

Town Council Grant Scheme

Summary - In this report, Members are asked to consider 4 grant applications under the Town Council's Small Grant Scheme.

1. Town Council Grant Scheme

The Town Council's Grant Scheme is run to a set of criteria/guidelines. Information, guidelines and dates when applications will be considered by the F&P Committee are at: <http://www.marlborough-tc.gov.uk/marlborough-town-council/grants> A hard copy leaflet is also available.

2. Grants in 2020/21

During the precept setting round, a budget of £6,600 was agreed for 2020/21. Awards have been made to Carer Support Wilts (£1,500), 1st Marlborough Guides (£500) and Love Marlborough Kids Meals (£2,000). This leaves a balance of £2,600 available for further grant awards.

3. Grant Applications

Applications for consideration are:

- i) **St John's Residents Association (SJRA)**
Grant sought: £973
Previous Grant(s): £760 (2019/20)

The application form with full details is at **Appendix 1**. (A bank statement is available to Councillors via the Council offices). With its creation of a Community Garden in February 2019, the SJRA has grown a special community asset and focus within the allotments at St. Johns Close. An *It's Your Neighbourhood* project with the RHS, it has been a central meeting area for socially distanced groups in 2020. The Association has held various SJRA meetings, formed a new local history group, hosted Marlborough Allotment Association meetings and an Art Project group. Other activities include VE Day celebrations, a Cornish themed day, Street Market fund raisers, Halloween decorations, Remembrance Day (including a collection for the Legion) and the erection of the Close's first outdoor lights and Christmas Tree. It's a safe outdoor space for residents, visitors and allotment holders.

This application is for the upgrade of current temporary flooring and creating permanent seating under the dome feature at the allotments. The current flooring is a woodchip and uneven surface, which is rotting and needs constant weeding. A new flat, paved area is needed. The current second hand wooden table and chairs are broken and need replacing, ideally with an all-weather aluminium table and chair set, seating six.

- ii) **Friends of the Old Victorian Cemetery**
Grant sought: £399.31
Previous Grant(s): None

An application form is at **Appendix 2**. A summary of expenditure and income is available to Councillors via the Council offices. This constituted Friends group has worked for many years to make this closed cemetery, which sits next to the current cemetery in Frees Avenue, a special place. It is even an *It's Your Neighbourhood* award winner. The Town Council commissioned a report from the Institute of Cemetery and Crematorium

Management (ICCM) in 2019 which made a number of recommendations. The Friends Group liaises regularly with the Town Council's Grounds Manager.

This application requests funding for various tools and plants as well as insurance.

The issue of insurance was raised a couple of years ago. The Town Council's own insurers advised that the Friends group should have its own insurance and the Town Clerk gave the group details about how to apply for a discount with Zurich which was taken forward. At an A&OS meeting on 4 February 2019 (https://www.marlborough-tc.gov.uk/images/Mins_04.02.2019.pdf), it was agreed that, as a one off, the Town Council should pay the first premium only. Furthermore, the Council's Grants Policy states that running costs cannot met from the grants scheme.

If insurance is deducted from the scheme the application would be for £300.

iii) Marlborough St Marys CEVC Primary School

Grant Sought: £446.25

Previous Grants: £2,244 (2017/18)

An application form is at **Appendix 3**. This application is for providing suitable books for children of a low reading age to encourage enjoyment of reading and progress ability. This funding would provide books for approximately 20 children in Years 3 and 4 whose reading levels are below their chronological age.

The additional equipment required is over and above what would be considered as part of core services. More information about Marlborough St Mary's CE Primary School is at <http://marlboroughstmarys.wilts.sch.uk/>

iv) The Merchant's House Trust

Grant Sought: £3,000

Previous Grants: £844.00 (2016/17) and £928.29 (2018/19)

An application form setting out full details is at **Appendix 4**. Audited accounts (2019) are available for Councillors via the Council offices. This application is for funding towards an approximately £166,000 building project to be undertaken in 3 phases covering a range of areas including the roof and chimneys, windows, walls and tackling other problem areas e.g. damp and woodworm. This will be funded via reserves and a fundraising campaign to celebrate the Trust's 30th anniversary. The funding sought from the Town Council would be for the costs of a survey to determine any damage caused by insect attack to the timbers of the building.

The Merchant's House built after the 1653 fire, is owned by the Town Council and run via The Merchant's House Trust. It is known as one of the best remaining examples of a 17th century merchant's house. The Trust is a registered charity (no. 1010902) and is limited by guarantee of £1.00 from each of its members. It is governed by a Memorandum of Association and Articles of Association. It is managed by a board of volunteer trustees (the Town Council has 2 seats on this committee) and is run day-to-day by a Trust Manager who is supported by a small number of paid staff and around 100 volunteers who work in the shop, garden and office, in maintenance, running

fundraising events, guiding visitors, maintaining archives and a library, and running educational activities for children. More information is at: <https://www.themerchantshouse.co.uk/>

4. Financial Implications

The balance in the grants budget is £2,600. The above applications total requests of £4,818.56. Members need to decide how to award the budget balance. The grants budget for 2021/22 will be £7,000.

Town Clerk's Recommendation

The Town Clerk recommends that Members consider whether to award grants to St John's Residents Association, the Friends of the Victorian Cemetery, Marlborough St Marys Primary School and The Merchant's House Trust.

Town Clerk

11 March 2021



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT – MARCH 2021

Please ensure that you have read the Guidance Notes before completing this form. If you need help, please contact us by telephone on 01672 512487 or by e-mail at enquiries@marlborough-tc.gov.uk

Please complete all sections.

Section 1 – Tell Us About Your Organisation

- 1a Name of organisation:**
St. Johns Close Residents Association ("SJRA")
- 1b Contact person:**
- 1c Contact address:**
- 1d Contact e-mail address:**
- 1e Contact daytime telephone number:**
- 1f Contact mobile telephone number:**

Section 2 – Tell Us About Your Application

- 2a What does your project/event aim to achieve?**
 Since the inception of the Community Garden in February 2019, we have created a very special community asset and focus within the allotments at St. Johns Close. An *It's Your Neighbourhood* project with the RHS, it has been a central meeting area for socially distanced groups in 2020.
 We have held various SJRA meetings, formed a new local history group, hosted the Marlborough Allotment Association for their meetings and an Art Project group. For the entertainment of the Close we held VE Day celebrations, a Cornish themed day, Street Market fund raisers, Halloween decorations, Remembrance Day (including a collection for the Legion) and hosted our first outdoor lights and Christmas Tree.
 In addition to all of this, it has been a safe space in the fresh air to share a cup of tea, for residents, visitors and allotment holders alike.



Our unique and bespoke Dome has been a central focus, and underneath it we wish to upgrade our current temporary flooring and seating solutions with something more permanent:

- The current flooring is a woodchip surface, put in as a free, instant and expedient solution at inception. This is rotting and needs constant weeding. Also uneven and raised up, we propose to create a **new flat, paved area** for all users to have improved access to the area, without fear of tripping or falling
- The existing wooden table and chairs were a well used, second hand set donated by a resident in 2019. The table legs have unfortunately collapsed and the chairs (which have been well used this year) are rotting. We propose to replace them with **an aluminium table and chair set, seating six**, which should stand being out of doors all year-round with minimal damage incurred and maintenance required

2b How will this project benefit Marlborough (e.g. who and how many will it benefit)?

- Within St. Johns Close we have 55 residents (between the ages of 2 and 89) from 30 houses (a mix of owner/occupier and private rented & social housing)
- On Cross Lane we have very close ties with our immediate neighbours at Clements Meadow and Hyde Cross (5) and many people walk through the Close to and from the Common and Rugby Club
- The Town Council and private allotment holders include residents, but also number 12 additional gardeners
- St. Luke's Court and Merlin Court Care Home are our northerly neighbours
- Marlborough in Bloom, the Allotment Association and other local groups for distanced open-air meetings
- Visitors to the town for Merchant's House Open Gardens

Seating & Shelter:

The Grant Application for 2021 will build on the Dome facility currently in place, but will improve its safety and aesthetics. In 2020 the addition of a communal outdoor space has been invaluable for residents' mental and physical well being – there is always an escape from isolation and loneliness. The benefits below have never been better illustrated:

- contact with other people, realistic exercise and links with nature
- provide a place for aforementioned to rest on their way back from town – encouraging a reduction in short car journeys - and admire the changing seasonal displays

- encourage development of wider community links within Marlborough as more people take exercise within the town boundaries
- continue the evolution of St. Johns Close Residents Association (“SJRA”) – building a strong supportive neighbourhood for young and old, promoting social responsibility and cross generational empathy
- encouraging people to converse outdoors – health benefits from fresh air and exposure to nature (particularly important in developing an interest in nature at a young age)
- visitors to the town often cycle or walk through St. Johns Close from the Rugby Club or Frees Avenue, and comment positively about the allotments and Community Garden. The Project will further enhance the image of the town, and hopefully inspire others

2c Is your group a registered Charity? Yes- No

2d Has your organisation received a previous grant from this Council? Yes No

2e If Yes, please provide details of the date(s) of application and the amount(s) awarded
£760 awarded in September 2019

2f Have you applied to other local authorities for a grant (e.g. the Area Board)?

NO

Please continue overleaf

Section 3 – Tell Us About The Financial Aspects Of Your Application

3a PROJECTED EXPENDITURE	£
Paving for the Dome area: circa x 13.2 m2	
block paving – bedding sand and blocks	£840
1 day specialist labour to assist majority resident labour	£115
2 day hire whacker plate	£45
Table and chair set – 6 places: aluminium, requires minimum maintenance, and will last in perpetuity	£825
parasol and stand	£119.50
TOTAL	£1944.50
3b. PROJECTED INCOME (we don't request more than 50% funding for our projects –our Community has to provide the rest)	£973
3c. PROJECTED SHORTFALL	£973

3d. GRANT NOW SOUGHT	£973

3e. Please tick this box to indicate that you have attached last year's financial accounts or Bank Statement (if a newly established group. YES

Section 4 - Declaration

4a I confirm that the information on this form is correct, that any grant received will be spent on the activities specified, and that I will complete the small grants monitoring form (if requested by Marlborough Town Council) upon completion of the project:

_____ (Signature)

_____ (Printed)

_____ 23/2/2021 _____ (Date application submitted)

Return to:	Town Clerk Marlborough Town Council 5, High Street Marlborough, Wilts SN8 1AA	Office Use Only: Date Received: Meeting Date:
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MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

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Please complete all sections.

Section 1 – Tell Us About Your Organisation

- 1a Name of organisation – Friends of the Victorian Cemetery
- 1b Contact person –
- 1c Contact address –
- 1d Contact e-mail address –
- 1e Contact daytime telephone number
- 1f Contact mobile telephone number -

Section 2 – Tell Us About Your Application

2a What does your project/event aim to achieve?

The Friends group is an unincorporated association and their aim is to conserve, preserve and enhance the Old Victorian Cemetery.

2b

How will this project benefit Marlborough (e.g. who and how many will it benefit)

The cemetery is well used by the people of Marlborough for a wide range of activities including walking, enjoying nature, and learning about the history of the town. Keeping the encroachment of brambles down and ensuring that the graves are kept clear enhances the experience of the people who visit and encourages the flowers to grow and bloom. Creating and maintaining paths through the stones also adds to the overall enjoyment of visiting the cemetery and its historical and social value.

2c

Is your group a registered Charity? No

2c

Has your organisation received a previous grant from this Council? No

2d

If Yes, please provide details of the date(s) of application and the amount(s) awarded

2e

Have you applied to other local authorities for a grant (e.g. the Area Board)?

Not from the area board, but the friends were awarded a grant from Waitrose for £260 three years ago, and a fundraising event raised £300 four years ago. This money was

spent on tools, plants and other items.

Please continue overleaf

Section 3 – Tell Us About The Financial Aspects Of Your Application

	£
3a Projected Expenditure	
Plants - £50	
Tools and gloves - £200	
Wheelbarrow - £60	
Sub total: £310.00	
Insurance - £99.31	
Total Projected Expenditure:	£409.31 (inc. insurance)
3b Projected Income (including fundraising and project income from other sources)	£10
Jam sales - £10	
All other fundraising events in 2020 (and probably in 2021) were/are cancelled or postponed due to Covid-19.	
Total Projected Income:	£10
3c Total Projected Shortfall (i.e. projected expenditure minus projected income)	£399.31
3d GRANT NOW SOUGHT	£399.31
3e Please tick this box to indicate that you have attached last year's financial accounts or Bank Statement (if a newly established group).	<input checked="" type="checkbox"/>
(Note from the treasurer Sue Jackson - please note, due to not being able to have an AGM this year, this year's accounts have not yet been audited. Our bank account is with Barclays)	

Section 4 - Declaration

4a I confirm that the information on this form is correct, that any grant received will be spent on the activities specified, and that I will complete the small grants monitoring form (if requested by Marlborough Town Council) upon completion of the project:

_____ (Signature)

_____ (Printed)

_____ (Date application submitted)

Return to: **Town Clerk**
Marlborough Town Council
5, High Street
Marlborough, Wilts
SN8 1AA

Office Use Only:

Date Received:

Meeting Date:



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

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Please complete all sections.

Section 1 – Tell Us About Your Organisation

1a Marlborough St Marys CEVC Primary School

1b

1c

1d

1e

1f

Section 2 – Tell Us About Your Application

2a What does your project/event aim to achieve?
Provide children with a low reading age the opportunity to read books that are suitable for their age. To further encourage enjoyment in reading and make progress with their ability to read.

2b How will this project benefit Marlborough (e.g. who and how many will it benefit)
This will benefit children in Years 3 & 4 whose reading age is below their chronological age. Approximately 20 children.

2c Is your group a registered Charity? No

2c Has your organisation received a previous grant from this Council? Yes

2d If Yes, please provide details of the date(s) of application and the amount(s) awarded
September 2017 £2244.00 donation towards IT equipment

2e Have you applied to other local authorities for a grant (e.g. the Area Board)? No

Section 3 – Tell Us About The Financial Aspects Of Your Application

3a Projected Expenditure **£446.25**

Total Projected Expenditure: **£446.25**

3b Projected Income (including fundraising and project income from other sources) **£0**

Total Projected Income: **£0**

3c Total Projected Shortfall **£446.25**
(i.e. projected expenditure minus projected income)

3d GRANT NOW SOUGHT **£446.25**

3e Please tick this box to indicate that you have attached last year's financial accounts or Bank Statement (if a newly established group).

Section 4 - Declaration

4a I confirm that the information on this form is correct, that any grant received will be spent on the activities specified, and that I will complete the small grants monitoring form (if requested by Marlborough Town Council) upon completion of the project:

_____ (Signature)

_____ (Printed)

2/3/2021 (Date application submitted)

Return to: **Town Clerk**
Marlborough Town Council
5, High Street
Marlborough, Wilts
SN8 1AA

Office Use Only:
Date Received:
Meeting Date:



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

Please ensure that you have read the Guidance Notes before completing this form. If you need help, please contact us by telephone on 01672 512487 or by e-mail at enquiries@marlborough-tc.gov.uk

Please complete all sections.

Section 1 – Tell Us About Your Organisation

1a The Merchant's House Trust

1b

1c

1d

1e

1f

Section 2 – Tell Us About Your Application

2a What does your project/event aim to achieve?

The Merchant's House, as with other buildings of the same age, requires ongoing maintenance to ensure that the building is kept sound and in good repair

We have three phases of building work planned with a total cost of approx. £150,000 of this work, which is planned in 3 phases, will cover a range of areas including the roof and chimneys, windows, walls and tackling other problem areas e.g. damp and woodworm.

The £3,000 applied for is to cover the costs of a survey in the planned phase two to determine any damage caused by insect attack to the timbers of the building.

2b How will this project benefit Marlborough (e.g. who and how many will it benefit)

The Merchant's House is situated on the High Street and is enjoyed and visited by the townspeople of Marlborough.

2c Is your group a registered Charity? **Yes** **No**

2c Has your organisation received a previous grant from this Council? **Yes** **No**

If Yes, please provide details of the date(s) of application and the amount(s) awarded

2d **May 2016** **£400 Clock**
February 2017 **£844.00 Tourist signs**
April 2018 **£2029 front room decoration**
May 2019 **£928.29 Museum**
June 2020 **£1,00 Museum**

2e Have you applied to other local authorities for a grant (e.g. the Area Board)? **NO**

Please continue overleaf

3a Projected Expenditure

Phase one - £86,000.00
Phase two and three combined - £80,000.00

These amounts are approximate forecasts only.

Total Projected Expenditure: **£166,000.00**

3b Projected Income (including fundraising and project income from other sources) **£**

The Merchant's House - reserves: £86,000.00
30th Anniversary fundraising appeal: £64,000.00 -

Total Projected Income: **£150,00.00**

3c Total Projected Shortfall **£ 16,000**
(i.e. projected expenditure minus projected income)

3d GRANT NOW SOUGHT **£3,000**

3e Please tick this box to indicate that you have attached last year's financial accounts or Bank Statement (if a newly established group).

Y

Section 4 - Declaration

4a I confirm that the information on this form is correct, that any grant received will be spent on the activities specified, and that I will complete the small grants monitoring form (if requested by Marlborough Town Council) upon completion of the project:

_____ (Signature)

_____ (Printed)

08/03/21. _____ (Date application submitted)

Return to: Town Clerk
Marlborough Town Council
5, High Street
Marlborough, Wilts
SN8 1AA

Office Use Only:

Date Received:

Meeting Date:

10/03/2021

Marlborough Town Council

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Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy						
101 ADMINISTRATION						
1010 INCOME-MISCELLANEOUS	10,015	100	(9,915)			10015.5
1108 INCOME SHOPMOBILITY	0	100	100			0.0%
1177 PRECEPT	723,257	723,257	0			100.0%
1190 BANK INTEREST	563	1,200	637			46.9%
1191 MARKET INCOME	0	1,500	1,500			0.0%
	733,835	726,157	(7,678)			101.1%
ADMINISTRATION :- Income						
4001 SALARIES/NI/SUPERAN	185,022	221,157	36,135		36,135	83.7%
4005 ELLIS WHITTAM	2,556	2,700	144		144	94.7%
4009 TRAVEL	21	1,000	979		979	2.1%
4010 STAFF MOBILE PHONES	2,591	2,000	(591)		(591)	129.5%
4011 BUSINESS RATES	6,238	8,000	1,763		1,763	78.0%
4022 PETTY CASH	625	1,000	375		375	62.5%
4023 STATIONERY/PUBLICS.	1,524	2,500	976		976	60.9%
4024 SUBSCRIPTIONS	4,312	5,000	688		688	86.2%
4025 INSURANCE	13,754	15,000	1,246		1,246	91.7%
4026 PHOTOCOPIER	3,458	5,000	1,542		1,542	69.2%
4028 POSTAGE	501	600	99		99	83.5%
4029 NEWSLETTER	1,350	1,650	300		300	81.8%
4038 MAINTENANCE	2,497	1,000	(1,497)		(1,497)	249.7%
4041 TRAINING STAFF	1,645	5,000	3,355		3,355	32.9%
4046 TOURISM	1,196	5,000	3,804		3,804	23.9%
4055 PROFESSIONAL	2,605	7,000	4,395		4,395	37.2%
4057 AUDIT FEE	2,490	4,000	1,510		1,510	62.3%
4059 BANK CHARGES	500	500	(0)		(0)	100.1%
4063 OFFICE GENERAL	274	500	226		226	54.8%
4064 ARCHIVE STORAGE	382	460	78		78	83.0%
4067 CCTV	504	3,000	2,496		2,496	16.8%
4071 OFFICE EQUIPMENT	1,120	1,000	(120)		(120)	112.0%
4075 SOFTWARE & FEES	7,299	7,720	421		421	94.5%
4076 HEALTH & SAFETY	52	500	448		448	10.4%
4077 SHOPMOBILITY	2,000	2,000	0		0	100.0%
4153 EVENTS	1,020	2,000	980		980	51.0%
4154 SWITCH ON EVENT	0	5,000	5,000		5,000	0.0%
4224 YOUTH COUNCIL	0	500	500		500	0.0%
4228 WEBSITE/BROADBAND	300	2,500	2,200		2,200	12.0%
4301 FIRE EXTINGUISHERS	0	300	300		300	0.0%
4308 IT EQUIPMENT LEASE	2,384	5,500	3,116		3,116	43.3%

Continued over page

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4309 IT SUPPORT PACKAGE	540	2,500	1,960		1,960	21.6%
4311 RECRUITMENT	406	300	(106)		(106)	135.2%
4317 HERITAGE PROJECT	0	1,000	1,000		1,000	0.0%
4319 PUPPET FESTIVAL	0	5,000	5,000		5,000	0.0%
4336 DARK SKIES	250	3,000	2,750		2,750	8.3%
ADMINISTRATION :- Indirect Expenditure	249,414	330,887	81,473	0	81,473	75.4%
Net Income over Expenditure	484,421	395,270	(89,151)			
<u>102 SECTION 137</u>						
4152 REMEMBRANCE DAY	91	2,000	1,909		1,909	4.5%
SECTION 137 :- Indirect Expenditure	91	2,000	1,909	0	1,909	4.6%
Net Expenditure	(91)	(2,000)	(1,909)			
<u>103 OTHER GRANTS</u>						
4061 CHRISTMAS LIGHTS	9,644	14,000	4,356		4,356	68.9%
4151 GRANTS	4,000	6,600	2,600		2,600	60.6%
OTHER GRANTS :- Indirect Expenditure	13,644	20,600	6,956	0	6,956	66.2%
Net Expenditure	(13,644)	(20,600)	(6,956)			
<u>104 MAYORAL</u>						
4100 MAYORS ALLOWANCE	1,700	3,400	1,700		1,700	50.0%
4101 MAYORS TRAVEL	0	650	650		650	0.0%
4102 MAYOR MAKING EXPS	0	1,800	1,800		1,800	0.0%
MAYORAL :- Indirect Expenditure	1,700	5,850	4,150	0	4,150	29.1%
Net Expenditure	(1,700)	(5,850)	(4,150)			
<u>105 MEMBERS</u>						
4078 TRAINING-COUNCILLORS	150	500	350		350	30.0%
4103 MEMBERS TRAVEL	0	500	500		500	0.0%
MEMBERS :- Indirect Expenditure	150	1,000	850	0	850	15.0%
Net Expenditure	(150)	(1,000)	(850)			
<u>106 CIVIC</u>						
4105 CIVIC HOSPITALITY	503	3,000	2,497		2,497	16.8%
4110 TOWN CRIER/MACE BEAR	486	1,200	714		714	40.5%
4113 INSIGNIA FUNDS	1,616	2,000	384		384	80.8%
CIVIC :- Indirect Expenditure	2,605	6,200	3,595	0	3,595	42.0%
Net Expenditure	(2,605)	(6,200)	(3,595)			

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
107 UTILITIES						
4012 WATER/SEWERAGE CHGS	182	510	328		328	35.7%
4014 ELECTRICITY	2,701	2,500	(201)		(201)	108.0%
4015 GAS	227	1,000	773		773	22.7%
4020 TELEPHONE	5,665	6,000	335		335	94.4%
UTILITIES :- Indirect Expenditure	<u>8,776</u>	<u>10,010</u>	<u>1,234</u>	<u>0</u>	<u>1,234</u>	<u>87.7%</u>
Net Expenditure	<u>(8,776)</u>	<u>(10,010)</u>	<u>(1,234)</u>			
<hr/>						
Finance & Policy :- Income	733,835	726,157	(7,678)			101.1%
Expenditure	276,380	376,547	100,167	0	100,167	73.4%
Movement to/(from) Gen Reserve	<u>457,455</u>					
<hr/>						
Amenities & Open Spaces						
200 OS STAFF COSTS						
4003 CASUAL WORKER	0	9,487	9,487		9,487	0.0%
4004 WAGES/NI/SUPERANN	128,914	159,881	30,967		30,967	80.6%
OS STAFF COSTS :- Indirect Expenditure	<u>128,914</u>	<u>169,368</u>	<u>40,454</u>	<u>0</u>	<u>40,454</u>	<u>76.1%</u>
Net Expenditure	<u>(128,914)</u>	<u>(169,368)</u>	<u>(40,454)</u>			
<hr/>						
202 CEMETERY						
1101 INCOME-CEMETERY	17,451	12,500	(4,951)			139.6%
CEMETERY :- Income	<u>17,451</u>	<u>12,500</u>	<u>(4,951)</u>			<u>139.6%</u>
4011 BUSINESS RATES	377	410	33		33	92.0%
4036 OLD CEMETERY	0	1,000	1,000		1,000	0.0%
4038 MAINTENANCE	2,983	4,500	1,517		1,517	66.3%
CEMETERY :- Indirect Expenditure	<u>3,360</u>	<u>5,910</u>	<u>2,550</u>	<u>0</u>	<u>2,550</u>	<u>56.9%</u>
Net Income over Expenditure	<u>14,091</u>	<u>6,590</u>	<u>(7,501)</u>			
<hr/>						
203 ALLOTMENTS						
1100 INCOME-ALLOTMENTS	896	1,150	254			77.9%
ALLOTMENTS :- Income	<u>896</u>	<u>1,150</u>	<u>254</u>			<u>77.9%</u>
4006 ST JOHNS TRUST	250	250	0		0	100.0%
4012 WATER/SEWERAGE CHGS	166	255	89		89	65.1%
4038 MAINTENANCE	0	300	300		300	0.0%
ALLOTMENTS :- Indirect Expenditure	<u>416</u>	<u>805</u>	<u>389</u>	<u>0</u>	<u>389</u>	<u>51.7%</u>
Net Income over Expenditure	<u>480</u>	<u>345</u>	<u>(135)</u>			

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
204 WORKSHOP						
4009 TRAVEL	0	200	200		200	0.0%
4011 BUSINESS RATES	2,645	2,647	2		2	99.9%
4012 WATER/SEWERAGE CHGS	0	900	900		900	0.0%
4014 ELECTRICITY	1,687	2,500	813		813	67.5%
4027 INTRUDER ALARM	1,126	1,700	574		574	66.3%
4038 MAINTENANCE	411	1,500	1,089		1,089	27.4%
4039 PERSONNEL CLOTHING	168	650	482		482	25.9%
4042 PERSONAL PROTECTIVE EQUIPMENT	353	800	447		447	44.1%
4043 PICK-UP LEASE	545	600	55		55	90.8%
4044 VEHICLE TAX/INS.	265	500	235		235	53.0%
4045 VEHICLE PETROL/DERV	3,987	6,000	2,013		2,013	66.5%
4047 WORKSHOP TOOLS ETC	802	6,500	5,698		5,698	12.3%
4048 MOWER MAINTENANCE	1,666	1,500	(166)		(166)	111.1%
4049 TRACTOR MAINTENANCE	1,721	2,500	779		779	68.8%
4050 WORKSHOP MISC	219	200	(19)		(19)	109.5%
4301 FIRE EXTINGUISHERS	0	300	300		300	0.0%
4315 REFUSE COLLECTION	2,463	2,000	(463)		(463)	123.2%
4320 MOWER	803	1,900	1,097		1,097	42.2%
4321 PICK UP MAINTENANCE	2,826	800	(2,026)		(2,026)	353.2%
4322 RIDE ON LEASE	1,623	3,598	1,975		1,975	45.1%
4323 MISTUBISHI LEASE	2,071	2,259	188		188	91.7%
WORKSHOP :- Indirect Expenditure	25,382	39,554	14,172	0	14,172	64.2%
Net Expenditure	(25,382)	(39,554)	(14,172)			
210 OPEN SPACES						
1102 INCOME-GOLF CLUB	11,250	22,500	11,250			50.0%
1103 INCOME OPEN SPACES	1,406	3,000	1,594			46.9%
1106 INCOME - SHOWMENS GUILD	0	2,300	2,300			0.0%
1111 INCOME - RUGBY CLUB	500	500	0			100.0%
OPEN SPACES :- Income	13,156	28,300	15,144			46.5%
4024 SUBSCRIPTIONS	170	200	30		30	85.0%
4038 MAINTENANCE	2,574	3,000	426		426	85.8%
4054 LEGAL & PROFESSIONAL	925	5,000	4,075		4,075	18.5%
4072 EQUIPMENT	751	1,500	749		749	50.1%
4220 OPEN SPACES PLANTS	3,196	5,500	2,304		2,304	58.1%
4223 PLAY EQUIP/MAINT/REPLACEMENT	990	2,500	1,510		1,510	39.6%
4314 AOS PROJECTS	3,474	10,000	6,526		6,526	34.7%
4318 TREE SURVEY & WORKS	1,375	3,000	1,625		1,625	45.8%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4324 RTV VEHICLE	3,510	3,500	(10)		(10)	100.3%
4325 STONEBRIDGE MEADOWS	2,278	1,000	(1,278)		(1,278)	227.8%
4326 BRITAIN IN BLOOM	0	600	600		600	0.0%
4327 NEW TRACTOR LEASE	6,152	7,000	848		848	87.9%
4330 MULTI PURPOSE MOWER	2,839	2,818	(21)		(21)	100.7%
4331 FRONT LOADER/BACK HOE	2,882	2,856	(26)		(26)	100.9%
4335 FREES AVENUE TREES	0	1,000	1,000		1,000	0.0%
OPEN SPACES :- Indirect Expenditure	<u>31,116</u>	<u>49,474</u>	<u>18,358</u>	<u>0</u>	<u>18,358</u>	<u>62.9%</u>
Net Income over Expenditure	<u>(17,960)</u>	<u>(21,174)</u>	<u>(3,214)</u>			
Amenities & Open Spaces :- Income	31,503	41,950	10,447			75.1%
Expenditure	189,189	265,111	75,922	0	75,922	71.4%
Movement to/(from) Gen Reserve	<u>(157,686)</u>					

Properties

<u>110</u> CORPORATE PROPERTIES						
1000 INCOME-HIGH ST SHOP	20,167	22,200	2,033			90.8%
1002 INCOME-HIGH ST FLAT2	6,325	6,900	575			91.7%
1003 INCOME-1 KINGSBURY	17,813	17,500	(313)			101.8%
1004 INCOME-1A KINGSBURY	6,050	6,600	550			91.7%
1005 INCOME-2A KINGSBURY	5,515	6,600	1,085			83.6%
1006 INCOME-3 KINGSBURY	2,625	5,250	2,625			50.0%
1007 INCOME-REC GND COT 1	4,600	10,800	6,200			42.6%
1008 INCOME-REC GND COT 2	8,000	9,600	1,600			83.3%
1011 INCOME - 3A KINGSBURY ST	4,785	5,220	435			91.7%
1012 INCOME - 3B KINGSBURY ST	2,703	5,220	2,517			51.8%
CORPORATE PROPERTIES :- Income	<u>78,582</u>	<u>95,890</u>	<u>17,308</u>			<u>82.0%</u>
4054 LEGAL & PROFESSIONAL	6,250	10,000	3,750		3,750	62.5%
4062 MTCE/ELEC CORP. PROPS.	6,074	15,000	8,926		8,926	40.5%
4066 MARKETING	0	250	250		250	0.0%
4070 Defibs	270	1,000	730		730	27.0%
4073 WORKSHOP	625	12,000	11,375		11,375	5.2%
CORPORATE PROPERTIES :- Indirect Expenditure	<u>13,219</u>	<u>38,250</u>	<u>25,031</u>	<u>0</u>	<u>25,031</u>	<u>34.6%</u>
Net Income over Expenditure	<u>65,364</u>	<u>57,640</u>	<u>(7,724)</u>			
<u>201</u> TOWN HALL						
1050 INCOME-TOWN HALL	5,154	30,000	24,846			17.2%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1112 Income Toilets	410	1,000	590			41.0%
TOWN HALL :- Income	5,564	31,000	25,436			17.9%
4004 WAGES/NI/SUPERANN	34,468	61,403	26,935	26,935		56.1%
4011 BUSINESS RATES	16,467	16,525	58	58		99.6%
4012 WATER/SEWERAGE CHGS	297	1,606	1,309	1,309		18.5%
4014 ELECTRICITY	2,922	5,100	2,178	2,178		57.3%
4015 GAS	2,829	12,000	9,171	9,171		23.6%
4019 CLEANING MATERIALS	279	800	521	521		34.9%
4030 INTRUDER ALARM	1,481	1,500	19	19		98.7%
4035 SANITARY DISPOSAL	1,462	1,000	(462)	(462)		146.2%
4037 LIFT MAINTENANCE	2,594	2,550	(44)	(44)		101.7%
4038 MAINTENANCE	14,627	50,000	35,373	35,373		29.3%
4039 PERSONNEL CLOTHING	183	500	317	317		36.7%
4072 EQUIPMENT	0	1,000	1,000	1,000		0.0%
4300 BOILER MAINTENANCE	390	900	510	510		43.3%
4301 FIRE EXTINGUISHERS	0	450	450	450		0.0%
4304 LICENCES/PERFORMING	368	2,600	2,232	2,232		14.2%
4305 BROADBAND	1,910	1,500	(410)	(410)		127.4%
4315 REFUSE COLLECTION	413	800	387	387		51.7%
4998 MARKETING	652	500	(152)	(152)		130.4%
4999 PUBLIC TOILETS	4,771	7,000	2,229	2,229		68.2%
TOWN HALL :- Indirect Expenditure	86,116	167,734	81,618	0	81,618	51.3%
Net Income over Expenditure	(80,552)	(136,734)	(56,182)			
205 PUBLIC TOILETS						
1112 Income Toilets	2,961	4,000	1,039			74.0%
1113 ROOM HIRE	0	500	500			0.0%
PUBLIC TOILETS :- Income	2,961	4,500	1,539			65.8%
4011 BUSINESS RATES	1,572	1,900	328	328		82.7%
4306 COOPERS CORNER	477	6,500	6,023	6,023		7.3%
4313 PUBLIC TOILETS	15,756	11,500	(4,256)	(4,256)		137.0%
PUBLIC TOILETS :- Indirect Expenditure	17,805	19,900	2,095	0	2,095	89.5%
Net Income over Expenditure	(14,844)	(15,400)	(556)			
206 MC and YC						
1329 MY & MC INCOME	809	8,250	7,441			9.8%
MC and YC :- Income	809	8,250	7,441			9.8%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 11

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4004 WAGES/NI/SUPERANN	8,893	14,200	5,307		5,307	62.6%
4011 BUSINESS RATES	2,794	2,805	11		11	99.6%
4012 WATER/SEWERAGE CHGS	0	1,200	1,200		1,200	0.0%
4014 ELECTRICITY	1,385	1,550	165		165	89.4%
4015 GAS	1,129	1,550	421		421	72.8%
4019 CLEANING MATERIALS	442	1,000	558		558	44.2%
4030 INTRUDER ALARM	1,162	1,500	338		338	77.5%
4035 SANITARY DISPOSAL	578	500	(78)		(78)	115.7%
4037 LIFT MAINTENANCE	228	750	522		522	30.4%
4039 PERSONNEL CLOTHING	31	200	169		169	15.5%
4072 EQUIPMENT	1,066	1,000	(66)		(66)	106.6%
4301 FIRE EXTINGUISHERS	169	250	81		81	67.6%
4304 LICENCES/PERFORMING	235	200	(35)		(35)	117.5%
4329 MC and YC	4,624	2,000	(2,624)		(2,624)	231.2%
MC and YC :- Indirect Expenditure	<u>22,736</u>	<u>28,705</u>	<u>5,969</u>	<u>0</u>	<u>5,969</u>	<u>79.2%</u>
Net Income over Expenditure	<u>(21,927)</u>	<u>(20,455)</u>	<u>1,472</u>			
Properties :- Income	87,916	139,640	51,724			63.0%
Expenditure	139,876	254,589	114,713	0	114,713	54.9%
Movement to/(from) Gen Reserve	<u>(51,960)</u>					
Planning						
<u>300 PLANNING</u>						
4068 NEIGHBOURHOOD PLAN	2,035	2,000	(35)		(35)	101.7%
4120 STREET FURNITURE	539	2,500	1,961		1,961	21.6%
4400 CATG	0	7,000	7,000		7,000	0.0%
PLANNING :- Indirect Expenditure	<u>2,574</u>	<u>11,500</u>	<u>8,926</u>	<u>0</u>	<u>8,926</u>	<u>22.4%</u>
Net Expenditure	<u>(2,574)</u>	<u>(11,500)</u>	<u>(8,926)</u>			
Planning :- Income	0	0	0			0.0%
Expenditure	2,574	11,500	8,926	0	8,926	22.4%
Movement to/(from) Gen Reserve	<u>(2,574)</u>					
Reserves						
<u>900 RESERVES</u>						
9322 EMR - TOWN HALL WORKS	0	170,000	170,000		170,000	0.0%
9323 EMR - OPEN SPACES MAINTENANCE	0	9,197	9,197		9,197	0.0%

Detailed Income & Expenditure by Budget Heading 01/02/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9324 EMR - CCTV FUND	0	1,918	1,918		1,918	0.0%
9325 EMR - HERITAGE FUND	0	17,000	17,000		17,000	0.0%
9326 EMR - CIVIC FUND	0	5,000	5,000		5,000	0.0%
9327 EMR 2015 NEW CEMETERY EXT.	0	32,000	32,000		32,000	0.0%
9328 EMR 2015 NEIGHBOURHOOD PLAN	973	2,458	1,485		1,485	39.6%
9329 EMR YOUTH COUNCIL SKATE PARK	(4,862)	4,460	9,322		9,322	(109.0%)
9336 EMR MCRYC	0	3,384	3,384		3,384	0.0%
9337 EMR INFORMAL CAR PARK	0	10,000	10,000		10,000	0.0%
9338 EMR SALE OF CHANTRY LANE	0	12,902	12,902		12,902	0.0%
9339 BYE ELECTION/REFERENDUM	0	9,000	9,000		9,000	0.0%
9342 DEVOLUTION OF SERVICES	0	46,000	46,000		46,000	0.0%
9344 WORKSHOP EXTENSION	0	116,589	116,589		116,589	0.0%
9345 JUBILEE FIELD	24,343	24,343	0		0	100.0%
9346 NC&YC DONATIONS	0	200	200		200	0.0%
9347 EMERGENCY FUND	3,586	14,500	10,914		10,914	24.7%
9348 STAFF TRAINING/DEVELOPMENT	0	2,500	2,500		2,500	0.0%
9351 CIL MONEY 2019/2020	(12,445)	27,132	39,577		39,577	(45.9%)
RESERVES :- Indirect Expenditure	<u>11,595</u>	<u>508,583</u>	<u>496,988</u>	<u>0</u>	<u>496,988</u>	<u>2.3%</u>
Net Expenditure	<u>(11,595)</u>	<u>(508,583)</u>	<u>(496,988)</u>			
Reserves :- Income	0	0	0			0.0%
Expenditure	11,595	508,583	496,988	0	496,988	2.3%
Movement to/(from) Gen Reserve	<u>(11,595)</u>					
Grand Totals:- Income	853,254	907,747	54,493			94.0%
Expenditure	619,614	1,416,330	796,716	0	796,716	43.7%
Net Income over Expenditure	<u>233,641</u>	<u>(508,583)</u>	<u>(742,224)</u>			
Movement to/(from) Gen Reserve	<u>233,641</u>					

CURRENT & ACTIVE ACCOUNTS

For Month No: 11

Payments for Month 11

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
01/02/2021	CNH CAPITAL	DD1	409.55	409.55		501			Mower Lease
01/02/2021	Shire Leasing	DD2	227.27	227.27		501			Telephone Lease
01/02/2021	SOUTHERN ELECTRIC	DD3	1,210.66	1,210.66		501			Electric - Various
02/02/2021	02 UK LIMITED	DD4	74.38	74.38		501			Staff Mobiles
03/02/2021	BT UK BUSINESS ACCOUNTS	DD5	246.00	246.00		501			Office Phone Lines
03/02/2021	Vodafone	DD6	190.32	190.32		501			Broadband Lines
03/02/2021	British Gas Business	DD8	31.97	31.97		501			Elec Kingsbury Street
04/02/2021	Lex Autolease	DD9	225.92	225.92		501			Mitsubishi Lease
04/02/2021	Barclays Bank	DD10	45.05	45.05		501			Bank Charges
08/02/2021	SPALDINGS UK LIMITED	DD11	9.04	9.04		501			Mower Maint Parts
08/02/2021	Fleet Line Markers	DD12	13.38	13.38		501			Maint Outside
08/02/2021	RICHMAN'S REMOVALS	DD13	38.40	38.40		501			Archive Storage
08/02/2021	A4 Hire Limited	DD14	48.00	48.00		501			Post Hole Hire
08/02/2021	Viking Direct	DD15	67.98	67.98		501			Postage & Carriage
08/02/2021	Churchill Contract Services	DD16	136.50	136.50		501			Cleaning MC & YC
08/02/2021	LYRECO UK LIMITED	DD17	171.94	171.94		501			Stationery
08/02/2021	SLCC	DD18	180.00	180.00		501			Training
08/02/2021	Barlow & Sons	DD19	205.66	205.66		501			Posts
08/02/2021	Houseman Environmental	DD20	1,224.00	1,224.00		501			Water Hygiene Treatment
08/02/2021	T.H. White (M) Limited	DD21	1,270.53	1,270.53		501			Various
08/02/2021	HM REVENUE & CUSTOMS	DD22	6,559.52	6,559.52		501			NI & PAYE
08/02/2021	Wiltshire Council	DD23	6,910.88	6,910.88		501			Superannuation
12/02/2021	Arval Centre	DD24	94.24	94.24		501			Petrol
12/02/2021	WAITROSE LTD	DD25	16.05	16.05		501			Office Sundries
12/02/2021	CNH CAPITAL	DD26	108.08	108.08		501			Backhoe Lease
15/02/2021	CNH CAPITAL	DD27	206.34	206.34		501			Loader Lease
15/02/2021	PAYFLOW - SALARIES	DD28	20,916.17	20,916.17		501			Salaries
15/02/2021	HILLS WASTE	DD29	59.52	59.52		501			Refuse Collection Town Hall
15/02/2021	HILLS WASTE	DD30	231.24	231.24		501			Refuse Collection Workshop
15/02/2021	West Mercia	DD31	312.07	312.07		501			Various
15/02/2021	Intuit Wages	DD32	37.20	37.20		501			Wages Software
15/02/2021	Adobe Acropro	DD33	17.18	17.18		501			Adobe Software
15/02/2021	AMAZON	DD34	246.93	246.93		501			Community Fridge Equipment
17/02/2021	PETTY CASH	DD35	50.00	50.00		501			Petty Cash
19/02/2021	MARLBOROUGH TOWN AND COUNTRY	DD36	240.00	240.00		501			Greyhound
22/02/2021	BNP Paribas Leasing	DD37	309.68	309.68		501			Mower Lease
22/02/2021	West Mercia	DD38	133.71	133.71		501			Elec MC & YC
22/02/2021	CNH CAPITAL	DD39	252.00	252.00		501			RTV Lease
22/02/2021	Zoom Video	DD40	14.39	14.39		501			Zoom Software
22/02/2021	Microsoft . Com	DD41	59.99	59.99		501			Microsoft 365
22/02/2021	One/Stop	DD42	7.95	7.95		501			Office Sundries
23/02/2021	Highspeed Training	DD43	162.00	162.00		501			Food Hygiene Training
24/02/2021	Excalibur Communications	DD44	248.48	248.48		501			Line Charges
24/02/2021	Excalibur Communications	DD45	581.22	581.22		501			Software
24/02/2021	Clare Harris	DD46	14.40	14.40		501			Travel
24/02/2021	Belinda Richardson	DD47	43.28	43.28		501			Reimbursement
24/02/2021	Viking Direct	DD48	127.69	127.69		501			Stationery

CURRENT & ACTIVE ACCOUNTS

For Month No: 11

Payments for Month 11

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>
24/02/2021	Green Machine Computers	DD49	130.00	130.00		501			Repairs Laptop
24/02/2021	T Maslin	DD50	150.00	150.00		501			Gas Repairs
24/02/2021	kingdom Services Ltd	DD51	151.96	151.96		501			Alarm On Call
24/02/2021	I.E. Group	DD52	162.00	162.00		501			Elec Works Kingsbury St
24/02/2021	T H WHITE INSTALLATIONS LTD.	DD53	202.80	202.80		501			Fire Ext Maint MC & YC
24/02/2021	I.E. Group	DD54	456.00	456.00		501			Move of Mill Wheel
24/02/2021	BUMPHREY ARCHITECTS	DD55	6,109.51	6,109.51		501			Town Hall Works
25/02/2021	Hitachi	DD56	495.60	495.60		501			Tractor Lease
Total Payments for Month			51,844.63	51,844.63	0.00			0.00	
Balance Carried Fwd			864,095.63						
Cashbook Totals			915,940.26	51,844.63	0.00			864,095.63	

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy						
101 ADMINISTRATION						
1010 INCOME-MISCELLANEOUS	8,015	100	(7,915)			8015.5%
1108 INCOME SHOPMOBILITY	0	100	100			0.0%
1177 PRECEPT	723,257	723,257	0			100.0%
1190 BANK INTEREST	559	1,200	641			46.6%
1191 MARKET INCOME	0	1,500	1,500			0.0%
	731,831	726,157	(5,674)			100.8%
ADMINISTRATION :- Income						
4001 SALARIES/NI/SUPERAN	167,715	221,157	53,442		53,442	75.8%
4005 ELLIS WHITTAM	2,556	2,700	144		144	94.7%
4009 TRAVEL	6	1,000	994		994	0.6%
4010 STAFF MOBILE PHONES	2,529	2,000	(529)		(529)	126.4%
4011 BUSINESS RATES	6,238	8,000	1,763		1,763	78.0%
4022 PETTY CASH	575	1,000	425		425	57.5%
4023 STATIONERY/PUBLICS.	1,231	2,500	1,269		1,269	49.2%
4024 SUBSCRIPTIONS	4,312	5,000	688		688	86.2%
4025 INSURANCE	13,754	15,000	1,246		1,246	91.7%
4026 PHOTOCOPIER	3,458	5,000	1,542		1,542	69.2%
4028 POSTAGE	434	600	166		166	72.3%
4029 NEWSLETTER	1,150	1,650	500		500	69.7%
4038 MAINTENANCE	2,422	1,000	(1,422)		(1,422)	242.2%
4041 TRAINING STAFF	1,495	5,000	3,505		3,505	29.9%
4046 TOURISM	1,196	5,000	3,804		3,804	23.9%
4055 PROFESSIONAL	2,605	7,000	4,395		4,395	37.2%
4057 AUDIT FEE	2,490	4,000	1,510		1,510	62.3%
4059 BANK CHARGES	467	500	33		33	93.4%
4063 OFFICE GENERAL	253	500	247		247	50.6%
4064 ARCHIVE STORAGE	350	460	110		110	76.0%
4067 CCTV	504	3,000	2,496		2,496	16.8%
4071 OFFICE EQUIPMENT	1,012	1,000	(12)		(12)	101.2%
4075 SOFTWARE & FEES	6,707	7,720	1,013		1,013	86.9%
4076 HEALTH & SAFETY	52	500	448		448	10.4%
4077 SHOPMOBILITY	2,000	2,000	0		0	100.0%
4153 EVENTS	1,020	2,000	980		980	51.0%
4154 SWITCH ON EVENT	0	5,000	5,000		5,000	0.0%
4224 YOUTH COUNCIL	0	500	500		500	0.0%
4228 WEBSITE/BROADBAND	300	2,500	2,200		2,200	12.0%
4301 FIRE EXTINGUISHERS	0	300	300		300	0.0%
4308 IT EQUIPMENT LEASE	2,384	5,500	3,116		3,116	43.3%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4309 IT SUPPORT PACKAGE	540	2,500	1,960		1,960	21.6%
4311 RECRUITMENT	406	300	(106)		(106)	135.2%
4317 HERITAGE PROJECT	0	1,000	1,000		1,000	0.0%
4319 PUPPET FESTIVAL	0	5,000	5,000		5,000	0.0%
4336 DARK SKIES	250	3,000	2,750		2,750	8.3%
ADMINISTRATION :- Indirect Expenditure	230,409	330,887	100,478	0	100,478	69.6%
Net Income over Expenditure	501,422	395,270	(106,152)			
102 SECTION 137						
4152 REMEMBRANCE DAY	108	2,000	1,892		1,892	5.4%
SECTION 137 :- Indirect Expenditure	108	2,000	1,892	0	1,892	5.4%
Net Expenditure	(108)	(2,000)	(1,892)			
103 OTHER GRANTS						
4061 CHRISTMAS LIGHTS	9,644	14,000	4,356		4,356	68.9%
4151 GRANTS	4,000	6,600	2,600		2,600	60.6%
OTHER GRANTS :- Indirect Expenditure	13,644	20,600	6,956	0	6,956	66.2%
Net Expenditure	(13,644)	(20,600)	(6,956)			
104 MAYORAL						
4100 MAYORS ALLOWANCE	1,700	3,400	1,700		1,700	50.0%
4101 MAYORS TRAVEL	0	650	650		650	0.0%
4102 MAYOR MAKING EXPS	0	1,800	1,800		1,800	0.0%
MAYORAL :- Indirect Expenditure	1,700	5,850	4,150	0	4,150	29.1%
Net Expenditure	(1,700)	(5,850)	(4,150)			
105 MEMBERS						
4078 TRAINING-COUNCILLORS	150	500	350		350	30.0%
4103 MEMBERS TRAVEL	0	500	500		500	0.0%
MEMBERS :- Indirect Expenditure	150	1,000	850	0	850	15.0%
Net Expenditure	(150)	(1,000)	(850)			
106 CIVIC						
4105 CIVIC HOSPITALITY	503	3,000	2,497		2,497	16.8%
4110 TOWN CRIER/MACE BEAR	486	1,200	714		714	40.5%
4113 INSIGNIA FUNDS	1,616	2,000	384		384	80.8%
CIVIC :- Indirect Expenditure	2,605	6,200	3,595	0	3,595	42.0%
Net Expenditure	(2,605)	(6,200)	(3,595)			

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>107 UTILITIES</u>						
4012 WATER/SEWERAGE CHGS	182	510	328		328	35.7%
4014 ELECTRICITY	2,622	2,500	(122)		(122)	104.9%
4015 GAS	227	1,000	773		773	22.7%
4020 TELEPHONE	5,064	6,000	936		936	84.4%
UTILITIES :- Indirect Expenditure	<u>8,095</u>	<u>10,010</u>	<u>1,915</u>	<u>0</u>	<u>1,915</u>	<u>80.9%</u>
Net Expenditure	<u>(8,095)</u>	<u>(10,010)</u>	<u>(1,915)</u>			

Finance & Policy :- Income	731,831	726,157	(5,674)			100.8%
Expenditure	256,711	376,547	119,836	0	119,836	68.2%
Movement to/(from) Gen Reserve	<u>475,120</u>					

Amenities & Open Spaces

<u>200 OS STAFF COSTS</u>						
4003 CASUAL WORKER	0	9,487	9,487		9,487	0.0%
4004 WAGES/NI/SUPERANN	116,897	159,881	42,984		42,984	73.1%
OS STAFF COSTS :- Indirect Expenditure	<u>116,897</u>	<u>169,368</u>	<u>52,471</u>	<u>0</u>	<u>52,471</u>	<u>69.0%</u>
Net Expenditure	<u>(116,897)</u>	<u>(169,368)</u>	<u>(52,471)</u>			

<u>202 CEMETERY</u>						
1101 INCOME-CEMETERY	15,365	12,500	(2,865)			122.9%
CEMETERY :- Income	<u>15,365</u>	<u>12,500</u>	<u>(2,865)</u>			<u>122.9%</u>
4011 BUSINESS RATES	377	410	33		33	92.0%
4036 OLD CEMETERY	0	1,000	1,000		1,000	0.0%
4038 MAINTENANCE	2,983	4,500	1,517		1,517	66.3%
CEMETERY :- Indirect Expenditure	<u>3,360</u>	<u>5,910</u>	<u>2,550</u>	<u>0</u>	<u>2,550</u>	<u>56.9%</u>
Net Income over Expenditure	<u>12,005</u>	<u>6,590</u>	<u>(5,415)</u>			

<u>203 ALLOTMENTS</u>						
1100 INCOME-ALLOTMENTS	(21)	1,150	1,171			(1.8%)
ALLOTMENTS :- Income	<u>(21)</u>	<u>1,150</u>	<u>1,171</u>			<u>(1.8%)</u>
4006 ST JOHNS TRUST	250	250	0		0	100.0%
4012 WATER/SEWERAGE CHGS	166	255	89		89	65.1%
4038 MAINTENANCE	0	300	300		300	0.0%
ALLOTMENTS :- Indirect Expenditure	<u>416</u>	<u>805</u>	<u>389</u>	<u>0</u>	<u>389</u>	<u>51.7%</u>
Net Income over Expenditure	<u>(437)</u>	<u>345</u>	<u>782</u>			

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>204 WORKSHOP</u>						
4009 TRAVEL	0	200	200		200	0.0%
4011 BUSINESS RATES	2,645	2,647	2		2	99.9%
4012 WATER/SEWERAGE CHGS	0	900	900		900	0.0%
4014 ELECTRICITY	1,294	2,500	1,206		1,206	51.8%
4027 INTRUDER ALARM	1,091	1,700	609		609	64.2%
4038 MAINTENANCE	400	1,500	1,100		1,100	26.7%
4039 PERSONNEL CLOTHING	168	650	482		482	25.9%
4042 PERSONAL PROTECTIVE EQUIPMENT	271	800	529		529	33.9%
4043 PICK-UP LEASE	545	600	55		55	90.8%
4044 VEHICLE TAX/INS.	265	500	235		235	53.0%
4045 VEHICLE PETROL/DERV	3,907	6,000	2,093		2,093	65.1%
4047 WORKSHOP TOOLS ETC	735	6,500	5,765		5,765	11.3%
4048 MOWER MAINTENANCE	1,640	1,500	(140)		(140)	109.4%
4049 TRACTOR MAINTENANCE	1,721	2,500	779		779	68.8%
4050 WORKSHOP MISC	219	200	(19)		(19)	109.5%
4301 FIRE EXTINGUISHERS	0	300	300		300	0.0%
4315 REFUSE COLLECTION	2,271	2,000	(271)		(271)	113.5%
4320 MOWER	803	1,900	1,097		1,097	42.2%
4321 PICK UP MAINTENANCE	2,826	800	(2,026)		(2,026)	353.2%
4322 RIDE ON LEASE	1,282	3,598	2,316		2,316	35.6%
4323 MISTUBISHI LEASE	1,883	2,259	376		376	83.3%
WORKSHOP :- Indirect Expenditure	23,964	39,554	15,590	0	15,590	60.6%
Net Expenditure	(23,964)	(39,554)	(15,590)			
<u>210 OPEN SPACES</u>						
1102 INCOME-GOLF CLUB	7,500	22,500	15,000			33.3%
1103 INCOME OPEN SPACES	1,406	3,000	1,594			46.9%
1106 INCOME - SHOWMENS GUILD	0	2,300	2,300			0.0%
1111 INCOME - RUGBY CLUB	500	500	0			100.0%
OPEN SPACES :- Income	9,406	28,300	18,894			33.2%
4024 SUBSCRIPTIONS	170	200	30		30	85.0%
4038 MAINTENANCE	2,349	3,000	651		651	78.3%
4054 LEGAL & PROFESSIONAL	925	5,000	4,075		4,075	18.5%
4072 EQUIPMENT	751	1,500	749		749	50.1%
4220 OPEN SPACES PLANTS	3,196	5,500	2,304		2,304	58.1%
4223 PLAY EQUIP/MAINT/REPLACEMENT	990	2,500	1,510		1,510	39.6%
4314 AOS PROJECTS	3,094	10,000	6,906		6,906	30.9%
4318 TREE SURVEY & WORKS	1,375	3,000	1,625		1,625	45.8%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4324 RTV VEHICLE	2,416	3,500	1,084		1,084	69.0%
4325 STONEBRIDGE MEADOWS	2,278	1,000	(1,278)		(1,278)	227.8%
4326 BRITAIN IN BLOOM	0	600	600		600	0.0%
4327 NEW TRACTOR LEASE	5,739	7,000	1,261		1,261	82.0%
4330 MULTI PURPOSE MOWER	2,581	2,818	237		237	91.6%
4331 FRONT LOADER/BACK HOE	2,620	2,856	236		236	91.7%
4335 FREES AVENUE TREES	0	1,000	1,000		1,000	0.0%
OPEN SPACES :- Indirect Expenditure	28,485	49,474	20,989	0	20,989	57.6%
Net Income over Expenditure	(19,078)	(21,174)	(2,096)			
Amenities & Open Spaces :- Income	24,751	41,950	17,199			59.0%
Expenditure	173,122	265,111	91,989	0	91,989	65.3%
Movement to/(from) Gen Reserve	(148,372)					
Properties						
<u>110 CORPORATE PROPERTIES</u>						
1000 INCOME-HIGH ST SHOP	18,333	22,200	3,867			82.6%
1002 INCOME-HIGH ST FLAT2	5,750	6,900	1,150			83.3%
1003 INCOME-1 KINGSBURY	8,646	17,500	8,854			49.4%
1004 INCOME-1A KINGSBURY	5,500	6,600	1,100			83.3%
1005 INCOME-2A KINGSBURY	5,515	6,600	1,085			83.6%
1006 INCOME-3 KINGSBURY	2,625	5,250	2,625			50.0%
1007 INCOME-REC GND COT 1	3,900	10,800	6,900			36.1%
1008 INCOME-REC GND COT 2	7,200	9,600	2,400			75.0%
1011 INCOME - 3A KINGSBURY ST	4,350	5,220	870			83.3%
1012 INCOME - 3B KINGSBURY ST	2,703	5,220	2,517			51.8%
CORPORATE PROPERTIES :- Income	64,522	95,890	31,368			67.3%
4054 LEGAL & PROFESSIONAL	6,250	10,000	3,750		3,750	62.5%
4062 MTCE/ELEC CORP. PROPS.	4,813	15,000	10,187		10,187	32.1%
4066 MARKETING	0	250	250		250	0.0%
4070 Defibs	270	1,000	730		730	27.0%
4073 WORKSHOP	625	12,000	11,375		11,375	5.2%
CORPORATE PROPERTIES :- Indirect Expenditure	11,958	38,250	26,292	0	26,292	31.3%
Net Income over Expenditure	52,564	57,640	5,076			
<u>201 TOWN HALL</u>						
1050 INCOME-TOWN HALL	5,154	30,000	24,846			17.2%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 10

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1112 Income Toilets	410	1,000	590			41.0%
TOWN HALL :- Income	5,564	31,000	25,436			17.9%
4004 WAGES/NI/SUPERANN	30,255	61,403	31,148		31,148	49.3%
4011 BUSINESS RATES	16,467	16,525	58		58	99.6%
4012 WATER/SEWERAGE CHGS	297	1,606	1,309		1,309	18.5%
4014 ELECTRICITY	2,376	5,100	2,724		2,724	46.6%
4015 GAS	2,829	12,000	9,171		9,171	23.6%
4019 CLEANING MATERIALS	279	800	521		521	34.9%
4030 INTRUDER ALARM	1,436	1,500	64		64	95.7%
4035 SANITARY DISPOSAL	1,462	1,000	(462)		(462)	146.2%
4037 LIFT MAINTENANCE	2,594	2,550	(44)		(44)	101.7%
4038 MAINTENANCE	9,536	50,000	40,464		40,464	19.1%
4039 PERSONNEL CLOTHING	183	500	317		317	36.7%
4072 EQUIPMENT	0	1,000	1,000		1,000	0.0%
4300 BOILER MAINTENANCE	390	900	510		510	43.3%
4301 FIRE EXTINGUISHERS	0	450	450		450	0.0%
4304 LICENCES/PERFORMING	368	2,600	2,232		2,232	14.2%
4305 BROADBAND	1,752	1,500	(252)		(252)	116.8%
4315 REFUSE COLLECTION	364	800	436		436	45.5%
4998 MARKETING	652	500	(152)		(152)	130.4%
4999 PUBLIC TOILETS	4,771	7,000	2,229		2,229	68.2%
TOWN HALL :- Indirect Expenditure	76,012	167,734	91,722	0	91,722	45.3%
Net Income over Expenditure	(70,448)	(136,734)	(66,286)			
205 PUBLIC TOILETS						
1112 Income Toilets	2,903	4,000	1,097			72.6%
1113 ROOM HIRE	0	500	500			0.0%
PUBLIC TOILETS :- Income	2,903	4,500	1,597			64.5%
4011 BUSINESS RATES	1,572	1,900	328		328	82.7%
4306 COOPERS CORNER	136	6,500	6,364		6,364	2.1%
4313 PUBLIC TOILETS	15,680	11,500	(4,180)		(4,180)	136.3%
PUBLIC TOILETS :- Indirect Expenditure	17,388	19,900	2,512	0	2,512	87.4%
Net Income over Expenditure	(14,486)	(15,400)	(914)			
206 MC and YC						
1329 MY & MC INCOME	809	8,250	7,441			9.8%
MC and YC :- Income	809	8,250	7,441			9.8%

Detailed Income & Expenditure by Budget Heading 01/02/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4004 WAGES/NI/SUPERANN	8,043	14,200	6,157		6,157	56.6%
4011 BUSINESS RATES	2,794	2,805	11		11	99.6%
4012 WATER/SEWERAGE CHGS	0	1,200	1,200		1,200	0.0%
4014 ELECTRICITY	1,258	1,550	292		292	81.1%
4015 GAS	935	1,550	615		615	60.4%
4019 CLEANING MATERIALS	442	1,000	558		558	44.2%
4030 INTRUDER ALARM	1,116	1,500	384		384	74.4%
4035 SANITARY DISPOSAL	578	500	(78)		(78)	115.7%
4037 LIFT MAINTENANCE	228	750	522		522	30.4%
4039 PERSONNEL CLOTHING	31	200	169		169	15.5%
4072 EQUIPMENT	1,066	1,000	(66)		(66)	106.6%
4301 FIRE EXTINGUISHERS	0	250	250		250	0.0%
4304 LICENCES/PERFORMING	235	200	(35)		(35)	117.5%
4329 MC and YC	4,510	2,000	(2,510)		(2,510)	225.5%
MC and YC :- Indirect Expenditure	<u>21,237</u>	<u>28,705</u>	<u>7,468</u>	<u>0</u>	<u>7,468</u>	<u>74.0%</u>

Net Income over Expenditure

<u>(20,428)</u>	<u>(20,455)</u>	<u>(27)</u>
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Properties :- Income

73,798	139,640	65,842			52.8%
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Expenditure

126,596	254,589	127,993	0	127,993	49.7%
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Movement to/(from) Gen Reserve

<u>(52,798)</u>

Planning300 PLANNING

4068 NEIGHBOURHOOD PLAN	2,035	2,000	(35)		(35)	101.7%
4120 STREET FURNITURE	539	2,500	1,961		1,961	21.6%
4400 CATG	0	7,000	7,000		7,000	0.0%

PLANNING :- Indirect Expenditure

<u>2,574</u>	<u>11,500</u>	<u>8,926</u>	<u>0</u>	<u>8,926</u>	<u>22.4%</u>
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Net Expenditure

<u>(2,574)</u>	<u>(11,500)</u>	<u>(8,926)</u>
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Planning :- Income

0	0	0			0.0%
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Expenditure

2,574	11,500	8,926	0	8,926	22.4%
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Movement to/(from) Gen Reserve

<u>(2,574)</u>

Reserves900 RESERVES

9322 EMR - TOWN HALL WORKS	0	170,000	170,000		170,000	0.0%
9323 EMR - OPEN SPACES MAINTENANCE	0	9,197	9,197		9,197	0.0%

Detailed Income & Expenditure by Budget Heading 01/02/2021

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Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9324 EMR - CCTV FUND	0	1,918	1,918		1,918	0.0%
9325 EMR - HERITAGE FUND	0	17,000	17,000		17,000	0.0%
9326 EMR - CIVIC FUND	0	5,000	5,000		5,000	0.0%
9327 EMR 2015 NEW CEMETERY EXT.	0	32,000	32,000		32,000	0.0%
9328 EMR 2015 NEIGHBOURHOOD PLAN	973	2,458	1,485		1,485	39.6%
9329 EMR YOUTH COUNCIL SKATE PARK	(4,862)	4,460	9,322		9,322	(109.0%)
9336 EMR MCRYC	0	3,384	3,384		3,384	0.0%
9337 EMR INFORMAL CAR PARK	0	10,000	10,000		10,000	0.0%
9338 EMR SALE OF CHANTRY LANE	0	12,902	12,902		12,902	0.0%
9339 BYE ELECTION/REFERENDUM	0	9,000	9,000		9,000	0.0%
9342 DEVOLUTION OF SERVICES	0	46,000	46,000		46,000	0.0%
9344 WORKSHOP EXTENSION	0	116,589	116,589		116,589	0.0%
9345 JUBILEE FIELD	24,343	24,343	0		0	100.0%
9346 NC&YC DONATIONS	0	200	200		200	0.0%
9347 EMERGENCY FUND	3,586	14,500	10,914		10,914	24.7%
9348 STAFF TRAINING/DEVELOPMENT	0	2,500	2,500		2,500	0.0%
9351 CIL MONEY 2019/2020	(12,445)	27,132	39,577		39,577	(45.9%)
RESERVES :- Indirect Expenditure	<u>11,595</u>	<u>508,583</u>	<u>496,988</u>	<u>0</u>	<u>496,988</u>	<u>2.3%</u>
Net Expenditure	<u>(11,595)</u>	<u>(508,583)</u>	<u>(496,988)</u>			
Reserves :- Income	0	0	0			0.0%
Expenditure	11,595	508,583	496,988	0	496,988	2.3%
Movement to/(from) Gen Reserve	<u>(11,595)</u>					
Grand Totals:- Income	830,380	907,747	77,367			91.5%
Expenditure	570,598	1,416,330	845,732	0	845,732	40.3%
Net Income over Expenditure	<u>259,782</u>	<u>(508,583)</u>	<u>(768,365)</u>			
Movement to/(from) Gen Reserve	<u>259,782</u>					

CURRENT & ACTIVE ACCOUNTS

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
04/01/2021	CNH CAPITAL	DD1	409.55	409.55		501			Mower Lease
04/01/2021	Cathedral Leasing Ltd	DD2	425.09	425.09		501			Hygiene Service Town Hall
05/01/2021	Lex Autolease	DD3	225.92	225.92		501			Mistubishi Lease
05/01/2021	GUILD MACEBEARERS	DD4	10.00	10.00		501			Subscription
05/01/2021	MARLBOROUGH TOWN AND COUNTRY	DD5	120.00	120.00		501			Newsletter
07/01/2021	Barclays Bank	DD6	54.88	54.88		501			Charges
08/01/2021	The Metal Store	DD7	80.86	80.86		501			Grave Shuttering
08/01/2021	T.H. White (M) Limited	DD8	11.27	11.27		501			Mower Parts
08/01/2021	CPRE	DD9	36.00	36.00		501			Subscription
08/01/2021	RICHMAN'S REMOVALS	DD10	42.52	42.52		501			Archive Storage
08/01/2021	GREENHAM	DD11	50.58	50.58		501			Cleaning Materials
08/01/2021	T Maslin	DD12	75.00	75.00		501			Gas Check Office
08/01/2021	Churchill Contract Services	DD13	136.50	136.50		501			Cleaning MC & YC
08/01/2021	Shelley Parker	DD14	286.85	286.85		501			Reimbursement
08/01/2021	Tudor Environmental	DD15	348.96	348.96		501			Various
08/01/2021	Carlton	DD16	374.40	374.40		501			Equipment Maintenance
08/01/2021	HI-CLEAN SERVICES	DD17	720.55	720.55		501			Window Cleaning Town Hall
08/01/2021	RCOH Ltd	DD18	1,320.00	1,320.00		501			Neighbourhood Plan
08/01/2021	Wiltshire Council	DD19	6,508.95	6,508.95		501			Superannuation
08/01/2021	HM REVENUE & CUSTOMS	DD20	6,508.95	6,508.95		501			NI & PAYE
08/01/2021	Wiltshire Council	DD19/1	373.05	373.05		501			Superannuation
12/01/2021	West Mercia	DD21	290.15	290.15		501			Elec/Gas MC & YC
12/01/2021	Arval Centre	DD22	37.39	37.39		501			Petrol
13/01/2021	British Gas Business	DD23	28.61	28.61		501			Elec Kingsbury Street
14/01/2021	CNH CAPITAL	DD24	108.08	108.08		501			Backhoe Lease
14/01/2021	CNH CAPITAL	DD25	206.34	206.34		501			Loader Lease
14/01/2021	Adobe Acropro	DD26	17.18	17.18		501			Software
15/01/2021	PAYFLOW - SALARIES	DD27	21,215.91	21,215.91		501			Wages
15/01/2021	Intuit Wages	DD28	37.20	37.20		501			Wages Software
15/01/2021	Wiltshire Council	DD29	157.00	157.00		501			Rates George Lane
15/01/2021	AMAZON	DD30	26.97	26.97		501			Phone Cases
18/01/2021	HILLS WASTE	DD31	83.33	83.33		501			Refuse Collectiion
18/01/2021	HILLS WASTE	DD32	252.86	252.86		501			Refuse Collectiion
18/01/2021	DANWOOD FINANCIAL SERVICES	DD33	104.74	104.74		501			Photocopying Charges
19/01/2021	Cathedral Leasing Ltd	DD34	159.88	159.88		501			Hygiene Services MC & YC
21/01/2021	Zoom Video	DD35	14.39	14.39		501			Software
21/01/2021	COMMUNICORP	DD36	12.00	12.00		501			Subscription
21/01/2021	SPALDINGS UK LIMITED	DD37	24.66	24.66		501			Mower Parts
21/01/2021	Trade Account UK	DD38	26.81	26.81		501			Various
21/01/2021	WILTS ASSOCIATION OF LOCAL COU	DD39	36.00	36.00		501			Councillor Training
21/01/2021	Belinda Richardson	DD40	77.81	77.81		501			Reimbursement
21/01/2021	Barlow & Sons	DD41	78.56	78.56		501			Timber
21/01/2021	THE PERFORMING RIGHTS SOCIETY	DD42	92.88	92.88		501			Licence MC & YC
21/01/2021	Post Office	DD43	119.40	119.40		501			Response Licence
21/01/2021	Viking Direct	DD44	139.94	139.94		501			Stationery
21/01/2021	kingdom Services Ltd	DD45	151.96	151.96		501			Intruder Alarm

Continued on Page 3

CURRENT & ACTIVE ACCOUNTS

For Month No: 10

Payments for Month 10

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
21/01/2021	Superior Plants	DD46	300.00	300.00		501		Plants
21/01/2021	Express Lifts	DD47	521.96	521.96		501		Lift Maintenance
21/01/2021	T H WHITE INSTALLATIONS LTD.	DD48	607.28	607.28		501		Fire Alarm Service
21/01/2021	Fenland Leisure	DD49	1,034.00	1,034.00		501		Playground Equipment
21/01/2021	Atlive	DD50	1,050.00	1,050.00		501		MANP Fees
21/01/2021	D W OLIVER	DD51	1,290.00	1,290.00		501		Tree Works
21/01/2021	Healthmatic	DD52	5,358.00	5,358.00		501		Public Toilet Charges
22/01/2021	BNP Paribas Leasing	DD53	309.68	309.68		501		Mower Lease
22/01/2021	Bridge Solutions - Excalibur	DD54	248.48	248.48		501		Line Charges
22/01/2021	Bridge Solutions - Excalibur	DD55	596.22	596.22		501		Software
22/01/2021	CNH CAPITAL	DD56	252.00	252.00		501		RTV Lease
22/01/2021	PETTY CASH	DD57	50.00	50.00		501		Petty Cash
25/01/2021	Hitachi	DD58	495.60	495.60		501		Tractor Lease
27/01/2021	Robert Dobie	109430	100.00	100.00		501		Honorarium
27/01/2021	Barry Mercer	109431	140.00	140.00		501		Honorium
27/01/2021	Mike Tupman	109432	180.00	180.00		501		Honorarium
27/01/2021	CNH CAPITAL	DD59	188.89	188.89		501		Hedgecutter Lease
27/01/2021	Macquarie Corporate & Asset Fi	DD60	281.28	281.28		501		IT Lease
27/01/2021	SPALDINGS UK LIMITED	DD61	62.03	62.03		501		Mower Parts
27/01/2021	Great West Way	DD62	90.00	90.00		501		Trade Show
27/01/2021	T Maslin	DD63	150.00	150.00		501		Gas Safety Certs
27/01/2021	kingdom Services Ltd	DD64	151.96	151.96		501		Intruder Alarm Cover
27/01/2021	PEAR TECHNOLOGY	DD65	168.00	168.00		501		Pro Map Software
27/01/2021	Visit Wiltshire	DD66	300.00	300.00		501		Visitor Guide Advers
27/01/2021	Carlton	DD67	322.80	322.80		501		Water Boiler Repairs
27/01/2021	Print Image	DD68	493.00	493.00		501		MANP Leaflets
28/01/2021	Arval Centre	DD69	77.24	77.24		501		Petrol
29/01/2021	02 UK LIMITED	DD70	297.56	297.56		501		Staff Mobiles

Total Payments for Month	56,735.91	56,735.91	0.00	0.00
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Balance Carried Fwd	891,203.66
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Cashbook Totals	947,939.57	56,735.91	0.00	891,203.66
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Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Finance & Policy						
101 ADMINISTRATION						
1010 INCOME-MISCELLANEOUS	8,015	100	(7,915)			8015.5%
1108 INCOME SHOPMOBILITY	0	100	100			0.0%
1177 PRECEPT	723,257	723,257	0			100.0%
1190 BANK INTEREST	553	1,200	647			46.1%
1191 MARKET INCOME	0	1,500	1,500			0.0%
	731,825	726,157	(5,668)			100.8%
ADMINISTRATION :- Income						
4001 SALARIES/NI/SUPERAN	150,447	221,157	70,710	70,710	70,710	68.0%
4005 ELLIS WHITTAM	2,556	2,700	144	144	144	94.7%
4009 TRAVEL	6	1,000	994	994	994	0.6%
4010 STAFF MOBILE PHONES	2,258	2,000	(258)	(258)	(258)	112.9%
4011 BUSINESS RATES	6,238	8,000	1,763	1,763	1,763	78.0%
4022 PETTY CASH	525	1,000	475	475	475	52.5%
4023 STATIONERY/PUBLICS.	1,168	2,500	1,332	1,332	1,332	46.7%
4024 SUBSCRIPTIONS	4,264	5,000	736	736	736	85.3%
4025 INSURANCE	13,754	15,000	1,246	1,246	1,246	91.7%
4026 PHOTOCOPIER	3,371	5,000	1,629	1,629	1,629	67.4%
4028 POSTAGE	334	600	266	266	266	55.7%
4029 NEWSLETTER	1,050	1,650	600	600	600	63.6%
4038 MAINTENANCE	2,166	1,000	(1,166)	(1,166)	(1,166)	216.6%
4041 TRAINING STAFF	1,430	5,000	3,570	3,570	3,570	28.6%
4046 TOURISM	871	5,000	4,129	4,129	4,129	17.4%
4055 PROFESSIONAL	2,605	7,000	4,395	4,395	4,395	37.2%
4057 AUDIT FEE	2,490	4,000	1,510	1,510	1,510	62.3%
4059 BANK CHARGES	427	500	73	73	73	85.4%
4063 OFFICE GENERAL	253	500	247	247	247	50.6%
4064 ARCHIVE STORAGE	314	460	146	146	146	68.3%
4067 CCTV	504	3,000	2,496	2,496	2,496	16.8%
4071 OFFICE EQUIPMENT	1,001	1,000	(1)	(1)	(1)	100.1%
4075 SOFTWARE & FEES	6,013	7,720	1,707	1,707	1,707	77.9%
4076 HEALTH & SAFETY	0	500	500	500	500	0.0%
4077 SHOPMOBILITY	2,000	2,000	0	0	0	100.0%
4153 EVENTS	1,020	2,000	980	980	980	51.0%
4154 SWITCH ON EVENT	0	5,000	5,000	5,000	5,000	0.0%
4224 YOUTH COUNCIL	0	500	500	500	500	0.0%
4228 WEBSITE/BROADBAND	300	2,500	2,200	2,200	2,200	12.0%
4301 FIRE EXTINGUISHERS	0	300	300	300	300	0.0%
4308 IT EQUIPMENT LEASE	2,150	5,500	3,350	3,350	3,350	39.1%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4309 IT SUPPORT PACKAGE	540	2,500	1,960		1,960	21.6%
4311 RECRUITMENT	406	300	(106)		(106)	135.2%
4317 HERITAGE PROJECT	0	1,000	1,000		1,000	0.0%
4319 PUPPET FESTIVAL	0	5,000	5,000		5,000	0.0%
4336 DARK SKIES	250	3,000	2,750		2,750	8.3%
ADMINISTRATION :- Indirect Expenditure	210,711	330,887	120,176	0	120,176	63.7%
Net Income over Expenditure	521,115	395,270	(125,845)			
<u>102 SECTION 137</u>						
4152 REMEMBRANCE DAY	108	2,000	1,892		1,892	5.4%
SECTION 137 :- Indirect Expenditure	108	2,000	1,892	0	1,892	5.4%
Net Expenditure	(108)	(2,000)	(1,892)			
<u>103 OTHER GRANTS</u>						
4061 CHRISTMAS LIGHTS	9,644	14,000	4,356		4,356	68.9%
4151 GRANTS	4,000	6,600	2,600		2,600	60.6%
OTHER GRANTS :- Indirect Expenditure	13,644	20,600	6,956	0	6,956	66.2%
Net Expenditure	(13,644)	(20,600)	(6,956)			
<u>104 MAYORAL</u>						
4100 MAYORS ALLOWANCE	1,700	3,400	1,700		1,700	50.0%
4101 MAYORS TRAVEL	0	650	650		650	0.0%
4102 MAYOR MAKING EXPS	0	1,800	1,800		1,800	0.0%
MAYORAL :- Indirect Expenditure	1,700	5,850	4,150	0	4,150	29.1%
Net Expenditure	(1,700)	(5,850)	(4,150)			
<u>105 MEMBERS</u>						
4078 TRAINING-COUNCILLORS	120	500	380		380	24.0%
4103 MEMBERS TRAVEL	0	500	500		500	0.0%
MEMBERS :- Indirect Expenditure	120	1,000	880	0	880	12.0%
Net Expenditure	(120)	(1,000)	(880)			
<u>106 CIVIC</u>						
4105 CIVIC HOSPITALITY	503	3,000	2,497		2,497	16.8%
4110 TOWN CRIER/MACE BEAR	56	1,200	1,144		1,144	4.7%
4113 INSIGNIA FUNDS	1,616	2,000	384		384	80.8%
CIVIC :- Indirect Expenditure	2,175	6,200	4,025	0	4,025	35.1%
Net Expenditure	(2,175)	(6,200)	(4,025)			

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
107 UTILITIES						
4012 WATER/SEWERAGE CHGS	182	510	328		328	35.7%
4014 ELECTRICITY	2,622	2,500	(122)		(122)	104.9%
4015 GAS	227	1,000	773		773	22.7%
4020 TELEPHONE	4,857	6,000	1,143		1,143	80.9%
UTILITIES :- Indirect Expenditure	<u>7,888</u>	<u>10,010</u>	<u>2,122</u>	<u>0</u>	<u>2,122</u>	<u>78.8%</u>
Net Expenditure	<u>(7,888)</u>	<u>(10,010)</u>	<u>(2,122)</u>			

Finance & Policy :- Income	731,825	726,157	(5,668)			100.8%
Expenditure	236,346	376,547	140,201	0	140,201	62.8%
Movement to/(from) Gen Reserve	<u>495,480</u>					

Amenities & Open Spaces

200 OS STAFF COSTS						
4003 CASUAL WORKER	0	9,487	9,487		9,487	0.0%
4004 WAGES/NI/SUPERANN	104,773	159,881	55,108		55,108	65.5%
OS STAFF COSTS :- Indirect Expenditure	<u>104,773</u>	<u>169,368</u>	<u>64,595</u>	<u>0</u>	<u>64,595</u>	<u>61.9%</u>
Net Expenditure	<u>(104,773)</u>	<u>(169,368)</u>	<u>(64,595)</u>			

202 CEMETERY						
1101 INCOME-CEMETERY	15,231	12,500	(2,731)			121.8%
CEMETERY :- Income	<u>15,231</u>	<u>12,500</u>	<u>(2,731)</u>			<u>121.8%</u>
4011 BUSINESS RATES	377	410	33		33	92.0%
4036 OLD CEMETERY	0	1,000	1,000		1,000	0.0%
4038 MAINTENANCE	2,906	4,500	1,594		1,594	64.6%
CEMETERY :- Indirect Expenditure	<u>3,283</u>	<u>5,910</u>	<u>2,627</u>	<u>0</u>	<u>2,627</u>	<u>55.6%</u>
Net Income over Expenditure	<u>11,948</u>	<u>6,590</u>	<u>(5,358)</u>			

203 ALLOTMENTS						
1100 INCOME-ALLOTMENTS	(21)	1,150	1,171			(1.8%)
ALLOTMENTS :- Income	<u>(21)</u>	<u>1,150</u>	<u>1,171</u>			<u>(1.8%)</u>
4006 ST JOHNS TRUST	250	250	0		0	100.0%
4012 WATER/SEWERAGE CHGS	166	255	89		89	65.1%
4038 MAINTENANCE	0	300	300		300	0.0%
ALLOTMENTS :- Indirect Expenditure	<u>416</u>	<u>805</u>	<u>389</u>	<u>0</u>	<u>389</u>	<u>51.7%</u>
Net Income over Expenditure	<u>(437)</u>	<u>345</u>	<u>782</u>			

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>204 WORKSHOP</u>						
4009 TRAVEL	0	200	200		200	0.0%
4011 BUSINESS RATES	2,645	2,647	2		2	99.9%
4012 WATER/SEWERAGE CHGS	0	900	900		900	0.0%
4014 ELECTRICITY	1,294	2,500	1,206		1,206	51.8%
4027 INTRUDER ALARM	1,020	1,700	680		680	60.0%
4038 MAINTENANCE	400	1,500	1,100		1,100	26.7%
4039 PERSONNEL CLOTHING	168	650	482		482	25.9%
4042 PERSONAL PROTECTIVE EQUIPMENT	271	800	529		529	33.9%
4043 PICK-UP LEASE	545	600	55		55	90.8%
4044 VEHICLE TAX/INS.	265	500	235		235	53.0%
4045 VEHICLE PETROL/DERV	3,807	6,000	2,193		2,193	63.4%
4047 WORKSHOP TOOLS ETC	474	6,500	6,026		6,026	7.3%
4048 MOWER MAINTENANCE	1,568	1,500	(68)		(68)	104.5%
4049 TRACTOR MAINTENANCE	1,721	2,500	779		779	68.8%
4050 WORKSHOP MISC	165	200	35		35	82.5%
4301 FIRE EXTINGUISHERS	0	300	300		300	0.0%
4315 REFUSE COLLECTION	2,060	2,000	(60)		(60)	103.0%
4320 MOWER	803	1,900	1,097		1,097	42.2%
4321 PICK UP MAINTENANCE	2,826	800	(2,026)		(2,026)	353.2%
4322 RIDE ON LEASE	941	3,598	2,657		2,657	26.2%
4323 MISTUBISHI LEASE	1,694	2,259	565		565	75.0%
WORKSHOP :- Indirect Expenditure	22,665	39,554	16,889	0	16,889	57.3%
Net Expenditure	(22,665)	(39,554)	(16,889)			
<u>210 OPEN SPACES</u>						
1102 INCOME-GOLF CLUB	5,625	22,500	16,875			25.0%
1103 INCOME OPEN SPACES	1,406	3,000	1,594			46.9%
1106 INCOME - SHOWMENS GUILD	0	2,300	2,300			0.0%
1111 INCOME - RUGBY CLUB	500	500	0			100.0%
OPEN SPACES :- Income	7,531	28,300	20,769			26.6%
4024 SUBSCRIPTIONS	170	200	30		30	85.0%
4038 MAINTENANCE	2,284	3,000	716		716	76.1%
4054 LEGAL & PROFESSIONAL	925	5,000	4,075		4,075	18.5%
4072 EQUIPMENT	751	1,500	749		749	50.1%
4220 OPEN SPACES PLANTS	2,946	5,500	2,554		2,554	53.6%
4223 PLAY EQUIP/MAINT/REPLACEMENT	128	2,500	2,372		2,372	5.1%
4314 AOS PROJECTS	3,094	10,000	6,906		6,906	30.9%
4318 TREE SURVEY & WORKS	300	3,000	2,700		2,700	10.0%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4324 RTV VEHICLE	2,206	3,500	1,294		1,294	63.0%
4325 STONEBRIDGE MEADOWS	2,278	1,000	(1,278)		(1,278)	227.8%
4326 BRITAIN IN BLOOM	0	600	600		600	0.0%
4327 NEW TRACTOR LEASE	5,169	7,000	1,831		1,831	73.8%
4330 MULTI PURPOSE MOWER	2,323	2,818	495		495	82.4%
4331 FRONT LOADER/BACK HOE	2,358	2,856	498		498	82.6%
4335 FREES AVENUE TREES	0	1,000	1,000		1,000	0.0%
OPEN SPACES :- Indirect Expenditure	24,932	49,474	24,542	0	24,542	50.4%
Net Income over Expenditure	(17,400)	(21,174)	(3,774)			
Amenities & Open Spaces :- Income	22,742	41,950	19,208			54.2%
Expenditure	156,069	265,111	109,042	0	109,042	58.9%
Movement to/(from) Gen Reserve	(133,328)					
Properties						
<u>110 CORPORATE PROPERTIES</u>						
1000 INCOME-HIGH ST SHOP	16,500	22,200	5,700			74.3%
1002 INCOME-HIGH ST FLAT2	5,175	6,900	1,725			75.0%
1003 INCOME-1 KINGSBURY	8,646	17,500	8,854			49.4%
1004 INCOME-1A KINGSBURY	4,950	6,600	1,650			75.0%
1005 INCOME-2A KINGSBURY	4,965	6,600	1,635			75.2%
1006 INCOME-3 KINGSBURY	2,188	5,250	3,063			41.7%
1007 INCOME-REC GND COT 1	3,200	10,800	7,600			29.6%
1008 INCOME-REC GND COT 2	7,200	9,600	2,400			75.0%
1011 INCOME - 3A KINGSBURY ST	3,915	5,220	1,305			75.0%
1012 INCOME - 3B KINGSBURY ST	2,703	5,220	2,517			51.8%
CORPORATE PROPERTIES :- Income	59,441	95,890	36,449			62.0%
4054 LEGAL & PROFESSIONAL	6,250	10,000	3,750		3,750	62.5%
4062 MTCE/ELEC CORP. PROPS.	4,426	15,000	10,574		10,574	29.5%
4066 MARKETING	0	250	250		250	0.0%
4070 Defibs	270	1,000	730		730	27.0%
4073 WORKSHOP	625	12,000	11,375		11,375	5.2%
CORPORATE PROPERTIES :- Indirect Expenditure	11,571	38,250	26,679	0	26,679	30.3%
Net Income over Expenditure	47,870	57,640	9,770			
<u>201 TOWN HALL</u>						
1050 INCOME-TOWN HALL	5,154	30,000	24,846			17.2%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1112 Income Toilets	410	1,000	590			41.0%
TOWN HALL :- Income	5,564	31,000	25,436			17.9%
4004 WAGES/NI/SUPERANN	25,952	61,403	35,451		35,451	42.3%
4011 BUSINESS RATES	16,467	16,525	58		58	99.6%
4012 WATER/SEWERAGE CHGS	297	1,606	1,309		1,309	18.5%
4014 ELECTRICITY	2,376	5,100	2,724		2,724	46.6%
4015 GAS	2,829	12,000	9,171		9,171	23.6%
4019 CLEANING MATERIALS	279	800	521		521	34.9%
4030 INTRUDER ALARM	1,345	1,500	155		155	89.6%
4035 SANITARY DISPOSAL	1,108	1,000	(108)		(108)	110.8%
4037 LIFT MAINTENANCE	2,159	2,550	391		391	84.7%
4038 MAINTENANCE	7,952	50,000	42,048		42,048	15.9%
4039 PERSONNEL CLOTHING	183	500	317		317	36.7%
4072 EQUIPMENT	0	1,000	1,000		1,000	0.0%
4300 BOILER MAINTENANCE	390	900	510		510	43.3%
4301 FIRE EXTINGUISHERS	0	450	450		450	0.0%
4304 LICENCES/PERFORMING	368	2,600	2,232		2,232	14.2%
4305 BROADBAND	1,752	1,500	(252)		(252)	116.8%
4315 REFUSE COLLECTION	294	800	506		506	36.8%
4998 MARKETING	652	500	(152)		(152)	130.4%
4999 PUBLIC TOILETS	3,180	7,000	3,820		3,820	45.4%
TOWN HALL :- Indirect Expenditure	67,585	167,734	100,149	0	100,149	40.3%
Net Income over Expenditure	(62,021)	(136,734)	(74,713)			
<u>205 PUBLIC TOILETS</u>						
1112 Income Toilets	2,729	4,000	1,271			68.2%
1113 ROOM HIRE	0	500	500			0.0%
PUBLIC TOILETS :- Income	2,729	4,500	1,771			60.7%
4011 BUSINESS RATES	1,415	1,900	485		485	74.5%
4306 COOPERS CORNER	136	6,500	6,364		6,364	2.1%
4313 PUBLIC TOILETS	12,806	11,500	(1,306)		(1,306)	111.4%
PUBLIC TOILETS :- Indirect Expenditure	14,357	19,900	5,543	0	5,543	72.1%
Net Income over Expenditure	(11,628)	(15,400)	(3,772)			
<u>206 MC and YC</u>						
1329 MY & MC INCOME	809	8,250	7,441			9.8%
MC and YC :- Income	809	8,250	7,441			9.8%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4004 WAGES/NI/SUPERANN	7,132	14,200	7,068		7,068	50.2%
4011 BUSINESS RATES	2,794	2,805	11		11	99.6%
4012 WATER/SEWERAGE CHGS	0	1,200	1,200		1,200	0.0%
4014 ELECTRICITY	1,146	1,550	404		404	73.9%
4015 GAS	792	1,550	758		758	51.1%
4019 CLEANING MATERIALS	400	1,000	600		600	40.0%
4030 INTRUDER ALARM	1,025	1,500	475		475	68.3%
4035 SANITARY DISPOSAL	445	500	55		55	89.0%
4037 LIFT MAINTENANCE	228	750	522		522	30.4%
4039 PERSONNEL CLOTHING	31	200	169		169	15.5%
4072 EQUIPMENT	1,066	1,000	(66)		(66)	106.6%
4301 FIRE EXTINGUISHERS	0	250	250		250	0.0%
4304 LICENCES/PERFORMING	158	200	43		43	78.8%
4329 MC and YC	4,397	2,000	(2,397)		(2,397)	219.8%
MC and YC :- Indirect Expenditure	19,613	28,705	9,092	0	9,092	68.3%
Net Income over Expenditure	(18,804)	(20,455)	(1,651)			

Properties :- Income	68,544	139,640	71,096			49.1%
Expenditure	113,126	254,589	141,463	0	141,463	44.4%
Movement to/(from) Gen Reserve	(44,582)					

Planning

<u>300 PLANNING</u>						
4068 NEIGHBOURHOOD PLAN	2,035	2,000	(35)		(35)	101.7%
4120 STREET FURNITURE	539	2,500	1,961		1,961	21.6%
4400 CATG	0	7,000	7,000		7,000	0.0%
PLANNING :- Indirect Expenditure	2,574	11,500	8,926	0	8,926	22.4%
Net Expenditure	(2,574)	(11,500)	(8,926)			

Planning :- Income	0	0	0			0.0%
Expenditure	2,574	11,500	8,926	0	8,926	22.4%
Movement to/(from) Gen Reserve	(2,574)					

Reserves

<u>900 RESERVES</u>						
9322 EMR - TOWN HALL WORKS	0	170,000	170,000		170,000	0.0%
9323 EMR - OPEN SPACES MAINTENANCE	0	9,197	9,197		9,197	0.0%

Detailed Income & Expenditure by Budget Heading 01/02/2021

Month No: 9

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
9324 EMR - CCTV FUND	0	1,918	1,918		1,918	0.0%
9325 EMR - HERITAGE FUND	0	17,000	17,000		17,000	0.0%
9326 EMR - CIVIC FUND	0	5,000	5,000		5,000	0.0%
9327 EMR 2015 NEW CEMETERY EXT.	0	32,000	32,000		32,000	0.0%
9328 EMR 2015 NEIGHBOURHOOD PLAN	(1,652)	2,458	4,110		4,110	(67.2%)
9329 EMR YOUTH COUNCIL SKATE PARK	138	4,460	4,322		4,322	3.1%
9336 EMR MCRYC	0	3,384	3,384		3,384	0.0%
9337 EMR INFORMAL CAR PARK	0	10,000	10,000		10,000	0.0%
9338 EMR SALE OF CHANTRY LANE	0	12,902	12,902		12,902	0.0%
9339 BYE ELECTION/REFERENDUM	0	9,000	9,000		9,000	0.0%
9342 DEVOLUTION OF SERVICES	0	46,000	46,000		46,000	0.0%
9344 WORKSHOP EXTENSION	0	116,589	116,589		116,589	0.0%
9345 JUBILEE FIELD	24,343	24,343	0		0	100.0%
9346 NC&YC DONATIONS	0	200	200		200	0.0%
9347 EMERGENCY FUND	3,586	14,500	10,914		10,914	24.7%
9348 STAFF TRAINING/DEVELOPMENT	0	2,500	2,500		2,500	0.0%
9351 CIL MONEY 2019/2020	0	27,132	27,132		27,132	0.0%
RESERVES :- Indirect Expenditure	<u>26,415</u>	<u>508,583</u>	<u>482,168</u>	<u>0</u>	<u>482,168</u>	<u>5.2%</u>
Net Expenditure	<u>(26,415)</u>	<u>(508,583)</u>	<u>(482,168)</u>			
Reserves :- Income	0	0	0			0.0%
Expenditure	26,415	508,583	482,168	0	482,168	5.2%
Movement to/(from) Gen Reserve	<u>(26,415)</u>					
Grand Totals:- Income	823,111	907,747	84,636			90.7%
Expenditure	534,529	1,416,330	881,801	0	881,801	37.7%
Net Income over Expenditure	<u>288,582</u>	<u>(508,583)</u>	<u>(797,165)</u>			
Movement to/(from) Gen Reserve	<u>288,582</u>					

CURRENT & ACTIVE ACCOUNTS

Payments for Month 9

Nominal Ledger Analysis

Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c Centre	£ Amount	Transaction Detail
01/12/2020	CNH CAPITAL	DD1	409.55	409.55		501		Mower Lease
01/12/2020	02 UK LIMITED	DD2	292.96	292.96		501		Mobile Phones
02/12/2020	Vodafone	DD3	190.32	190.32		501		IT Lines
02/12/2020	British Gas Business	DD4	27.78	27.78		501		Elec Kingsbury Street
03/12/2020	Cathedral Leasing Ltd	DD5	272.99	272.99		501		Sanitizers
03/12/2020	WAITROSE LTD	DD6	10.50	10.50		501		Sundries
04/12/2020	INFORMATION COMMISSIONER'S OFF	DD7	35.00	35.00		501		Subscription
04/12/2020	Lex Autolease	DD8	225.92	225.92		501		Mitsubishi Lease
07/12/2020	WAITROSE LTD	DD10	23.00	23.00		501		Sundries
07/12/2020	Barclays Bank	DD11	61.12	61.12		501		Bank Charges
08/12/2020	Lawson	DD12	23.00	23.00		501		Christmas Card
08/12/2020	PETTY CASH	DD13	50.00	50.00		501		Pettycash
09/12/2020	Costa Coffee	DD14	7.97	7.97		501		Refreshments Interviews
09/12/2020	Costa Coffee	DD15	20.27	20.27		501		Refreshments Interviews
09/12/2020	KRUMBZ	DD16	14.70	14.70		501		Refreshments Interviews
10/12/2020	Mayther	DD17	3.25	3.25		501		Card
10/12/2020	Prism	DD18	3.24	3.24		501		Diaries
10/12/2020	RICHMAN'S REMOVALS	DD19	42.52	42.52		501		Archive Storage
10/12/2020	Viking Direct	DD20	97.15	97.15		501		Stationery
10/12/2020	MARLBOROUGH TOWN AND COUNTRY	DD21	120.00	120.00		501		Newsletter
10/12/2020	LYRECO UK LIMITED	DD22	132.90	132.90		501		Stationery
10/12/2020	Churchill Contract Services	DD23	136.50	136.50		501		Cleaning MC & YC
10/12/2020	Barlow & Sons	DD24	151.60	151.60		501		Timber
10/12/2020	D.I.Y. RAINBOWS	DD25	268.13	268.13		501		Various
10/12/2020	Microshade Business Consultant	DD26	354.00	354.00		501		VAT Health Check
10/12/2020	CS Electrical	DD27	366.00	366.00		501		Electrical Works
10/12/2020	T.H. White (M) Limited	DD28	435.30	435.30		501		Various
10/12/2020	Alert Systems	DD29	314.40	314.40		501		CCTV Cover
10/12/2020	Wiltshire Council	DD30	7,517.75	7,517.75		501		Superannuation
10/12/2020	HM REVENUE & CUSTOMS	DD31	7,600.32	7,600.32		501		NI & PAYE
10/12/2020	CNH CAPITAL	DD32	108.08	108.08		501		Backhoe Lease
10/12/2020	CNH CAPITAL	DD33	206.34	206.34		501		Loader Lease
10/12/2020	Arval Centre	DD34	124.27	124.27		501		Petrol
10/12/2020	Alert Systems	DD29	157.20	157.20		501		CCTV
14/12/2020	Adobe Acropro	DD35	17.18	17.18		501		Adobe Software
15/12/2020	PAYFLOW - SALARIES	DD36	21,093.08	21,093.08		501		Salaries
15/12/2020	Intuit Wages	DD37	37.20	37.20		501		Wages Software
15/12/2020	Wiltshire Council	DD38	157.00	157.00		501		Rates George Lane
16/12/2020	HILLS WASTE	DD39	59.52	59.52		501		Refuse Collection Town Hall
16/12/2020	HILLS WASTE	DD40	334.51	334.51		501		Refuse Collection Workshop
16/12/2020	West Mercia	DD41	322.84	322.84		501		Elec/Gas Various
18/12/2020	PETTY CASH	DD42	50.00	50.00		501		Petty Cash
21/12/2020	SOUTHERN ELECTRIC	DD43	1,671.04	1,671.04		501		Gas Various
21/12/2020	SOUTHERN ELECTRIC	DD44	636.76	636.76		501		Elec New Office
21/12/2020	Zoom Video	DD45	14.39	14.39		501		Software
21/12/2020	AMAZON	DD46	163.50	163.50		501		Hoover & Files
22/12/2020	Mrs E Naylor	109429	570.00	570.00		501		Reimburse Purchased Gravi

CURRENT & ACTIVE ACCOUNTS

Payments for Month 9

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>
22/12/2020	BNP Paribas Leasing	DD47	309.68	309.68		501			Mower Lease
22/12/2020	CNH CAPITAL	DD48	252.00	252.00		501			RTV Lease
24/12/2020	Excalibur Communications	DD49	248.48	248.48		501			Line Rentals
24/12/2020	Excalibur Communications	DD50	581.22	581.22		501			IT
24/12/2020	Professional Academy	DD51	1,344.00	1,344.00		501			Training
29/12/2020	Hitachi	DD52	495.60	495.60		501			Tractor Lease
29/12/2020	BNP Paribas Leasing	DD53	1,234.66	1,234.66		501			Photocopier Lease
29/12/2020	CNH CAPITAL	DD54	188.89	188.89		501			Hedgecutter Lease
29/12/2020	Arval Centre	DD55	211.68	211.68		501			Petrol
29/12/2020	Kellaway Building Supplies	DD56	36.14	36.14		501			Steps MC & YC
29/12/2020	Trade Account UK	DD57	37.03	37.03		501			Sundries - Outside
29/12/2020	Viking Direct	DD58	92.47	92.47		501			Postage & Stationery
29/12/2020	Lighting of Distinction	DD59	280.80	280.80		501			Works MC & YC
29/12/2020	D W OLIVER	DD60	354.00	354.00		501			Tree Works Stonebridge
29/12/2020	Wiltshire Waste Ltd	DD61	465.29	465.29		501			Skip - Cemetery
29/12/2020	Bath and North East Somerset C	DD62	1,500.00	1,500.00		501			Data Protection Services
29/12/2020	CARTER JONAS	DD63	2,100.00	2,100.00		501			Property Services
29/12/2020	WHEELERS ELCTRICAL CONTRACTORS	DD64	11,244.24	11,244.24		501			Christmas Lights
31/12/2020	BT UK BUSINESS ACCOUNTS	DD65	803.18	803.18		501			Office Telephone
31/12/2020	02 UK LIMITED	DD66	295.26	295.26		501			Staff Mobiles
31/12/2020	Vodafone	DD67	190.32	190.32		501			Broadband Lines
31/12/2020	Macquarie Corporate & Asset Fi	DD68	281.28	281.28		501			IT Lease
31/12/2020	SOUTHERN ELECTRIC	DD69	889.92	889.92		501			Elec Various
Total Payments for Month			68,367.19	68,367.19	0.00			0.00	
Balance Carried Fwd			910,733.89						
Cashbook Totals			979,101.08	68,367.19	0.00			910,733.89	



Marlborough Town Council

Internal Audit Report 2020-21 (Second Interim Update)

*Chris I Hackett
Consultant Auditor
For and on behalf of Auditing Solutions Ltd*

Background

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

This report sets out the work undertaken in relation to our second interim review for the 2020-21 financial year, which took place on the 2nd March 2021 together with our preparatory work. Due to the impact of the Covid-19 pandemic the work was again undertaken remotely. We wish to thank the Office Manager and the Clerk for providing records in electronic format to enable our review. This report does not repeat the findings of our first interim report, but following our final review in the summer timed for after the 2020/21 accounts have been closed, we will issue a consolidated report.

Internal Audit Approach

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

Overall Conclusion

We have concluded that, based on the work undertaken so far, the Council continues to maintain effective internal control arrangements. Our findings in each area examined are set out in the detailed report below.

We wish like to thank the officers for the standard of record keeping and request this report is presented to Members and that Members acknowledge receipt of the Report.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas software to maintain its accounting records (the Ledger). Accounting support and advice is provided by contract accountants in respect of the year-end and VAT.

Two operational bank accounts are maintained at Barclays, the Business Current and Active Saver accounts. They are accounted for in a combined cashbook (number one) in the Rialtas system. The Council has invested surplus cash in an account with the CCLA Public Sector Deposit Fund.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbook or financial ledgers. At this second interim review we:

- Reviewed the report of the External Auditor on the 2019/20 accounts noting they raised no issues;
- Checked to ensure that the financial Ledger remains “in balance” at the date of our review by running a data check within the system to confirm the trial balance agrees to the nominal ledger;
- Checked and agreed detail in the combined number one account cashbook, examining and agreeing transactions in January 2021 as a sample month to supporting bank statements;
- Agreed the combined Business Current and Active Saver Account bank reconciliation as at 31st December 2020 and 31st January 2021; and
- Discussed with officers the arrangements for processing journals. These are mainly done at the year-end by the contract accountants, adjustments made during the year are done by the Office Manager and discussed with the Clerk.

Conclusions

We are pleased to note that the accounts are in balance and regularly agreed to the bank. We noted there were three cheques on the reconciliation at 31st January 2021 which will now be out of date. We confirmed with the office manager that any out of date cheques will be written back at the year end.

We commented previously that arrangements would be strengthened if the Ledger (Rialtas) was included in the data backed up to a cloud, thereby providing an offsite back up. We understand this has now been implemented.

We understand that due to the offices being shut as a result of the Pandemic and the need for shielding, it has not been possible for Members to regularly sign the bank reconciliation. Whilst completely accepting this, the Council should consider reinstating this control when the Pandemic ends.

We will extend our testing at our final review checking further reconciliations and agreeing the disclosure of the bank balances in the year end AGAR.

Review of Corporate Governance

Our objective here is to ensure that the Council has a robust series of corporate governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are able to ascertain, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have continued our examination of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (except for Planning) held during the financial year 2020-21 to date with a view to identifying whether any issues exist that may have an adverse effect on the Council's future financial stability, both in the short and longer term.

Conclusions

We shall continue our review of minutes at our final visit.

We note the Council's Standing Orders and Financial Regulations were last approved in 2019. These documents are normally adopted at the first meeting of the Full Council in each municipal year, but in 2020 this meeting was cancelled due to the Covid-19 pandemic. We understand they will be reviewed and re-adopted at the Council meeting in May 2021.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That Members are provided with, and approve, the regular schedules of payments made;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We discussed with officers the controls over the processing of payments are out first review. At this stage we have extended our testing in this area examining a sample of all those supplier payments individually in excess of £2,000 together with a more random selection of every 30th cashbook transaction, irrespective of value, entered in the Ledger (Rialtas) cashbook for the ten months to 31st January 2021 to ensure compliance with the above criteria. Our sample now

comprises 45 payments, totaling £185,020 and equates to 50% of non-pay expenditure. Invoices were scanned to us and no issues were identified from our sample.

We reviewed the second and third quarterly VAT reclaims for 2020/21 agreeing the amounts to the VAT control account confirming receipt of funds into the cash book.

Conclusions

No issues arise from this area of our work. We will review payments for the rest of the financial year at our final review and extend testing as necessary.

Assessment and Management of Risk

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

- Noted the Council approved its annual risk assessment at its meeting in January 2021. We obtained a copy of the risk register noting it describes the risks, identifies the level or impact, refers to the controls in place and notes a review date. The risk assessment includes financial risks as well as risks arising from other areas for example arising from assets, compliance with regulation, etc; and
- Confirmed the arrangements for managing the play areas during the Pandemic and for carrying out safety inspections of the equipment. Regular safety inspections are performed by Council staff who have had ROSPA training supplemented by quarterly checks by Zurich.

Conclusions

No matters arise currently from our work at this review stage in this area.

Budgetary Control & Reserves

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

- The Council approved its 2021/22 budget and set its precept at its meeting in January 2021 following detailed review by the Finance and Policy Committee. Detailed budget sheets were prepared alongside a summary report showing income and expenditure by committee. The detailed budget sheets showed income and expenditure and budgets over the prior year, current year and coming year. Consideration was given to key issues including

changes in the tax base, the impact of Covid-19 Pandemic on income and the key cost drivers; and

- That Members continue to receive regular budget monitoring reports.

Conclusions

No issues arise in this area currently. We will look at outturn income and expenditure against budget at our final review stage when we will also look at reserve levels.

Review of Income

The Council receives income in addition to the Precept, primarily from Town Hall lettings, property rents, allotments, burial and associated fees, bank interest and specific grants & donations, together with expended VAT, which is recovered quarterly. Income streams have been affected by the Covid-19 related lockdown. To focus our work, we obtained and reviewed budget reports generated by the Ledger and decided to test the following at this second review, specifically we:

- Agreed the second instalment of the 2020/21 precept receipted into the Council's accounts in September 2020 to the amount set and recorded in the Minutes of the Council. (We agreed the first instalment at our first review);
- Discussed and reviewed the controls over the collection of cash from the public toilets;
- Confirmed that the Council, through its Committees, continues to keep the level of fees and charges under review;
- Reviewed rental income on Council properties enquiring of variations from budget and for one property confirmed the discount allowed to the tenant (due to the problems arising from Covid-19) to correspondence;
- Confirmed the receipt of CIL received in January 2021 to the amount detailed in the minutes; and
- Checked the level of debtors recorded in the accounts.

In addition, as set out earlier in this report, we confirmed receipt of VAT reclaims and agreed a sample of receipts to the bank.

Conclusions

Based on our work so far, the Council continues to maintain systems for collecting income. We note the Council has monitored the impact of Covid-19 on its income streams receiving reports setting out the position.

Investments

Our objectives here are to ensure that the Council is investing "surplus funds", be they held temporarily or on a longer term basis, in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on

any such investments made; and that interest earned is brought to account correctly and appropriately in the accounting records.

At this review we have agreed the balance shown in the accounts as invested in the CCLA to the latest CCLA statement dated 31st January 2021. We further confirmed that interest was being brought to account.

Conclusions

The Council is holding a significant amount of cash in its deposit account and current account, £896,947 in total at the 31st January 2021. Subject to complying with its Investment Policy and ensuring the security of funds, it may wish to consider diversifying the placement of funds. Whilst it is unlikely a bank may fail we understand the Financial Services Compensation Scheme protects deposits made by smaller authorities, which may not include Marlborough, but only up to £85,000.

Rec. No.	Recommendations from the First Interim Review	Response
Maintenance of Accounting Records & Bank Reconciliations		
R1	Officers should investigate further the reason for the cheque payment to Gaiger not being presented and if necessary, write the cheque back.	<i>The Cheque will be written back.</i>
R2	Officers should agree with Excalibur an arrangement to back the Ledger up to a cloud or some other off-site medium.	<i>This is now implemented.</i>
Review of Corporate Governance		
R3	Officers should up-date the posting of detail of payments over £500 on to the Council website.	<i>This is now being done.</i>

Community Infrastructure Levy

Summary – This report asks Members to note CIL receipts and expenditure and consider whether any recommendations should be made to Full Town Council in terms of unallocated CIL monies.

1. Background

This report sets out CIL payments made to the Town Council since 2017 when the first payment was received. The following is a breakdown of all CIL payments and the developments they relate to:

PLANNING APP.	DEVELOPMENT	DATE PAID	CIL PAYMENT
2017			
CIL/16/05002/FUL	Land adjoining Wakefield House, Cardigan Road	21.03.2017	£ 3,453.19
CIL/16/01573/FUL	44 George Lane, Marlborough	21.03.2017	£ 1,666.13
CIL/16/03425/FUL	Old Sales Room, Hilliers Yard	31.03.2017	£ 3,743.26
CIL/16/03425/FUL	Development at The Old Yard, London Road*	28.04.2017	£12,966.18
Total			£21,828.76
2018			
CIL/15/03121/FUL	Development at The Old Yard, London Road*	04.01.2018	£15,127.21
CIL/16/10597/FUL	Longdon, Bath Road. Development*	16.01.2018	£ 4,257.28
CIL/15/03121/FUL	Development at The Old Yard, London Road*	26.04.2018	£15,127.21
CIL/16/10597/FUL	Longdon, Bath Road . Development *	08.10.2018	£ 2,292.38
CIL/17/03219/REM	Land off Salisbury Road (Redrow)*	26.04.2018	£29,901.96
Total			£66,706.04
2019			
CIL/18/02905/REM	Land off Salisbury Road (Redrow)*	01.07.2019	£1,626.64
CIL/18/05264/FUL	Ellesmere Forest, Dale Road	01.07.2019	£1,367.60
CIL/15/07289/FUL	Land at 18 St Martins	31.12.2019	£ 449.14
Total			£3,443.38
2020			
CIL/16/08971/FUL	Cherry Orchard House, Cherry Orchard	01.01.2020	£ 3,576.38
CIL/18/02647/REM	Hotel Site, Salisbury Road*	01.01.2020	£23,112.31
Total			£26,688.69
2021			
CIL/18/02647/REM	Hotel Site, Salisbury Road*	01.01.2021	£12,445.09
Total			£12,445.09

2. Allocations of CIL

The following is a breakdown of allocations to various projects:

PROJECT	CIL ALLOCATION
2018	
Refurbishment of Marlborough Community and Youth Centre	£21,828.76
Upgrade of Coopers Meadow Play Area	£19,384.49
Marlborough Tennis Club	£10,000.00
2019	
Manton Village Hall	£17,000.00
Upgrade of Jubilee Play Area	£23,880.00
2020	
Skatepark Lighting	£10,000.00
2021	
Neighbourhood Plan	£ 2,000.00
Bridge at Stonebridge Meadow	£ 7,500.00
Fencing at Tin Pit	£ 5,000.00

3. Future CIL Payments

More CIL contributions will continue to be paid to the Town Council, but it is difficult to put a timescale on this. There should, for example, be a substantial contribution via the Rabley Wood development. As there is no Neighbourhood Plan currently in place, this would be 15% of the overall contribution, but it could be 25% if our Neighbourhood Plan is voted in later this year. However, these payments are not guaranteed and are dependent on development going ahead.

4. Points to Make

- The next council may wish to prepare a list of projects which would benefit from CIL funding which could fit in with an overall strategy for the Town Council
- Local clubs and voluntary groups should be asked to keep the Town Council informed of upcoming projects and prepare business plans in advance to ensure that they are considered for funding

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report and agree that CIL allocation details be passed to Wiltshire Council (this is done on an annual basis) and that this also appears on the Town Council's website. Members may also like to consider whether any new CIL allocations should be recommended to Full Council for consideration.

Town Clerk

10 March 2021

Ear Marked Reserves

Summary - This report is for Members to agree ear marked reserves in accordance with para 4.2 and 4.9 of Financial Regulations.

1. Background

Ear marked reserves are monies in reserves that are set aside for a stated purpose. These are a means of building up funds to meet known or predicted liabilities and ongoing projects. Funds should be used for the item for which they have been set aside or be transferred in whole or in part, to the general reserve if it is found they are no longer required.

2. Financial Regulations

Unspent provisions in the revenue budget cannot be carried forward to a subsequent year unless placed in an ear marked reserve. Members should periodically judge whether ear-marked reserves are still required. The current ear marked reserves are set out below:

CURRENT YEAR EAR MARKED RESERVES	
TOWN HALL WORKS	£ 170,000
OPEN SPACES MAINTENANCE	£ 9,197
CCTV	£ 1,918
HERITAGE FUND	£ 17,000
CIVIC FUND	£ 5,000
NEW CEMETERY EXT	£ 32,000
NEIGHBOURHOOD PLAN	£ 1,485
YOUTH COUNCIL SKATE PARK	£ 9,322
MCYC	£ 3,384
INFORMAL CAR PARK	£ 10,000
SALE OF CHANTRY LANE	£ 12,902
BY ELECTION/REFERENDUM	£ 9,000
DEVOLUTION OF SERVICES	£ 46,000
\New WORKSHOP EXTENSION	£ 116,589
JUBILEE FIELD	£ 0
MC&YC DONATIONS	£ 200
EMERGENCY FUND	£ 10,914
STAFF TRAINING/DEVELOPMENT	£ 2,500
CIL MONEY*	£ 39,577

*CIL includes both allocated payments and unallocated - £10,000 (Skatepark lighting), £7,500 (bridge at Stonebridge Meadow) £2,000 (final stages of Neighbourhood Plan – MANP) and £5,000 (fencing at Tin Pit). This leaves unallocated funds of £14,077.

3. Revenue Budget Surplus

Until the end of the Financial Year, it is difficult to predict the balance remaining in the budget. It is suggested that once surpluses are known at year end, then the ear marked reserve final figures are submitted to Full Council for approval.

4. Possible Projects for Ear Marking

Members should now consider which projects to consider earmarking surplus funds to for 2021/2022. These might include increasing the existing EMRs for:

- New Workshop
- Heritage Fund
- Open Spaces Maintenance*
- Informal Car Park
- Town Hall

(*to be renamed Open Spaces Machinery Reserve)

Members may like to consider re-allocating (viring) the balance of the earmarked reserve for staff training at £2,500 (now not needed) to the Workshop budget or general reserves. (It is recommended that general reserves should stand at 3-6 months' worth of precept. The precept for the current year is £723,257 so between £180,814 - £361,628. Our reserves are currently £255,984.10.

Town Clerk Recommendations

The Town Clerk recommends that Members consider:

- i) That all current ear marked reserves remain for 2021/2022 with the exception of the one for staff training where the balance be vired to the new workshop or returned to general reserves
- ii) Agree the priority of earmarked reserve increases from the anticipated 2020/2021 year surplus if any new ones should be created
- iii) That the final figures for ear mark reserves (once budget balances are known) be submitted to Full Council for approval.

Town Clerk

10 March 2021

Urgent Matters

Summary – To note decisions taken during the pandemic under 3.2 of the Scheme of Delegation

1. Background

Under the Scheme of Delegation (para 3.2), the Town Clerk should consult the Town Mayor and relevant Chairs of Committees on urgent matters that cannot wait until a scheduled meeting. During the Coronavirus pandemic, a small number of decisions have been taken via this process and reported back to this committee. Since the last F&P meeting on 11 January 2021, the following decisions have been made:

Urgent Matters Decisions. January - March 2021	
29 January 2021	Due to COVID impact, to agree to a request to offer a rental holiday to a tenant of a Town Council owned property. Recommended by Property Manager, Carter Jonas. Agreed by the Mayor, Chairs of F&P and Property. To re-visit at the end of the FY.
2 February 2021	Agreement that the new workshop project includes an extension to the car park and an additional tree survey and that the planning application includes these elements prior to submission. Agreed by the Mayor and Chairs of F&P, A&OS and Property.
10 February 2021	Request from GreenSquare for permission for temporary sales advertising at the Rabley Wood/Hawthorns site (advertising boards and flagpoles). This will be added to the licence being drawn up by MTC's solicitor for temporary use of the small car parking area next to the sales offices. Agreed by the Mayor and Chairs of Planning and A&OS.

2. Points to Note

- The first decision will have rental income implications

Town Clerk's Recommendation

The Town Clerk recommends that Members note this report.

Town Clerk

11 March 2021

Herbert Leaf Charity

Summary – This report is for Members to note a short progress report by the Town Clerk

1. Background

Professional advice about the Herbert Leaf Charity has been sought from specialist solicitors, Wellers Hedley (solicitors specialising with charities and trusts in the town and parish council sector). The firm has also been sent past trust documents.

2. Background

It is assumed that this Trust arose from the bequest of £15,000 in the will of Herbert Leaf. The original gift was an outright gift to the then Marlborough Council and did not establish itself as a charity. The charity was registered with the Charity Commission in 1975, possibly following local government reorganisation when the funds held by the Borough Council were transferred to the Town Council. The Charity Commission do not appear to have a record of the Trust Deed that created the trust. (The objectives of the trust were loosely stated in a Finance & General Policy Committee Report in February 2007.)

It is not clear for what reason, but the Herbert Leaf Charity was de-registered in 2009. As it has an income of less than £5,000 and the charity owns no land, it cannot be re-registered with the Charity Commission. This means that it becomes an unregistered charity and in order to prove it is a charity, the only evidence is normally the Inland Revenue Income Tax number which is given to bona fide charities. There is no number so, the request to re-register with the Charity Commission would not be granted.

3. Legal Advice

The legal advice is that the Town Council accepts that there is a charity for the benefit of the inhabitants of Marlborough which can give grants based on a criteria which the Town Council publishes. It should be established with the Town Council as corporate trustee setting up a committee to administer it. It could retain the name Herbert Leaf and the governing document could include the same beneficiaries and incorporate the wording of the original bequest.

4. Financial Implications

The balance held in a separate account totals £69,732.23. This is not part of the Town Council's accounts. Any legal costs around this would be a charge to the Town Council's legal and professional budget lines.

5. Next Steps

As previously agreed, the next step is to commission Wellers Hedley to draft up the document enabling the Town Council to act as corporate trustee so it can start to administer and distribute funds as grants.

Town Clerk**11 March 2021**

AGENDA ITEM 12

Asset Register At 31st March, 2021

	£
5 High Street	955,700.00
132 High Street (Merchants House)	1,923,899.00
Shops and Flats – Kingsbury Street (*including purchase of 2 flats 2016/17)	1,109,113.00*
Recreation Ground Cottages	722,771.00
Workshop and Car Park	258,109.00
Bowls Club and Pavilion	397,905.00
George Lane Toilet Block	1.00

	£5,367,498.00
Notice Boards	1,113.00
Ford Tractor	5,000.00
Equipment in Office	11,774.00
Ground Equipment	10,665.00
Town Hall Equipment	20,778.00

	£49,330.00
Boundary Signs	
	2,869.00
Play Equipment (6 sites)	389,121.00
Recreation Ground Walls	3,853.00
Various Sheds	7,430.00

	£403,273.00
The Common/Portfields	1.00
Town Hall	2,823,754.00
Seats	2,786.00
Bus Shelters	8,487.00
Civic Insignia	216,264.00
Commemorative Plaques	3,006.00
Stonebridge Meadows	76,678.00
Elcot Lane Allotments	1.00
Elcot Lane Playing Fields	1.00
St. John's Close Allotments	1.00
Plume of Feathers Garden	1.00
Salisbury Road Recreation Ground	1.00
The Green	1.00
The Cemetery	1.00
Tin Pit	1.00
Coopers Meadow	1.00
	£3,130,985.00
	£8,951,086.00

TOTAL

5 High Street

955,700.00



132 High Street (Merchants House)

1,923,899.00



Shops and Flats – Kingsbury Street

1,109,113.00*



1-2 Kingsbury Street
Ground floor & basement – shop
1st floor: 1a 2nd floor: 2a



3 Kingsbury Street
Ground floor – shop
1st floor – 3a 2nd floor – 3b

Recreation Ground Cottages 722,771.00



Workshop and Car Park

258,109.00



Bowls Club and Pavilion

397,905.00



George Lane Toilet Block

1.00



£5,367,498.00

Notice Boards

1,113.00



Stonebridge Meadow



Manton



Town Hall x 2

Ford Tractor

5,000.00



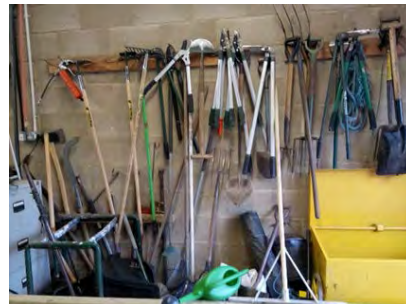
Equipment in Office

11,774.00



Ground Equipment

10,665.00



Town Hall Equipment

20,778.00

(various kitchen, bar, furniture & cleaning items)



£49,330.00

Boundary Signs

2,869.00



Play Equipment (6 sites)

389,121.00

Coopers Meadow (opened Nov 2018)



Recreation Ground Walls

3,853.00



Various Sheds

7,430.00



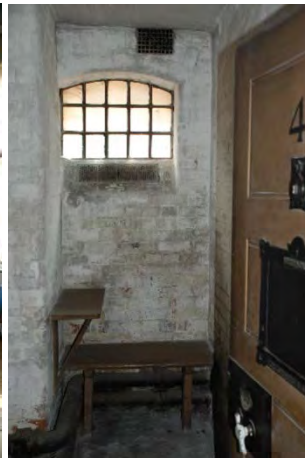
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£336,851.00

The Common/Portfields 1.00



Town Hall

2,823,754.00



Seats (Number t.b.a.)

2,786.00

Marlborough Town Council - Adopted



Bus Shelters

8,487.00



Civic Insignia

216,264.00



Commemorative Plaques

3,006.00



Stonebridge Meadow

76,678.00



Elcot Lane Allotments

1.00



Elcot Lane Playing Fields

1.00



St. John's Close Allotments

1.00



Plume of Feathers Garden

1.00



Salisbury Road Recreation Ground

1.00



The Green

1.00



The Cemetery

1.00



Tin Pit

1.00



Coopers Meadow

1.00



£3,130,985.00

TOTAL

£8,951,086.00

Disposal of Equipment

Summary – This report asks Members to consider the disposal of equipment no longer required by the Town Council.

1. Background

During the precept setting round, it was agreed that over the course of last 5 years, there has been little take up of the Shopmobility Scheme introduced jointly between the Marlborough Area Board and the Town Council in 2016/17. This involved the purchase of mobility scooters for safe keeping by the Mobility Store in George Lane as part of the scheme. It involved a £2,000 annual rent charge for a dedicated room for administering the scheme in the building. There is no budget line for the rent for 2021/22 and this information has been relayed to the owner of the store. The closure of this project also involves the disposal of the scooters, now 5 years old.

2. Disposal of Equipment

There are no special rules for the acquisition or disposal of assets other than land (land in the law of England & Wales includes buildings and structures on land). Local councils can acquire or dispose of assets other than land under the general power in section 111 Local Government Act ('LGA') 1972.

The owner of the Mobility Store (the only sensible source of valuation) has given a valuation as follows based on value in 2016 and subsequent depreciation:

2 x Kymco Scooters - £1,000 each ex Vat = Total £2000
 1 x Apex Scooter - £1,400 ex Vat = Total £1400
 3 x Wheelchairs, various types - £884 ex Vat = Total £884

Total £4,284. 10% of value = £428.40

The sale of the scooters will be accompanied by an invoice and receipt and completion of a disclaimer form to be signed by both the Proper Officer (Town Clerk) and the Purchaser (Mobility Store).

3. Wiltshire Council

The Town Clerk has discussed this with WC's Community Engagement Officer who is satisfied that this is the right process. Responsibility for the scooters was transferred to the Town Council at the time of the original purchase.

4. The Mobility Offer

Whilst it is disappointing that the Shopmobility Scheme did not take off in Marlborough, the Mobility Store offers a superb service to those looking for mobility aids and our tourism information will continue to direct visitors needing mobility equipment to this store which is conveniently placed next to the coach park at George Lane.

Town Clerk's Recommendation

The Town Clerk recommends that Members agree to the sale of the 5 year old scooters to the Mobility Store.

Town Clerk - 11 March 2021

Subject: The Public Sector Deposit Fund (“the Fund”), a sub-fund of CCLA Public Sector Investment Fund

2 March 2021

Dear Shareholder

The Public Sector Deposit Fund (“the Fund”), a sub-fund of CCLA Public Sector Investment Fund

This letter is to provide our view of the potential future direction of interest rates in UK money markets and to advise you of changes we are making to the Fund. **Although these changes do not require you to take any action, the changes set out in this letter are important and we recommend that you read it carefully. If you are unclear about the matters set out in this letter, we strongly recommend you seek independent professional advice.**

1. The outlook for interest rates

Against a backdrop of deep recession and continued pressure on businesses and individuals, the Government and Bank of England have undertaken a number of initiatives to support economic activity and ensure that financial markets continue to function efficiently. These initiatives have included quantitative easing on a substantial scale and a 0.65% reduction in the Bank of England’s Official Bank Rate to 0.10%. The economic recovery however remains far from complete, and although borrowing costs have been reduced already, further reductions in interest rates are possible. Indeed, the Bank of England has undertaken a process to review the potential implications for the UK of a regime of negative interest rates and has put the financial system on notice that it should prepare for the possible introduction of a negative interest rate in the future. Whilst we do not expect any movement of this nature in the near term, its impact could be significant and it is incumbent on CCLA to ensure that we can continue to provide cash management services should such circumstances arise.

2. Proposed changes to the Fund and reason for those changes

As a result of the market conditions outlined above, it is possible that the Fund’s investments become low yielding or negative yielding and, following the deduction of charges and expenses, a negative yield arises to the Fund (a “**Negative Yield Environment**”).

In a Negative Yield Environment, it is difficult to maintain a stable share price for income share classes and maintain distributions because of the impact of negative income flows.

Accumulation share classes overcome this problem because the income received by the Fund, whether positive or negative, is reflected in the share price.

Currently the Fund issues Income Shares only. In a Negative Yield Environment, the Fund could not maintain income paying shares and a stable share price as negative income would be deducted from capital. This inability to maintain a constant price for the Income Shares would affect the Fund’s Low Volatility Net Asset Value (“LVNAV”) fund classification, meaning that the Fund would no longer be an eligible investment for a significant number of Shareholders. For this reason, we have decided to create Accumulation Share Classes, into which to convert Income Shareholders in a Negative Yield Environment (the “**Negative Yield Response Measure**”). This approach aims to mitigate disruption for Shareholders and is consistent with that being undertaken by the wider money market fund industry, enabling the Fund to stay classified as a LVNAV fund.

Negative Yield Response Measure

We propose to amend the Fund's Instrument of Incorporation and Prospectus (together, the "**Fund Documents**") to include a Negative Yield Response Measure. The measure will permit us, as the Authorised Corporate Director ("**ACD**") to the Fund, to automatically convert Shareholders in an Income Share Class to an equivalent Accumulation Share Class in a Negative Yield Environment, provided it is in the best interests of Shareholders to do so.

As it is difficult to predict with certainty exactly when a Negative Yield Environment will occur, we intend to first inform Shareholders by way of notice on our website where we are able to identify that a Negative Yield Environment is likely to, or has, occurred. In the event that we then consider it necessary to implement the Negative Yield Response Measure we aspire to give Shareholders advance written notice of any conversion, but it may be that changes happen suddenly and that it is not possible to give prior written notice. In these circumstances, written notification will follow as soon as it is practicable to do so.

We will continue to monitor the Negative Yield Environment and keep under review our decision to implement the Negative Yield Response Measure. If the Negative Yield Environment has ceased for a continuous period for three months, we will reverse the conversion and make available again the Income Share Classes on the next Business Day provided we consider it in the best interests of Shareholders. We will endeavour to give you as much notice as practicable of the conversion back to the Income Share Classes, considering prevailing market conditions at the time.

If we do not consider it to be in the best interests of Shareholders to reverse the conversion and make available again the Income Share Classes at the end of the foregoing period, then we will notify you within one Business Day of our decision, the reasons for our decision and the date on which the matter will next be reviewed. We will review this decision at least every two weeks until the transfer is effected and, after each review, notify you of the outcome.

The implementation of the Negative Yield Response Measure has been discussed with the depositary of the Fund, HSBC Bank plc (the "**Depositary**"), and the Depositary has not raised any concerns.

The Financial Conduct Authority ("**FCA**") has confirmed that the proposed change will not affect the authorisation of the Fund.

Under the FCA Handbook, Shareholders are entitled to receive advance notice of the amendments to the Fund Documents set out above and this letter constitutes the required notice. The change will take effect from 6 April 2021.

Accumulation Share Classes

The implementation of the Negative Yield Response Measure is subject to the creation of the new Accumulation Share Classes.

The Accumulation Shares will carry the same characteristics as the Income Shares of the equivalent class, save for the following:

- (i) Accumulation Shares will not carry a right to any dividend. Any income accrued in each accumulation share class shall be retained within such class and the value of such class will rise or fall accordingly;
- (ii) the value of the Accumulation Shares will be quoted to four decimal places as required in order to give sufficient precision in pricing of the Accumulation Shares in a Negative Yield Environment;

- (iii) Accumulation Shares will be dealt on a historic pricing basis in order to provide same day settlement; and
- (iv) the name of the shares will be “Accumulation Shares” (as set out in the Appendix to this letter).

Details of the new Accumulation Share Classes are set out in the Appendix to this letter.

As we stated above Accumulation Shareholders will not receive a monthly dividend. Shareholders should also be aware that in a Negative Yield Environment the value of their Shares may fluctuate and they may realise less than they invested.

Please note that the Accumulation Share Classes described in this letter are not currently available for investment and will only be activated in conditions where the ACD considers it is in the best interests of Shareholders to implement the Negative Yield Response Measure.

Costs

All costs associated with the changes outlined in this letter will be borne by us, as the ACD.

Further information

As we have stated above, this letter is for your information and you do not need to take any action as a result of it. However, if you have any questions on the contents of this letter or would like additional information please contact or by email.

Yours faithfully

Head of Client Services

Appendix

Share Class	Minimum Investment and Balance*
Class 1 Shares — Accumulation	£1.00
Class 2 Shares - Accumulation	£25,000.00
Class 3 Shares - Accumulation	£5,000,000.00
Class 4 Shares — Accumulation	£15,000,000.00
Class 5 Shares - Accumulation	£1,000,000.00
Class 6 Shares - Accumulation	£0.00

Standing Orders and Financial Regulations

Summary – This report asks Members to consider a recommendation about the review and adoption of Standing Orders and Financial Regulations.

1. Background

Due to the pandemic, the Council's Standing Orders and Financial Regulations were not re-adopted for 2020/21. This in itself is not a legal requirement though reviewing these each year is good practice and ensures that these important documents are kept up to date. Ahead of the next council, Members may like to ensure that these are reviewed by the Town Clerk perhaps working with members of the Finance & Policy Committee.

2. Points to Note

- This was raised by the Internal Auditor during his most recent visit
- Current versions can be viewed at: https://www.marlborough-tc.gov.uk/images/corporate/Standing_Orders_20_05_2019.pdf and https://www.marlborough-tc.gov.uk/images/your-council/Financial/Financial_Regulations_20.05.2019.pdf

3. Financial Implications

There are no financial implications for the review of the documents.

Town Clerk Recommendations

The Town Clerk recommends that Members agree that a review of Standing Orders and Financial Regulations is undertaken ahead of adoption by the new council.

Town Clerk

11 March 2021