



Carnforth Town Council

MEMBERS OF THE PUBLIC AND PRESS ARE WELCOME TO ATTEND

Summons to attend the meeting of the Finance & Governance Committee at Carnforth Council Offices at 5:30pm on Wednesday 17th August 2022

A G E N D A

- 22082. Apologies:** To receive apologies
- 22083. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 22084. Urgent Business:** To consider any items of urgent business not on the agenda
- 22085. Minutes:** To consider Minutes of the meeting held on Wednesday 13th July 2022 and any updates on actions taken
- 22086. Budget Monitoring and Bank Reconciliation:** To consider the following:
- 1) Bank reconciliation as at 31st July 2022
 - 2) Summary report of transactions & net position as at 31st July 2022
- 22087. Payments List:** To consider payments list for authorisation
- 22088. Community Benefit Fund:** To consider any applications received
- 22089. Christmas Lights Switch On:** Chamber of Trade request to address the Committee (Secretary – Chamber of Trade)
- 22090. Governance matters:** To consider the following:
- 1) Review of Standing Orders, Financial Regulations and Scheme of Delegation
- 22091. Items for next Agenda:** To consider any agenda items for next meeting
- 22092. Date & Time of next meeting:** To consider date and time of next meeting

A handwritten signature in black ink, appearing to read 'Robert Barker', with a long horizontal flourish extending to the right.

Clerk and Proper Officer

10 August 2022

Tel: 07828254149

Email: clerk@carnforthtowncouncil.org

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 13th July 2022

Present: Councillors Grisenthwaite (Chair); Branyan, Gardner and Jones

In attendance: Bob Bailey, Clerk & Proper Officer & Terry Allum, Outdoor Maintenance Officer (Part)

22070	Apologies: Apologies were received from Councillor Smith
22071	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
22072	<p>Urgent Business: The Committee considered the following matters of urgent business:</p> <ol style="list-style-type: none">1) Hire Charge for 2022/2023: The Crag Bank Under 5's requested that a decision be made on the hourly charge for 2022/2023. The Proper Officer presented a paper outlining options and associated risks for consideration. After some discussion, it was RESOLVED that the recommendation of the Finance and Governance Committee be presented to the next meeting of Carnforth Town Council as an exempt item2) Public Rights of Way – Local Delivery Scheme 2022/2023: The Proper Officer reported that Lancashire County Council had again given Carnforth Town Council an opportunity to 'opt-in' to the Local Delivery Scheme with a grant of £500 which is paid in advance as a lump sum. In addition, a new biodiversity grant of £300 is being offered which is available for a range of biodiversity projects and can be used to encourage community groups/schools to participate. After some questions it was RESOLVED that Carnforth Town Council 'opts-in' to the Local Delivery Scheme for 2022/2023 and requests funds from the Biodiversity Small Grant Scheme3) Certificate in Local Council Administration (CiLCA): The Proper Officer reported that he has enrolled for the CiLCA qualification, outlining the required commitment for a period of 12 months and the assurance and opportunities that qualification would afford the public and Carnforth Town Council.4) North Lancs Expo 2022: It was reported that the Chamber of Trade have contacted Carnforth Town Council enquiring where the Council wishes to share a unit and associated cost at the Lancaster & District Chamber of Commerce North Lancs Expo 2022. It was noted that this years event is one day only and is not open to the general public as previously. After some comments, it was RESOLVED that Carnforth Town Council would not attend the North Lancs Expo 2022.5) Pensions: Councillor Gardner reported that he had received a reminder from the Pensions Regulator on the Council's duty as an employer to review staff workplace pensions. ACTION: Councillors Grisenthwaite and Gardner to review with staff.

22073	<p>Minutes: It was RESOLVED that Minutes of the last meeting held on Wednesday 8th June be approved. The Proper Officer provided an update on actions taken since the last meeting of the Committee.</p>
22074	<p>Budget Monitoring & Bank Reconciliation: The Committee considered the following reports:</p> <ol style="list-style-type: none"> <li data-bbox="308 376 1508 645">1) Bank Reconciliation: The Proper Officer presented the <i>Bank Reconciliation Report</i> as at 30th June 2022. It was reported that accounting for carried forward balances; income in the financial year to date (including Precept) and deduction of payments since 1st April (£32,055) balances stand at £133,169 represented by cash in hand and bank balances as at 30th June. <li data-bbox="308 667 1508 936">2) Summary Report: The Proper Officer then presented the <i>Summary Report of Receipts and Payments</i> as at 30th June 2022. The Proper Officer reported that the net cost of the four days of the Carnforth Big Weekend exceeded the approved budget by less than 1%. It was agreed that this represented very good value for money, especially when taking into account the success of the weekend and the excellent feedback received. <p>It was then RESOLVED that the Bank Reconciliation and Summary Report as at 30th June 2022 be approved and signed by the Chair.</p>
22075	<p>Payments List: The Proper Officer presented the list of payments awaiting authorisation. A question was raised about the cost of one item of expenditure for services provided and it was reported that the Property & Environment Committee had already identified the benefit of periodically 'testing the market' for the supply of goods and services such as the one in question.</p> <p>It was then RESOLVED that the Town Council be RECOMMENDED to approve the payments list as presented and considers any other payments received up until the Carnforth Town Council meeting.</p>
22076	<p>Community Benefit Fund: No applications have been received in the last month.</p>
22077	<p>Council Vehicle: Further to the Property & Environment Committee supporting the acquisition of council vehicle in principle the Outdoor Maintenance Officer outlined his initial research into the available options, including direct purchase or leasing.</p> <p>After a discussion on the potential use of a council vehicle, cost of hiring as the need arises and competing priorities it was RESOLVED that the Proper Officer and Outdoor Maintenance Officer present detailed options and risks to a future meeting of the Finance & Governance Committee.</p>

22078 Capital Strategy & Town Council Borrowing: Councillor Grisenthwaite presented a detailed paper on a proposed capital development strategy to deal with planned maintenance, refurbishment and building improvements of council venues and associated contingencies. It was agreed that the Council should establish a five-year maintenance plan for both community halls and, looking to the future, set out long-term vision to deliver the needs of the community through collaboration, external funding and public sector borrowing. It was acknowledged that consultancy support in this regard would be necessary to optimise funding opportunities.

The discussion extended into the Council's future capacity and resources to develop and enhance its functions through partnership working and service delivery.

It was then **RESOLVED that Carnforth Town Council be recommended to establish a working group to develop a Capital Strategy and associated plans that will inform the 2023/2024 budget process and beyond.**

22079 Governance matters: The Committee considered the following matters:

- 1) **Reserves Policy:** As requested the Proper Officer had updated the draft Reserves Policy with reference to the relevant sections of the Local Government Finance Act 1992 and the current best practice for 'General Fund Balances' (referred to as General Reserves). This additional information enabled the Finance & Governance Committee to determine the types and amounts of reserves to be held in 2022/2023.

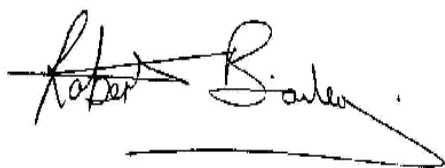
It was then **RESOLVED that the Proper Officer updates the draft Reserves Policy 2022 and that this be recommended for approval by Carnforth Town Council.**

- 2) **Standing Orders, Financial Regulations and Scheme of Delegation:** It was reported that Councillor Gardner had considered the Council's Standing Orders against the current Model provided by the National Association of Local Councils.

After some discussion, it was **RESOLVED that the Finance & Governance Committee and Proper Officer finalise the documents for approval at the September meeting of Carnforth Town Council.**

22080 Items for next Agenda: It was **RESOLVED that at its next meeting the Committee will consider the schedule of Council charges.**

22081 Date of next meeting: The next meeting of Finance & Governance Committee will be held on **Wednesday 10th August 2022 at 5:30pm.** The meeting closed at 7:00pm



Proper Officer

Bob Bailey

Prepared by: _____

Date: _____

Name and Role (Clerk/RFO etc)

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

A	Bank Reconciliation at 10/08/2022		
	Cash in Hand 01/04/2022		89,057.73
	ADD Receipts 01/04/2022 - 10/08/2022		111,429.11
	SUBTRACT Payments 01/04/2022 - 10/08/2022		200,486.84
			68,909.89
	Cash in Hand 10/08/2022 (per Cash Book)		131,576.95
B	Cash in hand per Bank Statements		
	Petty Cash 05/07/2022	40.00	
	Unity Trust - Current 05/07/2022	105,552.03	
	Neighbourhood Plan 05/07/2022	10,093.15	
	Unity Trust - Deposit 05/07/2022	9,278.07	
	Barclays 05/07/2022	11,768.14	
			136,731.39
	Less unrepresented payments		5,380.44
			131,350.95
	Plus unrepresented receipts		226.00
	Adjusted Bank Balance		131,576.95
	A = B Checks out OK		

Summary of Receipts and Payments

All Cost Centres and Codes

Administration

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
43	Insurance				1,920.00	1,613.62	306.38	306.38 (15%)
45	Postage				50.00	56.39	-6.39	-6.39 (-12%)
46	Telephone				174.00	117.25	56.75	56.75 (32%)
47	Printing				263.00		263.00	263.00 (100%)
48	Stationery				126.00	133.84	-7.84	-7.84 (-6%)
85	Publications				105.00		105.00	105.00 (100%)
115	Hospitality					22.11	-22.11	-22.11 (N/A)
SUB TOTAL					2,638.00	1,943.21	694.79	694.79 (26%)

Allowances

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Members							(N/A)
30	Town Mayor				600.00		600.00	600.00 (100%)
SUB TOTAL					600.00		600.00	600.00 (100%)

Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Service Charge				158.00	73.96	84.04	84.04 (53%)
71	Bank Interest	25.00	13.03	-11.97				-11.97 (-47%)
SUB TOTAL		25.00	13.03	-11.97	158.00	73.96	84.04	72.07 (39%)

Capital Expenditure

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
12	Carnforth Council Offices							(N/A)
13	Carnforth Civic Hall				3,000.00		3,000.00	3,000.00 (100%)
65	War Memorial Gardens							(N/A)
95	Crag Bank Village Hall				3,000.00	2,057.86	942.14	942.14 (31%)
SUB TOTAL					6,000.00	2,057.86	3,942.14	3,942.14 (65%)

Carnforth Civic Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	CCH - Electricity				525.00	436.91	88.09	88.09 (16%)
2	CCH - Heating				1,575.00	1,223.50	351.50	351.50 (22%)
3	CCH - Water rates				1,470.00	444.19	1,025.81	1,025.81 (69%)
4	CCH - Cleaning				1,050.00	512.09	537.91	537.91 (51%)
5	CCH - Repairs & Maintenance				2,500.00	301.76	2,198.24	2,198.24 (87%)

Summary of Receipts and Payments

All Cost Centres and Codes

6	CCH - Waste & Recycling				1,050.00	790.15	259.85	259.85 (24%)
7	CCH - Drinks Machine							(N/A)
33	CCH - Film Nights	500.00	776.52	276.52	250.00	224.82	25.18	301.70 (40%)
52	CCH - Hire	13,000.00	2,500.00	-10,500.00				-10,500.00 (-80%)
114	CCH - NNDR		2,694.60	2,694.60	2,000.00	2,970.34	-970.34	1,724.26 (86%)
SUB TOTAL		13,500.00	5,971.12	-7,528.88	10,420.00	6,903.76	3,516.24	-4,012.64 (-16%)

Civic Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Remembrance Day				1,076.00		1,076.00	1,076.00 (100%)
34	Twinning				210.00		210.00	210.00 (100%)
68	Civic Sunday				500.00		500.00	500.00 (100%)
69	Armed Forces Day				158.00	298.67	-140.67	-140.67 (-89%)
75	VE Day					150.00	-150.00	-150.00 (N/A)
SUB TOTAL					1,944.00	448.67	1,495.33	1,495.33 (76%)

Community Benefit Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74	Grants Paid					1,000.00	-1,000.00	-1,000.00 (N/A)
76	Grants Received		3,951.93	3,951.93				3,951.93 (N/A)
SUB TOTAL			3,951.93	3,951.93		1,000.00	-1,000.00	2,951.93 (N/A)

Community Resilience Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Community Resilience Fund							(N/A)
SUB TOTAL								(N/A)

Council Office

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
87	Repairs & Maintenance				100.00	260.00	-160.00	-160.00 (-160%)
SUB TOTAL					100.00	260.00	-160.00	-160.00 (-160%)

Crag Bank Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98	CBVH - Gas & Electricity				3,150.00	2,073.74	1,076.26	1,076.26 (34%)
99	CBVH - Heating							(N/A)
100	CBVH - Water Rates				525.00	317.07	207.93	207.93 (39%)

Summary of Receipts and Payments

All Cost Centres and Codes

101	CBVH - Cleaning				1,050.00	263.89	786.11	786.11 (74%)
102	CBVH - Repairs & Maintenance				1,575.00	610.17	964.83	964.83 (61%)
103	CBVH - Waste & Recycling				788.00	678.76	109.24	109.24 (13%)
104	CBVH - Hire	18,000.00	6,012.38	-11,987.62				-11,987.62 (-66%)
111	CBVH - Grounds Maintenance				105.00		105.00	105.00 (100%)
112	CBVH - NNDR				1,981.00	861.40	1,119.60	1,119.60 (56%)
SUB TOTAL		18,000.00	6,012.38	-11,987.62	9,174.00	4,805.03	4,368.97	-7,618.65 (-28%)

Expenses

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Civic Hall Manager				100.00		100.00	100.00 (100%)
21	Clerk & Proper Officer				100.00	12.00	88.00	88.00 (88%)
22	Outdoor Maintenance Officer				100.00	44.20	55.80	55.80 (55%)
28	Members				100.00		100.00	100.00 (100%)
31	Town Mayor				300.00	12.00	288.00	288.00 (96%)
SUB TOTAL					700.00	68.20	631.80	631.80 (90%)

ICT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Broadband		11.91	11.91	854.00	497.35	356.65	368.56 (43%)
37	Hardware				300.00	10.75	289.25	289.25 (96%)
38	Domain & Web-hosting				315.00	109.13	205.87	205.87 (65%)
39	Software				1,260.00	659.34	600.66	600.66 (47%)
SUB TOTAL			11.91	11.91	2,729.00	1,276.57	1,452.43	1,464.34 (53%)

Newsletter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Printing				4,110.00	2,700.00	1,410.00	1,410.00 (34%)
50	Distribution				1,890.00	300.00	1,590.00	1,590.00 (84%)
54	Advertising							(N/A)
105	Sponsorship	1,500.00		-1,500.00				-1,500.00 (-100%)
SUB TOTAL		1,500.00		-1,500.00	6,000.00	3,000.00	3,000.00	1,500.00 (20%)

Other income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
83	Other income							(N/A)
SUB TOTAL								(N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

Precept		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
59	Precept	90,000.00	90,000.00					(0%)
SUB TOTAL		90,000.00	90,000.00					(0%)

Professional Fees & Services		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Legal Services				500.00		500.00	500.00 (100%)
41	Internal Audit Services				126.00	136.00	-10.00	-10.00 (-7%)
42	External Audit Services				420.00		420.00	420.00 (100%)
82	Planning & Valuation Services				500.00		500.00	500.00 (100%)
94	Payroll Services				315.00	121.20	193.80	193.80 (61%)
113	Gas & Electrical Services							(N/A)
SUB TOTAL					1,861.00	257.20	1,603.80	1,603.80 (86%)

Projects		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
8	Civic Hall Feasibility Study							(N/A)
91	Eden Project				500.00		500.00	500.00 (100%)
92	Carnforth Steps into the light Prc							(N/A)
96	Carnforth Street Festival							(N/A)
97	Queen's Platinum Jubilee		343.00	343.00	7,500.00	14,859.51	-7,359.51	-7,016.51 (-93%)
SUB TOTAL			343.00	343.00	8,000.00	14,859.51	-6,859.51	-6,516.51 (-81%)

Property & Environment Comr		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Local Delivery Scheme	500.00		-500.00	500.00		500.00	(0%)
61	Grounds Maintenance				2,500.00	861.88	1,638.12	1,638.12 (65%)
90	Alexandra Park				100.00	100.00		(0%)
106	Assets				3,000.00	674.14	2,325.86	2,325.86 (77%)
SUB TOTAL		500.00		-500.00	6,100.00	1,636.02	4,463.98	3,963.98 (60%)

Reserves		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
35	By-election				5,000.00		5,000.00	5,000.00 (100%)
66	Neighbourhood Plan Developme				1,000.00		1,000.00	1,000.00 (100%)
107	Emergency Planning				625.00		625.00	625.00 (100%)
108	General Reserves				14,855.00		14,855.00	14,855.00 (100%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL				21,480.00	21,480.00	21,480.00 (100%)
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Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Operations				20,500.00	7,105.60	13,394.40	13,394.40 (65%)
18	Administration				28,000.00	10,637.27	17,362.73	17,362.73 (62%)
80	PAYE				12,000.00	5,929.32	6,070.68	6,070.68 (50%)
SUB TOTAL					60,500.00	23,672.19	36,827.81	36,827.81 (60%)

Subscriptions

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	NALC/LALC Subscriptions				840.00	697.83	142.17	142.17 (16%)
89	Rural Services Partnership				137.00	113.00	24.00	24.00 (17%)
93	SLCC Subscriptions				226.00		226.00	226.00 (100%)
SUB TOTAL					1,203.00	810.83	392.17	392.17 (32%)

Suspense account

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77	Suspense							(N/A)
SUB TOTAL								(N/A)

Town Development & Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
56	Heritage Walks							(N/A)
73	Carnforth In Bloom							(N/A)
109	Town Development				3,000.00	45.00	2,955.00	2,955.00 (98%)
SUB TOTAL					3,000.00	45.00	2,955.00	2,955.00 (98%)

Training

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
23	Civic Hall Manager				100.00		100.00	100.00 (100%)
24	Clerk & Proper Officer				500.00	455.00	45.00	45.00 (9%)
25	Outdoor Maintenance Officer				100.00		100.00	100.00 (100%)
29	Members				350.00	45.00	305.00	305.00 (87%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL				1,050.00	500.00	550.00	550.00 (52%)
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Value Added Tax

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
72	VAT Refund		5,125.74	5,125.74				5,125.74 (N/A)
	SUB TOTAL		5,125.74	5,125.74				5,125.74 (N/A)

War Memorial Gardens

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	WMG - Electricity				262.00	178.95	83.05	83.05 (31%)
62	WMG - Cleaning				1,800.00	900.00	900.00	900.00 (50%)
	SUB TOTAL				2,062.00	1,078.95	983.05	983.05 (47%)

Summary

NET TOTAL	123,525.00	111,429.11	-12,095.89	145,719.00	64,696.96	81,022.04	68,926.15 (25%)
V.A.T.					4,212.93		
GROSS TOTAL		111,429.11			68,909.89		

Bob Bailey
PAYMENTS (AWAITING AUTHORISATION) LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
241	CCH - Repairs & Maintenance	02/08/2022		Unity Trust - Current		Boiler Service	R E Salt & Co Ltd	S	74.00	14.80	88.80
242	CCH - Film Nights	09/08/2022		Unity Trust - Current		Film night	Eden Arts	S	100.00	20.00	120.00
244	Printing	09/08/2022		Unity Trust - Current		Printing	Bay Typsetters	Z	900.00		900.00
245	Printing	09/08/2022		Unity Trust - Current		Distribution	Bay Typsetters	S	300.00	60.00	360.00
246	Printing	09/08/2022		Unity Trust - Current		Printing	Bay Typsetters	Z	600.00		600.00
247	Printing	09/08/2022		Unity Trust - Current		Distribution	Bay Typsetters	S	300.00	60.00	360.00
248	Queen's Platinum Jubilee	09/08/2022		Unity Trust - Current		Printing	Bay Typsetters	Z	250.00		250.00
249	Armed Forces Day	09/08/2022		Unity Trust - Current		Printing	Bay Typsetters	Z	40.00		40.00
250	Outdoor Maintenance Officer	09/08/2022		Unity Trust - Current		Expenses	Terry Allum	Z	19.00		19.00
251	Administration	09/08/2022		Unity Trust - Current		Admin & Management Salaries	Carnforth Town Council	Z	310.23		310.23
252	CCH - Cleaning	09/08/2022		Unity Trust - Current		Cleaning supplies	Thomas Graham	S	44.36	8.87	53.23
253	CBVH - Cleaning	09/08/2022		Unity Trust - Current		Cleaning supplies	Thomas Graham	S	44.36	8.87	53.23
260	Rural Services Partnership	10/08/2022		Unity Trust - Current		Subscriptions	Rural Market Town Group	S	113.00	22.60	135.60
Total									3,094.95	195.14	3,290.09