

# Marlborough Town Council

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26 July 2022

To: Councillors serving on the Finance and Policy Committee – Councillors Richard Allen, Kymee Cleasby, Jane Davies, Nicholas Fogg, Andrew Ross, James Sheppard, Caroline Thomas (Chair), Jo Waltham, and the Town Mayor, Councillor Lisa Farrell

Dear Councillor

## Finance and Policy Committee

You are **summoned** to attend the next meeting of the **Finance and Policy Committee**, which will be held on **Monday, 1 August 2022** at **7pm** in the Council Chamber, Marlborough Town Hall.

Yours sincerely

*Richard Spencer-Williams*

Richard Spencer-Williams, PSLCC

**Town Clerk**

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This meeting will be held in the Council Chamber at the Town Hall according to the latest Government Covid Safety Guidelines, and managed according to the Health and Safety at Work Act 1974(2)e.

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

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

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

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## PUBLIC QUESTION TIME

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

## AGENDA

### 1. Apologies for Absence

### 2. Declarations of Interest

To receive any declarations of interest or requests for dispensation

### 3. Chair's Announcements

### 4. Minutes

To approve and sign the minutes of the meeting held 14 March 2022

### 5. To Elect a Vice Chair for the Finance and Policy Committee

### 6. Action Log

To note and review the Action Log

### 7. To receive a Finance Report for Quarter 1

To note and consider the finance report for Quarter 1 2022/23

### 8. Review of Finance Report

To review and consider the current finance reporting template

### 9. Ear Mark Reserves

To note the EMRs for 2022/23

### 10. Internal Audit Report

To note and consider the 2021/22 Internal Audit Report

### 11. Precept Setting Timetable and Process

To agree the timetable for precept setting for 2023/24 and review the precept setting process

### 12. Small Grant Scheme

To consider grant applications received

### 13. Membership of the Finance and Policy Committee

To review and consider membership of the Finance & Policy Committee

### 14. Risk Management Scheme

To agree a working party to review the Risk Management Scheme

### 15. Civic Event Practice Review

To receive a verbal report by Councillor Ross on Civic event practice

### 16. Wall at Figgins Lane

To consider the Amenities and Open Spaces Committee's request for funds for remedial works to the wall at Figgins Lane

## Marlborough Town Council



### Finance and Policy Committee

Minutes of a meeting of the Finance & Policy Committee held Monday, 14 March 2022 in the Court Room, Marlborough Town Hall at 7pm

|                |                                |                  |
|----------------|--------------------------------|------------------|
| <b>PRESENT</b> | Councillor Andrew Ross         | Chairman         |
|                | Councillor Mark Cooper         | Town Mayor       |
|                | Councillor Nicholas Fogg       |                  |
|                | Councillor Guy Loosmore        |                  |
|                | Councillor Noel Barrett-Morton |                  |
|                | Councillor Kymee Cleasby       |                  |
|                | Councillor Jane Davies         |                  |
|                | Councillor James Sheppard      |                  |
| <b>ALSO</b>    |                                |                  |
| <b>PRESENT</b> | Richard Spencer-Williams       | Town Clerk       |
|                | Dawn Whitehall                 | Administrator    |
|                | Councillor Jo Waltham          |                  |
|                | Sue Round                      | Marlborough.News |

#### PUBLIC QUESTION TIME

There were no questions.

#### 439/21 APOLOGIES

Apologies for absence were received from **Councillor Hall**.

#### 440/21 DECLARATIONS

**Councillor Cleasby** – agenda item 6 – grant application from Love Marlborough Kids Meals - non-pecuniary interest. **Councillor Sheppard** – agenda item 6 – grant application from The Merchant's House Trust – non-pecuniary interest.

#### 441/21 CHAIRMAN'S ANNOUNCEMENTS

There were no announcements.

#### 442/21 MINUTES

**RESOLVED:** that the minutes of the meeting held 14 February 2022 were approved as a true record and signed by the Chairman

#### 443/21 ACTION LOG

The action log was noted with verbal updates provided:

#25 – Ducting in High Street – **Councillor Sheppard** confirmed that the ducting could carry any type of cabling. Wiltshire Council was encouraging EV charger points to be

installed in as many areas as possible, and it would be discussed at the Area Board meeting later in the month. Grants were available to help. Some locations such as the High Street lent themselves to super (high speed) charging points while other locations, for example the Leisure Centre, might be more suitable for slower speeds. It was agreed to add an agenda item to a Full Council meeting to discuss in detail.  
ACTION POINT: Discuss EV charger points at Full Council

#### **444/21 GRANTS**

Members considered four applications for funding via the Town Council's Small Grant Scheme, all of which met the criteria.

*Councillor Sheppard did not vote for the following item*

**RESOLVED:** (i) to award £1,000 to the Merchant's House Trust for the purchase of specialist equipment and materials to store and preserve the Trust's collections

**RESOLVED:** (ii) to award £1,000 to the Greatwood Charity for funds towards the installation of a CCTV system to further enhance onsite safeguarding for vulnerable learners

**RESOLVED:** (iii) to award £3,500 to Friends of Marlborough St Mary's School towards a playground renovation

*Councillor Cleasby did not vote on the following item*

**RESOLVED:** (iv) to award £1,000 to Love Marlborough Kids Meals towards the provision of hot meals and food cupboard items for children and families in Marlborough

#### **445/21 EAR MARKED RESERVES**

Members considered the current EMRs and the viring of funds from the 2021-22 budget savings if appropriate for the creation of new EMRs. The current EMRs were accepted, and Members agreed the virement of savings to:

- Events budget – to allow for the 2022 Platinum Jubilee celebrations
- Town Hall reserves – potential insulation of the roof
- New workshop
- Emergency fund

**RESOLVED:** that current Ear Marked Reserves remain for 2022-23, and savings from 2021-22 budget be vired to EMRs to increase the events budget, and further increase EMRs for Town Hall Works, Workshop Extension and Emergency Fund; with the exact sums to be agreed by Cllr Ross and the Town Clerk on completion the year end accounts.

#### **446/21 COUNCILLOR BADGES**

Samples had been ordered but had not arrived in time to review at the meeting.

The meeting closed at 8.37 pm

**ITEM 5****ELECTION OF VICE CHAIR**

To elect a Vice Chair to the Property Committee for 2022/23.

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**Background**

A decision on the election of a Vice Chair was deferred at the Extraordinary Full Council meeting held 16 May 2022 as all Members voted onto the Committee were not present.

***Min. No. 18/22:***

***RESOLVED: (i) that Councillor Thomas be elected Chair of the Finance and Policy Committee for 2022/23***

***RESOLVED: (ii) that the election of Vice Chair of the Finance and Policy Committee for 2022/23 be carried out at the first meeting of the Committee when it was hoped all Members would be present to vote***

**ITEM 6****ACTION LOG****To note and review the Action Log**

| #  | Description  | Minute #               | Source                     | Allocated to               | Status      | Date of meeting  | Notes   |
|----|--|------------------------|----------------------------|----------------------------|-------------|------------------|---|
| 19 | Branding & Corporate Image: suggest suppliers for enamel badges for Councillors  | 258/21                 | Finance & Policy Committee | Councillor Cleasby         | In Progress | 25 October 2021  | Providers sourced and contacted. Two suitable providers identified. Verbal update for consideration at Committee meeting.                   |
| 20 | Branding & Corporate image: draft a policy for consideration at next meeting with a view to presenting to Full Town Council                    | <a href="#">258/21</a> | Finance & Policy Committee | Town Clerk                 | Complete    | 25 October 2021  | F&P Committee adopted for recommendation to Full Council on 11.4.21. Deferred to Cllr Waltham/ Corp. Services for amendments; to FC 12.9.22 |
| 24 | Tourism Officer to invite a representative from Great West Way to attend a future meeting to provide an update and answer questions            | 324/21                 | Finance & Policy Committee | Tourism Officer/Town Clerk | Complete    | 06 December 2021 | Attended Full Council 28.2.22   |
| 25 | Councillor Sheppard to follow up with Wiltshire Council Highways whether existing ducting in the High Street can be used for EV charger points | 324/21                 | Finance & Policy Committee | Councillor Sheppard        | In Progress | 06 December 2021 |   |

**ITEM 7****FINANCE REPORT QUARTER 1 2022/23****To note and consider the finance report for Quarter 1 2022/23****Overview Report****Year to date Income / Expenditure analysis ( Month 3)**

|                                |               |
|--------------------------------|---------------|
| Income                         | £ 453,124     |
| Expenditure                    | £ 187,529     |
| Balance per cashbook (17.6.22) | £1,284,826.04 |
| Bank Reconciliation (17.6.22)  | £ 00.00       |

**Budget Analysis (Month 10)****Income**

|           |                              |          |  |
|-----------|------------------------------|----------|--|
| 101/ 1176 | Precept                      | £395,469 | as expected  |
| 202/ 1101 | Cemetery income              | £ 3,643  | on target  |
| 203/1100  | Allotment income             | £ 26     | yet to receive, invoiced annually February                   |
| 210       | Open Space rent Incomes      | £ 7,766  | on target  |
| 110       | Property Incomes             | £ 20,072 | on target (4% low due to 1 Kingsbury<br>invoiced 2x6 months) |
| 2051050   | Town Hall income             | £ 6,326  | on target / 6% plus  |
| 205/1112  | Public Toilets (George Lane) | £ 1,202  | on target/ 5% plus   |
| 206/1329  | MC&YC income                 | £ 405    | bookings on target/ qtr.1 payments<br>pending                |

**Expenditure**

|           |                        |  |
|-----------|------------------------|--|
| 101/ 4005 | Ellis Whittam          | £383 overspend due to price increase   |
| 101/4153  | Events                 | Notional overspend due to Jubilee events/funds<br>transferred from EMR       |
| 107/4014  | Electricity            | 23% spent; need to monitor – re price increase plus<br>winter                |
| 107/4015  | Gas                    | 52% spent – ‘winter bills’ plus price increase; to<br>Monitor                |
| 200/4004  | Wages                  | £28,703 10% under due to vacancy & events factor<br>events                   |
| 204/4014  | Electricity            | 21.7% spent; need to monitor – re price increase plus<br>winter              |
| 204/4042  | PPE                    | £316 overspend due to required protective wear                               |
| 210/4072  | Equipment              | £568 purchase of extendable electric pole pruner                             |
| 210/4318  | Tree Works             | £7301 for tree at Salisbury rec and Ash tree<br>works Frees Avenue (ongoing) |
| 110/4062  | Maintenance properties | £250, 2.5% spent; NB new shower and heating 2A<br>Kingsbury pending          |
| 201/4014  | Electricity            | 12% ; on target due to expected increase in usage in<br>winter               |
| 201/4015  | Gas                    | 5.3% ( summer qtr. paid); on target but need to monitor<br>re price increase |
| 206/4014  | MC&YC Electricity      | 24.0% at Qtr. 1; need to monitor re price increases                          |
| 206/4015  | MC&YC Gas              | 24% at Qtr. 1; need to monitor re price increases                            |

## **Budget Overview**

Please refer to Omega Detailed Reports

### **Attached:**

- Omega Report Detailed Income & Expenditure by Budget Heading Month 3 (as required by Financial Regulation 4.8)
- Omega Report Bank Reconciliation Month 3 (30.6.22) ( as required by Financial Regulation 1.9)
- Omega Report Receipts and Payments Summary Month 1-3 (as required by Financial Regulation 1.9, 5.2)
- Omega Report Detailed Balance Sheet Month 3 (31.5.22)

Please see Appendix 1

**Town Clerk 11.7.22**



**ITEM 8****REVIEW OF FINANCE REPORT****To review and consider the current Finance Reporting template**

At the request of the Chair, the Finance and Policy Committee are asked to consider its finance information reporting requirements, and the proposed draft '*Financial Reporting Template*' (below). Members are asked to offer feedback about whether the suggested format provides the right information, and in the right way, to enable the Committee in its role to effectively monitor and scrutinising the Council's budget.

The suggested template would be used to provide quarterly reports in conjunction with the Omega reports attachments as stated and used to highlight the main and key information. i.e., it is not envisaged this report template would be used to replicate every budget line item.

**FINANCIAL REPORTING TEMPLATE *draft*****Overview Report****Year to date Receipts / Payments analysis (*date*)**

|                             |  |
|-----------------------------|--|
| <b>Income</b>               |  |
| <b>Expenditure</b>          |  |
| <b>Balance per cashbook</b> |  |
| <b>Bank Reconciliation</b>  |  |

**Budget Analysis****Income**

| Code | Item | Summary explanation | Fixed | Flex | Risk | Potential Variation |
|------|------|---------------------|-------|------|------|---------------------|
|      |      |                     |       |      |      |                     |
|      |      |                     |       |      |      |                     |
|      |      |                     |       |      |      |                     |

**Expenditure**

| Code     | Item     | Summary explanation                 | Fixed | Flex | Risk | Budget  | Potential Variation |
|----------|----------|-------------------------------------|-------|------|------|---------|---------------------|
| 101/4001 | Staffing | Jubilee event overtime              |       | √    | √    | 227,740 | -£500               |
| 101/4067 | CCTV     | Repair George Lane due to vandalism | √     |      | √    | 3,000   | -£1000              |
| 101/4153 | Events   | Saving made due to revised plan     |       | √    |      | 4,000   | +£500               |

**Budget Overview**

Please refer to Omega Detailed Reports (attachments)

**Attachments:**

- Omega Report Detailed Income & Expenditure by Budget Heading Month 10
- Omega Report Bank Reconciliation Month 9 (10.1.22)

- Omega Report Receipts and Payments Summary Month 9
- Omega Report Detailed Balance Sheet Month 9 (31.1.21)

## Town Clerk 11.7.22

### ITEM 9

### EAR MARK RESERVES

#### To note the EMRs for 2022/23

Attached at Appendix 2.

### ITEM 10

### INTERNAL AUDIT REPORT

#### To note and consider the 2021/22 Internal Audit Report

Attached at Appendix 3.

### ITEM 11

### PRECEPT SETTING TIMETABLE & PROCESS 2023/24

#### To agree the timetable for precept setting for 2023/24

The Committee is asked to consider and agree the timetable for precept setting for 2023/24 as advised below and review the precept setting process.

| Date     | Committee               | Action   |
|----------|-------------------------|--|
| 3.10.22  | Staffing Sub-Committee  | To agree spending plans and budgets for 2023/24 and make recommendation to F&P   |
| 10.10.22 | Amenities & Open Spaces | An opportunity to discuss spending plans and budgets for 2023/24 with particular attention to increased costs if devolution of services from WC is likely. <i>(This committee is likely to have most impact from this)</i> |
| 31.10.22 | Property                | To agree spending plans and budgets for 2023/24 and make recommendation to F&P   |
| 14.11.22 | Planning                | To agree spending plans and budgets for 2023/24 and make recommendation to F&P   |
| 28.11.22 | Finance & Policy        | To agree F&P spending plans for 2023/24 and review recommendations from budget holding committees and any recommendations from non-budget holding committees.<br>Prepare recommendation for FTC on 12th December           |
| 12.12.22 | Full Town Council       | Recommendation to FTC for agreement for 2023/24 budgets and precept figure levy to Wiltshire Council   |

## Process

All budget holding committees will be given the 2022/23 budget figures for the end of September. At this six-monthly point in the financial year, Members will have a better idea of overall expenditure on which to base estimates for 2023/24.

If there are staffing implications associated with Committee budget recommendations (i.e., increased staff capacity is needed) the staffing-Sub Committee (non-budget holding) may need to arrange an extra-ordinary meeting prior to 14 November (7 days before the Finance and Policy meeting on 28 November 2022) to make a recommendation about salary budgets. The most likely scenario for this to arise would be resulting from any A&OS Committee recommendations on 10 October 2022.

Once agreed, this timetable will be circulated to all Councillors. Committees may wish to make additional meeting time to consider their respective needs in a timely manner.

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## Recommendation

Members are asked to agree the timetable and process for the Committees and Full Council budgeting and precept setting and instruct the Town Clerk accordingly.

Town Clerk **11.7.22**

## ITEM 12

## SMALL GRANT SCHEME

**To consider applications received for the Town Council's Small Grants Scheme.**

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## Summary

Three grant applications have been received:

- Marlborough Bowls Club for £4,000 towards a £5,100 overall spend for the laying of a new floor (see Appendix 4.1).  
NB Since submitting their application the Bowls Club have advised they have been awarded £2,000 by Marlborough Area Board.
- The Merchant's House Trust for £1,008 to fund an upgraded hard drive-in support of the MODES archiving package (see Appendix 4.2).
- Sustainable Marlborough: £1,000 towards 'Marlborough's Great Big Green Week' (see Appendix 4.3).

Members are asked to consider awarding funds from the Council's grant budget fund to each of the applicants and instruct the Town Clerk accordingly.

The grant budget currently stands at £7,000 for the financial year 2022/23.

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## Recommendation

Members are asked to consider three grant application and instruct the Town Clerk accordingly.

Town Clerk **11.7.22**

**ITEM 13****MEMBERSHIP OF THE FINANCE AND POLICY COMMITTEE**

**To review and consider the membership of the Finance and Policy Committee within the Council's structure.**

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**Current Status**

The membership of the Finance and Policy Committee is currently made up of eight members elected by Full Council at the Annual Council Meeting in May each year, as stated in the Standing Orders (5K iv).

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**Proposal**

It is proposed that for the next democratic year 2023-24, that the Standing Orders are amended to state that four places are reserved on the Finance and Policy Committee; one for each chair of the other Committees ( Planning, Property, Amenities and Open Spaces, and Staffing), with four remaining places for other members. In addition, the Town Mayor sits on all Committees.

The advantage of this would mean that the Finance and Policy Committee would be well placed to ensure:

- that all Committees' budget needs are effectively represented in the budget setting process within a "whole council" context
- greater shared awareness of the needs and challenges of each area of responsibility of the Council in particular when scoping their respective priorities
- greater potential for strategic decision making
- greater potential for better communication, joint planning, and at the very least enabling more effective communication across agendas

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**Recommendation**

Members are asked to consider this proposal and instruct the Town Clerk accordingly.

**Town Clerk 11.7.22**

**ITEM 14****RISK MANAGEMENT SCHEME**

**To agree a working party to review the Risk Management Scheme**

The 'Risk Management Scheme' is a required council document which evidences that the Council as a whole has considered areas of risk to its liabilities, and with this also considered mitigating measures to safeguard against these risks. It is required as part of the Annual Governance Accounting Review, and as such is reviewed and adopted by Full Council each year at the Annual Town Meeting in May.

In order to ensure it remains relevant it should be scrutinised by the Council, and all Councillors should be aware and have confidence in the Scheme's schedule; as the Council assume corporate responsibility for it each time it is adopted in May.

The current Risk Management Scheme was originally first adopted in 2017.

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## Proposal

As part of the Finance and Policy Committees role in advising and making recommendations to Full Council on such matters, it is proposed that a small working party is set up to scrutinise the current Risk Management Scheme, feeding back to the Committee with recommendations that it considers may be relevant to bring to the attention of Full Council if needed.

The Committee are asked to consider this proposal and instruct the Town Clerk accordingly.

(See Appendix 5 to see the Risk Management Scheme)

## Town Clerk 11.7.22

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### ITEM 15

### CIVIC EVENT PRACTICE REVIEW

To receive a verbal report from Councillor Ross on event Civic practice

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### ITEM 16

### FIGGINS LANE WALL

To consider the Amenities and Open Spaces Committee's request for funds for remedial works to the wall at Figgins Lane

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## Background

A section of the boundary wall at Priory Gardens/Figgins Lane is 'falling down'; which we suspect was damage caused by 'mis-adventurous behaviour' (it looks as if someone has been 'lunging' against the wall) but we are unable to prove this. Quotes are currently being sourced; two have been obtained with a third being required according to the Council's Financial Regulations. The indicative costs for repair will be £15-20k.

This matter was considered by the Amenities and Open Spaces Committee on 11 July, where it was agreed that the Wall at Figgins Lane was in need of immediate repair:

**'RESOLVED:** *to proceed with the work to Figgins Lane wall as a priority, with a request to the Finance and Policy Committee for release of sufficient reserves to cover the cost of repair.'*

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## Proposal

As the Amenities and Open Spaces Committee's Projects budget is not significant enough to ensure such works and there is no alternative budget provision for this repair, the Finance and Policy Committee is asked to consider an allocation to the Amenities and Open Spaces Committee from the reserves.

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## Considerations

The Council as a whole needs to ensure that it mitigates any risk to the public by its liabilities.

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## Recommendation

It is recommended that the Committee support this request.

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

Town Clerk 14.7.22

11/07/2022

## Marlborough Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Committee Report

|                                    | Actual<br>Last Year | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b><u>Finance &amp; Policy</u></b> |                     |                        |                   |                    |                          |                    |              |                         |
| <b><u>TOT ADMINISTRATION</u></b>   |                     |                        |                   |                    |                          |                    |              |                         |
| 1010 INCOME-MISCELLANEOUS          | 3,649               | 920                    | 100               | (820)              |                          |                    | 920.5%       |                         |
| 1176 PRECEPT RECEIVED              | 744,373             | 395,469                | 790,937           | 395,469            |                          |                    | 50.0%        |                         |
| 1190 BANK INTEREST                 | 110                 | 215                    | 100               | (115)              |                          |                    | 214.8%       |                         |
| 1191 MARKET INCOME                 | 1,367               | 0                      | 1,500             | 1,500              |                          |                    | 0.0%         |                         |
| ADMINISTRATION :- Income           | <b>749,499</b>      | <b>396,604</b>         | <b>792,637</b>    | <b>396,033</b>     |                          |                    | <b>50.0%</b> | <b>0</b>                |
| 4001 SALARIES/NI/SUPERAN           | 219,960             | 41,121                 | 227,740           | 186,619            |                          | 186,619            | 18.1%        |                         |
| 4005 ELLIS WHITTAM                 | 2,681               | 3,083                  | 2,700             | (383)              |                          | (383)              | 114.2%       |                         |
| 4009 TRAVEL                        | 317                 | 88                     | 500               | 412                |                          | 412                | 17.6%        |                         |
| 4010 STAFF MOBILE PHONES           | 3,810               | 929                    | 3,200             | 2,271              |                          | 2,271              | 29.0%        |                         |
| 4011 BUSINESS RATES                | 6,238               | 3,119                  | 8,200             | 5,082              |                          | 5,082              | 38.0%        |                         |
| 4022 PETTY CASH                    | 423                 | 100                    | 700               | 600                |                          | 600                | 14.3%        |                         |
| 4023 STATIONERY/PUBLICS.           | 1,893               | 372                    | 2,200             | 1,828              |                          | 1,828              | 16.9%        |                         |
| 4024 SUBSCRIPTIONS                 | 3,535               | 2,956                  | 5,000             | 2,044              |                          | 2,044              | 59.1%        |                         |
| 4025 INSURANCE                     | 11,912              | 12,835                 | 16,000            | 3,165              |                          | 3,165              | 80.2%        |                         |
| 4026 PHOTOCOPIER                   | 4,648               | 1,211                  | 5,000             | 3,789              |                          | 3,789              | 24.2%        |                         |
| 4028 POSTAGE                       | 488                 | 0                      | 600               | 600                |                          | 600                | 0.0%         |                         |
| 4029 NEWSLETTER                    | 1,150               | 121                    | 1,800             | 1,679              |                          | 1,679              | 6.7%         |                         |
| 4038 MAINTENANCE                   | 1,121               | 145                    | 2,000             | 1,855              |                          | 1,855              | 7.3%         |                         |
| 4041 TRAINING STAFF                | 1,183               | 20                     | 5,000             | 4,980              |                          | 4,980              | 0.4%         |                         |
| 4046 TOURISM                       | 3,743               | 760                    | 5,000             | 4,240              |                          | 4,240              | 15.2%        |                         |
| 4055 PROFESSIONAL                  | 2,560               | 564                    | 7,000             | 6,436              |                          | 6,436              | 8.1%         |                         |
| 4057 AUDIT FEE                     | 2,965               | 460                    | 4,000             | 3,540              |                          | 3,540              | 11.5%        |                         |
| 4059 BANK CHARGES                  | 445                 | 64                     | 600               | 536                |                          | 536                | 10.7%        |                         |
| 4063 OFFICE GENERAL                | 563                 | 77                     | 500               | 423                |                          | 423                | 15.3%        |                         |
| 4064 ARCHIVE STORAGE               | 417                 | 70                     | 460               | 390                |                          | 390                | 15.2%        |                         |
| 4067 CCTV                          | 2,344               | 1,682                  | 3,000             | 1,318              |                          | 1,318              | 56.1%        |                         |
| 4071 OFFICE EQUIPMENT              | 1,157               | 0                      | 1,200             | 1,200              |                          | 1,200              | 0.0%         |                         |
| 4075 SOFTWARE & FEES               | 7,950               | 3,115                  | 8,000             | 4,885              |                          | 4,885              | 38.9%        |                         |
| 4076 HEALTH & SAFETY               | 238                 | 14                     | 500               | 486                |                          | 486                | 2.9%         |                         |
| 4153 EVENTS                        | 1,279               | 11,299                 | 4,000             | (7,299)            |                          | (7,299)            | 282.5%       | 11,401                  |
| 4154 SWITCH ON EVENT               | 2,353               | 0                      | 6,000             | 6,000              |                          | 6,000              | 0.0%         |                         |
| 4224 YOUTH COUNCIL                 | 0                   | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4228 WEBSITE/BROADBAND             | 1,736               | 300                    | 2,500             | 2,200              |                          | 2,200              | 12.0%        |                         |
| 4301 FIRE EXTINGUISHERS            | 265                 | 0                      | 300               | 300                |                          | 300                | 0.0%         |                         |
| 4308 IT EQUIPMENT LEASE            | 2,853               | 743                    | 5,000             | 4,257              |                          | 4,257              | 14.9%        |                         |
| 4309 IT SUPPORT PACKAGE            | 2,443               | 80                     | 2,500             | 2,420              |                          | 2,420              | 3.2%         |                         |
| 4311 RECRUITMENT                   | 0                   | 0                      | 300               | 300                |                          | 300                | 0.0%         |                         |

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11/07/2022

## Marlborough Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Committee Report

|  | Actual<br>Last Year | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4317 HERITAGE PROJECT                  | 1,000               | 0                      | 3,000             | 3,000              |                          | 3,000              | 0.0%         |                         |
| 4336 DARK SKIES                        | 2,046               | 0                      | 0                 | 0                  |                          | 0                  | 0.0%         |                         |
| ADMINISTRATION :- Indirect Expenditure | <b>295,717</b>      | <b>85,325</b>          | <b>335,000</b>    | <b>249,675</b>     | <b>0</b>                 | <b>249,675</b>     | <b>25.5%</b> | <b>11,401</b>           |
| <b>Net Income over Expenditure</b>     | <b>453,783</b>      | <b>311,278</b>         | <b>457,637</b>    | <b>146,359</b>     |                          |                    |              |                         |
| 6000 plus Transfer from EMR            | 0                   | 11,341                 |                   |                    |                          |                    |              |                         |
| 6001 less Transfer to EMR              | 0                   | 60                     |                   |                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>  | <b>453,783</b>      | <b>322,559</b>         |                   |                    |                          |                    |              |                         |
| <b>102 SECTION 137</b>                 |                     |                        |                   |                    |                          |                    |              |                         |
| 4152 REMEMBRANCE DAY                   | 1,135               | 0                      | 2,000             | 2,000              |                          | 2,000              | 0.0%         |                         |
| SECTION 137 :- Indirect Expenditure    | <b>1,135</b>        | <b>0</b>               | <b>2,000</b>      | <b>2,000</b>       | <b>0</b>                 | <b>2,000</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                 | <b>(1,135)</b>      | <b>0</b>               | <b>(2,000)</b>    | <b>(2,000)</b>     |                          |                    |              |                         |
| <b>103 OTHER GRANTS</b>                |                     |                        |                   |                    |                          |                    |              |                         |
| 4061 CHRISTMAS LIGHTS                  | 14,992              | 161                    | 15,000            | 14,839             |                          | 14,839             | 1.1%         |                         |
| 4151 GRANTS                            | 7,000               | 0                      | 7,000             | 7,000              |                          | 7,000              | 0.0%         |                         |
| OTHER GRANTS :- Indirect Expenditure   | <b>21,992</b>       | <b>161</b>             | <b>22,000</b>     | <b>21,839</b>      | <b>0</b>                 | <b>21,839</b>      | <b>0.7%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                 | <b>(21,992)</b>     | <b>(161)</b>           | <b>(22,000)</b>   | <b>(21,839)</b>    |                          |                    |              |                         |
| <b>104 MAYORAL</b>                     |                     |                        |                   |                    |                          |                    |              |                         |
| 4100 MAYORS ALLOWANCE                  | 3,400               | 0                      | 3,400             | 3,400              |                          | 3,400              | 0.0%         |                         |
| 4101 MAYORS TRAVEL                     | 51                  | 0                      | 650               | 650                |                          | 650                | 0.0%         |                         |
| 4102 MAYOR MAKING EXPS                 | 2,000               | 1,955                  | 2,000             | 45                 |                          | 45                 | 97.7%        |                         |
| MAYORAL :- Indirect Expenditure        | <b>5,451</b>        | <b>1,955</b>           | <b>6,050</b>      | <b>4,095</b>       | <b>0</b>                 | <b>4,095</b>       | <b>32.3%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                 | <b>(5,451)</b>      | <b>(1,955)</b>         | <b>(6,050)</b>    | <b>(4,095)</b>     |                          |                    |              |                         |
| <b>105 MEMBERS</b>                     |                     |                        |                   |                    |                          |                    |              |                         |
| 4078 TRAINING-COUNCILLORS              | 30                  | 0                      | 1,500             | 1,500              |                          | 1,500              | 0.0%         |                         |
| 4103 MEMBERS TRAVEL                    | 0                   | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| MEMBERS :- Indirect Expenditure        | <b>30</b>           | <b>0</b>               | <b>2,000</b>      | <b>2,000</b>       | <b>0</b>                 | <b>2,000</b>       | <b>0.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                 | <b>(30)</b>         | <b>0</b>               | <b>(2,000)</b>    | <b>(2,000)</b>     |                          |                    |              |                         |
| <b>106 CIVIC</b>                       |                     |                        |                   |                    |                          |                    |              |                         |
| 4105 CIVIC HOSPITALITY                 | 71                  | 180                    | 2,000             | 1,820              |                          | 1,820              | 9.0%         |                         |
| 4110 TOWN CRIER/MACE BEAR              | 305                 | 0                      | 1,200             | 1,200              |                          | 1,200              | 0.0%         |                         |



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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Committee Report

|   | Actual<br>Last Year | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4113 INSIGNIA FUNDS                       | 1,138               | 28                     | 2,000             | 1,972              |                          | 1,972              | 1.4%         |                         |
| CIVIC :- Indirect Expenditure             | <b>1,514</b>        | <b>209</b>             | <b>5,200</b>      | <b>4,991</b>       | <b>0</b>                 | <b>4,991</b>       | <b>4.0%</b>  | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(1,514)</b>      | <b>(209)</b>           | <b>(5,200)</b>    | <b>(4,991)</b>     |                          |                    |              |                         |
| <u>107 UTILITIES</u>                      |                     |                        |                   |                    |                          |                    |              |                         |
| 4012 WATER/SEWERAGE CHGS                  | 258                 | 105                    | 530               | 425                |                          | 425                | 19.9%        |                         |
| 4014 ELECTRICITY                          | 3,252               | 862                    | 3,750             | 2,888              |                          | 2,888              | 23.0%        |                         |
| 4015 GAS                                  | 1,303               | 648                    | 1,250             | 602                |                          | 602                | 51.8%        |                         |
| 4020 TELEPHONE                            | 6,960               | 1,092                  | 7,000             | 5,908              |                          | 5,908              | 15.6%        |                         |
| UTILITIES :- Indirect Expenditure         | <b>11,773</b>       | <b>2,707</b>           | <b>12,530</b>     | <b>9,823</b>       | <b>0</b>                 | <b>9,823</b>       | <b>21.6%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(11,773)</b>     | <b>(2,707)</b>         | <b>(12,530)</b>   | <b>(9,823)</b>     |                          |                    |              |                         |
| Finance & Policy :- Income                | <b>749,499</b>      | <b>396,604</b>         | <b>792,637</b>    | <b>396,033</b>     |                          |                    | <b>50.0%</b> |                         |
| Expenditure                               | <b>337,611</b>      | <b>90,357</b>          | <b>384,780</b>    | <b>294,423</b>     | <b>0</b>                 | <b>294,423</b>     | <b>23.5%</b> |                         |
| <b>Net Income over Expenditure</b>        | <b>411,889</b>      | <b>306,247</b>         | <b>407,857</b>    | <b>101,610</b>     |                          |                    |              |                         |
| plus Transfer from EMR                    | <b>0</b>            | <b>11,341</b>          |                   |                    |                          |                    |              |                         |
| less Transfer to EMR                      | <b>0</b>            | <b>60</b>              |                   |                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>     | <b>411,889</b>      | <b>317,528</b>         |                   |                    |                          |                    |              |                         |
| <u><b>Amenities &amp; Open Spaces</b></u> |                     |                        |                   |                    |                          |                    |              |                         |
| <u>200 OS STAFF COSTS</u>                 |                     |                        |                   |                    |                          |                    |              |                         |
| 4004 WAGES/NI/SUPERANN                    | 149,923             | 28,703                 | 181,848           | 153,145            |                          | 153,145            | 15.8%        |                         |
| OS STAFF COSTS :- Indirect Expenditure    | <b>149,923</b>      | <b>28,703</b>          | <b>181,848</b>    | <b>153,145</b>     | <b>0</b>                 | <b>153,145</b>     | <b>15.8%</b> | <b>0</b>                |
| <b>Net Expenditure</b>                    | <b>(149,923)</b>    | <b>(28,703)</b>        | <b>(181,848)</b>  | <b>(153,145)</b>   |                          |                    |              |                         |
| <u>202 CEMETERY</u>                       |                     |                        |                   |                    |                          |                    |              |                         |
| 1101 INCOME-CEMETERY                      | 15,989              | 3,643                  | 13,125            | 9,482              |                          |                    | 27.8%        |                         |
| CEMETERY :- Income                        | <b>15,989</b>       | <b>3,643</b>           | <b>13,125</b>     | <b>9,482</b>       |                          |                    | <b>27.8%</b> | <b>0</b>                |
| 4011 BUSINESS RATES                       | 434                 | 505                    | 440               | (65)               |                          | (65)               | 114.9%       |                         |
| 4036 OLD CEMETERY                         | 350                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4038 MAINTENANCE                          | 5,237               | 1,366                  | 5,000             | 3,634              |                          | 3,634              | 27.3%        |                         |
| CEMETERY :- Indirect Expenditure          | <b>6,021</b>        | <b>1,872</b>           | <b>6,440</b>      | <b>4,568</b>       | <b>0</b>                 | <b>4,568</b>       | <b>29.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>        | <b>9,968</b>        | <b>1,771</b>           | <b>6,685</b>      | <b>4,914</b>       |                          |                    |              |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Committee Report

|                                    | Actual<br>Last Year | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|------------------------------------|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| <b>203 ALLOTMENTS</b>              |                     |                        |                   |                    |                          |                    |              |                         |
| 1100 INCOME-ALLOTMENTS             | 1,704               | 26                     | 1,150             | 1,125              |                          |                    | 2.2%         |                         |
| ALLOTMENTS :- Income               | <b>1,704</b>        | <b>26</b>              | <b>1,150</b>      | <b>1,125</b>       |                          |                    | <b>2.2%</b>  | <b>0</b>                |
| 4006 ST JOHNS TRUST                | 250                 | 0                      | 250               | 250                |                          | 250                | 0.0%         |                         |
| 4012 WATER/SEWERAGE CHGS           | 371                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4038 MAINTENANCE                   | 0                   | 38                     | 200               | 162                |                          | 162                | 18.9%        |                         |
| ALLOTMENTS :- Indirect Expenditure | <b>621</b>          | <b>38</b>              | <b>950</b>        | <b>912</b>         | <b>0</b>                 | <b>912</b>         | <b>4.0%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b> | <b>1,084</b>        | <b>(12)</b>            | <b>200</b>        | <b>212</b>         |                          |                    |              |                         |
| <b>204 WORKSHOP</b>                |                     |                        |                   |                    |                          |                    |              |                         |
| 4009 TRAVEL                        | 0                   | 0                      | 200               | 200                |                          | 200                | 0.0%         |                         |
| 4011 BUSINESS RATES                | 2,645               | 1,323                  | 2,850             | 1,527              |                          | 1,527              | 46.4%        |                         |
| 4012 WATER/SEWERAGE CHGS           | 1,201               | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4014 ELECTRICITY                   | 3,178               | 678                    | 3,125             | 2,447              |                          | 2,447              | 21.7%        |                         |
| 4027 INTRUDER ALARM                | 1,049               | 417                    | 2,000             | 1,583              |                          | 1,583              | 20.8%        |                         |
| 4038 MAINTENANCE                   | 1,468               | 61                     | 1,500             | 1,439              |                          | 1,439              | 4.1%         |                         |
| 4039 PERSONNEL CLOTHING            | 590                 | 29                     | 800               | 771                |                          | 771                | 3.6%         |                         |
| 4042 PERSONAL PROTECTIVE EQUIPMENT | 397                 | 838                    | 500               | (338)              |                          | (338)              | 167.5%       |                         |
| 4043 PICK-UP LEASE                 | 545                 | 445                    | 600               | 155                |                          | 155                | 74.1%        |                         |
| 4044 VEHICLE TAX/INS.              | 275                 | 290                    | 500               | 210                |                          | 210                | 58.0%        |                         |
| 4045 VEHICLE PETROL/DERV           | 5,961               | 1,295                  | 6,500             | 5,205              |                          | 5,205              | 19.9%        |                         |
| 4047 WORKSHOP TOOLS ETC            | 2,916               | 278                    | 2,000             | 1,722              |                          | 1,722              | 13.9%        |                         |
| 4048 MOWER MAINTENANCE             | 1,770               | 393                    | 4,000             | 3,607              |                          | 3,607              | 9.8%         |                         |
| 4049 TRACTOR MAINTENANCE           | 990                 | 0                      | 5,000             | 5,000              |                          | 5,000              | 0.0%         |                         |
| 4050 WORKSHOP MISC                 | 326                 | 6                      | 200               | 194                |                          | 194                | 3.1%         |                         |
| 4301 FIRE EXTINGUISHERS            | 170                 | 0                      | 300               | 300                |                          | 300                | 0.0%         |                         |
| 4315 REFUSE COLLECTION             | 2,700               | 729                    | 3,000             | 2,271              |                          | 2,271              | 24.3%        |                         |
| 4320 MOWER                         | 4,095               | 1,024                  | 4,200             | 3,176              |                          | 3,176              | 24.4%        |                         |
| 4321 PICK UP MAINTENANCE           | 638                 | 92                     | 3,000             | 2,908              |                          | 2,908              | 3.1%         |                         |
| 4323 MISTUBISHI LEASE              | 2,259               | 635                    | 2,259             | 1,624              |                          | 1,624              | 28.1%        |                         |
| WORKSHOP :- Indirect Expenditure   | <b>33,172</b>       | <b>8,531</b>           | <b>43,034</b>     | <b>34,503</b>      | <b>0</b>                 | <b>34,503</b>      | <b>19.8%</b> | <b>0</b>                |
| <b>Net Expenditure</b>             | <b>(33,172)</b>     | <b>(8,531)</b>         | <b>(43,034)</b>   | <b>(34,503)</b>    |                          |                    |              |                         |
| <b>210 OPEN SPACES</b>             |                     |                        |                   |                    |                          |                    |              |                         |
| 1102 INCOME-GOLF CLUB              | 22,500              | 5,625                  | 22,500            | 16,875             |                          |                    | 25.0%        |                         |
| 1103 INCOME OPEN SPACES            | 7,875               | 1,563                  | 2,500             | 937                |                          |                    | 62.5%        |                         |
| 1106 INCOME - SHOWMENS GUILD       | 2,300               | 0                      | 2,300             | 2,300              |                          |                    | 0.0%         |                         |
| 1111 INCOME - RUGBY CLUB           | 500                 | 578                    | 500               | (78)               |                          |                    | 115.6%       |                         |
| OPEN SPACES :- Income              | <b>33,175</b>       | <b>7,766</b>           | <b>27,800</b>     | <b>20,034</b>      |                          |                    | <b>27.9%</b> | <b>0</b>                |

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Committee Report

|                                       | Actual<br>Last Year | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4024 SUBSCRIPTIONS                    | 195                 | 0                      | 200               | 200                |                          | 200                | 0.0%         |                         |
| 4038 MAINTENANCE                      | 6,792               | 1,620                  | 5,000             | 3,380              |                          | 3,380              | 32.4%        |                         |
| 4054 LEGAL & PROFESSIONAL             | 5,956               | 0                      | 7,000             | 7,000              |                          | 7,000              | 0.0%         |                         |
| 4072 EQUIPMENT                        | 351                 | 568                    | 1,500             | 932                |                          | 932                | 37.9%        |                         |
| 4220 OPEN SPACES PLANTS               | 4,103               | 0                      | 5,500             | 5,500              |                          | 5,500              | 0.0%         |                         |
| 4223 PLAY EQUIP/MAINT/REPLACEMENT     | 1,074               | 329                    | 2,500             | 2,171              |                          | 2,171              | 13.1%        |                         |
| 4314 AOS PROJECTS                     | 9,331               | 0                      | 10,000            | 10,000             |                          | 10,000             | 0.0%         |                         |
| 4318 TREE SURVEY & WORKS              | 395                 | 8,196                  | 15,000            | 6,804              |                          | 6,804              | 54.6%        |                         |
| 4324 RTV VEHICLE                      | 3,197               | 0                      | 3,500             | 3,500              |                          | 3,500              | 0.0%         |                         |
| 4325 STONEBRIDGE MEADOWS              | 1,089               | 0                      | 1,500             | 1,500              |                          | 1,500              | 0.0%         |                         |
| 4326 BRITAIN IN BLOOM                 | 282                 | 0                      | 300               | 300                |                          | 300                | 0.0%         |                         |
| 4327 NEW TRACTOR LEASE                | 6,880               | 1,711                  | 7,000             | 5,289              |                          | 5,289              | 24.4%        |                         |
| 4330 MULTI PURPOSE MOWER              | 3,097               | 774                    | 3,100             | 2,326              |                          | 2,326              | 25.0%        |                         |
| 4331 FRONT LOADER/BACK HOE            | 3,144               | 868                    | 3,200             | 2,332              |                          | 2,332              | 27.1%        |                         |
| 4335 FREES AVENUE TREES               | 0                   | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4337 SKATE PARK LIGHTING              | 0                   | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| OPEN SPACES :- Indirect Expenditure   | <b>45,886</b>       | <b>14,066</b>          | <b>66,800</b>     | <b>52,734</b>      | <b>0</b>                 | <b>52,734</b>      | <b>21.1%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>(12,711)</b>     | <b>(6,301)</b>         | <b>(39,000)</b>   | <b>(32,699)</b>    |                          |                    |              |                         |
| Amenities & Open Spaces :- Income     | <b>50,868</b>       | <b>11,434</b>          | <b>42,075</b>     | <b>30,641</b>      |                          |                    | <b>27.2%</b> |                         |
| Expenditure                           | <b>235,622</b>      | <b>53,210</b>          | <b>299,072</b>    | <b>245,862</b>     | <b>0</b>                 | <b>245,862</b>     | <b>17.8%</b> |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(184,754)</b>    | <b>(41,775)</b>        |                   |                    |                          |                    |              |                         |
| <b>Properties</b>                     |                     |                        |                   |                    |                          |                    |              |                         |
| <b>110 CORPORATE PROPERTIES</b>       |                     |                        |                   |                    |                          |                    |              |                         |
| 1000 INCOME-HIGH ST SHOP              | 22,000              | 5,500                  | 22,000            | 16,500             |                          |                    | 25.0%        |                         |
| 1002 INCOME-HIGH ST FLAT2             | 7,468               | 1,950                  | 6,900             | 4,950              |                          |                    | 28.3%        |                         |
| 1003 INCOME-1 KINGSBURY               | 18,333              | 0                      | 17,500            | 17,500             |                          |                    | 0.0%         |                         |
| 1004 INCOME-1A KINGSBURY              | 6,600               | 1,650                  | 6,600             | 4,950              |                          |                    | 25.0%        |                         |
| 1005 INCOME-2A KINGSBURY              | 6,600               | 1,650                  | 6,600             | 4,950              |                          |                    | 25.0%        |                         |
| 1006 INCOME-3 KINGSBURY               | 4,813               | 1,313                  | 5,250             | 3,938              |                          |                    | 25.0%        |                         |
| 1007 INCOME-REC GND COT 1             | 10,200              | 2,700                  | 10,800            | 8,100              |                          |                    | 25.0%        |                         |
| 1008 INCOME-REC GND COT 2             | 9,600               | 2,400                  | 9,600             | 7,200              |                          |                    | 25.0%        |                         |
| 1011 INCOME - 3A KINGSBURY ST         | 5,220               | 1,305                  | 5,220             | 3,915              |                          |                    | 25.0%        |                         |
| 1012 INCOME - 3B KINGSBURY ST         | 2,710               | 1,605                  | 5,220             | 3,615              |                          |                    | 30.7%        |                         |
| CORPORATE PROPERTIES :- Income        | <b>93,544</b>       | <b>20,072</b>          | <b>95,690</b>     | <b>75,618</b>      |                          |                    | <b>21.0%</b> | <b>0</b>                |
| 4054 LEGAL & PROFESSIONAL             | 10,128              | 0                      | 10,000            | 10,000             |                          | 10,000             | 0.0%         |                         |
| 4062 MTCE/ELEC CORP. PROPS.           | 14,759              | 380                    | 15,000            | 14,620             |                          | 14,620             | 2.5%         |                         |

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Committee Report

|   | Actual<br>Last Year | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|---|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4066 MARKETING                                  | 0                   | 0                      | 250               | 250                |                          | 250                | 0.0%         |                         |
| 4070 Defibs                                     | 219                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| CORPORATE PROPERTIES :- Indirect<br>Expenditure | <b>25,106</b>       | <b>380</b>             | <b>26,250</b>     | <b>25,870</b>      | <b>0</b>                 | <b>25,870</b>      | <b>1.4%</b>  | <b>0</b>                |
| <b>Net Income over Expenditure</b>              | <b>68,438</b>       | <b>19,693</b>          | <b>69,440</b>     | <b>49,747</b>      |                          |                    |              |                         |
| <u>201 TOWN HALL</u>                            |                     |                        |                   |                    |                          |                    |              |                         |
| 1050 INCOME-TOWN HALL                           | 22,399              | 6,326                  | 20,000            | 13,674             |                          |                    | 31.6%        |                         |
| 1112 Income Toilets                             | 671                 | 63                     | 500               | 438                |                          |                    | 12.5%        |                         |
| TOWN HALL :- Income                             | <b>23,070</b>       | <b>6,389</b>           | <b>20,500</b>     | <b>14,111</b>      |                          |                    | <b>31.2%</b> | <b>0</b>                |
| 4004 WAGES/NI/SUPERANN                          | 49,991              | 12,003                 | 63,979            | 51,976             |                          | 51,976             | 18.8%        |                         |
| 4011 BUSINESS RATES                             | 16,467              | 8,233                  | 17,300            | 9,067              |                          | 9,067              | 47.6%        |                         |
| 4012 WATER/SEWERAGE CHGS                        | 0                   | 854                    | 1,000             | 146                |                          | 146                | 85.4%        |                         |
| 4014 ELECTRICITY                                | 4,329               | 779                    | 6,500             | 5,721              |                          | 5,721              | 12.0%        |                         |
| 4015 GAS  | 7,231               | 791                    | 15,000            | 14,209             |                          | 14,209             | 5.3%         |                         |
| 4019 CLEANING MATERIALS                         | 316                 | 299                    | 800               | 501                |                          | 501                | 37.4%        |                         |
| 4030 INTRUDER ALARM                             | 1,124               | 350                    | 2,000             | 1,650              |                          | 1,650              | 17.5%        |                         |
| 4035 SANITARY DISPOSAL                          | 1,417               | 354                    | 1,500             | 1,146              |                          | 1,146              | 23.6%        |                         |
| 4037 LIFT MAINTENANCE                           | 2,247               | 1,337                  | 3,000             | 1,663              |                          | 1,663              | 44.6%        |                         |
| 4038 MAINTENANCE                                | 37,147              | 1,975                  | 68,000            | 66,025             |                          | 66,025             | 2.9%         | 855                     |
| 4039 PERSONNEL CLOTHING                         | 158                 | 0                      | 500               | 500                |                          | 500                | 0.0%         |                         |
| 4072 EQUIPMENT                                  | 128                 | 467                    | 800               | 333                |                          | 333                | 58.3%        |                         |
| 4300 BOILER MAINTENANCE                         | 505                 | 0                      | 900               | 900                |                          | 900                | 0.0%         |                         |
| 4301 FIRE EXTINGUISHERS                         | 400                 | 0                      | 700               | 700                |                          | 700                | 0.0%         |                         |
| 4304 LICENCES/PERFORMING                        | 1,739               | 1,850                  | 2,600             | 750                |                          | 750                | 71.2%        |                         |
| 4305 BROADBAND                                  | 1,878               | 148                    | 2,100             | 1,952              |                          | 1,952              | 7.1%         |                         |
| 4315 REFUSE COLLECTION                          | 904                 | 337                    | 1,000             | 663                |                          | 663                | 33.7%        |                         |
| 4998 MARKETING                                  | 0                   | 0                      | 750               | 750                |                          | 750                | 0.0%         |                         |
| 4999 PUBLIC TOILETS                             | 7,950               | 1,590                  | 7,000             | 5,410              |                          | 5,410              | 22.7%        |                         |
| TOWN HALL :- Indirect Expenditure               | <b>133,931</b>      | <b>31,368</b>          | <b>195,429</b>    | <b>164,061</b>     | <b>0</b>                 | <b>164,061</b>     | <b>16.1%</b> | <b>855</b>              |
| <b>Net Income over Expenditure</b>              | <b>(110,861)</b>    | <b>(24,979)</b>        | <b>(174,929)</b>  | <b>(149,950)</b>   |                          |                    |              |                         |
| 6000 plus Transfer from EMR                     | 0                   | 855                    |                   |                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>           | <b>(110,861)</b>    | <b>(24,124)</b>        |                   |                    |                          |                    |              |                         |
| <u>205 PUBLIC TOILETS</u>                       |                     |                        |                   |                    |                          |                    |              |                         |
| 1112 Income Toilets                             | 5,690               | 1,202                  | 4,000             | 2,798              |                          |                    | 30.1%        |                         |
| PUBLIC TOILETS :- Income                        | <b>5,690</b>        | <b>1,202</b>           | <b>4,000</b>      | <b>2,798</b>       |                          |                    | <b>30.0%</b> | <b>0</b>                |

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Committee Report

|  | Actual<br>Last Year | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent      | Transfer<br>to/from EMR |
|--|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|--------------|-------------------------|
| 4011 BUSINESS RATES                    | (1,572)             | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4306 COOPERS CORNER                    | 839                 | 45                     | 1,000             | 955                |                          | 955                | 4.5%         |                         |
| 4313 PUBLIC TOILETS                    | 15,820              | 6,138                  | 16,000            | 9,862              |                          | 9,862              | 38.4%        |                         |
| PUBLIC TOILETS :- Indirect Expenditure | <b>15,087</b>       | <b>6,183</b>           | <b>18,000</b>     | <b>11,817</b>      | <b>0</b>                 | <b>11,817</b>      | <b>34.4%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>     | <b>(9,397)</b>      | <b>(4,981)</b>         | <b>(14,000)</b>   | <b>(9,019)</b>     |                          |                    |              |                         |
| <u>206 MC and YC</u>                   |                     |                        |                   |                    |                          |                    |              |                         |
| 1329 MY & MC INCOME                    | 9,634               | 405                    | 7,000             | 6,595              |                          |                    | 5.8%         |                         |
| MC and YC :- Income                    | <b>9,634</b>        | <b>405</b>             | <b>7,000</b>      | <b>6,595</b>       |                          |                    | <b>5.8%</b>  | <b>0</b>                |
| 4004 WAGES/NI/SUPERANN                 | 12,428              | 2,192                  | 12,000            | 9,808              |                          | 9,808              | 18.3%        |                         |
| 4011 BUSINESS RATES                    | 2,794               | 1,397                  | 2,900             | 1,503              |                          | 1,503              | 48.2%        |                         |
| 4012 WATER/SEWERAGE CHGS               | 663                 | 319                    | 1,000             | 681                |                          | 681                | 31.9%        |                         |
| 4014 ELECTRICITY                       | 1,849               | 567                    | 2,375             | 1,808              |                          | 1,808              | 23.9%        |                         |
| 4015 GAS                               | 1,195               | 480                    | 2,000             | 1,520              |                          | 1,520              | 24.0%        |                         |
| 4019 CLEANING MATERIALS                | 279                 | 0                      | 1,000             | 1,000              |                          | 1,000              | 0.0%         |                         |
| 4030 INTRUDER ALARM                    | 1,073               | 376                    | 2,000             | 1,624              |                          | 1,624              | 18.8%        |                         |
| 4035 SANITARY DISPOSAL                 | 533                 | 133                    | 750               | 617                |                          | 617                | 17.8%        |                         |
| 4037 LIFT MAINTENANCE                  | 240                 | 0                      | 750               | 750                |                          | 750                | 0.0%         |                         |
| 4039 PERSONNEL CLOTHING                | 55                  | 18                     | 150               | 132                |                          | 132                | 11.9%        |                         |
| 4072 EQUIPMENT                         | 496                 | 50                     | 1,000             | 950                |                          | 950                | 5.0%         |                         |
| 4301 FIRE EXTINGUISHERS                | 276                 | 0                      | 250               | 250                |                          | 250                | 0.0%         |                         |
| 4304 LICENCES/PERFORMING               | 711                 | 0                      | 200               | 200                |                          | 200                | 0.0%         |                         |
| 4329 MC and YC                         | 762                 | 58                     | 2,000             | 1,942              |                          | 1,942              | 2.9%         |                         |
| MC and YC :- Indirect Expenditure      | <b>23,352</b>       | <b>5,590</b>           | <b>28,375</b>     | <b>22,785</b>      | <b>0</b>                 | <b>22,785</b>      | <b>19.7%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>     | <b>(13,718)</b>     | <b>(5,186)</b>         | <b>(21,375)</b>   | <b>(16,189)</b>    |                          |                    |              |                         |
| Properties :- Income                   | <b>131,939</b>      | <b>28,068</b>          | <b>127,190</b>    | <b>99,122</b>      |                          |                    | <b>22.1%</b> |                         |
| Expenditure                            | <b>197,477</b>      | <b>43,521</b>          | <b>268,054</b>    | <b>224,533</b>     | <b>0</b>                 | <b>224,533</b>     | <b>16.2%</b> |                         |
| <b>Net Income over Expenditure</b>     | <b>(65,538)</b>     | <b>(15,453)</b>        | <b>(140,864)</b>  | <b>(125,411)</b>   |                          |                    |              |                         |
| plus Transfer from EMR                 | <b>0</b>            | <b>855</b>             |                   |                    |                          |                    |              |                         |
| <b>Movement to/(from) Gen Reserve</b>  | <b>(65,538)</b>     | <b>(14,598)</b>        |                   |                    |                          |                    |              |                         |

Planning300 PLANNING

|                           |              |          |          |          |  |  |      |          |
|---------------------------|--------------|----------|----------|----------|--|--|------|----------|
| 1192 INCOME GROUNDWORK UK | 6,096        | 0        | 0        | 0        |  |  | 0.0% |          |
| PLANNING :- Income        | <b>6,096</b> | <b>0</b> | <b>0</b> | <b>0</b> |  |  |      | <b>0</b> |

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## Marlborough Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Committee Report

|                                       | Actual<br>Last Year | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent     | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|-------------|-------------------------|
| 4068 NEIGHBOURHOOD PLAN               | 8,341               | 0                      | 0                 | 0                  |                          | 0                  | 0.0%        |                         |
| 4120 STREET FURNITURE                 | 953                 | 442                    | 2,000             | 1,558              |                          | 1,558              | 22.1%       |                         |
| 4400 CATG                             | 1,375               | 0                      | 7,500             | 7,500              |                          | 7,500              | 0.0%        |                         |
| PLANNING :- Indirect Expenditure      | <b>10,669</b>       | <b>442</b>             | <b>9,500</b>      | <b>9,058</b>       | <b>0</b>                 | <b>9,058</b>       | <b>4.6%</b> | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>(4,573)</b>      | <b>(442)</b>           | <b>(9,500)</b>    | <b>(9,058)</b>     |                          |                    |             |                         |
| Planning :- Income                    | <b>6,096</b>        | <b>0</b>               | <b>0</b>          | <b>0</b>           |                          |                    | <b>0.0%</b> |                         |
| Expenditure                           | <b>10,669</b>       | <b>442</b>             | <b>9,500</b>      | <b>9,058</b>       | <b>0</b>                 | <b>9,058</b>       | <b>4.6%</b> |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>(4,573)</b>      | <b>(442)</b>           |                   |                    |                          |                    |             |                         |
| <b>Reserves</b>                       |                     |                        |                   |                    |                          |                    |             |                         |
| <b>900 RESERVES</b>                   |                     |                        |                   |                    |                          |                    |             |                         |
| 1010 INCOME-MISCELLANEOUS             | 4,500               | 0                      | 0                 | 0                  |                          |                    | 0.0%        |                         |
| 1901 CIL GRANT RECEIVED               | 206,440             | 17,018                 | 0                 | (17,018)           |                          |                    | 0.0%        |                         |
| RESERVES :- Income                    | <b>210,940</b>      | <b>17,018</b>          | <b>0</b>          | <b>(17,018)</b>    |                          |                    |             | <b>0</b>                |
| 4338 S106 Expenditure                 | 10,000              | 0                      | 0                 | 0                  |                          | 0                  | 0.0%        |                         |
| 9322 EMR - TOWN HALL WORKS            | 51,560              | 0                      | 0                 | 0                  |                          | 0                  | 0.0%        |                         |
| 9323 EMR - OPEN SPACES MACHINERY      | 4,794               | 0                      | 0                 | 0                  |                          | 0                  | 0.0%        |                         |
| 9328 EMR 2015 NEIGHBOURHOOD PLAN      | 3,484               | 0                      | 0                 | 0                  |                          | 0                  | 0.0%        |                         |
| 9329 EMR YOUTH COUNCIL SKATE PARK     | 15,410              | 0                      | 0                 | 0                  |                          | 0                  | 0.0%        |                         |
| 9344 WORKSHOP EXTENSION               | 5,817               | 0                      | 0                 | 0                  |                          | 0                  | 0.0%        |                         |
| 9355 EMR DARK SKIES                   | 1,938               | 0                      | 0                 | 0                  |                          | 0                  | 0.0%        |                         |
| RESERVES :- Indirect Expenditure      | <b>93,003</b>       | <b>0</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>                 | <b>0</b>           |             | <b>0</b>                |
| <b>Net Income over Expenditure</b>    | <b>117,937</b>      | <b>17,018</b>          | <b>0</b>          | <b>(17,018)</b>    |                          |                    |             |                         |
| 6000 plus Transfer from EMR           | 93,003              | 0                      |                   |                    |                          |                    |             |                         |
| 6001 less Transfer to EMR             | 210,940             | 0                      |                   |                    |                          |                    |             |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>0</b>            | <b>17,018</b>          |                   |                    |                          |                    |             |                         |
| Reserves :- Income                    | <b>210,940</b>      | <b>17,018</b>          | <b>0</b>          | <b>(17,018)</b>    |                          |                    | <b>0.0%</b> |                         |
| Expenditure                           | <b>93,003</b>       | <b>0</b>               | <b>0</b>          | <b>0</b>           | <b>0</b>                 | <b>0</b>           | <b>0.0%</b> |                         |
| <b>Net Income over Expenditure</b>    | <b>117,937</b>      | <b>17,018</b>          | <b>0</b>          | <b>(17,018)</b>    |                          |                    |             |                         |
| plus Transfer from EMR                | <b>93,003</b>       | <b>0</b>               |                   |                    |                          |                    |             |                         |
| less Transfer to EMR                  | <b>210,940</b>      | <b>0</b>               |                   |                    |                          |                    |             |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>0</b>            | <b>17,018</b>          |                   |                    |                          |                    |             |                         |

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## Marlborough Town Council

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## Detailed Income &amp; Expenditure by Budget Heading 30/06/2022

Month No: 3

## Committee Report

|                                       | Actual<br>Last Year | Actual Year<br>To Date | Current<br>Annual | Variance<br>Annual | Committed<br>Expenditure | Funds<br>Available | % Spent | Transfer<br>to/from EMR |
|---------------------------------------|---------------------|------------------------|-------------------|--------------------|--------------------------|--------------------|---------|-------------------------|
| Grand Totals:- Income                 | 1,149,342           | 453,124                | 961,902           | 508,778            |                          |                    | 47.1%   |                         |
| Expenditure                           | 874,382             | 187,529                | 961,406           | 773,877            | 0                        | 773,877            | 19.5%   |                         |
| <b>Net Income over Expenditure</b>    | <b>274,961</b>      | <b>265,595</b>         | <b>496</b>        | <b>(265,099)</b>   |                          |                    |         |                         |
| plus Transfer from EMR                | 93,003              | 12,196                 |                   |                    |                          |                    |         |                         |
| less Transfer to EMR                  | 210,940             | 60                     |                   |                    |                          |                    |         |                         |
| <b>Movement to/(from) Gen Reserve</b> | <b>157,024</b>      | <b>277,731</b>         |                   |                    |                          |                    |         |                         |

Date: 07/07/2022

Marlborough Town Council

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Time: 09:15

Bank Reconciliation Statement as at 30/06/2022  
for Cashbook 1 - CURRENT & ACTIVE ACCOUNTS

User: SUE

| <u>Bank Statement Account Name (s)</u>          | <u>Statement Date</u> | <u>Page</u>                 | <u>Balances</u>     |
|---|-----------------------|-----------------------------|---------------------|
| Active Saver                                    | 31/05/2022            | 11                          | 238,323.09          |
| Current A/c                                     | 30/06/2022            | 8                           | 1,063,277.12        |
|   |                       |                             | <u>1,301,600.21</u> |
| <u>Unpresented Cheques (Minus)</u>              |                       | <u>Amount</u>               |                     |
| 27/06/2022 109456 D W OLIVER                    |                       | 1,074.00                    |                     |
| 27/06/2022 109457 RBS Software Solutions        |                       | 669.60                      |                     |
| 27/06/2022 109458 AUDITING SOLUTIONS LIMITED    |                       | 552.00                      |                     |
| 27/06/2022 109462 ZURICH MUNICIPAL              |                       | 13,298.57                   |                     |
| 27/06/2022 109463 Marlborough & District Rotary |                       | 1,000.00                    |                     |
| 27/06/2022 109464 FIVE STAR SSECURITY           |                       | 180.00                      |                     |
|   |                       |                             | <u>16,774.17</u>    |
|   |                       |                             | 1,284,826.04        |
| <u>Receipts not Banked/Cleared (Plus)</u>       |                       |                             |                     |
|   |                       | 0.00                        |                     |
|   |                       |                             | <u>0.00</u>         |
|   |                       |                             | 1,284,826.04        |
|   |                       | Balance per Cash Book is :- | 1,284,826.04        |
|   |                       | Difference is :-            | 0.00                |



Date: 18/05/2022

Marlborough Town Council

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Time: 11:17

Cashbook 1

User: SUE

CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 1

## Receipts for Month 1

| Receipts for Month 1  |                     |                 | Nominal Ledger Analysis |       |      |        |              |                                |
|-----------------------|---------------------|-----------------|-------------------------|-------|------|--------|--------------|--------------------------------|
| Receipt Ref           | Name of Payer       | £ Amnt Received | £ Debtors               | £ VAT | A/c  | Centre | £ Amount     | Transaction Detail             |
| Balance Brought Fwd : |                     | 1,038,408.58    |                         |       |      |        | 1,038,408.58 |                                |
|                       | Banked: 01/04/2022  | 1,833.33        |                         |       |      |        |              |                                |
|                       | Corporate Property  | 1,833.33        |                         |       | 1000 | 110    | 1,833.33     | Rent                           |
|                       | Banked: 04/04/2022  | 101.00          |                         |       |      |        |              |                                |
|                       | Town Hall           | 101.00          |                         | 16.83 | 1050 | 201    | 84.17        | Wedding Hire                   |
|                       | Banked: 04/04/2022  | 52.75           |                         |       |      |        |              |                                |
|                       | CCLA                | 52.75           |                         |       | 1190 | 101    | 52.75        | Interest                       |
|                       | Banked: 04/04/2022  | 7.67            |                         |       |      |        |              |                                |
|                       | Barclays            | 7.67            |                         |       | 4059 | 101    | 7.67         | Loyalty Reward                 |
| 3396                  | Banked: 05/04/2022  | 433.00          |                         |       |      |        |              |                                |
| 3396                  | Cemetery            | 433.00          |                         |       | 1101 | 202    | 433.00       | Burial Fees                    |
|                       | Banked: 05/04/2022  | 120.00          |                         |       |      |        |              |                                |
|                       | George Lane Toilets | 120.00          |                         |       | 1112 | 205    | 120.00       | Income                         |
|                       | Banked: 06/04/2022  | 150.00          |                         |       |      |        |              |                                |
|                       | George Lane Toilets | 150.00          |                         |       | 1112 | 205    | 150.00       | Income                         |
|                       | Banked: 06/04/2022  | 298.04          |                         |       |      |        |              |                                |
|                       | SSE                 | 118.64          |                         |       | 1103 | 210    | 118.64       | Wayleave                       |
|                       | Pewsey Metal        | 153.90          |                         |       | 1103 | 210    | 153.90       | Scrap Metal Payment            |
| 3332                  | Allotments          | 25.50           |                         |       | 1100 | 203    | 25.50        | Rent                           |
|                       | Banked: 07/04/2022  | 435.00          |                         |       |      |        |              |                                |
|                       | Corporate Property  | 435.00          |                         |       | 1011 | 110    | 435.00       | Rent                           |
|                       | Banked: 07/04/2022  | 55.00           |                         |       |      |        |              |                                |
|                       | George Lane Toilets | 55.00           |                         |       | 1112 | 205    | 55.00        | Income                         |
|                       | Banked: 08/04/2022  | 357.50          |                         |       |      |        |              |                                |
|                       | MC & YC             | 357.50          |                         | 59.58 | 1329 | 206    | 297.92       | Hiring Fees                    |
|                       | Banked: 08/04/2022  | 1,875.00        |                         |       |      |        |              |                                |
|                       | Golf Club           | 1,875.00        |                         |       | 1102 | 210    | 1,875.00     | Rent                           |
|                       | Banked: 12/04/2022  | 437.50          |                         |       |      |        |              |                                |
|                       | Corporate Property  | 437.50          |                         |       | 1006 | 110    | 437.50       | Rent                           |
|                       | Banked: 14/04/2022  | 16,326.26       |                         |       |      |        |              |                                |
|                       | Wiltshire Council   | 16,326.26       |                         |       | 1901 | 900    | 16,326.26    | CIL 19/05549/REM Rabley Wood 2 |
|                       | Banked: 14/04/2022  | 150.00          |                         |       |      |        |              |                                |
|                       | Town Hall           | 35.50           |                         | 5.92  | 1050 | 201    | 29.58        | Wedding Hire                   |
|                       | George Lane Toilets | 114.50          |                         |       | 1112 | 205    | 114.50       | Income                         |
|                       | Banked: 19/04/2022  | 75.50           |                         |       |      |        |              |                                |
|                       | Town Hall           | 75.50           |                         | 12.58 | 1050 | 201    | 62.92        | Wedding Hire                   |
|                       | Banked: 19/04/2022  | 101.00          |                         |       |      |        |              |                                |
|                       | Town Hall           | 101.00          |                         | 16.83 | 1050 | 201    | 84.17        | Wedding Hire                   |

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Date: 18/05/2022

Marlborough Town Council

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Cashbook 1

User: SUE

## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 1

## Receipts for Month 1

## Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|                    | Banked: 20/04/2022   | 100.00                 |                  |              |            |               |                 |                           |
|                    | George Lane Toilets  | 100.00                 |                  |              | 1112       | 205           | 100.00          | Income                    |
|                    | Banked: 21/04/2022   | 44.00                  |                  |              |            |               |                 |                           |
|                    | Cemetery             | 44.00                  |                  |              | 1101       | 202           | 44.00           | Memorial - Hickson        |
|                    | Banked: 21/04/2022   | 44.00                  |                  |              |            |               |                 |                           |
|                    | Cemetery             | 44.00                  |                  |              | 1101       | 202           | 44.00           | Memorial - Brown          |
|                    | Banked: 21/04/2022   | 218.50                 |                  |              |            |               |                 |                           |
|                    | Town Hall            | 218.50                 |                  |              | 1050       | 201           | 218.50          | Hiring                    |
|                    | Banked: 21/04/2022   | 110.00                 |                  |              |            |               |                 |                           |
|                    | Cemetery             | 110.00                 |                  |              | 1101       | 202           | 110.00          | Memorial - Dawkins        |
|                    | Banked: 25/04/2022   | 249.75                 |                  |              |            |               |                 |                           |
|                    | Town Hall            | 249.75                 |                  |              | 1050       | 201           | 249.75          | Hiring                    |
|                    | Banked: 25/04/2022   | 550.00                 |                  |              |            |               |                 |                           |
|                    | Corporate Property   | 550.00                 |                  |              | 1004       | 110           | 550.00          | Rent                      |
|                    | Banked: 25/04/2022   | 395,468.50             |                  |              |            |               |                 |                           |
|                    | Wiltshire Council    | 395,468.50             |                  |              | 1176       | 101           | 395,468.50      | Precept 1st Inst.         |
| 3399               | Banked: 27/04/2022   | 50.00                  |                  |              |            |               |                 |                           |
| 3399               | Bowls Club           | 50.00                  |                  |              | 1103       | 210           | 50.00           | Rent                      |
|                    | Banked: 27/04/2022   | 75.50                  |                  |              |            |               |                 |                           |
|                    | Town Hall            | 75.50                  |                  | 12.58        | 1050       | 201           | 62.92           | Wedding Hire              |
|                    | Banked: 27/04/2022   | 550.00                 |                  |              |            |               |                 |                           |
|                    | Corporate Property   | 550.00                 |                  |              | 1005       | 110           | 550.00          | Rent                      |
|                    | Banked: 28/04/2022   | 535.00                 |                  |              |            |               |                 |                           |
|                    | Corporate Property   | 435.00                 |                  |              | 1012       | 110           | 435.00          | Rent                      |
|                    | Corporate Property   | 100.00                 |                  |              | 1012       | 110           | 100.00          | Rent                      |
|                    | Banked: 28/04/2022   | 578.16                 |                  |              |            |               |                 |                           |
| 3400               | Rugby Club           | 578.16                 |                  |              | 1111       | 210           | 578.16          | Rent                      |
| 3402               | Banked: 29/04/2022   | 54.00                  |                  |              |            |               |                 |                           |
| 3402               | Town Hall            | 54.00                  |                  |              | 1050       | 201           | 54.00           | Hiring                    |
| 3398               | Banked: 29/04/2022   | 358.29                 |                  |              |            |               |                 |                           |
| 3398               | Memorial Bench       | 358.29                 |                  |              | 4120       | 300           | 358.29          | Reimbursement             |
|                    | Banked: 29/04/2022   | 650.00                 |                  |              |            |               |                 |                           |
|                    | Corporate Property   | 650.00                 |                  |              | 1002       | 110           | 650.00          | Rent                      |

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Marlborough Town Council

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 1

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|                          |                     |             |               |                     |
|--------------------------|---------------------|-------------|---------------|---------------------|
| Total Receipts for Month | 422,444.25          | 0.00        | 124.32        | 422,319.93          |
| Cashbook Totals          | <u>1,460,852.83</u> | <u>0.00</u> | <u>124.32</u> | <u>1,460,728.51</u> |

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u>              | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>      |
|-------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|--------------------------------|
| 01/04/2022  | CNH CAPITAL                    | DD1              | 409.55              | 409.55             |              | 501        |               |                 | Mower Lease                    |
| 01/04/2022  | Cathedral Leasing Ltd          | DD2              | 425.09              | 425.09             |              | 501        |               |                 | Hygiene Services               |
| 01/04/2022  | Wiltshire Council              | DD3              | 8,233.00            | 8,233.00           |              | 501        |               |                 | Business Rates Town Hall       |
| 01/04/2022  | Wiltshire Council              | DD4              | 3,118.50            | 3,118.50           |              | 501        |               |                 | Business Rates Office          |
| 01/04/2022  | Wiltshire Council              | DD5              | 1,322.70            | 1,322.70           |              | 501        |               |                 | Business Rates Workshop        |
| 01/04/2022  | Wiltshire Council              | DD6              | 505.48              | 505.48             |              | 501        |               |                 | Business Rates Cemetery        |
| 01/04/2022  | Wiltshire Council              | DD7              | 1,397.40            | 1,397.40           |              | 501        |               |                 | Business Rates MC & YC         |
| 04/04/2022  | Lex Autolease                  | DD8              | 225.92              | 225.92             |              | 501        |               |                 | Mitsubishi Lease               |
| 04/04/2022  | WAITROSE LTD                   | DD9              | 5.70                | 5.70               |              | 501        |               |                 | Refreshments Events            |
| 04/04/2022  | Barclays Bank                  | DD10             | 34.05               | 34.05              |              | 501        |               |                 | Bank Charges                   |
| 05/04/2022  | Vodafone                       | DD11             | 178.04              | 178.04             |              | 501        |               |                 | Lines Town Hall                |
| 06/04/2022  | MEMORIAL BENCHES               | DD12             | 529.95              | 529.95             |              | 501        |               |                 | Bench                          |
| 07/04/2022  | Castle Water                   | DD13             | 60.90               | 60.90              |              | 501        |               |                 | Water MC & YC                  |
| 11/04/2022  | British Gas Business           | DD14             | 37.81               | 37.81              |              | 501        |               |                 | Elec Kingsbury Street          |
| 12/04/2022  | BNP Paribas Leasing            | DD15             | 533.63              | 533.63             |              | 501        |               |                 | Izuzu Lease                    |
| 12/04/2022  | Arval Centre                   | DD16             | 288.82              | 288.82             |              | 501        |               |                 | Petrol                         |
| 12/04/2022  | WAITROSE LTD                   | DD17             | 15.00               | 15.00              |              | 501        |               |                 | Long Service Gift              |
| 12/04/2022  | WAITROSE LTD                   | DD18             | 36.00               | 36.00              |              | 501        |               |                 | Long Service Gift              |
| 12/04/2022  | Marlborough Golf Club          | DD19             | 50.00               | 50.00              |              | 501        |               |                 | Long Service Gift              |
| 13/04/2022  | PAYFLOW - SALARIES             | DD20             | 22,229.67           | 22,229.67          |              | 501        |               |                 | Salaries                       |
| 13/04/2022  | Castle Water                   | DD21             | 286.83              | 286.83             |              | 501        |               |                 | Water MC & YC                  |
| 13/04/2022  | MEMORIAL BENCHES               | DD22             | 429.95              | 429.95             |              | 501        |               |                 | Memorial Bench                 |
| 13/04/2022  | PETTY CASH                     | DD23             | 50.00               | 50.00              |              | 501        |               |                 | Petty Cash                     |
| 14/04/2022  | CNH CAPITAL                    | DD24             | 108.08              | 108.08             |              | 501        |               |                 | Backhoe Lease                  |
| 14/04/2022  | CNH CAPITAL                    | DD25             | 206.34              | 206.34             |              | 501        |               |                 | Loader Lease                   |
| 14/04/2022  | West Mercia                    | DD26             | 395.37              | 395.37             |              | 501        |               |                 | Gas/Elec MC & YC               |
| 14/04/2022  | Intuit Wages                   | DD27             | 37.20               | 37.20              |              | 501        |               |                 | Wages Software                 |
| 14/04/2022  | LAND REGISTRY                  | DD28             | 3.00                | 3.00               |              | 501        |               |                 | Document Land Registry         |
| 14/04/2022  | Adobe Acropro                  | DD29             | 17.18               | 17.18              |              | 501        |               |                 | Adobe Software                 |
| 14/04/2022  | Majestic Crystal               | DD30             | 51.60               | 51.60              |              | 501        |               |                 | Community Service Award        |
| 14/04/2022  | AMAZON                         | DD31             | 283.77              | 283.77             |              | 501        |               |                 | Craft Equipment Jubilee        |
| 14/04/2022  | One/Stop                       | DD32             | 4.18                | 4.18               |              | 501        |               |                 | Office Sundries                |
| 14/04/2022  | RICHMAN'S REMOVALS             | DD33             | 41.15               | 41.15              |              | 501        |               |                 | Archive Storage                |
| 14/04/2022  | Viking Direct                  | DD35             | 43.18               | 43.18              |              | 501        |               |                 | Stationery                     |
| 14/04/2022  | Screwfix                       | DD34             | 44.99               | 44.99              |              | 501        |               |                 | Safety Boots                   |
| 14/04/2022  | T H WHITE INSTALLATIONS LTD.   | DD36             | 48.00               | 48.00              |              | 501        |               |                 | Fire Extinguisher Replacement  |
| 14/04/2022  | T Maslin                       | DD37             | 75.00               | 75.00              |              | 501        |               |                 | Office Gas Safety Check        |
| 14/04/2022  | C A Stevens & Sons (Transport) | DD38             | 249.74              | 249.74             |              | 501        |               |                 | Topsoil                        |
| 14/04/2022  | A4 Hire Limited                | DD39             | 410.40              | 410.40             |              | 501        |               |                 | Machinery Hire                 |
| 14/04/2022  | Blue Frontier IT Limited       | DD40             | 420.00              | 420.00             |              | 501        |               |                 | Website                        |
| 14/04/2022  | Barlow & Sons                  | DD41             | 608.79              | 608.79             |              | 501        |               |                 | Timber                         |
| 14/04/2022  | RBS Software Solutions         | DD42             | 824.40              | 824.40             |              | 501        |               |                 | Accounts Software              |
| 14/04/2022  | T.H. White (M) Limited         | DD43             | 892.77              | 892.77             |              | 501        |               |                 | Various                        |
| 14/04/2022  | Wiltshire Council              | DD44             | 1,850.00            | 1,850.00           |              | 501        |               |                 | Premises Licence Marriages/Civ |
| 14/04/2022  | Wiltshire Council              | DD45             | 8,060.92            | 8,060.92           |              | 501        |               |                 | Superannuation                 |
| 14/04/2022  | HM REVENUE & CUSTOMS           | DD46             | 9,125.88            | 9,125.88           |              | 501        |               |                 | NI & PAYE                      |
| 19/04/2022  | HILLS WASTE                    | DD47             | 119.23              | 119.23             |              | 501        |               |                 | Refuse Town Hall               |

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Marlborough Town Council

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 1

## Payments for Month 1

## 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>    |
|--------------------------|---------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|------------------------------|
| 19/04/2022               | HILLS WASTE                     | DD48             | 288.84              | 288.84             |              | 501        |               |                 | Refuse Workshop              |
| 19/04/2022               | Cathedral Leasing Ltd           | DD49             | 159.88              | 159.88             |              | 501        |               |                 | Hygiene Services MC & YC     |
| 19/04/2022               | LAND REGISTRY                   | DD50             | 3.00                | 3.00               |              | 501        |               |                 | Title Plan View              |
| 19/04/2022               | One/Stop                        | DD51             | 13.15               | 13.15              |              | 501        |               |                 | Event Refreshments           |
| 20/04/2022               | D & R                           | DD52             | 162.00              | 162.00             |              | 501        |               |                 | Bunting                      |
| 20/04/2022               | Kellaway Building Supplies      | DD53             | 20.47               | 20.47              |              | 501        |               |                 | Blocks & Cement              |
| 20/04/2022               | Michael's Workwear              | DD54             | 21.44               | 21.44              |              | 501        |               |                 | Workwear MC & YC             |
| 20/04/2022               | OPEN SPACES SOCIETY             | DD55             | 45.00               | 45.00              |              | 501        |               |                 | Subscription                 |
| 20/04/2022               | CRYSTAL MAJESTIC                | DD56             | 53.88               | 53.88              |              | 501        |               |                 | Long Service Awards          |
| 20/04/2022               | Alert Systems                   | DD57             | 61.44               | 61.44              |              | 501        |               |                 | Intruder Alarms Battery Rep. |
| 20/04/2022               | kingdom Services Ltd            | DD58             | 159.26              | 159.26             |              | 501        |               |                 | Keyholding Services          |
| 20/04/2022               | WHEELERS ELECTRICAL CONTRACTORS | DD59             | 193.20              | 193.20             |              | 501        |               |                 | Remove un-metered Supply     |
| 20/04/2022               | SPALDINGS UK LIMITED            | DD60             | 229.44              | 229.44             |              | 501        |               |                 | Vertidrain                   |
| 20/04/2022               | Jodie Newman Design             | DD61             | 375.00              | 375.00             |              | 501        |               |                 | Diamond Jubilee Orchard Sign |
| 20/04/2022               | Express Lifts                   | DD62             | 548.39              | 548.39             |              | 501        |               |                 | Lift Maintenance             |
| 20/04/2022               | Fort Merchanting Ltd            | DD63             | 596.40              | 596.40             |              | 501        |               |                 | Limestone Cemetery           |
| 20/04/2022               | WILTS ASSOCIATION OF LOCAL COU  | DD64             | 1,393.73            | 1,393.73           |              | 501        |               |                 | Subscription                 |
| 20/04/2022               | Great West Way                  | DD65             | 2,100.00            | 2,100.00           |              | 501        |               |                 | Subscription                 |
| 20/04/2022               | Healthmatic                     | DD66             | 2,940.00            | 2,940.00           |              | 501        |               |                 | Replacement Coinpay          |
| 21/04/2022               | Zoom Video                      | DD67             | 14.39               | 14.39              |              | 501        |               |                 | Zoom Software                |
| 22/04/2022               | BNP Paribas Leasing             | DD68             | 309.68              | 309.68             |              | 501        |               |                 | Mower Lease                  |
| 22/04/2022               | Excalibur Communications        | DD69             | 264.02              | 264.02             |              | 501        |               |                 | Lines                        |
| 22/04/2022               | Excalibur Communications        | DD70             | 1,152.70            | 1,152.70           |              | 501        |               |                 | Software                     |
| 25/04/2022               | Apogee Corporation Ltd          | DD71             | 108.90              | 108.90             |              | 501        |               |                 | Photocopier Charges          |
| 25/04/2022               | SOUTHERN ELECTRIC               | DD72             | 949.72              | 949.72             |              | 501        |               |                 | Gas Town Hall                |
| 26/04/2022               | Hitachi                         | DD73             | 495.60              | 495.60             |              | 501        |               |                 | Tractor Lease                |
| 27/04/2022               | CNH CAPITAL                     | DD74             | 188.89              | 188.89             |              | 501        |               |                 | hedgecutter Lease            |
| 27/04/2022               | Macquarie Corporate & Asset Fi  | DD75             | 281.28              | 281.28             |              | 501        |               |                 | IT Lease                     |
| 28/04/2022               | Arval Centre                    | DD76             | 303.42              | 303.42             |              | 501        |               |                 | Petrol                       |
| 29/04/2022               | 02 UK LIMITED                   | DD77             | 368.22              | 368.22             |              | 501        |               |                 | Staff Mobiles                |
| 29/04/2022               | WAITROSE LTD                    | DD78             | 17.85               | 17.85              |              | 501        |               |                 | Cleaning Materials           |
| Total Payments for Month |                                 |                  | 78,144.35           | 78,144.35          | 0.00         |            |               | 0.00            |                              |
| Balance Carried Fwd      |                                 |                  | 1,382,708.48        |                    |              |            |               |                 |                              |
| Cashbook Totals          |                                 |                  | 1,460,852.83        | 78,144.35          | 0.00         |            |               | 1,382,708.48    |                              |

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 2

## Receipts for Month 2

## Nominal Ledger Analysis

| <u>Receipt Ref</u>    | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-----------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Balance Brought Fwd : |                      | 1,382,708.48           |                  |              |            |               | 1,382,708.48    |                           |
|                       | Banked: 03/05/2022   | 800.00                 |                  |              |            |               |                 |                           |
|                       | Corporate Property   | 800.00                 |                  |              | 1008       | 110           | 800.00          | Rent                      |
|                       | Banked: 03/05/2022   | 1,833.33               |                  |              |            |               |                 |                           |
|                       | Corporate Property   | 1,833.33               |                  |              | 1000       | 110           | 1,833.33        | Rent                      |
| 3408                  | Banked: 03/05/2022   | 75.50                  |                  |              |            |               |                 |                           |
| 3408                  | Town Hall            | 75.50                  |                  | 12.58        | 1050       | 201           | 62.92           | Wedding Hire              |
|                       | Banked: 03/05/2022   | 89.50                  |                  |              |            |               |                 |                           |
|                       | Town Hall            | 89.50                  |                  | 14.92        | 1050       | 201           | 74.58           | Wedding Hire              |
| 3403                  | Banked: 03/05/2022   | 100.00                 |                  |              |            |               |                 |                           |
| 3403                  | Town Hall            | 100.00                 |                  |              | 1050       | 201           | 100.00          | Hiring                    |
| 3406                  | Banked: 03/05/2022   | 255.00                 |                  |              |            |               |                 |                           |
| 3406                  | Town Hall            | 255.00                 |                  |              | 1050       | 201           | 255.00          | Hiring                    |
|                       | Banked: 03/05/2022   | 900.00                 |                  |              |            |               |                 |                           |
|                       | Corporate Property   | 900.00                 |                  |              | 1007       | 110           | 900.00          | Rent                      |
| 3410                  | Banked: 03/05/2022   | 150.00                 |                  |              |            |               |                 |                           |
| 3410                  | Town Hall            | 150.00                 |                  |              | 1050       | 201           | 150.00          | Hiring                    |
|                       | Banked: 04/05/2022   | 66.85                  |                  |              |            |               |                 |                           |
|                       | CCLA                 | 66.85                  |                  |              | 1190       | 101           | 66.85           | Interest                  |
|                       | Banked: 04/05/2022   | 188.00                 |                  |              |            |               |                 |                           |
|                       | Town Hall            | 188.00                 |                  | 31.33        | 1050       | 201           | 156.67          | Wedding Hiring            |
| 3412                  | Banked: 05/05/2022   | 74.25                  |                  |              |            |               |                 |                           |
| 3412                  | Open Spaces          | 74.25                  |                  |              | 1103       | 210           | 74.25           | Hiring                    |
|                       | Banked: 09/05/2022   | 435.00                 |                  |              |            |               |                 |                           |
|                       | Corporate Property   | 435.00                 |                  |              | 1011       | 110           | 435.00          | Rent                      |
| 17.06.22              | Banked: 09/05/2022   | 37.75                  |                  |              |            |               |                 |                           |
| 17.06.22              | Town Hall            | 37.75                  |                  | 6.29         | 1050       | 201           | 31.46           | Wedding Hire              |
|                       | Banked: 09/05/2022   | 102.00                 |                  |              |            |               |                 |                           |
|                       | Town Hall            | 102.00                 |                  |              | 1050       | 201           | 102.00          | Hiring                    |
|                       | Banked: 09/05/2022   | 170.00                 |                  |              |            |               |                 |                           |
|                       | Town Hall            | 170.00                 |                  |              | 1050       | 201           | 170.00          | Hiring                    |
| 3405                  | Banked: 10/05/2022   | 152.00                 |                  |              |            |               |                 |                           |
| 3405                  | Town Hall            | 152.00                 |                  |              | 1050       | 201           | 152.00          | Hiring                    |
| 3401                  | Banked: 10/05/2022   | 261.00                 |                  |              |            |               |                 |                           |
| 3401                  | Town Hall            | 261.00                 |                  |              | 1050       | 201           | 261.00          | Hiring                    |
|                       | Banked: 10/05/2022   | 549.00                 |                  |              |            |               |                 |                           |
|                       | Town Hall            | 549.00                 |                  |              | 1050       | 201           | 549.00          | Hiring                    |

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Marlborough Town Council

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 2

## Receipts for Month 2

## Nominal Ledger Analysis

| <u>Receipt Ref</u>          | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-----------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| 3407 Banked: 10/05/2022     |                      | 593.00                 |                  |              |            |               |                 |                           |
| 3407 Town Hall              |                      | 593.00                 |                  | 98.83        | 1050       | 201           | 494.17          | Wedding Hire              |
| Banked: 10/05/2022          |                      | 5.73                   |                  |              |            |               |                 |                           |
| Barclays                    |                      | 5.73                   |                  |              | 4059       | 101           | 5.73            | Loyalty Reward            |
| Banked: 11/05/2022          |                      | 44.00                  |                  |              |            |               |                 |                           |
| Cemetery                    |                      | 44.00                  |                  |              | 1101       | 202           | 44.00           | Memorial Lovelock         |
| Banked: 12/05/2022          |                      | 13,716.85              |                  |              |            |               |                 |                           |
| HMRC                        |                      | 13,716.85              |                  |              | 105        |               | 13,716.85       | VAT Refund                |
| Banked: 12/05/2022          |                      | 437.50                 |                  |              |            |               |                 |                           |
| Corporate Property          |                      | 437.50                 |                  |              | 1006       | 110           | 437.50          | Rent                      |
| 3412 Banked: 13/05/2022     |                      | 26.50                  |                  |              |            |               |                 |                           |
| 3412 MC & YC                |                      | 26.50                  |                  | 4.42         | 1329       | 206           | 22.08           | Hiring                    |
| Banked: 13/05/2022          |                      | 491.40                 |                  |              |            |               |                 |                           |
| Majestic Wind               |                      | 491.40                 |                  | 81.90        | 4102       | 104           | 409.50          | Refund Mayor Making       |
| Banked: 13/05/2022          |                      | 140.00                 |                  |              |            |               |                 |                           |
| George Lane Toilets         |                      | 130.00                 |                  |              | 1112       | 205           | 130.00          | Income                    |
| Parking Summons             |                      | 10.00                  |                  |              | 1010       | 101           | 10.00           | Parking Summons           |
| 03.09.22 Banked: 17/05/2022 |                      | 201.00                 |                  |              |            |               |                 |                           |
| 03.09.22 Town Hall          |                      | 201.00                 |                  |              | 1050       | 201           | 201.00          | Hiring                    |
| Banked: 17/05/2022          |                      | 100.00                 |                  |              |            |               |                 |                           |
| Tin Pit                     |                      | 100.00                 |                  |              | 1103       | 210           | 100.00          | Rent                      |
| Banked: 17/05/2022          |                      | 100.00                 |                  |              |            |               |                 |                           |
| George Lane Toilets         |                      | 100.00                 |                  |              | 1112       | 205           | 100.00          | Income                    |
| Banked: 17/05/2022          |                      | 1,875.00               |                  |              |            |               |                 |                           |
| Golf Club                   |                      | 1,875.00               |                  |              | 1102       | 210           | 1,875.00        | Rent                      |
| 20.08.22 Banked: 18/05/2022 |                      | 94.00                  |                  |              |            |               |                 |                           |
| 20.08.22 Town Hall          |                      | 94.00                  |                  | 15.67        | 1050       | 201           | 78.33           | Wedding Hire              |
| 22.05.22 Banked: 19/05/2022 |                      | 218.50                 |                  |              |            |               |                 |                           |
| 22.05.22 Town Hall          |                      | 218.50                 |                  |              | 1050       | 201           | 218.50          | Hiring                    |
| Banked: 19/05/2022          |                      | 85.00                  |                  |              |            |               |                 |                           |
| George Lane Toilets         |                      | 85.00                  |                  |              | 1112       | 205           | 85.00           | Income                    |
| 12.05.23 Banked: 23/05/2022 |                      | 94.25                  |                  |              |            |               |                 |                           |
| 12.05.23 Town Hall          |                      | 94.25                  |                  |              | 1050       | 201           | 94.25           | Hiring 23/24              |
| 3362 Banked: 23/05/2022     |                      | 464.75                 |                  |              |            |               |                 |                           |
| 3362 MC & YC                |                      | 464.75                 |                  | 77.46        | 1329       | 206           | 387.29          | Hiring                    |
| 09.06.22 Banked: 25/05/2022 |                      | 54.00                  |                  |              |            |               |                 |                           |

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Marlborough Town Council

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 2

## Receipts for Month 2

## Nominal Ledger Analysis

| <u>Receipt Ref</u>       | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| 09.06.22                 | Town Hall            | 54.00                  |                  |              | 1050       | 201           | 54.00           | Hiring                    |
|                          | Banked: 25/05/2022   | 100.00                 |                  |              |            |               |                 |                           |
|                          | Returned Covid Float | 100.00                 |                  |              | 1010       | 101           | 100.00          | Returned Covid Float      |
|                          | Banked: 25/05/2022   | 550.00                 |                  |              |            |               |                 |                           |
|                          | Corporate Property   | 550.00                 |                  |              | 1004       | 110           | 550.00          | Rent                      |
|                          | Banked: 25/05/2022   | 87.00                  |                  |              |            |               |                 |                           |
|                          | Town Hall            | 87.00                  |                  | 14.50        | 1050       | 201           | 72.50           | Wedding Hire              |
|                          | Banked: 27/05/2022   | 550.00                 |                  |              |            |               |                 |                           |
|                          | Corporate Property   | 550.00                 |                  |              | 1005       | 110           | 550.00          | Rent                      |
|                          | Banked: 30/05/2022   | 800.00                 |                  |              |            |               |                 |                           |
|                          | Corporate Property   | 800.00                 |                  |              | 1008       | 110           | 800.00          | Rent                      |
|                          | Banked: 30/05/2022   | 535.00                 |                  |              |            |               |                 |                           |
|                          | Corporate Property   | 535.00                 |                  |              | 1012       | 110           | 435.00          | Rent                      |
|                          |                      |                        |                  |              | 1012       | 110           | 100.00          | Rent                      |
|                          | Banked: 30/05/2022   | 650.00                 |                  |              |            |               |                 |                           |
|                          | Corporate Property   | 650.00                 |                  |              | 1002       | 110           | 650.00          | Rent                      |
| 3413/3415                | Banked: 30/05/2022   | 725.00                 |                  |              |            |               |                 |                           |
| 3413/3415                | Cemetery             | 725.00                 |                  |              | 1101       | 202           | 725.00          | Burial Fees               |
|                          | Banked: 30/05/2022   | 900.00                 |                  |              |            |               |                 |                           |
|                          | Corporate Propoerty  | 900.00                 |                  |              | 1007       | 110           | 900.00          | Rent                      |
| Total Receipts for Month |                      | 29,877.66              | 0.00             | 357.90       |            |               | 29,519.76       |                           |
| Cashbook Totals          |                      | 1,412,586.14           | 0.00             | 357.90       |            |               | 1,412,228.24    |                           |



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Marlborough Town Council

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 2

## Payments for Month 2

## Nominal Ledger Analysis

| <u>Date</u> | <u>Payee Name</u>          | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>    |
|-------------|----------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|------------------------------|
| 01/05/2022  | CNH CAPITAL                | DD1              | 409.55              | 409.55             |              | 501        |               |                 | Mower Lease                  |
| 01/05/2022  | Shire Leasing              | DD2              | 227.27              | 227.27             |              | 501        |               |                 | Telephone System Lease       |
| 01/05/2022  | SOUTHERN ELECTRIC          | DD3              | 1,047.88            | 1,047.88           |              | 501        |               |                 | Electric - Various           |
| 01/05/2022  | kingdom Services Ltd       | DD4              | 61.24               | 61.24              |              | 501        |               |                 | Call Out Workshop            |
| 01/05/2022  | Kerry Alexander            | DD5              | 85.00               | 85.00              |              | 501        |               |                 | Town Hall Refund             |
| 01/05/2022  | Fort Merchanting Ltd       | DD6              | 255.60              | 255.60             |              | 501        |               |                 | Limestone - Cemetery         |
| 01/05/2022  | Ellis Whittham Limited     | DD7              | 343.50              | 343.50             |              | 501        |               |                 | IPT                          |
| 01/05/2022  | BUMPHREY ARCHITECTS        | DD8              | 1,026.00            | 1,026.00           |              | 501        |               |                 | Town Hall Roof Insullation   |
| 01/05/2022  | Tudor Environmental        | DD9              | 1,037.48            | 1,037.48           |              | 501        |               |                 | PPE/Herbicide                |
| 01/05/2022  | Ellis Whittham Limited     | DD10             | 3,300.00            | 3,300.00           |              | 501        |               |                 | Annual Prof Fees             |
| 04/05/2022  | BT UK BUSINESS ACCOUNTS    | DD11             | 282.65              | 282.65             |              | 501        |               |                 | Telephone & Line             |
| 04/05/2022  | Lex Autolease              | DD12             | 225.92              | 225.92             |              | 501        |               |                 | Mitsubishi Lease             |
| 04/05/2022  | British Gas Business       | DD13             | 38.52               | 38.52              |              | 501        |               |                 | Elec Kingsbury Street        |
| 04/05/2022  | AMAZON                     | DD14             | 119.98              | 119.98             |              | 501        |               |                 | Equipment TH/MC&YC           |
| 04/05/2022  | MAJESTIC WINE WAREHOUSE    | DD15             | 611.28              | 611.28             |              | 501        |               |                 | Refreshments - Mayor Making  |
| 05/05/2022  | AMAZON                     | DD16             | 14.99               | 14.99              |              | 501        |               |                 | Jabot                        |
| 05/05/2022  | Number 1 Plates            | DD17             | 344.67              | 344.67             |              | 501        |               |                 | Signage                      |
| 06/05/2022  | AVE Services               | DD18             | 445.80              | 445.80             |              | 501        |               |                 | Audio - Mayor Making         |
| 06/05/2022  | Tesco Stores               | DD19             | 4.45                | 4.45               |              | 501        |               |                 | Bunting Refreshments         |
| 09/05/2022  | Tesco Stores               | DD20             | 102.00              | 102.00             |              | 501        |               |                 | Plants - Mayor Making        |
| 10/05/2022  | Castle Water               | DD21             | 853.63              | 853.63             |              | 501        |               |                 | Water - George Lane          |
| 10/05/2022  | WAITROSE LTD               | DD22             | 31.70               | 31.70              |              | 501        |               |                 | Refreshments - Mayor Making  |
| 10/05/2022  | Barclays Bank              | DD23             | 27.60               | 27.60              |              | 501        |               |                 | Bank Charges                 |
| 11/05/2022  | AMAZON                     | DD24             | 24.06               | 24.06              |              | 501        |               |                 | Crafts - Jubilee             |
| 11/05/2022  | AVE Services               | DD25             | 1,048.73            | 1,048.73           |              | 501        |               |                 | Sound System update          |
| 11/05/2022  | Visit Wiltshire            | DD26             | 24.00               | 24.00              |              | 501        |               |                 | Training Course              |
| 11/05/2022  | RICHMAN'S REMOVALS         | DD27             | 42.52               | 42.52              |              | 501        |               |                 | Archive Storage              |
| 11/05/2022  | Puig Maintenance           | DD28             | 102.00              | 102.00             |              | 501        |               |                 | 3a Kings St Threshold Strip  |
| 11/05/2022  | Screwfix                   | DD29             | 121.94              | 121.94             |              | 501        |               |                 | Sundries - Open Spaces       |
| 11/05/2022  | Kellaway Building Supplies | DD30             | 123.45              | 123.45             |              | 501        |               |                 | Slabs & Grit Sand            |
| 11/05/2022  | Bite Events Ltd            | DD31             | 133.80              | 133.80             |              | 501        |               |                 | Glasses - Mayor Making       |
| 11/05/2022  | D.I.Y. RAINBOWS            | DD32             | 136.84              | 136.84             |              | 501        |               |                 | Various                      |
| 11/05/2022  | Elite Electrical           | DD33             | 168.00              | 168.00             |              | 501        |               |                 | 2 Rec Cott Replace Lights    |
| 11/05/2022  | CL Stevens                 | DD34             | 232.34              | 232.34             |              | 501        |               |                 | Topsoil - Cemetery           |
| 11/05/2022  | HI-CLEAN SERVICES          | DD35             | 267.46              | 267.46             |              | 501        |               |                 | Window Cleaning Various      |
| 11/05/2022  | A4 Hire Limited            | DD36             | 423.64              | 423.64             |              | 501        |               |                 | Shredder Hire                |
| 11/05/2022  | T.H. White (M) Limited     | DD37             | 486.69              | 486.69             |              | 501        |               |                 | Various                      |
| 11/05/2022  | Wiltshire Waste Ltd        | DD38             | 555.01              | 555.01             |              | 501        |               |                 | Skip Cemetery                |
| 11/05/2022  | Sunley Events              | DD39             | 819.60              | 819.60             |              | 501        |               |                 | Stage Jubilee                |
| 11/05/2022  | Tudor Environmental        | DD40             | 1,033.77            | 1,033.77           |              | 501        |               |                 | Tools/Graffiti Remover       |
| 11/05/2022  | LAMB INN                   | DD41             | 1,200.00            | 1,200.00           |              | 501        |               |                 | Catering Mayor Making        |
| 11/05/2022  | Fools Paradise Ltd         | DD42             | 1,758.00            | 1,758.00           |              | 501        |               |                 | Street Entertainment Jubilee |
| 11/05/2022  | Wiltshire Council          | DD43             | 6,740.80            | 6,740.80           |              | 501        |               |                 | Superannuation               |
| 11/05/2022  | HM REVENUE & CUSTOMS       | DD44             | 7,674.32            | 7,674.32           |              | 501        |               |                 | NI & PAYE                    |
| 11/05/2022  | D W OLIVER                 | DD45             | 8,337.60            | 8,337.60           |              | 501        |               |                 | Tree Works                   |
| 12/05/2022  | AMAZON                     | DD46             | 38.97               | 38.97              |              | 501        |               |                 | Bunting - Jubilee            |
| 12/05/2022  | Trainline                  | DD47             | 87.81               | 87.81              |              | 501        |               |                 | Trainfare                    |

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 2

## Payments for Month 2

## 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>     |
|-------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|-------------------------------|
| 13/05/2022  | PAYFLOW - SALARIES             | DD48             | 22,562.40           | 22,562.40          |              | 501        |               |                 | Salaries                      |
| 13/05/2022  | Arval Centre                   | DD49             | 250.54              | 250.54             |              | 501        |               |                 | Petrol                        |
| 16/05/2022  | CNH CAPITAL                    | DD50             | 108.08              | 108.08             |              | 501        |               |                 | Backhoe Lease                 |
| 16/05/2022  | CNH CAPITAL                    | DD51             | 206.34              | 206.34             |              | 501        |               |                 | Loader Lease                  |
| 16/05/2022  | Lex Autolease                  | DD52             | 10.00               | 10.00              |              | 501        |               |                 | Parking Admin                 |
| 16/05/2022  | Adobe Acropro                  | DD53             | 17.18               | 17.18              |              | 501        |               |                 | Adobe Software                |
| 16/05/2022  | Cheapest Print Online          | DD54             | 72.14               | 72.14              |              | 501        |               |                 | Printing Jubilee              |
| 16/05/2022  | The Slate Workshop             | DD55             | 175.10              | 175.10             |              | 501        |               |                 | Slate Plaque Jubilee          |
| 17/05/2022  | West Mercia                    | DD56             | 425.00              | 425.00             |              | 501        |               |                 | Gas/Electric MC & YC          |
| 17/05/2022  | Intuit Wages                   | DD57             | 37.20               | 37.20              |              | 501        |               |                 | Wages Software                |
| 17/05/2022  | AMAZON                         | DD58             | 37.80               | 37.80              |              | 501        |               |                 | Money Bags                    |
| 17/05/2022  | Oldham Breakers                | DD59             | 108.00              | 108.00             |              | 501        |               |                 | Pick up Lights                |
| 17/05/2022  | ProGreen Ltd                   | DD60             | 159.78              | 159.78             |              | 501        |               |                 | Weed Control                  |
| 17/05/2022  | Cheapest Print Online          | DD61             | 191.46              | 191.46             |              | 501        |               |                 | Printing Jubilee              |
| 18/05/2022  | AMAZON                         | DD62             | 18.99               | 18.99              |              | 501        |               |                 | Jabot Cuffs Set               |
| 18/05/2022  | Viking Direct                  | DD63             | 96.95               | 96.95              |              | 501        |               |                 | Stationery                    |
| 19/05/2022  | Replacement Keys               | DD64             | 11.45               | 11.45              |              | 501        |               |                 | Replacement Keys              |
| 19/05/2022  | Castle Water                   | DD65             | 853.63              | 853.63             |              | 501        |               |                 | Water Town Hall               |
| 20/05/2022  | HILLS WASTE                    | DD66             | 124.03              | 124.03             |              | 501        |               |                 | Refuse Town Hall              |
| 20/05/2022  | HILLS WASTE                    | DD67             | 242.74              | 242.74             |              | 501        |               |                 | Refuse Workshop               |
| 23/05/2022  | BNP Paribas Leasing            | DD68             | 309.68              | 309.68             |              | 501        |               |                 | Mower Lease                   |
| 23/05/2022  | SOUTHERN ELECTRIC              | DD69             | 749.43              | 749.43             |              | 501        |               |                 | Gas Office                    |
| 23/05/2022  | Zoom Video                     | DD70             | 14.39               | 14.39              |              | 501        |               |                 | Zoom Software                 |
| 23/05/2022  | WAITROSE LTD                   | DD71             | 16.75               | 16.75              |              | 501        |               |                 | Office Sundries               |
| 24/05/2022  | Bridge Solutions - Excalibur   | DD72             | 268.35              | 268.35             |              | 501        |               |                 | Lines                         |
| 24/05/2022  | Bridge Solutions - Excalibur   | DD73             | 768.01              | 768.01             |              | 501        |               |                 | Software                      |
| 24/05/2022  | AMAZON                         | DD74             | 8.99                | 8.99               |              | 501        |               |                 | Jubilee Flags                 |
| 25/05/2022  | Hitachi                        | DD75             | 495.60              | 495.60             |              | 501        |               |                 | Tractor Lease                 |
| 25/05/2022  | Cheapest Print Online          | DD76             | 7.14                | 7.14               |              | 501        |               |                 | Printing Jubilee              |
| 25/05/2022  | Cheapest Print Online          | DD77             | 102.00              | 102.00             |              | 501        |               |                 | Jubilee Printing              |
| 26/05/2022  | Britanni Parking Services      | DD78             | 60.00               | 60.00              |              | 501        |               |                 | Parking Charge                |
| 26/05/2022  | Cheapest Print Online          | DD79             | 62.14               | 62.14              |              | 501        |               |                 | Jubilee Printing              |
| 26/05/2022  | WICKSTEED LEISURE              | DD80             | 129.96              | 129.96             |              | 501        |               |                 | Play Equipment Parts          |
| 26/05/2022  | Kellaway Building Supplies     | DD81             | 133.13              | 133.13             |              | 501        |               |                 | Materials Bench Installation  |
| 26/05/2022  | Wiltshire Council              | DD82             | 400.00              | 400.00             |              | 501        |               |                 | Parking Suspension Jubilee    |
| 26/05/2022  | Viking Direct                  | DD83             | 426.69              | 426.69             |              | 501        |               |                 | Stationery/Cleaning Materials |
| 26/05/2022  | Alert Systems                  | DD84             | 3,108.00            | 3,108.00           |              | 501        |               |                 | CCTV/Alarm Contract           |
| 26/05/2022  | WH Smith                       | DD85             | 23.96               | 23.96              |              | 501        |               |                 | Stationery                    |
| 27/05/2022  | West Mercia                    | DD86             | 96.86               | 96.86              |              | 501        |               |                 | Elec George Lane              |
| 27/05/2022  | Castle Water                   | DD87             | 1.03                | 1.03               |              | 501        |               |                 | Water Office                  |
| 27/05/2022  | CNH CAPITAL                    | DD88             | 188.89              | 188.89             |              | 501        |               |                 | Hedgecutter Lease             |
| 27/05/2022  | Macquarie Corporate & Asset Fi | DD89             | 281.28              | 281.28             |              | 501        |               |                 | IT Lease                      |
| 27/05/2022  | Wiltshire Council              | DD90             | 549.00              | 549.00             |              | 501        |               |                 | Refund                        |
| 27/05/2022  | Hospitality Services Ltd       | DD91             | 3,226.80            | 3,226.80           |              | 501        |               |                 | Street Party Furniture        |
| 30/05/2022  | Arval Centre                   | DD92             | 361.85              | 361.85             |              | 501        |               |                 | Petrol                        |
| 31/05/2022  | Castle Water                   | DD93             | 23.89               | 23.89              |              | 501        |               |                 | Water Office                  |
| 31/05/2022  | 02 UK LIMITED                  | DD94             | 367.31              | 367.31             |              | 501        |               |                 | Staff Mobiles                 |
| 31/05/2022  | Smiths of Axford               | DD95             | 20.00               | 20.00              |              | 501        |               |                 | Gas Bottle - Beacon           |

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 2

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|                          |              |           |      |              |
|--------------------------|--------------|-----------|------|--------------|
| Total Payments for Month | 80,388.00    | 80,388.00 | 0.00 | 0.00         |
| Balance Carried Fwd      | 1,332,198.14 |           |      |              |
| Cashbook Totals          | 1,412,586.14 | 80,388.00 | 0.00 | 1,332,198.14 |

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Marlborough Town Council

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CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

| <u>Receipt Ref</u>    | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|-----------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
| Balance Brought Fwd : |                      | 1,332,198.14           |                  |              |            |               | 1,332,198.14    |                           |
|                       | Banked 01/06/2022    | 1,833.33               |                  |              |            |               |                 |                           |
|                       | Corporate Property   | 1,833.33               |                  |              | 1000       | 110           | 1,833.33        | Rent                      |
|                       | Banked 06/06/2022    | 95.19                  |                  |              |            |               |                 |                           |
|                       | CCLA                 | 95.19                  |                  |              | 1190       | 101           | 95.19           | Interest                  |
|                       | Banked 07/06/2022    | 435.00                 |                  |              |            |               |                 |                           |
|                       | Corporate Property   | 435.00                 |                  |              | 1011       | 110           | 435.00          | Rent                      |
| 09.09.22              | Banked 07/06/2022    | 128.00                 |                  |              |            |               |                 |                           |
| 09.09.22              | Town Hall            | 128.00                 |                  | 21.33        | 1050       | 201           | 106.67          | Wedding Hire              |
|                       | Banked 07/06/2022    | 100.00                 |                  |              |            |               |                 |                           |
|                       | George Lane Toilets  | 100.00                 |                  |              | 1112       | 205           | 100.00          | Income                    |
|                       | Banked 07/06/2022    | 50.00                  |                  |              |            |               |                 |                           |
|                       | Petty Cash           | 50.00                  |                  |              | 4022       | 101           | 50.00           | Reversal                  |
| 3417                  | Banked 08/06/2022    | 52.00                  |                  |              |            |               |                 |                           |
| 3417                  | Open Spaces          | 52.00                  |                  |              | 1103       | 210           | 52.00           | Income                    |
|                       | Banked 08/06/2022    | 155.50                 |                  |              |            |               |                 |                           |
| 17.06.22              | Town Hall            | 155.50                 |                  |              | 1050       | 201           | 155.50          | Hiring                    |
| 3381                  | Banked 08/06/2022    | 612.00                 |                  |              |            |               |                 |                           |
| 3381                  | Town Hall            | 612.00                 |                  |              | 1050       | 201           | 612.00          | Hiring                    |
|                       | Banked 08/06/2022    | 3.08                   |                  |              |            |               |                 |                           |
|                       | Barclays             | 3.08                   |                  |              | 4059       | 101           | 3.08            | Loyalty Reward            |
| 22.07.22              | Banked 09/06/2022    | 283.00                 |                  |              |            |               |                 |                           |
| 22.07.22              | Town Hall            | 283.00                 |                  |              | 1050       | 201           | 283.00          | Hiring                    |
| 3416                  | Banked 09/06/2022    | 1,401.00               |                  |              |            |               |                 |                           |
| 3416                  | Cemetery             | 1,401.00               |                  |              | 1101       | 202           | 1,401.00        | Burial Fees               |
|                       | Banked 09/06/2022    | 130.00                 |                  |              |            |               |                 |                           |
|                       | George Lane Toilets  | 67.50                  |                  |              | 1112       | 205           | 67.50           | Income                    |
|                       | Town Hall Toilets    | 62.50                  |                  |              | 1112       | 201           | 62.50           | Income                    |
|                       | Banked 10/06/2022    | 804.00                 |                  |              |            |               |                 |                           |
|                       | Eventbrite - Tables  | 804.00                 |                  |              | 1010       | 101           | 804.00          | Donation to Mayor's Fund  |
| 25.10.22              | Banked 13/06/2022    | 75.50                  |                  |              |            |               |                 |                           |
| 25.10.22              | Town Hall            | 75.50                  |                  | 12.58        | 1050       | 201           | 62.92           | Wedding Hire              |
| 19.06.22              | Banked 13/06/2022    | 218.50                 |                  |              |            |               |                 |                           |
| 19.06.22              | Town Hall            | 218.50                 |                  |              | 1050       | 201           | 218.50          | Hiring                    |
|                       | Banked 13/06/2022    | 6.47                   |                  |              |            |               |                 |                           |
|                       | Wiltshire Council    | 6.47                   |                  |              | 1010       | 101           | 6.47            | Misc. Income              |
| 3418                  | Banked 13/06/2022    | 170.00                 |                  |              |            |               |                 |                           |

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Marlborough Town Council

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CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u>  | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>     |
|--------------------|-----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|-------------------------------|
| 3418               | Town Hall             | 170.00                 |                  |              | 1050       | 201           | 170.00          | Hiring                        |
|                    | Banked 13/06/2022     | 437.50                 |                  |              |            |               |                 |                               |
|                    | Corporate Property    | 437.50                 |                  |              | 1006       | 110           | 437.50          | Rent                          |
|                    | Banked 13/06/2022     | 1,875.00               |                  |              |            |               |                 |                               |
|                    | Marlborough Golf Club | 1,875.00               |                  |              | 1102       | 210           | 1,875.00        | Rent                          |
| 3420               | Banked 17/06/2022     | 1,014.00               |                  |              |            |               |                 |                               |
| 3420               | Open Spaces           | 1,014.00               |                  |              | 1103       | 210           | 1,014.00        | Football Pitch Hire           |
|                    | Banked 17/06/2022     | 60.00                  |                  |              |            |               |                 |                               |
|                    | George Lane Toilets   | 60.00                  |                  |              | 1112       | 205           | 60.00           | Income                        |
|                    | Banked 20/06/2022     | 71.97                  |                  |              |            |               |                 |                               |
|                    | Majestic Wine         | 71.97                  |                  | 12.00        | 4153       | 101           | 59.97           | Refund                        |
|                    |                       |                        |                  |              | 359        |               | 59.97           | Refund                        |
|                    |                       |                        |                  |              | 6001       | 101           | -59.97          | Refund                        |
| 16.09.23           | Banked 21/06/2022     | 50.00                  |                  |              |            |               |                 |                               |
| 16.09.23           | Town Hall             | 50.00                  |                  | 8.33         | 1050       | 201           | 41.67           | Wedding Hire 23.24            |
| 3421               | Banked 21/06/2022     | 588.00                 |                  |              |            |               |                 |                               |
| 3421               | Cemetery              | 588.00                 |                  |              | 1101       | 202           | 588.00          | Burial Fees                   |
|                    | Banked 23/06/2022     | 550.00                 |                  |              |            |               |                 |                               |
|                    | Corporate Property    | 550.00                 |                  |              | 1004       | 110           | 550.00          | Rent                          |
|                    | Banked 24/06/2022     | 691.73                 |                  |              |            |               |                 |                               |
|                    | Wiltshire Council     | 691.73                 |                  |              | 1901       | 900           | 691.73          | CIL-PL2021/04892 Brunel Court |
|                    | Banked 24/06/2022     | 120.00                 |                  |              |            |               |                 |                               |
|                    | George Lane Toilets   | 120.00                 |                  |              | 1112       | 205           | 120.00          | Income                        |
| 3423               | Banked 24/06/2022     | 144.00                 |                  |              |            |               |                 |                               |
| 3423               | Cemetery              | 144.00                 |                  |              | 1101       | 202           | 144.00          | Burial Fees                   |
| 03.08.22           | Banked 27/06/2022     | 75.50                  |                  |              |            |               |                 |                               |
| 03.08.22           | Town HALL             | 75.50                  |                  | 12.58        | 1050       | 201           | 62.92           | Wedding Hire                  |
|                    | Banked 27/06/2022     | 550.00                 |                  |              |            |               |                 |                               |
|                    | Corporate Property    | 550.00                 |                  |              | 1005       | 110           | 550.00          | Rent                          |
| H19 Gray           | Banked 28/06/2022     | 110.00                 |                  |              |            |               |                 |                               |
| H19 Gray           | Cemetery              | 110.00                 |                  |              | 1101       | 202           | 110.00          | Burial Fees                   |
|                    | Banked 29/06/2022     | 535.00                 |                  |              |            |               |                 |                               |
|                    | Corporate Property    | 535.00                 |                  |              | 1012       | 110           | 435.00          | Rent                          |
|                    |                       |                        |                  |              | 1012       | 110           | 100.00          | Rent                          |
|                    | Banked 29/06/2022     | 900.00                 |                  |              |            |               |                 |                               |
|                    | Corporate Property    | 900.00                 |                  |              | 1007       | 110           | 900.00          | Rent                          |
|                    | Banked 30/06/2022     | 800.00                 |                  |              |            |               |                 |                               |

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CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 3

## Receipts for Month 3

## Nominal Ledger Analysis

| <u>Receipt Ref</u> | <u>Name of Payer</u> | <u>£ Amnt Received</u> | <u>£ Debtors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u> |
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|
|--------------------|----------------------|------------------------|------------------|--------------|------------|---------------|-----------------|---------------------------|

|      |                    |        |  |       |      |     |        |        |
|------|--------------------|--------|--|-------|------|-----|--------|--------|
|      | Corporate Property | 800.00 |  |       | 1008 | 110 | 800.00 | Rent   |
| 3432 | Banked 30/06/2022  | 54.00  |  |       |      |     |        |        |
| 3432 | Town Hall          | 54.00  |  |       | 1050 | 201 | 54.00  | Hiring |
| 3428 | Banked 30/06/2022  | 459.00 |  |       |      |     |        |        |
| 3428 | MC & YC            | 459.00 |  | 76.50 | 1329 | 206 | 382.50 | Hiring |
|      | Banked 30/06/2022  | 650.00 |  |       |      |     |        |        |
|      | Corporate Property | 650.00 |  |       | 1002 | 110 | 650.00 | Rent   |
| 3435 | Banked 30/06/2022  | 391.50 |  |       |      |     |        |        |
| 3435 | Town Hall          | 391.50 |  |       | 1050 | 201 | 391.50 | Hiring |

|                          |           |      |        |  |  |  |           |  |
|--------------------------|-----------|------|--------|--|--|--|-----------|--|
| Total Receipts for Month | 16,679.77 | 0.00 | 143.32 |  |  |  | 16,536.45 |  |
|--------------------------|-----------|------|--------|--|--|--|-----------|--|

|                 |                     |             |               |  |  |  |                     |  |
|-----------------|---------------------|-------------|---------------|--|--|--|---------------------|--|
| Cashbook Totals | <u>1,348,877.91</u> | <u>0.00</u> | <u>143.32</u> |  |  |  | <u>1,348,734.59</u> |  |
|-----------------|---------------------|-------------|---------------|--|--|--|---------------------|--|

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 3

## Payments for Month 3

## Nominal Ledger

| <u>Date</u> | <u>Payee Name</u>            | <u>Reference</u> | <u>£ Total Amnt</u> | <u>£ Creditors</u> | <u>£ VAT</u> | <u>A/c</u> | <u>Centre</u> | <u>£ Amount</u> | <u>Transaction Detail</u>  |
|-------------|------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|-----------------|----------------------------|
| 01/06/2022  | CNH CAPITAL                  | DD1              | 409.55              | 409.55             |              | 501        |               |                 | Mower Lease                |
| 01/06/2022  | One/Stop                     | DD2              | 8.00                | 8.00               |              | 501        |               |                 | Refreshments               |
| 01/06/2022  | WAITROSE LTD                 | DD3              | 16.60               | 16.60              |              | 501        |               |                 | Jubilee                    |
| 06/06/2022  | Cathedral Leasing Ltd        | DD4              | 272.99              | 272.99             |              | 501        |               |                 | Hand Sanitizers            |
| 06/06/2022  | Lex Autolease                | DD5              | 225.92              | 225.92             |              | 501        |               |                 | Mitsubishi Lease           |
| 06/06/2022  | SOUTHERN ELECTRIC            | DD6              | 862.99              | 862.99             |              | 501        |               |                 | Elec Supply Various        |
| 06/06/2022  | WAITROSE LTD                 | DD7              | 24.35               | 24.35              |              | 501        |               |                 | Refreshments Jubilee       |
| 07/06/2022  | PETTY CASH                   | DD8              | 50.00               | 50.00              |              | 501        |               |                 | Petty Cash                 |
| 08/06/2022  | British Gas Business         | DD9              | 36.61               | 36.61              |              | 501        |               |                 | Elec Kingsbury Street      |
| 08/06/2022  | WAITROSE LTD                 | DD10             | 11.15               | 11.15              |              | 501        |               |                 | Sundries Office            |
| 08/06/2022  | Barclays Bank                | DD11             | 18.75               | 18.75              |              | 501        |               |                 | Charges                    |
| 09/06/2022  |                              | DD12             | 25.00               | 25.00              |              | 501        |               |                 | Gift Card Jubilee          |
| 09/06/2022  | PETTY CASH                   | DD13             | 50.00               | 50.00              |              | 501        |               |                 | Petty Cash                 |
| 09/06/2022  | WAITROSE LTD                 | DD14             | 25.00               | 25.00              |              | 501        |               |                 | Gift Card Jubilee          |
| 13/06/2022  | Arval Centre                 | DD15             | 52.71               | 52.71              |              | 501        |               |                 | Petrol                     |
| 13/06/2022  | Adobe Acropro                | DD16             | 17.18               | 17.18              |              | 501        |               |                 | Adobe Software             |
| 13/06/2022  | DVLA - POST OFFICE LTD       | DD17             | 290.00              | 290.00             |              | 501        |               |                 | Road Tax                   |
| 13/06/2022  | Krystal Hosting Ltd          | DD18             | 359.99              | 359.99             |              | 501        |               |                 | Website Hosting            |
| 14/06/2022  | CNH CAPITAL                  | DD19             | 108.08              | 108.08             |              | 501        |               |                 | Backhoe Lease              |
| 14/06/2022  | CNH CAPITAL                  | DD20             | 206.34              | 206.34             |              | 501        |               |                 | Loader Lease               |
| 14/06/2022  | PAYFLOW - SALARIES           | DD22             | 24,811.39           | 24,811.39          |              | 501        |               |                 | Salaries                   |
| 14/06/2022  | Castle Water                 | DD21             | 80.40               | 80.40              |              | 501        |               |                 | Water - Office             |
| 15/06/2022  | Intuit Wages                 | DD23             | 37.20               | 37.20              |              | 501        |               |                 | Wages Software             |
| 15/06/2022  | MAJESTIC WINE WAREHOUSE      | DD24             | 143.88              | 143.88             |              | 501        |               |                 | Jubilee                    |
| 15/06/2022  | WAITROSE LTD                 | DD25             | 6.75                | 6.75               |              | 501        |               |                 | Sundries Office            |
| 16/06/2022  | AMAZON                       | DD26             | 499.99              | 499.99             |              | 501        |               |                 | Projector                  |
| 17/06/2022  | HILLS WASTE                  | DD27             | 161.54              | 161.54             |              | 501        |               |                 | Refuse Collection          |
| 17/06/2022  | HILLS WASTE                  | DD28             | 343.42              | 343.42             |              | 501        |               |                 | Refuse Collection Workshop |
| 17/06/2022  | WAITROSE LTD                 | DD29             | 53.50               | 53.50              |              | 501        |               |                 | Jubilee Thank You Event    |
| 20/06/2022  | SOUTHERN ELECTRIC            | DD30             | 848.64              | 848.64             |              | 501        |               |                 | Elec Back Office           |
| 20/06/2022  | AMAZON                       | DD31             | 9.99                | 9.99               |              | 501        |               |                 | Mobile Charger             |
| 20/06/2022  | WAITROSE LTD                 | DD32             | 4.70                | 4.70               |              | 501        |               |                 | Sundries - Office          |
| 20/06/2022  | superdrug                    | DD33             | 17.30               | 17.30              |              | 501        |               |                 | First Aid Replacements     |
| 21/06/2022  | Zoom Video                   | DD34             | 14.39               | 14.39              |              | 501        |               |                 | Zoom Software              |
| 21/06/2022  |                              | DD35             | 95.99               | 95.99              |              | 501        |               |                 | Software                   |
| 22/06/2022  | BNP Paribas Leasing          | DD36             | 309.68              | 309.68             |              | 501        |               |                 | Mower Lease                |
| 22/06/2022  | West Mercia                  | DD37             | 381.28              | 381.28             |              | 501        |               |                 | Gas/Elec MC & YC           |
| 22/06/2022  | Barlow & Sons                | DD38             | 76.98               | 76.98              |              | 501        |               |                 | Timber Jubilee Field       |
| 22/06/2022  | Tudor Environmental          | DD39             | 175.57              | 175.57             |              | 501        |               |                 | Various                    |
| 22/06/2022  | Viking Direct                | DD40             | 176.72              | 176.72             |              | 501        |               |                 | Stationery                 |
| 22/06/2022  | Fort Merchanting Ltd         | DD41             | 264.35              | 264.35             |              | 501        |               |                 | Wood Chip Playarea         |
| 22/06/2022  | PICKERINGS                   | DD42             | 1,055.60            | 1,055.60           |              | 501        |               |                 | Lift Contract              |
| 22/06/2022  | WAITROSE LTD                 | DD43             | 15.30               | 15.30              |              | 501        |               |                 | Office Sundries            |
| 23/06/2022  | T.H. White (M) Limited       | DD44             | 235.15              | 235.15             |              | 501        |               |                 | Various                    |
| 23/06/2022  | Visit Wiltshire              | DD45             | 900.00              | 900.00             |              | 501        |               |                 | Website Town Tab           |
| 23/06/2022  | Bradsons                     | DD46             | 1,396.19            | 1,396.19           |              | 501        |               |                 | Traffic Marshalls Jubilee  |
| 24/06/2022  | Bridge Solutions - Excalibur | DD47             | 268.35              | 268.35             |              | 501        |               |                 | Lines                      |

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## CURRENT &amp; ACTIVE ACCOUNTS

For Month No: 3

## Payments for Month 3

## Nominal Ledger

| <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> |
|--------------------------|--------------------------------|------------------|---------------------|--------------------|--------------|------------|---------------|---------------------|---------------------------|
| 24/06/2022               | Bridge Solutions - Excalibur   | DD48             | 786.02              | 786.02             |              | 501        |               |                     | IT Service Plan           |
| 24/06/2022               | Cheapest Print Online          | DD49             | 122.14              | 122.14             |              | 501        |               |                     | Leaflets MANP             |
| 27/06/2022               | Rhino Grinding                 | 109452           | 144.00              | 144.00             |              | 501        |               |                     | Stump Priory Gardens      |
| 27/06/2022               |                                | 109453           | 500.00              | 500.00             |              | 501        |               |                     | Band Jubilee              |
| 27/06/2022               | LAMB INN                       | 109454           | 60.00               | 60.00              |              | 501        |               |                     | Staff Mayor Making        |
| 27/06/2022               | D W OLIVER                     | 109456           | 1,074.00            | 1,074.00           |              | 501        |               |                     | Tree Works                |
| 27/06/2022               | RBS Software Solutions         | 109457           | 669.60              | 669.60             |              | 501        |               |                     | Year End Close            |
| 27/06/2022               | AUDITING SOLUTIONS LIMITED     | 109458           | 552.00              | 552.00             |              | 501        |               |                     | Internal Audit            |
| 27/06/2022               | DHF Engineering Ltd            | 109459           | 288.00              | 288.00             |              | 501        |               |                     | Plaque Post               |
| 27/06/2022               | Healthmatic                    | 109460           | 5,358.00            | 5,358.00           |              | 501        |               |                     | Public Toilets Contract   |
| 27/06/2022               | Clare Evans                    | 109461           | 250.00              | 250.00             |              | 501        |               |                     | BALloon Modelling Jubilee |
| 27/06/2022               | ZURICH MUNICIPAL               | 109462           | 13,298.57           | 13,298.57          |              | 501        |               |                     | Annual Premium            |
| 27/06/2022               | Marlborough & District Rotary  | 109463           | 1,000.00            | 1,000.00           |              | 501        |               |                     | Jubilee Picnic            |
| 27/06/2022               | FIVE STAR SSEURITY             | 109464           | 180.00              | 180.00             |              | 501        |               |                     | Security Jubilee          |
| 27/06/2022               | SRA Events Simon Stockley      | 109465           | 200.00              | 200.00             |              | 501        |               |                     | PA Jubilee                |
| 27/06/2022               | Marcella Band Mike Booth       | 109466           | 250.00              | 250.00             |              | 501        |               |                     | Band Jubilee              |
| 27/06/2022               | Hitachi                        | DD50             | 495.60              | 495.60             |              | 501        |               |                     | Tractor Lease             |
| 27/06/2022               | BNP Paribas Leasing            | DD51             | 1,343.91            | 1,343.91           |              | 501        |               |                     | Photocopier Lease         |
| 27/06/2022               | CNH CAPITAL                    | DD52             | 188.89              | 188.89             |              | 501        |               |                     | Hedgecutter Lease         |
| 27/06/2022               | SOUTHERN ELECTRIC              | DD53             | 24.28               | 24.28              |              | 501        |               |                     | Gas Office                |
| 28/06/2022               | Arval Centre                   | DD54             | 214.77              | 214.77             |              | 501        |               |                     | Petrol                    |
| 28/06/2022               | WAITROSE LTD                   | DD55             | 4.65                | 4.65               |              | 501        |               |                     | Office Sundries           |
| 29/06/2022               | 02 UK LIMITED                  | DD56             | 368.70              | 368.70             |              | 501        |               |                     | Mobile Phones             |
| 29/06/2022               | Macquarie Corporate & Asset Fi | DD57             | 281.28              | 281.28             |              | 501        |               |                     | IT Lease                  |
| 29/06/2022               | Macquarie Corporate & Asset Fi | DD58             | 48.00               | 48.00              |              | 501        |               |                     | Admin Fee                 |
| 30/06/2022               | Wiltshire Waste Ltd            | DD59             | 894.00              | 894.00             |              | 501        |               |                     | Jubilee - Toilets/Bins    |
| Total Payments for Month |                                |                  | 64,051.87           | 64,051.87          | 0.00         |            |               | 0.00                |                           |
| Balance Carried Fwd      |                                |                  | 1,284,826.04        |                    |              |            |               |                     |                           |
| Cashbook Totals          |                                |                  | <u>1,348,877.91</u> | <u>64,051.87</u>   | <u>0.00</u>  |            |               | <u>1,284,826.04</u> |                           |



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Detailed Balance Sheet - Including Stock Movement

Month 3 Date 30/06/2022

| <u>A/c</u>                        | <u>Description</u>                    | <u>Actual</u> |           |
|-----------------------------------|---------------------------------------|---------------|-----------|
| <u><i>Current Assets</i></u>      |                                       |               |           |
| 105                               | VAT CONTROL ACCOUNT                   | 13,138        |           |
| 201                               | CURRENT & ACTIVE ACCOUNT              | 1,284,826     |           |
| 299                               | CCLA Deposit Fund                     | 131,512       |           |
|                                   |                                       |               |           |
|                                   | Total Current Assets                  | 1,429,476     |           |
| <u><i>Current Liabilities</i></u> |                                       |               |           |
| 501                               | CREDITORS                             | 71            |           |
| 565                               | HOLDING DEPOSIT                       | 125           |           |
|                                   |                                       |               |           |
|                                   | Total Current Liabilities             | 196           |           |
|                                   |                                       |               |           |
|                                   | Net Current Assets                    |               | 1,429,280 |
|                                   |                                       |               |           |
|                                   | Total Assets less Current Liabilities |               | 1,429,280 |
| <u><i>Represented by :-</i></u>   |                                       |               |           |
| 300                               | CURRENT YEAR FUND                     | 265,595       |           |
| 310                               | GENERAL RESERVE                       | 344,276       |           |
| 322                               | EMR - TOWN HALL                       | 135,585       |           |
| 323                               | EMR - OPEN SPACES                     | 14,903        |           |
| 324                               | EMR - CCTV FUND                       | 1,918         |           |
| 325                               | EMR - MUSEUM & HERITAGE               | 45,000        |           |
| 326                               | EMR - CIVIC FUND                      | 5,000         |           |
| 327                               | EMR 2015 NEW CEMETERY                 | 32,000        |           |
| 336                               | EMR MCYC SPORTS EQUIP                 | 3,584         |           |
| 337                               | EMR INFORMAL CAR PARK                 | 10,000        |           |
| 338                               | EMR SALE OF CHANTRY LANE              | 12,521        |           |
| 339                               | EMR BYE                               | 9,000         |           |
| 342                               | EMR DEVOLUTION SERVICES               | 46,000        |           |
| 344                               | EMR WORKSHOP EXTENSION                | 264,272       |           |
| 345                               | EMR JUBILEE FIELD                     | 1,000         |           |
| 347                               | EMR EMERGERNCY FUND                   | 10,914        |           |
| 351                               | CIL MONEY 2019/20                     | 1,632         |           |
| 352                               | EMR TINPIT FENCING                    | 5,000         |           |
| 353                               | EMR STONEBRIDGE MEADOW                | 7,500         |           |
| 354                               | EMR CIL RECEIPTS 2020/2021            | 12,445        |           |
| 356                               | EMR CIL RCEIPTS 2021/2022             | 89,329        |           |
| 357                               | EMR Climate Emergency                 | 3,976         |           |
| 358                               | EMR 106 Receipt Re Redrow             | 107,111       |           |
| 359                               | EMR Platinum Jubilee Reserve          | 719           |           |
|                                   |                                       |               |           |
|                                   | Total Equity                          |               | 1,429,280 |

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## Earmarked Reserves

| Account                            | Opening Balance   | Net Transfers    | Closing Balance   |
|------------------------------------|-------------------|------------------|-------------------|
| 320 EMR - AOS CONTINGENCIES        | 0.00              |                  | 0.00              |
| 322 EMR - TOWN HALL MAINTENANCE    | 136,439.77        | -855.00          | 135,584.77        |
| 323 EMR - OPEN SPACES MACHINERY RE | 14,903.07         |                  | 14,903.07         |
| 324 EMR - CCTV FUND                | 1,918.05          |                  | 1,918.05          |
| 325 EMR - MUSEUM & HERITAGE CENTRE | 45,000.00         |                  | 45,000.00         |
| 326 EMR - CIVIC FUND               | 5,000.00          |                  | 5,000.00          |
| 327 EMR 2015 NEW CEMETERY EXT.     | 32,000.00         |                  | 32,000.00         |
| 328 EMR 2015 NEIGHBOURHOOD PLAN    | 0.00              |                  | 0.00              |
| 329 EMR YOUTH COUNCIL SKATE PARK   | 0.00              |                  | 0.00              |
| 330 EMR GEORGE LANE TOILETS        | 0.00              |                  | 0.00              |
| 331 EMR TOILETS LOAN BALANCE       | 0.00              |                  | 0.00              |
| 333 EMR PUPPET FESTIVAL            | 0.00              |                  | 0.00              |
| 335 EMR CIVIL WAR                  | 0.00              |                  | 0.00              |
| 336 EMR MCYC SPORTS EQUIP          | 3,584.39          |                  | 3,584.39          |
| 337 EMR INFORMAL CAR PARK          | 10,000.00         |                  | 10,000.00         |
| 338 EMR SALE OF CHANTRY LANE       | 12,520.62         |                  | 12,520.62         |
| 339 EMR BYE ELECTION/REFERENDUM    | 9,000.00          |                  | 9,000.00          |
| 340 EMR EVENTS                     | 0.00              |                  | 0.00              |
| 341 EMR ADDITIONAL OFFICE SPACE    | 0.00              |                  | 0.00              |
| 342 EMR DEVOLUTION SERVICES        | 46,000.00         |                  | 46,000.00         |
| 343 EMR CIL COOPERS MEADOW         | 0.00              |                  | 0.00              |
| 344 EMR WORKSHOP EXTENSION         | 264,272.07        |                  | 264,272.07        |
| 345 EMR JUBILEE FIELD              | 1,000.00          |                  | 1,000.00          |
| 346 EMR MY&YC DONATIONS            | 0.00              |                  | 0.00              |
| 347 EMR EMERGERNCY FUND            | 10,914.12         |                  | 10,914.12         |
| 348 EMT STAFF TRAINING & DEVELOPM  | 0.00              |                  | 0.00              |
| 351 CIL MONEY 2019/20              | 1,632.04          |                  | 1,632.04          |
| 352 EMR TINPIT FENCING RESERVE     | 5,000.00          |                  | 5,000.00          |
| 353 EMR STONEBRIDGE MEADOW         | 7,500.00          |                  | 7,500.00          |
| 354 EMR CIL RECEIPTS 2020/2021     | 12,445.09         |                  | 12,445.09         |
| 355 EMR DARK SKIES                 | 0.00              |                  | 0.00              |
| 356 EMR CIL RCEIPTS 2021/2022      | 89,328.94         |                  | 89,328.94         |
| 357 EMR Climate Emergency Response | 3,975.68          |                  | 3,975.68          |
| 358 EMR 106 Receipt Re Redrow      | 107,110.86        |                  | 107,110.86        |
| 359 EMR Platinum Jubilee Reserve   | 12,000.00         | -6,550.54        | 5,449.46          |
|                                    | <u>831,544.70</u> | <u>-7,405.54</u> | <u>824,139.16</u> |



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# **Marlborough Town Council**

*Internal Audit Report 2021-22 (Final Update)*

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*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 the 2021-22 financial year which took place on September 23<sup>rd</sup> 2021, 25<sup>th</sup> January and 16<sup>th</sup> May 2022 together with our preparatory work. We wish to thank the Clerk and the Office Manager for providing the records in electronic format to enable our review.

## **Internal Audit Approach**

In undertaking 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 specified internal control objectives.

## **Overall Conclusion**

Based on the work undertaken this year, the Council continues to maintain effective internal control arrangements. Our findings in each area examined are set out in the detailed report below. We have duly signed the Internal Audit Report in the Council's AGAR assigning positive assurance against the control objectives.

We request that 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). Two operational bank accounts are maintained at Barclays, the Business Current and Business Saver accounts which are accounted for in a combined cashbook (number one) in the Rialtas system. In addition, 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. To meet our objectives we have:

- Agreed the opening trial balance detail for 2021-22 as recorded in the Ledger to the closing detail contained in the 2020-21 Statement of Accounts and AGAR;
- Confirmed the external auditor raised no issues on the 2020/21 accounts;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Checked to ensure that the financial ledger remains “in balance” at the date of each of our three reviews by running a data check within the system to confirm the trial balance agreed to the nominal ledger;
- Discussed arrangements for backing up the system which officers have advised is done regularly to a Cloud;
- Confirmed arrangements for processing journals which are done by the Office Manager with year-end journals done by RBS;
- Checked and agreed detail in the combined number one cashbook, as a sample, examining and agreeing transactions in August and December 2021 and March 2022 to supporting bank statements;
- Agreed the combined Business Current and Active Saver Account bank reconciliation as at 31<sup>st</sup> July, 31<sup>st</sup> August 2021, 30<sup>th</sup> November and 31<sup>st</sup> December 2021 and 28<sup>th</sup> February and 31<sup>st</sup> March 2022;
- Discussed with officers the arrangements for Member review of the bank reconciliations which are signed by a Councillor, normally the Mayor, Deputy Mayor or Chair or Vice of F & P; and
- Agreed the balance in Rialtas in respect of the CCLA account to the third-party statement dated 31<sup>st</sup> August 2021 and 31<sup>st</sup> March 2022.

### Conclusions

***We are pleased to note that the accounts are in balance and regularly agreed to the bank.***

***We have agreed the cash balance to the 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. Consequently:

- We have completed 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 2021-22 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;
- We note the Council continues to keep its corporate policies under review with Full Council adopting Standing Orders and Financial Regulations at the meeting in May 2021, with Finance and Policy committee considering Standing Orders again in October 2021;
- That the General Power of Competence was adopted in May 2021;
- We confirmed that the Council is posting all payments over £500 on its website and doing this monthly; and
- We confirmed the Council advertised its 2020/21 accounts for public inspection.

### *Conclusion*

*No issues have been identified from this aspect of our review.*

## 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 detail and approve the 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 confirmed with officers the controls over the processing of payments.

We tested a sample of all those supplier payments individually in excess of £2,000 together with a more random selection of every 30<sup>th</sup> cashbook transaction, irrespective of value, entered in the

Cashbook for the 12 months to 31<sup>st</sup> March 2022 to ensure compliance with the above criteria. Our sample comprised 68 payments, totaling £280,609 and equated to 53% of non-pay expenditure to that date. No issues were identified from our sample.

The Council engaged contractors to put lighting in at the skate park, three quotes were obtained. As a sample check we reviewed the quotes.

We confirmed the VAT owing to the Council at the end of 2020/21 was recovered in May 2021. We reviewed the first three quarterly re-claims of VAT for 2021/22 confirming the funds were received and recorded in the cash book with detail correctly entered in the VAT control account.

### ***Conclusion***

***No issues arise from this area of our review requiring formal comment or recommendation.***

## **Assessment and Management of Risk**

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

- Noted the Council approved its annual risk assessment at its meeting in May 2021. The risk assessment categorises and identifies the risks, assessed them and identifies the controls in place, trigger points and future review dates. The risk assessment includes a range of financial risks;
- Confirmed that the Council's insurance continues to be provided by Zurich Municipal Plc, with the current policy running to 16<sup>th</sup> June 2022, cover includes:
  - Buildings insurance;
  - Business interruption insurance;
  - Public liability £15m;
  - Hirer's liability £2m;
  - Employer's liability £10m;
  - Motor vehicle insurance;
  - Fidelity guarantee £1m; and
- Confirmed the arrangements for completing safety inspections of Council play areas.

### ***Conclusions and recommendation***

***The Council has arrangements for managing risk.***

***At the time of our first interim visit the Council's cash balances were £0.914m, but the receipt of precept at the end of September meant in the short term the Council's cash balances exceeded its fidelity guarantee insurance cover. We recommended the Council may wish, as a matter of***

***good practice, to consider increasing insurance in this area. We note the Council has also £131,511 in the CCLA deposit fund.***

***R1 The Council should consider increasing its level of fidelity guarantee insurance in-line with its balances, as a matter of good practice. (This has been done with cover increased to £2m).***

## **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 Full Town Council discussed and agreed the 2022/23 budget and precept at its meeting on January 4<sup>th</sup> 2022. Prior to this the Council's Committees discussed the budget. Members considered the tax based and the impact of different rises in the precept. Further they considered cost pressures and were provided with a detailed analysis of income and expenditure showing comparatives for prior years;
- That Members continue to receive regular budget monitoring reports including a high level narrative together details of income and expenditure against budget showing variances. Details of the cash book, balance sheets showing reserves and bank reconciliations are provided also;
- At the year end the Council had total balances of £1,163,685 including a general reserve of £332,141. Spending in 2021/22 per the AGAR was £874,381 or some £72,865 a month. The general reserve therefore represents some 4.5 months spending which is within the normal of 3-8 months for a town council; and
- We reviewed the income and expenditure for the full year, comparing to budget and the prior year. We note the increased income which reflects additional CIL grant in the year and the increased revenue compared to the prior year when activity was restricted by Covid. Our testing of income is described in the next section.

### ***Conclusion***

***No issues arise in this area requiring formal comment or recommendation.***



## 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. We have:

- Agreed the first and second instalments of the 2021/22 precept receipted into the Council's accounts in April and September 2021 to the amount set and recorded in the Minutes of the Council meeting held in January 2021. We further agreed the precept to the list of precept demands for 2021/22 published by the Government;
- Tested a sample of income arising from burials, confirming the amount recorded in Rialtas was supported by suitable documentation including certificates of burial or cremation, that the amount charged agreed to the Council's schedule of rates and that related interments had been recorded in the Burial Register;
- Test checked the receipt of CIL funding during the year to the remittance advices from Wiltshire Council;
- Reviewed and discussed with officers the leases on two properties;
- Reviewed the paperwork behind the receipt of a grant for £4,950 from Groundwork UK. No remittance advice was available, but details of the application were provided;
- For Town Hall letting income obtained an extract of the booking diary, (November 2021). The Office Manager provided copies of the booking forms for the one-off hirings. We reviewed the documentation for consistency confirming the correct rates were applied and that invoices/receipts were issued;
- Similarly for the Marlborough Community and Youth Centre we obtained an extract of the booking diary, (October 2021). The Office manager provided copies of booking forms for the one-off hirings. We reviewed the records for consistency confirming invoices/receipts were issued and the correct fees were charged;
- Confirmed from our reading of the Council minutes that fees and charges are kept under review; and
- Enquired of the level of debtors recorded in the accounts which remain satisfactory.

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

### **Conclusion**

*Based on our work, the Council continues to maintain systems for collecting income.*

## Petty Cash Account

We are required, as part of the AGAR certification process, to consider the effectiveness of the Council's controls over any petty cash account or other cash holding in use.

The Council operates a limited petty cash account to defray sundry administrative expenses. The account is “topped up” as and when required with “round sum” cash withdrawals through the Barclays cash-point card. These transfers are included in the list of payments presented to Finance and Policy.

We note that manual sheets recording petty cash payments are kept. We obtained the cash sheets for July and August 2021, as a sample and agreed the payments to till receipts. We noted that VAT is recorded separately to allow recovery from HMRC and that the cash sheets reviewed were signed. We test checked the August reimbursement to the Rialtas accounting system.

### ***Conclusion***

***There are no issues arising in this area.***

## **Review of Staff Salaries**

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as amended from 1<sup>st</sup> April 2017 with regard to employee contribution percentages.

We noted that processing of the Council’s monthly payroll continues to be undertaken “in house” utilising bespoke ‘QuickBooks’ software. We sample checked payroll transactions, specifically we have:

- Test checked the contract for a new member of staff to the gross pay recorded in the June payroll report;
- Test checked the gross pay for one further officer to their HR file;
- Obtained the summary payroll reports for June, July and October and agreed the totals to the Rialtas cash book payments;
- Test checked the calculation of tax and national insurance for staff paid in June and October;
- Test checked the calculation of employee and employer pension contributions deducted from the June and October salary payments; and
- Completed our month-on-month trend analysis of payroll transactions per the cash book to enable us to confirm there are no material anomalies.

### ***Conclusion***

***The Council has arrangements for processing its payroll.***

## **Fixed Asset Register**

The Governance and Accountability Manual requires all Councils to maintain a record of all assets owned. We note the Council retains an asset register which provides photographic information of the specific assets and that assets are valued at cost.

We have agreed the total value of the assets per the asset register to the amount recorded in Box 9 Section 2 of the draft AGAR.

### ***Conclusion***

*No issues arise in this area of our work requiring formal comment or recommendation.*

## **Investments and Loans**

We have tested the balance on the Council's CCLA account to the third party statements as detailed earlier in this report.

We note the Council currently has no loans.

### ***Conclusions***

*The Council is holding a significant amount of cash in its current account, at the year end the Council held £800,085 in its current account.*

*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.*

## **Statement of Accounts/Annual Governance and Accountability Return (AGAR)**

The Governance and Accountability Manual requires all Councils to prepare annually a Statement of Accounts, which is now embodied in the AGAR and subject to external audit review and certification.

We have checked and agreed the detail in Section 2 of the draft AGAR to the underlying accounting records. Specifically, we have:

- Reviewed the debtors and creditors included in the year-end accounts testing as necessary to underlying evidence and listings; and
- Agreed the cash and investments as stated to underlying third party evidence.

## **Conclusions**

*We have duly signed off the Internal Audit Certificate in the year's AGAR providing a copy for the Clerk's necessary further action. We also take this opportunity to remind the Clerk of the requirements of the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.*

| Rec.<br>No.                               | Recommendation  | Response  |
|---|---|---|
| <b>Assessment and Management of risks</b> |   |   |
| R1  | The Council should consider increasing its level of fidelity guarantee insurance in-line with its balances, as a matter of good practice. | <i>This has been done with cover increased to £2m</i> |



## MARLBOROUGH TOWN COUNCIL

### APPLICATION FOR A SMALL GRANT

Marlborough

- 9 MAY 2022

Town Council

**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](mailto:enquiries@marlborough-tc.gov.uk)**

**Please complete all sections.**

#### Section 1 – Tell Us About Your Organisation

**1a** Name of organisation Marlborough Bowls Club

**1b** Contact person Clive Watson

**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? To replace the current floor in Club House. Replacing a floor laid 6 year ago by Club members. The floor is now heaving at joints and breaking up in places. Over the winter period Short Mat Bowling takes place in the clubhouse, on 2 evenings and 2 afternoons per week. A new floor will take away the current ambiguity when members are bowling. Members and members of the public using the hall are being put at risk due to the floor degradation.

**2b** How will this project benefit Marlborough (e.g. who and how many will it benefit)  
A new floor will benefit over 100 members who bowl and up to 100 people a week who use the hall for Bingo, Bridge, the Naval Association and other occasions such as Club Occasions, Wakes, Wedding receptions and birthday parties.

**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)? No

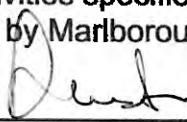
*Please continue overleaf*

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

|                                     |  |  |
|-------------------------------------|--|--|
| <b>3a</b>                           | <b>Projected Expenditure</b>   | <b>£</b>                                   |
|                                     | To provide and lay a new floor to Marlborough Bowls club   | <b>5100</b>                                |
| <b>Total Projected Expenditure:</b> |  | <b>£5100</b>                               |
| <b>3b</b>                           | <b>Projected Income (including fundraising and project income from other sources)</b>  | <b>£1000</b>                               |
| <b>Total Projected Income:</b>      |  | <b>£1000</b>                               |
| <b>3c</b>                           | <b>Total Projected Shortfall</b><br>(i.e. projected expenditure minus projected income)  | <b>£4100</b>                               |
| <b>3d</b>                           | <b>GRANT NOW SOUGHT</b>  | <b>£4000</b>                               |
| <b>3e</b>                           | 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="checked" type="checkbox"/> |

**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)

D C Watson (Printed)

May 22 (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](mailto:enquiries@marlborough-tc.gov.uk)

Please complete all sections.

### Section 1 – Tell Us About Your Organisation

- 1a** Name of organisation *The Merchant's House, Marlborough*
- 1b** Contact person *Kim Wakeham*
- 1c** Contact address *132 High Street, Marlborough, SN8 1JJ*
- 1d** Contact e-mail address [REDACTED]
- 1e** Contact daytime telephone number [REDACTED]
- 1f** Contact mobile telephone number

### Section 2 – Tell Us About Your Application

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

*In 2021, The Merchant's House purchased the licence to use MODES through Wiltshire Museum and Library Services. MODES is a database used by institutions to catalogue their collections. The current database is written in File Maker Pro.*

*MODES will enable the Merchants House to continue and expand the catalogue of our collections, items and archives. The various committees have spent time defining the fields and collating the information required to start to use the database. The project will take several years to complete.*

*However, to ensure that the MODES database works as it is intended, we need to upgrade our desktop hard drive as our current hard drive cannot implement MODES.*

*We have asked JPIT (who look after our IT) to provide a quote and recommendations for what we need to buy and they suggest that we buy a HP ProDesk 400, i7 processor with 16gb memory and a 512gb SSD hard drive. This will ensure that we can populate the database with photographs, scans and other data. I have attached the quote as it provides further information regarding the breakdown of the costs.*

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

*Once the MODES database has started to be populated, visitors will be able to search*



the database in person to begin with, then hopefully, as the project progresses, online. Anyone can search the database and request documents / photographs / items for them to visit and look at – similar to the service which is offered by Historic England.

The photographs, scans and other data contained within the database may also be able (subject to copyright) to be shared electronically with researchers and other interested parties.

- 2c** Is your group a registered Charity? Yes  
 Charity number 1010902
- 2c** Has your organisation received a previous grant from this Council? Yes
- 2d** Yes – two, building project and the conservation project
- 2e** If Yes, please provide details of the date(s) of application and the amount(s) awarded  
 The building project was in May 2021, for £870 and for preservation equipment for the collections in March 2022 for £1,000
- 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

|           |  |                                     |
|-----------|--|-------------------------------------|
| <b>3a</b> | <b>Projected Expenditure</b>   | <b>£1,108.80</b>                    |
|           | <b>Total Projected Expenditure:</b>  | <b>£1,108.80</b>                    |
| <b>3b</b> | <b>Projected Income (including fundraising and project income from other sources)</b>  | <b>£100</b>                         |
|           | <b>Total Projected Income:</b>   | <b>£100</b>                         |
|           |  | <b>£1,008.80</b>                    |
| <b>3c</b> | <b>Total Projected Shortfall<br/>(i.e. projected expenditure minus projected income)</b>   | <b>£1008.80</b>                     |
| <b>3d</b> | <b>GRANT NOW SOUGHT</b>  |                                     |
| <b>3e</b> | 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"/> |

### 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:

CJ Wakeham (Signature)

CJ Wakeham (Printed)

14/6/22 (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** Name of organisation SUSTAINABLE MARLBOROUGH

**1b** Contact person HAYLEY LAMBERT

**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?

Sustainable Marlborough's Great Big Green week will be a festival of fun, accessible, inclusive and inspirational events for the community that communicate:

- How we can live more sustainably
- What action we can take to tackle the Climate Crisis
- What the co-benefits are of a greener society
- The joy and energy that can be found in making positive changes
- How to save money and live greener
- How much nature and green space we are surrounded by in Marlborough
- How our actions need to be sustainable for our wellbeing as well as the planet

We'll be engaging with local businesses asking if they'd like to make a Green Pledge for the week and also offering a free 'ideas for greening your business' talk. We are collaborating with local businesses and organisations such as ARK, The Parade Cinema and Master Photography Marlborough. We have contacted St John's and St Mary's to invite them to be involved too.

|           |  |    |
|-----------|--|----|
| <b>2b</b> | How will this project benefit Marlborough (e.g. who and how many will it benefit)  |    |
|           | <p>This event will benefit the whole community. We want the festival is to be as cross generational and accessible as possible. There will be educational events, fun events, practical workshops, creative projects and well-being focused sessions. Tickets for ticketed events will be subsidised, with some free tickets available for anyone finding the cost to be a barrier. There will be a free repair café, free talks, a clothes swap, outdoor exercise classes and nature walks as well as the ticketed talks, workshops and performances.</p> |    |
| <b>2c</b> | Is your group a registered Charity?  | No |
| <b>2c</b> | Has your organisation received a previous grant from this Council?   | No |
| <b>2d</b> | If Yes, please provide details of the date(s) of application and the amount(s) awarded   |    |
| <b>2e</b> | Have you applied to other local authorities for a grant (e.g. the Area Board)?   |    |
|           | No, but I am applying to The Climate Coalition.  |    |
|           | <i>Please continue overleaf</i>  |    |

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

|           |  |              |
|-----------|--|--------------|
| <b>3a</b> | <b>Projected Expenditure</b>   | <b>£2350</b> |
|           | Includes: Town Hall hire, White Horse Bookshop hire, workshop facilitator fees, posters and leaflets, insurance, refreshments, photography.  |              |
|           | <b>Total Projected Expenditure:</b>  | <b>£2350</b> |
| <b>3b</b> | <b>Projected Income (including fundraising and project income from other sources)</b>  | <b>£1350</b> |
|           | I am applying to the Climate Coalition for £1000 as they offer funding help for The Great Big Green week events. There will also be modest income from ticket sales, but we will only be charging a small fee for certain events via an Eventbrite booking page. |              |
|           | <b>Total Projected Income:</b>   | <b>£1350</b> |
| <b>3c</b> | <b>Total Projected Shortfall (i.e. projected expenditure minus projected income)</b>   | <b>£1000</b> |

**3d GRANT NOW SOUGHT** **£1000**

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

|          |
|----------|
| No<br>te |
|----------|

#### 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:

\_\_\_\_\_ H Lambert \_\_\_\_\_ (Signature)

\_\_\_\_\_ HAYLEY LAMBERT \_\_\_\_\_ (Printed)

\_\_\_\_\_ 18/06/2022 \_\_\_\_\_ (Date application submitted)

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

**Office Use Only:**

**Date Received:**

**Meeting Date:**

#### NOTE:

We are in the process of opening our Sustainable Marlborough bank account. I have attached the confirmations that our application is being processed and that there will be two signatories. I will supply full details as soon as the account is open and hope that this won't hinder my application.



# Risk Management Scheme

*Adopted by Full Town Council on 16th May 2022*

*Author Town Clerk*

|   |  |  | Area   | Risk  | Level | Control  | Improvements/<br>Trigger   | Review                           |
|---|--|--|--------|---|-------|--|--|----------------------------------|
| 1 |  |  | Assets | Lack of protection of physical assets                                   | L     | Buildings and assets insured<br>(Long term 3 year agreement with – Zurich)<br><br>Regular maintenance and servicing of vehicles and tools  | New insurance policy entered into in June 2018                                     | April 2021                       |
|   |  |  |        | Damage to or loss of Council property (buildings, furniture, equipment) | M     | Material damage and all risks insurance in place. Vehicle insurance in place.<br><br>Fire/Security Alarms<br>Regular maintenance arrangements and checks   | Insured Asset Register (photographic version)<br><br>Inventories to be reviewed    | Ongoing                          |
|   |  |  |        | Legal liability as a consequence of property ownership                  | M     | Insurance cover in place for all existing properties (owned and leasehold)<br><br>New Assured Shorthold Tenancies for residential properties and in line with latest legislation in 2017<br><br>External Property Management professionals |  | Annual                           |
|   |  |  |        | Lack of proper registration with HMLR                                   | M     | Gapping exercise with mapping of land and property assets  | Registration of any unregistered land in Town Council ownership through solicitors | 2017- 21 (Listed in Action Plan) |
|   |  |  |        | Inadequate cover for shared assets                                      | L     | Day to day activities overseen by a Management Committee.  | Copy of up to date certificate held on file  | Annual                           |

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**Author Town Clerk**

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|          |  |  |                  | (Stonebridge Meadow – in partnership with Action for the River Kennet)                    |   | Public Liability Insurance of £10m held by each partner.  | Visited by Ellis Whittam H&S Adviser   |         |
|          |  |  |                  | Inadequate cover for new buildings and those taken as Community Asset Transfers or leases | L | Insurance valuations taken of all new acquisitions and included on Insurance Policy. All added to insured asset register. Building Surveys undertaken for new acquisitions  | New acquisitions added to Insurance Policy   | Ongoing |
|          |  |  |                  | Inadequate security of buildings and equipment  | M | Intruder alarms on Town Hall and Workshop buildings<br>Panic button installed for lone office worker in reception area<br>CCTV in Town Hall and Offices and at Community & Youth Centre (plus improved external lighting) and George Lane Toilet Block<br>Insignia properly safe protected as recommended by insurers   | Regular professional checks on all CCTV, and intruder and fire alarms<br><br>Safe regularly serviced | Annual  |
|          |  |  |                  | Inadequate maintenance of buildings and corporate properties                              | M | Annual property inspections<br><br>Statutory electrical tests/ smoke and carbon monoxide alarms fitted and emergency lighting tests.<br>EPC reports made<br>Surveyor's and asbestos reports<br>Schedule of dilapidations made on exit of commercial tenants.<br>Qualified tradesmen commissioned for maintenance (also dealt with via professional property agents) |  | Annual  |
| <b>2</b> |  |  | <b>Financial</b> | Banking - Inadequate funds in place and lack of transparency in expenditure               | M | Monies held by High Street Bank and CCLA (dealing with local authorities)   | Investment Policy to be reviewed   | Ongoing |

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|  |  |  |  |   |   | Financial Regulations in place with amendments in 2017/18<br>Regular budget reporting in place (to all F&P committee meetings)<br>Expenditure over £500 posted on website<br>All Annual Returns and Audits posted on website<br>Background to setting of precept published as part of the Annual Report. | Financial Regs. Reviewed and re-adopted annually             |         |
|  |  |  |  | Precept setting - Lack of forward planning, budgetary controls and precept setting mechanisms | L | Financial Regulations in place<br>Sound budgeting reporting with requirements for all committee to submit requirements to F&P/FTC to an agreed timetable   | Financial Regs. Reviewed and re-adopted annually             | Ongoing |
|  |  |  |  | Non-compliance with borrowing restrictions  | L | Budget line in place for any new borrowing and proper process followed via MHCLG and PWLB<br>Adequate General Reserves to cover any unforeseen deficit   | No current loans (wef February 2019)                         | Annual  |
|  |  |  |  | Loss of cash through theft or dishonesty  | M | Clear financial procedures<br>Adequate insurance (Fidelity Guarantee) for staff and Cllrs<br>Internal checks<br>Receipts used.   |  | Ongoing |
|  |  |  |  | Poor financial controls and records   | M | Financial Regulations in place<br>Internal (including 2 interim audits) and external audit.<br>3 signatures on cheques<br>Proper recording of grant awards<br>Monthly reconciliation prepared by Office Manager for signature by Cllr(s)/Town Clerk/RFO  | Introduction of online banking will require new arrangements | Annual  |
|  |  |  |  | Non-compliance with HMRC Regulations  | M | VAT payments and claims calculated by accounts system  | VAT partial exemption to be calculated annually              | Ongoing |

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|   |  |  |                             |  |   |   |  |         |
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|   |  |  |                             |  |   |   | Council to 'opt to tax'  |         |
| 3 |  |  | <b>Document Control</b>     | Lack of proper document control, timely reporting via in the Minutes and safe keeping  | L | All minutes approved by Council or Committee. Minutes made available to press and public via website <a href="http://www.marlborough-tc.gov.uk">www.marlborough-tc.gov.uk</a> All committee minutes posted on line within days of meetings<br>Deeds, leases cemetery records kept in appropriate fire safe. Proper list of legal documents retained.<br>Some original legal documents in safe keeping of council solicitors<br>Off-site back up of computer<br>Regular back up of Omega accounting system | General review of Information Management System required   | Ongoing |
| 4 |  |  | <b>Health &amp; Safety</b>  | Non compliance with H&S Legislation  | M | Services of H&S Adviser– <i>WorkNest</i> in place<br>Council Policy Statement in place<br>Proper training programme in place<br>H&S schedule of actions<br>First Aid trained staff  | Action List in place<br><br>Basic H&S training to be reviewed in spring 2019   | Ongoing |
| 5 |  |  | <b>Councillor Propriety</b> | Failure to register Members' interests<br>Councillors benefitting from being on the Council<br>Council becomes dominated by one or two individuals or cliques form | M | NALC Code of Conduct adopted 2012 puts emphasis on Members to declare interests. It is an offence not to comply with rules.<br>Clear Standing Orders regarding conduct of meetings  | Register of Interests maintained online by Wiltshire Council with link to Town Council website.<br><br>Transparency Code | Annual  |

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|   |  |  |                           |   |   |   |   |         |
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|   |  |  |                           | Breach of Confidentiality   |   | Transparency in Council expenditure<br>Complaints procedure in place.<br>Standing Orders sets this out at para 13   |   |         |
| 6 |  |  | <b>Employer Liability</b> | Non-compliance with Employment Law<br><br>Non-compliance with H&S regulations<br><br>Non-compliance with Inland Revenue requirements  | M | Services of Employment & H&S Advisors – <i>Ellis Whittam</i><br>Staffing Sub Committee handles staffing issues<br>Employees Handbook<br>Membership of SLCC and WALC<br>Staff training<br>Internal Audit checks  | Regular review of policies reflecting changes in relevant legislation and liaison with WorkNest   | Ongoing |
| 7 |  |  | <b>Business Recovery</b>  | Council unable to operate due to loss of key staff or records   | M | Clear office procedures<br>Clear budgetary procedures<br>Up to date job descriptions<br>Monitoring of leave and sickness<br>Off site back up of computers<br>Business Continuity insurance in place<br>Employment Advice from <i>WorkNest</i><br>Back up of computers   | Improved Document Management system required  | Ongoing |
| 8 |  |  | <b>Other Liability</b>    | Damage to third party property or individual<br><br>Legal liability due to service or amenity provided (incl. burial grounds, The Common, Priory Gardens)<br><br>Old Victorian Cemetery | M | Public liability insurance (£10m)<br><br>Regular checks of amenities/facilities<br>ROSPA/insurers checks of play areas and regular checks of equipment at Town Hall.<br>3-yearly tree surveys undertaken<br><br>Some safety measures put in place on at risk graves<br><br>H&S procedures in place for volunteers | All Grounds staff undertaking play inspection training in March 2019<br><br>Full report commissioned by the ICCM together with training and | Ongoing |

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|   |  |  |                             |  |                   |  |   |                               |
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|   |  |  |                             | Various community events   |                   | Proper Event Management Procedures/Plans in place<br>Public liability in place for volunteers  | management plan now in place.   |                               |
| 9 |  |  | <b>Compliance with laws</b> | <p>Non compliance (in particular) to H&amp;S<br/>Equal Opportunities<br/>Human rights<br/>Disability and Discrimination<br/>Employment Law<br/>Freedom of Information Act</p> <p>General Data Protection Regulation (GDPR)</p> | <p>M</p> <p>M</p> | <p>Advice from <i>Ellis Whittam</i> on H&amp;S and Employment Law</p> <p>Clear policies and procedures around statutory obligations<br/>FOI Publication Scheme</p> <p>Proper processes being put in place and external DPO appointed in 2018</p> | <p>Regular review of policies</p> <p>Adequate processes to be put in place on advice from external provider</p> | <p>Ongoing</p> <p>Ongoing</p> |

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