

Marlborough Town Council



2 July 2024

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

Dear Councillor

Finance and Policy Committee

You are **summoned** to attend the next meeting of the **Finance and Policy Committee**, which will be held on **Monday, 8 July 2024** at **7pm** in the Council Chamber, Marlborough Town Hall.

Yours sincerely

Richard Spencer-Williams

Richard Spencer-Williams, PSLCC

Town Clerk

If members of the public wish to attend they should notify the Town Clerk of this by noon on the Friday prior to the meeting. Places will be allocated on a first come first served basis. Organisations and interest groups are asked to send one delegate. Some members of the public may not be allowed to attend if all the allocated seats are taken.

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

PUBLIC QUESTION TIME

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

AGENDA

- 1. Apologies for absence**
- 2. Declarations of interest**
To receive any declarations of interest or requests for dispensation
- 3. Chair's Announcements**
- 4. Minutes**
To approve and sign the minutes of the meeting held 22 April 2024
- 5. Action Log**
To note and review the Action Log
- 6. Grants**
To consider an application for a grant
- 7. Finance Report Q1**
To note and consider the finance report for quarter 1 (Month 2) 2024 25
- 8. Year End Financial Report 2023 24**
To note and consider the Year End Financial Report 2023 24
- 9. Internal Audit**
To note and consider the final internal audit report for 2023 24
- 10. Investments Policy**
To consider the investment policy and practices
- 11. Insignia and Regalia**
To consider the current insignia and regalia assets and practices
- 12. Grave Digging Policy**
To consider the draft *Grave Digging – adjacent graves* Policy
- 13. Lone Working Policy**
To consider the draft Lone Working Policy

To approve and sign the minutes of the meeting held 22 April 2024

Marlborough Town Council



Finance and Policy Committee

Minutes of a meeting of the Finance and Policy Committee held Monday, 22 April 2024 in the Council Chamber, Marlborough Town Hall at 7pm

PRESENT	Councillor Mervyn Hall	Chair
	Councillor Nicholas Fogg	Town Mayor
	Councillor Kym-Marie Cleasby	
	Councillor Jane Davies	
	Councillor James Sheppard	
	Councillor Kelvyn Shantry	
	Richard Spencer-Williams	Town Clerk
	Dawn Whitehall	Corporate Services Officer
ALSO		
PRESENT	Councillor Caroline Sadler	Observing
	Donna Kirby	2 nd Marlborough Scout Group
	Karen Monk	Wiltshire Sight

PUBLIC QUESTION TIME

There were no questions.

532/23 APOLOGIES
Apologies for absence were received from **Councillor Thomas**.

533/23 DECLARATIONS
As Wiltshire Councillors who sit on the Area Board **Councillors Davies and Sheppard** would not vote on the small grant application submitted by 2nd Marlborough Scout Group (agenda item 6c) as they believed a grant application towards the same project would also be considered at the Area Board.

534/23 CHAIR'S ANNOUNCEMENTS
The Chair read out a letter of thanks which had been received from Alzheimer's Support following the Town Council's grant award of £736 at the previous meeting (29 January 2024) towards the group's home support service.

535/23 MINUTES

RESOLVED: that the minutes of the meeting held 29 January 2024 were confirmed as a true record and signed by the Chair.

536/23 ACTION LOG

Members commended the Town Clerk that there were no outstanding actions on the action log.

537/23 GRANTS

Karen Monk summarised the application by Wiltshire Sight seeking £500 to support its work providing sight loss services to around 60 residents, including the provision of a monthly community hub at the Jubilee Centre.

RESOLVED: (i) to award £500 to Wiltshire Sight towards its sight loss services and community hub

Councillors Davies and Sheppard did not vote on the following item

Donna Kirby presented the application from 2nd Marlborough Scout Group, seeking £1,000 to fill the shortfall in funding already raised towards a new roof for the Scout Hut which would be replaced with sustainable and non-polluting materials.

RESOLVED: (ii) to award £1,000 to 2nd Marlborough Scout Group towards a new roof for the Scout Hut

An application from The Greatwood Charity seeking £1,000 towards a horse box had been withdrawn as full funding had been achieved after submitting the application.

Karen Monk left the meeting

538/23 FINANCE REPORT

Members noted the finance report for Q4/month 12. Matters arising included:

- The Town Clerk answered questions about mayoral badges, cemetery income, refuse collection costs and income from The Showmen's Guild
- Members noted that the budget for public toilets was overspent as a result of repairing damage caused by vandalism
- Income from bank interest had increased on the previous year

Councillor Shantry thanked the **Town Clerk** for the clear presentation of the summary report.

Members witnessed **Councillor Hall** (Vice Chair of the Property Committee) and **Councillor Fogg** (Town Mayor) signing the Bank Reconciliation Statement (31 March 2024)

ACTION: provide a report for a future meeting breaking down the costs associated with robes and civic insignia

539/23 RESERVES

Members noted the report by Councillor Thomas (Chair) and the Town Clerk setting out the Council's financial position at year-end and considered proposals for how the reserves and CIL fund could be allocated to support service and project commitments in 2024-25.

It was noted that until the year-end closing of the accounts (early May) the sums discussed were approximate and could be subject to change.

Members considered 8 proposals set out in the report and the general reserve position:

Proposals

1. **Agreed:** £24,000 (*a grant from the Wiltshire Towns Programme*) to be allocated from the general reserve to an Ear Marked Reserve (EMR) for the remaining High Street project work
2. **Agreed:** any year-end saving is allocated to the Property Maintenance EMR
3. **RESOLVED:** (i) to split the Devolution Services EMR (£46,000) into two EMRs: Devolution Services and Marlborough Community and Youth Centre (MCYC)

RESOLVED: (ii) to allocate £20,000 to the MCYC EMR and £26,000 to the Devolution Services EMR
4. **Not supported:** To use Museum and Heritage EMR to top up Town Hall maintenance/projects
5. **Agreed in principle:** to recommend an increase in the Property Maintenance precept budget line for 2025-26 from £40,000 to £50,000 at the autumn budget setting round
6. **RESOLVED:** (iii) in principle that S106 funds associated with the redevelopment of York Place be used to improve amenity space at Marlborough Common
7. **RESOLVED:** (iv) in principle, current Community Infrastructure Levy (CIL) funds be used to supplement improved amenity provision at Marlborough Common subject to an Amenities & Open Spaces Committee detailed proposal and plan
8. a) **Not supported:** future CIL fund to be used to supplement Property Maintenance requirements as matters emerge.

b) **Noted:** future CIL funds be allocated towards enhanced facilities at Salisbury Road Recreation Ground
c) **Noted:** future CIL funds to meet future requests via the Town Centre Working Party and Amenities & Open Spaces Committee

General Reserve

The general reserve fund as of 31 March 2024 was £541,815. The Council is required to retain 3-6 months in this reserve fund, equating to:

- 3 months = £222,732
- 4 months = £296,976
- 6 months = £445,465

As the general reserve was above requirements, the report highlighted that approximately £100,000 could be moved to the Property Maintenance EMR to help replenish funds following the cost of replacing the Town Hall boilers. Discussion points included:

- **Councillor Hall** noted that possible future requirements from reserve funds not mentioned in the report or yet costed/fully budgeted included maintenance of the Community & Youth Centre, especially replacing the flat roof at some point, and the creation of an informal car park adjacent to Marlborough Rugby Club (for which there was an ear marked sum of £10,000).
- The Town Hall boiler replacement would deplete current funds

A proposal to move surplus funds above the minimum 3-month requirement to the Property Maintenance EMR did not receive a seconder.

RESOLVED: (v) to transfer £100,000 from the General Reserve to the Property Maintenance Ear Marked Reserve

540/23 INTERNAL AUDIT

Members noted and accepted the recommendations in the 2nd interim internal audit report.

Bank Reconciliation Statements (see 338/23 above) required two signatures: as Committee meetings took place approximately quarterly, it was suggested that two Councillors should be asked to sign monthly statements in the intervening period.

541/23 COMPLAINTS POLICY

Members considered the draft complaints procedure for referral to Full Town Council.

One change was proposed for clarification in point 3 (Definition) to change:

“...There is no difference between a ‘formal’ and an ‘informal’ complaint...”

To

“...For the purposes of this policy there is no difference between a ‘formal’ and an ‘informal’ complaint...”

RESOLVED: that the draft Complaints Policy is agreed with one change to be recommended to Full Town Council for ratification

542/23 COUNCIL AWARDS POLICY

Members considered civic awards and whether to create three types of award which

could be made in any municipal year, with guidance and related policies:

- 1 x Lifetime Recognition Award
- 2 x Mayoral Awards
- 3 x Council Community Awards

There were a number of questions raised, including the level of formality, whether the categories would exclude the ability to recognise certain types of achievement in the community, and whether a limit on the number of awards should be applied. It was agreed that an updated draft was required before the Committee could approve it.

RESOLVED: to ask the Civic Working Party to review the draft and recommend an updated version for approval

The meeting closed at 8.27 pm

ITEM 5

ACTION LOG

To note and review the Action Log

#	Action	Min No	Assigned to	Status	Date of meeting	Notes
227	Report on Insignia and Regalia requested at next F&P Committee meeting	538/23	Town Clerk	Complete	24 April 2024	Report on F&P Committee agenda 8 July 2024

Town Clerk 25 6 24

ITEM 6

GRANT APPLICATION

To consider an application for a grant from the Greatwood Charity.

Grant Application

Greatwood Charity – £1,000 towards the purchase of new IT equipment, specifically 6 x laptops and 6 x tablets to be used by those learners with SEND (special educational needs and disabilities) and SEMH (social, emotional mental health) difficulties

Please see Appendix 1 for the full application.

Recommendation

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

Town Clerk 10 4 24

To note and consider the finance report for Quarter 1 (Month 2) 2024 25**Purpose**

The purpose of this report is to provide the Committee with a quarterly budget report for Q1 (month 2)

Budget Report Quarter 1 (Month 2) 2024 25**Year to Date Receipts/Payments Analysis (Month 2)**

Income	£491,586
Expenditure	£218,785
Balance Per Cashbook	£1,404,373
Bank Reconciliation	£00.0

Budget Overview and Analysis

Please refer to Excel Overview Report and Omega Detailed Reports (appendix attachments).

- The budget is currently on track with some income gains

Elections

- Election costs are due for the West Ward election held in March for the sum of £9,752
- Election costs will be due for the West Ward election on 4 July for the sum of £9,752
- There is an *Election Costs* budget for 2024 25 of £3,000, and an EMR for elections of £9,261
- At year end (assuming no more elections are called) the Council should expect an overspend of £7,243.

NB Circa £20K will also be needed for the new council term/elections in May 2025 if the vacancies are contested which will need to be provided for in the 2025 26 budget.

Attachments:

- Appendix 2.1 – Overview Report as of 27 6 24
- Appendix 2.2 - Omega Report Detailed Income & Expenditure by Budget Heading Month 2 (as required by Financial Regulation 4.8)
- Appendix 2.3 - Omega Report Bank Reconciliation Month 2 (as required by Financial Regulation 1.9)
- Appendix 2.4 - Omega Report Receipts and Payments Summary Month 2 (as required by Financial Regulation 1.9, 5.2)
- Appendix 2.5 - Omega Report Balance Sheet Month 2
- Appendix 2.6 – Omega Report EMRs

Members are asked to note and consider the budget position for Quarter 1 (Month 2 as of 27 6 24) 2023/24.

Town Clerk 25 6 24

To note and consider the Year End Financial Report 2023 24**Purpose**

The purpose of this report is to provide the Committee with a year-end finance report for 2023 24. Please also refer to OMEGA reports at Appendix 3.

Receipts/Payments Analysis 2023 24 (as of 31 March 2024)

Total Income	£1,085,392
Total Income Variant (above target)	£77,550
Total Expenditure	£1,058,495
Year End Saving	£25,826
Total Assets Less Current Liabilities	£1,289,292
General Reserve	£528,474

Budget Overview and Analysis

Attachments:

- Appendix 3.1: Omega Report Income and Expenditure Account 31 March 2024
- Appendix 3.2: Omega Report Detailed Income & Expenditure by Budget Heading 31 March 2024
- Appendix 3.3: Omega Report Balance sheet 31 March 2024

Recommendation

Members are asked to note and consider the year end position.

Town Clerk 27 6 24

To note and consider the final internal audit report for 2023 24

Purpose

The purpose of this report is to ask the Committee to note and consider the internal audit report for 2023 24.

Please refer to Appendix 4 to see the report.

Considerations & Status

The internal report raised two key recommendations:

Recommendation 1

The Council should review the details posted on its website in relation to the Transparency Code and ensure information is posted explicitly.

Action taken: Since receiving the report the *asset register* (literary and numeric information only) has been published on the website

https://www.marlborough-tc.gov.uk/images/your-council/Asset_Register_updated_28_5_24_-_Public_Version_re_Transparency_Code_Redacted.pdf

Recommendation 2

The Council should review and adopt its investment strategy and confirm whether additional funds can be placed on deposit to earn interest.

Action taken: Investments Policy and practices is item 9 on the agenda for consideration.

Proposal

Members are asked to note and consider the internal audit report for 2023 24 and instruct the Town Clerk accordingly.

Town Clerk 28.6.24

To consider the investment policy and practices**Purpose**

The purpose of this report is to appraise the Committee of the current position in respect of the Council's investments, both in terms of its policy and practice; and to ask the Committee to review both aspects.

Background

The internal audit report for 2023 24 recommended that *'The Council should review and adopt its investment strategy and confirm whether additional funds can be placed on deposit to earn interest.'*

Policy

The Council has a draft Investment Policy dated 2016 and its Financial Regulations; the two of which overlap to some degree.

Investment Policy

Draft Investment Policy dated 2016 reads as follows:

1. Introduction

1.1 From time-to-time Marlborough Town Council may have surplus funds in its bank account. It is important that these funds are invested prudently with full recognition of the Town Council's responsibility to the local council taxpayer and with regard to the priority for security and liquidity of those investments.

1.2 The Town Council is required by the Local Government Act 2003 to have in place an Annual Investment Strategy. This must be approved by all Members of the Town Council but may be varied from time to time as circumstances alter. This will be a public document as defined by the Freedom of Information Act 2000.

1.3 This document therefore sets out the Town Council's policy for managing any investments that it makes.

2. Policy

2.1 All investments shall be negotiated in the name of the Council and shall only be for fixed-term deposits or instant access accounts.

2.1.2 All the Town Council's investments will be made in sterling and any payments or repayments will also be made in sterling.

2.1.3 All fixed term investments will be short term and not exceed a fixed term of 12 months maximum

2.1.4 Short term investments will be used to maximize income from cash balances during the financial year

2.1.5 Investments must be periodically reviewed on at least an annual basis by the Finance and Policy Committee

2.1.6 In this regard, note will be taken of the current account and other instant access accounts holding precept monies for the day-to-day running of the Council

Financial Regulations

The Policy is also referred to in the Council's Financial Regulations in section 8 as follows:

LOANS AND INVESTMENTS

8.1. All borrowings shall be affected in the name of Full Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for Borrowing Approval, and subsequent arrangements for the Loan shall only be approved by Full Council.

8.2. The council will arrange with the council's Banks and Investment providers for the sending of a copy of each statement of account to the Clerk/RFO or authorised officer.

8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with council policy.

8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.

8.5. All investments of money under the control of the council shall be in the name of the council.

8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the Clerk/RFO within the council offices.

8.7. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

Practice & Considerations

CCLA Deposit Account

- The Council currently has one deposit account with CCLA Investments <https://www.ccla.co.uk/> which specialises, amongst other clients, in local authority investments.
- This has a total fund of £131,511.
- This fund currently forms part of the required general reserve.
- In 2022 23 this fund earned the Council £2,811 in interest.
- In 2023 24 this fund earned the Council £8,400 in interest.
- To date in 2024 25 the fund has earned an average of £565 per month in interest.
- There is no limit to what can be held in this account.
- The CCLA account has a withdrawal notice period of 2 days.

General

- The general reserve currently has £528,474 (as at month 2)
- The investment situation has not been reviewed or altered since at least March 2021.
- Interest rates are currently more favourable for investors.
- The Financial regulations are re-adopted each year by the Council.

Proposal

The Committee is asked to consider both the current policy and practice.

Specifically at the suggestion of the internal auditor, whether some more of the general reserve should be deposited in an investment account for the benefit of the Council, and if so, should this be with the CCLA or another, and how much?

Members are asked to instruct the Town Clerk accordingly.

Town Clerk 25 6 24

ITEM 11

INSIGNIA AND REGALIA

To consider the current insignia and regalia assets and practices

Purpose

The purpose of this report is to appraise the Committee of the *insignia* and *regalia* used by Council at its functions and events.

Status

Chains of Office and Maces

- There is a Mayoral Chain, Day Chain, Mayoress/Consort Chain and a Deputy Mayor Chain
- There are two ceremonial Maces

Insignia

- Past Mayors, past Mayoresses and Mayoral Consorts are all issued with badges.
- Councillors were issued with metal name badges in 2022. These need updating, although it is not clear all councillors have used these.

Robes and Uniforms

- The Mayor, Deputy Mayor, Councillors and Town Clerk have robes used by most councillors at Civic events.
- There are x2 Town Clerk wigs – one for the summer and one for the winter.
- The two Mace Bearers, Beadle and Town Crier each have a uniform.

Hats, Jabots and Gloves

- There are also bicorn and tricorn hats for the Mayor, Deputy Mayor and female councillors.
- Jabots, cuffs, and gloves are issued to the Mayor, Deputy Mayor, Beadle and Town Crier

Financial

Outlined below is what has been spent on insignia and regalia over the past three years:

2022/2023	
Transaction Detail	Cost
Jabot	£12
Jabot Cuffs Set	£15
Cleaning of Robes	£40
Councillor Name Badges	£148
White Gloves	£12
Total	£227
2023/2024	
Transaction Detail	Cost
Plaques	£41
Collar Bands	£28
Town Hall Print	£160
Total	£229
2024/2025 To date	
Transaction Detail	Cost
Clean Mayoral Robe	£35
Past Mayor/Mayoress Badge	£4,200
Beadle Shoes & Tights	£80
Repairs Mayor's Chain	£130
Civic Insignia Material	£13
Total	£4,458

- The last time robes were purchased was in 2020. This was for x2 councillor robes (with velvet front and made of Panama wool) at a cost of £800 each. It is not on record at the Council offices when the Mayors Robe was last purchased (this would mean accessing researching the Council's archives stored off site).
- A batch of badges were purchased in April 2024, with x5 past Mayors, past Mayoresses and Mayor Consorts of each, at £4,185.55. This included a cost of £513 for the 'die'. These badges will last the next few years.
- There is a budget of £500 for insignia and Civic fund of £799.
- Some robes will need replacing periodically, and a verbal report will be given on the status of this at the Committee meeting.

Proposal

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

Town Clerk 27 6 24

To consider the draft *Grave Digging – adjacent graves* Policy

Grave Digging Policy (adjacent graves)

Purpose

The purpose of this report is to ask the Committee to consider a proposed *draft Grave Digging Policy (adjacent graves)*, which has been referred to the Finance and Policy Committee by the Amenities and Open Spaces Committee (A&OS) for consideration prior to Full Council for ratification.

Background

The A&OS Committee considered and agreed this draft policy on 5 April 2024 (*Min. No. 527/23*).

When a grave is required to be re-opened and it is located within a row of existing graves, it is necessary to drive the tractor/excavator over them to access the required grave. Also, on occasions it is also necessary to deposit the excavated soil on adjacent graves.

It is unfortunate that this practice can lead to some surface damage on the existing graves, and potentially leave some earth spoil where previously it was grass. This scenario can be exacerbated by the weather conditions (e.g. if it is very wet when the grave has to be dug).

From time to time, we have received complaints from relatives of those buried in the adjacent graves about this practice.

Status

Whilst there is some established 'usual' practice for carrying out this grave digging practice when adjacent graves are involved, there is not a set 'policy' outlining what the Council reasonably expects of its staff, and equally what the family, friends and visitors to the cemetery can reasonably expect.

Considerations

Having a specific policy would assist in implementing and managing gravedigging adjacent to other graves.

Proposal

It is proposed that the draft policy below is supported by the Committee, and referred to Full Council for adoption:

This policy sets out the procedure for grave digging at Marlborough Town Cemetery with particular reference to burials taking place amongst other graves.

Before the Burial

- *Once the grave space has been identified the Grounds Team will contact the Cemetery Administrator to inform them which graves may be affected by the burial.*

- *The Cemetery Administrator will contact the owners of adjacent grave spaces informing them that there will be a burial in a nearby grave and that their grave may be affected and give them a copy of this policy.*
- *The Grounds Teams will set down a metal template in the precise location of the grave to be prepared.*
- *The metal template is edged using an edging iron.*
- *Where possible the turf is lifted, ready to be re-laid after the burial.*
- *Where access is required to graves that sit adjacent and near the required grave, a ground guard will be laid to minimise the impact on surrounding graves by the vehicle used (currently the Iseki TG6490 - 5 tonnes) driving over them.*
- *The grave will be dug from the head or foot end, depending on location.*
- *The spoil from the prepared grave will be placed on ground guards positioned on a pathway, if this is not possible then it will be placed on the nearest best placed adjacent accessible grave.*
- *The spoil will be covered with a tarpaulin, the tractor will be removed, and the ground guards lifted.*
- *The ground where the tractor has driven will be inspected and if any damage is found at this time, the surface of the ground will be made good as far as possible to the original form.*
- *More ground guards / tarpaulins will be placed around the grave to act as protection for the adjacent graves to the burial from footfall.*

After the Burial

- *The Grounds Team will replace the ground guards for the purpose of backfilling the grave. Once the grave has been finished the tractor and ground guards will be removed.*
- *The Grounds Team will tidy around all of the affected graves, refilling any impacted areas on the adjacent graves by the tractor or footfall, with subsoil (if needed), topsoil and grass seed.*
- *The Grounds Manager (or in their absence the Grounds Foreman, or in their absence the Senior Groundsman) will take a photograph of the grave and send it to the Cemetery Administrator as confirmation that the burial has been completed as per this policy.*
- *If the Cemetery Administrator is unavailable, the Grounds Team will report to the Office Manager or the Deputy Town Clerk.*
- *If there has been some damage to the surrounding graves, or matters of concern, the Grounds Team will report this to the Cemetery Administrator (or Office Manager or the Deputy Town Clerk) with photographs of the affected area. This information will be logged alongside the photographs of the affected area.*
- *The Cemetery Administrator (or Office Manager or the Deputy Town Clerk) will attempt to proactively contact the owners of the affected graves by email, telephone, or letter, detailing the damage done but reassuring them that it has been rectified as per this policy.*

The Council recognise that this policy is more relevant during the winter months or during extended periods of wet weather.

NB This policy was drafted in consultation with the Grounds Manager and Cemetery Administrator.

Financial

Approximately 20 sheets of ground guard would be required to support this policy which at a cost

of £1,660 plus VAT. The A&OS Committee has agreed to this expenditure from its *projects* budget.

Recommendation

Members are asked to consider the proposed draft '*Grave Digging Policy (adjacent graves)*' for referral to Full Council for ratification.

Town Clerk 27 6 24

ITEM 13

LONE WORKING POLICY

To consider the draft *Lone Working Policy*

Purpose

The purpose of this report is to ask the Committee to review the Council's Lone Working Policy.

Background & Status

The Council has a Lone Working Policy dated December 2016. This has been initially reviewed with comment by the Town Clerk. (Please see Appendix 5 for policy document). The main redactions have been done to differentiate *policy* from *advice*.

Proposal

Members are asked to review the policy and suggest any further amendments or additions and instruct the Town Clerk accordingly.

Town Clerk 27 6 24



MARLBOROUGH TOWN COUNCIL

APPLICATION FOR A SMALL GRANT

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

Please complete all sections.

Section 1 – Tell Us About Your Organisation

- 1a** Name of organisation: Greatwood Charity
- 1b** Contact person: Sasha Thorbek
- 1c** Contact address: Rainscombe Hill Farm, Clench Common, Marlborough
- 1d** Contact e-mail address: sasha.thorbek@greatwoodcharity.org
- 1e** Contact daytime telephone number: 01672 514535
- 1f** Contact mobile telephone number:

Section 2 – Tell Us About Your Application

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

The purchase of new IT equipment, specifically 6 x laptops and 6 x tablets to be used by those learners with SEND (special educational needs and disabilities) and SEMH (social, emotional mental health) difficulties who are accessing Greatwood's alternative provision.

It is hoped that this funding will enable our learners to have a more enhanced learning experience by igniting creativity, encouraging independent thinking and allowing a more personalised learning experience, which will be specific to each individual learner's needs.

On a wider level, Greatwood's AAI accredited and non-accredited educational programmes benefit the learner through:

- improved confidence through overcoming fears, identifying and coping with feelings
- better communication skills
- development of self-awareness and boundary-setting
- restoration and building of trust
- improved empathy
- anxiety reduction

In addition, Greatwood's programmes:

- Provide socially inclusive opportunities to transform the lives of disadvantaged young people from challenging environments by re-engaging them back into education

- Work towards reducing young people at risk of NEET (Not in Education, Employment or Training); crime; and anti-social behaviour.
 - Develop learners' specific transferrable work readiness skills
 - Improve learners' confidence and self esteem
 - Evidence the achievement of skills and qualities valued by employers
 - Help learners experience a chosen vocational area
- Assist learners in achieving a nationally recognised qualification

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

Greatwood offers both primary and secondary aged learners from the community, a range of inclusive qualifications, both accredited and non-accredited, that incorporate many progression pathways to further education as well as into employment:

- Alternative Educational Provision for 5-16 Year Olds
- Post 16+ Accredited Programmes in Equine Care
- Nationally Recognised Qualifications
- Progression Routes into Education, Employment, Training and Volunteering
- Holiday (inc. residential) Programmes for Young Carers
- Adult Mental Wellbeing Programmes
- Community Outreach Programmes including Visits to Care Homes
- Volunteering Opportunities including Duke of Edinburgh

The laptops and tablets will be replacing current out of date and slow devices and will be used by learners to support their learning specifically researching animal welfare, health and safety, the Five Freedoms of the Animal Welfare Act; and for the older learners, career opportunities and for CV writing.

2c Is your group a registered Charity? Yes - 1117322

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

2d If Yes, please provide details of the date(s) of application and the amount(s) awarded: £1,000 in 2022 towards the purchase of CCTV; £1,000 in 2020 for delivery of HorsePower educational programme to learners from Marlborough St Marys; £705 in 2018 for laptops; £427 in 2017 for protective equipment; £928 in 2016 for delivery of education programme; £450 in 2015 for cameras; £400 in 2013 for delivery of education programme; £300 in 2012 for delivery of education programme.

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

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

3a Projected Expenditure

HP Pupil Laptops (i3, 8GB Ram plus 3 year warranty) @ £398 x 6 = £2,388.00


Apple ipad (10.2") with protective case @ £350.50 x 6 = £2,103.00

Total: £4,491.00 plus 20% VAT = **£5,389.20**

	Total Projected Expenditure:	£5,389.20
3b	Projected Income (including fundraising and project income from other sources)	
	Confirmed Grants	£0.00.00
	Pending Grants	£3,500.00
	Third Party Fundraising	£889.00
	Total Projected Income:	£4,389
3c	Total Projected Shortfall (i.e. projected expenditure minus projected income)	£1,000.20
3d	GRANT NOW SOUGHT	£1,000
3e	Please tick this box to indicate that you have attached last year's financial accounts or Bank Statement (if a newly established group).	<input checked="" type="checkbox"/>

Section 4 - Declaration

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



(Signature)

Sasha Thorbek (Printed)

28.05.24 (Date application submitted)

Return to:	Town Clerk Marlborough Town Council 5, High Street Marlborough, Wilts SN8 1AA	Office Use Only: Date Received: Meeting Date:
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	Actual Year To Date	MONTH 2 (May 2024)			Transfer to/from EMR	Notes KEY
		Current Annual	Funds Available	% Spent		
FINANCE AND POLICY						
101 INCOME						
1010 INCOME-MISCELLANEOUS	£ 18	£ -		0.0%		
1176 PRECEPT RECEIVED	£ 445,465	£ 890,930		50.0%		
1190 BANK INTEREST	£ 1,148	£ 3,000		38.3%		
1191 MARKET INCOME	£ -	£ 2,000		0.0%		
1194 GRANTS	£ 1,500	£ -		0.0%		
EXPENDITURE						
4001 SALARIES/NI/SUPERAN	£ 72,610	£ 550,728	£ 478,118	13.2%		
4002 YOUTH WORKER	£ -	£ 15,000	£ 15,000	0.0%		
4005 ELLIS WHITTAM	£ 3,403	£ 3,630	£ 227	93.7%		
4009 TRAVEL	£ -	£ 400	£ 400	0.0%		
4010 STAFF MOBILE PHONES	£ 780	£ 3,500	£ 2,720	22.3%		
4011 BUSINESS RATES	£ 17,570	£ 32,905	£ 15,335	53.4%		Billed twice a year
4018 EMERGENCY FUND	£ 400	£ -	(400)	0.0%	£ 400	EMR Emergency Fund Gel sacs
4022 PETTY CASH	£ 100	£ 500	£ 400	20.0%		
4023 STATIONERY/PUBLICS.	£ 270	£ 1,100	£ 830	24.5%		
4024 SUBSCRIPTIONS	£ 1,211	£ 3,250	£ 2,039	37.3%		
4025 INSURANCE	£ -	£ 17,000	£ 17,000	0.0%		
4026 PHOTOCOPIER	£ 1,117	£ 5,000	£ 3,883	22.3%		
4028 POSTAGE	£ -	£ 300	£ 300	0.0%		
4033 SERVER/CLOUD MIGRATION	£ -	£ 10,000	£ 10,000	0.0%		In progress
4038 MAINTENANCE	£ 1,311	£ 1,500	£ 189	87.4%		PAT testing,office boiler,repairs
4039 PERSONNEL CLOTHING	£ -	£ 1,300	£ 1,300	0.0%		
4041 TRAINING STAFF	£ -	£ 3,000	£ 3,000	0.0%		
4046 TOURISM	£ 508	£ 1,500	£ 992	33.9%		
4054 LEGAL	£ 2,156	£ 14,000	£ 11,844	15.4%		MC&YC transfer deed/searches, Kingsbury St
4055 PROFESSIONAL	£ 825	£ 10,000	£ 9,175	8.3%		RBS year end
4057 AUDIT FEE	£ -	£ 4,000	£ 4,000	0.0%		
4059 BANK CHARGES	£ 35	£ 250	£ 215	14.1%		
4063 OFFICE GENERAL	£ 55	£ 500	£ 445	11.0%		
4064 ARCHIVE STORAGE	£ 70	£ 460	£ 390	15.2%		
4067 CCTV	£ 2,729	£ 4,000	£ 1,271	68.2%		Annual service charge
4071 OFFICE EQUIPMENT	£ 507	£ 1,200	£ 693	42.3%		
4072 EQUIPMENT	£ -	£ 3,300	£ 3,300	0.0%		
4075 SOFTWARE & FEES	£ 3,745	£ 10,120	£ 6,375	37.0%		
4076 HEALTH & SAFETY	£ -	£ 500	£ 500	0.0%		
4079 ELECTION COSTS	£ -	£ 3,000	£ 3,000	0.0%		
4153 EVENTS	£ 5	£ 3,000	£ 2,995	0.2%		
4154 SWITCH ON EVENT	£ -	£ 6,000	£ 6,000	0.0%		
4224 YOUTH COUNCIL	£ -	£ 250	£ 250	0.0%		
4228 WEBSITE/BROADBAND	£ -	£ 2,200	£ 2,200	0.0%		

APPENDIX 2.1

4301 FIRE EXTINGUISHERS	£ -	£ 1,550	£ 1,550	0.0%	
4308 IT EQUIPMENT LEASE	£ -	£ 5,000	£ 5,000	0.0%	
4309 IT SUPPORT PACKAGE	£ -	£ 2,650	£ 2,650	0.0%	
4317 HERITAGE PROJECT	£ -	£ 1,000	£ 1,000	0.0%	
4152 REMEMBRANCE DAY	£ -	£ 2,000	£ 2,000	0.0%	
4061 CHRISTMAS LIGHTS	£ -	£ 15,000	£ 15,000	0.0%	
4151 GRANTS	£ 1,500	£ 7,000	£ 5,500	21.4%	
4100 MAYORS ALLOWANCE	£ 850	£ 3,400	£ 2,550	25.0%	
4101 MAYORS TRAVEL	£ 81	£ 300	£ 219	27.0%	
4102 MAYOR MAKING EXPS	£ 283	£ 2,000	£ 1,717	14.1%	
4078 TRAINING-COUNCILLORS	£ -	£ 500	£ 500	0.0%	
4103 MEMBERS TRAVEL	£ -	£ 200	£ 200	0.0%	
4105 CIVIC HOSPITALITY	£ 116	£ 1,000	£ 884	11.6%	
4110 TOWN CRIER/MACE BEAR	£ -	£ 1,200	£ 1,200	0.0%	
4113 INSIGNIA FUNDS	£ 4,315	£ 500	(3,815)	863.1%	£ 4,200 EMR Insignia Mayoral badges
4012 WATER/SEWERAGE CHGS	£ 972	£ 4,400	£ 3,428	22.1%	
4014 ELECTRICITY	£ 5,930	£ 30,396	£ 24,466	19.5%	
4015 GAS	£ 5,238	£ 35,222	£ 29,984	14.9%	
4020 TELEPHONE	£ 1,536	£ 7,000	£ 5,464	21.9%	
Income	£ 448,131	£ 895,930		50.0%	
Expenditure	£ 130,228	£ 833,711	£ 703,483	15.6%	

AMENITIES AND OPEN SPACES

INCOME

1101 INCOME-CEMETERY	£ 3,854	£ 15,880	24.3%
1100 INCOME-ALLOTMENTS	£ 75	£ 1,391	5.4%
1102 INCOME-GOLF CLUB			16.7%
1103 INCOME OPEN SPACES	£ 1,547	£ 9,075	17.0%
1106 INCOME - SHOWMENS GUILD	£ -	£ 2,438	0.0%
1111 INCOME - RUGBY CLUB			100.0%

REDACTED

REDACTED

EXPENDITURE

CEMETERY

4036 OLD CEMETERY	£ -	£ 500	£ 500	0.0%
4006 ST JOHNS TRUST	£ -	£ 250	£ 250	0.0%

WORKSHOP

4027 INTRUDER ALARM	£ 74	£ 2,100	£ 2,026	3.5%
4042 PERSONAL PROTECTIVE EQUIPMENT	£ 10	£ 1,000	£ 990	1.0%
4043 PICK-UP LEASE	£ 445	£ 600	£ 155	74.1%
4044 VEHICLE TAX/INS.	£ -	£ 400	£ 400	0.0%
4045 VEHICLE PETROL/DERV	£ 1,336	£ 9,000	£ 7,664	14.8%
4047 WORKSHOP TOOLS ETC	£ 221	£ 3,000	£ 2,779	7.4%
4048 VEHICLE MAINTENANCE	£ 3,274	£ 12,000	£ 8,726	27.3%
4050 WORKSHOP MISC	£ 161	£ 1,000	£ 839	16.1%
4315 REFUSE COLLECTION	£ 827	£ 4,000	£ 3,173	20.7%
4320 MOWER	£ 256	£ 4,200	£ 3,944	6.1%
4323 MISTUBISHI LEASE	£ 377	£ 2,400	£ 2,023	15.7%
4332 WESSEX MOWER LEASE	£ 1,102	£ 7,000	£ 5,898	15.7%
4339 ISEKI TRACTOR LEASE 2023	£ 1,746	£ 10,000	£ 8,254	17.5%

service contracts x2

OPEN SPACES

4038 MAINTENANCE	£ 1,011	£ 9,000	£ 7,989	11.2%
4220 OPEN SPACES PLANTS	£ -	£ 4,800	£ 4,800	0.0%
4223 PLAY EQUIP/MAINT/REPLACEMENT	£ -	£ 3,500	£ 3,500	0.0%
4314 AOS PROJECTS	£ 21,882	£ 10,000	(11,882)	218.8%
4318 TREE SURVEY & WORKS	£ -	£ 17,500	£ 17,500	0.0%
4324 RTV/Husqvana	£ 681	£ 3,500	£ 2,819	19.5%
4325 STONEBRIDGE MEADOWS	£ -	£ 1,000	£ 1,000	0.0%
4327 ISEKI TRACTOR TG6490	£ 413	£ 7,000	£ 6,587	5.9%
4330 MULTI PURPOSE MOWER	£ 156	£ 3,100	£ 2,944	5.0%
4331 FRONT LOADER/BACK HOE LEASE	£ 262	£ 3,200	£ 2,938	8.2%
4335 FREES AVENUE TREES	£ -	£ 1,000	£ 1,000	0.0%
4337 SKATE PARK LIGHTING	£ -	£ 500	£ 500	0.0%
4401 NEW WORKSHOP	£ 26,948	£ -	(26,948)	0.0%
4402 ISEKI RIDE-ON MOWER	£ 850	£ 3,000	£ 2,150	28.3%
4403 KAWASAKI MULE 24	£ 928	£ 5,360	£ 4,432	17.3%
4404 TRAFFIC MANAGEMENT	£ -	£ 1,500	£ 1,500	0.0%

£ 19,256 CIL Transfer-Wye Hs play project (fencing, surfacing, bin)/barrier

£ 26,948

Income	£ 9,804	£ 51,862	£ 42,058	
Expenditure	£ 62,958	£ 131,410	£ 68,452	0.479

PROPERTY INCOME					
1000 INCOME-HIGH ST SHOP				16.7%	REDACTED
1002 INCOME-HIGH ST FLAT2				18.8%	REDACTED
1003 INCOME-1 KINGSBURY				0.0%	REDACTED
1004 INCOME-1A KINGSBURY				15.9%	REDACTED
1005 INCOME-2A KINGSBURY				15.5%	REDACTED
1006 INCOME-3 KINGSBURY				15.9%	REDACTED
1007 INCOME-REC GND COT 1				16.7%	REDACTED
1008 INCOME-REC GND COT 2				17.1%	REDACTED
1011 INCOME - 3A KINGSBURY ST				16.3%	REDACTED
1012 INCOME-3B KINGSBURY ST					REDACTED
1050 INCOME-TOWN HALL	£ 5,860	£ 25,000		23.4%	
1112 TOILETS TOWN HALL	£ 43	£ 200		21.5%	
1112 TOILETS COOPERS CONER	£ 644	£ 3,500		18.4%	
1329 MY & MC INCOME	£ 1,044	£ -		0.0%	
EXPENDITURE					
4062 MTCE/ELEC CORP. PROPS.	£ 836	£ 15,000	£ 14,164	5.6%	
4066 MARKETING	£ -	£ 250	£ 250	0.0%	
4070 Defibs	£ -	£ 750	£ 750	0.0%	
TOWN HALL					
4019 CLEANING MATERIALS	£ 100	£ 1,000	£ 900	10.0%	
4030 INTRUDER ALARM	£ 59	£ 2,000	£ 1,941	3.0%	
4035 SANITARY DISPOSAL	£ 354	£ 1,600	£ 1,246	22.1%	
4037 LIFT MAINTENANCE	£ 942	£ 3,300	£ 2,358	28.6%	
4038 MAINTENANCE	£ 6,610	£ 40,000	£ 33,390	16.5%	£ 2,475 THall heating fees
4300 BOILER MAINTENANCE	£ -	£ 900	£ 900	0.0%	
4304 LICENCES/PERFORMING	£ -	£ 3,000	£ 3,000	0.0%	
4305 BROADBAND	£ -	£ 2,100	£ 2,100	0.0%	
4315 REFUSE COLLECTION	£ 279	£ 1,500	£ 1,221	18.6%	
4998 MARKETING	£ -	£ 200	£ 200	0.0%	
4999 PUBLIC TOILETS	£ -	£ 7,200	£ 7,200	0.0%	
COOPERS CORNER					
4306 COOPERS CORNER	£ 216	£ 800	£ 584	27.0%	
4313 PUBLIC TOILETS	£ -	£ 17,100	£ 17,100	0.0%	
MC and YC					
4019 CLEANING MATERIALS	£ 8	£ 400	£ 392	2.1%	
4030 INTRUDER ALARM	£ 59	£ 2,000	£ 1,941	3.0%	
4035 SANITARY DISPOSAL	£ 89	£ 750	£ 661	11.9%	
4037 LIFT MAINTENANCE	£ -	£ 850	£ 850	0.0%	
4072 EQUIPMENT	£ 28	£ 500	£ 472	5.7%	
4304 LICENCES/PERFORMING	£ -	£ 300	£ 300	0.0%	
Income	£ 20,527	£ 129,330		15.9%	
Expenditure	£ 9,582	£ 101,500	£ 91,918	9.4%	

PLANNING						
4017 HIGHWAYS		£ -	£ 1,000	£ 1,000	0.0%	
4120 STREET FURNITURE		£ 224	£ 2,000	£ 1,776	11.2%	
4400 LHFIG		£ -	£ 7,500	£ 7,500	0.0%	Various pending
4405 HIGH STREET PROJECT		£ 15,793	£ -	(15,793)	0.0%	£ 15,793
	Planning :- Income	£ -	£ -		0.0%	
	Expenditure	£ 16,017	£ 10,500	(5,517)	152.5%	
CIL						
1901 CIL GRANT RECEIVED		£ 13,124	£ -		0.0%	3/3 St Peters
	Total Income	£ 491,586	£ 1,077,122	£ 585,536	45.6%	
	Total Expenditure	£ 218,785	£ 1,077,121	£ 858,336	20.3%	

Detailed Income & Expenditure by Budget Heading 01/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & Policy</u>							
<u>101 ADMINISTRATION</u>							
1010 INCOME-MISCELLANEOUS	18	0	(18)			0.0%	
1176 PRECEPT RECEIVED	445,465	890,930	445,465			50.0%	
1190 BANK INTEREST	1,148	3,000	1,852			38.3%	
1191 MARKET INCOME	0	2,000	2,000			0.0%	
1194 GRANTS	1,500	0	(1,500)			0.0%	
	448,131	895,930	447,799			50.0%	0
ADMINISTRATION :- Income							
4001 SALARIES/NI/SUPERAN	72,610	550,728	478,118		478,118	13.2%	
4002 YOUTH WORKER	0	15,000	15,000		15,000	0.0%	
4005 ELLIS WHITTAM	3,403	3,630	227		227	93.7%	
4009 TRAVEL	0	400	400		400	0.0%	
4010 STAFF MOBILE PHONES	780	3,500	2,720		2,720	22.3%	
4011 BUSINESS RATES	17,570	32,905	15,335		15,335	53.4%	
4018 EMERGENCY FUND	400	0	(400)		(400)	0.0%	400
4022 PETTY CASH	100	500	400		400	20.0%	
4023 STATIONERY/PUBLICS.	270	1,100	830		830	24.5%	
4024 SUBSCRIPTIONS	1,211	3,250	2,039		2,039	37.3%	
4025 INSURANCE	0	17,000	17,000		17,000	0.0%	
4026 PHOTOCOPIER	1,117	5,000	3,883		3,883	22.3%	
4028 POSTAGE	0	300	300		300	0.0%	
4033 SERVER/CLOUD MIGRATION	0	10,000	10,000		10,000	0.0%	
4038 MAINTENANCE	1,311	1,500	189		189	87.4%	
4039 PERSONNEL CLOTHING	0	1,300	1,300		1,300	0.0%	
4041 TRAINING STAFF	0	3,000	3,000		3,000	0.0%	
4046 TOURISM	508	1,500	992		992	33.9%	
4054 LEGAL	2,156	14,000	11,844		11,844	15.4%	
4055 PROFESSIONAL	825	10,000	9,175		9,175	8.3%	
4057 AUDIT FEE	0	4,000	4,000		4,000	0.0%	
4059 BANK CHARGES	35	250	215		215	14.1%	
4063 OFFICE GENERAL	55	500	445		445	11.0%	
4064 ARCHIVE STORAGE	70	460	390		390	15.2%	
4067 CCTV	2,729	4,000	1,271		1,271	68.2%	
4071 OFFICE EQUIPMENT	507	1,200	693		693	42.3%	
4072 EQUIPMENT	0	3,300	3,300		3,300	0.0%	
4075 SOFTWARE & FEES	3,745	10,120	6,375		6,375	37.0%	
4076 HEALTH & SAFETY	0	500	500		500	0.0%	
4079 ELECTION COSTS	0	3,000	3,000		3,000	0.0%	
4153 EVENTS	5	3,000	2,995		2,995	0.2%	

Detailed Income & Expenditure by Budget Heading 01/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4154 SWITCH ON EVENT	0	6,000	6,000		6,000	0.0%	
4224 YOUTH COUNCIL	0	250	250		250	0.0%	
4228 WEBSITE/BROADBAND	0	2,200	2,200		2,200	0.0%	
4301 FIRE EXTINGUISHERS	0	1,550	1,550		1,550	0.0%	
4308 IT EQUIPMENT LEASE	0	5,000	5,000		5,000	0.0%	
4309 IT SUPPORT PACKAGE	0	2,650	2,650		2,650	0.0%	
4317 HERITAGE PROJECT	0	1,000	1,000		1,000	0.0%	
ADMINISTRATION :- Indirect Expenditure	109,407	723,593	614,186	0	614,186	15.1%	400
Net Income over Expenditure	338,724	172,337	(166,387)				
6000 plus Transfer from EMR	400						
Movement to/(from) Gen Reserve	339,124						
102 SECTION 137							
4152 REMEMBRANCE DAY	0	2,000	2,000		2,000	0.0%	
SECTION 137 :- Indirect Expenditure	0	2,000	2,000	0	2,000	0.0%	0
Net Expenditure	0	(2,000)	(2,000)				
103 OTHER GRANTS							
4061 CHRISTMAS LIGHTS	0	15,000	15,000		15,000	0.0%	
4151 GRANTS	1,500	7,000	5,500		5,500	21.4%	
OTHER GRANTS :- Indirect Expenditure	1,500	22,000	20,500	0	20,500	6.8%	0
Net Expenditure	(1,500)	(22,000)	(20,500)				
104 MAYORAL							
4100 MAYORS ALLOWANCE	850	3,400	2,550		2,550	25.0%	
4101 MAYORS TRAVEL	81	300	219		219	27.0%	
4102 MAYOR MAKING EXPS	283	2,000	1,717		1,717	14.1%	
MAYORAL :- Indirect Expenditure	1,214	5,700	4,486	0	4,486	21.3%	0
Net Expenditure	(1,214)	(5,700)	(4,486)				
105 MEMBERS							
4078 TRAINING-COUNCILLORS	0	500	500		500	0.0%	
4103 MEMBERS TRAVEL	0	200	200		200	0.0%	
MEMBERS :- Indirect Expenditure	0	700	700	0	700	0.0%	0
Net Expenditure	0	(700)	(700)				

Detailed Income & Expenditure by Budget Heading 01/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
106 CIVIC							
4105 CIVIC HOSPITALITY	116	1,000	884		884	11.6%	
4110 TOWN CRIER/MACE BEAR	0	1,200	1,200		1,200	0.0%	
4113 INSIGNIA FUNDS	4,315	500	(3,815)		(3,815)	863.1%	4,200
CIVIC :- Indirect Expenditure	4,432	2,700	(1,732)	0	(1,732)	164.1%	4,200
Net Expenditure	(4,432)	(2,700)	1,732				
6000 plus Transfer from EMR	4,200						
Movement to/(from) Gen Reserve	(232)						
107 UTILITIES							
4012 WATER/SEWERAGE CHGS	972	4,400	3,428		3,428	22.1%	
4014 ELECTRICITY	5,930	30,396	24,466		24,466	19.5%	
4015 GAS	5,238	35,222	29,984		29,984	14.9%	
4020 TELEPHONE	1,536	7,000	5,464		5,464	21.9%	
UTILITIES :- Indirect Expenditure	13,675	77,018	63,343	0	63,343	17.8%	0
Net Expenditure	(13,675)	(77,018)	(63,343)				
Finance & Policy :- Income	448,131	895,930	447,799			50.0%	
Expenditure	130,228	833,711	703,483	0	703,483	15.6%	
Net Income over Expenditure	317,903	62,219	(255,684)				
plus Transfer from EMR	4,600						
Movement to/(from) Gen Reserve	322,503						
Amenities & Open Spaces							
202 CEMETERY							
1100 INCOME-ALLOTMENTS	(31)	0	31			0.0%	
1101 INCOME-CEMETERY	3,854	15,880	12,026			24.3%	
CEMETERY :- Income	3,823	15,880	12,057			24.1%	0
4036 OLD CEMETERY	0	500	500		500	0.0%	
CEMETERY :- Indirect Expenditure	0	500	500	0	500	0.0%	0
Net Income over Expenditure	3,823	15,380	11,557				
203 ALLOTMENTS							
1100 INCOME-ALLOTMENTS	106	1,391	1,285			7.6%	
ALLOTMENTS :- Income	106	1,391	1,285			7.6%	0

Detailed Income & Expenditure by Budget Heading 01/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4006 ST JOHNS TRUST	0	250	250		250	0.0%	
ALLOTMENTS :- Indirect Expenditure	0	250	250	0	250	0.0%	0
Net Income over Expenditure	106	1,141	1,035				
204 WORKSHOP							
4027 INTRUDER ALARM	74	2,100	2,026		2,026	3.5%	
4042 PERSONAL PROTECTIVE EQUIPMENT	10	1,000	990		990	1.0%	
4043 PICK-UP LEASE	445	600	155		155	74.1%	
4044 VEHICLE TAX/INS.	0	400	400		400	0.0%	
4045 VEHICLE PETROL/DERV	1,336	9,000	7,664		7,664	14.8%	
4047 WORKSHOP TOOLS ETC	221	3,000	2,779		2,779	7.4%	
4048 VEHICLE MAINTENANCE	3,274	12,000	8,726		8,726	27.3%	
4050 WORKSHOP MISC	161	1,000	839		839	16.1%	
4315 REFUSE COLLECTION	827	4,000	3,173		3,173	20.7%	
4320 MOWER	256	4,200	3,944		3,944	6.1%	
4323 MISTUBISHI LEASE	377	2,400	2,023		2,023	15.7%	
4332 WESSEX MOWER LEASE	1,102	7,000	5,898		5,898	15.7%	
4339 ISEKI TRACTOR LEASE 2023	1,746	10,000	8,254		8,254	17.5%	
WORKSHOP :- Indirect Expenditure	9,827	56,700	46,873	0	46,873	17.3%	0
Net Expenditure	(9,827)	(56,700)	(46,873)				
210 OPEN SPACES							
1102 INCOME-GOLF CLUB						16.7%	
1103 INCOME OPEN SPACES	1,547	9,075	7,528			17.0%	
1106 INCOME - SHOWMENS GUILD	0	2,438	2,438			0.0%	
1111 INCOME - RUGBY CLUB						100.0%	
OPEN SPACES :- Income	5,875	34,591	28,716			17.0%	0
4038 MAINTENANCE	1,011	9,000	7,989		7,989	11.2%	
4220 OPEN SPACES PLANTS	0	4,800	4,800		4,800	0.0%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	0	3,500	3,500		3,500	0.0%	
4314 AOS PROJECTS	21,882	10,000	(11,882)		(11,882)	218.8%	19,256
4318 TREE SURVEY & WORKS	0	17,500	17,500		17,500	0.0%	
4324 RTV/Husqvana	681	3,500	2,819		2,819	19.5%	
4325 STONEBRIDGE MEADOWS	0	1,000	1,000		1,000	0.0%	
4327 ISEKI TRACTOR TG6490	413	7,000	6,587		6,587	5.9%	
4330 MULTI PURPOSE MOWER	156	3,100	2,944		2,944	5.0%	
4331 FRONT LOADER/BACK HOE LEASE	262	3,200	2,938		2,938	8.2%	
4335 FREES AVENUE TREES	0	1,000	1,000		1,000	0.0%	

Detailed Income & Expenditure by Budget Heading 01/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4337 SKATE PARK LIGHTING	0	500	500		500	0.0%	
4401 NEW WORKSHOP	26,948	0	(26,948)		(26,948)	0.0%	26,948
4402 ISEKI RIDE-ON MOWER	850	3,000	2,150		2,150	28.3%	
4403 KAWASAKI MULE 24	928	5,360	4,432		4,432	17.3%	
4404 TRAFFIC MANAGEMENT	0	1,500	1,500		1,500	0.0%	
OPEN SPACES :- Indirect Expenditure	53,130	73,960	20,830	0	20,830	71.8%	46,203
Net Income over Expenditure	(47,256)	(39,369)	7,887				
6000 plus Transfer from EMR	46,203						
Movement to/(from) Gen Reserve	(1,052)						
Amenities & Open Spaces :- Income	9,804	51,862	42,058			18.9%	
Expenditure	62,958	131,410	68,452	0	68,452	47.9%	
Net Income over Expenditure	(53,154)	(79,548)	(26,394)				
plus Transfer from EMR	46,203						
Movement to/(from) Gen Reserve	(6,951)						

Properties110 CORPORATE PROPERTIES

1000 INCOME-HIGH ST SHOP	3,918	23,500	19,582			16.7%	
1002 INCOME-HIGH ST FLAT2						18.8%	
1003 INCOME-1 KINGSBURY						0.0%	
1004 INCOME-1A KINGSBURY						15.9%	
1005 INCOME-2A KINGSBURY						15.5%	
1006 INCOME-3 KINGSBURY						15.9%	
1007 INCOME-REC GND COT 1						16.7%	
1008 INCOME-REC GND COT 2						17.1%	
1011 INCOME - 3A KINGSBURY ST						16.3%	
1012 INCOME - 3B KINGSBURY ST						0.0%	
CORPORATE PROPERTIES :- Income	12,937	100,630	87,694			12.9%	0
4062 MTCE/ELEC CORP. PROPS.	836	15,000	14,164		14,164	5.6%	
4066 MARKETING	0	250	250		250	0.0%	
4070 Defibs	0	750	750		750	0.0%	
CORPORATE PROPERTIES :- Indirect Expenditure	836	16,000	15,164	0	15,164	5.2%	0
Net Income over Expenditure	12,100	84,630	72,530				

Detailed Income & Expenditure by Budget Heading 01/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
201 TOWN HALL							
1050 INCOME-TOWN HALL	5,860	25,000	19,140			23.4%	
1112 Income Toilets	43	200	157			21.5%	
TOWN HALL :- Income	5,903	25,200	19,297			23.4%	0
4019 CLEANING MATERIALS	100	1,000	900		900	10.0%	
4030 INTRUDER ALARM	59	2,000	1,941		1,941	3.0%	
4035 SANITARY DISPOSAL	354	1,600	1,246		1,246	22.1%	
4037 LIFT MAINTENANCE	942	3,300	2,358		2,358	28.6%	
4038 MAINTENANCE	6,610	40,000	33,390		33,390	16.5%	2,475
4300 BOILER MAINTENANCE	0	900	900		900	0.0%	
4304 LICENCES/PERFORMING	0	3,000	3,000		3,000	0.0%	
4305 BROADBAND	0	2,100	2,100		2,100	0.0%	
4315 REFUSE COLLECTION	279	1,500	1,221		1,221	18.6%	
4998 MARKETING	0	200	200		200	0.0%	
4999 PUBLIC TOILETS	0	7,200	7,200		7,200	0.0%	
TOWN HALL :- Indirect Expenditure	8,345	62,800	54,455	0	54,455	13.3%	2,475
Net Income over Expenditure	(2,443)	(37,600)	(35,157)				
6000 plus Transfer from EMR	2,475						
Movement to/(from) Gen Reserve	32						
205 PUBLIC TOILETS							
1112 Income Toilets	644	3,500	2,856			18.4%	
PUBLIC TOILETS :- Income	644	3,500	2,856			18.4%	0
4306 COOPERS CORNER	216	800	584		584	27.0%	
4313 PUBLIC TOILETS	0	17,100	17,100		17,100	0.0%	
PUBLIC TOILETS :- Indirect Expenditure	216	17,900	17,684	0	17,684	1.2%	0
Net Income over Expenditure	428	(14,400)	(14,828)				
206 MC and YC							
1329 MY & MC INCOME	1,044	0	(1,044)			0.0%	
MC and YC :- Income	1,044	0	(1,044)				0
4019 CLEANING MATERIALS	8	400	392		392	2.1%	
4030 INTRUDER ALARM	59	2,000	1,941		1,941	3.0%	
4035 SANITARY DISPOSAL	89	750	661		661	11.9%	
4037 LIFT MAINTENANCE	0	850	850		850	0.0%	
4072 EQUIPMENT	28	500	472		472	5.7%	

Detailed Income & Expenditure by Budget Heading 01/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4304 LICENCES/PERFORMING	0	300	300		300	0.0%	
MC and YC :- Indirect Expenditure	<u>185</u>	<u>4,800</u>	<u>4,615</u>	<u>0</u>	<u>4,615</u>	<u>3.8%</u>	<u>0</u>
Net Income over Expenditure	<u>860</u>	<u>(4,800)</u>	<u>(5,660)</u>				
Properties :- Income	20,527	129,330	108,803			15.9%	
Expenditure	9,582	101,500	91,918	0	91,918	9.4%	
Net Income over Expenditure	<u>10,945</u>	<u>27,830</u>	<u>16,885</u>				
plus Transfer from EMR	2,475						
Movement to/(from) Gen Reserve	<u>13,420</u>						
Planning							
<u>300 PLANNING</u>							
4017 HIGHWAYS	0	1,000	1,000		1,000	0.0%	
4120 STREET FURNITURE	224	2,000	1,776		1,776	11.2%	
4400 LHFIFG	0	7,500	7,500		7,500	0.0%	
4405 HIGH STREET PROJECT	15,793	0	(15,793)		(15,793)	0.0%	15,793
PLANNING :- Indirect Expenditure	<u>16,017</u>	<u>10,500</u>	<u>(5,517)</u>	<u>0</u>	<u>(5,517)</u>	<u>152.5%</u>	<u>15,793</u>
Net Expenditure	<u>(16,017)</u>	<u>(10,500)</u>	<u>5,517</u>				
6000 plus Transfer from EMR	15,793						
Movement to/(from) Gen Reserve	<u>(224)</u>						
Planning :- Income	0	0	0			0.0%	
Expenditure	16,017	10,500	(5,517)	0	(5,517)	152.5%	
Net Income over Expenditure	<u>(16,017)</u>	<u>(10,500)</u>	<u>5,517</u>				
plus Transfer from EMR	15,793						
Movement to/(from) Gen Reserve	<u>(224)</u>						
Reserves							
<u>900 RESERVES</u>							
1901 CIL GRANT RECEIVED	13,124	0	(13,124)			0.0%	
RESERVES :- Income	<u>13,124</u>	<u>0</u>	<u>(13,124)</u>				<u>0</u>
Net Income	<u>13,124</u>	<u>0</u>	<u>(13,124)</u>				
Reserves :- Income	13,124	0	(13,124)			0.0%	
Expenditure	0	0	0	0	0	0.0%	
Movement to/(from) Gen Reserve	<u>13,124</u>						

Detailed Income & Expenditure by Budget Heading 01/05/2024

Month No: 2

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	491,586	1,077,122	585,536			45.6%	
Expenditure	218,785	1,077,121	858,336	0	858,336	20.3%	
Net Income over Expenditure	<u>272,801</u>	<u>1</u>	<u>(272,800)</u>				
plus Transfer from EMR	69,071						
Movement to/(from) Gen Reserve	<u>341,872</u>						

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page</u>	<u>Balances</u>
Active Saver	31/05/2024		241,557.01
Current A/c	31/05/2024		1,162,816.59
			<u>1,404,373.60</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,404,373.60
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			1,404,373.60
		Balance per Cash Book is :-	1,404,373.60
		Difference is :-	0.00

Signatory 1:

Name Signed Date

Signatory 2:

Name Signed Date

CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Balance Brought Fwd :	1,481,553.03					1,481,553.03	
	Banked 01/05/2024	4.08						
	HMRC	4.08			105		4.08	Vat Refund Balance
	Banked 01/05/2024	1,959.00						
	Corporate Property	1,959.00			1000	110	1,959.00	Rent
3875	Banked 01/05/2024	132.00						
3875	Town Hall	132.00			1050	201	132.00	Hiring
3879	Banked 02/05/2024	202.00						
3879	Town Hall	202.00			1050	201	202.00	Hiring
26.04.25	Banked 02/05/2024	50.00						
26.04.25	Town Hall	50.00			1050	201	50.00	Hiring
	CCLA Banked 02/05/2024	563.86						
	CCLA CCLA	563.86			1190	101	563.86	Interest
	Banked 07/05/2024	456.00						
	Corporate Property	456.00			1011	110	456.00	Rent
	Banked 07/05/2024	1.95						
	Barclays	1.95			1010	101	1.95	Loyalty Reward
3880	Banked 09/05/2024							
3880	Rugby Club							
	Banked 13/05/2024	22,114.25						
	HMRC	22,114.25			105		22,114.25	VAT Refund
	Banked 13/05/2024	437.50						
	Corporate Property	437.50			1006	110	437.50	Rent
	Banked 14/05/2024	280.50						
	Town Hall	280.50			1050	201	280.50	Hiring WC Elections
26.05.24	Banked 14/05/2024	266.50						
26.05.24	Town Hall	266.50			1050	201	266.50	Hiring
21.05.24	Banked 14/05/2024	80.00						
21.05.24	Town Hall	80.00			1050	201	80.00	Hiring
	3881 Banked 14/05/2024	826.00						
	3881 Cemetery	826.00			1101	202	826.00	Burial Fees
	3882 Banked 14/05/2024	1,090.00						
	3882 Cemetery	1,090.00			1101	202	1,090.00	Burial Fees
	Banked 15/05/2024	37.73						
	Nayax	37.73			1112	205	37.73	Toilet Income
	Plank Banked 15/05/2024	133.00						
	Plank Cemetery	133.00			1101	202	133.00	Burial Fees

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CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Liddiard Banked 15/05/2024		133.00						
Liddiard Cemetery		133.00			1101	202	133.00	Burial Fees
3870 Banked 17/05/2024		32.50						
3870 MC & YC		32.50		5.42	1329	206	27.08	Hiring
Banked 17/05/2024	Golf Club							
3869 Banked 17/05/2024		886.00						
3869 Cemetery		886.00			1101	202	886.00	Burial Fees
3879 Banked 17/05/2024		202.00						
3879 Town Hall		202.00			1050	201	202.00	Hiring
Banked 17/05/2024	Majestic Wine	258.88			4102	104	258.88	Refund Mayor Making
29.06.24 Banked 17/05/2024		122.00						
29.06.24 Town Hall		122.00		20.33	1050	201	101.67	Wedding Hire
3867 Banked 17/05/2024		48.50						
3867 Cemetery		48.50			1101	202	48.50	Burial Fees
01.06.24 Banked 20/05/2024		61.00						
01.06.24 Town Hall		61.00		10.17	1050	201	50.83	Wedding Hire
3892 Banked 20/05/2024		292.00						
3892 Town Hall		292.00			1050	201	292.00	Hiring
Banked 20/05/2024	Amazon	14.64		2.44	1010	101	12.20	Refund
3888 Banked 21/05/2024		148.50						
3888 MC & YC		148.50		24.75	1329	206	123.75	Hiring
Banked 23/05/2024	Corporate Property	577.50			1004	110	577.50	Rent
13.09.2024 Banked 23/05/2024		378.00						
13.09.2024 Town Hall		378.00			1050	201	378.00	Hiring
Rec0786 Banked 23/05/2024		200.00						
Rec0786 Public Toilets		200.00			1112	205	200.00	Income
Rec0785 Banked 23/05/2024								
Rec0785 Tin Pit								
10.07.24 Banked 23/05/2024		50.00						
10.07.24 Town Hall		50.00			1050	201	50.00	Hiring
23.05.24 Banked 24/05/2024		52.50						
23.05.24 Town Hall		52.50			1050	201	52.50	Hiring

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CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Receipts for Month 2

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Rec0788	Banked 24/05/2024	150.00						
Rec0788	Public Toilets	150.00			1112	205	107.00	George Lane
					1112	201	43.00	Town Hall
04.09.24	Banked 24/05/2024	100.00						
04.09.24	Town Hall	100.00			1050	201	100.00	Hiring
3886	Banked 28/05/2024	165.00						
3886	MC & YC	165.00		27.50	1329	206	137.50	Hiring
3891	Banked 28/05/2024	1,328.00						
3891	Open Spaces	1,328.00			1103	210	1,328.00	Pitch Hire
3884	Banked 28/05/2024	643.50						
3884	MC & YC	643.50		107.25	1329	206	536.25	Hiring
	Banked 28/05/2024	945.00						
	Corporate Property	945.00			1007	110	945.00	Rent
3877	Banked 28/05/2024	132.00						
3877	Town Hall	132.00			1050	201	132.00	Hiring
	Banked 28/05/2024	561.75						
	Corporate Property	561.75			1005	110	561.75	Rent
3895	Banked 28/05/2024	164.50						
3895	MC & YC	164.50		27.42	1329	206	137.08	Hiring
Dawkins	Banked 28/05/2024	48.50						
Dawkins	Cemetery	48.50			1101	202	48.50	Burial Charges
	Banked 28/05/2024	682.00						
	Corporate Property	682.00			1002	110	682.00	Rent
07.07.24	Banked 29/05/2024	99.00						
07.07.24	MC & YC	99.00		16.50	1329	206	82.50	Hiring
	Banked 30/05/2024	840.00						
	Corporate Property	840.00			1008	110	840.00	Rent
Total Receipts for Month		40,503.80	0.00	241.78			40,262.02	
Cashbook Totals		<u>1,522,056.83</u>	<u>0.00</u>	<u>241.78</u>			<u>1,521,815.05</u>	

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CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/05/2024	02 UK LIMITED	DD1	311.56	311.56		501			Staff Mobiles
01/05/2024	WAITROSE LTD	DD2	17.35	17.35		501			Refresh Civic Hosp.
03/05/2024	CNH CAPITAL	DD3	491.27	491.27		501			Mower Lease Iseki
03/05/2024	CNH CAPITAL	DD4	393.59	393.59		501			Mower Lease Husqvana
03/05/2024	CNH CAPITAL	DD5	536.42	536.42		501			Mule Lease
03/05/2024	British Gas Business	DD6	50.08	50.08		501			Elec Kingsbury St
03/05/2024	Fraser Budgens Limited	DD7	50.00	50.00		501			Fuel
03/05/2024	Fraser Budgens Limited	DD8	45.00	45.00		501			Fuel
07/05/2024	Barclays Bank	DD9	15.00	15.00		501			Bank Charges
07/05/2024	Lex Autolease	DD10	225.92	225.92		501			Mitsubishi Lease
07/05/2024	BT UK BUSINESS ACCOUNTS	DD11	814.03	814.03		501			Office Telephone
08/05/2024	Castle Water	DD12	6.95	6.95		501			Water - Workshop
08/05/2024	Castle Water	DD13	730.47	730.47		501			Water George Lane Toilets
09/05/2024	EDF Energy	DD14	3,016.61	3,016.61		501			Gas Town Hall
09/05/2024	HM REVENUE & CUSTOMS	DD15	8,724.71	8,724.71		501			NI & PAYE
09/05/2024	Wiltshire Council	DD16	8,549.37	8,549.37		501			Superannuation
09/05/2024	WJA Fabrication & Construction	DD17	23,355.00	23,355.00		501			New Workshop
09/05/2024	Wiltshire Sight	DD18	500.00	500.00		501			Grant
09/05/2024	Linda Illsley	DD19	80.32	80.32		501			Reimbursement
09/05/2024	J N Fogg	DD20	81.09	81.09		501			Mayoral Travel
09/05/2024	Tudor Environmental	DD21	101.95	101.95		501			Waterer
09/05/2024	RICHMAN'S REMOVALS	DD22	42.52	42.52		501			Archive Storage
09/05/2024	A4 Hire Limited	DD23	411.43	411.43		501			Roller Hire Wye House
09/05/2024	RWK Goodman	DD24	2,130.00	2,130.00		501			Fees - Kingsbury St
09/05/2024	Barlow & Sons	DD25	948.19	948.19		501			Timber Wye House
09/05/2024	Screwfix	DD26	231.24	231.24		501			Materials High St Proj
09/05/2024	T.H. White (M) Limited	DD27	5,172.31	5,172.31		501			Various
09/05/2024	kingdom Services Ltd	DD28	197.20	197.20		501			Keyholding
09/05/2024	Jason Walker	DD29	43.09	43.09		501			Fuel Reimbursement
09/05/2024	Kellaway Building Supplies	DD30	63.59	63.59		501			Top Soil - Fridge
10/05/2024	One/Stop	DD31	8.25	8.25		501			Refreshments
13/05/2024	Fraser Budgens Limited	DD32	43.36	43.36		501			Fuel
13/05/2024	Arval Centre	DD33	167.27	167.27		501			Fuel
13/05/2024	Adobe Acropro	DD34	20.22	20.22		501			Adobe Software
14/05/2024	PAYFLOW - SALARIES	DD35	27,897.61	27,897.61		501			Salaries
14/05/2024	WAITROSE LTD	DD36	20.52	20.52		501			Mayor Making
15/05/2024	West Mercia	DD37	401.00	401.00		501			Gas MC & YC
15/05/2024	AMAZON	DD38	33.94	33.94		501			Blinds MC & YC
15/05/2024	Fraser Budgens Limited	DD39	30.33	30.33		501			Fuel
15/05/2024	WAITROSE LTD	DD40	9.65	9.65		501			Refreshments
16/05/2024	Intuit Wages	DD41	45.00	45.00		501			Wages Software
16/05/2024	Michael Ford	DD42	636.00	636.00		501			Office Gas Boiler
16/05/2024	Joe Pittams	DD43	150.00	150.00		501			Mole Trapping Jubilee Field
17/05/2024	Cathedral Leasing Ltd	DD44	267.52	267.52		501			Hygiene Equip Lease
17/05/2024	BT UK BUSINESS ACCOUNTS	DD45	253.10	253.10		501			Office Telephone
17/05/2024	Castle Water	DD46	31.01	31.01		501			Water Office
17/05/2024	Fraser Budgens Limited	DD47	45.77	45.77		501			Fuel
20/05/2024	HILLS WASTE	DD48	188.42	188.42		501			Refuse Collectiion Town

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CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/05/2024	HILLS WASTE	DD49	543.24	543.24		501			Hall Refuse Workshop & MC & YC
21/05/2024	PETTY CASH	DD50	50.00	50.00		501			Petty Cash
21/05/2024	AMAZON	DD51	17.96	17.96		501			Cleaning Materials/Stationery
21/05/2024	AMAZON	DD52	9.89	9.89		501			Stationery
21/05/2024	AMAZON	DD53	23.86	23.86		501			Cleaning Town Hall
21/05/2024	AMAZON	DD54	59.97	59.97		501			Stationery
21/05/2024	AMAZON	DD55	8.77	8.77		501			Office Equip
21/05/2024	Zoom Video	DD56	15.59	15.59		501			Zoom Software
21/05/2024	AMAZON	DD57	9.79	9.79		501			Cleaning Town Hall
22/05/2024	Swindon Borough Council	DD58	1.60	1.60		501			Parking Charges
22/05/2024	Fraser Budgens Limited	DD59	45.02	45.02		501			Fuel
23/05/2024	West Mercia	DD60	613.39	613.39		501			Elec Various
23/05/2024	Great Western Cameras	DD61	479.00	479.00		501			Camera
23/05/2024	Doodle Pro	DD62	73.24	73.24		501			Doodle Software
24/05/2024	Excalibur Communications	DD63	261.66	261.66		501			Lines
24/05/2024	Excalibur Communications	DD64	146.96	146.96		501			Software
24/05/2024	Excalibur Communications	DD65	666.72	666.72		501			Software
28/05/2024	Fraser Budgens Limited	DD66	38.45	38.45		501			Fuel
28/05/2024	Fraser Budgens Limited	DD67	53.24	53.24		501			Fuel
28/05/2024	Arval Centre	DD68	115.78	115.78		501			Fuel
28/05/2024	Kingfisher Media	DD69	600.00	600.00		501			Adver Wilts Guide
28/05/2024	RBS Software Solutions	DD70	990.00	990.00		501			Year End Close
28/05/2024	Barriers Direct J9 Ltd	DD71	2,916.40	2,916.40		501			Barrier MC & YC
28/05/2024	Value Products Ltd	DD72	235.06	235.06		501			Signs MC & YC
28/05/2024	Chris Wheeler Construction	DD73	7,501.49	7,501.49		501			Fencing Wye House
28/05/2024	W S Swift	DD74	1,925.60	1,925.60		501			PAT/Emergency Lights
28/05/2024	GLASDON UK LIMITED	DD75	268.94	268.94		501			Bin Orchard Road
28/05/2024	Alert Systems	DD76	3,274.80	3,274.80		501			CCTV Contract
28/05/2024		DD77	31.00	31.00		501			Reimbursement
28/05/2024	Barlow & Sons	DD78	267.12	267.12		501			Timber
28/05/2024	Barlow & Sons	DD79	18.00	18.00		501			Haulage Timber
28/05/2024	Kellaway Building Supplies	DD80	9.65	9.65		501			Straps
28/05/2024	Tudor Environmental	DD81	117.00	117.00		501			Trimmer Line
28/05/2024	T H WHITE INSTALLATIONS LTD.	DD82	337.08	337.08		501			Service Fire Alarm T Hall
28/05/2024	PICKERINGS	DD83	1,130.76	1,130.76		501			Lift Service
28/05/2024	Alert Systems	DD84	1,024.00	1,024.00		501			New Alarm Workshop
28/05/2024	Wiltshire Waste Ltd	DD85	1,015.65	1,015.65		501			Skip - MC & YC/Cemetery
28/05/2024	Locksmart Ltd	DD86	104.00	104.00		501			Handle window - 1 Rec Cottage
28/05/2024		DD87	850.00	850.00		501			1st Install Mayoral Allowance
30/05/2024	02 UK LIMITED	DD88	317.71	317.71		501			Staff Mobiles
30/05/2024	De Lage Landen	DD89	1,709.15	1,709.15		501			Mower/Tractor Lease
30/05/2024	Corona Energy	DD90	1,759.20	1,759.20		501			Elec Various
30/05/2024	WAITROSE LTD	DD91	14.75	14.75		501			Cleaning Prods
31/05/2024	EDF Energy	DD92	407.68	407.68		501			Gas Office

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CURRENT & ACTIVE ACCOUNTS

For Month No: 2

Payments for Month 2

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
31/05/2024	Castle Water	DD93	38.83	38.83		501			Water Allotments
Total Payments for Month			117,683.23	117,683.23	0.00			0.00	
Balance Carried Fwd			1,404,373.60						
Cashbook Totals			<u>1,522,056.83</u>	<u>117,683.23</u>	<u>0.00</u>			<u>1,404,373.60</u>	

Balance Sheet as at 31st May 2024

31st March 2024

31st March 2025

	Current Assets		
1,944	OTHER DEBTORS	0	
22,109	VAT CONTROL ACCOUNT	24,213	
1,159,854	CURRENT & ACTIVE ACCOUNT	1,404,374	
131,512	CCLA Deposit Fund	131,512	
<u>1,315,419</u>		<u>1,560,099</u>	
	1,315,419	Total Assets	1,560,099
	Current Liabilities		
26,355	CREDITORS	5	
1,772	RECEIPTS IN ADVANCE	0	
<u>28,127</u>		<u>5</u>	
	1,287,292	Total Assets Less Current Liabilities	1,560,093
	Represented By		
528,474	GENERAL RESERVE		721,347
758,818	Earmarked Reserves		838,747
<u>1,287,292</u>			<u>1,560,093</u>

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

Signed :
Chairman _____ Date : _____

Signed :
Responsible
Financial
Officer _____ Date : _____

Earmarked Reserves

<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
323 EMR - OPEN SPACES MACHINERY RE	12,484.07		12,484.07
324 EMR - CCTV FUND	181.18		181.18
325 EMR - MUSEUM & HERITAGE CENTRE	42,400.00		42,400.00
326 EMR - CIVIC FUND	5,000.00	-4,200.05	799.95
327 EMR 2015 NEW CEMETERY EXT.	37,000.00		37,000.00
328 EMR 2015 NEIGHBOURHOOD PLAN	500.00		500.00
337 EMR INFORMAL CAR PARK	10,000.00		10,000.00
339 EMR BYE ELECTION/REFERENDUM	9,261.83		9,261.83
340 EMR EVENTS	1,000.00		1,000.00
342 EMR DEVOLUTION SERVICES	46,000.00	-20,000.00	26,000.00
344 EMR WORKSHOP EXTENSION	197,055.33	-26,947.59	170,107.74
347 EMR EMERGERNCY FUND	7,423.41	-400.00	7,023.41
353 EMR STONEBRIDGE MEADOW	4,822.30		4,822.30
356 EMR CIL RECEIPTS 2021/2022	83,250.44	-83,250.44	0.00
357 EMR Climate Emergency Response	3,104.85		3,104.85
358 EMR 106 Receipt Re Redrow	100,000.86	-100,000.86	0.00
360 EMR CIL RECEIPTS 2022/23	33,341.25	-33,341.25	0.00
361 EMR PROPERTY MAINTENANCE	112,174.82	122,525.00	234,699.82
362 EMR - PLAY AREAS	4,584.00		4,584.00
364 EMR- HIGHWAYS	5,464.16		5,464.16
365 EMR - WALLS AND FENCES	17,521.00		17,521.00
366 EMR - CIL Receipts 2023/24	26,248.22	-26,248.22	0.00
367 EMR - High St. Projects	0.00	8,207.30	8,207.30
368 EMR - MC & YC Maintenance	0.00	20,000.00	20,000.00
400 EMR CIL RECEIPTS 2021/2022	0.00	63,994.79	63,994.79
401 EMR CIL RECEIPTS 2022/23	0.00	33,341.25	33,341.25
402 EMR - CIL Receipts 2023/24	0.00	26,248.22	26,248.22
410 EMR 106 Receipt Re Redrow	0.00	100,000.86	100,000.86
	<u>758,817.72</u>	<u>79,929.01</u>	<u>838,746.73</u>

Income and Expenditure Account for Year Ended 31st March 2024

31st March 2023		31st March 2024
	Income Summary	
790,937	PRECEPT RECEIVED	827,301
<u>790,937</u>	Sub Total	<u>827,301</u>
	Operating Income	
28,855	ADMINISTRATION	42,285
79,574	CORPORATE PROPERTIES	92,767
24,944	TOWN HALL	29,467
13,754	CEMETERY	25,571
1,851	ALLOTMENTS	1,851
4,599	PUBLIC TOILETS	2,518
9,519	MC and YC	8,858
33,249	OPEN SPACES	28,526
33,344	RESERVES	26,248
<u>1,020,626</u>	Total Income	<u>1,085,392</u>
	Running Costs	
325,076	ADMINISTRATION	678,714
1,268	SECTION 137	1,699
16,550	OTHER GRANTS	19,721
5,355	MAYORAL	4,858
0	MEMBERS	50
1,105	CIVIC	2,036
11,537	UTILITIES	51,871
40,234	CORPORATE PROPERTIES	40,311
182,024	OS STAFF COSTS	0
162,929	TOWN HALL	63,159
5,868	CEMETERY	667
408	ALLOTMENTS	250
41,731	WORKSHOP	47,304
16,839	PUBLIC TOILETS	11,827
30,222	MC and YC	10,145
76,860	OPEN SPACES	117,663
4,411	PLANNING	8,220
1,500	RESERVES	0
<u>923,917</u>	Total Expenditure	<u>1,058,495</u>
	General Fund Analysis	
332,140	Opening Balance	418,147
1,020,626	Plus : Income for Year	1,085,392
<u>1,352,767</u>		<u>1,503,539</u>
923,917	Less : Expenditure for Year	1,058,495
<u>428,850</u>		<u>445,044</u>
10,703	Transfers TO / FROM Reserves	(83,430)
<u>418,147</u>	Closing Balance	<u>528,474</u>

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Finance & Policy</u>							
<u>101 ADMINISTRATION</u>							
1010 INCOME-MISCELLANEOUS	30,499	0	(30,499)			0.0%	
1176 PRECEPT RECEIVED	827,301	827,301	0			100.0%	
1190 BANK INTEREST	8,401	750	(7,651)			1120.2%	
1191 MARKET INCOME	2,485	1,500	(985)			165.7%	
ADMINISTRATION :- Income	868,686	829,551	(39,135)			104.7%	0
4001 SALARIES/NI/SUPERAN	528,499	514,699	(13,800)	(13,800)		102.7%	
4005 ELLIS WHITTAM	3,259	3,300	42	42		98.7%	
4009 TRAVEL	79	400	321	321		19.7%	
4010 STAFF MOBILE PHONES	3,160	3,300	140	140		95.8%	
4011 BUSINESS RATES	32,245	32,905	660	660		98.0%	
4016 Climate Emergency Response	2,376	0	(2,376)	(2,376)		0.0%	1,896
4018 EMERGENCY FUND	400	0	(400)	(400)		0.0%	400
4022 PETTY CASH	240	500	260	260		48.0%	
4023 STATIONERY/PUBLICS.	952	1,100	148	148		86.6%	
4024 SUBSCRIPTIONS	4,183	5,200	1,017	1,017		80.4%	
4025 INSURANCE	14,006	16,000	1,995	1,995		87.5%	
4026 PHOTOCOPIER	4,580	5,000	420	420		91.6%	
4028 POSTAGE	50	600	550	550		8.4%	
4029 NEWSLETTER	0	1,000	1,000	1,000		0.0%	
4038 MAINTENANCE	1,000	1,500	500	500		66.7%	
4039 PERSONNEL CLOTHING	1,310	1,300	(10)	(10)		100.8%	
4041 TRAINING STAFF	1,300	4,000	2,700	2,700		32.5%	
4046 TOURISM	9,539	5,000	(4,539)	(4,539)		190.8%	6,085
4054 LEGAL	6,062	14,000	7,938	7,938		43.3%	
4055 PROFESSIONAL	11,780	10,000	(1,780)	(1,780)		117.8%	4,525
4057 AUDIT FEE	3,580	4,000	420	420		89.5%	
4059 BANK CHARGES	223	500	277	277		44.5%	
4063 OFFICE GENERAL	500	500	0	0		100.0%	
4064 ARCHIVE STORAGE	418	460	42	42		90.9%	
4067 CCTV	5,000	3,000	(2,000)	(2,000)		166.7%	1,737
4071 OFFICE EQUIPMENT	116	1,200	1,084	1,084		9.7%	
4072 EQUIPMENT	550	3,300	2,750	2,750		16.7%	
4075 SOFTWARE & FEES	9,510	9,200	(310)	(310)		103.4%	
4076 HEALTH & SAFETY	122	500	378	378		24.5%	
4153 EVENTS	21,517	2,000	(19,517)	(19,517)		1075.9%	15,000
4154 SWITCH ON EVENT	7,652	6,000	(1,652)	(1,652)		127.5%	
4228 WEBSITE/BROADBAND	2,628	2,200	(428)	(428)		119.5%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4301 FIRE EXTINGUISHERS	998	1,550	552		552	64.4%	
4308 IT EQUIPMENT LEASE	859	5,000	4,141		4,141	17.2%	
4309 IT SUPPORT PACKAGE	21	2,500	2,479		2,479	0.8%	
4317 HERITAGE PROJECT	0	1,000	1,000		1,000	0.0%	
ADMINISTRATION :- Indirect Expenditure	<u>678,714</u>	<u>662,714</u>	<u>(16,000)</u>	<u>0</u>	<u>(16,000)</u>	<u>102.4%</u>	<u>29,642</u>
Net Income over Expenditure	<u>189,973</u>	<u>166,837</u>	<u>(23,136)</u>				
6000 plus Transfer from EMR	29,642						
Movement to/(from) Gen Reserve	<u>219,615</u>						
<u>102 SECTION 137</u>							
4152 REMEMBRANCE DAY	1,699	2,000	301		301	84.9%	
SECTION 137 :- Indirect Expenditure	<u>1,699</u>	<u>2,000</u>	<u>301</u>	<u>0</u>	<u>301</u>	<u>84.9%</u>	<u>0</u>
Net Expenditure	<u>(1,699)</u>	<u>(2,000)</u>	<u>(301)</u>				
<u>103 OTHER GRANTS</u>							
4061 CHRISTMAS LIGHTS	12,969	15,000	2,031		2,031	86.5%	
4151 GRANTS	6,752	7,000	248		248	96.5%	
OTHER GRANTS :- Indirect Expenditure	<u>19,721</u>	<u>22,000</u>	<u>2,279</u>	<u>0</u>	<u>2,279</u>	<u>89.6%</u>	<u>0</u>
Net Expenditure	<u>(19,721)</u>	<u>(22,000)</u>	<u>(2,279)</u>				
<u>104 MAYORAL</u>							
4100 MAYORS ALLOWANCE	3,400	3,400	0		0	100.0%	
4101 MAYORS TRAVEL	212	300	88		88	70.7%	
4102 MAYOR MAKING EXPS	1,246	2,000	754		754	62.3%	
MAYORAL :- Indirect Expenditure	<u>4,858</u>	<u>5,700</u>	<u>842</u>	<u>0</u>	<u>842</u>	<u>85.2%</u>	<u>0</u>
Net Expenditure	<u>(4,858)</u>	<u>(5,700)</u>	<u>(842)</u>				
<u>105 MEMBERS</u>							
4078 TRAINING-COUNCILLORS	50	750	700		700	6.7%	
4103 MEMBERS TRAVEL	0	200	200		200	0.0%	
MEMBERS :- Indirect Expenditure	<u>50</u>	<u>950</u>	<u>900</u>	<u>0</u>	<u>900</u>	<u>5.3%</u>	<u>0</u>
Net Expenditure	<u>(50)</u>	<u>(950)</u>	<u>(900)</u>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>106 CIVIC</u>							
4105 CIVIC HOSPITALITY	1,127	1,500	373		373	75.2%	
4110 TOWN CRIER/MACE BEAR	680	1,200	520		520	56.7%	
4113 INSIGNIA FUNDS	229	1,000	771		771	22.9%	
CIVIC :- Indirect Expenditure	<u>2,036</u>	<u>3,700</u>	<u>1,664</u>	<u>0</u>	<u>1,664</u>	<u>55.0%</u>	<u>0</u>
Net Expenditure	<u>(2,036)</u>	<u>(3,700)</u>	<u>(1,664)</u>				
<u>107 UTILITIES</u>							
4012 WATER/SEWERAGE CHGS	2,221	4,400	2,179		2,179	50.5%	
4014 ELECTRICITY	21,970	30,396	8,426		8,426	72.3%	
4015 GAS	19,210	35,222	16,012		16,012	54.5%	
4020 TELEPHONE	8,470	7,000	(1,470)		(1,470)	121.0%	
UTILITIES :- Indirect Expenditure	<u>51,871</u>	<u>77,018</u>	<u>25,147</u>	<u>0</u>	<u>25,147</u>	<u>67.3%</u>	<u>0</u>
Net Expenditure	<u>(51,871)</u>	<u>(77,018)</u>	<u>(25,147)</u>				
Finance & Policy :- Income	868,686	829,551	(39,135)			104.7%	
Expenditure	758,949	774,082	15,133	0	15,133	98.0%	
Net Income over Expenditure	<u>109,738</u>	<u>55,469</u>	<u>(54,269)</u>				
plus Transfer from EMR	29,642						
Movement to/(from) Gen Reserve	<u>139,380</u>						
<u>Amenities & Open Spaces</u>							
<u>202 CEMETERY</u>							
1101 INCOME-CEMETERY	25,474	14,437	(11,037)			176.5%	
CEMETERY :- Income	<u>25,474</u>	<u>14,437</u>	<u>(11,037)</u>			<u>176.5%</u>	<u>0</u>
4036 OLD CEMETERY	667	500	(167)		(167)	133.3%	
CEMETERY :- Indirect Expenditure	<u>667</u>	<u>500</u>	<u>(167)</u>	<u>0</u>	<u>(167)</u>	<u>133.3%</u>	<u>0</u>
Net Income over Expenditure	<u>24,808</u>	<u>13,937</u>	<u>(10,871)</u>				
<u>203 ALLOTMENTS</u>							
1100 INCOME-ALLOTMENTS	1,851	1,265	(586)			146.3%	
ALLOTMENTS :- Income	<u>1,851</u>	<u>1,265</u>	<u>(586)</u>			<u>146.3%</u>	<u>0</u>
4006 ST JOHNS TRUST	250	250	0		0	100.0%	
ALLOTMENTS :- Indirect Expenditure	<u>250</u>	<u>250</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>100.0%</u>	<u>0</u>
Net Income over Expenditure	<u>1,601</u>	<u>1,015</u>	<u>(586)</u>				

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>204 WORKSHOP</u>							
4027 INTRUDER ALARM	1,379	2,000	621		621	68.9%	
4031 BIODIVERSITY PLAN	0	5,000	5,000		5,000	0.0%	
4042 PERSONAL PROTECTIVE EQUIPMENT	372	500	128		128	74.4%	
4043 PICK-UP LEASE	545	600	55		55	90.8%	
4044 VEHICLE TAX/INS.	320	350	30		30	91.4%	
4045 VEHICLE PETROL/DERV	7,137	6,000	(1,137)		(1,137)	118.9%	
4047 WORKSHOP TOOLS ETC	1,705	2,000	295		295	85.2%	
4048 VEHICLE MAINTENANCE	7,694	12,000	4,306		4,306	64.1%	
4050 WORKSHOP MISC	149	200	51		51	74.7%	
4315 REFUSE COLLECTION	4,980	3,000	(1,980)		(1,980)	166.0%	
4320 MOWER	3,584	4,200	616		616	85.3%	
4323 MISTUBISHI LEASE	2,259	2,259	(0)		(0)	100.0%	
4332 WESSEX MOWER LEASE	6,685	7,000	315		315	95.5%	
4339 ISEKI TRACTOR LEASE 2023	10,497	10,000	(497)		(497)	105.0%	
WORKSHOP :- Indirect Expenditure	47,304	55,109	7,805	0	7,805	85.8%	0
Net Expenditure	(47,304)	(55,109)	(7,805)				
<u>210 OPEN SPACES</u>							
1102 INCOME-GOLF CLUB							
1103 INCOME OPEN SPACES	4,676	8,250	3,574			56.7%	
1106 INCOME - SHOWMENS GUILD	2,300	2,300	0			100.0%	
1111 INCOME - RUGBY CLUB							
OPEN SPACES :- Income	28,179	33,628	5,449			83.8%	0
4038 MAINTENANCE	14,641	7,200	(7,441)		(7,441)	203.3%	10,201
4220 OPEN SPACES PLANTS	5,135	4,800	(335)		(335)	107.0%	
4223 PLAY EQUIP/MAINT/REPLACEMENT	2,689	2,500	(189)		(189)	107.5%	925
4314 AOS PROJECTS	19,134	10,000	(9,134)		(9,134)	191.3%	
4318 TREE SURVEY & WORKS	5,420	15,000	9,580		9,580	36.1%	
4324 RTV VEHICLE	221	3,500	3,279		3,279	6.3%	
4325 STONEBRIDGE MEADOWS	472	1,000	528		528	47.2%	
4327 ISEKI TRACTOR TG6490	5,268	7,000	1,732		1,732	75.3%	
4330 MULTI PURPOSE MOWER	2,334	3,100	766		766	75.3%	
4331 FRONT LOADER/BACK HOE LEASE	2,620	3,200	580		580	81.9%	
4335 FREES AVENUE TREES	273	1,000	727		727	27.3%	
4337 SKATE PARK LIGHTING	0	500	500		500	0.0%	
4401 NEW WORKSHOP	59,458	0	(59,458)		(59,458)	0.0%	59,458
OPEN SPACES :- Indirect Expenditure	117,663	58,800	(58,863)	0	(58,863)	200.1%	70,583
Net Income over Expenditure	(89,484)	(25,172)	64,312				
6000 plus Transfer from EMR	70,583						
Movement to/(from) Gen Reserve	(18,901)						

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Amenities & Open Spaces :- Income	55,504	49,330	(6,174)			112.5%	
Expenditure	165,885	114,659	(51,226)	0	(51,226)	144.7%	
Net Income over Expenditure	<u>(110,380)</u>	<u>(65,329)</u>	<u>45,051</u>				
plus Transfer from EMR	70,583						
Movement to/(from) Gen Reserve	<u>(39,797)</u>						

Properties110 CORPORATE PROPERTIES

1000 INCOME-HIGH ST SHOP	21,549	22,000	451			98.0%	
1002 INCOME-HIGH ST FLAT2							
1003 INCOME-1 KINGSBURY							
1004 INCOME-1A KINGSBURY							
1005 INCOME-2A KINGSBURY							
1006 INCOME-3 KINGSBURY							
1007 INCOME-REC GND COT 1							
1008 INCOME-REC GND COT 2							
1011 INCOME - 3A KINGSBURY ST							
1012 INCOME - 3B KINGSBURY ST							
CORPORATE PROPERTIES :- Income	<u>91,317</u>	<u>95,690</u>	<u>4,373</u>			95.4%	0
4062 MTCE/ELEC CORP. PROPS.	39,570	15,000	(24,570)		(24,570)	263.8%	24,347
4066 MARKETING	0	250	250		250	0.0%	
4070 Defibs	741	750	9		9	98.8%	
CORPORATE PROPERTIES :- Indirect Expenditure	<u>40,311</u>	<u>16,000</u>	<u>(24,311)</u>	0	(24,311)	251.9%	24,347
Net Income over Expenditure	<u>51,006</u>	<u>79,690</u>	<u>28,684</u>				
6000 plus Transfer from EMR	24,347						
Movement to/(from) Gen Reserve	<u>75,354</u>						

201 TOWN HALL

1050 INCOME-TOWN HALL	31,060	20,000	(11,060)			155.3%	
1112 Income Toilets	179	500	321			35.8%	
TOWN HALL :- Income	<u>31,239</u>	<u>20,500</u>	<u>(10,739)</u>			152.4%	0
4019 CLEANING MATERIALS	849	800	(49)		(49)	106.1%	
4030 INTRUDER ALARM	904	2,000	1,096		1,096	45.2%	
4035 SANITARY DISPOSAL	1,462	1,600	138		138	91.4%	
4037 LIFT MAINTENANCE	2,897	3,100	203		203	93.4%	

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4038 MAINTENANCE	44,534	40,000	(4,534)		(4,534)	111.3%	13,725
4300 BOILER MAINTENANCE	849	900	51		51	94.3%	
4304 LICENCES/PERFORMING	1,423	3,000	1,577		1,577	47.4%	
4305 BROADBAND	0	2,100	2,100		2,100	0.0%	
4315 REFUSE COLLECTION	1,601	1,100	(501)		(501)	145.6%	
4998 MARKETING	0	200	200		200	0.0%	
4999 PUBLIC TOILETS	8,640	7,000	(1,640)		(1,640)	123.4%	
TOWN HALL :- Indirect Expenditure	63,159	61,800	(1,359)	0	(1,359)	102.2%	13,725
Net Income over Expenditure	(31,920)	(41,300)	(9,380)				
6000 plus Transfer from EMR	13,725						
Movement to/(from) Gen Reserve	(18,195)						
<u>205 PUBLIC TOILETS</u>							
1112 Income Toilets	2,518	4,000	1,482			62.9%	
PUBLIC TOILETS :- Income	2,518	4,000	1,482			62.9%	0
4306 COOPERS CORNER	327	800	473		473	40.9%	
4313 PUBLIC TOILETS	11,500	16,600	5,100		5,100	69.3%	
PUBLIC TOILETS :- Indirect Expenditure	11,827	17,400	5,573	0	5,573	68.0%	0
Net Income over Expenditure	(9,309)	(13,400)	(4,091)				
<u>206 MC and YC</u>							
1329 MY & MC INCOME	8,808	7,700	(1,108)			114.4%	
MC and YC :- Income	8,808	7,700	(1,108)			114.4%	0
4019 CLEANING MATERIALS	239	500	261		261	47.8%	
4030 INTRUDER ALARM	1,463	2,000	537		537	73.2%	
4035 SANITARY DISPOSAL	533	750	217		217	71.1%	
4037 LIFT MAINTENANCE	293	850	557		557	34.5%	
4072 EQUIPMENT	337	500	163		163	67.4%	
4304 LICENCES/PERFORMING	411	720	309		309	57.0%	
4329 MC and YC	6,870	1,000	(5,870)		(5,870)	687.0%	
MC and YC :- Indirect Expenditure	10,145	6,320	(3,825)	0	(3,825)	160.5%	0
Net Income over Expenditure	(1,337)	1,380	2,717				
Properties :- Income	133,882	127,890	(5,992)			104.7%	
Expenditure	125,442	101,520	(23,922)	0	(23,922)	123.6%	
Net Income over Expenditure	8,440	26,370	17,930				
plus Transfer from EMR	38,072						
Movement to/(from) Gen Reserve	46,512						

Planning

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
300 PLANNING							
4017 HIGHWAYS	1,346	0	(1,346)		(1,346)	0.0%	1,346
4120 STREET FURNITURE	3,184	2,000	(1,184)		(1,184)	159.2%	410
4400 LHFIG	3,690	7,500	3,810		3,810	49.2%	
PLANNING :- Indirect Expenditure	<u>8,220</u>	<u>9,500</u>	<u>1,280</u>	<u>0</u>	<u>1,280</u>	<u>86.5%</u>	<u>1,756</u>
Net Expenditure	<u>(8,220)</u>	<u>(9,500)</u>	<u>(1,280)</u>				
6000 plus Transfer from EMR	1,756						
Movement to/(from) Gen Reserve	<u>(6,464)</u>						
Planning :- Income	0	0	0			0.0%	
Expenditure	8,220	9,500	1,280	0	1,280	86.5%	
Net Income over Expenditure	<u>(8,220)</u>	<u>(9,500)</u>	<u>(1,280)</u>				
plus Transfer from EMR	1,756						
Movement to/(from) Gen Reserve	<u>(6,464)</u>						
Reserves							
900 RESERVES							
1901 CIL GRANT RECEIVED	26,248	0	(26,248)			0.0%	
RESERVES :- Income	<u>26,248</u>	<u>0</u>	<u>(26,248)</u>				<u>0</u>
Net Income	<u>26,248</u>	<u>0</u>	<u>(26,248)</u>				
Reserves :- Income	26,248	0	(26,248)			0.0%	
Expenditure	0	0	0	0	0	0.0%	
Movement to/(from) Gen Reserve	<u>26,248</u>						
Grand Totals:- Income	1,084,321	1,006,771	(77,550)			107.7%	
Expenditure	1,058,495	999,761	(58,734)	0	(58,734)	105.9%	
Net Income over Expenditure	<u>25,826</u>	<u>7,010</u>	<u>(18,816)</u>				
plus Transfer from EMR	140,054						
Movement to/(from) Gen Reserve	<u>165,879</u>						

15/05/2024

Marlborough Town Council 2023/2024

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Balance Sheet as at 31st March 2024

31st March 2023

31st March 2024

31st March 2023		31st March 2024	
Current Assets			
11,591	OTHER DEBTORS	1,944	
22,902	VAT CONTROL ACCOUNT	22,109	
1,114,214	CURRENT & ACTIVE ACCOUNT	1,159,854	
131,512	CCLA Deposit Fund	131,512	
<u>1,280,220</u>			<u>1,315,419</u>
1,280,220	Total Assets		1,315,419
Current Liabilities			
18,618	CREDITORS	26,355	
1,207	RECEIPTS IN ADVANCE	1,772	
<u>19,825</u>			<u>28,127</u>
1,260,394	Total Assets Less Current Liabilities		1,287,292
Represented By			
418,147	GENERAL RESERVE		528,474
842,248	Earmarked Reserves		758,818
<u>1,260,394</u>			<u>1,287,292</u>

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

Signed :
Chairman

Date : _____

Signed :
Responsible
Financial
Officer

Date : _____



Marlborough Town Council

Internal Audit Report 2023/24 (Final Update)

Chris I Hackett

Consultant Auditor

For and on behalf of Auditing Solutions Ltd

Background

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

This report sets out the work undertaken in relation to the 2023/24 financial year during our three visits which took place on October 19th 2023, the 20th February and 11th June 2024. We wish to thank the Office Manager and the Town Clerk for providing the records to enable us to complete our work.

Internal Audit Approach

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

Overall Conclusion

Based on our work undertaken, the Council continues to maintain effective internal control arrangements. Our findings in each area examined are set out in the detailed report below.

We request that this report is presented to Members and that Members acknowledge receipt of the Report.

This report has been prepared for the sole use of Marlborough Town Council. To the fullest extent permitted by law, no responsibility or liability is accepted by Auditing Solutions Ltd to any third party who purports to use or rely, for any reason whatsoever, on this report, its contents or conclusions.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

The Council uses the Rialtas software to maintain its accounting records (the Ledger). Two operational bank accounts are maintained at Barclays, the Business Current and Business Saver accounts which are accounted for in a combined cashbook (number one) in the Rialtas system. In addition, the Council has invested surplus cash in an account with the CCLA Public Sector Deposit Fund.

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in the cashbook or financial ledgers. We have:

- Confirmed the External Auditor raised no issues on the 2022/23 AGAR requiring our follow up;
- Agreed the opening trial balance detail for 2023/24 as recorded in the Ledger to the closing detail contained in the 2022/23 AGAR;
- Ensured that the cost centre and nominal ledger income and expenditure coding structure remains appropriate for purpose;
- Checked to ensure that the Rialtas Ledger remained “in balance” at the date of our three visits by running a data check within the system to confirm the trial balance agreed to the nominal ledger;
- Checked and agreed detail in the combined number one cashbook, examining and agreeing transactions in September 2023, January and March 2024, as sample months, to supporting bank statements;
- Agreed the combined Business Current and Active Saver Account bank reconciliation as at 31st August, 30th September, 31st December 2023, 31st January, 29th February and 31st March 2024;
- Discussed with officers the arrangements for Member review of the bank reconciliations noting they had been countersigned during the year; and
- Agreed the balance recorded in Rialtas in respect of the CCLA account to the third-party statement dated 31st August 2023 and 31st March 2024.

Conclusions

The ledger is in balance and the accounts are regularly reconciled to the bank with no anomalous adjusting entries.

We have agreed the cash and investment balances to the AGAR, section 2 line 8.

Review of Corporate Governance

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

- Have completed our examination of the Council's minutes, examining those for the Full Council and its Standing Committee meetings (except for Planning) held during the financial year 2023/24 with a view to identifying whether any issues exist that may have an adverse effect on the Council's future financial stability, both in the short and longer term;
- Note the Council continues to keep its corporate policies under review with Full Council adopting Standing Orders and Financial Regulations at the Meeting held in May 2023 and May 2024;
- Noted that the General Power of Competence has been adopted;
- Confirmed that the Council is posting all payments over £500 onto its website and doing this monthly; and
- Confirmed the Council advertised its 2022/23 accounts for public inspection.

Conclusion and recommendation

Based on our work the Council is maintaining its governance arrangements. There is scope to expand the disclosures on the Council website to comply with the requirements of the Transparency Code for example to disclose detail of land and buildings held, detail of contracts tendered and commissioned, although some information will be included in the agenda papers.

R1 The Council should review the detail posted on its website in relation to the Transparency Code and ensure information is posted explicitly.

Review of Expenditure

Our aim here is to ensure that:

- Council resources are released in accordance with the Council's approved procedures and approved budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- That Members are provided with, and approve, the regular schedules of payments made;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;

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11-June-2024

Auditing Solutions Ltd

- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We confirmed with officers the controls over the processing of payments. We completed testing in this area examining a sample of all those supplier payments individually in excess of £2,000 together with a more random selection of every 35th cashbook transaction, irrespective of value, entered in the Cashbook for the twelve months to 31st March 2024 to ensure compliance with the above criteria. Our sample comprised 85 payments plus the regular non-domestic rate payments, totaling £339,947 and equated to 55% of non-pay expenditure in the year. All payments in our sample were supported by invoices or suitable documentation, for example for grants supporting email correspondence and minutes.

We note that the Council sought quotes for two contracts, one for replacement windows at a property in Kingsbury Square and one for construction works at the Council's workshop. We reviewed the quotes and supporting paperwork.

We confirmed the VAT owing to the Council at the end of 2022/23 was recovered in May 2023 and reviewed the re-claims for the first three quarters of 2023/24 confirming the funds were recovered with detail correctly entered into the VAT control account.

Conclusion

No issues arise from this area of our work. Based on our sample payments are supported by suitable documentation.

Assessment and Management of Risk

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

We have examined the Council's current insurance policy provided by Zurich running to the 16th June 2024, cover includes:

- Building insurance;
- Business interruption insurance
- Cover for equipment;
- Public liability cover of up to £15m;
- Hirer's liability cover up to £2m;
- Employer's liability £10m;
- Motor vehicle cover; and
- Fidelity guarantee £2m.

We confirmed that the Council reviews its Risk Management Scheme annually, most recently in May 2024. The Risk Management Scheme identifies the risk, assesses them and describes the controls to management them. It includes a range of financial risks.

We note that regular in-house safety inspections are carried out on Council owned play equipment, staff are trained to do the work, also there are periodic inspections by an external body.

Conclusion

No issues arise from our work, the Council has arrangements for managing risk.

Budgetary Control & Reserves

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

- The Finance and Policy Committee considered the 2024/25 budget at their December meeting after initial consideration by the other committees. Members were provided with a detailed financial report showing prior year, current year and proposed income and expenditure for 2024/25. This was broken down by Committee. An analysis of reserves was provided also. Members were further provided with a narrative report on key issues. Full Council met on the 8th January 2024 and agreed the 2024/25 budget and precept setting the latter at £890,930. Members considered possible projects, reserves and the impact on Council tax in reaching their decision;
- Members continue to receive regular budget monitoring reports quarterly, which include income and expenditure reports and a balance sheet;
- At the year-end 31st March 2024 total balances and reserves were £1,287,292 including a general balance of £528,475. Spending in 2023/24 was £1,058,494 or £88,208 a month. The general balance is some six months spending and is within the normal range seen at town and parish councils of three to eight months; and
- We reviewed income and expenditure year on year noting reasons for variations. General spending in 2023/24 is up some £100,000 compared to the prior year reflecting spend on one-off projects including the new workshop, play equipment and replacement windows.

Conclusions

No issues arise in this area, based on our work the Council has arrangements for managing its finances.

Review of Income

The Council receives income, in addition to the Precept, primarily from Town Hall lettings, property rents, allotments, burial and associated fees, bank interest and specific grants & donations, together with expended VAT, which is recovered quarterly. We have:

- Agreed the first and second instalments of the 2023/24 precept received into the Council's accounts in April and September 2023 to the amount set and recorded in the Minutes of the Council and to remittance advices from Wiltshire Council and to the list of precepts published by the Government;
- For Marlborough Community and Youth Centre, test checked a sample of hirings in July 2023 from the booking diary ensuring the hire was invoiced at the correct rate and ensuring the income was recorded in Rialtas;
- At the interim stage reviewed debtor codes in Rialtas and the manual file of invoices to confirm there were no material aged amounts owing;
- Noted that Members keep fees and charges under review;
- Noted the Council received CIL in the year. We sample tested an amount of £13,124, agreeing it to a remittance advice from Wiltshire Council;
- Selected five interments from the Burial Register and confirmed a certificate for burial or cremation was on file and that the fee charged agreed to the schedule of rates published on the Council website and that an invoice had been raised and recorded in Rialtas;
- Tested five Town Hall bookings from the letting diary agreeing the income generated to an invoice, to Rialtas and to the published schedule of fees and confirmed booking forms were held on file;
- Reviewed income received in the year in respect of Corporate Properties and agreed the income received in respect of two properties to the respective letting agreements;
- Reviewed the income received in respect of open spaces and agreed the income received in respect of the Mop Fair to the licence agreement; and
- As noted previously in this report test checked a sample of three month's income from the bank statement to the cash book and reviewed the recovery of VAT.

Conclusion

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

Petty Cash Account

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

The Council operates a limited petty cash account to defray sundry administrative expenses. The account is “topped up” as and when required with “round sum” cash withdrawals through the Barclays cash-point card. These transfers are recorded in the main cash book.

We agreed the physical cash held on the day of our first visit to the accounting records and test checked payments in July to September 2023 to ensure that vouchers/till receipts were retained to support the payments.

Conclusion

There are no issues arising in this area.

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HM Revenue and Customs (HMRC) legislation as regards the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme by deducting employee contributions and paying employer contributions at the correct rates.

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

- Test checked the pay for one officer on the August payroll to supporting contracts/letters of employment confirming the amount paid to the nationally published pay-scales;
- Obtained the summary payroll reports for August 2023 and agreed the totals to the Rialtas cash book payments;
- Checked the calculation of tax and national insurance for five staff paid in August by reference to their payslips;
- Checked for five staff the calculation of employee and employer pension contributions in respect of the August salary payments;
- Confirmed signed timesheets are held on file;
- Sample checked the calculation of back pay in respect of the national pay award, which was paid in November 2023; and
- Completed our month-on-month trend analysis of payroll transactions per the cash book to enable us to confirm there are no material anomalies.

Conclusion

The Council has arrangements for processing its payroll. We have tested one month in detail and monitored monthly costs during the year for material consistency.

**Marlborough TC: 2023-24 (Final
update)**

11-June-2024

Auditing Solutions Ltd

Fixed Asset Register

The Governance and Accountability Manual requires all Councils to maintain a record of all assets owned. We note the Council retains an asset register which provides photographic information of the specific assets and that assets are valued at cost for the purposes of the disclosure in the AGAR as required by the accounting regulations. The asset register identifies the cost of individual assets and categories them for example in to land and buildings, infrastructure assets etc.

We have checked additions in the year to the Rialtas Ledger for consistency noting the main addition in 2023/24 related to the workshop.

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

Conclusion

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

Investments and Loans

Our objectives here are to ensure that the Council is investing “surplus funds”, be they held temporarily or on a longer term basis, in appropriate banking and investment institutions; that an appropriate investment policy is in place; that the Council is obtaining the best rate of return on any such investments made; and that interest earned is brought to account correctly and appropriately in the accounting records.

During our interim review we agreed the balance shown in the accounts as invested in the CCLA to the CCLA statement dated 31st August 2023. At the final visit we agreed the balance at 31st March 2024. We further confirmed that interest was being brought to account.

We note the Council plans to review and re-adopt its investment strategy in 2024/25.

We confirmed the Council held no loans advanced to it at 31st March 2024.

Conclusions and recommendation

The Council is holding significant sums in its current account, £918,297 at the 31st March 2024. It has been some years since the Council formally reviewed and re-adopted its investment strategy.

R2 The Council should review and adopt its investment strategy and confirm whether additional funds can be placed on deposit to earn interest.

Statement of Accounts and Annual Governance and Accountability Return (AGAR)

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

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

- Reviewed the debtors and creditors included in the year-end accounts testing as necessary to underlying evidence and listings;
- Agreed the fixed assets, cash and investments as stated to underlying third party evidence; and
- Agreed the draft AGAR to the Rialtas records.

We note the Council holds funds totalling £80,000 relating to local charities. We understand the Clerk submitted the return to the Charity Commission for the larger Herbert Leaf Charity, for the smaller Russell Trust with a balance of £10,374 the return was not submitted last year.

Conclusions and recommendation

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

Whilst accepting the Russell Trust is small, a return is normally required to be sent to the Charity Commission.

R3 Officers should confirm whether a return is required to the Charity Commission in respect of the Russell Trust.

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	The Council should review the detail posted on its website in relation to the Transparency Code and ensure information is posted explicitly.	
Investments and Loans		
R2	The Council should review and adopt its investment strategy and confirm whether additional funds can be placed on deposit to earn interest.	
Statement of Accounts and Annual Governance and Accountability Return (AGAR)		
R3	Officers should confirm whether a return is required to the Charity Commission in respect of the Russell Trust.	



Marlborough Town Council

Lone Working Policy

1. Introduction

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

2. Employer's Duties

Lone workers are those who work by themselves without close or direct supervision. This may include working on or off site. Although working alone is not in itself against the law and it will often be safe to do so **but may come with enhanced inherent risks by virtue of the situation**. The law requires employers to consider carefully and then deal with any health and safety risks for people working alone. All lone working activities must be suitably assessed prior to undertaking to ensure control measures are acceptable.

3. Employee's Duties

If expected to work alone, employees should ensure that they have read the relevant risk assessment and are familiar with the expectations placed upon them to ensure their safety. **Employees should remain courteous and aware of the public at all times. If working at weekends, employees may receive comments or complaints that they cannot rectify alone. These should be recorded for the appropriate Line Manager to act upon. Should an emergency occur, an employee should inform a manager by telephone. For non-emergencies, contact can be by text or email. Email may be also useful if a digital photograph is available showing the nature of the incident.**

Employees should ensure that their practices are kept up to essential low risk tasks, and appropriate and relevant to the purpose required. This applies to both on-site and offsite working.

4. Working off-site

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

- Always ensure that your Line Manager, **or another trusted person**, is aware of where you will be and record where you are going, when you are going and your expected time of return, if these are not already known.
- **Tell someone your precise destination and expected time of return**
- **Report to your line manager or trusted person when you have returned and that you are safe.**
- Take a mobile phone with you and ensure that it is fully charged in case you need to use it.
- **Consider using a tracker app on your mobile phone.**
- Ensure that your Line Manager and colleagues, **or that a trusted person has** a record of your mobile telephone number
- **Keep valuables/cash to a minimum**

ADOPTED BY Marlborough Town Council. 12th December, 2016

- Maintain regular contact with colleagues or manager

5. Walking

Anyone who is on foot should maintain a level of awareness to danger that is relevant to the circumstances. The use of a few precautions will minimise risks:

Walking safely

- Avoid short cuts through dimly lit or enclosed areas
- After dark, keep away from bushes, doorways and alleyways
- Tell your Line Manager or colleagues your precise destination and expected time of return
- Walk confidently and purposefully, avoid sending out signals of fear and vulnerability
- Do not wear a personal stereo, it will reduce awareness of your surroundings
- Wear sensible footwear, do not wear footwear which may impede your actions if alarmed
- If you think you are being followed, cross the street. If this continues, move to the nearest place with people and call the Police using your mobile phone
- Keep your distance if asked for directions

Carrying money and valuables safely

- Don't carry more cash than absolutely necessary
- Keep wallets/purses in inside pockets
- Make sure the fastenings on bags are secure
- If someone grabs your bag or wallet, let it go. Personal safety is paramount

Be on guard with strangers

- Trust your instincts and avoid crowds or groups which may appear threatening
- Be wary of stationary vehicles with engines running and people sitting in them
- If a car stops and you are threatened, move away quickly in the opposite direction and use your mobile phone to call for assistance

6. DRIVING

When driving, precautions will help minimise risks and help to make you more confident while lone working:

Before you set off

- Make sure your vehicle is regularly serviced and check oil and tyres etc. regularly this should be part of a weekly routine
- Ensure you have adequate fuel
- Plan your route

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On the road

- Keep bags and other valuables out of sight
- Keep doors locked, windows closed as much as possible, especially in stop/go traffic
- If followed, drive to the nearest police station or concentration of people and call for assistance using your mobile phone

Leaving the vehicle

- Always lock your vehicle and put anything of value out of sight
- Be alert to situations – trust your instincts
- If dark or if it will be dark when returning to your vehicle, park in well-lit places, as near to your destination as possible. Make sure the workshop lights are on when parking, reverse your vehicle into a parking space and leave it as close to the exit as you can
- Have your keys ready when you return to your vehicle; check the interior for intruders before getting in

If you break down

- Pull off the road as far as you can and if necessary, switch on your hazard warning lights
- Summon assistance using your mobile phone and give precise details of your location

If you feel threatened

- If you are being followed, drive to a busy place
- If the occupants of a car beside you e.g. at traffic lights or road junction try to attract your attention for any reason, simply ignore them
- If a car travels alongside you at the same speed, slow down and let them pass. If the driver persists, drive to a busy place and call the police
- If a car pulls up in front of you, forcing you to stop, leave the engine running, activate your hazard warning lights and sound your horn continuously. If the driver gets out and approaches you, reverse and get away

Recording Accidents, near misses and incidents

If an incident or accident has occurred or a near miss has occurred, this should be reported before the end of shift in writing on the appropriate form. A Line Manager should be informed as soon as possible.

December 2016

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