 2ND SEPTEMBER 2024**

To: Members of Finance Committee: Councillors P Jones (Chair), P Brookes, C Danter, A Hayes, K Moran, 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 2nd September 2024 commencing at 6.00pm**

Members of the public and press are welcome to attend.



Debbie Hill, Town Clerk
28th August 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 1st July 2024
5. Matters arising from the minutes of 1st 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 review the financial reports to 31st July 2024 and bank reconciliations of the Town Council for June & July 2024
9. To review the payments report for June & July 2024
10. To approve the payments list
11. To receive an update from the Town Clerk on the current financial situation with regards to Tewkesbury Live 2024 income and expenditure
12. To approve payments relating to Tewkesbury Live 2024
13. To consider and agree grant applications from outside bodies
14. To receive an update from the internal control checkers
15. Review of finance risk register

**MINUTES of
the**

Finance Committee meeting held on 1st July 2024 at 6:00PM in the Town Hall, Tewkesbury

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

In attendance: D Hill (Town Clerk)

F.24.021 To receive apologies
None.

To receive declarations of interest
Cllr J Raywood – item 24.027 relating to the payments list.

F.24.022 To receive dispensations
None

F.24.023 To approve the minutes of the Finance Committee meetings held on 3rd June 2024
It was RESOLVED to approve the minutes of the Finance Committee meeting held on 3rd June 2024. Proposed by Cllr Hayes, seconded by Cllr Danter

F.24.024 Matters arising from the minutes of 3rd June – for Information only
24.005 Paper copy of forward budget for Cllr Sztymiak and upload to website – complete.
24.009 Details of peak hall hire and bar takings to be circulated to committee members – complete.
24.010 Clarify what invoice for £1,360 to GK Engineering relates to - relates to removal of mooring sections at Back of Avon, removal of hanging basked brackets on rise and fall posts and hazard warning re section of mooring washed away – complete.
24.015 Insured amounts for furniture & fittings, pictures, regalia & artefacts – carried forward
Review of Finance Risk Regsiter – add to next meeting agenda.

F.24.025 To receive correspondence relating to the Finance Committee
The Town Clerk reported that Annual Return and associated documents to be submitted to the external auditor by 31st July.

F.24.026 Public Participation
None

F.24.027 To approve the payments list
It was RESOLVED to approve payments totalling £36,732.91. Proposed by Cllr Hayes, seconded by Cllr Brookes.

F.24.028 To review the financial reports and bank reconciliations of the Town Council for May 2024

The reports and bank reconciliations were reviewed.

F.24.029 To review the payments report for May 2024

The payments report was reviewed.

F.24.030 To consider and agree grant applications from outside bodies

The grant application from Pride in Tewkesbury will be considered by Full Council on 8th July. **Action:** Town Clerk to obtain breakdown of the £800 request.

F.24.031 To agree the transfer of funds to the 32 day notice account from the business account

The Town Clerk reported that having reviewed the earmarked reserves and current budget position, she recommended a transfer to the 32 day notice account of £150,000.

It was RESOLVED to transfer £150,000. Proposed by Cllr Brookes, seconded by Cllr J Raywood.

F.24.032 To receive a report from the internal control checkers for Q4 2023/24

Item deferred to the next meeting and will also review Q1 2024/25.

F.24.033 To note the insurance renewal premium

The Town Clerk reported that the renewal premium was 311,471.19 and an additional premium of £7,268.80. The policy has been split to obtain a better cover the Council’s Grade II* listed buildings.

F.24.034 To note dates for the exercise of public rights for 2023/24

The Town Clerk reported that the dates were 28th June to 8th August 2024.

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

Signature of Chairman upon approval of the minutes 2nd September 2024

Detailed Income & Expenditure by Budget Heading July 2024

Month No: 4

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	2,048	4,000	1,952			
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	249,318	498,540	249,222			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	271	825	554		554	
4170 Audit Fees	5,356	(1,025)	2,500	3,525		3,525	
4180 Legal Fees	2,620	785	6,000	5,215		5,215	
4190 Subscriptions & Memberships	3,238	2,677	3,500	823		823	
4200 Insurance	16,842	18,740	18,000	(740)		(740)	
4210 Stationery Office Equipment	942	297	1,500	1,203		1,203	
4220 Telephone & Broadband (TC)	1,114	375	1,100	725		725	
4230 Photocopier	2,483	1,295	2,600	1,305		1,305	
4240 Website	440	193	900	707		707	
4250 IT	5,074	2,850	9,000	6,150		6,150	
4260 Publications	141	0	100	100		100	
4270 Newsletter	413	415	500	85		85	
4280 Events & Services	1,043	44	3,000	2,956	340	2,616	
4290 Regalia	291	0	5,000	5,000		5,000	
4300 Civic	1,246	809	600	(209)		(209)	
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	5,220	8,000	2,780		2,780	
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	103	600	497		497	
Finance :- Indirect Expenditure	53,391	34,849	70,225	35,376	340	35,036	0
Net Income over Expenditure	466,480	214,469	428,315	213,846			
6000 plus Transfer from EMR	(7,815)	0					
Movement to/(from) Gen Reserve	458,665	214,469					

Detailed Income & Expenditure by Budget Heading July 2024

Month No: 4

Committee Report

	Actual Last Year	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	4,074	157	0	(157)			
Mayor's Charity :- Income	4,074	157	0	(157)			0
4410 Mayor's Charity Expenditure	0	2,978	0	(2,978)		(2,978)	
Mayor's Charity :- Indirect Expenditure	0	2,978	0	(2,978)	0	(2,978)	0
Net Income over Expenditure	4,074	(2,821)	0	2,821			
140 Tewkesbury Live							
1121 Tewkes Live Income	45,646	17,615	35,000	17,385			
Tewkesbury Live :- Income	45,646	17,615	35,000	17,385			0
4370 Tewkesbury Live Expenditure	43,447	33,396	35,000	1,604		1,604	2,199
Tewkesbury Live :- Indirect Expenditure	43,447	33,396	35,000	1,604	0	1,604	2,199
Net Income over Expenditure	2,199	(15,781)	0	15,781			
6000 plus Transfer from EMR	(2,029)	2,199					
Movement to/(from) Gen Reserve	170	(13,582)					
150 Christmas Lights							
1125 Christmas Lights Income	130	325	4,000	3,675			
Christmas Lights :- Income	130	325	4,000	3,675			0
4375 Christmas Lights	6,351	0	7,500	7,500		7,500	
4560 Electric	253	339	0	(339)		(339)	
Christmas Lights :- Indirect Expenditure	6,604	339	7,500	7,161	0	7,161	0
Net Income over Expenditure	(6,474)	(14)	(3,500)	(3,486)			
Finance :- Income	569,721	267,415	537,540	270,125			
Expenditure	103,442	71,561	112,725	41,164	340	40,824	
Net Income over Expenditure	466,280	195,853	424,815	228,962			
plus Transfer from EMR	(9,844)	2,199					
Movement to/(from) Gen Reserve	456,436	198,052					
Buildings							
160 Fundraising							
4505 Fundraising	2,175	413	0	(413)		(413)	
Fundraising :- Indirect Expenditure	2,175	413	0	(413)	0	(413)	0
Net Expenditure	(2,175)	(413)	0	413			

Detailed Income & Expenditure by Budget Heading July 2024

Month No: 4

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	110,612	0	(110,612)		(110,612)	144,321
4450 Maintenance	3,119	4,778	30,000	25,222	211	25,011	
4460 Rates	0	404	0	(404)		(404)	
4505 Fundraising	450	563	0	(563)		(563)	
64 Barton Street :- Indirect Expenditure	189,573	116,357	30,825	(85,532)	211	(85,742)	144,321
Net Income over Expenditure	140,752	(116,357)	(30,825)	85,532			
6000 plus Transfer from EMR	(227,694)	144,321					
Movement to/(from) Gen Reserve	(86,942)	27,964					
<u>220</u> <u>Town Hall</u>							
1400 Garden Income	0	0	50	50			
1410 Town Hall Income	17,125	5,439	15,000	9,561			
1415 TH Merch Income	10	0	0	0			
1850 HAZ Income	9,000	0	0	0			
Town Hall :- Income	26,135	5,439	15,050	9,611			0
4195 Health & Safety	747	314	1,000	686		686	
4390 Grant Expenditure	26,270	0	0	0		0	
4450 Maintenance	4,297	1,013	15,000	13,987	538	13,449	
4460 Rates	3,543	1,966	4,330	2,364		2,364	
4550 Water	1,337	545	1,700	1,155		1,155	
4560 Electric	1,976	165	5,155	4,990		4,990	
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	
4990 Sundries/Petty Cash	0	29	0	(29)		(29)	
Town Hall :- Indirect Expenditure	52,055	5,542	63,085	57,543	538	57,005	0
Net Income over Expenditure	(25,920)	(103)	(48,035)	(47,932)			
6000 plus Transfer from EMR	(14,545)	0					
Movement to/(from) Gen Reserve	(40,465)	(103)					

Detailed Income & Expenditure by Budget Heading July 2024

Month No: 4

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	5,439	15,050	9,611			
Expenditure	243,803	122,312	94,910	(27,402)	749	(28,150)	
Net Income over Expenditure	<u>112,657</u>	<u>(116,873)</u>	<u>(79,860)</u>	<u>37,013</u>			
plus Transfer from EMR	(243,239)	144,321					
Movement to/(from) Gen Reserve	<u>(130,582)</u>	<u>27,448</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	12	2,187	2,175		2,175	
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>3,322</u>	<u>11,620</u>	<u>8,298</u>	<u>0</u>	<u>8,298</u>	<u>0</u>
Net Expenditure	<u>(8,246)</u>	<u>(3,322)</u>	<u>(11,620)</u>	<u>(8,298)</u>			
6000 plus Transfer from EMR	(3,123)	0					
Movement to/(from) Gen Reserve	<u>(11,369)</u>	<u>(3,322)</u>					
<u>310</u> <u>Spring Gardens</u>							
4450 Maintenance	589	472	3,278	2,806		2,806	
4550 Water	994	0	2,000	2,000		2,000	
4560 Electric	1,419	345	2,000	1,655		1,655	
4590 Projects	0	0	2,000	2,000		2,000	
Spring Gardens :- Indirect Expenditure	<u>3,002</u>	<u>816</u>	<u>9,278</u>	<u>8,462</u>	<u>0</u>	<u>8,462</u>	<u>0</u>
Net Expenditure	<u>(3,002)</u>	<u>(816)</u>	<u>(9,278)</u>	<u>(8,462)</u>			
6000 plus Transfer from EMR	(8,407)	0					
Movement to/(from) Gen Reserve	<u>(11,409)</u>	<u>(816)</u>					

Detailed Income & Expenditure by Budget Heading July 2024

Month No: 4

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	5	1,913	1,908		1,908	
4550 Water	755	108	974	866		866	
4560 Electric	801	0	1,500	1,500		1,500	
Gloucester Road :- Indirect Expenditure	1,685	113	4,387	4,274	0	4,274	0
Net Expenditure	(1,685)	(113)	(4,387)	(4,274)			
6000 plus Transfer from EMR	(3,130)	0					
Movement to/(from) Gen Reserve	(4,815)	(113)					
330 Cleaning & Consumables							
4700 Cleaning & Maintenance Equip	1,142	29	1,500	1,471		1,471	
4710 Combined Consumables	2,833	1,123	2,733	1,610		1,610	
4720 Hygiene Contract	1,242	1,408	1,311	(97)		(97)	
Cleaning & Consumables :- Indirect Expenditure	5,217	2,560	5,544	2,984	0	2,984	0
Net Expenditure	(5,217)	(2,560)	(5,544)	(2,984)			
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	22	0	(22)		(22)	
4750 CCTV	3,375	4,270	5,000	730		730	
4755 Tree Maintenance	270	0	750	750		750	
4760 Street Furniture & Clock	8,608	2,626	6,000	3,374		3,374	
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)	375	3,000	2,625	6,072	(3,447)	
4785 Parish Online	450	0	500	500		500	
4790 Grass Cutting	2,335	703	2,500	1,797		1,797	
4795 Notice Boards and Swapboxes	2,144	884	1,000	116		116	
Outside Spaces :- Indirect Expenditure	20,060	8,881	23,550	14,669	6,072	8,597	0
Net Income over Expenditure	(8,105)	(8,881)	(23,550)	(14,669)			
6000 plus Transfer from EMR	(1,040)	0					
6001 less Transfer to EMR	10,802	0					
Movement to/(from) Gen Reserve	(19,947)	(8,881)					

Detailed Income & Expenditure by Budget Heading July 2024

Month No: 4

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	16,507	54,379	37,872	6,072	31,800	
Net Income over Expenditure	(25,440)	(16,507)	(54,379)	(37,872)			
plus Transfer from EMR	(15,700)	0					
less Transfer to EMR	10,802	0					
Movement to/(from) Gen Reserve	(51,942)	(16,507)					
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 July 2024

Month No: 4

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	732	500	(232)			
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	2,800	0	(2,800)			
Severn Ham :- Income	71,949	3,532	32,183	28,651			0
4450 Maintenance	371	111	1,500	1,389		1,389	
4550 Water	82	39	265	226		226	
4850 Commoners Grazing Compensation	2,700	0	3,500	3,500		3,500	
4855 Hay Sowing Project	2,255	63	4,000	3,937	2,550	1,387	
4860 Volunteers (Rec & Prom)	530	108	1,000	892		892	
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	3,500	(500)	
4880 Ancillary Management	0	0	4,000	4,000		4,000	
4885 Nesting Project	1,260	86	1,000	914	5	909	
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	1,425	5,738	4,313		4,313	
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	1,831	31,608	29,777	6,055	23,722	0
Net Income over Expenditure	39,490	1,701	575	(1,126)			
6000 plus Transfer from EMR	(4,510)	0					
6001 less Transfer to EMR	28,677	0					
Movement to/(from) Gen Reserve	6,303	1,701					
Severn Ham :- Income	71,949	3,532	32,183	28,651			
Expenditure	32,460	1,831	31,608	29,777	6,055	23,722	
Net Income over Expenditure	39,490	1,701	575	(1,126)			
plus Transfer from EMR	(4,510)	0					
less Transfer to EMR	28,677	0					
Movement to/(from) Gen Reserve	6,303	1,701					

Watson Hall

Detailed Income & Expenditure by Budget Heading July 2024

Month No: 4

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	11,320	20,000	8,680			
1801 Doors & Floors project	5,825	0	0	0			
1810 Leases	0	0	600	600			
1820 Bar Income	45,452	14,838	30,000	15,162			
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	26,516	53,600	27,084			0
4195 Health & Safety	1,583	507	800	293		293	
4221 Telephone/IT (WH)	1,105	372	1,500	1,128		1,128	
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	8,789	13,000	4,211	650	3,561	
4505 Fundraising	0	1,568	0	(1,568)		(1,568)	
4550 Water	1,257	339	1,500	1,161		1,161	
4560 Electric	7,140	4,193	8,800	4,607		4,607	
4570 Gas	2,058	0	4,000	4,000		4,000	
4590 Projects	14,000	540	18,000	17,460		17,460	
4912 Bar Payroll Processing	282	90	250	160		160	
4913 Bar Equipment	1,352	0	2,000	2,000		2,000	
4914 Bar Card Charges	692	234	700	466		466	
4915 Events Card Charges	15	11	100	89		89	
4920 Bar Audit	175	0	500	500		500	
4950 Bar Stock	18,730	6,563	17,000	10,437		10,437	
4955 Bar Salaries	15,395	5,686	12,000	6,314		6,314	
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	339	400	61		61	
4980 Workwear	0	0	200	200		200	
4990 Sundries/Petty Cash	88	0	0	0		0	
Watson Hall :- Indirect Expenditure	83,253	29,978	85,750	55,772	950	54,822	0
Net Income over Expenditure	(1,344)	(3,463)	(32,150)	(28,687)			
6000 plus Transfer from EMR	159	0					
6001 less Transfer to EMR	3,509	0					
Movement to/(from) Gen Reserve	(4,694)	(3,463)					
Watson Hall :- Income	81,910	26,516	53,600	27,084			
Expenditure	83,253	29,978	85,750	55,772	950	54,822	
Net Income over Expenditure	(1,344)	(3,463)	(32,150)	(28,687)			
plus Transfer from EMR	159	0					
less Transfer to EMR	3,509	0					

Detailed Income & Expenditure by Budget Heading July 2024

Month No: 4

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)	(3,463)					

Staffing110 Staffing

4000 Staff Salary	102,221	35,937	113,420	77,483		77,483	
4030 PAYE and NI	26,889	6,698	25,145	18,447		18,447	
4040 Pension	28,544	9,842	27,820	17,978		17,978	
4050 Staff Travel	41	25	250	225		225	
4060 Councillor Travel	0	0	60	60		60	
4070 Staff Other Expenses	0	6	200	194		194	
4080 Facilities Mgmt. Contractor	71,400	25,405	74,256	48,851		48,851	
4090 Payroll Processing	444	148	550	402		402	
4100 Professional Fees	3,208	1,211	3,000	1,789		1,789	
4110 Training	340	348	700	352		352	

Staffing :- Indirect Expenditure	233,087	79,619	245,401	165,782	0	165,782	0
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Net Expenditure	(233,087)	(79,619)	(245,401)	(165,782)			
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6000 plus Transfer from EMR	(3,792)	0					
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Movement to/(from) Gen Reserve	(236,879)	(79,619)					
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Staffing :- Income	0	0	0	0			
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Expenditure	233,087	79,619	245,401	165,782	0	165,782	
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Net Income over Expenditure	(233,087)	(79,619)	(245,401)	(165,782)			
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plus Transfer from EMR	(3,792)	0					
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Movement to/(from) Gen Reserve	(236,879)	(79,619)					
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Moorings200 Moorings

1300 Moorings Income	7,458	5,304	7,000	1,696			
1850 HAZ Income	10,497	9,355	0	(9,355)			
Moorings :- Income	17,955	14,659	7,000	(7,659)			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	596	1,500	904		904	
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 July 2024

Month No: 4

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	68,437	686	18,600	17,914	0	17,914	0
Net Income over Expenditure	(50,481)	13,973	(11,600)	(25,573)			
6000 plus Transfer from EMR	(5,255)	0					
Movement to/(from) Gen Reserve	(55,736)	13,973					
Moorings :- Income	17,955	14,659	7,000	(7,659)			
Expenditure	68,437	686	18,600	17,914	0	17,914	
Net Income over Expenditure	(50,481)	13,973	(11,600)	(25,573)			
plus Transfer from EMR	(5,255)	0					
Movement to/(from) Gen Reserve	(55,736)	13,973					
Grand Totals:- Income	1,116,373	317,561	645,373	327,812			
Expenditure	806,755	322,495	649,873	327,378	14,165	313,213	
Net Income over Expenditure	309,618	(4,934)	(4,500)	434			
plus Transfer from EMR	(283,596)	146,520					
less Transfer to EMR	48,596	0					
Movement to/(from) Gen Reserve	(22,574)	141,586					

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	0.00
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	0.00
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>-146,520.00</u>	<u>416,634.21</u>

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Tewkesbury Town Council

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Cashbook transactions for the period 01/06/2024 to 31/07/2024

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Lloyds - Business Account	3	07/06/2024	16	Tewkesbury Battlefield Society	90.00
1	Lloyds - Business Account	3	07/06/2024	17	Caroline Corsie	1,425.00
1	Lloyds - Business Account	3	07/06/2024	18	Laithwaites Wine Gloucester Sh	372.12
1	Lloyds - Business Account	3	07/06/2024	19	Nick Joyce Architects	1,408.87
1	Lloyds - Business Account	3	07/06/2024	20	Orchard Fundraising Ltd	594.00
1	Lloyds - Business Account	3	07/06/2024	21	Panacea Business Solutions Ltd	84.87
1	Lloyds - Business Account	3	18/06/2024	5267	AG Boniface & Sons Ltd	24,809.45
1	Lloyds - Business Account	3	25/06/2024	SI-697	AJ Floor Sanding & Sealing Ltd	1,560.00
1	Lloyds - Business Account	3	26/06/2024	10000061	Ascot Doors (Service) Ltd	3,405.60
1	Lloyds - Business Account	3	05/06/2024	INV-0038	Juice It	860.90
1	Lloyds - Business Account	3	24/06/2024	62314	SK Heating & Cooling Ltd	1,192.27
1	Lloyds - Business Account	3	18/06/2024	6443	So Publishing	300.00
1	Lloyds - Business Account	4	03/07/2024	1	Tewkesbury in Bloom	60.00
1	Lloyds - Business Account	4	03/07/2024	2	The Cotswold Framing Company	175.00
1	Lloyds - Business Account	4	03/07/2024	3	Gloucester Brewery	180.00
1	Lloyds - Business Account	4	03/07/2024	4	Timber & Hardware Supplies Ltd	3.99
1	Lloyds - Business Account	4	03/07/2024	5	Haywards Tewkesbury Ltd	149.31
1	Lloyds - Business Account	4	03/07/2024	6	Hy-Clean Supplies Limited	208.10
1	Lloyds - Business Account	4	03/07/2024	7	C.W. Hygiene Services Ltd	45.60
1	Lloyds - Business Account	4	03/07/2024	8	Electrical Plumbing & Building	75.00
1	Lloyds - Business Account	4	03/07/2024	9	Tewkesbury Museum	1,260.00
1	Lloyds - Business Account	4	03/07/2024	10	Npower Business Solutions	552.06
1	Lloyds - Business Account	4	03/07/2024	11	The Photo Studio (Tewkesbury)	113.90
1	Lloyds - Business Account	4	03/07/2024	12	Proactive Business Supplies Lt	96.13
1	Lloyds - Business Account	4	03/07/2024	13	Simply Flowers	35.00
1	Lloyds - Business Account	4	03/07/2024	14	Tewkesbury Borough Council	272.45
1	Lloyds - Business Account	4	03/07/2024	15	Wybone Limited	1,378.15
1	Lloyds - Business Account	3	03/06/2024	FPO	Debbie Hill	44.15
1	Lloyds - Business Account	3	03/06/2024	June 2024	Tesco Mobile	27.98
1	Lloyds - Business Account	3	06/06/2024	979155	Cellar Supplies Cheltenham Ltd	660.05
1	Lloyds - Business Account	3	01/06/2024	Std Ord	IMEX	57.60
1	Lloyds - Business Account	3	07/06/2024	5105564X	TBC - Back Of Avon	77.88
1	Lloyds - Business Account	3	07/06/2024	51055668	TBC - St Marys Lane	53.08
1	Lloyds - Business Account	3	14/06/2024	Std Ord	GAB	6,188.00
1	Lloyds - Business Account	3	15/06/2024	Std Ord	Countrywide Grounds Maintenanc	211.00
1	Lloyds - Business Account	3	20/06/2024	Std Ord	TBC - TC	354.00
1	Lloyds - Business Account	3	28/06/2024	Std Ord	Diversity Business Services	165.00
1	Lloyds - Business Account	3	07/06/2024	STD ORD	TBC - Back of Avon	3.12
1	Lloyds - Business Account	3	04/06/2024	DEB	Direct Fundraising	48.60
1	Lloyds - Business Account	3	04/06/2024	DEB	Amazon	14.99
1	Lloyds - Business Account	3	07/06/2024	FPO	Bookworm	320.00
1	Lloyds - Business Account	3	11/06/2024	DEB	Fox Timber	75.24
1	Lloyds - Business Account	3	17/06/2024	DEB	The Events Calendar	96.46
1	Lloyds - Business Account	3	17/06/2024	DEB	The Events Calendar	96.46
1	Lloyds - Business Account	3	18/06/2024	DEB	Poundland	3.00
1	Lloyds - Business Account	3	18/06/2024	002498	Petty Cash	100.00
1	Lloyds - Business Account	3	25/06/2024	CHQ	Tewkesbury Pub Singers	250.00
1	Lloyds - Business Account	3	28/06/2024	DEB	GTSE	26.94

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Tewkesbury Town Council

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Cashbook transactions for the period 01/06/2024 to 31/07/2024

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Lloyds - Business Account	3	28/06/2024	DD	NEST	204.87
1	Lloyds - Business Account	3	25/06/2024	FPO	HMRC	1,566.30
1	Lloyds - Business Account	3	25/06/2024	FPO	Gloucester County Council	2,212.00
1	Lloyds - Business Account	3	28/06/2024	PAY	Lloyds	51.41
1	Lloyds - Business Account	3	30/06/2024	00723237	Inty Limited	125.66
1	Lloyds - Business Account	3	11/06/2024	0015	Octopus Energy - Oldbury Rd To	91.85
1	Lloyds - Business Account	3	12/06/2024	979290	Cellar Supplies Cheltenham Ltd	260.35
1	Lloyds - Business Account	3	20/06/2024	980012	Cellar Supplies Cheltenham Ltd	136.78
1	Lloyds - Business Account	3	17/06/2024	C477680	Smith's (Gloucester) Limited	125.04
1	Lloyds - Business Account	3	05/06/2024	5897886	Waterplus (Town Hall - 0385036	182.67
1	Lloyds - Business Account	3	20/06/2024	BP	Staff Salaries	8,860.49
1	Lloyds - Business Account	3	20/06/2024	BP	Staff Salaries	653.55
1	Lloyds - Business Account	3	24/06/2024	207928	Digital Telecom Ltd	79.12
1	Lloyds - Business Account	3	24/06/2024	207929	Digital Telecom Ltd	53.75
1	Lloyds - Business Account	3	24/06/2024	35101832	Initial Washroom Hygiene	1,689.58
1	Lloyds - Business Account	3	20/06/2024	40830	Charlton Networks	190.19
1	Lloyds - Business Account	3	21/06/2024	0011	Octopus Energy - Watson Hall	2,400.23
1	Lloyds - Business Account	3	24/06/2024	0012	Octopus Energy - Watson Hall	988.37
1	Lloyds - Business Account	3	25/06/2024	0013	Octopus Energy - Watson Hall	1,643.14
1	Lloyds - Business Account	3	21/06/2024	0011-1	Octopus Energy - Town Hall	173.18
1	Lloyds - Business Account	3	24/06/2024	05938914	Waterplus (Watson Hall Bar- 03	63.11
1	Lloyds - Business Account	3	20/06/2024	FPO	N. Davis	326.40
2	Lloyds - Mayor's Charity	3	22/06/2024	CHQ	Tewkesbury Alley Revival	175.92
2	Lloyds - Mayor's Charity	3	24/06/2024	CHQ	Tewkesbury in Bloom	1,000.00
2	Lloyds - Mayor's Charity	3	24/06/2024	CHQ	Tewkesbury Town Band	1,000.00
2	Lloyds - Mayor's Charity	3	24/06/2024	CHQ	All England Theatre Festival	100.00
2	Lloyds - Mayor's Charity	3	29/06/2024	CHQ	Tewkesbury Severn Unit MVS	175.91
2	Lloyds - Mayor's Charity	3	03/06/2024	CHQ	Tewkesbury and District Wheelc	175.92
2	Lloyds - Mayor's Charity	3	04/06/2024	CHQ	Tewkebsury Cruising and Sailin	250.00
2	Lloyds - Mayor's Charity	3	11/06/2024	CHQ	Guideposts Trust Ltd	100.00
3	Petty Cash	3	30/06/2024	CASH	Various	30.33
1	Lloyds - Business Account	4	29/07/2024	16	A2B Removals Nationwide Ltd	7,668.64
1	Lloyds - Business Account	4	29/07/2024	17	Cotswold Energy Consultants Lt	648.00
1	Lloyds - Business Account	4	29/07/2024	18	Cotswold Cleaning	375.00
1	Lloyds - Business Account	4	29/07/2024	19	DW Safety	315.00
1	Lloyds - Business Account	4	29/07/2024	20	Fleet Graphics Tewkesbury Ltd	415.00
1	Lloyds - Business Account	4	29/07/2024	21	Gloucester Brewery	102.00
1	Lloyds - Business Account	4	29/07/2024	22	Matt Hale Tree Surgery Ltd	432.00
1	Lloyds - Business Account	4	29/07/2024	23	Haywards Tewkesbury Ltd	126.66
1	Lloyds - Business Account	4	29/07/2024	24	Hy-Clean Supplies Limited	379.24
1	Lloyds - Business Account	4	29/07/2024	25	Laithwaites Wine Gloucester Sh	188.88
1	Lloyds - Business Account	4	29/07/2024	26	Electrical Plumbing & Building	140.00
1	Lloyds - Business Account	4	29/07/2024	27	DDC Foods Ltd.	100.75
1	Lloyds - Business Account	4	29/07/2024	28	Orchard Fundraising Ltd	1,287.00
1	Lloyds - Business Account	4	29/07/2024	29	Panacea Business Solutions Ltd	69.52
1	Lloyds - Business Account	4	29/07/2024	30	PAYROLLS UK LTD	62.40
1	Lloyds - Business Account	4	29/07/2024	31	Proactive Business Supplies Lt	17.86
1	Lloyds - Business Account	4	29/07/2024	32	Sign Painting By Dawn	144.00

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Tewkesbury Town Council

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Cashbook transactions for the period 01/06/2024 to 31/07/2024

Payments

Cb No	Bank Account Name	Month	Date	Payment Ref	Payee Name	Amount
1	Lloyds - Business Account	4	29/07/2024	33	SignLink Graphics	960.40
1	Lloyds - Business Account	4	29/07/2024	34	Tewkesbury Borough Council	200.88
1	Lloyds - Business Account	4	29/07/2024	35	Thompson Bancks Solicitors	933.06
1	Lloyds - Business Account	4	29/07/2024	36	The Tippler	225.00
1	Lloyds - Business Account	4	29/07/2024	37	Trade UK (T/A Screwfix)	195.40
1	Lloyds - Business Account	4	29/07/2024	38	WHC Hire Services Ltd	34.80
1	Lloyds - Business Account	4	16/07/2024	10257	Your Name On It Ltd - T-shirts	204.60
1	Lloyds - Business Account	4	17/07/2024	Rainbow	Kitch and Kaboodle	250.00
1	Lloyds - Business Account	4	26/07/2024	534940193	Arthur J. Gallagher Insurance	18,739.99
1	Lloyds - Business Account	4	17/07/2024	14135	Acoustic Consultants LTD	2,340.00
1	Lloyds - Business Account	4	01/07/2024	Std Ord	IMEX	57.60
1	Lloyds - Business Account	4	01/07/2024	DEB	Spotify	11.99
1	Lloyds - Business Account	4	30/07/2024	DEB	Spotify	11.99
1	Lloyds - Business Account	4	01/07/2024	July 2024	Tesco Mobile	27.98
1	Lloyds - Business Account	4	01/07/2024	06054389	Waterplus (Trough B. Avon - 08	8.02
1	Lloyds - Business Account	4	01/07/2024	04896045	Waterplus (Watson Hall - 03850	76.88
1	Lloyds - Business Account	4	02/07/2024	PAY	Lloyds - 32 Day Notice A/C	150,000.00
1	Lloyds - Business Account	4	07/07/2024	5105564X	TBC - Back Of Avon	81.00
1	Lloyds - Business Account	4	07/07/2024	51055668	TBC - St Marys Lane	51.00
1	Lloyds - Business Account	4	09/07/2024	FPO	Pride in Gloucestershire	400.00
1	Lloyds - Business Account	4	15/07/2024	Std Ord	Countrywide Grounds Maintenanc	211.00
1	Lloyds - Business Account	4	15/07/2024	Std Ord	GAB	6,188.00
1	Lloyds - Business Account	4	15/07/2024	FPO	N. Davis	326.40
1	Lloyds - Business Account	4	03/07/2024	981076	Cellar Supplies Cheltenham Ltd	122.38
1	Lloyds - Business Account	4	08/07/2024	70866	Inty Limited	125.66
1	Lloyds - Business Account	4	08/07/2024	C487180	Smith's (Gloucester) Limited	125.04
1	Lloyds - Business Account	4	29/07/2024	FPO	Gloucester County Council	2,378.80
1	Lloyds - Business Account	4	29/07/2024	FPO	HMRC	1,767.77
1	Lloyds - Business Account	4	19/07/2024	FPO	Staff Salaries	9,355.47
1	Lloyds - Business Account	4	19/07/2024	FPO	Staff Salaries	1,034.56
1	Lloyds - Business Account	4	19/07/2024	06178773	Waterplus (Town Hall - 0385036	127.00
1	Lloyds - Business Account	4	30/07/2024	06342099	Waterplus (Trough B. Avon - 08	7.77
1	Lloyds - Business Account	4	22/07/2024	208103	Digital Telecom Ltd	79.73
1	Lloyds - Business Account	4	22/07/2024	208104	Digital Telecom Ltd	54.77
1	Lloyds - Business Account	4	22/07/2024	982424	Cellar Supplies Cheltenham Ltd	879.70
1	Lloyds - Business Account	4	31/07/2024	264.68	Cellar Supplies Cheltenham Ltd	264.68
1	Lloyds - Business Account	4	11/07/2024	981717	Cellar Supplies Cheltenham Ltd	630.50
1	Lloyds - Business Account	4	20/07/2024	Std Ord	TBC - TC	354.00
1	Lloyds - Business Account	4	22/07/2024	DD	Siemens	513.81
1	Lloyds - Business Account	4	28/07/2024	Std Ord	Diversity Business Services	165.00
1	Lloyds - Business Account	4	31/07/2024	05605174	Waterplus (Watson Hall - 03850	76.88
1	Lloyds - Business Account	4	16/07/2024	0016	Octopus Energy - Oldbury Rd To	115.15
1	Lloyds - Business Account	4	23/07/2024	06233892	Waterplus (Watson Hall Bar- 03	58.09
1	Lloyds - Business Account	4	29/07/2024	1101	SPA Security	4,200.00
1	Lloyds - Business Account	4	29/07/2024	FPO	Jen King	11.60
1	Lloyds - Business Account	4	29/07/2024	FPO	Nicole Finnegan	6.53
1	Lloyds - Business Account	4	29/07/2024	FPO	Expenses – name redacted	11.25
1	Lloyds - Business Account	4	23/07/2024	DEB	Amazon	66.03

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Tewkesbury Town Council

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Cashbook transactions for the period 01/06/2024 to 31/07/2024

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	4	24/07/2024	DEB	Waheed Abdul Rashi – vinyl banners	439.43
1	Lloyds - Business Account	4	26/07/2024	DEB	Vinyl Banners Printing	40.00
1	Lloyds - Business Account	4	26/07/2024	DEB	Poundland	12.75
1	Lloyds - Business Account	4	26/07/2024	PAY	Lloyds	36.92
1	Lloyds - Business Account	4	17/07/2024	DD	Cellar Supplies Cheltenham Ltd	105.32
1	Lloyds - Business Account	4	22/07/2024	40957	Charlton Networks	187.30
1	Lloyds - Business Account	4	26/07/2024	DD	NEST	212.19
1	Lloyds - Business Account	4	26/07/2024	BP	Tewkesbury Live Bands	25,900.00
3	Petty Cash	4	31/07/2024	CASH	Sundries	27.87
1	Lloyds - Business Account	4	31/07/2024	CASH	Petty Cash	27.87
3	Petty Cash	4	31/07/2024	CASH	Petty cash	28.87

Tewkesbury Town Council

Risk Management Register

Owner: Town Clerk

Responsible Committee: Finance

Version: FINAL 2.0

Last review date: August 2024

Next review date: May 2026

Change History				
Version	Author	Reasons for Revision	Approved by (ref minute)	Date of Approval
DRAFT 0.1	Audit Task Group	Replacement for previous risk register	Not presented for approval	Not applicable
FINAL 1.0	Finance Committee	Review and adoption at Finance Committee meeting Reviewed 27.09.2018	Item 7	04/06/2018
FINAL v2.0	Finance Committee	Review at Finance Committee in May 2019 Reviewed May 2022 no changes		

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

Area	Risk	Level	Controls
Assets	Protection of buildings	M	Buildings insured. Value increased annually by RPI. Annual physical verification of assets. <i>Listed buildings now insured separately with specialist insurer.</i>
	Protection of contents	H	Annual review of contents cover.
	Security of buildings, equipment etc	H	Regular checks by staff/FM contractor/reports from public investigation. Alarm Systems & CCTV installed and monitored/maintained.
	Registration of land	L/M	Ongoing project. <i>Town Hall, 64 Barton Street and remaining mooring sections all submitted to Land Registry. Currently working on remaining assets of Anglo American Garden of Remembrance & Riverside Walk and Derek Graham playpark.</i>
	Maintenance of buildings etc	M	Buildings currently maintained on an ad hoc basis but work programme in place for projects. <i>Condition surveys for both Town Hall and Watson Hall currently being considered and grant funding opportunities being pursued. Comprehensive refurbishment of 64 Barton Street complete and ongoing application for additional renovation of exterior of building and improvements to accessibility. Accessibility project underway for the Town Hall. Awaiting advice re award of grant funding for installation of air conditioning at the Watson Hall.</i>
Finance	Banking	M	Cash banked at local Lloyds branch <i>and cover in place for Town Hall and Watson Hall.</i>
	Risk of consequential loss of income	M	Network backed up daily by Cloud by Council's IT technical support provider. Rialtas backed up daily.
	Loss of cash through theft or dishonesty	H	Receipts issued for all cash receipts. Fidelity insurance in place. 'In-house' quarterly internal control checks documented and implemented. Annual internal and external audits.

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

Area	Risk	Level	Controls
			EPOS system installed at Watson Hall and external bar audit undertaken quarterly.
	Financial controls and records	M	<p>Monthly bank reconciliations and supporting bank statement and payments listing reviewed at Finance Committee meetings and quarterly bank reconciliations reported to Full Council. New Financial Regulations to be reviewed at Full Council in November 2024 for agreement and adoption.</p> <p>Debit card issued to Town Clerk and Deputy Town Clerk.</p> <p>Card payments processed through Square and online system powered by Woo Commerce. Petty cash records maintained.</p> <p>Quarterly internal process checks on a sample of payment and receipt transactions.</p> <p>Annual Internal Audit and end of year Independent External Audit.</p>
	Comply with HMRC Regulations	H	<p>Use help line when necessary.</p> <p>VAT payments and claims system generated and submitted online.</p> <p>Quarterly internal process checks include checks on a sample of payment and receipts transactions</p> <p>Internal and external auditors confirm accounting practice.</p>
	Sound budgeting to underline annual precept	M	<p>All Committees review detailed budgets in the late autumn</p> <p>Draft budget presented to Finance Committee in December for recommendation to Full Council for consideration in January each year including proposed precept.</p> <p>Precept derived directly from this information and considered/approved by Full Council in January.</p> <p>Expenditure including committed spend against budget and earmarked reserves reported to each committee meeting and summary to Full Council.</p>
	Complying with borrowing restrictions	L	No current borrowing.

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

Area	Risk	Level	Controls
Public Liability	Risk to third party, property or individuals	M	<p>Insurance in place. Playparks inspected weekly, monthly and annually. Office now has access to TBC's reports system. Roundabout sculptures inspected annually. Trees investigated when damage reported and tree condition survey undertaken. Fire Risk Assessments conducted annually at Town Hall, Watson Hall and 64 Barton Street. Ongoing assessment of public toilets and moorings. Three office staff and two bar staff are First Aid trained. Training Matrix kept up to date/refresher training provided as appropriate.</p>
	Legal liability as consequence of asset ownership (especially burial ground, playgrounds and skateboard park)	H	<p>Regular weekly safety checks of children's play equipment owned and managed by TTC (conducted by trained officers of TBC). Regular report provided to Environment & Amenities Committee. Written reports provided for playgrounds and these reports are retained and archived. Insurance in place (Reviewed annually). Repairs or removal of equipment done immediately for high risk items. Replacement equipment provided where necessary.</p>
Employer Liability	Comply with Employment Law	M	<p>Membership of various national and regional bodies. HR support provided by Diversity Business Services Ltd. Town Clerk is a member of SLCC at Principal Level Council Member of County Association - GAPTC</p>
	Comply with HMRC requirements	M	<p>Advice from payroll services provider. Internal control checks and internal auditor carries out checks as detailed in reports.</p>

Key to Level: L= Low Risk, M = Medium Risk, H = High Risk

Area	Risk	Level	Controls
	Safety of Staff and Visitors	H	Door access alerts and CCTV cameras fitted at Town Hall and Watson Hall. Panic button operational at Town Hall. Ongoing H&S Policies/Risk Assessments – issues reviewed by Finance or Staffing Committee when policy or risk issues are identified. Member Officer Protocol, Employee Handbook, Lone Officer Working and Code of Conduct in place, Code of Conduct, Staff Declarations of interest all in place. Council has committed to Civility & Respect pledge.
Legal Liability	Ensuring activities are within legal powers	L	TTC has adopted the General Power of Competence. TTC has achieved Quality status of the Local Council Award Scheme. Legal advice to be sought where necessary from outside bodies e.g. GAPTC/NALC/Solicitor.
	Proper and timely reporting via the Minutes	M	Council/committees approve previous meeting minutes. Minutes published on Town Council website.
	Proper document control	M	Many originals kept in the office/Gloucestershire Archives and in recent years on external cloud storage. Archived minutes held in County Archive. Minutes are numbered sequentially.
Councillor & Officer propriety	Registers of Interests and gifts and hospitality in place	M	Register of interest completed for each member and published on the Council's website. Declaration of Interests - agenda item at each meeting. Register of gifts & hospitality retained in the office.