

## Finance & Governance Committee

**To: Committee Members**

Cllrs Cooper-Marsh (Chairperson) Banks, Chapman, Collins, Goodman, Hitchin, Kumar, Maslen, and Pitt

**Copies:** County Councillors – S Ferguson, K Prentice, G Seeff & S Taylor

District Councillors – L Davenport-Ray, S Ferguson, A Jennings, M Pickering, I Taylor & S Taylor

Town Councillors (not a member of this committee)

Town Council website

**Agenda** for the meeting of the **Finance & Governance committee** to be held on **Tuesday 17<sup>th</sup> September 2024** at **7.30pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES

Please be aware that meetings may be recorded and made available to the public. Your participation in the meeting indicates your consent to being included in these recordings.

### Public Participation

There will be a 10-minute session before the meeting to allow any resident to address the committee on any matter appearing on the agenda for this meeting.

**Members of the Finance & Governance committee are hereby summoned to attend this meeting to consider the following business.**

C Robson  
Town Clerk

**1. Apologies for Absence**

To receive Councillor's apologies for absence.

**2. Declarations of Interest**

There were none. To receive from Councillor's declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

**3. Minutes**

Members to approve the minutes of the Finance & Governance Committee held on 16<sup>th</sup> July 2024 as a true and accurate record. Attachment 1

**4. Payments**

i) To receive and consider payments for June 2024. Attachment 2

**5. Income and Expenditure**

i) To receive and consider income and expenditure for the year to date. Attachment 3

ii) To receive and note a summary report on budget overspends at the end of Quarter 1. Attachment 4

**6. Bank Cash and Investment Reconciliations**

To receive and note bank cash and investment reconciliations as at 31 July 2024. Attachment 5

**7. Reserves**

- i) To receive and note Council Reserves as of 31 July 2024. Attachment 6
- ii) To consider reallocation or release of Ear Marked Reserves. Attachment 7

**8. Young Persons Counselling Service SLA**

- i) To receive and note a report from the Town Clerk on the refunding of monies to the Town Council from funding awarded for a Service Level Agreement to deliver youth counselling sessions. Attachment 8
- ii) To receive and consider a recommendation from the Town Clerk on engaging counselling services to deliver Youth Counselling Sessions in line with the Council's available revenue budget.

**9. By-Election Costs**

To recommend the release of £5,353.96 in earmarked election reserves towards the £13,353.96 cost of a St Neots Town Council by-election held on 2 May 2024. The remainder will be paid from the current years election expenses budget. Attachment 9

**10. Christmas Lights Expenditure**

To receive and consider a recommendation from the Events and Communications office on the use of budgeted funds for enabling works on the installation of enhanced Christmas illuminations as part of the 2024 display. Attachment 10

**11. Museum Roof Repair**

To receive and consider a recommendation from the Operations and Amenities Committee on recommending the allocation and release of Earmarked reserves for roof repair work required to the St Neots Museum building. Attachment 11

**12. Church Wall, St Mary's St Neots Professional Services Funding**

To receive and consider a recommendation from the Operations and Amenities Committee on recommending the use of up to £2,000 in General Reserves for specialist professional services as part of a project to repair the St Mary's, St Neots church wall. Attachment 12

**13. Street Furniture**

To receive a recommendation from the Operations and Amenities Committee that the Council disposes of two parklets which have reached the end of their economic use. Attachment 13

**14. Service Level Agreements**

To receive a report from the Town Clerk on potential Service Level Agreements on which more information will be brought to the Committee for consideration as part of 2025-26 budget setting following the new Grant Aid scheme. Attachment 14

**15. Date of Next Meeting**

To note that the next scheduled meeting of the Finance and Governance Committee is the 22<sup>nd</sup> October 2024 at 7:15pm.

## Finance & Governance Committee

**Present:** Cllrs Chapman, Collins, Goodman, Cooper-Marsh (Chair), and Hitchin

**Absent:** Cllrs Banks, Kumar, Maslen and Pitt.

**In attendance:** Town Clerk, Responsible Finance Officer

**Minutes** of the meeting of the **Finance & Governance committee** held on **Tuesday 16<sup>th</sup> July 2024** at **7.30pm** in the Priory Centre, Priory Lane, St Neots, PE19 2BH.

### Public Participation

There was one member of the public present.

### ACTIONS

**026 Apologies for Absence**

Apologies were received from Cllrs Banks, Kumar, Maslen and Pitt.

Admin

**027 Declarations of Interest**

None declared.

**028 Minutes**

**RESOLVED** to approve the minutes of the 18<sup>th</sup> June 2024 as a true and accurate record.

**029 St Neots Library Grant**

Members heard from St Neots Library on an application for funding towards the summer reading challenge, which last year had 648 children take part during the summer holidays. The library arranges events through the holiday which are affordable for local families. There is no budget, and the Council has historically supported the initiative through grant funding.

Members queried the use of funds. The applicant explained that the County Council funds the core activities and medals, and the Town Council funding would be used for additional resources, craft and enhancements.

**RESOLVED** to grant £500 to St Neots Library for the summer reading challenge.

**030 Payments**

Members received and noted payments for May 2024.

**031 Public Works Loan**

Members received and noted the outstanding balance of a public works loan for the building of the Eatons Community centre along with the most recent settlement figure.

The RFO explained that the reference to £7,500 per year repayment is actually £15,000 year paid off the principle. There is £26,000 in the budget for repayment of the loan principle and the annual interest. It was explained that the end of repayment

year is due to be 2039 and if the Council continue to repay over that period the total interest would be £70,515. If the loan was to be repaid based on 1<sup>st</sup> July 2024 figures (when last valuation was taken) then the interest would be approximately £10,000. It was explained that the current CCLA interest level was higher than the fixed interest at present.

A Member queried whether the interest rate from the CCLA was taxed. The RFO stated that none of the interest paid had been taxed and that the Council is exempt from corporation and income tax. The RFO would investigate further and report back to the committee.

A Member commented that the Council should look to earmark reserves for the repayment of the loan to ensure that it kept appropriate reserves to cover repayment in the event that the Council were in financial difficulties. The RFO commented that the Council precept for the annual repayment of the loan and the question would be as to whether the Council wished to continue to do this.

A Member stated that they felt it was important that the amount due on the loan be recognised on the balance sheet and highlighted in the Council's reserves if the Council has the funds to discharge it but chooses not to. They felt the funds should not be thought of as an excess of general reserve limits which are then freely available for allocation to other expenditure. The RFO will seek further advice on the matter.

### 032 St Neots Skatepark

Members received and noted an update on the St Neots Skatepark refurbishment project for which the Council has awarded grant funding. The Council awarded £50,210 to the project based on costs presented to it at the time an application was made. Following the awarding of funding the applicant was able to agree lower project costs as a result of the contractor bringing in new machinery which allows the job to be done more efficiently. As a result, the Council's contribution to the project would be lower than resolved at £35,343. This would secure the same outcome and standard as originally quoted.

### 033 Forget-Me-Not Memorial Garden

Members received and considered a recommendation from the Finance and Governance Committee on providing Council funded plaques for the Forget-Me-Not Memorial Garden.

**RESOLVED to RECOMMENDED** that that the Council continue to offer free memorial plaques for the Forget-Met-Not Memorial Garden in the future financial years and that the Council consider and budget for the provision of plaques as part of the 2025-26 budget setting process.

### 034 Financial Regulations

Members received and considered model Financial Regulations which had been amended to reflect St Neots specific practices. The RFO presented the policy and highlighted areas where there had been changes, however overall, the policy remained in line with the existing financial procedures for the Town Council. There had been updates under petty cash to reflect that the Priory Centre required more

than the Council offices, and the Engagement and Participation Youth Worker had been added as a credit card holder with a limit of £1,500.

A Member queried section 5.14 of the regulations which set out the number of Councillors who can approve expenditure over £2,000, noting delays in orders can be made if approvals are not sent quickly enough. It was suggested that the number of councillors appointed to approve payments be increased to any two of four named members to cover periods when members may not be available.

A Member raised a concern around the need to seek approval for orders of £2,000 when a committee or the Council had already approved the expenditure and there was a resolution supporting this. The purpose of the system was for managers to seek approval of expenditure over £2,000 from officer delegated revenue budgets.

It was proposed and seconded that the Council adopt the updated financial regulations subject to increasing the number of councillors who can approve expenditure over £2,000 to four by adding the Deputy Chairperson of the Finance and Governance Committee and excluding the need to officers to seek such approvals when expenditure has already been approved by a committee or the Council.

**RESOLVED to RECOMMEND** that the Council adopt the updated Financial Regulations as presented subject to the following amendments;

- 1) Section 5.14 be amended to include the Deputy Chairperson of the Finance and Governance Committee as a Councillor who can approve expenditure over £2,000, resulting in approval needed from two of any four named councillors.
- 2) Section 5.14 be amended to exclude the need for approval of expenditure of £2,000 by nominated councillors when the expenditure has been approved by a committee or the Council and a minuted resolution is in place.

Members discussed the need to test that restoring data from back ups was working. The Chairperson of the Committee and Cllr Goodman agreed to send details to the RFO who would check with the Council's IT provider.

Members noted the need for a Councillor who was not on the Bank Mandate to check bank reconciliations on a quarterly basis. It was agreed that Councillor Hitchin would act in this capacity.

**035 Tree Maintenance Policy**

**RESOLVED to RECOMMEND** that the Council adopt the proposed Tree Maintenance Policy.

**036 Freedom of Information Policy**

**RESOLVED to RECOMMEND** that the Council adopt the Freedom of Information Policy subject to amending section 5.1 to read "including, but not limited to:"

**037 Burial Regulations**

Members received and noted draft Burial Regulations which were deferred by the Operations and Amenities Committee to allow further time for consideration. Due to the length and detail of the regulations they were highlighted to the Finance and Governance Committee ahead of further consideration in September 2024 to allow time for Members to review. Members were asked to read the regulations before the next committee meeting and put any questions through to the Senior Administrator.

**038 Approval of Payments**

Members noted Cllr Goodman had been appointed as a third member who is able to approve payments/purchase orders over £2,000 in line with the Council's Financial Regulations.

Members noted that a recommendation had been put to the Full Council to increase the number of Councillors who can approve payments to four by including the Vice Chairperson of the Finance and Governance Committee.

**039 Date of Next Meeting**

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 17<sup>th</sup> September 2024 at 7:15pm.

**COMMITTEE CHAIRPERSON**

DRAFT

Date: 16/08/2024

St Neots Town Council 2024/2025

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Time: 15:36

Town Council Current Account

List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	BACS P/L Pymnt Page 5562	BACS Pymnt	2,321.95		BACS P/L Pymnt Page 5562
03/06/2024	Fuel Card Services	030624	361.40		Purchase Ledger DDR Payment
03/06/2024	PC TICKET SALES	BACS	455.38		ABBASOLUTE
03/06/2024	Southern Electric - Museum	dd-6292	204.66		16970-Museum Coff Bar-Apr 24
03/06/2024	Southern & Scottish Energy -	dd-6243	247.85		16971-Tebbutts Rd Electr Apr 24
04/06/2024	BACS P/L Pymnt Page 5542	BACS Pymnt	992.37		BACS P/L Pymnt Page 5542
05/06/2024	BACS P/L Pymnt Page 5560	BACS Pymnt	2,258.40		BACS P/L Pymnt Page 5560
05/06/2024	Restore Datashred	050624	75.29		16827 Conf shredding TC
05/06/2024	FARMERS MARKET TRADER	BACS	15.00		REFUND
05/06/2024	BARCLAYS	DD	28.07		BANK CHARGES AND COMM
06/06/2024	BACS P/L Pymnt Page 5554	BACS Pymnt	79.56		BACS P/L Pymnt Page 5554
06/06/2024	BACS P/L Pymnt Page 5561	BACS Pymnt	642.00		BACS P/L Pymnt Page 5561
06/06/2024	EVENT HORIOZN	BACS	3,632.00		BOOTLEG BLONDIE TICKET SALES
06/06/2024	Priory Centre Cafe Petty Cash	101359	300.00		PC petty cash top up
06/06/2024	PAYROLL	BACS	1,477.01		WEEK 9
07/06/2024	BACS P/L Pymnt Page 5559	BACS Pymnt	3,450.00		BACS P/L Pymnt Page 5559
10/06/2024	BRITISH TELECOM	100624	50.22		16740 SPARE LINE TC
10/06/2024	Fuel Card Services Ltd	100624b	152.93		16809 Fuel bill May OPS
10/06/2024	Fuel Card Services	10624	327.12		Purchase Ledger DDR Payment
11/06/2024	BACS P/L Pymnt Page 5555	BACS Pymnt	747.24		BACS P/L Pymnt Page 5555
11/06/2024	BACS P/L Pymnt Page 5558	BACS Pymnt	210.00		BACS P/L Pymnt Page 5558
11/06/2024	SAWTRY	BACS	300.00		BANDS IN THE PARK
12/06/2024	Restore Datashred	120624	83.94		Purchase Ledger DDR Payment
13/06/2024	BACS P/L Pymnt Page 5543	BACS Pymnt	1,362.23		BACS P/L Pymnt Page 5543
13/06/2024	O2	130624	320.64		16822 Mobile phones May TC
13/06/2024	HDC	BACS	510.22		RATES-ST JOHN'S APR-L-JUNE
13/06/2024	PAYROLL	BACS	1,800.16		WEEK 10
14/06/2024	PAYROLL	BACS	72,378.00		MONTH 3
15/06/2024	HDC	Std Ord	18.00		RATES-HOWITTS LANE CEM
15/06/2024	HDC	Std Ord	35.00		RATES FARMERS MARKET
15/06/2024	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/06/2024	HDC	Std Ord	119.00		STORE ADJ PUBLIC CONVENEINCE
15/06/2024	HDC	Std Ord	130.00		RATES NEW CEMETERY
15/06/2024	HDC	Std Ord	158.00		RATES 6B SOUTH STREET
15/06/2024	HDC	Std Ord	511.00		RATES-EATONS CENTRE
15/06/2024	HDC	Std Ord	1,453.00		RATES-LEVELLERS LANE
17/06/2024	BACS P/L Pymnt Page 5557	BACS Pymnt	975.00		BACS P/L Pymnt Page 5557
17/06/2024	GH Online Accounting	dd-P678	1,607.64		16679 Profl svcs 1-3/24 TC
17/06/2024	Fuel Card Services	170624	519.20		Purchase Ledger DDR Payment
17/06/2024	Fuel Card Services	DD ADJ	0.05		Purchase Ledger DDR Payment
17/06/2024	PERFORMER	BACS	300.00		BANDS IN THE PARK
17/06/2024	Barclaycard	BARCLCARD	1,970.53		MONTHLY REPAYMS
18/06/2024	LAND REGISTRY	101360	4.00		FEE

## Town Council Current Account

## List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/06/2024	Priory Centre Cafe Petty Cash	101361	300.00		PC PETTY CASH
19/06/2024	BACS P/L Pymnt Page 5556	BACS Pymnt	308.00		BACS P/L Pymnt Page 5556
19/06/2024	BACS P/L Pymnt Page 5563	BACS Pymnt	22,218.61		BACS P/L Pymnt Page 5563
19/06/2024	O2	190624	18.68		Purchase Ledger DDR Payment
19/06/2024	Fuel Card Services Ltd	240624	44.96		Purchase Ledger DDR Payment
19/06/2024	STAFF	BACS	51.02		EXPENSES
19/06/2024	PERFORMER	BACS	450.00		BNDS IN THE PARK
19/06/2024	ACCESS IN ST NEOTS	BACS	189.50		23-24 GRANT INSTALL
19/06/2024	EVENT HORIZON	BACS	1,099.50		POLICE TICKET SALES
20/06/2024	PAYROLL	BACS	1,717.77		WEEK 11
21/06/2024	BACS P/L Pymnt Page 5545	BACS Pymnt	2,370.00		BACS P/L Pymnt Page 5545
22/06/2024	HMRC	BACS	18,035.39		PAYE AND NIC MONTH 2
24/06/2024	BACS P/L Pymnt Page 5547	BACS Pymnt	19,062.94		BACS P/L Pymnt Page 5547
24/06/2024	BRITISH TELECOM	24624	158.03		Purchase Ledger DDR Payment
24/06/2024	ANGLIAN WATER SERVICES	2462024	365.58		Purchase Ledger DDR Payment
24/06/2024	ANGLIAN WATER SERVICES	240624d	932.87		Purchase Ledger DDR Payment
24/06/2024	BIFFA WASTE SERVICES	244624	2,008.12		Purchase Ledger DDR Payment
25/06/2024	BOC LTD	250624	38.68		16723 Gas for pumps PC
25/06/2024	Quadient UK Limited	25624	106.00		Purchase Ledger DDR Payment
25/06/2024	Marston's PLC	25062024	2,772.82		16814 Brewery order 22-05 PC
25/06/2024	Priory Centre Cafe Petty Cash	101362	300.00		PC PETTY CASH
26/06/2024	BACS P/L Pymnt Page 5544	BACS Pymnt	665.17		BACS P/L Pymnt Page 5544
27/06/2024	BACS P/L Pymnt Page 5564	BACS Pymnt	180.00		BACS P/L Pymnt Page 5564
27/06/2024	BACS P/L Pymnt Page 5565	BACS Pymnt	1,205.00		BACS P/L Pymnt Page 5565
27/06/2024	PAYROLL	BACS	1,875.56		WEEK 12
28/06/2024	BACS P/L Pymnt Page 5546	BACS Pymnt	2,400.00		BACS P/L Pymnt Page 5546
28/06/2024	Virgin Media Services	280624	42.92		Purchase Ledger DDR Payment
28/06/2024	Virgin Media Services	28062024	83.76		Purchase Ledger DDR Payment
28/06/2024	Virgin Media Services	DDADJ	-0.01		Purchase Ledger DDR Payment
28/06/2024	CITATION	BACS	628.20		MONTHLY HR SUBSC
<b>Total Payments</b>			<u>182,269.13</u>		

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>THO001</b>	<b>Thomas Ridley &amp; Son Ltd</b>						
16631 Cafe supplies PC	24/04/2024	267751	1	437.83	0.00	437.83	0.00
16630 Cafe supplies PC	10/04/2024	255358	1	448.91	0.00	448.91	0.00
16632 Cafe supplies PC	28/02/2024	220191	1	105.63	0.00	105.63	0.00
					<b>0.00</b>	<b>992.37</b>	
Above paid on 04/06/2024 by Online Payment Ref THO001							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>992.37</b>	

Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PPL001</b>							
<b>PUBLIC PERFORMANCE LICENSING</b>							
16783 MUSIC LICENCE 23/24	30/04/2024	SIN2704465	1	1,362.23	0.00	1,362.23	0.00
					<b>0.00</b>	<b>1,362.23</b>	
Above paid on 13/06/2024 by Online Payment Ref PPL001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,362.23</b>

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ART003</b> <b>ARTHUR IBBETT LTD</b>							
16763 Mower parts OPS	02/02/2024	167516	1	665.17	0.00	665.17	0.00
					<b>0.00</b>	<b>665.17</b>	
					Above paid on 26/06/2024 by Online Payment Ref ART003		
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>665.17</b>	

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>POP001</b> <b>Poptents Ltd</b>							
16737 Marquee weights TC	20/06/2024	INV-20545	1	2,370.00	0.00	2,370.00	0.00
					<b>0.00</b>	<b>2,370.00</b>	
					Above paid on 21/06/2024 by Online Payment Ref POP001		
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>2,370.00</b>	

## Linked to Cashbook 1

Entered Month 3  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>THE0001</b> <b>The Mower Shed</b>								
16777 FLOWER BED MTC OPS	20/06/2024	1879	1	2,400.00	0.00	2,400.00	0.00	
					<b>0.00</b>	<b>2,400.00</b>		
Above paid on 28/06/2024 by Online Payment Ref THE0001								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>2,400.00</b>	

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>1ONE001      1 One 0 Production</b>							
16726 Stage equipment PC	15/05/2024	240507	1	225.00	0.00	225.00	0.00
					<b>0.00</b>	<b>225.00</b>	
Above paid on 24/06/2024 by Online Payment Ref 1ONE001							
<b>AGR001      Agrovista UK Ltd</b>							
16401 Glyphosate Valdor OPS	28/02/2024	9946	1	258.02	0.00	258.02	0.00
					<b>0.00</b>	<b>258.02</b>	
Above paid on 24/06/2024 by Online Payment Ref AGR001							
<b>ALS001      Alarmsmiths Ltd</b>							
16650 Alarm upgrade HUB	01/05/2024	23966	1	750.00	0.00	750.00	0.00
					<b>0.00</b>	<b>750.00</b>	
Above paid on 24/06/2024 by Online Payment Ref ALS001							
<b>ART003      ARTHUR IBBETT LTD</b>							
16653 Equipment PPE OPS	31/05/2024	175231	1	107.84	0.00	107.84	0.00
					<b>0.00</b>	<b>107.84</b>	
Above paid on 24/06/2024 by Online Payment Ref ART003							
<b>BK0032      KEN BOOTH &amp; CO LTD</b>							
16724 Cleaning products PC	31/05/2024	444786	1	339.59	0.00	339.59	0.00
					<b>0.00</b>	<b>339.59</b>	
Above paid on 24/06/2024 by Online Payment Ref BK0032							
<b>BQ2404      Trade UK</b>							
16659 CN Saw OPS	10/05/2024	1494437139	1	-204.00	0.00	-204.00	0.00
16662 Equipment purchases OPS	01/05/2024	1491574976	1	221.15	0.00	221.15	0.00
16660 First aid kit OPS	10/05/2024	1494508281	1	154.92	0.00	154.92	0.00
16658 PPE equipment OPS	28/05/2024	15003256461	1	196.47	0.00	196.47	0.00
16661 Extension lead OPS	07/05/2024	1493186744	1	9.09	0.00	9.09	0.00
					<b>0.00</b>	<b>377.63</b>	
Above paid on 24/06/2024 by Online Payment Ref 51							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRO002</b> <b>Broxap Limited</b>							
16663 Litter bins OPS	23/05/2024	0000319010	1	3,066.00	0.00	3,066.00	0.00
					<b>0.00</b>	<b>3,066.00</b>	
Above paid on 24/06/2024 by Online Payment Ref BRO002							
<b>CAM002</b> <b>Cambridge Trees Ltd</b>							
16665 Tree services OPS	10/05/2024	INV-4551	1	660.00	0.00	660.00	0.00
					<b>0.00</b>	<b>660.00</b>	
Above paid on 24/06/2024 by Online Payment Ref CAM002							
<b>CAM008</b> <b>Cambridge Catering Hire</b>							
16664 Linen hire PC	08/05/2024	7262	1	136.32	0.00	136.32	0.00
					<b>0.00</b>	<b>136.32</b>	
Above paid on 30/04/2024 by Online Payment Ref CAM008							
<b>CAR001</b> <b>Carrie Rawlings Professional Services</b>							
16667 AFD Performance TC	22/05/2024	001149	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>150.00</b>	
Above paid on 24/06/2024 by Online Payment Ref CAR001							
<b>CAR005</b> <b>Carpартsexpress Ltd</b>							
16666 hypalube OPS	20/05/2024	SS0294379	1	22.80	0.00	22.80	0.00
					<b>0.00</b>	<b>22.80</b>	
Above paid on 24/06/2024 by Online Payment Ref CAR005							
<b>CHA001</b> <b>Chandlers Farm Equipment</b>							
16668 Towing strap OPS	15/04/2024	717428	1	187.20	0.00	187.20	0.00
					<b>0.00</b>	<b>187.20</b>	
Above paid on 24/06/2024 by Online Payment Ref CHA001							
<b>CHE003</b> <b>Chef's Table Solutions</b>							
16725 Catering svc PC	31/05/2024	31-05-24	1	960.00	0.00	960.00	0.00
					<b>0.00</b>	<b>960.00</b>	
Above paid on 26/06/2024 by Online Payment Ref CHE003							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CLO004</b> <b>Cloudy IT group</b>							
16615 Equipment purchases TC	03/04/2024	INV-D-03161	1	1,015.50	0.00	1,015.50	0.00
					<b>0.00</b>	<b>1,015.50</b>	
Above paid on 24/06/2024 by Online Payment Ref CLO004							
<b>COM004</b> <b>Complete Solutions Group Ltd</b>							
16670 Stationery TC	01/05/2024	SINV04000273	1	31.85	0.00	31.85	0.00
16669 Stationery TC	21/05/2024	SINV040150	1	117.14	0.00	117.14	0.00
					<b>0.00</b>	<b>148.99</b>	
Above paid on 30/04/2024 by Online Payment Ref COM004							
<b>COO001</b> <b>COOLERAID LTD</b>							
16671 4 x 19 ltr water PC	30/04/2024	1708895	1	37.20	0.00	37.20	0.00
16722 2 X 19 ltr Water PC	31/05/2024	1713666	1	39.82	0.00	39.82	0.00
					<b>0.00</b>	<b>77.02</b>	
Above paid on 24/06/2024 by Online Payment Ref 10							
<b>COP001</b> <b>Copy IT Digital Solutions Ltd</b>							
16672 Photocopying TC	07/05/2024	8072715071	1	209.71	0.00	209.71	0.00
					<b>0.00</b>	<b>209.71</b>	
Above paid on 24/06/2024 by Online Payment Ref COP001							
<b>DHS001</b> <b>DOVE'S HYGIENE SERVICES</b>							
16674 Hygine svcs PC	25/04/2024	43932	1	116.01	0.00	116.01	0.00
16673 Hygiene svcs PC	25/05/2024	44134	1	116.01	0.00	116.01	0.00
16716 Hygiene svc MAY PC	31/05/2024	44238	1	24.91	0.00	24.91	0.00
					<b>0.00</b>	<b>256.93</b>	
Above paid on 30/04/2024 by Online Payment Ref DHS001							
<b>DRE001</b> <b>Dream Clean Services Ltd</b>							
16675 Cleaning Apr Depot	07/05/2024	INV-1721	1	231.60	0.00	231.60	0.00
16676 Cleanign Apr Toilets	07/05/2024	INV-1711	1	1,604.40	0.00	1,604.40	0.00
					<b>0.00</b>	<b>1,836.00</b>	
Above paid on 24/06/2024 by Online Payment Ref DRE001							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>FIR003      Firesmiths Detect &amp; Protect</b>							
16677 Mtc contract 24/25 EC	01/05/2024	1267	1	420.00	0.00	420.00	0.00
					<b>0.00</b>	<b>420.00</b>	
Above paid on 26/06/2024 by Online Payment Ref FIR003							
<b>GRE004      Greentech Surfacing &amp; Civils Ltd</b>							
16680 Footway repairs OPS	22/05/2024	INV-0331	1	1,176.00	0.00	1,176.00	0.00
					<b>0.00</b>	<b>1,176.00</b>	
Above paid on 24/06/2024 by Online Payment Ref GRE004							
<b>HDC001      Huntingdonshire District Council</b>							
16689 Liicence 24/25 RIV Park	23/05/2024	70080360	1	70.00	0.00	70.00	0.00
					<b>0.00</b>	<b>70.00</b>	
Above paid on 30/04/2024 by Online Payment Ref HDC001							
<b>HYG001      HYGIENE SOLUTIONS</b>							
16681 Hygiene svc 5-7/24 Toile	01/05/2024	057390	1	255.00	0.00	255.00	0.00
					<b>0.00</b>	<b>255.00</b>	
Above paid on 24/06/2024 by Online Payment Ref HYG001							
<b>IBB001      Bill Ibbott's Catering Equipment</b>							
16682 Dishwasher repairs PC	03/01/2024	44895	1	175.62	0.00	175.62	0.00
					<b>0.00</b>	<b>175.62</b>	
Above paid on 24/06/2024 by Online Payment Ref IBB001							
<b>INI001      Initial Washrooms Hygiene</b>							
16684 Carpet cleaning TC	10/05/2024	35087183	1	95.66	0.00	95.66	0.00
					<b>0.00</b>	<b>95.66</b>	
Above paid on 24/06/2024 by Online Payment Ref INI001							
<b>INT002      Intercept Management Ltd</b>							
16685 Annual support EC	10/05/2024	1235027	1	240.00	0.00	240.00	0.00
16686 Annual support 24-25 PC	31/05/2024	1235028	1	252.00	0.00	252.00	0.00
					<b>0.00</b>	<b>492.00</b>	
Above paid on 24/06/2024 by Online Payment Ref INT002							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>KID001 Wider Plan Ltd</b>							
16694 Childcare vouchers TC	23/05/2024	5448808	1	16.00	0.00	16.00	0.00
					<b>0.00</b>	<b>16.00</b>	
Above paid on 24/06/2024 by Online Payment Ref KID001							
<b>LAK002 Lakeside Water</b>							
16713 Water testing FEB PC	31/01/2024	247603	1	80.00	0.00	80.00	0.00
16714 Water testing FEB EC	31/01/2024	247613	1	40.00	0.00	40.00	0.00
16648 Water svc EC	28/02/2024	247990	1	40.00	0.00	40.00	0.00
					<b>0.00</b>	<b>160.00</b>	
Above paid on 24/06/2024 by Online Payment Ref LAK002							
<b>LAN002 Landmark Toilets</b>							
16696 Toilet hire Beacon	27/05/2024	772	1	350.00	0.00	350.00	0.00
					<b>0.00</b>	<b>350.00</b>	
Above paid on 24/06/2024 by Online Payment Ref LAN002							
<b>LOV002 Love's Farm Community Centre</b>							
16695 Hall hire May TC	01/05/2024	INV-2043	1	287.00	0.00	287.00	0.00
					<b>0.00</b>	<b>287.00</b>	
Above paid on 24/06/2024 by Online Payment Ref LOV002							
<b>ROC005 Rockets &amp; Rainbows Face Painting</b>							
16704 Face painting TC	30/05/2024	6760	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 24/06/2024 by Online Payment Ref ROC005							
<b>SUN001 DAYLA DRINKS</b>							
16705 Post mix drinks PC	13/05/2024	1493243	1	85.80	0.00	85.80	0.00
16706 Post mix drinks PC	13/05/2024	1493244	1	123.84	0.00	123.84	0.00
					<b>0.00</b>	<b>209.64</b>	
Above paid on 24/06/2024 by Online Payment Ref SUN001							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TCH001</b> <b>Matthew Algie</b>							
16699 Coffee mch rent PC	26/04/2024	49060000229002	1	152.35	0.00	152.35	0.00
16697 Coffe shop supplies PC	07/05/2024	49060000235836	1	455.06	0.00	455.06	0.00
16700 Coffee shop supplies PC	07/05/2024	4906000235836	1	455.06	0.00	455.06	0.00
16698 Coffee mchn rent PC	28/05/2024	49060000241837	1	152.35	0.00	152.35	0.00
16721 Coffee shop supplies PC	29/05/2024	49060000244785	1	456.69	0.00	456.69	0.00
						<b>0.00</b>	<b>1,671.51</b>

Above paid on 24/06/2024 by Online Payment Ref TCH001

<b>THE002</b> <b>The Recruitment Agency</b>							
16703 Temp bar staff PC	29/05/2024	12765	1	192.20	0.00	192.20	0.00
						<b>0.00</b>	<b>192.20</b>

Above paid on 24/06/2024 by Online Payment Ref THE002

<b>THO001</b> <b>Thomas Ridley &amp; Son Ltd</b>							
16709 Cafe stock PC	01/05/2024	274531D	1	264.13	0.00	264.13	0.00
16708 Cafe stock PC	15/05/2024	287910D	1	145.94	0.00	145.94	0.00
16307 Cafe supplies PC	22/05/2024	294643D	1	163.33	0.00	163.33	0.00
						<b>0.00</b>	<b>573.40</b>

Above paid on 24/06/2024 by Online Payment Ref THO001

<b>VEH001</b> <b>Vehicles for Change</b>							
16629 Mobile toilets AFD	08/04/2024	INV-13018	1	1,272.00	0.00	1,272.00	0.00
						<b>0.00</b>	<b>1,272.00</b>

Above paid on 30/04/2024 by Online Payment Ref VEH001

<b>VER001</b> <b>Vergo Pest Management Ltd</b>							
16720 Pest control EC	28/05/2024	0000321534	1	148.84	0.00	148.84	0.00
						<b>0.00</b>	<b>148.84</b>

Above paid on 24/06/2024 by Online Payment Ref VER001

<b>WHE001</b> <b>Wheels in Motion</b>							
16710 Vehicle Repairs OPS	01/05/2024	5759	1	103.08	0.00	103.08	0.00
						<b>0.00</b>	<b>103.08</b>

Above paid on 24/06/2024 by Online Payment Ref WHE001

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WOL006</b> <b>Wolseley UK Limited</b>							
16617 Cistern TOILETS	11/03/2024	95124298	1	315.24	0.00	315.24	0.00
					<b>0.00</b>	<b>315.24</b>	
Above paid on 24/06/2024 by Online Payment Ref WOL006							
<b>XLP001</b> <b>Xlpress Ltd</b>							
16711 Posters OPS	09/05/2024	33845	1	115.20	0.00	115.20	0.00
					<b>0.00</b>	<b>115.20</b>	
Above paid on 24/06/2024 by Online Payment Ref XLP001							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>19,062.94</b>	

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>THE002</b>							
<b>The Recruitment Agency</b>							
16441 Professional svc 28/4 PC	01/05/2024	12712	1	79.56	0.00	79.56	0.00
					<b>0.00</b>	<b>79.56</b>	
					Above paid on 06/06/2024 by Online Payment Ref THE002		
					<b>0.00</b>	<b>79.56</b>	
					<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>79.56</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SELE001</b> <b>Selectamark Plc</b>							
146620 Posters/Flyers TC	08/04/2024	146620	1	432.00	0.00	432.00	0.00
					<b>0.00</b>	<b>432.00</b>	
Above paid on 11/06/2024 by Online Payment Ref SELE001							
<b>WOL006</b> <b>Wolseley UK Limited</b>							
Purchase Ledger BACS Payment	11/06/2024	ON ACC 16830	1	0.00	0.00	315.24	-315.24
					<b>0.00</b>	<b>315.24</b>	
Above paid on 11/06/2024 by Online Payment Ref WOL006							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>747.24</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>PTSG001</b> <b>PTSG Electrical Services Ltd`</b>							
16712 Lightning protection EC	28/03/2024	INVSTO263542	1	108.00	0.00	108.00	0.00
					<b>0.00</b>	<b>108.00</b>	
Above paid on 19/06/2024 by Online Payment Ref PTSG001							
<b>WHI002</b> <b>Whitehall Creative</b>							
16683 Professional services PC	20/05/2024	200524	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 19/06/2024 by Online Payment Ref WHI002							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>308.00</b>	

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>THI001</b> <b>Think Local</b>							
16618 Advertising JUNE TC	15/05/2024	SI-4279	1	975.00	0.00	975.00	0.00
					<b>0.00</b>	<b>975.00</b>	
Above paid on 17/06/2024 by Online Payment Ref THI001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>975.00</b>

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>INY001</b>							
<b>Face Painting by Ami</b>							
16687 Face painting FARMERS	31/05/2024	31-05-24	1	210.00	0.00	210.00	0.00
					<b>0.00</b>	<b>210.00</b>	
Above paid on 11/06/2024 by Online Payment Ref INY001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>210.00</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>JAM002</b> <b>James Power Brickwork</b>							
16645 Repairs TOILETS	31/05/2024	00334	1	1,250.00	0.00	1,250.00	0.00
16644 Investigation works TC	31/05/2024	00335	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>2,250.00</b>	
Above paid on 07/06/2024 by Online Payment Ref JAM002							
<b>ROC001</b> <b>The Rockabellas</b>							
16614 Performance AFD 2024	01/04/2024	RB-OFB-00111562	1	1,200.00	0.00	1,200.00	0.00
					<b>0.00</b>	<b>1,200.00</b>	
Above paid on 07/06/2024 by Online Payment Ref ROC001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3,450.00</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>RBS001</b>								
<b>RBS SOFTWARE SOLUTIONS</b>								
16637 Professional svc CN TC	31/05/2024	CN30953	1	-266.40	0.00	-266.40	0.00	
16638 Professional fees APR TC	01/04/2024	SM30383	1	1,501.20	0.00	1,501.20	0.00	
16636 Professional svcs MAY TC	17/05/2024	31789	1	1,023.60	0.00	1,023.60	0.00	
					<b>0.00</b>	<b>2,258.40</b>		
Above paid on 05/06/2024 by Online Payment Ref RBS001								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>2,258.40</b>	

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>VDM001</b>							
<b>Velocity Design &amp; Marketing</b>							
16640 Advertising PC	03/04/2024	INV-1090	1	642.00	0.00	642.00	0.00
					<b>0.00</b>	<b>642.00</b>	
Above paid on 06/06/2024 by Online Payment Ref VDM001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>642.00</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>KLE001</b>	<b>Kleanco Dry Cleaners &amp; Laundry</b>						
16633 Laundry services PC	10/05/2024	2765	1	242.00	0.00	242.00	0.00
16634 Laundry services PC	22/05/2024	2766	1	99.95	0.00	99.95	0.00
					<b>0.00</b>	<b>341.95</b>	
Above paid on 03/06/2024 by Online Payment Ref KLE001							
<b>RIV001</b>	<b>Revival Live Uk</b>						
16635 Performance AFD 24 TC	28/05/2024	INV-1378	1	1,980.00	0.00	1,980.00	0.00
					<b>0.00</b>	<b>1,980.00</b>	
Above paid on 03/06/2024 by Online Payment Ref RIV001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>2,321.95</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AUD001 Auditing Solutions Ltd</b>							
16730 Professional svcs TC	06/06/2024	A8577	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 19/06/2024 by Online Payment Ref AUD001							
<b>HDC001 Huntingdonshire District Council</b>							
16732 CCTV provision 24/25 TC	13/06/2024	70080987	1	20,860.97	0.00	20,860.97	0.00
					<b>0.00</b>	<b>20,860.97</b>	
Above paid on 19/06/2024 by Online Payment Ref HDC001							
<b>HYG001 HYGIENE SOLUTIONS</b>							
16733 Hygiene svc 1-4/24 S St	11/01/2024	055975	1	86.24	0.00	86.24	0.00
					<b>0.00</b>	<b>86.24</b>	
Above paid on 19/06/2024 by Online Payment Ref HYG001							
<b>STO0001 Stone King LLP</b>							
16731 Professional fees TC	14/06/2024	234487	1	671.40	0.00	671.40	0.00
					<b>0.00</b>	<b>671.40</b>	
Above paid on 19/06/2024 by Online Payment Ref STO0001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>22,218.61</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 3  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LIA0001</b> <b>Lia Gray Music</b>							
16776 Performance AFD	12/06/2024	AFDC1	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
				Above paid on 27/06/2024 by Online Payment Ref LIA0001			
				<b>Total Purchase Ledger Payments</b>		<b>0.00</b>	<b>180.00</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 3  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BED003 Bedford Brass</b>							
16782 Performance AFD	22/06/2024	22-06-24	1	175.00	0.00	175.00	0.00
					<b>0.00</b>	<b>175.00</b>	
Above paid on 27/06/2024 by Online Payment Ref BED003							
<b>CLI001 Clickety Clack Parties</b>							
16780 Entertainment AFD	24/05/2024	22.23.6.24	1	580.00	0.00	580.00	0.00
					<b>0.00</b>	<b>580.00</b>	
Above paid on 27/06/2024 by Online Payment Ref CLI001							
<b>THE0002 THE ARCADES</b>							
16779 Performance AFD	20/05/2024	200524	1	450.00	0.00	450.00	0.00
					<b>0.00</b>	<b>450.00</b>	
Above paid on 27/06/2024 by Online Payment Ref THE0002							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,205.00</b>

## Priory Centre Current Account

## List of Payments made between 01/06/2024 and 30/06/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/06/2024	SSE business.co.uk	dd-6344	1,920.98		16974-PC Gas-April 24
07/06/2024	Payment Sense Ltd	DD-0244	62.40		16980-Add term rental/ move-PC
07/06/2024	Payment Sense Ltd	DD-8960	161.04		16979-Term rental, roll
07/06/2024	Payment Sense Ltd	DD-9925	62.40		16978-Term rental TC
14/06/2024	AMEX	DD	1.52		CARD CHARGES
14/06/2024	Payment Sense Ltd	DD-201	30.27		16983-Card charges TC
14/06/2024	Payment Sense Ltd	DD-219	53.17		16981-Card fees PC
14/06/2024	Payment Sense Ltd	DD-579	138.02		16982-Card term fees PV
15/06/2024	HDC	Std Ord	1,884.00		RATES-PRIORY CENTRE
<b>Total Payments</b>			<u>4,313.80</u>		

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Time: 15:47

## Barclaycard

## List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/06/2024	SCREWFIX	BARCLCARD	13.96		FIRE ALARM OPS
08/06/2024	ST NEOTS SERVICE STN	BARCLCARD	10.99		PARAFFIN OPS
08/06/2024	AMAZON	BARCLCARD	6.66		VINYL ROLL OPS
08/06/2024	AMAZON	BARCLCARD	26.75		ANTI FOG TREATMENT
08/06/2024	AMAZON	BARCLCARD	8.18		STICKERS
08/06/2024	AMAZON	BARCLCARD	54.71		CAR REAR LIGHT ASSEMBLIES
08/06/2024	AMAZON	BARCLCARD	36.65		WILDFLOWER SEED PACKS
08/06/2024	AMAZON	BARCLCARD	21.34		EUCALYPTUS GARLAND
08/06/2024	AMAZON	BARCLCARD	6.85		WASHI TAPE
08/06/2024	AMAZON	BARCLCARD	9.25		PERMANENT MARKERS
08/06/2024	AMAZON	BARCLCARD	16.43		ADHESIVE TAPE
08/06/2024	AMAZON	BARCLCARD	19.33		HARIBO BAGS
08/06/2024	AMAZON	BARCLCARD	11.99		WASHI TAPE SET
08/06/2024	AMAZON	BARCLCARD	11.35		PERMANENT MARKERS
08/06/2024	AMAZON	BARCLCARD	2.91		BASIL HERBS SEEDS
08/06/2024	AMAZON	BARCLCARD	0.37		ADJUSTMENT
08/06/2024	PERFECT PLANNER	BARCLCARD	13.49		SOCIAL MEDIA CONTENT PLANNER
08/06/2024	PURPLE GUIDE	BARCLCARD	30.00		1 YEAR SUBSC
08/06/2024	HOUSE OF FLAGS	BARCLCARD	137.03		P-FEATHERPOLE XLARGE
08/06/2024	AMAZON	BARCLCARD	10.49		PREMIUM T SHIRT
08/06/2024	-T-SHIRTS PACK OF 5	BARCLCARD	19.98		-T-SHIRTS PACK OF 5
08/06/2024	TESCO	BARCLCARD	55.58		YOUTH CAFE SUPPLIES
08/06/2024	CLOVER OFFICE SUPPLIES	BARCLCARD	19.25		CRAFT SUPPLIES
08/06/2024	TESCOS	BARCLCARD	33.50		YOUTH CAFE SUPPLIES
08/06/2024	MORRISONS	BARCLCARD	14.20		YOUTH CAFE SUPPLIES
08/06/2024	TESCOS	BARCLCARD	7.40		LOST RECEIPT
08/06/2024	TESCOS	BARCLCARD	47.60		YOUTH CAFE
08/06/2024	TESCOS	BARCLCARD	4.00		LOST RECEIPT
08/06/2024	TESCOS	BARCLCARD	80.49		YOUTH CAFE SUPPLIES
08/06/2024	TESCOS	BARCLCARD	12.10		YOUTH CAFE SUPPLIES
08/06/2024	TESCOS	BARCLCARD	5.84		YOUTH CAFE
08/06/2024	TESCOS	BARCLCARD	3.45		YOUTH CAFE SUPPLIES
08/06/2024	CINEWORLD	BARCLCARD	58.50		YOUTH WORKER CINEMA TICKETS
08/06/2024	TESCOS	BARCLCARD	56.80		YOUTH CAFE SUPPLIES
08/06/2024	ADOBE	BARCLCARD	19.97		MONTHLY SUBS PC
08/06/2024	AMAZON	BARCLCARD	6.69		TABLE DECOR PC
08/06/2024	AMAZON	BARCLCARD	8.39		TABLE RUNNERS
08/06/2024	WAITORSE	BARCLCARD	33.25		EVENTS SUPPLIES
08/06/2024	AMAZON	BARCLCARD	23.95		LASER TONER CARTRIDGE
08/06/2024	PC	BARCLCARD	227.75		MAYOR'S ALLOWANCE DRINKS
08/06/2024	INSTANT PRINT	BARCLCARD	58.44		HOARDING ADVERTS
08/06/2024	GIFFGAFF	BARCLCARD	6.00		MOBILE SIM
08/06/2024	GIFFGAFF	BARCLCARD	6.00		SIM MONTHLY PLAN

## Barclaycard

## List of Payments made between 01/06/2024 and 30/06/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/06/2024	AMAZON	BARCLCARD	23.97		STATIONERY
08/06/2024	NEWTON FLAG	BARCLCARD	43.20		D-DAY FLAG
08/06/2024	GIFFGAFF	BARCLCARD	6.00		MOBILE SIM
08/06/2024	AMAZON	BARCLCARD	63.52		YOUTH WORKER PARTY DECORS
08/06/2024	AMAZON	BARCLCARD	14.96		MOB PHONE CASES
08/06/2024	AMAZON	BARCLCARD	26.30		TONER CARTRIDGE
08/06/2024	ADOBE	BARCLCARD	16.64		SOFTWARE SUBSC
08/06/2024	ADOBE	BARCLCARD	25.32		MONTHLY SUBSC INCL PHOTOGRAPHY
08/06/2024	ADOBE	BARCLCARD	19.97	MONTHLY SUBSC	ADOBE
08/06/2024	AMAZON	BARCLCARD	75.30		VARIOUS
08/06/2024	mailchimp	BARCLCARD	51.07		MONTHLY SUBSC
08/06/2024	AMAZON	BARCLCARD	26.99		LAP TOP BAG
08/06/2024	AMAZON	BARCLACRD	19.94		NOTEBOOK PACK OF 16
08/06/2024	JPHN LEWIS	BARCLCARD	179.98		MOTOROLA SMARTPHONES X 2
08/06/2024	APPLE	BARCLCARD	0.99		ICLOUD SUBSC
08/06/2024	GIFFGAFF	BARCLCARD	6.00		MOBILE DATA
08/06/2024	GIFF GAFF	BARCLCARD	6.00		MOBILE DATA
08/06/2024	GIFF GAFF	BARCLCARD	6.00		MOBILE DATA
08/06/2024	AMAZON	BARCLCARD	39.99		AIR FRYER YOUTH WORKER
08/06/2024	AMAZON	BARCLACRD	8.99		PRIME SUBSC
30/06/2024	GLS educational	BARCLCARD	51.54		FLOWERPOTS DECORATION
<b>Total Payments</b>			<u>1,970.53</u>		

16/08/2024

St Neots Town Council 2024/2025

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**Detailed Balance Sheet - Excluding Stock Movement**

**Month 3 Date 30/06/2024**

<u>A/c</u>	<u>Description</u>	<u>Actual</u>	
<u>Current Assets</u>			
101	Debtors-Town Council	38,920	
102	Debtors Priory Centre	27,328	
109	Prepayments and accrued	9,331	
110	Accrued income mayor's events	1,109	
115	VAT Control Account	9,964	
120	Bar Stock	4,417	
201	Town Council Current Account	3,750,526	
205	Priory Centre Current Account	538,081	
211	Mayor's Charity Current	5,502	
212	Mayor's Charity Savings	350	
222	Public Sector Deposit Fund	2,000,000	
230	Petty Cash Town Council	170	
240	Cash Floats Priory Centre	8,271	
245	Priory Centre Cafe Petty Cash	286	
	<b>Total Current Assets</b>		<b>6,394,258</b>
<u>Current Liabilities</u>			
501	Creditors-Town Council	79,790	
508	Mayor's Allowance not yet paid	324	
509	Sundry Crds - TC Grants	321	
513	Accruals	2,940	
523	PAYE & Pension Accrual	18,650	
561	Rec. In Advance-PC Hall Deposi	2,503	
565	Receipts in Advance EC Hall	958	
570	Riverside	286	
571	St Neots Players	1,854	
572	Royal Marines Band	953	
580	Mayors Charity	3,871	
582	Event Horizon	5,542	
584	Serious About St Neots-A Boure	55	
587	Folk Club	240	
588	Vamps	6,888	
	<b>Total Current Liabilities</b>		<b>125,174</b>
	<b>Net Current Assets</b>		<b>6,269,084</b>
	<b>Total Assets less Current Liabilities</b>		<b>6,269,084</b>

Represented by :-

301	Current Year Surplus/Deficit	1,028,589
310	General Reserve	1,396,143
328	CIL Reserve 2020-2021	324,430
329	CIL Reserves 2021-2022	1,083,338
330	CIL Reserves 2022-2023	167,302
331	CIL Reserves 2023-2024	1,121,468
332	CIL Reserves 2024-2025	375,250
340	S106 2021-2022	7,130
341	Sec106 - 22-23 Bushmead	11,310
350	Land & Building Acquisition	115,444
351	IT Hardware	5,742
352	Website Programming	1,247
353	Memorial Inspections	6,255

**Detailed Balance Sheet - Excluding Stock Movement****Month 3 Date 30/06/2024**

<b><u>A/c</u></b>	<b><u>Description</u></b>	<b><u>Actual</u></b>
354	Highway Improvement & LHIF	98,009
355	Depot Equipment & Vehicles	4,567
356	Depot Ride on Mowers	30,000
357	Community Buildings	200,057
358	Loves Farm Community Centre	117
359	The Cage Lock up	2,000
360	Members Training	2,922
361	Staff Training	11,678
362	Equipment & Furniture - Office	3,805
363	Tree Planting/Maintenance	29,889
364	Cardon Neutral	22,693
365	Play Area Henbr & Arnhe	70,759
366	Band Stand	15,000
367	Speed Reducing Signs	4,500
368	Tourism & Marketing	2,140
369	Vibrant Community Events	9,000
370	AFD	2,626
380	Youth Council	5,923
381	Youth Council Worker	11,680
382	Splash Park Loan Provision	60,000
383	Street Scene Improvements	8,263
384	War Memorials	7,707
385	Defib maintenance	489
386	Defib Purchase	3,585
387	LCAS Accreditation	250
388	Broadcasting equipment	1,300
389	Flood Management	5,000
390	Election expenses	11,477
	<b>Total Equity</b>	<b>6,269,084</b>

## Summary Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b><u>Town Council</u></b>						
Income	1,479,278	2,169,025	689,747			68.2%
Expenditure	419,044	1,898,768	1,479,724	0	1,479,724	22.1%
Net Income over Expenditure	<u>1,060,234</u>					
plus Transfer From EMR	1,345					
less Transfer To EMR	375,250					
Movement to/(from) Gen Reserve	<u>686,329</u>					
<b><u>Priory Centre</u></b>						
Income	81,486	136,936	55,450			59.5%
Expenditure	115,837	420,663	304,826	0	304,826	27.5%
Movement to/(from) Gen Reserve	<u>(34,351)</u>					
<b><u>Eatons Centre</u></b>						
Income	11,274	57,160	45,886			19.7%
Expenditure	8,568	40,150	31,582	0	31,582	21.3%
Movement to/(from) Gen Reserve	<u>2,706</u>					
<b><u>New Street</u></b>						
Income	0	4,800	4,800			0.0%
Expenditure	0	3,200	3,200	0	3,200	0.0%
Movement to/(from) Gen Reserve	<u>0</u>					
<b>Grand Totals:-</b>						
Income	1,572,039	2,367,921	795,882			66.4%
Expenditure	543,450	2,362,781	1,819,331	0	1,819,331	23.0%
Net Income over Expenditure	<u>1,028,589</u>	<u>5,140</u>	<u>(1,023,449)</u>			
plus Transfer From EMR	1,345					
less Transfer To EMR	375,250					
Movement to/(from) Gen Reserve	<u>654,685</u>					

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Town Council</b>							
<u>101 Corporate Management</u>							
4380 Audit Fees	0	5,200	5,200		5,200	0.0%	
Corporate Management :- Indirect Expenditure	<u>0</u>	<u>5,200</u>	<u>5,200</u>	<u>0</u>	<u>5,200</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u><b>0</b></u>	<u><b>(5,200)</b></u>	<u><b>(5,200)</b></u>				
<u>102 Democratic Representation</u>							
1203 Youth Cafe Income	204	0	(204)			0.0%	
Democratic Representation :- Income	<u>204</u>	<u>0</u>	<u>(204)</u>				<u>0</u>
4318 Youth Council and youth worker	1,774	4,500	2,726		2,726	39.4%	
4319 Members E-mail System	572	4,400	3,828		3,828	13.0%	
4325 Website Hosting & Programming	0	2,000	2,000		2,000	0.0%	
4361 Young people counselling	11,000	11,000	0		0	100.0%	
4363 LCAS Accreditation	0	250	250		250	0.0%	
4375 Election Expenses	0	8,000	8,000		8,000	0.0%	
4376 Civic Events & Regalia	2,649	9,500	6,851		6,851	27.9%	
4377 D Day 80	3,931	6,000	2,069		2,069	65.5%	
4379 Remembrance Sunday	0	3,000	3,000		3,000	0.0%	
4551 Mayors' Allowance	170	3,000	2,830		2,830	5.7%	
4552 Members Training Travel & Subs	0	2,000	2,000		2,000	0.0%	
4553 Council Chamber Expenses	642	4,000	3,358		3,358	16.1%	
Democratic Representation :- Indirect Expenditure	<u>20,737</u>	<u>57,650</u>	<u>36,913</u>	<u>0</u>	<u>36,913</u>	<u>36.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><b>(20,533)</b></u>	<u><b>(57,650)</b></u>	<u><b>(37,117)</b></u>				
<u>105 Central Administration</u>							
1201 Sundry Income	66	0	(66)			0.0%	
Central Administration :- Income	<u>66</u>	<u>0</u>	<u>(66)</u>				<u>0</u>
4006 Salaries TC	113,352	470,068	356,716		356,716	24.1%	
4008 Sessional Youth Worker	0	15,650	15,650		15,650	0.0%	
4011 Wages Cleaning	1,050	4,200	3,150		3,150	25.0%	
4050 HR Consultants, DBS Staff Cost	1,601	8,000	6,400		6,400	20.0%	
4090 Staff Training And Seminars	3,454	12,000	8,546		8,546	28.8%	
4092 Staff Travelling & Subsistence	221	1,500	1,279		1,279	14.7%	
4100 Repairs & Maintenance	205	2,000	1,795		1,795	10.3%	
4146 Equipm and furnit (prev TC run	784	5,000	4,216		4,216	15.7%	
4301 Computer Maintenance & Softwar	6,671	24,000	17,329		17,329	27.8%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4320 Telephones and broadband (all)	1,561	11,500	9,939		9,939	13.6%	
4322 Printing Postage & Stationery	1,184	7,500	6,316		6,316	15.8%	
4326 Subscriptions & Publications	3,223	6,000	2,777		2,777	53.7%	
4329 Staff Welfare & Uniforms	25	1,500	1,475		1,475	1.7%	
4330 Recruitment& Advertising Staff	100	1,200	1,100		1,100	8.3%	
4364 Project management officer	0	60,000	60,000		60,000	0.0%	
4365 Carbon Neutral Revenue Budget	1,895	10,000	8,105		8,105	18.9%	
4381 Bank and card terminal charges	253	1,300	1,047		1,047	19.5%	
4382 Insurances & Eng. Inspections	7,261	8,400	1,139		1,139	86.4%	
4386 Professional Fees	1,243	20,000	18,757		18,757	6.2%	
Central Administration :- Indirect Expenditure	<b>144,082</b>	<b>669,818</b>	<b>525,736</b>	<b>0</b>	<b>525,736</b>	<b>21.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(144,016)</b>	<b>(669,818)</b>	<b>(525,802)</b>				
<u>108 Other Costs and Income</u>							
1230 CIL Receipts 2024-2025	375,250	0	(375,250)			0.0%	375,250
1251 Bank and Investment Interest	40,524	60,000	19,476			67.5%	
1253 Precept	1,004,005	2,008,010	1,004,005			50.0%	
Other Costs and Income :- Income	<b>1,419,779</b>	<b>2,068,010</b>	<b>648,231</b>			<b>68.7%</b>	<b>375,250</b>
4388 Loan Interest. Payable	5,301	11,000	5,699		5,699	48.2%	
4389 Loan Repayment. PWLB	7,500	15,000	7,500		7,500	50.0%	
Other Costs and Income :- Indirect Expenditure	<b>12,801</b>	<b>26,000</b>	<b>13,199</b>	<b>0</b>	<b>13,199</b>	<b>49.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,406,978</b>	<b>2,042,010</b>	<b>635,032</b>				
5004 less Transfer To EMR	375,250						
<b>Movement to/(from) Gen Reserve</b>	<b>1,031,728</b>						
<u>201 Cemetery/Churchyard and Allotm</u>							
1000 Allotment Rents	754	2,325	1,571			32.4%	
1100 Cemetery Income	12,274	43,575	31,302			28.2%	
1107 Grants/Donations Received	450	0	(450)			0.0%	
Cemetery/Churchyard and Allotm :- Income	<b>13,477</b>	<b>45,900</b>	<b>32,423</b>			<b>29.4%</b>	<b>0</b>
4100 Repairs & Maintenance	2,139	15,000	12,861		12,861	14.3%	
4101 Memorial Benches- Rechargeable	0	3,000	3,000		3,000	0.0%	
4102 Street Furniture	0	2,000	2,000		2,000	0.0%	
4110 Allotments	201	1,200	999		999	16.7%	
4113 Memorial Inspections	0	4,000	4,000		4,000	0.0%	
4116 War Memorials	0	500	500		500	0.0%	
4131 Electricity	0	150	150		150	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4135 Water	17	1,150	1,133		1,133	1.4%	
4145 Rates	613	2,750	2,137		2,137	22.3%	
4382 Insurances & Eng. Inspections	547	1,000	453		453	54.7%	
Cemetery/Churchyard and Allotm :- Indirect Expenditure	<b>3,517</b>	<b>30,750</b>	<b>27,233</b>	<b>0</b>	<b>27,233</b>	<b>11.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>9,960</b>	<b>15,150</b>	<b>5,190</b>				
<u>210 Play Areas and Open Spaces</u>							
1151 CCC - Grass Cutting Service	18,615	18,615	0			100.0%	
Play Areas and Open Spaces :- Income	<b>18,615</b>	<b>18,615</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4100 Repairs & Maintenance	7,057	17,000	9,943		9,943	41.5%	
4107 Tree Maintenance	3,275	15,000	11,725		11,725	21.8%	
4114 Street Furniture and Signs	0	3,200	3,200		3,200	0.0%	
4122 Planting	0	10,000	10,000		10,000	0.0%	
4124 Glasshouses rental	0	2,000	2,000		2,000	0.0%	
4382 Insurances & Eng. Inspections	4,442	5,000	558		558	88.8%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>14,774</b>	<b>52,200</b>	<b>37,426</b>	<b>0</b>	<b>37,426</b>	<b>28.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,840</b>	<b>(33,585)</b>	<b>(37,425)</b>				
<u>220 Depot &amp; Operational</u>							
1201 Sundry Income	148	1,000	852			14.8%	
Depot & Operational :- Income	<b>148</b>	<b>1,000</b>	<b>852</b>			<b>14.8%</b>	<b>0</b>
4026 Operational Staff	102,837	437,807	334,970		334,970	23.5%	
4100 Repairs & Maintenance	2,489	13,000	10,511		10,511	19.1%	
4103 Depot Maintenance Costs	795	4,000	3,205		3,205	19.9%	
4106 Rent & Rates for Depot	11,230	45,000	33,770		33,770	25.0%	
4108 Waste Disposal	3,991	10,000	6,009		6,009	39.9%	
4131 Electricity	2,195	7,000	4,805		4,805	31.4%	
4135 Water	0	560	560		560	0.0%	
4143 Defibrilators	1,345	0	(1,345)		(1,345)	0.0%	1,345
4200 Vehicle Running Costs & Repair	7,918	26,250	18,332		18,332	30.2%	
4329 Staff Welfare & Uniforms	1,506	7,000	5,494		5,494	21.5%	
4382 Insurances & Eng. Inspections	5,432	5,500	68		68	98.8%	
Depot & Operational :- Indirect Expenditure	<b>139,736</b>	<b>556,117</b>	<b>416,381</b>	<b>0</b>	<b>416,381</b>	<b>25.1%</b>	<b>1,345</b>
<b>Net Income over Expenditure</b>	<b>(139,588)</b>	<b>(555,117)</b>	<b>(415,529)</b>				
5003 plus Transfer From EMR	1,345						
<b>Movement to/(from) Gen Reserve</b>	<b>(138,243)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>230 Community Buildings</u>							
1003 Table Tennis Rent	100	100	0			100.0%	
1006 ATC Rent	900	900	0			100.0%	
1007 Gatelodge Rent	2,125	8,500	6,375			25.0%	
Community Buildings :- Income	<b>3,125</b>	<b>9,500</b>	<b>6,375</b>			<b>32.9%</b>	<b>0</b>
4118 Gatelodge Expenses	0	1,155	1,155		1,155	0.0%	
4119 The Cage Lock up	0	500	500		500	0.0%	
4126 Red Cross StJohns running exp	2,885	4,000	1,115		1,115	72.1%	
4127 Ex - Service Club	0	1,200	1,200		1,200	0.0%	
4351 Museum Grant/Running Costs	16,295	76,840	60,545		60,545	21.2%	
4505 Public Toilets	6,382	40,000	33,618		33,618	16.0%	
4506 CCTV	17,384	16,369	(1,015)		(1,015)	106.2%	
Community Buildings :- Indirect Expenditure	<b>42,947</b>	<b>140,064</b>	<b>97,117</b>	<b>0</b>	<b>97,117</b>	<b>30.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(39,822)</b>	<b>(130,564)</b>	<b>(90,742)</b>				
<u>240 Town Events, Market &amp;Promotion</u>							
1102 Market Income	904	5,000	4,096			18.1%	
1108 Christmas Lights Income	0	5,000	5,000			0.0%	
1110 Other Community Events Income	0	1,000	1,000			0.0%	
1112 Dragon Boat Income	18,481	10,000	(8,481)			184.8%	
1113 AFD Income	4,479	5,000	521			89.6%	
Town Events, Market &Promotion :- Income	<b>23,865</b>	<b>26,000</b>	<b>2,135</b>			<b>91.8%</b>	<b>0</b>
4325 Website Hosting & Programming	0	2,205	2,205		2,205	0.0%	
4334 Promotion of Town	2,444	11,550	9,106		9,106	21.2%	
4343 Dragon Boat	1,000	14,700	13,700		13,700	6.8%	
4346 Armed Forces Day	18,771	17,740	(1,031)		(1,031)	105.8%	
4400 Market Expenses	1,639	13,650	12,011		12,011	12.0%	
4507 Christm Lights Lease and Decor	0	22,000	22,000		22,000	0.0%	
4508 Christmas Lights Capital Costs	0	3,000	3,000		3,000	0.0%	
4513 Summer Band Concerts	1,126	6,500	5,374		5,374	17.3%	
4516 Christmas Lights Event	0	19,404	19,404		19,404	0.0%	
4518 Market Entertainmnet	3,000	10,500	7,500		7,500	28.6%	
4519 Event Equipment	2,116	5,000	2,884		2,884	42.3%	
4556 Community events-other	1,278	5,000	3,722		3,722	25.6%	
4557 Changing Places Toilets-events	0	4,200	4,200		4,200	0.0%	
Town Events, Market &Promotion :- Indirect Expenditure	<b>31,373</b>	<b>135,449</b>	<b>104,076</b>	<b>0</b>	<b>104,076</b>	<b>23.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(7,508)</b>	<b>(109,449)</b>	<b>(101,941)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>250 Grants &amp; Donations</u>							
4354 Grants Power GeneralCompetence	0	60,820	60,820		60,820	0.0%	
4355 Art & Drama Awards	0	6,600	6,600		6,600	0.0%	
4356 Youth Provison Grants	0	6,600	6,600		6,600	0.0%	
Grants & Donations :- Indirect Expenditure	<u>0</u>	<u>74,020</u>	<u>74,020</u>	<u>0</u>	<u>74,020</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(74,020)</u>	<u>(74,020)</u>				
<u>301 Highways and The Environment</u>							
4105 Bus Shelters	0	3,000	3,000		3,000	0.0%	
4109 Street Lights	32	8,500	8,468		8,468	0.4%	
4123 Highways Improvements	0	40,000	40,000		40,000	0.0%	
4503 Notice Boards	45	0	(45)		(45)	0.0%	
Highways and The Environment :- Indirect Expenditure	<u>77</u>	<u>51,500</u>	<u>51,423</u>	<u>0</u>	<u>51,423</u>	<u>0.1%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(77)</u>	<u>(51,500)</u>	<u>(51,423)</u>				
<u>400 Capital Projects</u>							
4902 CAP - Ops ride-on mow and veh	0	30,000	30,000		30,000	0.0%	
4913 CAP - Additional depot space	0	20,000	20,000		20,000	0.0%	
6703 CAP - Buildings major repairs	1,000	0	(1,000)		(1,000)	0.0%	
6708 PC Temp Closure one off costs	4,000	50,000	46,000		46,000	8.0%	
Capital Projects :- Indirect Expenditure	<u>5,000</u>	<u>100,000</u>	<u>95,000</u>	<u>0</u>	<u>95,000</u>	<u>5.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(5,000)</u>	<u>(100,000)</u>	<u>(95,000)</u>				
<u>406 Moores Walk</u>							
6710 Moores Walk Cove by Grant	4,000	0	(4,000)		(4,000)	0.0%	
Moores Walk :- Indirect Expenditure	<u>4,000</u>	<u>0</u>	<u>(4,000)</u>	<u>0</u>	<u>(4,000)</u>		<u>0</u>
<b>Net Expenditure</b>	<u>(4,000)</u>	<u>0</u>	<u>4,000</u>				
Town Council :- Income	<u>1,479,278</u>	<u>2,169,025</u>	<u>689,747</u>			<u>68.2%</u>	
Expenditure	<u>419,044</u>	<u>1,898,768</u>	<u>1,479,724</u>	<u>0</u>	<u>1,479,724</u>	<u>22.1%</u>	
<b>Net Income over Expenditure</b>	<u>1,060,234</u>	<u>270,257</u>	<u>(789,977)</u>				
plus Transfer From EMR	<u>1,345</u>						
less Transfer To EMR	<u>375,250</u>						
<b>Movement to/(from) Gen Reserve</b>	<u>686,329</u>						

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Priory Centre</b>							
<u>501 Priory Centre-Staffing</u>							
4009 Salaries - PC	55,846	241,539	185,693		185,693	23.1%	
4099 Added Years Pensions	0	2,150	2,150		2,150	0.0%	
4329 Staff Welfare & Uniforms	0	1,050	1,050		1,050	0.0%	
4330 Recruitment& Advertising Staff	0	800	800		800	0.0%	
Priory Centre-Staffing :- Indirect Expenditure	<b>55,846</b>	<b>245,539</b>	<b>189,693</b>	<b>0</b>	<b>189,693</b>	<b>22.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(55,846)</b>	<b>(245,539)</b>	<b>(189,693)</b>				
<u>504 Priory Centre-Running Costs</u>							
1104 Photocopy Income	17	10	(7)			174.9%	
1275 HDC PC Sponsorship	0	37,196	37,196			0.0%	
Priory Centre-Running Costs :- Income	<b>17</b>	<b>37,206</b>	<b>37,189</b>			<b>0.0%</b>	<b>0</b>
4100 Repairs & Maintenance	748	8,000	7,252		7,252	9.4%	
4131 Electricity	3,202	27,000	23,798		23,798	11.9%	
4132 Gas	1,601	8,000	6,399		6,399	20.0%	
4135 Water	1,000	4,000	3,000		3,000	25.0%	
4145 Rates	5,649	19,500	13,851		13,851	29.0%	
4150 Cleaning Materials	1,398	2,300	902		902	60.8%	
4152 Licences	1,427	4,000	2,573		2,573	35.7%	
4231 Lease/Hire Contracts	1,089	5,123	4,034		4,034	21.3%	
4300 Equipment Purchases	0	3,500	3,500		3,500	0.0%	
4304 PC VAT Irrecoverable	1,435	5,000	3,565		3,565	28.7%	
4322 Printing Postage & Stationery	103	2,000	1,897		1,897	5.2%	
4325 Website Hosting & Programming	0	600	600		600	0.0%	
4331 Marketing & Advertising	1,403	8,183	6,781		6,781	17.1%	
4381 Bank and card terminal charges	721	750	29		29	96.1%	
4382 Insurances & Eng. Inspections	1,757	8,500	6,743		6,743	20.7%	
4416 Waste Disposal	1,922	2,250	328		328	85.4%	
Priory Centre-Running Costs :- Indirect Expenditure	<b>23,454</b>	<b>108,706</b>	<b>85,252</b>	<b>0</b>	<b>85,252</b>	<b>21.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(23,437)</b>	<b>(71,500)</b>	<b>(48,063)</b>				
<u>520 Priory Centre Bar &amp; Catering</u>							
1048 Bar Sales	29,380	37,000	7,620			79.4%	
1052 Cafe Sales	16,023	17,000	978			94.3%	
1080 Overs & Unders	2	0	(2)			0.0%	
Priory Centre Bar & Catering :- Income	<b>45,404</b>	<b>54,000</b>	<b>8,596</b>			<b>84.1%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4022 Agency Staff	211	0	(211)		(211)	0.0%	
4024 Cafe/catering staff	10,350	36,036	25,686		25,686	28.7%	
4025 Bar staff	7,395	6,000	(1,395)		(1,395)	123.2%	
4600 Bar Purchases	7,980	14,800	6,820		6,820	53.9%	
4604 Catering Purchases	3,487	2,000	(1,487)		(1,487)	174.4%	
4605 Cafe Purchases	4,328	2,000	(2,328)		(2,328)	216.4%	
4610 Consumable Purchases	233	1,500	1,267		1,267	15.5%	
Priory Centre Bar & Catering :- Indirect Expenditure	<b>33,984</b>	<b>62,336</b>	<b>28,352</b>	<b>0</b>	<b>28,352</b>	<b>54.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>11,420</b>	<b>(8,336)</b>	<b>(19,756)</b>				
<u>525</u> <u>Priory Centre-Functions</u>							
1050 Hall Hire	34,385	44,000	9,615			78.1%	
1053 Kitchen Hire	133	480	347			27.8%	
1057 Toddlers Gym Income	237	240	3			98.6%	
1070 Admin Fee/Surcharges	129	160	31			80.7%	
1075 Equipment Hire	1,154	800	(354)			144.2%	
1256 Commission of Ticket Sales	27	50	23			53.5%	
Priory Centre-Functions :- Income	<b>36,065</b>	<b>45,730</b>	<b>9,665</b>			<b>78.9%</b>	<b>0</b>
4021 Wages Toddlers Gym	484	2,000	1,516		1,516	24.2%	
4151 Laundry	524	250	(274)		(274)	209.6%	
4510 Events Expenses	1,528	1,800	272		272	84.9%	
4511 Toddlers' Gym Expenses	17	32	15		15	52.3%	
Priory Centre-Functions :- Indirect Expenditure	<b>2,553</b>	<b>4,082</b>	<b>1,529</b>	<b>0</b>	<b>1,529</b>	<b>62.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>33,512</b>	<b>41,648</b>	<b>8,136</b>				
Priory Centre :- Income	<b>81,486</b>	<b>136,936</b>	<b>55,450</b>			<b>59.5%</b>	
Expenditure	<b>115,837</b>	<b>420,663</b>	<b>304,826</b>	<b>0</b>	<b>304,826</b>	<b>27.5%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(34,351)</b>						

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Eatons Centre</u></b>							
350 <u>Eaton Community Centre</u>							
1040 River Church Lease - Eatons	1,391	5,560	4,169			25.0%	
1050 Hall Hire	9,883	51,600	41,717			19.2%	
Eaton Community Centre :- Income	<b>11,274</b>	<b>57,160</b>	<b>45,886</b>			<b>19.7%</b>	<b>0</b>
4010 Wages-Caretaking	1,000	0	(1,000)		(1,000)	0.0%	
4100 Repairs & Maintenance	647	7,000	6,353		6,353	9.2%	
4130 Heating costs (prev Biomass Fu	1,368	5,000	3,632		3,632	27.4%	
4131 Electricity	358	3,400	3,042		3,042	10.5%	
4135 Water	331	1,500	1,169		1,169	22.1%	
4145 Rates	1,538	5,700	4,162		4,162	27.0%	
4152 Licences	180	0	(180)		(180)	0.0%	
4231 Lease/Hire Contracts	233	5,000	4,767		4,767	4.7%	
4300 Equipment Purchases	0	2,000	2,000		2,000	0.0%	
4320 Telephones and broadband (all)	132	1,500	1,368		1,368	8.8%	
4331 Marketing & Advertising	0	3,000	3,000		3,000	0.0%	
4381 Bank and card terminal charges	0	750	750		750	0.0%	
4382 Insurances & Eng. Inspections	2,081	2,300	219		219	90.5%	
4416 Waste Disposal	699	3,000	2,301		2,301	23.3%	
Eaton Community Centre :- Indirect Expenditure	<b>8,568</b>	<b>40,150</b>	<b>31,582</b>	<b>0</b>	<b>31,582</b>	<b>21.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,706</b>	<b>17,010</b>	<b>14,304</b>				
Eatons Centre :- Income	<b>11,274</b>	<b>57,160</b>	<b>45,886</b>			<b>19.7%</b>	
Expenditure	<b>8,568</b>	<b>40,150</b>	<b>31,582</b>	<b>0</b>	<b>31,582</b>	<b>21.3%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>2,706</b>						

## Detailed Income &amp; Expenditure by Budget Heading 30/06/2024

Month No: 3

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>New Street</u></b>							
360 <u>New Street</u>							
1050 Hall Hire	0	4,800	4,800			0.0%	
New Street :- Income	<u>0</u>	<u>4,800</u>	<u>4,800</u>			<u>0.0%</u>	<u>0</u>
4131 Electricity	0	2,000	2,000		2,000	0.0%	
4135 Water	0	600	600		600	0.0%	
4320 Telephones and broadband (all)	0	600	600		600	0.0%	
New Street :- Indirect Expenditure	<u>0</u>	<u>3,200</u>	<u>3,200</u>	<u>0</u>	<u>3,200</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u><u>0</u></u>	<u><u>1,600</u></u>	<u><u>1,600</u></u>				
New Street :- Income	<u>0</u>	<u>4,800</u>	<u>4,800</u>			<u>0.0%</u>	
Expenditure	<u>0</u>	<u>3,200</u>	<u>3,200</u>	<u>0</u>	<u>3,200</u>	<u>0.0%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u><u>0</u></u>						
Grand Totals:- Income	<u>1,572,039</u>	<u>2,367,921</u>	<u>795,882</u>			<u>66.4%</u>	
Expenditure	<u>543,450</u>	<u>2,362,781</u>	<u>1,819,331</u>	<u>0</u>	<u>1,819,331</u>	<u>23.0%</u>	
<b>Net Income over Expenditure</b>	<u><u>1,028,589</u></u>	<u><u>5,140</u></u>	<u><u>(1,023,449)</u></u>				
plus Transfer From EMR	<u>1,345</u>						
less Transfer To EMR	<u>375,250</u>						
<b>Movement to/(from) Gen Reserve</b>	<u><u>654,685</u></u>						

# AGENDA ITEM 5

# ATTACHMENT 4

**COMMITTEE: Finance and Governance Committee**

**DATE: 17<sup>th</sup> September 2024**

**SUBJECT: Quarter 1 Overspend**

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The following table highlights those budgets which are overspent at the end of quarter 1 and provides comment on expenditure.

The percentage of budget if analysed evenly over the year to date is 25% but Members are reminded that income & expenditure rarely follows this pattern over the year.

CENTRE	CODE	BUDGET HEADING	CURRENT BUDGET	ACTUAL YEAR TO DATE	%	COMMENT
102	4318	Youth Council and Youth Worker	£4,500	£1,774	39.4%	Expenditure does not follow monthly pattern and is based on events, activities or projects undertaken at varying points during the year.
102	4361	Young Peoples Counselling	£11,000	£11,000	100.0%	SLA entered into (Res.191-23-24) and £11,000 paid in advance to provide services as per SLA. Funds to be returned to Council as provider can no longer deliver in line with agreement.
<b>CIVIC BUDGETS</b>						
102	4377	D Day 80	£6,000	£3,931	65.5%	One off event which took place in May 2024. No further expenditure required.
105	4040	Staff Training & Seminars	£12,000	£3,454	28.8%	Courses are arranged/attended at varying times during the financial year depending on availability and business needs. Budget to be monitored.
<b>CENTRAL ADMINISTRATION</b>						
105	4301	Computer Maintenance/Software	£24,000	£6,671	27.8%	Two new staff positions were recruited since budgets were set in November 2024 resulting in additional costs for licences such as MS office and Adobe.

## AGENDA ITEM 5

## ATTACHMENT 4

105	4326	Subscriptions and Publications	£6,000	£3,223	53.7%	Subscription costs are paid on an annual basis throughout the year as they become due. The subscriptions are in line with those reported to the Council at a meeting of the Full Council held on 28 <sup>th</sup> May 2024.
105	4382	Insurance and Inspections	£8,400	£7,261	86.4%	Insurance is paid on an annual basis at the start of the financial year. No further expenditure anticipated.
<b>CEMETERY-CHURCHYARD-ALLOTMENTS</b>						
201	4382	Insurance and Inspections	£1,000	£547	54.7%	Insurance is paid on an annual basis at the start of the financial year. No further expenditure anticipated.
<b>OPEN SPACES</b>						
210	4100	Repairs and Maintenance	£17,000	£7,057	41.5%	High expenditure due to the cost of £6,670 required to repair and maintain wet pour safety surfacing across Town Council owned play parks.
210	4382	Insurance and Inspections	£5,000	£4,442	88.8%	Insurance is paid on an annual basis at the start of the financial year. No further expenditure anticipated.
<b>OPERATIONS</b>						
220	4108	Waste Disposal	£10,000	£3,991	39.9%	Large disposals linked to clearing out part of depot. Budget to be monitored and reported accordingly.
220	4131	Electricity	£7,000	£2,195	31.4%	Includes March 2024 (Q4) usage due to billing period partially contributing to high expenditure in Q1. To monitor.
220	4200	Vehicle Running Costs & Repair	£26,250	£7,918	30.2%	Expenditure tends to be higher in the first and second quarters due to increased fuel (vehicle/equip) as part of Spring/Summer green maintenance.
220	4382	Insurance and Inspections	£5,500	£5,432	98.8%	Insurance is paid on an annual basis at the start of the financial year. No further expenditure anticipated.
<b>COMMUNITY BUILDINGS</b>						
230	4126	Steve Van de Kerkhove	£4,000	£2,885	72.1%	Budget now includes rates and utilities for two buildings. Budget includes (£625) alarm upgrade. Further rates and electricity costs will be due for the building temporarily housing the Council offices and it is likely this will result in a budget overspend. To be monitored and reported on.
230	4506	CCTV	£16,369	17,384	106.2%	CCTV supply, servicing and monitoring contract with HDC Shared Services is paid annually. Overspend due to RPI

## AGENDA ITEM 5

## ATTACHMENT 4

						increase in contract which is at a higher percentage than was anticipated at budget setting. No further expenditure needed.
<b>EVENTS</b>						
240	4346	Armed Forces Day	£17,740	£18,771	105.8%	The event was raised to Tier 2 in purple guide this year. This resulted in additional medical support being required. Extra portable toilets and baby changing facilities were also required by SAG due to the closure by HDC of the riverside toilet block. These additions lead to an overspend in the event cost. Approval for overspend Res.TC-051-24/25
240	4518	Market Square Entertainment	£10,500	£3,000	28.6%	Budget is spent in equal monthly figures except for the first payment of Q1 which is higher to account for battery hire. Percentage spend will even out over following quarters.
240	4519	Event Equipment	£5,000	£2,116	42.3%	The majority of expenditure is for new weights to support gazebos at events due to deterioration of sandbag weights.
<b>EATONS</b>						
350	4130	Heating	£5,000	£1,368	27.4%	Includes bulk purchase of biomass fuel which leads to large irregular payments rather than even monthly payments.
350	4145	Rates	£5,700	£1,538	27.0%	Business rates are paid in 50% installments. Expenditure should be 50% at the end of Q1. However, the total cost of rates is lower than budgeted for. Underspend expected at year end.
350	4382	Insurances and Inspections	£2,300	£2,081	90.5%	Insurance is paid on an annual basis at the start of the financial year. No further expenditure anticipated.
<b>PRIORY CENTRE</b>						
<p>The Council budgeted for the Priory Centre expenditure based on four months of operation (<i>April to the end of July 2024</i>). The accounts presented are up to the end of quarter one (30<sup>th</sup> June 2024) and a further month's income and expenditure for the Priory Centre is required to fully understand the picture at the end of its operation. At time of 2024/25 budgeting it was anticipating there would be 5 months trading and most of annual budget was to be spent in during Q1.</p> <p>A more detailed report will be brought to the Committee in October 2024 on the Priory Centre budgets and the position at its closing. Costs for the Priory Centre and New Street, which was not operating in Q1 will be allocated to a new cost centre.</p>						

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504	4145	Rates	£19,500	£5,694	29.0%	Business rates are paid in 50% installments. Expenditure should be 50% at the end of Q1. However, the total cost of rates is lower than budgeted for. As Priory Centre will be vacated a discount will also be applied to remaining years rates. Underspend expected at year end.
504	4150	Cleaning Materials	£2,300	£1,398	60.8%	Budget was halved in anticipation of Priory Centre closure. Number of cleaning purchases made as part of preparation of moving and relocation to New Street building.
504	4152	Licenses	£4,000	£1,427	28.7%	A number of licenses required, which may cover both community centres are paid for on an annual basis meaning expenditure varies during the year.
504	4416	Waste Disposal	£2,250	£1,922	85.4%	Budget was reduced in anticipation of Priory Centre closure. Based on budget 100% expenditure would be expected at the end of July 2024. Large expenditure due to waste removal and cleaning of Priory Centre in preparation for refurbishment.
520	4025	Bar Staff	6,000	7,395	123.2%	Some casual staff used to help cover work as part of the team preparing for the move to Eatons and the decant of the Priory Centre. A number of weddings and conferences were held in Q1 which were more labour intensive. (intensified when consolidated into 5 month period and three weddings in a month with undervalued sale price on existing pricing structure, so income does not reflect the true costs)
520	4600	Bar Purchases	14,800	7,980	53.9%	Expenditure expected to be higher. Possible miss allocation to 520 4605 – investigating with General Manager. Allowing for anticipated sales early July for large dinner event and the last month of trading.
520	4604	Catering Purchases	2,000	3,487	174.4%	Catering and café expenditure. Large conference catered in-house in June rather than allowing customer to bring own catering. The client was recharged with margin. Potential of misallocation from Bar purchases – investigating with GM.
520	4605	Café Purchases	2,000	4,328	216.4%	

## AGENDA ITEM 5

## ATTACHMENT 4

INCOME LINES TO NOTE						
520	1048	Bar Sales	37,000	29,380	79.4%	Income budget reduced to reflect closure of Priory Centre. One more month (July) income is to be accounted for, if in line with previous months income will be in line with budget.
520	1052	Café Sales	17,000	16,023	94.3%	Income budget reduced to reflect closure of Priory Centre. One more month (July) income is to be accounted for, if in line with previous months income will exceed budget.
525	1050	Hall Hire	£44,000	£34,385	78.1%	Income budget reduced to reflect closure of Priory Centre. One more month (July) income is to be accounted for, if in line with previous months income will be in line with budget.

## St Neots Town Council 2024/2025

## Bank - Cash and Investment Reconciliation as at 30 June 2024

**Confirmed Bank & Investment Balances**Bank Statement Balances

30/06/2024	St Neots BPA	3,650,526.48
30/06/2024	St Neots Current A/c	100,000.00
30/06/2024	Priory Centre Current	538,081.30
30/06/2024	Town Council Takings Tin	0.00
30/06/2024	Public Sector Deposit Fund	2,000,000.00
30/06/2024	Petty Cash Town Council	170.24
30/06/2024	Priory Centre Takings	8,271.47
30/06/2024	Priory Centre Cafe Petty Cash	286.47
30/06/2024	SNTC Mayor's Charity Fund	5,501.87
30/06/2024	Mayors BPA ACS	350.00
30/06/2024	Barclaycard	0.00
		<b>6,303,187.83</b>

Receipts not on Bank Statement**0.00****Closing Balance****6,303,187.83**All Cash & Bank Accounts

1	Town Council Current Account	3,750,526.48
3	Priory Centre Current Account	538,081.30
4	Takings Cash Book	0.00
5	Public Sector Deposit Fund	2,000,000.00
7	Petty Cash Town Council	170.24
8	Cash Floats Priory Centre	8,271.47
10	Priory Centre Cafe Petty Cash	286.47
11	Mayor's Charity Current	5,501.87
12	Mayor's Charity Savings	350.00
13	Barclaycard	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>6,303,187.83</b>

	B	E	F	H
1	<b>St Neots Town Council</b>			
2	<b>Reserves as at 30 June 2024</b>			
3	<b>Title</b>	<b>01/04/2024</b>	<b>Spent/Added 24-25</b>	<b>AS AT 30/06/2024</b>
4				
5	Land and buildings acquis reserve	115,444		115,444
6	IT Hardware	5,742		5,742
7	Website Programming	1,247		1,247
8	Memorial Inspection	6,255		6,255
9	Highway Improvements and LHIF	98,009		98,009
11	Depot Equipment and vehicles	4,567		4,567
12	Depot Ride on Mowers	30,000		30,000
13	Communtiy Buildings (Mus survey-FC 28/02/23)	200,057		200,057
14	Loves Farm Community Centre	117		117
15	The Cage Lock up (21/22 budget notes)	2,000		2,000
16	St Neots Music Festival (FC 27/10-ref 104, FC28-02-23)	0		0
17	Members Training (FC 12/01/21)	2,922		2,922
18	Staff training (FC 22/02/21)	11,678		11,678
19	Equipment and furniture office (21/22 budget notes-new carpet)-TC Running costs balance	3,805		3,805
20	Tree planting/maintenance (21/22 budget notes)	29,889		29,889
21	Electric Cars Charging Points (CAP 20/21)	0		0
22	Carbon Neutral Projects (CAP 20/21)	22,693		22,693
23	Play Areas - Henbr & Arnhe (CAP 20/21)	70,759		70,759
24	Play Areas 22/23 budget (brickhills FC 27/6/23)	0		0
25	Band Stand (CAP 20/21)	15,000		15,000
26	Speed Reducing Signs (CAP 20/21)	4,500		4,500
27	Tourism and Marketing website (20/21)	2,140		2,140
28	Vibrant Community Events (AFD 23/24)	9,000		9,000
29	AFD 23/24	2,626		2,626
30	Youth Council (20/21)	5,923		5,923
31	Youth Council worker	11,680		11,680
32	Provision for Splash Park Loan repayment (CAP 20/21)	60,000		60,000
33	Street scene improv/furniture/notice boards	8,263		8,263
34	War Memorials	7,707		7,707
35	Defib maintenace	1,833	-1,344	489
36	Defib purchase	3,585		3,585
37	LCAS Accreditation	250		250
38	Broadcasting equipment for meetings	1,300		1,300
39	Flood management	5,000		5,000
40	Election expenses (21/22 Budget Notes)	11,477		11,477

	B	E	F	H
41	<b>EARMARKED RESERVES TOTAL AT 31/03/2024</b>	<b>755,469</b>	<b>-1,344</b>	<b>754,125</b>
42				
43	<b>CIL RESERVES</b>			
44	CIL Reserve 2020-2021			324,430
45	CIL Reserve 2021-2022			1,083,338
46	CIL Reserve 2022-2023			167,302
47	CIL Reserve 2024-2025			1,121,468
48	CIL Reserve 2023-2025			375,250
49	<b>TOTAL CIL AS AT 31/03/2024</b>			<b>3,071,788</b>
55				
59	CIL and EARMARKED RESERVES AS AT 30/06/2024			3,825,912
60				
61	Add Section 106 Wintringham			7,130
62	Add Section 106 Bushmead			11,310
63	Add General Reserves b/wd on 1/4/24			1,396,143
64	Add General Reserve surplus for 3 months ended 30/06/2024			1,028,589
65				
66	<b>Total reserves as at 30/06/2024</b>			<b>6,269,084</b>

St Neots Town Council - CIL Reserves As at 30/06/2024

Amount to spend within 5 years of receipt      Deadline to spend within 5 years of receipt

Date	Details	Spent		Amount to spend within 5 years of receipt	Deadline to spend within 5 years of receipt
		31 Mar 24	2024/2025		
CIL 20-21		324,430		324,430	
Total 20-21		<u>324,430</u>	0	<u>324,430</u>	202,453 121,977
CIL 21 - 22		1,083,338		1,083,338	721,546 361,792
CIL 22-23		167,302		167,302	149 167,153
CIL 23-24		1,121,468		1,121,468	561,808 559,660
CIL 24-25		0		375,250.00	375,250
<b>TOTAL CIL Balance at 30/06/2024</b>		<u>2,696,538</u>		<u>3,071,788</u>	<u>3,071,788</u>

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>17 SEPTEMBER 2024</b>
<b>Title:</b>	<b>EARMARKED RESERVES</b>
<b>Contact Officer/S:</b>	<b>TOWN CLERK, RESPONSIBLE FINANCIAL OFFICER</b>

**1. Purpose of the Report**

- 1.1 To seek authority to reallocate or release aged earmarked reserves as part of reviewing the reserves held ahead of the 2025-26 budget setting process.

**2. Recommendation from Operations and Amenities Committee**

- 2.1 That the Committee recommend the following amendments to the Earmarked Reserves;
- 2.1.1 That the 'Depot Equipment/vehicles' reserve is combined with the 'Depot Ride on Mowers' reserve.
- 2.1.2 That Loves Farm Community Centre are asked to draw down on the remaining 'Loves Farm Community Centre' reserve, or that the Council resolve to pay the remaining funds to the organisation.
- 2.1.3 That the 'Bandstand' reserve is allocated to the 'Street Scene improvement/furniture' reserve.
- 2.1.4 That the Provision of 'Splash Park Loan' reserve is renamed 'Splash Park Project' to reduce CIL allocation.

**3. Background**

- 3.1 A town councils holds earmarked reserves for specific purposes to ensure it has funds set aside for future expected expenses or projects. These reserves are allocated for a particular purpose, distinguishing them from general reserves, which are more flexible.
- 3.2 The key reasons for earmarked reserves include:
- **Planned projects or services:** Councils may earmark reserves for upcoming capital projects, such as building new facilities, maintenance, or public space improvements. This ensures the necessary funds are available when needed.
  - **Unpredictable expenses:** Some expenses, like equipment replacement or large repairs, might not occur regularly but still require budgeting. Earmarked reserves provide financial readiness for such expenses.
  - **Financial stability:** By allocating funds in advance for known costs, councils can manage their finances more effectively, avoid financial shortfalls, and prevent the need for borrowing or raising budgets.
  - **Contingency planning:** Councils may set aside reserves for emergencies or unexpected costs, which helps maintain continuity of services during crises without needing to rely on general reserves or emergency funding.

**4. Information**

- 4.1 The Town Council currently holds a number of earmarked funds which are allocated to projects which are either not confirmed as progressing or are no longer required for the intended purpose they were earmarked. Members are asked to consider earmarked funds ahead of the 2025-26 budget setting process and whether any funds are no longer required or need to be re-allocated.
- 4.2 A full list of the Council’s Earmarked Reserves (EMRs) has been provided in attachment 6 of this agenda.
- 4.3 The following EMRs have been highlighted for consideration for possible re-allocation;

Depot Equipment & Vehicles	£4,567	Set aside to build a fund to help manage the large costs of replacing / upgrade vehicles and operations equipment as required.	Combine with Depot Ride on Mowers
Depot Ride on Mowers	£30,000	Set aside to build a fund to help manage the large costs of replacing / upgrading operational ride on mowers as required.	Combine with Equipment & Vehicles
Loves Farm Community Centre	£117	Funds remaining from grant linked to furniture the building at time of launch.	Loves Farm Community Centre asked to draw down on funds or that the Council resolve to pay the funds to the centre.
Band Stand	£15,000	Set aside for a possible project to install band stand at riverside. Although the location is not specified by the EMR. There is currently no live SNTC project for a bandstand. The land is owned by HDC and the Council has previously been advised that due to flood risks and EA approvals the installation of a bandstand, which would cost significantly more than £15,000 was not feasible.	Reallocate funds to street scene improvement and furniture EMR. Therefore, widening potential use if the funds.
Provision for Splash Park Loan	£60,000	Originally reserved for loan repayments in the event the Council took out a loan to fund project contribution.	Hold in EMR to reduce CIL contribution should the Council release funds for the splash park. To rename splash park project.

**5. Financial Implications**

- 5.1 The recommendations in this report are around reallocating existing funds for use and do not require any additional funding to be agreed by the Council.

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>18 SEPTEMBER 2024</b>
<b>Title:</b>	<b>YOUNG PERSONS COUNSELLING SERVICE LEVEL AGREEMENT</b>
<b>Contact Officer/S:</b>	<b>TOWN CLERK</b>

**1. Purpose of the Report**

- 1.1 To provide the committee with an update on the return of funding provided to the Young Persons Counselling Service (YPCS) as part of a Service Level Agreement (SLA) agreed by Council for the provision of youth counselling sessions.
- 1.2 To seek a recommendation from the Committee on whether to engage a qualified youth counsellor directly to continue with the delivery of youth counselling sessions for the 2024/2025 academic year.

**2. Recommendations**

- 2.1 That the Council agree to engage a Youth Counsellor on a sole trader basis to deliver a further academic year of Youth Counselling sessions for 2024/25. That a Service Level Agreement sets out the same deliverables as previously agreed with the Young Persons Counselling Service based on weekly sessions that are delivered across the academic year.

**3. Background**

- 3.1 A revenue budget of £11,000 for the provision of young people's counselling sessions was agreed as part of the 2024/25 budget. The budget was intended to deliver a second year of counselling sessions which had been seen as successful as part of previous delivery.
- 3.2 The Council agreed to re-engage the Young Persons Counselling Service to deliver sessions and agreed an SLA at a meeting of the committee held on 19<sup>th</sup> March 2024.
- 3.3 The sessions were delivered from Longsands School, although it was not intended that the sessions would be solely for the benefit of the schools' pupils and were intended to deliver support for young people outside of the school as well. The school was at the time seen as the most practical safe space available to deliver sessions, which happen during school hours from.
- 3.4 Following the agreement of the SLA funding was provided to the YPCS to start the delivery of sessions for the academic year from September 2024. The SLA set out that 286 hours of counselling would be delivered over approximately 44 weeks for the funding provided by the Council.
- 3.5 The funding provided would deliver one day a week of a therapist's time, which would be comprised of six and a half hours, 5 hours of which will be clinical time with young people with the remaining time used for administration to support the service.

**4. Information**

- 4.1 At the end of July 2024, the YPCS advised the Town Clerk that they would not be able to deliver the counselling sessions as set out in the SLA due to the lack of wider funding for the service, which would no longer be operating and delivering the youth counselling service. As such it was agreed that all funding provided for delivery under the SLA would be returned to the Council.
- 4.2 The YPCS has highlighted the value the counselling sessions delivered, particularly to some young people who would have continued to engage with the service in the 2024/25 academic year. As such they have queried whether the Town Council would be willing to continue to fund sessions be directly engaging the therapist on a direct contract basis.

**5. Option for Continued Delivery**

- 5.1 The Council has been asked whether it would agree to use the £11,000 budgeted funding to continue the delivery of youth counselling sessions by directly engaging the Youth Counsellor delivering work on a sole trader basis.
- 5.2 Under an agreement with the sole trader the same number of client hours would be delivered during term time, plus the same level of administration time (5 sessions plus 1.5 hours admin per week). The total level of hours delivered would be 253.5 over 39 weeks (2024-25 academic term time).
- 5.3 Under the former service level agreement with the YPCS would have carried out a level of supervision and extra resources/administration/reporting that will now need to pass to the therapist to deliver directly within the administration time allowed for.
- 5.4 The total cost for continuing with the delivery of the youth counselling via directly engaging in an agreement with the therapist delivering the work would be £10,725.

**6. Financial Implications**

- 6.1 The Council has a 2024-25 revenue budget of £11,000 for Young Persons Counselling. Funding from this budget was allocated to the Young Persons Counselling Service to deliver youth counselling.
- 6.2 The Council is to receive back £11,000 in funding from the YPCS, who are no longer able to deliver the services as set out in the agreed Service Level Agreement.
- 6.3 Following the return of the funding the Council will have an unallocated revenue budget of £11,000 which could be allocated to delivering youth counselling through directly engaging the therapist who delivered the 2023/24 counselling sessions as set out in section 5.

VAT Registration No. GB 214 4299 74

**INVOICE**



St Neots Town Council  
 The Priory Centre  
 Council Offices  
 Priory Lane  
 ST NEOTS  
 PE19 2BH

Pathfinder House  
 St Mary's Street  
 Huntingdon  
 PE29 3TN

**Telephone:** 01480 388388  
**Website:** www.huntingdonshire.gov.uk  
**Email:** income@huntingdonshire.gov.uk  
**Payment Enquiries:** 01480 388164

<b>Customer No.</b>	60001838
<b>Invoice No.</b>	70082434
<b>Document Date</b>	22-Jul-2024
<b>Reference</b>	
<b>Contact</b>	
<b>Phone No.</b>	
<b>Email</b>	

DESCRIPTION	NET PRICE	VAT
St Neots Town Council by-election 2 May 2024		
1.00 Unit(s) @ £13,353.96 Vat Rate: Outside Scope	13,353.96	0.00
<b>DUE DATE</b> 12-Aug-2024		
	<b>NET TOTAL</b>	£13,353.96
	<b>VAT</b>	£0.00
	<b>INVOICE TOTAL</b>	£13,353.96



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Account Number: 04815939  
Account Name: Income Suspense

**Please ensure you quote your customer number and invoice number when making payment.**

Remittance advices can be sent to [remittances@huntingdonshire.gov.uk](mailto:remittances@huntingdonshire.gov.uk)



## By secure online payment via our website

Log on to [www.huntingdonshire.gov.uk/payments](http://www.huntingdonshire.gov.uk/payments), select 'Make a Payment Online', then 'Sundry Debtor Invoices' and follow the on screen instructions.



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Please note that credit cards are not accepted for factory rent payments.



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**ST NEOTS TOWN COUNCIL**

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Date:	17 <sup>th</sup> September 2024
Committee:	Finance & Governance Committee
Title:	Christmas Lights Capital Cost
Contact:	Jacqui Coleman – Events and Communications Officer

**1. Purpose of the Report**

- 1.1 To seek a recommendation to the Council on approval to overspend budget line 240 4508 to facilitate enabling works for enhanced Christmas illuminations for 2024. That the overspend will be offset against underspend in budget 240 4507.

**2. Recommendations**

- 2.1 That the Committee recommend the Council approve over expenditure of the Christmas Lights Capital budget (240 4508) by £1,503.10 to allow enabling works for an additional 10 streetlight Christmas decorations. That the overspend is offset against underspend in the Christmas Lights lease budget (240 4507).

**3. Background**

- 3.1 There is currently a 'Christmas Lights Capital Cost Budget' which was created at the start of the Christmas Lights Tender. This was to cover the cost of infrastructure to allow for additional lampposts to display Christmas lights following a reduction streetlight motifs when the High Street cross lighting was installed. However, the work was not completed at the time.
- 3.2 This year is the final year of the current tender Christmas lights contract and the Events and Communications Officer has worked with the current lights tender provider to use the available budget as part of enhancing Christmas illuminations for 2024.
- 3.3 A Christmas Lights tender for the contracted provision of lights post-Christmas 2024 will be brought to the Promotion and Events Committee for consideration. The proposed enabling works to the additional 10 lampposts is a one time expenditure which will provide the opportunity for the delivery of more lights through future contracts as well as in 2024.

**4. Information**

- 4.1 The Council has a revenue budget of £22,000 which covers the annual contract cost of storing, installing, checking, switching on and taking down all Christmas lights (including Christmas tree lights). In line with the contract lights will be installed as usual for December 2024.

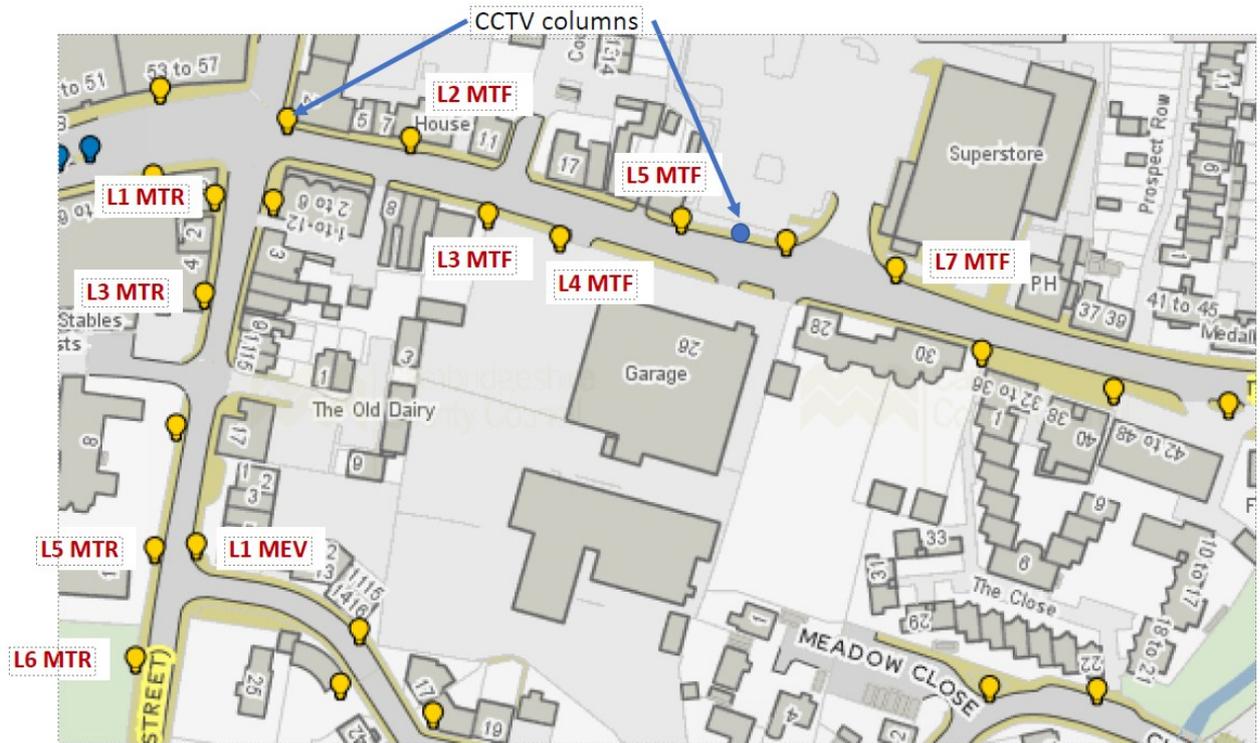
- 4.2 The Council has a £3,000 budget to cover one off works needed to install timer switches and associated electrics to lampposts to allow for additional motifs to be displayed. There would be no additional costs for the motifs, which will be covered by the Council’s exiting illuminations budget.
- 4.3 Working with the Christmas Lights contractor officers have identified 10 lamp posts which could host illuminations. The proposed lampposts are located on Cambridge Street and Church Street. See Appendix 1
- 4.4 The cost for the work to prepare the lampposts and enable the installation of motifs is quoted at £4,503.10.
- 4.5 The current provider would like to donate £2,000 towards the cost of this work as part of their contract delivery.
- 4.6 The Market Square trees which are to be installed will not support the display of lighting as was previously included in the contract, therefore expanding the lights elsewhere in the Town Centre will help ensure the Council continues to provide a quality light display for residents.

**5. Financial Implications**

- 5.1 The Council’s has a £3,000 budget for the works required to the lampposts. Whilst we would only be paying £2,501.10, (within budget), the provider is proposing the Council pay the entire cost of £4,503.10 and the contractor will discount £2,000 from the 2024 Lights Lease and Décor bill which is paid annually.
- 5.2 This would cause an underspend of £2,000 on the Lights Lease and Décor 240/4507 but an overspend of £1,503.10 on the Christmas Lights Capital Cost Budget 240/4508.

Centre	Code	Budget Heading	Agreed Budget	Proposed Spend
240	4507	Christm Lights Lease and Decor	£22,000	£20,000
240	4508	Christm Lights Capital Costs	£3,000	£4,503.10
		<b>Total</b>	£25,000	£24,503.10

Appendix 1



**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>17 SEPTEMBER 2024</b>
<b>Title:</b>	<b>MUSEUM BUILDING REPAIRS</b>
<b>Contact Officer/S:</b>	<b>TOWN CLERK, PROJECT DELIVERY MANAGER</b>

**1. Purpose of the Report**

- 1.1 To provide the committee with a recommendation from the Operations and Amenities Committee that the Council approve the release of £9,990 in funding from the Community Building earmarked reserve for priority repair works on the St Neots Museum building.

**2. Recommendation from Operations and Amenities Committee**

- 2.1 That the Council release £9,990.00 in funding from the earmarked reserve for Community Buildings to complete the replacement of the rear felted flat roof (Job 4), including removal and disposal of 3nos redundant A/C plants and relocation of 8nos working A/C plants with replacement of the pipework.

**3. Background**

- 3.1 The Town Council are the owners of the heritage building which is currently leased to St Neots Museum. The museum has suffered from numerous maintenance issues over recent years, including roof leaks, damp, mould, and cracking in walls. As landlord the Council has a duty to maintain its asset.
- 3.2 The Council previously undertook a heritage building survey so the Council and Museum could start to understand the extent of repair needed to the building and prioritise, plan, and fund such works.
- 3.3 In July 2024, the Council appointed a Project Delivery Manager, who has experience working with historic buildings. The Project Delivery Manager has reviewed the recommendations set out in the historic building survey and met with specialist contractors on site. As a result, priority works have been identified and agreed with the museum. Priority works which could be progressed within delegated budgets have been started to ensure work is completed while weather remains favourable.
- 3.4 There are further priority works which should be completed urgently for which funding would need to be authorised by the Council.

**4. Information**

- 4.1 The Historic Building Survey covers all aspects of the building's condition and existing issues and prioritises those from the historic building conservation and preservation point of view.
- 4.2 Despite all the recommendations of the survey are reasonable, some of the suggested priorities cannot be justified as feasible and urgent (i.e. removal of all cement containing render, replace all the plaster with the lime and etc.) and should be considered as part of any further major building redevelopment.

4.3 From the existing building maintenance prospective no other works or deeper investigations can be conducted while the building is suffering from the roof leaks. Resolving the leaking roof problems has been identified as the highest priority work.

4.4 The Operations and Amenities Committee note that officers progresses with priority jobs that could be completed under delegated maintenance budgets, the jobs completed on the roof were;

**Job 0 - General roof repair, including:**

- re-bedding/re-pointing all ridge and hip tiles;
- replacement of missing and broken slates;
- replacement of damaged structural timbers and roofing battens;
- replacement of the roofing membrane on lower sections and where else needed;
- repair and correction of the lead work and soakers;
- chimneys capping;
- clearing and fixing all the gutters and downpipes.

**Job 1 – Middle Valley, including:**

- renewing of the fibreglass gutter in lead;
- removal of the existing pipework and bricking up existing outlet;
- installation of the new outlet and pipework in the loft area.

**Job 2 – Front Flat Roof, including:**

- stone copings capped in lead;
- narrow gap between buildings bridged with lead;
- missing lead and soakers reinstated along the edge of the slate roof pitch.

**Job 3 – Opposite Middle Valley/Side Flat roof outlet, including:**

- renewing of the fibreglass gutter in lead;
- fixing outlet correctly.

4.5 The Council noted that further works were required if the Council were to completely address issues and all areas of the roof. The Operations and Amenities Committee agreed to recommended the following work is undertaken;

**Job 4 – Rear Felted Roof including:**

- removal of the existing bitumen roof;
- adjustment of the flat roof pitch for better water run off;
- installation of the new bitumen underfelt and cap sheet;
- renewal of the lead work;
- creation of new outlet above the exercise yard for more efficient water run off including new pipework to the existing downpipe
  
- Decommissioning of redundant aircondition units and plant. Relocation and replacement/re-installation of required air condition units. This work is needed to facilitate the required roof repairs.

4.6 The total cost of all urgent works (Jobs 0 -4) listed above is £19,490.00.

4.7 The Operations and Amenities Committee noted that the cost of completing Jobs 0-3 was £9,500.00 from the existing revenue maintenance budget.

## **AGENDA ITEM 11**

## **ATTACHMENT 11**

- 4.8 The Operations and Amenities Committee is recommending that the Council proceed with two further jobs at a cost of £9,990.00 are required to complete Job 4 and the related works with A/C equipment (removal and disposal of 3nos redundant A/C plants; relocation of 8nos working A/C).
- 4.9 As a result of completing roof works the Museum Building will be watertight from above which will allow to:
- Conduct necessary redecoration works to remove damp sights in Museum Shop area.
  - Install digital boards.
  - Continue with further investigations regarding rising damp issues and consider other recommendations from the Historic Building Survey to proceed with.

### **5. Financial Implications**

- 5.1 The Council maintains a revenue budget of £13,000 for the maintenance of the museum building. This budget also pays for electricity for the old court room (community room), the meter for which is registered to the Town Council.
- 5.2 The required roof works undertaken so far have used up a significant amount of the maintenance budget. Any further works required would need to be funded from the Council's reserves.
- 5.3 The Council has unallocated earmarked reserves of £127,057 for "Community Buildings" for expenditure on maintenance or projects related to improving Town Council owned community buildings.

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE &amp; GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>10<sup>th</sup> SEPTEMBER 2024</b>
<b>Title:</b>	<b>ST MARY'S, ST NEOTS CHURCH WALL</b>
<b>Contact Officer/S:</b>	<b>PROJECT DELIVERY MANAGER</b>

**1. Purpose of the Report**

- 1.1 To provide the committee with a recommendation from the Operations and Amenities Committee on funding for feasibility work on repairs needed to the perimeter wall at St Mary's St Neots, for which the Town Council is responsible.

**2. Recommendations**

- 2.1 That the Committee note information on the Council's responsibilities for the Church Wall maintenance.
- 2.2 That the Committee note the status of the wall as hazardous for the public due to the areas of the wall being at risk of falling.
- 2.3 That the Committee approve a recommendation from the Operations and Amenities Committee that the Council approve expenditure of up to £2,000.00 from General Reserves to appoint a professional consultant (Structural Engineer) to renew the recommendations of previous Structural Survey and provide the design drawings for the wall rebuild/repair.

**3. Background**

- 3.1 St Neots Town Council is responsible for the maintenance of closed church yards at St Mary's St Neots, St Mary's Eynesbury, and St Mary's Eaton Socon.
- 3.2 A churchyard is sometimes described as closed in the non-legal sense that burials have been discontinued there. However, the term closed may be used in a legal sense to mean that a churchyard has been closed for further burials by an Order in Council through a Closing Order.
- 3.3 Once a churchyard is closed, responsibility for maintenance falls on the parochial church council ("PCC") for the parish in which the churchyard lies (s.215(1) of the Local Government Act 1972 ("the 1972 Act")). The PCC is required to keep the churchyard in decent order and its walls and fences (including gates) in good repair.
- 3.4 By virtue of s.215(2) of the 1972 Act, a PCC may at any time serve a written request on the local council to take over the maintenance of the churchyard. Subject to s. 215 (3) of the 1972 Act the council takes over the maintenance three months after service of the request. Following such a process previously St Neots Town Council has the responsibility for maintenance.
- 3.5 There is no statutory guidance on the appropriate standard to which a closed churchyard should be maintained. Advice on the appropriate standard given in a nineteenth century guide for churchwardens

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## **ATTACHMENT 12**

provides as follows: "... to see that the churchyard is kept in a decent and fitting manner, that is cleared of all rubbish, muck, thorns, shrubs and anything else that may annoy parishioners when they come into it ..."

- 3.6 Responsibility for maintenance includes the maintenance of paths which cross a churchyard up to the standard of "decent order" as well as cultivated and uncultivated areas.
- 3.7 Responsibility also extends to the repair of walls and fences. Often, walls, railings and gates are listed under the Planning (Listed Buildings and Conservation Areas) Act 1990 as being of historic or architectural interest. Consequently, the cost of repairs and maintenance is likely to be high.
- 3.8 In the case of St Mary's St Neots, the wall in need of repair is a perimeter wall adjacent to a public highway. This means addressing the wall is a health and safety matter, as well as a conservation matter.

### **4. Information Provided to the Operations and Amenities Committee**

- 4.1 In 2018 Purcell conducted a structural survey to investigate the state of the wall and its foundations.
- 4.2 As a part of the survey five trial pits were excavated next to the wall and no foundations were discovered.
- 4.3 The overall recommendation of the survey was to rebuild most parts of the wall except one area due to the poor state of the brickwork, absence of adequate foundations and extensive damage caused by varied reasons, and, as result, major public health and safety issue due to the risk of wall's falling.
- 4.4 The ground level of the church yard is much higher than the level of the pavement and the road on the other side of the wall. As result, the wall is constantly under pressure because by the amount of soil pushing it towards the road. Considering the weather conditions with increased amount of rain through the year, the ground water and frost continue to cause damage to the bricks and the mortar, making the structure weaker. Some areas of the wall currently can be considered as a hazard to the public.
- 4.5 Town Council officers have neither a full structural survey nor any drawings related to it. Since the survey was taken over 6 years ago the renewal of the recommendations is required as well as reinspection of the wall by Structural Engineer to identify any progressed damage to the areas which were recommended to be preserved.
- 4.6 To estimate the cost for overall repairing/rebuilding of the church wall design drawings required from the Structural Engineer with proposals/specifications for the wall foundations and wall structure itself.
- 4.7 The overall fees for the wall repair/rebuild project enabling (professional review of the previous survey and its conclusions/recommendations, design drawings (sections) for the rebuilt sections of the wall, structural recommendations for the repaired sections of the wall) is estimated to be under £2,000.00.
- 4.8 The works on the Church Wall are outside the responsibility of the HDC Conservation Team and do not require Listed Building Consent. The relevant Diocese is to provide permission for the works.

### **5. Financial Implications**

- 5.1 The costs of repairing/rebuilding the wall as required are to be confirmed, however the costs which will be substantial due to the work required will need to be considered as part of 2025-26 budget setting.
- 5.2 The Council has a professional fees budget of £20,000, which could be used to fund structural engineer reporting. However, this budget is used for annual fees required for the running of Council governance and

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legal advice to support the Council. Given the number of matters and projects the Council is currently dealing with for which professional advice is needed it is likely this budget will come under pressure. The Finance and Governance Committee will need to consider this when considering any recommendation from the Committee.

### 6. References and Legal Powers

6.1 NALC Legal Topic Note 65: Closed Churchyards and Disused Burial Grounds (APPENDIX A)

6.2 s.215 of the Local Government Act 1972 "the 1972 Act"

### 7. Supporting Images



**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>17 SEPTEMBER 2024</b>
<b>Title:</b>	<b>PARKLETS DISPOSAL</b>
<b>Contact Officer/S:</b>	<b>TOWN CLERK</b>

**1. Purpose of the Report**

- 1.1 To seek approval of the Operation and Amenities Committee's recommendation on the disposal of parklets previously located on the St Neots Market Square which are on the Council's asset register.

**2. Recommendation from the Operations and Amenities Committee**

- 2.1 That the Committee approve the disposal of two parklets previously located on the Market Square and that the material be offered to community groups prior to disposal.

**3. Background**

- 3.1 The Operations and Amenities Committee received and considered a report from officers on two parklets that were previously located on the Market Square prior to refurbishment works. The committee received the following background information;

- 3.1.2 In 2021 two 'parklets' were commissioned and purchased through grant funding from the government's 'back to the High Street' scheme as part of COVID recovering. The funding was managed by Huntingdonshire District Council (HDC) and the purpose of the funding was to support town centres and help bring back use of High Streets following the COVID pandemic.
- 3.1.3 The parklets, which are made entirely of wood, were intended to be hardwood and maintenance free. The furniture was comprised of seating areas with in-built planters. They remained located on the Market Square until 2024 when HDC's redevelopment work started.
- 3.1.4 The furniture was dismantled by contractors operating the Market Square site and temporarily been moved to the contractors' compound. The parklets were later delivered to the Steve Van de Kerkhove Community Centre due to lack of any alternative storage. The parklets were delivered by forklift truck in various pieces.
- 3.1.5 The furniture is in a poor state of repair, needing resources to refurbish it to a usable standard.
- 3.1.6 There are no obvious alternative locations for the furniture, which would need to be on hard standing and be in an appropriate location so as not to contribute to anti-social behaviour or become a safety hazard (i.e children climbing on it).
- 3.1.7 There is no sale value in the furniture, due to the condition and the specificity of its use.
- 3.1.8 The Council has no where to store the wood which is a fire hazard in its current location and must be moved.

**4 Information**

- 4.1 The committee considered the furniture and felt that it had reached the end of its economical life. It was therefore agreed that the furniture should be disposed of, but that the furniture and its material should first be offered to a local community group for use.
- 4.2 The parklets are included on the Council's asset register and the permission of the Council must be obtained to dispose of the assets and remove them from the asset register.

**5 Financial Implications**

- 5.1 There is no expenditure related to the recommendations within this report.
- 5.2 The items will need to be removed from the Council's asset register once disposed of.

**6 Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>17 SEPTEMBER 2024</b>
<b>Title:</b>	<b>SERVICE LEVEL AGREEMENTS</b>
<b>Contact Officer/S:</b>	<b>TOWN CLERK</b>

**1. Purpose of the Report**

- 1.1 To seek the view of the committee on the process for considering and recommending potential Service Level Agreements (SLAs) with community service organisations that the Council may be minded providing funding to on an ongoing basis.

**2. Recommendations**

- 2.1 That the Town Clerk and RFO engage with those organisations the Council has granted annual funding to and who will be excluded from regular grant applications under the new grant aid scheme. That officers bring forward an application/SLA from any relevant organisation for consideration by the Committee as part of 2025/26 budget recommendations.
- 2.2 That the Committee identify the basis on which it would consider entering Service Level Agreements and the information it will require to consider any potential funding and agreement.

**3. Background**

- 3.1 The Council introduced an amended grant aid scheme at the start of the current financial year which changes the criteria for grants and the way in which funding is awarded. The purpose of introducing the new grant aid scheme was to help address pressures on the grant budget from an increase in the number of regular (annual) and large grant awards.
- 3.2 Under the new grant policy applicants can make applications for small grants of up to £2,000 or large grants between £5,000 to £10,000. Any grant award above £5,000 needs to be approved by the Full Council. The purpose of splitting the grant applications into small and large was to help ensure that funding for small community groups and projects remained available and that large grants went through a more detailed application process.
- 3.3 A further restriction of the Grant Aid policy is that organisations/applicants may only be awarded a large grant once every two years and not on an annual basis. This was intended to reduce pressure on the grant budget and ensure that the Council was not seen and depended on as an ongoing annual funder for an organisation.
- 3.4 As a result of the limit on how regularly an applicant can apply for a large grant a number of organisations that the Council has historically granted funds to on an annual basis will no longer be able to apply for annual funding. The Council previously suggested that any such organisation which is providing a service which the Council believes is needed and wishes to support through funding should be addressed as a Service Level Agreement (SLA), rather than an annual grant application.

**4. Information**

- 4.1 When agreeing a new grant policy, the Council acknowledged that it would prevent organisations which it had historically supported on a regular basis from applying for annual grant funding. It was agreed that when funding is awarded on an annual basis it would be more appropriate that this is done through a measurable SLA rather than the grant scheme, if the Council felt the service delivered was required and was minded to financially contribute to its delivery.
- 4.2 The purpose of a Service Level Agreement (SLA) is to formalise the partnership between the Town Council and the organisation, ensuring transparency, accountability and efficiency in service delivery. Entering into a SLA would clearly define the expectations, roles and responsibilities regarding the delivery of a particular service for the funding provided. An SLA could be agreed for a number of financial years and set a performance standard for services delivered.
- 4.3 A few organisations have been identified for consideration on entering SLAs. The council must keep in mind the financial implications of entering SLAs and it should be content that an SLA is being entered into to provide a service for Council and/or its community that the council believes is needed, wanted and represents the taxpayer good value for money.
- 4.4 Entering an SLA would need to be approved by the Full Council and will have an impact on the budget and precept. As such any recommended SLAs would have to be considered as part of the wider annual budget setting.

**5. Financial Implications**

- 5.1 The Council has a current grant aid budget of £70,000 for the 2024/25 Council year. The Council will need to consider the level of the grant aid budget for 2025/26 as part of setting its budget and precept.
- 5.2 If the Council were to enter into Service Level Agreements with any organisation there would of course be a cost which will need to be budgeted. The impact on the budget would be dependent on the number of SLA's agreed and the amount of funding related to each.
- 5.3 The Council may wish to consider allocating funds from the existing grant aid budget towards SLA's, however this may have detrimental impact on the level of budget available for annual grants and defeat the purposes for which the new grant aid policy and restrictions were introduced.
- 5.4 The Council would budget for individual SLAs for services it wishes to support financially and this would require inclusion as part of 2025/26 budget considerations and entering an SLA would be dependent on reaching an agreed budget.

**6. Legal Powers**

- 6.1 The action undertaken is covered by the Localism Act 2011, s.1 the General Power of Competence, for which St Neots Town Council is eligible and is a power of first resort allowing the Council to do anything an individual can do.