

**MINUTES OF A MEETING OF THE FINANCE, POLICY & GENERAL PURPOSES
COMMITTEE
HELD ON
22 JULY 2021**

PRESENT: Councillors Eakin (Chair), Howells and Hughes

ALSO PRESENT: Angela Price – Town Clerk

F308 APOLOGIES

Apologies were received from Councillors Harvey, Manns and Knight.

F309 DECLARATIONS OF INTEREST

None received.

F310. PUBLIC PARTICIPATION

None received.

**F311. TO RECEIVE AND NOTE THE MINUTES OF AN
EXTRAORDINARY MEETING OF THE FINANCE, POLICY &
GENERAL PURPOSES COMMITTEE HELD ON 9 JUNE 2021**

Members received and noted the minutes of the Extraordinary meeting of the Finance, Policy & General Purposes Committee held on 9 June 2021, noting the following amendments:

- i. Minute no. F298 – the resolution should state 25 March 2021 and not 28 January 2021.
- ii. Minute no. F301 – the preamble should state March and April 2021 and not January and February 2021.
- iii. Minute no. F302 – the following should be recorded as a RESOLUTION and included in the Action Sheet:

“It was agreed that at the next meeting of the Finance, Policy & General Purposes Committee, Members go through previous accounts and identify the funds in the general fund that relate to earmarked reserves. It was also agreed that Members identify what special project funds

need to come out of the general fund and into the budget line for Special Projects.”

- iv. Minute no. F304 – Heading should read “**SUSPENSION OF STANDING ORDERS**”.
- v. Minute no. F306 – Fourth paragraph should read as follows:

“Councillor Harvey requested that the Town Clerk confirm the dates that the notice of accounts should be advertised”

F312

ACTION SHEET

The Clerk advised that the minute no’s recorded in respect of the meeting held on 9 June 2021 were incorrect and should read “F305 and F307”.

F307 - should read 24 June 2021 and not July.

Councillor Howells noted that Minute F289 stated “That the TC review section 7 of the Risk Register for consideration at the next meeting of the Finance, Policy & General Purposes Committee”.

The Clerk advised that she had spoken with the Chair of the Committee to advise that due to staff shortages she had not been able to bring this forward to this meeting, and as it was a non-decision-making committee she had felt that it would be better to bring this forward at a face-to-face meeting.

F313

TERMS OF REFERENCE

Councillor Hughes noted the following:

- i. The numbering in respect of “Under Delegated Powers” was incorrect.
- ii. Item no. 9 under delegated powers – insert a comma as follows:

“...due to the Council, not falling within the remit of any other Committee.”

- iii. Item no. 2 By way of recommendation to Full Council – amend to read as follows:

“To draft and finalise the Council’s four-year Corporate Plan including the consideration of recommendations of any Committee in regard to the Corporate Plan before it is submitted for the approval of Council.

- iv. Item no. 10 By way of recommendation to Full Council – insert comma as follows:
“....for the recovery of monies due to the Council, not falling withing the remit of the Council or any other Committee.”

F314 TO RECEIVE AND NOTE PAYMENTS MADE IN JULY 2021 VIA DELEGATED POWERS

Members received and noted the payments made in July 2021 via delegated powers in the net sum of £20,787.94, noting that the date on the sheet provided should read July 2021.

F315 TO RECEIVE AND NOTE INVOICES FOR PAYMENT FOR AUGUST 2021 (INTERIM)

Members received and noted the invoices for payment for August 2021 (Interim) in the net sum of £7,376.34.

F316 TO RECEIVE AND NOTE THE LIST OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2021

Members received and noted the list of receipts and payments for May and June 2021.

F317 TO RECEIVE AND NOTE THE RECORD OF RECEIPTS AND PAYMENTS FOR MAY AND JUNE 2021 (Cashbook)

Councillor raised concerns about the payments in relation to the NDP, he advised that he could not see these in the list of payments. The Clerk advised that these were paid via credit card and will show as a reimbursement payment. Councillor Howells confirmed that he had identified the NDP expenditure within the list of payments.

Members received and noted the record of receipts and payments for May and June 2021 (Cashbook).

F318 TO RECEIVE THE BALANCE SHEET AND TRIAL BALANCE FOR MONTHS 2 AND 3

Members received and noted the balance sheet and trial balance for months 2 and 3.

F319 TO CONFIRM VERIFICATION OF BANK STATEMENTS AND RECONCILIATIONS DURING COVID 19 – MAY AND JUNE 2021

The Chair of the Finance, Policy & General Purposes Committee advised that he had attended the Council offices to review, approve and sign the Bank Statements and Reconciliations in accordance with the Council's Financial Regulations.

F320

BUDGET MONITORING REPORT

Councillor Howells asked whether the budget monitoring report had been prepared as a result of a budget monitoring meeting. The Clerk advised that this is a report that is generated via the accounts software package at month end close down.

Members received and noted the budget monitoring report, suggesting that the Clerk consider setting a date for a Budget Monitoring Working Party Meeting before the next meeting of the Finance, Policy & General Purposes Committee.

F321

**TO RECEIVE AND NOTE A MORE DETAILED BALANCE SHEET
(Excluding stock movement)**

Councillor Eakin suggested that this report be attached to the balance sheet and trial balance on future agendas.

Members received and noted the more detailed balance sheet (excluding stock movement).

F322

EXTERNAL AND INTERNAL AUDIT

i. Appointment of Internal Auditor for 2021/22 to 2023/24

Members were requested to give consideration to the Clerk inviting tenders for internal auditing services for the period 2021/22 to 2023/24.

Members advised that they would support a decision via delegated powers to invite tenders for internal auditing services for the period 2021/22 – 2023/24.

ii. To give consideration to appointing a Councillor to act as internal, internal auditor

The Clerk explained that this would be someone from within the Council carrying out an in-house, internal audit of the council accounts, processes, and procedures. She advised it would provide a system of self-scrutiny.

Members advised that they would support a decision via delegated powers to refer this item to Full Council for further consideration.

F323

SUBSCRIPTIONS

Members noted that the annual subscription for Bullguard, internet security subscription had been agreed via delegated powers and paid in the sum of £117.00.

F324

GRANT APPLICATIONS

i. Over £500.00

- a. Ledbury Carnival – Members advised that they would support a decision via delegated powers to award £1,000 to the Ledbury Carnival.

- b. John Maesfield High School – Councillor Hughes raised concern in respect of this application. He advised that schools receive funds for projects such as the one proposed and therefore did not feel that Ledbury Town Council could support this application.

The Clerk advised Members that they should be mindful that they should not grant funding to an organisation that receive funding via other government funding as this could be considered as double taxation.

Members advised that they would support a decision via delegated powers to decline this application.

- c. Ledbury Primary School – Members felt that this application was a good use of community funds, and no funding is provided to schools for the provision of defibrillators.

Members advised that they would support a decision via delegated powers to award £1,000 to Ledbury Primary School.

ii. Three-year funding application

Citizens Advice South Worcester – Members advised that they would support a decision via delegated powers to award £5,000 p/a over a three-year period to the Citizens Advice South Worcester.

F325

END OF YEAR GRANT REPORT

Members received and noted the end of year grant reports received from Ledbury Carnival and Dream your Future Counselling.

F326

RISK MANAGEMENT

Section 8 – Council Website

The Clerk advised Members that she had not had the opportunity to review Section 7 as agreed at the meeting held on 9 June, however she felt that Section 8 also needed updating and that she would update both sections at the same time.

She advised that Section 8 relates to when the Council were considering a new website and does not provide for risk now the website is in place. She suggested that the current risk information should remain in place, but that further risk information now needs to be included in respect of the management of the website.

She advised that she would report this for consideration at the next meeting of the committee.

F327

COUNCIL WEBSITE

The Clerk advised Member that there were some issues with the new website that still needed addressing and that she had been working with Councillor Bannister on this. She advised that Councillor Bannister had brought forward a suggestion with regard to future website management which would be included on the agenda for the Full Council meeting on 29 July.

F328

A GUIDE TO INSURING YOUR LISTED PROPERTY

Members received and noted a Guide to Insuring your Listed Property, noting that the Clerk would take the information into consideration when seeking insurance quotes later in the year.

F329

DATE OF NEXT MEETING

It was noted that the next meeting of the Finance, Policy & General Purposes Committee is scheduled for 23 September 2021.

F330

EXCLUSION OF PRESS AND PUBLIC

It was agreed that in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960, in view of the confidential nature of the business about to be transacted, in the public interest the press and public were excluded from the remainder of the meeting.

F331

MORTUARY LEASE

The Clerk advised Members of the action she had taken in response to the Solicitors letter

Members noted the information received from the Council's Solicitor in relation to the current lease in respect of the Mortuary at the Cemetery on New Street. She also provided an update on the current situation in relation to the lease, prior to a new lease being drawn up.

The meeting ended at 8.09 pm

Signed Dated.....

FINANCE, POLICY & GENERAL PURPOSES COMMITTEE

22.07.2021

| Minute No. | Action | To be Actioned by | Date Actioned | Comments | Status |
|------------|--|-------------------------|---------------|---|-------------|
| F320 | That a Budget Monitoring meeting be arranged prior to the next meeting of the FP & GP Committee | TC | 26.08.2021 | Report on agenda for consideration | Completed |
| F322 | That the clerk be authorised to seek tenders for the appointment of an internal auditor for 2021/22-2023/24 | TC | | | In Progress |
| F322 | That the report in respect of an internal auditor be referred to a meeting of council for further consideration | TC | 29.07.2021 | Report on agenda for consideration | Completed |
| F324 | That the Clerk, Chair and Vice Chair consider approving a grant to the Ledbury Carnival in the sum of £1,000 and CAB south Worcester in the sum of £10,000 per annum for a period of three years | TC/Chair and Vice Chair | | Confirmation awaited from Chair and Vice Chair that they agree | completed |
| F324 | That the request for a grant from JMHS be declined on the grounds that schools receive funds from government for these type of activities | TC | | Confirmation awaited from Chair and Vice Chair that they agree with the suggestion to decline this request. | completed |
| F326 | That the Clerk review sections 7 and 8 and bring them back to the next meeting of the finance committee | TC | | | In Progress |

Agenda Item
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INVOICES FOR PAYMENT SEPTEMBER 2021

AGENDA ITEM: 6

| INV DATE | INV NO. | BACS/DD | COMPANY | DESCRIPTION | NET AMOUNT | VAT AMOUNT | GROSS AMOUNT |
|------------|------------------|---------|------------------------------|---|------------|------------|--------------|
| 10.08.2021 | Jul-21 | BACS | Diamond Cleaning Services | Office Cleaning | £216.00 | £0.00 | £216.00 |
| 10.08.2021 | 110339 | DD | OMS UK Ltd | Managed Service IT | £554.44 | £110.89 | £665.33 |
| 31.07.2021 | 412 | BACS | P J Nicholls Ltd - Spar | Fuel | £244.15 | £48.83 | £292.98 |
| 12.08.2021 | 8898526 | BACS | Chubb Fire & Security | Fire Alarm Service | £333.64 | £66.73 | £400.37 |
| 19.08.2021 | 66834899 | BACS | Hoople | Temporary Staff - Reception | £603.10 | £120.62 | £723.72 |
| 12.08.2021 | 66834770 | BACS | Hoople | Temporary Staff - Reception | £603.10 | £120.62 | £723.72 |
| 16.08.2021 | | BACS | Trinity Parish Room | Hire of Room | £25.00 | £0.00 | £25.00 |
| 02.08.2021 | 110311 | BACS | OMS UK Ltd | Managed Service IT | £300.00 | £60.00 | £360.00 |
| 26.07.2021 | 110294 | BACS | OMS UK Ltd | Managed Service IT - cables | £18.02 | £3.60 | £21.62 |
| 11.08.2021 | 221246 | BACS | AgriGem | Cemetery Grounds | £193.83 | £38.77 | £232.60 |
| 24.08.2021 | 133620 | BACS | Paperstation | Hand Towels, Handwash | £45.08 | £9.02 | £54.10 |
| 24.08.2021 | 133637 | BACS | Paperstation | Hand Sanitiser | £26.80 | £5.36 | £32.16 |
| 25.07.2021 | | BACS | ASP Plumbing | Repair of leaking sink | £136.25 | £0.00 | £136.25 |
| 25.08.2021 | 5153637 | BACS | Blachere Illumination UK Ltd | Hire of Product for Christmas Lights | £4,237.41 | £847.48 | £5,084.89 |
| 10.08.2021 | 177671 | BACS | Quick Skip | Exchange skip at Cemetery | £195.00 | £39.00 | £234.00 |
| 01.09.2021 | 416 | BACS | Fran White - Poppies | Annual play equipment inspection | £63.40 | £0.00 | £63.40 |
| 01.09.2021 | 753708810 | DD | Advansys | Monthly Hosting of Website | £75.00 | £15.00 | £90.00 |
| 25.08.2021 | 100145358 | DD | Vision | Meterage Invoice | £138.87 | £27.78 | £166.65 |
| 31.08.2021 | 60588793 | BACS | Lyreco | Stationary | £250.14 | £50.03 | £300.17 |
| 17.01.2021 | 97519858 | DD | O2 | Mobile phones | £154.58 | £30.92 | £185.50 |
| 25.08.2021 | 22553553 | DD | Francotyp Postalia Ltd | Teleset Postage download | £80.00 | £0.00 | £80.00 |
| 26.08.2021 | KS/LTC/09/21 | BACS | Led & Dist. Civic Society | Hire of Burgrave Hall | £84.00 | £0.00 | £84.00 |
| 30.08.2021 | 9063543877 | BACS | Royal Mail | Freepost Name | £10.35 | £2.07 | £12.42 |
| 31.08.2021 | 1036131 | BACS | IWM | A Price membership | £159.00 | £0.00 | £159.00 |
| 02.09.2021 | KI-30D6C022-0009 | DD | Octopus Energy | Town Council Offices - electricity | £113.67 | £5.68 | £119.35 |
| 04.09.2021 | 7001394251 | BACS | Water Plus | New street surface water drainage | £18.29 | £2.38 | £20.67 |
| 06.09.2021 | 15152 | BACS | Ledbury Garden Machinery | Tyre repair/oil | £19.58 | £3.92 | £23.50 |
| 06.09.2021 | KI-B092647B-0004 | DD | Octopus Energy | Cemetery Electricity | £32.65 | £1.63 | £34.28 |
| 31.08.2021 | 232055 | BACS | Shredall | Confidential waste collection | £54.60 | £10.92 | £65.52 |
| 20.09.2021 | 110820 | DD | OMS | Monthly Managed Services Sept 2021 | £560.24 | £112.05 | £672.29 |
| 10.09.2021 | 91434244 | BACS | Hereford Council | Waste Collection - Council Offices | £104.20 | £0.00 | £104.20 |
| 10.09.2021 | 91433995 | BACS | Hereford Council | Waste Collection - St Michaels | £70.98 | £0.00 | £70.98 |
| 10.09.2021 | 91433996 | BACS | Hereford Council | Contribution to CCTV | £2,048.61 | £0.00 | £2,048.61 |
| 09.09.2021 | KI-1DBC1576-0001 | DD | Eon | Market House Electricity | £70.20 | £3.51 | £73.71 |
| 30.07.2021 | 29090 | BACS | Rialtas | On Line Training - S Edwards | £400.00 | £80.00 | £480.00 |
| 30.08.2021 | | BACS | D M Property Maintenance | Maintenance Contract | £2,132.00 | £0.00 | £2,132.00 |
| 02.09.2021 | FLB1120062 | DD | BNP Paribas Leasing Sols | Office Telecoms - 02.10.2021/01.01.2022 | £258.29 | £51.66 | £309.95 |
| 11.09.2021 | S820212034 | BACS | BNP Paribas Leasing Sols | External Audit | £1,300.00 | £260.00 | £1,560.00 |
| 07.09.2021 | 1190304988 | BACS | Screwfix | Aura Respirator masks - cemetery | £34.54 | £6.91 | £41.45 |
| 16.07.2021 | | BACS | Screwfix | Tools | | | £26.98 |
| 30.07.2021 | | BACS | Screwfix | Computer cabling and accessories for new office set ups | | | £229.50 |
| 31.08.2021 | 111407 | BACS | Sentinel Security Systems | CCTV Recreation ground | £50.62 | £10.12 | £60.74 |
| 06.09.2021 | 350663344 | DD | Lloyds Bank | Bank Charges | £13.80 | £0.00 | £13.80 |
| 31.08.2021 | 418 | BACS | P J Nicholls Ltd - Spar | Fuel | £127.43 | £25.49 | £152.92 |
| 15.09.2021 | 91435696 | BACS | Hereford Council | Election Charges | £30.00 | £0.00 | £30.00 |
| | | | | | £16,186.86 | £2,170.99 | £18,614.33 |

25/08/2021

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Ledbury Town Council Current Year

Cashbook 1

Lloyds A/c (235) (Bus Ext)

Receipts received between 01/07/2021 and 31/07/2021

Agenda Item 7

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Nominal Ledger Analysis

| Receipt Ref | Name of Payer | £ Amnt Received | £ Debtors | £ VAT | A/c | Centre | £ Amount | Transaction Detail |
|-----------------|------------------------------|-----------------|-----------|-------|------|--------|-----------|--------------------|
| 500436 | Banked: 01/07/2021 | 260.47 | | | | | | |
| 500436 | Painted Room Sales | 25.40 | | | 1451 | 105 | 25.40 | Donations |
| 500436 | Painted Room Sales | 45.00 | | | 1450 | 105 | 45.00 | Sales Non VAT |
| 500436 | Painted Room Sales | 40.60 | | 6.77 | 1450 | 105 | 33.83 | Sales VAT |
| 500436 | Painted Room Sales | 132.47 | | | 1451 | 105 | 132.47 | Donations |
| 500436 | Brown, Philippa | 17.00 | | | 1090 | 301 | 17.00 | Charter Market |
| HMRC VAT | Banked: 07/07/2021 | 4,367.28 | | | | | | |
| | H M Revenue & Customs | 4,367.28 | | | 120 | | 4,367.28 | VAT |
| int | Banked: 09/07/2021 | 0.17 | | | | | | |
| int | Lloyds Bank | 0.17 | | | 1870 | 220 | 0.17 | Interest - July |
| | Banked: 13/07/2021 | 10,000.00 | | | | | | |
| 105134316 | Premier A/c (736) Comm Call | 10,000.00 | | | 202 | | 10,000.00 | Topup |
| | Banked: 20/07/2021 | 20,000.00 | | | | | | |
| 105172280 | Premier A/c (736) Comm Call | 20,000.00 | | | 202 | | 20,000.00 | Topup |
| | Banked: 29/07/2021 | 15,000.00 | | | | | | |
| 105223501 | Premier A/c (736) Comm Call | 15,000.00 | | | 202 | | 15,000.00 | Topup |
| Co-op | Banked: 30/07/2021 | 1,171.00 | | | | | | |
| Co-op | The Co-operative Group (CGP) | 1,171.00 | | | 1100 | 102 | 1,171.00 | Interments |
| Total Receipts: | | 50,798.92 | 0.00 | 6.77 | | | 50,792.15 | |

Premier A/c (736) Comm Call

Receipts received between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|------------------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| 021143 | Banked: 01/07/2021 | 166.67 | | | | | | |
| 021143 | The Co-operative Group (CGP) | 166.67 | | | 1160 | 102 | 166.67 | Mortuary Rent |
| GWUK | Banked: 02/07/2021 | 4,954.00 | | | | | | |
| GWUK | Groundwork UK | 4,954.00 | | | 1033 | 301 | 4,954.00 | NDP |
| 1539 | Banked: 02/07/2021 | 40.00 | | | | | | |
| 1539 | VBrandt | 40.00 | | | 1090 | 301 | 40.00 | Charter Market |
| RP465998 | Banked: 06/07/2021 | 40.00 | | | | | | |
| RP465998 | Elgar Produce | 40.00 | | | 1090 | 301 | 40.00 | Charter Market |
| 110869 | Banked: 08/07/2021 | 64.00 | | | | | | |
| 110869 | MJL Workwear | 64.00 | | | 1090 | 301 | 64.00 | Charter Market |
| Interest | Banked: 09/07/2021 | 2.64 | | | | | | |
| Interest | Lloyds Bank | 2.64 | | | 1870 | 220 | 2.64 | Interest |
| RP4659985 | Banked: 12/07/2021 | 40.00 | | | | | | |
| RP4659985 | Elgar Produce | 40.00 | | | 1090 | 301 | 40.00 | Charter Market |
| RP4652485 | Banked: 13/07/2021 | 40.00 | | | | | | |
| RP4652485 | Elgar Produce | 40.00 | | | 1090 | 301 | 40.00 | Charter Market |
| 1552/3/4 | Banked: 15/07/2021 | 956.00 | | | | | | |
| 1552/3/4 | Ledbury Funeral Services | 956.00 | | | 1100 | 102 | 956.00 | Interment |
| RP4652485 | Banked: 20/07/2021 | 40.00 | | | | | | |
| RP4652485 | Elgar Produce | 40.00 | | | 1090 | 301 | 40.00 | Charter Market |
| 1550 | Banked: 20/07/2021 | 18.00 | | | | | | |
| 1550 | Ledbury & District U3A | 18.00 | | | 1030 | 201 | 18.00 | Market House |
| 021143 | Banked: 30/07/2021 | 166.67 | | | | | | |
| 021143 | The Co-operative Group (CGP) | 166.67 | | | 1160 | 102 | 166.67 | Mortuary Rent |
| RP4659987 | Banked: 30/07/2021 | 22.00 | | | | | | |
| RP4659987 | Chadwick CA | 22.00 | | | 1090 | 301 | 22.00 | Charter Market |
| Total Receipts: | | 6,549.98 | 0.00 | 0.00 | | | 6,549.98 | |

25/08/2021
16:43

Ledbury Town Council Current Year
Cashbook 4
Public Sector Deposit Fund
Receipts received between 01/07/2021 and 31/07/2021

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| Nominal Ledger Analysis | | | | | | | |
|-------------------------|--------------------------------|------------------------|------------------|--------------|------------|---------------|---|
| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> <u>Transaction Detail</u> |
| | Banked: 01/07/2021 | 3.91 | | | | | |
| Dividend | The Public Sector Deposit Fund | 3.91 | | | 1870 | 220 | 3.91 Dividend Re-invested |
| Total Receipts: | | 3.91 | 0.00 | 0.00 | | | 3.91 |

Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2021 and 31/07/2021

| Nominal Ledger Analysis | | | | | | | | | |
|---------------------------|-------------------------------|-----------|--------------|-------------|----------|------|--------|-----------|--------------------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| 01/07/2021 | Advansys | DD | 90.00 | | | 4483 | 401 | 90.00 | Website |
| 01/07/2021 | O2 | DD | 238.32 | | 39.72 | 4481 | 401 | 198.60 | O2 |
| 02/07/2021 | BNP Paribas Leasing Solutions | DD | 309.95 | | 51.66 | 4481 | 401 | 258.29 | Telephone System |
| 05/07/2021 | EE Limited | DD | 30.50 | | 5.08 | 4481 | 401 | 25.42 | EE Limited |
| 07/07/2021 | Balfour Beatty Living Places | BACS | 276.00 | | 46.00 | 4546 | 301 | 230.00 | SID Deployment |
| 07/07/2021 | Herefordshire Council | BACS | 141.26 | | | 4021 | 202 | 141.26 | Bin Collect Offices 30/09/21 |
| 07/07/2021 | Hoople LTD. | BACS | 216.00 | | 36.00 | 4430 | 220 | 180.00 | Recruitment Adverts |
| 07/07/2021 | Hoople LTD. | BACS | 1,467.66 | | 244.61 | 4001 | 230 | 1,223.05 | Agency Staff |
| 07/07/2021 | Amberol Limited | BACS | 366.00 | | 61.00 | 4270 | 302 | 305.00 | Fixing Kit for Bench |
| 07/07/2021 | The Yard House | BACS | 2,808.00 | | 468.00 | 4650 | 115 | 2,340.00 | Refill Plastic Watering Baskets |
| 07/07/2021 | Cartridge People | BACS | 46.39 | | 7.73 | 4400 | 235 | 38.66 | Black Ink Cartridges |
| 07/07/2021 | Cobalt Health Fundraising | BACS | 500.00 | | | 4890 | 214 | 500.00 | Unspecified Grants CHF |
| 07/07/2021 | Community Action Ledbury | BACS | 10,000.00 | | | 4827 | 214 | 10,000.00 | 3 Year Grant Funding |
| 07/07/2021 | NALC | BACS | 216.00 | | 36.00 | 4430 | 220 | 180.00 | Job Advertising CDO |
| 07/07/2021 | Angela Price | BACS | 25.51 | | | 4430 | 230 | 25.51 | Job Advertising - Indeed |
| 07/07/2021 | Water Plus | BACS | 21.55 | | | 4115 | 102 | 21.55 | Surface water drainage |
| 07/07/2021 | Hoople LTD. | BACS | 1,370.10 | | 228.35 | 4001 | 230 | 1,141.75 | Agency Staff |
| 07/07/2021 | Angela Price | BACS | 229.49 | | | 4430 | 220 | 229.49 | Indeed |
| 07/07/2021 | Citation Limited | DD | 216.51 | | 36.08 | 4050 | 230 | 180.43 | Citation Limited |
| 08/07/2021 | Welsh Water | DD | 14.90 | | | 4115 | 202 | 14.90 | Welsh Water |
| 08/07/2021 | Welsh Water | DD | 22.91 | | | 4115 | 202 | 22.91 | Welsh Water |
| 09/07/2021 | Octopus Energy | DD | 11.21 | | 0.53 | 4122 | 202 | 10.68 | Octopus Energy |
| 09/07/2021 | Welsh Water | DD | 41.22 | | | 4115 | 202 | 41.22 | Welsh Water |
| 12/07/2021 | David McCutcheon | BACS | 2,002.00 | | | 4205 | 108 | 366.66 | Groune Maintenance Dog Hill Wo |
| | | | | | | 4205 | 110 | 1,120.00 | Grounds Maintenance Rec |
| | | | | | | 4236 | 110 | 100.00 | Grounds Maintenance Play Equip |
| | | | | | | 4013 | 125 | 52.84 | Grounds Maint Grass Cutting |
| | | | | | | 4270 | 110 | 362.50 | Grounds Maint Empty Bin - Rec |
| 12/07/2021 | British Gas | DD | 20.86 | | 0.99 | 4800 | 214 | 19.87 | Barratt Browning Clock |
| 13/07/2021 | Ledbury Hardware Limited | BACS | 31.83 | | | 4182 | 202 | 31.83 | Cable, Paint and Brushes |
| Subtotal Carried Forward: | | | 20,714.17 | 0.00 | 1,261.75 | | | 19,452.42 | |

Date: 26/08/2021

Ledbury Town Council Current Year

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Time: 09:09

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2021 and 31/07/2021

Nominal Ledger Analysis

| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
|------------|------------------------------|-----------|--------------|-------------|--------|------|--------|----------|-------------------------------|
| 13/07/2021 | Screwfix | BACS | 202.84 | | 33.80 | 4182 | 202 | 169.04 | Paint and Brushes |
| 13/07/2021 | Gleamclean | BACS | 42.00 | | 7.00 | 4160 | 202 | 35.00 | Gleamclean |
| 13/07/2021 | Quickskip Hereford Ltd | BACS | 234.00 | | 39.00 | 4225 | 102 | 195.00 | Exchange of Skip |
| 13/07/2021 | Lyreco UK Ltd | BACS | 66.01 | | 11.00 | 4400 | 235 | 55.01 | Stationary |
| 13/07/2021 | NPower | BACS | 393.75 | | 18.75 | 4640 | 115 | 375.00 | Electricity |
| 13/07/2021 | Heating Maintenance Services | BACS | 979.79 | | 163.30 | 4182 | 202 | 816.49 | New Light fittings |
| 13/07/2021 | Shredall Ltd | BACS | 65.52 | | 10.92 | 4021 | 202 | 54.60 | Shredding |
| 13/07/2021 | Diamond Cleaning | BACS | 216.00 | | | 4150 | 202 | 216.00 | Office Clean |
| 13/07/2021 | Water Plus | BACS | 12.84 | | | 4115 | 202 | 12.84 | Watrr Drainage |
| 13/07/2021 | Autela Payroll Services | BACS | 75.04 | | 12.51 | 4590 | 220 | 62.53 | Payroll Charges |
| 13/07/2021 | Octopus Energy | BACS | 106.01 | | 5.05 | 4122 | 202 | 100.96 | Electricity |
| 13/07/2021 | Francotyp Postalia | BACS | 36.00 | | 6.00 | 4455 | 235 | 30.00 | Postage - Franking |
| 13/07/2021 | Homend | BACS | 164.40 | | 27.40 | 4300 | 102 | 137.00 | Tyres |
| 13/07/2021 | Hoople LTD. | BACS | 1,428.66 | | 238.11 | 4001 | 230 | 1,190.55 | Agency Staff |
| 13/07/2021 | SLCC Enterprises Ltd | BACS | 447.00 | | 62.00 | 4051 | 230 | 385.00 | National Conference |
| 13/07/2021 | Staff Salaries | BACS | 2,081.98 | | | 4000 | 102 | 2,081.98 | Month 4 Salary- TD |
| 13/07/2021 | H M Revenue & Customs | BACS | 3,903.09 | | | 4018 | 230 | 3,903.09 | NI-PAYE Mth 4 |
| 13/07/2021 | Angela Price | CARD | 117.99 | | 19.67 | 4480 | 401 | 98.32 | BullGuard Internet Security |
| 13/07/2021 | Angela Price | CARD | 275.00 | | | 4340 | 102 | 275.00 | Vehicle Tax |
| 19/07/2021 | Vision Abbey | DD | 395.84 | | 65.97 | 4410 | 235 | 329.87 | Photocopier |
| 20/07/2021 | Staff Salaries | BACS | 957.92 | | | 4702 | 105 | 957.92 | Month 4 Salary |
| 20/07/2021 | Staff Salaries | BACS | 79.53 | | | 4702 | 105 | 79.53 | Month 4 Salary |
| 20/07/2021 | Staff Salaries | BACS | 80.23 | | | 4702 | 105 | 80.23 | Month 4 Salary |
| 20/07/2021 | Staff Salaries | BACS | 1,365.75 | | | 4000 | 230 | 1,365.75 | Month 4 Salary - HT |
| 20/07/2021 | Staff Salaries | BACS | 3,299.81 | | | 4000 | 230 | 3,299.81 | Month 4 Salary - AP |
| 20/07/2021 | Staff Salaries | BACS | 1,592.79 | | | 4000 | 230 | 1,592.79 | Month 4 Salary - OB |
| 20/07/2021 | Staff Salaries | BACS | 1,325.98 | | | 4016 | 103 | 1,325.98 | Month 4 Salary - JT |
| 20/07/2021 | Worcester County Council | BACS | 3,717.87 | | | 4019 | 230 | 3,717.87 | Pension Mth 4 |
| 23/07/2021 | Lloyds Bank | DD | 15.30 | | | 4550 | 220 | 15.30 | Bank Charges |
| 23/07/2021 | Lloyds Bank | PAY | 15.30 | | | 4550 | 220 | 15.30 | Service Charge |
| 25/07/2021 | NBB Recycled Furniture | BACS | 444.00 | | 74.00 | 4270 | 302 | 370.00 | Junior Picnic Table |
| | | | | | | 321 | | -370.00 | Junior Picnic Table |
| | | | | | | 6000 | 302 | 370.00 | Junior Picnic Table |
| 26/07/2021 | Hoople LTD. | BACS | 723.72 | | 120.62 | 4001 | 230 | 603.10 | Agency Staff |
| 26/07/2021 | Rural Services Partnership | BACS | 180.00 | | 30.00 | 4460 | 220 | 150.00 | Rural Group Membership |
| 26/07/2021 | OMS UK Ltd | BACS | 2,025.60 | | 337.60 | 4415 | 401 | 1,688.00 | Desktops and asssd products |
| 26/07/2021 | ICCM | BACS | 96.00 | | 16.00 | 4050 | 230 | 80.00 | Online Trning - Sexton Duties |
| 26/07/2021 | ICCM | BACS | 162.00 | | 27.00 | 4050 | 230 | 135.00 | Online Training - |

Subtotal Carried Forward:

48,039.73

0.00

2,587.45

45,317.28

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Date: 26/08/2021

Ledbury Town Council Current Year

Page 3

Time: 09:09

Cashbook 1

User: SAE

Lloyds A/c (235) (Bus Ext)

Payments made between 01/07/2021 and 31/07/2021

| Nominal Ledger Analysis | | | | | | | | | |
|-------------------------|-----------------------|-----------|--------------|-------------|----------|------|--------|-----------|---------------------------|
| Date | Payee Name | Reference | £ Total Amnt | £ Creditors | £ VAT | A/c | Centre | £ Amount | Transaction Details |
| 26/07/2021 | Hoople LTD. | BACS | 1,438.56 | | 239.76 | 4001 | 230 | 1,198.80 | Cemetery Mgm Agency Staff |
| 26/07/2021 | OMS UK Ltd | DD | 644.93 | | 107.49 | 4483 | 401 | 537.44 | Managed Monthly Service |
| 26/07/2021 | E.on | DD | 38.57 | | 1.84 | 4122 | 202 | 36.73 | Electricity |
| 26/07/2021 | Herefordshire Council | DD | 49.92 | | | 4110 | 201 | 49.92 | Rates |
| 26/07/2021 | Herefordshire Council | DD | 86.00 | | | 4110 | 102 | 86.00 | Rates |
| 26/07/2021 | Herefordshire Council | DD | 148.00 | | | 4110 | 102 | 148.00 | Rates |
| 26/07/2021 | Herefordshire Council | DD | 603.00 | | | 4110 | 202 | 603.00 | Rates |
| 26/07/2021 | Onecom Limited | DD | 207.20 | | 34.53 | 4481 | 401 | 172.67 | Phones |
| 28/07/2021 | Spadwick Motors | CHQ | 575.96 | | 95.99 | 4340 | 102 | 54.85 | Ford Ranger |
| | | | | | | 4300 | 102 | 425.12 | Ford Ranger |
| 28/07/2021 | Spadwick Motors | CHQ | 386.99 | | 64.50 | 4300 | 102 | 322.49 | Ford Ranger Call Out |
| 28/07/2021 | Lloyds Bank | DD | 32.20 | | | 4550 | 220 | 32.20 | Bank Charges |
| 28/07/2021 | Lloyds Bank | DD | 5.92 | | | 4550 | 220 | 5.92 | Bank Charges |
| 29/07/2021 | Francotyp Postalia | DD | 29.30 | | 4.88 | 4455 | 235 | 24.42 | Franking Machine |
| Total Payments: | | | 52,286.28 | 0.00 | 3,136.44 | | | 49,149.84 | |

List of Payments made between 01/07/2021 and 31/07/2021

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|-------------------------------|-----------|-------------|------------------|--------------------------------|
| 01/07/2021 | Advansys | DD | 90.00 | DD | Website |
| 01/07/2021 | O2 | DD | 238.32 | DD | O2 |
| 02/07/2021 | BNP Paribas Leasing Solutions | DD | 309.95 | DD | Telephone System |
| 05/07/2021 | EE Limited | DD | 30.50 | DD | EE Limited |
| 07/07/2021 | Balfour Beatty Living Places | BACS | 276.00 | 106699 | SID Deployment |
| 07/07/2021 | Herefordshire Council | BACS | 141.26 | 91418771 | Bin Collect Offices 30/09/21 |
| 07/07/2021 | Hoople LTD. | BACS | 216.00 | 66834057 | Recruitment Adverts |
| 07/07/2021 | Hoople LTD. | BACS | 1,467.66 | 113981320 | Agency Staff |
| 07/07/2021 | Amberol Limited | BACS | 366.00 | 20750 | Fixing Kit for Bench |
| 07/07/2021 | The Yard House | BACS | 2,808.00 | LTC012021 | Refil Plastic Watering Baskets |
| 07/07/2021 | Cartridge People | BACS | 46.39 | GB210622 | Black Ink Cartridges |
| 07/07/2021 | Cobalt Health Fundraising | BACS | 500.00 | F267(2) | Unspecified Grants CHF |
| 07/07/2021 | Community Action Ledbury | BACS | 10,000.00 | F267(4) | 3 Year Grant Funding |
| 07/07/2021 | NALC | BACS | 216.00 | 702409 | Job Advertising CDO |
| 07/07/2021 | Angela Price | BACS | 25.51 | 44767141 | Job Advertising - Indeed |
| 07/07/2021 | Water Plus | BACS | 21.55 | 05034529 | Surface water drainage |
| 07/07/2021 | Hoople LTD. | BACS | 1,370.10 | 66834313 | Agency Staff |
| 07/07/2021 | Angela Price | BACS | 229.49 | | Indeed |
| 07/07/2021 | Citation Limited | DD | 216.51 | DD | Citation Limited |
| 08/07/2021 | Welsh Water | DD | 14.90 | DD | Welsh Water |
| 08/07/2021 | Welsh Water | DD | 22.91 | DD | Welsh Water |
| 09/07/2021 | Octopus Energy | DD | 11.21 | DD | Octopus Energy |
| 09/07/2021 | Welsh Water | DD | 41.22 | DD | Welsh Water |
| 12/07/2021 | David McCutcheon | BACS | 2,002.00 | | Grounds Maintenance |
| 12/07/2021 | British Gas | DD | 20.86 | DD | Barratt Browning Clock |
| 13/07/2021 | Ledbury Hardware Limited | BACS | 31.83 | 56 | Cable,Paint and Brushes |
| 13/07/2021 | Screwfix | BACS | 202.84 | 1171304269 | Paint and Brushes |
| 13/07/2021 | Gleamclean | BACS | 42.00 | 05913 | Gleamclean |
| 13/07/2021 | Quickskip Hereford Ltd | BACS | 234.00 | 174589 | Exchange of Skip |
| 13/07/2021 | Lyreco UK Ltd | BACS | 66.01 | 6250181600 | Stationary |
| 13/07/2021 | NPower | BACS | 393.75 | LGWLJGKJ | Electricity |
| 13/07/2021 | Heating Maintenance Services | BACS | 979.79 | 48282 | New Light fittings |
| 13/07/2021 | Shredall Ltd | BACS | 65.52 | 231235 | Shredding |
| 13/07/2021 | Diamond Cleaning | BACS | 216.00 | JUNE21 | Office Clean |
| 13/07/2021 | Water Plus | BACS | 12.84 | 05070916 | Watrr Drainage |
| 13/07/2021 | Autela Payroll Services | BACS | 75.04 | 6671 | Payroll Charges |
| 13/07/2021 | Octopus Energy | BACS | 106.01 | KI-30d6c022-0007 | Electricity |
| 13/07/2021 | Francotyp Postalia | BACS | 36.00 | 27516229 | Postage - Franking |
| 13/07/2021 | Homend | BACS | 164.40 | 1426 | Tyres |
| 13/07/2021 | Hoople LTD. | BACS | 1,428.66 | 66834143 | Agency Staff |
| 13/07/2021 | Angela Price | CARD | 117.99 | 73689663364 | BullGuard Internet Security |
| 13/07/2021 | SLCC Enterprises Ltd | BACS | 447.00 | BK202670 | National Conference |
| 13/07/2021 | Staff Salaries | BACS | 2,081.98 | MTH 4 | Month 4 Salary |

List of Payments made between 01/07/2021 and 31/07/2021

| Date Paid | Payee Name | Reference | Amount Paid | Authorized Ref | Transaction Detail |
|------------|----------------------------|-----------|-------------|----------------|-------------------------------|
| 13/07/2021 | H M Revenue & Customs | BACS | 3,903.09 | MTH 4 | NI-PAYE Mth 4 |
| 13/07/2021 | Angela Price | CARD | 275.00 | BG08 FDZ | Vehicle Tax |
| 19/07/2021 | Vision Abbey | DD | 395.84 | | Photocopier |
| 20/07/2021 | Staff Salaries | BACS | 957.92 | MTH 4 | Month 4 Salary |
| 20/07/2021 | Staff Salaries | BACS | 79.53 | MTH 4 | Month 4 Salary |
| 20/07/2021 | Staff Salaries | BACS | 80.23 | MTH 4 | Month 4 Salary |
| 20/07/2021 | Staff Salaries | BACS | 1,365.75 | MTH 4 | Month 4 Salary |
| 20/07/2021 | Staff Salaries | BACS | 3,299.81 | MTH 4 | Month 4 Salary |
| 20/07/2021 | Staff Salaries | BACS | 1,592.79 | MTH 4 | Month 4 Salary |
| 20/07/2021 | Staff Salaries | BACS | 1,325.98 | MTH4 | Month 4 Salary |
| 20/07/2021 | Worcester County Council | BACS | 3,717.87 | MTH 4 | Pension Mth 4 |
| 23/07/2021 | Lloyds Bank | DD | 15.30 | 345717542 | Bank Charges |
| 23/07/2021 | Lloyds Bank | PAY | 15.30 | 345717542 | Service Charge |
| 25/07/2021 | NBB Recycled Furniture | BACS | 444.00 | 3032807 | Junior Picnic Table |
| 26/07/2021 | Hoople LTD. | BACS | 723.72 | 66834405 | Agency Staff |
| 26/07/2021 | Rural Services Partnership | BACS | 180.00 | RMTG/21/037 | Rural Group Membership |
| 26/07/2021 | OMS UK Ltd | BACS | 2,025.60 | 110293 | Desktops and assd products |
| 26/07/2021 | ICCM | BACS | 96.00 | 13762 | Online Trning - Sexton Duties |
| 26/07/2021 | ICCM | BACS | 162.00 | 13788 | Online Training |
| 26/07/2021 | Hoople LTD. | BACS | 1,438.56 | 66834351 | Agency Staff |
| 26/07/2021 | OMS UK Ltd | DD | 644.93 | 109833 | Managed Monthly Service |
| 26/07/2021 | E.on | DD | 38.57 | 15090287760A | Electricity |
| 26/07/2021 | Herefordshire Council | DD | 49.92 | 85806086 | Rates |
| 26/07/2021 | Herefordshire Council | DD | 86.00 | DD | Rates |
| 26/07/2021 | Herefordshire Council | DD | 148.00 | DD | Rates |
| 26/07/2021 | Herefordshire Council | DD | 603.00 | DD | Rates |
| 26/07/2021 | Onecom Limited | DD | 207.20 | DD | Phones |
| 28/07/2021 | Lloyds Bank | DD | 32.20 | 344502232 | Bank Charges |
| 28/07/2021 | Lloyds Bank | DD | 5.92 | 344715419 | Bank Charges |
| 28/07/2021 | Spadwick Motors | CHQ | 575.96 | 15159 | Ford Ranger |
| 28/07/2021 | Spadwick Motors | CHQ | 386.99 | 15138 | Ford Ranger Call Out |
| 29/07/2021 | Francotyp Postalia | DD | 29.30 | 0128687 | Franking Machine |

| | |
|----------------|-----------|
| Total Payments | 52,286.28 |
|----------------|-----------|

Date: 26/08/2021

Ledbury Town Council Current Year

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Time: 09:23

Premier A/c (736) Comm Call

List of Payments made between 01/07/2021 and 31/07/2021

| <u>Date Paid</u> | <u>Payee Name</u> | <u>Reference</u> | <u>Amount Paid</u> | <u>Authorized Ref</u> | <u>Transaction Detail</u> |
|------------------|----------------------------|------------------|--------------------|-----------------------|---------------------------|
| 13/07/2021 | Lloyds A/c (235) (Bus Ext) | 1051343165 | 10,000.00 | | Topup |
| 20/07/2021 | Lloyds A/c (235) (Bus Ext) | 1051722805 | 20,000.00 | | Topup |
| 28/07/2021 | Lloyds Bank | PAY | 5.92 | 344715419 | Service Charges |
| 29/07/2021 | Lloyds A/c (235) (Bus Ext) | 1052235017 | 15,000.00 | | Topup |
| Total Payments | | | 45,005.92 | | |

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|----------|--------------------------------|--------|-------------------------------|------------|------------|
| 120 | Vat Due | | | 3,129.67 | |
| 150 | Stock | | | 1,975.87 | |
| 200 | Lloyds A/c (235) (Bus Ext) | | | 20,021.95 | |
| 202 | Premier A/c (736) Comm Call | | | 267,551.34 | |
| 203 | Public Sector Deposit Fund | | | 151,893.26 | |
| 210 | Petty Cash | | | 310.08 | |
| 310 | General Fund | | | | 251,064.75 |
| 320 | Earmarked Reserves | | | | 112.92 |
| 321 | EMR - Recreation Ground Equipm | | | | 10,830.00 |
| 322 | EMR - Traffic Management | | | | 9,000.00 |
| 323 | EMR - Charter Market Improveme | | | | 1,000.00 |
| 324 | EMR - Listed Buildings | | | | 20,000.00 |
| 1030 | Market House Income | 201 | Market House | | 18.00 |
| 1033 | Localities Grant For NDP | 301 | Planning/Economic Development | | 4,954.00 |
| 1090 | Charter Market Income | 301 | Planning/Economic Development | | 423.00 |
| 1100 | Cemetery Interment Income | 102 | Cemetery & Buildings | | 3,069.50 |
| 1130 | Cemetery Memorial Permit Incom | 102 | Cemetery & Buildings | | 642.00 |
| 1160 | Mortuary Rent Income | 102 | Cemetery & Buildings | | 1,147.35 |
| 1450 | Painted Room Sales Income | 105 | Painted Room | | 164.83 |
| 1451 | Painted Room Donations Income | 105 | Painted Room | | 382.72 |
| 1460 | Ceremony Room Income | 120 | Non-Statutory Services | | 705.00 |
| 1471 | Dog Poop Bags | 127 | Services and Events | | 90.00 |
| 1870 | Bank Interest Received Income | 220 | Finance and General Purposes | | 23.38 |
| 1900 | Precept Income | 220 | Finance and General Purposes | | 285,540.50 |
| 4000 | Staff Salaries | 102 | Cemetery & Buildings | 7,556.42 | |
| 4000 | Staff Salaries | 230 | Management and Payroll | 27,028.19 | |
| 4001 | Salary Contingency | 230 | Management and Payroll | 11,076.75 | |
| 4009 | Wedding Refunds | 120 | Non-Statutory Services | 181.00 | |
| 4013 | Devolved Services (grass cutti | 125 | Green Spaces Maintenance | 52.84 | |
| 4016 | Town Cleaner | 103 | Grounds Maintenance | 3,069.56 | |
| 4018 | National Insurance | 230 | Management and Payroll | 15,703.16 | |
| 4019 | Pension | 230 | Management and Payroll | 15,333.18 | |
| 4021 | Rubbish Collection | 101 | Closed Churchyard | 70.98 | |
| 4021 | Rubbish Collection | 202 | Town Council Offices | 261.25 | |
| 4021 | Rubbish Collection | 220 | Finance and General Purposes | 54.60 | |
| 4050 | Staff Training | 230 | Management and Payroll | 395.43 | |
| 4051 | Officers Travel/Conference/Sub | 230 | Management and Payroll | 385.00 | |
| 4110 | Rates | 102 | Cemetery & Buildings | 934.88 | |
| 4110 | Rates | 201 | Market House | 49.92 | |
| 4110 | Rates | 202 | Town Council Offices | 2,411.50 | |
| 4115 | Water | 102 | Cemetery & Buildings | 21.55 | |
| 4115 | Water | 202 | Town Council Offices | 141.18 | |

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|----------|--------------------------------|--------|-------------------------------|----------|----------|
| 4122 | Electricity | 102 | Cemetery & Buildings | 291.89 | |
| 4122 | Electricity | 201 | Market House | 114.43 | |
| 4122 | Electricity | 202 | Town Council Offices | 4,670.72 | |
| 4122 | Electricity | 214 | Grants with Powers | 19.17 | |
| 4123 | Lighting Heating, Running Cost | 202 | Town Council Offices | | 1,321.33 |
| 4130 | Insurance | 220 | Finance and General Purposes | 291.31 | |
| 4150 | Cleaning | 202 | Town Council Offices | 675.00 | |
| 4155 | Housekeeping | 202 | Town Council Offices | 104.72 | |
| 4160 | Window Cleaning | 202 | Town Council Offices | 35.00 | |
| 4170 | Maintenance | 102 | Cemetery & Buildings | 50.00 | |
| 4170 | Maintenance | 202 | Town Council Offices | 149.14 | |
| 4172 | Exhumation Costs | 102 | Cemetery & Buildings | 310.50 | |
| 4176 | CCTV Link to Hereford | 118 | Minor Infrastructure | 2,058.80 | |
| 4182 | Repairs | 202 | Town Council Offices | 1,017.36 | |
| 4185 | Alarms | 202 | Town Council Offices | 463.37 | |
| 4200 | New Equipment | 102 | Cemetery & Buildings | 481.05 | |
| 4204 | Dog Hill Wood Management Plan/ | 108 | Amenity Areas | 366.66 | |
| 4205 | Grounds Maintenance (Contract) | 101 | Closed Churchyard | 128.83 | |
| 4205 | Grounds Maintenance (Contract) | 108 | Amenity Areas | 2,549.99 | |
| 4205 | Grounds Maintenance (Contract) | 110 | Recreation Ground | 1,874.50 | |
| 4206 | Grounds Maintenance | 102 | Cemetery & Buildings | 1,540.00 | |
| 4206 | Grounds Maintenance | 110 | Recreation Ground | 1,292.36 | |
| 4212 | Definitive Footpaths | 118 | Minor Infrastructure | 52.84 | |
| 4225 | Skip Hire | 102 | Cemetery & Buildings | 585.00 | |
| 4228 | General Tree works | 108 | Amenity Areas | 950.00 | |
| 4235 | Play Equipment-New | 110 | Recreation Ground | 380.00 | |
| 4236 | Play Equipment Maintenance | 110 | Recreation Ground | 100.00 | |
| 4238 | Youth Shelter Maintenance | 110 | Recreation Ground | 250.00 | |
| 4250 | Tree Works/Property Maintenanc | 102 | Cemetery & Buildings | 590.00 | |
| 4270 | Litter Bins & Benches | 110 | Recreation Ground | 725.00 | |
| 4270 | Litter Bins & Benches | 302 | Special Projects | 675.00 | |
| 4275 | Street Furniture | 118 | Minor Infrastructure | 100.00 | |
| 4276 | External power supply -High St | 118 | Minor Infrastructure | 102.14 | |
| 4300 | Vehicle Repair | 102 | Cemetery & Buildings | 959.61 | |
| 4330 | Fuel | 102 | Cemetery & Buildings | 220.59 | |
| 4340 | Insurance, Tax & MOT | 102 | Cemetery & Buildings | 329.85 | |
| 4400 | Stationery | 235 | Office Facilities & Equipment | 926.20 | |
| 4405 | Photocopier Hire | 235 | Office Facilities & Equipment | 223.00 | |
| 4410 | Photocopier Costs | 235 | Office Facilities & Equipment | 808.11 | |
| 4415 | Office Support & Equipment | 235 | Office Facilities & Equipment | 481.90 | |
| 4415 | Office Support & Equipment | 401 | Full Council | 1,688.00 | |
| 4416 | Equipment Maintenance | 102 | Cemetery & Buildings | 469.78 | |

| A/c Code | Account Name | Centre | Centre Name | Debit | Credit |
|------------------------|-------------------------------|--------|-------------------------------|------------|------------|
| 4430 | Advertising | 220 | Finance and General Purposes | 1,078.49 | |
| 4430 | Advertising | 230 | Management and Payroll | 25.51 | |
| 4444 | Petty Cash | 235 | Office Facilities & Equipment | 102.70 | |
| 4455 | Postage | 235 | Office Facilities & Equipment | 54.42 | |
| 4455 | Postage | 401 | Full Council | 186.48 | |
| 4460 | Subscriptions | 220 | Finance and General Purposes | 662.00 | |
| 4480 | ICT-Computers | 401 | Full Council | 98.32 | |
| 4481 | Telephones | 120 | Non-Statutory Services | 440.00 | |
| 4481 | Telephones | 401 | Full Council | 2,244.72 | |
| 4482 | Website | 401 | Full Council | 150.00 | |
| 4483 | ICT Services & Software Lease | 401 | Full Council | 2,287.36 | |
| 4520 | Councillors Expenses | 225 | Councillors/Newsletter | 276.88 | |
| 4543 | Neighbourhood Plan | 301 | Planning/Economic Development | 637.36 | |
| 4545 | Annual & Other Meetings | 225 | Councillors/Newsletter | 70.00 | |
| 4546 | Traffic Management | 301 | Planning/Economic Development | 230.00 | |
| 4550 | Bank Charges | 220 | Finance and General Purposes | 212.10 | |
| 4552 | Localities Grant For NPD | 301 | Planning/Economic Development | 755.27 | |
| 4590 | Professional Services | 220 | Finance and General Purposes | 796.37 | |
| 4592 | PPE/Health & Safety | 102 | Cemetery & Buildings | 196.82 | |
| 4592 | PPE/Health & Safety | 202 | Town Council Offices | 67.34 | |
| 4592 | PPE/Health & Safety | 220 | Finance and General Purposes | 276.31 | |
| 4605 | Events Barriers | 127 | Services and Events | 95.00 | |
| 4607 | Events | 127 | Services and Events | 125.00 | |
| 4640 | Christmas Lights | 115 | Town Centre Decorations | 825.33 | |
| 4650 | Ledbury In Bloom | 115 | Town Centre Decorations | 2,340.00 | |
| 4702 | Tour Guides Salaries | 105 | Painted Room | 2,819.36 | |
| 4704 | Tourism/ Town Plan Projects | 107 | Town Promotion | 64.94 | |
| 4800 | Barrett Browning Clock | 214 | Grants with Powers | 29.82 | |
| 4825 | CAB | 214 | Grants with Powers | 2,500.00 | |
| 4827 | Community Action Ledbury | 214 | Grants with Powers | 10,000.00 | |
| 4890 | Unspecified Grants | 214 | Grants with Powers | 2,500.00 | |
| 6000 | Transfers from EMR | 302 | Special Projects | | 370.00 |
| Trial Balance Totals : | | | | 590,859.28 | 590,859.28 |
| Difference | | | | 0.00 | |

| <u>A/c</u> | <u>Description</u> | <u>Actual</u> |
|--------------------------|--------------------------------|---------------|
| <u>Current Assets</u> | | |
| 120 | Vat Due | 3,130 |
| 150 | Stock | 1,976 |
| 200 | Lloyds A/c (235) (Bus Ext) | 20,022 |
| 202 | Premier A/c (736) Comm Call | 267,551 |
| 203 | Public Sector Deposit Fund | 151,893 |
| 210 | Petty Cash | 310 |
| Total Current Assets | | 444,882 |
| <u>Represented by :-</u> | | |
| 300 | Current Year Fund | 152,505 |
| 310 | General Fund | 251,435 |
| 320 | Earmarked Reserves | 113 |
| 321 | EMR - Recreation Ground Equipm | 10,830 |
| 322 | EMR - Traffic Management | 9,000 |
| 323 | EMR - Charter Market Improveme | 1,000 |
| 324 | EMR - Listed Buildings | 20,000 |
| Total Equity | | 444,882 |

Month No: 4

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>101 Closed Churchyard</u> | | | | | | | | |
| 4021 Rubbish Collection | 0 | 71 | 0 | (71) | | (71) | 0.0% | |
| 4205 Grounds Maintenance (Contract) | 0 | 129 | 3,000 | 2,871 | | 2,871 | 4.3% | |
| 4224 Wheely Bins Refuse Collection | 0 | 0 | 350 | 350 | | 350 | 0.0% | |
| 4250 Tree Works/Property Maintenanc | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| Closed Churchyard :- Indirect Expenditure | 0 | 200 | 5,350 | 5,150 | 0 | 5,150 | 3.7% | 0 |
| Net Expenditure | 0 | (200) | (5,350) | (5,150) | | | | |
| <u>102 Cemetery & Buildings</u> | | | | | | | | |
| 1100 Cemetery Interment Income | 2,127 | 3,070 | 10,000 | 6,931 | | | 30.7% | |
| 1110 Transfer Of Exclusive Right Of | 0 | 0 | 360 | 360 | | | 0.0% | |
| 1130 Cemetery Memorial Permit Incom | 0 | 642 | 5,000 | 4,358 | | | 12.8% | |
| 1160 Mortuary Rent Income | 333 | 1,147 | 2,000 | 853 | | | 57.4% | |
| 1161 Chapel Hire | 0 | 0 | 150 | 150 | | | 0.0% | |
| Cemetery & Buildings :- Income | 2,460 | 4,859 | 17,510 | 12,651 | | | 27.7% | 0 |
| 4000 Staff Salaries | 2,082 | 7,556 | 22,877 | 15,321 | | 15,321 | 33.0% | |
| 4001 Salary Contingency | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4110 Rates | 234 | 935 | 2,600 | 1,665 | | 1,665 | 36.0% | |
| 4115 Water | 22 | 22 | 210 | 188 | | 188 | 10.3% | |
| 4122 Electricity | 0 | 292 | 2,000 | 1,708 | | 1,708 | 14.6% | |
| 4160 Window Cleaning | 0 | 0 | 60 | 60 | | 60 | 0.0% | |
| 4170 Maintenance | 0 | 50 | 1,000 | 950 | | 950 | 5.0% | |
| 4172 Exhumation Costs | 0 | 311 | 0 | (311) | | (311) | 0.0% | |
| 4200 New Equipment | 0 | 481 | 1,000 | 519 | | 519 | 48.1% | |
| 4201 Equipment Hire | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4206 Grounds Maintenance | 0 | 1,540 | 2,000 | 460 | | 460 | 77.0% | |
| 4223 Perimeter Wall Repairs | 0 | 0 | 2,500 | 2,500 | | 2,500 | 0.0% | |
| 4225 Skip Hire | 195 | 585 | 1,500 | 915 | | 915 | 39.0% | |
| 4227 Memorial Testing | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4250 Tree Works/Property Maintenanc | 0 | 590 | 2,000 | 1,410 | | 1,410 | 29.5% | |
| 4300 Vehicle Repair | 885 | 960 | 832 | (128) | | (128) | 115.3% | |
| 4330 Fuel | 0 | 221 | 1,500 | 1,279 | | 1,279 | 14.7% | |
| 4340 Insurance, Tax & MOT | 330 | 330 | 1,000 | 670 | | 670 | 33.0% | |
| 4416 Equipment Maintenance | 0 | 470 | 1,000 | 530 | | 530 | 47.0% | |
| 4592 PPE/Health & Safety | 0 | 197 | 500 | 303 | | 303 | 39.4% | |
| Cemetery & Buildings :- Indirect Expenditure | 3,747 | 14,538 | 48,079 | 33,541 | 0 | 33,541 | 30.2% | 0 |
| Net Income over Expenditure | (1,287) | (9,679) | (30,569) | (20,890) | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2021

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Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>103 Grounds Maintenance</u> | | | | | | | | |
| 4016 Town Cleaner | 1,326 | 3,070 | 19,132 | 16,062 | | 16,062 | 16.0% | |
| Grounds Maintenance :- Indirect Expenditure | 1,326 | 3,070 | 19,132 | 16,062 | 0 | 16,062 | 16.0% | 0 |
| Net Expenditure | (1,326) | (3,070) | (19,132) | (16,062) | | | | |
| <u>105 Painted Room</u> | | | | | | | | |
| 1450 Painted Room Sales Income | 79 | 165 | 500 | 335 | | | 33.0% | |
| 1451 Painted Room Donations Income | 158 | 383 | 1,000 | 617 | | | 38.3% | |
| Painted Room :- Income | 237 | 548 | 1,500 | 952 | | | 36.5% | 0 |
| 4170 Maintenance | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4430 Advertising | 0 | 0 | 460 | 460 | | 460 | 0.0% | |
| 4700 Stock Movement | 0 | 0 | 510 | 510 | | 510 | 0.0% | |
| 4702 Tour Guides Salaries | 1,118 | 2,819 | 6,550 | 3,731 | | 3,731 | 43.0% | |
| Painted Room :- Indirect Expenditure | 1,118 | 2,819 | 8,520 | 5,701 | 0 | 5,701 | 33.1% | 0 |
| Net Income over Expenditure | (881) | (2,272) | (7,020) | (4,748) | | | | |
| <u>107 Town Promotion</u> | | | | | | | | |
| 4703 Promotional Material | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| 4704 Tourism/ Town Plan Projects | 0 | 65 | 5,000 | 4,935 | | 4,935 | 1.3% | |
| 4705 Signage | 0 | 0 | 4,000 | 4,000 | | 4,000 | 0.0% | |
| Town Promotion :- Indirect Expenditure | 0 | 65 | 13,000 | 12,935 | 0 | 12,935 | 0.5% | 0 |
| Net Expenditure | 0 | (65) | (13,000) | (12,935) | | | | |
| <u>108 Amenity Areas</u> | | | | | | | | |
| 4204 Dog Hill Wood Management Plan/ | 0 | 367 | 1,000 | 633 | | 633 | 36.7% | |
| 4205 Grounds Maintenance (Contract) | 367 | 2,550 | 4,040 | 1,490 | | 1,490 | 63.1% | |
| 4209 Dog Hill Wood Maintenance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4210 Dog Hill Wood Coppicing | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4228 General Tree works | 0 | 950 | 1,561 | 611 | | 611 | 60.9% | |
| 4252 General Park Maintenance | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4253 General Park Verges | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| Amenity Areas :- Indirect Expenditure | 367 | 3,867 | 10,601 | 6,734 | 0 | 6,734 | 36.5% | 0 |
| Net Expenditure | (367) | (3,867) | (10,601) | (6,734) | | | | |
| <u>110 Recreation Ground</u> | | | | | | | | |
| 4175 CCTV Maintenance | 0 | 0 | 750 | 750 | | 750 | 0.0% | |

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Cost Centre Report

| | Actual Current Mth | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4205 Grounds Maintenance (Contract) | 1,120 | 1,875 | 7,854 | 5,980 | | 5,980 | 23.9% | |
| 4206 Grounds Maintenance | 0 | 1,292 | 5,000 | 3,708 | | 3,708 | 25.8% | |
| 4224 Wheely Bins Refuse Collection | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| 4229 Street Light Maintenance | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4230 ROSPA Reports | 0 | 0 | 60 | 60 | | 60 | 0.0% | |
| 4235 Play Equipment-New | 0 | 380 | 5,000 | 4,620 | | 4,620 | 7.6% | |
| 4236 Play Equipment Maintenance | 100 | 100 | 5,000 | 4,900 | | 4,900 | 2.0% | |
| 4237 Skate Park | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4238 Youth Shelter Maintenance | 0 | 250 | 1,500 | 1,250 | | 1,250 | 16.7% | |
| 4270 Litter Bins & Benches | 363 | 725 | 312 | (413) | | (413) | 232.4% | |
| Recreation Ground :- Indirect Expenditure | 1,583 | 4,622 | 31,676 | 27,054 | 0 | 27,054 | 14.6% | 0 |
| Net Expenditure | (1,583) | (4,622) | (31,676) | (27,054) | | | | |
| <u>115 Town Centre Decorations</u> | | | | | | | | |
| 4640 Christmas Lights | 375 | 825 | 13,260 | 12,435 | | 12,435 | 6.2% | |
| 4650 Ledbury In Bloom | 2,340 | 2,340 | 4,000 | 1,660 | | 1,660 | 58.5% | |
| Town Centre Decorations :- Indirect Expenditure | 2,715 | 3,165 | 17,260 | 14,095 | 0 | 14,095 | 18.3% | 0 |
| Net Expenditure | (2,715) | (3,165) | (17,260) | (14,095) | | | | |
| <u>118 Minor Infrastructure</u> | | | | | | | | |
| 4176 CCTV Link to Hereford | 0 | 2,059 | 8,195 | 6,136 | | 6,136 | 25.1% | |
| 4212 Definitive Footpaths | 0 | 53 | 510 | 457 | | 457 | 10.4% | |
| 4214 Gloucester Rd Seats Grass Cut | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 4218 War Memorial Cleaning | 0 | 0 | 450 | 450 | | 450 | 0.0% | |
| 4221 War Memorial refurbishment | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4275 Street Furniture | 0 | 100 | 0 | (100) | | (100) | 0.0% | |
| 4276 External power supply -High St | 0 | 102 | 104 | 2 | | 2 | 98.2% | |
| Minor Infrastructure :- Indirect Expenditure | 0 | 2,314 | 10,309 | 7,995 | 0 | 7,995 | 22.4% | 0 |
| Net Expenditure | 0 | (2,314) | (10,309) | (7,995) | | | | |
| <u>120 Non-Statutory Services</u> | | | | | | | | |
| 1460 Ceremony Room Income | 0 | 705 | 1,500 | 795 | | | 47.0% | |
| Non-Statutory Services :- Income | 0 | 705 | 1,500 | 795 | | | 47.0% | 0 |
| 4009 Wedding Refunds | 0 | 181 | 0 | (181) | | (181) | 0.0% | |
| 4020 Cleaning | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4430 Advertising | 0 | 0 | 520 | 520 | | 520 | 0.0% | |
| 4481 Telephones | 0 | 440 | 0 | (440) | | (440) | 0.0% | |
| Non-Statutory Services :- Indirect Expenditure | 0 | 621 | 1,020 | 399 | 0 | 399 | 60.9% | 0 |
| Net Income over Expenditure | 0 | 84 | 480 | 396 | | | | |

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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 |
|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| <u>125 Green Spaces Maintenance</u> | | | | | | | | |
| 4013 Devolved Services (grass cutti | 53 | 53 | 2,500 | 2,447 | | 2,447 | 2.1% | |
| 4014 Lengthsman Scheme/P3 Scheme | 0 | 0 | 3,000 | 3,000 | | 3,000 | 0.0% | |
| Green Spaces Maintenance :- Indirect Expenditure | 53 | 53 | 5,500 | 5,447 | 0 | 5,447 | 1.0% | 0 |
| Net Expenditure | (53) | (53) | (5,500) | (5,447) | | | | |
| <u>127 Services and Events</u> | | | | | | | | |
| 1471 Dog Poop Bags | 0 | 90 | 0 | (90) | | | 0.0% | |
| Services and Events :- Income | 0 | 90 | 0 | (90) | | | | 0 |
| 4271 Dog Bags | 0 | 0 | 700 | 700 | | 700 | 0.0% | |
| 4600 Town Crier/Fees & Subs | 0 | 0 | 800 | 800 | | 800 | 0.0% | |
| 4601 Town Crier/Uniforms | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4605 Events Barriers | 0 | 95 | 0 | (95) | | (95) | 0.0% | |
| 4607 Events | 0 | 125 | 7,500 | 7,375 | | 7,375 | 1.7% | |
| Services and Events :- Indirect Expenditure | 0 | 220 | 10,000 | 9,780 | 0 | 9,780 | 2.2% | 0 |
| Net Income over Expenditure | 0 | (130) | (10,000) | (9,870) | | | | |
| <u>201 Market House</u> | | | | | | | | |
| 1030 Market House Income | 18 | 18 | 0 | (18) | | | 0.0% | |
| Market House :- Income | 18 | 18 | 0 | (18) | | | | 0 |
| 4110 Rates | 50 | 50 | 1,737 | 1,687 | | 1,687 | 2.9% | |
| 4122 Electricity | 0 | 114 | 1,500 | 1,386 | | 1,386 | 7.6% | |
| 4150 Cleaning | 0 | 0 | 124 | 124 | | 124 | 0.0% | |
| 4170 Maintenance | 0 | 0 | 5,304 | 5,304 | | 5,304 | 0.0% | |
| Market House :- Indirect Expenditure | 50 | 164 | 8,665 | 8,501 | 0 | 8,501 | 1.9% | 0 |
| Net Income over Expenditure | (32) | (146) | (8,665) | (8,519) | | | | |
| <u>202 Town Council Offices</u> | | | | | | | | |
| 4021 Rubbish Collection | 196 | 261 | 0 | (261) | | (261) | 0.0% | |
| 4110 Rates | 603 | 2,412 | 6,127 | 3,716 | | 3,716 | 39.4% | |
| 4115 Water | 92 | 141 | 500 | 359 | | 359 | 28.2% | |
| 4122 Electricity | 148 | 4,671 | 8,000 | 3,329 | | 3,329 | 58.4% | |
| 4123 Lighting Heating, Running Cost | 0 | (1,321) | 0 | 1,321 | | 1,321 | 0.0% | |
| 4150 Cleaning | 216 | 675 | 0 | (675) | | (675) | 0.0% | |
| 4155 Housekeeping | 0 | 105 | 0 | (105) | | (105) | 0.0% | |
| 4160 Window Cleaning | 35 | 35 | 250 | 215 | | 215 | 14.0% | |
| 4170 Maintenance | 0 | 149 | 2,000 | 1,851 | | 1,851 | 7.5% | |

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|--|-----------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------|-------------------------|
| 4182 Repairs | 1,017 | 1,017 | 2,040 | 1,023 | | 1,023 | 49.9% | |
| 4185 Alarms | 0 | 463 | 4,151 | 3,688 | | 3,688 | 11.2% | |
| 4592 PPE/Health & Safety | 0 | 67 | 0 | (67) | | (67) | 0.0% | |
| Town Council Offices :- Indirect Expenditure | 2,307 | 8,675 | 23,068 | 14,393 | 0 | 14,393 | 37.6% | 0 |
| Net Expenditure | (2,307) | (8,675) | (23,068) | (14,393) | | | | |
| <u>210 Civic Matters</u> | | | | | | | | |
| 4501 Mayor's Hospitality | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4529 Civic Insignia | 0 | 0 | 400 | 400 | | 400 | 0.0% | |
| 4531 Roll of Honour | 0 | 0 | 50 | 50 | | 50 | 0.0% | |
| 4532 Flag Pole | 0 | 0 | 157 | 157 | | 157 | 0.0% | |
| 4535 Civic Hospitality | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| Civic Matters :- Indirect Expenditure | 0 | 0 | 2,607 | 2,607 | 0 | 2,607 | 0.0% | 0 |
| Net Expenditure | 0 | 0 | (2,607) | (2,607) | | | | |
| <u>214 Grants with Powers</u> | | | | | | | | |
| 4122 Electricity | 0 | 19 | 0 | (19) | | (19) | 0.0% | |
| 4800 Barrett Browning Clock | 20 | 30 | 150 | 120 | | 120 | 19.9% | |
| 4825 CAB | 0 | 2,500 | 5,000 | 2,500 | | 2,500 | 50.0% | |
| 4826 Malvern Hills AONB Partnership | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4827 Community Action Ledbury | 10,000 | 10,000 | 10,000 | 0 | | 0 | 100.0% | |
| 4870 Youth Budget | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4875 Distinguished Citizen Awards | 0 | 0 | 250 | 250 | | 250 | 0.0% | |
| 4890 Unspecified Grants | 500 | 2,500 | 16,500 | 14,000 | | 14,000 | 15.2% | |
| Grants with Powers :- Indirect Expenditure | 10,520 | 15,049 | 37,400 | 22,351 | 0 | 22,351 | 40.2% | 0 |
| Net Expenditure | (10,520) | (15,049) | (37,400) | (22,351) | | | | |
| <u>220 Finance and General Purposes</u> | | | | | | | | |
| 1870 Bank Interest Received Income | 7 | 23 | 800 | 777 | | | 2.9% | |
| 1900 Precept Income | 0 | 285,541 | 571,081 | 285,541 | | | 50.0% | |
| Finance and General Purposes :- Income | 7 | 285,564 | 571,881 | 286,317 | | | 49.9% | 0 |
| 4021 Rubbish Collection | 0 | 55 | 0 | (55) | | (55) | 0.0% | |
| 4130 Insurance | 0 | 291 | 10,432 | 10,141 | | 10,141 | 2.8% | |
| 4430 Advertising | 589 | 1,078 | 1,000 | (78) | | (78) | 107.8% | |
| 4460 Subscriptions | 150 | 662 | 2,500 | 1,838 | | 1,838 | 26.5% | |
| 4550 Bank Charges | 75 | 212 | 350 | 138 | | 138 | 60.6% | |
| 4551 Data Protection | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |

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| 4579 Audit Internal | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4580 Audit External | 0 | 0 | 5,462 | 5,462 | | 5,462 | 0.0% | |
| 4590 Professional Services | 63 | 796 | 15,000 | 14,204 | | 14,204 | 5.3% | |
| 4592 PPE/Health & Safety | 0 | 276 | 1,000 | 724 | | 724 | 27.6% | |
| Finance and General Purposes :- Indirect Expenditure | 877 | 3,371 | 38,744 | 35,373 | 0 | 35,373 | 8.7% | 0 |
| Net Income over Expenditure | (870) | 282,193 | 533,137 | 250,944 | | | | |
| <u>225 Councillors/Newsletter</u> | | | | | | | | |
| 4420 Newsletter | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4500 Town Mayors Expenses | 0 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4502 Mayor's Advertising | 0 | 0 | 510 | 510 | | 510 | 0.0% | |
| 4503 Mayor's Portrait/Caricature | 0 | 0 | 500 | 500 | | 500 | 0.0% | |
| 4520 Councillors Expenses | 0 | 277 | 500 | 223 | | 223 | 55.4% | |
| 4525 Councillors Training | 0 | 0 | 2,000 | 2,000 | | 2,000 | 0.0% | |
| 4545 Annual & Other Meetings | 0 | 70 | 1,000 | 930 | | 930 | 7.0% | |
| Councillors/Newsletter :- Indirect Expenditure | 0 | 347 | 6,510 | 6,163 | 0 | 6,163 | 5.3% | 0 |
| Net Expenditure | 0 | (347) | (6,510) | (6,163) | | | | |
| <u>230 Management and Payroll</u> | | | | | | | | |
| 4000 Staff Salaries | 6,258 | 27,028 | 156,350 | 129,322 | | 129,322 | 17.3% | |
| 4001 Salary Contingency | 5,357 | 11,077 | 10,000 | (1,077) | | (1,077) | 110.8% | |
| 4018 National Insurance | 3,903 | 15,703 | 41,647 | 25,944 | | 25,944 | 37.7% | |
| 4019 Pension | 3,718 | 15,333 | 41,647 | 26,314 | | 26,314 | 36.8% | |
| 4050 Staff Training | 395 | 395 | 3,000 | 2,605 | | 2,605 | 13.2% | |
| 4051 Officers Travel/Conference/Sub | 385 | 385 | 500 | 115 | | 115 | 77.0% | |
| 4430 Advertising | 26 | 26 | 0 | (26) | | (26) | 0.0% | |
| Management and Payroll :- Indirect Expenditure | 20,043 | 69,947 | 253,144 | 183,197 | 0 | 183,197 | 27.6% | 0 |
| Net Expenditure | (20,043) | (69,947) | (253,144) | (183,197) | | | | |
| <u>235 Office Facilities & Equipment</u> | | | | | | | | |
| 4400 Stationery | 94 | 926 | 2,550 | 1,624 | | 1,624 | 36.3% | |
| 4405 Photocopier Hire | 0 | 223 | 762 | 539 | | 539 | 29.3% | |
| 4410 Photocopier Costs | 330 | 808 | 2,500 | 1,692 | | 1,692 | 32.3% | |
| 4415 Office Support & Equipment | 0 | 482 | 1,000 | 518 | | 518 | 48.2% | |
| 4444 Petty Cash | 0 | 103 | 500 | 397 | | 397 | 20.5% | |
| 4455 Postage | 54 | 54 | 0 | (54) | | (54) | 0.0% | |
| Office Facilities & Equipment :- Indirect Expenditure | 478 | 2,596 | 7,312 | 4,716 | 0 | 4,716 | 35.5% | 0 |
| Net Expenditure | (478) | (2,596) | (7,312) | (4,716) | | | | |

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| <u>301 Planning/Economic Development</u> | | | | | | | | |
| 1033 Localities Grant For NDP | 4,954 | 4,954 | 0 | (4,954) | | | 0.0% | |
| 1090 Charter Market Income | 303 | 423 | 5,000 | 4,577 | | | 8.5% | |
| Planning/Economic Development :- Income | <u>5,257</u> | <u>5,377</u> | <u>5,000</u> | <u>(377)</u> | | | <u>107.5%</u> | <u>0</u> |
| 4543 Neighbourhood Plan | 0 | 637 | 6,000 | 5,363 | | 5,363 | 10.6% | |
| 4546 Traffic Management | 230 | 230 | 10,000 | 9,770 | | 9,770 | 2.3% | |
| 4549 Charter Market improvements | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4552 Localities Grant For NPD | 0 | 755 | 0 | (755) | | (755) | 0.0% | |
| Planning/Economic Development :- Indirect Expenditure | <u>230</u> | <u>1,623</u> | <u>21,000</u> | <u>19,377</u> | <u>0</u> | <u>19,377</u> | <u>7.7%</u> | <u>0</u> |
| Net Income over Expenditure | <u>5,027</u> | <u>3,754</u> | <u>(16,000)</u> | <u>(19,754)</u> | | | | |
| <u>302 Special Projects</u> | | | | | | | | |
| 4270 Litter Bins & Benches | 675 | 675 | 0 | (675) | | (675) | 0.0% | 370 |
| Special Projects :- Indirect Expenditure | <u>675</u> | <u>675</u> | <u>0</u> | <u>(675)</u> | <u>0</u> | <u>(675)</u> | | <u>370</u> |
| Net Expenditure | <u>(675)</u> | <u>(675)</u> | <u>0</u> | <u>675</u> | | | | |
| 6000 plus Transfers from EMR | 370 | 370 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(305)</u> | <u>(305)</u> | | | | | | |
| <u>401 Full Council</u> | | | | | | | | |
| 4415 Office Support & Equipment | 1,688 | 1,688 | 3,000 | 1,312 | | 1,312 | 56.3% | |
| 4455 Postage | 0 | 186 | 1,000 | 814 | | 814 | 18.6% | |
| 4480 ICT-Computers | 98 | 98 | 2,000 | 1,902 | | 1,902 | 4.9% | |
| 4481 Telephones | 655 | 2,245 | 4,500 | 2,255 | | 2,255 | 49.9% | |
| 4482 Website | 0 | 150 | 4,000 | 3,850 | | 3,850 | 3.8% | |
| 4483 ICT Services & Software Lease | 627 | 2,287 | 10,000 | 7,713 | | 7,713 | 22.9% | |
| Full Council :- Indirect Expenditure | <u>3,069</u> | <u>6,655</u> | <u>24,500</u> | <u>17,845</u> | <u>0</u> | <u>17,845</u> | <u>27.2%</u> | <u>0</u> |
| Net Expenditure | <u>(3,069)</u> | <u>(6,655)</u> | <u>(24,500)</u> | <u>(17,845)</u> | | | | |
| Grand Totals:- Income | 7,979 | 297,160 | 597,391 | 300,231 | | | 49.7% | |
| Expenditure | 49,156 | 144,656 | 603,397 | 458,741 | 0 | 458,741 | 24.0% | |
| Net Income over Expenditure | <u>(41,177)</u> | <u>152,505</u> | <u>(6,006)</u> | <u>(158,511)</u> | | | | |
| plus Transfers from EMR | 370 | 370 | | | | | | |
| Movement to/(from) Gen Reserve | <u>(40,807)</u> | <u>152,874</u> | | | | | | |

Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)

23/08/2021

10:11

| | <u>2020/21</u> | | <u>2021/22</u> | | | | | <u>2022/23</u> | | | |
|------------|---------------------------------|--------|-----------------|--------------|---------|-----|---------|----------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| <u>101</u> | <u>Closed Churchyard</u> | | | | | | | | | | |
| 4021 | | 0 | 0 | 0 | 0 | 0 | 0 | 71 | 0 | 0 | 0 |
| 4203 | 5,000 | 678 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4205 | 1,500 | 1,769 | 0 | 0 | 3,000 | 0 | 3,000 | 129 | 0 | 0 | 0 |
| 4224 | 337 | 336 | 0 | 0 | 350 | 0 | 350 | 0 | 0 | 0 | 0 |
| 4250 | 4,540 | 0 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| | | | 0 | 0 | 5,350 | 0 | 5,350 | 200 | 0 | 0 | 0 |
| | | | | | (5,350) | | (5,350) | (200) | | | |
| | | | | | | | | | | | |
| <u>102</u> | <u>Cemetery & Buildings</u> | | | | | | | | | | |
| 1100 | 10,000 | 9,174 | 0 | 0 | 10,000 | 0 | 10,000 | 3,070 | 0 | 0 | 0 |
| 1110 | 360 | 90 | 0 | 0 | 360 | 0 | 360 | 0 | 0 | 0 | 0 |
| 1130 | 1,000 | 6,085 | 0 | 0 | 5,000 | 0 | 5,000 | 642 | 0 | 0 | 0 |
| 1160 | 2,000 | 2,364 | 0 | 0 | 2,000 | 0 | 2,000 | 1,147 | 0 | 0 | 0 |
| 1161 | 250 | 0 | 0 | 0 | 150 | 0 | 150 | 0 | 0 | 0 | 0 |
| 1875 | 0 | 12 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | 0 | 0 | 17,510 | 0 | 17,510 | 4,859 | 0 | 0 | 0 |
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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| 2020/21 | | | 2021/22 | | | | | 2022/23 | | | |
|--------------------------------------|---------------------|----------|-----------------|--------------|--------|-----|----------|------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4130 Insurance | 2,482 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4160 Window Cleaning | 60 | 0 | 0 | 0 | 60 | 0 | 60 | 0 | 0 | 0 | 0 |
| 4170 Maintenance | 2,000 | 500 | 0 | 0 | 1,000 | 0 | 1,000 | 50 | 0 | 0 | 0 |
| 4172 Exhumation Costs | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 311 | 0 | 0 | 0 |
| 4200 New Equipment | 2,000 | 125 | 0 | 0 | 1,000 | 0 | 1,000 | 481 | 0 | 0 | 0 |
| 4201 Equipment Hire | 2,000 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 4206 Grounds Maintenance | 2,000 | 755 | 0 | 0 | 2,000 | 0 | 2,000 | 1,540 | 0 | 0 | 0 |
| 4223 Perimeter Wall Repairs | 5,000 | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 0 | 0 | 0 | 0 |
| 4225 Skip Hire | 1,500 | 1,770 | 0 | 0 | 1,500 | 0 | 1,500 | 585 | 0 | 0 | 0 |
| 4227 Memorial Testing | 2,000 | 740 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| 4250 Tree Works/Property Maintenance | 2,000 | 2,010 | 0 | 0 | 2,000 | 0 | 2,000 | 590 | 0 | 0 | 0 |
| 4300 Vehicle Repair | 816 | 566 | 0 | 0 | 832 | 0 | 832 | 212 | 0 | 0 | 0 |
| 4310 Vehicle Rplacement/Refurb | 1,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4330 Fuel | 1,580 | 1,019 | 0 | 0 | 1,500 | 0 | 1,500 | 221 | 0 | 0 | 0 |
| 4340 Insurance, Tax & MOT | 1,071 | 837 | 0 | 0 | 1,000 | 0 | 1,000 | 275 | 0 | 0 | 0 |
| 4416 Equipment Maintenance | 1,000 | 318 | 0 | 0 | 1,000 | 0 | 1,000 | 470 | 0 | 0 | 0 |
| 4430 Advertising | 510 | 25 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4592 PPE/Health & Safety | 500 | 1,158 | 0 | 0 | 500 | 0 | 500 | 197 | 0 | 0 | 0 |
| Overhead Expenditure | | 53,451 | 35,875 | 0 | 48,079 | 0 | 48,079 | 13,501 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (39,841) | (18,150) | (30,569) | | | (30,569) | (8,643) | 0 | | |
| 103 | Grounds Maintenance | | | | | | | | | | |
| 4016 | Town Cleaner | 0 | 0 | 0 | 19,132 | 0 | 19,132 | 3,070 | 0 | 0 | 0 |
| Overhead Expenditure | | 0 | 0 | 0 | 19,132 | 0 | 19,132 | 3,070 | 0 | 0 | 0 |

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| <u>2020/21</u> | | | <u>2021/22</u> | | | | <u>2022/23</u> | | | | |
|--------------------------------|--------------------------------|----------|-----------------|--------------|--------|----------|----------------|------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4174 | CCTV New/ Security | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4204 | Dog Hill Wood Management Plan/ | 1,071 | 0 | 0 | 1,000 | 0 | 1,000 | 367 | 0 | 0 | 0 |
| 4205 | Grounds Maintenance (Contract) | 4,040 | 6,857 | 0 | 4,040 | 0 | 4,040 | 2,550 | 0 | 0 | 0 |
| 4208 | Dog Hill Wood Maintenance | 0 | 54 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4209 | Dog Hill Wood Maintenance | 500 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| 4210 | Dog Hill Wood Coppicing | 1,178 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 4228 | General Tree works | 1,530 | 495 | 0 | 1,561 | 0 | 1,561 | 950 | 0 | 0 | 0 |
| 4252 | General Park Maintenance | 4,097 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| 4253 | General Park Verges | 500 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | | 13,916 | 7,406 | 0 | 10,601 | 0 | 10,601 | 3,867 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | | (13,916) | (7,406) | (10,601) | | (10,601) | | (3,867) | 0 | | |
| <u>110 Recreation Ground</u> | | | | | | | | | | | |
| 4130 | Insurance | 836 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4131 | Insurance (CCTV) | 150 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4170 | Maintenance | 0 | 67 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4174 | CCTV New/ Security | 1,050 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4175 | CCTV Maintenance | 750 | 499 | 0 | 750 | 0 | 750 | 0 | 0 | 0 | 0 |
| 4205 | Grounds Maintenance (Contract) | 7,854 | 10,297 | 0 | 7,854 | 0 | 7,854 | 1,875 | 0 | 0 | 0 |
| 4206 | Grounds Maintenance | 5,000 | 4,204 | 0 | 5,000 | 0 | 5,000 | 1,292 | 0 | 0 | 0 |
| 4224 | Wheely Bins Refuse Collection | 700 | 0 | 0 | 700 | 0 | 700 | 0 | 0 | 0 | 0 |
| 4229 | Street Light Maintenance | 500 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| 4230 | ROSPA Reports | 51 | 59 | 0 | 60 | 0 | 60 | 0 | 0 | 0 | 0 |
| 4235 | Play Equipment-New | 5,000 | 191 | 0 | 5,000 | 0 | 5,000 | 380 | 0 | 0 | 0 |

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Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)

| <u>2020/21</u> | | | <u>2021/22</u> | | | | | <u>2022/23</u> | | | |
|----------------|--------|--------|-----------------|--------------|----------|-----|----------|----------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4236 | 2,000 | 521 | 0 | 0 | 5,000 | 0 | 5,000 | 100 | 0 | 0 | 0 |
| 4237 | 5,000 | 0 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 0 | 0 | 0 |
| 4238 | 1,000 | 990 | 0 | 0 | 1,500 | 0 | 1,500 | 250 | 0 | 0 | 0 |
| 4270 | 306 | 0 | 0 | 0 | 312 | 0 | 312 | 725 | 0 | 0 | 0 |
| | | | 0 | 0 | 31,676 | 0 | 31,676 | 4,622 | 0 | 0 | 0 |
| | | | | | (31,676) | | (31,676) | (4,622) | | | |
| | | | | | | | | | | | |
| <u>115</u> | | | | | | | | | | | |
| | | | | | | | | | | | |
| 1270 | 1,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | |
| 4130 | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4592 | 0 | 17 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4640 | 16,960 | 16,038 | 0 | 0 | 13,260 | 0 | 13,260 | 825 | 0 | 0 | 0 |
| 4650 | 3,500 | 3,234 | 0 | 0 | 4,000 | 0 | 4,000 | 2,340 | 0 | 0 | 0 |
| | | | 0 | 0 | 17,260 | 0 | 17,260 | 3,165 | 0 | 0 | 0 |
| | | | | | (17,260) | | (17,260) | (3,165) | | | |
| | | | | | | | | | | | |
| <u>118</u> | | | | | | | | | | | |
| | | | | | | | | | | | |
| 1290 | 0 | 15,321 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1291 | 0 | 100 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | | | | | | | | | | | |
| 4176 | 8,154 | 10,192 | 0 | 0 | 8,195 | 0 | 8,195 | 2,059 | 0 | 0 | 0 |

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| <u>2020/21</u> | | | <u>2021/22</u> | | | | | <u>2022/23</u> | | | |
|----------------|---------------------------------|----------|-----------------|--------------|--------|----------|-------|----------------|---------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4212 | Definitive Footpaths | 500 | 683 | 0 | 0 | 510 | 0 | 510 | 53 | 0 | 0 |
| 4214 | Gloucester Rd Seats Grass Cut | 50 | 0 | 0 | 0 | 50 | 0 | 50 | 0 | 0 | 0 |
| 4218 | War Memorial Cleaning | 500 | 0 | 0 | 0 | 450 | 0 | 450 | 0 | 0 | 0 |
| 4219 | War Memorial Insurance | 180 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4221 | War Memorial refurbishment | 0 | 31,122 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 |
| 4231 | Bollard Refurb | 2,000 | 1,074 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4275 | Street Furniture | 0 | 48 | 0 | 0 | 0 | 0 | 0 | 100 | 0 | 0 |
| 4276 | External power supply -High St | 102 | 96 | 0 | 0 | 104 | 0 | 104 | 102 | 0 | 0 |
| | Overhead Expenditure | 11,486 | 43,215 | 0 | 0 | 10,309 | 0 | 10,309 | 2,314 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (11,486) | (27,794) | | | (10,309) | | (10,309) | (2,314) | 0 | |
| <u>120</u> | <u>Non-Statutory Services</u> | | | | | | | | | | |
| 1460 | Ceremony Room Income | 4,284 | 1,986 | 0 | 0 | 1,500 | 0 | 1,500 | 705 | 0 | 0 |
| | Total Income | 4,284 | 1,986 | 0 | 0 | 1,500 | 0 | 1,500 | 705 | 0 | 0 |
| 4007 | Ceremony Room Licence Fee | 500 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4009 | Wedding Refunds | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 181 | 0 | 0 |
| 4020 | Cleaning | 717 | 0 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 |
| 4430 | Advertising | 0 | 0 | 0 | 0 | 520 | 0 | 520 | 0 | 0 | 0 |
| 4481 | Telephones | 0 | 438 | 0 | 0 | 0 | 0 | 0 | 440 | 0 | 0 |
| | Overhead Expenditure | 1,217 | 938 | 0 | 0 | 1,020 | 0 | 1,020 | 621 | 0 | 0 |
| | Movement to/(from) Gen Reserve | 3,067 | 1,048 | | | 480 | | 480 | 84 | 0 | |
| <u>125</u> | <u>Green Spaces Maintenance</u> | | | | | | | | | | |

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| 2020/21 | | | 2021/22 | | | | | | 2022/23 | | |
|--------------------------------|---------|---------|-----------------|--------------|----------|-----|----------|------------|---------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4013 | 2,500 | 0 | 0 | 0 | 2,500 | 0 | 2,500 | 53 | 0 | 0 | 0 |
| 4014 | 3,000 | 0 | 0 | 0 | 3,000 | 0 | 3,000 | 0 | 0 | 0 | 0 |
| 4015 | 2,500 | 2,016 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 8,000 | 2,016 | 0 | 0 | 5,500 | 0 | 5,500 | 53 | 0 | 0 | 0 |
| | (8,000) | (2,016) | | | (5,500) | | (5,500) | (53) | 0 | | |
| <u>127 Services and Events</u> | | | | | | | | | | | |
| 1471 | 2,000 | 557 | 0 | 0 | 0 | 0 | 0 | 90 | 0 | 0 | 0 |
| 1875 | 0 | 175 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 2,000 | 732 | 0 | 0 | 0 | 0 | 0 | 90 | 0 | 0 | 0 |
| | 700 | 350 | 0 | 0 | 700 | 0 | 700 | 0 | 0 | 0 | 0 |
| | 800 | 80 | 0 | 0 | 800 | 0 | 800 | 0 | 0 | 0 | 0 |
| | 1,071 | 40 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| | 765 | 777 | 0 | 0 | 0 | 0 | 0 | 95 | 0 | 0 | 0 |
| | 6,000 | 5,514 | 0 | 0 | 7,500 | 0 | 7,500 | 125 | 0 | 0 | 0 |
| | 0 | 21 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | 9,336 | 6,782 | 0 | 0 | 10,000 | 0 | 10,000 | 220 | 0 | 0 | 0 |
| | (7,336) | (6,050) | | | (10,000) | | (10,000) | (130) | 0 | | |
| <u>201 Market House</u> | | | | | | | | | | | |
| 1030 | 1,500 | 27 | 0 | 0 | 0 | 0 | 0 | 18 | 0 | 0 | 0 |
| | 1,500 | 27 | 0 | 0 | 0 | 0 | 0 | 18 | 0 | 0 | 0 |

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| <u>2020/21</u> | | | <u>2021/22</u> | | | | | <u>2022/23</u> | | | |
|-------------------------------------|----------|----------|-----------------|--------------|---------|-----|---------|----------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4110 Rates | 1,703 | 1,622 | 0 | 0 | 1,737 | 0 | 1,737 | 0 | 0 | 0 | 0 |
| 4122 Electricity | 5,000 | 6,871 | 0 | 0 | 1,500 | 0 | 1,500 | 114 | 0 | 0 | 0 |
| 4123 Lighting Heating, Running Cost | 1,500 | 1,160 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4130 Insurance | 1,486 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4150 Cleaning | 122 | 0 | 0 | 0 | 124 | 0 | 124 | 0 | 0 | 0 | 0 |
| 4170 Maintenance | 5,200 | 2,639 | 0 | 0 | 5,304 | 0 | 5,304 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 15,011 | 12,291 | 0 | 0 | 8,665 | 0 | 8,665 | 114 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (13,511) | (12,264) | | | (8,665) | | (8,665) | (96) | | | |
| <u>202 Town Council Offices</u> | | | | | | | | | | | |
| 1460 Ceremony Room Income | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | 250 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4021 Rubbish Collection | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 261 | 0 | 0 | 0 |
| 4110 Rates | 5,891 | 7,236 | 0 | 0 | 6,127 | 0 | 6,127 | 1,809 | 0 | 0 | 0 |
| 4115 Water | 0 | 0 | 0 | 0 | 500 | 0 | 500 | 62 | 0 | 0 | 0 |
| 4122 Electricity | 0 | 0 | 0 | 0 | 8,000 | 0 | 8,000 | 4,623 | 0 | 0 | 0 |
| 4123 Lighting Heating, Running Cost | 5,610 | 12,016 | 0 | 0 | 0 | 0 | 0 | -1,321 | 0 | 0 | 0 |
| 4130 Insurance | 4,785 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4150 Cleaning | 0 | 1,221 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4155 Housekeeping | 0 | 65 | 0 | 0 | 0 | 0 | 0 | 675 | 0 | 0 | 0 |
| 4160 Window Cleaning | 0 | 35 | 0 | 0 | 250 | 0 | 250 | 105 | 0 | 0 | 0 |
| 4170 Maintenance | 2,000 | 2,104 | 0 | 0 | 2,000 | 0 | 2,000 | 35 | 0 | 0 | 0 |
| 4171 PAT Testing | 700 | 195 | 0 | 0 | 0 | 0 | 0 | 149 | 0 | 0 | 0 |

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| <u>2020/21</u> | | | <u>2021/22</u> | | | | | | <u>2022/23</u> | | |
|-----------------------------------|----------|----------|-----------------|--------------|----------|-----|----------|------------|----------------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4182 Repairs | 2,000 | 256 | 0 | 0 | 2,040 | 0 | 2,040 | 1,017 | 0 | 0 | 0 |
| 4185 Alarms | 4,070 | 4,456 | 0 | 0 | 4,151 | 0 | 4,151 | 463 | 0 | 0 | 0 |
| 4592 PPE/Health & Safety | 2,500 | 1,876 | 0 | 0 | 0 | 0 | 0 | 67 | 0 | 0 | 0 |
| Overhead Expenditure | 27,556 | 29,460 | 0 | 0 | 23,068 | 0 | 23,068 | 7,946 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (27,306) | (29,460) | | | (23,068) | | (23,068) | (7,946) | 0 | | |
| <u>210 Civic Matters</u> | | | | | | | | | | | |
| 4130 Insurance | 81 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4501 Mayor's Hospitality | 0 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 4529 Civic Insignia | 204 | 365 | 0 | 0 | 400 | 0 | 400 | 0 | 0 | 0 | 0 |
| 4530 Civic Insignia Maintenance | 200 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4531 Roll of Honour | 50 | 40 | 0 | 0 | 50 | 0 | 50 | 0 | 0 | 0 | 0 |
| 4532 Flag Pole | 153 | 120 | 0 | 0 | 157 | 0 | 157 | 0 | 0 | 0 | 0 |
| 4535 Civic Hospitality | 1,530 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| Overhead Expenditure | 2,218 | 525 | 0 | 0 | 2,607 | 0 | 2,607 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (2,218) | (525) | | | (2,607) | | (2,607) | 0 | 0 | | |
| <u>214 Grants with Powers</u> | | | | | | | | | | | |
| 1718 October Fair Donation Income | 2,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Total Income | 2,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4122 Electricity | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 19 | 0 | 0 | 0 |
| 4800 Barrett Browning Clock | 150 | 138 | 0 | 0 | 150 | 0 | 150 | 10 | 0 | 0 | 0 |
| 4825 CAB | 0 | 0 | 0 | 0 | 5,000 | 0 | 5,000 | 2,500 | 0 | 0 | 0 |

Continued on next page

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| <u>2020/21</u> | | | <u>2021/22</u> | | | | | <u>2022/23</u> | | | |
|----------------|-------------------------------------|----------|-----------------|--------------|----------|-----|----------|----------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4826 | Malvern Hillss AONB Partnership | 0 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| 4827 | Community Action Ledbury | 0 | 0 | 0 | 10,000 | 0 | 10,000 | 10,000 | 0 | 0 | 0 |
| 4870 | Youth Budget | 5,000 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 0 | 0 | 0 |
| 4875 | Distinguished Citizen Awards | 250 | 284 | 0 | 250 | 0 | 250 | 0 | 0 | 0 | 0 |
| 4890 | Unspecified Grants | 34,500 | 29,516 | 0 | 16,500 | 0 | 16,500 | 2,500 | 0 | 0 | 0 |
| | Overhead Expenditure | 39,900 | 29,938 | 0 | 37,400 | 0 | 37,400 | 15,029 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (37,900) | (29,938) | | (37,400) | | (37,400) | (15,029) | 0 | | |
| <u>220</u> | <u>Finance and General Purposes</u> | | | | | | | | | | |
| 1870 | Bank Interest Received Income | 816 | 358 | 0 | 800 | 0 | 800 | 23 | 0 | 0 | 0 |
| 1876 | Alarms | 0 | 1,340 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1900 | Precept Income | 531,978 | 531,978 | 0 | 571,081 | 0 | 571,081 | 285,541 | 0 | 0 | 0 |
| 1901 | Council Tax Support Grant | 0 | 500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1902 | Western Power WayLeave | 0 | 246 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Total Income | 532,794 | 534,422 | 0 | 571,881 | 0 | 571,881 | 285,564 | 0 | 0 | 0 |
| 4021 | Rubbish Collection | 0 | 0 | 0 | 0 | 0 | 0 | 55 | 0 | 0 | 0 |
| 4130 | Insurance | 0 | 10,438 | 0 | 10,432 | 0 | 10,432 | 291 | 0 | 0 | 0 |
| 4430 | Advertising | 1,000 | 1,572 | 0 | 1,000 | 0 | 1,000 | 1,078 | 0 | 0 | 0 |
| 4460 | Subscriptions | 2,463 | 1,081 | 0 | 2,500 | 0 | 2,500 | 662 | 0 | 0 | 0 |
| 4550 | Bank Charges | 561 | 427 | 0 | 350 | 0 | 350 | 197 | 0 | 0 | 0 |
| 4551 | Data Protection | 1,000 | 40 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 4579 | Audit Internal | 2,150 | 450 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| 4580 | Audit External | 5,355 | 1,300 | 0 | 5,462 | 0 | 5,462 | 0 | 0 | 0 | 0 |

Continued on next page

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| <u>2020/21</u> | | | <u>2021/22</u> | | | | | <u>2022/23</u> | | | |
|-----------------------------------|---------|---------|-----------------|--------------|---------|-----|---------|----------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4590 Professional Services | 0 | 120,485 | 0 | 0 | 15,000 | 0 | 15,000 | 796 | 0 | 0 | 0 |
| 4592 PPE/Health & Safety | 800 | 755 | 0 | 0 | 1,000 | 0 | 1,000 | 276 | 0 | 0 | 0 |
| Overhead Expenditure | 13,329 | 136,548 | 0 | 0 | 38,744 | 0 | 38,744 | 3,356 | 0 | 0 | 0 |
| 220 Net Income over Expenditure | 519,465 | 397,873 | 0 | 0 | 533,137 | 0 | 533,137 | 282,208 | 0 | 0 | 0 |
| 6000 plus Transfers from EMR | 0 | 104,887 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | 519,465 | 502,761 | | | 533,137 | | 533,137 | 282,208 | 0 | | |
| <u>225 Councillors/Newsletter</u> | | | | | | | | | | | |
| 4420 Newsletter | 0 | 0 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 4500 Town Mayors Expenses | 1,530 | 41 | 0 | 0 | 1,000 | 0 | 1,000 | 0 | 0 | 0 | 0 |
| 4501 Mayor's Hospitality | 1,500 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4502 Mayor's Advertising | 500 | 0 | 0 | 0 | 510 | 0 | 510 | 0 | 0 | 0 | 0 |
| 4503 Mayor's Portrait/Caricature | 500 | 0 | 0 | 0 | 500 | 0 | 500 | 0 | 0 | 0 | 0 |
| 4520 Councillors Expenses | 500 | 0 | 0 | 0 | 500 | 0 | 500 | 277 | 0 | 0 | 0 |
| 4525 Councillors Training | 2,000 | 2,584 | 0 | 0 | 2,000 | 0 | 2,000 | 0 | 0 | 0 | 0 |
| 4540 Election Expenses | 0 | 212 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4545 Annual & Other Meetings | 200 | 68 | 0 | 0 | 1,000 | 0 | 1,000 | 70 | 0 | 0 | 0 |
| Overhead Expenditure | 6,730 | 2,904 | 0 | 0 | 6,510 | 0 | 6,510 | 347 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (6,730) | (2,904) | | | (6,510) | | (6,510) | (347) | 0 | | |
| <u>230 Management and Payroll</u> | | | | | | | | | | | |
| 4000 Staff Salaries | 92,119 | 92,119 | 0 | 0 | 156,350 | 0 | 156,350 | 27,028 | 0 | 0 | 0 |
| 4001 Salary Contingency | 20,419 | 20,419 | 0 | 0 | 10,000 | 0 | 10,000 | 11,077 | 0 | 0 | 0 |

Continued on next page

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| <u>2020/21</u> | | | <u>2021/22</u> | | | | | <u>2022/23</u> | | | |
|----------------|--|-----------|-----------------|--------------|-----------|-----|-----------|----------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 4018 | National Insurance | 45,340 | 45,340 | 0 | 41,647 | 0 | 41,647 | 15,703 | 0 | 0 | 0 |
| 4019 | Pension | 50,367 | 50,275 | 0 | 41,647 | 0 | 41,647 | 15,333 | 0 | 0 | 0 |
| 4050 | Staff Training | 2,000 | 594 | 0 | 3,000 | 0 | 3,000 | 215 | 0 | 0 | 0 |
| 4051 | Officers Travel/Conference/Sub | 1,000 | 1,084 | 0 | 500 | 0 | 500 | 385 | 0 | 0 | 0 |
| 4430 | Advertising | 0 | 0 | 0 | 0 | 0 | 0 | 26 | 0 | 0 | 0 |
| | Overhead Expenditure | 211,245 | 209,832 | 0 | 253,144 | 0 | 253,144 | 69,767 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (211,245) | (209,832) | | (253,144) | | (253,144) | (69,767) | 0 | | |
| <u>235</u> | <u>Office Facilities & Equipment</u> | | | | | | | | | | |
| 4000 | Staff Salaries | 0 | 7 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4400 | Stationery | 2,500 | 3,006 | 0 | 2,550 | 0 | 2,550 | 926 | 0 | 0 | 0 |
| 4405 | Photocopier Hire | 747 | 772 | 0 | 762 | 0 | 762 | 223 | 0 | 0 | 0 |
| 4410 | Photocopier Costs | 2,500 | 2,040 | 0 | 2,500 | 0 | 2,500 | 478 | 0 | 0 | 0 |
| 4415 | Office Support & Equipment | 1,206 | 1,031 | 0 | 1,000 | 0 | 1,000 | 482 | 0 | 0 | 0 |
| 4444 | Petty Cash | 0 | 206 | 0 | 500 | 0 | 500 | 103 | 0 | 0 | 0 |
| 4455 | Postage | 271 | 271 | 0 | 0 | 0 | 0 | 30 | 0 | 0 | 0 |
| 4480 | ICT-Computers | 2,121 | 1,121 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 4481 | Telephones | 202 | 261 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 9,547 | 8,715 | 0 | 7,312 | 0 | 7,312 | 2,242 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (9,547) | (8,715) | | (7,312) | | (7,312) | (2,242) | 0 | | |
| <u>301</u> | <u>Planning/Economic Development</u> | | | | | | | | | | |
| 1031 | Town Centre Facilities | 3,000 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| 1033 | Localities Grant For NDP | 0 | 5,626 | 0 | 0 | 0 | 0 | 4,954 | 0 | 0 | 0 |

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| 2020/21 | | | 2021/22 | | | | | 2022/23 | | | |
|----------------------|--------------------------------|-----------------|-----------------|--------------|----------|-----|----------|------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| 1090 | Charter Market Income | | 0 | 0 | 5,000 | 0 | 5,000 | 423 | 0 | 0 | 0 |
| | Total Income | 11,500 10,561 | 0 | 0 | 5,000 | 0 | 5,000 | 5,377 | 0 | 0 | 0 |
| | | 14,500 16,187 | | | | | | | | | |
| 4543 | Neighbourhood Plan | 10,000 6,000 | 6,000 | 0 | 0 | 0 | 6,000 | 637 | 0 | 0 | 0 |
| 4546 | Traffic Management | 10,000 914 | 0 | 0 | 10,000 | 0 | 10,000 | 230 | 0 | 0 | 0 |
| 4549 | Charter Market improvements | 1,000 0 | 0 | 0 | 5,000 | 0 | 5,000 | 0 | 0 | 0 | 0 |
| 4552 | Localities Grant For NPD | 0 5,026 | 0 | 0 | 0 | 0 | 0 | 755 | 0 | 0 | 0 |
| | Overhead Expenditure | 21,000 11,940 | 6,000 | 0 | 15,000 | 0 | 21,000 | 1,623 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (6,500) 4,247 | | | (10,000) | | (16,000) | 3,754 | 0 | | |
| 302 Special Projects | | | | | | | | | | | |
| 4270 | Litter Bins & Benches | 0 3,424 | 0 | 0 | 0 | 0 | 0 | 675 | 0 | 0 | 0 |
| 4310 | Vehicle Rplacement/Refurb | 1,500 5,650 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| | Overhead Expenditure | 1,500 9,074 | 0 | 0 | 0 | 0 | 0 | 675 | 0 | 0 | 0 |
| 6000 | plus Transfers from EMR | 0 0 | 0 | 0 | 0 | 0 | 0 | 370 | 0 | 0 | 0 |
| | Movement to/(from) Gen Reserve | (1,500) (9,074) | | | 0 | | 0 | (305) | 0 | | |
| 401 Full Council | | | | | | | | | | | |
| 4415 | Office Support & Equipment | 2,000 1,524 | 0 | 0 | 3,000 | 0 | 3,000 | 1,688 | 0 | 0 | 0 |
| 4455 | Postage | 1,000 427 | 0 | 0 | 1,000 | 0 | 1,000 | 186 | 0 | 0 | 0 |
| 4480 | ICT-Computers | 2,000 1,067 | 0 | 0 | 2,000 | 0 | 2,000 | 98 | 0 | 0 | 0 |
| 4481 | Telephones | 3,366 4,825 | 0 | 0 | 4,500 | 0 | 4,500 | 1,590 | 0 | 0 | 0 |
| 4482 | Website | 4,000 292 | 0 | 0 | 4,000 | 0 | 4,000 | 150 | 0 | 0 | 0 |
| 4483 | ICT Services & Software Lease | 5,000 7,100 | 0 | 0 | 10,000 | 0 | 10,000 | 2,197 | 0 | 0 | 0 |

Continued on next page

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**Ledbury Town Council Current Year
Annual Budget - By Centre (Actual YTD Month 4)**

| | <u>2020/21</u> | | <u>2021/22</u> | | | | | <u>2022/23</u> | | | |
|--------------------------------|----------------|----------|-----------------|--------------|----------|-----|----------|----------------|--------|-----|-----------------|
| | Budget | Actual | Brought Forward | Net Virement | Agreed | EMR | Total | Actual YTD | Agreed | EMR | Carried Forward |
| Overhead Expenditure | 17,366 | 15,236 | 0 | 0 | 24,500 | 0 | 24,500 | 5,910 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | (17,366) | (15,236) | | | (24,500) | | (24,500) | (5,910) | 0 | | |
| Total Budget Income | 576,438 | 589,213 | 0 | 0 | 597,391 | 0 | 597,391 | 297,160 | 0 | 0 | 0 |
| Expenditure | 541,848 | 610,735 | 6,000 | 0 | 597,397 | 0 | 603,397 | 141,525 | 0 | 0 | 0 |
| Net Income over Expenditure | 34,590 | -21,522 | -6,000 | 0 | -6 | 0 | -6,006 | 155,635 | 0 | 0 | 0 |
| plus Transfers from EMR | 0 | 104,887 | 0 | 0 | 0 | 0 | 0 | 370 | 0 | 0 | 0 |
| Movement to/(from) Gen Reserve | 34,590 | 83,365 | | | (6) | | (6,006) | 156,005 | 0 | | |

| | | |
|---|--------------------------|---------------------------|
| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 23 SEPTEMBER 2021 | AGENDA ITEM: 10(b) |
|---|--------------------------|---------------------------|

Report prepared by Angie Price – Town Clerk

OUTCOME OF BUDGET MONITORING MEETING – 26 AUGUST 2021

Purpose of Report

The purpose of this report is to provide members of the Finance, Policy & General Purposes Committee with suggestions in respect of setting up earmarked reserves and in year movements.

Detailed Information

At a meeting of the Finance, Policy & General Purposes Committee held on 22 July 2021 it was agreed that a budget monitoring meeting would be arranged to consider movements from the general reserve to earmarked reserves and to consider any in-year movements that may be required within the 2021/22 budget. All councillors were invited to attend the budget monitoring meeting.

Earmarked Reserves

The following list provides suggested amounts to be transferred from the General Reserve to Earmarked Reserves as discussed at the budget monitoring on 26 August 2021.

| Earmarked Reserve | Amount to be transferred from General Reserve |
|---------------------------|--|
| Elections | £10,000 |
| Youth Support | £5,000 |
| Play/Skate Park | £24,500 |
| Listed Buildings | £110,000 |
| War Memorial | £15,000 |
| Paths/Bins and Benches | £2,500 |
| CCTV | £5,000 |
| Advertising | £5,000 |
| Climate Change | £2,000 |
| Perimeter Wall – Cemetery | £15,000 |
| | £194,000 |

In-year Movements

The following list provides suggested in-year movements to be considered in respect of the 2020/21 budget.

| From | Amount | To |
|-----------------------------------|--------------|--|
| General reserve | £3,500 | CC 202 – NC 4021 (Rubbish Collection) |
| General reserve | To be agreed | CC 220 – NC 4430 (Advertising) |
| CC 230 – NC4000 Staff salaries | £15,000 | CC 230 – NC 4001 Salary Contingency (Temporary staff costs) |
| General reserve | £10,000 | CC 301 – NC 4543 NDP |

Budget lines to be investigated

| Cost Centre | Nominal Code | Reason for investigation | Outcome |
|-------------|--|---|---|
| 202 & 110 | 4206 (Grounds Maintenance) | Ensure payments are be posted to correct cost centres | |
| 110 | 4235 (Play Equipment) | Was this for new equipment? | |
| 110 | 4270 (Litter bins and benches) | Overspend | |
| 118 | 4275 (Street Furniture) | Overspend | |
| 118 | 4276 External power supply High Street | What period does this sum cover? | |
| 127 | 4605 (Events barriers) | Overspend | |
| 202 | 4123 (Lighting, Heating & Running Costs) | Overspend | |
| 202 | 4150 and 4155 (Cleaning & Housekeeping) | Overspend | |
| 202 | 4592 (PPE/Health & Safety) | Overspend | Move to CC102 – NC 4592 (Cemetery PPE) |
| 214 | 4122 & 4800 Electricity & BBI Clock | Amalgamate | To be shown in August reports |
| 220 | 4021 Rubbish Collection | Overspend | Journal to move expenditure to CC202 NC 4021 |
| 230 | 4430 (Advertising) | Overspend | Journal to move expenditure to CC 220 – NC 4430 |
| 235 | 4455 (Postage) | Overspend | Journal to move expenditure to CC 401 – NC4455 |

RECOMMENDATION

1. That Members of the Finance, Policy & General Purposes Committee agree the suggested ear marked reserves as listed above.
2. That Members of the Finance, Policy & General Purposes Committee agree the in-year movements as listed above.
3. That Members give consideration to the information provided to the outcome of investigations carried out by the Clerk in respect of the budget lines to be investigated as a result of the budget monitoring meeting and agree the suggested actions.

Mrs A Price
Ledbury Town Council
Town Council Offices
Church Street
Ledbury
HR8 1DH

Our ref HE0070
SAAA ref SB05114
Email sba@pkf-l.com

11 September 2021

Dear Mrs Price

Ledbury Town Council
Completion of the limited assurance review for the year ended 31 March 2021

We have completed our review of the Annual Governance & Accountability Return (AGAR) for Ledbury Town Council for the year ended 31 March 2021. Please find the external auditor report and certificate (Section 3 of the AGAR Part 3) included for your attention as another attachment to the email containing this letter along with a copy of Sections 1 and 2, on which our report is based.

The external auditor report and certificate detail any matters arising from the review. The smaller authority must consider these matters and decide what, if any, action is required.

Action you are required to take at the conclusion of the review

The Accounts and Audit Regulations 2015 (SI 2015/234) as amended by the Accounts and Audit (Coronavirus) (Amendment) Regulations 2020 (SI 2020/404) set out what you must do at the conclusion of the review. In summary, you are required to:

- Prepare a "Notice of conclusion of audit" which details the rights of inspection, in line with the statutory requirements. We attach a pro forma notice you may use for this purpose.
- Publish the "Notice" along with the certified AGAR (Sections 1, 2 & 3) before 30 September, which must include publication on the smaller authority's website.
- Keep copies of the AGAR available for purchase by any person on payment of a reasonable sum.
- Ensure that Sections 1, 2 and 3 of the published AGAR remain available for public access for a period of not less than 5 years from the date of publication.

Fee

We enclose our fee note for the review, which is in accordance with the fee scales set by Smaller Authorities' Audit Appointments Ltd. Please arrange for this to be paid **at the earliest opportunity**.

Additional charges are itemised on the fee note, where applicable. These arise where either:

- we were required to issue chaser letters and/or exercise our statutory powers due to a failure to provide an AGAR; or
- we had to seek clarification and/or correction to supporting documentation due to a mistake or omission by the smaller authority; or
- it was necessary for us to undertake additional work.

Please return the remittance advice with your payment, which should be sent to: PKF Littlejohn LLP, Ref: Credit control (SBA), 5th Floor, 15 Westferry Circus, Canary Wharf, London, E14 4HD. Please include the reference HE0070 or Ledbury Town Council as a reference when paying by BACS.

Timetable for 2021/22

Next year we plan to set a submission deadline for the return of the completed AGAR Part 3 and associated documents (or Certificate of Exemption) in the usual way and this is expected to be Friday 1 July 2022. It is anticipated that the instructions will be sent out during March 2022, subject to arrangements for the 2021/22 AGARs and Certificates of Exemption being finalised by Smaller Authorities' Audit Appointments Limited (SAAA). Our instructions will cover any changes about which smaller authorities need to be aware.

- The smaller authority must inform the electorate of a single period of 30 working days during which public rights may be exercised. This information **must be published at least the day before** the inspection period commences;
- The inspection period **must** include the first 10 working days of July 2022, i.e. 1 to 14 July inclusive. In practice this means that public rights may be exercised:
 - at the earliest, between Friday 3 June and Thursday 14 July 2022; and
 - at the latest, between Friday 1 July and Thursday 11 August 2022.

As in previous years, in order to assist you in this process we plan to include a pro forma template notice with a suggested inspection period on our website. On submitting your AGAR and associated documentation, as was the case for this year, we will need you to either confirm that the suggested dates have been adopted or inform us of the alternative dates selected.

Feedback on 2020/21

Please note that if you wish to provide feedback, our satisfaction survey template can be used, which is available on our website on this page: <https://www.pkf-l.com/services/limited-assurance-regime/useful-information-and-links/>

Yours sincerely



PKF Littlejohn LLP

Part 1 – Annual Governance Statement 2020/21

knowledge as the members of:

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2021, that:

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

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

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

23/06/2021

and recorded as minute reference:

C375

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

Chairman

Clerk

Walsley Local Council - gov.uk

Section 2 – Accounting Statements 2020/21 for

| | Year ending | | Notes and guidance |
|---|-----------------------|-----------------------|---|
| | 31 March 2020 £ | 31 March 2021 £ | |
| 1. Balances brought forward | 229,995 | 313,900 | Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year. |
| 2. (+) Precept or Rates and Levies | 477,153 | 531,978 | Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received. |
| 3. (+) Total other receipts | 46,252 | 57,235 | Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received. |
| 4. (-) Staff costs <i>Restated in Box 6 - Staff expenses</i> | 200,220 | 229,553 | Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments. |
| 5. (-) Loan interest/capital repayments | 0 | 0 | Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any). |
| 6. (-) All other payments <i>Restated from Box 4 - Staff expenses</i> | 239,280 | 381,182 | Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5). |
| 7. (=) Balances carried forward | 313,900 | 292,378 | Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6). |
| 8. Total value of cash and short term investments | 322,279 | 289,351 | The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation. |
| 9. Total fixed assets plus long term investments and assets | 768,700 | 784,419 | The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March. |
| 10. Total borrowings | N/A | N/A | The outstanding capital balance as at 31 March of all loans from third parties (including PWLB). |
| 11. (For Local Councils Only) Disclosure note re Trust funds (including charitable) | Yes | No | The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. |
| N/A. | | | N.B. The figures in the accounting statements above do not include any Trust transactions. |

I certify that for the year ended 31 March 2021 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

A. Arca

Date

24/06/21

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

23/06/2021

as recorded in minute reference:

C375

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

[Signature]

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

LEDBURY TOWN COUNCIL – HE0070

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2020/21

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

The AGAR has not been approved in accordance with the Accounts and Audit Regulations 2015:

- Section 2 was not signed by the Responsible Finance Officer before approval.

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

None

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

Date

10/09/2021

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

Section 3 – External Auditor Report and Certificate 2020/21

In respect of

LEDBURY TOWN COUNCIL – HE0070

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2 External auditor report 2020/21

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External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP

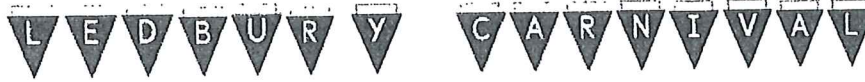
Date

10/09/2021

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

Agenda Item
13(a)

LEDBURY CARNIVAL ASSOCIATION
10 POUND CLOSE, LEDBURY, HR8 2SU



3 September 2021

Mrs Angie Price
Clerk to the Council
Ledbury Town Council

RECEIVED
03 SEP 2021

Dear Angie

RE: GRANT TO LEDBURY CARNIVAL 'PARTY IN THE CAR PARK'

I am writing on behalf of Ledbury Carnival Association to thank the Council for the grant of £1000.00, the loan of equipment, stewarding time and other support towards the 'Party in the Car Park'. An End of Grant Report will be forwarded shortly

We have received positive feedback about the event and hope that you enjoyed it too.

We are in the process of arranging a date for the Open Meeting during which we will discuss the event and feedback received.

We would like to arrange a date to meet with Oliva in her role as Community Development Officer and will also confirm the date of the Open Meeting and hope that she will be able to attend. Other Council representatives are of course welcome to attend too

Please pass on our thanks for all of the support received, it is very much appreciated.

Very Best Wishes

Jill Jupp

Jill Jupp
Secretary
Ledbury Carnival Association

Agenda Item
13(b)

Angela Price PSLCC, MICCM, MIWFM
Clerk to the Council
Town Council Offices
Church Street
Ledbury
Herefordshire
HR8 1DH

E-mail: reception@ledburytowncouncil.gov.uk

19th August 2021.

Dear Angie

We are extremely grateful to the Ledbury Town Council for your kind support and acknowledge the donation of £500 in July towards helping to fund our cancer nurse for teenagers and young adults Meg Willsher. This specialist post helps to support young people in the three counties with their cancer diagnosis.

Since its start the emphasis has been on supporting patients and their families throughout their cancer journey and beyond, ensuring they receive the best possible care and outcomes. Furthermore, with the establishment of this service, this has enabled research and audit functions to take place to develop this service further.

Patients' needs in this age group are often challenging and complex, involving various areas of their individual lives, and effecting close family members and friends. Areas that patients often identify as requiring input and support with include education, employment, financial, body images concerns sexuality, fertility and peer support. All relevant area's due to their age and stage of development.

The specialist nurse is part funded through charitable donations. The role involves supporting patients from a psychosocial and psychological perspective as well as their treatment regimes, and the side effects treatment creates. In addition, support is offered to family members, partners and friends.

We are very grateful for your support, thank you.

Julia Jenkins
Head of Fundraising

Email Julia.jenkins@cobalthealth.co.uk

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| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 23 SEPTEMBER 2021 | AGENDA ITEM: 15 |
|---|--------------------------|------------------------|

Report prepared by Angela Price – Town Clerk

RECOMMENDATIONS FROM OTHER COMMITTEES

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee to give consideration to recommendations from other standing committees of the council.

Detailed Information

The following recommendations have been received from Standing Committees of the Council:

1. Resources Committee – 2 September 2021 (Minute R130 refers)

1. **That a recommendation by submitted to the Finance committee that the Clerk be paid the 96 hours TOIL outstanding since March 2020.**

A copy of the report submitted to the Resources Committee is attached for information.

2. **That the Clerk draft a TOIL Policy to be submitted to the next meeting of the Finance, Policy & General Purposes Committee, scheduled for 23 September 2021.**

A draft Time off in Lieu Policy is attached for consideration.

Recommendation

1. That Members of the Finance, Policy & General Purposes Committee give consideration to the recommendation received from the Resources Committee to pay the Town Clerk the 96 hours TOIL which has been outstanding since March 2020 and that this be paid in the October salary.
2. That Members of the Finance, Policy & General Purposes Committee approve the attached TOIL Policy, subject to any amendments that the Committee may wish to make.

LEDBURY TOWN COUNCIL

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| RESOURCES COMMITTEE | 5 NOVEMBER 2020 | AGENDA ITEM: 5 |
|---------------------|-----------------|----------------|

Report prepared by Angie Price – Town Clerk

TOWN CLERK TIME OFF IN LIEU (TOIL) ACCRUED

Purpose of Report

The purpose of this report is to advise Members of the Resources Committee of TOIL accrued by the Town Clerk due to attending meetings, conferences, events, and workload pressures for the period August 2020 – August 2021.

Detailed Information

The Town Clerk's contract states that any hours worked in addition to the normal 37 hour working week will be managed as follows:-

Hours worked Monday – Friday in addition to normal working hours will be reimbursed as Time off in Lieu (TOIL). Hours worked on Saturday, Sunday and Bank Holidays will be reimbursed as overtime at basic rate.

However, due to the number of additional hours the Clerk has had to work due to staff shortages and the amount of work, it was agreed with the former Mayor (Line manager) that any additional hours worked could be paid as overtime at basic rate. The reason for this was to ensure that the Clerk did not accrue an excessive amount of TOIL that she would be unlikely to reduce. It was also agreed that the Clerk would attempt to reduce the outstanding TOIL balance.

Unfortunately, the Clerk's TOIL has remained unchanged, except for a reduction of 4 hours which have been taken since the last report was provided to Council in November 2020. The lack of staff and workload has made it difficult to take time off in respect of TOIL and annual leave and as a result the Clerk did not have the opportunity to use all of her leave in 2020/21. However, it is hoped that now that new staff have been recruited to fill the vacant posts there will be an opportunity for this to be reduced further.

Currently the Clerk's TOIL balance is as shown below:

| | |
|---|---|
| Carried forward | 95.75 |
| Aug-Oct 2020 outstanding total | <u>4.25</u> |
| Overall total TOIL hours accrued | <u>100.00 (as at 29.10.2020)</u> |
| TOIL Taken (Nov 2020-Aug 2021) | <u>4.00</u> |
| <u>TOIL outstanding as at 27.08.2021</u> | <u>96.00</u> |

Recommendation

That Members receive and note the above information, noting that the Clerk's outstanding TOIL total as at 27 August 2021 is 96 hours owed.

LEDBURY TOWN COUNCIL
DRAFT TIME OFF IN LIEU POLICY

Purpose

Ledbury Town Council recognises that on occasion it may be necessary for employees to undertake work outside of their normal working hours. Any agreement by employees to work additional hours is on a voluntary basis.

The purpose of this policy is to ensure that managers and employees are aware of and understand the Council's Time off in Lieu (TOIL) arrangements so that they are applied consistently.

Scope

This policy applies to all employees of the Council.

Definition

TOIL is defined as time taken off work by employees in recompense for additional hours worked outside of their normal working hours.

TOIL rates

TOIL will be accrued at basic time rates and no enhancement will be made in relation to the calculation of hours counting towards TOIL.

Accruing TOIL

Employees can only accrue TOIL if authorised, in advance, by their designated line manager. Additional hours worked by personal choice will not qualify for accrual of TOIL.

TOIL should not be accrued on a regular basis, with the exception of evening meetings or required attendance at civic events, conferences, seminars and other external meetings or events as required. If an employee is regularly required to work additional hours, the line manager should undertake a review of working arrangements.

TOIL accrued will be included on the monthly timesheet for each employee, as will TOIL taken. Each timesheet is signed and authorised by the designated line manager.

The Council realises that it is unlikely that the Town Clerk will be able to seek approval in advance for TOIL accrued and therefore places trust in the Clerk to ensure that where additional hours are worked and TOIL accrued, it is done so as a necessity and in a productive manner.

The Clerk's monthly timesheet should show all TOIL accrued or taken, being signed and noted by the designated line manager (Town Mayor).

When attending Council events or events where the employee is invited as a Council employee, it will be down to the designated line manager or Town Clerk to assess whether TOIL shall be accrued. For example, simply being in attendance at an event without any specific requirement to work will not necessarily accrue TOIL, unless it can be evidenced that work has been undertaken.

Excessive levels of TOIL should not be accumulated (i.e. no more than 30 hours in any ongoing month period). However, in exceptional circumstances the line manager has the discretion to agree to more. This is however only advised if it is felt that the employee will be able to take the TOIL within three months (See using TOIL section)

Any suspected abuse of TOIL may be treated as a disciplinary matter.

Using TOIL

TOIL can only be taken if agreed, in advance, with the designate line manager. Any requests will be considered in line with staffing levels and operational requirements. The Town Clerk will be responsible for allocating the use of their own TOIL at times when it is deemed suitable.

TOIL should be taken as soon as possible after accrual. One example of good practice is to come in later than your normal starting time the day of or after attending an evening meeting to redeem any TOIL accrued.

The Council feel it will need to be at the discretion of the designated line manager whether to allow TOIL to be built up to allow full days off work in addition to holiday entitlement or whether TOIL should be taken for parts but not all of a working day.

The Resources Committee will receive a report detailing the Clerk's and Deputy Clerk's TOIL levels at each meeting. The Committee may decide to instruct the Clerk and Deputy Clerk to ensure their TOIL is taken with a certain time limit (i.e. one month) unless a reason can be presented for the TOIL not having been taken.

No TOIL accrual should be carried forward beyond the end of a 12-month period (1 April to 31 March) with the exception of time accrued during the last two weeks of this period.

In exceptional circumstances, where due to service delivery needs TOIL cannot be accommodated with the 12-month period, the employee can request payment for the hours owed, and this will be considered by the Resources Committee.

Working Time Regulations

The Council has a duty to protect the health and safety of its employees by ensuring that they do not work excessive hours and that, where necessary for them to work additional hours, they are appropriately recompensed.

When agreeing the accrual of TOIL, the designated line manager must ensure that the employee's working hours adhere to the requirements of the Working Time

Regulations. If the employee's weekly working hours will exceed the 48 hours maximum, the manager must ensure that the employee completes an opt out form.

Employees under 18, you can't work more than 8 hours a day or 40 hours a week.

The Town Clerk is exempt from the 48-hour working regulation for the following reason:

"where working time is not measured and you are in control, e.g. you are a managing executive with control over your decisions."

Adopted:
Review Date:

| | | |
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| FINANCE, POLICY & GENERAL PURPOSES COMMITTEE | 23 September 2021 | AGENDA ITEM: 16 |
|---|--------------------------|------------------------|

Report prepared by Olivia Trueman – Community Development Officer

AWARD – COP 26 EVENT

Purpose of Report

The purpose of this report is to ask Members of the Finance, Policy & General Purposes Committee, to agree to the Council purchasing a personalised award/trophy to present to the trader or business with the best dressed window for COP 26.

Detailed Information

For nearly three decades the UN has been bringing together almost every country on earth for global climate summits – called COPs – which stands for ‘Conference of the Parties’. In that time climate change has gone from being a fringe issue to a global priority.

This year will be the 26th annual summit – giving it the name COP26. With the UK as President, COP26 takes place in Glasgow.

In the run up to COP26 the UK is working with every nation to reach agreement on how to tackle climate change. World leaders will arrive in Scotland, alongside tens of thousands of negotiators, government representatives, businesses and citizens for twelve days of talks.

The Climate Change Working Party has asked the Community Development Officer to identify a suitable premise to display posters before and during the COP 26 event. However, it has also been suggested that traders and businesses also get involved, and that Ledbury Town Council hold a competition for the best dressed window- the theme being around climate change. Councillor Manns has agreed to judge the competition as the Mayor of Ledbury and present the trophy.

COP 26 will be held in Glasgow on 31 October – 12 November 2021.

Financial Implications

The Community Development Officer has researched the cost of personalised trophies, most being priced from £40-£60.

Recommendation

That Members of the Finance, Policy & General Purposes Committee authorise the Community Development Officer to purchase a trophy for the COP 26 window display competition, at a suggested price of £40-£60.

