

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... *Marlene Jewell* ... Dated... *19th May 2023* ...
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.

3. Public Participation

4. Minutes of the Annual Council Meeting held on 18th May 2023 – to follow

5. Planning Applications

6. Finance Report

7. Annual Governance and Accountability Return

8. Scribe Accounts System

9. Continental Market on Harbour– Litter Collection

10. Provision of Flooring in Marquee

11. WCSSG – Councillor E Dinsdale to give a report

12. Office Accommodation Update

13. Request for Support for Funding for Harbour Project – Councillor O’Kane to give a report

14. Councillor Ward Matters

15. 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.

16. Complaint re Allotment Site

WTC 25/05/2023

Item 5

Planning Application for Consideration by Whitehaven Town Council

<u>Application Number</u>	<u>Detail</u>
4/23/2073/0F1	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
4/23/2088/0F1	Consultation on Additional and Amended Information: PROPOSED RESIDENTIAL DEVELOPMENT FOR 23 DWELLINGS INCLUDING ASSOCIATED INFRASTRUCTURE AND LANDSCAPING (RESUBMISSION OF 4/22/2135/0F1) LAND AT HARRAS ROAD, HARRAS PARK, WHITEHAVEN
4/23/2111/0F1	REMOVAL OF EXISTING CONSERVATORY AND ERECTION OF EXTENDED LIVING SPACE ON SAME FOOTPRINT 24 WINCHESTER DRIVE, WHITEHAVEN
4/23/2115/0F1	DEMOLITION OF EXISTING CONSERVATORY AND ERECTION OF A NEW SINGLE STOREY EXTENSION TO REAR OF EXISTING DWELLING GHYLL BANK HOUSE, INKERMAN TERRACE, WHITEHAVEN
4/23/2116/0F1	PROPOSED DEMOLITION OF EXISTING CONSERVATORY AND ERECTION OF NEW SINGLE STOREY EXTENSION TO REAR OF PROPERTY 46 HILLCREST AVENUE, WHITEHAVEN

<u>Application Number</u>	<u>Detail</u>
4/23/2133/0L1	LISTED BUILDING CONSENT FOR REPLACEMENT ROOFLIGHT IN EXTENSION TO REAR 11 CORKICKLE, WHITEHAVEN
4/23/2136/0F1	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

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.

1.0 INTRODUCTION

- 1.1 Authorise the payment of all invoices as listed in Appendix 1.
- 1.2 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.

2.0 FINANCIAL POSITION

- 2.1 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.
- 2.2 The balance in the deposit account is £610,571.03.

3.0 RECOMMENDATION

- 3.1 The invoices listed and shown in Appendix 1 be approved and authorised for payment.
- 3.2 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	Column1
28/04/2023	Mrs M Jewell	Employees/Allowances	Re-imburement for Painting Competition Prize	£ 100.00		
30/04/2023	Derwent Recycling Services Ltd	3rd Party	Skip - Crow Park Allotments	£ 360.00	£23 Small Holdings Allotment Act 1908	£111 LGA 1972
30/04/2023	Derwent Recycling Services Ltd	3rd Party	Skip - Midgley Allotments	£ 360.00	£23 Small Holdings Allotment Act 1908	£144 LGA 1972
30/04/2023	Newsquest Media Group	Events	Cumbria Life Advert	£ 540.00		
30/04/2023	Arborscape	3rd Party	Allotment and Pigeon Loft Maintenance Contract - April 2023	£ 374.40	£23 Small Holdings Allotment Act 1908	
04/05/2023	Mrs V Gorley	Employees/Allowances	Reimbursement for batteries	£ 10.50		£111 LGA 1972
04/05/2023	Rachael Kelly	3rd Party	Internal Audit fee for Year End Accounts 31.03.2023	£ 250.00		£111 LGA 1972
05/05/2023	Sharp Business Systems	Supplies & Services	Photocopier charges - minimum charge for Apr 2023	£ 30.00		£111 LGA 1972
09/05/2023	Market Place (Europe) Ltd	Events	Skips for Continental Market on Coronation Weekend	£ 576.00		£144 LGA 1972
09/05/2023	Mrs V Gorley	Supplies & Services	Postage	£ 3.20		£111 LGA 1972
18/05/2023	Mrs V Gorley	Employees/Allowances	Re-imburement for the purchase of Tippex	£ 2.60		£111 LGA 1972

£ 2,606.70

WHITEHAVEN TOWN COUNCIL

CASH BOOK FROM 1 APRIL 2023

APPENDIX 2

Date	Ref	Payee	Unpresented cheques as of 31.03.23	Employees/ Allowances	Supplies/ Premises Services	3rd Party	Grants	Allotmts	Ground Maint	Civic Hospitality	Ranger/SO	W.I.B	Ward Grants	Elections	Environmental Improvements	Events	Contingencies	Reserves	Net Total	VAT	Total	Min. Ref.
<u>April-2023</u>																						
		Unpresented cheques b/fwd from 2022/2023	2869.41																			carried f/wd
1	01.04.2023	1157 Copeland Borough Council			12100.75																	
2	06.04.2023	BACS Newsquest Media Group																				
3	06.04.2023	BACS Hensingham ARLFC Youth																				
4	06.04.2023	BACS Hensingham ARLFC Youth											1000.00									Ward Grant - 2022/23
5	12.04.2023	DD Water Plus											750.00									Ward Grant - 2022/23
	14.04.2023	BACS Staff		5294.59					64.51													Contract
	14.04.2023	BACS HMRC		2112.52																		2162/22
	14.04.2022	BACS Cumbria LGPS		752.33																		HMRC
6	14.04.2022	BACS npower Business Solutions																				6317/17 (ii)
7	14.04.2022	BACS Mr D Horner											500.00									
8	17.04.2023	DD Crown Gas & Power			332.68																	
9	19.04.2023	DD BT Group				129.15																Contract
10	22.04.2023	DD Water Plus							12.27													Contract
11	22.04.2023	DD Water Plus			41.77																	Contract
12	28.04.2023	BACS Eden Springs UK Limited				7.70																
13	28.04.2023	BACS POD (North West) Ltd																				
14	28.04.2023	BACS Derwent Recycling Services Ltd											300.00									
15	28.04.2023	BACS Derwent Recycling Services Ltd											300.00									
16	28.04.2023	BACS Mrs V Gorley		4.49																		
17	28.04.2023	BACS CALC			2005.98																	
18	28.04.2023	BACS Copeland Borough Council			70.00																	
19	28.04.2023	BACS POD (North West) Ltd																				
20	28.04.2023	BACS Sharp Business Systems UK Plc				52.98																
21	28.04.2023	BACS Mrs M Jewell		18.50																		
22	28.04.2023	BACS Thomas Graham & Sons Limited											59.57									
23	28.04.2023	BACS Mrs V Gorley		2.48																		
24	28.04.2023	BACS npower Business Solutions																				
25	28.04.2023	BACS Mrs M Jewell																				
26	28.04.2023	BACS The Solway Hall			120.00																	
27	28.04.2023	BACS Mrs M Jewell																				
28	28.04.2023	BACS Mrs V Gorley																				
29	28.04.2023	BACS Mr C Maudling		195.40																		
30	28.04.2023	BACS Whitehaven Heritage Action Group											1000.00									
31	28.04.2023	BACS Viking			49.85																	
<u>May-2023</u>																						
32	02.05.2023	BACS Zurich Municipal				3497.69																Contract
33	15.05.2023	DD Crown Gas & Power			265.78																	Contract
	15.05.2023	BACS Cumbria LGPS		752.33																		6317/17 (ii)
	15.05.2023	BACS HMRC		2112.93																		HMRC
	15.05.2023	BACS Staff		5294.18																		2162/22
			2869.41	16539.75	12715.05	5693.50	2583.75	0.00	676.78	0.00	0.00	0.00	59.57	2750.00	0.00	0.00	1509.60	0.00	0.00	£ 46,163.19	£ 728.94	£ 46,892.13

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	Precept 2023/2024	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	504317.78
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WHITEHAVEN TOWN COUNCIL
SUMMARISED INCOME & EXPENDITURE STATEMENT
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	£	1,143,108.15	

BANK BALANCES

CBS 53905917 (17/05/2023)		532,556.22	
CBS 53906216 (17/05/2023)		610,571.03	
	£	1,143,127.25	

Less Unpresented Cheques

19.10

FINANCIAL POSITION

£ 1,143,108.15

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.

1.0 INTRODUCTION

- 1.1 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.
- 1.2 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.

2.0 Process for The Annual Return

- 2.1 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.
- 2.2 The Council is required by Moore to take the following steps: -

- (i) 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.
- (ii) 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.
- (iii) The Internal Auditors Report be approved.
- (iv) 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.
- (v) 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.

3.0 INTERNAL AUDIT REPORT - 2022/2023 ACCOUNTS

3.1 Attached at Appendix 2 is the Internal Audit Report for the 2022/2023 Accounts which members are asked to consider and approve.

4.0 RECOMMENDATION

4.1 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: -

- (i) 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;
- (ii) 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;
- (iii) That the Internal Audit Report be approved;
- (iv) 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;
- (v) That the completed and approved Annual Return be submitted to Moore as soon as possible following the Council meeting.

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 **Section 1, 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' in the Accounts and Audit 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.

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		Yes	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	Have all highlighted boxes been completed by the internal auditor and explanations 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?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	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.		

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2022/23

WHITEHAVEN TOWN COUNCIL

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.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			✓
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. 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 trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. 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 limited assurance review of its 2021/22 AGAR tick "not covered")			✓
L. 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.	✓		
M. 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 and Audit Regulations (during the 2022-23 AGAR period, were public rights in relation to the 2021-22 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2021/22 AGAR (see AGAR Page 1 Guidance Notes).	✓		
O. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

03/05/2023 04/05/2023

Name of person who carried out the internal audit

Rachael Kelly (AATQB PSLCC)

Signature of person who carried out the internal audit



Date

04/05/2023

*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

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	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
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.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
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.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
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.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>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.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
			✓

***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:

DATE

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

ENTER URL www.whitehaventowncouncil.co.uk PAGE ADDRESS

Section 2 – Accounting Statements 2022/23 for

WHITEHAVEN TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2022 £	31 March 2023 £	
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. (+) Precept or 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 interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	298,521	322,335	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	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.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)				The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			✓	The figures in the accounting statements above do not include any Trust transactions.

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

Marlene Jewell
Date 15/05/2023

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

DD/MM/YYYY
as recorded in minute reference:
MINUTE REFERENCE
Signed by Chairman of the meeting where the Accounting Statements were approved
SIGNATURE REQUIRED

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/code-audit-practice/guidance-and-information-for-auditors/>.

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

- summarises the accounting records for the year ended 31 March 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

(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)

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

(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

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YYYY

WTC - 25/05/2023
 Appendix 2
 Agenda Item 7

Internal Audit Sheet

Name of Council: Whitehaven Town Council

Name of Clerk: Marlene Jewell

1. Book Keeping				
		Yes	No	Comments
1.1	Ledger maintained and up to date?	✓		
1.2	Arithmetic correct?	✓		
1.3	Evidence of internal Control?	✓		
1.4	VAT evidence, recording and reclaimed?	✓		
1.5	Payments in ledger supported by invoices, authorised and minuted? (see schedule)	✓		
1.6	S137 separately recorded and within limits?	✓		
1.7	S137 expenditure of direct benefit to electorate?	✓		
2. Due Process				
		Yes	No	Comments
2.1	Standing Orders adopted?	✓		
2.2	Standing Orders reviewed at annual meeting?	✓		
2.3	Financial Regulations adopted?	✓		
2.4	FRs properly tailored to council?	✓		
2.5	Equal Opportunities policy adopted?	✓		
2.6	RFO appointed?	✓		
2.7	List of member interests held?	✓		
2.8	Agendas signed, informative and displayed with 3 clear days notice?	✓		
2.9	Purchase orders raised for all expenditure?			N/A
2.10	Purchasing authority defined in FRs?	✓		
2.11	Committee terms of reference exist and have been reviewed?		✓	Committees use, agendas & minutes displayed, ToRs not seen
3. Risk Management				
		Yes	No	Comments
3.1	Does scan of minutes reveal any unusual activity?		✓	

Internal Audit Sheet

3.2	Annual risk assessment carried out?	✓		
3.3	Insurance cover appropriate and adequate?	✓		
3.4	Evidence of annual insurance review?	✓		
3.5	Internal financial controls documented and evidenced?	✓		
3.6	Minutes initialled, each page identified and overall signed?	✓		
3.7	Regular reporting and minuting of bank balance?	✓		
3.8	S137 expenditure minuted?	✓		

4. Budget

		Yes	No	Comments
4.1	Annual budget to support precept?	✓		
4.2	Has budget been discussed and adopted by council?	✓		
4.3	Any reserves earmarked?	✓		
4.4	Any unexplained variances from budget?	✓		
4.5	Precept demand correctly minuted?	✓		

5. Payroll — Staff

		Yes	No	Comments
5.1	Contract of employment?	✓		
5.2	Tax code issued / contracted out?	✓		
5.3	PAYE / NI evidence?	✓		
5.4	Has council approved salary paid?	✓		
5.5	Other payments reasonable and approved by council?	✓		

6. Payroll — Other

		Yes	No	Comments
6.1	Contract of employment?	✓		
6.2	Does council have public liability cover?	✓		
6.3	Tax codes issued?	✓		
6.4	Minimum wage paid?	✓		
6.5	Complaints procedure in place?	✓		

Internal Audit Sheet

7. Asset Control			
	Yes	No	Comments
7.1	Does council keep a register of all material assets owned?	✓	
7.2	Is asset register up to date?	✓	
7.3	Value of individual assets included?	✓	
7.4	Inspected for risk and H&S?	✓	
7.5	Record of deeds, articles and land register references available?	✓	In archives

8. Bank Reconciliations			
	Yes	No	Comments
8.1	Is there a bank reconciliation for each account?	✓	
8.2	Reconciliation carried out on receipt of statement?	✓	
8.3	Any unexplained balancing entries in any reconciliation?	✓	

9. Year End Procedures			
	Yes	No	Comments
9.1	Year end accounts prepared on correct accounting basis?	✓	
9.2	Bank statements and ledger reconcile?	✓	
9.3	Underlying financial trail from records to presented accounts?	✓	
9.4	Where appropriate, debtors and creditors properly recorded?	✓	

10. Miscellaneous			
	Yes	No	Comments
10.1	Have points raised at the last audit been addressed?		None raised
10.2	When has the Code of Conduct been adopted?	✓	2022
10.3	Is eligibility for General Power of Competence properly evidenced?		N/A
10.4	Are all electronic files backed up?	✓	
10.5	Do arrangements for public inspection of council's records exist?	✓	

Internal Audit Sheet

Internal audit carried out by	R Kelly	R Kelly
Audit type (delete as appropriate)	Interim	Annual
Date	03.05.2023	

For auditor's use only	
Section 4 of Annual Return Form completed and signed	Yes
Report/letter sent to council	Sent 03.05.2023

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

- 1.1 The Council like many other Councils currently deals with its accounts by way of spreadsheets.
- 1.2 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.
- 1.3 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.
- 1.4 The Clerk and Assistant Clerk have attended a zoom presentation on the system (no cost for this) and were very impressed
- 1.5 The cost of the SCRIBE software is as follows
 - i. 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.
 - iii. Free support by phone and email and daily data backups

- iv. 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.

2.0 RECOMMENDATION

- 2.1 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

WTC 25/05/23
ITEM 8
APPENDIX 1



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



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 (billed annually)	£99	12 months	£1,197
Onboarding			
One-off onboarding fee	£797	1	£797
Additional Services			
Support via phone and email	FREE	Unlimited	£0
Access to training via Scribe Academy™	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 Dafforn
Chief Customer Officer



Hannah Driver (MAAT),
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

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

Dayworth Town Council
ANNUAL RETURN - Section 2 - Statement of Accounts
Accounts for Year from 01/04/2021 to 31/03/2022

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.

Item No.	Description	Last Year £	This Year £
1	Balance brought fwd	0.00	2243.33
2	Annual precept	0.00	0.00
3	Total other receipts	0.00	10529.90
4	Staff Costs	0.00	18800.02
5	Loan interest/capital repayments	0.00	0.00

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 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

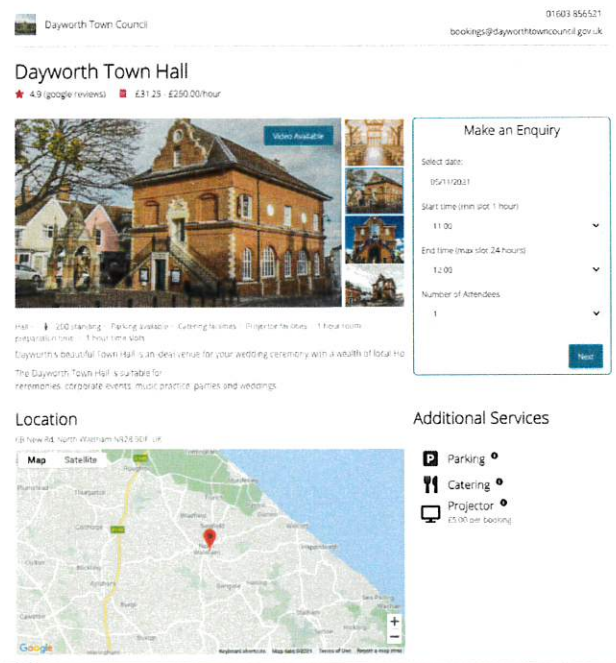
Scribe Bookings

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



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

Key Features:

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

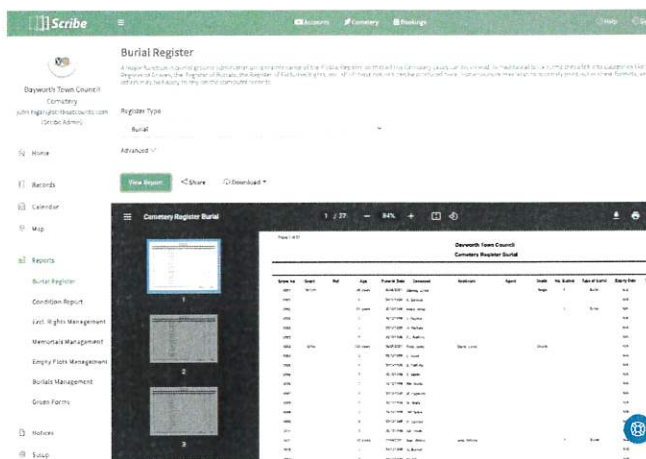
Scribe Cemetery

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

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

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

Scribe Allotments

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.

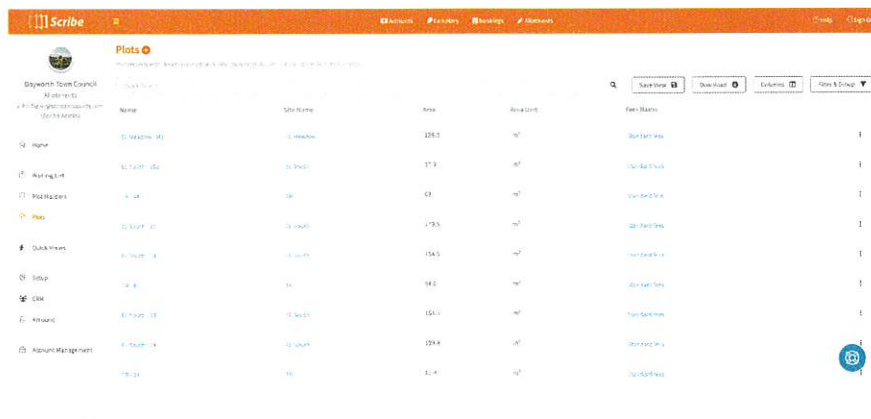
Rents & Reminders- generate invoices, bulk email to customers and automatically send payment reminders

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.



The screenshot shows the Scribe software interface for managing allotments. The top navigation bar includes 'Scribe', 'Allotments', 'Tenancy', 'Invoices', 'Reports', and 'Help'. The main content area is titled 'Plots' and displays a table of allotment plots. The table has columns for Name, Site Name, Area, Area Code, and Fees Status. A sidebar on the left shows a navigation menu with options like 'Home', 'Waiting List', 'Plot Register', 'Fees', 'Quick View', 'Setup', 'CRM', 'Reporting', and 'Account Management'. The table lists several plots with their respective details.

Name	Site Name	Area	Area Code	Fees Status
Home	10/10/10/10	125.5	10	Not Set
Waiting List	10/10/10/10	17.3	10	Not Set
Plot Register	10/10/10/10	51	10	Not Set
Fees	10/10/10/10	173.5	10	Not Set
Quick View	10/10/10/10	154.5	10	Not Set
Setup	10/10/10/10	19.8	10	Not Set
CRM	10/10/10/10	154.5	10	Not Set
Reporting	10/10/10/10	124.4	10	Not Set
Account Management	10/10/10/10	11.4	10	Not Set

Free Training – Webinar and Toolkits

Free webinars and conferences

We have hosted

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

Scribefest 1 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](#)



 **Scribefest**
Empowering Town and Parish Councils Together



Jackie Weaver

What our customers say



"Scribe saved me so much time, I have managed to secure £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 is easy & intuitive. My quarterly budget report used to take 3-4 days, now it takes 1 hour" -> [watch here](#)

Nicola Gray - Corfe Mullen Town Council



"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

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	750,000.00	750,000.00					(0%)
2	Sundry Income		289.45	289				289 (N/A)
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

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Grasscutting				800.00	2,374.00	-1,574	-1,574 (-196%)
7	General grounds maintenance					496.00	-496	-496 (N/A)
SUB TOTAL					800.00	2,870.00	-2,070	-2,070 (-258%)

Allotments

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3	Allotment fees	250.00	623.00	373	120.00		120	493 (133%)
10	Allotment maintenance				512.00	524.00	-12	-12 (-2%)
14	Water				670.00	123.00	547	547 (81%)
SUB TOTAL		250.00	623.00	373	1,302.00	647.00	655	1,028 (66%)

Office Costs

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
5	Stationery				50.00	680.00	-630	-630 (-1260%)
9	Phone & Broadband				100.00		100	100 (100%)
SUB TOTAL					150.00	680.00	-530	-530 (-353%)

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
6	Printer				85.00	173.00	-88	-88 (-103%)
8	Staff Costs				10,000.00	16,896.00	-6,896	-6,896 (-68%)
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)

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

Code	Title	Receipts			Payments			Net Position
		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%)

Summary

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		

Scribe Town Council

Prepared by: _____
Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 28/02/2021		
	Cash in Hand 01/04/2020		71,671.86
	ADD Receipts 01/04/2020 - 28/02/2021		24,619.04
			96,290.90
	SUBTRACT Payments 01/04/2020 - 28/02/2021		25,808.76
A	Cash in Hand 28/02/2021 (per Cash Book)		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 unrepresented payments		9,223.62
			70,326.91
	Plus unrepresented receipts		155.23
B	Adjusted Bank Balance		70,482.14
	A = B Checks out OK		

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

Scribe Town Council
PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
1 Printer	03/04/2020		Current Account		Cartridges	Stationery 4U	S	30.00	6.00	36.00
4 General grounds maintenanc	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	58.00	11.61	69.61
5 Grasscutting	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	20.00	4.00	24.00
2 Grasscutting	10/04/2020		Current Account		Grasscutting	Lawncare	S	68.00	13.60	81.60
3 Water	17/04/2020		Current Account		Water bill	Anglian Water	S	123.00	24.60	147.60
6 Staff Costs	30/04/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
7 Stationery	18/06/2020		Current Account		Materials	Stationery 4U	X	650.00	0.00	650.00
8 General grounds maintenanc	01/07/2020		Current Account	454353	Hedge cutting	S Scott Maintenance	S	88.00	17.60	105.60
9 Grasscutting	31/07/2020		Current Account	123444	Grasscutting	Lawncare	S	100.00	20.00	120.00
10 Grasscutting	06/08/2020		Current Account	545454	Grasscutting	S Scott Maintenance	S	88.00	17.60	105.60
11 Grasscutting	28/08/2020		Current Account		Grasscutting	Lawncare	X	56.00	0.00	56.00
12 Staff Costs	28/08/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
13 Printer	01/09/2020		Current Account		Paper	Stationery 4U	S	23.00	4.60	27.60
14 Hall hire	02/09/2020		Current Account		Hall hire	District Council	X	150.33	0.00	150.33
16 Electricity	09/09/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
15 Grasscutting	09/09/2020		Current Account	6767	Grasscutting	Lawncare	S	50.00	10.00	60.00
17 Grasscutting	11/09/2020		Current Account	676566	Grasscutting	Lawncare	S	65.00	13.00	78.00
18 Grasscutting	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
19 Allotment maintenance	22/09/2020		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
20 Grasscutting	14/10/2020		Current Account	DD	Grasscutting	Lawncare	S	87.00	17.40	104.40
21 Grasscutting	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	25.00	5.00	30.00
22 General grounds maintenanc	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	40.00	8.00	48.00
29 Play park	15/10/2020		Current Account		Play park equipment	Playsafety Ltd	S	1,500.00	300.00	1,800.00
23 Staff Costs	15/10/2020		Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
25 Electricity	16/10/2020		Current Account		Electricity	ABC Electricity	L	131.00	6.55	137.55
24 General grounds maintenanc	16/10/2020		Current Account	65644	Fence repair	S Scott Maintenance	S	87.00	17.40	104.40
26 Staff Costs	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00
27 Staff Costs	16/10/2020		Current Account		Salary	All salaries	X	500.00	0.00	500.00
28 Staff Costs	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00
30 Grasscutting	29/10/2020		Current Account	434565	Grasscutting	Lawncare	X	65.00	0.00	65.00
31 Staff Costs	01/11/2020		Current Account		Clerk's salary	The Clerk	X	980.00	0.00	980.00
32 Printer	10/11/2020		Current Account		Electricity	ABC Electricity	L	100.00	5.00	105.00
33 Grasscutting	20/11/2020		Current Account	222424	Grasscutting	Lawncare	S	50.00	10.00	60.00
34 Grasscutting	26/11/2020		Current Account	BACS	Grasscutting	Lawncare	S	65.00	13.00	78.00
35 Staff Costs	26/11/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
36 General grounds maintenanc	01/12/2020		Current Account	544545	Hedge cutting	S Scott Maintenance	S	56.00	11.20	67.20

Scribe Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
37	Staff Costs	01/12/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
39	Electricity	04/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
38	Allotment maintenance	04/12/2020		Current Account	56464	Fence painting	S Scott Maintenance	S	90.00	18.00	108.00
41	Electricity	10/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
42	Allotment maintenance	10/12/2020		Current Account	56474	Hedge cutting	Mr Thomson	X	89.00	0.00	89.00
43	Staff Costs	11/12/2020		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
44	Allotment maintenance	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
48	Grasscutting	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
45	Electricity	18/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
40	Website Costs	01/01/2021		Current Account		Services	Company	S	100.00	20.00	120.00
46	Allotment maintenance	08/01/2021		Current Account	1243341	Fence painting	S Scott Maintenance	S	80.00	16.00	96.00
47	Staff Costs	08/01/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
52	Allotment maintenance	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
53	Grasscutting	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
51	Electricity	29/01/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
49	General grounds maintenanc	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	37.00	7.40	44.40
50	Allotment maintenance	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	30.00	6.01	36.01
54	Staff Costs	29/01/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
70	Electricity	01/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
56	Staff Costs	01/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
64	Electricity	02/02/2021		Current Account		Electricity	ABC Electricity	L	132.00	6.60	138.60
61	Website Costs	02/02/2021		Current Account	Direct Debit	Banner Printing	Somerset County Council	S	180.00	36.00	216.00
62	Grasscutting	02/02/2021		Current Account	Direct Debit	Grass Cutting	John Smith	S	150.00	30.00	180.00
63	Grasscutting	02/02/2021		Current Account	Direct Debit	Expenses	John Smith	S	50.00	10.00	60.00
55	Allotment maintenance	03/02/2021		Current Account	64737	Fence repair	S Scott Maintenance	S	90.00	18.01	108.01
69	Staff Costs	03/02/2021		Current Account	123456	Clerk's salary	The Clerk	S	20.00	4.00	24.00
71	Staff Costs	03/02/2021		Current Account	123456	Clerk's salary	The Clerk	X	896.00	0.00	896.00
59	Electricity	09/02/2021		Current Account		Electricity	ABC Electricity	L	120.00	6.00	126.00
57	Grasscutting	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
58	General grounds maintenanc	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
60	Stationery	09/02/2021		Current Account	9878765	Ink cartridges	Stationery 4U	S	30.00	6.00	36.00
74	Staff Costs	10/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
65	Printer	11/02/2021		Current Account		Taxi Expense	J Parker	L	20.00	0.75	20.75
68	Electricity	12/02/2021		Current Account		Electricity	ABC Electricity	L	130.00	6.50	136.50
66	Grasscutting	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
67	General grounds maintenanc	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
73	Electricity	17/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
72	Staff Costs	18/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
76	Electricity	19/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25

9 March 2021 (2020 - 2021)

Scribe Town Council
PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
75	Staff Costs	19/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
77	Grasscutting	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	1,200.00	240.00	1,440.00
78	General grounds maintenanc	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	40.00	8.00	48.00
79	Staff Costs	28/02/2021		Current Account		Clerk's salary	The Clerk	X	960.00	0.00	960.00
								Total	24,709.33	1,099.43	25,808.76

Scribe Town Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
Income								
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
Allotment 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								
Allotment fees	250.00	623.00	120.00	0.00	0.00	0.00	0.00	0.00
Allotment 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
Office Costs								
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	280.00	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 park	0.00	0.00	5,000.00	0.00	0.00	0.00	0.00	0.00

Scribe Town Council
Cost Centre Year Comparison Summary
All Cost Centres and Codes

Code Title	Receipts (Current Year)		Payments (Current Year)		Receipts (Last Year)		Payments (Last Year)	
	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual	Budgeted	Actual
SUB TOTAL	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	23,816.98	24,709.33	17,706.88	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

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	Vat	Total
2	10/04/2020		Current Account		Grasscutting	Lawncare	S	68.00	13.60	81.60
5	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	20.00	4.00	24.00
9	31/07/2020		Current Account	123444	Grasscutting	Lawncare	S	100.00	20.00	120.00
10	06/08/2020		Current Account	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		Current Account	1234	Grass Cutting	Mr Day	Z	50.00	0.00	50.00
20	14/10/2020		Current Account	DD	Grasscutting	Lawncare	S	87.00	17.40	104.40
21	15/10/2020		Current Account	654454	Grasscutting	Lawncare	S	25.00	5.00	30.00
30	29/10/2020		Current Account	434565	Grasscutting	Lawncare	X	65.00	0.00	65.00
33	20/11/2020		Current Account	222424	Grasscutting	Lawncare	S	50.00	10.00	60.00
34	26/11/2020		Current Account	BACS	Grasscutting	Lawncare	S	65.00	13.00	78.00
48	16/12/2020		Current Account	76765	Hedge cutting	S Scott Maintenance	S	50.00	10.00	60.00
53	28/01/2021		Current Account	685757	Fence painting	S Scott Maintenance	S	45.00	9.00	54.00
57	09/02/2021		Current Account	DD	Grasscutting	Lawncare	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	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
77	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	1,200.00	240.00	1,440.00
Subtotal for Code: Grasscutting								£2,374.00	£440.60	£2,814.60

Code Number 7 General grounds maintenance

Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
4	08/04/2020		Current Account	7679999	Hedge cutting	S Scott Maintenance	S	58.00	11.61	69.61
8	01/07/2020		Current Account	454353	Hedge cutting	S Scott Maintenance	S	88.00	17.60	105.60
22	15/10/2020		Current Account	654454	Grasscutting	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 cutting	S Scott Maintenance	S	56.00	11.20	67.20
49	29/01/2021		Current Account	565474	Hedge cutting	S Scott Maintenance	S	37.00	7.40	44.40
58	09/02/2021		Current Account	DD	Grasscutting	Lawncare	S	45.00	9.00	54.00
67	12/02/2021		Current Account	DD	Grass Cutting	Lawncare	S	45.00	9.00	54.00
78	25/02/2021		Current Account	DD	Grasscutting	Lawncare	S	40.00	8.00	48.00
Subtotal for Code: General grounds maintenance								£496.00	£99.21	£595.21
Subtotal for Cost Centre: Grounds Maintenance								2,870.00	539.81	3,409.81

Cost Centre Allotments

Scribe Town Council
Listing of Payments 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	04/12/2020		Current Account	56464	Fence painting	S Scott Maintenance	S	90.00	18.00	108.00
42	10/12/2020		Current Account	56474	Hedge cutting	Mr 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 painting	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 maintenance								£524.00	£77.02	£601.02

Code Number		14 Water								
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
3	17/04/2020		Current Account		Water bill	Anglian Water	S	123.00	24.60	147.60
Subtotal for Code: Water								£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	09/02/2021		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	03/04/2020		Current Account		Cartridges	Stationery 4U	S	30.00	6.00	36.00
13	01/09/2020		Current Account		Paper	Stationery 4U	S	23.00	4.60	27.60
32	10/11/2020		Current Account		Electricity	ABC Electricity	L	100.00	5.00	105.00
65	11/02/2021		Current Account		Taxi Expense	J Parker	L	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	30/04/2020		Current Account		Clerk's salary	The Clerk	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 Clerk	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	16/10/2020		Current Account		Salary	All salaries	X	1,000.00	0.00	1,000.00

Scribe Town Council
Listing of Payments 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	26/11/2020	Current Account			Clerk's salary	The Clerk	X	960.00	0.00	960.00
37	01/12/2020	Current 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	01/02/2021	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	Current Account			Clerk's salary	The Clerk	X	960.00	0.00	960.00
74	10/02/2021	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	28/02/2021	Current Account			Clerk's salary	The Clerk	X	960.00	0.00	960.00
Subtotal for Code: Staff 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	02/09/2020		Current Account		Hall hire	District Council	X	150.33	0.00	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	Net	Vat	Total
16	09/09/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
25	16/10/2020		Current Account		Electricity	ABC Electricity	L	131.00	6.55	137.55
39	04/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
41	10/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
45	18/12/2020		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
51	29/01/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
59	09/02/2021		Current Account		Electricity	ABC Electricity	L	120.00	6.00	126.00
64	02/02/2021		Current Account		Electricity	ABC Electricity	L	132.00	6.60	138.60
68	12/02/2021		Current Account		Electricity	ABC Electricity	L	130.00	6.50	136.50
70	01/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
73	17/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
76	19/02/2021		Current Account		Electricity	ABC Electricity	L	125.00	6.25	131.25
Subtotal for Code: Electricity								£1,513.00	£75.65	£1,588.65
Code Number	202 Website Costs									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
40	01/01/2021		Current Account		Services	Company	S	100.00	20.00	120.00
61	02/02/2021		Current Account	Direct Debit	Banner 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

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	17 Play park									
Vchr.	Date	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
29	15/10/2020		Current Account		Play park equipment	Playsafety Ltd	S	1,500.00	300.00	1,800.00
Subtotal 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

Scribe Town Council
Budget Report
Budget Report with Last Year's Budgets

Code	Title	Cost Centre	Notes	Current Year		Last Year	
				Receipts	Payments	Receipts	Payments
6	Printer	Administration		0.00	85.00	0.00	0.00
8	Staff Costs	Administration		0.00	10,000.00	0.00	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
1	Precept	Income	Increase of from previous year due to new	750,000.00	0.00	0.00	0.00
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

Scribe Town Council
Detailed Budget Summary

10 March 2021 (2020 - 2021)

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

Income	Last Year 2019 - 2020				Current Year 2020 - 2021						Next Year 2021 - 2022	
	Receipts		Payments		Receipts			Payments			Receipts	Payments
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
Code Title												
1 Precept	750,000.00	0.00	0.00	0.00	750,000.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
2 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 Maintenance	Last Year 2019 - 2020				Current Year 2020 - 2021						Next Year 2021 - 2022	
	Receipts		Payments		Receipts			Payments			Receipts	Payments
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
Code Title												
4 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
7 General grounds 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
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

Allotments	Last Year 2019 - 2020				Current Year 2020 - 2021						Next Year 2021 - 2022	
	Receipts		Payments		Receipts			Payments			Receipts	Payments
	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
Code Title												
3 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

Scribe Town Council
Detailed Budget Summary

10 March 2021 (2020 - 2021)

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	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
5	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
9	Phone & Broadband	0.00	0.00	100.00	0.00	0.00	0.00	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	
		Receipts		Payments		Receipts			Payments			Receipts	Payments
Code	Title	Budget	Actual	Budget	Actual	Budget	Actual	Forecast	Budget	Actual	Forecast	Budget	Budget
6	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
8	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	Website 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	
		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 park	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

Scribe Town Council
Fixed Assets and Long Term Investments

Asset Description	Date Acquired	Purchase Value	Current Value	Location /Responsibility	Estimated Life	Usage/Capacity	Charges
Long term investment	May 2020	150,000.00					
		150,000.00					
Allotments							
Storage shed	May 2011	1,000.00			15		
		1,000.00					
Village Hall							
Village Hall	June 2000	100,000.00	120,000.00	The Street, The Village.			
		100,000.00	120,000.00				
Grand Total:		251,000.00	120,000.00				

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	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Administration															
Printer	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
Hall 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
Website 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															
Allotment 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
Allotment 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
Water	670.00	123.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	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 park	5,000.00	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	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 mainte	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															
Precept	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	0.00	0.00
Donations	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
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	0.00	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

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

	Budget	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance
Administration															
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
Hall hire	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
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
Website 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	120.00	120.00
Allotments															
Allotment 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
Allotment 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	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
General grounds mainte	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	288.00	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	0.00	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															

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)

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

Scribe Town Council
Reserves Balance
 2020 - 2021

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
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	15,000.00	15,000.00	1,500.00	0.00	28,500.00
GENERAL FUND					41,894.57
TOTAL FUNDS					70,394.57

**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 litter collection during that weekend

1.0 INTRODUCTION

- 1.1 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.
- 1.2 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.
- 1.3 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

2.0 RECOMMENDATION

- 2.1 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.

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

- 1.1 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 Council
- 1.2 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.
- 1.3 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 12x6 marquees. The Council's marquee provider has been asked for a price for this but at the time of writing the report this has not been received. Based on the cost for flooring for the 15x9 marquee it is likely that this will cost £450 to £500

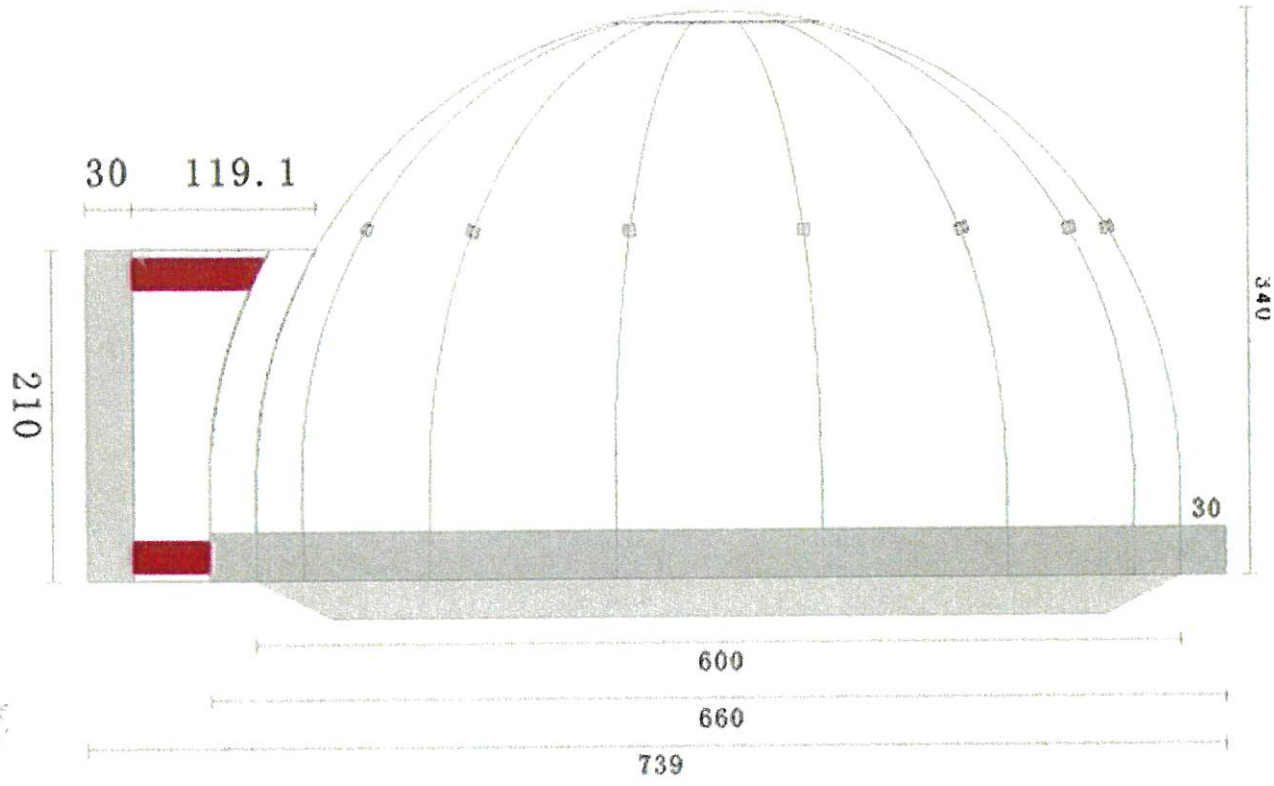
2.0 RECOMMENDATION

- 2.1 That the Council approves the expenditure for flooring for the 12x9 marquee for the Science Fair in St Nicholas Gardens on 29th June 2023

WTC 25/5/2003
ITEM 10
APPENDIX 1



6 meter 1 ring dome



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 <ul style="list-style-type: none">• Discussion re: Town Council attendance | Bob Jones |
| 3 | NDA report – followed by Q&A | Gillian Elliott |
| 4 | Sellafield Ltd reports – followed by Q&A <ul style="list-style-type: none">• Brief update on past 6 months• Sellafield Ltd structure | Roger Cowton |
| 5 | Office of Nuclear Regulation report – ONR | Gary Cook |
| 6 | Environment Agency report – EA | Richard Wood |
| 7 | Nuclear Waste Services reports – followed by Q&A <ul style="list-style-type: none">• Brief update on past 6 months• NWS structure – format for the August meeting | Mike Piggot |
| 8 | WCSSG draft response to the DESNZ consultation on Radioactive Waste Management and Decommissioning policy <ul style="list-style-type: none">• Discussions / endorsement | Bob Jones/
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 (NDA).

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 NDA 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 NDA 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.

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

- 1.1 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.
- 1.2 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: Paul Morton <p.morton@phparchitects.co.uk>
Sent: 15 May 2023 13:31
To: Whitehaven Town Council
Subject: Whitehaven Town Council - Tender submission

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>

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



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M: 07990019757

A: **Head Office:** 10 Lumley Court, Chester-le-Street, Co. Durham. DH2 1AN

T: 0191 4109838

A: **York Office:** Tower Court, Oakdale Road, Clifton Moor, York, YO30 4XL

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[Home \(/contractfinder\)](#) Whitehaven Town Council - HQ refurbishment and extension works

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 fulfil the contract.

[Watch this notice](#)

[Print this notice](#)

Closing: 16 June 2023, 12pm

Contract summary

Industry

- Construction work - 45000000

Location of contract

CA28 7AW

Value of contract

£500,000

Procurement reference

Whitehaven Town Council - HQ refurbishment and extension works

Published date

15 May 2023

Closing date

16 June 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 open procedure \(above threshold\)?](#)

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

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- Bidding documents
-

How to apply

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

About the buyer

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Address

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WTC 25/05/23
ITEM 13
APPENDIX 1

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