**WHITEHAVEN TOWN COUNCIL**

**Clerk and Responsible Financial Officer:** Marlene Jewell

Telephone: 01946 67366

**Chairman:** Councillor C Hayes

To: **Members of Whitehaven Town Council**

You are duly **SUMMONED** to attend a **MEETING** of **WHITEHAVEN TOWN COUNCIL** which will be held in **THE BEACON PORTAL** at **THE BEACON, WHITEHAVEN** on **Thursday 25th May 2023 at 6.00 pm**

Signed.. .. .. **Dated... .9..M --- ..**

Marlene Jewell, Clerk and Responsible Financial Officer

**AGENDA**

1. **Apologies for Absence**
2. **Declarations of Interest**

To receive declarations of interest by elected Members in respect of Agenda items.

If a Member requires any advice on any item involving a possible declaration of interest which could affect his/her ability to speak and/or vote he/she is advised to contact the Clerk at least 24 hours in advance of the meeting.

1. **Public Participation**
2. **Minutes of the Annual Council Meeting held on 18th May 2023** - **to follow**
3. **Planning Applications**
4. **Finance Report**
5. **Annual Governance and Accountability Return**
6. **Scribe Accounts System**
7. **Continental Market on Harbour- Litter Collection**
8. **Provision of Flooring in Marquee**
9. **WCSSG** - Councillor E Dinsdale to give a report
10. **Office Accommodation Update**
11. **Request for Support for Funding for Harbour Project-** Councillor O'Kane to give a report
12. **Councillor Ward Matters**
13. **Date and Time of Next Meeting**

**IN PRIVATE**

That prior to the following items of business the Chairman will move the following resolution:

That in view of the special or confidential nature of the business about to be transacted it is advisable in the public interest that the public and or press be instructed to withdraw.

1. **Complaint re Allotment Site**

**WTC 25/05/2023**

**Item 5**

Planning Application for Consideration by Whitehaven Town Council

Application Number 4/23/2073/0F1

4/23/2088/0Fl

4/23/2111/0Fl

4/23/2115/0Fl

4/23/2116/0Fl

Detail

Consultation on Additional and Amended Information: TWO STOREY EXTENSION TO SIDE AND PART REAR (INCLUDING PART SINGLE STOREY TO REAR) AND DETACHED GARAGE

**188 HIGH ROAD, WHITEHAVEN**

Consultation on Additional and Amended Information: PROPOSED RESIDENTIAL DEVELOPMENT FOR 23 DWELLINGS INCLUDING ASSOCIATED INFRASTRUCTURE AND LANDSCAPING (RESUBMISSION OF 4/22/2135/0Fl)

**LAND AT HARRAS ROAD, HARRAS PARK, WHITEHAVEN**

REMOVAL OF EXISTING CONSERVATORY AND ERECTION OF EXTENDED LIVING SPACE ON SAME FOOTPRINT

**24 WINCHESTER DRIVE, WHITEHAVEN**

DEMOLITION OF EXISTING CONSERVATORY AND ERECTION OF A NEW SINGLE STOREY EXTENSION TO REAR OF EXISTING DWELLING **GHYLL BANK HOUSE, INKERMAN TERRACE, WHITEHAVEN**

PROPOSED DEMOLITION OF EXISTING CONSERVATORY AND ERECTION OF NEW SINGLE STOREY EXTENSION TO REAR OF PROPERTY

**46 HILLCREST AVENUE, WHITEHAVEN**

Application Number 4/23/2133/0Ll

4/23/2136/0Fl

Detail

LISTED BUILDING CONSENT FOR REPLACEMENT ROOFLIGHT IN EXTENSION TO REAR

**11 CORKICKLE, WHITEHAVEN**

INSTALLATION OF EIGHT RAPID ELECTRIC VEHICLE CHARGING STATIONS WITHIN THE CAR PARK OF THE BRIDGES RETAIL PARK. SIXTEEN EXISTING PARKING SPACES WILL BECOME EV CHARGING BAYS, ALONG WITH ASSOCIATED EQUIPMENT

**BRIDGES RETAIL PARK, FLATT WALKS,**

**WHITEHAVEN**

**WTC 25/05/2023**

**Item6**

**FINANCIAL REPORT**

**Purpose of the Report**

Members are asked to consider a list of invoices for authorisation and payment as shown at Appendix 1 and approve the recommendations in paragraphs 3.1 and 3.2.

1. **INTRODUCTION**
2. Authorise the payment of all invoices as listed in Appendix 1.
3. The Council is asked to note the cashbook as reconciled with the bank account as shown at Appendix 2 together with income and expenditure at Appendix 3.
   1. **FINANCIAL POSITION**
   2. The bank reconciliation was carried out on 17th May 2023. This shows a balance of £532,556.22. There are payments to the value of£ 19.10 waiting to be cleared.
   3. The balance in the deposit account is £610,571.03.
   4. **RECOMMENDATION**
   5. The invoices listed and shown in Appendix 1 be approved and authorised for payment.
   6. The Cashbook (Appendix 2) and the Income and Expenditure (Appendix 3) be noted.

25/05/2023

Appendix 1

**\_Invoices for Consideration by Whitehaven Town Council**

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Date** | **Supplier'** | **Category** | | **Detail** | **Total Amount** | | **Power** | **Columnl** |
| 28/04/2023 | Mrs MJewell | Employees/ Allowances | | Re-imbursement for Paintin• Comoetition Prize | £ | 100.00 | slllLGA 1972 |  |
| 30/04/2023 | Derwent Recycling Services Ltd | 3rd | Party | Skip - Crow Park Allotments | E | 360.00 | s23 Small Holdings Allotment Act 1908 |  |
| 30/04/2023 | Derwent Recvclin• Services Ltd | 3rd | Party | Skio - Mid•ev Allotments | £ | 360.00 | s23 Small Holdings Allotment Act 1908 |  |
| 30/04/2023 | Newsquest Media Group | Events | | Cumbria Life Advert | £ | 540.00 | s144 LGA 1972 |  |
| 30/04/2023 | Arborscaoe | 3rd | Party | Allotment and Pigeon Loft Maintenance Contract - April 2023 | £ | 374.40 | s23 Small Holdings Allotment Act 1908 |  |
| 04/05/2023 | Mrs VGorley | Employees/Allowances | | Reimbursement for batteries | £ | 10.S0 | slllLGA 1972 |  |
| 04/05/2023 | Rachael Kelly | 3rd Party | | Internal Audit fee for Year End Accounts 31.03.2023 | £ | 2S0.00 | slllLGA 1972 |  |
| 05/05/2023 | **Sharp Business Systems** | Supplies & Services | | **Photocopier charges - minimum charge for Apr 2023** | £ | 30.00 | slllLGA 1972 |  |
| 09/05/2023 | Market Place (Eurooe) Ltd | **Events** | | Skips for Continental Market on Coronation Weekend | £ | 576.00 | s144 LGA 1972 |  |
| 09/05/2023 | Mrs V Gorley | Supplies & Services | | Postage | £ | 3.20 | slllLGA 1972 |  |

18/05/2023 MrsVGorle\_y\_ Employees/Allowances Re-imbursement for the purchase of Tippex 2.60 slllLGA 1972

£ 2,606.70

**WHITEHAVEN TOWN COUNCIL CASH BOOK FROM 1 APRIL 2023**

**APPENDIX 2**

Unpresented

**cheques as of** Employees/ Supplies/ **Ground Civic** Ward **Environmental**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Date**  **Aprll-2023** | Ref | **Payee** | 31.03.23 | **Allowances** | **Premises** | **Services** | 3rd Party | **Grants** | Allotmts **Maint** | Hospitality | Ranger/SO | **W.I.B** | **Grants** | **Elections** | **Improvements** | **Events** | **Contingencies** | **Reserves** | Net Total | VAT | Total |
|  |  | Unpresented cheques b/fwd from 2022/2023 | 2869.41 |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | £ 2,869.41 |  | £ 2,869.41 |
| 01.04.2023 | 1157 | Copeland Borough Council |  |  | 12100.75 |  |  |  |  |  |  |  |  |  |  |  |  |  | £ 12,100.75 |  | £ 12,100.75 |
| 06.04.2023 | BACS | **Newsquest Media Group** |  |  |  |  |  |  |  |  |  |  |  |  |  | 289.00 |  |  | £ 289.00 | £ 57.80 | £ 346.80 |
| 06.04.2023 | BACS | Hensingham ARLFC Youth |  |  |  |  |  |  |  |  |  |  | 1000.00 |  |  |  |  |  | £ 1,000.00 |  | £ 1,000.00 |
| 4 | 06.04.2023 | BACS | Hensingham ARLFC Youth |  |  |  |  |  |  |  |  |  |  | 750.00 |  |  |  |  |  | £ 750.00 |  | £ 750.00 |
| 5 | 12.04.2023 | OD | **Water Plus** |  |  |  |  |  |  | 64.51 |  |  |  |  |  |  |  |  |  | £ 64.51 |  | £ 64.51 |
|  | 14.04.2023 | BACS | Staff |  | 5294.59 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | £ 5,294.59 |  | £ 5,294.59 |
|  | 14.04.2023 | BACS | HMRC |  | 2112.52 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | £ 2,112.52 |  | £ 2,112.52 |
|  | 14.04.2022 | BACS | Cumbria LGPS |  | 752.33 |  |  |  |  |  |  |  |  |  |  |  |  |  |  | £ 752.33 |  | £ 752.33 |
| 6 | 14.04.2022 | BACS | **npower Business Solutions** |  |  |  |  | 570.34 |  |  |  |  |  |  |  |  |  |  |  | £ 570.34 | £ 28.52 | 598.86 |

Min. Ref. carried f/wd

7 14.04.2022 BACS **Mr D Horner** 500.00 SOO.DO 500.00

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | 17.04.2023 | OD | **Crown Gas & Power** | 332.68 |  |  |  | £ 332.68 | £ 66.53 | £ |
| 19.04.2023 | OD | BT Group |  | 129.15 |  |  | £ 129.15 | £ 25.83 |  |
| 10 | 22.04.2023 | OD | **Water Plus** |  |  | 12.27 |  | £ 12.27 |  | £ |
| 11 | 22.04.2023 | DO | Water Plus | 41.77 |  |  |  | £ 41.77 | £ 1.41 | £ |
| 12 | 28.04.2023 | BACS | Eden Springs UK Limited |  | 7.70 |  |  | £ 7.70 | £ 1.54 | £ |
| 13 | 28.04.2023 | BACS | POD (North West) Ltd |  |  |  | 15.00 | £ 15.00 | £ 3.00 | £ |
| 14 | 28.04.2023 | BACS | **Derwent Recycling Services Ltd** |  |  | 300.00 |  | £ 300.00 | 60.00 |  |

Ward Grant - 2022/23 Ward Grant - 2022/23 **Contract**

2162/22

HMRC 6317/17 (ii)

399.21 **Contract**

154.98 **Contract**

12.27 **Contract**

43.18 **Contract**

9.24

18.00

360.00

15 28.04.2023 **BACS** Derwent Recycling Services Ltd 300.00 £ 300.00 £ 60.00 360.00

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16 | 28.04.2023 | BACS | Mrs VGorley | 4.49 |  |  |  |  |  |  | £ 4.49 |  | £ |
| 17 | 28.04.2023 | BACS | CALC |  |  | 2005.98 |  |  |  |  | £ 2,005.98 |  | £ |
| 18 | 28.04.2023 | BACS | **Copeland Borough Council** |  | 70.00 |  |  |  |  |  | £ 70.00 | £ 14.00 | £ |
| 19 | 28.04.2023 | BACS | POD (North West) Ltd |  |  |  |  |  |  | 1000.00 | £ 1,000.00 | £ 200.00 | £ |
| 20 | 28.04.2023 | BACS | **Sharp Business Systems UK Pie** |  |  | 52.98 |  |  |  |  | £ 52.98 | 10.60 | £ |
| 21 | 28.04.2023 | BACS | Mrs MJewell | 18.50 |  |  |  |  |  |  | £ 18.50 |  | £ |
| 22 | 28.04.2023 | BACS | **Thomas Graham & Sons Limited** |  |  |  |  | 59.57 |  |  | **59.57** | £ 11.91 |  |
| 23 | 28.04.2023 | BACS | Mrs VGorley | 2.48 |  |  |  |  |  |  | £ 2.48 |  |  |
| 24 | 28.04.2023 | BACS | **npower Business Solutions** |  |  |  | 2013.41 |  |  |  | £ 2,013.41 | £ 100.67 | £ |
| 25 | 28.04.2023 | BACS | Mrs MJewell |  |  |  |  |  |  | 5.60 | £ 5.60 |  | £ |
| 26 | 28.04.2023 | BACS | The Solway Hall |  | 120.00 |  |  |  |  |  | 120.00 | £ 24.00 | £ |
| 27 | 28.04.2023 | BACS | Mrs MJewell |  |  |  |  |  |  | 100.00 | 100.00 |  | £ |
| 28 | 28.04.2023 | BACS | Mrs VGorley |  |  |  |  |  |  | 100.00 | 100.00 |  | £ |
| 29 | 28.04.2023 | BACS | Mr C Maudling | 195.40 |  |  |  |  |  |  | £ 195.40 |  | £ |
| 30 | 28.04.2023 | BACS | **Whitehaven Heritage Action Group** |  |  |  |  |  | 1000.00 |  | £ 1,000.00 |  | £ |
| 31 | 28.04.2023 | BACS | Viking |  | 49.8S |  |  |  |  |  | £ 49.85 | £ 9.97 | £ |
| 32 | **May-2023**  02.05.2023 | BACS | **Zurich Municipal** |  |  | 3497.69 |  |  |  |  | £ 3,497.69 |  | £ |
| 33 | 15.05.2023 | OD | **Crown Gas & Power** |  | 265.78 |  |  |  |  |  | £ 265.78 | 53.16 | £ |
|  | 15.05.2023 | BACS | Cumbria LGPS | 752.33 |  |  |  |  |  |  | £ 752.33 |  | £ |
|  | 15.05.2023 | BACS | HMRC | 2112.93 |  |  |  |  |  |  | £ 2,112.93 |  | £ |
|  | 15.05.2023 | BACS | Staff | 5294.18 |  |  |  |  |  |  | £ 5,294.18 |  | £ |

4.49

2,005.98

84.00

1,200.00

63.58

18.50

71.48

2.48

2,114.08

5.60

144.00

100.00

100.00

195.40

1,000.00

59.82

3,497.69 **Contract**

318.94 Contract

752.33 6317/17 (ii)

2,112.93 HMRC

5,294.18 2162/22

2869.41 16539.75 12715.05 5693.50 2583.75 0.00 676.78 0.00 0.00 0.00 S9.57 2750.00 0.00 0.00 1509.60 0.00 0.00 £ 46,163.19 £ 728.94 £ 46,892.13

**WHITEHAVEN TOWN COUNCIL Appendix 3**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **INCOME 2023-2024** |  | | | |
| **Date** | **Item** | **Precept** | **Interest** | **Other** |
| 03.04.2023 | Allotment Rents 2023/24 |  |  | 3520.00 |
| 06.04.2023 | HMRC - VAT Refund (March 2023) |  |  | 3012.02 |
| 17.04.2023 | Allotment Rents 2023/24 |  |  | 820.00 |
| 27.04.2023 | Allotment Rents 2023/24 |  |  | 200.00 |
| 28.04.2023 | Precept2023/2024 | 495901.48 |  |  |
| 10.05.2023 | Allotment Rents 2023/24 |  |  | 120.00 |
| 11.05.2023 | HMRC - VAT Refund (April 2023) |  |  | 744.28 |

**495901.48 0.00 8416.30 I so4311.1s**I

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **WHITEHAVEN TOWN COUNCIL** |  | **Expenditure Net**  **of VAT** | **Invoices not yet**  **processed** | **Budget** |
| **SUMMARISED INCOME** & **EXPENDITURESTATEMENT** |  |  |  |  |
| **FINANCIAL YEAR 2023-2024** |  |  |  |  |
| BANK BALANCES BROUGHT FORWARD |  |  |  |  |
| CBS 53905917 (01.04.2023) | 225,111.47 |  |  |  |
| CBS 53906216 (01.04.2023) | 460,571.03 |  |  |  |
| **TOTAL OPENING BALANCE** | £ **685,682.50** |  |  |  |
| **INCOME:** |  |  |  |  |
| Precept | 495,901.48 |  |  |  |
| Interest (Deposit) |  |  |  |  |
| Other Income | 8,416.30 |  |  |  |
| **TOTAL INCOME** | £ **504,317.78** |  |  |  |
| **EXPENDITURE** |  |  |  |  |
| Unpresented cheques b/fwd from 2022/2023 |  | 2869.41 |  |  |
| Employees & Allowances |  | 16539.75 |  |  |
| Premises |  | 12715.05 |  |  |
| Supplies/Services |  | 5693.50 |  |  |
| 3rd Party |  | 2583.75 |  |  |
| Grants |  | 0.00 |  |  |
| Allotments |  | 676.78 |  |  |
| Ground Maintenance |  | 0.00 |  |  |
| Civic Hospitality |  | 0.00 |  |  |
| Ranger |  | 0.00 |  |  |
| Whitehaven In Bloom |  | 59.57 |  |  |
| Ward Grants |  | 2750.00 |  |  |
| Elections |  | 0.00 |  |  |
| Environmental Improvements |  | 0.00 |  |  |
| Events |  | 1509.60 |  |  |
| Contingencies |  | 0.00 |  |  |
| Reserves |  | 0.00 |  |  |
| VAT (to be reclaimed) |  | 728.94 |  |  |
| **TOTAL EXPENDITURE** |  | £ **46,892.13** |  |  |
| **CASH BOOK BALANCE** |  |  |  |  |
| Brought forward |  | £ 685,682.50 |  |  |
| Income |  | £ 504,317.78 |  |  |
| Expenditure |  | £ 46,892.13 |  |  |
| **Town Council Funds** |  | 1£ 1,143,1os.1s 1 |  |  |
| **BANK BALANCES** |  |  |  |  |
| CBS 53905917 (17/05/2023) |  | 532,556.22 |  |  |
| CBS 53906216 (17/05/2023) |  | 610,571.03 |  |  |

1£ 1,143,121.2s 1

**Less Unpresented Cheques**

**FINANCIAL POSITION**

19.10

1£ 1,143,1os.1s 1

**WTC 25/05/2023**

**Item 7**

**ANNUAL GOVERNANCE AND ACCOUNTABILITY RETURN (AGAR)-2022/2023**

**Purpose of the Report and Recommendation**

To inform the Council that the Annual Return for the year 2022/2023 has been received from Moore, the Council's External Auditors and to recommend approval of the recommendations as set out in paragraph 4.1 (i), (ii), (iii), (iv) and (v) hereof.

* 1. **INTRODUCTION**
  2. The Annual Governance and Accountability Return (AGAR) 2022/2023 has been received from Moore, the Council's External Auditors. The form shown at Appendix 1 has been prepared in draft pending approval by the Council. The AGAR is made up of 3 parts on pages 3-6. Sections 1 and 2 must be completed and approved by the Council and section 3 will be completed by Moore, the external auditors and returned to the Council.
  3. In preparation for this an Internal Audit was carried out on the Town Council by the Council's Internal Auditor Rachael Kelly PSLCC, AATQB for the year ending 31st March 2023.
  4. **Process for The Annual Return**
  5. The Annual Governance and Accountability Return has been completed in draft for Council approval with assistance and guidance from the Council's Internal Auditor and which is shown at Appendix 1.
  6. The Council is required by Moore to take the following steps: -
     1. Firstly, the Annual Governance Statement 2022/2023 (Section 1) must be approved by the Council and signed by the Chairman and Clerk and giving the Minute reference when it was approved.
     2. Secondly, the Accounting Statement 2022/2023 (Section 2) must be approved by the Council and signed by the Chairman and Responsible Financial Officer again giving the Minute reference when it was approved.
     3. The Internal Auditors Report be approved.
     4. The Council is required to provide electors with the opportunity to inspect the accounts and other documents for a period of 30 working days and which must include the first 10 working days of July. This means:
        + The inspection period must be for a period of 30 working days inclusive;
        + It must include the first 10 working days of July 2023;
        + The inspection period will commence on Monday 5th June 2023 and will end on Friday 14th July 2023 (this was suggested by Moore)
        + The inspection period must start the day after the notice, the approved Section 1 (Annual Governance Statement 2022/2023) and approved Section 2 (Accounting Statements 2022/2023) are published on the Council's website.
     5. The completed and approved Annual Governance and Accountability Return 2022/2023 must be submitted to Moore before 30th June 2023 and we propose to do this as soon as possible following the Council meeting.
  7. **INTERNAL AUDIT REPORT - 2022/2023 ACCOUNTS**
  8. Attached at Appendix 2 is the Internal Audit Report for the 2022/2023 Accounts which members are asked to consider and approve.
  9. **RECOMMENDATION**
  10. The Council's Internal Auditor has given advice and assistance on the completion of the Annual Return to ensure that it is properly completed and it is therefore recommended: -

1. That Section 1, The Annual Governance Statement 2022/2023 be approved by the Council and signed by the Chairman and Clerk and the Minute number inserted;
2. That Section 2, The Accounting Statements 2022/2023 be approved by the Council and signed by the Chairman and Responsible Financial Officer and the Minute number inserted;
3. That the Internal Audit Report be approved;
4. That the Annual Return be advertised for public inspection to comply with the timescales and requirements in paragraph

2.2 (iv) above and Councillors be sent a copy of this notice;

1. That the completed and approved Annual Return be submitted to Moore as soon as possible following the Council meeting.

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Annual Governance and Accountability Return 2022/23 Form 3

**To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:**

* **where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed**

**£6.5 million; or**

* **where the higher of gross income or gross expenditure was £25,000 or less but that:**
  + **are unable to certify themselves as exempt (fee payable}; or**
  + **have requested a limited assurance review (fee payable}**

**Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2022/23**

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices.*
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
   * The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
   * **Sections 1 and 2 must** be completed and approved by the authority.
   * **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2023.**
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or

is requesting a limited assurance review, **must** return to the external auditor by email or post (not both)

**no later than 30 June 2023.** Reminder letters will incur a charge of £40 +VAT:

* + the Annual Governance and Accountability Return Sections 1 and 2, together with
  + a bank reconciliation as at 31 March 2023
  + an explanation of any significant year on year variances in the accounting statements
  + notification of the commencement date of the period for the exercise of public rights
  + Annual Internal Audit Report 2022/23

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section1, Section 2 and Section 3** - **External Auditor Report and Certificate** will be returned to the authority by email or post.

**Publication Requirements**

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2023 authorities **must** publish:

* Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
* **Section 1** - **Annual Governance Statement 2022/23,** approved and signed, page 4
* **Section 2** - **Accounting Statements 2022/23,** approved and signed, page 5 Not later than 30 September 2023 authorities **must** publish:
* Notice of conclusion of audit
* **Section 3** - **External Auditor Report and Certificate**
* **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.



The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' inthe Accounts andAudit Regulations 2015.

*\*for* a *complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.*

Annual Governance and Accountability Return 2022/23 Form 3

Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 1 of 6

**Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2022/23**

* The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
* Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
* The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
* Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2023.
* The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
* The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
* The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
* **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant authority owned generic email addresses and telephone numbers.**
* Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements **(Section 2, page 5).** An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\*.*
* Explain fully significant variances in the accounting statements on **page 5.** Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
* If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
* Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2022) equals the balance brought forward in the current year (Box 1 of 2023).
* The Responsible Financial Officer (RFO}, on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
* The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2023.**

|  |  |  |  |
| --- | --- | --- | --- |
| **Completion checklist** - 'No' answers mean you may not have met requirements | | I **Yes**  - - -- | I **No** |
| All sections | Have all highlighted boxes have been completed? |  |  |
| Has all additional information requested, including **the dates set for the period for the exercise of public rights,** been provided for the external auditor? | ' |  |
| Internal Audit Report | Haveallhighlighted boxesbeencompletedbytheinternalauditorandexplanations provided? |  |  |
| Section 1 | For any statement to which the response is 'no', has an explanation been published? |  |  |
| Section 2 | Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval? | I |  |
| Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting? | I  ' |  |
| Has an explanation of significant variations been published where required? |  |  |
| Has the bank reconciliation as at **31 March 2023** been reconciled to Box 8? |  |  |
| Has an explanation of any difference between Box 7 and Box 8 been provided? |  |  |
| Sections 1 and 2 | Trust funds - have all disclosures been made if the authority as a body corporate is a sole managing trustee? **NB:** do not send trust accounting statements unless requested. | 'I |  |

'

***\*Governance and Accountability for Smaller Authorities in England*** - ***a Practitioners' Guide to Proper Practices,***

can be downloaded from [**www.nalc.gov.uk**](http://www.nalc.gov.uk/)or from [**www.ada.org.uk**](http://www.ada.org.uk/)

Annual Governance and Accountability Return 2022/23 Form 3

Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 2 of 6

**Annual Internal Audit Report 2022/23**

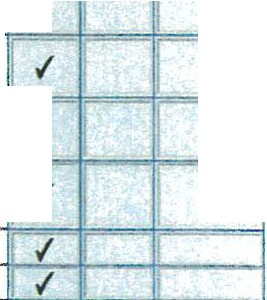
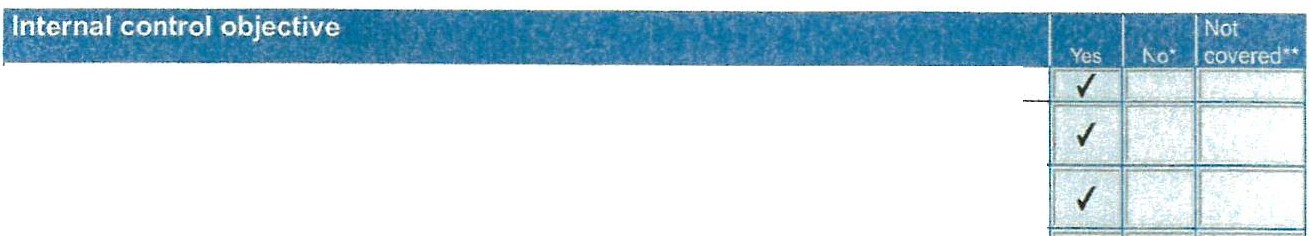
WHITEHAVEN TOWN COUNCIL

[www.whitehaventowncouncil.co.uk](http://www.whitehaventowncouncil.co.uk/)

**During** the financial year ended 31 March 2023, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2022/23 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

1. Appropriate accounting records have been properly kept throughout the financial year.



1. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.
2. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.
3. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reseNes were appropriate.
4. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.
5. Petty cash payments were properly supported by receipts, allpetty cash expenditure was approved and VAT appropriately accounted for.
6. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.
7. Asset and investments registers were complete and accurate and properly maintained.

J. Periodic bank account reconciliations were properly carried out during the year.

1. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts ,-- -- and payments or income and expenditure), agreed to the cash book, supported by an adequate audit I

!

trail from underlying records and where appropriate debtors and creditors were properly recorded.

1. If the authority certified itself as exempt from a limited assurance review in 2021/22, it met the exemption criteria and correctly declared itself exempt. *(If the authority had a Jim;ted assurance review of its 2021122 AGAR tick "not covered")*
2. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.
3. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts andAudit Regulations *(during the 2022-23 AGAR period, were public 1ights in relation to the 2021-22 AGAR evidenced by a notice on /he website and/or aut/1ority approved minutes confirming the dates set).*
4. The authority has complied with the publication requirements for 2021/22 AGAR

*(see AGAR Page 1 Guidance Notes).*

**0. (For local councils only)** . .

Trust funds (including charitable)- The council met its responsibilities as a trustee.

# r- -

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed). Date(s) internal audit undertaken Name of person who carried out the internal audit

03/05/2023 04/05/2023

Signature of person who

Rachael Kelly {AATQB PSLCC)

carried out theinternal audit

Date

04/05/2023

* **tt theresponse is ·no' please state the lmplicatlons and action being taken to address any weakness in control**

identified **(add separate sheets if needed).**

.. Note If the response 1s not covered please state when the most recent internal audit work was done in this area and when rt1s next planned or 1f coverage 1s not required the annual internal audit report must explain why not (add separate sheets 1f needed).

Annual Governance and Accountability Return 2022/23 Form 3

Local Councils, Internal Drainage Boards and other Smaller Authorities

Page 3 of 6

**Section 1 - Annual Governance Statement 2022/23**

We acknowledge as the members of:

**WHITEHAVEN TOWN COUNCIL**

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2023, that:

*Agreed*

*'Yes·means that this authority:*

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

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

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

and recorded as minute reference:

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

Chairman Clerk

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Annual Governance and Accountability Return 2022/23 Form 3

Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 4 of 6

**Section 2 -Accounting Statements 2022/23 for**

WHITEHAVEN TOWN COUNCIL

Year ending

31 March

2022

£

31 March

2023

£

Notes and guidance

*Please round all figures to nearest £1 Do not leave any boxes blank and report £0 or Nil balances All figures must*

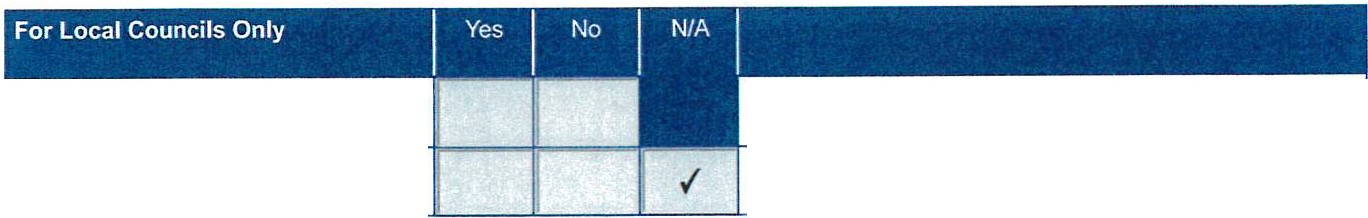
*agree to underlying financial records.*

*.*

|  |  |  |  |
| --- | --- | --- | --- |
| **1.** Balances brought forward | **475,142** | **574,191** | *Total balances and reserves at the beginning of the year*  *as recorded in the financial records. Value must agree to Box* 7 *of previous year.* |
| **2.** (+)Preceptor Rates and Levies | **433,574** | **455,594** | *Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants*  *received.* |
| **3.** (+) Total other receipts | **55,703** | **70,567** | *Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any*  *grants received.* |
| **4.** (-) Staff costs | **91,707** | **98,524** | *Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.* |
| **5.** (-) Loan interesUcapital repayments | 0 | 0 | *Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any)* |
| **6.** (-) All other payments | **298,521** | **322,335** | *Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital*  *repayments (line 5).* |
| **7.** (=) Balances carried forward | **574,191** | **679,493** | *Total balances and reserves at the end of the year. Must equal (1+2+3)* - *(4+5+6).* |

|  |  |  |  |
| --- | --- | --- | --- |
| **8.** Total value of cash and short term investments | **572,013** | **682,813** | *The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March* - ***To agree with bank reconciliation.*** |
| **9.** Total fixed assets plus long term investments and assets | **316,645** | **533,497** | *The value of all the property the authority owns* - *it is made up of all its fixed assets and long term investments as at*  *31 March.* |
| **1**O. Total borrowings | 0 | 0 | *The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).* |

**11a.** Disclosure note re Trust funds (including charitable)



**11b.** Disclosure note re Trust funds (including charitable)

I certify that for the year ended 31 March 2023 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

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

f\-'\.

*The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.*

*The figures in the accounting statements above do not include any Trust transactions.*

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

as recorded in minute reference:

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

Date

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Annual Governance and Accountability Return 2022/23 Form 3

Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 5 of 6

**Section 3 - External Auditor's Report and Certificate 2022/23**

In respect of WHITEHAVEN TOWN COUNCIL

1 Respective responsibilities of the auditor and the authority

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

for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website -

https:/[/www.nao.org.uk/cod](http://www.nao.org.uk/code-audit-practice/guidanee-and-information-for-auditors/)e[-audit-practice/guidanee-and-information-for-auditors/](http://www.nao.org.uk/code-audit-practice/guidanee-and-information-for-auditors/) .

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

* summarises the accounting records for the year ended 31 March 2023; and
* confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor's limited assurance opinion 2022/23

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

(continue on a separate sheet if required)

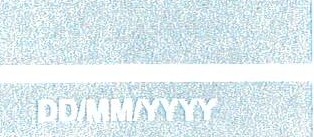
(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters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

(continue on a separate sheet if required)

3 External auditor certificate 2022/23

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2023.

* we do not certify completion because:

External Auditor Name

External Auditor Signature Date

Annual Governance and Accountability Return 2022/23 Form 3

Local Councils, Internal Drainage Boards and other Smaller Authorities\*

Page 6 of 6

**Lr-J--TC.. - 2..slos/202!:>**

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**PjQvldG\. I t.Q.,\,v\ =t**

**Internal Audit Sheet**

Name of Council: Whitehaven Town Council Name of Clerk: Marlene Jewell

1.1 ,Ledger maintained and up to date?

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**1. Book Keeping**

Yes No

Comments

**r;;- 1Arithmeticcorrect?** --- -- --- ----------

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1.5 1 1:1entsinledgerwpJJorted by invoices, authorised and minuted? (see schedule)

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1. 1.7 1.5.137 ex-p-e-nd.it-ur-e of direct be-n·ef·it -to-electorat.e?

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**l 2. Due Process**



2.1 Standing Orders adopted?

;-:;-·· !standingo·rders reviewed at an-nualmeeting?

2.3 ; Financial R gulations adopted?\_

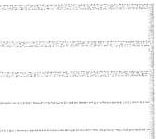
J2.4\_ 1 FRs properly tailored tocouncil? \_

I

2.5 Equal O tiespolic}:a' dopted?

12.G L F.Q ted? \_

Yes No ,Comments

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\_ 1List of member int ests held? \_ \_ \_ \_ ..

/ 1g\_en\_ signe info m\_a\_tive a\_n\_ jispl yed\_w t\_h 3 ':\_le\_a\_r days:2\_otice?

2.9 'Purchaseorders raised for all expenditure?

2.10 iPurchasing authority defined in FRs? -

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Committtees use, agendas & minutes displayed,

ToRs not seen



3.:..1 l:loe an of minutes rev<:al any unus'!\_<ll activity?

1. **Risk Management**

Yes

No Comments

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3-- ---·\_An.n.\_ual\_riskasses m\_e\_nt arried iut?

**Internal Audit Sheet**

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3.4\_ iEvidence of annual insurance review>

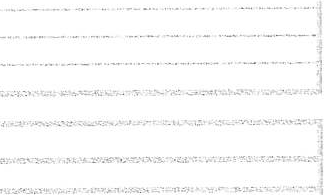
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:1HAnnual budget to support precept?

1. **Budget**

Yes INo

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1. - ----- - -- ·- ----·- - --- .

'Any unexplained variances from budget>

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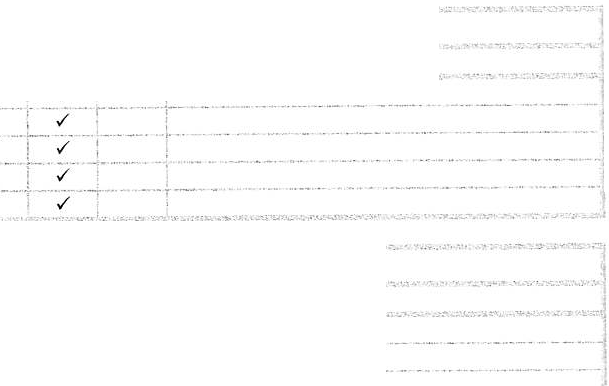
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1. **Payr?II - Staff**

'Yes



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!.Co. mm. ents

5.2 ,Taxcode issued/ contracted out?

5 3-·:PAYE/Nl vidence?- ·· ·----

15.4-·1H;;; o cilapp .;-:ed sal;ry paid-?

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iqth\_;!-P. Y- nts:(e ; nabl i d p; ;ed ysoun:il·?-.

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**6P.ayroll:-- Othe!**

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Yes No

Comments

* 1. !Contract of employm;nt?

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* 1. 1o "e - ;u il h-av·e-pCblicliability ;ver> --·--- -

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6.4 Minimum wage paid?

6:?·- ;nipl\_;i t; P[O- dure *i* place?

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1. --

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**Internal Audit Sheet**

7-·. Do s. cilkeep a register o terial seo ned

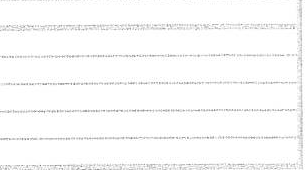
7,2 \_ 11s a - reg!s r U.E t \_c,!ate?

7,3 1· Value of individual.assets included?

7-'t Inspected for risk and H&S>

7.5 I Recorddeeds, articles and l d. register refer nces available?

**7. Asset Control**

Yes No 

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I-s-there a- b-a-n-k--r-econciliation foreach account?

- c i ation c \_ried 9!:)\_t£\_ f!C pt of statement?

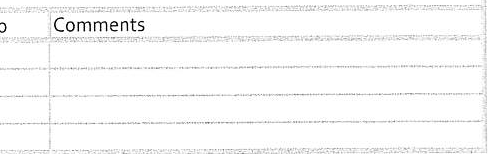
Any u\_n,explained balanci\_ng entrie in any reco\_n\_cilia\_ti,!,>n?

9.1 Year end accounts prepared on correct accounting basis?

9. Bankt;t.;, -;.;dledger reconcile? - - · -

**8Ban.k Reconciliations**

Yes \No ,Comm;nts

**9. Year End Procedures**

Yes •No

9:3 erly -financialtrail from records to presented- ccoc;:;;:

9.4 Where appro riat , debt rs and\_credito s properly recorded>

**10.1** 1!:J\_ poi raised !the last audit been addresse\_'!.?,\_

**10.Miscellaneous**

Yes

Comments

. . - '=' ..

None raised

10.2

10.:3

Wh!n ha5-t\_h Codeof Conduct been adopted? \_ . \_ -·

Is eligibility for General Power of Competence properly evidenced>

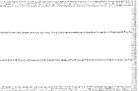
10.L, 1Ar;alielectronkfil s-b; k dup7 · --- - --

10.5 Do arrangem nts-fu public i p; onf- ouncil ec;;;:ds exist?

Internal audit carried out by

Audit type(delete aps opriate·i­ Date

**Internal Audit Sheet**

\_R Kelly Annual

CJ3.05.2023

Section4 of Annual Return Form completed and signed

**For auditor's use only**

.Yes

'Rjport-iiettersent to cou ci-l

- -· ·-

Sent 03.05.2023

**WTC 25/05//2023**

**Item 8**

**SCRIBE ACCOUNTS SYSTEM**

**Purpose of the Report and Recommendation**

To consider a proposal for purchasing the Scribe Accountancy System and to make a decision as to whether or not to go ahead with this.

**1.0 INTRODUCTION**

* 1. The Council like many other Councils currently deals with its accounts by way of spreadsheets.
  2. In view of the Council's turnover CALC's Financial Adviser has recommended that the Council uses some form of accountancy system which would automatically produce reports and make the year end accounts and reports much easier and less time consuming.
  3. There is a software system called SCRIBE which is used primarily by local Councils. The system offers a platform for managing budgets, year end documents and reduces the time spent on manual tasks and offers a wide range of reporting tools.
  4. The Clerk and Assistant Clerk have attended a zoom presentation on the system (no cost for this) and were very impressed
  5. The cost of the SCRIBE software is as follows
     1. An annual subscription of £1.197.00 payable by monthly instalments of £99.00.

ii. A one-off onboarding fee of £797.00 to input the

Council data onto the system.

u1. Free support by phone and email and daily data backups

1v. A copy of the information received from SCRIBE is attached at Appendix 1. You will note that the system also has other modules eg Allotments but for the time being it would be proposed to use it only for the Council's accounts.

* 1. **RECOMMENDATION**
  2. The Council is asked to consider this matter and to decide whether or not to enter into a contract with SCRIBE for the provision of an Accountancy System for the Council

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**Proposal for**

**Whitehaven Town Council**

Created by

Nathan Foster

Prepared for Marlene Jewell

**About Scribe**

Scribe provides purpose-built cloud applications that enable local councils in England and Wales to manage their financial accounts, facilities bookings, allotments and cemeteries with pinpoint accuracy. Scribe provides continuous, free training sessions from the Scribe Academy, with uncapped support from our team of qualified Accountants and Clerks.

Scribe is the fastest-growing software and training provider operating in the local government sector. Scribe's mission is to help local communities work smarter and have over 950 customers.

**We help you by**

* Demonstrate the responsible, secure management of public funds, facilities and cemeteries
* Enhance transparency with unlimited, read-only users
* Reduced risk of mismanagement, errors and costly failed audits
* Avoid GDPR & Data Protection Act (2018) pitfalls
* Increase confident decision making with clear, accurate reporting

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Town Council

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### Plan details & pricing

We outlined the following package based on our discussion, including

* Unlimited users at no extra cost
* Uncapped support and training from our team of accountants
* Unlimited software upgrades
* Daily backups
* Full audit trail
* Online Knowledge base

|  |  |  |  |
| --- | --- | --- | --- |
| **Name** | **Price** | **Quantity** | **Subtotal** |
| Monthly Subscription |  |  |  |
| Accounts subscription fee per month | £99 | 12 months | £1,197 |
| (billed annually) |  |  |  |
| Onboarding |  |  |  |
| One-off onboarding fee | £797 |  | £797 |
| Additional Services |  |  |  |
| Support via phone and email | FREE | Unlimited | £0 |
| Access to training via Scribe Academy'M | FREE | Unlimited | £0 |
| Additional Users | FREE | Unlimited | £0 |
| Data Back-ups | FREE | Daily | £0 |
| Accounting support | FREE | Unlimited | £0 |
| Integrations (MTD, Stripe etc..) | FREE | Unlimited | £0 |
| **TOTAL (excl VAT}** |  |  | **£1,994** |

*This proposal* is *valid for 30 days from 10/05/2023*

**Joining Scribe**

##### Onboarding

* + Day 1 - Upon joining us, you will receive a call from our customer support team, who will get your account set up, and add your data, so you can get started immediately.
  + Day 30 - You will join our exclusive training academy for Scribe customers. Holding weekly training events to get you familiar with our software and principles and practices.
  + Day 60 - After you have completed your 30-day onboarding, you will be assigned a dedicated Customer Success Manager to ensure your happiness and success forever.

##### Ongoing support

Included in your subscription is access to our support team, which are qualified and

part-qualified accountants, expert trainers and problem solvers. All our calls, emails and messages are responded to within minutes.



Jane Daffern

**Chief Customer Officer**

Hannah Driver (MAATl.

**Senior Accountant**



Tracy Russell (AATQB)

**Junior Accountant**

Jess Shackley (AATQB)

**Junior Accountant**

**Jo Peters**

CILCA Qualified

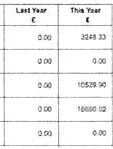
#### Scribe Accounts

**Annual Return/ Year End** - run your annual return and year-end reports at the click of a button

**VAT** - produce your VAT Return or VAT Form 126 and submit it directly to HMRC through our MTD portal

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**Invoicing** - produce a personalised, professional invoice and run an outstanding invoice report

**Bank Reconciliations** - run monthly bank reconciliations that can be printed and signed for approval

**Budgeting & Forecasting** -Monitor your actuals vs budgets and commit spend throughout the year, forecast for your year-end position and set your proposed budget for the next financial year

**Integrations**

## stripe

Stripe allows customers to pay online while making a booking or via a link printed on the invoice

HMRC to submit VAT Returns, check what you owe and view VAT payment history

### Scribe Bookings

**Block bookings** for your regular hirers - you can even restrict bookings to the 31st March to avoid invoicing that straddles two financial years

**Live calendar** to view provisional and confirmed bookings and filter by specific venues

**Preferential rates** for on and off-peak times or for particular groups

**Notifications** - Automatic SMS and email notifications save you time



Dayworth Town Hall

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**Public Bookings page** - Unique bookings webpage where customers can view availability, enquire and book venues.

Key Features:



Location Additional Services

**a** Par\k'g **o**

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**Facility list** - parking, catering, equipment

& more..

**Imagery** - upload multiple images **Video** - embed videos from youtube and Vimeo

**Live Availability** - provide full availability information via the calendar and minimum booking slots

**Payments** - accept payments via stripe

**Invoicing** - Send to Scribe Accounts

### Scribe Cem ter.y

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**Notices** - choose from the twenty we have available at the click of a button or add your own

**Inspections** and condition report - monitor the safety of your cemetery and record the condition of graves

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**Surl•lRegister**

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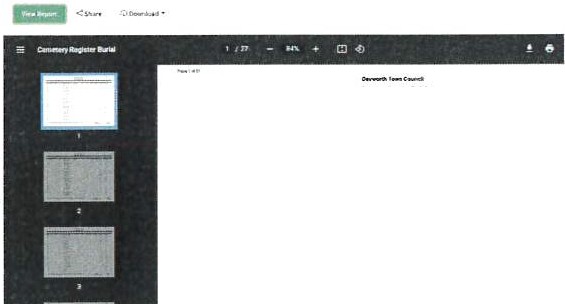
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**Mapping** - maintain a topical record of your cemetery as a standard map or satellite view

**Burial Register** - maintain the Public Register so that all cemetery cases can be viewed and reported on

**Workflows**

**Templates** - Create templates for memorial preparation, grave digging notices and more



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**Transfers** - transfer exclusive rights to new applicants and keep record of trail

**Link Records** - link burial records, exclusive rights and memorials to same records

**Invoicing** - Send to Scribe Accounts

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**Waitinglist** - add and remove people from your waiting list. Send them offers when plots become available.

**Plot Register & Fees-** add all your plots and define your fees

**Tenancy Agreements** - Attach agreements and letters and send them out via email.

**Additional Services** - Configure your plots with additional services, such as water, waste, sheds and more. Added to invoices.

**Rents & Reminders-** generate invoices, bulk email to customers and automatically send payment reminders

**Reports** - allotments, tenants, notices

**Inspections** - Record results of inspections and send out notices

**Mapping** - map your sites and plots (coming soon)

**Import** - import your allotment data (plots, sites, fees, waiting list) from a spreadsheet.



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**f r ,e-:trainhig' Webhiar a1r,d- Toolk1ts**-

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**Free webinars and conferences**

We have hosted

* 171 events for 2021
* Attracting over 6,800 attendees.

Scribefest l day Conference attracted 650 registrations

**Free Community Support**

The Clerks' Corner - 1,500 members The Councillor's Corner - 500 members

**Free Toolkits and Guides**

Free Code Of Conduct Guide For Councillors

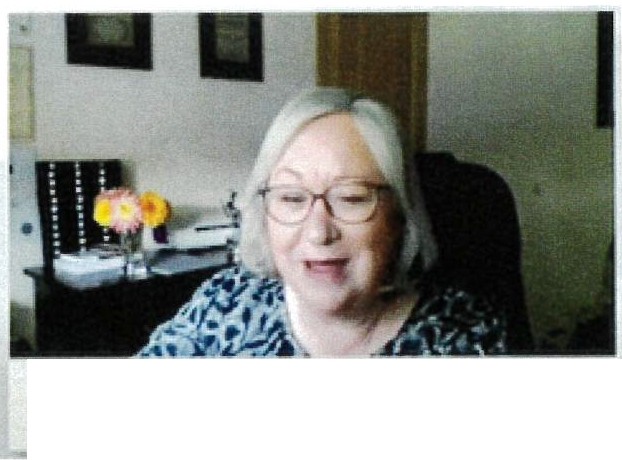
The Ultimate Marketing Checklist For Village & Town Halls

A-Z Of Grant Funding For Town And Parish Councils

Free Parish & Town Council Budgeting Spreadsheet

Free Parish & Town Council Year-End Checklist

Council Accounting Whitepaper



[**JJ*ScrJ. efesJ.***

***Jackie Weaver***

#### What our customers say



"Scribe is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes

**"Scribe saved me so much time, I 1hour"** - > watch here

**have managed to secure** Nicola Gray - Corfe Mullen Town Council

£50,000 in grants"

Sally Ferguson, Clerk at North Petherton Town Council, Loxton and Lympsham Parish Council

##### On average our customers report

**12 hrs**

per month saved per user

**"Scribe listened and upgraded the bookings system based on my suggestions"** -> watch here

Wendy Alcock - Eye Town Council

**Scribe Town Council**

**Summary of Receipts and Payments**

All Cost Centres and Codes

9 March 2021 (2020 - 2021)

**Income Receipts Payments Net Position**

**Code Title**

Precept

+/- **Under/over spend**

(0%)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Budgeted** | **Actual** | **Variance** | **Budgeted** | **Actual** | **Variance** |
| 750,000.00 | 750,000.00 |  |  |  |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 2 Sundry Income |  | 289.45 | 289 | 289 (NIA) |
| 13 Donations | 456.88 | 15.00 | -442 | -442 (-96%) |
| 201 Rental 100.00 | | 36.00 | -64 | -64 (-64%) |
| 203 Bank Interest |  | 4.23 | **4** | 4 (N/A) |
| **SUB TOTAL** | **750,556.88** | **750,344.68** | **-212** | **-212 (-0%)** |

**Grounds Maintenance Receipts Payments Net Position Code Title**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budgeted** | **Actual** | **Variance** | **Budgeted** | **Actual** | **Variance** | *+I-* **Under/over spend** |
|  |  |  | 800.00 | 2,374.00 | -1,574 | -1,574 (-196%) |
|  |  |  |  | 496.00 | -496 | -496 (N/A) |
|  |  |  | **800.00** | **2,870.00** | **-2,070** | **-2,070 (-258%)** |

**4** Grasscutting

7 General grounds maintenance

**SUB TOTAL**

**Allotments Receipts Payments Net Position Code Title**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budgeted** | **Actual** | **Variance** | **Budgeted** | **Actual** | **Variance** | +/- Under/over spend |
| 250.00 | 623.00 | 373 | 120.00 |  | 120 | 493 (133%) |
|  |  |  | 512.00 | 524.00 | -12 | -12 (-2%) |
|  |  |  | 670.00 | 123.00 | 547 | 547 (81%) |
| **250.00** | **623.00** | **373** | **1,302.00** | **647.00** | **655** | **1,028 (66%)** |

3 Allotment fees

10 Allotment maintenance

14 Water

**SUB TOTAL**

**Office Costs Receipts Payments Net Position Code Title**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budgeted** | **Actual** | **Variance** | **Budgeted** | **Actual** | **Variance** | +/- **Under/over spend** |
|  |  |  | 50.00 | 680.00 | -630 | -630 (-1260% |

5 Stationery

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 9 Phone & Broadband | 100.00 |  | 100 | 100 (100%) |
| **SUB TOTAL** | **150.00** | **680.00** | **-530** | **-530 (-353%)** |

**Administration Receipts Payments Net Position Code Title**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Budgeted** | **Actual** | **Variance** | **Budgeted** | **Actual** | **Variance** | +/- **Under/over spend** |
|  | | | 85.00 | 173.00 | -88 | -88 (-103%) |
| 10,000.00 | 16,896.00 | -6,896 | -6,896 (-68%) |

6 Printer

8 Staff Costs

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| 11 Hall hire | | 280.00 | | | 150.33 | 130 | 130 (46%) |
| 12 Electricity | | 1,000.00 | | | 1,513.00 | -513 | -513 (-51%) |
| 15 Water | | 199.98 | | |  | 200 | 200 (100%) |
| 202 | Website Costs | 120.00 | 120 | 280.00 | | -280 -160 **(N/A)** | |
|  |  | *Created by* | ***[j]Scribe*** |  | | Page No. | |

**Scribe Town Council**

**Summary of Receipts and Payments**

All Cost Centres and Codes

9 March 2021 (2020 - 2021)

SUB TOTAL 120.00 120 11,564.98 19,012.33 -7,447 -7,327 (-63%)

**Earmarked Reserves Receipts Payments Net Position Code Title Budgeted Actual Variance Budgeted Actual Variance** +/. **Under/over spend**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| 17 Play park | 5,000.00 | 1,500.00 | 3,500 | 3,500 (70%) |
| 200 Resurfacing car park | 5.000.00 |  | 5,000 | 5,000 (100%) |
| **SUB TOTAL** | **10,000.00** | **1,500.00** | **8,500** | **8,500 (85%)** |

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Summarv** |  | | | | | | | |
| **NET** TOTAL | 750,806.88 | 751,087.68 | 281 | 23,816.98 | 24,709.33 | -892 |  | -612 (-0%) |
| *V.A.T.* |  | 5,031.36 |  |  | 1,099.43 |  |  |  |
| GROSS TOTAL |  | 756,119.04 |  |  | 25,808.76 |  |  |  |

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**Scribe Town Council**

Prepared by:

9 March 2021 (2020 - 2021)

Date:

*Name and Role (Clerk/RFO etc)*

Approved by: Date:

*Name and Role (RFO!Chair of Finance etc)*

|  |  |  |  |
| --- | --- | --- | --- |
| **A** | **Bank Reconciliation at 28/02/2021**  Cash in Hand 01/04/2020  **ADD**  Receipts 01/04/2020 - 28/02/2021  **SUBTRACT**  Payments 01/04/2020 - 28/02/2021  **Cash in Hand 28/02/2021**  (per Cash Book) |  | 71,671.86  24,619.04 |
| 96,290.90  25,808.76 |
| **70,482.14** |
|  | Cash in hand per Bank Statements |  |  |
|  | Petty Cash 28/02/2021 | 257.00 |
|  | Deposit Account 28/02/2021 | 42,250.23 |
|  | Current Account 28/02/2021 | 37,043.30 |
|  |  |  | **79,550.53** |
|  | Less unpresented payments |  | 9,223.62 |
|  |  |  | 70,326.91 |
|  | Plus unpresented receipts |  | 155.23 |
| **B** | **Adjusted Bank Balance** |  | **70,482.14** |
|  | **A = B Checks out OK** |  |  |

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9 March 2021 (2020 - 2021)

**Scribe Town Council**

**ANNUAL RETURN** - **Section 2** : **Statement of Accounts**

**Accounts for Year from 01/04/2020 to 31/03/2021**

This is prepared based on information in "Governance and Accountability for Local Councils : a Practitioner's Guide"

Important note: These figures have been prepared on an INCOME and EXPENDITURE basis.

|  |  |  |  |
| --- | --- | --- | --- |
| **Box No.** | **Description** | **Last Year**  £ | **This Year**  £ |
| 1 | Balances brought fwd | 103158.22 | 76567.22 |
| 2 | Annual precept | 17000.00 | 18500.00 |
| 3 | Total other receipts | 28817.00 | 1410.68 |
| 4 | *Staff* Costs | 48658.00 | 16896.00 |
| 5 | Loan interest/capital repayments | 0.00 | 0.00 |
| 6 | Total other payments | 23870.00 | 10327.33 |
| 7 | Balances carried forward | 76567.22 | 70394.57 |
| 8 | Total Cash and Short Term Investments | 71671.86 | 71850.14 |
| 9 | Total Fixed Assets and Long Term Investments | 101000.00 | 251000.00 |
| 10 | Total Borrowings | 5000.00 | 3000.00 |

9 March 2021 (2020 - 2021)

Scribe Town Council

PAYMENTS LIST

Voucher Code Date Minute Bank Cheque No Oesaiption Supplier VATType **Not VAT** Total

1. Prinler 03/04/2020 Current Account cartridges Stationery 4U 30.00 6.00 J6.00

4 Geoi>ral grounds maintenanc 08/04/2020 OJrrent Accoont 7679999 Hedge cutting S SCott Maintenance 58.00 11.61 69.61

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 5 Grasscutting | 08/04/2020 | Cwrent Account | 7679999 | Hedge cutting | S Scott Maintenance | 20.00 | 4.00 | N.00 |
| 2 Grasscutting | 10/04/2020 | Current Account |  | Grasscutting | Lawncare | **68.00** | 13.60 | 81.60 |
| J Water | 17/04/2020 | Current Account |  | water brn | Angllan Water | 12).00 | 24.60 | 147.60 |
| 6 Staff Costs | J0/04/2020 | Current Account |  | Clerk·s salary | Tue Oerk | 960.00 | 0.00 | 960.00 |
| 7 Stationery | 18/06/2020 | Current Accouit |  | Materials | Slationery 4U | 650.00 | 0.00 | 650.00 |
| 8 Geoi>ral tirounds maintenanc | 01/07/2020 | Current Account | 45◄)53 | He<l9e cutting | S Scott Maintenance | **88.00** | 17.60 | 105.60 |
| 9 Grasscutting | H/07/2020 | Current Account | 123444 | Grasscutting | Lawncare | 100.00 | 20.00 | 120.00 |
| 10 Grasscutting | 06/08/2020 | Current Account | 545454 | Grasscutting | S Scott Maintenance | **88.00** | 17.60 | 105.60 |
| 11 Grassculting | 28/08/2020 | Current Account |  | Grasscutting | Lawncare | 56.00 | 0.00 | 56.00 |
| 12 StaffCosts | 28/08/2020 | Current Account |  | Oert.·ssalary | TlleOerk | 960.00 | 0.00 | 960.00 |
| 13 Printer | 01/09/2020 | Current Account |  | Paper | Statiooery 4U | 23.00 | 4.60 | 27.60 |
| 14 Hall hire | 02/09/2020 | Current Account |  | HaU hire | District Council | 150.33 | 0.00 | 150.33 |
| 16 Electricity | 09/09/2020 | Current Account |  | Bectricity | ASC Electrkity | 125.00 | 6.25 | 131.25 |
| 15 Grasscutting | 09/09/2020 | Curren! Account | 6767 | Grasset.tting | Lawncare | 50,00 | 10.00 | 60.00 |
| 17 Grasscutting | 11/09/2020 | Current Account | 676566 | Grasscutting | Lawnc.are | 65.00 | 1).00 | 78.00 |
| 18 Grasswlling | 22/09/2020 | Curren! Account | 1234 | Grass Cutting | Mr Day | 50.00 | 0.00 | 50.00 |
| 19 Allotment maintenance | 22/09/2020 | Current Account | 1234 | Grass Cutting | Mr Day | 50.00 | 0.00 | 50.00 |
| 20 Grassrutting | 14/10/2020 | Current Account | DO | Grassc.uttlog | lawnc:ar!' | 87.00 | 17.40 | 104.40 |
| 21 Grasscutting | 15/10/2020 | Current Account | 654454 | Grasscutting | **Lawnc>n,** | 25.00 | 5.00 | J0.00 |
| 22 General grounds maintenanc | 15/10/2020 | O.ment Account | 6S4454 | Grasscutt!ng | Lawncare | 40.00 | 8.00 | 48.00 |
| 29 Play park | 15/10/2020 | Unrent Account |  | Play park equipment | Pfaysafety Ltd | 1,500.00 | 300.00 | 1,800.00 |
| 23 StaffCosts | 15/10/2020 | Current Account |  | Oerk'ssalary | Toe Cm. | 980.00 | 0.00 | 980.00 |
| 25 Electricity | 16/10/2020 | Ctment Account |  | Eleclricity | AOC Btctricity | 131.00 | 6.55 | B7.5S |
| 24 General grounds maintenanc | 16/10/2020 | Current Account | 65644 | fence repair | S Scott Maintenance | 87.00 | 17.40 | 104.40 |
| 26 Staff Costs | 16/10/2020 | Current Account |  | Salary | All salaries | 1,000.00 | 0.00 | 1,000.00 |
| 27 Slaff Costs | 16/10/2020 | Current Account |  | Salary | All salarles | 500.00 | 0.00 | 500.00 |
| 28 Staff Costs | 16/10/2020 | Current Account |  | Salary | All salaries | 1,000.00 | 0.00 | 1,000.00 |
| 30 Grasscutlirlg | 29/10/2020 | Current Account | 434565 | Grasscutting | Lawncare | 65.00 | 0.00 | 65.00 |
| 31 StaffCoslS | 01/11/2020 | Current Account |  | Oerk's salary | TheOerk | 980.00 | 0.00 | 980.00 |
| 32 Printer | 10/11/2020 | Current Account |  | Electricity | ABC EJectrkity | 100.00 | 5.00 | 105.00 |
| 33 Grasscutting | 20/11/2020 | Current Account | 222424 | Grasscutting | Lawncare | 50.00 | 10.00 | 60.00 |
| 34 Grasscuttiog | 26/11/2020 | Current Account | BAC5 | Grasscutting | Lawncare | 65.00 | 13.00 | 78.00 |
| JS Start Costs | 26/11/2020 | Current Accoont |  | Clert.·s salary | The Oerk | 960.00 | 0.00 | 960.00 |
| 36 General grounds maintenanc | 01/12/2020 | Current Account | 544545 | Hedge cutting | S Scott Maintenance | 56.00 | 11.20 | 67.20 |

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**Scribe Town Council**

9 March 2021 (2020 - 2021)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| PAYMENTS LIST | | | | | | | | | | | |
| Voucher Code | Date | Minute | Bank | Cheque No | Desaiption | Supplier | VAT Type | **Net** | **VAT** | Total | |
| 37 Staff Costs | 01/12/2020 |  | Current Account |  | Clerk's salary | TheClerk |  | 960.00 | 0.00 | 960.00 | |
| 39 Electric.it)' | 04/12/2020 |  | Current Acccuil |  | Electricity | ABC Electricity |  | 125.00 | 6l5 | 131.25 | |
| 38 Allotment maintenance | 04/11/2020 |  | Current Account | 56464 | Fence painting | S Scott Mainlen.-mce |  | 90.00 | 18.00 | 108.00 | |
| 41 Electricity | 10/12/2020 |  | 0..rent Account |  | Electricity | ABC Be<tricity |  | 125.00 | 6.25 | 131..25 | |
| 42 Allotment maintenance | l0/l2/l020 |  | Cu-n.ont Account | 56474 | Hedge cutting | Mr1homson |  | 89.00 | 0.00 | 6".00 | |
| 43 Staff Costs | 11/12/2020 |  | Q.rrent Account |  | Oerk's salary | The Oerk |  | 960.00 | 0.00 | 960.00 | |
| 44 Allotment maintenance | l6/tl/2020 |  | Clnent Account | 76765 | Hedge culling | S Scott Maintenar"Ke |  | 50.00 | 10.00 | 60.00 | |
| 48 Grasscultiog | 16/12/2020 |  | Current Account | 76765 | Hedge cutting | S Scott Maintenance |  | 50.00 | 10.00 | 60.00 | |
| 45 Electricity | 18/12/2020 |  | Current Accouot |  | Electricity | A8C Electricity |  | 125.00 | 6,25 | 131.25 | |
| 40 Website Costs | 01/01/2021 |  | Current Account |  | Services | Company |  | 100.00 | 20.00 | 120.00 | |
| 46 Allotment maintenance | 08/01/2021 |  | Current Account | 1243341 | ffflc:e painting | S Scott Maintenance |  | 80.00 | 16.00 | 96.00 | |
| 47 Staff Costs | 08/01/2021 |  | Current Account |  | Oerk's salary | The Oerk |  | 960.00 | o.oo | 960.00 | |
| 52 Allotment maintenance | 28/01/2021 |  | Current Account | 685757 | Fence painting | S Scott Maintenance |  | 45.00 | 9.00 | 54.00 | |
| 53 Gras.scuttiog | 28/01/2021 |  | Current Account | 685757 | Fence painting | S Scott Maintenance |  | 45.00 | 9.00 | 54.00 | |
| St Electricity | 29/01/2021 |  | Current Account |  | Electricity | A8C Electrkity |  | 125.00 | 6.25 | 131.2S | |
| 49 General groundsmalntenanc | 29/0l/20lt | Current Account | | 565474 | Hedge o.rttng | s Scott Maintenance | 37.00 | | 7.40 |  | 44.40 |
| 50 Allotment maintenance | 29/01/2021 | Current Account | | 56S474 | Hedge cutting | S Scott Maintenance | 30.00 | | 6.01 |  | 36.01 |
| 54 Staff Costs | 29/01/2021 | Current Account | |  | Oerk's salary | The aerk | 960.00 | | 0.00 |  | 960.00 |
| 70 Etectrlcity | 01/02/2021 | Current Account | |  | Electricity | AOC Electricity | 125.00 | | 6.25 |  | 131.25 |
| 56 Staff Costs | 01/02/2021 | Current Account | |  | Oerk'ssalary | **Tl><Cl<rl<** | 960.00 | | 0.00 |  | 960.00 |
| 64 Electricity | 02/02/2021 | Current Account | |  | Electricity | ABC Electricity | 132.00 | | 6.60 |  | 138.60 |
| 61 Website Costs | 02/02/2021 | CUfrent Account | | Direct Debit | Barner Printing | Somer-Set Countv Couocif | 180.00 | | 36.00 |  | 216.00 |
| 62 Grassculting | 02/02/2021 | Current Account | | Direct Debit | Grass Cutting | JohnSmith | 150.00 | | 30.00 |  | 180.00 |
| 63 Grasscutting | 02/02/2021 | Cunent Account | | Direct Debit | E,cpenses | John Smith | 50.00 | | 10.00 |  | 60.00 |
| 55 Allotment maintenance | 03/02/2021 | Current Account | | 64737 | Fence repair | S Scott Maintenance | 90.00 | | 18.01 |  | 108.01 |
| 69 Statf Costs | 03/02/2021 | Current Account | | 123<156 | Oerk'ssatary | The OM: | 20.00 | | 4.00 |  | 24.00 |
| 71 Staff Costs | 03/02/2021 | Current Account | | 123456 | Clerk's salary | **11><0"1<** | 896.00 | | 0.00 |  | 896.00 |
| 59 Electricity | 09/02/l0ll | Current Account | |  | Electricity | ABC Electncity | 120.00 | | 6.00 |  | 126.00 |
| 57 Grasscutting | @/02/2021 | Current Account | | OD | Grassculting | Lawncare | 45.00 | | 9.00 |  | 54.00 |
| 58 General grounds maintenanc | /02/2021 | Current Account | | OD | Grasscutting | Lawnc.are | 45.00 | | 9.00 |  | 54.00 |
| 60 StatiOr\Cry | 09/02/2021 | Current Account | | 9878765 | Ink cartridges | Stationery 4U | 30.00 | | 6.00 |  | 36.00 |
| 74 Staff Costs | 10/02/2021 | Current Account | |  | Oerk's salary | The Oert | 960.00 | | 0.00 |  | 960.00 |
| 6S Printer | 11/02/2021 | Current Account | |  | Taxi Expense | J Parker | 20.00 | | 0.75 |  | 20.75 |
| 68 Electricity | 12/02/2021 | Current Account | |  | Electricity | ABC Electricity | 130.00 | | 6.50 |  | 136.50 |
| 66 Grasscutting | 12/02/2021 | Current Account | | OD | Grass Cutting | Lawncare | 45.00 | | 9.00 |  | 54.00 |
| 67 General grounds malntenanc | 12/02/2021 | Current Account | | OD | GrassCutting | Lawncare | 45.00 | | 9.00 |  | 54.00 |
| 73 Electricity | 17/02/2021 | Current Account | |  | Electricity | ABC Electricity | 125.0-0 | | 6.25 |  | 131.25 |
| 72 Staff Costs | 18/02/2021 | Current Account | |  | Oerk'ssalary | TheOerk | 960.00 | | 0.00 |  | 960.00 |
| 76 Electrkity | 19/02/2021 | Current Account | |  | Eteclricity | ASC Electricity | 125.00 | | 6.25 |  | 131.25 |
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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | | | | | | | | | 9 March 2021 | (2020 - 2021) |
|  |  |  |  | Scribe Town Council |  |  |  |  |  |  |
|  |  |  |  | PAYMENTS LIST |  |  |  |  |  |  |
| Voucher Code | Date | Minute | Bank | Cheque No Desaiption | Supplier |  | VAT Type | Net | VAT | Total |
| 75 Staff Costs | 19/02/2021 |  | Current Account | Oerk's salary | TheCleric |  |  | 960.00 | 0.00 | 960.00 |
| 77 Grasscuning | 25/02/2021 |  | Current Account | DD Grasscutting | lawnc:are |  |  | 1,200.00 | 240.00 | 1,440.00 |
| 78 General grounds maintenanc | 25/02/2021 |  | Curren! Account | DD Grasscutting | Lawncare |  |  | '10.00 | 8.00 | 48.00 |
| 79 Staff Costs | 28/02/2021 |  | Current Account | Oerk's salary | The Oeric |  |  | 960.00 | 0.00 | 960.00 |
|  |  |  |  |  |  | Total |  | 24,709.33 | 1,099.43 | 25,808.76 |

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9 March 2021 (2020 - 2021)

Scribe Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Code Tftle Receipts {Current Year) P3yments (Current Year) Receipts (L3st Year) Payments (LastYear)

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Income | Budgeted | Actual | Budgeted | Actual | Budgeted | Actual | Budgeted | Actual |
| Precept | 17,000.00 | 18,500.00 | 0.00 | 0.00 | 17,000.00 | 17,000.00 | 0.00 | 0.00 |
| Sundry Income | **0.00** | 289.45 | 0.00 | 0.00 | 0.00 | 12,035.00 | 0.00 | 0.00 |
| Allotmenl fees | **0.00** | **0.00** | 0.00 | 0.00 | 250.00 | 1,782.00 | 0.00 | 0.00 |
| Donations | -456.88 | 15.00 | 0.00 | 0.00 | 456.88 | 15,000.00 | 0.00 | 0.00 |
| Rental | 100.00 | 36.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Bank Interest | 0.00 | 4.23 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUB TOTAL | 17,556.88 | 18,844.68 | **0.00** | 0.00 | 17,706.88 | 45,817.00 | 0.00 | 0.00 |
| Grounds Maintenance |  |  |  |  |  |  |  |  |
| Grasscutting | 0.00 | 0.00 | 800.00 | 2,374.00 | 0.00 | 0.00 | 800.00 | 2,406.00 |
| General grounds maintenance | 0.00 | 0.00 | 0.00 | 496.00 | 0.00 | 0.00 | 0.00 | 12,377.00 |
| SUB TOTAL | 0.00 | 0.00 | 800.00 | 2,870.00 | 0.00 | 0.00 | 800.00 | 14,783.00 |
| Allotments |  |  |  |  |  |  |  |  |
| Allotmenl fees | 250.00 | 623.00 | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Allotmenl maintenance | 0.00 | 0.00 | 512.00 | **524.00** | 0.00 | 0.00 | 500.00 | 2,990.00 |
| Water | 0.00 | 0.00 | 670.00 | 123.00 | 0.00 | 0.00 | 670.00 | 134.00 |
| SUB TOTAL | 250.00 | 623.00 | 1,302.00 | 647.00 | 0.00 | 0.00 | 1,170.00 | 3,124.00 |
| OfficeCosts |  |  |  |  |  |  |  |  |
| Stationery 0.00 | | 0.00 | 50.00 | 680 **00** | 0.00 | 0.00 | 0.00 | ·80,00 |
| Phone & Broadband | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 100.00 | 0.00 |
| SUB TOTAL | 0.00 | 0.00 | 150.00 | 680.00 | 0.00 | 0.00 | 100.00 | -80.00 |
| Administration |  |  |  |  |  |  |  |  |
| Printer | 0.00 | 0.00 | 85.00 | 173.00 | 0.00 | 0.00 | **85.00** | 54.00 |
| Staff Costs | 0.00 | 0.00 | 10,000.00 | 16,896.00 | 0.00 | 0.00 | 10,000.00 | 48,658.00 |
| Hall hire | 0.00 | 0.00 | 280.00 | 150.33 | 0,00 | 0.00 | 28000 | 123.00 |
| Electricity | 0,00 | 0.00 | 1,000.00 | 1,513.00 | 0.00 | **0 00** | 1,000.00 | 3,340.00 |
| Water | 0.00 | 0,00 | 199.98 | 0.00 | 0.00 | **0.00** | 199.98 | 0.00 |
| Website Costs | 0.00 | 120.00 | 0.00 | **280,00** | 0.00 | 0.00 | 0,00 | 0.00 |
| SUB TOTAL | 0.00 | 120.00 | 11,564.98 | 19,012.33 | 0,00 | 0.00 | 11,564.98 | 52,175.00 |
| Earmarked Reserves |  |  |  |  |  |  |  |  |
| Resurfacing car park | 0.00 | 0,00 | 0.00 | **0.00** | **0.00** | 0.00 | 5,000.00 | 0.00 |
| Play park | 0.00 | 0.00 | 5,000.00 | 1,500.00 | 0.00 | 0.00 | 5.000,00 | 2,390.00 |
| Resurfacing car pa1k | 0.00 | 0.00 | 5,000.00 | 0,00 | 0.00 | 0.00 | 0.00 | 0.00 |

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Code Title

Scribe Town Council

Cost Centre Year Comparison Summary

All Cost Centres and Codes

Receipts (Current Year) Payments (Current Year)

Receipts (LastYear)

9 March 2021 (2020· 2021)

Payments (LastYear)

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | Budgeted | Actual | Budgeted | Actual |  | Budge1ed | Actual |  | Budgeted | Actual |  |
| SUBTOTAL | 0.00 | 0.00 | 10,000.00 | 1,500.00 |  | 0.00 | 0.00 |  | 10,000.00 | 2,390.00 |
| NET TOTAL | 17,806.88 | 19,587.68 | 23,816.9& | 24,709.33 |  | 17,706.BB | 45,817.00 |  | 23,634.98 | 72,392.00 |  |
| V.A.T. |  | 5,031.36 |  | 1,099.43 |  |  | 82.00 |  |  | 4,086.02 |  |
| GROSS TOTAL |  | 24,619.04 |  | 25,808.76 |  |  | 45,899.00 |  |  | 76.478.02 |  |

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9 March 2021 (2020• 2021)

Scribe Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-04-2020 and 09-03-2021)

Cost Centre Grounds Maintenance Code Number 4 Grasscutting

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vchr. | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | **Va1** | Total |
| 2 | 10/04/2020 |  | Current Account |  | Grasscutting | Lawncare | s | 68.00 | 13.60 | 81.60 |
|  | 08/04/2020 |  | Current Account | 7679999 | Hedge cutting | S Scott Maintenance | s | 20.00 | 4.00 | 24,00 |
|  | 31/07/2020 |  | Current Account | 123444 | Grasscutting | Lawncare | s | 100.00 | 20.00 | 120.00 |
| 10 | 06/08/2020 |  | CuuentAccount | 545454 | Grasscutting | S Scott Maintenance | s | 88.00 | 17.60 | 105.60 |
| 11 | 28/08/2020 |  | Current Account |  | Grasscutting | Lawncare | X | 56.00 | 0.00 | 56.00 |
| 15 | 09/09/2020 |  | Current Account | 6767 | Grasscutting | lawncare | s | 50.00 | 10.00 | 60.00 |
| 17 | 11/09/2020 |  | Current Account | 676566 | Grasscutting | lawncare | s | 65.00 | 13.00 | 78.00 |
| 18 | 22/09/2020 |  | Cuuent Account | 1234 | Grass Cutting | *Mr* Day |  | 50.00 | 000 | 50.00 |
| 20 | 14/10/2020 |  | Current Account | 00 | Grasscutting | Lawncare |  | 87.00 | 17.40 | 104.40 |
| 21 | 15/10/2020 |  | Current Account | 654454 | Grasscutting | Lawnca,e |  | 25.00 | 5.00 | 30.00 |
| 30 | 29/10/2020 |  | Current Account | 434565 | Grasscutting | lawncare |  | 65.00 | 0.00 | 65.00 |
| 33 | 20111/2020 |  | Current Account | 222424 | Grasscutting | Lawncare |  | 50.00 | 10.00 | 60.00 |
| 34 | 26/11/2020 |  | Cuirent Account | BACS | Grasscutting | Lawncare | s | 65.00 | 13.00 | 78.00 |
| 48 | 16/12/2020 |  | Current Account | 76765 | Hedge cutting | S Scott Mainlenance | s | 50.00 | 10.00 | 60,00 |
| 53 | 28101/2021 |  | Current Account | 685757 | Fence painting | S Scott Mainlenance | s | 45.00 | 9.00 | 54.00 |
| 57 | 09/02/2021 |  | Current Account | 00 | Grasscutting | Lawnca1e | s | 45.00 | 9.00 | 54.00 |
| 62 | 02/02/2021 |  | Current Account | Direct Debit | Grass Cutting | John Smith | s | 150.00 | 30.00 | 180.00 |
| 63 | 02/02/2021 |  | Current Account | Direct Debit | Expenses | John Smith | s | 50.00 | 10.00 | 60.00 |
| 66 | 12/02/2021 |  | Current Account | 00 | Grass Cutting | Lawncare | s | 45.00 | 9.00 | 54.00 |
| 77 | 25/02/2021 |  | Current Account | 00 | Grasscutting | lawncare | s | 1,200.00 | 240.00 | 1,440.00 |

Code Number

7 General grounds maintenance

Subtotal for Code: Grasscutting £2,374.00 £440.60 £2,814.60

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vchr. | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | **Net** | **Vat** | Total |
|  | 08104/2020 |  | Current Account | 7679999 | Hedge cultlng | S Scott Maintenance | s | 58.00 | 11.61 | 69.61 |
|  | 01107/2020 |  | Current Account | 454353 | Hedge cutting | S Scott Maintenance | s | 88.00 | 17.60 | 105.60 |
| 22 | 15(10/2020 |  | Current Account | 654454 | Grassculting | lawncare | s | 40.00 | 8.00 | 48.00 |
| 24 | 16(10/2020 |  | Current Account | 65644 | Fence repair | S Scott Maintenance | s | **87.00** | 17.40 | 104.40 |
| 36 | 01(12/2020 |  | Current Account | 544545 | Hedge culting | S Scott Maintenance | s | 56.00 | 11.20 | 67.20 |
| 49 | 29101/2021 |  | Current Account | 565474 | Hedge cutting | S Scott Maintenance | s | 37.00 | 7.40 | 44.40 |
| 58 | 09/02/2021 |  | Current Account | 00 | Grasscutting | lawncare | s | 45.00 | 9.00 | 54.00 |
| 67 | 12/02/2021 |  | Current Account | 00 | Grass Cutting | Lawncare | s | 45.00 | 9.00 | 54.00 |
| 78 | 25102/2021 |  | Cunent Account | 00 | Grasscutting | Lawnca1e | s | 40.00 | 8.00 | 48.00 |
| Subtotal for Code: General grounds maintenanoi £496.00 | | | | | | | | | £99.21 | £595.21 |
| Subtotal for Cost Centre: Grounds Maintenance 2,870.00  Cost Centre Allotments  ,,,,.,,.,,*he*• ;JJ ***Scribe*** | | | | | | | | | 539.81  Pag | 3.409.81  e I |

9 March 2021 (2020· 2021)

Scribe Town Council

Listing of Pa ments in each Code for All Cost Centres

(Between 01-04-2020 and 09-03-2021)

Code Number 10 Allotment maintenance

Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Type Net **Vat** Total

19 22/09/2020 Current Account 1234 Grass Cutting Mr Day z 50.00 0.00 50.00

|  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 38 | 04112/2020 | Current Account | | 56464 | Fence painting | S Scott Maintenance | | s | 90.00 | 18.00 | 108.00 |
| 42 | 10/12/2020 | Current Account | | 56474 | Hedge cutting | Mi Thomson | | **X** | 89.00 | 0.00 | 89.00 |
| **44** | 16(12/2020 | Current Account | | 76765 | Hedge cutting | S Scott Maintenance | | s | 50.00 | 10.00 | 60.00 |
| 46 | 08/01/2021 | Current Account | | 1243341 | Fence pafnting | S Scott Maintenance | | s | 80.00 | 16.00 | 96.00 |
| 50 | 29/01/2021 | Current Account | | 565474 | Hedge cutting | S Scott Maintenance | | s | 30.00 | 6.01 | 36.01 |
| 52 | 28/01/2021 | Current Account | | 685757 | Fence painting | S Scott Maintenance | | s | 45.00 | 9.00 | 54.00 |
| 55 | 03/02/2021 | Current Account | | 64737 | Fence repair | S Scott Maintenance | | s | 90.00 | 18.01 | 108.01 |
|  | |  |  |  |  | Subtotal for Code: | Allotment main1enance | | £524.00 | £77.02 | £601.02 |
| Code Number  Vchr. Date | | **14** Water  Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | | Net | **Vat** | Total |
| 3 17104/2020 | |  | Current Account |  | Water bill | Ang1ian Wate, | s | | 123 00 | 24.60 | 147.60 |
|  | |  |  |  |  | Subtotal for Code; | Waler | | £123.00 | £24.60 | £147.60 |

Subtotal for Cost Centre: Allotments 647.00 101.62 748.62

Cost Centre Office Costs

Code Number **5** Stationery

Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Type **Net Vat** Total

7 18/06/2020 Current Account Materials Stationery 4U **X** 650.00 0.00 **650.00**

60 09102/2021 Current Account **9878765** Ink cartridges Stationery 4U s 30.00 6.00 36.00

Subtotal for Code; Stationery £680.00 £6.00 £686.00

Subtotal for Cost Centre: Office Costs 680.00 6.00 686.00

Cost Centre Administration

**Code Number 6** Printer

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Vchr. | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | **Net** | **Vat** | Total |
|  | 1 03104/2020 |  | Current Account |  | Cartridges | Stationery 4U | s | 30.00 | 6.00 | 36.00 |
| 13 01/09/2020 | | Cunent Account | |  | Paper | Stationery 4U | s | 23.00 | 4.60 | 27.60 |
| 32 10/11/2020 | | Current Account | |  | Electricity | ABC Electricity |  | 100.00 | 5.00 | 105.00 |
| 65 11/02/2021 | | Current Account | |  | TaxiExpense | J Parker |  | **20.00** | 0.75 | 20.75 |
|  | |  | |  |  | Subtotal for Code: Printer |  | £173.00 | **£16.35** | £189,35 |
| **Code Number** | | **8 Staff Costs** | |  |  |  |  |  |  |  |
| Vchr. Date | | Minute Bank | | Cheq. No. | Description | Supplier | Vat Type | **Net** | **Vat** | Total |
| 6 30/0◄/2020 | | Current Account | |  | Clerk's salary | The Cle1k | **X** | **960.00** | 0.00 | **960.00** |
| 12 28/08/2020 | | Current Account | |  | Clerk's salary | The Clerk | **X** | 960.00 | 0.00 | 960.00 |
| **23** 15/10/2020 | | Current Account | |  | Clerk's salary | The Cle1k | **X** | 980.00 | 0.00 | 980.00 |
| **26** 16/10/2020 | | Current Account | |  | Salary | All salaries | **X** | 1,000.00 | 0.00 | 1.000.00 |
| 27 16/10/2020 | | Current Account | |  | Salary | All salaries | **X** | 500.00 | 0.00 | 500.00 |
| **28** 16110/2020 | | Current Account | |  | Salary | All sata1ies | **X** | t.000.00 | 0.00 | 1,000.00 |

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9 March 2021 (2020.2021)

**Scribe Town Council**

**Listing of Pa:i:ments in each Code for All Cost Centres**

**(Between 01-04-2020 and 09-03-2021)**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 31 | 01/11/2020 | Current Account |  | Clerk's salary | The Clerk |  | X | 980.00 | 0.00 | 980.00 |
| **35** | 26/1112020 | Current Account |  | Clerk's salary | The Clerk |  | **X** | 960.00 | 0.00 | 960.00 |
| 37 | 01/12/2020 | Cuuent Account |  | Clerk's salary | The Clerk |  | **X** | 960.00 | 0.00 | 960.00 |
| 43 | 11/12/2020 | Current Account |  | Clerk's salary | The Clerk |  | **X** | 960.00 | 0.00 | 960.00 |
| 47 | 08/01/2021 | Current Account |  | Clerk's salary | The Clerk |  | **X** | 960.00 | 0.00 | 960.00 |
| **54** | 29/01/2021 | Current Account |  | Clerk's salary | The Clerk |  | **X** | 960.00 | 0.00 | 960.00 |
| 56 | 01102/2021 | Current Account |  | Clerk's salary | The Clerk |  | **X** | 960.00 | 0.00 | 960.00 |
| 69 | 03/02/2021 | Current Account | 123456 | Clerk's salary | The Clerk |  | s | 20.00 | 4.00 | 24.00 |
| 71 | 03/02/2021 | Current Account | 123456 | Clerk's salary | The Clerk |  | **X** | 896.00 | 0.00 | 896.00 |
| 72 | 18/02/2021 | Cuirent Account |  | Clerk's salary | The Clerk |  | **X** | 960.00 | 0.00 | 960.00 |
| **74** | 10102/2021 | Current Account |  | Clerk's salary | The Clerk |  | **X** | 960.00 | 0.00 | 960.00 |
| 75 | 19/02/2021 | Current Account |  | Clerk's salary | The Clerk |  | **X** | 960.00 | 0.00 | 960.00 |
| **79** | 28102/2021 | Current Account |  | Clerk's salary | The Cle1k |  | **X** | 960.00 | 0.00 | 960.00 |
|  |  |  |  |  | Subtotal for Code | Slaff Costs |  | £16,896.00 | £4.00 | £16,900.00 |

**Code Number 11 Hall hire**

Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Type **Net Vat** Total

**14** 02109/2020 Current Account Hall hire District Council **X** 150.33 000 150.33

Subtotal for Code: Hall hire £150.33 £0.00 £150.33

Code Number 12 Electricity

Vchr. Date Minute Bank Cheq. No. Description Supplier Vat Type Ne1 Vat Total

|  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- |
| 16 | 09/09/2020 | Current Account | Electricity | ASC Electricity | L | 125.00 | 6.25 | 131.25 |
| 25 | 16110/2020 | Current Account | Electricity | ABC Electricity |  | 131.00 | 6.55 | 137 55 |
| 39 | 04112/2020 | Current Account | Electricity | ABC Electricity |  | 125.00 | 6.25 | 131.25 |
| 41 | 10/1212020 | Current Account | Electricity | ABC Electricity |  | 125.00 | 6.25 | 131.25 |
| **45** | 18112/2020 | Current Account | Electricity | ABC Electricity |  | 125.00 | 6.25 | 131 25 |
| 51 | 29101/2021 | Current Account | Electricity | ABC Eleclricity |  | 125.00 | 6.25 | 131.25 |
| 59 | 09/0212021 | Current Account | Electricity | ABC Electricity |  | 120.00 | 6.00 | 126.00 |
| 64 | 02/02/2021 | Current Account | Electricity | ABC Electricity |  | 132.00 | 6.60 | 138.60 |
| **68** | 12/02/2021 | Current Accounl | Electricity | ABC Electricity |  | 130 00 | 6.50 | 136.50 |
| 70 | 011021202, | Current Account | Electricfty | ABC Electricity |  | 125.00 | 6.25 | 131.25 |
| 73 | 17/02/2021 | Current Accounl | Electricity | ABC Electricity |  | 125.00 | 6.25 | 131.25 |
| 76 | 19/0212021 | CurrentAccount | Electricity | ABC Electricity |  | 125.00 | **6.25** | 131.25 |

Code Number 202 Website Costs

Subtotal for Code: Electricity £1.513.00 £75.65 £1,588.65

Vchr. Date Minute Bank Cheq. No. Description Supplier VatType **Net Vat** Total

40 01/0112021 Current Account Services Company s 100.00 20.00 120.00

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| 61 02/02/2021 | Current Account | Direct Debit | Banne, Printing | Somerset County Council s | 180.00 36.00 216 00 |
|  |  |  |  | Subtotal for Code Website Costs | £280.00 £56.00 £336.00 |

Subtotal for Cost Centre: Administration 19.012.33 152.00 19,164.33

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9 March 2021(2020- 2021)

Scribe Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-04-2020 and 09-03-2021)

Cost Centre Earmarked Reserves

Code Number

Vchr. Date

29 1511012020

17 Play park

Minute Bank Cheq. No.

Current Account

Description

Play park equipment

Supplier

Playsafety Ltd

Vat Type

s

Net Vat

1,500.00 300.00

Total

1,800.00

|  |  |  |
| --- | --- | --- |
| SUblotal for Code: Play park £1.500.00 | £300.00 | £1,800.00 |
| Subtotal for Cost Centre: Earmarked Reserves 1,500.00 | 300.00 | 1,800.00 |

TOTALS., ..... £24,709.33 £1,099.43 £25,808.76

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10 March 2021 (2020 - 2021)

**Scribe Town Council**

**Budget Report**

**Budget Report with Last Year's Budgets**

**Current Year Last Year**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Code** | **Title** | **Cost Centre** | **Notes** | **Receipts** | **Payments** | **Receipts** | **Payments** |
| 6 | Printer | Administration |  | 0.00 | 85.00 | 0.00 | 0.00 |
| 8 | Staff Costs | Administration |  | 0.00 | 10,000.00 | 000 | 0.00 |
| 11 | Hall hire | Administration |  | 0.00 | 280.00 | 0.00 | 0.00 |
| 12 | Electricity | Administration |  | 0.00 | 1,000.00 | 0.00 | 0.00 |
| 15 | Water | Administration |  | 0.00 | 199.98 | 0.00 | 0.00 |
| 202 | Website Costs | Administration |  | 0.00 | 0.00 | 0.00 | 0.00 |
| 3 | Allotment fees | Allotments |  | 250.00 | 120.00 | 0.00 | 0.00 |
| 10 | Allotment maintenanc | Allotments |  | 0.00 | 512.00 | 0.00 | 0.00 |
| **14** | Water | Allotments |  | 0.00 | 670.00 | 0.00 | 0.00 |
| 17 | Play park | Earmarked Reserves |  | 0.00 | 5,000.00 | 0 00 | 0.00 |
| 200 | Resurfacing car park | Earmarked Reserves |  | 0.00 | 5,000.00 | 0.00 | 0.00 |
| **4** | Grasscutting | Grounds Maintenance | Reduced due to lockdown | 0.00 | 800.00 | 0.00 | 0.00 |
| 7 | General grounds mair | Grounds Maintenance |  | 0.00 | 0.00 | 0.00 | 0.00 |
|  | Precept | Income | Increase of from previous year due to ne'II | 750,000.00 | 0.00 | 0.00 | 000 |
| 2 | Sundry Income | Income |  | 0.00 | 0.00 | 0.00 | 0.00 |
| 13 | Donations | Income |  | 456.88 | 0.00 | 0.00 | 0.00 |
| 201 | Rental | Income |  | 100.00 | 0 00 | 0.00 | 0.00 |
| 203 | Bank Interest | Income |  | 0.00 | 0.00 | 0.00 | 0.00 |
| 5 | Stationery | Office Costs |  | 0.00 | 50.00 | 0.00 | 0.00 |
| 9 | Phone & Broadband | Office Costs |  | 0.00 | 100.00 | 0.00 | 0.00 |

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**Scribe Town Council Detailed Budget Summary**

All Cost Centres and Codes (Between 01/04/2020 and 31/03/2021)

10 March 2021 (2020 - 2021}

**Last Year 2019** • **2020 Current Year 2020** - **2021 Next Year 2021** - **2022**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Income** | | Receipts |  | Payments |  |  | Receipts |  |  | Payments |  | Receipts | Payments |
| Code Title | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| Precept | | 750,000.00 | 0.00 | 0.00 | 0.00 | 750,000.00 | 0.00 | 0.00 | 000 | 0.00 | 0.00 | 0.00 | 0,00 |
|  | Sundry Income | 0.00 | 0,00 | 0.00 | 0.00 | 0,00 | 0,00 | 0.00 | 0.00 | 0,00 | 0,00 | 0.00 | 0.00 |
| 13 | Donations | 456.88 | 0.00 | 0.00 | 0.00 | 456.88 | 0.00 | 0.00 | 0,00 | 0,00 | 0.00 | 0.00 | 0,00 |
| 201 | Rental | 0,00 | 0,00 | 0,00 | 0.00 | 100.00 | 0.00 | 8.33 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 |
| 203 | Bank Interest | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0,00 | 0.00 | 0.00 | 0.00 | 0,00 |

SUB TOTAL **750,456,88** 0.00 0,00 0.00 **750,556.88** 0.00 8.33 0.00 0.00 **0.00** 0.00 0.00

**Grounds** Last Year 2019 - 2020 Current Year 2020 • 2021 Next Year 2021 • 2022

**Maintenance** Receipts Payments Receipts Payments Receipts Payments

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Code Title | Budget | Actual | Budget | Actua1 | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| Grasscutting | 0,00 | 0.00 | 800.00 | 0,00 | 0.00 | 0.00 | 0.00 | 800.00 | 0.00 | 215.82 | 0.00 | 0.00 |
| Generalgrounds maintenanCt | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 000 | 0.00 | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 |
| SUB TOTAL | **0.00** | 0.00 | 800.00 | 0,00 | 0.00 | 0,00 | 0.00 | **800.00** | 0.00 | **215.82** | 0.00 | 0.00 |

Last Year 2019 - 2020 Current Year 2020 - 2021 **Next** Year **2021** - 2022

**Allotments** Receipts Payments Receipts Payments Receipts Payments

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Code Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| Allotment fees | 250.00 | 0.00 | 0.00 | 0.00 | 250.00 | 0.00 | 56.64 | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| 10 Allotment maintenance | 0.00 | 0.00 | 500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 512.00 | 0.00 | 47.64 | 0,00 | 0.00 |
| 14 water | 0.00 | 0,00 | 670.00 | 0.00 | 0,00 | 0.00 | 0.00 | 670.00 | 0,00 | 11.18 | 0.00 | 0.00 |
| SUB TOTAL | 250.00 | 0.00 | 1,170.00 | 0,00 | 250.00 | 0.00 | **56.64** | 1,302.00 | 0.00 | **58.82** | 0.00 | 0.00 |

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**Scribe Town Council** 10 March 2021 (2020 - 2021)

**Detailed Budget Summary**

All Cost Centres and Codes (Between 01/04/2020 and 31/03/2021)

Last Year 2019 • 2020 Current Year 2020 • 2021 Next Year 2021 • 2022

**Office Costs** Receipts Payments Receipts Payments Receipts Payments

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Code Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| Stationery | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Phone & Broadband | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | o\_oo | 0.00 | 100.00 | 0.00 | 8.33 | 0.00 | 0.00 |
| SUB TOTAL | 0.00 | 0.00 | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | **150.00** | 0.00 | **8.33** | 0.00 | 0.00 |

Last Year 2019 • 2020 Current Year 2020 • 2021 Next Year 2021 - 2022

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Administration** | | Receipts |  | Payments |  |  | Re<:eipts |  |  | Payments |  | Receipts | Payments |
| Code Title | | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| Printer | | 0.00 | 0.00 | 85.00 | 0.00 | 0.00 | 0.00 | 0.00 | 85.00 | 0.00 | 7.08 | 0.00 | 0.00 |
|  | Staff Costs | 0.00 | 0.00 | 10,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | 1,536.00 | 0.00 | 0.00 |
| 11 | Hall hire | 0.00 | 0.00 | 280.00 | 0.00 | 0.00 | 0.00 | 0.00 | 280.00 | 0.00 | 23.33 | 0.00 | 0.00 |
| 12 | Electricity | 0.00 | 0.00 | 1.000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 1,000.00 | 0.00 | 137.55 | 0.00 | 0.00 |
| 15 | water | 0.00 | 0.00 | 199.98 | 0.00 | 0.00 | 0.00 | 0.00 | 199.98 | 0.00 | 60.00 | 0.00 | 0.00 |
| 202 | \Nebsite Costs | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 75.00 | 0.00 | 0.00 |
| SUB TOTAL | | 0.00 | 0.00 | **11,564.98** | 0.00 | 0.00 | 0.00 | 0.00 | **11,564.98** | 0.00 | **1,838.96** | 0.00 | 0.00 |

Last Year 2019 • 2020 Current Year 2020 - 2021 Next Year 2021 • 2022

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Earmarked Reserves** | Receipts |  | Payments |  |  | Receipts |  |  | Payments |  | Receipts | Payments |
| Code Title | Budget | Actual | Budget | Actual | Budget | Actual | Forecast | Budget | Actual | Forecast | Budget | Budget |
| 17 Play park | 0.00 | 0.00 | 5.000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5.000.00 | 0.00 | 416.67 | 0.00 | 0.00 |
| 200 Resurfacing car pan,; | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 | 0.00 | 416.67 | 0.00 | 0.00 |
| SUB TOTAL | 0.00 | 0.00 | **5,000.00** | 0.00 | 0.00 | 0.00 | 0.00 | 10,000.00 | 0.00 | **833.34** | 0.00 | 0.00 |

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Scribe Town Council

**9 March 2021 (2020 • 2021)**

**Fixed Assets and Long Term Investments**

**Asset Description**

**Date Acquired**

**Purchase Value Current Value Location Estimated Life Usage/Capacity**

**/Responsibility**

**Charges**

**Long term investment** May 2020

Allotments

**Storage shed** May 2011

Village Hall

Village Hall June 2000

Grand Total:

150,000.00

150,000.00

1,000.00 15

1,000.00

100,000.00 120,000.00 **The Street, The Village**

100,000.00 120,000.00

251,000.00 120,000.00

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**Scribe Town Council 9 March 2021 (2020. 2021)**

**Monthly breakdown of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2020 and 31/03/2021)

**PAYMENTS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
|  | **Budget** | Ap, | **May** | Jun | Jui | **Aug** | Sep | Oct | Nov | Dec | Jan | Feb | **Ma<** | **Total** | **Variance** |
| **Administration**  **Prin1er** | 85.00 | 30.00 | 0.00 | 0.00 | 0.00 | 0.00 | 23.00 | 0.00 | 100.00 | 0.00 | 0.00 | 20.00 | 0.00 | 173.00 | -88.00 |
| **Staff Costs** | **10,000.00** | 960.00 | **0.00** | 0.00 | **0.00** | 960.00 | 0.00 | **3,480.00** | **1,940.00** | 1,920.00 | 1,920.00 | 5,716.00 | 0.00 | 16.896.00 | ·6.896.00 |
| **Hc1H hire** | 280.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **150.33** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 150.33 | 129.67 |
| **Electricity** | 1.000.00 | **0.00** | 0.00 | **0.00** | 0.00 | 0.00 | 125.00 | **131.00** | 0.00 | **375.00** | **125.00** | 757.00 | 0.00 | **1,513.00** | **-513.00** |
| **water** | **199.98** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | **199.98** |
| **'IIVebsite Costs** | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 100.00 | **180.00** | 0.00 | 280.00 | **-280.00** |
| **Allotments** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Allotmenl** fees | 120.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **120.00** |
| **Allotmenl maintenance** | **512.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 50.00 | 0.00 | 0.00 | 229.00 | **155.00** | 90.00 | 0.00 | 524.00 | -12.00 |
| **Vvater** | **670.00** | **123.00** | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 000 | 0.00 | 0.00 | 0.00 | 123.00 | **547.00** |
| **Earmarked Reserves**  **Play park** | 5.000.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | **0.00** | **1.500.00** | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 1,500.00 | 3,500.00 |
| **Resurfacing car par,<;** | 5,000.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0 **00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 5,000.00 |
| **Grounds Maintenance** |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| **Grasscutting** | 800.00 | 88.00 | 0.00 | 0.00 | 100.00 | **144.00** | **165.00** | **177.00** | **115.00** | 50.00 | 45.00 | **1,490.00** | 0.00 | **2,374.00** | ·1.574.00 |
| **General grounds mc1inlt:** | **0.00** | 58.00 | 0.00 | 0.00 | 88.00 | 0.00 | 0.00 | **127.00** | 0.00 | 56.00 | 37.00 | **130.00** | 0.00 | 496.00 | -496.00 |
| **Income Precepl** | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Sundry Income** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00** | 0.00 | 000 | 0.00 |
| **Donations** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 | **0.00** | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 000 |
| **Rental** | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0,00** | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Bank Interest** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **Office Costs Stationery** | 50.00 | 0.00 | 0.00 | 650.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 30.00 | 000 | **680.00** | -630.00 |
| **Phone & Broadband** | **100,00** | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0 00 | 0.00 | 0.00 | 0.00 | 0.00 | **100.00** |

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**Scribe Town Council** 9 March 2021 (2020 - 2021)

**Monthly breakdown of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2020 and 31/03/2021)

1,259.00 0.00 650,00 188.00 1,104.00 513.33 5,415.00 2,155.00 **2,630.00** 2,382.00 8,413.00 0.00

Total: 24,709.33

Variance -.892.35

**RECEIPTS**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Administration | Budget | Apr | **May** | Jun | Jui | Aug | Sep | Oct | Nov | Dec | Jaa | Feb | Mar | Total | Variance |
| Printer | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Staff Costs | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Ha11hire | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Electricity | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Water | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| \l\lebsite Costs | 0.00 | 0.00 | 0.00 | 0,00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 120.00 | 0.00 | 0.00 | t20.00 | t20.00 |
| Allotments Allotmenl fees | 250.00 | 0.00 | 0.00 | 0.00 | 87.00 | 0.00 | 0.00 | **30.00** | 36.00 | 61.00 | 125.00 | 284.00 | 0.00 | 623.00 | 373.00 |
| Allotmenl maintenance | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0 00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Water | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Earmarked Reserves |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| Play park | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Resurfacing car park | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Grounds Maintenance  Grasscutting | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 000 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 |
| Genera! grounds mainU | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Income  Precept | 17,000.00 | 18,500.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00** | 0.00 | 0.00 | 18,500.00 | 1,500.00 |
| Sundry Income | 0.00 | 1.45 | 0.00 | 0.00 | 0.00 | 0.00 | 286.00 | 0.00 | 0.00 | **0.00** | 0.00 | 0.00 | 0.00 | **289.45** | 289.45 |
| Donations | **456.88** | 0.00 | 0.00 | 0.00 | 15.00 | 0.00 | 0.00 | 0.00 | 0.00 | **0.00** | **0.00** | 0.00 | 0.00 | 15.00 | -441.88 |
| Rental | 100.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 36.00 | 0.00 | 36.00 | -64.00 |
| Bank Interest | 0.00 | 000 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 4.23 | 0.00 | 4.23 | 4.23 |
| Office Costs |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |

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**Scribe Town Council**

**Monthly breakdown of Receipts and Payments**

All Cost Centres and Codes (Between 01/04/2020 and 31/03/2021)

**9 March 2021 (2020 + 2021)**

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Stationery** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| **PhOne & Broadband** | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 | 0.00 |
|  |  | **18,501.45** | **0.00** | **0.00** | **102.00** | **0.00** | **288.00** | **30.00** | **36.00** | **61.00** | **245.00** | **324.23** | **0.00** |  |  |

Total: **19,587.68**

**Variance 1,780.80**

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9 March 2021 (2020 - 2021)

**Scribe Town Council**

**Reserves Balance**

**2020 - 2021**

Reserve OpeningBalance Transfers Spend Receipts CurrentBalance

**Earmarked**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Play Park | 0.00 | 0.00 | 1,500.00 | 0.00 | -1,500.00 |
| Resurfacing car park | 15,000.00 | 5,000.00 | 0.00 | 0.00 | 20,000.00 |
| Village Hall | 0.00 | 10,000.00 | 0.00 | 0.00 | 10,000.00 |
| **Total Earmarked** | **15,000.00** | **15,000.00** | **1,500.00** | **0.00** | **28,500.00** |

**TOTAL RESERVE GENERAL FUND TOTAL FUNDS**

**15,000.00 15,000.00 1,500.00 0.00 28,500.00**

41,894.57

70,394.57

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**WTC 25/05/23**

**Item 9**

**CONTINENTAL MARKET ON HARBOUR- LITTER COLLECTION**

**Purpose of the Report and Recommendation**

To inform the Council of the Continental Market on the Harbour and to recommend a contribution to the Harbour Commissioners towards the cost of letter collection during that weekend

1. **INTRODUCTION**
2. The Council has organised a series of events in Whitehaven for 2023. One of these is the Whitehaven Summer Fair which runs from 20th to 24th July 2023 and the Continental Market and a Fair will be on the Harbour during this time.
3. The Council makes contributions towards the costs of the Harbour Commissioners Contractor to collect and dispose of litter on the Harbour when we have events on the Harbour as the amount of litter increases when there is an event on.
4. The amounts we have paid in previous years have varied depending on the length of the event but last year for the Leyland Bus Show it was £702. Based on that it is likely to be in the region of £800
   1. **RECOMMENDATION**
   2. That the Council makes a 50% contribution or a maximum of £800 (whichever shall be the lesser) to the Harbour

Commissioners Contractor towards the cost of litter collection and removal from the Harbour during the Whitehaven Summer Fair.

**WTC 25/05//2023**

**Item 10**

**PROVISION OF FLOORING IN MARQUEE**

**Purpose of the Report and Recommendation**

To inform the Council of the requirement for flooring in a 12x9 Marquee for the Science Fair for the public in St Nicholas Gardens on 29th June 2023 and to approve the expenditure.

**1.0 INTRODUCTION**

* 1. The Council has organised a Science Show for local schools on 29th June 2023. This is in a marquee in St Nicholas Gardens and the marquee measures 15x9. Flooring is required for the marquee at a cost of £545 which was previously approved by the C0uncil
  2. To enhance this a Science Fair has also been organised for the public to visit when various exhibits will be displayed. This will take place in another two 12x6 marquees in St Nicholas Gardens.
  3. One of the exhibitors proposes to bring a 6x6 planetarium (an example of this is shown at Appendix 1) and this will require flooring in one of the l 2x6 marquees. The Council's marquee provider has been asked for a price for this but at the time of writing the rep011 this has not been received. Based on the cost for flooring for the l 5x9 marquee it is likely that this will cost

£450 to £500

1. **.0 RECOMMENDATION**
   1. That the Council approves the expenditure for flooring for

the l 2x9 marquee for the Science Fair in St Nicholas Gardens on 29th June 2023

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***ITEM* lo**

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Whitehaven Town Council Nuclear Report 4 West Cumbria Sites Stakeholder Group

Tuesday 2 May 2023

1300- 1600

AGENDA

1. Welcome by the Chairman David Moore
2. Update on WCSSG structure/transition
   * Discussion re: Town Council attendance
3. NOA report - followed by Q&A
4. Sellafield Ltd reports - followed by Q&A
   * Brief update on past 6 months
   * Sellafield Ltd structure
5. Office of Nuclear Regulation report - ONR
6. Environment Agency report - EA
7. Nuclear Waste Services reports - followed by Q&A

Bob Jones

Gillian Elliott

Roger Cowton

Gary Cook

Richard Wood

Mike Piggot

* Brief update on past 6 months
* NWS structure - format for the August meeting

1. WCSSG draft response to the DESNZ consultation on Bob Jones/ Radioactive Waste Management and Decommissioning policy
   * Discussions / endorsement all

Date of future meetings:

* *Tuesday 8 August 2023* - *note this meeting has been changed from 1 August*
* *Tuesday* 7 *November 2023*

Summery

The most important part of the meeting from a Whitehaven Town Council point of view was the presentation that was given by Jamie Reed (NOA).

The NDA formally announced the start of the social economic impact refresher. Mr Reed explained there would be no back-doors with this report.

The four P's would take priority purpose, people, places, projects.

This obligation around socio-economic responsibility is part of the 2004 Energy Act. The NDA will work with **LEP** and the levelling up programme.

This is a strategic refresher and the NOA want to know what the community priorities are.

This on going consultation will be published in January 2024. The NDA produced a number of statistics which included...

The NDA are responsible for 40,000 jobs nationally which includes 20,000 in West Cumbria which amounts to 28% of the local workforce and 1.39 billion in wages.

A more detailed breakdown of the statistics will be sent out to all Sellafield sites stakeholder members.

Prior to the NOA presentation Bob Jones the chair of the enables working group confirmed that Whitehaven Town Council are full voting members of the Stakeholders Group and the new members would be requested to submit preferences to join the working groups.

Finally

I would strongly recommend that the Town Council fully engage with the NDA social economic impact refresher.

I would propose that we create a vision for Whitehaven which could include a three level approach plan covering immediate, intermediate and long term vision.

**WTC 25/05//2023**

**Item 12**

**OFFICE ACCOMMODATION UPDATE**

**Purpose of the Report and Recommendation**

To update the Council on the present position with regards to Office Accommodation.

**1.0 INTRODUCTION**

* 1. Further to Minute 2241/23 when the Council's Architect reported that he was having great difficulty posting the tender documents for the renovation of the Council's office building onto the Government Contract Finder.
  2. This problem has now been sorted and the tender documents have been posted (see Appendix 1)

**2.0 RECOMMENDATION**

2.1 That the Council approves and notes the position

**Whitehaven Town Council**

**From: Sent: To: Subject:**

Paul Morton [<p.morton@phparchitects.co.uk>](mailto:p.morton@phparchitects.co.uk) 15 May 2023 13:31

Whitehaven Town Council

Whitehaven Town Council - Tender submission

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Hi Marlene,

After sustained efforts by all involved, we are pleased to confirm the tender is now live on the portal as required. Please see below link. If there is anything you need us to change, please let me know:

https://[www.contractsfinder.service.gov.uk/Notice/f22905da-aa04-4124-9b8b-60afe9f96b27](http://www.contractsfinder.service.gov.uk/Notice/f22905da-aa04-4124-9b8b-60afe9f96b27)

We have made the closing date 16 June 2023, providing approx. 5 weeks for contractors to price the works. They may well request longer but we can deal with that in due course. I didn't want to provide 6 weeks or more to only be requested for an extension to the tender period later on, as these things tend to gather dust for the first couple of weeks with most anyway.

I've asked the interested parties to contact me about a site visit/ meeting for visual inspection. Depending on numbers of interested parties we will likely designate an open day for tendering contractors to visit to avoid multiple visits and disturbance across a sustained period. We'll see how the tender is received and look to identify people's availability before agreeing the date to suit all.

Fingers crossed a few out there are looking for work and we obtain a decent price for the works in question. Time will tell!

I'll also make Stobbart's and William King aware the tender is now live, as they were keen to price a while ago.

Kind regards,

**Paul Morton**

Director

*M:* 07990019757

*For and on behalf of PH Partnership Architects*

***(Ph'J*PH PARTNERSHIP** ARCHITECTS

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*w:* [www.phparchitects.co.uk](http://www.phparchitects.co.uk/)

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**Whitehaven Town Council - HQ refurbishment and extension works**

PHP ARCHITECTS LIMITED

Published date: 15 May 2023

Open opportunity- This means that the contract is currently active, and the buying department is looking for potential suppliers to fulfilthecontract.

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Closing: 16 June 2023, 12pm

###### Contract summary

**Industry**

* Construction work - 45000000

**Location of contract**

CA287AW

**Value of contract**

£500,000

**Procurement reference**

Whitehaven Town Council- HQ refurbishment and extension works

**Published date**

15 May 2023

**Closing date** 16June 2023 **Closing time** 12pm

**Contract start date** 7 July 2023 **Contract end date** 22 December 2023 **Contract type** Works

**Procedure type**

Open procedure (above threshold)

* What is an OQen Qrocedure (above threshold)l

**Contract is suitable for SMEs?**

Yes

**Contract is suitable for VCSEs?**

No

###### Description

Extension, alterations and refurbishment to an existing three-storey corner property located on the corner of Queen Street and Roper Street, to create Whitehaven Town Council Headquarters.

Works to include a new lift to provide accessibility to all floors. Works include

external grading to existing ginnel and entrance courtyard to provide accessibility to meet Approved document M (vol 2).

###### More information

**Links**

httP-s://1drv.ms/f/s!AiGB1obEoE27glEw7Vp-sTZljl-l?e=1vARVP

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* Bidding documents

How to apply

Follow the instructions given in the description or the more information section.

About the buyer

**Contact name** Paul Morton **Address**

10 Lumley Court CHESTER LE STREET DH21AN

England **Telephone** 01914109838

**Email**

[R.morton@RhP-architects.co.uk](mailto:R.morton@RhP-architects.co.uk)

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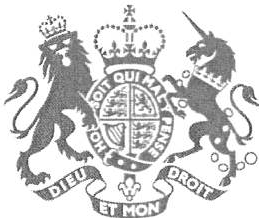
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**WTC 25/05//2023**

**Item 13**

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**Purpose of the Report and Recommendation**

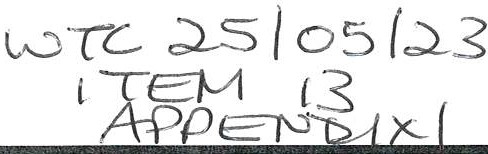
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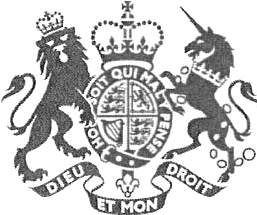
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