













Resources

Resources

29/06/2021 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 8th December 2020.</i>	
 2020.12.08_RC Minutes - DN.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 Election of Vice-Chairman <i>To accept nominations for Vice-Chairman of the Resources Committee.</i>	
7 Appointment of QS for recreational pavilion and skateboard projects <i>Director of Operations to report.</i>	
8 Standing Orders <i>To consider draft Standing Orders attached.</i>	
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9 Financial Regulations <i>To consider draft Financial Regulations attached.</i>	
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10 Code of Conduct <i>To consider draft Code of Conduct attached.</i>	
 NEW Code of Conduct JUNE 2021.pdf	48
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 Grants Policy <i>To consider a grants policy.</i>	
 Draft grants policy.pdf	59
13 Interim Audit <i>Report attached from the Virtual Interim Audit held on the 22nd April 2021. No recommendations made.</i>	
 Internal Audit TC Final Report 2020-21 (003).pdf	62
14 Accounts for payment <i>To approve payroll and direct payments and invoices up to 31st March 2021, 30th April 2021 and 31st May 2021. The accounts having been examined by a non-signatory councillor.</i>	
 Payments April21.pdf	71
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15 Management Accounts Reports <i>Detailed management reports up to 31st March 2021, 30th April 2021 and 31st May 2021. These accounts show detailed income and expenditure by committee heading.</i>	
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16 Confidential Business

'Under the Public Bodies (Admission to Meetings) Act 1960 by reason of a confidential nature to be discussed , that the public and press be excluded from the meeting'.

Staffing matters

Attendees

CLlr Alex Kay	Unconfirmed
CLlr Alison Potter	Unconfirmed
CLlr David Garwood	Unconfirmed
CLlr Emma Franklin	Unconfirmed
CLlr Jack Vittles	Unconfirmed
CLlr Jennifer Parker	Unconfirmed
CLlr Kate Bessant	Unconfirmed
CLlr Katie Vigar	Unconfirmed
CLlr Sam Blackwell	Unconfirmed
CLlr Sarah Gibson	Unconfirmed
CLlr Simon Mcneill-Ritchie	Unconfirmed
CLlr Tim Trimble	Unconfirmed
Ian Brown	Unconfirmed
Sandra Bartlett Bradford on Avon Town Council	Unconfirmed



Minutes of the Bradford on Avon Town Council
Virtual Extraordinary Resources Committee
On the 8th December 2020 at 7pm

Present:

Cllr L Brown
Cllr D Garwood
Cllr A Kay
Cllr S McNeill-Ritchie
Cllr D Newton (Chairman)
Cllr M Roberts
Sandra Bartlett (Town Clerk)
Ian Brown (Director of Operations)
Sarah Hawkins (Accountant)
Members of the Public: None
Apologies: Cllr E Franklin and Cllr J Parker

1. Minutes

It was proposed by Cllr Kay seconded by Cllr McNeill-Ritchie and with all in favour it was **RESOLVED**: To accept the minutes of the last meeting held on the 19th December 2019 as a true record.

2. Matters arising – none

3. Declarations of interest - none

4. Budget 2021-22

Director of Operations explained the draft budget for 2021-22. Cllr Brown was disappointed with Wiltshire Council that they had reduced the tax base this year, even though new houses had been built. Councillors agreed that the expenditure items and non-precept income levels were appropriate. Cllr Newton noted, with agreement from Cllrs Kay, Garwood and McNeill-Ritchie, that due to current circumstances (being COVID and economic uncertainty in 2021 due to Brexit) and the substantial level of reserve held, it would be inappropriate to pass on even a small precept increase to residents. After discussion, it was proposed by Cllr Newton seconded by Cllr Garwood and with all in favour it was **RESOLVED**: to recommend to Full Council to accept the draft budget of £1,154,150 but set the precept the same as last year at £885,590 with the increase coming from reserves of £53,100.

5. Freedom of Information Request (FOI)

Noted 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.

6. Conclusion of Audit for the year ended 31st March 2020

It was noted that the Annual Governance Statement Section 1-3 and the external auditor's final report and certificate attached. These details on the Town Council's website. A clean audit had been received from the External Auditor.

7. Interim Audit Report –2020-21

Interim Audit Report 2020 – 21 from Auditing Solutions Limited was considered. It was noted that there were no recommendations made following the virtual interim audit held on the 16th November 2020.

8. Projects Update

These reports were explained by the Director of Operations and noted.

9. Insurance Claims

- (i) It was noted that the Town Council's business interruption claim due to COVID-19 had been rejected.
- (ii) It was noted that a personal injury claim had been received. Clerk advised that the Town Council's insurers were dealing with this matter.

10. Management Accounts Reports

The management reports up to 30th September 2020 and 31st October 2020 were noted. These accounts showed detailed balance sheet and income and expenditure by committee heading.

11. Accounts for payment

Cllr Roberts asked for more information on the Avoncliff Weir project. The Accountant said that she would show Cllr Roberts the account details on income and expenditure, and that that specific element had been reviewed in detail by the internal auditor with no issues raised. The accounts for September and October 2020 were checked by Cllr Kay and she found no problems. It was proposed by Cllr Newton seconded by Cllr Garwood and with all in favour it was **RESOLVED**: That payments for September 2020 in the amount of £96,113.02 and October 2020 payments in the amount of £64,370.04.

The meeting closed at 7.46pm



STANDING ORDERS

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Introduction

These model standing orders update the National Association of Local Council (NALC) model standing orders contained in “Local Councils Explained” by Meera Tharmarajah (© 2013 NALC). This publication contains new model standing orders which reference new legislation introduced after 2013 when the last model standing orders were published.

How to use model standing orders

Standing orders are the written rules of a local council. Standing orders are essential to regulate the proceedings of a meeting. A council may also use standing orders to confirm or refer to various internal organisational and administrative arrangements. The standing orders of a council are not the same as the policies of a council but standing orders may refer to them.

Local councils operate within a wide statutory framework. NALC model standing orders incorporate and reference many statutory requirements to which councils are subject. It is not possible for the model standing orders to contain or reference all the statutory or legal requirements which apply to local councils. For example, it is not practical for model standing orders to document all obligations under data protection legislation. The statutory requirements to which a council is subject apply whether or not they are incorporated in a council’s standing orders.

The model standing orders do not include model financial regulations. Financial regulations are standing orders to regulate and control the financial affairs and accounting procedures of a local council. The financial regulations, as opposed to the standing orders of a council, include most of the requirements relevant to the council’s Responsible Financial Officer. Model financial regulations are available to councils in membership of NALC.

Drafting notes

Model standing orders that are in bold type contain legal and statutory requirements. It is recommended that councils adopt them without changing them or their meaning. Model standing orders not in bold are designed to help councils operate effectively but they do not contain statutory requirements so they may be adopted as drafted or amended to suit a council’s needs. It is NALC’s view that all model standing orders will generally be suitable for councils.

For convenience, the word “councillor” is used in model standing orders and, unless the context suggests otherwise, includes a non-councillor with or without voting rights.

A model standing order that includes brackets like this ‘()’ requires information to be inserted by a council. A model standing order that includes brackets like this ‘[]’ and the term ‘OR’ provides alternative options for a council to choose from when determining standing orders.

1. Rules of debate at meetings

- a Motions on the agenda shall be considered in the order that they appear unless the order is changed at the discretion of the chairman of the meeting.
- b A motion (including an amendment) shall not be progressed unless it has been moved and seconded.
- c A motion on the agenda that is not moved by its proposer may be treated by the chairman of the meeting as withdrawn.
- d If a motion (including an amendment) has been seconded, it may be withdrawn by the proposer only with the consent of the seconder and the meeting.
- e An amendment is a proposal to remove or add words to a motion. It shall not negate the motion.
- f If an amendment to the original motion is carried, the original motion (as amended) becomes the substantive motion upon which further amendment(s) may be moved.
- g An amendment shall not be considered unless early verbal notice of it is given at the meeting and, if requested by the chairman of the meeting, is expressed in writing to the chairman.
- h A councillor may move an amendment to his own motion if agreed by the meeting. If a motion has already been seconded, the amendment shall be with the consent of the seconder and the meeting.
- i If there is more than one amendment to an original or substantive motion, the amendments shall be moved in the order directed by the chairman of the meeting.
- j Subject to standing order 1(k), only one amendment shall be moved and debated at a time, the order of which shall be directed by the chairman of the meeting.
- k One or more amendments may be discussed together if the chairman of the meeting considers this expedient but each amendment shall be voted upon separately.
- l A councillor may not move more than one amendment to an original or substantive motion.
- m The mover of an amendment has no right of reply at the end of debate on it.
- n Where a series of amendments to an original motion are carried, the mover of the original motion shall have a right of reply either at the end of debate on the first amendment or at the very end of debate on the final substantive motion immediately before it is put to the vote.
- o Unless permitted by the chairman of the meeting, a councillor may speak once in the debate on a motion except:

- i. to speak on an amendment moved by another councillor;
 - ii. to move or speak on another amendment if the motion has been amended since he last spoke;
 - iii. to make a point of order;
 - iv. to give a personal explanation; or
 - v. to exercise a right of reply.
- p During the debate on a motion, a councillor may interrupt only on a point of order or a personal explanation and the councillor who was interrupted shall stop speaking. A councillor raising a point of order shall identify the standing order which he considers has been breached or specify the other irregularity in the proceedings of the meeting he is concerned by.
- q A point of order shall be decided by the chairman of the meeting and his decision shall be final.
- r When a motion is under debate, no other motion shall be moved except:
- i. to amend the motion;
 - ii. to proceed to the next business;
 - iii. to adjourn the debate;
 - iv. to put the motion to a vote;
 - v. to ask a person to be no longer heard or to leave the meeting;
 - vi. to refer a motion to a committee or sub-committee for consideration;
 - vii. to exclude the public and press;
 - viii. to adjourn the meeting; or
 - ix. to suspend particular standing order(s) excepting those which reflect mandatory statutory or legal requirements.
- s Before an original or substantive motion is put to the vote, the chairman of the meeting shall be satisfied that the motion has been sufficiently debated and that the mover of the motion under debate has exercised or waived his right of reply.
- t Excluding motions moved under standing order 1(r), the contributions or speeches by a councillor shall relate only to the motion under discussion and shall not exceed (5) minutes without the consent of the chairman of the meeting.

2. Disorderly conduct at meetings

- a No person shall obstruct the transaction of business at a meeting or behave offensively or improperly. If this standing order is ignored, the chairman of the meeting shall request such person(s) to moderate or improve their conduct.
- b If person(s) disregard the request of the chairman of the meeting to moderate or improve their conduct, any councillor or the chairman of the meeting may move that the person be no longer heard or be excluded from the meeting. The motion, if seconded, shall be put to the vote without discussion.
- c If a resolution made under standing order 2(b) is ignored, the chairman of the meeting may take further reasonable steps to restore order or to progress the meeting. This may include temporarily suspending or closing the meeting.

3. Meetings generally

Full Council meetings	●
Committee meetings	●
Sub-committee meetings	●

- a **Meetings shall not take place in premises which at the time of the meeting are used for the supply of alcohol, unless no other premises are available free of charge or at a reasonable cost.**
- b **The minimum three clear days for notice of a meeting does not include the day on which notice was issued, the day of the meeting, a Sunday, a day of the Christmas break, a day of the Easter break or of a bank holiday or a day appointed for public thanksgiving or mourning.**
- c **The minimum three clear days' public notice for a meeting does not include the day on which the notice was issued or the day of the meeting unless the meeting is convened at shorter notice**
- d **Meetings shall be open to the public unless their presence is prejudicial to the public interest by reason of the confidential nature of the business to be transacted or for other special reasons. The public's exclusion from part or all of a meeting shall be by a resolution which shall give reasons for the public's exclusion.**
- e Members of the public may make representations, answer questions and give evidence at a meeting which they are entitled to attend in respect of the business on the agenda.
- f The period of time designated for public participation at a meeting in accordance with standing order 3(e) shall not exceed 30 minutes unless directed by the chairman of the meeting.
- g Subject to standing order 3(f), a member of the public shall not speak for more than 2 minutes.

- h In accordance with standing order 3(e), a question shall not require a response at the meeting nor start a debate on the question. The chairman of the meeting may direct that a written or oral response be given.
- i A person shall raise his hand when requesting to speak and stand when speaking (except when a person has a disability or is likely to suffer discomfort)]. The chairman of the meeting may at any time permit a person to be seated when speaking.
- j A person who speaks at a meeting shall direct his comments to the chairman of the meeting.
- k Only one person is permitted to speak at a time. If more than one person wants to speak, the chairman of the meeting shall direct the order of speaking.
- l **Subject to standing order 3(m), a person who attends a meeting is permitted to report on the meeting whilst the meeting is open to the public. To “report” means to film, photograph, make an audio recording of meeting proceedings, use any other means for enabling persons not present to see or hear the meeting as it takes place or later or to report or to provide oral or written commentary about the meeting so that the report or commentary is available as the meeting takes place or later to persons not present.**
- m **A person present at a meeting may not provide an oral report or oral commentary about a meeting as it takes place without permission.**
- n **The press shall be provided with reasonable facilities for the taking of their report of all or part of a meeting at which they are entitled to be present.**
- o **Subject to standing orders which indicate otherwise, anything authorised or required to be done by, to or before the Chairman of the Council may in his absence be done by, to or before the Vice-Chairman of the Council (if there is one).**
- p **The Chairman of the Council, if present, shall preside at a meeting. If the Chairman is absent from a meeting, the Vice-Chairman of the Council (if there is one) if present, shall preside. If both the Chairman and the Vice-Chairman are absent from a meeting, a councillor as chosen by the councillors present at the meeting shall preside at the meeting.**
- q **Subject to a meeting being quorate, all questions at a meeting shall be decided by a majority of the councillors and non-councillors with voting rights present and voting.**
- r **The chairman of a meeting may give an original vote on any matter put to the vote, and in the case of an equality of votes may exercise his**

- **casting vote whether or not he gave an original vote.**

See standing orders 5(h) and (i) for the different rules that apply in the election of the Chairman of the Council at the annual meeting of the Council.

- s **Unless standing orders provide otherwise, voting on a question shall be by a show of hands. At the request of a councillor, the voting on any question shall be recorded so as to show whether each councillor present and voting gave his vote for or against that question.** Such a request shall be made before moving on to the next item of business on the agenda.

t The minutes of a meeting shall include an accurate record of the following:

- i. the time and place of the meeting;
- ii. the names of councillors who are present and the names of councillors who are absent;
- iii. interests that have been declared by councillors and non-councillors with voting rights;
- iv. the grant of dispensations (if any) to councillors and non-councillors with voting rights;
- v. whether a councillor or non-councillor with voting rights left the meeting when matters that they held interests in were being considered;
- vi. if there was a public participation session; and
- vii. the resolutions made.

- u **A councillor or a non-councillor with voting rights who has a**
- **disclosable pecuniary interest or another interest as set out in the**
- **Council's code of conduct in a matter being considered at a meeting is subject to statutory limitations or restrictions under the code on his right to participate and vote on that matter.**

- v **No business may be transacted at a meeting unless at least one-third of the whole number of members of the Council are present and in no case shall the quorum of a meeting be less than three.**

See standing order 4d(viii) for the quorum of a committee or sub-committee meeting.

- w **If a meeting is or becomes inquorate no business shall be transacted**
● and the meeting shall be closed. The business on the agenda for the meeting
● shall be adjourned to another meeting.
- x A meeting shall not exceed a period of 2½ hours.

4. Committees and sub-committees

- a **Unless the Council determines otherwise, a committee may appoint a sub-committee whose terms of reference and members shall be determined by the committee.**
- b **The members of a committee may include non-councillors unless it is a committee which regulates and controls the finances of the Council.**
- c **Unless the Council determines otherwise, all the members of an advisory committee and a sub-committee of the advisory committee may be non-councillors.**
- d The Council may appoint standing committees or other committees as may be necessary, and:
 - i. shall determine their terms of reference;
 - ii. shall determine the number and time of the ordinary meetings of a standing committee up until the date of the next annual meeting of the Council;
 - iii. shall permit a committee, other than in respect of the ordinary meetings of a committee, to determine the number and time of its meetings;
 - iv. shall, subject to standing orders 4(b) and (c), appoint and determine the terms of office of members of such a committee;
 - v. may, subject to standing orders 4(b) and (c), appoint and determine the terms of office of the substitute members to a committee whose role is to replace the ordinary members at a meeting of a committee if the ordinary members of the committee confirm to the Proper Officer 7 days before the meeting that they are unable to attend;
 - vi. shall, after it has appointed the members of a standing committee, appoint the chairman of the standing committee;
 - vii. shall permit a committee other than a standing committee, to appoint its own chairman at the first meeting of the committee;
 - viii. shall determine the place, notice requirements and quorum for a meeting of a committee and a sub-committee which, in both cases, shall be no less than three;
 - ix. shall determine if the public may participate at a meeting of a committee;

- x. shall determine if the public and press are permitted to attend the meetings of a sub-committee and also the advance public notice requirements, if any, required for the meetings of a sub-committee;
- xi. shall determine if the public may participate at a meeting of a sub-committee that they are permitted to attend; and
- xii. may dissolve a committee or a sub-committee.

5. Ordinary council meetings

- a **In an election year, the annual meeting of the Council shall be held on or within 14 days following the day on which the councillors elected take office.**
- b **In a year which is not an election year, the annual meeting of the Council shall be held on such day in May as the Council decides.**
- c **If no other time is fixed, the annual meeting of the Council shall take place at 7pm.**
- d **In addition to the annual meeting of the Council, at least three other ordinary meetings shall be held in each year on such dates and times as the Council decides.**
- e **The first business conducted at the annual meeting of the Council shall be the election of the Chairman and Vice-Chairman of the Council.**
- f **The Chairman of the Council, unless he has resigned or becomes disqualified, shall continue in office and preside at the annual meeting until his successor is elected at the next annual meeting of the Council.**
- g **The Vice-Chairman of the Council, if there is one, unless he resigns or becomes disqualified, shall hold office until immediately after the election of the Chairman of the Council at the next annual meeting of the Council.**
- h **In an election year, if the current Chairman of the Council has not been re-elected as a member of the Council, he shall preside at the annual meeting until a successor Chairman of the Council has been elected. The current Chairman of the Council shall not have an original vote in respect of the election of the new Chairman of the Council but shall give a casting vote in the case of an equality of votes.**
- i **In an election year, if the current Chairman of the Council has been re-elected as a member of the Council, he shall preside at the annual meeting until a new Chairman of the Council has been elected. He may exercise an original vote in respect of the election of the new Chairman of the Council and shall give a casting vote in the case of an equality of votes.**
- j Following the election of the Chairman of the Council and Vice-Chairman of the Council at the annual meeting, the business shall include:

- i. **In an election year, delivery by the Chairman of the Council and councillors of their acceptance of office forms unless the Council resolves for this to be done at a later date. In a year which is not an election year, delivery by the Chairman of the Council of his acceptance of office form unless the Council resolves for this to be done at a later date;**
- ii. Confirmation of the accuracy of the minutes of the last meeting of the Council;
- iii. Receipt of the minutes of the last meeting of a committee;
- iv. Consideration of the recommendations made by a committee;
- v. Review of delegation arrangements to committees, sub-committees, staff and other local authorities;
- vi. Review of the terms of reference for committees;
- vii. Appointment of members to existing committees;
- viii. Appointment of any new committees in accordance with standing order 4;
- ix. Review and adoption of appropriate standing orders and financial regulations;
- x. Review of arrangements (including legal agreements) with other local authorities, not-for-profit bodies and businesses.
- xi. Review of representation on or work with external bodies and arrangements for reporting back;
- xii. In an election year, to make arrangements with a view to the Council becoming eligible to exercise the general power of competence in the future;
- xiii. Review of inventory of land and other assets including buildings and office equipment;
- xiv. Confirmation of arrangements for insurance cover in respect of all insurable risks;
- xv. Review of the Council's and/or staff subscriptions to other bodies;
- xvi. Review of the Council's complaints procedure;
- xvii. Review of the Council's policies, procedures and practices in respect of its obligations under freedom of information and data protection legislation (*see also standing orders 11, 20 and 21*);
- xviii. Review of the Council's policy for dealing with the press/media;
- xix. Review of the Council's employment policies and procedures;

- xx. Review of the Council's expenditure incurred under s.137 of the Local Government Act 1972 or the general power of competence.
- xxi. Determining the time and place of ordinary meetings of the Council up to 31st March (year end).

6. Extraordinary meetings of the council, committees and sub-committees

- a **The Chairman of the Council may convene an extraordinary meeting of the Council at any time.**
- b **If the Chairman of the Council does not call an extraordinary meeting of the Council within seven days of having been requested in writing to do so by two councillors, any two councillors may convene an extraordinary meeting of the Council. The public notice giving the time, place and agenda for such a meeting shall be signed by the two councillors.**
- c The chairman of a committee [or a sub-committee] may convene an extraordinary meeting of the committee [or the sub-committee] at any time.
- d If the chairman of a committee [or a sub-committee] does not call an extraordinary meeting within 7 days of having been requested to do so by 2 members of the committee [or the sub-committee], any 2 members of the committee [or the sub-committee] may convene an extraordinary meeting of the committee [or a sub-committee].

7. Previous resolutions

- a A resolution shall not be reversed within six months except either by a special motion, which requires written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9, or by a motion moved in pursuance of the recommendation of a committee or a sub-committee.
- b When a motion moved pursuant to standing order 7(a) has been disposed of, no similar motion may be moved for a further six months.

8. Voting on appointments

- a Where more than two persons have been nominated for a position to be filled by the Council and none of those persons has received an absolute majority of votes in their favour, the name of the person having the least number of votes shall be struck off the list and a fresh vote taken. This process shall continue until a majority of votes is given in favour of one person. A tie in votes may be settled by the casting vote exercisable by the chairman of the meeting.

9. Motions for a meeting that require written notice to be given to the proper officer

- a A motion shall relate to the responsibilities of the meeting for which it is tabled and in any event shall relate to the performance of the Council's statutory

functions, powers and obligations or an issue which specifically affects the Council's area or its residents.

- b No motion may be moved at a meeting unless it is on the agenda and the mover has given written notice of its wording to the Proper Officer at least 7 clear days before the meeting. Clear days do not include the day of the notice or the day of the meeting.
- c The Proper Officer may, before including a motion on the agenda received in accordance with standing order 9(b), correct obvious grammatical or typographical errors in the wording of the motion.
- d If the Proper Officer considers the wording of a motion received in accordance with standing order 9(b) is not clear in meaning, the motion shall be rejected until the mover of the motion resubmits it, so that it can be understood, in writing, to the Proper Officer at least 7 clear days before the meeting.
- e If the wording or subject of a proposed motion is considered improper, the Proper Officer shall consult with the chairman of the forthcoming meeting or, as the case may be, the councillors who have convened the meeting, to consider whether the motion shall be included in the agenda or rejected.
- f The decision of the Proper Officer as to whether or not to include the motion on the agenda shall be final.
- g Motions received shall be recorded and numbered in the order that they are received.
- h Motions rejected shall be recorded with an explanation by the Proper Officer of the reason for rejection.

10. Motions at a meeting that do not require written notice

- a The following motions may be moved at a meeting without written notice to the Proper Officer:
 - i. to correct an inaccuracy in the draft minutes of a meeting;
 - ii. to move to a vote;
 - iii. to defer consideration of a motion;
 - iv. to refer a motion to a particular committee or sub-committee;
 - v. to appoint a person to preside at a meeting;
 - vi. to change the order of business on the agenda;
 - vii. to proceed to the next business on the agenda;
 - viii. to require a written report;
 - ix. to appoint a committee or sub-committee and their members;

- x. to extend the time limits for speaking;
- xi. to exclude the press and public from a meeting in respect of confidential or other information which is prejudicial to the public interest;
- xii. to not hear further from a councillor or a member of the public;
- xiii. to exclude a councillor or member of the public for disorderly conduct;
- xiv. to temporarily suspend the meeting;
- xv. to suspend a particular standing order (unless it reflects mandatory statutory or legal requirements);
- xvi. to adjourn the meeting; or
- xvii. to close the meeting.

11. Management of information

See also standing order 20.

- a **The Council shall have in place and keep under review, technical and organisational measures to keep secure information (including personal data) which it holds in paper and electronic form. Such arrangements shall include deciding who has access to personal data and encryption of personal data.**
- b **The Council shall have in place, and keep under review, policies for the retention and safe destruction of all information (including personal data) which it holds in paper and electronic form. The Council's retention policy shall confirm the period for which information (including personal data) shall be retained or if this is not possible the criteria used to determine that period (e.g. the Limitation Act 1980).**
- c **The agenda, papers that support the agenda and the minutes of a meeting shall not disclose or otherwise undermine confidential information or personal data without legal justification.**
- d **Councillors, staff, the Council's contractors and agents shall not disclose confidential information or personal data without legal justification.**

12. Draft minutes

- Full Council meetings ●
- Committee meetings ●
- Sub-committee meetings ●

- a If the draft minutes of a preceding meeting have been served on councillors with the agenda to attend the meeting at which they are due to be approved for accuracy, they shall be taken as read.
- b There shall be no discussion about the draft minutes of a preceding meeting except in relation to their accuracy. A motion to correct an inaccuracy in the draft minutes shall be moved in accordance with standing order 10(a)(i).
- c The accuracy of draft minutes, including any amendment(s) made to them, shall be confirmed by resolution and shall be signed by the chairman of the meeting and stand as an accurate record of the meeting to which the minutes relate.
- d If the chairman of the meeting does not consider the minutes to be an accurate record of the meeting to which they relate, he shall sign the minutes and include a paragraph in the following terms or to the same effect:

“The chairman of this meeting does not believe that the minutes of the meeting of the () held on [date] in respect of () were a correct record but his view was not upheld by the meeting and the minutes are confirmed as an accurate record of the proceedings.”
- ● ● e **If the Council’s gross annual income or expenditure (whichever is higher) does not exceed £25,000, it shall publish draft minutes on a website which is publicly accessible and free of charge not later than one month after the meeting has taken place.**
- f Subject to the publication of draft minutes in accordance with standing order 12(e) and standing order 20(a) and following a resolution which confirms the accuracy of the minutes of a meeting, the draft minutes or recordings of the meeting for which approved minutes exist shall be destroyed.

13. Code of conduct and dispensations

See also standing order 3(u).

- a All councillors and non-councillors with voting rights shall observe the code of conduct adopted by the Council.
- b Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has a disclosable pecuniary interest. He may return to the meeting after it has considered the matter in which he had the interest.
- c Unless he has been granted a dispensation, a councillor or non-councillor with voting rights shall withdraw from a meeting when it is considering a matter in which he has another interest if so required by the Council’s code of conduct. He may return to the meeting after it has considered the matter in which he had the interest.

- d **Dispensation requests shall be in writing and submitted to the Proper Officer** as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.
- e A decision as to whether to grant a dispensation shall be made by a meeting of the Council, or committee or sub-committee for which the dispensation is required and that decision is final.
- f A dispensation request shall confirm:
 - i. the description and the nature of the disclosable pecuniary interest or other interest to which the request for the dispensation relates;
 - ii. whether the dispensation is required to participate at a meeting in a discussion only or a discussion and a vote;
 - iii. the date of the meeting or the period (not exceeding four years) for which the dispensation is sought; and
 - iv. an explanation as to why the dispensation is sought.
- g Subject to standing orders 13(d) and (f), a dispensation request shall be considered at the beginning of the meeting of the Council, or committee or sub-committee for which the dispensation is required.
- h **A dispensation may be granted in accordance with standing order 13(e) if having regard to all relevant circumstances any of the following apply:**
 - i. **without the dispensation the number of persons prohibited from participating in the particular business would be so great a proportion of the meeting transacting the business as to impede the transaction of the business;**
 - ii. **granting the dispensation is in the interests of persons living in the Council's area; or**
 - iii. **it is otherwise appropriate to grant a dispensation.**

14. Code of conduct complaints

- a Upon notification by the Unitary Council that it is dealing with a complaint that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Proper Officer shall, subject to standing order 11, report this to the Council.
- b Where the notification in standing order 14(a) relates to a complaint made by the Proper Officer, the Proper Officer shall notify the Chairman of Council of this fact, and the Chairman shall nominate another staff member to assume the duties of the Proper Officer in relation to the complaint until it has been determined and the Council has agreed what action, if any, to take in accordance with standing order 14(d).
- c The Council may:

- i. provide information or evidence where such disclosure is necessary to investigate the complaint or is a legal requirement;
 - ii. seek information relevant to the complaint from the person or body with statutory responsibility for investigation of the matter;
- d **Upon notification by the Unitary Council that a councillor or non-councillor with voting rights has breached the Council's code of conduct, the Council shall consider what, if any, action to take against him. Such action excludes disqualification or suspension from office.**

15. Proper officer

a The Proper Officer shall be either (i) the clerk or (ii) Director of Operations nominated by the Council to undertake the work of the Proper Officer when the Proper Officer is absent.

b The Proper Officer shall:

- i. **at least three clear days before a meeting of the council, a committee or a sub-committee,**
 - **serve on councillors by delivery or post at their residences or by email authenticated in such manner as the Proper Officer thinks fit, a signed summons confirming the time, place and the agenda (provided the councillor has consented to service by email), and**
 - **Provide, in a conspicuous place, public notice of the time, place and agenda (provided that the public notice with agenda of an extraordinary meeting of the Council convened by councillors is signed by them).**

See standing order 3(b) for the meaning of clear days for a meeting of a full council and standing order 3(c) for the meaning of clear days for a meeting of a committee;

- ii. subject to standing order 9, include on the agenda all motions in the order received unless a councillor has given written notice at least (7) days before the meeting confirming his withdrawal of it;
- iii. **convene a meeting of the Council for the election of a new Chairman of the Council, occasioned by a casual vacancy in his office;**
- iv. **facilitate inspection of the minute book by local government electors;**
- v. **receive and retain copies of byelaws made by other local authorities;**
- vi. hold acceptance of office forms from councillors;
- vii. hold a copy of every councillor's register of interests;

- viii. assist with responding to requests made under freedom of information legislation and rights exercisable under data protection legislation, in accordance with the Council's relevant policies and procedures;
- ix. liaise, as appropriate, with the Council's Data Protection Officer (if there is one);
- x. receive and send general correspondence and notices on behalf of the Council except where there is a resolution to the contrary;
- xi. assist in the organisation of, storage of, access to, security of and destruction of information held by the Council in paper and electronic form subject to the requirements of data protection and freedom of information legislation and other legitimate requirements (e.g. the Limitation Act 1980);
- xii. arrange for legal deeds to be executed;
(see also *standing order 23*);
- xiii. arrange or manage the prompt authorisation, approval, and instruction regarding any payments to be made by the Council in accordance with its financial regulations;
- xiv. record every planning application notified to the Council and the Council's response to the local planning authority in a book for such purpose;
- xv. refer a planning application received by the Council to the Chairman or in his absence Vice-Chairman of the Town Development Committee within two working days of receipt to facilitate an extraordinary meeting if the nature of a planning application requires consideration before the next Town Development Committee or Planning Sub-Committee; Three members together can also make a delegated recommendation.
- xvi. manage access to information about the Council via the publication scheme; and
- xvii. retain custody of the seal of the Council (if there is one) which shall not be used without a resolution to that effect.
(see also *standing order 23*).

16. Responsible financial officer

- a The Council shall appoint appropriate staff member(s) to undertake the work of the Responsible Financial Officer when the Responsible Financial Officer is absent.

17. Accounts and accounting statements

- a "Proper practices" in standing orders refer to the most recent version of "Governance and Accountability for Local Councils – a Practitioners' Guide".

- b All payments by the Council shall be authorised, approved and paid in accordance with the law, proper practices and the Council's financial regulations.
- c The Responsible Financial Officer shall supply to each councillor as soon as practicable after 30 June, 30 September and 31 December in each year a statement to summarise:
 - i. the Council's receipts and payments (or income and expenditure) for each quarter;
 - ii. the Council's aggregate receipts and payments (or income and expenditure) for the year to date;
 - iii. the balances held at the end of the quarter being reported and which includes a comparison with the budget for the financial year and highlights any actual or potential overspends.
- d As soon as possible after the financial year end at 31 March, the Responsible Financial Officer shall provide:
 - i. each councillor with a statement summarising the Council's receipts and payments (or income and expenditure) for the last quarter and the year to date for information; and
 - ii. to the Council the accounting statements for the year in the form of Section 2 of the annual governance and accountability return, as required by proper practices, for consideration and approval.
- e The year-end accounting statements shall be prepared in accordance with proper practices and apply the form of accounts determined by the Council (receipts and payments, or income and expenditure) for the year to 31 March. A completed draft annual governance and accountability return shall be presented to all councillors at least 14 days prior to anticipated approval by the Council. The annual governance and accountability return of the Council, which is subject to external audit, including the annual governance statement, shall be presented to the Council for consideration and formal approval before 30 June.

18. Financial controls and procurement

- a. The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:
 - i. the keeping of accounting records and systems of internal controls;
 - ii. the assessment and management of financial risks faced by the Council;

- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
 - iv. the inspection and copying by councillors and local electors of the Council's accounts and/or orders of payments; and
 - v. whether contracts with an estimated value below **£25,000** due to special circumstances are exempt from a tendering process or procurement exercise.
- b. Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.
- c. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £25,000 but less than the relevant thresholds in standing order 18(f) is subject to Regulations 109-114 of the Public Contracts Regulations 2015 which include a requirement on the Council to advertise the contract opportunity on the Contracts Finder website regardless of what other means it uses to advertise the opportunity unless it proposes to use an existing list of approved suppliers (framework agreement).**
- d. Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:
- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
 - ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting councillors or staff to encourage or support their tender outside the prescribed process;
 - iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate;
 - iv. tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;
 - v. tenders shall be opened by the Proper Officer in the presence of at least one councillor after the deadline for submission of tenders has passed;
 - vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a committee or sub-committee with delegated responsibility.
- e. Neither the Council, nor a committee or a sub-committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

- f. **A public contract regulated by the Public Contracts Regulations 2015 with an estimated value in excess of £189,330 for a public service or supply contract or in excess of £4,733,252 for a public works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in the Official Journal of the European Union (OJEU)) shall comply with the relevant procurement procedures and other requirements in the Public Contracts Regulations 2015 which include advertising the contract opportunity on the Contracts Finder website and in OJEU.**
- g. **A public contract in connection with the supply of gas, heat, electricity, drinking water, transport services, or postal services to the public; or the provision of a port or airport; or the exploration for or extraction of gas, oil or solid fuel with an estimated value in excess of £378,660 for a supply, services or design contract; or in excess of £4,733,252 for a works contract; or £663,540 for a social and other specific services contract (or other thresholds determined by the European Commission every two years and published in OJEU) shall comply with the relevant procurement procedures and other requirements in the Utilities Contracts Regulations 2016.**

19. Handling staff matters

- a A matter personal to a member of staff that is being considered by a meeting of Resources committee is subject to standing order 11.
- b The Chairman and Vice-Chairman of the council shall conduct a review of the performance and annual appraisal of the work of the Town Clerk.
- c Subject to the Council's policy regarding the handling of grievance matters, the Council's most senior member of staff (or other members of staff) shall contact the Chairman of Resources Committee or in his absence, the Vice-Chairman of the Resources committee in respect of an informal or formal grievance matter, and this matter shall be reported back and progressed by resolution of the Resources Committee.
- d Subject to the Council's policy regarding the handling of grievance matters, if an informal or formal grievance matter raised by the Town Clerk relates to the Chairman or Vice-Chairman of Resources Committee, this shall be communicated to another member of the Resources Committee, which shall be reported back and progressed by resolution of the Resources Committee.
- e Any persons responsible for all or part of the management of staff shall treat as confidential the written records of all meetings relating to their performance, capabilities, grievance or disciplinary matters.
- f In accordance with standing order 11(a), persons with line management responsibilities shall have access to staff records referred to in standing order 19(f).

20. Responsibilities to provide information

See also standing order 21.

- a **In accordance with freedom of information legislation, the Council shall publish information in accordance with its publication scheme and respond to requests for information held by the Council.**
- b **The Council, shall publish information in accordance with the requirements of the Local Government (Transparency Requirements) (England) Regulations 2015.**

21. Responsibilities under data protection legislation

Below is not an exclusive list. See also standing order 11.

- a The Council may appoint a Data Protection Officer.
- b **The Council shall have policies and procedures in place to respond to an individual exercising statutory rights concerning his personal data.**
- c **The Council shall have a written policy in place for responding to and managing a personal data breach.**
- d **The Council shall keep a record of all personal data breaches comprising the facts relating to the personal data breach, its effects and the remedial action taken.**
- e **The Council shall ensure that information communicated in its privacy notice(s) is in an easily accessible and available form and kept up to date.**
- f **The Council shall maintain a written record of its processing activities.**

22. Relations with the press/media

- a Requests from the press or other media for an oral or written comment or statement from the Council, its councillors or staff shall be handled in accordance with the Council's policy in respect of dealing with the press and/or other media.

23. Execution and sealing of legal deeds

See also standing orders 15(b)(xii) and (xvii).

- a A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.
- b **Subject to standing order 23(a), the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two councillors who shall sign the deed as witnesses.]**

The above is applicable to a Council with a common seal.

24. Communicating with Unitary Councillors

- a An invitation to attend a meeting of the Council shall be sent, together with the agenda, to the ward councillor(s) of the Unitary Council representing the area of the Council.
- b Unless the Council determines otherwise, a copy of each letter sent to the Unitary Council shall be sent to the ward councillor(s) representing the area of the Council.

25. Restrictions on councillor activities

- a. Unless duly authorised no councillor shall:
 - i. inspect any land and/or premises which the Council has a right or duty to inspect; or
 - ii. issue orders, instructions or directions.

26. Standing orders generally

- a All or part of a standing order, except one that incorporates mandatory statutory or legal requirements, may be suspended by resolution in relation to the consideration of an item on the agenda for a meeting.
- b A motion to add to or vary or revoke one or more of the Council's standing orders, except one that incorporates mandatory statutory or legal requirements, shall be proposed by a special motion, the written notice by at least 2 councillors to be given to the Proper Officer in accordance with standing order 9.
- c The Proper Officer shall provide a copy of the Council's standing orders to a councillor as soon as possible.
- d The decision of the chairman of a meeting as to the application of standing orders at the meeting shall be final.

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The Model Standing Orders 2018 for England were revised in 2020.



**BRADFORD ON AVON TOWN COUNCIL
MODEL FINANCIAL REGULATIONS 2019 FOR ENGLAND**

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These Financial Regulations were adopted by the council at its meeting held on 6th July 2021.

1. General

1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders¹ and any individual financial regulations relating to contracts.

1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.

1.3. The council's accounting control systems must include measures:

- for the timely production of accounts;
- that provide for the safe and efficient safeguarding of public money;
- to prevent and detect inaccuracy and fraud; and
- identifying the duties of officers.

1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.

1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.

1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.

1.7. Members of council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.

1.8. The Clerk has been appointed as RFO for this council and these regulations will apply accordingly.

1.9. The RFO;

¹ Model Standing Orders for Councils (2018 Edition) is available from NALC (©NALC 2018)



- acts under the policy direction of the council;
- administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
- determines on behalf of the council its accounting records and accounting control systems;
- ensures the accounting control systems are observed;
- maintains the accounting records of the council up to date in accordance with proper practices;
- assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the council; and
- wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the precept (council tax requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bads debts;
- declaring eligibility for the General Power of Competence
- addressing recommendations in any report from the internal or external auditors, shall be a matter for Full Council only.

1.14. In addition, the council must:

- determine and keep under regular review the bank mandate for all council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.

1.15. In these financial regulations, references to the Accounts and Audit Regulations or ‘the regulations’ shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term ‘proper practice’ or ‘proper practices’ shall refer to guidance issued in *Governance and Accountability for Local Councils - a Practitioners’ Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. Accounting and audit (internal and external)

2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.

2.2. On a monthly basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the council [Resources Committee].

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.

2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the council;
- report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
- has no involvement in the financial decision making, management or control of the council

2.7. Internal or external auditors may not under any circumstances:

- perform any operational duties for the council;
- initiate or approve accounting transactions; or
- direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.

2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.

2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.

2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. Annual estimates (budget) and forward planning

[3.1. Each committee (if any) shall review its three-year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the council not later than the end of [November] each year including any proposals for revising the forecast.]

3.2. The RFO must each year, by no later than November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the [relevant committee and the] council.

3.3. The council shall consider annual budget proposals in relation to the council's three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.

3.4. The council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.

3.5. The approved annual budget shall form the basis of financial control for the ensuing year.

4. Budgetary control and authority to spend

4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget. This authority is to be determined by:

- the Full Council for all items over [£10,000];
- a standing committee of the council such as Environment & Green Spaces, Town Development, Community and Wellbeing, Pedestrian Safety and Air Quality for items up to £10,000; the Resources Committee is the Council's scrutiny committee and can spend up to £30,000.
- The Clerk or Director of Operations has the authority to spend up to £5,000 and to report back to Council.
- a duly delegated committee of the council for items over £500; or
- the Clerk, in conjunction with Chairman of Council or Chairman of the appropriate committee, for any items below £500.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').

4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year.

4.4. The salary budgets are to be reviewed at least annually in October.

4.5. In cases of extreme risk to the delivery of council services, the clerk and Director of Operations may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5000. The Clerk shall report such action to the chairman as soon as possible and to the council as soon as practicable thereafter.

4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.

4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.

4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £500 or 15% of the budget.

4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. Banking arrangements and authorisation of payments

5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.

5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to Resources Committee. The Resources Committee shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Resources Committee. The approved schedule shall be ruled off and initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.

5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.

5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available Resources Committee meeting.

5.5. The Clerk and RFO shall have delegated authority to authorise the payment of items only in the following circumstances:

- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee];
- b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council [or finance committee].

5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively) Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts and the like for which council, or Resources Committee, may authorise payment for the year provided that the requirements of regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Resources Committee.

5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.

5.8. In respect of grants Community & Wellbeing Committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council.

5.9. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.

5.10. The council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.

5.11. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. Instructions for the making of payments

6.1. The council will make safe and efficient arrangements for the making of its payments.

6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.

6.3. All payments shall be affected by cheque or other instructions to the council's bankers, or otherwise, in accordance with a resolution of Resources committee.

6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of council of council, in accordance with a resolution instructing that payment. A member who is a bank signatory, having a connection by virtue of family or business relationships with the beneficiary of a payment, should not, under normal circumstances, be a signatory to the payment in question.

6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.

6.6. Cheques or orders for payment shall not normally be presented for signature other than at a council or committee meeting (including immediately before or after such a meeting). Any signatures obtained away from such meetings shall be reported to the council [or Finance Committee] at the next convenient meeting.

6.7. If thought appropriate by the council, payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.

6.8. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by two members are retained and any payments are reported to council as made. The approval of the use of a banker's standing order shall be renewed by resolution of the council at least every two years.

6.9. If thought appropriate by the council, payment for certain items may be made by BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories, are retained and any payments are reported to council as made. The approval of the use of BACS or CHAPS shall be renewed by resolution of the council at least every two years.

6.10. If thought appropriate by the council payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

6.11. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained by the Chairman of Council in a sealed dated envelope. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.

6.12. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.

6.13. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.

6.14. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall software with automatic updates, together with a high level of security, is used.

6.15. Where internet banking arrangements are made with any bank, the Clerk [RFO] shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approvals.

6.16. Access to any internet banking accounts will be directly to the access page (which may be saved under “favourites”), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

6.17. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two members. A programme of regular checks of standing data with suppliers will be followed.

6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Resources Committee. Transactions and purchases made will be reported to the Resources Committee and authority for topping-up shall be at the discretion of the Resources Committee.

6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to use by the RFO and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.

6.20. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £400 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.]

7. Payment of salaries

7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.

7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.

7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the RFO.

7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record (confidential cash book). This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:

- a) by any councillor who can demonstrate a need to know;
- b) by the internal auditor;
- c) by the external auditor; or
- d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.

7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.

7.6. An effective system of personal performance management should be maintained for the senior officers.

7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.

8. Loans and investments

8.1. All borrowings shall be affected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.

8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State/Welsh Assembly Government (such as Hire Purchase or Leasing of tangible assets) shall be subject to approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

8.3. The council will arrange with the council's banks and investment providers for the sending of a copy of each statement of account to the Chairman of the council at the same time as one is issued to the Clerk or RFO.

8.4. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.

8.5. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.6. All investments of money under the control of the council shall be in the name of the council.

8.7. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

8.8. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. Income

9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.

9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.

9.3. The council will review all fees and charges at least annually, following a report of the Clerk or Director of Operations.

9.4. Any sums found to be irrecoverable and any bad debts shall be reported to the council and shall be written off in the year.

9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.

9.6. The origin of each receipt shall be entered on the paying-in slip.

9.7. Personal cheques shall not be cashed out of money held on behalf of the council.

9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.

9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.

[9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).]

10. Orders for work, goods and services

10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.

10.2. Order books shall be controlled by the RFO.

10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.

10.4. A member may not issue an official order or make any contract on behalf of the council.

10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. Contracts

11.1. Procedures as to contracts are laid down as follows:

a) Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:

- i. for the supply of gas, electricity, water, sewerage and telephone services;
- ii. for specialist services such as are provided by legal professionals acting in disputes;
- iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
- iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
- v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of council); and
- vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.

b) Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations².

c) The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract

² The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts



or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)³.

d) When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.

e) Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.

f) All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.

g) Any invitation to tender issued under this regulation shall be subject to Standing Orders[], ⁴[standing order 19 (d) and shall refer to the terms of the Bribery Act 2010.

h) When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below [£3,000] and above [£100] the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.3 above shall apply.

i) The council shall not be obliged to accept the lowest or any tender, quote or estimate.

j) Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

³ Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£189,330)

b) For public works contracts 5,225,000 Euros (£4,733,252)

⁴ Based on NALC's Model Standing Order 18d ©NALC 2018

12. Payments under contracts for building or other construction works

12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).

12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.

12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. Stores and equipment

13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.

13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.

13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.

13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. Assets, properties and estates

14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.

14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law. In each case a report in writing shall be provided to council in respect of valuation and surveyed

condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

14.5. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.

14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. Insurance

15.1. Following the annual risk assessment (per Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers.

15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.

15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.

15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.

15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. Charities

16.1. Where the council is sole managing trustee of a charitable body the Clerk/RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk/ RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.]

17. Risk management

17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk/RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

17.2. When considering any new activity, the Clerk/RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. Suspension and revision of Financial Regulations

18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these Financial Regulations.

18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

The Model Financial Regulations templates were produced by the National Association of Local Councils (NALC) in July 2019 for the purpose of its member councils and county associations. Every effort has been made to ensure that the contents of this document are correct at time of publication. NALC cannot accept responsibility for errors, omissions and changes to information subsequent to publication.



**Bradford on Avon
Town Council**

Code of Conduct

This Code of Conduct is composed of a number of sections which together are the Code of Conduct of Bradford on Avon Town Council, all sections and sub-sections apply to the conduct of councillors in accordance with the Localism Act 2011 and will be taken into account when any complaints regarding councillors are considered by the Monitoring Officer.

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Code of Conduct –

Part 1: The Principles

You are a Member or co-opted Member of Bradford on Avon Town Council and hence you shall have regard to the following **Seven Principles of Public Life**.

The Seven Principles of Public Life (also known as the Nolan Principles) apply to anyone who works as a public office-holder. This includes all those who are elected or appointed to public office, nationally and locally, and all people appointed to work in the Civil Service, local government, the police, courts and probation services, non-departmental public bodies (NDPBs), and in the health, education, social and care services. All public office-holders are both servants of the public and stewards of public resources. The principles also apply to all those in other sectors delivering public services.

Selflessness - Holders of public office should act solely in terms of the public interest.

Integrity - Holders of public office must avoid placing themselves under any obligation to people or organisations that might try, inappropriately, to influence them in their work. They should not act or take decisions in order to gain financial or other material benefits for themselves, their family, or their friends. They must declare and resolve any interests and relationships.

Objectivity - Holders of public office must act and take decisions impartially, fairly and on merit, using the best evidence and without discrimination or bias.

Accountability - Holders of public office are accountable to the public for their decisions and actions and must submit themselves to the scrutiny necessary to ensure this.

Openness - Holders of public office should act and take decisions in an open and transparent manner. Information should not be withheld from the public unless there are clear and lawful reasons for so doing.

Honesty - Holders of public office should be truthful.

Leadership - Holders of public office should exhibit these principles in their own behaviour. They should actively promote and robustly support the principles and be willing to question their own behaviour and challenge poor behaviour wherever it occurs.

The Principles are interpreted in further detail at Bradford on Avon Town Council as follows:

You must promote and support high standards of conduct when serving in your public post, in particular as characterised by the following requirements of leadership and example. Accordingly, when acting in your capacity as a Member or co-opted Member:

You must act solely in the public interest and should never improperly confer an advantage or disadvantage on any person or act to gain financial or other material benefits for yourself, your family, a friend or close associate.

You must not place yourself under a financial or other obligation to outside individuals or organisations that might seek to influence you in the performance of your official duties.

When carrying out your public duties you must make all choices, such as making public appointments, awarding contracts or recommending individuals for rewards or benefits, impartially, fairly and on merit, using the best evidence and without discrimination and bias.

You are accountable for your decisions to the public and you must co-operate fully with whatever scrutiny is appropriate to your office.

You must be as open as possible about your decisions and actions and the decisions and actions of Bradford on Avon Town Council, and should be prepared to give reasons for those decisions and actions.

You must be honest and truthful, ensuring that at all times you do not misrepresent the democratic decisions and actions of the council and you do not say or otherwise publish information that could denigrate councillors, officers, the council, or otherwise bring the council into disrepute. You may not edit or assist or support others to edit, any film, recording or photographs of the proceedings of the Council and its committees in a way that could lead to misinterpretation of the proceedings. This includes editing an image or views expressed in a way that may ridicule or show a lack of respect towards those being photographed, recorded or filmed or supporting and assisting any others to do so. If a councillor publishes anything on social media which is inaccurate and untruthful or otherwise seeks to portray the actions of the council in a way which fails to provide correct and accurate information, it is not acceptable under this Code of Conduct for them or anyone else to base any defence upon such material being the 'cut and thrust of political debate' or similar.

You must, when using or authorising the use by others of the resources of Bradford on Avon Town Council, ensure that such resources are not used improperly for political purposes (including party political purposes) and you must have regard to any applicable Local Authority Code of Publicity made under the Local Government Act 1986.

You must be professional in all your dealings and treat all those with whom you come into contact, with consideration and respect. Working relationships, including with officers and other councillors should be proper and appropriate. Harassing, bullying or other inappropriate or discriminating behaviour, wherever it takes place, is not consistent with the Code and will not be tolerated.

You shall never undertake any action which would cause significant damage to the reputation and integrity of Bradford on Avon Town Council as a whole, or of its Members generally.

Code of Conduct - Part 2:

Registering & Declaring Pecuniary & Non-Pecuniary Interests

A. Statutory Interests

When acting in your capacity as a Member or co-opted Member:

You must declare any private interests, both pecuniary and non-pecuniary, that relate to your public duties, and must take steps to resolve any conflicts arising in a way that protects the public interest, including registering and declaring interests in a manner conforming with the procedures set out below.

You must, within 28 days of taking office as a member or co-opted member, notify Wiltshire Council's Monitoring Officer* of any disclosable pecuniary interest as defined by regulations made by the Secretary of State, where the pecuniary interest is yours, your spouse's or civil partner's, or is the pecuniary interest of somebody with whom you are living as a husband or wife, or as if you were civil partners.

In addition, you must, within 28 days of taking office as a member or co-opted member, notify Wiltshire Council's Monitoring Officer* of any disclosable pecuniary or non-pecuniary interests which Bradford on Avon Town Council has decided should be included in the register.

If an interest has not been entered onto the register you must disclose the interest to any meeting of Bradford on Avon Town Council at which you are present, where you have a disclosable interest in any matter being considered and where the matter is not a sensitive interest.

Following any disclosure of an interest which is not on the register or the subject of pending notification, you must notify Wiltshire Council's Monitoring Officer* of the interest within 28 days beginning with the date of disclosure.

Unless dispensation has been granted, you may not participate in any discussion of, vote on, or discharge any function related to any matter in which you have a disclosable pecuniary interest as defined by regulations made by the Secretary of State.

You must not participate in a discussion or vote in a matter to be considered at a meeting if you have any interest, whether registered or not, if a member of the public with knowledge of the relevant facts would reasonably regard the interest as so significant that it is likely to prejudice your consideration or decision making in relation to that matter.

You should demonstrate leadership including actively promoting and robustly supporting the Seven Principles of Public Life and be willing to examine and question your own behaviour and challenge poor behaviour wherever it occurs.

If you have any doubts about whether you are required to declare an interest, you are advised to declare it to avoid further questions arising about the possibility of an interest.

*This information will be published on the Wiltshire Council website and can be undertaken by the Town Clerk on your behalf if you pass the information to the Town Clerk.

B. Additional Interests

Additionally, you must observe the restrictions Bradford on Avon Town Council places on your involvement in matters where you have a pecuniary or non-pecuniary interest as defined by Bradford on Avon Town Council. (see Standing Order number 13)

Additional 'Part B' non-pecuniary interests which are required to be disclosed to a meeting but do not exclude Members from participating, unless the member feels that it would be appropriate for them to voluntarily leave the room during the item under consideration.

- a) anybody of which the councillor is a member or in a position of general control or management and to which the councillor is appointed or nominated by the Council;
- b) anybody exercising functions of a public nature of which the councillor is a member or in a position of general control or management;
- c) anybody directed to charitable purposes of which the councillor is a member or in a position of general control or management;
- d) anybody one of whose principal purposes includes the influence of public opinion or policy (including any political party or trade union) of which the councillor is a member or in a position of general control or management.

Code of Conduct - Part 3:

Member/Officer Protocol

1. INTRODUCTION AND PRINCIPLES

1.1 This Protocol is to guide Members and Officers of the Council in their relations with one another so as to ensure the smooth running of the Council and to satisfy the ethical standards required.

1.2 Given the variety and complexity of such relations this Protocol does not seek to be either prescriptive or comprehensive. It simply offers guidance on some of the issues which most commonly arise. It is hoped, however, that the approach which it adopts will serve as a guide to dealing with other circumstances.

1.3 This Protocol is to a large extent a written statement of current practice and convention. It seeks to promote greater clarity and certainty. If the Protocol is followed, it should ensure that Members receive objective and impartial advice and that Officers are protected from accusations of bias and any undue influence from Members.

1.4 It seeks to build upon the principles underlying the Code of Conduct. The shared object of the Code is to enhance and maintain the integrity (real and perceived) of local government and the Code, therefore demands very high standards of personal conduct.

1.5 This Protocol is part of the Code of Conduct and the Employee Interests and Integrity Procedure. A breach of the provisions of this Protocol may also constitute a breach of the Code of Conduct and may constitute a breach of the Employee Interests and Integrity Procedure.

1.6 This Protocol should be read in conjunction with any guidance issued by the Monitoring Officer of Wiltshire Council.

2. THE RELATIONSHIP: GENERAL POINTS

2.1 Whilst both Councillors and Officers are servants of the public and they are indispensable to one another, the responsibilities are distinct. Councillors are responsible to the electorate and serve only so long as their term of office lasts. Councillors are responsible for setting policy. Officers are responsible to the Council. Their job is to give advice to Councillors and the Council, and to carry out the Council's work under the direction and control of the Council and its various bodies.

2.2 At the heart of this Protocol, is the importance of mutual respect. Member/Officer relationships are to be conducted in a positive and constructive way. Therefore, it is important that any dealings between Members and Officers should observe standards of courtesy and that neither party should seek to take unfair advantage of their position or seek to exert undue influence on the other party.

2.3 Members must respect the impartiality and integrity of all the Council's Officers. Similarly, all Officers must respect the role of Members as elected representatives.

2.4 Inappropriate relationships can be inferred from language. To protect Members and Officers, all should address each other at formal meetings in a professional manner.

2.5 A Member should not raise matters relating to the conduct or capability of an Officer in a manner that is incompatible with this Protocol. An Officer has limited means of responding to criticisms in public. If a Member feels they have not been treated with proper respect, courtesy or has any concern about the conduct or capability of an Officer, they should raise the matter with the Town Clerk or the Mayor. Any action taken against an Officer in respect of a complaint, will be in accordance with the provisions of the Council's Disciplinary Rules and Procedures.

2.6 An Officer should not raise with a Member matters relating to the conduct or capability of another Officer or to the internal management of a Department in a manner that is incompatible with the overall objectives of this Protocol.

2.7 Where an officer feels that they have not been properly treated with respect and courtesy by a Member, they should raise the matter with the Town Clerk. In these circumstances the Town Clerk will take appropriate action by approaching the Member and/or Group Leader or by referring the matter to the Monitoring Officer as a complaint.

3. ROLES OF MEMBERS AND OFFICERS

3.1 Members have four main roles :

- Determining the policy of the Council and giving it political leadership
- Monitoring and reviewing the performance of the Council in implementing that policy and delivering services
- Representing the Council externally
 - Acting as advocates on behalf of their constituents and the wider community

3.2 Officers have the following main roles:

- Initiating policy recommendations
- Implementing agreed policy, managing and providing the services and being accountable for the efficiency and effectiveness of the services provided
- Providing professional advice to the Council, its various bodies and individual members
- Ensuring the Council always acts in a lawful manner
- Ensuring the Town Council's finances are robust and managed correctly.

4. THE RELATIONSHIP : OFFICER SUPPORT TO MEMBERS : GENERAL POINTS

4.1 Officers are responsible for day-to-day managerial and operational decisions within the Council and will provide support to all Councillors in their various roles.

4.2 In giving such advice to Members and in preparing and presenting reports, it is the responsibility of the Officer to express their professional views and make recommendations. Members should not seek to pressure the Officer to make a recommendation contrary to the Officer's professional view because of their wish to express a contrary view.

4.3 The Town Clerk has certain statutory roles which need to be understood and respected by all Members. Members must respect these statutory obligations, must not obstruct the Town Clerk and Director of Operations and other Officers in the discharge of their responsibilities and must not victimise them for discharging their responsibilities.

4.4 The following key principles reflect the way in which Officers generally relate to Members:

- All Officers are employed by, and accountable to, the authority as a whole
- Support from Officers is needed for all of the authority's functions
- Day to day managerial and operational decisions should remain the responsibility of the Town Clerk and other Officers and
- All Officers will be provided with training and development to help them support the various Member roles effectively.

4.5 Finally, it must be remembered that Officers within the Town Council are accountable to their line manager and ultimately the Town Clerk and Director of Operations and that whilst Officers should always seek to assist a Member, they must not, in so doing, go beyond the bounds of whatever authority they have been given by their line manager or the Town Clerk.

5. RELATIONSHIPS BETWEEN MEMBERS AT COMMITTEES AND OFFICERS AT MEETINGS OF THE COUNCIL

5.1 Reports should always contain a recommendation unless the issue is clearly one where political judgement is required. They will also always include the name of the Officer. Members should raise issues with that Officer prior to the meeting if at all possible.

5.2 Chairs and Members shall give Officers the opportunity to present any report and give any advice the Officer considers it is advisable to give.

5.3 All Members shall seek the advice of the Town Clerk where they consider there is doubt about the power for a decision or where they consider a decision might be contrary to pre-determined policies of the Council.

5.4 Members and Officers should be mutually supportive in order to minimise any potential embarrassment to the Council. Criticism of Officers should be dealt with in private and, Officers must not be publicly critical of the Council or its policies.

6. THE RELATIONSHIP: OFFICER SUPPORT: MEMBER AND PARTY GROUPS

6.1 It must be recognised by all Officers and Members that in discharging their duties and responsibilities they serve the Council as a whole.

6.2 The only basis on which the Council can lawfully provide support services (e.g. stationery, typing, printing, photo-copying, transport etc.) to Members is to assist them in discharging their role as Members of the Council. Such support services must therefore only be used on Council business. They should never be used in connection with party political or campaigning activity.

7. OFFICER RELATIONSHIPS WITH PARTY GROUPS

7.1 The council recognises political groups and it is common practice for such groups to give preliminary consideration to matters of Council business in advance of consideration by the relevant Council body. Meetings between the Town Clerk and Chairs and/or group leaders will be held when appropriate albeit that they have no executive powers.

7.2 In dealings with members, in particular when giving advice to political party groups, Officers must demonstrate political impartiality and must not suppress professional advice due to political views.

7.3 Any particular cases of difficulty or uncertainty in this area of Officer advice to political party groups should be raised with the Town Clerk who will then discuss them with the relevant group leader(s).

8. MEMBERS' ACCESS TO INFORMATION AND TO COUNCIL DOCUMENTS

8.1 Members may ask for information pursuant to their legal rights. This right extends to such information, explanation and advice as they may reasonably need in order to assist them in discharging their role as a Member of the Council. This can range from a request for general information about some aspect of a department's activities to a request for specific information on behalf of a constituent. Such approaches should normally be directed to the relevant Officer.

8.2 As regards the legal rights of Members to inspect Council documents, these are covered partly by statute and partly by the common law.

8.3 Members have a statutory right in inspect any Council document which contains material relating to any business which is to be transacted by the Council. The right applies irrespective of whether the Member is a member of the meeting concerned and extends not only to reports which are to be submitted to the meeting, but also to any relevant background papers.

8.4 The common law rights of Members remain intact, are much broader and are based on the principle that any Member has a prima facie right to inspect Council documents so far as their access to the document is reasonably necessary to enable the Member properly to perform their duties as a Member of the Council. This principle is commonly referred to as the 'need to know' principle.

8.5 The exercise of this common law right depends therefore, upon an individual Member being able to demonstrate that they have the necessary 'need to know'. In this respect a Member has no right to 'a roving commission' to go and examine documents of the Council. Mere curiosity is not sufficient. The crucial question is the determination of the 'need to know'. This question will initially be determined by the Town Clerk.

8.6 In some circumstances (e.g. a Member wishing to inspect documents relating to the business of a meeting of the Council or its bodies) a Member's 'need to know' will normally be presumed. In other circumstances (e.g. a Member wishing to inspect documents which contain personal information about third parties) the Member will normally be expected to justify the request in specific terms.

8.7 Whilst the term 'Council document' is very broad and includes for example, any document produced with Council resources, it is accepted by convention that a Member of one party group will not have a 'need to know' and therefore, a right to inspect, a document which forms part of the internal workings of another party group.

8.8 Further and more detailed advice regarding Members rights to inspect Council documents may be obtained from the Town Clerk.

8.9 Any Council information provided to a Member must only be used by Members for the purpose for which it was provided, i.e. in connection with the proper performance of the Member's duties as a Member of the Council. Therefore, for example, early drafts of Committee reports/ briefing papers are not suitable for public disclosure and should not be used other than for the purpose for which they were supplied.

9. CORRESPONDENCE

9.1 Correspondence between an individual Member and an Officer should not normally be copied (by the Officer) to any other Member. Where exceptionally it is necessary to copy the correspondence to another Member, this should be made clear to the original Member. In other words, a system of 'blind copies' should not be employed.

9.2 Official letters on behalf of the Council should normally be sent in the name of the appropriate Officer, rather than in the name of a Member. Letters which, for example, create legal obligations or give instructions on behalf of the Council should never be sent out in the name of a Member.

10. PUBLICITY AND PRESS RELEASES

10.1 Local councils are accountable to their electorate. Accountability requires local understanding by the Council explaining its objectives and policies to the electors and taxpayers. Local councils increasingly use publicity to inform the community and to encourage public participation. Every Council needs to tell the public about the services it provides. Good, effective publicity aimed to improve public awareness of a Council's activities is, in the words of the Government, to be welcomed.

10.2 Publicity is, however, a sensitive matter in any political environment because of the impact it can have. Expenditure on publicity can be significant. It is essential, therefore, to ensure that local council decisions on publicity are properly made in accordance with clear principles of good practice. The government has issued a Code of Recommended Practice on Local Authority Publicity. The Code develops the conventions that should apply to all publicity at public expense and which traditionally have applied in both central and local government. It requires that all local councils shall have regard to the provisions of any such Code in coming to any decision on publicity.

10.3 Officers and Members of the Council will, therefore, in making decisions on publicity, take account of the provisions of this Code. If in doubt, Officers and/or Members should initially seek advice from the Town Clerk. Particular care should be paid to any such publicity used by the Council around the time of an election. Particular advice will be given on this by the Town Clerk.

11. MEMBERS IN THEIR WARD ROLE AND OFFICERS

11.1 Whenever a public meeting is organised by the Council to consider a local issue, all the Members representing the Ward or Wards affected will as a matter of course, be invited to attend the meeting. Similarly, whenever the Council undertakes any form of consultative exercise on a local issue, the Ward Members will be notified at the outset of the exercise.

11.2 Should Members or local residents convene a local meeting, Officer attendance will be at the direction of the Council or at the discretion of the Town Clerk and will take account of the purpose of the meeting.

11.3 In all circumstances, the role of Officers at such meetings is to provide information on the topic under consideration and any decision making process which might be relevant, but not to offer or share judgements. Officers will seek to assist in the effective engagement of the community but will be mindful at all times of the integrity of the formal decision making process.

11.4 Members attending local consultation meetings, which may on occasion give rise to heated debate, should be mindful of the restrictions on the responses available to Officers and both Officers and Members should act at all times in accordance with this Code of Conduct.

12. CONCLUSION

12.1 Mutual understanding and openness on these sorts of sensitive issues and basic respect are the greatest safeguard of the integrity of the Council, its Members and Officers.

12.2 Questions of interpretation of this Protocol will be determined by the Town Clerk.

12.3 Copies of the Protocol will be issued to all Members, upon election, and all line managers.



Presented to the Resources Committee on 29th June 2021 for consideration. Which RESOLVED to RECOMMEND adoption to Full Council on 6th July 2021. Amended and RESOLVED to APPROVE by the Council on 6th July 2021.

To come into effect on 7th July 2021.

Signed Cllr S Gibson, Mayor

Signed Sandra Bartlett, Town Clerk.

Re-adopted by the Council on 6th July 2021.

Signed Cllr S Gibson, Mayor.

Signed Sandra Bartlett, Town Clerk.



GRANTS POLICY
2021

DRAFT

1. Introduction

The community of Bradford on Avon is vibrant and supports a wealth of community groups and activities. Bradford on Avon Town Council is committed to providing assistance and support to local community groups and organisations which are set up to promote community life for the residents of the town.

The Town Council provides grants, via the Community and Well Being committee.

2. The Aim of the Councils Grant Policy

The policy is intended to set out how the Town Council operates its grant making process, providing clarity to assist organisations who may wish to apply. The Town Council will consider applications that support its vision;

“Bradford on Avon Town Council celebrates our community and believes that a cohesive and inclusive community is central to building a happy, vibrant and successful town.

The Town Council recognises the diverse needs and aspirations of our community. Regardless of age, gender, sexuality, race, religion or economic status, we value and will support all who live, work or otherwise contribute to our Town.

The Town Council wants to create a town where its heritage and environment is valued and where people want to live, work, play and visit. A town where all residents have access to a high quality of life both now and in the future”.

The Town Council’s Policy on grants is based on the principle of promoting the development of partnerships which encourage and enable local community groups to deliver local projects and services to the residents of Bradford on Avon.

3. Grants Policy

The Council is committed to supporting community groups by using its resources to make a difference to the lives of the town’s residents. The Town Council defines a community group as a non-profit making voluntary organisation or a charity.

Grants are available for projects that meet the Council’s vision and sit within the Town Council’s Business Plan.

Grants will be awarded based on the merit of the project and overall benefit to the local community. Applicants must clearly show how any assistance given will benefit the people living in Bradford on Avon or the environment of Bradford on Avon. The Town Council’s decision is final.

There is no restriction on whether the funds are used for capital or revenue projects, any amount not used **MUST** be repaid in full.

All grants will be subject to funding being available and the commitment of the applicant to provide an end of project evaluation report covering the outcomes from the project. The

grant cannot be used as a general contribution, it **must be** for a specific cost. Organisations should not make a presumption that funding will continue on a year to year basis.

3. General Conditions

Applications are invited throughout the year and all applications must be submitted on a completed Council application form.

All applications will be considered by Council officers to ensure they are complete and meet the policy requirements. The applications are then submitted to a review panel, consisting of Town Council elected members, officers and representatives from the Bradford on Avon Area board to ensure that they are not duplicate of other grants and that the Town Council is the correct body for the grant (the application could be forwarded to another body). The review panel then makes a recommendation to the Town Council's Community and Well-being committee.

All projects must acknowledge Bradford on Avon Town Council's financial contribution in all marketing material. The Council may require a photograph to promote the project in its literature.

Projects/services being considered for grant funding must be available to the community of Bradford on Avon.

Grants will not be awarded to organisations who already hold surplus funds which are not being used for the general operation/delivery of other projects and are not earmarked reserves.

No grants will be awarded for the costs of general routine maintenance of buildings and equipment or where spending has taken place prior to approval.

Grants cannot be used to contribute to a surplus for charitable distribution or to increase an organisations reserve. Grants will not be awarded for organisations to pass on to third parties.

Bradford on Avon Town Council

Internal Audit Report: Final Up-date 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 internal audit work undertaken in relation to the 2020-21 financial year which took place on the 16th November 2020 and 22nd April 2021 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.

Internal Audit Approach

In completing 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 twelve internal control objectives.

Overall Conclusion

We are pleased to report that, based on the work completed, the Council has effective internal control arrangements and that income and payments are supported by suitable documentation. We have signed off the Internal Audit report section of the AGAR assigning positive assurance against the control objectives.

We request that this report is presented to Members.

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 accounts, whilst Cash Book five records detail of the fixed term deposit). 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;
- Confirmed that the Rialtas financial ledger remained "in balance" at the dates of our two reviews (i.e. 16th November 2020 and 22nd April 2021);
- Examined detail in the Council's Current account Cash Book (one) and premier interest account Cash Book (two) for September 2020 and March 2021 agreeing transactions to the relevant bank statements and checking inter account transfers;
- Agreed the reconciliation of the Rialtas system to the bank statements for Cash Books one and two as at 30th September 2020, 28th February and 31st March 2021;
- Agreed the balance on the deposit account Cash Book (five) to the deposit statement from Lloyds at 30th September 2020, noting there was no further movement to the year-end 31st March 2021;
- For the CCLA cash book we agreed the balance as shown in Rialtas at 30th September 2020, 28th February 2021 and 31st March 2021 to the CCLA deposit account statements and checked the movements in September 2020 and March 2021 per the Cash Book to the CCLA deposit account statement;
- 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 have confirmed 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 (SOs) 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 updated model FRs. We note that SOs which contain FRs were re-drafted in February 2021 and are due to be considered by Members at the Council meeting to be held in May 2021.

We have reviewed the minutes for the financial year as posted on the Council's website to 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.

Conclusion

No matters have been identified from this area of our review based on our work completed.

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 reviewed expenditure examining a sample of 75 individual payments processed in the year to 31st March 2021, together with three NNDR invoices paid over 10 months in the year. The test sample totals £304,259 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 and January 2021 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 quarterly VAT reclaims for 2020/21 confirming the receipt of the related funds from

HMRC into the accounts or to the year-end debtor's balance in the case of the reclaim for quarter four.

Conclusion

We are pleased to report that no issues arise in this area warranting formal comment or recommendation.

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 noted at the interim review that the Council 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.

Conclusion

No matters have been identified from our work completed in this area, 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.

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

The 2021/22 budget and precept was set by the Council at their meeting on 5th January 2021 after initial considerations by the Resources Committee in December 2020. In making their decision Members were supported by a budget report detailing the budget by line and providing comparative data over 5 years including 2021/22. Members considered also future projects and the impact on reserves and the implications for council tax.

We have reviewed income and expenditure year on year seeking explanations from officers for material variances. Considering section two of the AGAR and the changes between 2019/20 and 2020/21, we understand from officers:

- The precept was increased in 2020/21 compared to the prior year to allow for additional services transferring from the Unitary Council;
- Other receipts are reduced due to the closure of venues, also significant CIL was received in 2019/20 but not in 2020/21;
- Payroll has increased due to the Council taking on three additional staff in 2020/21 and additional overtime costs in 2020/21; and
- Other payments appear to have reduced compared to the prior year, although 2019/20 included the one off payment of £600,000 to the CCLA in respect of an investment in the property fund. In 2020/21 there were one off costs around street improvements to facilitate social distancing.

We have considered the Council's reserves noting at 31st March 2021 the general reserve was £191,441. This approximates to two and half month's spending at 2020/21 levels, which is on the low side compared to the normal range for parish and town councils of 3-6 months spending. We note, however, the Council has significant earmarked reserves of £602,487 and actively manages them in financial planning.

Conclusion

No issues arise in this area based on our 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 income from other miscellaneous events, etc.

In common with many councils, income has been affected by the Covid-19 lockdown. We reviewed the budget information on Rialtas to identify suitable areas to test. 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 £23,641 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 to the list of precepts demanded in 2020/21 published by the Department of Housing and Local Government;
- Reviewed the unpaid invoices report on Rialtas at 31st October 2020 and year end debtors;
- Discussed variances to budget noting some income was not received as it was predicated on the asset transfer from Wiltshire Council; and
- Tested income arising from St Margaret's hall checking a sample of five sales invoices covering the period January to March 2021 agreeing the amount invoiced to the booking diary and the agreed fees set out in the booking agreements.

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

Conclusion

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

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.

Conclusion

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; and
- Agreed the amounts recorded in the main cash book for employee pay, payments to the pension provider and HMRC to the detailed payroll reports.

We further completed 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.

Conclusion

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

Fixed Asset Registers

The Governance and Accountability Manual requires all councils to maintain a register of all assets owned. We are pleased to note compliance with this requirement with a detailed asset register in place. We have agreed the asset register to the value reported in the AGAR, section 2 line 9. We note the asset register correctly includes the cost value of the investment in the CCLA property fund and includes one addition in 2020/21 relating to the acquisition of Becky Addy Wood.

Conclusion

The Council maintains its asset register.

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 March 2021 statement. We note the Council continues to hold a term deposit with Lloyds which is due to mature on 6th August 2021.

We have test checked the payment of PWLB loan repayments made during the year as part of our sample of payments testing. At the year end we agreed the loan balance report in section 2 line 10 of the AGAR to the list of PWLB balances published as outstanding at 31st March 2021 on the Government's Debt Management Office website.

Conclusion

No additional issues arise in this area warranting formal comment or recommendation.

Statement of Accounts and AGAR

The Accounts and Audit Regulations, (as amended periodically), require all councils to prepare annually a Statement of Accounts, which is now embodied in the AGAR. We have agreed the AGAR section two to the underlying accounting records agreeing also the comparative figures to the 2019-20 AGAR. As stated previously we have reviewed debtors and creditors and we confirmed with officers the Council is meeting its obligations in respect of charitable funds.

Conclusion

No issues have been identified in this review area and we have duly signed off the Internal Audit Report in the AGAR, assigning positive assurances in each relevant area.

Bradford on Avon Town Council
List of Payments April 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/04/2021	Grist Environmental Limited	DD 1Apr21	139.82	Refuse Collections Feb21
09/04/2021	Lloyds Bank plc	DD 9Apr21	21.02	Charges 10Feb to 9Mar21
13/04/2021	West Mercia Energy	DD13Apr21	968.30	Electricity Feb21
16/04/2021	Entanet International Ltd	DD 16Apr21	40.50	YC Broadband/Line Rental Apr21
19/04/2021	BIRMINGHAM	DD 19Apr21	226.55	Mar21 Calls/Apr21 Charges
21/04/2021	West Mercia Energy	DD 21Apr21	356.98	Electricity Feb21
22/04/2021	HMRC	BACS	8545.44	PAYE/NIC Mar21
23/04/2021	Moorepay Limited	DD 23Apr21	144.48	Payroll Mar21
26/04/2021	Lloyds Bank plc	DD 26Apr21	544.13	Credit Card Purchases
26/04/2021	Staff Salaries	BACS	25402.81	Salaries Apr21
27/04/2021	UK Wholesale Direct	DD 27Apr21	32.92	VIC May Charges
28/04/2021	Booker Ltd	DD 28Apr21	33.19	Cleaning Product
28/04/2021	Wiltshire Council Non-Domestic	DD159398	243.20	Rates 21/22 SMCP WCs
28/04/2021	Wiltshire Council Non-Domestic	DD158763	243.20	Rates 21/22 SCP WCs
28/04/2021	Wiltshire Council Non-Domestic	DD142337	352.00	Rates 21/22 VIC
28/04/2021	Wiltshire Council Non-Domestic	DD112343	405.90	Rates 21/22 YC
28/04/2021	Wiltshire Council Non-Domestic	DD134007	484.30	21/22 Rates SMH
30/04/2021	SJ Aplin Playgrounds Ltd	300421001	681.00	BF Pedestrian Gate repair
30/04/2021	Arts Together	300421002	600.00	21/22 Grant ArtsTogether
30/04/2021	Joceline Bury	300421003	260.00	Spring N'letter Production
30/04/2021	Carer Support Wiltshire	300421004	686.00	Grant19/20 C&R25Feb20 Min112(i)
30/04/2021	Citation Ltd	300421005	419.82	Fire risk Assessment Apr21
30/04/2021	Destination Bristol	300421006	924.00	Bath Visitor Guide 2021 Advert
30/04/2021	G Greenaway	300421007	22.00	Window Cleaning Apr21
30/04/2021	Hammerpaw Ltd	300421008	300.00	BOA Unlocked Logos
30/04/2021	Hammerpaw Ltd	300421008	50.00	Town Map Edits
30/04/2021	Intelligent Facility Solutions	300421009	125.98	Hand Dryer Disabled WC
30/04/2021	Integrated Water Services Ltd	300421010	121.34	Water Hygiene Mar21
30/04/2021	Kew (Electrical Distributors)	300421011	26.50	SMH Gents Ceiling Light Bulb
30/04/2021	Leigh Park Garden Machinery	300421012	824.41	Mower Repairs/Chipper Service
30/04/2021	Lyreco UK Limited	300421013	122.14	Cleaning Materials Mar21
30/04/2021	D Perry	300421014	558.00	Basketball Court Repairs
30/04/2021	Mr R.W.A. Powell	300421015	60.00	WG Grass Cut 6&19Apr21
30/04/2021	Ricoh UK Ltd	300421016	252.19	Copier Rent & Copies
30/04/2021	RW Consultancy Services	300421017	525.00	Job Evaluations x2
30/04/2021	Society of Local Council Clerk	300421018	144.00	Training Fees JB (ILCA)
30/04/2021	Scottish & Southern Electricity	300421019	568.55	Electricity Works Frome Road
30/04/2021	Simon Sutton	300421020	50.00	Truck Fuel
30/04/2021	Systemagic Ltd	300421021	297.28	MS365 Packages Mar21
30/04/2021	Tom Beavan Ltd	300421022	433.00	Website Updates & Hosting
30/04/2021	Unique Signs Ltd	300421023	122.40	Caution Swans' X9 Signs
30/04/2021	Timothy Yeomans	300421024	106.60	Secateurs/Bags/ScaffoldingTowe
30/04/2021	Zurich Municipal	300421025	56.00	Temp Vehicle Insurance
30/04/2021	Bradford on Avon Bowls Club	300421026	4000.00	21/22 Grant Bowls Club

Total Payments £50,520.95

YC Youth Centre
VIC Visitor Information
SMCP St Margaret's Car Park Toilets
SCP Station Car Park Toilets
SMH St Margaret's Hall
BF Barton Farm
WG Westbury Garden
VF Victory Field

Bradford on Avon Town Council
List of Payments March 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
01/03/2021	Prudential Assurance	FP 1MAR	200.00	AVC Due Feb21
01/03/2021	Wiltshire Pension Fund	FP 1MAR	8502.08	Feb21 Contributions
01/03/2021	Mr TS & Mrs J Lisney	DD 1Mar21	3284.39	VIC Rent MAM21
01/03/2021	Grist Environmental Limited	DD 1Mar21	139.82	Refuse Collections Jan21
01/03/2021	Wiltshire Council Non-Domestic	DD 159398	331.00	NDR SMCP Conveniences 20/21
01/03/2021	Wiltshire Council Non-Domestic	DD 158763	362.00	NDR SCP Conveniences 20/21
01/03/2021	West Mercia Energy	DD1Mar21	380.39	Electricity Dec20
12/03/2021	Entanet International Ltd	DD 12Mar21	11.40	YC PSTN Rental Mar21
12/03/2021	Lloyds Bank plc	DD 12Mar	14.30	Charges 10Jan - 9Feb21
15/03/2021	Public Works Loan Board	DD	9169.65	PWLB Repayment
16/03/2021	Cash	6438	116.63	Petty Cash Feb21
17/03/2021	BIRMINGHAM	DD 17Mar21	226.56	Feb Calls Mar Charges
18/03/2021	Citation Ltd	180321001	419.82	Fire Risk Assessment Mar21
18/03/2021	Colin Johns	180321002	262.50	Planning Advice OND20
18/03/2021	The Feed Bins & Storage Co	180321003	1071.37	Terracycling Store Bins
18/03/2021	Flipside Media	180321004	75.00	DR21 Banner Amendments
18/03/2021	Hammerpaw Ltd	180321005	200.00	VIC Resize Images etc
18/03/2021	Kew (Electrical Distributors)	180321006	21.92	Emergency Light etc
18/03/2021	Mike Roberts	180321007	40.00	MR Printer Cartridgex2
18/03/2021	Society of Local Council Clerk	180321008	309.00	SLCC M'ship IB
18/03/2021	Richard Snarr	180321009	37.10	Terracycling Store Materials
18/03/2021	Simon Sutton	180321010	43.00	Truck Fuel/Mats
18/03/2021	Systemagic Ltd	180321011	734.68	IT Support & MS365 Packages Feb21
18/03/2021	T&A Motors Ltd	180321012	1952.16	Truck Repairs
18/03/2021	Tom Beavan Ltd	180321013	379.91	DR21 Website & Gravity Form
18/03/2021	Tom Beavan Ltd	180321013	273.00	Website Hosting & Issues Mar21
18/03/2021	Visit Wiltshire Limited	180321014	876.00	Wilts Visitor Guide&Map 21/22
18/03/2021	Wiltshire Council	180321015	1226.72	YC Rent 20/21
18/03/2021	West Mercia Energy	DD18Mar21	1158.91	Gas & Electricity Jan21
19/03/2021	Entanet International Ltd	DD 19Mar21	29.10	YC Broadband Mar21
22/03/2021	HMRC	BACS	8021.58	PAYE/NIC Due Feb21
22/03/2021	Wiltshire Music Centre Trust L	FP 22Mar21	293.77	Grant 19/20 C&R25Feb20 Min112(i)
24/03/2021	UK Wholesale Direct	DD 24Mar21	19.73	VIC April Charges
24/03/2021	Moorepay Limited	DD24Mar21	204.48	Payroll Charges Feb21
25/03/2021	Lloyds Bank plc	DD 25Mar21	1297.17	Credit Card Purchases Feb/Mar21
26/03/2021	West Mercia Energy	DD 26Mar21	397.35	Electricity Jan21
26/03/2021	Staff Salaries	BACS	24548.18	Salaries Mar21
26/03/2021	Prudential Assurance	FP	200.00	AVC Due Mar21
26/03/2021	Wiltshire Pension Fund	FP	8591.36	Pension Conts Due Mar21
29/03/2021	Wiltshire Council Non-Domestic	DD159398	331.00	NDR SMCP Conveniences 20/21
29/03/2021	Wiltshire Council Non-Domestic	DD 158763	362.00	NDR SCP Conveniences 20/21
31/03/2021	Audience Systems Ltd	310321001	3615.84	5yr Full Service & SafetyCheck
31/03/2021	Avon Printing Services Ltd	310321002	662.00	6849 x Spring N/letter Printing
31/03/2021	Broxap Limited	310321003	962.40	BenchFittingsPlaqueDel
31/03/2021	Cotswolds National Landscape	310321004	400.00	Flying Kingfisher Jun/Aug21
31/03/2021	Keith Draper	310321005	304.21	WG Planter Plants
31/03/2021	Elite Industrial Supplies Ltd	310321006	124.07	CEV HiVis Vestx10
31/03/2021	G Greenaway	310321007	22.00	Window Cleaning Mar21
31/03/2021	Hammerpaw Ltd	310321008	50.00	VIC Resize Advert Images
31/03/2021	Haven Fire Security Consultant	310321009	1348.03	Intruder & Fire Alarm Insp 21/22
31/03/2021	Initial Washroom Hygiene	310321010	91.29	Hygiene Bins JFM21
31/03/2021	Integrated Water Services Ltd	310321011	121.34	Water Hygiene Feb21
31/03/2021	Lyreco UK Limited	310321012	74.77	Cleaning Materials
31/03/2021	NALC	310321013	180.00	LCAS National Panel Accred Fee
31/03/2021	Mr R.W.A. Powell	310321014	87.00	WG Grass Cut & Plants x21
31/03/2021	Royal Mail Group Ltd	310321015	543.54	Newsletter D2D x 6864
31/03/2021	Peter Clark	310321016	850.00	SMH Masonry Repairs
31/03/2021	Richard Snarr	310321017	185.29	Terracycling Store Building Materials
31/03/2021	Simon Sutton	310321018	40.00	Truck Fuel
31/03/2021	Systemagic Ltd	310321019	558.88	IT Support & MS365 Packages
31/03/2021	Visit Wiltshire Limited	310321020	276.00	Wilts Travel Trade Group 21/22
Total Payments			<u>£ 86,611.69</u>	

SCP Station Car Park Toilets
SMCP St Margaret's Car Park Toilets
SMH St Margaret's Hall
VIC Visitor Information
WG Westbury Garden
YC Youth Centre
VF Victory Field
DR21 Duck Race

Bradford on Avon Town Council Payments May 2021

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
04/05/2021	Grist Environmental Limited	DD 4May21	183.94	Refuse Collections Mar21
06/05/2021	Wiltshire Pension Fund	FP 6MAY	8625.50	Apr21 Cont'n
06/05/2021	Prudential Assurance	FP 6MAY	200.00	Apr21 Cont'n
14/05/2021	Lydia Booth	140521001	72.81	LB Expenses Jan-Mar21
14/05/2021	Citation Ltd	140521002	419.82	Fire Risk Assessment
14/05/2021	Colin Johns	140521003	612.50	Planning Advice JFM21
14/05/2021	Bath Arts Workshop Ltd	140521004	3102.00	BOA Unlocked Phase 1
14/05/2021	Society of Local Council Clerk	140521005	379.00	SLCC M'ship
14/05/2021	Systemagic Ltd	140521006	261.60	IT Support Apr21
14/05/2021	Tom Beavan Ltd	140521007	2565.00	Website New Reporting Section/Issues 2.75hrs
14/05/2021	Unique Signs Ltd	140521008	30.00	Terrastore Bin Sign
14/05/2021	Visit Wiltshire Limited	140521009	108.00	Travel Trade FullPageAdvert
14/05/2021	Wiltshire Association of Local	140521010	1547.23	NALC&WALC Annual Subs 21/22
14/05/2021	Lloyds Bank plc	DD 14May	23.16	Charges 10Mar to 9Apr21
17/05/2021	Entanet International Ltd	DD 17May	40.50	YC Line Rental May21
17/05/2021	BIRMINGHAM	DD 17May21	226.43	Apr Calls/May Charges
21/05/2021	West Mercia Energy	DD 21May21	1190.97	Gas/Electricity Mar21
21/05/2021	HMRC	BACS	9071.08	PAYE etc Apr21
24/05/2021	UK Wholesale Direct	DD 24May21	34.67	VIC April Calls/June Charges
25/05/2021	Moorepay Limited	DD 25May	266.22	Apr Payroll/2021 Year End Proc
25/05/2021	Lloyds Bank plc	DD 25May21	1359.89	Credit Card Purchases Apr21
26/05/2021	Staff Salaries	BACS 26MAY	24739.06	Salaries May21
26/05/2021	Wiltshire Pension Fund	FP 26MAY	8304.25	Pension Conts May21
26/05/2021	Prudential Assurance	FP 26MAY21	200.00	AVC Conts May21
28/05/2021	Wiltshire Council Non-Domestic	DD 159398	241.00	Rates 21/22 SMCP WCs
28/05/2021	Wiltshire Council Non-Domestic	DD 158763	241.00	Rates 21/22 SCP WCs
28/05/2021	Wiltshire Council Non-Domestic	DD 142337	349.00	Rates 21/22 VIC
28/05/2021	Wiltshire Council Non-Domestic	DD 112343	404.00	Rates 21/22 YC
28/05/2021	Wiltshire Council Non-Domestic	DD 134007	484.00	21/22 Rates SMH
28/05/2021	Auditing Solutions Ltd	280521001	534.00	EoY Audit 20/21
28/05/2021	Avon Printing Services Ltd	280521002	155.00	FS21 Schedules x500
28/05/2021	Blue Frontier IT Ltd	280521003	120.00	.gov.uk Domain Renewal 2yrs
28/05/2021	Broxap Limited	280521004	987.60	Bench & Plaque Perkins
28/05/2021	Burbidge Electrical	280521005	274.80	SMH Disabled Toilet Repairs
28/05/2021	Cordee	280521006	163.26	VIC Maps Books etc
28/05/2021	Keith Draper	280521007	40.00	Truck Fuel
28/05/2021	G Greenaway	280521008	22.00	Window Cleaning May21
28/05/2021	Haven Fire Security Consultant	280521009	36.00	Fire Extinguisher Insp x2
28/05/2021	Sarah Hawkins	280521010	30.24	Keys/Batteries
28/05/2021	Integrated Water Services Ltd	280521011	121.34	Water Hygiene Apr21
28/05/2021	James Alsop	280521012	22.00	Bradford Walks x10
28/05/2021	Lyreco UK Limited	280521013	163.57	Cleaning Materials April21
28/05/2021	D Perry	280521014	325.00	Maintenance Apr21
28/05/2021	Mr R.W.A. Powell	280521015	70.00	WG Grass Cut&Strim 20May
28/05/2021	Systemagic Ltd	280521016	578.28	MS365 Packages
28/05/2021	Tom Beavan Ltd	280521017	108.00	Website Hosting May21
28/05/2021	Toolden	280521018	769.79	DeWalt Kit/Battery/Charger
28/05/2021	Armstrong Best Ltd	280521019	58.92	Treasure Trails x10
28/05/2021	Zurich Municipal	280521020	7707.85	Annual Insurance Jun21-May22
28/05/2021	Wiltshire Council	280521	30000.00	Contribution to Social Distancing Measures

Total Payments £ 93,974.71

YC Youth Centre
VIC Visitor Information
SMCP St Margaret's Car Park Toilets
SCP Station Car Park Toilets
SMH St Margaret's Hall
BF Barton Farm
WG Westbury Garden
VF Victory Field

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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	0	586	0	(586)			0.0%	536
1015 Insurance claims	0	17,964	0	(17,964)			0.0%	
1070 Miscellaneous Income	0	280	0	(280)			0.0%	
1075 CIL (S106) Grants Receivable	3,000	39,618	0	(39,618)			0.0%	39,618
1076 Precept	0	885,590	885,590	0			100.0%	
1080 CWLPEC SLA Income	0	19,500	19,500	0			100.0%	
1090 Interest Received	21	4,390	2,600	(1,790)			168.8%	
1095 Dividends Received	0	23,934	23,000	(934)			104.1%	
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	187	1,177	0	(1,177)			0.0%	
Administration :- Income	3,208	999,277	961,690	(37,587)			103.9%	40,154
4001 Staff Employment Costs	41,885	497,358	507,000	9,642		9,642	98.1%	
4006 Refreshments	28	236	800	564		564	29.5%	
4007 Staff Travel	32	75	300	226		226	24.8%	
4008 Training and Conferences	120	1,291	5,000	3,709		3,709	25.8%	
4013 Rent	20,000	20,000	20,000	0		0	100.0%	
4017 Cleaning	22	543	275	(268)		(268)	197.5%	
4019 Miscellaneous	0	357	300	(57)		(57)	118.9%	
4021 Telephone & Broadband	189	2,201	1,000	(1,201)		(1,201)	220.1%	
4022 Postage	0	8	400	393		393	1.9%	
4023 Stationery	56	380	1,000	620		620	38.0%	
4024 Photocopying	95	954	1,200	246		246	79.5%	
4025 Insurance	688	7,475	15,000	7,525		7,525	49.8%	
4026 Subscriptions	140	2,244	1,964	(280)		(280)	114.3%	
4027 Licences	12	1,867	40	(1,827)		(1,827)	4667.5%	
4031 Recruitment Advertising	0	0	2,000	2,000		2,000	0.0%	
4032 Publicity	123	2,348	1,000	(1,348)		(1,348)	234.8%	
4036 Software & Support	1,233	13,581	12,000	(1,581)		(1,581)	113.2%	
4037 Computer Hardware	0	3,040	0	(3,040)		(3,040)	0.0%	3,040
4038 Town Clock Maintenance	0	2,190	250	(1,940)		(1,940)	876.0%	1,694
4041 Property & Other Maintenance	0	7	500	493		493	1.3%	
4046 Equipment Purchase	0	1,190	0	(1,190)		(1,190)	0.0%	1,000
4051 Audit Fees - external	133	2,000	2,000	0		0	100.0%	

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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
4052 Audit Fees - internal	37	890	900	10		10	98.9%	
4054 Payroll Fees	209	1,540	1,000	(540)		(540)	154.0%	
4055 Legal Fees	0	7,500	5,000	(2,500)		(2,500)	150.0%	2,500
4056 HR Consultancy	875	4,695	5,000	305		305	93.9%	
4058 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4064 Bank Charges	2	222	300	78		78	74.1%	
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	74	764	3,000	2,236		2,236	25.5%	194
Administration :- Indirect Expenditure	65,952	580,192	742,379	162,187	0	162,187	78.2%	8,428
Net Income over Expenditure	(62,744)	419,085	219,311	(199,774)				
6002 plus Transfer from EMR	5,194	8,428						
6003 less Transfer to EMR	39,618	40,154						
Movement to/(from) Gen Reserve	(97,168)	387,358						
102 Civic & Democratic								
4027 Licences	150	200	0	(200)		(200)	0.0%	
4030 Events	0	464	0	(464)		(464)	0.0%	
4034 Newsletter	260	5,117	4,500	(617)		(617)	113.7%	
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	40	78	600	522		522	13.0%	
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	450	5,859	12,250	6,391	0	6,391	47.8%	0
Net Expenditure	(450)	(5,859)	(12,250)	(6,391)				
109 Capital & Projects								
4901 CP - Loan Repayment	9,170	18,339	18,340	1		1	100.0%	
4902 Rolling Contingency Fund	0	43,850	(16,355)	(60,205)		(60,205)	(268.1%)	11,435
Capital & Projects :- Indirect Expenditure	9,170	62,189	1,985	(60,204)	0	(60,204)	3133.0%	11,435
Net Expenditure	(9,170)	(62,189)	(1,985)	60,204				
6002 plus Transfer from EMR	9,585	11,435						
Movement to/(from) Gen Reserve	415	(50,754)						
Resources :- Income	3,208	999,277	961,690	(37,587)			103.9%	
Expenditure	75,572	648,241	756,614	108,373	0	108,373	85.7%	
Net Income over Expenditure	(72,364)	351,036	205,076	(145,960)				
plus Transfer from EMR	14,779	19,863						
less Transfer to EMR	39,618	40,154						

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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
Movement to/(from) Gen Reserve	(97,203)	330,744						

Community & Recreation103 Grants

4102 Grants	0	6,450	27,000	20,550		20,550	23.9%	
4660 Health & Wellbeing	0	10,097	22,000	11,903		11,903	45.9%	
Grants :- Indirect Expenditure	0	16,547	49,000	32,453	0	32,453	33.8%	0
Net Expenditure	0	(16,547)	(49,000)	(32,453)				

205 Youth Services

1010 Grants Received	0	0	8,000	8,000			0.0%	
1215 Youth Services Income	0	18,500	10,000	(8,500)			185.0%	
Youth Services :- Income	0	18,500	18,000	(500)			102.8%	0
4213 Hall/Room Hire	0	1,608	0	(1,608)		(1,608)	0.0%	
4650 Youth Strategy	4,070	47,254	48,260	1,006		1,006	97.9%	
Youth Services :- Indirect Expenditure	4,070	48,862	48,260	(602)	0	(602)	101.2%	0
Net Income over Expenditure	(4,070)	(30,362)	(30,260)	102				

311 Skatepark

1225 Skatepark Donations	650	6,050	0	(6,050)			0.0%	5,914
Skatepark :- Income	650	6,050	0	(6,050)				5,914
4314 Skatepark Expenses	0	136	0	(136)		(136)	0.0%	
Skatepark :- Indirect Expenditure	0	136	0	(136)	0	(136)		0
Net Income over Expenditure	650	5,914	0	(5,914)				

6003 less Transfer to EMR 5,914 5,914

Movement to/(from) Gen Reserve (5,264) 0

Community & Recreation :- Income	650	24,550	18,000	(6,550)			136.4%	
Expenditure	4,070	65,545	97,260	31,715	0	31,715	67.4%	
Net Income over Expenditure	(3,420)	(40,995)	(79,260)	(38,265)				
less Transfer to EMR	5,914	5,914						
Movement to/(from) Gen Reserve	(9,334)	(46,909)						

Town Development

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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
301 Town Development								
1011 Donations Received	0	10,790	0	(10,790)			0.0%	
1070 Miscellaneous Income	0	193	500	307			38.5%	
1200 Christmas Lights Income	0	1,900	5,500	3,600			34.5%	
Town Development :- Income	0	12,883	6,000	(6,883)			214.7%	0
4025 Insurance	0	51	0	(51)		(51)	0.0%	
4045 Christmas Lights	0	13,915	14,500	585		585	96.0%	
4059 CEV	1,698	3,809	3,000	(809)		(809)	127.0%	
4061 Tourism Memberships	221	3,044	4,250	1,206		1,206	71.6%	
4219 South West In Bloom	0	174	5,000	4,826		4,826	3.5%	
4225 Signage & Wayfinding Project	0	1,237	10,000	8,763		8,763	12.4%	
4302 Hanging Baskets	0	6,944	6,700	(244)		(244)	103.6%	
4303 Seat Repairs&Renewals	802	1,817	1,500	(317)		(317)	121.1%	
4404 Tory Trees	0	215	1,000	785		785	21.5%	
4550 Play Areas (WC)	0	16,836	20,000	3,164		3,164	84.2%	79
4700 Tourism Development Fund	0	5,945	6,000	55		55	99.1%	
4850 Volunteer Development	(74)	0	0	0		0	0.0%	
Town Development :- Indirect Expenditure	2,647	53,987	71,950	17,963	0	17,963	75.0%	79
Net Income over Expenditure	(2,647)	(41,104)	(65,950)	(24,846)				
6002 plus Transfer from EMR	0	79						
6003 less Transfer to EMR	(8,000)	0						
Movement to/(from) Gen Reserve	5,353	(41,025)						

Town Development :- Income	0	12,883	6,000	(6,883)			214.7%	
Expenditure	2,647	53,987	71,950	17,963	0	17,963	75.0%	
Net Income over Expenditure	(2,647)	(41,104)	(65,950)	(24,846)				
plus Transfer from EMR	0	79						
less Transfer to EMR	(8,000)	0						
Movement to/(from) Gen Reserve	5,353	(41,025)						

Environment & Planning

401 Environment & Planning								
4026 Subscriptions	3	36	36	0		0	100.0%	
4401 Conservation Consultant	0	1,284	0	(1,284)		(1,284)	0.0%	1,284
4800 Environmental Development Fund	0	13,289	10,000	(3,289)		(3,289)	132.9%	8,000
Environment & Planning :- Indirect Expenditure	3	14,608	10,036	(4,572)	0	(4,572)	145.6%	9,284
Net Expenditure	(3)	(14,608)	(10,036)	4,572				
6002 plus Transfer from EMR	8,000	9,284						
Movement to/(from) Gen Reserve	7,997	(5,325)						

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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
Environment & Planning :- Income	0	0	0	0			0.0%	
Expenditure	3	14,608	10,036	(4,572)	0	(4,572)	145.6%	
Net Income over Expenditure	(3)	(14,608)	(10,036)	4,572				
plus Transfer from EMR	8,000	9,284						
Movement to/(from) Gen Reserve	7,997	(5,325)						

Operations201 Victory Field

1001 Booking Income	11	736	1,000	264			73.6%	
1010 Grants Received	0	400	0	(400)			0.0%	
Victory Field :- Income	11	1,136	1,000	(136)			113.6%	0
4012 Water	32	95	100	5	5	5	94.5%	
4014 Light & Heat	(15)	128	150	22	22	22	85.2%	
4017 Cleaning	34	169	175	6	6	6	96.3%	
4030 Events	0	400	0	(400)	(400)	(400)	0.0%	
4252 Victory Field Maintenance	560	2,683	10,000	7,317	7,317	7,317	26.8%	1,272
Victory Field :- Indirect Expenditure	610	3,474	10,425	6,951	0	6,951	33.3%	1,272
Net Income over Expenditure	(599)	(2,338)	(9,425)	(7,087)				
6002 plus Transfer from EMR	1,272	1,272						
Movement to/(from) Gen Reserve	673	(1,066)						

203 Youth & Community Centre

1001 Booking Income	0	4,145	20,000	15,856			20.7%	
1005 BoA Youth Service Bookings	0	450	3,000	2,550			15.0%	(2,550)
Youth & Community Centre :- Income	0	4,595	23,000	18,406			20.0%	(2,550)
4011 Rates	337	4,042	4,042	0	0	0	100.0%	
4012 Water	260	723	500	(223)	(223)	(223)	144.5%	
4013 Rent	91	977	1,000	23	23	23	97.7%	
4014 Light & Heat	19	2,324	3,000	676	676	676	77.5%	
4016 Refuse Disposal	32	374	500	126	126	126	74.8%	
4017 Cleaning	50	424	500	76	76	76	84.9%	
4021 Telephone & Broadband	34	436	250	(186)	(186)	(186)	174.4%	
4027 Licences	(16)	184	200	16	16	16	91.8%	
4039 CCTV Costs	(5)	48	250	202	202	202	19.3%	
4040 Alarms	(22)	218	275	57	57	57	79.3%	
4041 Property & Other Maintenance	0	1,256	1,500	244	244	244	83.8%	
Youth & Community Centre :- Indirect Expenditure	781	11,007	12,017	1,010	0	1,010	91.6%	0
Net Income over Expenditure	(781)	(6,412)	10,983	17,395				
6003 less Transfer to EMR	(2,550)	(2,550)						

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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
Movement to/(from) Gen Reserve	1,769	(3,862)						
303 Westbury Gardens								
1001 Booking Income	0	36	250	214			14.4%	
Westbury Gardens :- Income	0	36	250	214			14.4%	0
4062 Westbury Gardens Maintenance	226	1,292	5,000	3,708		3,708	25.8%	
Westbury Gardens :- Indirect Expenditure	226	1,292	5,000	3,708	0	3,708	25.8%	0
Net Income over Expenditure	(226)	(1,256)	(4,750)	(3,494)				
304 Tourism inc TIC								
1201 TIC Income	24	1,252	6,000	4,748			20.9%	
1204 Charity Christmas Cards	0	303	1,000	697			30.3%	
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	24	1,315	9,550	8,235			13.8%	0
4006 Refreshments	0	6	100	94		94	5.7%	
4007 Staff Travel	0	0	200	200		200	0.0%	
4011 Rates	291	3,493	3,493	0		0	100.0%	
4012 Water	43	121	100	(21)		(21)	121.4%	
4013 Rent	1,095	13,138	17,650	4,512		4,512	74.4%	
4014 Light & Heat	154	1,548	1,500	(48)		(48)	103.2%	
4017 Cleaning	0	42	0	(42)		(42)	0.0%	
4019 Miscellaneous	0	0	100	100		100	0.0%	
4021 Telephone & Broadband	25	308	250	(58)		(58)	123.3%	
4022 Postage	0	4	100	96		96	3.5%	
4023 Stationery	0	80	300	220		220	26.5%	
4025 Insurance	35	397	0	(397)		(397)	0.0%	
4028 Uniforms/Protective Clothing	0	49	0	(49)		(49)	0.0%	
4030 Events	0	160	0	(160)		(160)	0.0%	
4032 Publicity	0	801	1,000	199		199	80.1%	
4036 Software & Support	69	1,181	0	(1,181)		(1,181)	0.0%	
4040 Alarms	2	27	0	(27)		(27)	0.0%	
4041 Property & Other Maintenance	0	2,111	3,000	889		889	70.4%	1,562
4046 Equipment Purchase	0	421	500	79		79	84.3%	
4063 Service Charge	71	844	850	6		6	99.3%	
4065 iZettle Charges	0	85	0	(85)		(85)	0.0%	
4070 Goods for Resale	(3,662)	1,085	3,500	2,415		2,415	31.0%	
Tourism inc TIC :- Indirect Expenditure	(1,878)	25,901	32,643	6,742	0	6,742	79.3%	1,562
Net Income over Expenditure	1,902	(24,585)	(23,093)	1,492				
6002 plus Transfer from EMR	1,562	1,562						

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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
Movement to/(from) Gen Reserve	3,463	(23,024)						
<u>305 Bridge Street</u>								
1305 Utilities recharge	0	0	100	100			0.0%	
Bridge Street :- Income	0	0	100	100			0.0%	0
4014 Light & Heat	10	120	0	(120)		(120)	0.0%	
Bridge Street :- Indirect Expenditure	10	120	0	(120)	0	(120)		0
Net Income over Expenditure	(10)	(120)	100	220				
<u>306 Culver Close</u>								
1001 Booking Income	0	388	1,000	612			38.8%	
1011 Donations Received	0	764	0	(764)			0.0%	
1208 Works Income	0	1,300	1,300	0			100.0%	
1330 Culver Close Rent Income	375	4,500	10,000	5,500			45.0%	
Culver Close :- Income	375	6,952	12,300	5,348			56.5%	0
4012 Water	1,238	2,106	3,100	994		994	67.9%	
4014 Light & Heat	(987)	1,137	2,100	963		963	54.1%	
4017 Cleaning	34	169	150	(19)		(19)	112.4%	
4041 Property & Other Maintenance	2	831	0	(831)		(831)	0.0%	
4500 Culver Close	696	9,845	20,000	10,155		10,155	49.2%	5,503
Culver Close :- Indirect Expenditure	983	14,087	25,350	11,263	0	11,263	55.6%	5,503
Net Income over Expenditure	(608)	(7,135)	(13,050)	(5,915)				
6002 plus Transfer from EMR	5,503	5,503						
Movement to/(from) Gen Reserve	4,894	(1,633)						
<u>307 Becky Addy Wood</u>								
1011 Donations Received	0	38,020	0	(38,020)			0.0%	
Becky Addy Wood :- Income	0	38,020	0	(38,020)				0
4055 Legal Fees	0	2,605	0	(2,605)		(2,605)	0.0%	
Becky Addy Wood :- Indirect Expenditure	0	2,605	0	(2,605)	0	(2,605)		0
Net Income over Expenditure	0	35,415	0	(35,415)				
<u>308 Kingston Wood & Play Areas</u>								
4306 Woodland Areas	0	416	0	(416)		(416)	0.0%	227
Kingston Wood & Play Areas :- Indirect Expenditure	0	416	0	(416)	0	(416)		227
Net Expenditure	0	(416)	0	416				
6002 plus Transfer from EMR	227	227						
Movement to/(from) Gen Reserve	227	(189)						

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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
309 Avoncliff Weir								
1011 Donations Received	0	24,325	0	(24,325)			0.0%	
Avoncliff Weir :- Income	0	24,325	0	(24,325)				0
4312 Avoncliff Weir Expenses	0	24,340	0	(24,340)		(24,340)	0.0%	
Avoncliff Weir :- Indirect Expenditure	0	24,340	0	(24,340)	0	(24,340)		0
Net Income over Expenditure	0	(15)	0	15				
310 Living Green Wall								
1011 Donations Received	138	5,278	0	(5,278)			0.0%	
Living Green Wall :- Income	138	5,278	0	(5,278)				0
4313 Living Green Wall Expenses	0	5,278	0	(5,278)		(5,278)	0.0%	
Living Green Wall :- Indirect Expenditure	0	5,278	0	(5,278)	0	(5,278)		0
Net Income over Expenditure	138	0	0	0				
403 Public Conveniences								
4011 Rates	482	5,788	5,789	1		1	100.0%	
4012 Water	706	1,409	2,500	1,091		1,091	56.4%	
4014 Light & Heat	(132)	2,805	3,030	225		225	92.6%	
4028 Uniforms/Protective Clothing	9	1,211	5,000	3,789		3,789	24.2%	
4039 CCTV Costs	0	0	500	500		500	0.0%	
4041 Property & Other Maintenance	82	1,722	3,000	1,278		1,278	57.4%	
4046 Equipment Purchase	0	217	0	(217)		(217)	0.0%	
4311 Public Conv's Cleaning Product	60	963	1,500	537		537	64.2%	
Public Conveniences :- Indirect Expenditure	1,207	14,117	21,319	7,202	0	7,202	66.2%	0
Net Expenditure	(1,207)	(14,117)	(21,319)	(7,202)				
501 St Margaret's Hall								
1001 Booking Income	999	15,548	42,750	27,202			36.4%	
1085 FIT Income	0	1,483	2,750	1,267			53.9%	
1203 Events Income	0	1,175	3,200	2,025			36.7%	
St Margaret's Hall :- Income	999	18,206	48,700	30,494			37.4%	0
4011 Rates	403	4,840	4,841	1		1	100.0%	
4012 Water	227	372	2,000	1,628		1,628	18.6%	
4013 Rent	(20,000)	(20,000)	(20,000)	0		0	100.0%	
4014 Light & Heat	201	3,004	4,500	1,496		1,496	66.8%	
4016 Refuse Disposal	121	1,282	2,400	1,118		1,118	53.4%	

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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
4017 Cleaning	120	900	1,500	600		600	60.0%	
4019 Miscellaneous	0	0	100	100		100	0.0%	
4027 Licences	25	506	760	254		254	66.6%	
4030 Events	0	265	4,000	3,735		3,735	6.6%	
4032 Publicity	12	346	1,000	654		654	34.6%	
4039 CCTV Costs	0	0	250	250		250	0.0%	
4040 Alarms	59	791	475	(316)		(316)	166.4%	
4041 Property & Other Maintenance	1,005	7,712	5,000	(2,712)		(2,712)	154.2%	4,862
4043 Equipment Repairs&RunningCosts	0	101	1,650	1,549		1,549	6.1%	
4046 Equipment Purchase	0	105	6,000	5,895		5,895	1.8%	

St Margaret's Hall :- Indirect Expenditure **(17,828)** **224** **14,476** **14,252** **0** **14,252** **1.6%** **4,862**

Net Income over Expenditure **18,827** **17,981** **34,224** **16,243**

6002 plus Transfer from EMR 4,862 4,862

Movement to/(from) Gen Reserve **23,689** **22,843**

601 Bearfield

4601 Bearfield Maintenance	0	1,715	2,500	785		785	68.6%	
Bearfield :- Indirect Expenditure	0	1,715	2,500	785	0	785	68.6%	0
Net Expenditure	0	(1,715)	(2,500)	(785)				

602 Festival Gardens

4602 Festival Gardens	89	89	1,000	911		911	8.9%	
Festival Gardens :- Indirect Expenditure	89	89	1,000	911	0	911	8.9%	0
Net Expenditure	(89)	(89)	(1,000)	(911)				

Operations :- Income **1,547** **99,863** **94,900** **(4,963)** **105.2%**

Expenditure **(15,800)** **104,664** **124,730** **20,066** **0** **20,066** **83.9%**

Net Income over Expenditure **17,347** **(4,801)** **(29,830)** **(25,029)**

plus Transfer from EMR **13,425** **13,425**

less Transfer to EMR **(2,550)** **(2,550)**

Movement to/(from) Gen Reserve **33,322** **11,173**

Highways & Transport402 Highways & Transport

4409 Highways Improvements	36,964	38,077	20,000	(18,077)		(18,077)	190.4%	18,077
Highways & Transport :- Indirect Expenditure	36,964	38,077	20,000	(18,077)	0	(18,077)	190.4%	18,077
Net Expenditure	(36,964)	(38,077)	(20,000)	18,077				

6002 plus Transfer from EMR 18,077 18,077

Detailed Income & Expenditure by Budget Heading 31 March 2021

Month No: 12

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
Movement to/(from) Gen Reserve	<u>(18,887)</u>	<u>(20,000)</u>						
Highways & Transport :- Income	0	0	0	0			0.0%	
Expenditure	36,964	38,077	20,000	(18,077)	0	(18,077)	190.4%	
Net Income over Expenditure	<u>(36,964)</u>	<u>(38,077)</u>	<u>(20,000)</u>	<u>18,077</u>				
plus Transfer from EMR	18,077	18,077						
Movement to/(from) Gen Reserve	<u>(18,887)</u>	<u>(20,000)</u>						
Grand Totals:- Income	5,405	1,136,573	1,080,590	(55,983)			105.2%	
Expenditure	103,456	925,123	1,080,590	155,467	0	155,467	85.6%	
Net Income over Expenditure	<u>(98,052)</u>	<u>211,450</u>	<u>0</u>	<u>(211,450)</u>				
plus Transfer from EMR	54,281	60,727						
less Transfer to EMR	34,982	43,518						
Movement to/(from) Gen Reserve	<u>(78,753)</u>	<u>228,659</u>						

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Resources								
<u>101 Administration</u>								
1010 Grants Received	1,000	0	0	0			0.0%	
1011 Donations Received	586	0	0	0			0.0%	
1015 Insurance claims	17,964	0	0	0			0.0%	
1070 Miscellaneous Income	280	0	0	0			0.0%	
1075 CIL (S106) Grants Receivable	39,618	1,725	0	(1,725)			0.0%	1,725
1076 Precept	885,590	442,795	885,590	442,795			50.0%	
1080 CWLPEC SLA Income	19,500	0	20,000	20,000			0.0%	
1090 Interest Received	4,390	23	2,600	2,577			0.9%	
1095 Dividends Received	23,934	5,527	23,000	17,473			24.0%	
1100 C19 Crowdfunder Income	5,237	0	0	0			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	1,177	195	0	(195)			0.0%	
	999,277	450,265	962,190	511,925			46.8%	1,725
Administration :- Income								
4001 Staff Employment Costs	497,358	43,299	528,500	485,201		485,201	8.2%	
4006 Refreshments	236	11	450	439		439	2.5%	
4007 Staff Travel	75	0	300	300		300	0.0%	
4008 Training and Conferences	1,291	0	6,000	6,000		6,000	0.0%	
4013 Rent	20,000	0	20,000	20,000		20,000	0.0%	
4017 Cleaning	543	22	275	253		253	8.0%	
4019 Miscellaneous	357	0	300	300		300	0.0%	
4021 Telephone & Broadband	2,201	189	2,280	2,091		2,091	8.3%	
4022 Postage	8	0	400	400		400	0.0%	
4023 Stationery	380	0	1,000	1,000		1,000	0.0%	
4024 Photocopying	954	58	1,000	942		942	5.8%	
4025 Insurance	7,475	632	15,000	14,368		14,368	4.2%	
4026 Subscriptions	2,244	140	1,964	1,824		1,824	7.1%	
4027 Licences	1,867	0	40	40		40	0.0%	
4028 Uniforms/Protective Clothing	0	0	5,000	5,000		5,000	0.0%	
4032 Publicity	2,348	(39)	2,000	2,039		2,039	(2.0%)	
4036 Software & Support	13,581	1,024	12,000	10,976		10,976	8.5%	
4037 Computer Hardware	3,040	0	0	0		0	0.0%	
4038 Town Clock Maintenance	2,190	0	300	300		300	0.0%	
4041 Property & Other Maintenance	7	0	0	0		0	0.0%	
4046 Equipment Purchase	1,190	0	0	0		0	0.0%	
4051 Audit Fees - external	2,000	(1,467)	2,000	3,467		3,467	(73.3%)	

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4052 Audit Fees - internal	890	74	900	826		826	8.2%	
4054 Payroll Fees	1,540	133	1,000	867		867	13.3%	
4055 Legal Fees	7,500	0	5,000	5,000		5,000	0.0%	
4056 HR Consultancy	4,695	350	5,000	4,650		4,650	7.0%	
4058 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4064 Bank Charges	222	23	300	277		277	7.7%	
4100 C19 Crowdfunder Exps	5,237	0	0	0		0	0.0%	
4450 Street Scene Costs	0	2,000	160,530	158,530		158,530	1.2%	
4850 Volunteer Development	764	30	3,000	2,970		2,970	1.0%	
Administration :- Indirect Expenditure	580,192	46,480	775,539	729,059	0	729,059	6.0%	0
Net Income over Expenditure	419,085	403,786	186,651	(217,135)				
6002 plus Transfer from EMR	8,428	0						
6003 less Transfer to EMR	40,154	1,725						
Movement to/(from) Gen Reserve	387,358	402,061						
<u>102 Civic & Democratic</u>								
4027 Licences	200	0	0	0		0	0.0%	
4030 Events	464	0	500	500		500	0.0%	
4034 Newsletter	5,117	0	4,500	4,500		4,500	0.0%	
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	78	0	500	500		500	0.0%	
4221 Twinning	0	0	1,300	1,300		1,300	0.0%	
4264 Flower Show	0	155	0	(155)		(155)	0.0%	
Civic & Democratic :- Indirect Expenditure	5,859	155	8,650	8,495	0	8,495	1.8%	0
Net Expenditure	(5,859)	(155)	(8,650)	(8,495)				
<u>109 Capital & Projects</u>								
4901 CP - Loan Repayment	18,339	0	18,340	18,340		18,340	0.0%	
4902 Rolling Contingency Fund	43,850	0	0	0		0	0.0%	
Capital & Projects :- Indirect Expenditure	62,189	0	18,340	18,340	0	18,340	0.0%	0
Net Expenditure	(62,189)	0	(18,340)	(18,340)				
6002 plus Transfer from EMR	11,435	0						
Movement to/(from) Gen Reserve	(50,754)	0						
Resources :- Income	999,277	450,265	962,190	511,925			46.8%	
Expenditure	648,241	46,635	802,529	755,894	0	755,894	5.8%	
Net Income over Expenditure	351,036	403,631	159,661	(243,970)				
plus Transfer from EMR	19,863	0						
less Transfer to EMR	40,154	1,725						

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	330,744	401,906						
Community & Recreation								
<u>103 Grants</u>								
4102 Grants	6,450	4,000	25,000	21,000		21,000	16.0%	
4660 Health & Wellbeing	10,097	600	20,000	19,400		19,400	3.0%	
4665 C19 Recovery Grants	0	2,924	20,000	17,076		17,076	14.6%	
Grants :- Indirect Expenditure	16,547	7,524	65,000	57,476	0	57,476	11.6%	0
Net Expenditure	(16,547)	(7,524)	(65,000)	(57,476)				
<u>205 Youth Services</u>								
1010 Grants Received	0	0	9,000	9,000			0.0%	
1215 Youth Services Income	18,500	0	10,000	10,000			0.0%	
Youth Services :- Income	18,500	0	19,000	19,000			0.0%	0
4213 Hall/Room Hire	1,608	413	0	(413)		(413)	0.0%	
4650 Youth Strategy	47,254	3,939	48,000	44,061		44,061	8.2%	
Youth Services :- Indirect Expenditure	48,862	4,352	48,000	43,648	0	43,648	9.1%	0
Net Income over Expenditure	(30,362)	(4,352)	(29,000)	(24,648)				
<u>311 Skatepark</u>								
1225 Skatepark Donations	6,050	463	0	(463)			0.0%	
Skatepark :- Income	6,050	463	0	(463)				0
4314 Skatepark Expenses	136	0	0	0		0	0.0%	
Skatepark :- Indirect Expenditure	136	0	0	0	0	0		0
Net Income over Expenditure	5,914	463	0	(463)				
6003 less Transfer to EMR	5,914	0						
Movement to/(from) Gen Reserve	0	463						
Community & Recreation :- Income	24,550	463	19,000	18,537			2.4%	
Expenditure	65,545	11,876	113,000	101,124	0	101,124	10.5%	
Net Income over Expenditure	(40,995)	(11,413)	(94,000)	(82,587)				
less Transfer to EMR	5,914	0						
Movement to/(from) Gen Reserve	(46,909)	(11,413)						

Town Development

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Town Development								
1011 Donations Received	10,790	0	0	0			0.0%	
1070 Miscellaneous Income	193	0	500	500			0.0%	
1200 Christmas Lights Income	1,900	0	5,500	5,500			0.0%	
1220 Fireworks Income	0	0	12,000	12,000			0.0%	
Town Development :- Income	12,883	0	18,000	18,000				0
4025 Insurance	51	0	0	0		0	0.0%	
4045 Christmas Lights	13,915	0	14,500	14,500		14,500	0.0%	
4059 CEV	3,809	44	3,000	2,956		2,956	1.5%	
4061 Tourism Memberships	3,044	221	4,250	4,029		4,029	5.2%	
4219 South West In Bloom	174	73	5,000	4,927		4,927	1.5%	
4220 Fireworks Event	0	0	12,000	12,000		12,000	0.0%	
4225 Signage & Wayfinding Project	1,237	932	10,000	9,069		9,069	9.3%	
4302 Hanging Baskets	6,944	0	7,000	7,000		7,000	0.0%	
4303 Seat Repairs&Renewals	1,817	0	1,500	1,500		1,500	0.0%	
4404 Tory Trees	215	0	1,000	1,000		1,000	0.0%	
4550 Play Areas (WC)	16,836	0	14,000	14,000		14,000	0.0%	
4700 Tourism Development Fund	5,945	50	6,000	5,950		5,950	0.8%	
Town Development :- Indirect Expenditure	53,987	1,319	78,250	76,931	0	76,931	1.7%	0
Net Income over Expenditure	(41,104)	(1,319)	(60,250)	(58,931)				
6002 plus Transfer from EMR	79	0						
Movement to/(from) Gen Reserve	(41,025)	(1,319)						
Town Development :- Income	12,883	0	18,000	18,000			0.0%	
Expenditure	53,987	1,319	78,250	76,931	0	76,931	1.7%	
Net Income over Expenditure	(41,104)	(1,319)	(60,250)	(58,931)				
plus Transfer from EMR	79	0						
Movement to/(from) Gen Reserve	(41,025)	(1,319)						
Environment & Planning								
401 Environment & Planning								
4026 Subscriptions	36	3	36	33		33	8.3%	
4401 Conservation Consultant	1,284	613	(2,000)	(2,613)		(2,613)	(30.6%)	613
4800 Environmental Development Fund	13,289	2,301	10,000	7,699		7,699	23.0%	
4801 Youth Eco Project Grants	0	0	6,000	6,000		6,000	0.0%	
4802 Eco & Climate Comms	0	0	5,000	5,000		5,000	0.0%	
4803 Eco Policy	0	0	5,000	5,000		5,000	0.0%	
Environment & Planning :- Indirect Expenditure	14,608	2,917	24,036	21,119	0	21,119	12.1%	613
Net Expenditure	(14,608)	(2,917)	(24,036)	(21,119)				
6002 plus Transfer from EMR	9,284	613						

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(5,325)	(2,304)						
Environment & Planning :- Income	0	0	0	0			0.0%	
Expenditure	14,608	2,917	24,036	21,119	0	21,119	12.1%	
Net Income over Expenditure	(14,608)	(2,917)	(24,036)	(21,119)				
plus Transfer from EMR	9,284	612						
Movement to/(from) Gen Reserve	(5,325)	(2,304)						

Operations201 Victory Field

1001 Booking Income	736	311	1,000	689			31.1%	
1010 Grants Received	400	0	0	0			0.0%	
Victory Field :- Income	1,136	311	1,000	689			31.1%	0
4012 Water	95	7	100	93		93	6.9%	
4014 Light & Heat	128	10	150	140		140	6.6%	
4017 Cleaning	169	17	175	158		158	9.6%	
4030 Events	400	0	0	0		0	0.0%	
4252 Victory Field Maintenance	2,683	689	10,000	9,311		9,311	6.9%	
Victory Field :- Indirect Expenditure	3,474	723	10,425	9,702	0	9,702	6.9%	0
Net Income over Expenditure	(2,338)	(412)	(9,425)	(9,013)				
6002 plus Transfer from EMR	1,272	0						
Movement to/(from) Gen Reserve	(1,066)	(412)						

203 Youth & Community Centre

1001 Booking Income	4,145	891	20,000	19,110			4.5%	
1005 BoA Youth Service Bookings	450	0	3,000	3,000			0.0%	
Youth & Community Centre :- Income	4,595	891	23,000	22,110			3.9%	0
4011 Rates	4,042	337	4,042	3,705		3,705	8.3%	
4012 Water	723	57	600	543		543	9.4%	
4013 Rent	977	82	1,000	918		918	8.2%	
4014 Light & Heat	2,324	230	2,800	2,570		2,570	8.2%	
4016 Refuse Disposal	374	21	430	409		409	4.9%	
4017 Cleaning	424	(76)	400	476		476	(19.0%)	
4021 Telephone & Broadband	436	34	405	371		371	8.3%	
4027 Licences	184	0	200	200		200	0.0%	
4039 CCTV Costs	48	5	100	95		95	5.0%	

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4040 Alarms	218	22	269	247		247	8.3%	
4041 Property & Other Maintenance	1,256	0	1,500	1,500		1,500	0.0%	
4046 Equipment Purchase	0	0	1,200	1,200		1,200	0.0%	
Youth & Community Centre :- Indirect Expenditure	11,007	712	12,946	12,235	0	12,235	5.5%	0
Net Income over Expenditure	(6,412)	179	10,054	9,875				
6003 less Transfer to EMR	(2,550)	0						
Movement to/(from) Gen Reserve	(3,862)	179						
<u>303 Westbury Gardens</u>								
1001 Booking Income	36	0	250	250			0.0%	
Westbury Gardens :- Income	36	0	250	250			0.0%	0
4062 Westbury Gardens Maintenance	1,292	60	5,000	4,940		4,940	1.2%	
Westbury Gardens :- Indirect Expenditure	1,292	60	5,000	4,940	0	4,940	1.2%	0
Net Income over Expenditure	(1,256)	(60)	(4,750)	(4,690)				
<u>304 Tourism inc TIC</u>								
1201 TIC Income	1,252	172	6,000	5,828			2.9%	
1204 Charity Christmas Cards	303	0	1,000	1,000			0.0%	
1206 Website Income	(240)	0	0	0			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	1,315	172	9,550	9,378			1.8%	0
4006 Refreshments	6	0	50	50		50	0.0%	
4007 Staff Travel	0	0	200	200		200	0.0%	
4011 Rates	3,493	291	3,493	3,202		3,202	8.3%	
4012 Water	121	9	150	141		141	6.1%	
4013 Rent	13,138	1,095	17,650	16,555		16,555	6.2%	
4014 Light & Heat	1,548	191	1,500	1,309		1,309	12.8%	
4017 Cleaning	42	6	100	94		94	6.0%	
4019 Miscellaneous	0	0	100	100		100	0.0%	
4021 Telephone & Broadband	308	27	315	288		288	8.7%	
4022 Postage	4	0	100	100		100	0.0%	
4023 Stationery	80	0	300	300		300	0.0%	
4025 Insurance	397	35	0	(35)		(35)	0.0%	
4028 Uniforms/Protective Clothing	49	0	0	0		0	0.0%	
4030 Events	160	392	1,500	1,108		1,108	26.1%	
4032 Publicity	801	352	750	398		398	46.9%	

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4036 Software & Support	1,181	69	1,100	1,031		1,031	6.3%	
4040 Alarms	27	2	28	26		26	8.2%	
4041 Property & Other Maintenance	2,111	0	3,000	3,000		3,000	0.0%	
4046 Equipment Purchase	421	0	500	500		500	0.0%	
4063 Service Charge	844	71	850	779		779	8.3%	
4065 iZettle Charges	85	3	0	(3)		(3)	0.0%	
4070 Goods for Resale	1,085	169	3,500	3,331		3,331	4.8%	
Tourism inc TIC :- Indirect Expenditure	25,901	2,713	35,186	32,473	0	32,473	7.7%	0
Net Income over Expenditure	(24,585)	(2,541)	(25,636)	(23,095)				
6002 plus Transfer from EMR	1,562	0						
Movement to/(from) Gen Reserve	(23,024)	(2,541)						
<u>305 Bridge Street</u>								
1305 Utilities recharge	0	0	110	110			0.0%	
Bridge Street :- Income	0	0	110	110			0.0%	0
4014 Light & Heat	120	10	0	(10)		(10)	0.0%	
Bridge Street :- Indirect Expenditure	120	10	0	(10)	0	(10)		0
Net Income over Expenditure	(120)	(10)	110	120				
<u>306 Culver Close</u>								
1001 Booking Income	388	0	1,000	1,000			0.0%	
1011 Donations Received	764	0	0	0			0.0%	
1208 Works Income	1,300	0	3,900	3,900			0.0%	
1330 Culver Close Rent Income	4,500	375	10,000	9,625			3.8%	
Culver Close :- Income	6,952	375	14,900	14,525			2.5%	0
4012 Water	2,106	269	3,150	2,881		2,881	8.5%	
4014 Light & Heat	1,137	42	2,100	2,058		2,058	2.0%	
4017 Cleaning	169	17	150	133		133	11.2%	
4041 Property & Other Maintenance	831	9	0	(9)		(9)	0.0%	
4500 Culver Close	9,845	833	10,000	9,167		9,167	8.3%	
Culver Close :- Indirect Expenditure	14,087	1,170	15,400	14,230	0	14,230	7.6%	0
Net Income over Expenditure	(7,135)	(795)	(500)	295				
6002 plus Transfer from EMR	5,503	0						
Movement to/(from) Gen Reserve	(1,633)	(795)						

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
307 <u>Becky Addy Wood</u>								
1011 Donations Received	38,020	0	0	0			0.0%	
Becky Addy Wood :- Income	38,020	0	0	0				0
4055 Legal Fees	2,605	0	0	0		0	0.0%	
4306 Woodland Areas	0	0	1,500	1,500		1,500	0.0%	
Becky Addy Wood :- Indirect Expenditure	2,605	0	1,500	1,500	0	1,500		0
Net Income over Expenditure	35,415	0	(1,500)	(1,500)				
308 <u>Kingston Wood & Play Areas</u>								
4306 Woodland Areas	416	0	2,500	2,500		2,500	0.0%	
Kingston Wood & Play Areas :- Indirect Expenditure	416	0	2,500	2,500	0	2,500		0
Net Expenditure	(416)	0	(2,500)	(2,500)				
6002 plus Transfer from EMR	227	0						
Movement to/(from) Gen Reserve	(189)	0						
309 <u>Avoncliff Weir</u>								
1011 Donations Received	24,325	0	0	0			0.0%	
Avoncliff Weir :- Income	24,325	0	0	0				0
4312 Avoncliff Weir Expenses	24,340	0	0	0		0	0.0%	
Avoncliff Weir :- Indirect Expenditure	24,340	0	0	0	0	0		0
Net Income over Expenditure	(15)	0	0	0				
310 <u>Living Green Wall</u>								
1011 Donations Received	5,278	0	0	0			0.0%	
Living Green Wall :- Income	5,278	0	0	0				0
4313 Living Green Wall Expenses	5,278	0	0	0		0	0.0%	
Living Green Wall :- Indirect Expenditure	5,278	0	0	0	0	0		0
Net Income over Expenditure	0	0	0	0				
312 <u>Arnolds Wood</u>								
4306 Woodland Areas	0	0	1,000	1,000		1,000	0.0%	
Arnolds Wood :- 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 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
403 Public Conveniences								
4011 Rates	5,788	482	5,789	5,307		5,307	8.3%	
4012 Water	1,409	152	2,500	2,348		2,348	6.1%	
4014 Light & Heat	2,805	384	3,000	2,616		2,616	12.8%	
4028 Uniforms/Protective Clothing	1,211	0	0	0		0	0.0%	
4041 Property & Other Maintenance	1,722	64	3,000	2,936		2,936	2.1%	
4046 Equipment Purchase	217	0	0	0		0	0.0%	
4311 Public Conv's Cleaning Product	963	103	1,500	1,397		1,397	6.9%	
Public Conveniences :- Indirect Expenditure	14,117	1,185	15,789	14,604	0	14,604	7.5%	0
Net Expenditure	(14,117)	(1,185)	(15,789)	(14,604)				
501 St Margaret's Hall								
1001 Booking Income	15,548	1,212	42,750	41,538			2.8%	
1085 FIT Income	1,483	251	3,100	2,849			8.1%	
1203 Events Income	1,175	0	3,200	3,200			0.0%	
St Margaret's Hall :- Income	18,206	1,463	49,050	47,587			3.0%	0
4011 Rates	4,840	403	4,841	4,438		4,438	8.3%	
4012 Water	372	49	2,000	1,951		1,951	2.4%	
4013 Rent	(20,000)	0	(20,000)	(20,000)		(20,000)	0.0%	
4014 Light & Heat	3,004	356	2,450	2,094		2,094	14.5%	
4016 Refuse Disposal	1,282	106	2,070	1,964		1,964	5.1%	
4017 Cleaning	900	66	1,500	1,434		1,434	4.4%	
4019 Miscellaneous	0	0	100	100		100	0.0%	
4027 Licences	506	25	960	935		935	2.6%	
4030 Events	265	0	2,000	2,000		2,000	0.0%	
4032 Publicity	346	0	750	750		750	0.0%	
4040 Alarms	791	59	714	655		655	8.3%	
4041 Property & Other Maintenance	7,712	256	12,500	12,244		12,244	2.1%	
4043 Equipment Repairs&RunningCosts	101	0	3,100	3,100		3,100	0.0%	
4046 Equipment Purchase	105	0	14,000	14,000		14,000	0.0%	
St Margaret's Hall :- Indirect Expenditure	224	1,322	26,985	25,663	0	25,663	4.9%	0
Net Income over Expenditure	17,981	142	22,065	21,923				
6002 plus Transfer from EMR	4,862	0						
Movement to/(from) Gen Reserve	22,843	142						
601 Bearfield								
4601 Bearfield Maintenance	1,715	0	2,500	2,500		2,500	0.0%	
Bearfield :- Indirect Expenditure	1,715	0	2,500	2,500	0	2,500	0.0%	0
Net Expenditure	(1,715)	0	(2,500)	(2,500)				

Detailed Income & Expenditure by Budget Heading 30/04/2021

Month No: 1

I&E By Committee

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>602 Festival Gardens</u>								
4602 Festival Gardens	89	0	1,000	1,000		1,000	0.0%	
Festival Gardens :- Indirect Expenditure	<u>89</u>	<u>0</u>	<u>1,000</u>	<u>1,000</u>	<u>0</u>	<u>1,000</u>	<u>0.0%</u>	<u>0</u>
Net Expenditure	<u>(89)</u>	<u>0</u>	<u>(1,000)</u>	<u>(1,000)</u>				
Operations :- Income	99,863	3,212	97,860	94,648			3.3%	
Expenditure	104,664	7,894	130,231	122,337	0	122,337	6.1%	
Net Income over Expenditure	<u>(4,801)</u>	<u>(4,682)</u>	<u>(32,371)</u>	<u>(27,689)</u>				
plus Transfer from EMR	13,425	0						
less Transfer to EMR	(2,550)	0						
Movement to/(from) Gen Reserve	<u>11,173</u>	<u>(4,682)</u>						
<u>Highways & Transport</u>								
<u>402 Highways & Transport</u>								
4409 Highways Improvements	38,077	(36,964)	20,000	56,964		56,964	(184.8%)	
Highways & Transport :- Indirect Expenditure	<u>38,077</u>	<u>(36,964)</u>	<u>20,000</u>	<u>56,964</u>	<u>0</u>	<u>56,964</u>	<u>(184.8%)</u>	<u>0</u>
Net Expenditure	<u>(38,077)</u>	<u>36,964</u>	<u>(20,000)</u>	<u>(56,964)</u>				
6002 plus Transfer from EMR	18,077	0						
Movement to/(from) Gen Reserve	<u>(20,000)</u>	<u>36,964</u>						
Highways & Transport :- Income	0	0	0	0			0.0%	
Expenditure	38,077	(36,964)	20,000	56,964	0	56,964	(184.8%)	
Net Income over Expenditure	<u>(38,077)</u>	<u>36,964</u>	<u>(20,000)</u>	<u>(56,964)</u>				
plus Transfer from EMR	18,077	0						
Movement to/(from) Gen Reserve	<u>(20,000)</u>	<u>36,964</u>						
Grand Totals:- Income	1,136,573	453,940	1,097,050	643,110			41.4%	
Expenditure	925,123	33,676	1,168,046	1,134,370	0	1,134,370	2.9%	
Net Income over Expenditure	<u>211,450</u>	<u>420,264</u>	<u>(70,996)</u>	<u>(491,260)</u>				
plus Transfer from EMR	60,727	612						
less Transfer to EMR	43,518	1,725						
Movement to/(from) Gen Reserve	<u>228,659</u>	<u>419,152</u>						

Detailed Income & Expenditure by Budget Heading 31 May 2021

Month No: 2

Committee Report

	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								
1075 CIL (S106) Grants Receivable	0	1,725	0	(1,725)			0.0%	1,725
1076 Precept	0	442,795	885,590	442,795			50.0%	
1080 CWLPEC SLA Income	0	0	20,000	20,000			0.0%	
1090 Interest Received	16	39	2,600	2,561			1.5%	
1095 Dividends Received	0	5,527	23,000	17,473			24.0%	
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	203	398	0	(398)			0.0%	
Administration :- Income	219	450,484	962,190	511,706			46.8%	1,725
4001 Staff Employment Costs	41,573	84,873	528,500	443,627		443,627	16.1%	
4006 Refreshments	18	29	450	421		421	6.4%	
4007 Staff Travel	0	0	300	300		300	0.0%	
4008 Training and Conferences	210	210	6,000	5,790		5,790	3.5%	
4013 Rent	0	0	20,000	20,000		20,000	0.0%	
4017 Cleaning	22	44	275	231		231	16.0%	
4019 Miscellaneous	0	0	300	300		300	0.0%	
4021 Telephone & Broadband	348	537	2,280	1,743		1,743	23.6%	
4022 Postage	0	0	400	400		400	0.0%	
4023 Stationery	40	40	1,000	960		960	4.0%	
4024 Photocopying	58	115	1,000	885		885	11.5%	
4025 Insurance	632	1,264	15,000	13,736		13,736	8.4%	
4026 Subscriptions	146	286	1,964	1,678		1,678	14.6%	
4027 Licences	0	0	40	40		40	0.0%	
4028 Uniforms/Protective Clothing	0	0	5,000	5,000		5,000	0.0%	
4032 Publicity	12	(27)	2,000	2,027		2,027	(1.4%)	
4036 Software & Support	2,526	3,550	12,000	8,450		8,450	29.6%	
4037 Computer Hardware	896	896	0	(896)		(896)	0.0%	896
4038 Town Clock Maintenance	0	0	300	300		300	0.0%	
4051 Audit Fees - external	133	(1,333)	2,000	3,333		3,333	(66.7%)	
4052 Audit Fees - internal	74	148	900	752		752	16.5%	
4054 Payroll Fees	115	248	1,000	752		752	24.8%	
4055 Legal Fees	0	0	5,000	5,000		5,000	0.0%	
4056 HR Consultancy	350	700	5,000	4,300		4,300	14.0%	
4058 Professional Fees	0	0	1,000	1,000		1,000	0.0%	
4064 Bank Charges	55	78	300	222		222	26.1%	
4450 Street Scene Costs	0	2,000	160,530	158,530		158,530	1.2%	

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4850 Volunteer Development	0	30	3,000	2,970		2,970	1.0%	
Administration :- Indirect Expenditure	47,210	93,689	775,539	681,850	0	681,850	12.1%	896
Net Income over Expenditure	(46,991)	356,795	186,651	(170,144)				
6002 plus Transfer from EMR	896	896						
6003 less Transfer to EMR	0	1,725						
Movement to/(from) Gen Reserve	(46,095)	355,966						
102 Civic & Democratic								
4030 Events	0	0	500	500		500	0.0%	
4034 Newsletter	0	0	4,500	4,500		4,500	0.0%	
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	0	0	500	500		500	0.0%	
4221 Twinning	0	0	1,300	1,300		1,300	0.0%	
4264 Flower Show	0	155	0	(155)		(155)	0.0%	
Civic & Democratic :- Indirect Expenditure	0	155	8,650	8,495	0	8,495	1.8%	0
Net Expenditure	0	(155)	(8,650)	(8,495)				
109 Capital & Projects								
4901 CP - Loan Repayment	0	0	18,340	18,340		18,340	0.0%	
Capital & Projects :- Indirect Expenditure	0	0	18,340	18,340	0	18,340	0.0%	0
Net Expenditure	0	0	(18,340)	(18,340)				
Resources :- Income	219	450,484	962,190	511,706			46.8%	
Expenditure	47,210	93,844	802,529	708,685	0	708,685	11.7%	
Net Income over Expenditure	(46,991)	356,640	159,661	(196,979)				
plus Transfer from EMR	896	896						
less Transfer to EMR	0	1,725						
Movement to/(from) Gen Reserve	(46,095)	355,811						

Community & Recreation**103 Grants**

4102 Grants	2,500	6,500	25,000	18,500		18,500	26.0%	
4660 Health & Wellbeing	0	600	20,000	19,400		19,400	3.0%	
4665 C19 Recovery Grants	2,845	5,769	20,000	14,231		14,231	28.8%	
Grants :- Indirect Expenditure	5,345	12,869	65,000	52,131	0	52,131	19.8%	0
Net Expenditure	(5,345)	(12,869)	(65,000)	(52,131)				

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205 Youth Services								
1010 Grants Received	0	0	9,000	9,000			0.0%	
1215 Youth Services Income	0	0	10,000	10,000			0.0%	
Youth Services :- Income	0	0	19,000	19,000			0.0%	0
4213 Hall/Room Hire	550	963	0	(963)		(963)	0.0%	
4650 Youth Strategy	3,998	7,937	48,000	40,063		40,063	16.5%	
Youth Services :- Indirect Expenditure	4,548	8,900	48,000	39,100	0	39,100	18.5%	0
Net Income over Expenditure	(4,548)	(8,900)	(29,000)	(20,100)				
311 Skatepark								
1225 Skatepark Donations	3,970	4,433	0	(4,433)			0.0%	
Skatepark :- Income	3,970	4,433	0	(4,433)				0
4314 Skatepark Expenses	671	671	0	(671)		(671)	0.0%	
Skatepark :- Indirect Expenditure	671	671	0	(671)	0	(671)		0
Net Income over Expenditure	3,299	3,762	0	(3,762)				
Community & Recreation :- Income	3,970	4,433	19,000	14,567			23.3%	
Expenditure	10,564	22,440	113,000	90,560	0	90,560	19.9%	
Movement to/(from) Gen Reserve	(6,594)	(18,007)						

Town Development

301 Town Development								
1070 Miscellaneous Income	0	0	500	500			0.0%	
1200 Christmas Lights Income	0	0	5,500	5,500			0.0%	
1220 Fireworks Income	0	0	12,000	12,000			0.0%	
Town Development :- Income	0	0	18,000	18,000				0
4045 Christmas Lights	0	0	14,500	14,500		14,500	0.0%	
4059 CEV	33	77	3,000	2,923		2,923	2.6%	
4061 Tourism Memberships	236	457	4,250	3,793		3,793	10.8%	
4219 South West In Bloom	0	73	5,000	4,927		4,927	1.5%	
4220 Fireworks Event	0	0	12,000	12,000		12,000	0.0%	
4225 Signage & Wayfinding Project	0	932	10,000	9,069		9,069	9.3%	
4302 Hanging Baskets	0	0	7,000	7,000		7,000	0.0%	
4303 Seat Repairs&Renewals	823	823	1,500	677		677	54.9%	
4404 Tory Trees	0	0	1,000	1,000		1,000	0.0%	
4550 Play Areas (WC)	0	0	14,000	14,000		14,000	0.0%	

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	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	0	50	6,000	5,950		5,950	0.8%	
Town Development :- Indirect Expenditure	<u>1,093</u>	<u>2,411</u>	<u>78,250</u>	<u>75,839</u>	<u>0</u>	<u>75,839</u>	<u>3.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(1,093)</u>	<u>(2,411)</u>	<u>(60,250)</u>	<u>(57,839)</u>				
Town Development :- Income	0	0	18,000	18,000			0.0%	
Expenditure	1,093	2,411	78,250	75,839	0	75,839	3.1%	
Movement to/(from) Gen Reserve	<u>(1,093)</u>	<u>(2,411)</u>						

Environment & Planning401 Environment & Planning

4026 Subscriptions	3	6	36	30		30	16.7%	
4401 Conservation Consultant	0	613	(2,000)	(2,613)		(2,613)	(30.6%)	613
4800 Environmental Development Fund	25	2,326	10,000	7,674		7,674	23.3%	
4801 Youth Eco Project Grants	0	0	6,000	6,000		6,000	0.0%	
4802 Eco & Climate Comms	401	401	5,000	4,599		4,599	8.0%	
4803 Eco Policy	0	0	5,000	5,000		5,000	0.0%	
Environment & Planning :- Indirect Expenditure	<u>429</u>	<u>3,345</u>	<u>24,036</u>	<u>20,691</u>	<u>0</u>	<u>20,691</u>	<u>13.9%</u>	<u>613</u>
Net Expenditure	<u>(429)</u>	<u>(3,345)</u>	<u>(24,036)</u>	<u>(20,691)</u>				
6002 plus Transfer from EMR	0	613						
Movement to/(from) Gen Reserve	<u>(429)</u>	<u>(2,733)</u>						

Environment & Planning :- Income	0	0	0	0			0.0%	
Expenditure	429	3,345	24,036	20,691	0	20,691	13.9%	
Net Income over Expenditure	<u>(429)</u>	<u>(3,345)</u>	<u>(24,036)</u>	<u>(20,691)</u>				
plus Transfer from EMR	0	612						
Movement to/(from) Gen Reserve	<u>(429)</u>	<u>(2,733)</u>						

Operations201 Victory Field

1001 Booking Income	344	655	1,000	345			65.5%	
Victory Field :- Income	<u>344</u>	<u>655</u>	<u>1,000</u>	<u>345</u>			<u>65.5%</u>	<u>0</u>
4012 Water	7	14	100	86		86	13.9%	
4014 Light & Heat	12	22	150	128		128	14.9%	
4017 Cleaning	17	34	175	141		141	19.3%	
4252 Victory Field Maintenance	77	766	10,000	9,234		9,234	7.7%	
Victory Field :- Indirect Expenditure	<u>114</u>	<u>836</u>	<u>10,425</u>	<u>9,589</u>	<u>0</u>	<u>9,589</u>	<u>8.0%</u>	<u>0</u>
Net Income over Expenditure	<u>230</u>	<u>(181)</u>	<u>(9,425)</u>	<u>(9,244)</u>				

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203 Youth & Community Centre								
1001 Booking Income	1,486	2,377	20,000	17,624			11.9%	
1005 BoA Youth Service Bookings	0	0	3,000	3,000			0.0%	
Youth & Community Centre :- Income	1,486	2,377	23,000	20,624			10.3%	0
4011 Rates	337	674	4,042	3,368		3,368	16.7%	
4012 Water	59	115	600	485		485	19.2%	
4013 Rent	85	167	1,000	833		833	16.7%	
4014 Light & Heat	122	352	2,800	2,448		2,448	12.6%	
4016 Refuse Disposal	19	40	430	390		390	9.4%	
4017 Cleaning	42	(34)	400	434		434	(8.4%)	
4021 Telephone & Broadband	34	68	405	338		338	16.7%	
4027 Licences	0	0	200	200		200	0.0%	
4039 CCTV Costs	5	10	100	90		90	9.9%	
4040 Alarms	22	45	269	224		224	16.7%	
4041 Property & Other Maintenance	0	0	1,500	1,500		1,500	0.0%	
4046 Equipment Purchase	0	0	1,200	1,200		1,200	0.0%	
Youth & Community Centre :- Indirect Expenditure	725	1,436	12,946	11,510	0	11,510	11.1%	0
Net Income over Expenditure	761	940	10,054	9,114				
303 Westbury Gardens								
1001 Booking Income	10	10	250	240			4.0%	
Westbury Gardens :- Income	10	10	250	240			4.0%	0
4062 Westbury Gardens Maintenance	70	130	5,000	4,870		4,870	2.6%	
Westbury Gardens :- Indirect Expenditure	70	130	5,000	4,870	0	4,870	2.6%	0
Net Income over Expenditure	(60)	(120)	(4,750)	(4,630)				
304 Tourism inc TIC								
1201 TIC Income	154	326	6,000	5,674			5.4%	
1204 Charity Christmas Cards	0	0	1,000	1,000			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	154	326	9,550	9,224			3.4%	0
4006 Refreshments	0	0	50	50		50	0.0%	
4007 Staff Travel	0	0	200	200		200	0.0%	
4011 Rates	291	582	3,493	2,911		2,911	16.7%	
4012 Water	10	19	150	131		131	12.5%	
4013 Rent	1,095	2,190	17,650	15,460		15,460	12.4%	

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4014 Light & Heat	188	380	1,500	1,120		1,120	25.3%	
4017 Cleaning	0	6	100	94		94	6.0%	
4019 Miscellaneous	0	0	100	100		100	0.0%	
4021 Telephone & Broadband	29	56	315	259		259	17.9%	
4022 Postage	0	0	100	100		100	0.0%	
4023 Stationery	0	0	300	300		300	0.0%	
4025 Insurance	35	70	0	(70)		(70)	0.0%	
4030 Events	0	392	1,500	1,108		1,108	26.1%	
4032 Publicity	249	601	750	149		149	80.2%	
4036 Software & Support	69	138	1,100	962		962	12.5%	
4040 Alarms	2	5	28	23		23	16.4%	
4041 Property & Other Maintenance	24	24	3,000	2,976		2,976	0.8%	
4046 Equipment Purchase	0	0	500	500		500	0.0%	
4063 Service Charge	71	142	850	708		708	16.7%	
4065 iZettle Charges	3	6	0	(6)		(6)	0.0%	
4070 Goods for Resale	71	240	3,500	3,260		3,260	6.9%	
Tourism inc TIC :- Indirect Expenditure	2,136	4,848	35,186	30,338	0	30,338	13.8%	0
Net Income over Expenditure	(1,982)	(4,523)	(25,636)	(21,113)				
305 Bridge Street								
1305 Utilities recharge	0	0	110	110			0.0%	
Bridge Street :- Income	0	0	110	110			0.0%	0
4014 Light & Heat	16	26	0	(26)		(26)	0.0%	
Bridge Street :- Indirect Expenditure	16	26	0	(26)	0	(26)		0
Net Income over Expenditure	(16)	(26)	110	136				
306 Culver Close								
1001 Booking Income	0	0	1,000	1,000			0.0%	
1208 Works Income	0	0	3,900	3,900			0.0%	
1330 Culver Close Rent Income	375	750	10,000	9,250			7.5%	
Culver Close :- Income	375	750	14,900	14,150			5.0%	0
4012 Water	278	547	3,150	2,603		2,603	17.4%	
4014 Light & Heat	131	173	2,100	1,927		1,927	8.2%	
4017 Cleaning	17	34	150	116		116	22.5%	
4041 Property & Other Maintenance	4	13	0	(13)		(13)	0.0%	
4500 Culver Close	83	917	10,000	9,083		9,083	9.2%	
Culver Close :- Indirect Expenditure	513	1,683	15,400	13,717	0	13,717	10.9%	0
Net Income over Expenditure	(138)	(933)	(500)	433				

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307 <u>Becky Addy Wood</u>								
4306 Woodland Areas	0	0	1,500	1,500		1,500	0.0%	
Becky Addy Wood :- Indirect Expenditure	0	0	1,500	1,500	0	1,500	0.0%	0
Net Expenditure	0	0	(1,500)	(1,500)				
308 <u>Kingston Wood & Play Areas</u>								
4306 Woodland Areas	75	75	2,500	2,425		2,425	3.0%	
Kingston Wood & Play Areas :- Indirect Expenditure	75	75	2,500	2,425	0	2,425	3.0%	0
Net Expenditure	(75)	(75)	(2,500)	(2,425)				
312 <u>Arnolds Wood</u>								
4306 Woodland Areas	68	68	1,000	932		932	6.8%	
Arnolds Wood :- Indirect Expenditure	68	68	1,000	932	0	932	6.8%	0
Net Expenditure	(68)	(68)	(1,000)	(932)				
403 <u>Public Conveniences</u>								
4011 Rates	482	965	5,789	4,824		4,824	16.7%	
4012 Water	157	310	2,500	2,190		2,190	12.4%	
4014 Light & Heat	136	519	3,000	2,481		2,481	17.3%	
4028 Uniforms/Protective Clothing	57	57	0	(57)		(57)	0.0%	
4041 Property & Other Maintenance	34	97	3,000	2,903		2,903	3.2%	
4311 Public Conv's Cleaning Product	55	158	1,500	1,342		1,342	10.5%	
Public Conveniences :- Indirect Expenditure	920	2,106	15,789	13,683	0	13,683	13.3%	0
Net Expenditure	(920)	(2,106)	(15,789)	(13,683)				
501 <u>St Margaret's Hall</u>								
1001 Booking Income	1,791	3,004	42,750	39,746			7.0%	
1085 FIT Income	0	251	3,100	2,849			8.1%	
1203 Events Income	0	0	3,200	3,200			0.0%	
St Margaret's Hall :- Income	1,791	3,255	49,050	45,795			6.6%	0
4011 Rates	403	807	4,841	4,034		4,034	16.7%	
4012 Water	51	99	2,000	1,901		1,901	5.0%	
4013 Rent	0	0	(20,000)	(20,000)		(20,000)	0.0%	
4014 Light & Heat	149	506	2,450	1,944		1,944	20.6%	
4016 Refuse Disposal	134	240	2,070	1,830		1,830	11.6%	
4017 Cleaning	28	94	1,500	1,406		1,406	6.3%	

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4019 Miscellaneous	0	0	100	100		100	0.0%	
4027 Licences	15	40	960	920		920	4.2%	
4030 Events	0	0	2,000	2,000		2,000	0.0%	
4032 Publicity	0	0	750	750		750	0.0%	
4040 Alarms	59	119	714	595		595	16.7%	
4041 Property & Other Maintenance	542	799	12,500	11,701		11,701	6.4%	
4043 Equipment Repairs&RunningCosts	0	0	3,100	3,100		3,100	0.0%	
4046 Equipment Purchase	1,480	1,480	14,000	12,520		12,520	10.6%	
St Margaret's Hall :- Indirect Expenditure	2,862	4,184	26,985	22,801	0	22,801	15.5%	0
Net Income over Expenditure	(1,071)	(929)	22,065	22,994				
<u>601 Bearfield</u>								
4601 Bearfield Maintenance	325	325	2,500	2,175		2,175	13.0%	
Bearfield :- Indirect Expenditure	325	325	2,500	2,175	0	2,175	13.0%	0
Net Expenditure	(325)	(325)	(2,500)	(2,175)				
<u>602 Festival Gardens</u>								
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	4,160	7,372	97,860	90,488			7.5%	
Expenditure	7,824	15,718	130,231	114,513	0	114,513	12.1%	
Movement to/(from) Gen Reserve	(3,664)	(8,346)						
Highways & Transport								
<u>402 Highways & Transport</u>								
4409 Highways Improvements	30,000	(6,964)	20,000	26,964		26,964	(34.8%)	
Highways & Transport :- Indirect Expenditure	30,000	(6,964)	20,000	26,964	0	26,964	(34.8%)	0
Net Expenditure	(30,000)	6,964	(20,000)	(26,964)				
Highways & Transport :- Income	0	0	0	0			0.0%	
Expenditure	30,000	(6,964)	20,000	26,964	0	26,964	(34.8%)	
Movement to/(from) Gen Reserve	(30,000)	6,964						

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	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	8,349	462,289	1,097,050	634,761			42.1%	
Expenditure	97,119	130,795	1,168,046	1,037,251	0	1,037,251	11.2%	
Net Income over Expenditure	(88,770)	331,494	(70,996)	(402,490)				
plus Transfer from EMR	896	1,508						
less Transfer to EMR	0	1,725						
Movement to/(from) Gen Reserve	(87,874)	331,278						