



## 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 22<sup>nd</sup> October 2024** at **7.15pm** 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 17<sup>th</sup> September 2024 as a true and accurate record.

Attachment 1

**4. Payments**

i) To receive and consider payments for July 2024.

Attachment 2

ii) To receive and consider payments for August 2024.

Attachment 3

**5. Grant Application**

To receive and further consider a grant application from Relate Cambridgeshire which was deferred by the Grants Sub-Committee.

Attachment 4

**6. Museum Funding**

To receive and consider a request from St Neots Museum on 2024-25 grant funding.

Attachment 5



## 7. Service Level Agreements

To receive and consider initial outline proposals from organisations delivering valuable personal support services in St Neots where the Council may be minded considering funding through a Service Level Agreement to enhance provision.

Any potential Service Level Agreements are to be considered as part of the 2025/26 budget setting process and any funding agreed as part of the budget would be subject to agreement of Service Level Agreement terms.

- i) Money Advice Service St Neots Attachment 6
- ii) Rural Cambridgeshire Citizens Advice Service Attachment 7
- iii) Huntingdonshire Volunteer Centre Attachment 8

## 8. Event Grant Funding

To receive and consider a draft policy for the granting of money from the grant aid budget for local events. The policy is based on the recommendations of a Working Group established for that purpose. Attachment 9

## 9. Priory Centre Budgets

To receive and consider Priory Centre Budgets for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> July 2024. Attachment 10

To receive and consider a report from the General Manager of the Priory and Eatons Centres on the Priory Centre budgets for the period 1<sup>st</sup> April 2024 to 31<sup>st</sup> July 2024. Attachment 11

## 10. Deport Equipment

To receive and consider a recommendation from the Operations and Events Committee that the Council invest in an Avant-AV 760I and suitable attachments at a cost of £60,627 to create efficiencies and capability in the work the team carries out. Attachment 12

## 11. External Audit

To receive and note the outcome of the completed 2023-2024 external audit. Attachment 13

## 12. Equipment Hire Policy

To receive and consider a recommendation from the Operations and Amenities Committee on the adoption of an Equipment Hire Policy. Attachment 14

## 13. Date of Next Meeting

To note that the next scheduled meeting of the Finance and Governance Committee is the 19<sup>th</sup> November 2024 at 7:15pm.

## Finance & Governance Committee

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

**Absent:** Cllr Banks and Kumar

**In attendance:** Town Clerk, Responsible Finance Officer, Project Delivery Manager

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

### Public Participation

There was one member of the public present.

### ACTIONS

**040 Apologies for Absence**

Apologies were received from Cllrs Banks and Kumar.

Admin

**041 Declarations of Interest**

None declared.

**042 Minutes**

**RESOLVED** to approve the minutes of the 16<sup>th</sup> July 2024 as a true and accurate record.

**043 Payments**

Members received and noted payments for June 2024.

A Member queried which budget gazebo weights would come from. The Clerk confirmed this would be allocated to the 'Events Equipment' budget.

**044 Income and Expenditure**

- i) Members received and considered income and expenditure for the year to date. The RFO explained that the report format had changed, and the Balance Sheet now broke down reserves, including showing the level of General Reserves carried over at the end of the last financial year and the current years surplus, which is 6 months precept minus 3 months expenditure.
- ii) Members received and considered a summary report on budget overspends in quarter one. Councillors thanked officers for the report, which was transparent.

Members discussed high expenditure on card fees, and it was explained that this was due to more card transactions than budgeted for at the Priory Centre.

Members noted the Council would not be using the £2,000 glass house rental budget, but that officers would be requesting this money is allocated to annual planting, the costs for which had increased significantly due to now using an external provider.

**045 Bank Cash and Investment Reconciliations**

Members received and noted bank cash and investment reconciliations, which had been reviewed and signed by Cllr Hitchin in her appointed role as a Councillor to check bank reconciliations.

A Member raised a query about why Priory Centre takings were listed separately as they all go into one account. It was explained that income goes to a Priory Centre separate account, which the RFO can transfer between.

A Member raised the merit of moving a further £1,000,000 of funds to the CCLA account. It was agreed by the Clerk that this would be done prior to the next Committee meeting.

**046 Reserves**

- i) Members received and noted the list of current earmarked reserves.
- ii) Members considered reallocation or consolidation of Earmarked Reserves.

**RESOLVED** to rename the 'Depot Ride on Mowers' Earmarked Reserve to 'Ride on Mowers and Vehicles' (EMR12)

**RESOLVED** to rename the 'Depot Equipment and Vehicle' Earmarked Reserve to 'Depot Equipment' (EMR11)

The Operations and Amenities Committee will be asked to consider depot/operations equipment and costs associated to requirements that are anticipated in the coming years.

*Cllr Maslen left the meeting at 20:10.*

**RESOLVED** to pay the Loves Farm Earmarked Reserve of £117 to the Loves Farm Community Association.

*Cllr Maslen returned to the meeting at 20:14.*

**RESOLVED** to rename 'Splash Park Loan' Earmarked Reserve to 'Splash Park Project' Earmarked Reserve to reduce CIL allocation.

**047 Young Persons Counselling Service SLA**

Members noted that an agreed SLA with the Young Persons Counselling Service to provide counselling services to young people in St Neots could not progress and the funds paid by the Council were to be returned to it.

The Council had been asked whether it would consider directly engaging the Counsellor who delivered the sessions as an alternative, therefore allowing the youth counselling to continue.

Members expressed concerns over the additional administration and personnel work this would place on Council officers, as the Council would be engaging a sole



contractor rather than an organisation. While Councillors were mindful of these concerns, they agreed there was important value in the sessions and continuing them as quickly as possible would mean those young people engaging with the service could continue to do so.

**RESOLVED** to allocate the £11,000 Youth Counselling to directly engaging a Youth Counsellor to continue delivering youth counselling sessions out of Longsands.

That the Town Clerk investigate further how the service may be extended or shared across different locations in St Neots.

#### 048 By-Election Costs

**RESOLVED to RECOMMEND** the Council approve expenditure 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 year's election expenses budget.

#### 049 Christmas Lights Expenditure

Members received and considered a report from the Events and Communications Officer on overspend in the capital Christmas light budget to enhance the 2024 display. The overspend would be offset against an underspend in the revenue budget covering the annual contract cost. The cost of the works will enable 10 more lampposts to host Christmas light motifs as part of extending the display along Cambridge Street.

**RESOLVED to 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).

#### 050 Museum Roof Repair

Members received and considered a recommendation from the Operations and Amenities Committee that the Council agree to undertake works they are required to repair the museum roof. The roof has been subject to numerous minor 'patch work' repairs over the years, but its condition has deteriorated to the point that sympathetic works are needed across the various sections of the building to ensure it is watertight. Members noted that a number of urgent works had been completed under the maintenance budget for the building.

Members noted that it was essential to repair the leaks to ensure that the museum could continue to operate safely, that its collections are cared for and that it can progress with new digital boards.

Once the roof is properly fixed other areas of the building can be further investigated in line with the heritage building assessment the Council carried out.

**RESOLVED to RECOMMEND** 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.

#### 051 Church Wall, St Mary's St Neots

Members received and considered a recommendation from the Operations and Amenities Committee that the Council approve expenditure of up to £2,000 for professional services to support enabling works needed to repair the perimeter wall at St Mary's Churchyard, St Neots. The Town Council is responsible for the maintenance of the Churchyard, which includes paths and walls. The wall is adjacent to a highway and as such disrepair poses a health and safety issue.

This enabling work will allow the Project Delivery Manager to come back to the committee with options for progressing.

**RESOLVED to RECOMMEND** 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.

#### 052 Street Furniture

Members received and considered a recommendation from the Operations and Amenities Committee that the Council approve the disposal of two 'parklets' that were previously located on the Market Square and which have reached the end of their economic use.

It was noted that they have no value and need to be removed from asset register.

**RESOLVED to RECOMMEND** the Council approve the disposal of two parklets previously located on the Market Square that have reached the end of their economic life and that they be removed from the asset register.

#### 053 Service Level Agreements

Members received and considered a report on Service Level Agreements and whether the Council might be minded considering entering agreements with organisations to which it has historically awarded annual grant funding. It was commented that a lot of applications coming for yearly large grants were for running costs, which the Council grant scheme does not fund. If the Council is funding any form of running costs it should have control and agreement over how funds are used and delivered.

The Town Clerk explained that any potential SLA would need to be considered as part of the overall budget setting, as it would impact the Council's precept. As such the Council would not be able to agree any Service Level Agreement (SLA) until a budget was resolved and any discussion with organisations should be clear about this.

Members felt it was granting recipients identified to provide an initial basis of an SLA in request to the Council, clearly stating the service that would be provided, why it was needed, the benefit to St Neots and the cost associated to it. The Council would need to know what is being provided and the specific costs against that provision.

Members noted that the type of regular annual grants that would be impacted by the new grant aid policy were from two distinct areas, either service/support of individuals or events. While Members felt that an SLA would work in the case of personal support organisations, it would be appropriate for cultural events.

Members felt that it should be clearly stated that the Council would not expect an application/SLA for something which already receives funding from elsewhere.

It was agreed more work was needed to build a framework around external event funding and how this might be managed, including criteria and structure.

**RESOLVED** that the Town Clerk and RFO engage with those personal support/service organisations the Council has granted annual funding to and who will be excluded from regular grant applications under the new grant aid scheme. That the organisations are invited to put forward proposals for a Service Level Agreement to be considered by the Council as part of the 2025/26 budget recommendations

**RESOLVED** to establish a Working Group to bring forward recommendations on how external event grant funding applications might be managed.

Membership of Working Group to comprise of: Pitt, Goodman, Chapman, Dundas-Todorov, Cooper-Marsh.

#### 054 **Date of Next Meeting**

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 22<sup>nd</sup> October 2024 at 7:15pm.

**COMMITTEE CHAIRPERSON**

Date: 08/10/2024

St Neots Town Council 2024/2025

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Time: 11:13

Town Council Current Account

## List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/07/2024	Jola Cloud Solutions	010724	518.89		Purchase Ledger DDR Payment
01/07/2024	SSE Street lights unmetered	dd-4407	39.23		Purchase Ledger DDR Payment
01/07/2024	SSE Street lights unmetered	dd-4142	37.98		17119-Street Lights June
02/07/2024	BANDS IN THE PARK	BACS	400.00		ST NEOTS BIG BAND
02/07/2024	Scottish & Southern Energy - R	8700231556	-12,670.02		Purchase Ledger DDR Payment
03/07/2024	BACS P/L Pymnt Page 5596	BACS Pymnt	456.00		BACS P/L Pymnt Page 5596
03/07/2024	BACS P/L Pymnt Page 5597	BACS Pymnt	3,209.15		BACS P/L Pymnt Page 5597
03/07/2024	Restore Datashred	030724	75.29		Purchase Ledger DDR Payment
03/07/2024	ST NEOTS LAWN TENNIS	BACS	2,500.00		GRAMT 24/25
03/07/2024	ST NEOTS MUSEUM	BACS	3,668.63		LIVING HISTORY FESTIVAL
03/07/2024	VOLUNTEER CENTRE	BACS	7,400.00		GRANT 24/25
03/07/2024	LOVES FARMCOMMUNITY	BACS	1,900.79		GRANT 24/25
03/07/2024	2ND EYNESBURY GUIDES	BACS	300.00		2ND EYNESBURY GUIDES
03/07/2024	ST NEOTS AND DISTR	BACS	400.00		GRANT 24/25
04/07/2024	BACS P/L Pymnt Page 5594	BACS Pymnt	182.00		BACS P/L Pymnt Page 5594
04/07/2024	BACS P/L Pymnt Page 5595	BACS Pymnt	2,992.93		BACS P/L Pymnt Page 5595
04/07/2024	THE BUS PRINITNG COMPANY	BACS	96.00		ACCESS IN ST NEOTS GRANT
04/07/2024	MUSEUM	BACS	15,960.00		Q2 GRANT
04/07/2024	PAYROLL	BACS	1,666.67		WEEK-13
05/07/2024	BACS P/L Pymnt Page 5598	BACS Pymnt	4,800.00		BACS P/L Pymnt Page 5598
05/07/2024	EVENT HORIZON	BACS	5,697.00		TICKET SALES-QUEEN
05/07/2024	BARCLAYS	DD	29.84		MONTHLY CHARGES
08/07/2024	Fuel Card Services Ltd	080724	202.85		16904 Fuel bill JUN OPS
08/07/2024	Fuel Card Services	080724	360.96		16923 Fuel bill 26-06-24 OPS
10/07/2024	BRITISH TELECOM	100724	50.22		Purchase Ledger DDR Payment
11/07/2024	BACS P/L Pymnt Page 5586	BACS Pymnt	2,756.80		BACS P/L Pymnt Page 5586
11/07/2024	PAYROLL	BACS	2,141.28		WEEK 14
12/07/2024	BACS P/L Pymnt Page 5587	BACS Pymnt	47,997.53		BACS P/L Pymnt Page 5587
15/07/2024	Fuel Card Services	150724	192.97		Purchase Ledger DDR Payment
15/07/2024	HDC	Std Ord	18.00		RATES-HOWITTS LANE CEM
15/07/2024	HDC	Std Ord	35.00		RATES FARMERS MARKET
15/07/2024	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/07/2024	HDC	Std Ord	119.00		STORE ADJ PUBLIC CONVEINCE
15/07/2024	HDC	Std Ord	130.00		RATES NEW CEMETERY
15/07/2024	HDC	Std Ord	158.00		RATES 6B SOUTH STREET
15/07/2024	HDC	Std Ord	511.00		RATES-EATONS CENTRE
15/07/2024	HDC	Std Ord	1,453.00		RATES-LEVELLERS LANE
15/07/2024	Barclaycard	BARCLCARD	4,067.34		MONTHLY REPYAM
15/07/2024	HITWARP	BACS	85.00		AFD STAFF SUBSISTENCE
15/07/2024	HDC	Std Ord	170.00		RATES-ST JOHN BUILDING
16/07/2024	O2	160724	318.36		Purchase Ledger DDR Payment
16/07/2024	Priory Centre Cafe Petty Cash	101363	300.00		PC PETTY CASH TOP UP
16/07/2024	BACS	PAYROLL	73,776.78		MONTH 4 PAYROLL
17/07/2024	BACS P/L Pymnt Page 5584	BACS Pymnt	168.00		BACS P/L Pymnt Page 5584
17/07/2024	BACS P/L Pymnt Page 5585	BACS Pymnt	132.43		BACS P/L Pymnt Page 5585
17/07/2024	S JOnes Containers Ltd	bacs	1,617.00		17075 Container rental PC
17/07/2024	WALKING WITH ERIS	BACS	5,000.00		GRANT 24/25

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## Town Council Current Account

## List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
18/07/2024	O2	180724	18.68		Purchase Ledger DDR Payment
18/07/2024	MONEY ADVICE T NEOTS	BACS	10,000.00		GRANT 24/25
18/07/2024	PAYROLL	BACS	1,489.87		WEEK 15
22/07/2024	Fuel Card Services	220724	97.38		Purchase Ledger DDR Payment
22/07/2024	ANGLIAN WATER SERVICES	22072024	112.17		Purchase Ledger DDR Payment
22/07/2024	ST NEOTS LIBRARY	BACS	500.00		GRANT 24/25
22/07/2024	HMRC	BACS	18,899.72		PAYE AND NIC M3
22/07/2024	BACS P/L Pymnt Page 5645	BACS Pymnt	3,300.00		BACS P/L Pymnt Page 5645
23/07/2024	BACS P/L Pymnt Page 5581	BACS Pymnt	3,300.00		BACS P/L Pymnt Page 5581
23/07/2024	ANGLIAN WATER SERVICES	230724	27.04		17070 Water 4-7/24 CEM RD
23/07/2024	ANGLIAN WATER SERVICES	230724	197.18		17069 Water 4-7/24 CEM RD
23/07/2024	STAFF EXPENSES	BACS	210.50		NEW STREET REPAIRS
23/07/2024	BANDS IN THE PARK	BACS	350.00		DEVIL'S MOJO
23/07/2024	BARCLAYS	DD	15.00		BANK CHARGE
24/07/2024	Quadient UK Limited	240724	56.00		16936 Postage 5/6 TC
25/07/2024	NEOTIMBER	250724	910.01		Purchase Ledger Payment
25/07/2024	BOC LTD	250724	38.68		16896 Gas for pumps PC
25/07/2024	Marston's PLC	250724	3,830.36		Purchase Ledger DDR Payment
25/07/2024	PAYROLL	BACS	1,871.74		WEEK-16
26/07/2024	BACS P/L Pymnt Page 5582	BACS Pymnt	12,152.28		BACS P/L Pymnt Page 5582
26/07/2024	BACS P/L Pymnt Page 5593	BACS Pymnt	1,000.00		BACS P/L Pymnt Page 5593
28/07/2024	Fuel Card Services Ltd	280724	190.44		17072 Fuel bill JUL OPS
29/07/2024	Fuel Card Services	290724	31.78		Purchase Ledger DDR Payment
29/07/2024	Virgin Media Services	290724	42.92		Purchase Ledger DDR Payment
29/07/2024	Virgin Media Services	290724	83.75		Purchase Ledger DDR Payment
29/07/2024	BIFFA WASTE SERVICES	DD-4618	1,567.80		16928 Waste disposal Jun OPS
29/07/2024	CITATION	DD	628.20		MONTHLY HR SUBSC
30/07/2024	Priory Centre Cafe Petty Cash	101364	150.00		PC PETTY CASH TOP UP
31/07/2024	Restore Datashred	DD-4676	75.29		Purchase Ledger DDR Payment
31/07/2024	Jola Cloud Solutions	DD-JNN29	516.20		Purchase Ledger DDR Payment
31/07/2024	PC	PC PC	552.29		PETTY CASH JULY 2024
31/07/2024	Fuel Card Services Ltd	adg	-190.44		Purchase Ledger DDR Payment
<b>Total Payments</b>			<b>243,502.74</b>		

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>SRM001</b>								
<b>SRM</b>								
16892 Security Beacon Light	13/06/2024	10602	1	294.00	0.00	294.00	0.00	
16893 AFD security TC	25/06/2024	10648	1	3,006.00	0.00	3,006.00	0.00	
					<b>0.00</b>	<b>3,300.00</b>		
Above paid on 23/07/2024 by Online Payment Ref SRM001								
<b>Total Purchase Ledger Payments</b>							<b>0.00</b>	<b>3,300.00</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RHS001</b>							
<b>RHS Horticultural Services</b>							
<i>Purchase Ledger BACS Payment</i>	26/07/2024	ON ACC 17021	1	0.00	0.00	12,152.28	-12,152.28
					<b>0.00</b>	<b>12,152.28</b>	
Above paid on 26/07/2024 by Online Payment Ref RHS001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>12,152.28</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>WRI001</b> <b>Wrighton &amp; Barker</b>							
<i>Purchase Ledger BACS Payment</i>	17/07/2024	ON ACC 17023	1	0.00	0.00	168.00	-168.00
					<b>0.00</b>	<b>168.00</b>	
					Above paid on 17/07/2024 by Online Payment Ref WRI001		
					<b>0.00</b>	<b>168.00</b>	
					<b>Total Purchase Ledger Payments</b>		



Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>COM004</b> <b>Complete Solutions Group Ltd</b>							
16881 Stationery TC	18/04/2024	SINV03985839	1	132.43	0.00	132.43	0.00
					<b>0.00</b>	<b>132.43</b>	
				Above paid on 17/07/2024 by Online Payment Ref COM004			
				<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>132.43</b>	

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>JEZ001</b> <b>JezO's Events Limited</b>							
16879 Stage equipment TC	16/04/2024	INV3449	1	2,398.80	0.00	2,398.80	0.00
					<b>0.00</b>	<b>2,398.80</b>	
Above paid on 11/07/2024 by Online Payment Ref JEZ001							
<b>KEL001</b> <b>Traybake Studio</b>							
16878 Entertainment AFD	26/06/2024	INV-0050	1	358.00	0.00	358.00	0.00
					<b>0.00</b>	<b>358.00</b>	
Above paid on 11/07/2024 by Online Payment Ref KEL001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>2,756.80</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ALS001 Alarmsmiths Ltd</b>							
16842 Roller door OPS	13/06/2024	24217	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 12/07/2024 by Online Payment Ref ALS001							
<b>ART003 ARTHUR IBBETT LTD</b>							
16842 Mower parts OPS	18/06/2024	176582	1	65.54	0.00	65.54	0.00
16843 Water pump OPS	24/06/2024	176946	1	388.09	0.00	388.09	0.00
16847 Mower parts OPS	28/06/2024	177280	1	72.52	0.00	72.52	0.00
16844 Mower parts OPS	28/06/2024	177281	1	327.66	0.00	327.66	0.00
16845 Fuel OPS	28/06/2024	177282	1	218.39	0.00	218.39	0.00
					<b>0.00</b>	<b>1,072.20</b>	
Above paid on 12/07/2024 by Online Payment Ref ART003							
<b>AUF290 AUFIT SYSTEMS</b>							
16848 Software support PC	03/06/2024	1228	1	1,000.80	0.00	1,000.80	0.00
					<b>0.00</b>	<b>1,000.80</b>	
Above paid on 12/07/2024 by Online Payment Ref AUF290							
<b>BED2205 BEDFORD TIMBER LTD</b>							
16851 Concrete OPS	10/06/2024	116579	1	83.88	0.00	83.88	0.00
					<b>0.00</b>	<b>83.88</b>	
Above paid on 12/07/2024 by Online Payment Ref BED2205							
<b>BQ2404 Trade UK</b>							
CN 16853 Clipboard OPS	17/06/2024	1506980910	1	-24.99	0.00	-24.99	0.00
16856 Tape measure blade OPS	10/06/2024	1504849159	1	55.96	0.00	55.96	0.00
16852 Fencing Grafter OPS	17/06/2024	1507055528	1	74.54	0.00	74.54	0.00
16855 PPE & Hose reel OPS	26/06/2024	1510526110	1	173.98	0.00	173.98	0.00
16854 Clips & saddles OPS	26/06/2024	1510526129	1	10.48	0.00	10.48	0.00
					<b>0.00</b>	<b>289.97</b>	
Above paid on 12/07/2024 by Online Payment Ref 51							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BRI007 BRIPAT Engineering Limited</b>							
16857 Equipment purchase OPS	04/06/2024	1513566075	1	50.40	0.00	50.40	0.00
					<b>0.00</b>	<b>50.40</b>	
Above paid on 12/07/2024 by Online Payment Ref BRI007							
<b>BT005 BT Events</b>							
16849 Stage works AFD	30/06/2024	1081	1	1,797.36	0.00	1,797.36	0.00
					<b>0.00</b>	<b>1,797.36</b>	
Above paid on 12/07/2024 by Online Payment Ref BT005							
<b>CAM002 Cambridge Trees Ltd</b>							
16859 Tree works OPS	20/06/2024	INV-4610	1	3,270.00	0.00	3,270.00	0.00
					<b>0.00</b>	<b>3,270.00</b>	
Above paid on 12/07/2024 by Online Payment Ref CAM002							
<b>CAM008 Cambridge Catering Hire</b>							
16858 Laundry services PC	03/06/2024	7292	1	339.60	0.00	339.60	0.00
					<b>0.00</b>	<b>339.60</b>	
Above paid on 12/07/2024 by Online Payment Ref CAM008							
<b>CAR003 Carli Hall Design</b>							
16839 T Shirt design TC	29/05/2024	000229_SN_24	1	80.00	0.00	80.00	0.00
					<b>0.00</b>	<b>80.00</b>	
Above paid on 12/07/2024 by Online Payment Ref CAR003							
<b>CAR005 Carpartsexpress Ltd</b>							
16861 Towing strap OPS	07/06/2024	SS0296619	1	26.84	0.00	26.84	0.00
16860 Battery terminal OPS	24/06/2024	SS0298468	1	6.00	0.00	6.00	0.00
					<b>0.00</b>	<b>32.84</b>	
Above paid on 12/07/2024 by Online Payment Ref CAR005							
<b>COO001 COOLERAID LTD</b>							
16831 1 x 19ltr Water PC	30/06/2024	1718679	1	9.30	0.00	9.30	0.00
					<b>0.00</b>	<b>9.30</b>	
Above paid on 12/07/2024 by Online Payment Ref 10							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DHS001 DOVE'S HYGIENE SERVICES</b>							
16837 Hygiene svc JUN PC	30/06/2024	4445	1	30.07	0.00	30.07	0.00
					<b>0.00</b>	<b>30.07</b>	
Above paid on 12/07/2024 by Online Payment Ref DHS001							
<b>DRE001 Dream Clean Services Ltd</b>							
16811 Cleaning JAN Depot	16/02/2024	INV-0751	1	210.00	0.00	210.00	0.00
16862 Cleaning MAY Depot	13/06/2024	40930	1	210.00	0.00	210.00	0.00
					<b>0.00</b>	<b>420.00</b>	
Above paid on 12/07/2024 by Online Payment Ref DRE001							
<b>JSS001 JSS Heating &amp; Plumbing</b>							
16693 Toilet repairs MUSEUM	28/05/2024	INV-0034	1	168.00	0.00	168.00	0.00
					<b>0.00</b>	<b>168.00</b>	
Above paid on 12/07/2024 by Online Payment Ref JSS001							
<b>KID001 Wider Plan Ltd</b>							
16863 Childcare vouchers TC	21/06/2024	5452399	1	16.00	0.00	16.00	0.00
					<b>0.00</b>	<b>16.00</b>	
Above paid on 12/07/2024 by Online Payment Ref KID001							
<b>MAD001 Madingley Mulch</b>							
16866 Top soil OPS	25/06/2024	010294954	1	61.60	0.00	61.60	0.00
16865 Top soil OPS	25/06/2024	010294956	1	47.69	0.00	47.69	0.00
16867 Top soil OPS	25/06/2024	010294959	1	54.65	0.00	54.65	0.00
					<b>0.00</b>	<b>163.94</b>	
Above paid on 12/07/2024 by Online Payment Ref MAD001							
<b>MAS002 MASKEARAI INDUSTRIAL SUPPLIES</b>							
16816 Cleaning products PPE OP	22/05/2024	83340	1	496.97	0.00	496.97	0.00
16869 PPE OPS	05/06/2024	83376	1	841.70	0.00	841.70	0.00
16868 PPE & cleaning OPS	27/06/2024	83570	1	376.46	0.00	376.46	0.00
					<b>0.00</b>	<b>1,715.13</b>	
Above paid on 12/07/2024 by Online Payment Ref MAS002							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>MED001</b> <b>Medic 1 Direct Ltd</b>							
16864 Medical Cover AFD	28/06/2024	M1E2406003	1	4,644.00	0.00	4,644.00	0.00
					<b>0.00</b>	<b>4,644.00</b>	

Above paid on 12/07/2024 by Online Payment Ref MED001

<b>NALC025</b> <b>NATIONAL ASSOCIATION OF LOCAL COUNCILS</b>							
16817 Advertising TC	15/08/2023	702658	1	120.00	0.00	120.00	0.00
					<b>0.00</b>	<b>120.00</b>	

Above paid on 12/07/2024 by Online Payment Ref NALC025

<b>NEO001</b> <b>Neotists CIC</b>							
16820 Market performance TC	01/04/2024	INV-000112	1	1,600.00	0.00	1,600.00	0.00
16819 Market performance TC	01/05/2024	INV-00088	1	1,000.00	0.00	1,000.00	0.00
16872 Market performance TC	01/06/2024	INV-00097	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>3,600.00</b>	

Above paid on 12/07/2024 by Online Payment Ref NEO001

<b>OTI001</b> <b>Otis Limited</b>							
16450 Lift service PC	18/03/2024	23014032/U4	1	884.86	0.00	884.86	0.00
16541 Lift service PC	28/03/2024	23019212/U4	1	2,270.97	0.00	2,270.97	0.00
					<b>0.00</b>	<b>3,155.83</b>	

Above paid on 12/07/2024 by Online Payment Ref 63

<b>PHO001</b> <b>Phoenix Events (East) Ltd</b>							
16835 Compere 28/6 PC	11/06/2024	INV-2236	1	259.20	0.00	259.20	0.00
					<b>0.00</b>	<b>259.20</b>	

Above paid on 12/07/2024 by Online Payment Ref PHO001

<b>QUA002</b> <b>Quality Building Equipment</b>							
16824 Scaffold boards OPS	24/05/2024	INV67574	1	164.82	0.00	164.82	0.00
16871 Scaffold boards OPS	10/06/2024	INV67667	1	501.12	0.00	501.12	0.00
					<b>0.00</b>	<b>665.94</b>	

Above paid on 12/07/2024 by Online Payment Ref QUA002

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RED001</b> <b>Redlynch Leisure Installations Ltd</b>							
16873 Safety improvements OPS	30/06/2024	10796	1	8,004.00	0.00	8,004.00	0.00
					<b>0.00</b>	<b>8,004.00</b>	
Above paid on 12/07/2024 by Online Payment Ref RED001							
<b>RLM001</b> <b>RML Ltd Electrical Services</b>							
16870 Defib mtc TC	10/06/2024	1364	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 12/07/2024 by Online Payment Ref RLM001							
<b>ROS001</b> <b>Playsafety Limited</b>							
16823 Training course OPS	24/05/2024	79474	1	3,803.00	0.00	3,803.00	0.00
					<b>0.00</b>	<b>3,803.00</b>	
Above paid on 12/07/2024 by Online Payment Ref ROS001							
<b>TCE001</b> <b>T Clarke East</b>							
16834 Repairs PC	27/06/2024	FM-107869	1	126.00	0.00	126.00	0.00
					<b>0.00</b>	<b>126.00</b>	
Above paid on 12/07/2024 by Online Payment Ref TCE001							
<b>TCH001</b> <b>Matthew Algie</b>							
16833 Coffee shop supplies PC	19/06/2024	49060000252189	1	455.06	0.00	455.06	0.00
16832 Coffee mchn rent PC	27/06/2024	49060000255246	1	152.35	0.00	152.35	0.00
					<b>0.00</b>	<b>607.41</b>	
Above paid on 12/07/2024 by Online Payment Ref TCH001							
<b>THE002</b> <b>The Recruitment Agency</b>							
16876 CN incorrect invoice TC	19/06/2024	100262	1	-190.94	0.00	-190.94	0.00
16702 Temp bar staff PC	29/05/2024	12724	1	251.60	0.00	251.60	0.00
					<b>0.00</b>	<b>60.66</b>	
Above paid on 12/07/2024 by Online Payment Ref THE002							

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>VAT001 Nene Business Services Ltd</b>							
16784 Professional services TC	30/06/2024	45784	1	720.00	0.00	720.00	0.00
					0.00	720.00	
Above paid on 12/07/2024 by Online Payment Ref VAT001							
<b>WOO003 Woo Music</b>							
16841 Music Session AFD	22/06/2024	0385	1	300.00	0.00	300.00	0.00
					0.00	300.00	
Above paid on 12/07/2024 by Online Payment Ref WOO003							
<b>XLP001 Xipress Ltd</b>							
16736 Leaflets x 200 TC	15/01/2024	32627	1	32.00	0.00	32.00	0.00
					0.00	32.00	
Above paid on 12/07/2024 by Online Payment Ref XLP001							
<b>YOU001 Young People's Counselling Service</b>							
16875 Youth counselling TC	20/06/2024	INV-0339	1	11,000.00	0.00	11,000.00	0.00
					0.00	11,000.00	
Above paid on 12/07/2024 by Online Payment Ref YOU001							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>47,997.53</b>	



## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 4  
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>						
16921 Photography Beacon TC	01/06/2024	010624	1	250.00	0.00	250.00	0.00
16919 Photography AFD 24	01/06/2024	1006024	1	750.00	0.00	750.00	0.00
					<b>0.00</b>	<b>1,000.00</b>	
Above paid on 26/07/2024 by Online Payment Ref IDI001							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>1,000.00</b>	

## Linked to Cashbook 1

Entered Month 4  
by user TK

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>						
16829 Laundry services PC	05/06/2024	2797	1	182.00	0.00	182.00	0.00
					<b>0.00</b>	<b>182.00</b>	
Above paid on 04/07/2024 by Online Payment Ref KLE001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>182.00</b>

## Linked to Cashbook 1

Entered Month 4  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAR001</b> <b>Barretts of St Neots</b>							
16899 Rent JUL NEW ST	30/07/2024	TC-2024-07	1	1,987.30	0.00	1,987.30	0.00
Purchase Ledger BACS Payment	04/07/2024	ON ACC 17053	1	0.00	0.00	1,005.63	-1,005.63
					<b>0.00</b>	<b>2,992.93</b>	
				Above paid on 04/07/2024 by Online Payment Ref BAR001			
				<b>Total Purchase Ledger Payments</b>		<b>0.00</b>	<b>2,992.93</b>

## Linked to Cashbook 1

Entered Month 4  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AMS001</b>							
<b>AMS Management Services Ltd</b>							
16826 Kitchen equipment PC	28/06/2024	I24060567A	1	4,800.00	0.00	4,800.00	0.00
					<b>0.00</b>	<b>4,800.00</b>	
Above paid on 05/07/2024 by Online Payment Ref AMS001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>4,800.00</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAM010</b> <b>Cambridge Architectural Research</b>							
17086-Prof fees-Oast House	06/08/2024	7152	1	3,300.00	0.00	3,300.00	0.00
					<b>0.00</b>	<b>3,300.00</b>	
Above paid on 22/07/2024 by Online Payment Ref CAM010							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3,300.00</b>

## Priory Centre Current Account

## List of Payments made between 01/07/2024 and 31/07/2024

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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>
02/07/2024	SSE business.co.uk	DD-1167	623.59		17136-Gas PC May
05/07/2024	Payment Sense Ltd	DD-5258	87.02		17131-Card term rent/fees PC
05/07/2024	Payment Sense Ltd	DD-3549	87.02		17130-Card term rent fees TC
05/07/2024	Payment Sense Ltd	DD-9012	96.42		17132-Card trem fees PC
12/07/2024	Payment Sense Ltd	DD-201	30.05		17133-First Data June fees
12/07/2024	Payment Sense Ltd	DD-219	31.91		17135-First Data fees
12/07/2024	Payment Sense Ltd	DD-579	203.98		17134-Firt Data June fees
12/07/2024	AMEX	DD	0.16		CARD FEES
15/07/2024	HDC	Std Ord	1,884.00		RATES-PRIORY CENTRE

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**Total Payments**      3,044.15

Time: 11:13

## Barclaycard

## List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/07/2024	CARD FACTORY	BARCLCARD	1.00		YOUTH COUNCIL CARDS
08/07/2024	B & Q	BARCLCARD	27.32		COMPOST, WATERING CAN-MARKET
08/07/2024	WAITROSE	BARCLCLCAR	2.05		ANTIBAC WIPES
08/07/2024	CAFE NERO	BARCLCARD	11.95		EVENT MEETING
08/07/2024	AMAZON	BARCLCARD	82.48		BOARD PAVEMENT SIGN TC
08/07/2024	AMAZON	BARCLCARD	20.49		T-SHIRTS EVENTS
08/07/2024	EBAY	BARCLCARD	32.98		DBR STICK
08/07/2024	HOUSE OF FLAGS	BARCLCARD	153.60		FEATHER FLAGS
08/07/2024	WWW.HOTLINE.CO.UK	BARCLCARD	232.20		40 COTTON TOTE BAGS DBR
08/07/2024	HDC	BARCLCARD	80.00		PARKING CHARGE
08/07/2024	BAKER ROSS	BARCLCARD	106.70		CHINESE DRAGON KITS
08/07/2024	ADOBE	BARCLCARD	19.97		MONTHLY SUBSC PC
08/07/2024	AMAZON	BARCLCARD	34.19		DECORATIONS EVENT PC
08/07/2024	AMAZON	BARCLCARD	159.84		LED CANDLES FOR EVENT PC
08/07/2024	AMAZON	BARCLCARD	24.67		ARTIFICIAL FLOWERS FOR EVENT PC
08/07/2024	SCREWFIX	BARCLCARD	28.96		SMOKE SPECS
08/07/2024	DVLA	BARCLCARD	337.50		AJ10YKA VEH TAX
08/07/2024	DVLA	BARCLCARD	337.50		VEH TAX AKI3 0HG
08/07/2024	CINEWORLD	BARCLCARD	12.90		YOUTH WORKER
08/07/2024	TESCO	BARCLCARD	76.80		YOUTH CAFE
08/07/2024	WM MORRISON	BARCLCARD	15.50		YOUTH CAFE
08/07/2024	TESCO	BARCLCARD	64.37		YOUTH CAFE
08/07/2024	TESCO	BARCLCARD	6.60		YOUTH CAFE
08/07/2024	SUMUP	BARCLCARD	46.80		AIR V5 YOUTH WORKER
08/07/2024	TESCO	BARCLCARD	61.66		YOUTH CAFE
08/07/2024	SAINSBURY'S	BARCLCARD	6.00		YOUTH CAFE
08/07/2024	EB INTRODUCTION	BARCLCARD	30.00		CINEMA TICKETS YOUTH WORKER
08/07/2024	SUMUP	BARCLCARD	1.00		YOUTH WORKER
08/07/2024	TESCO	BARCLCARD	48.58		YOUTH CAFE
08/07/2024	AMAZON	BARCLCARD	7.51		BILL HOLDER YOUTH WORKER
08/07/2024	AMAZON	BARCLCARD	41.23		POWER BANK X 2
08/07/2024	amazon	BARCLCARD	7.82		SEPGLITTER YOUTH WORKER
08/07/2024	AMAZON	BARCLCARD	21.47		MULTI CHARGER CABLES
08/07/2024	WAITROSE	BARCLCARD	1.55		YOUTH CAFE
08/07/2024	TESCO	BARCLCARD	55.12		YOUTH CAFE
08/07/2024	AMAZON	BARCLCARD	-20.62		REFUND
08/07/2024	BARRYS CLEARANCE	BARCLCARD	94.00		YOUTH CAFE
08/07/2024	AMAZON	BARCLCARD	19.99		POWER BANK
08/07/2024	TESCO	BARCLCARD	368.27		YOUTH CAFE
08/07/2024	PRINTED TODAY	BARCLCARD	227.66		BANNERS TC
08/07/2024	GIFFGAFF	BARCLCARD	6.00		MOB SIM PLAN
08/07/2024	FERRO LOUNGE	BARCLCARD	11.10		CIVIC MEETING
08/07/2024	GIFFGAFF	BARCLCARD	6.00		SIM PLAN
08/07/2024	AMAZON	BARCLCARD	31.74		WAIST BAGS
08/07/2024	AMAZON	BARCLCARD	58.96		WALKIE TALKIE HOLDERS
08/07/2024	EILTE INDUSTRIAL SUPPLIES	BARCLCARD	154.07		CUSTOM PRINTED VESTS
08/07/2024	GIFFGAFF	BARCLCARD	6.00		SIM PLAN

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## Barclaycard

## List of Payments made between 01/07/2024 and 31/07/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/07/2024	AMAZON	BARCLCARD	79.92		BUNTING BANNER X 8
08/07/2024	LIDL	BARCLCARD	154.84		CIVIC SUPPLIES
08/07/2024	ALDI	BARCLCARD	72.24		CIVIC EVENTS SUPPLIES
08/07/2024	SUM UP	BARCLCARD	2.00		SUM UP PAYMENT
08/07/2024	AMAZON	BARCLCARD	15.20		PRINTER TAPE
08/07/2024	AMAZON	BARCLCARD	27.99		1ST AID KIT FESTIVAL YOUTH ZON
08/07/2024	AMAZON	BARCLCARD	15.98		FREEZER BLOCK FESTIVAL YOUTH
08/07/2024	AMAZON	BARCLCARD	8.48		FOOD TEMP FESTIVAL YOUTH ZONE
08/07/2024	AMAZON	BARCLCARD	275.44		LARGE COOLER BOX X 3 FESTIVAL
08/07/2024	AMAZON	BARCLCARD	16.64	MONTHYL SUBSC	ADOBE
08/07/2024	ADOBE	BARCLCARD	25.32		PHOTOGRAPY SUBSC
08/07/2024	ADOBE	BARCLCARD	19.97		MONTHLY SUBSC
08/07/2024	MAILCHIMP	BARCLCARD	51.62		MARKETING SUBSC
08/07/2024	AMAZON	BARCLCARD	4.25		10 WHITEBOARD MARKERS
08/07/2024	GIFFGAFF	BARCLCARD	6.00		SIM PLAN
08/07/2024	GIFF GAFF	BARCLCARD	6.00		MONTHLY SIM PLAN
08/07/2024	FERRO LOUNGE	BARCLCARD	10.02		MAYOR'S MEETING
08/07/2024	APPLE	BARCLCARD	0.99		ICOUD SUBSC
08/07/2024	GIFF GAFF	BARCLCARD	6.00		SIM PLAN
08/07/2024	SUM UP	BARCLCARD	1.00		CARD FEES
08/07/2024	BARCLAYCARD	BARCLCARD	6.95		MOB PHONE CASE
08/07/2024	AMAZON	BARCLCARD	8.99		PRIME SUBSC
08/07/2024	JOHN LEWIS	BARCLCARD	89.99		MOTOROLLA MOB PHONE
08/07/2024	FERRO LOUNGE	BARCLCARD	0.03		TRANSACTION 10.02 ADJ
<b>Total Payments</b>			<u>4,067.34</u>		



Date: 08/10/2024

**St Neots Town Council 2024/2025**

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**Town Council Current Account**

**List of Payments made between 01/08/2024 and 31/08/2024**

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	BACS P/L Pymnt Page 5630	BACS Pymnt	1,924.45		BACS P/L Pymnt Page 5630
01/08/2024	PAYROLL	BACS	2,440.99		WEEK 17
05/08/2024	BACS P/L Pymnt Page 5651	BACS Pymnt	1,242.60		BACS P/L Pymnt Page 5651
05/08/2024	Fuel Card Services	05-08-24	142.86		17207 Fuel bill Jul OPS
05/08/2024	BARCLAYS	DD	27.25		MONTHLY BANK CHARGES
05/08/2024	Fuel Card Services Ltd	DD	126.84		Purchase Ledger DDR Payment
06/08/2024	BACS P/L Pymnt Page 5631	BACS Pymnt	3,448.33		BACS P/L Pymnt Page 5631
08/08/2024	PAYROLL	BACS	2,174.28		WEEK 18
09/08/2024	BRITISH TELECOM	09-08-24	50.22		17198 Spare line JUL TC
12/08/2024	BACS P/L Pymnt Page 5632	BACS Pymnt	1,782.00		BACS P/L Pymnt Page 5632
12/08/2024	Fuel Card Services Ltd	12-08-24	63.60		Purchase Ledger DDR Payment
12/08/2024	Fuel Card Services	120824	474.19		Purchase Ledger DDR Payment
13/08/2024	BACS P/L Pymnt Page 5633	BACS Pymnt	5,837.40		BACS P/L Pymnt Page 5633
13/08/2024	Eatons Community Association	BACS	1,400.00		24/25 Grant
13/08/2024	WELLERS LAW GROUP	BACS	1,500.00		NEW STREET LEGAL COSTS
13/08/2024	LITTLE PORT BAND	BACS	300.00		SUMMER BANDS
13/08/2024	Priory Centre Cafe Petty Cash	101365	200.00		PC PC TOP UP
14/08/2024	O2	14-08-24	315.08		Purchase Ledger DDR Payment
15/08/2024	HDC	Std Ord	18.00		RATES-HOWITTS LANE CEM
15/08/2024	HDC	Std Ord	35.00		RATES FARMERS MARKET
15/08/2024	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/08/2024	HDC	Std Ord	119.00		STORE ADJ PUBLIC CONVEINCE
15/08/2024	HDC	Std Ord	130.00		RATES NEW CEMETERY
15/08/2024	HDC	Std Ord	158.00		RATES 6B SOUTH STREET
15/08/2024	HDC	Std Ord	511.00		RATES-EATONS CENTRE
15/08/2024	HDC	Std Ord	1,453.00		RATES-LEVELLERS LANE
15/08/2024	HDC	Std Ord	170.00		RATES-ST JOHN BUILDING
15/08/2024	Barclaycard	BARCLCARD	4,670.51		MONTHLY DD
15/08/2024	PAYROLL	BACS	2,539.02		WEEK 19
15/08/2024	PAUROLL	BACS	74,902.66		MONTH 5
16/08/2024	BACS P/L Pymnt Page 5634	BACS Pymnt	16,164.56		BACS P/L Pymnt Page 5634
19/08/2024	Fuel Card Services	19-08-24	294.08		17205 Fuel bill Aug OPS
19/08/2024	ANGLIAN WATER SERVICES	19-08-24	404.32		17195 Water 5-8 EC
20/08/2024	BRITISH TELECOM	2008214	123.67		Purchase Ledger DDR Payment
20/08/2024	ANGLIAN WATER SERVICES	200824	242.73		Purchase Ledger DDR Payment
20/08/2024	BRITISH TELECOM	200824	316.30		Purchase Ledger DDR Payment
20/08/2024	O2	DD	18.68		17211 Mobile phones Jul TC
21/08/2024	BACS P/L Pymnt Page 5635	BACS Pymnt	35,892.05		BACS P/L Pymnt Page 5635
21/08/2024	BACS P/L Pymnt Page 5642	BACS Pymnt	1,029.92		BACS P/L Pymnt Page 5642
21/08/2024	BACS P/L Pymnt Page 5643	BACS Pymnt	6,025.53		BACS P/L Pymnt Page 5643
21/08/2024	ST NEOTS U3A	BACS	300.00		SUMMER BANDS
21/08/2024	BRIAN KELLY	BACS	285.00		SUMMER BANDS
21/08/2024	BACS P/L Pymnt Page 5650	BACS Pymnt	350.00		BACS P/L Pymnt Page 5650
22/08/2024	BACS P/L Pymnt Page 5644	BACS Pymnt	3,834.72		BACS P/L Pymnt Page 5644
22/08/2024	PAYROLL	BACS	5,150.23		WEEK 20
22/08/2024	HMRC	BACS	19,625.04		PAYE AND NIC
22/08/2024	Siemens Financial Services	DD	576.00		COPIER LEASE RENTAL

## Town Council Current Account

## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
23/08/2024	STAFF EXP CLAIM	BACS	491.06		B&Q supplies for SJA Buil
23/08/2024	ANGLIAN WATER SERVICES	230824	21.42		17196 Water 5-8 GNR
23/08/2024	BOC LTD	230824	38.68		Purchase Ledger DDR Payment
27/08/2024	Priory Centre Cafe Petty Cash	101367	255.00		PC PC TOP UP
27/08/2024	Priory Centre Cafe Petty Cash	101368	300.00		PC PC TOP UP
27/08/2024	Fuel Card Services	270824	27.70		17204 Fuel bill Aug OPS
27/08/2024	Quadient UK Limited	270824	156.00		17217 Postage JUL TC
27/08/2024	BIFFA WASTE SERVICES	270824	2,231.80		Purchase Ledger DDR Payment
28/08/2024	BACS P/L Pymnt Page 5647	BACS Pymnt	7,420.77		BACS P/L Pymnt Page 5647
28/08/2024	Virgin Media Services	280824	126.67		Purchase Ledger DDR Payment
28/08/2024	Marston's PLC	DD-27-8-24	4,374.16		Purchase Ledger DDR Payment
28/08/2024	CITATION	DD	628.20		MONTHLY HR SUBSC
28/08/2024	PROPEL FINANCE	DD	403.07		DOOR SECURITY RENTAL
29/08/2024	BACS P/L Pymnt Page 5646	BACS Pymnt	3,000.00		BACS P/L Pymnt Page 5646
29/08/2024	PAYROLL	BACS	2,461.71		WEEK 21
29/08/2024	Quadient UK Limited	290824	76.57		Purchase Ledger DDR Payment
29/08/2024	BACS P/L Pymnt Page 5671	BACS Pymnt	-432.15		BACS P/L Pymnt Page 5671
30/08/2024	C CLIFTON	BACS	300.00		BAND PERFORMANCE
30/08/2024	Restore Datashred	300824	75.29		17193 Conf shredding TC

<b>Total Payments</b>	220,801.06
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## List of Purchase Ledger Payments

## Linked to Cashbook 1


Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HDC001</b>		<b>Huntingdonshire District Council</b>					
16951 Licence 21/22 EC	25/10/2021	70040606	1	180.00	0.00	180.00	0.00
					<b>0.00</b>	<b>180.00</b>	
Above paid on 01/08/2024 by Online Payment Ref HDC001							
<b>JAM002</b>		<b>James Power Brickwork</b>					
16910 Redecoration works S St	23/07/2024	00350	1	1,500.00	0.00	1,500.00	0.00
					<b>0.00</b>	<b>1,500.00</b>	
Above paid on 01/08/2024 by Online Payment Ref JAM002							
<b>KLE001</b>		<b>Kleanco Dry Cleaners &amp; Laundry</b>					
16958 Laundry services PC	03/07/2024	2821	1	137.45	0.00	137.45	0.00
16957 Laundry services PC	19/07/2024	2822	1	107.00	0.00	107.00	0.00
					<b>0.00</b>	<b>244.45</b>	
Above paid on 01/08/2024 by Online Payment Ref KLE001							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>1,924.45</b>	

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAR001</b> <b>Barretts of St Neots</b>							
16908 Rent Aug 24 TC	19/07/2024	TC-2024-08	1	2,083.33	0.00	2,083.33	0.00
					<b>0.00</b>	<b>2,083.33</b>	
Above paid on 06/08/2024 by Online Payment Ref BAR001							
<b>THI001</b> <b>Think Local</b>							
16976 Advertising JULY TC	11/06/2024	SI-4356	1	390.00	0.00	390.00	0.00
16913 Advertising AUG TC	16/07/2024	SI-4420	1	975.00	0.00	975.00	0.00
Authorised: 							
					<b>0.00</b>	<b>1,365.00</b>	
Above paid on 06/08/2024 by Online Payment Ref THI001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3,448.33</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>EXP001</b> <b>Explore Transport</b>							
16997 Tower lights TC	26/06/2024	IN494623	1	1,782.00	0.00	1,782.00	0.00
					<b>0.00</b>	<b>1,782.00</b>	
					Above paid on 12/08/2024 by Online Payment Ref EXP001		
					<b>0.00</b>	<b>1,782.00</b>	
					<b>Total Purchase Ledger Payments</b>		

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>IMI001</b>	<b>Independent War Memorial Inspection</b>						
17010 Memorial inspections TC	17/06/2024	3698	1	5,837.40	0.00	5,837.40	0.00
					<b>0.00</b>	<b>5,837.40</b>	
Above paid on 13/08/2024 by Online Payment Ref IMI001							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>5,837.40</b>	

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
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>							
17031 Website update TC	25/04/2024	INV-6581	1	86.40	0.00	86.40	0.00
17033 Migration from server TC	08/05/2024	INV-D-03679	1	861.84	0.00	861.84	0.00
17032 Security renewal TC/PC	04/06/2024	INV-6729	1	356.40	0.00	356.40	0.00
17034 IT support TC	04/07/2024	INV-6785	1	192.23	0.00	192.23	0.00
16998 Lap top TC	04/07/2024	INV-D-04251	1	1,017.00	0.00	1,017.00	0.00
17035 Professional svc TC	19/07/2024	INV-D-04276	1	1,909.78	0.00	1,909.78	0.00
16996 Professional fees 24/25	01/08/2024	INV-D-04540	1	38.39	0.00	38.39	0.00
17036 Professional svc TC	09/08/2024	INV-D-04579	1	2,089.20	0.00	2,089.20	0.00
					<b>0.00</b>	<b>6,551.24</b>	

Above paid on 16/08/2024 by Online Payment Ref CLO004

**NEW001**      **New Wave Events Ltd**

17026 Event management DBR	16/07/2024	996	1	8,034.00	0.00	8,034.00	0.00
					<b>0.00</b>	<b>8,034.00</b>	

Above paid on 16/08/2024 by Online Payment Ref NEW001

**THO001**      **Thomas Ridley & Son Ltd**

16953 CN Returned goods PC	13/06/2024	310966	1	-4.78	0.00	-4.78	0.00
16954 Cafe supplies PC	05/06/2024	303733D	1	374.61	0.00	374.61	0.00
16952 Cafe Stock PC	12/06/2024	309161D	1	17.61	0.00	17.61	0.00
16955 Cafe supplies PC	26/06/2024	321310D	1	159.76	0.00	159.76	0.00
16950 Cafe supplies PC	30/06/2024	309162D	1	543.82	0.00	543.82	0.00
16840 Cafe stock PC	03/07/2024	327721D	1	104.46	0.00	104.46	0.00
16994 Cafe supplies PC	17/07/2024	340895D	1	383.84	0.00	383.84	0.00
					<b>0.00</b>	<b>1,579.32</b>	

Above paid on 16/08/2024 by Online Payment Ref THO001

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>16,164.56</b>
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## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ALS001</b> <b>Alarmsmiths Ltd</b>							
17012 Battery replacement PC	30/05/2024	24042	1	36.00	0.00	36.00	0.00
					<b>0.00</b>	<b>36.00</b>	
Above paid on 21/08/2024 by Online Payment Ref ALS001							
<b>ART003</b> <b>ARTHUR IBBETT LTD</b>							
16985 Mower parts OPS	31/07/2024	179562	1	232.66	0.00	232.66	0.00
					<b>0.00</b>	<b>232.66</b>	
Above paid on 21/08/2024 by Online Payment Ref ART003							
<b>AUF290</b> <b>AUFAIT SYSTEMS</b>							
16987 Till support PC	10/07/2024	1283	1	166.80	0.00	166.80	0.00
					<b>0.00</b>	<b>166.80</b>	
Above paid on 21/08/2024 by Online Payment Ref AUF290							
<b>BEA001</b> <b>Bearings Ltd</b>							
16959 Tools OPS	12/07/2024	7944	1	153.11	0.00	153.11	0.00
					<b>0.00</b>	<b>153.11</b>	
Above paid on 21/08/2024 by Online Payment Ref BEA001							
<b>BED2205</b> <b>BEDFORD TIMBER LTD</b>							
16988 Wood & glue OPS	26/07/2024	117894	1	186.96	0.00	186.96	0.00
					<b>0.00</b>	<b>186.96</b>	
Above paid on 21/08/2024 by Online Payment Ref BED2205							
<b>BQ2404</b> <b>Trade UK</b>							
17028 Equipment purchases OPS	12/06/2024	1505602807	1	117.17	0.00	117.17	0.00
17061 Grow bag tray OPS	01/07/2024	1512184454	1	12.00	0.00	12.00	0.00
16990 Sanding discs OPS	04/07/2024	1513566075	1	37.92	0.00	37.92	0.00
16991 Wood filler OPS	04/07/2024	1513566067	1	34.16	0.00	34.16	0.00
17062 Equipment purchases PC	23/07/2024	1519695209	1	509.12	0.00	509.12	0.00
17060 Saw blade OPS	24/07/2024	1519993854	1	83.98	0.00	83.98	0.00
17040 Multipurpose blade OPS	25/07/2024	1520561091	1	51.43	0.00	51.43	0.00



**Linked to Cashbook 1****Entered Month 5  
by user DRB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
17041 Planer OPS	25/07/2024	1520561105	1	149.98	0.00	149.98	0.00
17011 Door panel & lining PC	29/07/2024	1521719098	1	79.97	0.00	79.97	0.00
17051 Admin fee OPS	31/07/2024	1523493488	1	6.33	0.00	6.33	0.00
					<b>0.00</b>	<b>1,082.06</b>	

Above paid on 21/08/2024 by Online Payment Ref 51

**CAM008 Cambridge Catering Hire**

16992 Equipment hire PC	02/07/2024	7330	1	133.86	0.00	133.86	0.00
					<b>0.00</b>	<b>133.86</b>	

Above paid on 21/08/2024 by Online Payment Ref CAM008

**CCC090 CAMBRIDGESHIRE COUNTY COUNCIL**

16995 Pensions recharge 24/25	05/07/2024	423300031862	1	1,966.44	0.00	1,966.44	0.00
					<b>0.00</b>	<b>1,966.44</b>	

Above paid on 21/08/2024 by Online Payment Ref CCC090

**COM004 Complete Solutions Group Ltd**

17037 Copy paper TC	13/06/2024	SINV04033844	1	129.65	0.00	129.65	0.00
					<b>0.00</b>	<b>129.65</b>	

Above paid on 21/08/2024 by Online Payment Ref COM004

**CON005 Concept Activation**

16967 Electrical works MAYOR	27/03/2024	CA-5341-1	1	496.50	0.00	496.50	0.00
16968 Firework display D DAY	08/06/2024	CF-5321-1	1	4,080.00	0.00	4,080.00	0.00
					<b>0.00</b>	<b>4,576.50</b>	

Above paid on 21/08/2024 by Online Payment Ref CON005

**COO001 COOLERAID LTD**

17014 5 x 19 ltr water PC	31/07/2024	1724004	1	46.50	0.00	46.50	0.00
					<b>0.00</b>	<b>46.50</b>	

Above paid on 21/08/2024 by Online Payment Ref 10

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>COP001 Copy IT Digital Solutions Ltd</b>							
16999 Photocopying 5-6/24 TC	09/07/2024	8072823322	1	379.24	0.00	379.24	0.00
					<b>0.00</b>	<b>379.24</b>	
Above paid on 21/08/2024 by Online Payment Ref COP001							
<b>DHS001 DOVE'S HYGIENE SERVICES</b>							
17000 Hygiene svcs JUL PC	25/07/2024	44535	1	116.01	0.00	116.01	0.00
17017 Hygeine svcs JUL PC	31/07/2024	44645	1	24.91	0.00	24.91	0.00
					<b>0.00</b>	<b>140.92</b>	
Above paid on 21/08/2024 by Online Payment Ref DHS001							
<b>ESP001 ESPO</b>							
17019 Stationery TC	05/07/2024	7394909	1	118.31	0.00	118.31	0.00
					<b>0.00</b>	<b>118.31</b>	
Above paid on 21/08/2024 by Online Payment Ref 12							
<b>FIR003 Firesmiths Detect &amp; Protect</b>							
16907 Emergency test May 24 OP	01/05/2024	1264	1	108.00	0.00	108.00	0.00
17013 Annual site visit EC	29/05/2024	1280	1	145.80	0.00	145.80	0.00
					<b>0.00</b>	<b>253.80</b>	
Above paid on 21/08/2024 by Online Payment Ref FIR003							
<b>GLA001 Glasdon UK Ltd</b>							
16917 Life buoys x 2 OPS	22/07/2024	SI890565	1	180.74	0.00	180.74	0.00
					<b>0.00</b>	<b>180.74</b>	
Above paid on 21/08/2024 by Online Payment Ref GLA001							
<b>GRE004 Greentech Surfacing &amp; Civils Ltd</b>							
17002 Footpath repairs OPS	30/07/2024	INV-0358	1	1,437.60	0.00	1,437.60	0.00
					<b>0.00</b>	<b>1,437.60</b>	
Above paid on 21/08/2024 by Online Payment Ref GRE004							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HDC001      Huntingdonshire District Council</b>							
16912 Licence 24/25 Mkt Sq TC	18/07/2024	70082355	1	70.00	0.00	70.00	0.00
17003 By election fees TC	22/07/2024	70082434	1	13,353.96	0.00	13,353.96	0.00
					<b>0.00</b>	<b>13,423.96</b>	
Above paid on 21/08/2024 by Online Payment Ref HDC001							
<b>HIR001      HIRE OR BUY GROUP LTD</b>							
17038 Equipment purchases OPS	31/07/2024	1138201	1	144.80	0.00	144.80	0.00
17039 Taping knife OPS	31/07/2024	1138473	1	13.80	0.00	13.80	0.00
					<b>0.00</b>	<b>158.60</b>	
Above paid on 21/08/2024 by Online Payment Ref HIR001							
<b>HIS001      History Revisited</b>							
16966 Living history AFD	30/06/2024	PJB/2024/011	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>300.00</b>	
Above paid on 21/08/2024 by Online Payment Ref HIS001							
<b>HOP001      Hopwells</b>							
17004 Cafe supplies PC	19/07/2024	IK3075504	1	324.23	0.00	324.23	0.00
					<b>0.00</b>	<b>324.23</b>	
Above paid on 21/08/2024 by Online Payment Ref HOP001							
<b>HYG001      HYGIENE SOLUTIONS</b>							
17005 Hygiene svcs 7-10/24 OPS	11/07/2024	058167	1	86.24	0.00	86.24	0.00
					<b>0.00</b>	<b>86.24</b>	
Above paid on 21/08/2024 by Online Payment Ref HYG001							
<b>INT002      Intercept Management Ltd</b>							
16925 Emergency call out EC	30/06/2024	1236137	1	76.44	0.00	76.44	0.00
					<b>0.00</b>	<b>76.44</b>	
Above paid on 21/08/2024 by Online Payment Ref INT002							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>JEW001 Jewson Ltd</b>							
17042 Equipment purchases TC	22/07/2024	3403/01204578	1	555.64	0.00	555.64	0.00
17403 Pencils glue TC	25/07/2024	3403/01204730	1	273.31	0.00	273.31	0.00
17044 Pencil primed TC	26/07/2024	3403/01204773	1	87.36	0.00	87.36	0.00
17045 Fence posts etc TC	26/07/2024	3403/01204791	1	280.54	0.00	280.54	0.00
17046 CN MDF skirting TC	26/07/2024	3403/01204771	1	-162.88	0.00	-162.88	0.00
17058 Equipment purchases PC	30/07/2024	3403/012044879	1	122.27	0.00	122.27	0.00
					<b>0.00</b>	<b>1,156.24</b>	

Above paid on 21/08/2024 by Online Payment Ref JEW001

<b>KID001 Wider Plan Ltd</b>							
17006 Childcare vouchers AUG	23/07/2024	5455968	1	16.00	0.00	16.00	0.00
					<b>0.00</b>	<b>16.00</b>	

Above paid on 21/08/2024 by Online Payment Ref KID001

<b>LAN002 Landmark Toilets</b>							
17024 Toilet hire AFD	02/07/2024	809	1	840.00	0.00	840.00	0.00
					<b>0.00</b>	<b>840.00</b>	

Above paid on 21/08/2024 by Online Payment Ref LAN002

<b>LOV002 Love's Farm Community Centre</b>							
17055 Hall hire June 24 TC	03/06/2024	INV-2056	1	205.00	0.00	205.00	0.00
16887 Hall hire JULY TC	01/07/2024	INV-2072	1	153.75	0.00	153.75	0.00
					<b>0.00</b>	<b>358.75</b>	

Above paid on 21/08/2024 by Online Payment Ref LOV002

<b>MAS002 MASKEARAI INDUSTRIAL SUPPLIES</b>							
17025 PPE OPS	31/07/2024	83842	1	53.76	0.00	53.76	0.00
					<b>0.00</b>	<b>53.76</b>	

Above paid on 21/08/2024 by Online Payment Ref MAS002

<b>NOT001 Notice Me</b>							
16551 Notice boards OPS	23/04/2024	00010458	1	1,835.76	0.00	1,835.76	0.00
					<b>0.00</b>	<b>1,835.76</b>	

Above paid on 21/08/2024 by Online Payment Ref NOT001

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>P11001 P11 Consultants Limited</b>							
16986 Professional fees TC	31/07/2024	1701/1033	1	834.00	0.00	834.00	0.00
					<b>0.00</b>	<b>834.00</b>	
Above paid on 21/08/2024 by Online Payment Ref P11001							
<b>PPL001 PUBLIC PERFORMANCE LICENSING</b>							
17030 Royalties Riv Park	11/07/2024	SIN2769241	1	836.88	0.00	836.88	0.00
17027 Music licence Market Squ	16/07/2024	SIN2772544	1	605.71	0.00	605.71	0.00
					<b>0.00</b>	<b>1,442.59</b>	
Above paid on 21/08/2024 by Online Payment Ref PPL001							
<b>SJO001 S Jones Containers Ltd</b>							
17074 Container rental PC	31/07/2024	I01-2407-13204	1	24.00	0.00	24.00	0.00
					<b>0.00</b>	<b>24.00</b>	
Above paid on 21/08/2024 by Online Payment Ref SJO001							
<b>STO0001 Stone King LLP</b>							
17073 Professional fees TC	08/07/2024	235697	1	540.00	0.00	540.00	0.00
					<b>0.00</b>	<b>540.00</b>	
Above paid on 21/08/2024 by Online Payment Ref STO0001							
<b>SUN001 DAYLA DRINKS</b>							
17016 Post mix drinks PC	17/06/2024	1504526	1	123.84	0.00	123.84	0.00
17015 Post mix drinks PC	15/07/2024	1513679	1	123.84	0.00	123.84	0.00
					<b>0.00</b>	<b>247.68</b>	
Above paid on 21/08/2024 by Online Payment Ref SUN001							
<b>SWI001 Swift Stitch</b>							
17048 Uniform PC	01/07/2024	8368	1	221.22	0.00	221.22	0.00
					<b>0.00</b>	<b>221.22</b>	
Above paid on 21/08/2024 by Online Payment Ref SWI001							

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TAC001</b>	<b>Tactical Fire Protection Ltd</b>						
17050 Fire risk assessment TC	08/07/2024	51213	1	180.00	0.00	180.00	0.00
17049 Fire risk assessment TC	08/07/2024	51214	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>480.00</b>	
Above paid on 21/08/2024 by Online Payment Ref TAC001							
<b>THE002</b>	<b>The Recruitment Agency</b>						
16877 Professional services OP	26/06/2024	12815	1	965.33	0.00	965.33	0.00
					<b>0.00</b>	<b>965.33</b>	
Above paid on 21/08/2024 by Online Payment Ref THE002							
<b>WHI002</b>	<b>Whitehall Creative</b>						
17064 Professional svc PC	11/07/2024	11-07-24	1	382.50	0.00	382.50	0.00
17063 Admin svc weddings PC	25/07/2024	25-07-24	1	200.00	0.00	200.00	0.00
					<b>0.00</b>	<b>582.50</b>	
Above paid on 21/08/2024 by Online Payment Ref WHI002							
<b>XLP001</b>	<b>Xlpress Ltd</b>						
16894 Play area reports TC	18/05/2024	33948	1	336.00	0.00	336.00	0.00
16895 Banners & prints AFD	25/06/2024	34333	1	141.60	0.00	141.60	0.00
17067 PVC Banners DBR	24/07/2024	34662	1	115.20	0.00	115.20	0.00
17066 PVC banners DBR	24/07/2024	34664	1	33.60	0.00	33.60	0.00
17065 A4 Posters * 30 DBR	24/07/2024	34665	1	31.20	0.00	31.20	0.00
17068 200 * leaflets DBR	24/07/2024	34666	1	46.00	0.00	46.00	0.00
					<b>0.00</b>	<b>703.60</b>	
Above paid on 21/08/2024 by Online Payment Ref XLP001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>35,892.05</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ARC007</b> <b>Newsquest Media Group</b>							
17082-Alc Lic New Str	20/08/2024	NOR3093713	1	429.92	0.00	429.92	0.00
					<b>0.00</b>	<b>429.92</b>	
Above paid on 21/08/2024 by Online Payment Ref ARC007							
<b>REAP001</b> <b>Reaper Tours and Events</b>							
17083-Removal serv	09/08/2024	RTAE82	1	600.00	0.00	600.00	0.00
					<b>0.00</b>	<b>600.00</b>	
Above paid on 21/08/2024 by Online Payment Ref REAP001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,029.92</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>KER002</b> <b>Kerry Caswell</b>							
17079 Chair covers hire PC	30/07/2024	30-07-24	1	100.00	0.00	100.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 21/08/2024 by Online Payment Ref KER002							
<b>TCH001</b> <b>Matthew Algie</b>							
17081-Coffee machine rent PC	01/04/2024	49060000216621	1	152.35	0.00	152.35	0.00
17080-Coffe and topping	03/07/2024	49060000221325	1	773.18	0.00	773.18	0.00
					<b>0.00</b>	<b>925.53</b>	
Above paid on 21/08/2024 by Online Payment Ref TCH001							
<b>THE0001</b> <b>The Mower Shed</b>							
17226 Labour charges Moores TC	07/08/2024	1941	1	11,149.20	0.00	5,000.00	6,149.20
					<b>0.00</b>	<b>5,000.00</b>	
Above paid on 21/08/2024 by Online Payment Ref THE0001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>6,025.53</b>



## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>MAJ001</b> <b>Majestic Trees</b>								
17084-Eynesbury Christmas Tree	25/07/2024	184413	1	1,989.70	0.00	1,989.70	0.00	
17805-Loves Farm Christ tree	12/08/2024	184590	1	1,845.02	0.00	1,845.02	0.00	
					<b>0.00</b>	<b>3,834.72</b>		
Above paid on 22/08/2024 by Online Payment Ref MAJ001								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3,834.72</b>	

## Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance	
<b>THE0001</b> <b>The Mower Shed</b>								
17226 Labour charges Moores TC	07/08/2024	1941	1	6,149.20	0.00	3,000.00	3,149.20	
					<b>0.00</b>	<b>3,000.00</b>		
Above paid on 29/08/2024 by Online Payment Ref THE0001								
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3,000.00</b>	

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 5  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>COP001</b>	<b>Copy IT Digital Solutions Ltd</b>						
17097 Photocopies TC	06/06/2024	8072762710	1	545.77	0.00	545.77	0.00
					<b>0.00</b>	<b>545.77</b>	
Above paid on 28/08/2024 by Online Payment Ref COP001							
<b>HDC001</b>	<b>Huntingdonshire District Council</b>						
17098 Rent 7-9 DEPOT	01/07/2024	70081094	1	6,875.00	0.00	6,875.00	0.00
					<b>0.00</b>	<b>6,875.00</b>	
Above paid on 28/08/2024 by Online Payment Ref HDC001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>7,420.77</b>

## Linked to Cashbook 1

Entered Month 5  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAL002</b>							
<b>Balloons &amp; Craft by Angela</b>							
17077 Balloons for DBR	15/08/2024	107	1	350.00	0.00	350.00	0.00
					<b>0.00</b>	<b>350.00</b>	
					Above paid on 21/08/2024 by Online Payment Ref BAL002		
					<b>0.00</b>	<b>350.00</b>	
				<b>Total Purchase Ledger Payments</b>			

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 5  
by user TK

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ACO002</b> <b>Acorn Transport</b>							
16963 Vehicle transport AFD	18/06/2024	127907	1	900.00	0.00	900.00	0.00
					<b>0.00</b>	<b>900.00</b>	
Above paid on 05/08/2024 by Online Payment Ref ACO002							
<b>WHE001</b> <b>Wheels in Motion</b>							
16964 Service AD16 DKF OPS	11/07/2024	6198	1	342.60	0.00	342.60	0.00
					<b>0.00</b>	<b>342.60</b>	
Above paid on 05/08/2024 by Online Payment Ref WHE001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,242.60</b>

## Linked to Cashbook 1

Entered Month 5  
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>						
17167 Reverse 80987 CCTV TC	24/06/2024	CR2325	1	-20,860.97	0.00	-20,860.97	0.00
17173 CCTV 24/25 TC	25/06/2024	70081443	1	20,428.82	0.00	20,428.82	0.00
					<b>0.00</b>	<b>-432.15</b>	
Above paid on 29/08/2024 by Online Payment Ref HDC001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>-432.15</b>

## Priory Centre Current Account

## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2024	SSE business.co.uk	DD-1155	863.54		17293-PC Gas June 24
01/08/2024	Payment Sense Ltd	DD-0388	62.40		17298-Comp and term TC
01/08/2024	Payment Sense Ltd	DD-0073	62.40		17295-PCI Compl and term PC219
02/08/2024	Payment Sense Ltd	DD-5243	139.50		17294-PCI Compl and term PC579
14/08/2024	Payment Sense Ltd	DD-201	154.41		17296-First Data fees July
14/08/2024	Payment Sense Ltd	DD-14-8	30.10		17299-First Data fees TC
14/08/2024	Payment Sense Ltd	DD-14-8-24	31.37		17297-PC card fees 219
14/08/2024	amex charges	DD	3.84		amex charges
15/08/2024	HDC	Std Ord	1,884.00		RATES-PRIORY CENTRE
<b>Total Payments</b>			<u>3,231.56</u>		

Time: 11:12

## Barclaycard

## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/08/2024	TESCO	BARCLCARD	13.00		KETTLE OPS
08/08/2024	ONE STOP	BARCLCARD	8.00		WATER OPS
08/08/2024	DVLA	BARCLCARD	337.50		VEH TAX-ADi6 DKF
08/08/2024	B AND Q	BARCLCARD	92.50		PAINT, BRUSHES FILLERS
08/08/2024	B AND Q	BARCLCARD	215.55		NEW OFOCE TIMBER, BEADS, ETC
08/08/2024	SCREWFIX	BARCLCARD	69.99		BOOTS OPS
08/08/2024	PLUMBFIX	BARCLCARD	157.22		VARIOUS OPS
08/08/2024	M A MOTORS	BARCLCARD	284.20		VEH REPAIRS AND MOT
08/08/2024	B AND Q	BARCLCARD	6.44		OPS SUPPLIES
08/08/2024	WWW.TEMPTATION GIFTS	BARCLCARD	52.10		DBR GIFT
08/08/2024	AMAZON	BARCLCARD	118.00		DBR SUPPLIES
08/08/2024	AMAZON	BARCLCARD	27.80		DBR SUPPLIES
08/08/2024	AMAZON	BARCLCARD	9.16		DBR SUPPLIES
08/08/2024	AMAZON	BARCLCARD	29.20		DBR SUPPLIES
08/08/2024	AMAZON	BARCLCARD	29.21		DBR SUPPLIES
08/08/2024	AMAZON	BARCLCARD	29.19		DBR SUPPLIES
08/08/2024	AMAZON	BARCLCARD	21.89		DBR SUPPLIES
08/08/2024	AMAZON	BARCLCARD	126.45		DBR SUPPLIES
08/08/2024	AMAZON	BARCLCARD	144.65		DBR SUPPLIES
08/08/2024	NATIONAL ARCHIVES	BARCLCARD	16.80		ENQUIRY FEES
08/08/2024	BISTRO GROUP	BARCLCARD	7.40		STAFF TRAVEL EXP
08/08/2024	BISTRO	BARCLCARD	0.20		TRAVEL EXP ADJ
08/08/2024	B AND Q	BARCLCARD	11.49		FOLDIBLE BOXES DBR
08/08/2024	AMAZON	BARCLCARD	39.20		LAMINATOR DBR
08/08/2024	AMAZON	BARCLCARD	34.97		HKING WAIST PACKS DBR
08/08/2024	AMAZON	BARCLCARD	26.99		SAFETY NECK STRAPS DBR
08/08/2024	TESCO	BARCLCARD	42.69		YOUTH CAFE
08/08/2024	TESCO	BARCLCARD	35.14		YOUTH CAFE
08/08/2024	TRAIN LINE	BARCLCARD	177.35		TICKETS TO LONDON
08/08/2024	WAITROSE	BARCLCARD	1.55		YOUTH CAFE
08/08/2024	FLYIING TIGER	BARCLCARD	8.00		STATIONERY YOUTH WORKER
08/08/2024	MCDONALDS	BARCLCARD	27.24		YOUTH WORKER TRIP
08/08/2024	COSTA	BARCLCARD	4.55		STAFF SUBSISTENCE
08/08/2024	B AND Q	BARCLCARD	165.85		DECORATING SUPPLIES
08/08/2024	AMAZON	BARCLCARD	47.78		GARLANDS PC
08/08/2024	ADOBE	BARCLCARD	19.97		MONTHLY SUBSC PC
08/08/2024	B AND Q	BARCLCARD	90.00		BUILDING SUPPLIES NEW STR
08/08/2024	B AND Q	BARCLCARD	87.60		BUILDING SUPPLIES NEW STR
08/08/2024	B AND Q	BARCLCARD	70.50		BASE CABINET NEW STR
08/08/2024	B AND Q	BARCLCARD	111.76		BUILDING SUPPLIES NEW STR
08/08/2024	B AND Q	BARCLCARD	74.26		BUILDING SUPPL NEW STR
08/08/2024	AMAZON	BARCLCARD	17.48		GLASS MATTS
08/08/2024	B AND Q	BARCLCARD	48.00		BUILDING SUPPLIES NEW STR
08/08/2024	WOLESLEY	BARCLCARD	3.89		BUILDING SUPPLIES
08/08/2024	B AND Q	BARCLCARD	24.00		BUILDING SUPPLIES NEW STR
08/08/2024	B AND Q	BARCLCARD	137.80		BUILDING SUPPLIES NEW STR
08/08/2024	DEL EXPRESS	BARCLCARD	440.00		MOVE COSTS PC



Time: 11:12

## Barclaycard

## List of Payments made between 01/08/2024 and 31/08/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/08/2024	GIFFGAFF	BARCLCARD	6.00		MOBILE SIM PLAN
08/08/2024	GIFFGAFF	BARCLCARD	6.00		MOBILE SIM PLAN
08/08/2024	AMAZON	BARCLCARD	25.59		WIRELSESS KEYBOARD AND MOUSE
08/08/2024	AMAZON	BARCLCARD	85.00		LAPTOP RUCKSACK LARGE
08/08/2024	ROYAL MAIL	BARCLCARD	1.35		POSTAGE
08/08/2024	GIFFGAFF	BARCLCARD	6.00		MOB SIM PLAN
08/08/2024	AMAZON	BARCLCARD	159.95		HEADSET
08/08/2024	AMAZON	BARCLCARD	59.94		PORTABLE LAP TOP STANDS X 6
08/08/2024	GIFFGAFF	BARCLCARD	6.00		MOB SIM PLAN
08/08/2024	ADOBE	BARCLCARD	25.32		MONTHLY PHOTOGRAPY PLAN
08/08/2024	ADOBE	BARCLCARD	16.64		MONTHLY SUBSC TC
08/08/2024	ADOBE	BARCLCARD	19.97		MONTHLY SUBSC TC
08/08/2024	MAILCHIMP	BARCLCARD	50.74		MARKETING SUBSCRIPTIONS
08/08/2024	GIFFGAFF	BARCLCARD	6.00		MOBILE SIM PLAN
08/08/2024	GIFF GAFF	BARCLCARD	6.00		MOBILE SIM PLAN
08/08/2024	APPLE	BARCLCARD	0.99		ICLOUD STORAGE
08/08/2024	GIFF GAFF	BARCLCARD	6.00		MOBILE SIM PLAN
08/08/2024	AMAZON	BARCLCARD	8.99		PRIME SUBSC
08/08/2024	GIFF GAFF	BARCLCARD	6.00		MOBILE SIM PLAN
08/08/2024	SCREWFIX	BARCLCARD	623.62		MULTIFUNCTION TESTER OPS
<b>Total Payments</b>			<u>4,670.61</u>		

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE &amp; GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>22<sup>nd</sup> OCTOBER 2024</b>
<b>Title:</b>	<b>EVENT GRANT FUNDING</b>
<b>Contact Officer/S:</b>	<b>RESPONSIBLE FINANCIAL OFFICER</b>

**1. Purpose of the Report**

- 1.1 To provide the committee with recommendations from the Events Grant Funding Working Group on the approach to be taken by the Council in considering the awarding of funds to events which are not eligible for annual funding under the new grant aid policy.
- 1.2 To provide the committee with recommendations from the Working Group on criteria grant funding applications for events should meet if they are to be considered for funding by the Council.

**2. Recommendations**

- 2.1 That the Committee resolve to recommend the Council approve the recommendations put forward by the Working Group on the approach to be taken to considering grant funding for annual events which exceed £2,000 and are not eligible for funding under the Council's Grant Aid policy.
- 2.2 That the Committee resolve to recommend the Council approve the recommendations put forward on criteria grant applications must meet to be awarded grant funding for an event.
- 2.3 That event grant funding applicants who have received funding from the Town Council for annual events in the previous year will be invited to make an application and presentation to the Promotion and Events Committee for the awarding of funding which will be considered as part of the Council's budget setting.

**3. Background**

- 3.1 The Town Council introduced a new grant aid policy to help manage the pressure placed on the grants aid budget by the number and size of applications coming forward. The new policy puts a restriction on organisations being awarded funding over £2,000 in consecutive years. Members noted that this meant that annual community events which had historically received council funding would not longer be able to do so on an annual basis, therefore risking the viability of the event and its long-term future. As such the Finance and Governance Committee established a working group to bring forward recommendations on how the council could consider awarding funding to annual events through its budget setting process.

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

- 4.1 Where a funding request does not fit within the Council's Small Grant Aid Criteria and an application is for over £2,000 on an annual basis (examples such as Living History Festival, St Neots Festival, St Neots Folk Festival), members of the working group suggested the following approach:

- For 2025-26 budget setting, the organisations falling into the above category who received grant funding for a community event last year, will be asked to submit proposals and funding requests to SNTC to be considered as part of the budget-setting process.
- Each of the organisations will be asked to make a presentation to the Promotions and Events Committee, who will consider the funding request and put forward a recommendation on any funding to be considered as part of the budget setting process by the Finance and Governance Committee and the Full Council. Any such recommendation will be shown as a separate budget line and will be subject to approval by F&G and Full Council.
- Officers will need to liaise with the organisations who were awarded grants of over £2,000 in 2024/2025 to invite them for a presentation to P&E meeting in November. Members acknowledge the fact that process is a transitional from the 2023/24 grant aid procedure and that flexibility is needed.

4.2 The criteria agreed on by members of the working group include:

- To be considered for funding events will need to be based in St Neots and the Council will give extra weighting to events open to all residents. If events are not free but subsidised, then the Council will need to consider the cost of the subsidy per attendee as part of its decision making.
- The organisers/organisations of the events should preferably be St Neots based.
- An organisation will need to be able to evidence a proven track record of delivering events if it is to be considered for annual funding of above £2,000.
- Any organisation who has not applied for grant funding for an event before can apply for funding through the Council's small grant aid scheme.
- Each organisation will be expected to market the event to get a wider audience and provide detailed feedback on the event.

## **5. Financial Implications**

5.1 If funding for events is to be included in the Council's annual revenue budget there will be an impact on the overall budget that will need to be considered as part of the budget setting process. Therefore, under the proposed process any recommendation on the awarding of funding by the Promotion and Events Committee will need to

08/10/2024

St Neots Town Council 2024/2025

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## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

## 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	75,735	241,539	165,804		165,804	31.4%	
4099 Added Years Pensions	1,966	2,150	184		184	91.5%	
4329 Staff Welfare & Uniforms	253	1,050	797		797	24.1%	
4330 Recruitment& Advertising Staff	0	800	800		800	0.0%	
Priory Centre-Staffing :- Indirect Expenditure	<b>77,954</b>	<b>245,539</b>	<b>167,585</b>	<b>0</b>	<b>167,585</b>	<b>31.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(77,954)</b>	<b>(245,539)</b>	<b>(167,585)</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	988	8,000	7,012		7,012	12.4%	
4131 Electricity	3,202	27,000	23,798		23,798	11.9%	
4132 Gas	2,120	8,000	5,880		5,880	26.5%	
4135 Water	1,000	4,000	3,000		3,000	25.0%	
4145 Rates	7,533	19,500	11,967		11,967	38.6%	
4150 Cleaning Materials	1,398	2,300	902		902	60.8%	
4152 Licences	1,607	4,000	2,393		2,393	40.2%	
4231 Lease/Hire Contracts	1,472	5,123	3,651		3,651	28.7%	
4300 Equipment Purchases	264	3,500	3,236		3,236	7.5%	
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	99	600	501		501	16.5%	
4331 Marketing & Advertising	1,403	8,183	6,781		6,781	17.1%	
4381 Bank and card terminal charges	1,140	750	(390)		(390)	152.0%	
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>27,443</b>	<b>108,706</b>	<b>81,263</b>	<b>0</b>	<b>81,263</b>	<b>25.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(27,425)</b>	<b>(71,500)</b>	<b>(44,075)</b>				
<u>520 Priory Centre Bar &amp; Catering</u>							
1048 Bar Sales	36,997	37,000	3			100.0%	
1052 Cafe Sales	20,760	17,000	(3,760)			122.1%	
1080 Overs & Unders	(23)	0	23			0.0%	
Priory Centre Bar & Catering :- Income	<b>57,734</b>	<b>54,000</b>	<b>(3,734)</b>			<b>106.9%</b>	<b>0</b>

Continued over page

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2024

Month No: 4

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	13,835	36,036	22,201		22,201	38.4%	
4025 Bar staff	10,326	6,000	(4,326)		(4,326)	172.1%	
4600 Bar Purchases	9,661	14,800	5,139		5,139	65.3%	
4604 Catering Purchases	4,239	2,000	(2,239)		(2,239)	212.0%	
4605 Cafe Purchases	5,476	2,000	(3,476)		(3,476)	273.8%	
4610 Consumable Purchases	233	1,500	1,267		1,267	15.5%	
<b>Priory Centre Bar &amp; Catering :- Indirect Expenditure</b>	<b>43,980</b>	<b>62,336</b>	<b>18,356</b>	<b>0</b>	<b>18,356</b>	<b>70.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>13,754</b>	<b>(8,336)</b>	<b>(22,090)</b>				
<u>525</u> <u>Priory Centre-Functions</u>							
1050 Hall Hire	42,479	44,000	1,521			96.5%	
1053 Kitchen Hire	167	480	313			34.7%	
1057 Toddlers Gym Income	307	240	(67)			127.8%	
1070 Admin Fee/Surcharges	171	160	(11)			106.8%	
1075 Equipment Hire	1,596	800	(796)			199.5%	
1256 Commission of Ticket Sales	27	50	23			53.5%	
<b>Priory Centre-Functions :- Income</b>	<b>44,746</b>	<b>45,730</b>	<b>984</b>			<b>97.8%</b>	<b>0</b>
4021 Wages Toddlers Gym	633	2,000	1,367		1,367	31.7%	
4151 Laundry	768	250	(518)		(518)	307.4%	
4510 Events Expenses	1,888	1,800	(88)		(88)	104.9%	
4511 Toddlers' Gym Expenses	17	32	15		15	52.3%	
<b>Priory Centre-Functions :- Indirect Expenditure</b>	<b>3,307</b>	<b>4,082</b>	<b>775</b>	<b>0</b>	<b>775</b>	<b>81.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>41,439</b>	<b>41,648</b>	<b>209</b>				
<b>Priory Centre :- Income</b>	<b>102,497</b>	<b>136,936</b>	<b>34,439</b>			<b>74.9%</b>	
<b>Expenditure</b>	<b>152,684</b>	<b>420,663</b>	<b>267,979</b>	<b>0</b>	<b>267,979</b>	<b>36.3%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(50,187)</b>						
<b>Grand Totals:- Income</b>	<b>102,497</b>	<b>136,936</b>	<b>34,439</b>			<b>74.9%</b>	
<b>Expenditure</b>	<b>152,684</b>	<b>420,663</b>	<b>267,979</b>	<b>0</b>	<b>267,979</b>	<b>36.3%</b>	
<b>Net Income over Expenditure</b>	<b>(50,187)</b>	<b>(283,727)</b>	<b>(233,540)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(50,187)</b>						

## Priory Centre Income &amp; Expenditure by Budget Heading 31/07/2024

Account Code	Account Name	Actual Year To Date	Annual Budget	% Spent	Expected budget %-4m for exp, or 100% for income	% difference, for exp + underspent '-' overspent	Comments
<b>Priory Centre-Staffing</b>							
4009	Salaries - PC	75,735	241,539	31.4%	33.3%	2.0%	On target at present. April 24 increases not yet agreed.
4099	Added Years Pensions	1,966	2,150	91.4%	100.0%	8.6%	Recharge from CCC is annual. No further cost expected.
4329	Staff Welfare & Uniforms	253	1,050	24.1%	33.3%	9.2%	This budget is used as and when needed. Low due to relocation/closure.
4330	Recruitment& Advertising Staff	211	800	26.4%	33.3%	7.0%	Agency staff of £211.
<b>Total PC Staffing</b>		<b>78,165</b>	<b>245,539</b>	<b>31.8%</b>	<b>50.0%</b>	<b>18.2%</b>	
<b>Priory Centre-Running Costs Income</b>							
1104	Photocopy Income	17	10	170.0%	100.0%	-70.0%	Photocopy income down by £7
1275	HDC PC Sponsorship	0	37,196	0.0%	100.0%	100.0%	Invoice to HDC not raised yet. Due to be received.
<b>Priory Centre Sundry Income</b>		<b>17</b>	<b>37,206</b>	<b>170.0%</b>	<b>100.0%</b>	<b>-70.0%</b>	
<b>Priory Centre-Running Costs Expenses</b>							
4100	Repairs & Maintenance	988	8,000	12.4%	33.3%	21.0%	Costs not spread evenly during the year. Low expenditure due to closure.
4131	Electricity	3,202	27,000	11.9%	33.3%	21.5%	Costs not spread evenly during the year. Closure may have reduced costs
4132	Gas	2,120	8,000	26.5%	33.3%	6.8%	
4135	Water	1,000	4,000	25.0%	33.3%	8.3%	
4145	Rates	7,533	19,500	38.6%	40.0%	1.4%	

4150 Cleaning Materials	1,398	2,300	<b>60.8%</b>	33.3%	High expenditure due to stock up both New Street and Eatons Centre in preparation for move.	
4152 Licences	1,607	4,000	<b>40.2%</b>	33.3%	-6.8% Annual PPL / PRS License, not spread evenly	
4231 Lease/Hire Contracts	1,472	5,123	<b>28.7%</b>	33.3%	4.6% Costs not spread evenly during the year	
4300 Equipment Purchases	264	3,500	<b>7.5%</b>	33.3%	25.8% Costs not spread evenly during the year	
4304 PC VAT Irrecoverable	1,435	5,000	<b>28.7%</b>	33.3%	4.6% Based on quarterly vat partial exemption calcs	
4322 Printing Postage & Stationery	103	2,000	<b>5.2%</b>	33.3%	28.2% Costs not spread evenly during the year	
4325 Website Hosting & Programming	99	600	<b>16.5%</b>	33.3%	16.8% Costs not spread evenly during the year	
4331 Marketing & Advertising	1,403	8,183	<b>17.1%</b>	33.3%	16.2% Costs not spread evenly during the year	
4381 Bank and card terminal charges	1,140	750	<b>100.0%</b>	33.3%	Budget was based on 4 m of bar and café sales that had gone up, this includes card terminal rental for 3 terminals	
4382 Insurances & Eng. Inspections	1,757	8,500	<b>20.7%</b>	33.3%	The annual insurance from HDC has not been recharged yet	
4416 Waste Disposal	1,922	2,250	<b>85.4%</b>	33.3%	The Start of emptying PC increased costs, budget reduced	
<b>Priory Centre-Running Costs Expenditure total</b>	<b>27,443</b>	<b>108,706</b>	<b>25.2%</b>	<b>33.3%</b>	<b>-52.1%</b> for 4 months operation up until point of PC closure.	
<b>Priory Centre Bar &amp; Catering Income</b>					<b>8.1%</b>	
1048 Bar Sales	36,974	37,000	<b>99.9%</b>	<b>100.0%</b>	0.1% As expected.	
1052 <b>Cafe Sales</b>	20,760	17,000	<b>122.1%</b>	<b>100.0%</b>	-22.1% Café sales are up by 22% due to increased turnover.	
<b>Priory Centre Bar &amp; Catering :- Income</b>	<b>57,734</b>	<b>54,000</b>	<b>106.9%</b>	<b>100.0%</b>		
<b>Priory Centre Bar &amp; Catering Expenditure</b>						
4022 Agency Staff	0	0				
4024 Cafe/catering staff	13,835	36,036	<b>38.4%</b>	33.3%	Additional hours in line with increase demand and need to operate café and catering functions.	
4025 Bar staff	10,326	6,000	<b>172.1%</b>	100.0%	Dinners and weddings during months April to July also reflected in increased sales in bar income.	
4600 Bar Purchases	9,661	14,800	<b>65.3%</b>	100.0%	Bar purchases down in comparison with café and catering, possible reallocation of some costs required	5,139
4604 Catering Purchases	4,239	2,000	<b>212.0%</b>	100.0%	Increased café sales but also bar purchases as above comment. Includes costs linked to catering event.	-2,239

4605 Cafe Purchases	5,476	2,000	<b>273.8%</b>	100.0%	Increased café sales but also bar purchases as above	
4610 Consumable Purchases	233	1,500	<b>15.5%</b>	100.0%	-173.8% comment	-3,476
<b>Priory Centre Bar &amp; Catering Expenditure</b>	<b>43,770</b>	<b>62,336</b>	<b>70.2%</b>	<b>88.9%</b>		18.7%
<b>Bar Net Income over Expenditure</b>	<b>13,964</b>	<b>-8,336</b>				
<b>Priory Centre-Functions and hall hire income</b>						
1050 Hall Hire	42,479	44,000	<b>96.5%</b>	100.0%	3.5%	Approximately as budgeted
1053 Kitchen Hire	167	480	<b>34.8%</b>	100.0%	65.2%	No kitchen hire needed
1057 Toddlers Gym Income	307	240	<b>127.9%</b>	100.0%	-27.9%	Income up by £67
1070 Admin Fee/Surcharges	171	160	<b>106.9%</b>	100.0%	-6.9%	
1075 Equipment Hire	1,596	800	<b>199.5%</b>	100.0%	-99.5%	Higher than budgeted due to event run.
1256 Commission of Ticket Sales	27	50	<b>54.0%</b>	100.0%	46.0%	
<b>Priory Centre-Functions :- Income</b>	<b>44,747</b>	<b>45,730</b>	<b>97.9%</b>	<b>100.0%</b>	<b>2.1%</b>	
<b>Priory Centre-FunctionsExpenditure</b>						
4021 Wages Toddlers Gym	633	2,000	<b>31.7%</b>	33.3%	1.7%	
4151 Laundry	768	250	<b>307.2%</b>	100.0%	-207.2%	Table cloths laundry has been recharged in the income from various hall hire events
4510 Events Expenses	1,888	1,800	<b>104.9%</b>	100.0%	-4.9%	Approximately as budgeted
4511 Toddlers' Gym Expenses	17	32	<b>53.1%</b>	100.0%	46.9%	
<b>Priory Centre-FunctionsExpenditure</b>	<b>3,306</b>	<b>4,082</b>	<b>81.0%</b>	<b>83.3%</b>	<b>2.3%</b>	
<b>Total Income PC</b>	<b>102,498</b>	<b>136,936</b>	<b>74.9%</b>	100.0%	25.1%	If we add the amount of £37,196 budgeted from HDC contribution, income will be over budgeted income.
<b>Add HDC share to be invoiced</b>	<b>37,196</b>	<b>0</b>	<b>102.0%</b>	100.0%	-2.0%	
<b>Total Expenditure PC</b>	<b>152,684</b>	<b>420,663</b>	<b>36.3%</b>			



**ST NEOTS TOWN COUNCIL**

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<b>Committee:</b>	<b>Finance and Governance Committee</b>
<b>Date:</b>	<b>22<sup>nd</sup> October 2024</b>
<b>Title:</b>	<b>Operations Equipment - <b>Avant-AV 760I Compact Articulated Loader</b></b>
<b>Contact Officer:</b>	<b>Operations Manager</b>

**1. Purpose of the Report**

- 1.1 To receive and consider a recommendation from the Operations and Events Committee that the Council invest in an Avant-AV 760I as part of investing in the Operations Teams service delivery.
- 1.2 This report provides the information provided to the Operations and Amenities Committee on which the recommendation was resolved. The report relates to the potential investment in an Avant-AV 760I compact articulated loader to enhance the operational efficiency of St Neots Town Council. The equipment is considered in the context of the Council's growing needs related to maintenance, project execution, and environmental initiatives.

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

- 2.1 That the Council purchase an Avant-AV 760I and suitable attachments at a cost of £60,627 and that the Finance and Governance Committee consider and make a recommendation on funding for the equipment.

**3. Background**

- 3.1 The operations team currently takes on a wide array of jobs throughout the town including grass cutting, hedge cutting, waste management, planting, watering and general maintenance. The team's management of cemeteries also involves regular grave digging. As well as this the team's work involves specific one-off projects (i.e. Forget-me-Not Garden, Council offices work) and many events. The Operations Manager and his team consider equipment and machinery in the context of meeting this versatile workload.
- 3.2 The Council is responsible for the maintenance of over 9KM of hedge row, which is currently cut manually with hand held hedge cutters. This work is spread across the town, for example, one particular site alone has 500M worth of hedge work.
- 3.3 The Council cuts a large area of grass within the town, partly on its own sites but also as part of a grass cutting contract with Cambridgeshire County Council. There are some areas of verging which the Council is not equipped to maintain, as our only current way of addressing it would be through operatives through trimmers and the need for temporary road closure to make the cutting safe.
- 3.4 The Team is always looking at new ways/equipment to make the operations team run more efficiently and believe that the machine outlined in this report would be a significant asset of the Council and the work it undertakes, particularly because of the machine's versatility and flexibility.

**4. Equipment – Avant-AV 7601 compact articulated loader**

- 4.1 The machinery the Operations and Amenities Committee is recommending the Council purchase is an Avant-AV 7601 compact articulated loader. The versatility of the machine and the reduction in manual handling together with the ability to buy additional attachments in futures years will offer the team a flexibility and efficiency required to manage the operations work.
- 4.2 The machinery will also open opportunities for doing additional work, such as cutting areas not currently under SNTC or weed clearance.
- 4.3 The specification for the machinery is attached to this report.

**5. Benefit of Investment**

- 5.1 The machine will result in efficiencies in task time and operatives across operations team's task. By way of example of at present cutting the hedgerows in the Council's ownership/responsibility would take a team of 4 operatives more than 2 days to complete. The resulting cuttings would fill the green waste skip adding a further £200+ cost each time.
- 5.2 The Avant-AV 7601 and rotary hedge cutter attachment could complete this task with 2 employees in under three hours. In addition, the rotary hedge cutter attachment mulches the hedge cuttings down so that there is minimal clear up, resulting in a significant drop in waste management and easier use of mulch across council sites.
- 5.3 Using a flail mower attachment the machine would also allow the operations team to better maintain some areas which it is currently unable to, especially embankments along roads. At present these could only be cut with trimmers and this is not possible due to locations next to busy roads and the need for support closures and safety requirements.
- 5.4 The machine would allow the Council to expand on the type and amount of work it does, opening up further discussion with partners around grass cutting responsibilities and agreements. In addition, the operative resource time freed up would allow the team to better manage wider workload.
- 5.5 The Operations Manager and Senior Maintenance Technician recommended the Council look to purchase an Avant-AV7601 due to the large level of horticultural work carried out by the operations team on a regular basis. The equipment will significantly reduce manual handling, hand arm vibration levels and general fatigue within the team that results from long time hand help equipment use needed to manage the current workload. Furthermore, speeding up jobs such as hedge cutting, mowing and re-wilding areas allowing us to work on other maintenance jobs and projects that sometimes get overlooked due to the level of work and time available. The purchase of this machine could potentially allow us to take on more work from county council/local parishes bringing in a higher revenue from the works we currently take on.
- 5.6 The Operations Manager acknowledges that there are storage restraints at the depot building. However, the proposed machinery also works as a forklift, which would allow the team to introduce better storage systems in the building, better using space and creating more free floor space.
- 5.7 Additional attachments for differing functions can be invested in to increase the flexibility of the equipment over the coming years, widening what the Council could do.

## 6. Financial Implications

Avant-AV 760I Compact articulated loader	£49,865.00	£5,983.80	x1	£43,881.20
Road lighting kit	£1,400.00	£168.00	x1	£1,232.00
Avant A36535 1600 General bucket	£985.00	£118.20	x1	£866.80
Avant A448736 S30 Hydraulic side shift	£7,490.00	£898.80	x1	£6,591.20
Avant A435550 S30 Rotary hedge cutter	£5,200.00	£624.00	x1	£4,576.00
Avant A37505 S30 Flail mower	£3,210.00	£385.20	x1	£2,824.80
A49063 Side weight kit for S30	£745.00	£89.40	x1	£655.60
<b>Subtotal</b>				<b>£60,627.60</b>

6.1 The cost of the equipment is set out above. The loader itself is separated from the cost of attachments, with the Council able to invest in those swappable attachments it needs to complete its work. This would allow the Council to invest in attachments over successive years to take advantage of the machine's flexibility.

6.2 The Council holds EMR (£30,000) and a capital budget (£30,000) for Operations Vehicles and Mowers. A smaller EMR (£4,567) is held for Equipment. These budgets were intended to building funds for the replacement of vehicles and mowers as the need arise, as the Council is away these will be large costs when they arise. Therefore, expenditure on a new item of equipment will need to be considered as part of the Council's budget setting along with its reserves.

## 7. Legal Powers

7.1 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.

# SPECIFICATIONS – AVANT 760i

LIFT CAPACITY

**1400  
kg**

ENGINE POWER

**57 hp  
diesel**

LIFT HEIGHT

**3.1 m**

SPEED

**26  
km/h**

*Avant 760i with turbocharged common rail diesel engine complies with the US Tier 4 Final emission regulations. It doesn't need a diesel particulate filter nor AdBlue/urea.*

*Avant 760i with turbocharged common rail diesel engine complies with the EU Stage V emission regulations, equipped with diesel oxidation catalyst (DOC) and diesel particulate filter (DPF) with automatic regeneration.*

## SPECIFICATIONS

<b>LENGTH</b>	3060 mm
<b>WIDTH</b>	1450 mm
<b>HEIGHT</b>	2110 mm
<b>WEIGHT</b>	2100 kg
<b>STANDARD WHEELS</b>	400/50-15 TR
<b>TRANSMISSION, DRIVE</b>	hydrostatic Avant Optidrive™
<b>PULLING FORCE MAX.</b>	1880 kp
<b>DRIVE SPEED MAX.</b>	26 km/h
<b>AUX. HYDRAULICS OIL FLOW / PRESSURE</b>	80 l/min 225 bar
<b>TURNING RADIUS INSIDE/OUTSIDE</b>	1240/2780 mm
<b>LIFTING HEIGHT TO PIVOT POINT</b>	3100 mm
<b>MAX. LIFTING CAPACITY (HYDR.)</b>	2100 kg
<b>MAX. TIPPING LOAD *</b>	1400 kg
<b>MAX. BREAKOUT FORCE / 50 CM</b>	1700 kg
<b>ENGINE MAKE AND TYPE</b>	Kohler KDI 1903 TCR Stage V
<b>ENGINE OUTPUT (ECE R120)</b>	42kW (57 hp)
<b>MAXIMUM TORQUE</b>	220 Nm @ 1500 rpm
<b>FUEL</b>	Diesel
<b>PRODUCT NO:</b>	<b>A438139</b>

\*) with extra counterweights

# PULLING FORCE

WHEEL SIZE	DRIVE SPEED	PULLING FORCE
400/50-15	26 km/h	1600 kp

# WIDTH

WHEEL SIZE	PROFILE	WIDTH
27x8.50-15	TR	1080 mm
26x12.00-12	TR or grass	1350 mm
320/60-12 HD	TR	1350 mm
320/55-15	TR or grass	1360 mm
400/50-15	TR or grass	1450 mm

# HEIGHT WITH CAB

	26X12.00-12 OR 320/60-12	320-55/15*
L Cab	2060 mm	2094 mm
LX Cab (735 only)	2078 mm	2112 mm
DLX Cab	2105 mm	2139 mm
DLX with A/C on the roof	2241 mm	2275 mm

\*) With 400/50-15 machine is 30 mm higher

# DIMENSIONS



## Final External Auditor Report and Certificate 2023/24 in respect of St Neots Parish Council – CA0235

### Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### External auditor's limited assurance opinion 2023/24

On 27 September 2024, we issued a report detailing the results of our limited assurance review of Sections 1 and 2 of this authority's Annual Governance & Accountability Return for the year ended 31 March 2024. We explained that we were unable to certify completion of the review at that time. We are now in a position to certify completion of the review.

The external auditor report given in Section 3 of the Annual Governance & Accountability Return requires amendments as follows:

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Other matters not affecting our opinion which we draw to the attention of the authority:

None

### External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance & Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.



**PKF Littlejohn LLP**

**30/09/2024**



## Annual Governance and Accountability Return 2023/24 Form 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities\*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but that:
  - are unable to certify themselves as exempt (fee payable); or
  - have requested a limited assurance review (fee payable)

### Guidance notes on completing Form 3 of the Annual Governance and Accountability Return 2023/24

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Form 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with *Proper Practices*.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
  - The **Annual Internal Audit Report must** be completed by the authority's internal auditor.
  - **Sections 1 and 2 must** be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published on the authority website/webpage **before 1 July 2024**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both) **no later than 30 June 2024**. Reminder letters will incur a charge of £40 +VAT.
  - the Annual Governance and Accountability Return Sections 1 and 2, together with
  - a bank reconciliation as at 31 March 2024
  - an explanation of any significant year on year variances in the accounting statements
  - notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2023/24

Unless requested, do not send any additional documents to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed the limited assurance review and is able to give an opinion, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

### Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on the authority website/webpage:

Before 1 July 2024 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2023/24**, approved and signed, page 4
- **Section 2 - Accounting Statements 2023/24**, approved and signed, page 5

Not later than 30 September 2024 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 and 2 of AGAR** including any amendments as a result of the limited assurance review. It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to the Local Audit and Accountability Act 2014.



## Guidance notes on completing Form 3 of the Annual Governance and Accountability Return (AGAR) 2023/24

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this AGAR. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the AGAR is complete (no highlighted boxes left empty) and is properly signed and dated. Any amendments must be approved by the authority and properly initialled.
- The authority **should** receive and note the Annual Internal Audit Report before approving the Annual Governance Statement and the accounts.
- Use the checklist provided below to review the AGAR for completeness before returning it to the external auditor by email or post (not both) no later than 30 June 2024.
- The Annual Governance Statement (Section 1) must be approved on the same day or before the Accounting Statements (Section 2) and evidenced by the agenda or minute references.
- The Responsible Financial Officer (RFO) must certify the accounts (Section 2) before they are presented to the authority for approval. The authority must in this order; consider, approve and sign the accounts.
- The RFO is required to commence the public rights period as soon as practical after the date of the AGAR approval.
- **You must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chair, and provide relevant authority owned generic email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the AGAR covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the bank reconciliation is incomplete or variances not **fully** explained then additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2023) equals the balance brought forward in the current year (Box 1 of 2024).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights of 30 consecutive working days which **must** include the first ten working days of July.
- The authority **must** publish on the authority website/webpage the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2024**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', has an explanation been published?	✓	
Section 2	Has the Responsible Financial Officer signed the accounting statements before presentation to the authority for approval?	✓	
	Has the authority's approval of the accounting statements been confirmed by the signature of the Chair of the approval meeting?	✓	
	Has an explanation of significant variations been published where required?	✓	
	Has the bank reconciliation as at <b>31 March 2024</b> been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested.	✓	

*\*Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.ada.org.uk](http://www.ada.org.uk)



# Annual Internal Audit Report 2023/24

ST NEOTS TOWN COUNCIL

ENTER PUBLICLY AT [www.stneots-tc.gov.uk](http://www.stneots-tc.gov.uk) - BPAGE ADDRESS

During the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic bank account reconciliations were properly carried out during the year.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			✓
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.	✓		
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	✓		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).	✓		
<b>O. (For local councils only)</b> Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
	✓		

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

26/10/2023 18/03/2024 04/06/2024

Name of person who carried out the internal audit

SF Christopher for Auditing Solutions Ltd

Signature of person who carried out the internal audit

Stephen Christopher

Date

04/06/2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).



## Section 1 – Annual Governance Statement 2023/24

We acknowledge as the members of:

ST NEOTS TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agreed		'Yes' means that this authority:
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		has only done what it has the legal power to do and has complied with Proper Practices in doing so.
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered and documented the financial and other risks it faces and dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
	✓		

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

25/6/24

and recorded as minute reference:

FC-062-24/25

Signed by the Chair and Clerk of the meeting where approval was given:

Chair

Cllr Richard Slade

Clerk

Christopher Robson

www.stneots-tc.gov.uk PUBLICLY AVAILABLE WEBSITE/WEBPAGE ADDRESS



## Section 2 – Accounting Statements 2023/24 for

### ST NEOTS TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2023 £	31 March 2024 £	
1. Balances brought forward	3,244,389	3,861,594	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,864,357	1,949,524	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	728,495	1,784,726	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	994,024	1,099,465	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.
5. (-) Loan interest/capital repayments	26,799	26,115	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	954,824	1,229,770	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	3,861,594	5,240,494	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	3,908,412	5,319,056	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – <b>To agree with bank reconciliation.</b>
9. Total fixed assets plus long term investments and assets	4,575,018	4,819,831	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	247,500	232,500	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)	✓			The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)	✓			The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

**S Teodora Kostova**

Date

04/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

25/06/2024

as recorded in minute reference:

FC-063-24/25 REFERENCE

Signed by Chair of the meeting where the Accounting Statements were approved

**Cllr Richard Slade**

## Section 3 – External Auditor’s Report and Certificate 2023/24

In respect of **St Neots Town Council - CA0235**

### 1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

### 2 External auditor’s limited assurance opinion 2023/24

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return (AGAR), in our opinion the information in Sections 1 and 2 of the AGAR is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Please see below

Other matters not affecting our opinion which we draw to the attention of the authority:

The smaller authority has submitted its AGAR and supporting documentation prior to 30 September 2024; however, we have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements. Once we have completed our review a final report will be provided with the certificate of completion detailing any qualifications and ‘other’ matters.

Our fee note for the limited assurance review will be issued when we certify completion.

### 3 External auditor certificate 2023/24

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

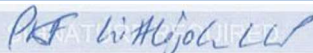
We do not certify completion because:

We have not been able to complete our review work in time to enable to smaller authority to publish the required documentation in line with statutory requirements.

External Auditor Name

**PKF LITTLEJOHN LLP**

External Auditor Signature



Date

27/09/2024

**ST NEOTS TOWN COUNCIL**

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<b>Date:</b>	22 <sup>nd</sup> October 2024
<b>Committee:</b>	FINANCE & GOVERNANCE COMMITTEE
<b>Title:</b>	Event Equipment Hire
<b>Contact:</b>	Jacqui Coleman – Events & Communications

**1. Purpose of the Report**

- 1.1 To provide the Committee with a summary report regarding the Event Equipment Hire policy to support a recommendation from the Promotions and Events and Operation and Amenities Committees.

**2. Recommendations**

- 2.1 The Committee notes the report, and the information set out within it.
- 2.2 The Committee considers the recommendation from the Operations and Amenities Committee that the Council adopt the draft Equipment Hire Policy.

**3. Background**

- 3.1 Officers provided a report to the Promotions and Event Committee regarding the hiring of St Neots Town Council Equipment and the longevity of the current practice. A recommendation on an Event Equipment Hire policy was proposed to the Operations and Amenities Committee.
- 3.2 St Neots Town Council currently owns a variety of equipment that is used at our events, this includes gazebos, chairs, tables, and a PA System. Historically, we have lent this equipment out to other partners to support their events such as St Neots Museum, St Neots Festival and ESCA May Day. There is a current loan agreement in place which covers breakages and damages but no document stating who we loan to.

**4. Information**

- 4.1 The Promotions and Events Committee considered the officers' report and felt that it was unmanageable to continue hiring out Council Equipment due to the time taken away from the Operations Team and the rising increase in wear and tear costs.
- 4.2 However, it was felt the Council should continue to support small and local annual events to not for profit organisations and agreed to only load to the following: Eaton Socon Community Association, Eynesbury Village Association, Loves Farm Association, Wintringham Association and St Neots Museum

- 4.3 The Promotions and Events Committee recommended the following;

That due to the resource implications of lending or hiring event equipment the Operations & Amenities committee consider the resource required to hire council event equipment to Eaton Socon Community Association, Eynesbury Village Association, Loves Farm Association, Wintringham Association and St Neots Museum and a policy is recommended to the Finance & Governance for adoption.

**5. Financial Implications**

- 5.1 The steady increase in public requesting to borrow the equipment is causing and more wear and tear on the equipment and increasing the need to replace items sooner than initially planned and budgeted for. By limiting those we loan to, reduces this impact.
- 5.2 The Operations Team are increasingly getting used to delivering and/or set up equipment when we loan it. Their time is sometimes charged but others it is done during the work day which takes away from their usual duties. By limiting those we loan to, reduces this impact.

## AGENDA ITEM 12



**St Neots**  
Town Council

Steve van de Kerkhove Community Centre, St Neots, Cambridgeshire, PE19 2BH

Telephone: 01480 388911 fax: 01480 388915

Town Clerk – Chris Robson Mayor – Cllr Richard Slade

# Equipment Hire Policy

Reference	SNTC/EV002	Adopted by
Prepared by	J Coleman (Communications and Events Officer)	Adopted date
Monitored by	Deputy Town Clerk	Minute reference
Monitoring Review	Every 4 Years	Review date

## 1. INTRODUCTION

- 1.1 The purpose of this policy is to ensure its equipment is maintained to the highest standard for use by all stakeholders, while still being available for use to third party organisations who are local community groups/not for profit organisations for community events held within the town.
- 1.2 Due to the increasing wear and tear of equipment and the operation cost association with the loan of equipment, the Town Council will only loan equipment to the following for 1 annual event each year:
  - 1.2.1 St Neots Museum – Living History Festival
  - 1.2.2 ESCA – May Day
  - 1.2.3 Loves Farm Community Association
  - 1.2.4 Wintringham Community Association
  - 1.2.5 Eynesbury Community Association.
  - 1.2.6 Any charity which is being supported by the Mayor during their term in office.
- 1.3 The equipment is available free of charge for use to the above-listed organisations during normal council operational times. Outside of these times a fee will be levied to cover additional staffing costs for out of hours working and subject to our terms and conditions set out in the 'Equipment Loan Hire Agreement' attached in appendix A.

## 2. EQUIPMENT AVAILABLE

- 2.1 The items the Town Council have available on loan include:
  - Gazebos
  - PA System
  - Projector
  - Tables & Chairs
  - Barriers
  - Litter Pickers



### 3. REQUESTING FOR LOAN EQUIPMENT

- 3.1 An "Equipment Loan Agreement" Form (appendix A) must be completed and signed by the borrower; this will ensure that the borrower agrees to pay for any damages which may occur to the Town Council's equipment during the loan period.
- 3.2 The Town Clerk has the discretion to make exceptions to this policy based upon the nature of request received.
- 3.3 Those requesting to loan the equipment must provide a minimum of 3 months' notice and complete the "Equipment Loan Hire Agreement" to confirm liability, delivery and collection dates and times.

### 4. EQUIPMENT PURCHASED FOR SPECIFIC PURPOSES

- 4.1 The Council will not hire out equipment which the Council has resolved to purchase for a specific purpose (*e.g. Market Square bistro chairs/tables*) and which is needed or intended to be used only to deliver on that purpose. The exception to this will be where the Council resolves that equipment can be hired out or used in an alternative way.