

## 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 21<sup>st</sup> January 2025** at **7.30pm** in the **Eaton's Community 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**

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 10<sup>th</sup> December 2024 as a true and accurate record.

Attachment 1

**4. Payments**

To receive and consider payments for November 2024.

Attachment 2

**5. Community Groups Annual Grant Funding**

To receive a report from the RFO and confirm payment annual community group funds of £1,400.

Attachment 3

**6. Council Building Energy Audits**

To receive and consider a recommendation from the Operations and Amenities Committee on progressing recommendations arising from building audits as part

Attachment 4

of transitioning the Council's estate towards carbon net-zero. Chairperson of Operations and Amenities Committee to present the Committee's recommendation.

**7. Transition of Operational Vehicles to EV**

To receive, consider and make recommendations on funding in relation to any recommendations from the Operations and Amenities Committee on replacing operational vehicles to hybrid or electric alternatives as part of transitioning towards carbon net-zero. Chairperson of Operations and Amenities Committee to present the Committee's recommendation.

Attachment 5

**8. Oast Building Insurance**

To receive and note a report from the Town Clerk on insurance coverage for The Maltings Oast Building, St Neots.

Attachment 6

**9. Oast Building Feasibility**

To receive a report on progressing feasibility studies for developing uses of the Oast Building and to make a recommendation to the Full Council on the allocation of funding.

Attachment 7

**10. Service Level Agreements**

To receive and provide feedback on a draft Service Level Agreement template to be used as the basis for agreements with those organisations funding has previously been identified for.

Attachment 8

**11. Councillor Travel and Expenses Policy**

To receive and consider amendments to the Councillor Travel and Expenses Policy.

Attachment 9

**12. Date of Next Meeting**

To note that the next scheduled meeting of the Finance and Governance Committee is the 20<sup>th</sup> February 2025 at 7:15pm.

**13. Public Bodies (Admission to Meetings) Act 1960 Exclusion of the press and the Public**

RECOMMENDED In terms of Schedule 12a of the Local Government Act 1972, the following items will be likely to disclose exempt information relating to establishment and contractual matters and it is, therefore, RECOMMENDED that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

**14. Priory Centre Lease**

To receive, consider and agree proposed Heads of Terms for the Priory Centre lease by the Town Council's appointed professional negotiator. These will then be submitted to Huntingdonshire District Council for their consideration and response.

Confidential

## Finance & Governance Committee

**Present:** Cllrs Chapman, Goodman, Hitchin, Maslen and Pitt.

**Absent:** Cllr Banks, Cooper-Marsh, Collins, and Kumar

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

**Minutes** of the meeting of the **Finance & Governance committee** held on **Tuesday 10<sup>th</sup> December** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

### Public Participation

There were no member of the public present.

### ACTIONS

#### 080 Apologies for Absence

Apologies were received from Cllrs Cooper-Marsh and Collins.

Admin

#### 081 Declarations of Interest

Cllr Pitt declared and interest in agenda items 15 and 18 as a cabinet member at Huntingdonshire District Council. Cllr Pitt would not take part in any votes related to these items.

#### 082 Minutes

**RESOLVED** to approve the minutes of the 19<sup>th</sup> November 2024 as a true and accurate record.

#### 083 Payments

Members received and noted payments for October 2024.

A Member raised a query on the cancellation of Christmas events due to bad weather and whether the Council had incurred costs on the cancellation which would be covered by bad weather insurance. The Town Clerk would investigate this with the Events and Communications officer and report back to the next meeting of the committee.

#### 084 Bank Cash and Investment Reconciliations

Members received and noted bank cash and investment reconciliations as at 31st October 2024. The Responsible Financial Officer commented that there is currently £3,000,000 in the CCLA higher interest savings account as of October 2024.

#### 085 Budget Setting 2025-2026

- i) Members received and considered a report from the Priory and Eatons General Manager on 2025-26 budgets. The General Manager explained that income and expenditure was reviewed for the Priory at New Street resulting in increased income targets and lowered resource costs through rota reviews. The need to trade for a full year requires looking at different and new income streams, including room hires.



The General Manager explained that the income from the café is a significant increase from the café in the Priory Centre, with income varying day to day but with particularly higher income at weekends. Part of the rationale for running the facility is to support community groups while also given a way to train and develop new process and procedures as part of establishing a move to the refurbished Priory Centre.

A Member thanked officers for their work in reducing costs. The key to this was embracing the development of business and practices for the newly refurbished Priory Centre. This should include developing solid food offerings and piloting and embedding menu designs ready for the new facility. Developing the market strategy is key to this.

A query was raised over how much hot food was served on average during a week. The General Manager explained it varied day to day but that we do have the tools to analysis this and adapt the menu and offering to the data and profit margins.

- ii) Members received and considered the draft 2025/26 budget and recommend a proposed budget to the Full Council.

Proposed and seconded that the draft 2024-25 budget and precept is recommended to the Full Council.

A Councillor commented that an increase of 2.6% average Band D increase is higher than would have liked but is lower than other Councils and reflects the resources required to continue to deliver services, including new service delivery around youth provision.

**RESOLVED to RECOMMEND** the proposed budget and precept for the financial year 2025/26 and to confirm a precept of £2,480,266.

#### **086 Museum Internal Lighting**

Members received and considered a recommendation from the Operations and Amenities Committee to approve up to £3,000 in unbudgeted expenditure from the Community Buildings earmarked reserve for the replacement of lighting at the building leased to St Neots Museum.

**RESOLVED to RECOMMEND** that the Council approve up to £3,000 in unbudgeted expenditure from the Community Buildings earmarked reserve for the replacement of lighting at the building leased to St Neots Museum.

#### **087 Jubilee Garden**

Members received and considered a recommendation from the Operations and Amenities Committee to approve £9,571 in unbudgeted expenditure from the General Reserve for works to future protect the jubilee mosaic.

A Member explained that there had been some concerns over the costs, but the works that are to be done will benefit the garden as a whole as well of the mosaic and



proposed the recommendation be amended to state it will be an improvement to the garden.

**RESOLVED to RECOMMEND** that the Council approve £9,571 in unbudgeted expenditure from the General Reserve for works to future protect the Jubilee mosaic.

**088 Flood Leaflets**

Members received and considered a request from the Environmental Project Officer for the release of earmarked funding for further distribution of the Town Council's Flood Preparedness leaflet.

**RESOLVED to RECOMMEND** that the Council approve £791.20 in funding from the Flood Prevention earmarked funds for the production and delivery of further flood awareness leaflets to properties in St Neots.

**089 Town Council Offices**

Members received and considered a request from the Deputy Town Clerk for unbudgeted expenditure for security at the Steve Van de Kerkhove Community Centre building temporarily housing the Town Council offices.

**RESOLVED to RECOMMEND** that the Council approve £3,860 in unbudgeted expenditure from the Council's general reserves installation of a CCTV camera and monitoring system at the Steve Van de Kerkhove Community building which is in use as temporary Town Council office space.

**090 Professional Fees Revenue Budget**

Members received and noted a report from the Town Clerk on likely over expenditure in the current year's professional fees budget. Further reporting and monitoring will be brought back to the next meeting of the committee in January 2025.

**091 Eaton Socon Children's Playing Field is due on 31 January 2025**

Members received and considered the Charity Commission annual return Eaton Socon Children's Play Field, for which the Town Council is trustee. **RESOLVED** that the Responsible Financial Officer submit the annual return in line with Charitable Commission deadlines.

**092 Financial Regulations**

Members received and considered recommended amendments to the Financial Regulations on the use of Council credit cards, which would allow the assistant operations manager to be authorised to use a credit card.

**RESOLVED to RECOMMEND** that the Council approve the amendment to the Financial Regulations to permit a council credit card to be issued to the assistant Operations Manager.

**093 Credit Card Policy**

Members received and considered a draft Credit Card policy guiding the use of Council credit cards by officers.



**RESOLVED to RECOMMEND** that the Council adopt the draft Credit Card policy which sets out procedure and guidance for the use of Council credit cards by officers.

#### 094 **Priory Centre Redevelopment**

Members received and considered scheme costs received from Huntingdonshire District Council and its appointed contractor for the Priory Centre redevelopment project. The Town Clerk introduced the reports and shared an email communication he had received from HDC Project Officers ahead of the meeting.

Members discussed at length the information provided, the costs of the redevelopment scheme and confirming a Town Council contribution.

Discussion included the following points;

- Members noted that budget constraints following the start of the return of quotes for specific items and that value engineering would be required to bring the scheme within budget.
- The information provided does not give detail on what is to be delivered as part of the scheme in the available budget. Therefore, it is not clear what the project will deliver for the Town Council's contribution.
- There are unknown costs associated to ensuring the building can operate and deliver a quality service from the start, including theatre tech, AV equipment, kitchen equipment and furnishings. It is not clear what is still in the scope of the budget available and what isn't, for which the Town Council will need to consider funding as building operator.
- The information provided on areas which could potentially be value engineered was out of context and difficult to define what the implications would be for the delivered project; more information was needed on this.
- There needs to be greater understand on the impact of choices made in value engineering and the Town Council needs to be involved in those decisions. A concern was raised on value engineering elements that can't easily be added back into a future scheme or works on the building.
- The Town Council could be seen to have three options, the first being not to make a contribution to the scheme and for a reduced overall project to be delivered. The second to confirm commitment of our funding at an agreed level which must include all elements the Town Council as a tenant would need to deliver a quality operation from day one, such as equipment, furnishings etc. The third, that the Council commits its funding to the building project to deliver a scheme while acknowledging there are additional costs for equipment and furnishings that it will need to fund as operator.
- Members spoke of the challenges in committing CIL funding and the need to be more involved with cost decisions. The Council can't get directly involved



in the procurement process, but could make requests for the specific information it needs to make decisions.

*21:17 Cllr Maslen left the meeting.*

*21:21 Cllr Maslen rejoined the meeting.*

It was proposed and seconded that the Committee recommend that the Council is minded to commit its funding to the Priory Centre Development project, subject to detailed information been provided to the Full Council meeting on December 17<sup>th</sup> on costs of the scheme and what is included within that budget, including specifications on AV equipment, what is not deliverable in the budget which the Town Council will need to fund to ensure the venue is operational, and assurances that St Neots Town Council will have sign off of value engineering decisions through the Building Development Group.

The proposal was put to a vote and failed. Cllr Pitt abstained having declared an interest.

*21:36 Cllr Pitt left the meeting.*

095

**RESOLVED** to suspend standing orders and continue the meeting for a further 10 minutes.

Proposed that the Council increase its contribution to the redevelopment on the basis that it is match funded by Huntingdonshire District Council and that the budget delivers all aspects of the scheme which might otherwise be lost in value engineering.

The proposal was not seconded.

096 *The meeting was suspended at 21:50 and no further items of business were discussed*

097 **Priory Centre Lease**  
Item not discussed.

**COMMITTEE CHAIRPERSON**

Date: 06/01/2025

## St Neots Town Council 2024/2025

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Time: 09:35

## Town Council Current Account

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
04/11/2024	BARCLAYS	DD	25.75		BANK CHARGES
05/11/2024	Priory Centre Cafe Petty Cash	101378	300.00		NS PC
06/11/2024	BRITISH TELECOM	061124	65.42		17756 Spare line OCT TC
07/11/2024	BACS P/L Pymnt Page 5779	BACS Pymnt	28,077.73		BACS P/L Pymnt Page 5779
07/11/2024	PAYROLL	BACS	2,849.28		WEEK 31
08/11/2024	BACS P/L Pymnt Page 5780	BACS Pymnt	9,056.36		BACS P/L Pymnt Page 5780
08/11/2024	BACS P/L Pymnt Page 5781	BACS Pymnt	3,850.00		BACS P/L Pymnt Page 5781
08/11/2024	BACS P/L Pymnt Page 5782	BACS Pymnt	240.00		BACS P/L Pymnt Page 5782
08/11/2024	STAFF EXPENSES	BACS	36.98		OFFICE AND EVENTS
08/11/2024	STAFF EXP	BACS	40.35		STAFF EXP
11/11/2024	Fuel Card Services Ltd	11124	67.20		17518 Card protection OPS
11/11/2024	Fuel Card Services	111124	302.15		Purchase Ledger DDR Payment
11/11/2024	PWLB	DD	12,630.00		LOAN REPAYMENT
12/11/2024	BACS P/L Pymnt Page 5778	BACS Pymnt	3,596.71		BACS P/L Pymnt Page 5778
13/11/2024	O2	131124	318.44		17505 Mobile phones OCT TC
14/11/2024	PAYROLL	BACS	4,895.22		WEEK 32
15/11/2024	PAYROLL	BACS	93,644.22		MONTH 8
15/11/2024	HDC	Std Ord	18.00		RATES-HOWITTS LANE CEM
15/11/2024	HDC	Std Ord	35.00		RATES FARMERS MARKET
15/11/2024	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/11/2024	HDC	Std Ord	119.00		STORE ADJ PUBLIC CONVEINCE
15/11/2024	HDC	Std Ord	130.00		RATES NEW CEMETERY
15/11/2024	HDC	Std Ord	158.00		RATES 6B SOUTH STREET
15/11/2024	HDC	Std Ord	511.00		RATES-EATONS CENTRE
15/11/2024	HDC	Std Ord	1,453.00		RATES-LEVELLERS LANE
15/11/2024	HDC	Std Ord	170.00		RATES-ST JOHN BUILDING
15/11/2024	HDC	Std Ord	1,123.00		Rates-New Street
15/11/2024	Barclaycard	BARCLCARD	4,908.39		BARCLAYCARD
18/11/2024	ANGLIAN WATER SERVICES LTD	181124	392.49		Purchase Ledger DDR Payment
18/11/2024	BIFFA WASTE SERVICES	18112024	534.00		17444 Waste disposal OCT OPS
19/11/2024	BACS P/L Pymnt Page 5783	BACS Pymnt	485.00		BACS P/L Pymnt Page 5783
19/11/2024	BACS P/L Pymnt Page 5792	BACS Pymnt	2,350.20		BACS P/L Pymnt Page 5792
19/11/2024	BRITISH TELECOM	191124	219.55		Purchase Ledger DDR Payment
19/11/2024	BRITISH TELECOM	19112004	316.30		Purchase Ledger DDR Payment
19/11/2024	ST NEOTS DB TEAM	BACS	1,350.00		ST NEOTS DB TEAM
19/11/2024	RAW THEATRE PROD	BACS	100.00		RAW THEATRE PROD
19/11/2024	THE IMPS UKULELES	BACS	300.00		BANKDS IN THE PARK
19/11/2024	Priory Centre Cafe Petty Cash	101379	300.00		NS PC
20/11/2024	BACS P/L Pymnt Page 5784	BACS Pymnt	66,738.84		BACS P/L Pymnt Page 5784
20/11/2024	BACS P/L Pymnt Page 5793	BACS Pymnt	3,850.00		BACS P/L Pymnt Page 5793
20/11/2024	O2	201124	18.68		Purchase Ledger DDR Payment
21/11/2024	BACS P/L Pymnt Page 5794	BACS Pymnt	1,000.00		BACS P/L Pymnt Page 5794
21/11/2024	MAKING SPACE	BACS	1,400.00		GRANT
22/11/2024	BACS P/L Pymnt Page 5795	BACS Pymnt	6,975.00		BACS P/L Pymnt Page 5795
22/11/2024	BACS P/L Pymnt Page 5796	BACS Pymnt	200.00		BACS P/L Pymnt Page 5796
22/11/2024	PAYROLL	BACS	2,852.63		WEEK 33
22/11/2024	HMRC	BACS	22,183.01		PAYE AND NIC M7

Continued on Page 2



## Town Council Current Account

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/11/2024	Siemens Financial Services	DD	576.00		Photocopier lease rental
25/11/2024	Quadient UK Limited	251124	6.00		Purchase Ledger DDR Payment
25/11/2024	ANGLIAN WATER SERVICES LTD	25112024	17.56		17740 Water 8-11 GNR
25/11/2024	Fuel Card Services	2511204	396.50		Purchase Ledger DDR Payment
25/11/2024	BIFFA WASTE SERVICES	2501124	2,369.94		Purchase Ledger DDR Payment
25/11/2024	STAFF EXPENNSSES	BACS	94.13		STAFF EXPENNSSES
25/11/2024	THE CAMBRIDGESHIRE HUNTER	BACS	200.00		CHRISTMAS LIGHTS
27/11/2024	Quadient UK Limited	271124	79.63		Purchase Ledger DDR Payment
27/11/2024	MAYOR	BACS	1,224.19		ALLOWANCE 24/25
28/11/2024	Virgin Media Services	281124	42.92		Purchase Ledger DDR Payment
28/11/2024	Virgin Media Services	28112024	83.75		Purchase Ledger DDR Payment
28/11/2024	PAYROLL	BACS	2,607.52		WEEK 34
28/11/2024	Priory Centre Cafe Petty Cash	101380	300.00		NS PC
28/11/2024	PROPERL	DD	355.07		DOOR SECURITY
28/11/2024	CITATION	DD	628.20		MONTHLY HR SUBSC
30/11/2024	SSE Andrew House Cem Rd	dd93445	516.12		17881-Electr 1/9-31/10 TC
<b>Total Payments</b>			<u>289,740.43</u>		

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAL001</b> <b>Balfour Beatty</b>							
17727 Commando socket TC	22/10/2024	CSUKOU/INV/168957	1	5,403.84	0.00	3,596.71	1,807.13
					<b>0.00</b>	<b>3,596.71</b>	
Above paid on 12/11/2024 by Online Payment Ref BAL001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3,596.71</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>CLO004</b> <b>Cloudy IT group</b>								
17538 IT Support TC	05/11/2024	INV-D-05556	1	18,812.93	0.00	18,812.93	0.00	
					<b>0.00</b>	<b>18,812.93</b>		
Above paid on 07/11/2024 by Online Payment Ref CLO004								
<b>HAN002</b> <b>Handwritten Happiness</b>								
17537 Calligraphy workshop XMA	16/10/2024	100	1	2,000.00	0.00	2,000.00	0.00	
					<b>0.00</b>	<b>2,000.00</b>		
Above paid on 07/11/2024 by Online Payment Ref HAN002								
<b>JME001</b> <b>JM Entertainment Ltd</b>								
17527 Snow globe hire XMAS	31/10/2024	INV-5367	1	2,280.00	0.00	2,280.00	0.00	
17526 Snow Globe generator XMA	31/10/2024	INV-5368	1	180.00	0.00	180.00	0.00	
					<b>0.00</b>	<b>2,460.00</b>		
Above paid on 07/11/2024 by Online Payment Ref JME001								
<b>VIK001</b> <b>Viking Office UK Ltd</b>								
17503 Printer paper TC	20/08/2024	4641739	1	244.80	0.00	244.80	0.00	
					<b>0.00</b>	<b>244.80</b>		
Above paid on 07/11/2024 by Online Payment Ref VIK001								
<b>WEL002</b> <b>Wellers Hedleys</b>								
17528 Professional svcs TC	31/10/2024	830192	1	4,560.00	0.00	4,560.00	0.00	
					<b>0.00</b>	<b>4,560.00</b>		
Above paid on 07/11/2024 by Online Payment Ref WEL002								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>28,077.73</b>	

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RHS001</b>							
<b>RHS Horticultural Services</b>							
17525 Bedding plants TC	23/10/2024	STN022024	1	9,056.36	0.00	9,056.36	0.00
					<b>0.00</b>	<b>9,056.36</b>	
Above paid on 08/11/2024 by Online Payment Ref RHS001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>9,056.36</b>

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TJN001</b>		<b>TJN CONSTRUCTION</b>					
17548-Resurface lane and car p	06/11/2024	INV-0211	1	7,700.00	0.00	3,850.00	3,850.00
					<b>0.00</b>	<b>3,850.00</b>	
Above paid on 08/11/2024 by Online Payment Ref TJN001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3,850.00</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LAK002</b> <b>Lakeside Water</b>							
17540 Water services 5-7 EC	28/05/2024	249309	1	40.00	0.00	40.00	0.00
17541 Water testing 5-7 PC	28/05/2024	249310	1	80.00	0.00	80.00	0.00
17543 Water services 6-7 EC	12/06/2024	249556	1	40.00	0.00	40.00	0.00
17544 Water treatment 6-7 PC	12/06/2024	249557	1	80.00	0.00	80.00	0.00
					<b>0.00</b>	<b>240.00</b>	

Above paid on 08/11/2024 by Online Payment Ref LAK002

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>240.00</b>
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## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>IDI001</b> <b>i-d Image Development</b>								
17612 Photography Rem Sun TC	09/11/2024	09-11-24	1	485.00	0.00	485.00	0.00	
					<b>0.00</b>	<b>485.00</b>		
Above paid on 19/11/2024 by Online Payment Ref IDI001								
<b>Total Purchase Ledger Payments</b>							<b>0.00</b>	<b>485.00</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ALL002</b> <b>All Energy Services Ltd</b>							
17483 Boiler repairs EC	09/10/2024	2380	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 20/11/2024 by Online Payment Ref ALL002							
<b>ART003</b> <b>ARTHUR IBBETT LTD</b>							
17461 Chainsaw & Strimmer OPS	20/08/2024	180726	1	2,316.00	0.00	2,316.00	0.00
17484 Tyre OPS	07/10/2024	183441	1	411.62	0.00	411.62	0.00
17485 Bungee cords ratchet OPS	11/10/2024	183647	1	80.50	0.00	80.50	0.00
					<b>0.00</b>	<b>2,808.12</b>	
Above paid on 20/11/2024 by Online Payment Ref ART003							
<b>AUF290</b> <b>AUFAIT SYSTEMS</b>							
17522 Electrical support PC	11/09/2024	1376	1	540.00	0.00	540.00	0.00
					<b>0.00</b>	<b>540.00</b>	
Above paid on 20/11/2024 by Online Payment Ref AUF290							
<b>BAR003</b> <b>Barcham Trees Plc</b>							
17470 Planting supplies OPS	24/10/2024	165021	1	1,333.20	0.00	1,333.20	0.00
					<b>0.00</b>	<b>1,333.20</b>	
Above paid on 20/11/2024 by Online Payment Ref BAR003							
<b>BED2205</b> <b>BEDFORD TIMBER LTD</b>							
17487 Treated UC3 OPS	01/10/2024	119637	1	42.50	0.00	42.50	0.00
					<b>0.00</b>	<b>42.50</b>	
Above paid on 20/11/2024 by Online Payment Ref BED2205							
<b>BK0032</b> <b>KEN BOOTH &amp; CO LTD</b>							
17518 Cleanign products PC	11/10/2024	453865	1	170.95	0.00	170.95	0.00
17555 Cleaning products PC	29/10/2024	455216	1	76.27	0.00	76.27	0.00
17554 Cleaning products PC	29/10/2024	455217	1	62.60	0.00	62.60	0.00
					<b>0.00</b>	<b>309.82</b>	
Above paid on 20/11/2024 by Online Payment Ref BK0032							



## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BLA001</b>	<b>BLACK WOLF MAKETING LTD</b>						
17508 Keys cut TC	21/10/2024	1192	1	32.51	0.00	32.51	0.00
					<b>0.00</b>	<b>32.51</b>	
Above paid on 20/11/2024 by Online Payment Ref BLA001							
<b>BQ2404</b>	<b>Trade UK</b>						
17529 Flap discs OPS	09/09/2024	1535894229	1	34.74	0.00	34.74	0.00
17592 PPE OPS	01/10/2024	1544318588	1	64.96	0.00	64.96	0.00
17551 Equipment & PPE	02/10/2024	1544825897	1	88.05	0.00	88.05	0.00
17593 Office furnishing TC	03/10/2024	1545281394	1	182.05	0.00	182.05	0.00
17591 Office furnishing TC	04/10/2024	1545658021	1	62.91	0.00	62.91	0.00
17590 PPE OPS	08/10/2024	1546886478	1	104.97	0.00	104.97	0.00
17486 Tools OPS	10/10/2024	1547824344	1	70.04	0.00	70.04	0.00
17552 Screw cap rawlplugs OPS	16/10/2024	15496895756	1	11.71	0.00	11.71	0.00
					<b>0.00</b>	<b>619.43</b>	
Above paid on 20/11/2024 by Online Payment Ref 51							
<b>CAR005</b>	<b>Carpартsexpress Ltd</b>						
17553 Oil OPS	21/10/2024	SS0312629	1	33.77	0.00	33.77	0.00
					<b>0.00</b>	<b>33.77</b>	
Above paid on 20/11/2024 by Online Payment Ref CAR005							
<b>CHA002</b>	<b>The Chaii Hubs Ltd</b>						
17566 Room hire x 7 TC	18/10/2024	181024	1	490.00	0.00	490.00	0.00
					<b>0.00</b>	<b>490.00</b>	
Above paid on 20/11/2024 by Online Payment Ref CHA002							
<b>COM004</b>	<b>Complete Solutions Group Ltd</b>						
17507 Stationery TC	08/10/2024	SINV04124144	1	181.74	0.00	181.74	0.00
					<b>0.00</b>	<b>181.74</b>	
Above paid on 20/11/2024 by Online Payment Ref COM004							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>COP001 Copy IT Digital Solutions Ltd</b>							
17506 Photocopying 8-9/24 TC	08/10/2024	8072948678	1	444.31	0.00	444.31	0.00
					<b>0.00</b>	<b>444.31</b>	
Above paid on 20/11/2024 by Online Payment Ref COP001							
<b>DHS001 DOVE'S HYGIENE SERVICES</b>							
17562 Hygiene svc PC	11/09/2024	44894	1	540.00	0.00	540.00	0.00
					<b>0.00</b>	<b>540.00</b>	
Above paid on 20/11/2024 by Online Payment Ref DHS001							
<b>DRE001 Dream Clean Services Ltd</b>							
17490 Deep clean NOV Toilets	07/10/2024	INV-3640	1	1,604.40	0.00	1,604.40	0.00
17489 Cleaning Sep Depot	07/10/2024	INV-3664	1	231.60	0.00	231.60	0.00
					<b>0.00</b>	<b>1,836.00</b>	
Above paid on 20/11/2024 by Online Payment Ref DRE001							
<b>ELE001 Electric Centre</b>							
17521 Lamps PC	15/10/2024	806-450736	1	15.34	0.00	15.34	0.00
					<b>0.00</b>	<b>15.34</b>	
Above paid on 20/11/2024 by Online Payment Ref ELE001							
<b>ELI001 Elis UK Ltd</b>							
17546 CN Advance turnover EC	15/08/2024	CN0280133	1	-2,457.44	0.00	-2,457.44	0.00
17547 CN Poor svc EC	02/07/2024	CN0278864	1	-29.90	0.00	-29.90	0.00
17545 CN Poor svc EC	02/07/2024	CN0278863	1	-29.90	0.00	-29.90	0.00
17568 Hygiene svcs PC	01/06/2024	IN276183	1	2,680.87	0.00	2,680.87	0.00
16453 Hygiene svcs PC	01/06/2023	2347.04	1	2,437.04	0.00	2,437.04	0.00
					<b>0.00</b>	<b>2,600.67</b>	
Above paid on 20/11/2024 by Online Payment Ref ELI001							
<b>END001 Endersby Awards</b>							
17491 Memorial plaque TC	23/10/2024	05810	1	140.00	0.00	140.00	0.00
					<b>0.00</b>	<b>140.00</b>	
Above paid on 20/11/2024 by Online Payment Ref END001							

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ENE001</b> <b>Energise Ltd</b>							
17492 Energy surveys TC	01/10/2024	INV-1101	1	3,031.20	0.00	3,031.20	0.00
					<b>0.00</b>	<b>3,031.20</b>	
Above paid on 20/11/2024 by Online Payment Ref ENE001							
<b>ESP001</b> <b>ESPO</b>							
17519 Laminator PC	11/10/2024	7506060	1	63.60	0.00	63.60	0.00
17520 Stationery PC	14/10/2024	7507282	1	75.30	0.00	75.30	0.00
					<b>0.00</b>	<b>138.90</b>	
Above paid on 20/11/2024 by Online Payment Ref 12							
<b>GIL001</b> <b>Gilberts Butchers</b>							
17576 Cafe purchases PC	01/10/2024	011024	1	304.19	0.00	304.19	0.00
17582 Cafe supplies PC	31/10/2024	311024	1	45.82	0.00	45.82	0.00
					<b>0.00</b>	<b>350.01</b>	
Above paid on 20/11/2024 by Online Payment Ref GIL001							
<b>HDC001</b> <b>Huntingdonshire District Council</b>							
17394-Recahrge for work Revamp	01/10/2024	700850017	1	40,533.33	0.00	40,533.33	0.00
					<b>0.00</b>	<b>40,533.33</b>	
Above paid on 20/11/2024 by Online Payment Ref HDC001							
<b>HIR001</b> <b>HIRE OR BUY GROUP LTD</b>							
17401 Ballast & cement OPS	17/08/2024	1139602	1	540.00	0.00	540.00	0.00
17403 Battery + charger TC	17/08/2024	1139210	1	12.85	0.00	12.85	0.00
					<b>0.00</b>	<b>552.85</b>	
Above paid on 20/11/2024 by Online Payment Ref HIR001							
<b>HOP001</b> <b>Hopwells</b>							
17453 CN picking error PC	30/09/2024	CK9539054	1	-21.08	0.00	-21.08	0.00
17446 Skimmed milk PC	08/10/2024	CK9540027	1	-8.10	0.00	-8.10	0.00
17449 Cafe stock PC	27/09/2024	IK3113019	1	213.27	0.00	213.27	0.00
17565 Cafe stock PC	08/10/2024	IK3120641	1	348.08	0.00	348.08	0.00
17569 Milk PC	09/10/2024	IK3122167	1	8.10	0.00	8.10	0.00

**Linked to Cashbook 1****Entered Month 8  
by user TK**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
17567 Cafe supplies PC	18/10/2024	IK3125267	1	269.26	0.00	269.26	0.00
17517 Cafe supplies PC	22/10/2024	IK3131867	1	158.69	0.00	158.69	0.00
17511 Milk PC	24/10/2024	IK3133668	1	32.40	0.00	32.40	0.00
17514 Milk PC	28/10/2024	IK3135083	1	21.60	0.00	21.60	0.00
17515 Cafe supplies PC	29/10/2024	IK3135692	1	102.88	0.00	102.88	0.00
17579 Milk PC	31/10/2024	IK3136927	1	27.00	0.00	27.00	0.00
17581 Cafe supplies PC	31/10/2024	IK3136932	1	208.73	0.00	208.73	0.00
					<b>0.00</b>	<b>1,360.83</b>	

Above paid on 20/11/2024 by Online Payment Ref HOP001

**HYG001 HYGIENE SOLUTIONS**

17571 Hygiene svc QTR Toilets	11/10/2024	059261	1	86.24	0.00	86.24	0.00
					<b>0.00</b>	<b>86.24</b>	

Above paid on 20/11/2024 by Online Payment Ref HYG001

**JEW001 Jewson Ltd**

17400 MDF pencil round TC	03/09/2024	3403/01205999	1	111.38	0.00	111.38	0.00
					<b>0.00</b>	<b>111.38</b>	

Above paid on 20/11/2024 by Online Payment Ref JEW001

**KID001 Wider Plan Ltd**

17533 Childcare voucher OCT	23/09/2024	5462708	1	16.00	0.00	16.00	0.00
17577 Childcare voucher TC	23/10/2024	5466027	1	16.00	0.00	16.00	0.00
					<b>0.00</b>	<b>32.00</b>	

Above paid on 20/11/2024 by Online Payment Ref KID001

**LAT001 Latus Group (UK) Ltd**

17570 Health checks TC	31/10/2024	464534	1	1,108.80	0.00	1,108.80	0.00
					<b>0.00</b>	<b>1,108.80</b>	

Above paid on 20/11/2024 by Online Payment Ref LAT001

**LOV002 Love's Farm Community Centre**

17572 Room hire OCT TC	01/10/2024	INV-2133	1	349.75	0.00	349.75	0.00
17478 Activities Xmas	24/10/2024	INV-2155	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>649.75</b>	

Above paid on 20/11/2024 by Online Payment Ref LOV002

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MAS002 MASKEARAI INDUSTRIAL SUPPLIES</b>							
17455 Hygiene rolls OPS	30/09/2024	84271	1	29.82	0.00	29.82	0.00
17573 PPE OPS	03/10/2024	84312	1	469.83	0.00	469.83	0.00
17574 PPE OPS	16/10/2024	84415	1	66.60	0.00	66.60	0.00
					<b>0.00</b>	<b>566.25</b>	
Above paid on 20/11/2024 by Online Payment Ref MAS002							
<b>NIG001 Nightlife Entertainment</b>							
17477 Photobooth hire HALLOWEE	28/10/2024	2533	1	285.00	0.00	285.00	0.00
					<b>0.00</b>	<b>285.00</b>	
Above paid on 20/11/2024 by Online Payment Ref NIG001							
<b>SJO001 S Jones Containers Ltd</b>							
17561 Storage unit hire PC	31/10/2024	I01-2410-15964	1	90.00	0.00	90.00	0.00
					<b>0.00</b>	<b>90.00</b>	
Above paid on 20/11/2024 by Online Payment Ref SJO001							
<b>STI001 Stich Street Crochet</b>							
17585 Workshop YOUTH	03/10/2024	SSC03/2024	1	92.50	0.00	92.50	0.00
					<b>0.00</b>	<b>92.50</b>	
Above paid on 20/11/2024 by Online Payment Ref STI001							
<b>STO0001 Stone King LLP</b>							
17504 Professional fees Aug TC	04/09/2024	239053	1	180.00	0.00	180.00	0.00
17586 Professional fees TC	11/10/2024	240889	1	495.00	0.00	495.00	0.00
					<b>0.00</b>	<b>675.00</b>	
Above paid on 20/11/2024 by Online Payment Ref STO0001							
<b>SWI001 Swift Stitch</b>							
17513 Mayor's T Shirts TC	30/09/2024	8634	1	60.00	0.00	60.00	0.00
17587 Black apron PC	04/10/2024	8640	1	21.00	0.00	21.00	0.00
					<b>0.00</b>	<b>81.00</b>	
Above paid on 20/11/2024 by Online Payment Ref SWI001							

**Linked to Cashbook 1****Entered Month 8  
by user TK**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TCH001</b> <b>Matthew Algie</b>							
17588 Coffee shop supplies PC	01/10/2024	49060000295195	1	553.36	0.00	553.36	0.00
17556 Coffee shop supplies PC	25/10/2024	49060000302742	1	505.50	0.00	505.50	0.00
					<b>0.00</b>	<b>1,058.86</b>	

Above paid on 20/11/2024 by Online Payment Ref TCH001

<b>THE002</b> <b>The Recruitment Agency</b>							
17422 Temp staff 6/10/24 OPS	09/10/2024	12995	1	318.24	0.00	318.24	0.00
17589 Temp staff OPS	18/10/2024	13008	1	159.12	0.00	159.12	0.00
17550 Temp staff OCT OPS	23/10/2024	13020	1	466.75	0.00	466.75	0.00
17534 Temp staff OCT OPS	30/10/2024	13031	1	159.12	0.00	159.12	0.00
					<b>0.00</b>	<b>1,103.23</b>	

Above paid on 20/11/2024 by Online Payment Ref THE002

<b>THI001</b> <b>Think Local</b>							
17564 Advertising NOV TC	15/10/2024	SI-4649	1	585.00	0.00	585.00	0.00
					<b>0.00</b>	<b>585.00</b>	

Above paid on 20/11/2024 by Online Payment Ref THI001

<b>VAT001</b> <b>Nene Business Services Ltd</b>							
17575 Professional services TC	22/10/2024	45841	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	

Above paid on 20/11/2024 by Online Payment Ref VAT001

<b>WHE001</b> <b>Wheels in Motion</b>							
17535 Motor repairs OPS	30/10/2024	7137	1	239.70	0.00	239.70	0.00
					<b>0.00</b>	<b>239.70</b>	

Above paid on 20/11/2024 by Online Payment Ref WHE001

<b>WHI002</b> <b>Whitehall Creative</b>							
17378 Building repairs NEW PC	06/09/2024	060924	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	

Above paid on 20/11/2024 by Online Payment Ref WHI002

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>XLP001</b> <b>Xlpress Ltd</b>							
17494 Signs TC	30/09/2024	35634	1	252.00	0.00	252.00	0.00
17595 Posters TC	07/10/2024	35485	1	24.00	0.00	24.00	0.00
17594 Leaflets TC	07/10/2024	35486	1	34.00	0.00	34.00	0.00
17482 Baby loss banners TC	17/10/2024	35635	1	72.00	0.00	72.00	0.00
17480 Ghost train flyers TC	23/10/2024	35686	1	152.00	0.00	152.00	0.00
17481 Ghost train posters TC	23/10/2024	35687	1	24.00	0.00	24.00	0.00
17479 Ghost train stickers TC	23/10/2024	35688	1	81.60	0.00	81.60	0.00
					<b>0.00</b>	<b>639.60</b>	

Above paid on 20/11/2024 by Online Payment Ref XLP001

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>66,738.84</b>
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## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>STR002</b> <b>Streetmaster Products</b>							
17627 Memorial bench TC	25/09/2024	12222	1	1,119.60	0.00	1,119.60	0.00
17626 Memorial bench TC	25/09/2024	12223	1	1,230.60	0.00	1,230.60	0.00
					<b>0.00</b>	<b>2,350.20</b>	
Above paid on 19/11/2024 by Online Payment Ref STR002							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>2,350.20</b>



## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TJN001</b>		<b>TJN CONSTRUCTION</b>					
17548-Resurface lane and car p	06/11/2024	INV-0211	1	3,850.00	0.00	3,850.00	0.00
					<b>0.00</b>	<b>3,850.00</b>	
Above paid on 20/11/2024 by Online Payment Ref TJN001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3,850.00</b>

Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>NEO001</b> <b>Neotists CIC</b>							
17655 Market performance FARM	01/10/2024	INV-00136	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>1,000.00</b>	
Above paid on 21/11/2024 by Online Payment Ref NEO001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,000.00</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HDC001</b>	<b>Huntingdonshire District Council</b>						
17726 Rent 10-12/24 DEPOT	01/10/2024	70083616	1	6,875.00	0.00	6,875.00	0.00
					<b>0.00</b>	<b>6,875.00</b>	
Above paid on 22/11/2024 by Online Payment Ref HDC001							
<b>STA001</b>	<b>Stay Fabulous</b>						
17673 Yoga seesion XMAS	06/11/2024	237	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 22/11/2024 by Online Payment Ref STA001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>6,975.00</b>

## Linked to Cashbook 1

Entered Month 8  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>OHS001</b>							
17672Hot drinks XMAS	24/11/2024	001	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>200.00</b>	
Above paid on 22/11/2024 by Online Payment Ref OHS001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>200.00</b>

## Priory Centre Current Account

## List of Payments made between 01/11/2024 and 30/11/2024

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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>
08/11/2024	Payment Sense Ltd	dd-6784	62.40		17906-Card term rent PC 219
08/11/2024	Payment Sense Ltd	dd-6209	62.40		17910-Card term fees TC
08/11/2024	Payment Sense Ltd	DD-1563	96.42		17907-Card term rent PC 579
08/11/2024	Payment Sense Ltd	DD-201	29.95		17911 - FD card charges TC
08/11/2024	Payment Sense Ltd	DD-219	32.84		17909-Card term charges PC219
08/11/2024	Payment Sense Ltd	DD-579	151.06		17908 - FD charges PC
15/11/2024	HDC	Std Ord	1,948.00		RATES - PRIORY CENTRE
28/11/2024	BARCLAYS	DD	15.00		SAME DAY TRF CHARGES
28/11/2024	WELLERS LAY GROUP	BAS	514,500.00		OAST HOUSE
28/11/2024	WELLERS HEDLEY	BACS	173.09		OAST HOUSE PURCHASE FEES

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**Total Payments**      517,071.16

Time: 20:31

## Barclaycard

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2024	AMAZON	BARCLAYCAR	12.99		I PAD CHARGER
08/11/2024	ADOBE	BARCLAYCAR	19.97		COMPUTER SOFTWARE
08/11/2024	POUNDSTRETCHER	BARCLAYCAR	2.48		HALLOWEEN DECORATIONS
08/11/2024	FACEBOOK	BARCLAYCAR	2.00		ADVERTISING
08/11/2024	FACEBOOK	BARCLAYCAR	2.00		ADVERTISING
08/11/2024	AMAZON	BARCLAYCAR	47.96		BUILDING MATERIALS
08/11/2024	FACEBOOK	BARCLAYCAR	2.00		ADVERTISING
08/11/2024	FACEBOOK	BARCLAYCAR	2.00		ADVERTISING
08/11/2024	FACEBOOK	BARCLAYCAR	2.00		ADVERTISING
08/11/2024	FACEBOOK	BARCLAYCAR	2.00		ADVERTISING
08/11/2024	FACEBOOK	BARCLAYCAR	2.00		ADVERTISING
08/11/2024	AMAZON	BARCLAYCAR	41.98		COFFEE CLEANING TABLETS
08/11/2024	BUZZ CATERING	BARCLAYCAR	155.29		CROCKERY
08/11/2024	AMAZON	BARCLAYCAR	14.00		EVENT STORAGE
08/11/2024	AMAZON	BARCLAYCAR	14.00		EVENT STORAGE
08/11/2024	Town Council Current Account	ADJ	2.00		ADJ - PD BY BARCL NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	2.00		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	081124	3.00		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	19.65		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	19.99		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	28.00		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	24.99		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	12.38		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	10.00		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	10.00		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	82.48		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	6.83		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	2.08		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 101124	210.00		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	300.00		ADJ FROM BARCLAY NOT TC AC
08/11/2024	Town Council Current Account	ADJ 081124	6.98		ADJ FROM BARCLAY NOT TC AC
08/11/2024	AMAZON	ADJ	-14.00		DUPLICATE REVERSAL
08/11/2024	WAITROSE	BARCLAYCAR	3.00		TISSUES BABY LOSS
08/11/2024	WAITROSE	BARCLAYCAR	19.65		ANTI BAC COFFEE BABY LOSS`
08/11/2024	AMAZON	BARCLAYCAR	19.99		HALLOWEEN CRAFT
08/11/2024	AMAZON	BARCLAYCAR	28.00		EVENT STORAGE
08/11/2024	AMAZON	BARCLAYCAR	14.00		EVENT STORAGE
08/11/2024	AMAZON	BARCLAYCAR	24.99		DOOR MATS TC
08/11/2024	AMAZON	BARCLAYCAR	12.38		HDMI CABLE TC
08/11/2024	STARBUCKS	BARCLAYCAR	10.00		SUBSISTENCE TC
08/11/2024	AMAZON	BARCLAYCAR	82.48		POSTER FRAME TC
08/11/2024	AMAZON	BARCLAYCAR	6.83		PAPER BAGS HALLOWEEN TC
08/11/2024	POUNDSTRETCHER	BARCLAYCAR	2.08		FOOD CONTAINERS
08/11/2024	NABMA	BARCLAYCAR	210.00		MEMBERSHIP FEES
08/11/2024	THE BARLEY MOW	BARCLAYCAR	300.00		XMAS LIGHTS EVENT
08/11/2024	CLOVER	BARCLAYCAR	6.98		STATIONERY
08/11/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN

Time: 20:31

## Barclaycard

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2024	SCREWFIX DIRECT	BARCLAYCAR	79.99		GREENHURST CANOPY
08/11/2024	AMAZON	BARCLAYCAR	269.28		COLOUR PRINTER TC
08/11/2024	AMAZON	BARCLAYCAR	18.99		REFUSE BIN TC
08/11/2024	AMAZON	BARCLAYCAR	3.69		DECORATIONS
08/11/2024	AMAZON	BARCLAYCAR	5.98		DECORATIONS TC
08/11/2024	AMAZON	BARCLAYCAR	4.29		DRAWING PINS NOTICE BOARD TC
08/11/2024	AMAZON	BARCLAYCAR	34.18		STATIONERY TC
08/11/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY TC
08/11/2024	AMAZON	BARCLAYCAR	5.99		KEY COVERS TC
08/11/2024	AMAZON	BARCLAYCAR	12.99		KEY TAGS TC
08/11/2024	JOHN LEWIS	BARCLAYCAR	89.00		MOBILE PHONE TC
08/11/2024	AMAZON	BARCLAYCAR	13.51		WATER FILTER JUG TC
08/11/2024	AMAZON	BARCLAYCAR	14.44		WATER FILTER CARTIDGES TC
08/11/2024	AMAZON	BARCLAYCAR	8.90		COFFEE MACHINE CLEANING TABLET
08/11/2024	AMAZON	BARCLAYCAR	13.55		DESCALER LIQUID TC
08/11/2024	AMAZON	BARCLAYCAR	199.90		LABEL PRINTER TC
08/11/2024	AMAZON	BARCLAYCAR	649.00		COFFEE MACHINE TC
08/11/2024	AMAZON	BARCLAYCAR	12.99		MELLITA MILK LANCE TC
08/11/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN TC
08/11/2024	AMAZON	BARCLAYCAR	25.99		WELLINGTON BOOTS TC
08/11/2024	AMAZON	BARCLAYCAR	-45.99		REFUND AWNING TC
08/11/2024	ADOBE	BARCLAYCAR	16.64		ACROBAT PRO TC
08/11/2024	ADOBE	BARCLAYCAR	25.32		PHOTOGRAPHY PLAN ACROBAT PRO
08/11/2024	ADOBE	BARCLAYCAR	19.97		ACROBAT PRO TC
08/11/2024	AMAZON	BARCLAYCAR	29.79		HAND TOWELS TC
08/11/2024	MAIL CHIMP	BARCLAYCAR	50.32		SUBSCRIPTION TC
08/11/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN
08/11/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN
08/11/2024	APPLE	BARCLAYCAR	0.99		I CLOUD TC
08/11/2024	GIFF GAFF	BARCLAYCAR	6.00		GIFF GAFF
08/11/2024	AMAZON	BARCLAYCAR	8.99		PRIME MEMBERSHIP TC
08/11/2024	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN
08/11/2024	LAND REGISTRY	BARCLAYCAR	3.00		OWNERSHIP SEARCH TC
08/11/2024	SCREWFIX	BARCLAYCAR	42.98		DUST PAN & BRUSH HEAD BAND
08/11/2024	SCREWFIX	BARCLAYCAR	186.90		DRILL BITS NAILS KEYS
08/11/2024	B & Q	BARCLAYCAR	17.05		PLUG FRAME BATTERIES OPS
08/11/2024	ADOBE	BARCLAYCAR	16.64		ADOBE EDITOR
08/11/2024	ROYAL MAIL	BARCLAYCAR	682.58		FLOOD LEAFLETS DELIVERY TC
08/11/2024	AMAZON	BARCLAYCAR	135.93		HEAD SET TC
08/11/2024	RENTOKIL	BARCLAYCAR	102.36		MAT CLEANING TC
08/11/2024	ROYAL MAIL	BARCLAYCAR	52.50		FLOOD LEAFLET POSTAGE TC
08/11/2024	LIDL	BARCLAYCAR	20.59		YOUTH COUNCIL DISCO
08/11/2024	TESCO	BARCLAYCAR	-3.00		REFUND GROCERIES
08/11/2024	BARNADOS	BARCLAYCAR	3.00		YOUTH COUNCIL DISCO
08/11/2024	ICELAND	BARCLAYCAR	9.50		YOUTH COUNCIL
08/11/2024	TESCO	BARCLAYCAR	85.10		YOUTH COUNCIL REFRESHMENTS
08/11/2024	LIDL	BARCLAYCAR	3.56		PM REFRESHMENTS

Time: 20:31

## Barclaycard

## List of Payments made between 01/11/2024 and 30/11/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/11/2024	APPLE	BARCLAYCAR	0.99		PHONE STORAGE
08/11/2024	APPLE	BARCLAYCAR	2.00		PHONE STORAGE
08/11/2024	DVLA	BARCLAYCAR	34.00		VOLUNTEER ID TC
08/11/2024	TESCO	BARCLAYCAR	81.99		YOUTH COUNCIL REFRESHMENTS TC
08/11/2024	AMAZON	BARCLAYCAR	39.29		MS EQUIPMENT TC
08/11/2024	CHAI HUB	BARCLAYCAR	8.91		YLWH REFRESHMENTS TC
08/11/2024	HIGH SPEED TRAINING	BARCLAYCAR	24.00		TRAINING TC
08/11/2024	HIGH SPPED TRAINING	BARCLAYCAR	48.00		TRAINING TC
08/11/2024	POUNDSTRETCHER	BARCLAYCAR	3.00		YLWH EQUIPMENT TC
08/11/2024	LIDL	BARCLAYCAR	8.90		PM REFRESHMENTS TC
08/11/2024	HIGH SPEED TRAINING	BARCLAYCAR	-24.00		TRAINING TC
08/11/2024	LIDL	BARCLAYCAR	19.95		REFRESHMENTS TC
08/11/2024	T AND T PRIVATE HIRE	BARCLAYCAR	80.60		TRANSPORT YOUTH COUNCIL TC
08/11/2024	VEEZU	BARCLAYCAR	31.80		TRANSPORT YOUTH CAFE TC
08/11/2024	VEEZU	BARCLAYCAR	31.80		TRANSPORT YOUTH CAFE TC
08/11/2024	WAITROSE	BARCLAYCAR	12.50		PAYNES MILL REFRESHMENTS TC
08/11/2024	ICELAND	BARCLAYCAR	6.30		YOUTH COUNCIL F OOD TC
08/11/2024	WAITROSE	BARCLAYCAR	10.25		PM BREAKFAST CLUB TC
08/11/2024	HIGH SPEED TRAINING	BARCLAYCAR	24.00		TRAINING TC
08/11/2024	TESCO	BARCLAYCAR	8.10		YC REFRESHMENTS TC
08/11/2024	TESCO	BARCLAYCAR	7.75		YC REFRESHMENTS TC
08/11/2024	LIDL	BARCLAYCAR	7.47		PAYNE'S MILL REFRESHMENTS TC
08/11/2024	LIDL	BARCLAYCAR	12.01		PAYNE'S MILL REFRESHMENTS TC
08/11/2024	TESCO	BARCLAYCAR	25.15		YC REFRESHMENTS TC
08/11/2024	MORRISONS	BARCLAYCAR	20.50		YC REFRESHMENTS TC
08/11/2024	TESCO	BARCLAYCAR	70.39		YC FOOD TC
08/11/2024	CHAI HUB	BARCLAYCAR	43.56		YLWH REFRESHMENTS TC
08/11/2024	CLOVER	BARCLAYCAR	14.94		YC DISCO TC
08/11/2024	CLOVER	BARCLAYCAR	3.97		YC DISCO TC
08/11/2024	LIDL	BARCLAYCAR	53.43		PAYNE'S MILL REFRESHMENTS TC
08/11/2024	TESCO	BARCLAYCAR	5.20		YC REFRESHMENTS TC
08/11/2024	TESCO	BARCLAYCAR	98.09		YC DISCO TC
08/11/2024	TESCO	BARCLAYCAR	53.13		YC REFRESHMENTS TC
08/11/2024	WAITROSE	DUPL	-3.00		BARCL DUPLICATE
08/11/2024	WAITROSE	DUPL	-19.65		BARCL DUPLICATE
08/11/2024	AMAZON	DUPL	-19.99		BARCLCARD DUPL
08/11/2024	AMAZON	DUPL	-28.00		BARCLCARD DUPL
08/11/2024	AMAZON	DUPL	-14.00		BARCLCARD DUPL
08/11/2024	AMAZON	DUPL	-24.99		BARCLCARD DUPL
08/11/2024	AMAZON	DUPL	-12.38		BARCLCARD DUPL
08/11/2024	STARBUCKS	DUPL	-10.00		BARCLCARD DUPL
08/11/2024	AMAZN	DUPL	-82.48		BARCLACRD DUPL
08/11/2024	AMAZON	DUPL	-6.83		BARCLCARD DUPL
08/11/2024	PUND STRETCHER	DUPL	-2.08		BARCLCARD DUPL
08/11/2024	NABMA	DUPL	-210.00		BARCLACRD DUPL
08/11/2024	THE BARLEY MOW	DUPL	-300.00		DUPL



Barclaycard

List of Payments made between 01/11/2024 and 30/11/2024

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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>
<b>Total Payments</b>			<u>4,893.38</u>		

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ST NEOTS TOWN COUNCIL

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Committee	FINANCE AND GOVERNANCE COMMITTEE
Date:	21 JANUARY 2025
Title:	ANNUAL AGREED COMMUNITY GRANT FUNDING
Contact Officer/s:	TOWN CLERK & RFO

**1. Purpose of the Report**

- 1.1 To seek agreement from the committee on the release of annual allocated funding for community groups as highlighted in previous grant funding schedules reported to the Grants Sub-Committee.

**2. Recommendation**

- 2.1 Recommended that the Council note the information provided and approve the release of allocated community grant funding of £1,400 to the following organisations;

1. Eatons Community Association
2. Loves Farm Community Association
3. Wintringham Residents Association
4. Friends of Priory Park
5. The Pightle

**3. Background**

- 3.1 The Council makes annual grant funding awards to resident's associations and community groups that are undertaking valuable working in our community to work with residents, volunteers and to look after and invest in important public spaces.
- 3.2 The allocation of £1,400 to each of these organisations from the grant aid budget is reported to the grants sub-committee on the grant aid schedule it receives at each meeting. In 2023 it was reported that the RFO would release funding to these organisations upon a request from the body.

**4. Information**

- 4.1. The RFO has received requests from the organisations and is looking to pay the allocated funds before the end of the financial year.
- 4.2 Organisations have provided the RFO with some information on activities they are undertaken, funds that have been spent previously and plans for the coming 12 months.

**5. Financial Implications**

- 5.1. The Town Council has a current year grant aid budget of £74,020. As reported to the Grants Sub-Committee £8,400 of this budget is identified for the groups highlighted in this report along with the Eynesbury Village Residents Association which is no longer active and as such no request for funding has been received. £1,400 will therefore go back to the general grants fund.

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE &amp; GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>21<sup>st</sup> JANUARY 2025</b>
<b>Title:</b>	<b>ENERGISE BUILDING SURVEYS</b>
<b>Contact Officer:</b>	<b>TOWN CLERK</b>

**1. Purpose of the Report**

- 1.1 To receive and consider any recommendations from the Operations and Amenities Committee that arise from a meeting to be held on 21<sup>st</sup> January 2025 ahead of the Finance and Governance meeting on required funding to progress with carbon net-zero actions for Council buildings.
- 1.2 To provide the committee with supporting information on a recommendation from the Environment and Emergency Committee to the Operations and Amenities Committee on progressing recommendations arising from energy building audits as part of transitioning the Council's buildings towards carbon net-zero.

**2. Recommendations****2.1 Operations and Amenities Committee:**

- 2.1.1 To be presented by the Chairperson of the Operations and Amenities Committee.

**2.2 Town Clerk:**

- 2.2.1 That those actions for the depot building that can be progressed within existing revenue budgets are progressed by officers under delegated authority related to those budgets.
- 2.2.2 That up to £5,300 is allocated from the Councils Community Buildings Earmarked Reserve to progress those actions for which there are no existing revenue budgets or insufficient funds in current year revenue budgets.
- 2.2.3 As costs are currently indicative if quotes exceed those indicative costs this will be reported to the Committee for consideration of further funding.

**3. Background**

- 3.1 The Environment and Emergency Committee instructed the Environmental Project Officer to engage a suitably qualified contractor to undertake energy audits of seven Council buildings (six owned and one rented) to establish their current Carbon footprint and to recommend actions for improving their efficiency to reach carbon Net Zero.

- 3.2 The Environment and Emergency Committee have received and reviewed the recommendations arising from the surveys. The recommendations provided vary in terms of impact, costs and resource to deliver. However, there are a series of ‘quick win’ recommendations which are predicted to deliver greater savings than initial costs within the first year and/or have a relatively low initial cost associated with them. The Committee has recommended to the Operations and Amenities Committee that the Council progresses with those recommendations.
- 3.3 The Finance and Governance Committee is asked to consider any recommendations for progressing actions in section 4.1 and to make recommendations to the Council on funding.
- 3.4 Please be advised that all associated prices are indicative and may not accurately reflect market prices. Energin, who produced the audit and recommendations, does not supply or install any recommended products, so have made an estimation of costs, and further surveys and quotes from relevant installers will be required to establish actual costs.

4. Information

4.1 Recommendations from the building surveys identified as carbon reduction ‘quick wins’ are provided below.

Building	Recommendation	Cost (£)	Payback time (years)	Savings (£)	Savings (MWh)	Savings (tCO2e) (rounded to nearest t)
Depot	Seal 'drying room' door	100	0.1	1100	4200	1
	Implement PIR	800	2	400	1500	0
	Review heating and cooling set points	0	N/A	300	1300	0
Eatons	Implement PIR	200	0.8	300	1100	0
	Upgrade to LED lighting	200	0.4	500	1800	0
	Install daylight sensors for outdoor lighting	95	0.3	300	1100	0
Ex-Servicemen's Club	Review heating and cooling set points	0	N/A	1600	5900	1
	Upgrade to LED lighting	400	1.1	300	1300	0
	Implement PIR	1100	6	200	700	0
	Seal cellar door	50	0.4	100	500	0
Gate Lodge	Upgrade to LED lighting	1000	2.2	400	1400	0
	Implement PIR	800	4.5	200	600	0
Museum	Install timer on POU water heater	55	0.1	500	1900	0
	Implement PIR	300	1.9	100	500	0
	Upgrade to LED lighting (already completed?)	600	1.6	400	1500	0
Man Cave	Upgrade to LED lighting	200	7.3	33	100	0
	Implement PIR	48	4.2	11	44	0
Volunteer Centre	Upgrade to LED lighting	100	1.3	87	300	0
	Install timer on POU water heater	55	1.3	42	200	0
	Implement PIR	97	5.3	18	70	0

\*Blue highlighting denotes recommendations which are predicted to have a payback of less than 1 year.

**5. Financial Implications**

- 5.1 The indicative financial implications linked to this report and the actions recommended within it total £6,200.
- 5.2 The costs related to actions for the depot building could be progressed under delegated building maintenance budgets within the current financial year.
- 5.3 The Council has a Community Buildings Earmarked Reserve of approximately £190,000 for which funding could be allocated to complete those recommendations/actions for which there is no available revenue budget.
- 5.4 The costs for six of the actions recommended have a payback period of one year, making them cost neutral to the Council. However, funds will need to be agreed to carrying out the initial cost of implementing.

**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>21<sup>st</sup> JANUARY 2025</b>
<b>Title:</b>	<b>TRANSITION OF OPERATIONAL VEHICLES TO EV</b>
<b>Contact Officer/s:</b>	<b>OPERATIONAL MANAGER, PROJECT DELIVERY MANAGER</b>

**1. Purpose of the Report**

- 1.1 To receive and consider any recommendations from the Operations and Amenities Committee on replacing vehicles within the Council's Fleet to hybrid or electric as part of the Council's ambitions to reach net-zero.
- 1.2 To provide the committee with supporting information on recommendations from the Environment and Emergency Committee to the Operations and Amenities Committee on the replacement of operation vehicles.
- 1.3 To seek the committee's consideration and recommendation on the funding of replacement operational vehicles as part of transitioning to carb net-zero.

**2. Recommendations****2.1 Operations and Amenities Committee:**

- 2.1.1. To be presented by the Chairperson of the Operations and Amenities Committee.

**2.2 Town Clerk:**

- 2.2.1 Subject to recommendations coming forward from the Operations and Amenities Committee, should the replacement of vehicles to hybrid and electric alternatives be recommended to the Finance and Governance Committee that it considers recommending the allocation of £115,000 from the following funds;

- 1) £64,567 from the vehicles and lawnmower earmarked reserve
- 2) £30,000 from the current year revenue budget for vehicles and lawnmowers
- 3) £20,433 from the General Reserves

- 2.2.2 Subject to recommendations from the Operations and Amenities Committee the funding allocated will be for the following vehicle replacements;

- 1) To replace the two oldest diesel vehicles (2010 Ford Ranger and 2013 Nissan Navara) with second-hand plug-in hybrid panel (box style) vans
- 2) To replace one diesel ride-on loan mower with new fully electric ride-on alternative (96" deck)
- 3) To purchase and install two charges for vehicles (EVs and Plug-ins, 7.2kW)
- 4) To purchase special charger for lawn mower batteries

## AGENDA ITEM 7

## ATTACHMENT 5

- 2.2.3 That replaced vehicles (2010 Ford Ranger and 2013 Nissan Navara) are to be disposed of by sale on the open market or with any buying service or used for part-exchange when buying the replacement.

### 3. Background

- 3.1 To comply with the Council's 2030 Carbon NetZero detailed analysis of the current operational fleet, machinery and tools has been done in cooperation between the Operational Manager, Project Delivery Manager, Senior Maintenance Technician and Environmental Project Officer reviewing needs, requirements and suitability of alternative vehicles to ascertain the most appropriate transitions at this time.
- 3.2 The work highlighted in section 3.1 has clearly identified a need to consider alternative to pure EV vehicles further due to the needs of the team and availability of appropriate supply on the market. Discussions also considered the level of fuel usage within the operations team and where the most impact could be made.

### 4. Information

- 4.1 The following information was considered by the Environment and Emergency Committee, which based on this information has made a recommendation to the Operations and Amenities Committee that three operational vehicles are replaced to cleaner alternatives to improve the Council's Carbon Footprint.
- 4.2 Subject to the Operations and Amenities Committee supporting the recommendation the Finance and Governance Committee are asked to consider and make recommendations to the Council on available and appropriate funding.
- 4.3 The Council's vehicles are used to transport operations and equipment to locations in the town where they then undertake work. Therefore, the mileage from these vehicles is limited and is low on a day-to-day basis (estimated as under 10miles).
- 4.4 As well as operating its vehicles, the Council has four diesel ride-on lawn mowers which the operations team use to undertake grass cutting across the town. The ride-on lawn mowers, which are diesel fueled, undertake grass cutting throughout the town daily during grass cutting season. The operations manager has reported that these use 20-25 liters of diesel each per day. Therefore, the council uses significantly more diesel in operating its lawn mowers than it does running its vehicles.
- 4.5 Taking into account the usage and impact of the vehicles and their usage it is suggested that the 2010 Ford Ranger and 2013 Nissan Navara which were recommended to be transitioned are replaced with plug-in hybrid box vans, which do have the required towing and secured storage capacities the Council needs.

With electric powered ranges in an area of 27 miles, day-to-day use (up to a few miles per day) would only ever require electric consumption, meaning that the vehicles would be using 'clean' fuel only. Although, flexibility would exist for longer journeys, also considerably 'cleaner' because of the petrol engines.

- 4.6 Also, low daily mileage of the diesel vehicles created additional issues and costs related to the vehicle maintenance. EV, hybrid or petrol vehicles won't have same issues.
- 4.7 New plug-in hybrid box vans cost up to £35,000 each, whilst the reasonably fresh used versions cost up to £21,000.

## **AGENDA ITEM 7**

## **ATTACHMENT 5**

- 4.8 As the ride-on lawn mowers use considerably more diesel than the vans, requiring up to 25 litres of fuel each per day (the vans tend to be refueled only monthly), it would seem pertinent to consider transitioning the mowers as a priority.
- 4.9 One of the mowers is coming to the end of its life, so it would be advisable to use the opportunity to replace this with an electric alternative.
- 4.10 A model which has been demonstrated to the Operations team and would be suitable is the Mean Green Evo Zero Turn costing £44,185 (74" deck) or £61,250 (96" deck).

### **5. Financial Implications**

- 5.1 Replacements for the 2010 Ford Ranger and 2013 Nissan Navara combined will cost up to £70,000 (new) or £45,000 (used), plus the cost of charging points installation at approximately £5,000 (for 2 chargers).
- 5.2 A replacement ride-on lawn mower would cost up to £61,250 plus £2,450 for a battery charger (at today's market prices). This is significantly more than a diesel lawnmower but could make a larger impact on the Council's fuel usage.
- 5.3 The Council has an EMRs of £34,567 for vehicles and mowers. There is also the current year's budget of £30,000. This gives a total allocated available budget of £64,567.
- 5.4 Funds could be released from the sale of the vehicles to be replaced, although it is anticipated this will be minimal.
- 5.5 A transition to hybrid or electric alternatives will of course result in fuel and operational savings.

### **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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Committee	FINANCE AND GOVERNANCE COMMITTEE
Date:	21 JANUARY 2025
Title:	OAST HOUSE INSURANCE
Contact Officer/s:	TOWN CLERK

**1. Purpose of the Report**

- 1.1 To advise Members of funds spent on insuring the Oast Building following completion on the purchase of building in December 2024.

**2. Recommendation**

- 2.1 Recommended that the Council note the expenditure required for the insurance of the Oast Building as a vacant property and that the committee approves an overspend of £5,244 in the Council's Priory Centre insurance budget.

**3. Background**

- 3.1 As Members are aware the Council agreed to purchase the Oast Building in St Neots. The Council took ownership of the building on 29<sup>th</sup> November 2024 and was required to insure the building from that point.
- 3.2 The Council's insurer for its other assets and liabilities was not able to offer insurance cover for a vacant building. Therefore insurance has been arranged through another provider who works with Council's across the country in insuring both vacant and listed buildings.
- 3.3 The need to incur unbudgeted expenditure to insure the building and estimated costs were previously reported to the Full Council during its decision-making process on purchasing the building. Purchased – current insurer wont insure vacant listed building/ schedule monument.

**4. Information**

- 4.1. The council's insurance revenue budget didn't account for the costs associated with insuring the building as this was set before the owned it. As such there is an overspend which requires approval. Due to the importance and duty to have insurance in place the Clerk approved expenditure.
- 4.2 The annual cost of ensuring the building as a vacant premises is £5,244.
- 4.3 The building has been inspected by the insurer and a report issued to the underwriter. There are two breaches that have been identified by the report and action has already been taken by the operations team to address these breaches.
- 4.4 The Council must resolve annually that it has sufficient insurance in place for its service, operations and assets. The Council does this at its annual meeting, however due to the addition of the building this report is being brought forward to assure the Council that insurance for the Oast building is in place.

4.5 The insurance policy covers a vacant building, and should this change within the 12 month insurance cover, through proposed use of the building for example then permission will need to be sought from the insurer.

**5. Financial Implications**

5.1. In the current year's budget, the Council's insurance costs are split across cost centres, there is no cost centre for the new building, and it is therefore proposed to allocate this as an overspend in the Priory Centre insurance budget line.

5.2 The Council's has a total insurance budget across cost centres of £39,100. At present anticipated year end expenditure is expected to be £35,856, meaning that with the Oast building insurance overall insurance costs are anticipated to be approximately £2,000.

ST NEOTS TOWN COUNCIL

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Committee	FINANCE AND GOVERNANCE COMMITTEE
Date:	21 JANUARY 2025
Title:	OAST HOUSE REDEVELOPMENT – FEASIBILITY STUDY
Contact Officer/s:	PROJECT DELIVERY MANAGER

**1. Purpose of the Report**

- 1.1. To seek the committee's consideration and decision on that funding be allocated from the General Reserve to appoint an Architect and conduct Step 1 of the Project Plan (Appendix A) - Feasibility Studies for Final Shortlist of Ideas for the Oast House Redevelopment.
- 1.2. To provide the committee with information supporting the recommendation.

**2. Recommendation**

- 2.1 Recommended that the Council approve up to £25,500.00 (incl. contingency) in funding from the General Reserve to appoint an Architect and conduct Step 1 of the Project Plan (Appendix A) - Feasibility Studies for Final Shortlist of Ideas for the Oast House Redevelopment

**3. Background**

- 3.1 St Neots Town Council has recently purchased the Oast House building to protect the heritage asset in the town centre and convert it into multi-functional flexible community venue.
- 3.2 Two creative workshops for the Members of the Council took place in October 2024 to identify the most preferable functions for the new community building.
- 3.3 As a result of comprehensive analysis of the workshops outcomes shortlist of ideas was presented to the Council together with the high level project plan on Dec 17<sup>th</sup>, 2024.
- 3.4 The Council approved the proposed approach and delegated Project Delivery Manager to proceed with the Step 1 of the Project Plan - Feasibility Studies for Final Shortlist of Ideas for the Oast House Redevelopment.

**4. Information**

- 4.1. The purpose of the Feasibility Studies is to assess the economic, social, and architectural viability of the shortlisted ideas.

It includes:

1. Architectural Layout Studies:
  - a. Appointment of an architect
  - b. Conducting an existing layout analysis to identify space constraints, structural issues, and adaptability and flexibility for multi-purpose use.
  - c. Developing proposed layout sketches for each idea
  - d. Aligning designs with local building codes and heritage preservation requirements.

2. Market Demand:
  - a. Analysing public interest in the Micro-Brewery, Mini Theatre / Club, Indoor Market, Art Centre, Community Shop and flexible community use space by the use of surveys, focus groups, and community outreach to gather insights.
3. Financial Analysis:
  - a. Providing cost estimates for renovations and initial operational setup.
  - b. Assessing potential revenue from each proposed use.
4. Operational Feasibility:
  - a. Evaluating staffing, logistics, and functional requirements for each idea.

- 4.2. The outcomes of the stage are:
  1. Sketched designs
  2. Heritage Statement
  3. Construction Cost Estimations
  4. Operational models/Business Case

- 4.3 All of above will provide the Council with the essential support for public consultations, pre-planning consultations and planning application, further project development and informative decision-making on the new venue function.

## **5. Financial Implications**

- 5.1. Three architect firms were invited to quote the works within the Step 1 of the Project Plan (Appendix A) - Feasibility Studies for Final Shortlist of Ideas for the Oast House Redevelopment (equivalent to RIBA Stage 2).

Their quotes are:

- a) Company 1 - £14,650.00
- b) Company 2 - £10,000.00 for architectural work and £10,500 for Heritage Statement, Cost Plan and Render View
- c) Company 3 - £16,000.00

- 5.2. The estimation of the required budget to conduct the Feasibility Studies with all supportive documents (Heritage statement, Cost Estimations) including some 3D visualisations (RIBA STAGE 2) is up to £25,500.00 (incl. £5,000.00 contingency)/

- 5.3. The preferred contractor to conduct Feasibility Study is Company 2:

- ✓ lowest quote for architectural studies
- ✓ better approach offering important documents for Step 1 and later consultations (Heritage Statement and Construction Cost Estimation)
- ✓ positive previous experience of work and most recent experience of dealing with LPA
- ✓ good knowledge of the building and adjacent projects

## **6. Supporting documentation**

Appendix A – Oast House Redevelopment Project Plan

## Oast House Development. Project Plan

### I. Conduct Feasibility Studies for Final Shortlist (up to 3 month)

**Purpose:** Assess the economic, social, and architectural viability of the shortlisted ideas.

**Key Areas:**

1. **Architectural Layout Studies:**
  - a. Appoint an architect
  - b. Conduct an **existing layout analysis** to identify space constraints, structural issues, and adaptability.
  - c. Develop **proposed layout sketches** for each idea
  - d. Align designs with local building codes and heritage preservation requirements.
2. **Market Demand:**
  - a. Analyse public interest in the Micro-Brewery, Mini Theatre / Club, Indoor Market, Art Centre, and Community Shop.
  - b. Use surveys, focus groups, and community outreach to gather insights.
3. **Financial Analysis:**
  - a. Provide cost estimates for renovations and initial operational setup.
  - b. Assess potential revenue from each proposed use.
4. **Operational Feasibility:**
  - a. Evaluate staffing, logistics, and functional requirements for each idea.

### II. Engage Stakeholders and Wider Public (up to 1 month)

**Objective:** Ensure buy-in and collaboration from key community members and organisations.

**Actions:**

1. Host public forums and focus groups to gather input on proposed uses.
2. Engage local businesses, cultural organisations, and potential partners for collaborative opportunities.
3. Form an advisory group to oversee development plans and foster transparency.

### III. Get the feedback from the Local Planning Authorities (up to 3 month)

**Purpose:** Engage the LPA and Historic England at the early stage as a part of the feasibility study and get pre-application advice on best approach on application for Planning Permission and Listed Building Consent.

**Actions:**

1. Engage LPA and Historic England receive informal and formal feedback on proposed use of the Oast House.
2. Get formal pre-application advice from LPA.
3. Complete the list of potential limitations, restrictions and risks for building redevelopment.



4. **Choose the final/preferred idea based on outcomes of all the previous stages.**

## **IV. Commission Detailed Architectural Studies (up to 3 month)**

**Purpose:** Address the building's physical limitations and feedback from LPA and adapt the layout to support preferred use.

**Actions:**

1. Work with Architects and Structural Engineers to develop layout designs for preferred idea.
2. Ensure designs balance functional requirements with the Oast House's heritage and aesthetic.
3. Include accessibility improvements, energy efficiency upgrades, and compliance with building regulations.

## **V. Develop a Business Plan (up to 6 month)**

**Components:**

1. Detailed financial projections for preferred idea.
2. Marketing strategies to attract visitors and generate revenue.
3. Resource planning for staffing, maintenance, and ongoing operations.

## **VI. Seek Funding and Partnerships (n/a)**

**Funding Sources:**

1. Explore grants.
2. Consider options to fund project from Council sources.

**Partnership Opportunities:**

1. Collaborate with local breweries, artisans, and non-profits for co-funded initiatives.

## **VII. Launch Pilot Programs (n/a)**

**Objective:** Test ideas to gauge interest and identify operational challenges

**Examples:**

1. Host a pop-up indoor market or seasonal art exhibit.
2. Partner with a local brewery for temporary brewing workshops or tasting events.
3. Organize themed community events to test space usability.

## **VIII. Implement and Monitor (TBC)**

**Steps:**

1. Refine plans based on feasibility studies and pilot program results.
2. Prepare the full pack and apply for the Planning Permission and Listed Building Consent.



# APPENDIX A

3. Appoint the Contractors and Professional team.
4. Once the Permission granted, begin renovations or layout modifications based on architectural studies.
5. Launch the finalised project with a well-publicised community event.

## **Monitoring:**

1. Appoint Project Manager and Quantity Surveyor to monitor the redevelopment stage.
2. Complete and monitor Programme and Budget
3. Prepare a Risk register, monitor risks and apply relevant mitigations.
4. Set performance metrics for operations (visitor numbers, revenue, community satisfaction).
5. Conduct periodic reviews to assess success and adapt strategies.



**DRAFT SLA TEMPLATE**

Members are asked to consider and provide feedback on the following draft Service Level Agreement (SLA) template which will be used as the basis of SLAs with those three organisations (MAST, HVC, CARC) for which funding has been allocated in the 2025/26 budget.

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**Service Level Agreement (SLA)**

**Between**

St Neots Town Council (“the Council”)

**And**

XXXXXXXXXXXXXXXXXX (“the Charity”)

**Date:** TBC

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**1. Purpose of the Agreement**

This Service Level Agreement (SLA) outlines the terms under which [funding recipient] will deliver [service to be provided] funded by St Neots Town Council. The Agreement sets out the obligations of both parties to ensure the effective delivery of services and appropriate use of public funds.

---

**2. Duration of the Agreement**

This Agreement will commence on 1<sup>st</sup> April 2025 and remain in force until 31<sup>st</sup> March 2026, unless terminated earlier in accordance with Section 9 of this Agreement.

The Charity shall have the right to apply for additional grants on an annual basis by following the Council’s applicable grant process.

---

**3. Objectives**

The primary objectives of this Agreement are to:

- Provide funding to the Charity to deliver the [specify service to be delivered] to residents within the parish boundary of St Neots.



- Ensure services are delivered effectively, efficiently, and equitably.
  - Foster collaboration between the Council and the **Charity**.
  - Ensure monitoring and an understanding of need, demand and outcomes to inform impact and future needs and funding consideration.
  - Ensure that St Neots Town Council is spending funds in a transparent and cost-effective way.
- 

#### **4. Funding**

The Council agrees to provide the Charity with funding of **[Agreed funding to be provided for service]**, payable in **6 monthly instalments** as follows:

- **Payment 1: £XXXX on 1<sup>st</sup> April 2025**
- **Payment 2: £XXXX on 1<sup>st</sup> October 2025** (*Note, may need earlier payment date to ensure continuation of service*)

Funding will be subject to:

- Delivery of the agreed outputs (see Section 5).
- Submission of regular monitoring reports (see Section 6).
- Compliance with all terms of this Agreement.

Unspent funds must be returned to the Council at the end of the Agreement term, unless otherwise agreed in writing. The Charity will submit a written request to the Town Clerk to retain unspent funds no later than 30 days before the end of the Agreement term, the Council will then respond in writing within 14 days and this decision will be final.

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#### **5. Outputs and Key Performance Indicators (KPIs)**

The Charity agrees to deliver the following services:

1. TBC
2. TBC
3. TBC
4. TBC

Key Performance Indicators (KPIs):

- TBC
- TBC
- TBC

**Note: Individual Outputs and KPIs are being discussed with the three funding recipients/organisations identified as part of the Council's budget setting process. These outputs and KPI's are based on the information provided to the Committee previously and on which it based its budgeting decision.**

Completed proposed SLAs with specific KPI's will be brought to the meeting of the Finance and Governance Committee in February 2025.

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## **6. Monitoring and Reporting**

The Charity agrees to provide the Council with regular updates as specified in section 8, including:

- Quarterly progress reports detailing expenditure, activities, beneficiaries, and outcomes.
- End-of-project evaluation report, including lessons learned and recommendations.

The Council reserves the right to request additional information or audits if necessary.

---

## **7. Governance and Accountability**

The Charity agrees to:

- Operate in accordance with its governing documents and relevant laws, including charity law.
  - Maintain proper financial records and provide evidence of expenditure upon request.
  - Ensure compliance with safeguarding requirements if working with children or vulnerable adults.
- 

## **8. Roles and Responsibilities**

**The Council** will:

- Provide funding in accordance with Section 4.
- Offer reasonable support and guidance to the Charity on matters relating to the Grant.
- Monitor the delivery of agreed services.

**The Charity** will:

- Deliver the services outlined in Section 5.
- Use the funding solely for the purposes set out in this Agreement.
- Notify the Council promptly of any issues or changes that may affect service delivery.
- Provide reporting as outlined in Section 6, including quarterly reports to the Council which include data evidencing that the objectives in Section 5 are being met.
- These reports will be issued to the Town Clerk by the following dates;
  - 1) XX July 2025

- 2) XX October 2025
  - 3) XX January 2025
  - 4) Final annual report on XX April 2025
  - Acknowledge the Council’s support/funding in promotional material
- 

**9. Termination of Agreement**

This Agreement may be terminated by either party with [30 days] written notice. Grounds for immediate termination by the Council include:

- Misuse of funds.
- Failure to deliver the agreed services.
- Breach of legal or regulatory obligations.

In the event of termination on any of the above grounds, the Council will cease all payments, and the Charity must return any funds to the Council on a pro-rate basis.

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**10. Confidentiality**

Both parties agree to keep confidential any sensitive information shared under this Agreement, except where disclosure is required by law.

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**11. Dispute Resolution**

In the event of a dispute, both parties agree to engage in good faith discussions to resolve the issue. If unresolved, the matter may be referred to mediation or arbitration, as agreed by both parties. Any dispute needs to be raised in writing between the signatories on the Agreement (or their successors), both parties will then seek good faith resolution within 30 days, after which the matter may be referred to etc etc

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**12. Signatures**

This Agreement is signed on behalf of both parties:

**For the Town Council**

Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Signature: \_\_\_\_\_  
Date: \_\_\_\_\_

**For the Charity**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_



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# COUNCILLOR TRAVEL AND SUBSISTANCE POLICY

Reference	SNTC/FI008	Adopted by	Policy and Governance
Prepared by	Town Clerk	Adopted date	26 September 2022
Monitored by	Town Clerk	Minute reference	FG-48-22-23
Monitoring Review	Every Four Years	Review date	September 2026

## 1. LEGAL BACKGROUND

### 1.1 Councillors Allowances

- 1.1.1 In accordance with the Local Authorities (Members Allowances) (England) Regulations 2003; parish councils have the discretion to introduce a members allowances scheme in addition to a travelling allowance and a subsistence allowance.
- 1.1.2 A parish or town council is able to pay a parish basic allowance for each year to its chairman only or to each of its elected members (regulation 25). The amount payable to the chairman may differ from that of other members (i.e. a higher sum could be paid because of the extra duties that may be required of the chairman) but otherwise the sum shall be the same for each member. The allowance is not a salary. It is a figure which is calculated to cover the expenses, which are normally associated with the basic duties of being a local councillor.
- 1.1.3 St Neots Town Council has not introduced a scheme for basic parish councillor allowances. An allowance is budgeted for the Mayor to support the Councillor fulfilling the role in meeting to costs often involved.

### 1.2 Travel and Subsistence

- 1.2.1 Travelling and subsistence allowances are treated separately (see below). There is no set figure and figures may differ from region to region for a variety of reasons.
- 1.2.2 Travel and subsistence allowances can be set by the Council however a parish basic allowance (which St Neots Town Council has not introduced), can only be set by the Council after it has considered the recommendations of the parish remuneration panel of the principal authority. It is recommended where such schemes exist, they must be outlined in a formal policy adopted by the Council. Should St Neots Town Council ever resolve to introduce a scheme for basic parish councilor allowances, it should refer to the National Association of Local Councils (NALC) legal topic note LTN 33 on 'Councillors Allowances'.



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### 1.3 Dependents' Carer's Allowance

Parish and town councillors are not entitled to claim this allowance under the regulations and yet it is available under the new regulations, for example, to those district councillors with dependent children.

## 2. PURPOSE OF POLICY

2.1 This policy sets out the rates, procedures and rules which must be observed for the submission of claims for travelling and subsistence allowances.

## 3. CLAIMS FOR TRAVELLING AND SUBSISTENCE ALLOWANCE

3.1 The council will pay to both elected and co-opted members allowances in respect of travelling and subsistence, including an allowance in respect of travel by bicycle or other non-motorised form of transport, undertaken or incurred in connection with the performance of any duty within the following categories:

- A. The attendance at a meeting of the council or of any committee or sub-committee, of the council, or of anybody to which the council makes appointments or nominations or of any committee or subcommittee of such a body; which takes place outside of the St Neots boundary.
- B. The attendance at a meeting of any association of authorities of which the council is a member; if held outside the St Neots boundary.
- C. The performance of duties in connection with a tender process which requires travel outside the St Neots boundary.
- D. The performance of any duty (outside the St Neots boundary) which requires the inspection of any Premises.
- E. The carrying out of any other duty approved by the council, or any duty of a class so approved, or in connection with, the discharge of the functions of the council or of any of its committees or sub committees, outside of the St Neots boundary

## 4. TRAVEL AND SUBSISTENCE RATES

4.1 For any functions authorised in line with above, travel and subsistence can be authorised for journeys by public transport car, or non-motorised device will be made to members and co-opted members. Payment will not be paid for travel within the St Neots boundary.

4.2 The approved HMRC travel rates will be paid as follows:

- Bus or rail travel cost of journey subject to receipt or ticket being provided to the RFO
- Car £0.45 per mile (HMRC rate)
- Motorbikes £0.24 per mile (HMRC rate)



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- Non-motorised transport (eg: bicycle) £0.10 per mile (HMRC rate)
- Taxi - The cost of taxis will be paid in exceptional circumstances only authorised by the Town Clerk and Responsible Financial Officer on behalf of the Council.

## 5. CLAIMS FOR USE OF THE ST NEOTS CAR SHARE SCHEME WITHIN THE PARISH

- 5.1 Due to the temporary relocation of meetings of the Town Council, its committees and sub-committees to the Eatons Community Centre, Councillors are permitted to claim expenses to use the St Neots Car Share Scheme to travel from their residence to the Eatons Centre to attend those meetings.
- 5.2 The Local Authorities (members allowance) (England) regulations 2003, Part 5, Section 26 gives Councils the power to reimburse Travel expenses. This includes; "... attendance at a meeting of the authority or of any committee or sub-committee of the authority, or of any other body to which the authority makes appointments or nominations, or of any committee or sub-committee of such a body;"
- 5.3 The purpose of permitting an expense claim to use the Car Share Scheme to attend meetings within the parish boundary is to ensure that no Member is disadvantaged by the necessary temporary relocation of meetings while the Priory Centre is redeveloped, ensuring continued involvement in the democratic and decision-making process.
- 5.4 Use of the St Neots Car Share Scheme from a Councillor's residence to the Eatons Community Centre to attend a Council meeting is the only expense for travelling within the parish boundary for which a travel claim can be submitted. All other travel claims must be in line with section 3.1 of this policy.
- 5.5 Costs for claims will be limited to the St Neots Car Share Scheme fees, set at £2 per journey plus 0.45p per mile.
- 5.6 The allowance to claim expenses to use the car share scheme is temporary and is intended to be in place until Council meetings return to the Priory Centre or that Council resolves otherwise. The impact of this policy change will be reviewed by the Council 6 months after the policy is approved.

## 6. OVERNIGHT ACCOMMODATION

- 6.1 Where the nature of the duties being undertaken result in a Councillor/Co-opted member being absent from his/her usual place of residence (more than 2 hours away), overnight accommodation will be booked and paid directly by St Neots Town Council. The overnight accommodation allowance is payable, normally to cover bed and breakfast, where you are required to stay away from home overnight.
- 6.2 There are two types of allowance, one for accommodation in London, and one for accommodation outside London. These allowances are subject to a maximum, which will be reviewed annually.



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- Overnight accommodation outside of London £100.00
- Overnight accommodation in London £130.00

6.3 There may be exceptions where the cost of overnight accommodation exceeds the maximum allowance due to availability. In these circumstances the Town Clerk can authorise the additional expenditure. This authorisation should be attached to your claim for reimbursement.

## 7. SUBSISTANCE EXPENSES

7.1 Expenses may also be paid to cover food and drink (non alcoholic) when associated with a journey outside St Neots boundary as in section 3.1.

7.2 Receipts must be produced for all claims made, ~~except in exceptional circumstances where the Town Clerk may authorise payment without evidence of a receipt.~~

- Breakfast Allowance £6.00
- Lunch Allowance £8.00
- Tea/Coffee Allowance £4.50
- Evening Meal Allowance £20

## 8. CLAIMING EXPENSES

8.1 Claim forms can be obtained from the Town Council office.

The following applies when completing claim forms:-

- Enter your name, date and reasons for the journey and destinations
- Enter the mileage for each journey plus expenses claimed and totals
- Where you can provide a VAT receipt for the petrol purchased shortly before the date of the journey then the Town Council can reclaim the VAT at the appropriate vat mileage rate
- The form should be signed by the claimant and then authorised by the Town Clerk & RFO