



Ref: Agenda/F&GP– 18/07/2023

13th July 2023

Dear Sir/Madam

All Members of the Town Council are hereby summoned to the Finance and General Purposes Committee Meeting of Biggleswade Town Council that will take place on **Tuesday 18th July** at the **Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade** commencing at **7:00pm**, for the purpose of considering and recommending the business to be transacted as specified below.

Yours faithfully

A handwritten signature in black ink, appearing to be "Peter Tarrant".

Peter Tarrant
Town Clerk & Chief Executive

Distribution: All Town Councillors
Notice Boards
The Press

Committee Members:

Cllr. D. Strachan (Chairman)
Cllr. I. Agnew (Deputy Chairman)
Cllr. D. Albone
Cllr. G. Barrett
Cllr. M. Foster (ex-officio voting Member)
Cllr. M. Knight (ex-officio voting Member)
Cllr. M. North
Cllr. M. Russell
Cllr. S. Sajid
Cllr. C. Thomas

AGENDA

1. **APOLOGIES FOR ABSENCE**
2. **DECLARATIONS OF INTEREST**
To receive Statutory Declarations of Interests from Members in relation to:
 - a. Disclosable Pecuniary interests in any agenda item.
 - b. Non-Pecuniary interests in any agenda item
3. **CHAIRMAN'S ANNOUNCEMENTS**

4. PUBLIC OPEN SESSION

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, pertaining to matters listed on the agenda.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_Dq-FTzMjRa2fT5OFSxHhOw

Each Speaker will give their name to the Chairman, prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **one three-minute slot**.

5. INVITED SPEAKER

None.

6. MEMBERS' QUESTIONS

7. MINUTES AND RECOMMENDATIONS OF MEETINGS

- a. The Minutes of the Finance & General Purposes Committee Meeting held on **Tuesday 21st March 2023** at the Offices of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

8. MATTERS ARISING

- a. The Minutes of Finance & General Purposes Committee Meeting held on **Tuesday 21st March 2023** at the Office of Biggleswade Town Council, The Old Court House, Saffron Road, Biggleswade.

9. ITEMS FOR CONSIDERATION

a. New Financial Reports

For Members to receive and consider a written report from the Finance Manager.

b. Sourcing of Growth Items

For Members to receive and consider a written report from the Finance Manager.

10. ITEMS FOR INFORMATION

a. Finance Review Update

For Members to receive a written report from the Finance Manager.

b. Unity Trust Bank Update

For Members to receive a written report from the Finance Manager.

c. Bank Signatories Update

For Members to receive a written report from the Finance Manager.

d. **Quarterly Bank Reconciliations**

For Members to receive a written report from the Finance Manager.

e. **Virements Quarterly Report**

For Members to receive a written report from the Finance Manager.

f. **Risk Management Update Report**

For Members to receive a written report from the Finance Manager and Head of Governance & Strategic Partnerships.

g. **New Internal Auditor**

For Members to receive a written report from the Finance Manager.

h. **Contracts Database Update Report**

For Members to receive a written report from the Finance Manager.

11. **PUBLIC OPEN SESSION**

To adjourn for a period of up to 15 minutes to allow members of the public to put questions or to address the Council, through the Chairman, in respect of any other business of the Town Council.

Please register in advance for this webinar:

https://us06web.zoom.us/webinar/register/WN_Dq-FTzMjRa2fT5OFSxHhOw

Each Speaker will give their name to the Chairman prior to speaking, which will be recorded in the minutes, unless that person requests otherwise. Each Speaker will be allowed **(one) three-minute slot**.

12. **EXEMPT ITEMS**

The following resolution will be **moved** that it is advisable in the public interest that the public and press are excluded whilst the following exempt items are discussed.

(None).

Pursuant to section 1(2) of the public bodies (Admission to Meetings) Act 1960 Council **resolve** to exclude the public and press by reason of the confidential nature of the business about to be transacted.



**MINUTES OF THE FINANCE & GENERAL PURPOSES COMMITTEE
MEETING ON TUESDAY 21st MARCH 2023 AT THE OFFICES OF
BIGGLESWADE TOWN COUNCIL, THE OLD COURT HOUSE, 4
SAFFRON ROAD, BIGGLESWADE COMMENCING AT 7.00PM**



PRESENT:

Cllr R Pullinger (Chairman)
Cllr M Foster (Deputy Chairman)
Cllr D Albone
Cllr I Bond
Cllr M Knight
Cllr M North
Cllr M Russell
Cllr D Strachan

Mr P Tarrant – Town Clerk & Chief Executive
Mr K Hosseini – Head of Governance & Strategic Partnerships (via Zoom)
Mr R Youngs – Finance Manager
Mr I Lord – Place Shaping Manager
Ms F Gumush – Meetings Administrator

Members of the Public – 0

Meeting Formalities:

Following a reminder to meeting attendees, both panel and public, that this is a formal meeting, the Chairman advised that members of the public will be given an opportunity to speak during public open session but not at other times. The meeting is being filmed and by being present attendees are deemed to have agreed be filmed and to the use of those images and sound recordings. The Chairman advised that attendees should not disclose any personal information of individuals as this would infringe the Data Protection Rights of the individual. The Chairman asked everyone to mute their microphones when not speaking.

1. APOLOGIES FOR ABSENCE

Cllr G Fage.

NO APOLOGIES FOR ABSENCE

Cllr H Ramsay.

2. DECLARATIONS OF INTEREST

a. Disclosable Pecuniary interests in any agenda item:

None.

b. Non-Pecuniary interests in any agenda item:

None.

3. **CHAIRMAN'S ANNOUNCEMENTS**

The Chairman had no announcements.

4. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

5. **INVITED SPEAKER**

No guest speaker was invited.

6. **MEMBERS' QUESTIONS**

Cllr Knight indicated on 6th March he had read that the Biggleswade Town Council had begun a Public Works Loan Board (PWLB) consultation of up to £325,000 on their social media page.

Cllr Knight also noted that on 18th March he had read on the Town Council's social media page about recent fraudulent incidents at Council car parks.

In both instances Cllr Knight asked if the F&GP Chairman had been notified of either of these cases and wondered if social media was the correct forum for Members to be informed of them.

The F&GP Chairman responded to confirm that he had not been informed in advance of either of these social media posts or the incidents in the car parks. The Town Clerk & Chief Executive responded to the matter regarding the PWLB and noted that he believed Members had been briefed with regards to the consultation.

The Place Shaping Manager responding to the fraudulent activities indicated that Town Council Officers were aware and had informed the Police with regards to the issue.

Cllr Russell asked if any signs had been put up at the car parks to warn people not to engage with anybody with regards to ticket purchasing to which the Place Shaping Manager indicated that it could be done.

The Town Clerk & Chief Executive observed that it was good practice to ensure that any and all Council social media postings and/or significant events are properly highlighted to Members.

7. **MINUTES AND RECOMMENDATIONS OF MEETINGS**

No amendments were made to the minutes.

The Minutes were **APPROVED** as an accurate record of the Finance & General Purposes Committee held on 17th January 2023.

8. **MATTERS ARISING**

None.

9. **ITEMS FOR CONSIDERATION**

a. **New Grants Policy**

Members discussed the report by the Finance Manager.

Several amendments were suggested on the policy:

- Under Important Dates to remove the words 'each January'.
- Change the word 'in accord' to 'in accordance'.
- Change the financial year to 2023-2024 for the new policy.

Subject to these amendments Members **RESOLVED** to accept the new grants policy as laid out.

b. **The Orchard Community Centre Hire Agreement**

Members discussed the revised hire agreement written by the Place Shaping Manager.

Several amendments were suggested to the Hire Agreement:

- Point 8 - to read 'should not overstay' rather than 'cannot overstay'.
- Point 8 - to read 'Any instances when' rather than 'Any instances in which'.
- Point 12 - has a typo 'Council' rather than 'Council'
- Point 25 - to read 'although reasonable effort' rather than 'although every effort'.
- Point 30 – Health and Hygiene should not be in capitals.
- Point 32 – remove 'children under eight years of age' and add "and other relevant legislation after the words "Children Act 1989".
- Point 34 – anyone should read 'any one'.
- The last point should be point 35 not point 23.

Subject to these amendments Members **RESOLVED** to accept the policy as laid out.

c. **Energy Broker Update Report**

The Finance Manager indicated that the Town Council gas contract with Osso Gas, is up for renewal at the end of April 2023. He added that the Town Council's electricity contract with Opus Energy also runs out at the end of June 2023 therefore an appropriate broker was needed to obtain market-relevant rates.

Members noted that a comparative paper of quotes received for brokers would have helped them to make an informed decision.

The Finance Manager indicated that as each broker offered a different service to the other, having a comparative table was not straight forward.

The Chairman observed that prices and quotes could be sourced by Officers as the Council only owned two premises which used gas.

Members **AGREED** to **DEFER** the report for the next Town Council meeting.

10. **ITEMS FOR INFORMATION**

a. **Finance Review Update**

The Finance Manager indicated that good progress had been made as the financial year draws to a close. He pointed out that by the beginning of August the remaining five recommendations from the financial review will have been completed.

Members **NOTED** the report.

b. **Unity Trust Bank Update**

The Finance Manager who presented the report, noted that the cash encashment facility had now been moved from St Neots to Huntingdon because the St Neots branch is now closed.

Following Members queries regarding cash payments, The Finance Manager indicated that cash withdrawals were only needed every two months to source petty cash.

Members **NOTED** the report.

c. **Virements Quarterly Report**

Members **NOTED** the report.

d. **Finance Department Major Work Q1**

Members **NOTED** the report.

Cllr Russell also noted that she looked forward to new Management Accounting arrangements and hoped that the next F&GP Committee meeting of the new Council would set out exactly what the management accounting arrangements would be.

e. **General Insurance Policy Renewal**

The Head of Governance & Strategic Partnerships who briefed the Members pointed out that Officers had met the BHIB Broker in early March. The BHIB Broker pointed out that the market is very challenging at present and sent a renewal quote of £24,000.

The broker also confirmed that no other quotes had been forthcoming with two large insurers declining to submit quotes.

The Council's Insurance Broker covers 70% of the Town Council Marketplace and is a recognised specialist in the field. It is their expert belief that due to current circumstance; no additional quotation can be sourced. This is due to current market conditions.

The Head of Governance & Strategic Partnerships indicated that a report would be submitted to 28th March Town Council meeting with a recommendation that Members agree to suspend financial regulations and proceed with the recommended quote at £24,000. The latest quote was not a significant increase when compared to current inflationary pressures and in the opinion of the Broker represented good value for money.

Members **NOTED** the report.

11. **PUBLIC OPEN SESSION**

No member of the public wished to speak.

12. **EXEMPT**

a. **Fire Safety Compliance Update Report**

The Head of Governance & Strategic Partnerships noted that Officers had worked hard to deliver Town Council fire safety compliance across its nine assets.

Members both **WELCOMED** and **NOTED** the report.

b. **Risk Management Update Report**

The Head of Governance & Strategic Partnerships noted that Officers have been implementing the new risk framework across the business as per the existing external auditor's recommendation.

Officers thanked Members for their inputs.

The Town Clerk & Chief Executive asked that Officers reach out to Members and offer a separate meeting to explain the detailed context behind the new risk tool. This will add to Members understanding as the new framework does not lend itself to being easily printed.

Members **RECOMMENDED** that the new risk framework and management approach is adopted at the next Town Council meeting on the 28th of March 2023.

c. **Telephony Convergence Contracts Update Report**

The Head of Governance & Strategic Partnerships noted that quotes received from suppliers were bespoke and not directly like for like due to suppliers' different service provision. Members noted that the information provided was not sufficiently clear to make a decision and requested that a more comprehensive report is provided to compare the current provision with that proposed, including a review of the differing needs for different staff roles.

Members **NOTED** the report and **DEFERRED** the decision to Town Council on 28th March 2023.

d. **Selection of New Auditor Report**

The Finance Manager indicated that following a recent Finance Review it was recommended that as good practice, a new auditor was needed.

Officer's sourced quotes from several large companies and submitted their findings to Members.

Members **APPROVED** the recommendation of the Finance Manager to accept quote three.

The Chairman closed the meeting at **8.20pm**

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes 18th July 2023
New Financial Management Reports

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Provision of improved monthly Financial Management report for Town Council.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

One of the three outstanding items in the Financial Review is to improve the provision of monthly Financial Management reports to Town Council meetings. This item is:

“A consultation exercise should be carried out with Members, in order to ascertain what finance reports they wish to see and when they want to see them. Once this has been determined, The Town Clerk & Chief Executive should set up a budget monitoring timetable to be followed each month and quarter to ensure budget monitoring becomes part of Council routine. Financial regulations may need to be amended”.

Consultation exercise:

The Town Clerk & Chief Executive and Finance Manager initiated discussions with the previous Chairman of Finance and General Purposes Committee in November 2022, although little headway was progressed.

With the new Chairman and Deputy Chairman of Finance and General Purposes Committee in post, The Town Clerk & Chief Executive and Finance Manager have been able to make significant progress. In-depth discussions have taken place, whilst reviewing what is currently provided and a suggested reporting plan has been formulated. This plan is now ready to put to the Finance and General Purposes Committee.

Suggested reporting plan:

The suggested reporting plan is designed to provide a higher level reporting structure that is easier to follow and is hopefully more useful to Members. It is suggested that the same reports that are currently provided should still be uploaded to the Town Council website under Finance Policy Documents. This will still permit Members and the public access to the detailed finance documents. For completeness and to support debate, these reports are attached:

- 1) Balance Sheet (Appendix A)
- 2) Detailed Income and Expenditure (Appendix B)
- 3) Payment Listing (Appendix C)

The fourth report, the Summary Income and Expenditure (Appendix D) would be the main report provided to Town Council meetings with a high-level variance report with descriptions of significant underspends and overspends, to give the numbers some wider context. We are attaching two options; both are at Appendix E:

- 1) Option A – this shows income and expenditure per cost centre with summary commentary. The projected outturn is added as an additional column to indicate the current position.
- 2) Option B – this shows expenditure per cost centre and one line for overall income, again all with summary commentary. Again, the projected outturn is added as an additional column to indicate the current position.

Budget monitoring:

Effective budget monitoring is robustly in place. When the Finance Manager receives a new Purchase Order request internally, the available budget is considered and notified to the Town Clerk & Chief Executive, who then considers the overall picture of whether the requested spend can be accepted and approved.

The Finance Team have a series of accounts analysis spreadsheets with full details of spend under each cost code, which also acts as a supplementary support when analysing actual spend compared to the budget. These spreadsheets are reconciled in full back to Rialtas Accounting software each month. The projected outturn is also on the accounts analysis files to allow greater interrogation of the current position.

Recommendation:

That Members approve Option A as this provides additional information.

Rob Youngs
Finance Manager

Appendix A: Balance Sheet
Appendix B: Detailed Income and Expenditure
Appendix C: Payment Listing
Appendix D: Summary Income and Expenditure
Appendix E: Options A and B

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Detailed Balance Sheet - Excluding Stock Movement**Month 3 Date 30/06/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	513,015	1,300,029
2	OP'L L/H LAND & BUILDINGS	29,050	1,996	27,054
21	VEHICLES & EQUIPMENT	920,409	575,047	345,362
41	INFRASTRUCTURE ASSETS	362,173	274,036	88,137
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	3,140,056	1,364,094	1,775,962
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	17,809		
102	DEBTORS - PITCH HIRE	23		
103	DEBTORS - ORCHARD CENTRE	2,517		
105	VAT REFUNDS	43,565		
106	DEBTORS - BURIAL FEES	530		
110	PREPAYMENTS	91,581		
115	ACCRUED INCOME	643		
116	Accrued Interest	(0)		
201	UNITY CURRENT A/C	167,710		
203	UNITY SALARY A/C	15,049		
210	PETTY CASH	160		
224	PUBLIC SECTOR DEPOSIT	588,060		
226	PUBLIC SECTOR DEPOSIT A/C 2	213,780		
	Total Current Assets		1,141,426	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	73,027		
505	HALL DEPOSIT	200		
510	ACCRUALS	17,689		
515	PAYE & NI DUE	16,497		
516	NET WAGES CONTROL	1,004		
517	SUPERANNUATION DUE	(1,004)		
525	ALLOTMENT DEPOSITS	5,700		
526	OLD DEPOT DEPOSIT	1,750		
530	INC IN ADVANCE - COMMUTED	16,200		
	Total Current Liabilities		131,063	
	Net Current Assets			1,010,363
	Total Assets less Current Liabilities			2,786,325
	<u>Long Term Liabilities</u>			
401	PWLB LOAN 331100	35		
402	PWLB LOAN 331275	1,236		
403	PWLB LOAN 484665	6,191		
404	PWLB LOAN 491331	85,816		
405	PWLB LOAN 559293	421,628		
	Total Long Term Liabilities		514,906	
	Total Assets less Total Liabilities			2,271,419

Represented by :-

Detailed Balance Sheet - Excluding Stock Movement**Month 3 Date 30/06/2023**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
301	CURRENT YEAR FUND	318,507	
310	GENERAL RESERVE	348,886	
349	ROLLING CAPITAL FUND	76,243	
350	CAPITAL FINANCING RESERVE	1,241,910	
451	DEF'D GRANTS APPLIED	660,479	
452	DEF'D GRANTS W/BACK	(374,607)	
	Total Equity		<u>2,271,419</u>

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Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
101 B'SWADE MAGISTRATES COURT							
1091 INC-MISCELLANEOUS	(100)	0	0	0			
B'SWADE MAGISTRATES COURT :- Income	(100)	0	0	0			0
4790 DEFERRED GRANTS RELEASED	(2,593)	0	0	0		0	
B'SWADE MAGISTRATES COURT :- Indirect Expenditure	(2,593)	0	0	0	0	0	0
Net Income over Expenditure	2,493	0	0	0			
102 ALLOTMENTS							
1087 INC-ALLOTMENTS	8,147	212	9,500	9,288			
ALLOTMENTS :- Income	8,147	212	9,500	9,288			0
4013 RENT	465	116	465	349		349	
4036 PROPERTY MAINTENANCE	1,044	0	0	0		0	
4037 GROUNDS MAINTENANCE	180	0	0	0		0	
4047 MATERIALS/TOOLS	285	160	0	(160)		(160)	
4067 PEST CONTROL	885	140	200	60		60	
4104 REFUSE COLLECTION	0	0	200	200		200	
4134 SECURITY	81	600	0	(600)		(600)	
4999 DEPRECIATION CHARGED	167	0	0	0		0	
ALLOTMENTS :- Indirect Expenditure	3,107	1,016	865	(151)	0	(151)	0
Net Income over Expenditure	5,040	(805)	8,635	9,440			
104 BURIAL GROUNDS							
1084 INC-BURIAL FEES	40,588	8,010	38,745	30,735			
1097 INC-MEMORIALS	70	0	0	0			
BURIAL GROUNDS :- Income	40,658	8,010	38,745	30,735			0
4011 RATES	4,738	1,107	5,000	3,893		3,893	
4012 WATER RATES	246	7	150	143		143	
4014 ELECTRICITY	524	477	500	23		23	
4026 COMPUTER	0	0	1,000	1,000		1,000	
4036 PROPERTY MAINTENANCE	231	0	1,000	1,000		1,000	
4067 PEST CONTROL	71	0	100	100		100	
4092 Card Processing Fees	12	0	25	25		25	
4100 FERT./SEEDS/WEEDKILL	187	0	0	0		0	
4134 SECURITY	202	0	0	0		0	
4173 S/W CEMETERY LANDSCAPING	64	0	0	0		0	
4999 DEPRECIATION CHARGED	2,250	0	0	0		0	
BURIAL GROUNDS :- Indirect Expenditure	8,525	1,590	7,775	6,185	0	6,185	0
Net Income over Expenditure	32,133	6,420	30,970	24,550			

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
105 CAR PARKS							
1088 INC-CAR PARKING FEES	24,138	8,111	23,000	14,889			
1089 INC - PARKING PERMITS WORK	10,742	2,920	11,000	8,080			
1189 INC-PARKING PERMITS RES	6,565	287	10,000	9,713			
CAR PARKS :- Income	41,445	11,318	44,000	32,682			0
4011 RATES	26,200	6,577	28,725	22,148		22,148	
4013 RENT	2	0	1	1		1	
4023 STATIONERY	654	0	200	200		200	
4037 GROUNDS MAINTENANCE	1,078	0	700	700		700	
4038 MAINTENANCE CONTRACT	8,742	535	7,000	6,465	457	6,008	
4042 EQUIPT MAINT/REPAIR	1,035	0	1,000	1,000		1,000	
4092 Card Processing Fees	975	331	1,200	869		869	
4126 CAR PARK LEASE	36,000	9,000	36,000	27,000		27,000	
4128 EQUIPMENT	182	0	200	200	12,278	(12,078)	
4790 DEFERRED GRANTS RELEASED	(742)	0	0	0		0	
4999 DEPRECIATION CHARGED	9,559	0	0	0		0	
CAR PARKS :- Indirect Expenditure	83,685	16,444	75,026	58,582	12,735	45,847	0
Net Income over Expenditure	(42,239)	(5,126)	(31,026)	(25,900)			
106 MARKET							
1083 INC-PITCH HIRE	198	0	0	0			
1085 INC-TUESDAY MARKET RENTS	3,884	1,532	5,000	3,468			
1086 INC-SATURDAY MARKET RENTS	14,445	4,650	15,000	10,350			
MARKET :- Income	18,527	6,182	20,000	13,818			0
4002 EMPLOYERS N.I	572	0	0	0		0	
4003 EMPLOYERS SUPERANN.	2,849	0	0	0		0	
4004 MARKET STAFF	13,044	0	0	0		0	
4011 RATES	5,180	368	5,400	5,032		5,032	
4014 ELECTRICITY	1,751	229	2,000	1,771		1,771	
4023 STATIONERY	0	0	200	200		200	
4032 PUBLICITY	0	0	300	300		300	
4047 MATERIALS/TOOLS	266	0	200	200		200	
4999 DEPRECIATION CHARGED	1,004	0	0	0		0	
MARKET :- Indirect Expenditure	24,665	597	8,100	7,503	0	7,503	0
Net Income over Expenditure	(6,138)	5,585	11,900	6,315			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
107 TOWN CENTRE GENERAL							
1077 INC-S106 GRANTS	(0)	0	0	0			
1094 INC-TC FESTIVAL	183	0	0	0			
1145 INC-CHRISTMAS ACTIVITIES	682	0	200	200			
TOWN CENTRE GENERAL :- Income	865	0	200	200			0
4001 STAFF SALARIES	35,643	0	0	0		0	
4002 EMPLOYERS N.I	3,845	0	0	0		0	
4003 EMPLOYERS SUPERANN.	9,552	0	0	0		0	
4007 HEALTH & SAFETY	96	0	100	100		100	
4009 STAFF TRAVEL	66	0	0	0		0	
4031 ADVERTISING	122	0	400	400		400	
4036 PROPERTY MAINTENANCE	276	0	500	500		500	
4037 GROUNDS MAINTENANCE	0	0	500	500		500	
4041 EQUIPMENT HIRE	800	0	900	900		900	
4047 MATERIALS/TOOLS	9	0	0	0		0	
4067 PEST CONTROL	51	0	0	0		0	
4116 WAR MEM & REM SERV	2,279	0	1,000	1,000		1,000	
4128 EQUIPMENT	66	0	0	0		0	
4134 SECURITY	374	0	0	0		0	
4138 MARKET SQUARE EVENTS	2,244	525	0	(525)		(525)	
4140 CHRISTMAS ACTIVITIES	9,221	0	7,000	7,000	4,295	2,705	
4144 CCTV	11,111	2,187	18,000	15,813	8,587	7,226	
4145 CHRISTMAS LIGHTS	20,714	475	20,500	20,025	4,118	15,907	
4790 DEFERRED GRANTS RELEASED	(5,127)	0	0	0		0	
4981 TFR TO CFR NEW ASSETS	46,251	0	0	0		0	
4996 TFR FROM ROLLING CAPITAL FUND	(29,000)	0	0	0		0	
4999 DEPRECIATION CHARGED	5,933	0	0	0		0	
TOWN CENTRE GENERAL :- Indirect Expenditure	114,526	3,187	48,900	45,713	17,000	28,713	0
Net Income over Expenditure	(113,662)	(3,187)	(48,700)	(45,513)			
108 GRANTS (INCL S137)							
1078 INC-MISC GRANTS	2,000	0	0	0			
GRANTS (INCL S137) :- Income	2,000	0	0	0			0
Net Income	2,000	0	0	0			
109 CAPITAL EXPENDITURE							
1178 Orchard S106 Funds	6,248	0	0	0			
CAPITAL EXPENDITURE :- Income	6,248	0	0	0			0

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4053 LOAN INTEREST	14,581	1,121	36,631	35,510		35,510	
4601 CP ex PWLB Allotments	0	923	923	(0)		(0)	
4603 CP ex PWLB Drove Rd Cem	0	33,513	36,302	2,789	2,789	0	
4604 CP ex Pwlb Franklin P A	0	41,571	42,930	1,359	1,495	(136)	
4605 CP ex PWLB TBD	0	10,000	173,044	163,044		163,044	
4802 CP - New Computer Installation	(0)	0	0	0		0	
4837 CP - Allotment Buildings	582	0	0	0		0	
4900 ROLLING CAPITAL FUND ALLOC'N	35,301	0	56,331	56,331		56,331	
4980 LOAN REPAYMENT	8,139	0	16,510	16,510		16,510	
4981 TFR TO CFR NEW ASSETS	179,197	0	0	0		0	
4983 ASSETS FUNDED FROM GRANTS	(41,056)	0	0	0		0	
4984 ASSETS FUNDED FROM LOANS	(172,711)	0	(253,199)	(253,199)		(253,199)	
4990 ASSET FUNDING FROM RCP	(2,026)	0	0	0		0	
4992 TRANSFER FROM E/MARKED RESERVE	0	7,759	0	(7,759)		(7,759)	
CAPITAL EXPENDITURE :- Indirect Expenditure	22,007	94,888	109,472	14,584	4,284	10,301	0
Net Income over Expenditure	(15,759)	(94,888)	(109,472)	(14,584)			
<u>110 PUBLIC CONVENIENCES</u>							
4012 WATER RATES	1,156	438	1,700	1,262		1,262	
4016 CLEANING COSTS	20,713	(1,620)	0	1,620		1,620	
4017 JANITORIAL MATERIALS	587	392	1,000	608	262	346	
4036 PROPERTY MAINTENANCE	0	72	200	128		128	
4042 EQUIPT MAINT/REPAIR	0	120	200	80		80	
4047 MATERIALS/TOOLS	42	245	250	5		5	
PUBLIC CONVENIENCES :- Indirect Expenditure	22,497	(353)	3,350	3,703	262	3,441	0
Net Expenditure	(22,497)	353	(3,350)	(3,703)			
<u>111 CORPORATE MANAGEMENT</u>							
1076 PRECEPT RECEIVED	1,424,171	766,621	1,533,241	766,621			
1096 INTEREST RECEIVED	16,111	4,855	6,000	1,145			
CORPORATE MANAGEMENT :- Income	1,440,282	771,476	1,539,241	767,765			0
4057 AUDIT FEES	4,420	2,340	2,340	0		0	
CORPORATE MANAGEMENT :- Indirect Expenditure	4,420	2,340	2,340	0	0	0	0
Net Income over Expenditure	1,435,862	769,136	1,536,901	767,765			
<u>112 DEMOCRATIC REP'N & MGM'T</u>							
4024 SUBSCRIPTIONS	2,870	1,143	2,500	1,357	763	594	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4082 NEIGHBOURHOOD PLAN	4,865	0	0	0		0	
4085 COUNCIL WEBSITE	2,636	528	1,500	972	1,507	(535)	
4135 ELECTION PROVISION	0	0	5,500	5,500		5,500	
4790 DEFERRED GRANTS RELEASED	(1,805)	0	0	0		0	
4999 DEPRECIATION CHARGED	6,792	0	0	0		0	
DEMOCRATIC REP'N & MGM'T :- Indirect Expenditure	15,358	1,671	9,500	7,829	2,270	5,559	0
Net Expenditure	(15,358)	(1,671)	(9,500)	(7,829)			
113 CIVIC ACTIVITIES & EXPENSES							
1091 INC-MISCELLANEOUS	101	0	0	0			
1300 INC-MAYORS CHARITY	2,479	0	0	0			
CIVIC ACTIVITIES & EXPENSES :- Income	2,580	0	0	0			0
4112 TOWN MAYOR'S ALLOW.	0	235	1,000	765	350	415	
4166 TWINNING	0	0	250	250		250	
4179 CIVIC FUNCTIONS	1,471	0	1,000	1,000		1,000	
4180 CIVIC REGALIA REPAIRS ETC	79	0	250	250		250	
4300 MAYOR'S CHARITY EXPENDITURE	917	3,244	0	(3,244)		(3,244)	
4992 TRANSFER FROM E/MARKED RESERVE	0	0	(250)	(250)		(250)	
CIVIC ACTIVITIES & EXPENSES :- Indirect Expenditure	2,466	3,479	2,250	(1,229)	350	(1,579)	0
Net Income over Expenditure	114	(3,479)	(2,250)	1,229			
115 ORCHARD COMMUNITY CENTRE							
1077 INC-S106 GRANTS	3,960	0	0	0			
1082 INC-LETTINGS	41,363	12,270	38,700	26,430			
1091 INC-MISCELLANEOUS	18	0	0	0			
ORCHARD COMMUNITY CENTRE :- Income	45,341	12,270	38,700	26,430			0
4001 STAFF SALARIES	50,835	0	0	0		0	
4002 EMPLOYERS N.I	5,378	0	0	0		0	
4003 EMPLOYERS SUPERANN.	13,737	0	0	0		0	
4007 HEALTH & SAFETY	1,050	0	1,050	1,050		1,050	
4009 STAFF TRAVEL	278	0	0	0		0	
4011 RATES	0	0	6,500	6,500		6,500	
4012 WATER RATES	917	1,518	500	(1,018)		(1,018)	
4014 ELECTRICITY	2,282	566	7,000	6,434		6,434	
4015 GAS	9,590	4,001	11,700	7,699		7,699	
4016 CLEANING COSTS	1,079	0	1,400	1,400	26	1,374	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4017 JANITORIAL MATERIALS	271	0	0	0		0	
4020 MISC. ESTABLISH.COST	38	0	0	0		0	
4022 POSTAGE	15	0	0	0		0	
4023 STATIONERY	6	0	50	50		50	
4036 PROPERTY MAINTENANCE	4,412	545	1,000	455	455	0	
4038 MAINTENANCE CONTRACT	165	0	500	500		500	
4042 EQUIPT MAINT/REPAIR	1,085	0	500	500	308	192	
4060 OFFICE EQUIPMENT	0	0	300	300		300	
4081 Licences	170	0	600	600		600	
4104 REFUSE COLLECTION	1,498	2,687	1,500	(1,187)		(1,187)	
4105 PAY & DISPLAY INSTALLATION	160	0	0	0		0	
4110 FIRE PRECAUTIONS	2,004	821	500	(321)	621	(942)	
4125 Misc Costs	9	0	0	0		0	
4128 EQUIPMENT	220	0	200	200	40	160	
4144 CCTV	(0)	0	0	0		0	
4790 DEFERRED GRANTS RELEASED	(13,055)	0	0	0		0	
4981 TFR TO CFR NEW ASSETS	6,248	0	0	0		0	
4983 ASSETS FUNDED FROM GRANTS	(6,248)	0	0	0		0	
4999 DEPRECIATION CHARGED	12,042	0	0	0		0	
ORCHARD COMMUNITY CENTRE :- Indirect Expenditure	94,187	10,139	33,300	23,161	1,450	21,711	0
Net Income over Expenditure	(48,845)	2,132	5,400	3,268			
212 RECREATION GROUNDS							
1077 INC-S106 GRANTS	8,179	0	0	0			
1081 INC-RENT	6,943	0	5,350	5,350			
1083 INC-PITCH HIRE	4,011	0	8,300	8,300			
1091 INC-MISCELLANEOUS	480	0	0	0			
RECREATION GROUNDS :- Income	19,613	0	13,650	13,650			0
4011 RATES	4,569	1,035	4,750	3,715		3,715	
4012 WATER RATES	5,854	4,883	12,000	7,117		7,117	
4014 ELECTRICITY	6,123	1,448	7,500	6,052		6,052	
4017 JANITORIAL MATERIALS	13	0	0	0		0	
4036 PROPERTY MAINTENANCE	656	0	0	0		0	
4037 GROUNDS MAINTENANCE	5,866	417	5,000	4,583		4,583	
4038 MAINTENANCE CONTRACT	7,535	1,658	7,500	5,842		5,842	
4039 PLAY. EQUIP. MAINT.	673	0	1,500	1,500		1,500	
4043 FENCING & GATES	366	5	500	495		495	
4044 TREES & PLANTS	800	0	1,000	1,000		1,000	
4047 MATERIALS/TOOLS	70	330	500	170	60	110	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4067 PEST CONTROL	0	0	500	500		500	
4100 FERT./SEEDS/WEEDKILL	0	0	50	50		50	
4104 REFUSE COLLECTION	5,268	2,334	2,500	166		166	
4110 FIRE PRECAUTIONS	773	1,194	3,000	1,806		1,806	
4114 LITTER BINS	0	0	300	300		300	
4128 EQUIPMENT	142	0	500	500		500	
4134 SECURITY	1,742	43	500	457	383	74	
4790 DEFERRED GRANTS RELEASED	(9,937)	0	0	0		0	
4999 DEPRECIATION CHARGED	51,370	0	0	0		0	
RECREATION GROUNDS :- Indirect Expenditure	81,884	13,346	47,600	34,254	443	33,811	0
Net Income over Expenditure	(62,270)	(13,346)	(33,950)	(20,604)			
<u>901 CENTRAL SERVICES</u>							
1078 INC-MISC GRANTS	1,000	0	0	0			
1091 INC-MISCELLANEOUS	248	0	0	0			
CENTRAL SERVICES :- Income	1,248	0	0	0			0
4000 OVERTIME ALL BCT	7,218	6,125	10,000	3,876		3,876	
4001 STAFF SALARIES	354,986	175,478	762,103	586,625		586,625	
4002 EMPLOYERS N.I	37,930	17,428	64,288	46,860		46,860	
4003 EMPLOYERS SUPERANN.	67,981	39,939	164,310	124,371		124,371	
4005 AGENCY STAFF	23,666	2,784	0	(2,784)		(2,784)	
4007 HEALTH & SAFETY	906	208	1,200	992		992	
4008 STAFF TRAINING	7,950	1,489	9,000	7,511	571	6,940	
4009 STAFF TRAVEL	1,665	900	2,600	1,700		1,700	
4010 MISC. STAFF COSTS	1,064	324	0	(324)	32	(356)	
4011 RATES	14,546	4,017	16,020	12,003		12,003	
4012 WATER RATES	421	137	250	113		113	
4014 ELECTRICITY	3,953	223	4,000	3,777		3,777	
4015 GAS	11,600	3,794	11,500	7,706		7,706	
4016 CLEANING COSTS	7,120	(473)	0	473		473	
4017 JANITORIAL MATERIALS	728	110	1,000	890	129	761	
4020 MISC. ESTABLISH.COST	143	9	250	241		241	
4021 TELEPHONE & FAX	12,189	3,727	11,000	7,273		7,273	
4022 POSTAGE	1,195	94	1,600	1,506		1,506	
4023 STATIONERY	3,531	1,607	3,500	1,893	5	1,888	
4025 INSURANCE	15,875	4,854	17,000	12,146		12,146	
4026 COMPUTER	50,417	15,312	47,000	31,688		31,688	
4027 PHOTOCOPIER	3,728	1,993	2,500	507		507	
4029 OFFICE REFURBISHMENT	208	0	0	0		0	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4030 ADVERTISING, RECRUITMENT	7,252	519	1,000	481		481	
4031 ADVERTISING	3,880	1,683	3,425	1,742		1,742	
4032 PUBLICITY	44	0	0	0		0	
4036 PROPERTY MAINTENANCE	2,501	1,815	1,500	(315)		(315)	
4038 MAINTENANCE CONTRACT	0	(10)	300	310		310	
4042 EQUIPT MAINT/REPAIR	880	450	600	150		150	
4047 MATERIALS/TOOLS	826	0	0	0		0	
4051 BANK CHARGES	2,840	937	1,000	63		63	
4056 LEGAL EXPENSES	15,025	0	4,500	4,500	150	4,350	
4058 PROFESSIONAL FEES	29,048	2,162	8,000	5,838	2,950	2,888	
4059 CONSULTANCY	3,322	0	500	500		500	
4060 OFFICE EQUIPMENT	1,032	517	1,000	483		483	
4073 PAYROLL BUREAU FEES	3,746	1,754	1,500	(254)		(254)	
4074 ACCOUNTANCY FEES	13,885	2,041	5,000	2,959		2,959	
4081 Licences	259	0	100	100		100	
4092 Card Processing Fees	292	9	200	191		191	
4103 PROTECTIVE CLOTHING	129	0	150	150		150	
4104 REFUSE COLLECTION	1,287	43	1,200	1,157		1,157	
4110 FIRE PRECAUTIONS	7,322	0	500	500		500	
4125 Misc Costs	685	0	0	0	70	(70)	
4128 EQUIPMENT	2,165	314	500	186	61	125	
4134 SECURITY	1,707	0	1,500	1,500		1,500	
4140 CHRISTMAS ACTIVITIES	960	0	0	0		0	
4261 GRANTS UNDER OTHER POWERS	26,170	12,100	21,000	8,900		8,900	
4264 Community Agent Grant	12,360	0	12,000	12,000		12,000	
4999 DEPRECIATION CHARGED	8,634	0	0	0		0	
CENTRAL SERVICES :- Indirect Expenditure	775,269	304,413	1,194,596	890,183	3,968	886,215	0
Net Income over Expenditure	(774,021)	(304,413)	(1,194,596)	(890,183)			
902 PUBLIC REALM							
1081 INC-RENT	4,497	1,750	7,000	5,250			
PUBLIC REALM :- Income	4,497	1,750	7,000	5,250			0
4001 STAFF SALARIES	229,852	0	0	0		0	
4002 EMPLOYERS N.I	21,779	0	0	0		0	
4003 EMPLOYERS SUPERANN.	46,421	0	0	0		0	
4007 HEALTH & SAFETY	350	475	750	275	300	(25)	
4008 STAFF TRAINING	722	0	0	0		0	
4009 STAFF TRAVEL	389	0	0	0		0	
4011 RATES	27,732	6,520	24,086	17,566		17,566	

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4012 WATER RATES	(139)	4	1,500	1,496		1,496	
4013 RENT	53,919	13,676	52,756	39,080		39,080	
4014 ELECTRICITY	520	220	2,500	2,280		2,280	
4017 JANITORIAL MATERIALS	313	3	0	(3)		(3)	
4020 MISC. ESTABLISH.COST	9	(792)	0	792		792	
4023 STATIONERY	126	0	100	100		100	
4025 INSURANCE	6,533	1,030	6,000	4,970		4,970	
4026 COMPUTER	546	0	0	0		0	
4030 ADVERTISING, RECRUITMENT	1,159	0	0	0		0	
4036 PROPERTY MAINTENANCE	75	0	150	150		150	
4037 GROUNDS MAINTENANCE	28	0	0	0		0	
4041 EQUIPMENT HIRE	744	55	1,200	1,145		1,145	
4042 EQUIPT MAINT/REPAIR	3,574	1,040	14,200	13,160	851	12,308	
4044 TREES & PLANTS	9,670	0	3,000	3,000		3,000	
4046 VEHICLE LEASING	6,938	4,761	29,200	24,439		24,439	
4047 MATERIALS/TOOLS	2,024	1,217	2,500	1,283	1,545	(262)	
4048 VEHICLE MAINT/REPAIR	3,002	2,881	5,000	2,119	1,711	408	
4049 VEHICLE FUEL	9,052	1,875	9,000	7,125		7,125	
4050 VEHICLE TAX	1,020	323	1,050	728		728	
4064 ANNUAL HANGING BASKETS	4,524	4,558	5,000	442		442	
4093 SERVICE CHARGE	812	1,269	3,000	1,731		1,731	
4100 FERT./SEEDS/WEEDKILL	862	106	700	594	105	489	
4101 MOWER REPAIRS	3,168	409	0	(409)	668	(1,076)	
4103 PROTECTIVE CLOTHING	2,733	340	2,500	2,160	245	1,915	
4104 REFUSE COLLECTION	634	0	1,200	1,200		1,200	
4110 FIRE PRECAUTIONS	478	0	500	500		500	
4114 LITTER BINS	111	0	0	0		0	
4119 SKIP HIRE	700	0	800	800		800	
4128 EQUIPMENT	1,849	(15)	1,500	1,515	1,333	181	
4790 DEFERRED GRANTS RELEASED	(2,535)	0	0	0		0	
4999 DEPRECIATION CHARGED	27,756	0	0	0		0	
PUBLIC REALM :- Indirect Expenditure	467,449	39,953	168,192	128,239	6,758	121,481	0
Net Income over Expenditure	(462,951)	(38,203)	(161,192)	(122,989)			
<u>903 DEPOT</u>							
4017 JANITORIAL MATERIALS	449	0	0	0	488	(488)	
4020 MISC. ESTABLISH.COST	55	0	0	0		0	
4144 CCTV	1,519	(0)	0	0		0	
DEPOT :- Indirect Expenditure	2,023	(0)	0	0	488	(488)	0
Net Expenditure	(2,023)	0	0	(0)			

Detailed Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>904 REPAIRS & MAINTENANCE</u>							
4115 SEATING	32	0	0	0		0	
REPAIRS & MAINTENANCE :- Indirect Expenditure	<u>32</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
Net Expenditure	<u>(32)</u>	<u>0</u>	<u>0</u>	<u>0</u>			
Grand Totals:- Income	1,631,352	811,218	1,711,036	899,819			
Expenditure	1,719,506	492,710	1,711,266	1,218,556	50,008	1,168,548	
Net Income over Expenditure	<u>(88,153)</u>	<u>318,507</u>	<u>(230)</u>	<u>(318,737)</u>			
Movement to/(from) Gen Reserve	<u>(88,153)</u>	<u>318,507</u>					

Date: 04/07/2023

Biggleswade Town Council

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Time: 20:01

Unity Trust A/C

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
05/06/2023	Central Bedfordshire Council	Verious	6,540.00		ELDON WAY RATES 23/4
12/06/2023	BNP Paribas	DD	726.94		Leasing ISUZU TruckRigidJune23
12/06/2023	Node IT Solutions Ltd	DD	4,205.89		Zoom Subcr-June 23
13/06/2023	HM Land Registry	DD	3.00		Land search fee
14/06/2023	UNITY SALARY A/C	June salar	80,000.00		Ref June salaries & PAYE
14/06/2023	Lex Autolease Ltd	DD	410.64		KV67FPJ May lease
15/06/2023	Integrating Solutions Limited	DD	188.71		Printer usage May
16/06/2023	Fuel Genie DDR	DD	678.08		FUEL CARD EXPS -MAY23
16/06/2023	British Telecommunications PLC	DD	541.65		Phone charges 01-310523
16/06/2023	LLOYDS MULTIPAY CARD	DD	1,245.48		P. Tarrant Corporate Card
20/06/2023	citrusHR Limited	DD	81.00		M'ship fees 15.6.23 to 14.7.23
20/06/2023	Bank charges	DD	60.00		AL01894189MSC0323
20/06/2023	Bank charges	DD	60.81		AL01894188MSC0323
20/06/2023	Bank charges	DD	60.12		AL01894187MSC0323
21/06/2023	AIB Merchant Services	DD	116.28		Card charges for car park
23/06/2023	WYBONE LTD	BACS	13,820.16		0000049932/1788/WYBONE LTD
23/06/2023	Tim's Digital	BACS	116.40		VPS Hosting for BTC website
23/06/2023	Paul Langshaw	BACS	140.00		Photography-3staffon 23rd June
23/06/2023	Turfcare Leisure Services Ltd	BACS	619.99		17830/1799/Turfcare Leisure Se
23/06/2023	The Lion Press (Sandy) Ltd	BACS	192.24		9313/1802/OTH942324/The Lion P
23/06/2023	Hawkins Historic Ltd	BACS1	1,975.20		Project Mgt & Supervision
23/06/2023	HERTS FULLSTOP	BACS2	1,121.67		Various
23/06/2023	TELEREAL TRILLIUM	BACS3	15,827.23		Rent 24.06.23 - 28.09.23
23/06/2023	1ST CHOICE STAFF	BACS4	1,914.62		Jean R 11/06 - 16/06 20hrs
23/06/2023	Blunham Dairy	BACS5	26.18		PERIOD 06-05-2023 TO 27-05-23
23/06/2023	R BRACEY	BACS6	1,152.00		Disposal of Foul Liquid Water
23/06/2023	Henlow Building Supplies	BACS7	2,400.62		Drill Driver, Drill Bit,Gloves
23/06/2023	Beds Bulletin Ltd	BACS8	261.00		June23 Magazine Advert
23/06/2023	OM SECURITY LTD	BACS9	1,526.40		Security Guarding April 23
23/06/2023	Herts CCTV Partnership Ltd	BACS10	2,217.60		CCTV Monitoring-Apl23-Mar24
23/06/2023	Alan Bailes Consultancy Ltd	BACS11	1,250.00		Consultancy Fees
23/06/2023	Furlong & Higgs Ltd	BACS12	3,532.80		Drove Rd Chapel-Repair works
23/06/2023	CENTRAL TYRE (COMMERCIAL)	BACS13	606.00		Agricul. Scrap disposal
23/06/2023	BEN COULTER ELECTRICAL LTD	BACS14	234.00		Push Button & switch-wallheatr
23/06/2023	DKK Accounting Solutions Ltd	BACS15	1,465.20		A/c'ing Fees 1st June half day
23/06/2023	ATOMIC PEST CONTROL	BACS16	70.00		Pest Control-ContractAllotment
23/06/2023	Flowbird Smart City UK Ltd	BACS17	312.65		Car park machine service Apr
23/06/2023	Veolia UK Ltd	BACS18	141.91		Orch Cen Lift x 9 loads
23/06/2023	Colin Ross Workwear & Safety	BACS19	162.82		Navy Cargo Trousers
23/06/2023	HOLLIDGE PLUMBING &	BACS20	1,040.24		2 bar shower pump in loft
23/06/2023	ORBIT PROPERTY	BACS21	1,268.58		Service Chg-24.6.23 to28.9.23
23/06/2023	Viking-Direct	BACS22	68.12		Dishwasher,TeaSpoon,TeaBag
23/06/2023	Harrier Office Supplies Ltd	BACS23	228.81		credit note-hand wash
23/06/2023	Parallel HR Ltd	BACS24	198.00		BTC HR Services
23/06/2023	OPUS Energy (Corporate) Limite	DD	2,240.55		Re inv new nominal codes
23/06/2023	Refund on Alltments	BACS	50.00		Refund plot 5A Daniel Walsh
23/06/2023	Refund on Alltments	BACS	50.00		Refund plot 91B AnnmarieHuckle

List of Payments made between 01/06/2023 and 30/06/2023

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/06/2023	Refund on Alltments	BACS	100.00		Refund plots 70/71 C Morley
23/06/2023	Refund on Alltments	BACS	50.00		Refund plot 207B Anneka Browne
23/06/2023	Permit refund	BACS	81.67		Permit Refund K Fletcher
26/06/2023	Unison Fees	BACS	34.50		Unison fees April - June
26/06/2023	EE - DD	DD	474.73		Mobiles bill 15/06 - 14/07
28/06/2023	Bank charges	DD	30.50		Bank charges on stripe
28/06/2023	HM Land Registry	DD	9.00		HM Land Registry search fees
29/06/2023	Car Park Lease	SO	9,000.00		Car Parking Lease quarterly SO
30/06/2023	Anglian Water Business Ltd- DD	DD	14.83		The Lakes Water 14/03 - 13/06
30/06/2023	F & R Cawley Ltd- DD	DD	1,185.40		Gen. Commercial Waste-May 23
30/06/2023	Bank charges	DD	11.10		Manual credit & handling charg
30/06/2023	Bank charges	DD	95.25		Service charge
Total Payments			<u>162,236.57</u>		

05/07/2023

Biggleswade Town Council

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Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
101	B'SWADE MAGISTRATES COURT						
	Income	(100)	0	0	0		
	Expenditure	(2,593)	0	0	0		0
	Movement to/(from) Gen Reserve	<u>2,493</u>	<u>0</u>				
102	ALLOTMENTS						
	Income	8,147	212	9,500	9,288		
	Expenditure	3,107	1,016	865	(151)		(151)
	Movement to/(from) Gen Reserve	<u>5,040</u>	<u>(805)</u>				
104	BURIAL GROUNDS						
	Income	40,658	8,010	38,745	30,735		
	Expenditure	8,525	1,590	7,775	6,185		6,185
	Movement to/(from) Gen Reserve	<u>32,133</u>	<u>6,420</u>				
105	CAR PARKS						
	Income	41,445	11,318	44,000	32,682		
	Expenditure	83,685	16,444	75,026	58,582	12,735	45,847
	Movement to/(from) Gen Reserve	<u>(42,239)</u>	<u>(5,126)</u>				
106	MARKET						
	Income	18,527	6,182	20,000	13,818		
	Expenditure	24,665	597	8,100	7,503		7,503
	Movement to/(from) Gen Reserve	<u>(6,138)</u>	<u>5,585</u>				
107	TOWN CENTRE GENERAL						
	Income	865	0	200	200		
	Expenditure	114,526	3,187	48,900	45,713	17,000	28,713
	Movement to/(from) Gen Reserve	<u>(113,662)</u>	<u>(3,187)</u>				
108	GRANTS (INCL S137)						
	Income	2,000	0	0	0		
109	CAPITAL EXPENDITURE						
	Income	6,248	0	0	0		
	Expenditure	22,007	94,888	109,472	14,584	4,284	10,301
	Movement to/(from) Gen Reserve	<u>(15,759)</u>	<u>(94,888)</u>				
110	PUBLIC CONVENIENCES						
	Expenditure	22,497	(353)	3,350	3,703	262	3,441
111	CORPORATE MANAGEMENT						
	Income	1,440,282	771,476	1,539,241	767,765		
	Expenditure	4,420	2,340	2,340	0		0
	Movement to/(from) Gen Reserve	<u>1,435,862</u>	<u>769,136</u>				
112	DEMOCRATIC REP'N & MGM'T						
	Expenditure	15,358	1,671	9,500	7,829	2,270	5,559
113	CIVIC ACTIVITIES & EXPENSES						
	Income	2,580	0	0	0		
	Expenditure	2,466	3,479	2,250	(1,229)	350	(1,579)
	Movement to/(from) Gen Reserve	<u>114</u>	<u>(3,479)</u>				
115	ORCHARD COMMUNITY CENTRE						
	Income	45,341	12,270	38,700	26,430		
	Expenditure	94,187	10,139	33,300	23,161	1,450	21,711
	Movement to/(from) Gen Reserve	<u>(48,845)</u>	<u>2,132</u>				
212	RECREATION GROUNDS						
	Income	19,613	0	13,650	13,650		
	Expenditure	81,884	13,346	47,600	34,254	443	33,811
	Movement to/(from) Gen Reserve	<u>(62,270)</u>	<u>(13,346)</u>				
901	CENTRAL SERVICES						
	Income	1,248	0	0	0		
	Expenditure	775,269	304,413	1,194,596	890,183	3,968	886,215
	Movement to/(from) Gen Reserve	<u>(774,021)</u>	<u>(304,413)</u>				

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Summary Income & Expenditure by Budget Heading 30/06/2023

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available
902 PUBLIC REALM	Income	4,497	1,750	7,000	5,250		
	Expenditure	467,449	39,953	168,192	128,239	6,758	121,481
	Movement to/(from) Gen Reserve	<u>(462,951)</u>	<u>(38,203)</u>				
903 DEPOT	Expenditure	2,023	(0)	0	0	488	(488)
904 REPAIRS & MAINTENANCE	Expenditure	32	0	0	0		0
<hr/>							
	Grand Totals:- Income	1,631,352	811,218	1,711,036	899,819		
	Expenditure	1,719,506	492,710	1,711,266	1,218,556	50,008	1,168,548
	Net Income over Expenditure	<u>(88,153)</u>	<u>318,507</u>	<u>(230)</u>	<u>(318,737)</u>		
	Movement to/(from) Gen Reserve	<u>(88,153)</u>	<u>318,507</u>				

Biggleswade Town Council

Option A

APPENDIX E

Summary Income & Expenditure by Budget Heading 30/06/2023

Cost Centre Report With Commentary

		Actual Last Year	Actual FY 23/4	Budget FY 23/4	Variance FY 23/4	Projected Outturn FY23/4	Committed Expenditure	Commentary
101 B'SWADE MAGISTRATES COURT	Income	(100)	0	0	0	0		Moved to Central Services
	Expenditure	(2,593)	0	0	0	0		Moved to Central Services
	Movement to/(from) Gen Reserve	2493	0			0		
102 ALLOTMENTS	Income	8147	212	9500	9288	9500		Allotments sales invoices created mainly in August
	Expenditure	3107	1016	865	(151)	1625		Vandal lock £600, not budgeted
	Movement to/(from) Gen Reserve	5040	(805)			7875		
104 BURIAL GROUNDS	Income	40658	8010	38745	30735	38745		Income projected £32K, £6K under budget
	Expenditure	8525	1590	7775	6185	8176		
	Movement to/(from) Gen Reserve	32133	6420			30569		
105 CAR PARKS	Income	41445	11318	44000	32682	45500		
	Expenditure	83685	16444	75026	58582	71737	12458	£12.5K PO Smart City 7 car park new machines
	Movement to/(from) Gen Reserve	(42,239)	(5,126)			(26,237)		
106 MARKET	Income	18527	6182	20000	13818	25000		Income projected £24.5K, £4.5K over budget
	Expenditure	24665	597	8100	7503	4307		Rates for whole year £1.5K, budget £5.4K
	Movement to/(from) Gen Reserve	(6,138)	5585			20693		
107 TOWN CENTRE GENERAL	Income	865	0	200	200	200		
	Expenditure	114526	3187	48900	45713	49425	17000	
	Movement to/(from) Gen Reserve	(113,662)	(3,187)			(49,225)		
108 GRANTS (INCL S137)	Income	2000	0	0	0	0		
109 CAPITAL EXPENDITURE	Income	6248	0	0	0	0		
	Expenditure	22007	94888	109472	14584	117231	5664	
	Movement to/(from) Gen Reserve	(15,759)	(94,888)			(117,231)		
110 PUBLIC CONVENIENCES	Expenditure	22497	(353)	3350	3703	1980	191	
111 CORPORATE MANAGEMENT	Income	1440282	771476	1539241	767765	1545241		
	Expenditure	4420	2340	2340	0	2340		
	Movement to/(from) Gen Reserve	1435862	769136			1540921		
112 DEMOCRATIC REP'N & MGM'T	Expenditure	15358	1671	9500	7829	12000	2306	
113 CIVIC ACTIVITIES & EXPENSES	Income	2580	0	0	0	3244		
	Expenditure	2466	3479	2250	(1,229)	5494	350	
	Movement to/(from) Gen Reserve	114	(3,479)			(14,250)		
115 ORCHARD COMMUNITY CENTRE	Income	45341	12270	38700	26430	48000		Income projected at £49K, £11K over budget, reduced time between bookings
	Expenditure	94187	10139	33300	23161	34600	810	Refuse collection now includes green waste, projected cost £7K versus £1.5K budget.
	Movement to/(from) Gen Reserve	(48,845)	2132			13400		
212 RECREATION GROUNDS	Income	19613	0	13650	13650	13650		
	Expenditure	81884	13346	47600	34254	47792	406	Refuse collection now includes green waste, projected cost £7.8K versus £2.5K budget.
	Movement to/(from) Gen Reserve	(62,270)	(13,346)			(34,142)		
901 CENTRAL SERVICES	Income	1248	0	0	0	0		
	Expenditure	775269	304413	1194596	890183	1215468	6418	Projected spend £120K, on budget
	Movement to/(from) Gen Reserve	(774,021)	(304,413)			(1,215,468)		
902 PUBLIC REALM	Income	4497	1750	7000	5250	7000		Rent of old depot - £1.7K per quarter, on budget
	Expenditure	467449	39953	168192	128239	163633	4979	Spend on budget
	Movement to/(from) Gen Reserve	(462,951)	(38,203)			(156,633)		
903 DEPOT	Expenditure	2023	(0)	0	0	0	488	Moved to Public Realm
904 REPAIRS & MAINTENANCE	Expenditure	32	0	0	0	0		Moved to Public Realm
	Grand Totals:- Income	1631352	811218	1711036	899819	1736080		
	Expenditure	1719506	492710	1711266	1218556	1735808	51070	
	Net Income over Expenditure	(88,153)	318507	(230)	(318,737)	(0)		
	Movement to/(from) Gen Reserve	(88,153)	318507					

Summary Income & Expenditure by Budget Heading 30/06/2023**Cost Centre Report With Commentary**

		Actual Last Year	Actual FY 23/4	Budget FY 23/4	Variance FY 23/4	Projected Outturn FY23/4	Committed Expenditure	Commentary
101 B'SWADE MAGISTRATES COURT	Expenditure	(2,593)	0	0	0	0		Moved to Central Services
102 ALLOTMENTS	Expenditure	3107	1016	865	(151)	1625		Vandal lock £600, not budgeted
104 BURIAL GROUNDS	Expenditure	8525	1590	7775	6185	8176		
105 CAR PARKS	Expenditure	83685	16444	75026	58582	71737	12458	£12.5K PO Smart City 7 car park new machines
106 MARKET	Expenditure	24665	597	8100	7503	4307		Rates for whole year £1.5K, budget £5.4K
107 TOWN CENTRE GENERAL	Expenditure	114526	3187	48900	45713	49425	17000	
109 CAPITAL EXPENDITURE	Expenditure	22007	94888	109472	14584	117231	5664	
110 PUBLIC CONVENIENCES	Expenditure	22497	(353)	3350	3703	1980	191	
111 CORPORATE MANAGEMENT	Expenditure	4420	2340	2340	0	2340		
112 DEMOCRATIC REP'N & MGM'T	Expenditure	15358	1671	9500	7829	12000	2306	
113 CIVIC ACTIVITIES & EXPENSES	Expenditure	2466	3479	2250	(1,229)	5494	350	
115 ORCHARD COMMUNITY CENTRE	Expenditure	94187	10139	33300	23161	34600	810	Refuse collection now includes green waste, projected cost £7K versus £1.5K budget.
212 RECREATION GROUNDS	Expenditure	81884	13346	47600	34254	47792	406	Refuse collection now includes green waste, projected cost £7.8K versus £2.5K budget.
901 CENTRAL SERVICES	Expenditure	775269	304413	1194596	890183	1215468	6418	Projected spend £120K, on budget
902 PUBLIC REALM	Expenditure	467449	39953	168192	128239	163633	4979	Spend on budget
903 DEPOT	Expenditure	2023	(0)	0	0	0	488	Moved to Public Realm
904 REPAIRS & MAINTENANCE	Expenditure	32	0	0	0	0		Moved to Public Realm
Grand Totals:- Income		1631352	811218	1711036	899819	1736080		
Expenditure		1719506	492710	1711266	1218556	1736080	51070	
Net Income over Expenditure		(88,153)	318507	(230)	(318,737)	(0)		
Movement to/(from) Gen Reserve		(88,153)	318507					

BIGGLESWADE TOWN COUNCIL

Finance and General Purposes 18th July 2023

Sourcing of Growth Items

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Virement requests to meet emerging cost pressures.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Officers have identified several new budgetary cost pressures for which virements will be required to source funding. Now that we have three months of costs, it is clear that there are budgets on some other cost lines which are not needed in full, thereby permitting budget movements.

Emerging growth items and suggested virements:

Officers have identified that the Christmas lights budget was overstated due to the request to keep the budget at a similar level to 2022/23. The outlay on many of the actual lights will not be needed in the current year and as a consequence we have a projected underspend of about £7,500.

This can then source the following emerging mid-year growth items:

1. Councillor training, including the BATPC induction and bus trip. There is a requirement of £1,700 to cover these.
2. King's Coronation – although a growth item budget request was put forward for the current year, this was not agreed by Members. Spend was kept very low at £525, but this is an overspend and a virement for £525 is therefore requested.
3. The computer budget was reduced from £50,000 to £47,000 for the current year. Council has already resolved that it can be reinstated.
4. Bank charges are likely to be significantly higher than the budget of £1,000. A virement of £1,800 is requested. The Council is now using three credit card machines.

Identified spare budget (Christmas lights)	£(7,500)
1. Councillor training, inductions etc.	£1,700
2. King's Coronation	£525
3. Computer budget	£3,000
4. Bank charges	£1,800
Total cost pressures:	£7,025
Spare budget remaining	£(475)

There are in addition a number of other emerging budget pressures and these include:

1. New boiler for the Orchard Centre. This is now very overdue and during last winter, there were periods when the boiler was not working. Repairs were undertaken to cover the short term, but the boiler has reached the end of its expected life. Quotes are in the region of £3,500.

2. New boiler for the Old Court House. The Old Court has two boilers and one is now barely working, is very old and plumbers strongly recommend getting it replaced. Quotes are in the region of £5,000.
3. The Council website. The budget of £1,500 is not sufficient to meet the costs of work on the Council website.

A virement is not proposed at this juncture. The issues will be kept under review. A further report will come to F & GP on 19th September when there is a more informed understanding of the projected outturn and those account codes that might be able to accommodate a virement.

Recommendation:

That Members approve the four requested virements.

Rob Youngs
Finance Manager

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes 18th July 2023
Finance Review update

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

This report is an overview of the continued progression of the Finance Review, which is now very nearly completed. Please see Appendix A for a full breakdown of each review plan item.

There are 33 recommendations. Of these, 91% are complete (30) and 9% are part-complete (3). Of the remaining 3, significant progress has been made to the extent that the Finance Manager hopes that the Finance Review can be fully completed by late August, 2023.

Part complete recommendations:

Here is the progress of the remaining three part-complete recommendations:

- 1) Management Accounting arrangements – a separate report is being delivered to this committee meeting, outlining the suggested changes, as agreed with the Chairman of Finance and General Purposes, the Deputy Chairman of Finance and General Purposes, the Responsible Finance Officer and the Finance Manager.
- 2) Formalise enforcement arrangements for car parks – the new contract goes live from the 1st August. It is anticipated that the new machines will be in place mid to late August, at which point it will be clearer how the machines work and this can be communicated to CBC. The necessary clauses can be added into the enforcement agreement. In the interim, Officers have sent CBC a draft agreement for their review.
- 3) Possible move to a virtual parking permit system - CBC Officers have informed BTC Officers of the virtual parking permit system they use. Officers are awaiting a response from the supplier to establish feasibility and cost. The Place Shaping Manager will provide a report to Town Council as soon as he has this information, to allow Members to debate what is available. Outcome expected in late August.

Recommendation:

For Members to note this report.

Rob Youngs
Finance Manager

Appendix A: Full breakdown of each review plan item

APPENDIX A - ACTION PLAN

STAGE A – RECOMMENDATIONS TO BE IMPLEMENTED IN NEXT 3 MONTHS

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Management Accounting Arrangements</u>		
R1	The Council should proceed with recruiting staff to roles with finance responsibility. These officers will have a key role in: <ul style="list-style-type: none"> - Implementing recommendations set out in this report; - Improving ownership of financial systems and reporting at BTC. 	New Finance Manager in post and Assistant Accountant is being recruited. Accounts Administrator continues in post.	Complete.
R2	The Council needs to make the RBS accounting system more accessible to BTC staff. BTC have recently purchased additional licences for the accounting application. Training should be purchased for staff with finance duties to ensure they have the knowledge to use the accounting system.	Book a training programme for all staff using the RBS Omega Accounting system, ensuring they receive training appropriate for their role. Training mandatory before system access is granted.	Complete.
	<u>Financial Accounting</u>		
R3	The Council is permitted to produce simple income and expenditure accounts. BTC should therefore assess whether it wants to continue producing full Code of Practice accounts at the end of each financial year. This assessment should consider: <ul style="list-style-type: none"> - What are these accounting statements used for? - Do Members and Officers understand these more complicated financial statements? - How much do these statements cost to produce? <p>Accountancy support from DCK will be essential. A number of issues will need to be considered. These include:</p> <ul style="list-style-type: none"> - Amendments to chart of accounts. - Write-off of capital and fixed asset balances from balance sheets. - Possible prior year amendments to AGAR financial statements. . <p>The AGAR provides a basic set of accounts, but more information is needed to provide proper financial information to members and residents.</p>	Decision needed in early part of 2021-22 financial year to allow Council to implement changes for start of 22-23. Request DCK to perform this in-depth task in plenty of time for the start of the financial year 23/24. Rob and Peter to discuss with Derek when here on 11 th and 12 th October. Wait until budget signed off late January, then DCK to work on in February. RY has created the structure, which is a reduced chart of accounts, with less cost centres and an amalgamation of some cost codes, which simply caused confusion. The structure is still expansive enough to permit control of budget spend. New coding structure is being used since 1 st April 2023.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Council Reserves and Loans</u>		
R4	<p>The Council must undertake an urgent review of all reserves balances in order to assess whether reserves are being held at an appropriate level. There are a number of steps:</p> <ul style="list-style-type: none"> - Review current earmarked reserve balances and determine why these are being held. BTC will need the assistance of DCK Accounting for this work; - Carry out an assessment of what reserves the Council needs to meet known liabilities. This must include an assessment of monies required to maintain the Council's asset base; - Identify any monies that need to be set aside for regulatory or funding reasons (e.g. CIL or deferred grants); - Identify reserves required to fund projects identified in strategic planning; - Establish minimum level of general reserves to be held by the Council. 	This was completed in good time to inform the 22-23 budget setting process.	Complete.
	<u>Debt and Income Policy</u>		
R5	The Council should develop an income and debt collection policy, which should be published on the Council website, and referenced in all booking forms issued by the Council.	Policy needs to be in place to underwrite other improvements to income and debt collection systems. Policy now written, to go to F&GP Nov. Passed at F&GP.	Complete.
	<u>Car Park Income Pay and Display</u>		
R6	<p>BTC to consider purchasing the Facilities Booking Management Module from RBS, to be used for Orchard Centre / Market Stalls / Pitch Booking. The Council should examine the following functions before purchasing:</p> <ul style="list-style-type: none"> - Room booking; - Invoice integration with accounting system; - Exception reports available (e.g. cancelled bookings / unpaid invoices); - Performance reports; - Caretaker Instructions; - Email confirmations from system; - Potential for storage and issue of hire agreements to customers. <p>Training programme for all system users will also need to be purchased.</p>	RBS replaced by Squarespace Scheduling. System in place and training with the Orchard Centre team happening in w/c 10 th October. System can perform all functions except invoice integration. Issues with setting up payment via Stripe, officers awaiting an email/call from Stripe. Squarespace are now called Acuity Scheduling.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Purchase Orders</u>		
R7	<p>BTC should consider purchasing and implementing the purchase order module of the Omega accounting system from RBS. Should the decision be taken to take up this option, the Council should ensure:</p> <ul style="list-style-type: none"> - All staff who raised and manage purchase orders are given proper training in the new process; - Staff with accounting and financial duties are trained in running reports available on the purchase order system. 	Potential for saving of staff time and improvement in accounting information if implementation can be brought forward. Huge improvements have been made and there is continuous review of the Purchase Order system, with only appropriate staff raising POs. A new PO Request Form was recently implemented.	Complete.
R8	<p>Purchase orders should be issued to all suppliers. These should be issued following a standard template stored in the Council's purchase order system. This should include the following:</p> <ul style="list-style-type: none"> - Payment terms and condition; - Requirement to email invoices to accounts payable email address; - Hyperlink to council terms of trade on website. <p>Signatures should not be included.</p>	Communication of terms and conditions to suppliers. Update – invoices emailed to our Purchase Ledger email box. Desperately trying to get all invoices emailed here rather than to individuals.	Complete.
	<u>Payment of Suppliers</u>		
R9	The Council should move to making payments to suppliers by BACS. This decision should be considered, and approval sought from Full Council prior to implementation.	To start when move to new bank. In place.	Complete.
	<u>Payroll</u>		
R10	The monthly payroll process is not documented. The monthly payroll routine should be documented, and additional staff trained in what needs to be done each month. Documentation should include supervisory checks (e.g. Town Clerk's review of payroll file before submission to George Hay) and records that should be kept on the monthly payroll file.	Council needs to ensure adequate back up in knowledge of payroll process.	Complete.
R11	The Council should assess whether it needs non office staff to continue to complete and submit weekly hard copy timesheets. Consideration should be given to moving to an overtime claim system. Claim forms	Relatively simple administrative change. Now achieved on the Citrus HR system.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	should be submitted for all preauthorised overtime worked by staff. These should be authorised for payment by the Town Clerk & Chief Executive.		
	<u>Bank Account</u>		
R12	The Council should continue with plans to allocate read access for relevant staff to the Council's main bank account. All requests for access to be signed off by the Town Clerk & Chief Executive & Chief Executive.	Urgent - staff need read access to check income from customers has cleared bank. In place – the Finance Team are reconciling the main bank account daily, permitting updated information.	Complete.
R13	The Council to finalise arrangements for installation of a card payment machine at the main office. In due course, consideration should be given to installing a second portable machine to be used to collect payments for markets and events, as well as acting as a backup machine in busy times.	Unity Trust use Elavon who will install a card machine in the office and provide a portable one for the Market Square. They will also provide training. Implemented, three card machines.	Complete.
	<u>Internal Audit</u>		
R14	Internal Audit reports should be made publicly available on the Council website once they have been reviewed at a council meeting.	Compliance with NALC Practitioner Guide best practice.	Complete.

STAGE B – RECOMMENDATIONS TO BE IMPLEMENTED IN MONTHS 3-6

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Management Accounting Arrangements</u>		
R15	A consultation exercise should be carried out with Members, in order to ascertain what finance reports they wish to see and when they want to see them. Once this has been determined, The Town Clerk & Chief Executive should set up a budget monitoring timetable to be followed each month and quarter to ensure budget monitoring becomes part of Council routine. Financial regulations may need to be amended.	New management accounts reporting structure to be put in place before new financial year. RY has discussed with RP asking what he would like-he will consider and get back late Nov. Meetings with new Chair and Deputy Chair of FGP have permitted progression of this.	Part complete – for review at F&GP 180723.
R16	The Town Clerk & Chief Executive should establish a budget virement process. Officers and Members can then seek Council approval for changes to the agreed budget as circumstances change in the year. Once approved, virements to be posted to the accounting system, cross-referenced to the relevant minute, using the virement function.	To be put in place before new financial year.	Complete.
R17	The Town Clerk & Chief Executive should ascertain whether the Council wishes to continue the process of recharging admin and staff costs to services. This assessment should consider how the information is used and is it worth the cost of production. The complexity the recharge process adds to the accounts should also be considered.	Recharging to happen at year-end only to avoid too much complexity at month-end but to ensure at year-end that the published accounts do not misrepresent costs.	Complete.
	<u>Council Reserves and Loans</u>		
R18	The Council should adopt a formal reserves policy and ensure that reserves are reviewed against this policy on at least an annual basis. This should form future budget and precept setting. Decisions on transfers to and from reserves should be reported to and approved by F&GP Committee as part of this review process.	Needs to be approved in good time for start of 21-22 financial year.	Complete.
	<u>Debt and Income Policy</u>		
R19	The Council must be systematic in the way it collects debt. Whilst recommendations above should reduce the number of transactions that are collected in arrears, some income will still be collected after an invoice is issued.	BTC needs to put process in place to ensure debts are pursued promptly.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<p>The Council should work with the accountancy system provider RBS, to identify whether debt reminder letters can be produced automatically by the system 14 and 28 days after debts fall due.</p> <p>The sales ledgers should also be reviewed by the Town Clerk & Chief Executive every month, with decisions about follow up action on debts determined as part of the review. The aim of this review should be to ensure that debts are collected or reasons for late payment understood and documented.</p>		
	<u>Payment of Suppliers</u>		
R20	<p>The Council should set up a documented payment run process. This should include:</p> <ul style="list-style-type: none"> - Checks to be carried out before invoices are presented for payment. This includes matching to purchase orders, confirmation that services have been delivered and confirmation of correct charge by supplier. These checks should cross reference to financial regulations. - Documentation to be sent to authorised signatories to support the payment run. Ideally this should be made available electronically. - a clear timetable for closing date for receipt of invoices, and prebooked diary slots for DCK Accountant / FTC finance Staff / Town Clerk & Chief Executive and Councillors. 	Documentation of existing process and preparation for move to BACS payments. In place.	Complete.
R21	Supplier payment information will need to be obtained from all suppliers prior to making a payment. New supplier information, and any changes to supplier payment records must be checked by phone to a known contact number prior to input into the accounting system.	Essential anti-fraud control.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Internal Audit</u>		
R22	The Council should carry out an annual review of internal audit arrangements following guidance in the Practitioners' Guide. This review should be added as a standing task to be completed in January of each financial year by F&GP Committee.	NALC Practitioners' Guide requirement. RY progressing ready for F&GP early January. New internal auditor agreed at F&GP in March 23.	Complete.

STAGE C – RECOMMENDATIONS TO BE IMPLEMENTED BY 01.04.22

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Council Reserves and Loans</u>		
R23	The Council should set up new reserve accounts on the accounting system. Separate reserve accounts should be set up for each earmarked reserve identified at recommendation 9 above, and accounting entries posted to the reserves as reserves are spent / replenished.	Reserves being managed adequately and signed off by Members.	Complete.
	<u>Car Park Income Pay and Display</u>		
R24	Work to add payment by phone as an option for car park users should continue. Care should be taken to select an option that works with systems used by the enforcement team. The Place Shaping Manager has commenced scoping work with the enforcement team at CBC.	Report going to Full Council on 13th Dec, outlining the tender specification. The tender will result in a new supplier by August 23. CBC happy to collaborate to allow payment by phone.	Complete.
	<u>Car Park Income – Permits</u>		
R25	The Council should work with the enforcement team to assess whether it would be possible to move to a virtual parking permit system.	CBC Officers have informed BTC Officers of the virtual parking permit system they use. Officers are awaiting a response from the supplier to establish feasibility and cost. Officers have also reached out to Flowbird and await a response. The system would form part of the enforcement agreement if used as it's necessary that CBC Enforcement Officers enforce this. Completion date expected by late August.	Part complete
R26	BTC should formalise enforcement arrangements, and a contract or service level agreement established with CBC.	This action has longstanding been labelled as an August 2023 completion date. This is because the new contract for the car park management systems wasn't due to go live until August as the existing contract expires on 31 st July. It is anticipated that the new machines will be installed mid-late August. Officers are still processing the machine specification requirements with the supplier and will communicate this with select Members when appropriate. At this point, it will become very clear how the machines will work and this can be	Part complete

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
		communicated to CBC. The necessary points can be added into the enforcement agreement to ensure any changes to the existing enforcement (i.e. ticketless) are captured. In the interim period, Officers have sent CBC a draft agreement for their review and are awaiting feedback. ETA 31 st August 2023, subject to CBC agreeing the terms and signing.	
	<u>Allotment and Sports Pitch Income</u>		
R27	The Council should aim to move as many allotment tenants as possible on to direct debit at next renewal date.	Not being pursued due to many allotment holders preferring to pay by credit card or BACS rather than set up a DD for an annual payment.	Complete.
R28	BTC to consider moving allotment records to the RBS Allotment Module and seeking to maximise integration with the Council's Finance system.	This is now on RBS and being utilised for invoicing.	Complete.
R29	The Council should move football pitch hire on to termly billing arrangements. Overall pitch requirements should be agreed with football clubs before the start of each football season, and a contract signed with the treasurer of each football club. Invoices should then be issued for three payment dates (for example 1 September / 1 January / 1 March) and followed up by BTC staff. This ensures payments are made in advance of use. There should be no refunds for unused hires, although the Council may have discretion to award credit notes in periods of very poor weather.	We can do this and will aim to start this from 1 Jan.	Complete.
R30	The Council should ensure that is understands VAT rules in area of sports pitches– No VAT is chargeable when a club is a regular hirer (a series of more than 10 sessions).	Recent update adhered to.	Complete.
R31	The Council should aim to move sports club lease payments on to direct debit at next renewal date. The clubs will need to be informed in advance of next rental payment.	Can progress when Unity Trust is in place. Aim to have in place to receive first DDs in January. Due to lease payments often only being annual, DD is considered inefficient.	Complete.

REFERENCE	RECOMMENDATION	ADDITIONAL COMMENT	PROGRESS (ANTICIPATED COMPLETION DATE)
	<u>Cemeteries</u>		
R32	Terms and Conditions on the fees and charges notice for cemeteries should be amended to require payment by bank transfer. This should be implemented immediately for all accounts managed by funeral directors.	Accounts no longer settled by cheque. Booking to be online and payment online.	Complete.
	<u>Internal Audit</u>		
R33	The Council should change internal auditor for the 22-23 financial year. Competitive quotes should be sought from internal auditors operating in the Bedfordshire area.	Auditor has not been changed for many years. Rob is obtaining quotes, all three expected by 25 th November. Agreed and in place.	Complete.

BIGGLESWADE TOWN COUNCIL
Finance & General Purposes 18th July 2023
Move to Unity Trust Bank Review

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Improved banking efficiency.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

The banking provision of the Council was switched from Lloyds Bank to Unity Trust Bank in November 2022. A report reviewing the change was last delivered to Town Council on 17th January 2023. This report provides a new update and covers how the first half year has developed.

Areas of success:

- 1) Data from the online accounts is easily downloaded, enabling the finance team to regularly process the banking transactions in our accounting software. One of our daily tasks is to reconcile both bank accounts (the main current account and the salary current account). This enables us to advise accurately and promptly, when questioned, whether we have successfully made payments to suppliers. Being able to reconcile daily helps to quicken the completion of the month-end process and also deal with any issues immediately.
- 2) The monthly BACS run continues to be achieved seamlessly about the 25th of each month. The process is considerable to ensure that we meet various audit requirements, including two Member sign-off. All invoices being paid are approved by the Responsible Financial Officer (RFO) and thoroughly checked by the Finance Manager. A further step before payment is made, is to ensure that we have received a completed Supplier Form from each supplier. Each form has confirmed banking details to pay and is only accepted if signed by a senior person in their organisation.
- 3) The credit card is used efficiently. There is a reduction in the number of payments made on the Unity Trust credit card compared to the Lloyds bank credit card, with BACS payments continually encouraged in preference. On average there are about five payments made on the credit card each month and these are always for invoices matching purchase orders approved by the RFO. Requests for card payments are made to the Finance Manager who only passes the card payment request on to the RFO when there is no viable alternative payment method available.

Challenges:

- 1) The customer services telephone number generally has about a twenty-minute waiting time and sometimes considerably longer. This is above the industry average and frustrating.
- 2) Unity Trust outsources several services, which led to delays setting up the Council's banking requirements.
- 3) We pay cash in at the Post Office, which is closely located to the Council's offices. We have a significant cash income from the car parks and markets. However, we are limited to paying in £250 of coins each day. When the car park machines are emptied, we have about £600 in coins to pay in, which means several trips to pay the coins in. Further, only full cash bags are accepted and we always have some loose coins. We experience some difficulties with paying in the loose coins, although this is crucial for reconciling our cash balances to the car park reports.

Summary:

The positives of the move to Unity Trust bank significantly outweigh the few challenges. The online bank is especially easy to use. We are mitigating the challenges where possible. An example of this is that we swap car park coins for market notes for paying in, where possible. Further, I now use the customer support email address rather than wasting time waiting for a long time on the telephone.

Recommendation:

For Members to note this report.

Rob Youngs
Finance Manager

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes 18th July 2023
Update on Bank Signatories

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Ensure appropriate levels of banking payments approval coverage.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

There have been two recent reports to Town Council regarding updating Member banking signatories that we have with Unity Trust bank and CCLA bank. The reports were delivered on the 23rd May 2023 and the 13th June 2023.

This report provides an update on the progression of the updating of the banking signatories.

Status of signatories with CCLA bank:

The Town Council holds two bank accounts with CCLA. On 4th July 2023, CCLA Client Services confirmed that the signatories have now been updated to reflect the new signatories and outgoing signatories have also been processed.

For clarity, Member signatories are now Cllr Agnew, Cllr Albone, Cllr Foster, Cllr Knight, Cllr North, and Cllr Strachan.

In addition, the Council also has two Officer signatories, Town Clerk & Chief Executive, Mr. Peter Tarrant and the Head of Governance & Strategic Partnerships, Mr. Karim Hosseini.

Status of signatories with Unity Trust bank:

The Town Council also holds two bank accounts with Unity Trust bank. On 29th June 2023, Unity Trust bank customer services finally confirmed receipt of our application forms. The message was "Once completed, you will be notified by our Account Management Team". Unity Trust advertise that this part of the stage should take between ten and fourteen working days. The Finance Manager has chased the various applications on 11th July 2023.

Recommendation:

For Members to note this report.

Rob Youngs
Finance Manager

BIGGLESWADE TOWN COUNCIL
Finance and General Purposes 18th July 2023
Quarterly Bank Reconciliations

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Compliance with Financial Regulations.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

Section 2.2 of the Council's Financial Regulations states that:

"2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman [or a cheque signatory] shall be appointed to verify bank reconciliations (for all accounts) produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council [Finance Committee]."

The bank statements and reconciliations for the quarter end to 30th June 2023 were shared with Councillor Woodhead on 10th July 2023 and were signed in accordance with the Financial Regulations. All documents have also been signed by the Responsible Finance Officer.

These are all attached as follows:

- 1) Unity Trust main current account. Please see Appendix A for the Rialtas reconciliation and Unity Trust bank statements.
- 2) Unity Trust salary current account. Please see Appendix B for the Rialtas reconciliation and Unity Trust bank statements.
- 3) CCLA account number one. Please see Appendix C for the Balance Sheet indicating the balance in the Council's accounts and the CCLA bank statement.
- 4) CCLA account number two. Please see Appendix D for the Balance Sheet indicating the balance in the Council's accounts and the CCLA bank statement.
- 5) Petty cash. For completeness, the petty cash reconciliation is included as Appendix E, along with the Balance Sheet indicating the balance in the Council's accounts.

Recommendation:

That Members note this report and review the supporting documentation.

Rob Youngs
Finance Manager

Appendix A: Rialtas reconciliation and Unity Trust bank statements.

Appendix B Rialtas reconciliation and Unity Trust bank statements.

Appendix C: Balance Sheet indicating the balance in the Council's accounts and the CCLA bank statement.

Appendix D: Balance Sheet indicating the balance in the Council's accounts and the CCLA bank statement.

Appendix E: Petty Cash reconciliation and balance sheet.

Your Account Statement

Mr Robert Youngs
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
SG18 8DL



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

[Handwritten signature]

Date: 03/06/2023

Account Name: Biggleswade Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20468376

Your arranged overdraft limit is £0.00

Fraud Reminder

Unity Trust Bank will NEVER ask you to share passwords or PINs. If you receive a suspicious call, please hang up and contact our dedicated fraud number, freephone 0808 196 8420 or email fraud@unity.co.uk.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **unity.co.uk**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
31/05/2023		Balance brought forward	£0.00	£0.00	£307,173.06
01/06/2023	Credit	EMS	£0.00	£101.00	£307,274.06
01/06/2023	Credit	AIB 3005	£0.00	£2.50	£307,276.56
01/06/2023	Credit	AIB 2905	£0.00	£98.00	£307,374.56

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Statement number 010

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
01/06/2023	Credit	Girobank Core Business 204683	£0.00	£783.80	£308,158.36
01/06/2023	Credit	MESA LOPEZ W	£0.00	£10.00	£308,168.36
02/06/2023	Credit	A Biggleswade St Neots and Letchwor	£0.00	£384.30	£308,552.66
02/06/2023	Credit	EMS	£0.00	£68.00	£308,620.66
02/06/2023	Credit	AIB 3105	£0.00	£84.00	£308,704.66
02/06/2023	Credit	PUBLIC SECTOR DEPO	£0.00	£2,320.65	£311,025.31
02/06/2023	Credit	PUBLIC SECTOR DEPO	£0.00	£843.64	£311,868.95
02/06/2023	Credit	FISHER AJ	£0.00	£226.80	£312,095.75
02/06/2023	Credit	MORELIFE UK LTD	£0.00	£113.40	£312,209.15



Your Account Statement



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Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

Mr Robert Youngs
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
SG18 8DL

Date: 30/06/2023

Account Name: Biggleswade Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20468376

Your arranged overdraft limit is £0.00

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.



For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: [FSCS.org.uk](https://www.fscs.org.uk) or refer to our FSCS Information Sheet and Exclusions List at [unity.co.uk/fscs](https://www.unity.co.uk/fscs)

Contact Us

- Call us: **0345 140 1000**
- Email us: **us@unity.co.uk**
- Visit us: **[unity.co.uk](https://www.unity.co.uk)**

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2023		Balance brought forward	£0.00	£0.00	£312,209.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£40.00	£0.00	£312,169.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£258.00	£0.00	£311,911.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£327.00	£0.00	£311,584.15

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Statement number 011

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£337.00	£0.00	£311,247.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£106.00	£0.00	£311,141.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£164.00	£0.00	£310,977.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£329.00	£0.00	£310,648.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£283.00	£0.00	£310,365.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£1,081.00	£0.00	£309,284.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£17.00	£0.00	£309,267.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£87.00	£0.00	£309,180.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£10.00	£0.00	£309,170.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£1,040.00	£0.00	£308,130.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£62.00	£0.00	£308,068.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£21.00	£0.00	£308,047.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£205.00	£0.00	£307,842.15
05/06/2023	Direct Debit	Direct Debit (CENTRAL BEDS CNCL)	£2,173.00	£0.00	£305,669.15
05/06/2023	Credit	E Brennecke	£0.00	£22.00	£305,691.15
05/06/2023	Credit	TURNER J	£0.00	£352.80	£306,043.95
05/06/2023	Credit	WHITMARS J C	£0.00	£108.00	£306,151.95
05/06/2023	Credit	EMS	£0.00	£275.00	£306,426.95
05/06/2023	Credit	STEWART ZJ	£0.00	£151.20	£306,578.15
05/06/2023	Credit	Shotokan Karate Club	£0.00	£226.80	£306,804.95
05/06/2023	Credit	DRAILED DANCE LTD	£0.00	£302.40	£307,107.35
06/06/2023	Credit	AIB 0206	£0.00	£172.00	£307,279.35
07/06/2023	Credit	EMS	£0.00	£134.00	£307,413.35
08/06/2023	Credit	AIB 0606	£0.00	£191.00	£307,604.35

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Statement number 011

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
08/06/2023	Credit	GEOFFREY BRUERTON	£0.00	£89.10	£307,693.45
09/06/2023	Credit	EMS	£0.00	£51.00	£307,744.45
09/06/2023	Credit	AIB 0706	£0.00	£93.50	£307,837.95
09/06/2023	Credit	FINDNEWLIFE	£0.00	£171.20	£308,009.15
12/06/2023	Direct Debit	Direct Debit (BNP PARIBAS LEASIN)	£594.94	£0.00	£307,414.21
12/06/2023	Direct Debit	Direct Debit (GOCARDLESS)	£211.20	£0.00	£307,203.01
12/06/2023	Direct Debit	Direct Debit (GOCARDLESS)	£68.64	£0.00	£307,134.37
12/06/2023	Direct Debit	Direct Debit (GOCARDLESS)	£3,270.67	£0.00	£303,863.70
12/06/2023	Direct Debit	Direct Debit (GOCARDLESS)	£444.00	£0.00	£303,419.70
12/06/2023	Direct Debit	Direct Debit (GOCARDLESS)	£211.38	£0.00	£303,208.32
12/06/2023	Direct Debit	Direct Debit (BNP PARIBAS LEASIN)	£132.00	£0.00	£303,076.32
12/06/2023	Credit	AIB 0806	£0.00	£104.00	£303,180.32
12/06/2023	Credit	CENTRAL BEDS CNCL	£0.00	£2,000.00	£305,180.32
12/06/2023	Credit	Karolina Rozkosz	£0.00	£58.76	£305,239.08
13/06/2023	Direct Debit	Direct Debit (HM LAND REGISTRY)	£3.00	£0.00	£305,236.08
13/06/2023	Credit	AIB 0906	£0.00	£66.00	£305,302.08
14/06/2023	Direct Debit	Direct Debit (ISUZU CHIRE)	£410.64	£0.00	£304,891.44
14/06/2023	Transfer	Transfer to 20468389	£80,000.00	£0.00	£224,891.44
14/06/2023	Credit	G Player	£0.00	£58.76	£224,950.20
14/06/2023	Credit	EMS	£0.00	£106.00	£225,056.20
14/06/2023	Credit	AIB 1206	£0.00	£71.50	£225,127.70
14/06/2023	Credit	Girobank Core Business 204683	£0.00	£297.00	£225,424.70
14/06/2023	Credit	Girobank Core Business 204683	£0.00	£301.00	£225,725.70
15/06/2023	Direct Debit	Direct Debit (INTEGRATING SOLUTI)	£188.71	£0.00	£225,536.99

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Statement number 011

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
15/06/2023	Credit	EMS	£0.00	£17.00	£225,553.99
15/06/2023	Credit	AIB 1306	£0.00	£61.50	£225,615.49
15/06/2023	Credit	Girobank Core Business 204683	£0.00	£366.80	£225,982.29
15/06/2023	Credit	HICKSON E S	£0.00	£10.00	£225,992.29
15/06/2023	Credit	Beattie JC	£0.00	£94.00	£226,086.29
16/06/2023	Direct Debit	Direct Debit (BRITISH TELECOM)	£541.65	£0.00	£225,544.64
16/06/2023	Direct Debit	Direct Debit (LLOYDS BANK PLC)	£1,245.48	£0.00	£224,299.16
16/06/2023	Direct Debit	Direct Debit (WL ITS FUELGENIE)	£678.08	£0.00	£223,621.08
16/06/2023	Credit	HarchutJones Izabela	£0.00	£58.78	£223,679.86
16/06/2023	Credit	AIB 1406	£0.00	£112.00	£223,791.86
16/06/2023	Credit	YOUTH	£0.00	£238.98	£224,030.84
16/06/2023	Credit	R Mardell	£0.00	£94.00	£224,124.84
19/06/2023	Credit	Enright Emma	£0.00	£308.30	£224,433.14
19/06/2023	Credit	AIB 1506	£0.00	£104.50	£224,537.64
20/06/2023	Direct Debit	Direct Debit (EMS)	£60.12	£0.00	£224,477.52
20/06/2023	Direct Debit	Direct Debit (EMS)	£60.81	£0.00	£224,416.71
20/06/2023	Direct Debit	Direct Debit (EMS)	£60.00	£0.00	£224,356.71
20/06/2023	Direct Debit	Direct Debit (GOCARDLESS)	£81.00	£0.00	£224,275.71
20/06/2023	Credit	AIB 1606	£0.00	£68.50	£224,344.21
20/06/2023	Credit	A Biggleswade St Neots and Letchwor	£0.00	£126.00	£224,470.21
20/06/2023	Credit	TINYTALK BIGGLESWADE	£0.00	£453.60	£224,923.81
20/06/2023	Credit	TINYTALK BIGGLESWADE	£0.00	£453.60	£225,377.41
21/06/2023	Direct Debit	Direct Debit (AIBMS)	£116.28	£0.00	£225,261.13
21/06/2023	Credit	EMS	£0.00	£118.00	£225,379.13

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Statement number 011

**For Businesses.
For Communities.
For Good.**

Unity Trust Bank plc is authorised by the Prudential Regulation Authority and regulated by the Financial Conduct Authority and the Prudential Regulation Authority.
Unity Trust Bank is entered in the Financial Services Register under number 204570.
Registered Office: Four Brindleyplace, Birmingham, B1 2JB.
Registered in England and Wales no. 1713124.
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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
21/06/2023	Credit	AIB 1906	£0.00	£102.50	£225,481.63
21/06/2023	Credit	DRAILED DANCE LTD	£0.00	£264.60	£225,746.23
21/06/2023	Credit	FISHER AJ	£0.00	£170.10	£225,916.33
21/06/2023	Credit	BABYBALLET BIGGLES	£0.00	£772.20	£226,688.53
21/06/2023	Credit	Shotokan Karate Club	£0.00	£283.50	£226,972.03
22/06/2023	Credit	EMS	£0.00	£51.00	£227,023.03
22/06/2023	Credit	AIB 2006	£0.00	£60.50	£227,083.53
22/06/2023	Credit	BABYBALLET BIGGLES	£0.00	£573.30	£227,656.83
22/06/2023	Credit	Girobank Core Business 204683	£0.00	£186.00	£227,842.83
23/06/2023	Direct Debit	Direct Debit (OPUS ENERGY CORPOR)	£2,240.55	£0.00	£225,602.28
23/06/2023	Faster Payment Debit	B/P to: Parallel HR	£198.00	£0.00	£225,404.28
23/06/2023	Faster Payment Debit	B/P to: Harrier	£228.81	£0.00	£225,175.47
23/06/2023	Faster Payment Debit	B/P to: Viking Office UK	£68.12	£0.00	£225,107.35
23/06/2023	Faster Payment Debit	B/P to: Orbit Property	£1,268.58	£0.00	£223,838.77
23/06/2023	Faster Payment Debit	B/P to: Hollidge Plumbing	£1,040.24	£0.00	£222,798.53
23/06/2023	Faster Payment Debit	B/P to: Colin Ross	£162.82	£0.00	£222,635.71
23/06/2023	Faster Payment Debit	B/P to: Veolia	£141.91	£0.00	£222,493.80
23/06/2023	Faster Payment Debit	B/P to: Flowbird Smart Cit	£312.65	£0.00	£222,181.15
23/06/2023	Faster Payment Debit	B/P to: Parisa Atoufi	£132.50	£0.00	£222,048.65
23/06/2023	Faster Payment Debit	B/P to: Anneka Browne	£50.00	£0.00	£221,998.65
23/06/2023	Faster Payment Debit	B/P to: Atomic Pest Contro	£70.00	£0.00	£221,928.65
23/06/2023	Faster Payment Debit	B/P to: DCK Accounting Sol	£1,465.20	£0.00	£220,463.45
23/06/2023	Faster Payment Debit	B/P to: Ben Coulter Electr	£234.00	£0.00	£220,229.45
23/06/2023	Faster Payment Debit	B/P to: CENTRAL TYRES	£606.00	£0.00	£219,623.45

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Statement number 011

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
23/06/2023	Faster Payment Debit	B/P to: Furlong Higgs Lt	£3,532.80	£0.00	£216,090.65
23/06/2023	Faster Payment Debit	B/P to: Alan Bailes Consul	£1,250.00	£0.00	£214,840.65
23/06/2023	Faster Payment Debit	B/P to: Hertfordshire CCTV	£2,217.60	£0.00	£212,623.05
23/06/2023	Faster Payment Debit	B/P to: OM SECURITY	£1,526.40	£0.00	£211,096.65
23/06/2023	Faster Payment Debit	B/P to: Beds Bulletin Ltd	£261.00	£0.00	£210,835.65
23/06/2023	Faster Payment Debit	B/P to: Dr Mariam Zahid	£141.50	£0.00	£210,694.15
23/06/2023	Faster Payment Debit	B/P to: Henlow Building Su	£2,400.62	£0.00	£208,293.53
23/06/2023	Faster Payment Debit	B/P to: R Bracey Ltd	£1,152.00	£0.00	£207,141.53
23/06/2023	Faster Payment Debit	B/P to: Blunham Diary	£26.18	£0.00	£207,115.35
23/06/2023	Faster Payment Debit	B/P to: 1st Choice	£1,914.62	£0.00	£205,200.73
23/06/2023	Faster Payment Debit	B/P to: Manston Properties	£15,827.23	£0.00	£189,373.50
23/06/2023	Faster Payment Debit	B/P to: HERTS FULLSTOP	£1,121.67	£0.00	£188,251.83
23/06/2023	Faster Payment Debit	B/P to: Kim Fletcher	£81.67	£0.00	£188,170.16
23/06/2023	Faster Payment Debit	B/P to: Christopher Morley	£100.00	£0.00	£188,070.16
23/06/2023	Faster Payment Debit	B/P to: Hawkins Historic L	£1,975.20	£0.00	£186,094.96
23/06/2023	Faster Payment Debit	B/P to: THE LION PRESS	£192.24	£0.00	£185,902.72
23/06/2023	Faster Payment Debit	B/P to: Turfcare Leisure S	£619.99	£0.00	£185,282.73
23/06/2023	Faster Payment Debit	B/P to: Paul Langshaw	£140.00	£0.00	£185,142.73
23/06/2023	Faster Payment Debit	B/P to: Annmarie Huckle	£50.00	£0.00	£185,092.73
23/06/2023	Faster Payment Debit	B/P to: Tims Digital	£116.40	£0.00	£184,976.33
23/06/2023	Faster Payment Debit	B/P to: Wybone Limited	£13,820.16	£0.00	£171,156.17
23/06/2023	Faster Payment Debit	B/P to: Daniel K Walsh	£50.00	£0.00	£171,106.17
23/06/2023	Credit	AIB 2106	£0.00	£2.00	£171,108.17
26/06/2023	Direct Debit	Direct Debit (EE LIMITED)	£474.73	£0.00	£170,633.44

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Statement number 011

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
26/06/2023	Transfer	B/P to: Unison	£34.50	£0.00	£170,598.94
26/06/2023	Credit	R Mardell	£0.00	£14.00	£170,612.94
26/06/2023	Credit	AIB 2206	£0.00	£73.50	£170,686.44
26/06/2023	Credit	MORELIFE UK LTD	£0.00	£522.90	£171,209.34
26/06/2023	Credit	ATOUI KHALIGHY	£0.00	£10.00	£171,219.34
26/06/2023	Credit	H WrightThomas	£0.00	£22.00	£171,241.34
27/06/2023	Credit	EMS	£0.00	£6.00	£171,247.34
27/06/2023	Credit	AIB 2306	£0.00	£68.50	£171,315.84
27/06/2023	Credit	HILL RP	£0.00	£58.76	£171,374.60
27/06/2023	Credit	C Bush	£0.00	£10.00	£171,384.60
27/06/2023	Credit	GILCHRIST EB	£0.00	£108.00	£171,492.60
28/06/2023	Direct Debit	Direct Debit (HM LAND REGISTRY)	£9.00	£0.00	£171,483.60
28/06/2023	Credit	EMS	£0.00	£95.00	£171,578.60
28/06/2023	Credit	AIB 2606	£0.00	£112.50	£171,691.10
28/06/2023	Credit	Stripe Payments UK Ltd	£0.00	£1,959.50	£173,650.60
28/06/2023	Credit	FISHER AJ	£0.00	£12.60	£173,663.20
29/06/2023	Standing Order	S/O to: HARRISON CLARK RIC	£9,000.00	£0.00	£164,663.20
29/06/2023	Credit	BEDFORDSHIRE HOSP	£0.00	£148.80	£164,812.00
29/06/2023	Credit	EMS	£0.00	£51.00	£164,863.00
29/06/2023	Credit	AIB 2706	£0.00	£65.50	£164,928.50
29/06/2023	Credit	Girobank Core Business 204683	£0.00	£658.70	£165,587.20
30/06/2023	Direct Debit	Direct Debit (ANGLIAN WATER BUSI)	£14.83	£0.00	£165,572.37
30/06/2023	Direct Debit	Direct Debit (F R CAWLEY)	£1,185.40	£0.00	£164,386.97
30/06/2023	Debit	Manual Credit Handling Charge	£11.10	£0.00	£164,375.87

Page number 7 of 9

Statement number 011

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
30/06/2023	Credit	AIB 2806	£0.00	£84.00	£164,459.87
30/06/2023	Credit	Girobank Core Business 204683	£0.00	£50.00	£164,509.87
30/06/2023	Credit	SECURECL LTD SW	£0.00	£2,100.00	£166,609.87
30/06/2023	Credit	G + H SEAMER	£0.00	£1,195.00	£167,804.87
30/06/2023	Fee	Service Charge	£95.25	£0.00	£167,709.62

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - Unity Trust A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Current A/C	30/06/2023		167,709.62
			<u>167,709.62</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			167,709.62
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			167,709.62
		Balance per Cash Book is :-	167,709.62
		Difference is :-	0.00

Signatory 1:

Name JONATHAN WOODHEAD (CLLR) Signed [Signature] Date 10-7-23

Signatory 2:

Name P. ELLIS (CLLR & CLO) Signed [Signature] Date 10-7-23

Your Account Statement



For Businesses. For Communities. For Good.

Unity Trust Bank plc
PO Box 7193
Planetary Road
Willenhall
WV1 9DG

1210708211 | 01093

Mr Robert Youngs
Biggleswade Town Council
The Old Court House
4 Saffron Road
Biggleswade
SG18 8DL



Date: 30/06/2023

Account Name: Biggleswade Town Council

Swift Code (BIC): NWBKGB2L

IBAN Number: GB93NWBK60023571418024

Sort Code: 608301

Account Number: 20468389

Your arranged overdraft limit is £0.00

We're delighted to announce the launch of our new Online Banking service, featuring exciting changes and updates. To utilise this new Online Banking service at the earliest opportunity, look out for your email invitation.



Contact Us

- Call us: 0345 140 1000
- Email us: us@unity.co.uk
- Visit us: unity.co.uk

For eligible organisations, your deposits held with Unity Trust Bank are protected up to £85,000 under the Financial Services Compensation Scheme (FSCS). For more information about eligibility and compensation provided by the FSCS, please visit: FSCS.org.uk or refer to our FSCS Information Sheet and Exclusions List at unity.co.uk/fscs

Your Current T2 account transactions:

Date	Type	Details	Payments Out	Payments In	Balance
03/06/2023		Balance brought forward	£0.00	£0.00	£15,772.70
14/06/2023	Transfer	Transfer from 20468376	£0.00	£80,000.00	£95,772.70
16/06/2023	Credit	Credit 000001	£0.00	£238.20	£96,010.90
20/06/2023	Direct Debit	Direct Debit (PAYROLL)	£63,463.33	£0.00	£32,547.57

Page number 1 of 3

Statement number 011

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Your Current T2 account transactions:					
Date	Type	Details	Payments Out	Payments In	Balance
22/06/2023	Fee	Bacs Charge	£20.48	£0.00	£32,527.09
22/06/2023	Direct Debit	Direct Debit (PAYE)	£17,458.72	£0.00	£15,068.37
30/06/2023	Fee	Service Charge	£19.05	£0.00	£15,049.32

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 6 - UNITY SALARY A/C

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Unity Salary Account	30/06/2023		15,049.32
			<u>15,049.32</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			15,049.32
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			15,049.32
		Balance per Cash Book is :-	15,049.32
		Difference is :-	0.00

Signatory 1:

(CLERK)
Name JONATHAN WOODHEAD Signed [Signature] Date 12-7-23

Signatory 2:

(CLERK)
Name PEYLA HARELY (CLERK) Signed [Signature] Date 10-7-23



One Angel Lane, London, EC4R 3AB

Client Service:
Freephone: 0800 022 3505
Fax: 0207 489 6126

STATEMENT

Mr R Youngs
Biggleswade Town Council
The Old Court House
4 Saffron Road
BIGGLESWADE
Bedfordshire
SG18 8DL
UK

CLIENT: BIGGLESWADE TOWN COUNCIL
ACCOUNT NAME:
ACCOUNT NUMBER: 0136060001PC

Statement at 30 June 2023

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/06/23	Brought Forward			588,059.60	
30/06/23	Carried Forward			588,059.60	

Statement of Dividends paid during the month to 30 June 2023

Date	Receiving Account	Amount Paid £
30-06-23	Nominated bank account	2,206.81



Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	513,015	1,300,029
2	OP'L L/H LAND & BUILDINGS	29,050	1,996	27,054
21	VEHICLES & EQUIPMENT	920,409	575,047	345,362
41	INFRASTRUCTURE ASSETS	362,173	274,036	88,137
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	3,140,056	1,364,094	1,775,962
	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	17,809		
102	DEBTORS - PITCH HIRE	23		
103	DEBTORS - ORCHARD CENTRE	2,517		
105	VAT REFUNDS	43,565		
106	DEBTORS - BURIAL FEES	530		
110	PREPAYMENTS	91,581		
115	ACCRUED INCOME	643		
116	Accrued Interest	(0)		
201	UNITY CURRENT A/C	167,710		
203	UNITY SALARY A/C	15,049		
210	PETTY CASH	160		
224	PUBLIC SECTOR DEPOSIT	588,060		
226	PUBLIC SECTOR DEPOSIT A/C 2	213,780		
	Total Current Assets		1,141,426	
	<u>Current Liabilities</u>			
501	TRADE CREDITORS	73,027		
505	HALL DEPOSIT	200		
510	ACCRUALS	17,689		
515	PAYE & NI DUE	16,497		
516	NET WAGES CONTROL	1,004		
517	SUPERANNUATION DUE	(1,004)		
525	ALLOTMENT DEPOSITS	5,700		
526	OLD DEPOT DEPOSIT	1,750		
530	INC IN ADVANCE - COMMUTED	16,200		
	Total Current Liabilities		131,063	
	Net Current Assets			1,010,363
	Total Assets less Current Liabilities			2,786,325
	<u>Long Term Liabilities</u>			
401	PWLB LOAN 331100	35		
402	PWLB LOAN 331275	1,236		
403	PWLB LOAN 484665	6,191		
404	PWLB LOAN 491331	85,816		
405	PWLB LOAN 559293	421,628		
	Total Long Term Liabilities		514,906	
	Total Assets less Total Liabilities			2,271,419

Represented by :-

THE PUBLIC SECTOR DEPOSIT FUND

One Angel Lane, London, EC4R 3AB

Client Service:

Freephone: 0800 022 3505

Fax: 0207 489 6126

STATEMENT

Mr R Youngs
Biggleswade Town Council
The Old Court House
4 Saffron Road
BIGGLESWADE
Bedfordshire
SG18 8DL
UK

CLIENT: BIGGLESWADE TOWN COUNCIL

ACCOUNT NAME: No2 Account

ACCOUNT NUMBER: 0136060002PC

Statement at 30 June 2023

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/06/23	Brought Forward			213,780.00	
30/06/23	Carried Forward			213,780.00	

Statement of Dividends paid during the month to 30 June 2023

Date	Receiving Account	Amount Paid £
30-06-23	Nominated bank account	802.25



CCLA

CCLA Investment Management Limited (Registered in England No. 2183088) is authorised and regulated by the Financial Conduct Authority. Registered address: One Angel Lane, London, EC4R 3AB. The Public Sector Deposit Fund is a UK short-term LVNAV Qualifying Money Market Fund.

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	513,015	1,300,029
2	OP'L L/H LAND & BUILDINGS	29,050	1,996	27,054
21	VEHICLES & EQUIPMENT	920,409	575,047	345,362
41	INFRASTRUCTURE ASSETS	362,173	274,036	88,137
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	3,140,056	1,364,094	1,775,962

	<u>Current Assets</u>			
91	CAPITAL WORK IN PROGRESS	17,809		
102	DEBTORS - PITCH HIRE	23		
103	DEBTORS - ORCHARD CENTRE	2,517		
105	VAT REFUNDS	43,565		
106	DEBTORS - BURIAL FEES	530		
110	PREPAYMENTS	91,581		
115	ACCRUED INCOME	643		
116	Accrued Interest	(0)		
201	UNITY CURRENT A/C	167,710		
203	UNITY SALARY A/C	15,049		
210	PETTY CASH	160		
224	PUBLIC SECTOR DEPOSIT	588,060		
226	PUBLIC SECTOR DEPOSIT A/C 2	213,780		
	Total Current Assets		1,141,426	

	<u>Current Liabilities</u>			
501	TRADE CREDITORS	73,027		
505	HALL DEPOSIT	200		
510	ACCRUALS	17,689		
515	PAYE & NI DUE	16,497		
516	NET WAGES CONTROL	1,004		
517	SUPERANNUATION DUE	(1,004)		
525	ALLOTMENT DEPOSITS	5,700		
526	OLD DEPOT DEPOSIT	1,750		
530	INC IN ADVANCE - COMMUTED	16,200		
	Total Current Liabilities		131,063	

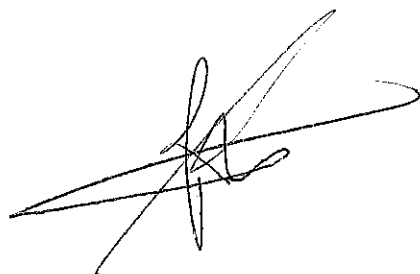
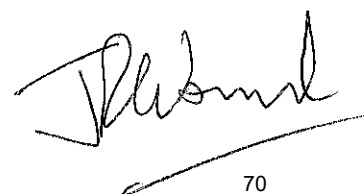
Net Current Assets **1,010,363**

Total Assets less Current Liabilities **2,786,325**

	<u>Long Term Liabilities</u>			
401	PWLB LOAN 331100	35		
402	PWLB LOAN 331275	1,236		
403	PWLB LOAN 484665	6,191		
404	PWLB LOAN 491331	85,816		
405	PWLB LOAN 559293	421,628		
	Total Long Term Liabilities		514,906	

Total Assets less Total Liabilities **2,271,419**

Represented by :-

Biggleswade Town Council Petty Cash Reconciliation

Balance of Petty Cash Bought Forward as at : 01/06/2023 £224.22

Date	Item	Who To	Dispenser	Code	Folio Number	Total Cost	VAT	Net Cost
EXPENSES								
15/06/2023	Biscuits for Councillor meeting	FG	Rob	901/4023		£1.29	£0.00	£1.29
16/06/2023	Glasses for Chamber meetings	LM	Rob	901/4060		£39.00	£0.00	£39.00
22/06/2023	Postage	HC	Rob	901/4022		£5.25	£0.00	£5.25
22/06/2023	Postage for PWLB application	NS	Rob	901/4022		£7.65	£0.00	£7.65
23/06/2023	Staff cards	AD	Rob	901/4023		£2.28	£0.00	£2.28
26/06/2023	Postage	HC	Rob	901/4022		£1.00	£0.00	£1.00
27/06/2023	Biscuits for senior leadership team meeting	SVDM	Rob	901/4023		£2.63	£0.12	£2.51
28/06/2023	Milk	LM	Rob	901/4010		£1.55	£0.00	£1.55
29/06/2023	Antiseptic wipes	PM	Rob	902/4017		£3.45	£0.00	£3.45
						£64.10	£0.12	£63.98
INCOME								
								£0.00
Balance of Petty Cash Carried Forward at 30.06.23								£160.12
Reconciliation to Financial Regulations recommended balance of £300				Actual Cash				
				£20.00	0	£0.00		
				£10.00	0	£0.00		
				£5.00	3	£15.00		
				£2.00	25	£50.00		
				£1.00	68	£68.00		
Please note that only £200 cash can be taken out at any one time.				£0.50	30	£15.00		
				£0.20	8	£1.60		
				£0.10	64	£6.40		
Reconciliation to Rialtas				£0.05	80	£4.00		
Rialtas Balance (code 210)				£ 160.12	£0.02	£0.04		
Petty cash balance				£160.12	£0.01	£0.08	£160.12	
Difference				£0.00				
Difference between expected balance and actual balance								£0.00

Reviewed and checked by the Finance Manager:

Approved by the Town Clerk and Chief Executive:

Approved by Member:

Approved by Member:

Date:

Date:

Date:

Date:

Detailed Balance Sheet - Excluding Stock Movement

Month 3 Date 30/06/2023

<u>A/c</u>	<u>Description</u>	<u>Actual</u>		
	<u>Fixed Assets</u>	Asset Value	Depreciation	Net Value
1	OP'L F/H LAND & BUILDINGS	1,813,044	513,015	1,300,029
2	OP'L L/H LAND & BUILDINGS	29,050	1,996	27,054
21	VEHICLES & EQUIPMENT	920,409	575,047	345,362
41	INFRASTRUCTURE ASSETS	362,173	274,036	88,137
61	COMMUNITY ASSETS	15,380	0	15,380
	Total Fixed Assets	3,140,056	1,364,094	1,775,962

	<u>Current Assets</u>		
91	CAPITAL WORK IN PROGRESS	17,809	
102	DEBTORS - PITCH HIRE	23	
103	DEBTORS - ORCHARD CENTRE	2,517	
105	VAT REFUNDS	43,565	
106	DEBTORS - BURIAL FEES	530	
110	PREPAYMENTS	91,581	
115	ACCRUED INCOME	643	
116	Accrued Interest	(0)	
201	UNITY CURRENT A/C	167,710	
203	UNITY SALARY A/C	15,049	
210	PETTY CASH	160	
224	PUBLIC SECTOR DEPOSIT	588,060	
226	PUBLIC SECTOR DEPOSIT A/C 2	213,780	
	Total Current Assets		1,141,426

	<u>Current Liabilities</u>		
501	TRADE CREDITORS	73,027	
505	HALL DEPOSIT	200	
510	ACCRUALS	17,689	
515	PAYE & NI DUE	16,497	
516	NET WAGES CONTROL	1,004	
517	SUPERANNUATION DUE	(1,004)	
525	ALLOTMENT DEPOSITS	5,700	
526	OLD DEPOT DEPOSIT	1,750	
530	INC IN ADVANCE - COMMUTED	16,200	
	Total Current Liabilities		131,063

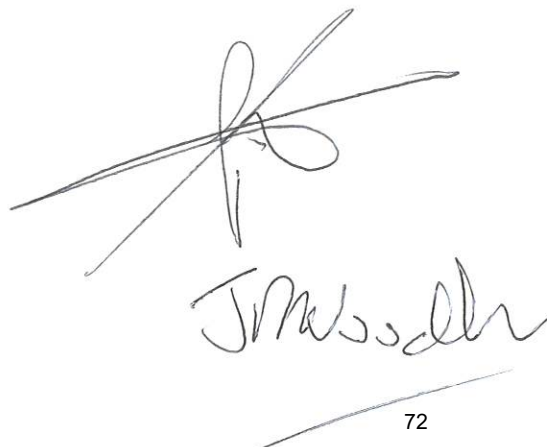
Net Current Assets **1,010,363**

Total Assets less Current Liabilities **2,786,325**

	<u>Long Term Liabilities</u>		
401	PWLB LOAN 331100	35	
402	PWLB LOAN 331275	1,236	
403	PWLB LOAN 484665	6,191	
404	PWLB LOAN 491331	85,816	
405	PWLB LOAN 559293	421,628	
	Total Long Term Liabilities		514,906

Total Assets less Total Liabilities **2,271,419**

Represented by :-



BIGGLESWADE TOWN COUNCIL
Finance & General Purposes 18th July 2023
Virements Processed First Quarter

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Not applicable.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

This regular report is to confirm virements processed, which move budget from one cost code to another, after agreement at Town Council meeting or a Finance and General Purposes committee meeting. Virements are possible where a cost code is underspent, creating an opportunity for spare budget to be spent elsewhere on emerging pressures.

Virements in the first quarter of financial year 2023/24 (dated between 1st April 2023 and the 30th June 2023:

During this time frame, there have been two virements:

- 1) Increase "PWLB Allotments" code by £923 and decrease "PWLB to be decided" code by £923. This matched spend on wildflower mix seeds for the allotments.
- 2) Increase "PWLB Franklins play area" code by £2,936 and decrease "PWLB to be decided" code by £2,936. This matched spend on topsoil, ornamental bark mulch, ballast and 40 grey slabs, as Franklins play area was made ready for the grand opening.

It is expected that there will be several more virements in the second quarter as spending patterns become clearer and more emerging payment requests are received.

Recommendation:

For Members to note this report.

Rob Youngs
Finance Manager

BIGGLESWADE TOWN COUNCIL
Finance & General Purposes Committee 18th July 2023
Risk Management Update Report

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: A new risk to ensure adequate banking cover is mitigated. High vehicle maintenance costs.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

Officers introduced in March 2023 a new risk enterprise framework which is available as 'read only' to Members on SharePoint. This followed a complete review of all risks across all categories for the Town Council and which completed the Town Council's internal auditor action.

Summary:

Three risks, rated highest at 16 (4 x 4 grid) by Managers on the risk framework, have been identified in the last month. The new robust framework that is in place is supporting identification of these risks and is regularly reviewed by Officers. These comprise:

1. External software and hardware usage compliance risk.
2. Bank data inputting and approvals resilience risk.
3. Public Realm Fleet age and condition (including existing lawn mowers).

Officers are mitigating the risks as follows:

1. External software and hardware usage compliance risk is being mitigated by the introduction of SharePoint training for all and Cyber Essentials being introduced in quarter two, as recommended by our IT provider.
2. Bank data inputting risk is being mitigated by the Finance Manager raising a report to the next Town Council meeting requesting approval for further finance staff to have inputting access to Unity Trust. Currently, he is the only individual with this access. The approvals risk is being mitigated by adding further Members to the approval list.
3. Public Realm Fleet age and condition (including existing lawn mowers) is a risk that is being managed by regular repairs and maintenance by outside suppliers. This has been necessary to keep the fleet operable. The new leased lawn mower is expected to arrive in December.

Recommendation:

For Members to note this report and the mitigations and ascertain the potential impacts to the Town Council.

Rob Youngs
Finance Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

BIGGLESWADE TOWN COUNCIL
Finance & General Purposes 18th July 2023
Internal Auditor Update

Implications of Recommendations

Corporate Strategy: Good Governance - ensure that the Town Council continues to operate within legislation, regulation, ethical guidelines and best practice.

Finance: Ensure suitable internal auditor arrangements are in place.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background

On 21st March 2023, the Finance and General purposes committee selected a new internal auditor for the Council.

The Finance Manager communicated the news on 24th March to Heelis and Lodge, who accepted the extra business.

Arrangements for the current financial year are now agreed, as follows:

Visit one

This will be on 11th October 2023 and will review our accounts and procedures for the first six months of this financial year. The visit will be in person for the full day. The internal audit report will be shared at a Town Council meeting as soon as it is made available.

Visit two

The aim is that this will take place in mid-April, 2024 and will review our accounts and procedures for the full financial year. The AGAR statement will be included. The visit will be in person for the full day. The internal audit report, financial statements and AGAR statement will be delivered to a Town Council meeting as soon as audited and signed off.

Recommendation:

For Members to note this report.

Rob Youngs
Finance Manager

BIGGLESWADE TOWN COUNCIL
Finance & General Purposes Committee 18th July 2023
Contracts Database Update Report

Implications of Recommendations

Corporate Strategy: FINANCIALS: Maintain a Contracts Database and encourage the development of local suppliers and the generation of jobs for the local community.

Finance: New contracts negotiated with consideration for cost savings.

Equality: Not applicable.

Environment: Not applicable.

Community Safety: Not applicable.

Background:

The Town Council continues to maintain a contracts database. This is regularly reviewed by Officers to ensure compliance with the Council's Financial Regulations and proper procurement practices.

Summary:

There are circa 51 contracts listed, although this number includes multiple sub-agreements with suppliers.

Fig 1: A current overview of the contract statuses

Contract status	% of Total	Examples, e.g.
Out to tender	1%	VOIP/telephony, waste removal
Smaller contracts in negotiation	7%	Contracts under £25K
Recently agreed	12%	Bowling green maintenance, fire safety compliance, waste removal (split sites)
In place - not due for renewal	80%	Website, security, projects

Officers ran two major successful tender exercises which have produced an updated car parking supplier and updated ICT supplier for these functions. New contracts for these functions are at the scrutiny stage and will be shared with the Town Council's legal advisors. Officers are sourcing VOIP quotes from suppliers and will produce a report in due course, as the existing telephony leasing contract runs until October 2023 and include early exit penalty clauses.

Summary:

For Members to note the good progress made on the contracts database.

Rob Youngs
Finance Manager

Karim Hosseini
Head of Governance & Strategic Partnerships

