

# Marlborough Town Council

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22 October 2024

To: Councillors serving on the Finance and Policy Committee – Councillors Jane Davies (Vice Chair), Nicholas Fogg, Mervyn Hall, Andrew Ross, Caroline Sadler, James Sheppard, Kelvyn Shantry, Caroline Thomas (Chair), and the Town Mayor Councillor Kym-Marie Cleasby

Dear Councillor

## Finance and Policy Committee

You are **summoned** to attend the next meeting of the **Finance and Policy Committee**, which will be held on **Monday 28 October 2024** at **7pm** in the Council Chamber, Marlborough Town Hall.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate.

If members of the public wish to attend and ask a question they should also notify the Town Clerk prior to the meeting and provide their question in writing at the same time. Some members of the public may not be allowed to attend if all the allocated seats are taken.

If members of the public wish to ask a question, but not attend, they can provide the question in writing to the Town Clerk by noon on the day of the meeting, and a written response will be provided.

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## PUBLIC QUESTION TIME

In accordance with Standing Order 3(f), members of the public may ask questions of the Finance and Policy Committee. The time allocated for this should not exceed 10 minutes and be limited to 1 question per person unless directed otherwise by the Chair. A full response may not be possible without further research, and the Chair may direct that a written or oral response be given.

## AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest**  
To receive any declarations of interest or requests for dispensation
- 3. Chair's Announcements**
- 4. Minutes**  
To approve and sign the minutes of the meeting held 8 July 2024
- 5. Action Log**  
To note and review the Action Log
- 6. Quarterly Finance Report**  
To note and consider the finance report for quarter 2 (Month 5) 2024 25, and to consider the Committee's budget requirements for 2025-26
- 7. CIL Funds**  
To note and consider the Council's use of CIL funds, and the request for CIL funds for Manton Traffic island
- 8. Heritage Funds**  
To receive a verbal report from Cllr Ross on the Town Archive maintained at the Merchants House and consider a proposal to grant the Merchants House £1,000
- 9. Committee Priorities**  
To consider and clarify the Committee's priorities for 2025-26
- 10. Budget 2025 26**  
To consider the Committee's and Council's budget requirements for 2025-26
- 11. AGAR Conclusion of Audit**  
To note the Conclusion of Audit for the 2023 24 AGAR
- 12. CCLA Fund**  
To note and consider the report on the CCLA Fund
- 13. Policies**  
To note and consider the draft Lone Working Policy

To approve and sign the minutes

## Marlborough Town Council



### Finance and Policy Committee

Minutes of a meeting of the Finance & Policy Committee held Monday, 8 July 2024 in the Council Chamber, Marlborough Town Hall at 7pm

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**PRESENT** Councillor Jane Davies Chair  
 Councillor Kym-Marie Cleasby Town Mayor  
 Councillor Mervyn Hall  
 Councillor Andrew Ross  
 Councillor Caroline Sadler  
 Councillor Kelvyn Shantry  
 Richard Spencer-Williams Town Clerk

**ALSO**

**PRESENT** Sasha Thorbek Greatwood Charity

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**PUBLIC QUESTION TIME**

There were no questions.

*Cllr Davies (Vice Chair) assumed the Chair of the Committee in the absence of Cllr Thomas*

**95/24 APOLOGIES**

Apologies for absence were received from **Councillors Fogg and Thomas**

**96/24 DECLARATIONS**

There were no declarations of interest.

**97/24 CHAIR'S ANNOUNCEMENTS**

There were no announcements.

**98/24 MINUTES**

**RESOLVED:** that the minutes of the meeting held 22 April 2024 were approved as a true record and signed by the Chair.

*Cllrs Ross and Sadler abstained.*

**99/24 ACTION LOG**

Members noted there were no outstanding actions.

## 100/24 GRANTS

**RESOLVED:** to award a grant of £1,000 to the Greatwood Charity towards the purchase of new IT equipment, specifically laptops and tablets to be used by those learners with SEND (special educational needs and disabilities) and SEMH (social, emotional mental health) difficulties

## 101/24 FINANCE REPORT Q1 2024-25

Members noted the finance report for Q1 (month 2) 2024-25.

The Town Clerk made the Committee aware of the potential Wiltshire Council election charges for both the March and July Marlborough Town Councillor elections at a cost of £9,752 each, and that these charges would mean an overspend from the general reserve. Also, that the 2025-26 budget would need to provide for the May 2025 election of circa £20K.

**ACTION** Town Clerk to ask Wiltshire Council whether the full election charge remains valid, given it was run in tandem with the General Election?

**ACTION** Town Clerk to prepare a report outlining what council services could incur an external charge.

There was a question raised by the **Chair** as to why the *4113 Insignia Funds*, which showed at 863.1% overspent, was not highlighted as a 'red/overspend'. The **Town Clerk** explained this was because the increased spend was due to a spend and vire from an EMR for the purpose it was intended, and as such did not present a budget risk. The Chair questioned who had made the decision for this expenditure, the Town Clerk clarified this decision had been made by the Committee.

**ACTION** Town Clerk to send the Committee the relevant Committee minute detailing this decision.

## 102/24 YEAR END FINANCIAL REPORT 2023-24

There was a debate about accounting practice and whether the current council practice (as advised by RIALTAS) was best practice. **Cllr Ross** questioned and challenged the accounting competence of the **Town Clerk** and **Committee**; and that this could be a cause of risk to the Council. Cllr Ross also questioned the year end reports and whether their presentation represented the Council's position satisfactorily.

The **Mayor Cllr Cleasby** and **Cllr Sadler** both asserted their own experience of accounting and budget management and considered themselves sufficiently competent in this respect for oversight of the councils' financial activities. Both Councillors stated their support and appreciation for the current practice and the financial information provided.

The Town Clerk clarified that all accounting and financial practices and reporting was a result of several parties being involved including the **Town Clerk/Responsible Financial Officer**, the **Office Manager**, the **Internal Auditor**, **RBS RIALTAS** (the accounting system with accounting support accounting service used by most Local Councils), and the

**External Auditor**, as well as the **Committee** itself. The Town Clerk did not consider the Council was at risk.

Members agreed that the Council did need to be mindful of realistic budget and prudent precept setting, and the need to exercise due diligence with council finances and public money, and the **Chair** thanked everyone for their interest and commitment in this respect.

Members noted the year-end financial report for 2023-24.

#### **103/24 INTERNAL AUDIT**

Members noted the final internal audit report for 2023-24. Two recommendations raised by the auditor had already been actioned:

- The asset register had been added to the website in relation to a comment regarding the Transparency Code
- A recommendation to review the Town Council's investment strategy was the next item on this agenda (*Min. No. 104/24*)

#### **104/24 INVESTMENTS POLICY**

Members noted the Town Clerk's report and considered the Town Council's policy and practice regarding investments.

**RESOLVED:** To transfer £100,000 from the general reserve to the CCLA<sup>1</sup> deposit fund.

**ACTION** the Town Clerk to prepare a further report on the next Committee meeting detailing more information about the CCLA fund, and other similar investment options.

#### **105/24 INSIGNIA AND REGALIA**

Members debated the cost and benefits of Councillor insignia and regalia, in particular the badges given to past mayors, mayoresses, and consorts.

Members noted the Town Clerk's report setting out the status of insignia and regalia assets.

#### **106/24 GRAVE DIGGING POLICY**

Members noted the Town Clerk's report and the recommendation by the Amenities and Open Spaces Committee that the draft Grave Digging Policy (Adjacent Graves) be supported for adoption by Full Council.

**RESOLVED:** that the draft Grave Digging Policy (Adjacent Graves) be recommended to Full Council for adoption

#### **107/24 LONE WORKING POLICY**

Members considered the draft policy and made the following contributions for addition:

- to add a coverall risk assessment to the policy document

- to clarify the actions and expectations on the ‘trusted person’

**RESOLVED:** that the draft Lone Working Policy be reworked to take account of the points made and re-presented at the next Committee meeting.

The meeting closed at 8.30 pm

## ITEM 5

## ACTION LOG

### To note and review the Action Log

Ref	Action	Min #	Assigned to	Status	Meeting date	Notes
246	<b>Ask WC if election costs will be adjusted for MTC election that ran alongside the general election</b>	101/24	Town Clerk	Complete	08 July 2024	RSW emailed WC on 9.7.24. WC confirmed reduction of costs for ward election running alongside MTC election; Election 26.3.24 - cost £10,444, election 4.7.24 - cost £8,444. Reduced fee for some running and administration costs, presiding officer fee and training, polling officers and training.
247	<b>Report on what council services could be charged for.</b>	101/24	Town Clerk	In Progress	08 July 2024	Not progressed to date. Example of possible outsourced service e.g. Town Clerk signature for pensions evidence for oversea government pension provider.
248	<b>Town Clerk to circulate minutes detailing the decision to spend insignia funds</b>	101/24	Town Clerk	Complete	08 July 2024	RSW emailed Committee on 9.7.24; minuted decision at Committee meeting 29.1.24.
249	<b>Report on CCLA fund</b>	104/24	Town Clerk	Complete	08 July 2024	On agenda for 28 October 2024.

**To note and consider the finance report for Quarter 2 (Month 5) 2024/25****Purpose**

The purpose of this report is to provide the Committee with:

1. a quarterly budget report for Qtr. 2 (month 5), and
2. proposed budget figures to enable the Committee to consider its budget requirements for 2025 26.

**QUARTER 2 BUDGET REPORT (MONTH 5) 2024 25****YEAR TO DATE RECEIPTS / PAYMENTS ANALYSIS ( MONTH 5)**

Income	£544,480.00
Expenditure	£522,480.00
Balance per cashbook	£1,154,776.61
Bank Reconciliation	£00.00
CIL FUNDS (after council commitments)	£60,975.00
EMRs	£763,808.00
General Reserve	£545,005.00

**Budget Overview**

Please refer to Excel Overview Report and Omega Detailed Reports (Appendix 1)

Attachments:

- Appendix 1 – Excel overview reports (budget, EMRs, projects and EMRs)
- Appendix 1.1: Omega Report Detailed Income & Expenditure by Budget Heading Month 5 (as required by Financial Regulation 4.8)
- Appendix 1.2: Omega Report Bank Reconciliation Month 5 (as required by Financial Regulation 1.9)
- Appendix 1.3: Omega Report Receipts and Payments Summary Month 5 (as required by Financial Regulation 1.9, 5.2)
- Appendix 1.4: Omega Report Detailed Balance Sheet Month 5

Members are asked to note and consider the budget position for Quarter 2 (Month 5) 2024/25.

## Current Ear Marked Reserves are as follows:

	<b>Account</b>	<b>Closing Balance</b>
<b>323</b>	EMR - OPEN SPACES MACHINERY RE	12,484.07
<b>324</b>	EMR - CCTV FUND	181.18
<b>325</b>	EMR - MUSEUM & HERITAGE CENTRE	42,400.00
<b>326</b>	EMR - CIVIC FUND	799.95
<b>327</b>	EMR 2015 NEW CEMETERY EXT.	37,000.00
<b>328</b>	EMR 2015 NEIGHBOURHOOD PLAN	500.00
<b>337</b>	EMR INFORMAL CAR PARK	10,000.00
<b>339</b>	EMR BY-ELECTION/REFERENDUM	9,261.83
<b>340</b>	EMR EVENTS	1,000.00
<b>342</b>	EMR DEVOLUTION SERVICES	25,250.00
<b>344</b>	EMR WORKSHOP EXTENSION	169,890.74
<b>347</b>	EMR EMERGERNCY FUND	7,023.41
<b>353</b>	EMR STONEBRIDGE MEADOW	4,822.30
<b>355</b>	EMR DARK SKIES	-154.46
<b>357</b>	EMR Climate Emergency Response	825.85
<b>361</b>	EMR PROPERTY MAINTENANCE	164,524.82
<b>362</b>	EMR - PLAY AREAS	4,584.00
<b>364</b>	EMR- HIGHWAYS	5,464.16
<b>365</b>	EMR - WALLS AND FENCES	17,521.00
<b>367</b>	EMR - High St. Projects	6,843.59
<b>368</b>	EMR - MC & YC Maintenance	20,000.00
<b>400</b>	EMR CIL RECEIPTS 2021/2022	63,994.79
<b>401</b>	EMR CIL RECEIPTS 2022/23	33,341.25
<b>402</b>	EMR - CIL Receipts 2023/24	26,248.22
<b>410</b>	EMR 106 Receipt Re Redrow	100,000.86
		763,807.56

## Town Clerk 2 10 24



**To note and consider**

- A. the Council's use of CIL funds and**
- B. to consider the request by the Planning Committee for £6,000 CIL funds towards Manton Traffic Island.**

**CIL FUNDS**

The table below outlines the CIL funds position as of 2 October 2024 (funds held, commitments made by the Council, notified pending funds):

EXPLANATION	FUNDS	DETAIL
Total CIL amount spent 2024 25 (to date)	£19,256	Wye House Play Area
	£7,627	Signage
CIL Received in 2024 25 (to date)	£13,124	PL/2021/039303/3 St Peters
Total CIL funds held (as of 6 9 24)	£136,707	
Total CIL funds committed	£32,732	Traffic Survey & Modelling
	£34,000	Signage (plus £6,843 Wilts Town Programme)
	£9,000	Common parking matting
<b>Total CIL fund balance after agreed commitments</b>	<b>£60,975</b>	

**MANTON TRAFFIC ISLAND****Request by the Planning Committee for £6,000 CIL funds towards the Manton Traffic Island.****Background & Status**

The Manton 5-point safety scheme was supported by the Planning Committee, with a principal funding commitment on 5 December 2022<sup>2</sup>, as a contribution to a 'substantive bid' to Wiltshire Council Highways for this phase of the work. The successful substantive bid was confirmed by Wiltshire Council in May 2024. The contributions agreed for the substantive bid, including the traffic island were:

- £6k from the Wiltshire Council LHFIG budget.
  - £6K Marlborough Town Council contribution.
- The invoice to Marlborough Town Council will be submitted by Wiltshire Council once the scheme has been implemented and before the end of this financial year.

On 2 August 2024 WC Highways emailed the Town Clerk to confirm they were planning to construct the traffic island in conjunction with a nighttime [road closure](#) for resurfacing work along the A4 from 6 to 13 September between 19.00 and 6.00.

The island has now been installed.

<sup>2</sup> [https://marlborough-tc.gov.uk/images/your-council/Approved\\_Planning\\_Mins\\_5\\_December\\_2022.pdf](https://marlborough-tc.gov.uk/images/your-council/Approved_Planning_Mins_5_December_2022.pdf), Min. No. 293/22

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## Considerations

The LHFIG budget currently stands at £7,500, with £5,783 committed as outlined below:

<b>Detail</b>	<b>Total Cost</b>	<b>MTC Cost</b>
	<b>£</b>	<b>£</b>
Frees Avenue Speed Limit	4,700	783
Kennet Place Resident Parking	4,500	1,125
20MPH Speed Limit	12,500	3,125
High Street Parking	3,000	750
<b>Sub Total</b>		<b>5,783</b>
<b>Budget</b>		<b>7,500</b>
<b>Balance</b>		<b>1,717</b>

There are also other LHFIG applications being progressed that may require the remaining funds this financial year.

Therefore, on the 19 August 2024 it was proposed and agreed by the Planning Committee to request the Finance and Policy Committee authorise the use of £6K of CIL funds to cover the exceptional spend for the substantive project.

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## Proposal

It is proposed that the Finance and Policy Committee authorise the use of £6K of CIL funds to cover the exceptional spend for the substantive project. Members are asked to consider the matter and instruct the Town Clerk accordingly.

**Town Clerk 2 10 24**

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## ITEM 8

## HERITAGE

To receive a verbal report from Cllr Ross on the Town Archive maintained at the Merchants House and consider a proposal to grant the Merchants House £1,000

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## Proposal

It is proposed by Cllr Ross that the £1,000 funds in the Heritage budget is awarded to the Merchants House to assist them in their work in maintaining the Town Archive.

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## Recommendation

The Committee is asked to consider the matter and instruct the Town Clerk accordingly.

**Cllr Ross/ Town Clerk 21 10 24**

To consider and clarify the Committee's priorities for 2025-26

## Purpose

The purpose of this report is to provide Members with an overview of current 2024-25 priorities and projects as agreed by the Committee in 2023 and for Members to review priorities and projects for the 2025-26 budget setting process.

## Priorities 2024 25

In 2024-25 the following priorities were agreed:

1. Ensuring a **resource plan** that supports and underpins the work and priorities of the whole council.
2. Support the development of **policies** to manage The Common (recognising that Full Council and the Amenities and Open Space Committee will have a role in this also)
3. **To maintain oversight of the Council's policies**, reviewing them as required 2024 25.
4. to support the advancement of **cultural developments and events**
5. Specifically, the provision and updating of **staff laptops and PCs, and server (or Cloud) storage** arrangements
6. **To support the enhancement of provision for Young People's** needs in the community

## Current Status

1. Priority 1 has been significantly progressed, ensuring a resource plan that supported and underpinned the work and priorities of the whole council.
2. Policies for managing the Common have not been progressed.
3. Priority 3 has been significantly progressed with almost all policies being reviewed.
4. Whilst the usual town events have been successfully run, priority 4 has not been progressed. This said there were community initiatives such as Marlborough Festival. The Committee may want to revisit this next year and what additional resources will be needed.
5. Priority 5 has been implemented.
6. Priority 6 has been implemented, with the new Youth Development Worker being appointed, and the securing of the Community and Youth Centre as a Town Council asset.

## Proposal

The following are suggested Committee priorities:

1. Ensuring a **resource plan** that supports and underpins the work and priorities of the whole council – including budget lines to be covered by future precept and allocation of surplus funds to relevant EMRs.
2. Support the development of **policies** to manage The Common (recognising that Full Council and the Amenities and Open Space Committee will have a role in this also)
3. **To maintain oversight of the Council's policies**, reviewing them as required.
4. to support the advancement of cultural developments and events.
5. To support the upgrade of the **Councils website**.
6. **To do a cost-benefit analysis of the Council's property and land assets**.

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## Recommendation

Members are asked to consider and agree to the Committee's list of priorities for budgeting purposes for 2025-26 and instruct the Town Clerk accordingly.

It should be noted that there is an election in 2025, and the Council membership may change and with this a view on the Council's priorities.

**Town Clerk 21 10 24**

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## ITEM 10

## BUDGET 2025 26

**To consider the Committee's and Council's budget requirements for 2025-26**

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### Purpose

The purpose of this report is to ask Members to consider the Committee and Council budget requirements for 2025 26, for feeding into the whole Council's budget consideration at the Finance and Policy Committee in November and then Full Council in December and to instruct the Town Clerk accordingly.

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### Considerations

#### Committee priorities

The Committee's own priorities, as agreed (Item 7).

#### Running costs and maintaining existing services

- Inflation of circa 2-3% (Office for National statistics October 2024). (Assumed 3.5% where applicable)
- Cost of living
- Increase in council hire charges (assumed 10% based on last year's increase).
- There has been no staff pay settlement agreed at a national level this year to date, so an assumption for next year's staff % increase needs to be made. (The award is currently proposed at 2.5%, with lump sums for some workers; but rejected by Unison and Unite. Nb the wider public sector has seen awards of 5%).
- A number of the existing committee priorities and projects will continue over the course of 2024 25 and into 2025 26, some of which require considerable use of EMRs (Workshop extension, Community and Youth Centre building works, parking management on the Common, Cemetery extension)
- Additionally, there are several large, planned projects that should be implemented by the end of 2024 25 which will see the use of significant sums from the CIL funds (Traffic Modelling & Survey, Town Signs as stated in the *Item 9 CIL report*).
- There are potentially other new council initiatives afoot e.g. initiatives to support the Market which may require costing and funds. Where possible proposed committee projects are anticipated to be covered by existing funds.

## F&P Budget additional funding Considerations - Staff contingency, Election, Website Rebuild and Flood & Emergency Support

Specific Committee budget considerations are:

- **Staff Contingency fund** –Proposed cost £5,000
- **Website upgrade** Indicative Cost £15,000-£20,000
- **Elections Costs** - £20,100 in budget, plus reserve of £10-20k required
- **Flood and Emergency Support** – no direct funds required at this stage but recognition on the draw on office time needs is required.

### Staff Contingency Fund

As proposed and supported by both the Amenities and Open Spaces , and Staffing Committees; in response to demands on the ground team. Proposed cost £5,000

### Website Rebuild

The Town Council website was launched in 2013 as a single page, and last redesigned and updated in 2019 in-house. It will need significant work in 2025-26. A more detailed proposal will be provided in due course, but salient points are:

- The website runs on a software version which is no longer supported and will not receive security updates after February 2025. The latest version is significantly different in structure, including improved digital accessibility tools, but the changes mean it is not possible merely to upgrade the existing site to the new version. (Digital accessibility regulations came into force for public sector bodies in 2018. They require a website to be more accessible by making it ‘perceivable, operable, understandable and robust’. <https://www.gov.uk/government/digital-accessibility> . The existing website is partially accessible: our accessibility statement can be found at <https://www.marlborough-tc.gov.uk/contact-us/accessibility>)
- Day-to-day web admin is done in-house backed up by external expert developers for quarterly housekeeping upgrades and specialist technical support. The Town Council is in active discussions with its support provider, [Blue Frontier](#), to create a plan for a clean re-build using a new template to provide a fresh, consistent look and feel, which will be device-independent: i.e. all functions will be exactly the same (such as menu structure) whether viewed on a PC, tablet or mobile phone.
- Options include:
  - a. Do nothing. The site would continue to work but would be at risk of hackers due to the lack of updated security patches and would not meet the accessibility requirements for public bodies
  - b. Migrate the existing site as-is to the new software version: likely to incur many incompatibility errors requiring manual fixing
  - c. Rebuild the site starting with a smaller number of pages, adding more content in-house (e.g. photo galleries and past blogs) once live. The software platform would be largely irrelevant as the end-user experience and appearance would be no different. This would be at an agreed developer cost for the basic site, with in-house resource taking over the remaining tasks.

Once more details and costs are available, a verbal update will be provided at this Committee meeting or a written proposal at the Committee meeting on the 18 November.

**Town Clerk/ Corporate Services Officer 21 10 24**

## Election Costs

There were two contested elections in 2024. The total cost of the was £18,088 for both. The EMR Elections/referendum of £9,261 will be used up by these costs, as will the balance which will have to be taken from the general reserve. **The Council will need to provide £20,100 to cover the eventuality of this being a contested election.** Additionally, it will need to plan to replenish the reserve in case of subsequent contested seats. (West Ward Election March cost £10,044, and the West Ward Election in July cost £8,044 – with a slight reduction as it ran alongside the general election). A £20,100 allocation will be required in the budget, plus provision for a reserve of £10-20k.

## Flood and Emergency Support

The Flood in January required significant council resource in terms of office time to work with and engage both the community and relevant partners. It is likely the flood issue, and climate change will continue to feature as an aspect of the Council's work, and a draw on its resources. Practical resources may be required on an ongoing basis; although it is not clear if or what this might be at this stage, if at all. There is an EMR of £7,023 which should suffice to support the requisition of resources if needed. A grant application for £9k to SSEN for flood resilience and emergency equipment has been submitted.

The main consideration is a recognition of the draw on staff time. Notably the Town Clerk and Deputy Town Clerk spent a significant amount of unplanned time responding to flood enquiries, mobilising flood wardens, and advocating resident and community interests with partner agencies (Wiltshire Council, Thames Water, Environment Agency). The Council will need to consider and balance its expectations for all new projects and services with this in mind i.e. should the Council's focus on new projects and developments be more focussed on essential services that building community resilience?

## Council wide priorities

Wider Council priorities (yet to be decide at the time of writing this report, or that will have been agreed by the time of this Committee meeting) that could require additional budget consideration:

### Amenities and Open spaces ( Agreed 14 10 24)

- **Trailer tipping - £5,200** (for the Victorian cemetery/ to save on mule runs for waste / tree works/ compost for allotments / more effective operations)
- Manton wall – the wall at Jubilee field needs significant repair. **There is an EMR for Walls and Fences which can fund this, but it will need replenishing. Circa £10,000**
- Staff contingency fund £5,000 proposal (supported by AOS and Staffing Committee)
- Pick-up truck lease/ costs? - there is a longstanding lease on the Mitsubishi pick-up, which really needs to be replaced (and with safety features such as chevron livery and warning lights). The lease company has approached with the request to enter into negotiations on a settlement figure; although they have not been forthcoming, and this is likely to be a financial implication for 2026 27.

## Property (to be agreed 22 10 24)

- Rear of Kingsbury St property (windows and guttering) and the Community & Youth Centre building works will draw significantly on the property maintenance EMR. The Town Hall heating will have been completed and this expenditure will reduce the Property Maintenance EMR once again, and this will need replenishing.

## Budget Savings

Savings from underspend at this point in time are hard to predict, and specific budget allocations are now much clearer and more precise, because of scrutiny over recent years. Some slight overspends are now occurring (e.g. Staffing last year was overspent by 1.2% or £13,800). It is advisable to be realistic with the budget and precept setting, and not factor in predicted savings.

Please refer to Excel budget report for proposed budget figures (Appendix 1)

## General Reserve

It should be noted that the Council is required to protect 3-8 months of running costs in its general reserve to ensure business continuity. The current reserve of £545,005 is for about 6 months (based on annual total expenditure).

In addition, a sum of £763,807 is also held in reserve as set of Ear Marked Reserves (EMRs) which support known or anticipated Council needs, including existing projects (e.g., new Workshop, cemetery extension, play areas etc), and some contingency for equipment and asset maintenance. The EMRs allocations will be checked and appropriately re-allocated at year end.

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## Proposal

The Committee is asked to consider and agree:

- A. The Finance and Policy Committee's requirements for 2025 26.
- B. That all requests for new budget in 2025 26 have been formally considered by the relevant committee and agreed to be submitted for F&P November meeting; and for this to be ratified by Full Council as a principle to be adopted for 2025 26 and future financial years.
- C. An anticipated range for the Council's 2025 26 increase in precept, and to inform committees so they are mindful of the constraints in relation to new budgetary requests.

Members are asked to instruct the Town Clerk accordingly.

**Town Clerk 9 10 24**

## ITEM 11

## AGAR CONCLUSION OF AUDIT

**To note the Conclusion of Audit for the 2023 24 AGAR**

Please see Appendix 2

**Town Clerk 2 10 24**

**To note and consider the report on the CCLA Fund****Purpose**

The purpose of this report is to appraise the Committee of the CCLA<sup>3</sup> Fund, as requested at the previous meeting.

**Status and Considerations**

Please refer to the CCLA Fact sheet (Appendix 3) for an overview of the investment fund as of November 2023.

Since the previous meeting based on a 'call out' to other local councils, all who responded stated that they use the CCLA investment fund for medium- or long-term deposits.

**Proposal**

Members are asked to note and consider the report.

**Town Clerk 21 10 2024**

**To note and consider the DRAFT Lone Working Policy****Purpose**

The purpose of this report is to consider for referral to Full Council the draft Lone Working Policy (2<sup>nd</sup> draft). For the risk assessment form, please see Appendix 4.

**Draft Policy****Marlborough Town Council Lone Working Policy****1. Introduction**

This policy is intended to help the Council, and its employees, understand their obligations and provide advice in relation to lone working.

Lone workers are those who work by themselves without close or direct supervision. This may include working on or off site. Although working alone is not in itself against the law and it will often be safe to do so. The law requires employers to consider carefully and then deal with any health and safety risks for people working alone.

This policy should also be considered in relation to the Council's Health and Safety Policy.

**2. Employer's Duties**

All lone working activities must be suitably risk assessed prior to undertaking to ensure control measures are acceptable.

**The Council's generic Lone Working risk assessment should be completed, as relevant to the**



specific employee's situation, with the Employee; with the date and time of completion, and by whom recorded.

### 3. Employee's Duties

If expected to work alone, employees should ensure that they have read the relevant risk assessment and are familiar with the expectations placed upon them to ensure their safety.

The Council's generic Lone Working risk assessment should be completed, as relevant to the specific employee's situation, with the Employee's line manager; with the date and time of completion, and by whom recorded.

Working alone can involve a number of scenarios. The following are important for employees to remember:

- Always ensure that your Line Manager, or trusted person, is aware of where you will be and record where you are going, when you are going and your expected time of return, if these are not already known.
- Take a mobile phone with you and ensure that it is fully charged in case you need to use it.
- Consider using a tracker app on your mobile phone.
- Ensure that your Line Manager and colleagues, or that a trusted person has a record of your mobile telephone number
- Ensure that you notify your Line Manager, colleagues, or Trusted person that you have safely discharge your duties, and returned to a place of safety (workplace or home)

### 4. Trusted Person

The Trusted person will be expected to:

- note the employees lone working details (as communicated)
- monitor the expected time of arrival back to the place of safety
- expect and receive the notification by the member of staff
- note the time and method of this notification, as well as the place of safety destination.



DRAFT 2 RSW 9 10 24

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## Proposal

Members are asked to consider the policy for referral to Full Council.

**Town Clerk 21 10 2024**



Cost Increase

Saving

2024/25	Actual Year	2025/26	
Budget	To Date Mth 5 YTD %	PROPOSED EXISTING COMMITMENTS Inc Savings	% change

Finance & Policy

	INCOME					£		
1010	INCOME-MISCELLANEOUS							
1176	PRECEPT RECEIVED		£ 890,930.00	£ 445,465.00	50%			
1190	BANK INTEREST		£ 3,000.00	£ 3,784.00	126%			Interest rates trending downwards
1191	MARKET INCOME		£ 2,000.00	£ -	0%	2,000		
1194	GRANTS		£ -	£ 1,500.00				
	EXPENDITURE							
4001	SALARIES/NI/SUPERAN		£ 550,728.00	£ 206,929.00	38%	570,003	3%	Pay settlement pending;3% 2025 26
4002	YOUTH WORKER		£ 15,000.00	£ -	0%	30,000	100%	Youth Development worker now in post/ almagmate with Staffing 25 26
4005	ELLIS WHITTAM		£ 3,630.00	£ 3,403.00	94%	3,757	3%	25 26 3.5%
4009	TRAVEL		£ 400.00	£ 113.00	28%	400	0%	
4010	STAFF MOBILE PHONES		£ 3,500.00	£ 1,586.00	45%	4,000	14%	Youth Worker mobile, plus 25 26 3.5%
4011	BUSINESS RATES		£ 32,905.00	£ 17,570.00	53%	35,140	7%	
4016	CLIMATE EMERGENCY RESPONSE		£ -	£ 2,279.00				EMR Climate emergency - Biodiversity report
4018	EMERGENCY FUND		£ -	£ 400.00				Gel sacs
4022	PETTY CASH		£ 500.00	£ 250.00	50%	500	0%	
4023	STATIONERY/PUBLICS.		£ 1,100.00	£ 385.00	35%	1,100	0%	
4024	SUBSCRIPTIONS		£ 3,250.00	£ 2,045.00	63%	3,785	16%	Plus £535 GWW
4025	INSURANCE		£ 17,000.00	£ 18,165.00	107%	18,165	7%	Increase due to additional vehicles, Planters
4026	PHOTOCOPIER		£ 5,000.00	£ 2,233.00	45%	5,000	0%	
4028	POSTAGE		£ 300.00	£ 9.00	3%	300	0%	
4033	SERVER CLOUD MIGRATION		£ 10,000.00	£ 10,578.00	106%	0	-100%	
4038	MAINTENANCE		£ 1,500.00	£ 1,889.00	126%	1,800	20%	
4039	PERSONNEL CLOTHING		£ 1,300.00	£ 82.00	6%	1,300	0%	£380 order pending
4041	TRAINING STAFF		£ 3,000.00	£ 2,155.00	72%	3,000	0%	
4046	TOURISM		£ 1,500.00	£ 861.00	57%	1,500	0%	
4054	LEGAL		£ 14,000.00	£ 3,629.00	26%	14,000	0%	Pending; Golf Club rental agreement, 3B Kingsbury
4055	PROFESSIONAL		£ 10,000.00	£ 2,844.00	28%	10,000	0%	
4057	AUDIT FEE		£ 4,000.00	£ 500.00	13%	4,000	0%	
4059	BANK CHARGES		£ 250.00	£ 95.00	38%	250	0%	
4063	OFFICE GENERAL		£ 500.00	£ 130.00	26%	500	0%	
4064	ARCHIVE STORAGE		£ 460.00	£ 175.00	38%	460	0%	
4067	CCTV		£ 4,000.00	£ 2,729.00	68%	5,400	35%	CCTV Review; will need funds 2026 27
4071	OFFICE EQUIPMENT		£ 1,200.00	£ 507.00	42%	1,200	0%	
4072	EQUIPMENT		£ 3,300.00	£ 254.00	8%	3,300	0%	
4075	SOFTWARE & FEES		£ 10,120.00	£ 6,541.00	65%	13,082	29%	
4076	HEALTH & SAFETY		£ 500.00	£ 64.00	13%	500	0%	

4079	ELECTION COSTS		£ 3,000.00	£ -	0%	30,000	0%	BACS pending £18,088 x2 wards cost; £15,088 overspend/25 26 precept & reserve
4153	EVENTS		£ 3,000.00	£ 261.00	9%	3,000	0%	
4154	SWITCH ON EVENT		£ 6,000.00	£ -	0%	6,000	0%	
4224	YOUTH COUNCIL		£ 250.00	£ -	0%	250	0%	
4228	WEBSITE/BROADBAND		£ 2,200.00	£ 893.00	41%	2,200	0%	
4301	FIRE EXTINGUISHERS		£ 1,550.00	£ -	0%	1,600	0%	25 26 3.5%
4308	IT EQUIPMENT LEASE		£ 5,000.00	£ -	0%	5,000	0%	
4309	IT SUPPORT PACKAGE		£ 2,650.00	£ 120.00	5%	2,650	0%	
4317	HERITAGE PROJECT		£ 1,000.00	£ -	0%	1,000	0%	
4152	REMEMBRANCE DAY		£ 2,000.00	£ -	0%	2,000	0%	
4061	CHRISTMAS LIGHTS		£ 15,000.00	£ -	0%	15,000	0%	
4151	GRANTS		£ 7,000.00	£ 2,500.00	36%	7,000	0%	
4100	MAYORS ALLOWANCE		£ 3,400.00	£ 1,700.00	50%	3,400	0%	
4101	MAYORS TRAVEL		£ 300.00	£ 81.00	27%	300	0%	
4102	MAYOR MAKING EXPS		£ 2,000.00	£ 283.00	14%	2,000	0%	24/25 expenditure low as Mayor gifted food
4078	TRAINING-COUNCILLORS		£ 500.00	£ -	0%	500	0%	
4103	MEMBERS TRAVEL		£ 200.00	£ -	0%	200	0%	
4105	CIVIC HOSPITALITY		£ 1,000.00	£ 116.00	12%	1,000	0%	
4110	TOWN CRIER/MACE BEAR		£ 1,200.00	£ -	0%	1,200	0%	
4113	INSIGNIA FUNDS		£ 500.00	£ 4,464.00	893%	500	0%	
4012	WATER/SEWERAGE CHGS		£ 4,400.00	£ 1,269.00	29%	4,400	0%	
4014	ELECTRICITY		£ 30,396.00	£ 6,704.00	22%	30,396	0%	New contract 2025-2028 - protected rate/no material increase for 2025 26
4015	GAS		£ 35,222.00	£ 8,146.00	23%	35,222	0%	
4020	TELEPHONE		£ 7,000.00	£ 3,258.00	47%	7,000	0%	
NEW	STAFF CONTINGENCY					5,000		ref budget report
NEW	WEBSITE REBUILD					15,000		ref budget report / poss.reallocation of EMR
		<b>Income</b>	<b>£ 895,930.00</b>	<b>£ 451,602.00</b>	<b>50%</b>	<b>2,000</b>		
		<b>Expenditure</b>	<b>£ 833,711.00</b>	<b>£ 318,195.00</b>	<b>38%</b>	<b>914,260</b>		

2024/25	Actual Year		2025/26	
Budget	To Date Mth 5	YTD %	PROPOSED	% change
			EXISTING COMMITMENTS	
			Inc Savings	

## AMENITIES AND OPEN SPACES

INCOME								
1101	INCOME-CEMETERY		£ 15,880	£ 8,344	53%	£ 15,880	0%	
1100	INCOME-ALLOTMENTS		£ 1,391	£ 86	6%	£ 750	-46%	Viability?
1102	INCOME-GOLF CLUB							
1103	INCOME OPEN SPACES		£ 9,075	£ 2,023	22%	£ 9,982	10%	25/26 10% increase
1106	INCOME - SHOWMENS GUILD		£ 2,438	£ -	0%	£ 2,438	0%	
1111	INCOME - RUGBY CLUB							
EXPENDITURE								
CEMETERY								
4036	OLD CEMETERY		£ 500	£ 144	29%	£ 500	0%	
ALLOTMENTS								
4006	ST JOHNS TRUST		£ 250	£ 250	100%	£ 250	0%	
WORKSHOP								
4027	INTRUDER ALARM		£ 2,100	£ 339	16%	£ 2,174	4%	25/26 3.5%
4042	PERSONAL PROTECTIVE EQUIPMENT		£ 1,000	£ 98	10%	£ 1,000	0%	
4043	PICK-UP LEASE		£ 600	£ 445	74%	£ 600	0%	
4044	VEHICLE TAX/INS.		£ 400	£ 335	84%	£ 415	4%	25/26 3.5%
4045	VEHICLE PETROL/DERV		£ 9,000	£ 3,386	38%	£ 9,315	3%	25/26 3.5%
4047	WORKSHOP TOOLS ETC		£ 3,000	£ 1,953	65%	£ 3,000	0%	
4048	VEHICLE MAINTENANCE		£ 12,000	£ 7,099	59%	£ 12,420	3%	
4050	WORKSHOP MISC		£ 1,000	£ 553	55%	£ 1,000	0%	
4315	REFUSE COLLECTION		£ 4,000	£ 2,056	51%	£ 4,140	3%	25/26 3.5%
4320	MOWER		£ 4,200	£ 1,024	24%	£ 4,200	0%	
4323	MISTUBISHI LEASE		£ 2,400	£ 941	39%	£ 2,400	0%	
4332	WESSEX MOWER LEASE		£ 7,000	£ 2,756	39%	£ 7,000	0%	
4339	ISEKI TRACTOR LEASE 2023		£ 10,000	£ 4,366	44%	£ 10,000	0%	
OPEN SPACES								
4038	MAINTENANCE		£ 9,000	£ 2,375	26%	£ 9,000	0%	
4220	OPEN SPACES PLANTS		£ 4,800	£ 2,558	53%	£ 5,300	10%	3.5% plus some perrenials need replacing
4223	PLAY EQUIP/MAINT/REPLACEMENT		£ 3,500	£ 115	3%	£ 3,500	0%	
4314	AOS PROJECTS		£ 10,000	£ 24,286	243%	£ 10,000	0%	EMR Transfer Wye Hs Play area;actual Project spend £5095 Barrier/top soil/boulders/car park signs
4318	TREE SURVEY & WORKS		£ 17,500	£ 1,385	8%	£ 17,500	0%	Treeworks order pending Manton, S.Meadow
4324	RTV HUSQVANA		£ 3,500	£ 1,665	48%	£ 3,500	0%	
4325	STONEBRIDGE MEADOW		£ 1,000	£ -	0%	£ 1,000	0%	
4327	ISEKI TRACTOR TG6490	LEASE	£ 7,000	£ 1,652	24%	£ 7,000	0%	
4330	MULTI PURPOSE MOWER	LEASE	£ 3,100	£ 624	20%	£ 3,100	0%	
4331	FRONT LOADER/BACK HOE LEASE		£ 3,200	£ 1,048	33%	£ 3,200	0%	
4335	FREES AVENUE TREES		£ 1,000	£ -	0%	£ 1,000	0%	2025 26 change to tree Planting
4337	SKATE PARK LIGHTING		£ 500	£ -	0%	£ 500	0%	

4401	NEW WORKSHOP		£ -	£ 27,319				Exp from EMR 344 W/shop Ext Workshop extension phase one ( in part).
4402	ISEKI RIDE-ON MOWER	LEASE	£ 3,000	£ 2,078	69%	£ 3,000		
4403	KAWASAKI MULE 24	LEASE	£ 5,360	£ 2,269	42%	£ 5,360		
4404	TRAFFIC MANAGEMENT		£ 1,500	£ -	0%	£ 1,500		Barriers & Safe Crossing point equip on order
NEW	TIPPING TRAILER					£ 5,200		
NEW	WALLS & FENCES					£ 10,000		CIL allocation top up for EMR pending Manton walls expenditure? = £10k from expenditure and recue precept rise?
		<b>Income</b>	£ 51,862	£ 20,406	39%	£ 58,075		
		<b>Expenditure</b>	£ 131,410	£ 93,119	71%	£ 148,074		

2024/25	Actual Year		2025/26	
Budget	To Date Mth 5	YTD %	PROPOSED	% change
			EXISTING COMMITMENTS	
			Inc Savings	

## PROPERTIES

	INCOME								
1000	INCOME-HIGH ST SHOP								
1002	INCOME-HIGH ST FLAT2								
1003	INCOME-1 KINGSBURY								
1004	INCOME-1A KINGSBURY								
1005	INCOME-2A KINGSBURY								
1006	INCOME-3 KINGSBURY								
1007	INCOME-REC GND COT 1								
1008	INCOME-REC GND COT 2								
1011	INCOME - 3A KINGSBURY ST								
1012	INCOME - 3B KINGSBURY ST								
1050	INCOME-TOWN HALL		£ 25,000	£ 13,413	54%	£ 27,500	10%	25 26 10% inc.	
1112	INCOME TOILETS	TH	£ 200	£ 98	49%	£ 200	0%		
1112	INCOME TOILETS	GL	£ 3,500	£ 1,154	33%	£ 3,000	-14%		
1329	INCOME MC&YC		£ -	£ 3,404		£ 8,000		25 26 keep rates same - reduced bookings	
	<b>EXPENDITURE</b>								
	<b>CORP PROPERTIES</b>								
4062	MTCE/ELEC CORP. PROPS.		£ 15,000	£ 3,199	21%	£ 15,000	0%		
4066	MARKETING		£ 250	£ -	0%	£ 250	0%	Term report pending	
4070	DEFIBS		£ 750	£ -	0%	£ 750	0%		
4019	CLEANING MATERIALS		£ 1,000	£ 386	39%	£ 1,000	0%		
4030	INTRUDER ALARM		£ 2,000	£ 336	17%	£ 2,000	0%		
4035	SANITARY DISPOSAL		£ 1,600	£ 494	31%	£ 1,600	0%		
4037	LIFT MAINTENANCE		£ 3,300	£ 1,760	53%	£ 3,415	3%	Periodic service costs/ 25 26 3.5%	
	<b>TOWN HALL</b>								
4038	MAINTENANCE		£ 40,000	£ 78,317	196%	£ 40,000	0%	Town Hall heating/2025 26 Kingsbury rear windows and gutters/ MC&YC	
4300	BOILER MAINTENANCE		£ 900	£ -	0%	£ 930	3%	25 26 3.5%	
4304	LICENCES/PERFORMING		£ 3,000	£ 1,167	39%	£ 3,000	0%		
4305	BROADBAND		£ 2,100	£ -	0%	£ 2,100	0%	25 26 3.5%	
4315	REFUSE COLLECTION		£ 1,500	£ 701	47%	£ 1,550	3%		
4998	MARKETING		£ 200	£ -	0%	£ 200	0%		
4999	PUBLIC TOILETS		£ 7,200	£ 1,744	24%	£ 7,200	0%		
	<b>COOPERS CORNER</b>								
4306	COOPERS CORNER		£ 800	£ 361	45%	£ 800	0%		
4313	PUBLIC TOILETS		£ 17,100	£ 3,154	18%	£ 17,100	0%	Periodic service contract	
	<b>MC&amp;YC</b>								
4019	CLEANING MATERIALS		£ 400	£ 148	37%	£ 400	0%		
4030	INTRUDER ALARM		£ 2,000	£ 236	12%	£ 2,070	3%	25 26 3.5%	
4035	SANITARY DISPOSAL		£ 750	£ 228	30%	£ 775	3%	25 26 3.5%	
4037	LIFT MAINTENANCE		£ 850	£ 323	38%	£ 880	4%	25 26 3.5%	
4072	EQUIPMENT		£ 500	£ 356	71%	£ 500	0%		

4304	LICENCES/PERFORMING		£ 300	£ 326	109%	£ 330	10%	
								new licence charge for film rights (legal change)
		<b>Income</b>	<b>£ 129,330</b>	<b>£ 58,869</b>	<b>46%</b>	<b>£ 139,330</b>		
		<b>Expenditure</b>	<b>£ 101,500</b>	<b>£ 93,236</b>	<b>92%</b>	<b>£ 101,850</b>		



2024/25	Actual Year		2025/26	
Budget	To Date Mth 5	YTD %	PROPOSED	% change
			EXISTING COMMITMENTS	
			Inc Savings	

**PLANNING**

	EXPENDITURE							
4017	HIGHWAYS		£ 1,000	£ 70	7%	£ 1,000		Road closure barriers pending
4120	STREET FURNITURE		£ 2,000	£ 702	35%	£ 2,000		
4400	LHFIG		£ 7,500	£ -	0%	£ 7,500		
4405	HIGH STREET PROJECT		£ -	£ 17,156				EMR Transfer , WTP funds /planters, trees etc Wiltshire Towns Programme funds ;17156
	<b>Income</b>		£ -	£ -				
	<b>Expenditure</b>		£ 10,500	£ 17,928	171%	£ 10,500		

**SUMMARY TOTALS**

	Current	Actual Year		2025 26	
	Annual	To Date		Proposed	
Grand Totals:- Income	£ 1,077,122	£ 530,877	49%	£ 199,405	
Expenditure	£ 1,077,121	£ 522,478	49%	£ 1,174,684	
BALANCE (REQUIRED PRECEPT)	£ 1	£ 8,399		£ 975,279	NB 2024 25 Precept was £890,930
% INCREASE				circa. 10	% NB Based on 2024 25 taxbase; WC tax calculator will not allow true calculation yet.
<b>Per Household</b>				£ 23	Approximate figure; see above



August 2024

## Marlborough Town Council

## Earmarked Reserves

	Account	Opening Balance	Net Transfers	Closing Balance
323	EMR - OPEN SPACES MACHINERY RE	£ 12,484.07		£ 12,484.07
324	EMR - CCTV FUND	£ 181.18		£ 181.18
325	EMR - MUSEUM & HERITAGE CENTRE	£ 42,400.00		£ 42,400.00
326	EMR - CIVIC FUND	£ 5,000.00	-£ 4,200.05	£ 799.95
327	EMR 2015 NEW CEMETERY EXT.	£ 37,000.00		£ 37,000.00
328	EMR 2015 NEIGHBOURHOOD PLAN	£ 500.00		£ 500.00
337	EMR INFORMAL CAR PARK	£ 10,000.00		£ 10,000.00
339	EMR BYE ELECTION/REFERENDUM	£ 9,261.83		£ 9,261.83
340	EMR EVENTS	£ 1,000.00		£ 1,000.00
342	EMR DEVOLUTION SERVICES	£ 46,000.00	-£ 20,750.00	£ 25,250.00
344	EMR WORKSHOP EXTENSION	£ 197,055.33	-£ 27,164.59	£ 169,890.74
347	EMR EMERGENCY FUND	£ 7,423.41	-£ 400.00	£ 7,023.41
353	EMR STONEBRIDGE MEADOW	£ 4,822.30		£ 4,822.30
355	EMR DARK SKIES	£ -	-£ 154.46	-£ 154.46
356	EMR CIL RECEIPTS 2021/2022	£ 83,250.44	-£ 83,250.44	£ -
357	EMR Climate Emergency Response	£ 3,104.85	-£ 2,279.00	£ 825.85
358	EMR 106 Receipt Re Redrow	£ 100,000.86	-£ 100,000.86	£ -
360	EMR CIL RECEIPTS 2022/23	£ 33,341.25	-£ 33,341.25	£ -
361	EMR PROPERTY MAINTENANCE	£ 112,174.82	£ 52,350.00	£ 164,524.82
362	EMR - PLAY AREAS	£ 4,584.00		£ 4,584.00
364	EMR- HIGHWAYS	£ 5,464.16		£ 5,464.16
365	EMR - WALLS AND FENCES	£ 17,521.00		£ 17,521.00
366	EMR - CIL Receipts 2023/24	£ 26,248.22	-£ 26,248.22	£ -
367	EMR - High St. Projects	£ -	£ 6,843.59	£ 6,843.59
368	EMR - MC & YC Maintenance	£ -	£ 20,000.00	£ 20,000.00
400	EMR CIL RECEIPTS 2021/2022	£ -	£ 63,994.79	£ 63,994.79
401	EMR CIL RECEIPTS 2022/23	£ -	£ 33,341.25	£ 33,341.25
402	EMR - CIL Receipts 2023/24	£ -	£ 26,248.22	£ 26,248.22
410	EMR 106 Receipt Re Redrow	£ -	£ 100,000.86	£ 100,000.86
		<b>£ 758,817.72</b>	<b>£ 4,989.84</b>	<b>£ 763,807.56</b>

18/10/2024

Marlborough Town Council

**PROJECTS current**

- 1 TRAFFIC SURVEY and MODELLING
- 3 TOWN SIGNAGE ( visitor signs and town entrance signs)

**PROJECTS 2024 25**

- 1 Town centre projects
- 2 Common parking management

**YEAR END SAVINGS (ESTIMATE)**

**CIL FUND after commitments**

**INCOME Wilts Town Programme**

**Funds Required**

£	32,732
£	40,843
£	50,000
£	9,000
£	-
£	60,975
£	50,000

**NOTES**

CIL allocated Invoice expected.  
 CIL £34k, plus WTP funding phase  
 £6843

WTP 20 24 - 26 funds  
 CIL allocated

2 years allocation

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Finance &amp; Policy</b>							
<b>101 ADMINISTRATION</b>							
1010 INCOME-MISCELLANEOUS	853	0	(853)			0.0%	
1176 PRECEPT RECEIVED	445,465	890,930	445,465			50.0%	
1190 BANK INTEREST	3,784	3,000	(784)			126.1%	
1191 MARKET INCOME	0	2,000	2,000			0.0%	
1194 GRANTS	1,500	0	(1,500)			0.0%	
ADMINISTRATION :- Income	<b>451,602</b>	<b>895,930</b>	<b>444,328</b>			<b>50.4%</b>	<b>0</b>
4001 SALARIES/NI/SUPERAN	206,929	550,728	343,799	343,799		37.6%	
4002 YOUTH WORKER	0	15,000	15,000	15,000		0.0%	
4005 ELLIS WHITTAM	3,403	3,630	227	227		93.7%	
4009 TRAVEL	113	400	287	287		28.4%	
4010 STAFF MOBILE PHONES	1,586	3,500	1,914	1,914		45.3%	
4011 BUSINESS RATES	17,570	32,905	15,335	15,335		53.4%	
4016 Climate Emergency Response	2,279	0	(2,279)	(2,279)		0.0%	2,279
4018 EMERGENCY FUND	400	0	(400)	(400)		0.0%	400
4022 PETTY CASH	250	500	250	250		50.0%	
4023 STATIONERY/PUBLICS.	385	1,100	715	715		35.0%	
4024 SUBSCRIPTIONS	2,045	3,250	1,205	1,205		62.9%	
4025 INSURANCE	18,165	17,000	(1,165)	(1,165)		106.9%	
4026 PHOTOCOPIER	2,233	5,000	2,767	2,767		44.7%	
4028 POSTAGE	9	300	291	291		2.9%	
4033 SERVER/CLOUD MIGRATION	10,578	10,000	(578)	(578)		105.8%	
4038 MAINTENANCE	1,889	1,500	(389)	(389)		125.9%	
4039 PERSONNEL CLOTHING	82	1,300	1,218	1,218		6.3%	
4041 TRAINING STAFF	2,155	3,000	845	845		71.8%	
4046 TOURISM	861	1,500	639	639		57.4%	
4054 LEGAL	3,629	14,000	10,371	10,371		25.9%	750
4055 PROFESSIONAL	2,844	10,000	7,156	7,156		28.4%	
4057 AUDIT FEE	500	4,000	3,500	3,500		12.5%	
4059 BANK CHARGES	95	250	155	155		38.2%	
4063 OFFICE GENERAL	130	500	370	370		25.9%	
4064 ARCHIVE STORAGE	175	460	285	285		38.0%	
4067 CCTV	2,729	4,000	1,271	1,271		68.2%	
4071 OFFICE EQUIPMENT	507	1,200	693	693		42.3%	
4072 EQUIPMENT	254	3,300	3,046	3,046		7.7%	
4075 SOFTWARE & FEES	6,541	10,120	3,579	3,579		64.6%	
4076 HEALTH & SAFETY	64	500	436	436		12.7%	
4079 ELECTION COSTS	0	3,000	3,000	3,000		0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4153 EVENTS	261	3,000	2,739		2,739	8.7%	
4154 SWITCH ON EVENT	0	6,000	6,000		6,000	0.0%	
4224 YOUTH COUNCIL	0	250	250		250	0.0%	
4228 WEBSITE/BROADBAND	893	2,200	1,308		1,308	40.6%	
4301 FIRE EXTINGUISHERS	0	1,550	1,550		1,550	0.0%	
4308 IT EQUIPMENT LEASE	0	5,000	5,000		5,000	0.0%	
4309 IT SUPPORT PACKAGE	120	2,650	2,530		2,530	4.5%	
4317 HERITAGE PROJECT	0	1,000	1,000		1,000	0.0%	
ADMINISTRATION :- Indirect Expenditure	<b>289,674</b>	<b>723,593</b>	<b>433,919</b>	<b>0</b>	<b>433,919</b>	<b>40.0%</b>	<b>3,429</b>
<b>Net Income over Expenditure</b>	<b>161,928</b>	<b>172,337</b>	<b>10,409</b>				
6000 plus Transfer from EMR	3,429						
<b>Movement to/(from) Gen Reserve</b>	<b>165,357</b>						
<u>102 SECTION 137</u>							
4152 REMEMBRANCE DAY	0	2,000	2,000		2,000	0.0%	
SECTION 137 :- Indirect Expenditure	<b>0</b>	<b>2,000</b>	<b>2,000</b>	<b>0</b>	<b>2,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(2,000)</b>	<b>(2,000)</b>				
<u>103 OTHER GRANTS</u>							
4061 CHRISTMAS LIGHTS	0	15,000	15,000		15,000	0.0%	
4151 GRANTS	2,500	7,000	4,500		4,500	35.7%	
OTHER GRANTS :- Indirect Expenditure	<b>2,500</b>	<b>22,000</b>	<b>19,500</b>	<b>0</b>	<b>19,500</b>	<b>11.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,500)</b>	<b>(22,000)</b>	<b>(19,500)</b>				
<u>104 MAYORAL</u>							
4100 MAYORS ALLOWANCE	1,700	3,400	1,700		1,700	50.0%	
4101 MAYORS TRAVEL	81	300	219		219	27.0%	
4102 MAYOR MAKING EXPS	283	2,000	1,717		1,717	14.1%	
MAYORAL :- Indirect Expenditure	<b>2,064</b>	<b>5,700</b>	<b>3,636</b>	<b>0</b>	<b>3,636</b>	<b>36.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(2,064)</b>	<b>(5,700)</b>	<b>(3,636)</b>				
<u>105 MEMBERS</u>							
4078 TRAINING-COUNCILLORS	0	500	500		500	0.0%	
4103 MEMBERS TRAVEL	0	200	200		200	0.0%	
MEMBERS :- Indirect Expenditure	<b>0</b>	<b>700</b>	<b>700</b>	<b>0</b>	<b>700</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(700)</b>	<b>(700)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106</u> <u>CIVIC</u>							
4105 CIVIC HOSPITALITY	116	1,000	884		884	11.6%	
4110 TOWN CRIER/MACE BEAR	0	1,200	1,200		1,200	0.0%	
4113 INSIGNIA FUNDS	4,464	500	(3,964)		(3,964)	892.8%	4,200
<b>CIVIC :- Indirect Expenditure</b>	<b>4,580</b>	<b>2,700</b>	<b>(1,880)</b>	<b>0</b>	<b>(1,880)</b>	<b>169.6%</b>	<b>4,200</b>
<b>Net Expenditure</b>	<b>(4,580)</b>	<b>(2,700)</b>	<b>1,880</b>				
6000 plus Transfer from EMR	4,200						
<b>Movement to/(from) Gen Reserve</b>	<b>(380)</b>						
<u>107</u> <u>UTILITIES</u>							
4012 WATER/SEWERAGE CHGS	1,269	4,400	3,131		3,131	28.8%	
4014 ELECTRICITY	6,704	30,396	23,692		23,692	22.1%	
4015 GAS	8,146	35,222	27,076		27,076	23.1%	
4020 TELEPHONE	3,258	7,000	3,742		3,742	46.5%	
<b>UTILITIES :- Indirect Expenditure</b>	<b>19,377</b>	<b>77,018</b>	<b>57,641</b>	<b>0</b>	<b>57,641</b>	<b>25.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(19,377)</b>	<b>(77,018)</b>	<b>(57,641)</b>				
<b>Finance &amp; Policy :- Income</b>	<b>451,602</b>	<b>895,930</b>	<b>444,328</b>			<b>50.4%</b>	
<b>Expenditure</b>	<b>318,195</b>	<b>833,711</b>	<b>515,516</b>	<b>0</b>	<b>515,516</b>	<b>38.2%</b>	
<b>Net Income over Expenditure</b>	<b>133,407</b>	<b>62,219</b>	<b>(71,188)</b>				
plus Transfer from EMR	7,629						
<b>Movement to/(from) Gen Reserve</b>	<b>141,036</b>						
<b><u>Amenities &amp; Open Spaces</u></b>							
<u>202</u> <u>CEMETERY</u>							
1101 INCOME-CEMETERY	8,344	15,880	7,536			52.5%	
<b>CEMETERY :- Income</b>	<b>8,344</b>	<b>15,880</b>	<b>7,536</b>			<b>52.5%</b>	<b>0</b>
4036 OLD CEMETERY	144	500	356		356	28.8%	
<b>CEMETERY :- Indirect Expenditure</b>	<b>144</b>	<b>500</b>	<b>356</b>	<b>0</b>	<b>356</b>	<b>28.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>8,200</b>	<b>15,380</b>	<b>7,180</b>				
<u>203</u> <u>ALLOTMENTS</u>							
1100 INCOME-ALLOTMENTS	86	1,391	1,305			6.2%	
<b>ALLOTMENTS :- Income</b>	<b>86</b>	<b>1,391</b>	<b>1,305</b>			<b>6.2%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

Month No: 5

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4006 ST JOHNS TRUST	250	250	0		0	100.0%	
ALLOTMENTS :- Indirect Expenditure	<b>250</b>	<b>250</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>100.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(164)</b>	<b>1,141</b>	<b>1,305</b>				
<u>204 WORKSHOP</u>							
4027 INTRUDER ALARM	339	2,100	1,761		1,761	16.2%	
4042 PERSONAL PROTECTIVE EQUIPMENT	98	1,000	902		902	9.8%	
4043 PICK-UP LEASE	445	600	155		155	74.1%	
4044 VEHICLE TAX/INS.	335	400	65		65	83.8%	
4045 VEHICLE PETROL/DERV	3,386	9,000	5,614		5,614	37.6%	
4047 WORKSHOP TOOLS ETC	1,953	3,000	1,047		1,047	65.1%	
4048 VEHICLE MAINTENANCE	7,099	12,000	4,901		4,901	59.2%	
4050 WORKSHOP MISC	553	1,000	447		447	55.3%	
4315 REFUSE COLLECTION	2,056	4,000	1,944		1,944	51.4%	
4320 MOWER	1,024	4,200	3,176		3,176	24.4%	
4323 MISTUBISHI LEASE	941	2,400	1,459		1,459	39.2%	
4332 WESSEX MOWER LEASE	2,756	7,000	4,244		4,244	39.4%	
4339 ISEKI TRACTOR LEASE 2023	4,366	10,000	5,634		5,634	43.7%	
WORKSHOP :- Indirect Expenditure	<b>25,352</b>	<b>56,700</b>	<b>31,348</b>	<b>0</b>	<b>31,348</b>	<b>44.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(25,352)</b>	<b>(56,700)</b>	<b>(31,348)</b>				
<u>210 OPEN SPACES</u>							
1102 INCOME-GOLF CLUB							
1103 INCOME OPEN SPACES							
1106 INCOME - SHOWMENS GUILD							
1111 INCOME - RUGBY CLUB							
OPEN SPACES :- Income	<b>11,976</b>	<b>34,591</b>	<b>22,615</b>			<b>34.6%</b>	<b>0</b>
4038 MAINTENANCE	2,375	9,000	6,625		6,625	26.4%	
4220 OPEN SPACES PLANTS	2,558	4,800	2,242		2,242	53.3%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	115	3,500	3,385		3,385	3.3%	
4314 AOS PROJECTS	24,286	10,000	(14,286)		(14,286)	242.9%	19,256
4318 TREE SURVEY & WORKS	1,385	17,500	16,115		16,115	7.9%	
4324 RTV/Husqvana	1,665	3,500	1,835		1,835	47.6%	
4325 STONEBRIDGE MEADOWS	0	1,000	1,000		1,000	0.0%	
4327 ISEKI TRACTOR TG6490	1,652	7,000	5,348		5,348	23.6%	
4330 MULTI PURPOSE MOWER	624	3,100	2,476		2,476	20.1%	
4331 FRONT LOADER/BACK HOE LEASE	1,048	3,200	2,152		2,152	32.8%	
4335 FREES AVENUE TREES	0	1,000	1,000		1,000	0.0%	



## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4337 SKATE PARK LIGHTING	0	500	500		500	0.0%	
4401 NEW WORKSHOP	27,319	0	(27,319)		(27,319)	0.0%	27,319
4402 ISEKI RIDE-ON MOWER	2,078	3,000	922		922	69.3%	
4403 KAWASAKI MULE 24	2,269	5,360	3,091		3,091	42.3%	
4404 TRAFFIC MANAGEMENT	0	1,500	1,500		1,500	0.0%	
<b>OPEN SPACES :- Indirect Expenditure</b>	<b>67,374</b>	<b>73,960</b>	<b>6,586</b>	<b>0</b>	<b>6,586</b>	<b>91.1%</b>	<b>46,575</b>
<b>Net Income over Expenditure</b>	<b>(55,398)</b>	<b>(39,369)</b>	<b>16,029</b>				
6000 plus Transfer from EMR	46,575						
<b>Movement to/(from) Gen Reserve</b>	<b>(8,823)</b>						

Amenities & Open Spaces :- Income	20,406	51,862	31,456			39.3%	
Expenditure	93,120	131,410	38,290	0	38,290	70.9%	
<b>Net Income over Expenditure</b>	<b>(72,714)</b>	<b>(79,548)</b>	<b>(6,834)</b>				
plus Transfer from EMR	46,575						
<b>Movement to/(from) Gen Reserve</b>	<b>(26,139)</b>						

Properties110 CORPORATE PROPERTIES

1000 INCOME-HIGH ST SHOP  
 1002 INCOME-HIGH ST FLAT2  
 1003 INCOME-1 KINGSBURY  
 1004 INCOME-1A KINGSBURY  
 1005 INCOME-2A KINGSBURY  
 1006 INCOME-3 KINGSBURY  
 1007 INCOME-REC GND COT 1  
 1008 INCOME-REC GND COT 2  
 1011 INCOME - 3A KINGSBURY ST  
 1012 INCOME - 3B KINGSBURY ST

<b>CORPORATE PROPERTIES :- Income</b>	<b>40,799</b>	<b>100,630</b>	<b>59,831</b>			<b>40.5%</b>	<b>0</b>
4062 MTCE/ELEC CORP. PROPS.	3,199	15,000	11,801		11,801	21.3%	
4066 MARKETING	0	250	250		250	0.0%	
4070 Defibs	0	750	750		750	0.0%	
<b>CORPORATE PROPERTIES :- Indirect Expenditure</b>	<b>3,199</b>	<b>16,000</b>	<b>12,801</b>	<b>0</b>	<b>12,801</b>	<b>20.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>37,600</b>	<b>84,630</b>	<b>47,030</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>201 TOWN HALL</b>							
1050 INCOME-TOWN HALL	13,413	25,000	11,587			53.7%	
1112 Income Toilets	98	200	102			49.0%	
<b>TOWN HALL :- Income</b>	<b>13,511</b>	<b>25,200</b>	<b>11,689</b>			<b>53.6%</b>	<b>0</b>
4019 CLEANING MATERIALS	386	1,000	614		614	38.6%	
4030 INTRUDER ALARM	336	2,000	1,664		1,664	16.8%	
4035 SANITARY DISPOSAL	494	1,600	1,106		1,106	30.8%	
4037 LIFT MAINTENANCE	1,760	3,300	1,540		1,540	53.3%	
4038 MAINTENANCE	78,317	40,000	(38,317)		(38,317)	195.8%	72,650
4300 BOILER MAINTENANCE	0	900	900		900	0.0%	
4304 LICENCES/PERFORMING	1,167	3,000	1,833		1,833	38.9%	
4305 BROADBAND	0	2,100	2,100		2,100	0.0%	
4315 REFUSE COLLECTION	701	1,500	799		799	46.8%	
4998 MARKETING	0	200	200		200	0.0%	
4999 PUBLIC TOILETS	1,744	7,200	5,456		5,456	24.2%	
<b>TOWN HALL :- Indirect Expenditure</b>	<b>84,904</b>	<b>62,800</b>	<b>(22,104)</b>	<b>0</b>	<b>(22,104)</b>	<b>135.2%</b>	<b>72,650</b>
<b>Net Income over Expenditure</b>	<b>(71,393)</b>	<b>(37,600)</b>	<b>33,793</b>				
6000 plus Transfer from EMR	72,650						
<b>Movement to/(from) Gen Reserve</b>	<b>1,257</b>						
<b>205 PUBLIC TOILETS</b>							
1112 Income Toilets	1,154	3,500	2,346			33.0%	
<b>PUBLIC TOILETS :- Income</b>	<b>1,154</b>	<b>3,500</b>	<b>2,346</b>			<b>33.0%</b>	<b>0</b>
4306 COOPERS CORNER	361	800	439		439	45.1%	
4313 PUBLIC TOILETS	3,154	17,100	13,946		13,946	18.4%	
<b>PUBLIC TOILETS :- Indirect Expenditure</b>	<b>3,515</b>	<b>17,900</b>	<b>14,385</b>	<b>0</b>	<b>14,385</b>	<b>19.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(2,361)</b>	<b>(14,400)</b>	<b>(12,039)</b>				
<b>206 MC and YC</b>							
1329 MY & MC INCOME	3,404	0	(3,404)			0.0%	
<b>MC and YC :- Income</b>	<b>3,404</b>	<b>0</b>	<b>(3,404)</b>				<b>0</b>
4019 CLEANING MATERIALS	148	400	252		252	37.0%	
4030 INTRUDER ALARM	236	2,000	1,764		1,764	11.8%	
4035 SANITARY DISPOSAL	228	750	522		522	30.4%	
4037 LIFT MAINTENANCE	323	850	527		527	38.0%	
4072 EQUIPMENT	356	500	144		144	71.2%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4304 LICENCES/PERFORMING	326	300	(26)		(26)	108.8%	
MC and YC :- Indirect Expenditure	<u>1,618</u>	<u>4,800</u>	<u>3,182</u>	<u>0</u>	<u>3,182</u>	<u>33.7%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>1,786</u>	<u>(4,800)</u>	<u>(6,586)</u>				
Properties :- Income	58,868	129,330	70,462			45.5%	
Expenditure	93,236	101,500	8,264	0	8,264	91.9%	
<b>Net Income over Expenditure</b>	<u>(34,368)</u>	<u>27,830</u>	<u>62,198</u>				
plus Transfer from EMR	72,650						
<b>Movement to/(from) Gen Reserve</b>	<u>38,282</u>						
<b>Planning</b>							
<u>300 PLANNING</u>							
4017 HIGHWAYS	70	1,000	930		930	7.0%	
4120 STREET FURNITURE	702	2,000	1,298		1,298	35.1%	
4400 LHF IG	0	7,500	7,500		7,500	0.0%	
4405 HIGH STREET PROJECT	17,156	0	(17,156)		(17,156)	0.0%	17,156
PLANNING :- Indirect Expenditure	<u>17,928</u>	<u>10,500</u>	<u>(7,428)</u>	<u>0</u>	<u>(7,428)</u>	<u>170.7%</u>	<u>17,156</u>
<b>Net Expenditure</b>	<u>(17,928)</u>	<u>(10,500)</u>	<u>7,428</u>				
6000 plus Transfer from EMR	17,156						
<b>Movement to/(from) Gen Reserve</b>	<u>(772)</u>						
Planning :- Income	0	0	0			0.0%	
Expenditure	17,928	10,500	(7,428)	0	(7,428)	170.7%	
<b>Net Income over Expenditure</b>	<u>(17,928)</u>	<u>(10,500)</u>	<u>7,428</u>				
plus Transfer from EMR	17,156						
<b>Movement to/(from) Gen Reserve</b>	<u>(772)</u>						
<b>Reserves</b>							
<u>900 RESERVES</u>							
1901 CIL GRANT RECEIVED	13,124	0	(13,124)			0.0%	
RESERVES :- Income	<u>13,124</u>	<u>0</u>	<u>(13,124)</u>				<u>0</u>
<b>Net Income</b>	<u>13,124</u>	<u>0</u>	<u>(13,124)</u>				
Reserves :- Income	13,124	0	(13,124)			0.0%	
Expenditure	0	0	0	0	0	0.0%	
<b>Movement to/(from) Gen Reserve</b>	<u>13,124</u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2024

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	544,000	1,077,122	533,122			50.5%	
Expenditure	522,480	1,077,121	554,641	0	554,641	48.5%	
<b>Net Income over Expenditure</b>	<u>21,521</u>	<u>1</u>	<u>(21,520)</u>				
plus Transfer from EMR	144,010						
<b>Movement to/(from) Gen Reserve</b>	<u>165,531</u>						

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Active Saver	31/08/2024		242,460.37
Current A/c	31/08/2024		912,316.24
			<u>1,154,776.61</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,154,776.61
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,154,776.61
		Balance per Cash Book is :-	1,154,776.61
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 5

## Receipts for Month 5

## 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>
	Balance Brought Fwd :	1,297,666.23					1,297,666.23	
	Banked: 01/08/2024	1,959.00						
	Corporate Property	1,959.00			1000	110	1,959.00	Rent
21.06.25	Banked: 01/08/2024	50.00						
21.06.25	Town Hall	50.00		8.33	1050	201	41.67	Wedding Hire
	CCLA Banked: 02/08/2024	578.51						
	CCLA CCLA	578.51			1190	101	578.51	Interest
3932	Banked: 05/08/2024	64.50						
3932	C Woodward	64.50			1103	210	64.50	Reimbursement Sleepers
	Banked: 05/08/2024	327.24						
	Kingsdown Nurseries	327.24		54.54	1103	210	272.70	Plant Reimbursement
	Banked: 05/08/2024	3.69						
	Barclays	3.69			1010	101	3.69	Loyalty Reward
	Banked: 07/08/2024	456.00						
	Corporate Property	456.00			1011	110	456.00	Rent
Rogers	Banked: 07/08/2024	133.00						
Rogers	Cemetery	133.00			1101	202	133.00	Burial Fees
3922	Banked: 08/08/2024	53.50						
3922	Cemetery	53.50			1101	202	53.50	Burial Fees
	Banked: 12/08/2024	437.50						
	Corporate Property	437.50			1006	110	437.50	Rent
Rec 0800	Banked: 12/08/2024	55.00						
Rec 0800	Town Hall	55.00			1112	201	55.00	Toilet Income
	Banked: 13/08/2024							
	Golf Club							
	Banked: 15/08/2024	26.15						
	George Lane	26.15			1112	205	26.15	Toilet Income
3916	Banked: 16/08/2024	330.00						
3916	MC & YC	330.00		55.00	1329	206	275.00	Hiring
3926	Banked: 16/08/2024	468.00						
3926	Town Hall	468.00			1050	201	468.00	Hiring
Light	Banked: 19/08/2024	133.00						
Light	Cemetery	133.00			1101	202	133.00	Burial Fees
	Banked: 23/08/2024	578.00						
	Corporate Property	578.00			1004	110	578.00	Rent
3934	Banked: 27/08/2024	53.50						
3934	Cemetery	53.50			1101	202	53.50	Burial Fees

Continued on Page 693

## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 5

## Receipts for Month 5

## 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: 27/08/2024	561.75						
	Corporate Property	561.75			1005	110	561.75	Rent
	Banked: 27/08/2024	805.00						
	Zurich	805.00			1010	101	805.00	Wall Repair
	Banked: 27/08/2024	945.00						
	Corporate Propoerty	945.00			1007	110	945.00	Rent
3918	Banked: 30/08/2024	742.50						
3918	MC & YC	742.50		123.75	1329	206	618.75	Hiring
	Banked: 30/08/2024	840.00						
	Corporate Property	840.00			1008	110	840.00	Rent
Bryant	Banked: 30/08/2024	133.00						
Bryant	Cemetery	133.00			1101	202	133.00	Burial Fees
Hayward	Banked: 30/08/2024	133.00						
Hayward	Cemetery	133.00			1101	202	133.00	Burial Fees
Total Receipts for Month		11,741.84	0.00	241.62			11,500.22	
Cashbook Totals		<u>1,309,408.07</u>	<u>0.00</u>	<u>241.62</u>			<u>1,309,166.45</u>	

Continued on Page 694

## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/08/2024	British Gas Business	DD1	47.88	47.88		501			Elec Kingsbury St
01/08/2024	Fraser Budgens Limited	DD2	49.82	49.82		501			Fuel
02/08/2024	BT UK BUSINESS ACCOUNTS	DD3	520.03	520.03		501			Office Telephone
05/08/2024	Barclays Bank	DD4	20.78	20.78		501			Bank Charges
05/08/2024	Fraser Budgens Limited	DD5	45.00	45.00		501			Fuel
05/08/2024	CNH CAPITAL	DD6	491.27	491.27		501			Mower Lease
05/08/2024	CNH CAPITAL	DD7	393.59	393.59		501			Mower Lease
05/08/2024	CNH CAPITAL	DD8	536.42	536.42		501			Mule Lease
06/08/2024	Lex Autolease	DD9	225.92	225.92		501			Mitsubishi Lease
06/08/2024	AMAZON	DD10	27.88	27.88		501			Sundries Town Hall
06/08/2024	AMAZON	DD11	14.95	14.95		501			Cleaning Town Hall
06/08/2024	Castle Water	DD12	50.77	50.77		501			Water Workshop
06/08/2024	Stone Warehouse	DD13	1,835.68	1,835.68		501			Boulders Common
06/08/2024	PETTY CASH POSTAGE	DD14	3.69	3.69		501			Postage
07/08/2024	Fraser Budgens Limited	DD15	35.41	35.41		501			Fuel
07/08/2024	Fraser Budgens Limited	DD16	48.84	48.84		501			Fuel
07/08/2024	HM REVENUE & CUSTOMS	DD17	8,627.80	8,627.80		501			NI & PAYE
07/08/2024	Wiltshire Council	DD18	8,492.51	8,492.51		501			Pension
07/08/2024	Edwarrd Bays Ltd	DD19	82,494.00	82,494.00		501			Town Hall Heating Works
07/08/2024	HI-LITE Roof & Gutters	DD20	52.80	52.80		501			Window Clean MC & YC
07/08/2024	ATS EUROMASTER LTD	DD21	199.02	199.02		501			New Tyre
07/08/2024	RICHMAN'S REMOVALS	DD22	42.52	42.52		501			Archive Storage
07/08/2024	Autotech Marlborough Ltd	DD23	83.94	83.94		501			Replacement Valve
07/08/2024	Motion Picture Licensing	DD24	391.52	391.52		501			Licence MC & YC
07/08/2024	Value Products Ltd	DD25	60.82	60.82		501			Sign Jubilee Field
07/08/2024	Screwfix	DD26	54.99	54.99		501			Waders
07/08/2024	T.H. White (M) Limited	DD27	3,679.58	3,679.58		501			Various
07/08/2024	kingdom Services Ltd	DD28	197.20	197.20		501			Keyholding Various
07/08/2024	Baydon Mowers	DD29	201.08	201.08		501			Mower Repairs
07/08/2024		DD30	850.00	850.00		501			Mayoral Allowance 2nd Install
07/08/2024	C A Stevens & Sons (Transport)	DD31	624.00	624.00		501			Top Soil Common
07/08/2024	Clare Harris	DD32	24.30	24.30		501			Trav el
07/08/2024	Flexiplumb Limited	DD33	475.56	475.56		501			Shower Pump 2a Kings St
07/08/2024	HI-LITE Roof & Gutters	DD34	60.00	60.00		501			Gutters Kingsbury St
08/08/2024	AMAZON	DD35	19.18	19.18		501			Varnish
08/08/2024	AMAZON	DD36	169.90	169.90		501			Tableclothes Town Hall
08/08/2024	AMAZON	DD37	19.18	19.18		501			Varnish
08/08/2024	Fraser Budgens Limited	DD38	48.84	48.84		501			Fuel
09/08/2024	AMAZON	DD39	10.98	10.98		501			Lint Rollers
09/08/2024	AMAZON	DD40	4.30	4.30		501			Paint Brush
09/08/2024	AMAZON	DD41	29.78	29.78		501			Tissue Dispensers
12/08/2024	Fraser Budgens Limited	DD42	40.81	40.81		501			Fuel
12/08/2024	Arval Centre	DD43	128.33	128.33		501			Fuel
13/08/2024	Town Hall	DD44	0.50	0.50		501			Fabric Swatch
13/08/2024	Town Hall	DD45	6.46	6.46		501			Fabric Swatch
13/08/2024	Adobe Acropro	DD46	20.22	20.22		501			Adobe Software
13/08/2024	AMAZON	DD47	13.49	13.49		501			Wood Stain

Continued on Page 695



## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
14/08/2024	Corona Energy	DD48	30.96	30.96		501			Electric
14/08/2024	Intuit Wages	DD49	45.00	45.00		501			Wages Software
14/08/2024	West Mercia	DD50	183.32	183.32		501			Electric/Gas
14/08/2024	PAYFLOW - SALARIES	DD51	27,075.63	27,075.63		501			Salaries
14/08/2024	AMAZON	DD52	39.99	39.99		501			Scanner Car Tool
15/08/2024	HILLS WASTE	DD53	188.42	188.42		501			Refuse Town Hall
15/08/2024	HILLS WASTE	DD54	502.92	502.92		501			Refuse Workshop/MC & YC
15/08/2024	Fraser Budgens Limited	DD55	44.00	44.00		501			Fuel
15/08/2024	Viking Direct	DD56	123.58	123.58		501			Town Hall Dispensers
15/08/2024	Wiltshire Waste Ltd	DD57	629.39	629.39		501			Skip Cemetery
15/08/2024	kingdom Services Ltd	DD58	75.83	75.83		501			Alarm Activation Town Hall
15/08/2024	Tudor Environmental	DD59	502.65	502.65		501			Equipment & Materials
15/08/2024	Wiltshire Council	DD60	75.00	75.00		501			Signage George Lane
15/08/2024	Naturebureau	DD61	2,734.80	2,734.80		501			Biodiversity Audit Phase 2
15/08/2024	Screwfix	DD62	28.98	28.98		501			Sundries Town Hall
15/08/2024	KINGSDOWN NURSERIES	DD63	326.70	326.70		501			High St Project Plants
15/08/2024	D.I.Y. RAINBOWS	DD64	151.75	151.75		501			Materials various
16/08/2024	Cathedral Leasing Ltd	DD65	267.52	267.52		501			Hygiene Services
16/08/2024	Castle Water	DD66	99.72	99.72		501			Water Town Hall
16/08/2024	WAITROSE LTD	DD67	7.25	7.25		501			Office Sundries
16/08/2024	PETTY CASH	DD68	50.00	50.00		501			Petty Cash
16/08/2024	BRISTOL CITY COUNCIL	DD69	2,989.50	2,989.50		501			Plants
16/08/2024	Flexiplumb Limited	DD70	1,010.46	1,010.46		501			Shower 1 Rec Cottage
19/08/2024	Fraser Budgens Limited	DD71	38.25	38.25		501			Fuel
19/08/2024	BT UK BUSINESS ACCOUNTS	DD72	254.52	254.52		501			Office Telephone
19/08/2024	Castle Water	DD73	25.08	25.08		501			Water
20/08/2024	TIMPSON	DD74	32.99	32.99		501			Brass Bench Sign
20/08/2024	Virtual College Ltd	DD75	60.00	60.00		501			RA Training CW/IM
21/08/2024	EDF Energy	DD76	609.30	609.30		501			Gas
21/08/2024	EDF Energy	DD77	55.41	55.41		501			Gas
21/08/2024	AMAZON	DD78	5.51	5.51		501			H & S Signs Town Hall
21/08/2024	AMAZON	DD79	10.40	10.40		501			Cleaning MC & YC
21/08/2024	AMAZON	DD80	18.03	18.03		501			Sundries
21/08/2024	AMAZON	DD81	26.49	26.49		501			Cleaning Town Hall
21/08/2024	AMAZON	DD82	12.34	12.34		501			Cleaning Town HALL
21/08/2024	AMAZON	DD83	3.76	3.76		501			Cleaning Town Hall
21/08/2024	AMAZON	DD84	52.24	52.24		501			Stationery
21/08/2024	AMAZON	DD85	15.19	15.19		501			Cleaning Town Hall
21/08/2024	AMAZON	DD86	18.98	18.98		501			Town Hall Sundries
21/08/2024	AMAZON	DD87	6.35	6.35		501			Stationery
21/08/2024	AMAZON	DD88	7.89	7.89		501			Cleaning MC & YC
21/08/2024	AMAZON	DD89	9.39	9.39		501			Stationery
21/08/2024	AMAZON	DD90	5.65	5.65		501			Community Fridge Milk Pots
21/08/2024	AMAZON	DD91	2.30	2.30		501			Cleaning MC & YC
21/08/2024	Fraser Budgens Limited	DD92	42.67	42.67		501			Fuel
21/08/2024	Zoom Video	DD93	15.59	15.59		501			Zoom Software
22/08/2024	AMAZON	DD94	8.38	8.38		501			Office Sundries
22/08/2024	AMAZON	DD95	25.36	25.36		501			Stationery

Continued on Page 696

## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 5

## Payments for Month 5

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
22/08/2024	AMAZON	DD96	3.50	3.50		501			Sundries Town Hall
22/08/2024	AMAZON	DD97	2.85	2.85		501			Cleaning MC & YC
22/08/2024	Fraser Budgens Limited	DD98	49.93	49.93		501			Fuel
23/08/2024	Excalibur Communications	DD99	261.66	261.66		501			Lines
23/08/2024	Excalibur Communications	DD100	849.30	849.30		501			Software
23/08/2024	Excalibur Communications	DD101	537.36	537.36		501			Software
23/08/2024	AMAZON	DD102	21.35	21.35		501			Sundries Workshop
23/08/2024	AMAZON	DD103	9.99	9.99		501			Sundries Workshop
23/08/2024	AMAZON	DD104	16.78	16.78		501			sundries workshop
23/08/2024	AMAZON	DD105	34.20	34.20		501			H & S Various
27/08/2024	AMAZON	DD106	114.00	114.00		501			Prime Subscription
27/08/2024	AMAZON	DD107	14.67	14.67		501			Cleaning MC & YC
28/08/2024	Arval Centre	DD108	177.64	177.64		501			Fuel
29/08/2024	02 UK LIMITED	DD109	317.10	317.10		501			Staff Mobiles
29/08/2024	De Lage Landen	DD110	1,709.15	1,709.15		501			Tractor/Mower Lease
30/08/2024	Excalibur Communications	DD111	495.00	495.00		501			Cloud Migration
Total Payments for Month			154,631.46	154,631.46	0.00			0.00	
Balance Carried Fwd			1,154,776.61						
Cashbook Totals			<u>1,309,408.07</u>	<u>154,631.46</u>	<u>0.00</u>			<u>1,154,776.61</u>	

31st March 2024

31st March 2025

	Current Assets		
1,944	OTHER DEBTORS	0	
22,109	VAT CONTROL ACCOUNT	22,529	
1,159,854	CURRENT & ACTIVE ACCOUNT	1,154,777	
131,512	CCLA Deposit Fund	131,512	
<u>1,315,419</u>		<u>1,308,818</u>	
	<b>1,315,419</b> Total Assets		<b>1,308,818</b>
	Current Liabilities		
26,355	CREDITORS	5	
1,772	RECEIPTS IN ADVANCE	0	
<u>28,127</u>		<u>5</u>	
	<b>1,287,292</b> Total Assets Less Current Liabilities		<b>1,308,812</b>
	Represented By		
528,474	GENERAL RESERVE		545,005
758,818	Earmarked Reserves		763,808
<u>1,287,292</u>			<u>1,308,812</u>

The above statement represents fairly the financial position of the authority as at 31st August 2024 and reflects its Income and Expenditure during the year.

Signed :  
Chairman \_\_\_\_\_ Date : \_\_\_\_\_

Signed :  
Responsible  
Financial \_\_\_\_\_ Date : \_\_\_\_\_

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **Marlborough Town Council – WI0158**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

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 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

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

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

None.

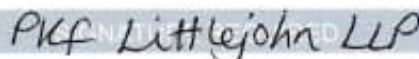
### 3 External auditor certificate 2023/24

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 2024.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

28/09/2024

# The Public Sector Deposit Fund

## Fund fact sheet – 30 November 2023

### Investment objective

To maximise the current income consistent with the preservation of principal and liquidity.

### Investment policy

The fund will be invested in a diversified portfolio of high-quality sterling denominated deposits and instruments. All investments at the time of purchase will have the highest short-term credit rating or an equivalent strong long-term rating. The fund is actively managed, which means the authorised corporate director uses their discretion to pick investments, in pursuit of the investment objective.

The weighted average maturity of the investments will not exceed 60 days. The fund will not invest in derivatives or other collective investment schemes.

### Target investors

The fund is designed for investors who are looking for capital security and a competitive yield for their short-term investments.

### Who can invest?

Any public sector organisation can invest in the fund, but it may be marketed to any retail or professional client. Share class 4 is reserved for public sector organisation investment only.

### Responsible investment policy

The fund is managed in accordance with CCLA’s values-based screening policy which can be found in the policies and reports section on our website.

We monitor our counterparties’ environmental, social and governance risk management on a regular basis and take action if necessary. This process is based on the work of our in-house Sustainability team and their data providers. Additional information is available on request.

### Key risks

Investors should consider the following risk factors before investing: issuer/credit risk (issuer/financial institution may not pay), market risk (investment value affected by market conditions), operational risk (general business operational risks), maturity profile (timings of investment maturity), liquidity risk (investment in non-readily realisable assets), concentration risk (need for diversification and suitability of investment) and interest rate risk (changes to interest rate affecting income). Please see the fund prospectus for more details.

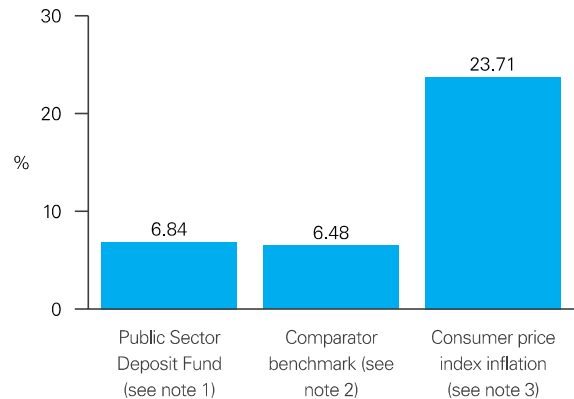
### Top 10 counterparty exposures (%)

9.78%	Landesbank Baden-Wuerttemberg
9.78%	National Bank of Canada
9.78%	Yorkshire Building Society
9.29%	HM Treasury
7.34%	DBS Bank Limited
4.30%	BNP Paribas
3.91%	ABN Amro Bank N.V.
3.91%	Lloyds Bank Corporate Markets plc
3.91%	Mizuho Bank
3.91%	Nordea Bank AB

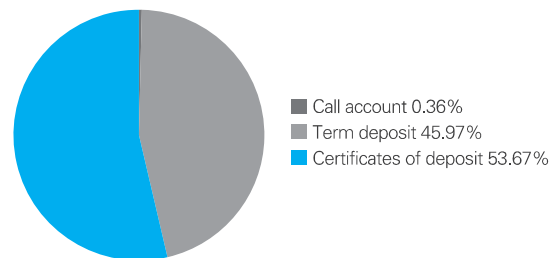
### Share class 4 yield as at 30 November 2023

**5.30%**

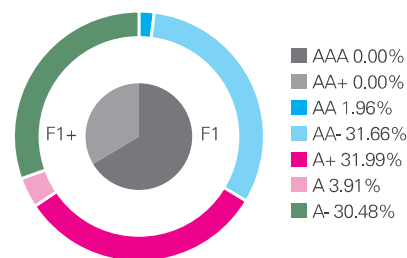
### 5 years performance



### Asset type (%)



### Credit rating (%) see note 4



### Top 10 country exposures (%)

30.46%	UK
14.67%	Canada
11.25%	Germany
11.25%	Singapore
9.78%	Japan
6.55%	France
4.01%	Netherlands
3.91%	Finland
1.96%	Belgium
1.96%	Sweden

Note 1: Source: CCLA - Performance shown after management fees and other expenses, with the income reinvested. The daily yield on the fund will fluctuate, and past performance is not a reliable indicator of future results. Note 2: From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was the 7-Day Sterling London Interbank Bid Rate. Note 3: consumer price index inflation is lagged one month. Note 4: Using Fitch Ratings methodology.

**Income**

Average yield over the month	5.26%
Yield at the month-end shown	5.30%

**Total return performance by year**

12 months to 30 November	2019	2020	2021	2022	2023
The Public Sector Deposit Fund	+0.75%	+0.36%	+0.03%	+1.06%	+4.51%
Comparator benchmark	+0.58%	+0.10%	+0.04%	+1.14%	+4.54%
Relative (difference)	+0.17%	+0.26%	-0.01%	-0.08%	-0.03%

**Annualised total return performance**

Performance to 30 November	1 year	3 years	5 years
The Public Sector Deposit Fund	+4.51%	+1.85%	+1.33%
Comparator benchmark	+4.54%	+1.89%	+1.26%
Relative (difference)	-0.03%	-0.04%	+0.07%

Performance shown after management fees and other expenses, with the income reinvested. From 1 January 2021, the comparator benchmark is the Sterling Overnight Index Average. Before 1 January 2021, the comparator benchmark was 7-Day Sterling London Interbank Bid Rate. **Past performance is not a reliable indicator of future results.** Source: CCLA

**Market update**

The UK economy has so far avoided the recession which many observers have been predicting, but is still struggling to gain any momentum. Official data providing the first estimate of activity levels in the third quarter of 2023 indicated that the economy had flatlined over that period. Modest growth in manufacturing and construction was offset by declining levels of household spending, government consumption and business investment. Meanwhile in the UK annual headline CPI growth fell sharply to 4.6% in October, from 6.7% in September. The single biggest contributor to the decline was a reduction in household energy prices compared with a year ago. Core inflation fell less dramatically, coming down from 6.1% to 5.7% year-on-year. In the UK, the Bank of England (BoE) held rates at 5.25% and Governor Andrew Bailey echoed the view that even though headline inflation would likely continue to fall, underlying price pressures and a tight labour market meant that policy would probably need to remain restrictive for an extended period of time.

**Key facts**

Authorised corporate director	CCLA Investment Management Limited
Fund size	£1,022m
Fitch money-market fund rating	AAAmf
Weighted average maturity	49.76 days
Launch date	May 2011
Dealing day	Each business day (see note 5)
Withdrawals	On demand
Fund domicile	United Kingdom
ISIN (share class 4)	GB00B3LDFH01
Interest payment frequency	Monthly
Ongoing charges figure	0.08% (see note 6)

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Note 5: Dealing instructions (including cleared funds for purchases) must be received by 11:30am.

Note 6: The ongoing charges figure is based on the annual management charge but excludes portfolio transaction costs.

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**Risk warning and disclosures**

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## Risk Assessment Form

Location/Dept:		Date Assessed:		Assessed by:			
Task/ Activity: Lone Working		Review Date:		Reference Number:			
Activity/ Task	Hazard/Risk	Persons at risk	Controls in place	Severity (1-5)	Likelihood (1-5)	Risk/ Priority	Additional controls required
Driving to meetings etc.  Driving to and from various sites for work	Car hijacking  Theft of items from vehicle  Road rage  Accidents  Vehicle breakdown	Employees	Need for journeys replaced by: <ul style="list-style-type: none"> <li>• Having telephone calls</li> <li>• Reduce need to travel – use journey management planning</li> <li>• Employees entitled to use alternative means of transport</li> </ul> Guidelines on driving alone are included in the H&S policy				Plan journeys beforehand  Keep valuables to a minimum / hidden from view  Keep vehicle doors locked  Mobile phone to be kept available for emergency use  Provide breakdown service
Walking between offices / sites	Walking in remote locations / in dark  Theft of valuables  Violence / aggression		Communications provided for staff working remotely.  Sites are well lit.  Guidelines on walking alone are included in the H&S policy.				Provide vulnerable staff with attack alarms  Mobile phones to be kept charged  Training for staff on dealing with violence and aggression
Working in remote locations	Accident  Violence / aggression		Communications provided for staff working remotely.  Provisions for first aid in place.  Regular communications with individual and manager.  Destination / current location logged with manager / office				Provide vulnerable staff with attack alarms.  Mobile phones to be kept charged.  Safe systems of work to be established.  Training for staff on dealing with violence and aggression.  Consider automatic warning devices /alarms.



<p>Working with hazardous substances / work equipment</p>	<p>Exposure to chemicals Injury from equipment Equipment failure Restricted access to first aid</p>	<p>Employees</p>	<p>Prohibited activities determined e.g. fumigation, confined space work, work on or near live electrical conductors, chainsaws, working over water  Restrictions for certain work at height activities</p>				<p>Establish safe systems of work for work with hazardous substances / equipment  Establish emergency plans, including fire, first aid etc.  Supervision for high risk activities</p>
<p>Working at height</p>	<p>Fall from height</p>		<p>Refer to working at height risk assessments  Prohibit working at height for lone workers.</p>				
<p>Meetings with staff, public, contractors</p>	<p>Violence / aggression</p>		<p>Interview rooms laid out so that access remains unimpeded during meeting.  Use of emergency call buttons for onsite rooms.</p>				<p>Check authenticity of persons prior to visit  Arrange to meet office / public places  Other staff to attend where possible  Training for public facing staff on dealing with violence and aggression</p>
<p>Working alone in premises or department</p>	<p>Accident / incident Restricted access to support Work equipment failure Security / violence</p>		<p>Premises secured and alarmed plus CCTV  Communications kept available for staff working alone</p>				<p>Establish plans for emergencies  Consider automatic warning devices / alarms  Avoid working alone where possible</p>



<p>Out of hours working or night working</p>	<p>Accident Violence / aggression</p>	<p>Employees</p>	<p>Premises to be well lit Where possible, shifts planned so more than one person working at nights Communications kept available for staff working nights Emergency plans established for night operations</p>				<p>Ensure staff have access to suitable means of transport to prevent walking / driving alone where possible Provide vulnerable staff with attack alarms Mobile phones to be kept charged Health assessments offered to establish fitness to work</p>
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**Risk/Priority Indicator Key**

Severity (Consequence)
1. Negligible (delay only)
2. Slight (minor injury / damage / interruption)
3. Moderate (lost time injury, illness, damage, lost business)
4. High (major injury / damage, lost time business interruption, disablement)
5. Very High (fatality / business closure)

Likelihood
1. Improbable / very unlikely
2. Unlikely
3. Even chance / may happen
4. Likely
5. Almost certain / imminent

RISK / PRIORITY INDICATOR MATRIX						
LIKELIHOOD	5	5	10	15	20	25
	4	4	8	12	16	20
	3	3	6	9	12	15
	2	2	4	6	8	10
	1	1	2	3	4	5
		1	2	3	4	5
SEVERITY (CONSEQUENCE)						

Summary		Suggested Timeframe
12-25	High	As soon as possible
6-11	Medium	Within next 3-6 months
1-5	Low	Whenever viable to do so