



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 5:15pm on Monday 13th March 2023

A G E N D A

- 23012. Apologies:** To receive apologies
- 23013. Declarations of Interest:** To receive Declarations of Interest and Dispensations on items on the Agenda
- 23014. Urgent Business:** To consider any items of urgent business not on the agenda
- 23015. Minutes:** To consider Minutes of meeting held on Wednesday 8th February 2023
- 23016. Actions & Updates:** To consider any actions and updates from the previous Minutes not covered by this Agenda (Clerk to Report)
- 23017. Payments List:** To consider payments list for authorisation (To follow)
- 23018. Budget Monitoring and Bank Reconciliation:** To consider the following:
 - 1) Bank reconciliation as at 28th February 2023
 - 2) Summary report of transactions & net position as at 28th February 2023
- 23019. Community Benefit Fund:** To consider any applications received
- 23020. Local Elections:** To consider updates on Local Elections on Thursday 4th Mat.
- 23021. Annual Town Council and Annual Town Assembly:** To consider plans and arrangements for meeting in May following the local elections (Clerk to Report)
- 23022. Human Resources & Health & Safety:** To consider outsourcing HR and H&S services (Clerk to Report)
- 23023. Canva Pro:** To consider benefits of Canva Pro and annual subscription (Admin Officer report to follow)
- 23024. Items for next Agenda:** To consider any agenda items for next meeting
- 23025. Date & Time of next meeting:** To consider date and time of next meeting

A handwritten signature in black ink, appearing to read 'Robert B. Baker', is written over a horizontal line.

Town Clerk & Responsible Financial Officer

Tel: 078282 54149
09 March 2023

Email: clerk@carnforthtowncouncil.org

FINANCE & GOVERNANCE COMMITTEE

Draft Minutes of the meeting held on Wednesday 8th February 2023

Present: Councillors Grisenthwaite (Chair); Hanna and Jones

In attendance: Bob Bailey, Town Clerk & Responsible Financial Officer

23012	Apologies: Apologies were received from Councillors Gardner
23013	Declaration of interests and dispensations: There were no declarations of interest or dispensations for items on the agenda.
23014	<p>Urgent Business: The Town Clerk reported that applications are now open for UK Shared Prosperity Fund (UKSPF) projects to begin delivery from April 2023 onwards (Years 2 and 3 of the programme). Further information is available on Lancaster City Council's website and a briefing session is being held on Friday 10 February 2023.</p> <p>There followed a brief discussion where Councillors could see several opportunities but questioned whether there is currently the capacity to put together coherent bids, with the involvement and support of businesses and community groups within the timescale required. It was then RESOLVED that Councillors be asked to consider the UKSPF and develop a strategy for this and other longer-term funding opportunities to ensure that the Council has the capacity and delegated authority to submit bids to deliver Council objectives and priorities.</p>
23015	<p>Minutes: After some comments it was RESOLVED that Minutes of the last meeting held on Monday 11th January 2023 be approved.</p>
23016	<p>Actions & Updates: The Town Clerk provided an update on matters arising from other Committees with financial implications, including: outline plans and potential funding for the planned Coronation Big Weekend; mobile Speed Indicator Devices; waste bins and improvements to Carnforth Civic and Crag Bank Village Halls.</p> <p>It was also reported that the demand for the 2023/2024 Precept had been submitted to Lancaster City Council and Ratcliffe & Bibby Solicitors engaged to provide legal services for the Council.</p>
23017	<p>Payments List: The Town Clerk presented the list of payments awaiting authorisation. There was a discussion about payments from the Community Resilience Fund due to end on 31st March 2023 and the arrangements for the bp Pulse tariff. It was noted that the community electric vehicle scheme was proving popular and in regular use.</p> <p>ACTION: A report be provided outlining the bp Pulse arrangements as part of the Co-wheels community electric vehicle scheme.</p> <p>It was then RESOLVED that the Town Council be RECOMMENDED to approve payments as list as presented and considers any others received before the next Council meeting.</p>

23018 Budget Monitoring & Bank Reconciliation: The Committee considered the following reports:

- 1) **Bank Reconciliation:** The Town Clerk presented the *Bank Reconciliation Report* as at 31st January 2023 (Month 10).

It was reported that reconciled balances as at that date are £70,945. Receipts to date stand at £132k and payments total £150k. It was noted that despite the unexpected increased costs in energy, in particular, the £50k target outturn/carry forward at the end of the year remains achievable.

- 2) **Summary Report:** The Town Clerk then presented the *Summary Report of Receipts and Payments* as at 31st January 2023.

It was reported that little had changed from the previous month in terms of the significant overspend on the cost of energy at Council venues and a general increase in revenue costs throughout the year. It was considered that increased costs; improvements made, and planned, for both community halls, justified the increased hourly rates of hire from 1st April 2023, particularly since this would be the first increase since April 2019. In response to a question, the Town Clerk advised that all hirers had been informed of the proposed increases and that there had been no cancellations as a result.

It was reported that income from the hire of Carnforth Civic Hall had improved but remains significantly short of target, whilst Crag Bank Village Hall remains on target.

It was then **RESOLVED that the Bank Reconciliation and Summary Report as at 31st January be approved.**

23019 Community Benefit Fund: Councillors considered an application for funding for a Multi-Sports & Activities Holiday Club at Carnforth Community Primary School but open to any families where children receive free school meals.

Several questions and comments were made about the activities on offer and the applications eligibility against the funding criteria.

It was then **RESOLVED that the Town Clerk contact the applicant requesting further information so that a decision can be made on the eligibility of the application.**

23020 Local Elections & Annual Town Council: The Town Clerk reported that the local elections will take place on 4 May 2023 and that both Carnforth Civic Hall and Crag Bank Village Hall will be in use. The Town Clerk advised that the pre-election period starts on 27 March 2023 and that from that date the council must comply with restrictions outlined in Section 2 of the Local Government Act 1986. The primary restriction is on proactive publicity by the council which particularly relates to candidates involved directly in the election.

In relation to decision making within the council, the position remains that it is 'business as usual' unless there are very good reasons why this should not be the case.

In the vast majority of cases, the pre-election period will have no impact on normal day-to-day council business but it does mean that there can be no full Council meeting in April. Councillors may wish to continue with Committee meetings but no formal decisions can be made. Where a decision is required it must be done in accordance with Carnforth Town Council's adopted Scheme of Delegation arrangements during the pre-election period.

The Annual Town Council meeting must be held between May 10th and May 26th May whilst the Annual Town Assembly can be held any time between 1st March and 1st June.

After some comments, it was then **RESOLVED that date of the local elections; restrictions during the pre-election period and statutory annual meeting be noted and that during the pre-election period decisions be made in accordance with the adopted *Scheme of Delegation* and reported retrospectively to the new Council.**

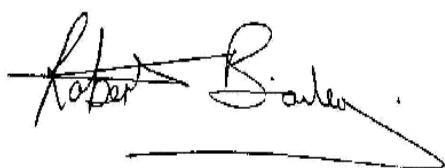
23012 **Policy Reviews:** The Town Clerk presented updates and revised information management policies including: Information Management & Data Protection Policy; Privacy Notice; Publication Scheme; Recording, photography and use of social media guidance and Complaints Procedure. After some discussion, it was **RESOLVED that approval of all policies be deferred until the new Council is in place.**

23013 **Terms of Reference:** Councillors considered the proposed terms of reference for the Station Car Park Working Party. Comments were made about potential conflicts of interest and questions raised about the aims and purpose of the working party and a suggestion made that the party be led by the Carnforth Chamber of Trade.

It was then **RESOLVED that formal discussions be held with the Chamber of Trade to ensure that the working party is fit for purpose.**

23014 **Items for next Agenda:** It was **RESOLVED that at its next meeting the Committee will consider the application of the *Scheme of Delegation* during the pre-election period and induction arrangements for new Councillors.**

23015 **Date of next meeting:** The next meeting of Finance & Governance Committee will be held on **Monday 13th March 2023 at 5:15pm.** The meeting closed at 6:05pm



Town Clerk & Responsible Financial Officer



CARNFORTH TOWN COUNCIL COMMUNITY BENEFIT FUND APPLICATION FORM

Reference Number: _____ <small>Office use only</small>		Date of Submission: <u>25th February 2023</u>	
Project title		Carnforth Community Swimming Pool Building Extension	
Name of applying group		Carnforth Community Swimming Pool	
Name of contact person and postal address		John Blowes MBE Rectory Cottages Foundry Lane Halton Lancaster Postcode: LA2 6LT	
Email Address		Johnb@carnforthpool.org	
Phone Number/s		Mobile: 07710 291524	Home Office: 01524 811612
Charity/ Company No <small>(if applicable)</small>		1176769	
Does your group have its own bank account? Yes / No (Delete where applicable) <small>(This cannot be an individual's account.).</small>			
If 'No' to the above, give the name of the group or organisation, that has agreed to administer the money for you – please provide their full contact details.		N/A	
What does your group/organisation do?		Provides a community swimming facility, available to all age groups seven days a week, save for public holidays.	
What is the total cost of the project?		Total cost of project = £143,754	
How much are you asking for?		Total amount requested = £1,500	
Have you previously applied for a Community Benefit Fund Grant? (If yes, please provide dates and indicate whether the application was successful)		No	



CARNFORTH TOWN COUNCIL

COMMUNITY BENEFIT FUND APPLICATION FORM

<p>How do you know there is a need for this project?</p> <p>Describe the evidence you have and the source (e.g. survey, consultations, statistical data etc.)</p>	<p>Swimming Pool utilisation has increased significantly, and making coffee & tea for customers behind reception, as well as storing floats and other equipment under tables and in the disable toilet has become unacceptable, as has using the reception area to train teachers and life guards. This aligns with statistical data, of schools taking lessons having increased from 8 to 22 over four years and increased use by groups and the general public, resulting in turnover having increased from £126,468 in 2018 to £306,631 in 2022.</p>																		
<p>What will the grant be used for?</p> <p>(please provide an itemised breakdown of how the money will be spent on a separate sheet if necessary)</p>	<p>Itemised & detailed breakdown:</p> <table border="1"> <thead> <tr> <th>Activity / Service Description:</th><th>Amount £:</th></tr> </thead> <tbody> <tr> <td>Construction of the main part of the building, with extensive insulation for energy saving.</td><td>£74,550</td></tr> <tr> <td>The full cost breakdown is provided on a separate sheet, along with the work programme.</td><td>£143,754</td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> <tr><td> </td><td> </td></tr> </tbody> </table>	Activity / Service Description:	Amount £:	Construction of the main part of the building, with extensive insulation for energy saving.	£74,550	The full cost breakdown is provided on a separate sheet, along with the work programme.	£143,754												
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<p>If you have applied for other grants for this work, tell us:</p> <ul style="list-style-type: none"> • how much; • where from; • if the grant has been awarded <p>NB. £35,000 available from Pool Funds</p>	<p>Other funds applied for/ secured (including amount):</p> <table border="1"> <thead> <tr> <th>Funding source</th><th>Amount £</th><th>Status</th></tr> </thead> <tbody> <tr> <td>(e.g. lottery)</td><td>£5,000</td><td>Awaiting decision or confirmed)</td></tr> <tr> <td>Lancashire Environment Fund</td><td>£40,000</td><td>No - end March23</td></tr> <tr> <td>Power to Change - Stage one, round two £20,000 in progress</td><td>£5,000</td><td>Funds received</td></tr> <tr> <td>Walney Extension</td><td>£45,225</td><td>No - end March23</td></tr> <tr> <td>Harold Bridges</td><td>£38,000</td><td>No - imminent</td></tr> </tbody> </table>	Funding source	Amount £	Status	(e.g. lottery)	£5,000	Awaiting decision or confirmed)	Lancashire Environment Fund	£40,000	No - end March23	Power to Change - Stage one, round two £20,000 in progress	£5,000	Funds received	Walney Extension	£45,225	No - end March23	Harold Bridges	£38,000	No - imminent
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<p>Tell us about your project</p> <ul style="list-style-type: none"> • This should describe what you want to do with the money; • Planned timescales and start date of project; • Who the project will benefit and what age groups; • How it will meet one or more priority outcomes; • Location – where will your project be based 	<p>The Swimming Pool has had very good utilisation, since the County Council granted a 125 year Lease with a peppercorn rent in 2018.</p> <p>Planning permission was granted in October 2022 for a the subject gable end building extension with a coffe shop and viewing windows, and doubles as a classroom for training upstairs and much needed storage area and toilets down stairs.</p> <p>Construction work is to commence Monday 1st May 2023 and last for ten weeks.</p> <p>All age groups from mums and babies to those of older years, including GP referral swims.</p> <p>The priority outcomes are to better provide mental a physical health benifits to all age groups at reasonable cost - and in particular teach children to swim, given historic drownings in local water filled quarries, river, canal and sea.</p> <p>The location is Carnforth.</p>																		



CARNFORTH TOWN COUNCIL

COMMUNITY BENEFIT FUND APPLICATION FORM

Partnership working What other partners are involved in the project and what are their contributions (e.g. monetary or 'in kind'?)	The Lancashire Environment Fund grant applied for requires external partners providing £4,400 to achieve grant funding of £40,000. Aggregate Industries £1,000 and £1,900 Lisa Elliot, mother organising sponsored swims for the extension.
Equality of access How will you ensure that your project is open to all or, if you are focusing on a specific group or community that the target audience will have full access to the activity/service?	We have a time table swimming activities that change, depending on interest and with school holidays. Facebook is used a great deal as it is very effective in communicating requirements.
Exit Strategy/ sustainability How will your project provide lasting benefit to the local area or group? If applicable how do you plan to sustain your project?	<div style="text-align: center; color: grey; font-style: italic;">Type text here</div> The subject addition will enable the Pool to function at full capacity in an efficient manner, thus meeting a demand that is most likely to continue for the foreseeable future - re physical and mental health benefits of aswimming. In particular, schoool children will must be taught to swim given the history of drownings in water filled quarries, the river, sea and canal.
Monitoring & evaluation After the project is completed we will need you to complete an evaluation form which will request the following information: <ul style="list-style-type: none"> evidence of delivery of the work numbers of people benefiting assessment of impact receipts where appropriate photos where appropriate – visual evidence <div style="text-align: right; font-size: 2em;">✓</div>	
Signature of applicant	John Blowes MBE
Town Councillor supporting your application (Emails confirming councillor support will be accepted)	
Name of Councillor: <u>James Grisenthwaite</u>	Ward: <u>Carnforth</u>
Signature: _____	Date: _____

Bob Bailey

Prepared by: _____

Name and Role (Clerk/RFO etc)

Date: _____

Approved by: _____

Name and Role (RFO/Chair of Finance etc)

Date: _____

A	Bank Reconciliation at 02/03/2023		
	Cash in Hand 01/04/2022		89,057.73
	ADD Receipts 01/04/2022 - 02/03/2023		134,706.82
	SUBTRACT Payments 01/04/2022 - 02/03/2023		223,764.55
	Cash in Hand 02/03/2023 (per Cash Book)		159,485.72
B			64,278.83
	Cash in hand per Bank Statements		
	Petty Cash 02/03/2023	40.00	
	Unity Trust - Current 02/03/2023	38,233.34	
	Neighbourhood Plan 02/03/2023	10,057.15	
	Unity Trust - Deposit 02/03/2023	9,322.22	
	Barclays 02/03/2023	12,079.14	
			69,731.85
	Less unrepresented payments		5,596.27
			64,135.58
	Plus unrepresented receipts		143.25
	Adjusted Bank Balance		64,278.83
	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		62.00	62.00	1,920.00	1,613.62	306.38	368.38 (19%)
45	Postage				50.00	56.39	-6.39	-6.39 (-12%)
46	Telephone				174.00	165.66	8.34	8.34 (4%)
47	Printing				263.00	176.32	86.68	86.68 (32%)
48	Stationery				126.00	194.55	-68.55	-68.55 (-54%)
85	Publications				105.00	198.99	-93.99	-93.99 (-89%)
115	Hospitality					131.88	-131.88	-131.88 (N/A)
SUB TOTAL			62.00	62.00	2,638.00	2,537.41	100.59	162.59 (6%)

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	74.15	525.85	525.85 (87%)
SUB TOTAL					600.00	74.15	525.85	525.85 (87%)

Bank

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
70	Service Charge				158.00	210.31	-52.31	-52.31 (-33%)
71	Bank Interest	25.00	57.18	32.18				32.18 (128%)
SUB TOTAL		25.00	57.18	32.18	158.00	210.31	-52.31	-20.13 (-11%)

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	2,779.23	220.77	220.77 (7%)
SUB TOTAL					6,000.00	2,779.23	3,220.77	3,220.77 (53%)

Carnforth Civic Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	CCH - Electricity				525.00	1,466.22	-941.22	-941.22 (-179%)
2	CCH - Heating				1,575.00	3,893.50	-2,318.50	-2,318.50 (-147%)
3	CCH - Water rates				1,470.00	1,427.37	42.63	42.63 (2%)
4	CCH - Cleaning				1,050.00	1,294.61	-244.61	-244.61 (-23%)
5	CCH - Repairs & Maintenance				2,500.00	2,239.01	260.99	260.99 (10%)

Summary of Receipts and Payments

All Cost Centres and Codes

6	CCH - Waste & Recycling				1,050.00	790.15	259.85	259.85 (24%)
33	CCH - Film Nights	500.00	1,757.39	1,257.39	250.00	2,190.45	-1,940.45	-683.06 (-91%)
52	CCH - Hire	13,000.00	8,890.27	-4,109.73				-4,109.73 (-31%)
114	CCH - NNDR		2,694.60	2,694.60	2,000.00	4,909.34	-2,909.34	-214.74 (-10%)
SUB TOTAL		13,500.00	13,342.26	-157.74	10,420.00	18,210.65	-7,790.65	-7,948.39 (-33%)

Carnforth Neighbourhood Plan

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

Civic Events

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
32	Remembrance Day				1,076.00	1,886.80	-810.80	-810.80 (-75%)
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)
116	HM Queen's Remembrance					62.00	-62.00	-62.00 (N/A)
122	King's Coronation					521.00	-521.00	-521.00 (N/A)
SUB TOTAL					1,944.00	2,918.47	-974.47	-974.47 (-50%)

Community Benefit Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
74	Grants Paid					1,500.00	-1,500.00	-1,500.00 (N/A)
76	Grants Received		3,951.93	3,951.93				3,951.93 (N/A)
SUB TOTAL			3,951.93	3,951.93		1,500.00	-1,500.00	2,451.93 (N/A)

Community Resilience Fund

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
86	Community Resilience Fund					168.30	-168.30	-168.30 (N/A)
SUB TOTAL						168.30	-168.30	-168.30 (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%)

Summary of Receipts and Payments

All Cost Centres and Codes

SUB TOTAL				100.00	260.00	-160.00	-160.00 (-160%)
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Crag Bank Village Hall

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98	CBVH - Gas & Electricity		18.74	18.74	3,150.00	8,221.74	-5,071.74	-5,053.00 (-160%)
100	CBVH - Water Rates				525.00	2,497.17	-1,972.17	-1,972.17 (-375%)
101	CBVH - Cleaning				1,050.00	768.41	281.59	281.59 (26%)
102	CBVH - Repairs & Maintenance				1,575.00	1,734.26	-159.26	-159.26 (-10%)
103	CBVH - Waste & Recycling				788.00	678.76	109.24	109.24 (13%)
104	CBVH - Hire	18,000.00	17,524.99	-475.01				-475.01 (-2%)
111	CBVH - Grounds Maintenance				105.00		105.00	105.00 (100%)
112	CBVH - NNDR				1,981.00	2,295.40	-314.40	-314.40 (-15%)
SUB TOTAL		18,000.00	17,543.73	-456.27	9,174.00	16,195.74	-7,021.74	-7,478.01 (-27%)

Defibrillator

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
120	Supplies & parts					197.99	-197.99	-197.99 (N/A)
SUB TOTAL						197.99	-197.99	-197.99 (N/A)

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	Town Clerk & RFO				100.00	12.00	88.00	88.00 (88%)
22	Outdoor Maintenance Officer				100.00	139.86	-39.86	-39.86 (-39%)
28	Members				100.00	29.70	70.30	70.30 (70%)
31	Town Mayor				300.00	62.00	238.00	238.00 (79%)
SUB TOTAL					700.00	243.56	456.44	456.44 (65%)

ICT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
36	Telephone & Broadband		11.91	11.91	854.00	1,529.39	-675.39	-663.48 (-77%)
37	Hardware				300.00	37.32	262.68	262.68 (87%)
38	Domain & Web-hosting				315.00	386.14	-71.14	-71.14 (-22%)
39	Software				1,260.00	2,796.09	-1,536.09	-1,536.09 (-121%)
SUB TOTAL			11.91	11.91	2,729.00	4,748.94	-2,019.94	-2,008.03 (-73%)

Summary of Receipts and Payments

All Cost Centres and Codes

Newsletter

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
49	Printing				4,110.00	5,160.00	-1,050.00	-1,050.00 (-25%)
50	Distribution				1,890.00	1,200.00	690.00	690.00 (36%)
105	Sponsorship	1,500.00		-1,500.00				-1,500.00 (-100%)
SUB TOTAL		1,500.00		-1,500.00	6,000.00	6,360.00	-360.00	-1,860.00 (-24%)

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)

Precept

Code	Title	Receipts			Payments			Net Position
		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

Code	Title	Receipts			Payments			Net Position
		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	400.00	20.00	20.00 (4%)
82	Planning & Valuation Services				500.00		500.00	500.00 (100%)
94	Payroll Services				315.00	243.98	71.02	71.02 (22%)
113	Gas & Electrical Services					410.55	-410.55	-410.55 (N/A)
SUB TOTAL					1,861.00	1,190.53	670.47	670.47 (36%)

Projects

Code	Title	Receipts			Payments			Net Position
		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%)
96	Carnforth Street Festival							(N/A)
97	Queen's Platinum Jubilee		343.00	343.00	7,500.00	15,559.11	-8,059.11	-7,716.11 (-102%)
SUB TOTAL			343.00	343.00	8,000.00	15,559.11	-7,559.11	-7,216.11 (-90%)

Summary of Receipts and Payments

All Cost Centres and Codes

Property & Environment Comr

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
58	Local Delivery Scheme	500.00		-500.00	500.00	149.98	350.02	-149.98 (-15%)
61	Grounds Maintenance				2,500.00	1,095.43	1,404.57	1,404.57 (56%)
90	Alexandra Park				100.00	100.00		(0%)
106	Assets		45.00	45.00	3,000.00	2,323.89	676.11	721.11 (24%)
121	Allotments		246.50	246.50		20.00	-20.00	226.50 (N/A)
SUB TOTAL		500.00	291.50	-208.50	6,100.00	3,689.30	2,410.70	2,202.20 (33%)

Reserves

Code	Title	Receipts			Payments			Net Position
		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	2,163.80	-1,163.80	-1,163.80 (-116%)
107	Emergency Planning				625.00		625.00	625.00 (100%)
108	General Reserves				14,855.00	250.00	14,605.00	14,605.00 (98%)
SUB TOTAL					21,480.00	2,413.80	19,066.20	19,066.20 (88%)

Salaries

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
17	Operations				20,500.00	20,273.34	226.66	226.66 (1%)
18	Administration				28,000.00	28,838.28	-838.28	-838.28 (-2%)
80	PAYE				12,000.00	15,870.28	-3,870.28	-3,870.28 (-32%)
SUB TOTAL					60,500.00	64,981.90	-4,481.90	-4,481.90 (-7%)

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	272.00	-46.00	-46.00 (-20%)
SUB TOTAL					1,203.00	1,082.83	120.17	120.17 (9%)

Suspense account

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
77	Suspense		22.47	22.47		20.97	-20.97	1.50 (N/A)
SUB TOTAL			22.47	22.47		20.97	-20.97	1.50 (N/A)

Summary of Receipts and Payments

All Cost Centres and Codes

Town Development & Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
109	Town Development				3,000.00	1,377.53	1,622.47	1,622.47 (54%)
117	Great Big Green Week					498.85	-498.85	-498.85 (N/A)
118	bp Pulse tariff					521.13	-521.13	-521.13 (N/A)
SUB TOTAL					3,000.00	2,397.51	602.49	602.49 (20%)

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	Town Clerk & RFO				500.00	522.44	-22.44	-22.44 (-4%)
25	Outdoor Maintenance Officer				100.00		100.00	100.00 (100%)
29	Members				350.00	45.00	305.00	305.00 (87%)
SUB TOTAL					1,050.00	567.44	482.56	482.56 (45%)

Value Added Tax

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
72	VAT Refund		9,080.84	9,080.84				9,080.84 (N/A)
SUB TOTAL			9,080.84	9,080.84				9,080.84 (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	436.90	-174.90	-174.90 (-66%)
62	WMG - Sweeping & Weeding				1,800.00	2,000.00	-200.00	-200.00 (-11%)
SUB TOTAL					2,062.00	2,436.90	-374.90	-374.90 (-18%)

Summary

NET TOTAL	123,525.00	134,706.82	11,181.82	145,719.00	150,745.04	-5,026.04	6,155.78 (2%)
V.A.T.					8,740.68		
GROSS TOTAL		134,706.82			159,485.72		