













Resources

Resources

08/12/2020 19:00 - 20:00 ((UTC+00:00) Dublin, Edinburgh, Lisbon, London)

AGENDA

| Topic | |
|--|----|
| 1 7.00pm QUESTION TIME OPEN TO THE PRESS AND PUBLIC (not to exceed 30 minutes) The public are welcome to ask questions on matters that are on the agenda and other matters at the Chairman's discretion | |
| <i>The question should not be a statement and limited to no more than 5 minutes.</i> | |
| 2 Apologies | |
| <i>To accept any apologies.</i> | |
| 3 Minutes | |
| <i>Minutes attached from the last meeting held on the 17th December 2019.</i> | |
|  2019.12.17_RC minutes.pdf | 4 |
| 4 Matters arising (FOR INFORMATION ONLY) - none | |
| 5 Declarations of interest | |
| <i>To receive any Declaration(s) of Interest under the relevant authorities (Disclosable Pecuniary Interests) Regulation 2012 made under s.30(3) of the Localism Act 2011 and under the Code of Conduct adopted by the Town Council.</i> | |
| 6 Budget 2021/22 | |
| <i>Draft budget attached together with a report. Director of Operations to explain.</i> | |
|  Budget 2021-22.pdf | 6 |
| 7 FOI request | |
| <i>To note that a FOI request had been made about the social distancing project in town and that the Clerk had responded on behalf of the Town Council with information received from Town Councillors and Officers.</i> | |
| 8 Conclusion of Audit for the year ended 31st March 2020 | |
| <i>Annual Governance Statements Section 1 - 3 and the external auditor's final report and certificate attached. These details are on the Town Council website.</i> | |
|  Conclusion of Audit year ended 31March2020.pdf | 9 |
| 9 Interim Audit | |
| <i>Report attached from the Virtual Interim Audit held on the 16th November 2020. No recommendations made.</i> | |
|  Interim report 2020-21 (002) Auditing Solutions Ltd.pdf | 13 |
| 10 Projects update | |
| <i>To note Projects Update and Projects Update 2019 reports.</i> | |
|  project update.pdf | 21 |
|  Projects update 2019.pdf | 22 |
| 11 Insurance Claims | |
| <i>(i) To note that the Town Council's Business Interruption Insurance Claim due to COVID-19 has been rejected. (ii) To note that we had received a personal injury claim. Town Council's insurers are dealing with this matter.</i> | |
| 12 Management Accounts Reports | |
| <i>Detailed management reports up to 30th September 2020 and 31st October 2020. These accounts show detailed balance sheet and income and expenditure by committee heading.</i> | |
|  Balance Sheet 30Sep20.PDF | 32 |
|  Balance Sheet 31Oct20.PDF | 34 |
|  I&E By Committee 30Sep20.PDF | 36 |
|  I&E By Committee 31Oct20.PDF | 45 |
| 13 Accounts for payment | |
| <i>To approve payroll and direct payments and invoices up to 30th September 2020 and 31st October 2020. The accounts having been examined by a non-signatory councillor.</i> | |
|  Payments Oct20.pdf | 54 |
|  Payments Sep20.pdf | 55 |

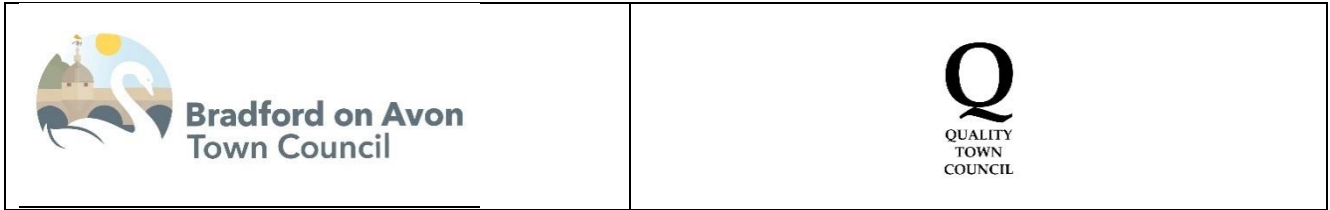
14 Zoom details

Join Zoom Meeting

<https://zoom.us/j/92156014635?pwd=K1NoS3R5M25RdWgwVlVldndsaklZdz09>

Attendees

| | |
|----------------------------|-------------|
| CLlr Alex Kay | Unconfirmed |
| CLlr Daniel Taylor | Unconfirmed |
| CLlr David Garwood | Unconfirmed |
| CLlr Dom Newton | Unconfirmed |
| CLlr Emma Franklin | Unconfirmed |
| CLlr Jennifer Parker | Unconfirmed |
| CLlr Jim Lynch | Unconfirmed |
| CLlr Laurie Brown | Unconfirmed |
| CLlr Michael Roberts | Unconfirmed |
| CLlr Sarah Gibson | Unconfirmed |
| CLlr Simon Mcneill-Ritchie | Unconfirmed |
| CLlr Tom Lomax | Unconfirmed |
| Ian Brown | Unconfirmed |



Minutes of the Bradford on Avon Town Council
Resources Committee
Held at the Town Council offices, St. Margaret's Hall, Bradford on Avon
On the 17th December 2019 at 7pm

Present:

Cllr L Brown

Cllr D Garwood

Cllr A Kay (Acting Chairman)

Cllr S McNeill-Ritchie

Cllr M Roberts*

Cllr J Lynch**

Sandra Bartlett (Town Clerk)

Ian Brown (Director of Operations)

Members of the Public: None

Apologies: Cllr E Franklin, Cllr T Lomax, Cllr J Parker and Cllr D Newton

* Cllr Roberts arrived at 7.30pm

* Cllr Lynch left at 7.30pm

In the absence of the Chairman, Cllr Kay, Vice-Chairman took the chair.

Before the meeting started Cllr Brown complained he had been sent a 94 page agenda, which he thought should have been dealt with at Full Council on the 3rd December 2019 and that meeting had been cancelled because of lack of business. He said he was disappointed in the governance of this Council for cancelling other scheduled meetings. His opinion was that all policy items should be dealt with at Full Council. Acting Chairman explained that all these draft policies need working up with Councillors' input at Resources Committee before they are sent to Full Council. Clerk said that in the past she had tried having a file and asking all members to come in and give their comments but this did not work as no one visited the office. Clerk explained that three of the policies listed were an outcome of the Internal Auditors visit from the 19th November 2019, namely Risk Management Strategy, Anti-Fraud and Corruption Policy and Whistleblowing Policy.

Cllr Lynch asked for the Complaints Policy and Whistleblowing Policy to be deferred as he thought the Town Clerk's view was different from the Monitoring Officer at Wiltshire Council.

34. Minutes

It was proposed by Cllr McNeill-Ritchie and seconded by Cllr Roberts and with all in favour it was **RESOLVED:** To accept the minutes of the last meeting held on the 24th September 2019.

35. Matters arising – none

36. Declarations of Interest - none

37. Budget setting for 2020-21

The draft budget was discussed in detail. Members present thought it seemed reasonable. It will now be put forward to the Full Council meeting on the 7th January 2020 to set the precept.

38. Internal Audit Report Interim 2019-20

Auditing Solutions Limited interim report and eight recommendations were discussed in detail and noted. Cllr Brown requested to know the date of the next visit and the Clerk agreed to keep all Councillors informed. She advised that it will be after the year end, usually in April 2020. She will advise all Councillors when the date has been arranged.

39. Town Council Policies

As explained earlier in the meeting. These policies will be discussed at the next Resources Committee on the 19th February 2020 before being ratified at Full Council March 3rd 2020. In the meantime, members to send the Clerk their comments to be discussed on each policy.

40. Management Accounts Reports

Income and expenditure accounts for September and October 2019 were noted. Balance Sheets for September and October 2019 were noted.

41. Accounts for payment

The accounts had been checked by Cllr Parker and she found no problems. Some queries were answered on the payments for October.

It was proposed by Cllr McNeill-Ritchie seconded by Cllr Roberts and with all in favour it was **RESOLVED:** That payments for September in the amount of £71,858.66 and October in the amount of £56,015.28 be paid.

42. Next meeting

It was noted that the next meeting had been arranged for 19th February 2020.

43. Confidential Business

It was proposed by Cllr McNeill-Ritchie seconded by Cllr Garwood and with all in favour to start confidential business.

Bradford on Avon Town Council

Resources Committee

8th December 2020

Council Tax 2021/22



Purpose of Report

To recommend a draft budget proposal for members to agree, and then recommend the proposal to the Full Town Council on 12th January 2021.

Introduction

The Town Council is required to identify its annual level of expenditure and set its budget/precept for the forth coming year accordingly. Wiltshire Council has set out the timescale for this process.

| | |
|--|---------------------------|
| CTB1 return to Central Government is required to be based on | 04-Oct-20 |
| CTB1 return deadline for submission to Central Government | 14-Oct-20 |
| Deadline for New Build information to be provided to Accountancy | 21-Oct-20 |
| Wiltshire Council CFO to approve draft 2021/2022 Council Tax Base | 30-Oct-20 |
| Wiltshire Council to issue draft 2021/2022 Council Tax Base figures to Parish/Town Councils | 04-Nov-20 |
| Formal Decision to approve 2021/2022 Council Tax Base | 02-Dec-20 |
| Deadline for Parish/Town Councils to return approved 2021/2022 precept requests to Wiltshire Council | 18-Jan-21 |
| Cabinet meeting to recommend 2020/2021 WC Council Tax Demand | 02-Feb-21 |
| WC Full Council meeting to approve 2020/2021 Council Tax | 23-Feb-21 |

2021/2022 Council Tax Setting Timetable

The deadline for returning the Town Councils precept requirement to Wiltshire Council is 18th January 2021.

The method used to calculate the precept is based on the required funds being divided by the tax base and then presented as the Council tax rate for a band D property.

Considerations

Wiltshire Council has informed the Town Council [9th November 2020] of the draft tax base for 2021/22, 4,082.89. This represents a drop of 0.05 on the 2019/20 figure [4,082.94]; the Council would normally expect an increase in the tax base (in excess of 60 in each of the last three years), due to the increase in the number of properties during the last year.

The number of properties has grown from 4,868 to 4,941 [73] and Wiltshire have allowed for growth of 21 during 2021/22. In calculating the tax base, the growth has been nullified by an increase in exemptions from council tax [67►73], the number of households claiming a discount has increased [33], and the number of households claiming council tax reduction has increased [60] against this time last year.

Wiltshire Council reviewed its 'Medium Term Financial Strategy – Budget 2021/22 Assumptions' at its cabinet meeting 3rd November 2020 and reported that their assumptions in the strategy needed to be amended and the tax base reduced accordingly.

The Town Council are proposing an increase to cover the inflationary pressure on the existing committed expenditure, this includes, contract inflation, pay, and waste disposal.

The growth budget includes the maintenance of woodlands acquired in 2019/20, along with an increase in the Environment budget to support the Council's Climate and Ecological Strategy, agreed and Environment and Planning 1st December 2020. The existing budget has been re-profiled to incorporate these new items, whilst some have been removed and will be funded via ear marked reserves and grants.

The proposed budget also includes an allowance for the Town's bonfire event, balanced income and expenditure, to recognising the Council's assistance in facilitating the event.

| | | |
|------------------------------|-----------------|----------|
| Baseline budget 20/21 | £885,590 | % |
| Inflation | £29,960 | 3.4 |
| Growth | £39,640 | 4.5 |
| Income | -£16,470 | -1.9 |
| Baseline 21/22 | £938,690 | 6 |

The Council recognises the added value that volunteers provides to Council services, both in generating community spirit and in reducing the cost of providing services to the public. To this ends the Council will continues to develop, support, and expand volunteer groups.

Proposed Budget

| | 2018/19 | 2019/20 | 2020/21 | 2021/22 |
|----------------------------------|-----------------|-----------------|-----------------|-----------------|
| Resources Committee | £420,190 | £446,340 | £563,930 | £593,880 |
| Town Development Committee | £51,950 | £61,790 | £46,200 | £46,500 |
| Environment & Planning Committee | £13,000 | £13,000 | £10,000 | £26,000 |
| Community & Recreation Committee | £66,000 | £80,270 | £74,260 | £71,000 |
| Highways & Transport Committee | £20,000 | £20,000 | £20,000 | £20,000 |
| Council Operations | £118,450 | £122,990 | £171,200 | £181,310 |
| | | | | |
| Total | £689,590 | £744,390 | £885,590 | £938,690 |

The proposed budget, £938,690 is an increase of £53,100 over 2020/21's budget, this equates to an increase of 25p per week on a Band D household, making the bands rate £229.91 per year.

The increase is greater than would have be expected due to the 'non-growth' in the tax base. The movement of 1% in council tax equates to £8,853 in budget terms.

Recommendation:

The Resources committee agrees,

1. the proposed budget for 2021/22
and
2. recommends that the Full Town Council sets the 2021/22 budget precept at £938,690, which would require an increase in the Council tax for Bradford on Avon of 6%.

Ian Brown
Director of Operations
2nd December 2020

Bradford On Avon Town Council

Notice of conclusion of audit

Annual Governance & Accountability Return for the year ended 31 March 2020

Sections 20(2) and 25 of the Local Audit and Accountability Act 2014

Accounts and Audit Regulations 2015 (SI 2015/234)

Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404)

| | Notes |
|---|--|
| <p>1. The audit of accounts for Bradford On Avon Town Council for the year ended 31 March 2020 has been completed and the accounts have been published.</p> | <p>This notice and Sections 1, 2 & 3 of the AGAR must be published by 30 November. This must include publication on the smaller authority's website. The smaller authority must decide how long to publish the Notice for; the AGAR and external auditor report must be publicly available for 5 years.</p> |
| <p>2. The Annual Governance & Accountability Return is available for inspection by any local government elector of the area of Bradford On Avon Town Council on application to:</p> <p>(a) <u>SANDRA BARTLETT, TOWN CLERK</u> <u>TOWN COUNCIL OFFICE</u> <u>ST MARGARET'S HALL</u> <u>BRADFORD ON AVON</u></p> <p>(b) <u>MONDAY - FRIDAY 9 AM - 12.30 PM</u></p> | <p>(a) Insert the name, position and address of the person to whom local government electors should apply to inspect the AGAR</p> <p>(b) Insert the hours during which inspection rights may be exercised</p> |
| <p>3. Copies will be provided to any person on payment of £ <u>5</u> (c) for each copy of the Annual Governance & Accountability Return.</p> | <p>(c) Insert a reasonable sum for copying costs</p> |
| <p>Announcement made by: (d) <u>SANDRA BARTLETT, TOWN CLERK</u></p> | <p>(d) Insert the name and position of person placing the notice</p> |
| <p>Date of announcement: (e) <u>31 JULY 2020</u></p> | <p>(e) Insert the date of placing of the notice</p> |

Section 1 – Annual Governance Statement 2019/20

We acknowledge as the members of:

BRADFORD ON AVON TOWN COUNCIL (W10027)

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2020, that:

| | Agreed | | | 'Yes' means that this authority: |
|---|--------|-----|-----|---|
| | Yes | No* | | |
| 1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. | ✓ | | | prepared its accounting statements in accordance with the Accounts and Audit Regulations. |
| 2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. | ✓ | | | made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge. |
| 3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. | ✓ | | | has only done what it has the legal power to do and has complied with Proper Practices in doing so. |
| 4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. | ✓ | | | during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts. |
| 5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. | ✓ | | | considered and documented the financial and other risks it faces and dealt with them properly. |
| 6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. | ✓ | | | arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority. |
| 7. We took appropriate action on all matters raised in reports from internal and external audit. | ✓ | | | responded to matters brought to its attention by internal and external audit. |
| 8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. | ✓ | | | disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant. |
| 9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, Independent examination or audit. | Yes | No | N/A | has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts. |
| | ✓ | | | |

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

0505 20

and recorded as minute reference:

120 (1)

Signed by the Chairman and Clerk of the meeting where approval was given:

Chairman



Clerk



Other information required by the Transparency Codes (not part of Annual Governance Statement)

Authority web address

www.bradfordonavontowncouncil.gov.uk

Section 2 – Accounting Statements 2019/20 for

BRADFORD ON AVON TOWN COUNCIL (WI0027)

| | Year ending | | Notes and guidance |
|---|--------------------|--------------------|---|
| | 31 March 2019 £ | 31 March 2020 £ | |
| 1. Balances brought forward | 676909 | 874605 | <i>Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.</i> |
| 2. (+) Precept or Rates and Levies | 689590 | 744390 | <i>Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.</i> |
| 3. (+) Total other receipts | 187868 | 344169 | <i>Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.</i> |
| 4. (-) Staff costs | 348862 | 414281 | <i>Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.</i> |
| 5. (-) Loan interest/capital repayments | 18339 | 18339 | <i>Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).</i> |
| 6. (-) All other payments | 312560 | 948066 | <i>Total expenditure or payments as recorded in the cash-book less staff costs (line 4) and loan interest/capital repayments (line 5).</i> |
| 7. (=) Balances carried forward | 874605 | 582478 | <i>Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).</i> |
| 8. Total value of cash and short term investments | 891116 | 603981 | <i>The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.</i> |
| 9. Total fixed assets plus long term investments and assets | 3525657 | 4190157 | <i>The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.</i> |
| 10. Total borrowings | 250376 | 241016 | <i>The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).</i> |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | <i>The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.</i> |
| | ✓ | | |

I certify that for the year ended 31 March 2020 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval



Date

05 05 20

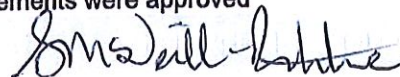
I confirm that these Accounting Statements were approved by this authority on this date:

05 05 20

as recorded in minute reference:

120(ii)

Signed by Chairman of the meeting where the Accounting Statements were approved



Section 3 – External Auditor Report and Certificate 2019/20

In respect of **BRADFORD ON AVON TOWN COUNCIL – WI0027**

1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2020; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

2 External auditor report 2019/20

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None.

3 External auditor certificate 2019/20

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2020.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

30/07/2020

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2019/20 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Bradford on Avon Town Council

Internal Audit Report: Interim 2020-21

Chris Hackett

*Consultant Auditor
For and on behalf of
Auditing Solutions Ltd*

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and the system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR).

This report sets out the work undertaken in relation to the interim review for the 2020-21 financial year which took place on the 16th November 2020 together with our preparatory work. Due to the impact of the Covid-19 pandemic the review was completed remotely. We wish to thank the Clerk and the Accountant for providing all the information in electronic format to enable us to complete our work. This report will be updated following our final review for 2020/21 due to be completed next summer.

Internal Audit Approach

In commencing our review for the year, we have regard to the materiality of transactions and their susceptibility to potential mis-recording or misrepresentation in the year-end Statement of Accounts / AGAR. Our programme of cover is also designed to afford appropriate assurance that the Council's financial systems are robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's AGAR, which requires independent assurance over several internal control objectives.

Overall Conclusion

We are pleased to report that, in the areas examined to date, the Council operates effective internal control arrangements and that income and payments are supported by suitable documentation.

We request that this report is presented to Members.

This report has been prepared for the sole use of Bradford on Avon Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Accountant maintains the Council's accounting records using the Rialtas software with four separate cashbooks in use, three for the Council's Lloyds bank accounts (Cash Books one & two relating to the Current & Premier Interest a/cs, whilst Cash Book five records detail of the fixed term deposits). There is a further Cash Book for the CCLA deposit fund.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have consequently:

- Verified the accurate carry forward of closing balances from the prior year (2019-20) into the new financial year (2020-21) as recorded in the Rialtas system;
- Reviewed the external auditor's report on 2019/20 to identify any issues for follow up, none were recorded;
- Verified that the Rialtas financial ledger remained "in balance" at the present date (i.e. 31st October 2020);
- Examined detail in the Council's Current account Cash Book (one) and premier interest account Cash Book (two) for September 2020 agreeing transactions to the relevant bank statements and checking inter account transfers;
- Agreed the reconciliations on Cash Books one and two as at 30th September 2020;
- Agreed the balance on the deposit account Cash Book (five) to the deposit statement from Lloyds at 30th September 2020;
- For the CCLA cash book we agreed the balance at 30th September 2020 to the CCLA deposit account statement and checked the movements in September per the Cash Book to the CCLA deposit account statement. We agreed also the transfers to the Lloyds account from the CCLA Cash Book;
- Confirmed arrangements for Member oversight of bank reconciliations; and
- Discussed the Council's arrangements for the secure back-up and restoration of electronic data.

Conclusions

The accounts are in balance and no anomalous adjusting entries or aged cheques appear in the reconciliations

We shall extend testing in this area at our final review, checking at least one further month's transactions as recorded in the cashbooks to bank statements and verifying the year-end bank reconciliations and the accurate disclosure of the combined cash and bank year-end balances in the AGAR.

Review of Corporate Governance & Regulatory Framework

Our objective here is to ensure that the Council has a robust regulatory framework in place, that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We note that the Council's Standing Orders (SO)s and Financial Regulations (FRs) were last updated and re-adopted at the Full Council meeting in July 2019. We note that NALC has since issued up-dated model FRs in August 2019 and is planning to issue further guidance later this year.

We have commenced our review of minutes for the financial year to date reading those posted on the Council's website seek to identify any areas where the Council has considered or is considering taking any action that may result in ultra vires expenditure being incurred.

Conclusions

No matters have been identified from this area of our review based on our work completed so far requiring recommendations, although the Council may wish to review the latest NALC guidance when the 2020 update is published. We will extend our review of minutes at our final visit.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the approved procedures and budgets;
- Payments are appropriately supported, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- An official order has been raised on each occasion when one would be expected;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have discussed the procedures in place for processing, certification and release of funds and are pleased to record that we consider them appropriate for the Council's present requirements.

To obtain assurance in this area we have commenced our review of expenditure examining a sample of 44 individual payments processed in the year to 31st October 2020, together with

three NNDR invoices paid over 10 months in the year. The test sample totals £182,140 and equates to 67% of non-pay related payments in the year to the above date with all the payments in the sample supported appropriately by invoices.

We reviewed the August 2020 credit card statement agreeing the spending in the month to the supporting invoices and confirming the payment of the balance to the cash book.

We have confirmed that the VAT due for reclaim at 31st March 2020 has been recovered. Then we reviewed the first two quarterly VAT reclaims for 2020/21 confirming the receipt of the related funds from HMRC into the accounts.

Conclusions

We are pleased to report that no issues arise in this area warranting formal comment or recommendation: we shall extend our testing at the final visit.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks in order to minimise the opportunity for their coming to fruition.

In July 2020 Full Council adopted the risk management strategy and risk scheme. The risk management approach provides a mechanism for assessing risk taking account of likelihood and impact. We note the risk assessment takes account of financial risks, as well as those pertaining to governance and service areas. The assessment includes a description of the risk, the controls and the actions.

We have examined the Council's current year insurance policy provided by Zurich which runs to May 31st 2021. Cover includes:

- Buildings insurance;
- Business interruption insurance £50,000;
- Public liability £15m;
- Hirer's liability £2m;
- Employer's liability £10m;
- Motor vehicles; and
- Fidelity guarantee £2m

We note further the Council has lodged an insurance claim with Zurich for £50,000 loss of income due to the impact of Covid-19 and the ensuing lockdown.

Finally, in this area, we confirmed the Council's arrangements for completing safety inspections of play areas.

Conclusions

No matters have been identified from our work completed so far, the Council has arrangements for managing risks.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from Wiltshire Council: also, that an effective reporting and monitoring process is in place. We also aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

This review visit took place in advance of any formal determination or approval / adoption of the 2021-22 budget and precept. Consequently, we shall review this area at our final visit to confirm the Council's action in this respect.

We are pleased to note that members receive regular management accounts during the year together with details of accounts for payment.

Conclusions

No issues arise in this area currently. We shall review the budget setting process and 2020/21 budget outturn and the level of reserves at our final visit/review.

Review of Income

Our objective in this area is to ensure that the Council identifies all the income to which it is entitled and has appropriate arrangements in place to ensure its prompt recovery. The Council receives income from a variety of areas in addition to the annual precept, primarily by way of hall and sports field hire, together with various grants, donations, recoverable VAT and other miscellaneous events, etc.

In common with many councils, income has been affected by the Covid-19 lockdown. We reviewed the latest budget information on Rialtas to identify suitable areas to test. At this review we have tested the following to obtain assurance the income is fairly stated, we:

- Noted the Council received an insurance claim of £17,964. We agreed the receipt to correspondence and reviewed supporting documentation such as the quotes for repairs;
- Tested the receipt of dividend income of £16,992 to statements from the CCLA property fund;
- Tested the recharge of £19,500 to the Colonel W L Palmer Education Charity to supporting working papers;

- Noted the Council received donations to fund the purchase of Becky Addy Wood (BAW) including £30,000 from the Friends of BAW. We noted the Council published receipt of these funds on its website and we were provided with email correspondence from the donor group;
- Agreed the precept receipted in to Cash Book one in April and September 2020 to the amount set and recorded in the minutes; and
- Reviewed the unpaid invoices report on Rialtas at 31st October 2020.

As previously noted, we have test checked one month's income from the bank statements to the accounts and confirmed recovery of VAT.

Conclusions

No issues arise in this area presently. We will extend our testing at our final visit testing rentals on halls as appropriate and reviewing budget outturn.

Petty Cash Account

We are required, as part of the AGAR reporting process, to review and verify the soundness of controls over the operation of the Council's petty cash accounts which is operated on an imprest basis with a float of £300 which is topped up monthly to replenish the cash expended.

We have test checked the petty cash payments made in August confirming expenditure was supported by vouchers signed by two officers and by invoices or till receipts. We further confirmed that VAT was separately identified for reclaim and checked the reimbursement of petty cash to the main accounts. We were not able to physically check the petty cash held as our work was done remotely but we confirmed a reconciliation had been completed.

Conclusions

No issues arise in this area based on our work completed.

Review of Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation as regards the deduction and payment over of income tax and NI contributions. We note that preparation of the Council's monthly payroll is outsourced to Moorepay who provide the Council with copy payslips and all other relevant documentation to facilitate payments to individuals, HMRC and the Pension Fund Administrators. To meet the above objective, we have sampled checked the August 2020 payroll reports, specifically we sample:

- Checked gross pay to the national scale and to a schedule of staff provided showing agreed pay points;

- Re-performed the calculation of tax and national insurance and pension contributions;
- Agreed the amounts recorded in the main cash book for employee pay, payments to the pension provider and HMRC to the detailed payroll reports; and

We further commenced a month on month trend analysis of payroll costs recorded in the Cash Book (one) to enable us to identify any possible anomalies to investigate.

Conclusions

No issues arise in the area based on our work completed to date. We will extend our monthly trend analysis at our final visit.

Investments and Loans

We aim here to ensure that the Council is maximising its interest earning potential through “investment/deposit” of surplus cash in appropriate funds. As recorded earlier in this report, we have test checked the receipt of interest on the CCLA property fund and agreed the CCLA deposit fund to the September 2020 statement.

We have test checked the payment of PWLB loan repayments made during the year as part of our sample of payments testing.

Conclusions

No additional issues arise in this area warranting formal comment or recommendation at this stage. We will, at our final visit, check the loan balance outstanding at the year end to the Government website and ensure investment balances are reported correctly in the AGAR/ statement of accounts.

Bradford on Avon Town Council

Resources Committee

8th December 2020

Briefing – Project Update



Introduction

The Town Council adopted its aspirational Business Plan 2019 – 2021 at its Full Council 2nd July 2019. The plan set out the Council’s Vision, Aim and Objectives for the period and identified the main policy areas. The plan also included a forward plan of projects that, at the time, the Council considered appropriate to achieve the corporate aim.

The Plan is now approaching the end of its timeframe, taken with the effect of the pandemic in 2020, policies developments during its life, and the current/potential growth of the council, it is an opportune time to review the progress of the Council.

Consideration

The project update document is an internal document, it was originally developed to ‘track’ projects across the life of the Business Plan, assisting with work planning and prioritisation. Therefore, there is no narrative within the document, but the content can inform the Council’s outward messaging. The document is being developed to provide a holistic view of what the Council is achieving, demonstrating its flexibility to respond to changing events, and ultimately to inform as a performance tool.

The growth of the Council, both in terms of functions and budget, will be required to blend into the Council’s forward planning and ensure the delivery of the Council’s vision. The development of a thread from vision to delivery allows the Council to demonstrate its performance and value to the community. This also allows officers and members to understand how their involvement helps to deliver the vision and creates the tone of a performance culture for the organisation.

The list is high level, rather than task based, to highlight the work cycle of the Council. Although ultimately projects generate tasks that are then linked to objectives to achieve the Council’s vision, creating a performance cycle.

Ian Brown
Director of Operations
2nd December 2020

Bradford on Avon Town Council



Projects Update 2019-2021

2019/20

Completed Projects

| Project | Committee | Funding | Budget | Comments |
|---|------------------|----------------|---------------|----------------------|
| Culver Close Play Area | Com & Rec | S106 | £17k | Completed £15k |
| Youth Service developments | Com & Rec | Rev 205 | £ | Outreach work |
| Donation for equip - St Laurence School | Com & Rec | Cap 109 | £10k | |
| Water Fountains | Environ & Plan | Rev 401 | £15k | £10,150 |
| Community Fridge | Environ & Plan | Rev 401 | £5k | £2,650 |
| Blue Hearts | Environ & Plan | Rev 401 | | |
| Town Council Website | Resources | Rev | £10k | Set up complete |
| Town Council Branding | Resources | Rev | £ | Complete |
| ICT replacement prog | Resources | EMR 349 | £13k | Annual prog |
| TIC Sign | Town Dev | Rev 301 | £1k | Tourism develop |
| TIC Till system | Town Dev | Rev 301 | £1k | Tourism develop |
| Westbury Gardens Tree Lights | Town Dev | Rev 303 | £6k | |
| Firework Display event | Town Dev | | £11k | Ticketed |
| Men's Shed | Com & Rec | Rev 103 | £2.4k | Cover rent (3 Years) |
| Acquired Kingston Farm Wood & Play Area | Environ & Plan | | | Planning gain |
| Acquired Arnold's Wood | Environ & Plan | | | Donations |
| Refurbished Phone Boxes | Environ & Plan | | | Volunteers |
| New Projector | Town Dev | Rev 501 | £1.1k | |
| New Lighting desk | Town Dev | Rev 501 | £1.1k | |
| CEV First Aid Training | Town Dev | Rev 301 | £2k | |
| CATG – Westwood Signage | H&T | | £354 | |
| CATG – St Margaret's Hill Bus Shelter | H&T | | £2,009 | |
| CATG – Woolley Street | H&T | | £1,113 | |
| CATG – Belcombe | H&T | | £75 | |
| CATG – Baileys Barn | H&T | | £150 | |
| Clean Air Day | H&T | | £185 | |

Project stopped

| Project | Committee | Budget | Comments |
|----------------|------------------|---------------|-----------------|
| Refit TIC | Town Dev | £14k | Cancelled |
| CCTV | Town Dev | £5k | Hold |

Projects Underway

| Project | Committee | Funding | Budget | Comments |
|----------------------------|------------------|----------------|---------------|----------------------|
| Skate Park | Com & Rec | EMR 353 | £250k | Appointed contractor |
| Westbury Garden Wall | Town Dev | | £5k | Ordered |
| Safer Pathways Project | High & Tran | EMR 342 | £20k | |
| Asset & Service Delegation | Town Dev | EMR 343 | £25k | Negotiations Ongoing |

Pushed to 2020/21

| Project | Committee | Funding | Budget | Comments |
|-----------------------------|------------------|----------------|---------------|-----------------------|
| Station Car Park - study | Full Council | Part | £100k | Partnership Wiltshire |
| Neighbourhood Plan revision | Environ & Plan | EMR 343 | £10k | |
| ANPR | High & Tran | EMR 342 | £20k | Grants |
| Transport Consultation | High & Tran | EMR 342 | £15k | Partnership Wiltshire |
| Community Land Trust | Town Dev | | | |

Grants

| Organisation | Amount | Comments |
|--------------------------------|---------|-----------------------------------|
| St Laurence School | £10,000 | Science Laboratory Equip |
| Living Well Co-ordinator | £7,741 | Partnership (GP's/Area board) |
| Community Radio Station | In kind | Use of room |
| Friends of Larkrise School | £1,000 | Costs |
| Bowls Club | £4,000 | Contracted agreement |
| Wessex MS Therapy Centre | £750 | Provision of counsellors |
| BoA Lions | £110 | Fun run costs |
| U3A Photography group | £200 | Exhibition |
| Carer Support Wiltshire | £1,200 | BoA Carers Café |
| Computer Club | £800 | Service costs |
| BoA Museum | £1,000 | Grounds resistance system |
| Group 5 | £500 | Vehicle costs |
| Monday-Wednesday Club | £300 | Food provision and trips |
| Help Counselling Services | £360 | Towards counsellors (15) |
| BoA Dementia Action Alliance | £950 | Garden Party (plus WG FOC) |
| Men's Shed | £2,400 | Site rent (3 Years) |
| Bowls Club | £1,400 | 50% of Mower |
| Walkers are Welcome | £648 | Service costs |
| The Hub@BA15 | £5,000 | Plumbing & Planning fees |
| Carer Support Wiltshire | £686 | Carers Choir |
| Wiltshire Music Centre | £294 | Creative Arts Project |
| Bath Cancer Unit support group | £600 | Music Festival – fundraiser |
| BoA Film Society | £50 | Film -3 Billboards Outside Ebbing |
| 999 Responders | £110 | Purchase of medical equipment |

Performance 2019/20

| | Qtr 1 | Qtr 2 | Qtr 3 | Qtr 4 | Total |
|-----------------------------|-------------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|---------|
| Tea Dance | 200 | 251 | 248 | 190 | 889 |
| Dementia Film | 137 | 166 | 215 | 201 | 819 |
| Solar Panels Generation kwh | 8,581 | 8,578 | 2,505 | 4,309 | 23,973 |
| Solar Panels savings | £1,003 | £640 | £202 | £522 | £2,367 |
| Solar Panels CO2 savings | | | | | 6.5t's |
| Public Toilets usage | 13,222 | 14,265 | 8,164 | 6,429 | 42,100 |
| TIC Visitors | 5,823 | 7,001 | 2,930 | 1,131 | 16,885 |
| TIC sales | | | | | £2,400 |
| Youth Club members | 43 | 68 | 73 | 73 | |
| Youth Club numbers | 184 | 245 | 244 | 235 | 908 |
| Covid-19 tasks | | | | 92 | 92 |
| Tree Inspections | - | 140 | - | - | 140 |
| Play Area Inspections | 4 | 4 | 5 | 7 | 20 |
| Hanging baskets | 44 | | | | 44 |
| Christmas Trees | | | 44 | | 44 |
| Newsletter | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | |
| Planning Applications | 46 | 48 | 34 | 28 | 156 |
| Head Count (FTE) | 12.3 | 12.3 | 12.3 | 13.3 | |
| Head Count (Nos.) | 14 | 14 | 13 | 15 | |
| Sick days lost | 0 | 2.5 | 16 | 12.5 | 31 |
| Volunteer head count (est.) | | | | | 90 |
| Volunteer Hrs (est.) | | | | | 5,090 |
| Volunteer value £'s | | | | | £85,900 |

| | | | | | |
|-----------------------|----------|----------|------------|------------|---|
| Accidents at work | 0 | 0 | 0 | 0 | 0 |
| Reportable accidents | 0 | 0 | 0 | 0 | 0 |
| Accidents in venues | 1 | 1 | 0 | 1 | 3 |
| Actual Spend | £199,543 | £388,178 | £1,186,055 | £1,380,686 | |
| Annual Budget | £856,350 | £856,350 | £856,350 | £856,350 | |
| % Budget Spent | 23.3% | 45.3% | 138.5% | 161.2% | |
| Actual Income | £472,627 | £954,198 | £1,062,954 | £1,088,559 | |
| Annual Budget | £856,350 | £856,350 | £856,350 | £856,350 | |
| % Budget Income | 55.2% | 111.4% | 124.1% | 127.1% | |
| Net budget position % | -31.9% | -66.1% | 14.4% | 34.1% | |

Events

| Event | | Comments |
|-------------------------------------|----------------------------------|------------------------------|
| Duck Race | C. 1,500 attended | Sponsored by Puddle Ducks |
| Fireworks | C. 1.300 attended | Supported school's committee |
| Bradford on Avon Cycling Festival | | |
| 10 th Annual Flower Show | | |
| Countdown to Peace | C. 4,700 visitors | |
| Christmas Fair and Light Switch On | C. 3,000 attended | |
| Pancake Race | 8 teams | |
| CBEEBIES – Sarah and Duck | 181 attended | |
| Secret Gardens | 800 Visitors | |
| Green Man Festival | 22 dance groups (C. 330 dancers) | |
| Food & Drink Festival | C. 4,000 attended | |
| Walking Festival | 277 participants | |
| South West in Bloom | In Your Neighbourhood | |

2020/21

Completed Projects

| Project | Committee | Funding | Budget | Comments |
|---------------------------------|----------------|---------|--------|-------------------|
| New Phone system | Resources | EMR 346 | £5k | Completed £1,700 |
| ICT replacement prog | Resources | EMR 349 | £2.4k | Completed £2,100 |
| Bio-Diversity survey | Environ & Plan | Rev 401 | £5k | Ecosulis |
| Becky Addy Wood | Environ & Plan | | £47k | Fundraising |
| Avoncliff Weir | Environ & Plan | | £23k | Fundraising |
| De-carbon website | Environ & Plan | Rev 401 | £0.8k | Complete |
| Bio-Diversity Photos | Environ & Plan | Rev 401 | £0.8k | Complete |
| Drone Images | Environ & Plan | Rev 401 | £0.9k | Complete |
| Website Develop – Sub Areas | Environ & Plan | Rev 401 | £2k | |
| Climate Action Day | Environ & Plan | Rev 401 | £0.7k | Partnership BANES |
| Explore ‘Shop Loyalty’ card | Town Dev | Rev 301 | £1k | Launched |
| St Margaret’s Hall Bin Store | Town Dev | Rev 501 | £2k | Complete |
| BoA Town Maps (Explore) | Town Dev | Rev 301 | £ | Complete |
| BoA Branded TIC merchandise | Town Dev | Rev 301 | £2k | |
| ID Branding – CEV’s & Club | Town Dev | Rev 301 | | |
| Grow BoA | Com & Rec | Rev 103 | £1k | |
| Play Area Repairs | Com & Rec | Rev 301 | £3k | Complete |
| Sports Pitches Management Plans | Com & Rec | Rev 306 | £0.9k | Complete |
| Kingston Farm Play Area | Com & Rec | Ins | £18k | (Insurance claim) |
| | | | | |

Project stopped

| Project | Committee | Budget | Comments |
|---------------------------------------|-------------|--------|-------------------------------------|
| Westbury Garden Wall | Town Dev | £5k | Review |
| Transport Consultation | High & Tran | | Overtaken by social distance scheme |
| Culver Close/Victory Field adult play | Com & Rec | £10k | Within the pavilion project |

Project Underway

| Project | Committee | Funding | Budget | Comments |
|--------------------------------------|--------------|---------|--------|------------------------|
| Culver Close pavilion – Eco friendly | Town Dev | | £500k | Grants |
| Asset & Service Delegation | Town Dev | EMR 343 | £25k | Negotiations Ongoing |
| Living Wall | Town Dev | | £49k | Fundraising |
| Skate Park | Com & Rec | EMR 353 | £300k | Grants/fundraising |
| Safer pathways | High & Trans | EMR 342 | £10k | |
| Culver Close bore hole | Town Dev | | £16.5k | Bowls club/grants |
| “Covid-19 Response” | Full Council | | £7k | To date |
| Covid-19 Pedestrian Scheme | Full Council | | £30k | With Wiltshire Council |

Pushed to 2021/22

| Project | Committee | Funding | Budget | Comments |
|--------------------------|-------------|---------|--------|------------------------|
| Town Council vehicle 4x4 | Resources | | £15k | Review grants |
| Picnic tables & chairs | Town Dev | Rev 301 | £3k | Due to pandemic |
| Community Land Trust | Town Dev | | | Neighbourhood plan |
| Station Approach | High & Tran | EMR 351 | £2.5k | Cat G – Wilts C - Held |
| Safer Pathways Project | High & Tran | EMR 342 | £20k | Due to traffic project |

| | | | | |
|-----------------------------------|----------------|---------|-------|---------------------|
| Town Council Eco Building Systems | Resources | EMR 346 | £50k | Pending transfer |
| Station Car Park – study | Full Council | Part | £100k | Partnership Wilts C |
| Neighbourhood Plan revision | Environ & Plan | EMR 343 | £10k | Grant |
| ANPR | High & Tran | EMR 342 | £20k | Grants |

Grants

| Organisation | Amount | Comments |
|---------------------------|---------|-------------------------------|
| Living Well Co-ordinator | £5,800 | Partnership (GP's/Area board) |
| Community radio station | In kind | Use of room |
| Bowls Club | £4,000 | Contracted agreement |
| Monday Wednesday Club | £250 | |
| Walkers Are Welcome | £648 | Annual Event Costs |
| Social Recovery Programme | £2,775 | |
| Christmas Trees | £2,500 | |
| BoA Literary Festival | £2,450 | September 2020 – (base year) |
| Help Counselling | £500 | Purchase 2 tablets |
| The Hub | £2,000 | |
| Floaty Boat | £500 | |
| Bradford Football Club | £500 | Sponsored event for the Hub |
| FM Radio Licence | £750 | |
| Covid support | £5,700 | part crowdfunded |

Performance 2020/21

| | Qrt 1 | Qrt 2 | Qrt 3 | Qrt 4 | Total |
|--------------------------------|-------------------------------------|-------------------------------------|-------------------------------------|------------|-------|
| Tea Dance | 0 | 0 | 0 | | |
| Dementia Film | 0 | 0 | 0 | | |
| Solar Panels Generation kwh | 10,476 | 8,121 | | | |
| Solar Panels savings | £232 | £234 | | | |
| Solar Panels CO2 savings | | 6.4t's | | | |
| Public Toilets usage | 916 | 11,928 | | | |
| TIC Visitors | 0 | 950 | | | |
| TIC sales | £0 | £490 | | | |
| Youth Club members | 75 | 75 | | | |
| Youth Club numbers | 70 | 183 | | | |
| Covid-19 tasks | 746 | 125 | | | |
| Tree Inspections | - | - | | | |
| Play Area Inspections | - | 21 | | | |
| Hanging Baskets | 47 | | | | 47 |
| Christmas Trees | | | 37 | | 37 |
| Newsletter | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | | |
| Planning Applications | 25 | 44 | | | |
| Head Count (FTE) | 13.3 | 13.3 | 13.3 | | |
| Head Count (Nos.) | 15 | 16 | 16 | | |
| Sick days lost (Inc Shielding) | 199.5 | 106 | | | |
| Volunteer head count (est.) | | | | | |
| Volunteer Hrs (est.) | | | | | |
| Volunteer value £'s | | | | | |
| Accidents at work | 1 | 0 | | | |
| Reportable accidents | 0 | 0 | | | |
| Accidents in venues | 0 | 0 | | | |
| Actual Spend | £233,196 | £388,178 | | | |
| Annual Budget | £1,080,590 | £1,080,590 | £1,080,590 | £1,080,590 | |

| | | | | | |
|-----------------------|------------|------------|------------|------------|--|
| % Budget Spent | 21.6% | 42.7% | | | |
| Actual Income | £498,343 | £1,042,365 | | | |
| Annual Budget | £1,080,590 | £1,080,590 | £1,080,590 | £1,080,590 | |
| % Budget Income | 46.1% | 96.5% | | | |
| Net budget position % | -24.5% | -53.7% | | | |

Events

| Event | | Comments |
|-------------------------------------|--------------------------|-----------------|
| Duck Race | | Cancelled |
| Fireworks | | Fallow Year |
| Bradford on Avon Cycling Festival | | Cancelled |
| 11 th Annual Flower Show | | Cancelled |
| Christmas Fair and Light Switch On | | Cancelled |
| Pancake Race | | Cancelled |
| Secret Gardens | c. 35,200 views | Virtual |
| Green Man Festival | | Cancelled |
| Food & Drink Festival | | Cancelled |
| Walking Festival | | Cancelled |
| BoA Literary Festival | | Virtual |
| Music for miniatures- Paddington | 200 attended | |
| Music for miniatures- Bubble Bach | 180 attended | |
| South West in Bloom | Recognition Certificates | Cancelled |

2021/22

Projects

| Project | Committee | Funding | Budget | Comments |
|--------------------------------------|------------------|----------------|---------------|--------------------------|
| Station Car Park | Full Council | | £ | Partnership – Wilts C |
| ICT replacement prog | Resources | EMR 349 | £5k | |
| Picnic tables & chairs | Town Dev | Rev 301 | £3k | |
| Community Land Trust | Town Dev | | | Neighbourhood plan |
| Wayfinding | Town Dev | EMR 325 | £5k | |
| Re-procure Youth Service | Com & Rec | Rev 205 | £50k | |
| Re-procure HR & H&S services | Resources | Rev 101 | £5k | |
| Town Council vehicles - 4x4 & warden | Resources | | £25k | Review grants |
| Town Council Eco Building Systems | Resources | EMR 346 | £ | Pending transfer & Audit |
| Electric charging points | Environ & Plan | EMR 341 | £20k | |
| Neighbourhood Plan revision | Environ & Plan | EMR 343 | £10k | Grant |
| Station Approach | High & Tran | EMR 351 | £2.5k | Cat G – Wilts C |
| Safer Pathways Project | High & Tran | EMR 342 | £10k | |
| ANPR | High & Tran | EMR 342 | £20k | Grants |

Project stopped

| Project | Committee | Budget | Comments |
|----------------|------------------|---------------|-----------------|
| | | | |
| | | | |
| | | | |

Projects Underway

| Project | Committee | Funding | Budget | Comments |
|--------------------------------------|------------------|----------------|---------------|--------------------|
| Culver Close Pavilion – Eco friendly | Town Dev | | £500k | Grants |
| Living Wall | Town Dev | | £49k | Fundraising |
| Skate Park | Com & Rec | EMR 353 | £300k | Grants/Fundraising |

Pushed to 2022/23

| Project | Committee | Funding | Budget | Comments |
|----------------------------|------------------|----------------|---------------|--------------------|
| New offices | Full Council | Loan | £ | To be identified |
| Flood defences | Town Dev | EMR 338 | £ | Pending EA prog |
| Museum building | Town Dev | Part | £ | Partnership/grants |
| Transport outcomes | High & Tran | EMR 342 | £ | Pending WC review |
| St Margaret's Hall kitchen | Resources | EMR 341 | £20k | |
| Victory Field Pavilion | Town Dev | Part | £ | Grants |

Grants

| Organisation | Amount | Comments |
|---------------------|---------------|----------------------|
| Bowls Club | £4,000 | Contracted agreement |
| | | |

Performance 2021/22

| | Qrt 1 | Qrt 2 | Qrt 3 | Qrt 4 | Total |
|-----------------------------|--------------|--------------|--------------|--------------|--------------|
| Tea Dance | | | | | |
| Dementia Film | | | | | |
| Solar Panels Generation | | | | | |
| Solar Panels savings | | | | | |
| Solar Panels CO2 savings | | | | | |
| Public Toilets usage | | | | | |
| TIC Visitors | | | | | |
| TIC sales | | | | | |
| Youth Sessions | | | | | |
| Youth club numbers | | | | | |
| Community Centre Use | | | | | |
| St Margaret's Hall Use | | | | | |
| Tree Inspections | | | | | |
| Play Area Inspections | | | | | |
| Hanging baskets | | | | | |
| Christmas Trees | | | | | |
| Newsletter | | | | | |
| Planning Applications | | | | | |
| Head Count (FTE) | | | | | |
| Head Count (Nos.) | | | | | |
| Sick days lost | | | | | |
| Volunteer head count (est.) | | | | | |
| Volunteer Hrs (est.) | | | | | |
| Volunteer value £'s | | | | | |
| Accidents at work | | | | | |
| Reportable accidents | | | | | |
| Accidents in venues | | | | | |
| Actual Spend | | | | | |
| Annual Budget | | | | | |
| % Budget Spent | | | | | |
| Actual Income | | | | | |
| Annual Budget | | | | | |
| % Budget Income | | | | | |
| Net budget position % | | | | | |

Events

| Event | | Comments |
|-------------------------------------|--|---------------------------|
| Duck Race | | Sponsored by Puddle Ducks |
| Fireworks | | |
| Bradford on Avon Cycling Festival | | |
| 11 th Annual Flower Show | | |
| Christmas Fair and Lights | | |
| Pancake Race | | |
| Secret Gardens | | |
| Green Man Festival | | |
| Food and Drink Festival | | |
| Walking Festival | | |
| South West in Bloom | | |

Detailed Balance Sheet - Excluding Stock Movement

Month 6 Date 30/09/2020

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> |
|--|------------------------------|------------------|
| <u>Current Assets</u> | | |
| 98 | Stock | 2,541 |
| 100 | Trade Debtors | 3,064 |
| 105 | VAT Control A/c | 8,910 |
| 110 | Prepayments | 25,587 |
| 115 | The Greenhouse Deposit | 3,000 |
| 200 | Lloyds Current Account | 7,848 |
| 201 | Lloyds Premier Interest Acct | 121,567 |
| 204 | Lloyds Fixed Term Deposit | 182,388 |
| 205 | CCLA Deposit Fund | 850,000 |
| 215 | iZettle Control | 9 |
| 231 | Petty Cash | 300 |
| 232 | TIC Float | 67 |
| 233 | Events Float | 100 |
| 235 | Youth Club Petty Cash | 100 |
| Total Current Assets | | 1,205,480 |
| <u>Current Liabilities</u> | | |
| 501 | Creditors | 17,307 |
| 510 | Accruals | 5,204 |
| 515 | PAYE/NI Due | 10,165 |
| 518 | AVC Due | 200 |
| 530 | Deposits | 50 |
| 565 | Holding Deposit - Bookings | 589 |
| 580 | Misc Creditors | 433 |
| 605 | BOA Fireworks | 8,050 |
| 610 | First Aid Course Deposits | 90 |
| 615 | Avoncliff Weir | 169 |
| Total Current Liabilities | | 42,256 |
| Net Current Assets | | 1,163,223 |
| Total Assets less Current Liabilities | | 1,163,223 |

Represented by :-

| | | |
|-----|------------------------------|----------|
| 300 | Current Year Fund | 580,745 |
| 310 | General Reserves | (42,180) |
| 325 | EMR - Signage&Wayfinding | 14,950 |
| 335 | EMR - Infrastructure Funding | 76,000 |
| 338 | EMR - Flood Defences | 30,000 |
| 339 | EMR - Youth Strategy | 37,105 |
| 341 | EMR - Capital Projects | 62,768 |
| 342 | EMR - Highways & Transport | 49,332 |
| 343 | EMR - Consultant/Agency | 43,000 |
| 344 | EMR - Democratic Development | 8,000 |
| 345 | EMR - CIL | 135,484 |
| 346 | EMR - Asset Management | 60,176 |
| 347 | EMR - Recreation | 15,921 |
| 348 | EMR - Property | 6,500 |
| 349 | EMR - IT Replacements | 8,269 |
| 350 | EMR - Secret Gardens | 1,536 |
| 351 | EMR - Station Approach | 2,500 |
| 352 | EMR - Kingston Farm | 62,968 |

Detailed Balance Sheet - Excluding Stock Movement**Month 6 Date 30/09/2020**

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|------------|-----------------------------|---------------|------------------|
| 353 | EMR - Skatepark Feasibility | 3,150 | |
| 354 | EMR - C19 | 7,000 | |
| | Total Equity | | 1,163,223 |

Detailed Balance Sheet - Excluding Stock Movement

Month 7 Date 31/10/2020

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|------------|--|---------------|------------------|
| | <u>Current Assets</u> | | |
| 98 | Stock | 2,541 | |
| 100 | Trade Debtors | 2,896 | |
| 105 | VAT Control A/c | 1,902 | |
| 110 | Prepayments | 29,145 | |
| 115 | The Greenhouse Deposit | 3,000 | |
| 200 | Lloyds Current Account | 18,074 | |
| 201 | Lloyds Premier Interest Acct | 70,568 | |
| 204 | Lloyds Fixed Term Deposit | 182,388 | |
| 205 | CCLA Deposit Fund | 850,000 | |
| 215 | iZettle Control | 330 | |
| 231 | Petty Cash | 300 | |
| 232 | TIC Float | 44 | |
| 233 | Events Float | 100 | |
| 235 | Youth Club Petty Cash | 100 | |
| | Total Current Assets | | 1,161,386 |
| | <u>Current Liabilities</u> | | |
| 501 | Creditors | 28,782 | |
| 510 | Accruals | 5,765 | |
| 515 | PAYE/NI Due | 9,417 | |
| 530 | Deposits | 50 | |
| 565 | Holding Deposit - Bookings | 555 | |
| 575 | Cards For Good Causes | 897 | |
| 580 | Misc Creditors | 433 | |
| 605 | BOA Fireworks | 8,050 | |
| 610 | First Aid Course Deposits | 90 | |
| | Total Current Liabilities | | 54,039 |
| | Net Current Assets | | 1,107,347 |
| | Total Assets less Current Liabilities | | 1,107,347 |

Represented by :-

| | | |
|-----|------------------------------|----------|
| 300 | Current Year Fund | 524,869 |
| 310 | General Reserves | (43,180) |
| 325 | EMR - Signage&Wayfinding | 14,950 |
| 335 | EMR - Infrastructure Funding | 76,000 |
| 338 | EMR - Flood Defences | 30,000 |
| 339 | EMR - Youth Strategy | 37,105 |
| 341 | EMR - Capital Projects | 62,768 |
| 342 | EMR - Highways & Transport | 49,332 |
| 343 | EMR - Consultant/Agency | 43,000 |
| 344 | EMR - Democratic Development | 8,000 |
| 345 | EMR - CIL | 135,484 |
| 346 | EMR - Asset Management | 60,176 |
| 347 | EMR - Recreation | 15,921 |
| 348 | EMR - Property | 6,500 |
| 349 | EMR - IT Replacements | 8,269 |
| 350 | EMR - Secret Gardens | 1,536 |
| 351 | EMR - Station Approach | 2,500 |
| 352 | EMR - Kingston Farm | 62,968 |
| 353 | EMR - Skatepark Feasibility | 3,150 |

Detailed Balance Sheet - Excluding Stock Movement**Month 7 Date 31/10/2020**

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> | |
|------------|---------------------|---------------|------------------|
| 354 | EMR - C19 | 8,000 | |
| | Total Equity | | 1,107,347 |

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-----------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| Resources | | | | | | | | |
| 101 Administration | | | | | | | | |
| 1010 Grants Received | 0 | 1,000 | 0 | (1,000) | | | 0.0% | |
| 1011 Donations Received | 536 | 586 | 0 | (586) | | | 0.0% | 536 |
| 1015 Insurance claims | 17,964 | 17,964 | 0 | (17,964) | | | 0.0% | |
| 1070 Miscellaneous Income | 1 | 279 | 0 | (279) | | | 0.0% | |
| 1076 Precept | 442,795 | 885,590 | 885,590 | 0 | | | 100.0% | |
| 1080 CWLPEC SLA Income | 0 | 19,500 | 19,500 | 0 | | | 100.0% | |
| 1090 Interest Received | 3,797 | 4,151 | 2,600 | (1,551) | | | 159.7% | |
| 1095 Dividends Received | 0 | 11,234 | 23,000 | 11,766 | | | 48.8% | |
| 1100 C19 Crowdfunder Income | 0 | 5,237 | 0 | (5,237) | | | 0.0% | |
| 1150 Allotment Income | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1160 Cemetery Income | 0 | 0 | 21,000 | 21,000 | | | 0.0% | |
| 1170 Market Income | 0 | 0 | 9,000 | 9,000 | | | 0.0% | |
| 1208 Works Income | 47 | 47 | 0 | (47) | | | 0.0% | |
| Administration :- Income | 465,141 | 945,589 | 961,690 | 16,101 | | | 98.3% | 536 |
| 4001 Staff Employment Costs | 47,434 | 243,677 | 507,000 | 263,323 | | 263,323 | 48.1% | |
| 4006 Refreshments | 32 | 108 | 800 | 692 | | 692 | 13.5% | |
| 4007 Staff Travel | 0 | 27 | 300 | 273 | | 273 | 9.2% | |
| 4008 Training and Conferences | 30 | 351 | 5,000 | 4,649 | | 4,649 | 7.0% | |
| 4013 Rent | 0 | 0 | 20,000 | 20,000 | | 20,000 | 0.0% | |
| 4017 Cleaning | 20 | 452 | 275 | (177) | | (177) | 164.2% | |
| 4019 Miscellaneous | 55 | 245 | 300 | 55 | | 55 | 81.8% | |
| 4021 Telephone & Broadband | 189 | 1,099 | 1,000 | (99) | | (99) | 109.9% | |
| 4022 Postage (incl Franking M/c) | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4023 Stationery | 30 | 208 | 1,000 | 792 | | 792 | 20.8% | |
| 4024 Photocopying | 130 | 490 | 1,200 | 710 | | 710 | 40.9% | |
| 4025 Insurance | 632 | 3,514 | 15,000 | 11,486 | | 11,486 | 23.4% | |
| 4026 Subscriptions | 140 | 837 | 1,964 | 1,127 | | 1,127 | 42.6% | |
| 4027 Licences | 0 | 1,800 | 40 | (1,760) | | (1,760) | 4500.0% | |
| 4031 Recruitment Advertising | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4032 Publicity | 17 | 2,137 | 1,000 | (1,137) | | (1,137) | 213.7% | |
| 4036 Software & Support | 1,114 | 7,162 | 12,000 | 4,838 | | 4,838 | 59.7% | |
| 4037 Computer Hardware | 645 | 645 | 0 | (645) | | (645) | 0.0% | 645 |
| 4038 Town Clock Maintenance | 0 | 222 | 250 | 28 | | 28 | 88.8% | |
| 4041 Property & Other Maintenance | 0 | 7 | 500 | 493 | | 493 | 1.3% | |
| 4046 Equipment Purchase | 0 | 1,004 | 0 | (1,004) | | (1,004) | 0.0% | |
| 4051 Audit Fees - external | 133 | (800) | 2,000 | 2,800 | | 2,800 | (40.0%) | |
| 4052 Audit Fees - internal | 74 | 445 | 900 | 455 | | 455 | 49.4% | |

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 4054 Payroll Fees | 313 | 679 | 1,000 | 321 | | 321 | 67.9% | |
| 4055 Legal Fees | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4056 HR Consultancy | 350 | 2,071 | 5,000 | 2,929 | | 2,929 | 41.4% | |
| 4058 Professional Fees | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4064 Bank Charges | 17 | 144 | 300 | 156 | | 156 | 48.1% | |
| 4100 C19 Crowdfunder Exps | 0 | 5,237 | 0 | (5,237) | | (5,237) | 0.0% | |
| 4450 Street Scene Costs | 0 | 0 | 154,150 | 154,150 | | 154,150 | 0.0% | |
| 4850 Volunteer Development Fund | 0 | 189 | 3,000 | 2,811 | | 2,811 | 6.3% | |
| Administration :- Indirect Expenditure | 51,355 | 271,951 | 742,379 | 470,428 | 0 | 470,428 | 36.6% | 645 |
| Net Income over Expenditure | 413,786 | 673,637 | 219,311 | (454,326) | | | | |
| 6002 plus Transfer from EMR | 645 | 645 | | | | | | |
| 6003 less Transfer to EMR | 536 | 536 | | | | | | |
| Movement to/(from) Gen Reserve | 413,895 | 673,746 | | | | | | |
| <u>102 Civic & Democratic</u> | | | | | | | | |
| 4034 Newsletter | 0 | 2,334 | 4,500 | 2,166 | | 2,166 | 51.9% | |
| 4201 Chairmans Allowance | 0 | 0 | 1,100 | 1,100 | | 1,100 | 0.0% | |
| 4202 Chairmans Expenses | 0 | 0 | 750 | 750 | | 750 | 0.0% | |
| 4203 Members Expenses | 38 | 38 | 600 | 562 | | 562 | 6.3% | |
| 4221 Twinning | 0 | 0 | 1,300 | 1,300 | | 1,300 | 0.0% | |
| 4750 Democratic Development Fund | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| Civic & Democratic :- Indirect Expenditure | 38 | 2,372 | 12,250 | 9,878 | 0 | 9,878 | 19.4% | 0 |
| Net Expenditure | (38) | (2,372) | (12,250) | (9,878) | | | | |
| <u>109 Capital & Projects</u> | | | | | | | | |
| 4901 CP - Loan Repayment | 9,170 | 9,170 | 18,340 | 9,170 | | 9,170 | 50.0% | |
| 4902 Rolling Contingency Fund | 0 | 43,850 | (16,355) | (60,205) | | (60,205) | (268.1%) | 1,850 |
| Capital & Projects :- Indirect Expenditure | 9,170 | 53,020 | 1,985 | (51,035) | 0 | (51,035) | 2671.0% | 1,850 |
| Net Expenditure | (9,170) | (53,020) | (1,985) | 51,035 | | | | |
| 6002 plus Transfer from EMR | 0 | 1,850 | | | | | | |
| Movement to/(from) Gen Reserve | (9,170) | (51,170) | | | | | | |
| Resources :- Income | 465,141 | 945,589 | 961,690 | 16,101 | | | 98.3% | |
| Expenditure | 60,562 | 327,343 | 756,614 | 429,271 | 0 | 429,271 | 43.3% | |
| Net Income over Expenditure | 404,579 | 618,246 | 205,076 | (413,170) | | | | |
| plus Transfer from EMR | 645 | 2,495 | | | | | | |
| less Transfer to EMR | 536 | 536 | | | | | | |
| Movement to/(from) Gen Reserve | 404,687 | 620,204 | | | | | | |

Community & Recreation

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| <u>103 Grants</u> | | | | | | | | |
| 4102 Grants | 2,450 | 6,450 | 27,000 | 20,550 | | 20,550 | 23.9% | |
| 4660 Health & Wellbeing | 250 | 6,704 | 22,000 | 15,296 | | 15,296 | 30.5% | |
| Grants :- Indirect Expenditure | 2,700 | 13,154 | 49,000 | 35,846 | 0 | 35,846 | 26.8% | 0 |
| Net Expenditure | (2,700) | (13,154) | (49,000) | (35,846) | | | | |
| <u>205 Youth Services</u> | | | | | | | | |
| 1010 Grants Received | 0 | 0 | 8,000 | 8,000 | | | 0.0% | |
| 1215 Youth Services Income | 3,493 | 11,993 | 10,000 | (1,993) | | | 119.9% | |
| Youth Services :- Income | 3,493 | 11,993 | 18,000 | 6,007 | | | 66.6% | 0 |
| 4213 Hall/Room Hire | 450 | 450 | 0 | (450) | | (450) | 0.0% | |
| 4650 Youth Strategy | 3,854 | 23,651 | 48,260 | 24,609 | | 24,609 | 49.0% | |
| Youth Services :- Indirect Expenditure | 4,304 | 24,101 | 48,260 | 24,159 | 0 | 24,159 | 49.9% | 0 |
| Net Income over Expenditure | (810) | (12,107) | (30,260) | (18,153) | | | | |
| Community & Recreation :- Income | 3,493 | 11,993 | 18,000 | 6,007 | | | 66.6% | |
| Expenditure | 7,004 | 37,254 | 97,260 | 60,006 | 0 | 60,006 | 38.3% | |
| Movement to/(from) Gen Reserve | (3,510) | (25,261) | | | | | | |

Town Development301 Town Development

| | | | | | | | | |
|-----------------------------------|--------------|---------------|--------------|----------------|--|--------|---------------|--------------|
| 1011 Donations Received | 7,858 | 8,808 | 0 | (8,808) | | | 0.0% | 7,000 |
| 1070 Miscellaneous Income | 0 | 193 | 500 | 307 | | | 38.5% | |
| 1200 Christmas Lights Income | 1,400 | 1,900 | 5,500 | 3,600 | | | 34.5% | |
| Town Development :- Income | 9,258 | 10,901 | 6,000 | (4,901) | | | 181.7% | 7,000 |
| 4025 Insurance | 0 | 51 | 0 | (51) | | (51) | 0.0% | |
| 4045 Christmas Lights | 0 | 0 | 14,500 | 14,500 | | 14,500 | 0.0% | |
| 4059 CEV | 107 | 927 | 3,000 | 2,073 | | 2,073 | 30.9% | |
| 4061 Tourism Memberships | 246 | 1,643 | 4,250 | 2,607 | | 2,607 | 38.7% | |
| 4219 South West In Bloom | 8 | 174 | 5,000 | 4,826 | | 4,826 | 3.5% | |
| 4225 Signage & Wayfinding Project | 353 | 701 | 10,000 | 9,299 | | 9,299 | 7.0% | |
| 4302 Hanging Baskets | 0 | 6,944 | 6,700 | (244) | | (244) | 103.6% | |
| 4303 Seat Repairs&Renewals | 0 | 158 | 1,500 | 1,342 | | 1,342 | 10.5% | |
| 4305 Signage | 0 | 116 | 0 | (116) | | (116) | 0.0% | |
| 4404 Tory Trees | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4550 Play Areas (WC) | 28 | 107 | 20,000 | 19,893 | | 19,893 | 0.5% | 79 |

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| 4700 Tourism Development Fund | 263 | 5,645 | 6,000 | 355 | | 355 | 94.1% | |
| Town Development :- Indirect Expenditure | 1,006 | 16,466 | 71,950 | 55,485 | 0 | 55,485 | 22.9% | 79 |
| Net Income over Expenditure | 8,252 | (5,565) | (65,950) | (60,385) | | | | |
| 6002 plus Transfer from EMR | 0 | 79 | | | | | | |
| 6003 less Transfer to EMR | 7,000 | 7,000 | | | | | | |
| Movement to/(from) Gen Reserve | 1,252 | (12,486) | | | | | | |
| Town Development :- Income | 9,258 | 10,901 | 6,000 | (4,901) | | | 181.7% | |
| Expenditure | 1,006 | 16,466 | 71,950 | 55,485 | 0 | 55,485 | 22.9% | |
| Net Income over Expenditure | 8,252 | (5,565) | (65,950) | (60,385) | | | | |
| plus Transfer from EMR | 0 | 79 | | | | | | |
| less Transfer to EMR | 7,000 | 7,000 | | | | | | |
| Movement to/(from) Gen Reserve | 1,252 | (12,486) | | | | | | |

Environment & Planning

| | | | | | | | | |
|--|-------------|----------------|-----------------|----------------|----------|--------------|--------------|----------|
| <u>401 Environment & Planning</u> | | | | | | | | |
| 4026 Subscriptions | 3 | 18 | 36 | 18 | | 18 | 50.0% | |
| 4401 Conservation Consultant | 0 | 645 | 0 | (645) | | (645) | 0.0% | |
| 4800 Environmental Development Fund | 31 | 5,060 | 10,000 | 4,940 | | 4,940 | 50.6% | |
| Environment & Planning :- Indirect Expenditure | 34 | 5,723 | 10,036 | 4,313 | 0 | 4,313 | 57.0% | 0 |
| Net Expenditure | (34) | (5,723) | (10,036) | (4,313) | | | | |
| Environment & Planning :- Income | 0 | 0 | 0 | 0 | | | 0.0% | |
| Expenditure | 34 | 5,723 | 10,036 | 4,313 | 0 | 4,313 | 57.0% | |
| Movement to/(from) Gen Reserve | (34) | (5,723) | | | | | | |

Operations

| | | | | | | | | |
|--------------------------|------------|------------|--------------|------------|--|-------|--------------|----------|
| <u>201 Victory Field</u> | | | | | | | | |
| 1001 Booking Income | 212 | 264 | 1,000 | 736 | | | 26.4% | |
| 1010 Grants Received | 0 | 400 | 0 | (400) | | | 0.0% | |
| Victory Field :- Income | 212 | 664 | 1,000 | 336 | | | 66.4% | 0 |
| 4012 Water | 9 | 66 | 100 | 34 | | 34 | 65.9% | |
| 4014 Light & Heat | 10 | 64 | 150 | 86 | | 86 | 42.7% | |
| 4017 Cleaning | 17 | 67 | 175 | 108 | | 108 | 38.5% | |
| 4030 Events | 400 | 400 | 0 | (400) | | (400) | 0.0% | |

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4252 Victory Field Maintenance | 51 | 1,401 | 10,000 | 8,599 | | 8,599 | 14.0% | |
| Victory Field :- Indirect Expenditure | 487 | 1,998 | 10,425 | 8,427 | 0 | 8,427 | 19.2% | 0 |
| Net Income over Expenditure | (275) | (1,334) | (9,425) | (8,091) | | | | |
| 203 Youth & Community Centre | | | | | | | | |
| 1001 Booking Income | 641 | 1,557 | 20,000 | 18,443 | | | 7.8% | |
| 1005 BoA Youth Service Bookings | 450 | 450 | 3,000 | 2,550 | | | 15.0% | |
| Youth & Community Centre :- Income | 1,091 | 2,007 | 23,000 | 20,993 | | | 8.7% | 0 |
| 4011 Rates | 337 | 2,021 | 4,042 | 2,021 | | 2,021 | 50.0% | |
| 4012 Water | 49 | 341 | 500 | 159 | | 159 | 68.2% | |
| 4013 Rent | 82 | 501 | 1,000 | 499 | | 499 | 50.1% | |
| 4014 Light & Heat | 155 | 910 | 3,000 | 2,090 | | 2,090 | 30.3% | |
| 4016 Refuse Disposal | 20 | 232 | 500 | 268 | | 268 | 46.4% | |
| 4017 Cleaning | 60 | 203 | 500 | 297 | | 297 | 40.5% | |
| 4021 Telephone & Broadband | 34 | 203 | 250 | 48 | | 48 | 81.0% | |
| 4027 Licences | 16 | 94 | 200 | 106 | | 106 | 46.9% | |
| 4039 CCTV Costs | 5 | 29 | 250 | 221 | | 221 | 11.6% | |
| 4040 Alarms | 22 | 131 | 275 | 144 | | 144 | 47.6% | |
| 4041 Property & Other Maintenance | 353 | 861 | 1,500 | 639 | | 639 | 57.4% | |
| Youth & Community Centre :- Indirect Expenditure | 1,132 | 5,525 | 12,017 | 6,492 | 0 | 6,492 | 46.0% | 0 |
| Net Income over Expenditure | (41) | (3,518) | 10,983 | 14,501 | | | | |
| 303 Westbury Gardens | | | | | | | | |
| 1001 Booking Income | 36 | 36 | 250 | 214 | | | 14.4% | |
| Westbury Gardens :- Income | 36 | 36 | 250 | 214 | | | 14.4% | 0 |
| 4062 Westbury Gardens Maintenance | 80 | 460 | 5,000 | 4,540 | | 4,540 | 9.2% | |
| Westbury Gardens :- Indirect Expenditure | 80 | 460 | 5,000 | 4,540 | 0 | 4,540 | 9.2% | 0 |
| Net Income over Expenditure | (44) | (424) | (4,750) | (4,326) | | | | |
| 304 Tourism inc TIC | | | | | | | | |
| 1201 TIC Income | 297 | 490 | 6,000 | 5,510 | | | 8.2% | |
| 1204 Charity Christmas Cards | 0 | 0 | 1,000 | 1,000 | | | 0.0% | |
| 1206 Website Income | 0 | (240) | 0 | 240 | | | 0.0% | |
| 1207 Sponsorship Income | 0 | 0 | 1,250 | 1,250 | | | 0.0% | |
| 1209 Christmas Fair Income | 0 | 0 | 1,300 | 1,300 | | | 0.0% | |
| Tourism inc TIC :- Income | 297 | 250 | 9,550 | 9,300 | | | 2.6% | 0 |

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4006 Refreshments | 6 | 6 | 100 | 94 | | 94 | 5.7% | |
| 4007 Staff Travel | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4011 Rates | 291 | 1,747 | 3,493 | 1,747 | | 1,747 | 50.0% | |
| 4012 Water | 10 | 69 | 100 | 31 | | 31 | 69.5% | |
| 4013 Rent | 1,095 | 6,569 | 17,650 | 11,081 | | 11,081 | 37.2% | |
| 4014 Light & Heat | 20 | 156 | 1,500 | 1,344 | | 1,344 | 10.4% | |
| 4017 Cleaning | 3 | 13 | 0 | (13) | | (13) | 0.0% | |
| 4019 Miscellaneous | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4021 Telephone & Broadband | 26 | 153 | 250 | 97 | | 97 | 61.3% | |
| 4022 Postage (incl Franking M/c) | 0 | 2 | 100 | 98 | | 98 | 1.7% | |
| 4023 Stationery | 0 | 58 | 300 | 242 | | 242 | 19.3% | |
| 4025 Insurance | 32 | 194 | 0 | (194) | | (194) | 0.0% | |
| 4028 Uniforms/Protective Clothing | 41 | 49 | 0 | (49) | | (49) | 0.0% | |
| 4030 Events | 0 | 160 | 0 | (160) | | (160) | 0.0% | |
| 4032 Publicity | 61 | 368 | 1,000 | 633 | | 633 | 36.8% | |
| 4036 Software & Support | 242 | 739 | 0 | (739) | | (739) | 0.0% | |
| 4040 Alarms | 2 | 13 | 0 | (13) | | (13) | 0.0% | |
| 4041 Property & Other Maintenance | 33 | 2,046 | 3,000 | 954 | | 954 | 68.2% | |
| 4046 Equipment Purchase | 0 | 227 | 500 | 273 | | 273 | 45.4% | |
| 4063 Service Charge | 70 | 421 | 850 | 429 | | 429 | 49.5% | |
| 4065 iZettle Charges | 5 | 5 | 0 | (5) | | (5) | 0.0% | |
| 4070 Goods for Resale | 1,483 | 2,585 | 3,500 | 915 | | 915 | 73.8% | |
| Tourism inc TIC :- Indirect Expenditure | 3,421 | 15,578 | 32,643 | 17,065 | 0 | 17,065 | 47.7% | 0 |
| Net Income over Expenditure | (3,124) | (15,328) | (23,093) | (7,765) | | | | |
| 305 Bridge Street | | | | | | | | |
| 1305 Utilities recharge | 0 | 0 | 100 | 100 | | | 0.0% | |
| Bridge Street :- Income | 0 | 0 | 100 | 100 | | | 0.0% | 0 |
| 4014 Light & Heat | 11 | 58 | 0 | (58) | | (58) | 0.0% | |
| Bridge Street :- Indirect Expenditure | 11 | 58 | 0 | (58) | 0 | (58) | | 0 |
| Net Income over Expenditure | (11) | (58) | 100 | 158 | | | | |
| 306 Culver Close | | | | | | | | |
| 1001 Booking Income | 0 | 52 | 1,000 | 948 | | | 5.2% | |
| 1011 Donations Received | 0 | 764 | 0 | (764) | | | 0.0% | |
| 1208 Works Income | 0 | 0 | 1,300 | 1,300 | | | 0.0% | |
| 1330 Culver Close Rent Income | 375 | 2,250 | 10,000 | 7,750 | | | 22.5% | |
| Culver Close :- Income | 375 | 3,066 | 12,300 | 9,234 | | | 24.9% | 0 |

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|--------------|-------------------------|
| 4012 Water | 144 | (170) | 3,100 | 3,270 | | 3,270 | (5.5%) | |
| 4014 Light & Heat | 27 | 236 | 2,100 | 1,864 | | 1,864 | 11.2% | |
| 4017 Cleaning | 17 | 67 | 150 | 83 | | 83 | 44.9% | |
| 4041 Property & Other Maintenance | 2 | 798 | 0 | (798) | | (798) | 0.0% | |
| 4500 Culver Close Asset Transfer | 75 | 7,044 | 20,000 | 12,956 | | 12,956 | 35.2% | |
| Culver Close :- Indirect Expenditure | 265 | 7,975 | 25,350 | 17,375 | 0 | 17,375 | 31.5% | 0 |
| Net Income over Expenditure | 110 | (4,909) | (13,050) | (8,141) | | | | |
| 307 BAW | | | | | | | | |
| 1011 Donations Received | 0 | 38,020 | 0 | (38,020) | | | 0.0% | |
| BAW :- Income | 0 | 38,020 | 0 | (38,020) | | | | 0 |
| 4055 Legal Fees | 0 | 2,605 | 0 | (2,605) | | (2,605) | 0.0% | |
| BAW :- Indirect Expenditure | 0 | 2,605 | 0 | (2,605) | 0 | (2,605) | | 0 |
| Net Income over Expenditure | 0 | 35,415 | 0 | (35,415) | | | | |
| 308 Kingston Wood & Play Areas | | | | | | | | |
| 4306 Kingston Wood | 0 | 341 | 0 | (341) | | (341) | 0.0% | |
| Kingston Wood & Play Areas :- Indirect Expenditure | 0 | 341 | 0 | (341) | 0 | (341) | | 0 |
| Net Expenditure | 0 | (341) | 0 | 341 | | | | |
| 403 Public Conveniences | | | | | | | | |
| 4011 Rates | 482 | 2,894 | 5,789 | 2,895 | | 2,895 | 50.0% | |
| 4012 Water | 124 | 344 | 2,500 | 2,156 | | 2,156 | 13.8% | |
| 4014 Light & Heat | 212 | 758 | 3,030 | 2,272 | | 2,272 | 25.0% | |
| 4028 Uniforms/Protective Clothing | 93 | 509 | 5,000 | 4,491 | | 4,491 | 10.2% | |
| 4039 CCTV Costs | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4041 Property & Other Maintenance | 34 | 955 | 3,000 | 2,045 | | 2,045 | 31.8% | |
| 4046 Equipment Purchase | 0 | 8 | 0 | (8) | | (8) | 0.0% | |
| 4311 Public Conv's Cleaning Product | 121 | 485 | 1,500 | 1,015 | | 1,015 | 32.3% | |
| Public Conveniences :- Indirect Expenditure | 1,066 | 5,954 | 21,319 | 15,365 | 0 | 15,365 | 27.9% | 0 |
| Net Expenditure | (1,066) | (5,954) | (21,319) | (15,365) | | | | |
| 501 St Margaret's Hall | | | | | | | | |
| 1001 Booking Income | 1,996 | 6,498 | 42,750 | 36,252 | | | 15.2% | |
| 1085 FIT Income | 0 | 725 | 2,750 | 2,025 | | | 26.4% | |
| 1203 Events Income | 0 | 1,175 | 3,200 | 2,025 | | | 36.7% | |
| St Margaret's Hall :- Income | 1,996 | 8,398 | 48,700 | 40,302 | | | 17.2% | 0 |

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|-------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4011 Rates | 403 | 2,420 | 4,841 | 2,421 | | 2,421 | 50.0% | |
| 4012 Water | 90 | 293 | 2,000 | 1,707 | | 1,707 | 14.7% | |
| 4013 Rent | 0 | 0 | (20,000) | (20,000) | | (20,000) | 0.0% | |
| 4014 Light & Heat | 167 | 803 | 4,500 | 3,697 | | 3,697 | 17.8% | |
| 4016 Refuse Disposal | 97 | 653 | 2,400 | 1,747 | | 1,747 | 27.2% | |
| 4017 Cleaning | 139 | 544 | 1,500 | 956 | | 956 | 36.3% | |
| 4019 Miscellaneous | 0 | 0 | 100 | 100 | | 100 | 0.0% | |
| 4027 Licences | 74 | 602 | 760 | 158 | | 158 | 79.2% | |
| 4030 Events | 0 | 265 | 4,000 | 3,735 | | 3,735 | 6.6% | |
| 4032 Publicity | 35 | 208 | 1,000 | 793 | | 793 | 20.8% | |
| 4039 CCTV Costs | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4040 Alarms | 59 | 439 | 475 | 36 | | 36 | 92.5% | |
| 4041 Property & Other Maintenance | 94 | 4,136 | 5,000 | 864 | | 864 | 82.7% | |
| 4043 Equipment Repairs&RunningCosts | 0 | 101 | 1,650 | 1,549 | | 1,549 | 6.1% | |
| 4046 Equipment Purchase | 98 | 98 | 6,000 | 5,902 | | 5,902 | 1.6% | |

St Margaret's Hall :- Indirect Expenditure **1,256** **10,561** **14,476** **3,915** **0** **3,915** **73.0%** **0**

Net Income over Expenditure **740** **(2,163)** **34,224** **36,387**

601 Bearfield

| | | | | | | | | |
|-----------------------------------|--------------|----------------|----------------|----------------|----------|--------------|--------------|----------|
| 4601 Bearfield Maintenance | 245 | 1,225 | 2,500 | 1,275 | | 1,275 | 49.0% | |
| Bearfield :- Indirect Expenditure | 245 | 1,225 | 2,500 | 1,275 | 0 | 1,275 | 49.0% | 0 |
| Net Expenditure | (245) | (1,225) | (2,500) | (1,275) | | | | |

602 Festival Gardens

| | | | | | | | | |
|--|----------|----------|----------------|----------------|----------|--------------|-------------|----------|
| 4602 Festival Gardens | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Festival Gardens :- Indirect Expenditure | 0 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (1,000) | (1,000) | | | | |

Operations :- Income **4,007** **52,441** **94,900** **42,459** **55.3%**

Expenditure **7,962** **52,280** **124,730** **72,450** **0** **72,450** **41.9%**

Movement to/(from) Gen Reserve **(3,955)** **161**

Highways & Transport402 Highways & Transport

| | | | | | | | | |
|--|----------|----------------|-----------------|-----------------|----------|---------------|-------------|----------|
| 4409 Highways Improvements | 0 | 1,113 | 20,000 | 18,887 | | 18,887 | 5.6% | |
| Highways & Transport :- Indirect Expenditure | 0 | 1,113 | 20,000 | 18,887 | 0 | 18,887 | 5.6% | 0 |
| Net Expenditure | 0 | (1,113) | (20,000) | (18,887) | | | | |

Highways & Transport :- Income **0** **0** **0** **0** **0.0%**

Expenditure **0** **1,113** **20,000** **18,887** **0** **18,887** **5.6%**

Movement to/(from) Gen Reserve **0** **(1,113)**

Detailed Income & Expenditure by Budget Heading 30/09/2020

Month No: 6

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---------------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income | 481,899 | 1,020,923 | 1,080,590 | 59,667 | | | 94.5% | |
| Expenditure | 76,567 | 440,178 | 1,080,590 | 640,412 | 0 | 640,412 | 40.7% | |
| Net Income over Expenditure | 405,331 | 580,745 | 0 | (580,745) | | | | |
| plus Transfer from EMR | 645 | 2,574 | | | | | | |
| less Transfer to EMR | 7,536 | 7,536 | | | | | | |
| Movement to/(from) Gen Reserve | 398,440 | 575,783 | | | | | | |

Detailed Income & Expenditure by Budget Heading 31 October 2020

Month No: 7

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|-----------------------------------|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| Resources | | | | | | | |
| 101 Administration | | | | | | | |
| 1010 Grants Received | 0 | 1,000 | 0 | (1,000) | | | |
| 1011 Donations Received | 0 | 586 | 0 | (586) | | | 536 |
| 1015 Insurance claims | 0 | 17,964 | 0 | (17,964) | | | |
| 1070 Miscellaneous Income | 1 | 280 | 0 | (280) | | | |
| 1076 Precept | 0 | 885,590 | 885,590 | 0 | | | |
| 1080 CWLPEC SLA Income | 0 | 19,500 | 19,500 | 0 | | | |
| 1090 Interest Received | 53 | 4,204 | 2,600 | (1,604) | | | |
| 1095 Dividends Received | 5,758 | 16,992 | 23,000 | 6,008 | | | |
| 1100 C19 Crowdfunder Income | 0 | 5,237 | 0 | (5,237) | | | |
| 1150 Allotment Income | 0 | 0 | 1,000 | 1,000 | | | |
| 1160 Cemetery Income | 0 | 0 | 21,000 | 21,000 | | | |
| 1170 Market Income | 0 | 0 | 9,000 | 9,000 | | | |
| 1208 Works Income | 203 | 249 | 0 | (249) | | | |
| Administration :- Income | 6,015 | 951,603 | 961,690 | 10,087 | | | 536 |
| 4001 Staff Employment Costs | 44,776 | 288,452 | 507,000 | 218,548 | | 218,548 | |
| 4006 Refreshments | 44 | 152 | 800 | 648 | | 648 | |
| 4007 Staff Travel | 2 | 29 | 300 | 271 | | 271 | |
| 4008 Training and Conferences | 0 | 351 | 5,000 | 4,649 | | 4,649 | |
| 4013 Rent | 0 | 0 | 20,000 | 20,000 | | 20,000 | |
| 4017 Cleaning | 26 | 477 | 275 | (202) | | (202) | |
| 4019 Miscellaneous | 27 | 273 | 300 | 27 | | 27 | |
| 4021 Telephone & Broadband | 189 | 1,288 | 1,000 | (288) | | (288) | |
| 4022 Postage (incl Franking M/c) | 0 | 0 | 400 | 400 | | 400 | |
| 4023 Stationery | 7 | 215 | 1,000 | 785 | | 785 | |
| 4024 Photocopying | 58 | 548 | 1,200 | 652 | | 652 | |
| 4025 Insurance | 632 | 4,146 | 15,000 | 10,854 | | 10,854 | |
| 4026 Subscriptions | 400 | 1,237 | 1,964 | 727 | | 727 | |
| 4027 Licences | 0 | 1,800 | 40 | (1,760) | | (1,760) | |
| 4031 Recruitment Advertising | 0 | 0 | 2,000 | 2,000 | | 2,000 | |
| 4032 Publicity | 29 | 2,166 | 1,000 | (1,166) | | (1,166) | |
| 4036 Software & Support | 608 | 7,769 | 12,000 | 4,231 | | 4,231 | |
| 4037 Computer Hardware | 0 | 645 | 0 | (645) | | (645) | 645 |
| 4038 Town Clock Maintenance | 0 | 222 | 250 | 28 | | 28 | |
| 4041 Property & Other Maintenance | 0 | 7 | 500 | 493 | | 493 | |
| 4046 Equipment Purchase | 110 | 1,114 | 0 | (1,114) | | (1,114) | |
| 4051 Audit Fees - external | 2,133 | 1,333 | 2,000 | 667 | | 667 | |
| 4052 Audit Fees - internal | 74 | 519 | 900 | 381 | | 381 | |

Detailed Income & Expenditure by Budget Heading 31 October 2020

Month No: 7

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 4054 Payroll Fees | 119 | 799 | 1,000 | 201 | | 201 | |
| 4055 Legal Fees | 0 | 0 | 5,000 | 5,000 | | 5,000 | |
| 4056 HR Consultancy | 350 | 2,421 | 5,000 | 2,579 | | 2,579 | |
| 4058 Professional Fees | 0 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4064 Bank Charges | 17 | 161 | 300 | 139 | | 139 | |
| 4100 C19 Crowdfunder Exps | 0 | 5,237 | 0 | (5,237) | | (5,237) | |
| 4450 Street Scene Costs | 0 | 0 | 154,150 | 154,150 | | 154,150 | |
| 4850 Volunteer Development Fund | 0 | 189 | 3,000 | 2,811 | | 2,811 | |
| Administration :- Indirect Expenditure | 49,600 | 321,551 | 742,379 | 420,828 | 0 | 420,828 | 645 |
| Net Income over Expenditure | (43,585) | 630,052 | 219,311 | (410,741) | | | |
| 6002 plus Transfer from EMR | 0 | 645 | | | | | |
| 6003 less Transfer to EMR | 0 | 536 | | | | | |
| Movement to/(from) Gen Reserve | (43,585) | 630,161 | | | | | |
| <u>102 Civic & Democratic</u> | | | | | | | |
| 4030 Events | 464 | 464 | 0 | (464) | | (464) | |
| 4034 Newsletter | 0 | 2,334 | 4,500 | 2,166 | | 2,166 | |
| 4201 Chairmans Allowance | 0 | 0 | 1,100 | 1,100 | | 1,100 | |
| 4202 Chairmans Expenses | 0 | 0 | 750 | 750 | | 750 | |
| 4203 Members Expenses | 0 | 38 | 600 | 562 | | 562 | |
| 4221 Twinning | 0 | 0 | 1,300 | 1,300 | | 1,300 | |
| 4750 Democratic Development Fund | 0 | 0 | 4,000 | 4,000 | | 4,000 | |
| Civic & Democratic :- Indirect Expenditure | 464 | 2,836 | 12,250 | 9,414 | 0 | 9,414 | 0 |
| Net Expenditure | (464) | (2,836) | (12,250) | (9,414) | | | |
| <u>109 Capital & Projects</u> | | | | | | | |
| 4901 CP - Loan Repayment | 0 | 9,170 | 18,340 | 9,170 | | 9,170 | |
| 4902 Rolling Contingency Fund | 0 | 43,850 | (16,355) | (60,205) | | (60,205) | 1,850 |
| Capital & Projects :- Indirect Expenditure | 0 | 53,020 | 1,985 | (51,035) | 0 | (51,035) | 1,850 |
| Net Expenditure | 0 | (53,020) | (1,985) | 51,035 | | | |
| 6002 plus Transfer from EMR | 0 | 1,850 | | | | | |
| Movement to/(from) Gen Reserve | 0 | (51,170) | | | | | |
| Resources :- Income | 6,015 | 951,603 | 961,690 | 10,087 | | | |
| Expenditure | 50,064 | 377,407 | 756,614 | 379,207 | 0 | 379,207 | |
| Net Income over Expenditure | (44,049) | 574,196 | 205,076 | (369,120) | | | |
| plus Transfer from EMR | 0 | 2,495 | | | | | |
| less Transfer to EMR | 0 | 536 | | | | | |
| Movement to/(from) Gen Reserve | (44,049) | 576,155 | | | | | |

Detailed Income & Expenditure by Budget Heading 31 October 2020

Month No: 7

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| <u>Community & Recreation</u> | | | | | | | |
| <u>103 Grants</u> | | | | | | | |
| 4102 Grants | 0 | 6,450 | 27,000 | 20,550 | | 20,550 | |
| 4660 Health & Wellbeing | (857) | 5,847 | 22,000 | 16,153 | | 16,153 | |
| Grants :- Indirect Expenditure | (857) | 12,297 | 49,000 | 36,703 | 0 | 36,703 | 0 |
| Net Expenditure | 857 | (12,297) | (49,000) | (36,703) | | | |
| <u>205 Youth Services</u> | | | | | | | |
| 1010 Grants Received | 0 | 0 | 8,000 | 8,000 | | | |
| 1215 Youth Services Income | 0 | 11,993 | 10,000 | (1,993) | | | |
| Youth Services :- Income | 0 | 11,993 | 18,000 | 6,007 | | | 0 |
| 4213 Hall/Room Hire | 608 | 1,058 | 0 | (1,058) | | (1,058) | |
| 4650 Youth Strategy | 3,982 | 27,633 | 48,260 | 20,627 | | 20,627 | |
| Youth Services :- Indirect Expenditure | 4,590 | 28,691 | 48,260 | 19,569 | 0 | 19,569 | 0 |
| Net Income over Expenditure | (4,590) | (16,697) | (30,260) | (13,563) | | | |
| Community & Recreation :- Income | 0 | 11,993 | 18,000 | 6,007 | | | |
| Expenditure | 3,733 | 40,987 | 97,260 | 56,273 | 0 | 56,273 | |
| Movement to/(from) Gen Reserve | (3,733) | (28,994) | | | | | |

Town Development**301 Town Development**

| | | | | | | | |
|-----------------------------------|--------------|---------------|--------------|----------------|--|--------|--------------|
| 1011 Donations Received | 1,100 | 9,908 | 0 | (9,908) | | | 8,000 |
| 1070 Miscellaneous Income | 0 | 193 | 500 | 307 | | | |
| 1200 Christmas Lights Income | 0 | 1,900 | 5,500 | 3,600 | | | |
| Town Development :- Income | 1,100 | 12,001 | 6,000 | (6,001) | | | 8,000 |
| 4025 Insurance | 0 | 51 | 0 | (51) | | (51) | |
| 4045 Christmas Lights | 2,408 | 2,408 | 14,500 | 12,092 | | 12,092 | |
| 4059 CEV | 833 | 1,761 | 3,000 | 1,239 | | 1,239 | |
| 4061 Tourism Memberships | 246 | 1,889 | 4,250 | 2,361 | | 2,361 | |
| 4219 South West In Bloom | 0 | 174 | 5,000 | 4,826 | | 4,826 | |
| 4225 Signage & Wayfinding Project | 0 | 701 | 10,000 | 9,299 | | 9,299 | |
| 4302 Hanging Baskets | 0 | 6,944 | 6,700 | (244) | | (244) | |
| 4303 Seat Repairs&Renewals | 0 | 158 | 1,500 | 1,342 | | 1,342 | |
| 4305 Signage | 0 | 116 | 0 | (116) | | (116) | |

Detailed Income & Expenditure by Budget Heading 31 October 2020

Month No: 7

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 4404 Tory Trees | 0 | 0 | 1,000 | 1,000 | | 1,000 | |
| 4550 Play Areas (WC) | 0 | 107 | 20,000 | 19,893 | | 19,893 | 79 |
| 4700 Tourism Development Fund | 0 | 5,645 | 6,000 | 355 | | 355 | |
| Town Development :- Indirect Expenditure | 3,487 | 19,953 | 71,950 | 51,997 | 0 | 51,997 | 79 |
| Net Income over Expenditure | (2,387) | (7,952) | (65,950) | (57,998) | | | |
| 6002 plus Transfer from EMR | 0 | 79 | | | | | |
| 6003 less Transfer to EMR | 1,000 | 8,000 | | | | | |
| Movement to/(from) Gen Reserve | (3,387) | (15,873) | | | | | |
| Town Development :- Income | 1,100 | 12,001 | 6,000 | (6,001) | | | |
| Expenditure | 3,487 | 19,953 | 71,950 | 51,997 | 0 | 51,997 | |
| Net Income over Expenditure | (2,387) | (7,952) | (65,950) | (57,998) | | | |
| plus Transfer from EMR | 0 | 79 | | | | | |
| less Transfer to EMR | 1,000 | 8,000 | | | | | |
| Movement to/(from) Gen Reserve | (3,387) | (15,873) | | | | | |

Environment & Planning401 Environment & Planning

| | | | | | | | |
|---|----------------|----------------|-----------------|----------------|----------|--------------|----------|
| 4026 Subscriptions | 3 | 21 | 36 | 15 | | 15 | |
| 4401 Conservation Consultant | 0 | 645 | 0 | (645) | | (645) | |
| 4800 Environmental Development Fund | 1,965 | 7,025 | 10,000 | 2,975 | | 2,975 | |
| Environment & Planning :- Indirect Expenditure | 1,968 | 7,691 | 10,036 | 2,345 | 0 | 2,345 | 0 |
| Net Expenditure | (1,968) | (7,691) | (10,036) | (2,345) | | | |
| Environment & Planning :- Income | 0 | 0 | 0 | 0 | | | |
| Expenditure | 1,968 | 7,691 | 10,036 | 2,345 | 0 | 2,345 | |
| Movement to/(from) Gen Reserve | (1,968) | (7,691) | | | | | |

Operations201 Victory Field

| | | | | | | | |
|--------------------------------|------------|------------|--------------|-----------|--|----|----------|
| 1001 Booking Income | 270 | 534 | 1,000 | 466 | | | |
| 1010 Grants Received | 0 | 400 | 0 | (400) | | | |
| Victory Field :- Income | 270 | 934 | 1,000 | 66 | | | 0 |
| 4012 Water | 10 | 76 | 100 | 24 | | 24 | |
| 4014 Light & Heat | 11 | 75 | 150 | 75 | | 75 | |

Detailed Income & Expenditure by Budget Heading 31 October 2020

Month No: 7

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 4017 Cleaning | 17 | 84 | 175 | 91 | | 91 | |
| 4030 Events | 0 | 400 | 0 | (400) | | (400) | |
| 4252 Victory Field Maintenance | 529 | 1,930 | 10,000 | 8,070 | | 8,070 | |
| Victory Field :- Indirect Expenditure | 567 | 2,565 | 10,425 | 7,860 | 0 | 7,860 | 0 |
| Net Income over Expenditure | (297) | (1,631) | (9,425) | (7,794) | | | |
| 203 Youth & Community Centre | | | | | | | |
| 1001 Booking Income | 1,492 | 3,049 | 20,000 | 16,951 | | | |
| 1005 BoA Youth Service Bookings | 0 | 450 | 3,000 | 2,550 | | | |
| Youth & Community Centre :- Income | 1,492 | 3,499 | 23,000 | 19,501 | | | 0 |
| 4011 Rates | 337 | 2,358 | 4,042 | 1,684 | | 1,684 | |
| 4012 Water | 51 | 392 | 500 | 108 | | 108 | |
| 4013 Rent | 85 | 586 | 1,000 | 414 | | 414 | |
| 4014 Light & Heat | 182 | 1,092 | 3,000 | 1,908 | | 1,908 | |
| 4016 Refuse Disposal | 25 | 257 | 500 | 243 | | 243 | |
| 4017 Cleaning | 60 | 262 | 500 | 238 | | 238 | |
| 4021 Telephone & Broadband | 34 | 236 | 250 | 14 | | 14 | |
| 4027 Licences | 16 | 109 | 200 | 91 | | 91 | |
| 4039 CCTV Costs | 5 | 34 | 250 | 216 | | 216 | |
| 4040 Alarms | 22 | 153 | 275 | 122 | | 122 | |
| 4041 Property & Other Maintenance | 395 | 1,256 | 1,500 | 244 | | 244 | |
| Youth & Community Centre :- Indirect Expenditure | 1,210 | 6,735 | 12,017 | 5,282 | 0 | 5,282 | 0 |
| Net Income over Expenditure | 282 | (3,236) | 10,983 | 14,219 | | | |
| 303 Westbury Gardens | | | | | | | |
| 1001 Booking Income | 0 | 36 | 250 | 214 | | | |
| Westbury Gardens :- Income | 0 | 36 | 250 | 214 | | | 0 |
| 4062 Westbury Gardens Maintenance | 0 | 460 | 5,000 | 4,540 | | 4,540 | |
| Westbury Gardens :- Indirect Expenditure | 0 | 460 | 5,000 | 4,540 | 0 | 4,540 | 0 |
| Net Income over Expenditure | 0 | (424) | (4,750) | (4,326) | | | |
| 304 Tourism inc TIC | | | | | | | |
| 1201 TIC Income | 326 | 815 | 6,000 | 5,185 | | | |
| 1204 Charity Christmas Cards | 0 | 0 | 1,000 | 1,000 | | | |
| 1206 Website Income | 0 | (240) | 0 | 240 | | | |
| 1207 Sponsorship Income | 0 | 0 | 1,250 | 1,250 | | | |

Detailed Income & Expenditure by Budget Heading 31 October 2020

Month No: 7

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 1209 Christmas Fair Income | 0 | 0 | 1,300 | 1,300 | | | |
| Tourism inc TIC :- Income | 326 | 575 | 9,550 | 8,975 | | | 0 |
| 4006 Refreshments | 0 | 6 | 100 | 94 | | 94 | |
| 4007 Staff Travel | 0 | 0 | 200 | 200 | | 200 | |
| 4011 Rates | 291 | 2,038 | 3,493 | 1,455 | | 1,455 | |
| 4012 Water | 10 | 80 | 100 | 20 | | 20 | |
| 4013 Rent | 1,095 | 7,664 | 17,650 | 9,986 | | 9,986 | |
| 4014 Light & Heat | 31 | 187 | 1,500 | 1,313 | | 1,313 | |
| 4017 Cleaning | 20 | 33 | 0 | (33) | | (33) | |
| 4019 Miscellaneous | 0 | 0 | 100 | 100 | | 100 | |
| 4021 Telephone & Broadband | 27 | 180 | 250 | 70 | | 70 | |
| 4022 Postage (incl Franking M/c) | 0 | 2 | 100 | 98 | | 98 | |
| 4023 Stationery | 0 | 58 | 300 | 242 | | 242 | |
| 4025 Insurance | 32 | 226 | 0 | (226) | | (226) | |
| 4028 Uniforms/Protective Clothing | 0 | 49 | 0 | (49) | | (49) | |
| 4030 Events | 0 | 160 | 0 | (160) | | (160) | |
| 4032 Publicity | 61 | 429 | 1,000 | 571 | | 571 | |
| 4036 Software & Support | 80 | 819 | 0 | (819) | | (819) | |
| 4040 Alarms | 2 | 16 | 0 | (16) | | (16) | |
| 4041 Property & Other Maintenance | 0 | 2,046 | 3,000 | 954 | | 954 | |
| 4046 Equipment Purchase | 0 | 227 | 500 | 273 | | 273 | |
| 4063 Service Charge | 70 | 491 | 850 | 359 | | 359 | |
| 4065 iZettle Charges | 22 | 27 | 0 | (27) | | (27) | |
| 4070 Goods for Resale | 1,100 | 3,685 | 3,500 | (185) | | (185) | |
| Tourism inc TIC :- Indirect Expenditure | 2,842 | 18,420 | 32,643 | 14,223 | 0 | 14,223 | 0 |
| Net Income over Expenditure | (2,516) | (17,844) | (23,093) | (5,249) | | | |
| <u>305 Bridge Street</u> | | | | | | | |
| 1305 Utilities recharge | 0 | 0 | 100 | 100 | | | |
| Bridge Street :- Income | 0 | 0 | 100 | 100 | | | 0 |
| 4014 Light & Heat | 11 | 68 | 0 | (68) | | (68) | |
| Bridge Street :- Indirect Expenditure | 11 | 68 | 0 | (68) | 0 | (68) | 0 |
| Net Income over Expenditure | (11) | (68) | 100 | 168 | | | |
| <u>306 Culver Close</u> | | | | | | | |
| 1001 Booking Income | 189 | 241 | 1,000 | 759 | | | |
| 1011 Donations Received | 0 | 764 | 0 | (764) | | | |

Detailed Income & Expenditure by Budget Heading 31 October 2020

Month No: 7

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 1208 Works Income | 0 | 0 | 1,300 | 1,300 | | | |
| 1330 Culver Close Rent Income | 375 | 2,625 | 10,000 | 7,375 | | | |
| Culver Close :- Income | 564 | 3,630 | 12,300 | 8,670 | | | 0 |
| 4012 Water | 148 | (22) | 3,100 | 3,122 | | 3,122 | |
| 4014 Light & Heat | 28 | 264 | 2,100 | 1,836 | | 1,836 | |
| 4017 Cleaning | 17 | 84 | 150 | 66 | | 66 | |
| 4041 Property & Other Maintenance | 13 | 811 | 0 | (811) | | (811) | |
| 4500 Culver Close Asset Transfer | 531 | 7,575 | 20,000 | 12,425 | | 12,425 | |
| Culver Close :- Indirect Expenditure | 737 | 8,712 | 25,350 | 16,638 | 0 | 16,638 | 0 |
| Net Income over Expenditure | (173) | (5,082) | (13,050) | (7,968) | | | |
| 307 BAW | | | | | | | |
| 1011 Donations Received | 0 | 38,020 | 0 | (38,020) | | | |
| BAW :- Income | 0 | 38,020 | 0 | (38,020) | | | 0 |
| 4055 Legal Fees | 0 | 2,605 | 0 | (2,605) | | (2,605) | |
| BAW :- Indirect Expenditure | 0 | 2,605 | 0 | (2,605) | 0 | (2,605) | 0 |
| Net Income over Expenditure | 0 | 35,415 | 0 | (35,415) | | | |
| 308 Kingston Wood & Play Areas | | | | | | | |
| 4306 Kingston Wood | 0 | 341 | 0 | (341) | | (341) | |
| Kingston Wood & Play Areas :- Indirect Expenditure | 0 | 341 | 0 | (341) | 0 | (341) | 0 |
| Net Expenditure | 0 | (341) | 0 | 341 | | | |
| 309 Avoncliff Weir | | | | | | | |
| 1011 Donations Received | 2,883 | 24,325 | 0 | (24,325) | | | |
| Avoncliff Weir :- Income | 2,883 | 24,325 | 0 | (24,325) | | | 0 |
| 4312 Avoncliff Weir Expenses | 2,883 | 24,325 | 0 | (24,325) | | (24,325) | |
| Avoncliff Weir :- Indirect Expenditure | 2,883 | 24,325 | 0 | (24,325) | 0 | (24,325) | 0 |
| Net Income over Expenditure | 0 | 0 | 0 | 0 | | | |
| 403 Public Conveniences | | | | | | | |
| 4011 Rates | 482 | 3,377 | 5,789 | 2,412 | | 2,412 | |
| 4012 Water | 129 | 473 | 2,500 | 2,027 | | 2,027 | |
| 4014 Light & Heat | 218 | 976 | 3,030 | 2,054 | | 2,054 | |
| 4028 Uniforms/Protective Clothing | 642 | 1,151 | 5,000 | 3,849 | | 3,849 | |

Detailed Income & Expenditure by Budget Heading 31 October 2020

Month No: 7

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| 4039 CCTV Costs | 0 | 0 | 500 | 500 | | 500 | |
| 4041 Property & Other Maintenance | 40 | 995 | 3,000 | 2,005 | | 2,005 | |
| 4046 Equipment Purchase | 209 | 217 | 0 | (217) | | (217) | |
| 4311 Public Conv's Cleaning Product | 125 | 611 | 1,500 | 889 | | 889 | |
| Public Conveniences :- Indirect Expenditure | 1,847 | 7,800 | 21,319 | 13,519 | 0 | 13,519 | 0 |
| Net Expenditure | (1,847) | (7,800) | (21,319) | (13,519) | | | |
| 501 St Margaret's Hall | | | | | | | |
| 1001 Booking Income | 2,743 | 9,241 | 42,750 | 33,509 | | | |
| 1085 FIT Income | 559 | 1,284 | 2,750 | 1,466 | | | |
| 1203 Events Income | 0 | 1,175 | 3,200 | 2,025 | | | |
| St Margaret's Hall :- Income | 3,302 | 11,700 | 48,700 | 37,000 | | | 0 |
| 4011 Rates | 403 | 2,824 | 4,841 | 2,017 | | 2,017 | |
| 4012 Water | 93 | 386 | 2,000 | 1,614 | | 1,614 | |
| 4013 Rent | 0 | 0 | (20,000) | (20,000) | | (20,000) | |
| 4014 Light & Heat | 260 | 1,063 | 4,500 | 3,437 | | 3,437 | |
| 4016 Refuse Disposal | 97 | 750 | 2,400 | 1,650 | | 1,650 | |
| 4017 Cleaning | 47 | 591 | 1,500 | 909 | | 909 | |
| 4019 Miscellaneous | 0 | 0 | 100 | 100 | | 100 | |
| 4027 Licences | (240) | 361 | 760 | 399 | | 399 | |
| 4030 Events | 0 | 265 | 4,000 | 3,735 | | 3,735 | |
| 4032 Publicity | 35 | 242 | 1,000 | 758 | | 758 | |
| 4039 CCTV Costs | 0 | 0 | 250 | 250 | | 250 | |
| 4040 Alarms | 59 | 498 | 475 | (23) | | (23) | |
| 4041 Property & Other Maintenance | 1,482 | 5,618 | 5,000 | (618) | | (618) | |
| 4043 Equipment Repairs&RunningCosts | 0 | 101 | 1,650 | 1,549 | | 1,549 | |
| 4046 Equipment Purchase | 0 | 98 | 6,000 | 5,902 | | 5,902 | |
| St Margaret's Hall :- Indirect Expenditure | 2,235 | 12,796 | 14,476 | 1,680 | 0 | 1,680 | 0 |
| Net Income over Expenditure | 1,067 | (1,096) | 34,224 | 35,320 | | | |
| 601 Bearfield | | | | | | | |
| 4601 Bearfield Maintenance | 245 | 1,470 | 2,500 | 1,030 | | 1,030 | |
| Bearfield :- Indirect Expenditure | 245 | 1,470 | 2,500 | 1,030 | 0 | 1,030 | 0 |
| Net Expenditure | (245) | (1,470) | (2,500) | (1,030) | | | |
| 602 Festival Gardens | | | | | | | |
| 4602 Festival Gardens | 0 | 0 | 1,000 | 1,000 | | 1,000 | |
| Festival Gardens :- Indirect Expenditure | 0 | 0 | 1,000 | 1,000 | 0 | 1,000 | 0 |
| Net Expenditure | 0 | 0 | (1,000) | (1,000) | | | |

Detailed Income & Expenditure by Budget Heading 31 October 2020

Month No: 7

I&E By Committee

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|-------------------------|
| Operations :- Income | 8,837 | 82,719 | 94,900 | 12,181 | | | |
| Expenditure | 12,576 | 86,297 | 124,730 | 38,433 | 0 | 38,433 | |
| Movement to/(from) Gen Reserve | (3,739) | (3,578) | | | | | |
| Highways & Transport | | | | | | | |
| <u>402 Highways & Transport</u> | | | | | | | |
| 4409 Highways Improvements | 0 | 1,113 | 20,000 | 18,887 | | 18,887 | |
| Highways & Transport :- Indirect Expenditure | 0 | 1,113 | 20,000 | 18,887 | 0 | 18,887 | 0 |
| Net Expenditure | 0 | (1,113) | (20,000) | (18,887) | | | |
| Highways & Transport :- Income | 0 | 0 | 0 | 0 | | | |
| Expenditure | 0 | 1,113 | 20,000 | 18,887 | 0 | 18,887 | |
| Movement to/(from) Gen Reserve | 0 | (1,113) | | | | | |
| Grand Totals:- Income | 15,952 | 1,058,317 | 1,080,590 | 22,273 | | | |
| Expenditure | 71,828 | 533,448 | 1,080,590 | 547,142 | 0 | 547,142 | |
| Net Income over Expenditure | (55,876) | 524,869 | 0 | (524,869) | | | |
| plus Transfer from EMR | 0 | 2,574 | | | | | |
| less Transfer to EMR | 1,000 | 8,536 | | | | | |
| Movement to/(from) Gen Reserve | (56,876) | 518,907 | | | | | |

Bradford on Avon Town Council
List of Payments made October 2020

| Date Paid | Payee Name | Reference | Amount Paid | Transaction Detail |
|------------|--------------------------------|--------------|-------------|-------------------------------------|
| 01/10/2020 | Grist Environmental Limited | DD 1Oct20 | 183.94 | Refuse Collections Aug20 |
| 01/10/2020 | Monday Wednesday Club | FP 1Oct20 | 250.00 | Grant 20/21 |
| 02/10/2020 | Cash | 006436 | 59.50 | Petty Cash Sep20 |
| 02/10/2020 | Prudential Assurance | FP 2Oct20 | 200.00 | AVC Sep20 |
| 09/10/2020 | Lloyds Bank plc | DD 9Oct20 | 17.09 | Charges 10Aug - 9Sep20 |
| 13/10/2020 | Jackie Brown | 131020001 | 25.00 | JB Eye Test |
| 13/10/2020 | Burbidge Electrical | 131020002 | 474.00 | YC Electrical Tests&Certificat |
| 13/10/2020 | Citation Ltd | 131020003 | 419.82 | Fire Risk Assessment |
| 13/10/2020 | Cornflower Ltd | 131020004 | 1243.20 | TIC A2 Poster x400 |
| 13/10/2020 | Ex Libris Press | 131020005 | 88.32 | TIC Books |
| 13/10/2020 | Fitzpatrick Woolmer Design & P | 131020006 | 30.00 | TIC Signage Fixings |
| 13/10/2020 | Initial Washroom Hygiene | 131020007 | 133.29 | Sanitary Waste Collection JAS20 |
| 13/10/2020 | Mr R.W.A. Powell | 131020008 | 80.00 | WG Grass Cut 11&25Sep20 |
| 13/10/2020 | Armstrong Best Ltd | 131020009 | 119.12 | TIC Trail Maps x21 |
| 13/10/2020 | Unique Signs Ltd | 131020010 | 423.86 | C19 Signage/E&C A6 Window Decalsx20 |
| 15/10/2020 | Entanet International Ltd | DD 15Oct20 | 40.50 | YC ADSL Oct20 |
| 15/10/2020 | West Mercia Energy | DD 15Oct20 | 498.78 | Electricity Aug20 |
| 16/10/2020 | Royal British Legion | FP 16Oct20 | 450.00 | RS20 Donation Poppy & Appeal |
| 19/10/2020 | BIRMINGHAM | DD 19Oct20 | 227.36 | Sep Calls/Oct Charges |
| 21/10/2020 | Booker Ltd | DD 21Oct20 | 32.20 | Toilet Duck/Gloves |
| 21/10/2020 | West Mercia Energy | DD 21Oct20 | 108.27 | Electricity Aug20 |
| 22/10/2020 | HMRC | HMRC BACS | 10165.08 | PAYE/NIC etc Sep20 |
| 23/10/2020 | UK Wholesale Direct | DD 23Oct | 21.40 | TIC Sep Calls/Nov Charges |
| 26/10/2020 | Lloyds Bank plc | DD 26Oct20 | 662.17 | Credit Card Purchases Sep20 |
| 26/10/2020 | Moorepay Limited | DD 26Oct20 | 143.04 | Payroll Sep20 |
| 26/10/2020 | Staff Salaries | BACS 26Oct20 | 25733.45 | Salaries Oct20 |
| 27/10/2020 | Wiltshire Pension Fund | FP 27Oct20 | 9424.17 | Cont's Oct20 |
| 27/10/2020 | Prudential Assurance | FP 27Oct20 | 200.00 | AVC Oct20 |
| 28/10/2020 | Wiltshire Council Non-Domestic | DD 159398 | 331.00 | NDR SMCP Conveniences 20/21 |
| 28/10/2020 | Wiltshire Council Non-Domestic | DD 142337 | 349.00 | NDR TIC 20/21 |
| 28/10/2020 | Wiltshire Council Non-Domestic | DD 158763 | 362.00 | NDR SCP Conveniences 20/21 |
| 28/10/2020 | Wiltshire Council Non-Domestic | DD 112343 | 404.00 | NDR Y&CC 20/21 |
| 28/10/2020 | Wiltshire Council Non-Domestic | DD 134007 | 484.00 | NDR SMH 20/21 |
| 28/10/2020 | Festive Lights Ltd | FP 28Oct20 | 2103.76 | CL20 Cluster/String Lights/Cab |
| 28/10/2020 | CBS (Power Tools) Ltd | FP 28Oct | 250.96 | Ryobi Fogger Kit |
| 30/10/2020 | Volution Ventilation UK Ltd | 301020001 | 21.86 | SMH Hand Dryer Repairs |
| 30/10/2020 | S J Aplin Playgrounds Ltd | 301020002 | 52.50 | Play Area Parts |
| 30/10/2020 | Avon Tools Hire Ltd | 301020003 | 210.00 | AW PortaLoo Hire |
| 30/10/2020 | Cornflower Ltd | 301020004 | 1180.80 | TIC Mounted Prints |
| 30/10/2020 | G Greenaway | 301020005 | 22.00 | Window Cleaning Oct20 |
| 30/10/2020 | Haven Fire Security Consultant | 301020006 | 99.00 | TIC Extinguisher Consumables |
| 30/10/2020 | Integrated Water Services Ltd | 301020007 | 121.34 | Water Hygiene |
| 30/10/2020 | Knight's Ground Maintenance | 301020008 | 250.00 | VF/CC Grass Cuts Sep20 |
| 30/10/2020 | Mark Lovell Design Engineers | 301020009 | 654.00 | AW Site Visits 13&26Sep20 |
| 30/10/2020 | Lyreco UK Limited | 301020010 | 224.61 | Consumables Sep20 |
| 30/10/2020 | OJ Norton Ltd | 301020011 | 88.81 | AW SS Fittings & Ties |
| 30/10/2020 | D Perry | 301020012 | 245.00 | Bearfield Maintenance Sep20 |
| 30/10/2020 | Ricoh UK Ltd | 301020013 | 294.16 | Copier Rental/Copies |
| 30/10/2020 | Serve On Ltd | 301020014 | 2300.00 | AW ServeOn Donation |
| 30/10/2020 | Solutions On Stage | 301020015 | 1696.80 | SMH EICR & Inspection |
| 30/10/2020 | Systemagic Ltd | 301020016 | 702.88 | IT Support & MS365 Oct20 |
| 30/10/2020 | Tom Beavan Ltd | 301020017 | 468.00 | Website Hosting/Updates Oct20 |

Total Payments £64,370.04

TIC Tourist Information
 AW Avoncliff Weir
 YC Youth Centre
 WG Westbury Garden
 BF Barton Farm
 E&C Education & Communications in E&P Budget
 CC Culver Close
 VF Victory Field
 C19 Covid 19
 SMCP St Margaret's Car Park Toilets
 SCP Station Car Park Toilets
 SMH St Margaret's Hall
 CL20 Christmas Lights 2020

Bradford on Avon Town Council
List of Payments made September 2020

| Date Paid | Payee Name | Reference | Amount Paid | Transaction Detail |
|------------|--------------------------------|------------|-------------|---------------------------------------|
| 01/09/2020 | Mr TS & Mrs J Lisney | DD 1Sep20 | 3284.39 | TIC Rent 3Sep-2Dec20 |
| 01/09/2020 | Grist Environmental Limited | DD 1Sep20 | 139.82 | Refuse Collections Jul20 |
| 01/09/2020 | Diligent Boardbooks Ltd | FP 1Sep20 | 1492.80 | Meeting Squared Aug20-Jul21 |
| 04/09/2020 | OJ Norton Ltd | FP 4Sep20 | 1320.00 | AW Consultancy & Project Coordination |
| 04/09/2020 | J & HM Dickson Ltd | FP 4Sep20 | 1276.13 | AW Sandbags x633 |
| 04/09/2020 | West Mercia Energy | DD 4Sep | 459.43 | Gas Jun20 |
| 04/09/2020 | Wiltshire Pension Fund | FP 4Sep | 7907.58 | Pension Cont's Aug20 |
| 09/09/2020 | Lloyds Bank plc | DD 9Sep20 | 15.00 | Overdraft Fee |
| 11/09/2020 | Entanet International Ltd | DD 11Sep20 | 11.40 | YC Line Rental Sep20 |
| 14/09/2020 | Cash | 006435 | 58.87 | Petty Cash Aug20 |
| 14/09/2020 | Lloyds Bank plc | DD 14Sep20 | 19.72 | Charges 10Jul to 9 Aug20 |
| 14/09/2020 | Public Works Loan Board | DD PWLB | 9169.65 | Public Works Loan Board |
| 15/09/2020 | EA Kay | 150920001 | 80.00 | TIC Colouring Books X10 |
| 15/09/2020 | S J Aplin Playgrounds Ltd | 150920002 | 3092.70 | BF PlayArea Fit Basin Rope Log |
| 15/09/2020 | Alan Benson Photography | 150920003 | 800.00 | E&C Biodiversity Photography |
| 15/09/2020 | Lydia Booth | 150920004 | 55.00 | Eye Test/Glasses Cont'n LBooth |
| 15/09/2020 | Joceline Bury | 150920005 | 195.00 | Autumn N'letter Production |
| 15/09/2020 | Citation Ltd | 150920006 | 419.82 | Fire Risk Assessment Sep20 |
| 15/09/2020 | DK Locksmiths | 150920007 | 185.00 | Door Lock Repairs |
| 15/09/2020 | Knight's Ground Maintenance | 150920008 | 250.00 | Grass Cut VF/CC/BF |
| 15/09/2020 | Music For Miniatures | 150920009 | 400.00 | August Performances |
| 15/09/2020 | OJ Norton Ltd | 150920010 | 2688.00 | AW Cons/Proj Coord |
| 15/09/2020 | Mr R.W.A. Powell | 150920011 | 80.00 | WG Grass Cut 29Aug20 |
| 15/09/2020 | Smith of Derby Ltd | 150920012 | 266.40 | Annual Maintenance |
| 16/09/2020 | West Mercia Energy | DD 16Sep20 | 30.38 | Electricity Jul20 |
| 17/09/2020 | BIRMINGHAM | DD 17Sep20 | 226.52 | Aug Calls/Sep Charges |
| 18/09/2020 | Entanet International Ltd | DD 18Sep20 | 29.10 | YC ADSL Sep20 |
| 21/09/2020 | West Mercia Energy | DD 21Sep | 448.02 | Gas Jul20 |
| 22/09/2020 | Avon Printing Services Ltd | 220920001 | 819.00 | Autumn N'letter x6869 |
| 22/09/2020 | Mark Bessant Ltd | 220920002 | 350.00 | Ecological Emergency Logo Design |
| 22/09/2020 | Mark Bessant Ltd | 220920002 | 50.00 | TIC Bookmark Design |
| 22/09/2020 | E. W. Hunt | 220920003 | 780.00 | CC Pavilion Drain Repairs |
| 22/09/2020 | Overt Design | 220920004 | 160.00 | TIC Rework of Map |
| 22/09/2020 | HMRC | BACS 22SEF | 8222.50 | PAYE/NIC Aug20 |
| 23/09/2020 | Booker Ltd | DD 23Sep | 23.09 | Cleaning Materials |
| 24/09/2020 | UK Wholesale Direct | DD24Sep | 20.27 | TIC Calls/Broadband |
| 24/09/2020 | Moorepay Limited | DD 24Sep | 233.04 | Payroll Aug20 |
| 25/09/2020 | Staff Salaries | BACS SEP | 27091.81 | Salaries Sep20 |
| 28/09/2020 | West Mercia Energy | DD28Sep | 80.44 | Electricity Jul20 |
| 28/09/2020 | Wiltshire Council Non-Domesti | DD159398 | 331.00 | NDR SMCP Conveniences 20/21 |
| 28/09/2020 | Wiltshire Council Non-Domesti | DD142337 | 349.00 | NDR TIC 20/21 |
| 28/09/2020 | Wiltshire Council Non-Domesti | DD158763 | 362.00 | NDR SCP Conveniences 20/21 |
| 28/09/2020 | Wiltshire Council Non-Domesti | DD112343 | 404.00 | NDR Y&CC 20/21 |
| 28/09/2020 | Wiltshire Council Non-Domesti | DD134007 | 484.00 | NDR SMH 20/21 |
| 28/09/2020 | Lloyds Bank plc | DD 28Sep20 | 891.74 | Credit Card Purchases Aug20 |
| 29/09/2020 | Ace Energy Plumbing & Heatir | 290920001 | 423.31 | YC Replace Taps |
| 29/09/2020 | Lydia Booth | 290920002 | 30.85 | FB Ads AMJJAS20 |
| 29/09/2020 | The Consortium | 290920003 | 41.92 | C19 TIC Face Shields |
| 29/09/2020 | G Greenaway | 290920004 | 20.00 | Window Cleaning Sep20 |
| 29/09/2020 | Integrated Water Services Ltd | 290920005 | 121.34 | Water Hygiene Aug20 |
| 29/09/2020 | Mark Lovell Design Engineers | 290920006 | 327.00 | AW Site Visit 23Aug |
| 29/09/2020 | Matchbox Productions Ltd | 290920007 | 614.60 | Aerial Filming & 4K Video |
| 29/09/2020 | OJ Norton Ltd | 290920008 | 1320.00 | AW Cons/Proj Coord |
| 29/09/2020 | D Perry | 290920009 | 245.00 | Bearfield Maintenance Aug20 |
| 29/09/2020 | Royal Mail Group Ltd | 290920010 | 600.00 | D2D Delivery x6819 |
| 29/09/2020 | Society of Local Council Clerk | 290920011 | 36.00 | Training 2Oct |
| 29/09/2020 | The Sugar Shed Ltd | 290920012 | 240.84 | TIC 120 Magnets & Delivery |
| 29/09/2020 | Simon Sutton | 290920013 | 123.56 | Truck Repair & Fuel |
| 29/09/2020 | Tom Beavan Ltd | 290920014 | 258.00 | Website Hosting & Edits Sep20 |
| 29/09/2020 | Gabrielle Malcolm | FP 29SEP | 2450.00 | BOA Literary Festival Grant20/21 |
| 29/09/2020 | Wiltshire Pension Fund | FP 29SEP | 9975.92 | Pension Conts Sep20 |
| 30/09/2020 | Ashton Farms Ltd | 300920001 | 1086.00 | AW Sandbag Moving |
| 30/09/2020 | Avon Tools Hire Ltd | 300920002 | 116.23 | AW Porta Loo Hire |
| 30/09/2020 | Haven Fire Security Consultan | 300920003 | 26.40 | SCP Extinguisher Consumables |
| 30/09/2020 | Lyreco UK Limited | 300920004 | 276.55 | Cleaning Materials Aug20 |
| 30/09/2020 | OJ Norton Ltd | 300920005 | 1320.00 | AW Cons & Proj Coord |
| 30/09/2020 | Mike Roberts | 300920006 | 38.00 | HP62 Cartridge XL MRoberts |
| 30/09/2020 | Systemagic Ltd | 300920007 | 1188.88 | Ubiquiti Unifi HD AccessPoints |
| 30/09/2020 | Wiltshire Council | 300920008 | 180.00 | SMH Premises Licence |

Total Payments £ 96,113.02

TIC Tourist Information
 AW Avoncliff Weir
 YC Youth Centre
 WG Westbury Garden
 BF Barton Farm
 E&C Education & Communications in E&P Budget
 CC Culver Close
 VF Victory Field
 C19 Covid 19
 SMCP St Margaret's Car Park Toilets
 SCP Station Car Park Toilets
 FB Facebook
 SMH St Margaret's Hall