

## 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 18<sup>th</sup> March 2025** at **7.15pm** in the **Eaton's Community Centre, The Maltings, St Neots, PE19 8ES.**

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

### Public Participation

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

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

C Robson  
Town Clerk

**1. Apologies for Absence**

To receive Councillor's apologies for absence.

**2. Declarations of Interest**

To receive from Councillor's declarations as to Disclosable Pecuniary Interests and/or Non-Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

**3. Minutes**

Members to approve the minutes of the Finance & Governance Committee held on 21<sup>st</sup> January 2025 as a true and accurate record.

Attachment 1

**4. Payments**

To receive and consider payments for January 2025.

Attachment 2

**5. Income and Expenditure**

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

Attachment 3

ii) To receive and note a summary report on budget overspends as at 31<sup>st</sup> December 2025

Attachment 4

- 6. Reserves**  
To receive and note Council Reserves and earmarked reserves as of 31<sup>st</sup> January 2025. Attachment 5
- 7. Transition of Operational Vehicles to Plug-in Hybrid**  
To receive and consider a recommendation from the Operations and Amenities Committee that additional funding of up to £3,000 is allocated from the Council's General Reserve for the agreed purchase of plug-in hybrid alternative operational vehicles. Attachment 6
- 8. Operations Depot Entrance Doors**  
To receive and consider a recommendation from the Operations and Amenities Committee that the Council upgrade front entrance doors at the operations depot to steel as part of a required replacement. Attachment 7
- 9. Neighbourhood Development Plan Review**  
To receive and consider a recommendation from the Neighbourhood Development Plan Working Group on approving funding for the appointment of an appropriate planning professional to undertake a phase 1 approach to reviewing and renewing the St Neots Neighbourhood Development Plan. Attachment 8
- 10. St Mary's, St Neots Church Wall**  
To receive and consider a recommendation from the Operations and Amenities Committee on costs for required repairs to St Mary's Church Wall. Attachment 9
- 11. Unspent Budgeted Expenditure**  
Members to approve earmarking balances which are unspent on 31 March 2025. Attachment 10
- 12. Date of Next Meeting**  
To note that the next scheduled meeting of the Finance and Governance Committee is the 22 April 2025 at 7:15pm.

## Finance & Governance Committee

**Present:** Cllrs Banks, Chapman, Collins, Cooper-Marsh, Goodman, Hitchin, Maslen, Slade and Pitt.  
**Absent:** Cllrs Johnson, Mascarenhas

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

**Minutes** of the meeting of the **Finance & Governance committee** held on **Tuesday 18<sup>th</sup> February 2025** at **7.15pm** in the Eaton's Centre, The Maltings, St Neots, PE19 8ES.

### Public Participation

There were no members of the public present.

### ACTIONS

- 112 Apologies for Absence**  
Apologies were received from Cllr Johnson. Admin
- 113 Declarations of Interest**  
Cllrs Pitt, Banks, Chapman and Slade declared a non-pecuniary interest in agenda item 127, Priory Centre Redevelopment.  
Cllrs Pitt and Maslen declared a non-pecuniary interest in item 124, Equipment Hire Policy.
- 114 Minutes**  
**RESOLVED** to approve the minutes of the meeting of the Finance & Governance Committee held on 21<sup>st</sup> January 2025 as a true and accurate record.
- 115 Payments**  
Members received and noted payments for December 2024.
- 116 Bank Cash and Investment Reconciliations**  
Members received and noted bank cash and investment reconciliations as at 31<sup>st</sup> December 2024.
- 117 Reserves**  
Members received and noted Council Reserves and earmarked reserves as of 31<sup>st</sup> December 2024.
- 118 Service Level Agreements (SLAs)**  
Members considered the Service Level Agreements for organisations the Council has budgeted funds for the provision of services in the 2025-26 financial year.

**RESOLVED** to recommend that the Council approve the SLAs for:

- Huntingdonshire Volunteer Centre
- Money Advice St Neots
- Citizens Advice Rural Cambridgeshire

and that monitoring and reporting for beneficiaries specific to St Neots and the organisations is included in their reporting.



### 119 War Memorial Earmarked Reserves

Members received and considered a recommendation from the Operations and Amenities Committee that the Town Council allocate £6,190 from the War Memorial earmarked reserve for the professional cleaning of war memorials under the Council's care.

**RESOLVED** to RECOMMEND that the Council approve Company C is appointed as a preferred contractor to carry out specialist cleaning of three war memorials under the Town Council's care and that £6,190 in funding is allocated from the War Memorial Ear Marked reserves.

### 120 Museum Building

#### *i) Museum Roof*

Members considered a recommendation from the Operations Committee for additional works required to the museum roof. These works are essential to complete the previously approved scope of works with the cost being mostly from additional materials and not hours.

**RESOLVED** to RECOMMEND that the Council release £5,900.00 in funding from the Community Buildings earmarked reserve to pay for unexpected works completed as part of repairing and securing the museum roof.

#### *ii) Museum Air Conditioning*

Members considered a recommendation from the Operations Committee for the replacement of broken air conditioning units at the Museum. Correct indoor climate in the Museum is very important for the collection and their team of volunteers.

**RESOLVED to RECOMMEND** that the Council release up to £5,000.00 (£4,398.38 as quoted with 7.5% discount for replacement of all three units and the rest as contingency for related electric works and materials) in funding from the Community Buildings earmarked reserve for the supply, installation, and commission of three replacement air condition units at St Neots Museum.

### 121 Depot Building Security

The Depot suffered a break in in January 2025 and the Police have recommended that the Council re-consider CCTV provision at the depot building.

**RESOLVED** to RECOMMEND that the Council approve the use of unspent funds in the Repairs and Maintenance budget for the installation of CCTV at the operations deport at a cost of £2,550.

### 122 Granting Funding Returned

Members received and noted the return of unspent grant funding awarded to Waterside Green Energy of £9,481.46.

**RESOLVED to RECOMMEND** that the Council vire the unspent grant funding of £9,481.46 to the grant fund budget for the current financial year.

**123 IT Security Policy**

Members considered a report on the Council's IT Security Policy and the implications if a user account is removed from this policy. The IT Security Policy is designed to safeguard the council's digital assets and ensure secure access to critical systems.

**RESOLVED to RECOMMEND** that members user accounts should remain part of the Council's IT Security Policy.

**124 Equipment Hire Policy**

Members received and considered the recommended adoption of a Council Equipment Hire Policy as recommended by the Operations and Amenities Committee.

**RESOLVED to RECOMMEND** that the Town Council adopt the draft Equipment Hire Policy.

**125 Date of Next Meeting**

Members noted that the date of the next scheduled Finance and Governance Committee meeting would be 18<sup>th</sup> March 2025 at 7:15pm.

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

**RESOLVED to RECOMMENDED** that pursuant to the provisions of the Public Bodies (admissions to Meetings) Act 1960 the public and press be excluded.

**127 Priory Centre Redevelopment**

Members considered a report outlining information on the Priory Centre redevelopment and provisional value engineering costs.

**RESOLVED to RECOMMEND** that the Council contributes funding as provided for in Option 1 of the Value Engineering Report from the Town Council's Community Infrastructure Levy (CIL) towards the scheme construction costs and that any unspent contingency is returned to the Council to reduce CIL expenditure or provide further improvements to the project.

**COMMITTEE CHAIRPERSON**

Date: 03/03/2025

## St Neots Town Council 2024/2025

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Time: 09:47

## Town Council Current Account

## List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/01/2025	Priory Centre Cafe Petty Cash	card	300.00		PC PC TOP UP
02/01/2025	Barretts of St Neots	SO Rent Ja	2,083.33		17883 Rent Jan 25 TC
02/01/2025	PAYROLL	BACS	2,218.31		WEEK 39
03/01/2025	STAFF EXPENSES	BACS	311.00		PROF SUBSC
06/01/2025	Southern & Scottish Energy - E	DD91736	-1,088.96		18145 18-1-25 CN EC
06/01/2025	Southern & Scottish Energy - E	ADJ	1,088.96		18145 INV
06/01/2025	Southern & Scottish Energy - E	DD-ADJ	1,088.96		18145 ADJ
07/01/2025	BACS P/L Pymnt Page 5829	BACS Pymnt	126.00		BACS P/L Pymnt Page 5829
07/01/2025	BRITISH TELECOM	07-01-25	63.64		Purchase Ledger DDR Payment
08/01/2025	BACS P/L Pymnt Page 5842	BACS Pymnt	1,080.46		BACS P/L Pymnt Page 5842
08/01/2025	ST NEOTS MUSEUM	BACS	15,960.00		GRANT AID
08/01/2025	STAFF EXPENSES	BACS	31.90		OFFICE COFFE AND MILK
08/01/2025	AMAZON	BARCLAYCAR	8.99		MEMBERSHIP FEE TC
08/01/2025	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN TC
08/01/2025	Amazon	BARCLAYCAR	-8.99		Membership Fee TC
08/01/2025	Giff Gaff	BARCLAYCAR	-6.00		SIM Monthly Plan TC
08/01/2025	CITATION	BACS	628.20		MONTHLY HR SUBSC
09/01/2025	BACS P/L Pymnt Page 5841	BACS Pymnt	5,244.00		BACS P/L Pymnt Page 5841
09/01/2025	BARCLAYS	DD	38.51		BANK CHARGES
09/01/2025	PAYROLL	BACS	913.37		WEEK 40
10/01/2025	CAKES BY YASMIN	BACS	250.00		CHRISTMAS EVENT
13/01/2025	Fuel Card Services	130125	100.80		18102 Card protection OPS
13/01/2025	Fuel Card Services Ltd	13012025	193.20		18095 Fuel bill Dec OPS
13/01/2025	BEDFORD BRASS	BACS	120.00		BAND FOR CHRISTMAS MARKET
15/01/2025	Restore Datashred	150125	111.94		17890 Conf waste DEC TC
15/01/2025	O2	15012025	317.48		17915 Mobile phones DEC TC
15/01/2025	Barclaycard	BARCLCARD	2,516.97		MONTHLY REPAYMENT
15/01/2025	HDC	Std Ord	18.00		RATES-HOWITTS LANE CEM
15/01/2025	HDC	Std Ord	35.00		RATES FARMERS MARKET
15/01/2025	HDC	Std Ord	56.00		RATES OLD CEMETERY
15/01/2025	HDC	Std Ord	119.00		STORE ADJ PUBLIC CONVEINCE
15/01/2025	HDC	Std Ord	130.00		RATES NEW CEMETERY
15/01/2025	HDC	Std Ord	158.00		RATES 6B SOUTH STREET
15/01/2025	HDC	Std Ord	511.00		RATES-EATONS CENTRE
15/01/2025	HDC	Std Ord	1,453.00		RATES-LEVELLERS LANE
15/01/2025	HDC	Std Ord	170.00		RATES-ST JOHN BUILDING
15/01/2025	HDC	Std Ord	1,123.00		Rates-New Street
15/01/2025	STAFF EXPENSES	BACS	338.27		YOUTH WORKER TRAVEL
15/01/2025	PAYROLL	BACS	75,541.23		MONTH 10
16/01/2025	Priory Centre Cafe Petty Cash	PC PC TOP	300.00		PC PC TOP UP
16/01/2025	PAYROLL	BACS	2,371.75		WEEK 41
17/01/2025	BACS P/L Pymnt Page 5840	BACS Pymnt	1,272.96		BACS P/L Pymnt Page 5840
17/01/2025	S PLEDGER TICKET SALES	BACS	216.00		S PLEDGER TICKET SALES
20/01/2025	O2	200125	18.68		Purchase Ledger DDR Payment
20/01/2025	ANGLIAN WATER SERVICES LTD	20012025	108.74		17894 Water 8-11 EC
21/01/2025	BACS P/L Pymnt Page 5830	BACS Pymnt	37,229.73		BACS P/L Pymnt Page 5830
21/01/2025	BACS P/L Pymnt Page 5839	BACS Pymnt	1,731.97		BACS P/L Pymnt Page 5839

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## Town Council Current Account

## List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
22/01/2025	BACS P/L Pymnt Page 5838	BACS Pymnt	211.75		BACS P/L Pymnt Page 5838
22/01/2025	ANGLIAN WATER SERVICES LTD	22200125	268.65		Purchase Ledger DDR Payment
22/01/2025	HMRC	BACS	21,959.43		PAYE AND NIC
23/01/2025	ANGLIAN WATER SERVICES LTD	230125	19.50		17998 Water 10/24-1/25 CEM
23/01/2025	ANGLIAN WATER SERVICES LTD	23012025	48.50		18014 Water 10-1 CEM RD
23/01/2025	PAYROLL	BACS	2,393.10		WEEK 42
24/01/2025	BACS P/L Pymnt Page 5837	BACS Pymnt	3,780.00		BACS P/L Pymnt Page 5837
24/01/2025	Marston's PLC	240125	513.79		17956 Brewery order DEC PC
27/01/2025	BACS P/L Pymnt Page 5836	BACS Pymnt	96.00		BACS P/L Pymnt Page 5836
27/01/2025	Quadient UK Limited	270125	6.00		18115 Postage Dec TC
27/01/2025	Fuel Card Services Ltd	27012025	111.22		18028 Fuel bill JAN OPS
27/01/2025	BIFFA WASTE SERVICES	27/01/25	1,982.25		17929 Waste disposal DEC PC
27/01/2025	ST NEOTS PLAYERS	BACS	1,627.35		GIRLS ON TRAIN TICKETS SALES
27/01/2025	CITATION	DD	628.20		MONTHLY HR SUBSC
28/01/2025	Virgin Media Services	280125	42.92		18117 Broadband DEC TC
28/01/2025	Virgin Media Services	2801/25	83.75		18116 Broadband DEC TC
28/01/2025	Scottish & Southern Energy - P	DD-4796	-5,717.67		18148-19-01-25 Electr PC CN
28/01/2025	Scottish & Southern Energy - R	DD-5341	-1,896.47		18150-CN29-11-25 Electr Red Cr
28/01/2025	SSE Andrew House Cem Rd	DD-9331	537.80		18151-Electr Andrew House
30/01/2025	BACS P/L Pymnt Page 5835	BACS Pymnt	6,691.58		BACS P/L Pymnt Page 5835
30/01/2025	THE PIGHTLE	BACS	1,400.00		THE PIGHTLE GRANT 24/25
30/01/2025	PRIORY PARK FRIENDS GROUP	BACS	1,400.00		PRIORY PARK FRIENDS 24/25GRANT
30/01/2025	PAYROLL	BACS	2,864.26		WEEK 43
31/01/2025	Jola Cloud Solutions	310125	515.71		18110 Telephony Dec TC
31/01/2025	Priory Centre Cafe Petty Cash	PC PC	300.00		PC TOP UP
31/01/2025	SSE Street lights unmetred	DD-31-1-25	39.23		18146-INV 17-01-25 STREET LIGH
<b>Total Payments</b>			<b>196,507.25</b>		

## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SLC009</b>	<b>SOCIETY OF LOCAL COUCIL CLERKS</b>						
17876 Qualification fee TC	18/12/2024	QL206390-1	1	126.00	0.00	126.00	0.00
					<b>0.00</b>	<b>126.00</b>	
Above paid on 07/01/2025 by Online Payment Ref SLC009							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>126.00</b>



## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>ART003</b>	<b>ARTHUR IBBETT LTD</b>						
17854 Mower parts OPS	11/12/2024	186949	1	874.80	0.00	874.80	0.00
17897 Mower parts PPE OPS	13/12/2024	187105	1	142.57	0.00	142.57	0.00
17900 Mower parts OPS	27/12/2024	187582	1	312.34	0.00	312.34	0.00
17902 Tyre fork OPS	31/12/2024	187694	1	462.15	0.00	462.15	0.00
17901 Crankshaft OPS	31/12/2024	187695	1	63.73	0.00	63.73	0.00

<b>0.00</b>	<b>1,855.59</b>
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Above paid on 21/01/2025 by Online Payment Ref ART003

<b>BED2205</b>	<b>BEDFORD TIMBER LTD</b>						
17904 Screws & tape OPS	22/10/2024	120117	1	99.30	0.00	99.30	0.00
17865 Postcrete OPS	07/12/2024	121541	1	259.68	0.00	259.68	0.00
17863 Wood concrete OPS	09/12/2024	121313	1	281.18	0.00	281.18	0.00
17860 Carcassing C24 Graded OP	16/12/2024	121502	1	39.72	0.00	39.72	0.00

<b>0.00</b>	<b>679.88</b>
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Above paid on 21/01/2025 by Online Payment Ref BED2205

<b>BK0032</b>	<b>KEN BOOTH &amp; CO LTD</b>						
17917 Cleaning materials PC	20/12/2024	458838	1	66.68	0.00	66.68	0.00

<b>0.00</b>	<b>66.68</b>
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Above paid on 21/01/2025 by Online Payment Ref BK0032

<b>BLA001</b>	<b>BLACK WOLF MAKETING LTD</b>						
17866 Padlock chain OPS	17/12/2024	1299	1	74.48	0.00	74.48	0.00

<b>0.00</b>	<b>74.48</b>
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Above paid on 21/01/2025 by Online Payment Ref BLA001

<b>BT005</b>	<b>BT Events</b>						
17798 Power XMAS	09/12/2024	1210	1	1,674.00	0.00	1,674.00	0.00

<b>0.00</b>	<b>1,674.00</b>
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Above paid on 21/01/2025 by Online Payment Ref BT005

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAR005</b> <b>Carpартsexpress Ltd</b>							
17869 Key fob battery OPS	05/12/2024	SS0318673	1	1.20	0.00	1.20	0.00
17868 Blades cleaner OPS	06/12/2024	SS0318846	1	35.10	0.00	35.10	0.00
17867 Oil & glue OPS	12/12/2024	SS0319580	1	29.00	0.00	29.00	0.00
					<b>0.00</b>	<b>65.30</b>	

Above paid on 21/01/2025 by Online Payment Ref CAR005

<b>CHR001</b> <b>The Christmas Decorators</b>							
17938 Install & takedown XMAS	27/12/2024	1489	1	20,295.60	0.00	20,295.60	0.00
					<b>0.00</b>	<b>20,295.60</b>	

Above paid on 21/01/2025 by Online Payment Ref CHR001

<b>COM004</b> <b>Complete Solutions Group Ltd</b>							
17914 Stationery TC	14/11/2024	SINV04151466	1	23.94	0.00	23.94	0.00
17870 Stationery TC	06/12/2024	SINV04168965	1	106.45	0.00	106.45	0.00
					<b>0.00</b>	<b>130.39</b>	

Above paid on 21/01/2025 by Online Payment Ref COM004

<b>CON001</b> <b>Concord Lifting Equipment Ltd</b>							
17937 Lift inspection OPS	26/09/2024	330424	1	432.00	0.00	432.00	0.00
					<b>0.00</b>	<b>432.00</b>	

Above paid on 21/01/2025 by Online Payment Ref CON001

<b>COO001</b> <b>COOLERAID LTD</b>							
17939 Ann cooler rental PC	08/11/2024	1740115	1	119.90	0.00	119.90	0.00
					<b>0.00</b>	<b>119.90</b>	

Above paid on 21/01/2025 by Online Payment Ref 10

<b>COP001</b> <b>Copy IT Digital Solutions Ltd</b>							
17892 Photocopying NOV TC	09/12/2024	8073052756	1	561.68	0.00	561.68	0.00
					<b>0.00</b>	<b>561.68</b>	

Above paid on 21/01/2025 by Online Payment Ref COP001

**Linked to Cashbook 1****Entered Month 10  
by user DRB**

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>DRE001 Dream Clean Services Ltd</b>							
17871 Cleaning NOV DEPOT	04/12/2024	INV-4420	1	231.60	0.00	231.60	0.00
17884 Cleaning Nov CEM RD	04/12/2024	INV-4413	1	475.20	0.00	475.20	0.00
17872 Cleaning NOV TOILETS	04/12/2024	INV-4409	1	1,604.40	0.00	1,604.40	0.00
					<b>0.00</b>	<b>2,311.20</b>	
Above paid on 21/01/2025 by Online Payment Ref DRE001							
<b>FIR003 Firesmiths Detect &amp; Protect</b>							
17952 Fire safety service PC	08/08/2024	1326	1	188.76	0.00	188.76	0.00
17953 Call out charge EC	16/12/2024	1456	1	96.00	0.00	96.00	0.00
					<b>0.00</b>	<b>284.76</b>	
Above paid on 21/01/2025 by Online Payment Ref FIR003							
<b>GIL001 Gilberts Butchers</b>							
17945 Catering supplies PC	12/12/2024	12	1	818.69	0.00	818.69	0.00
					<b>0.00</b>	<b>818.69</b>	
Above paid on 21/01/2025 by Online Payment Ref GIL001							
<b>HDC001 Huntingdonshire District Council</b>							
174861 Alarm call outs TOILETS	16/12/2024	70086955	1	198.00	0.00	198.00	0.00
					<b>0.00</b>	<b>198.00</b>	
Above paid on 21/01/2025 by Online Payment Ref HDC001							
<b>HIR001 HIRE OR BUY GROUP LTD</b>							
17873 Drill bits OPS	14/12/2024	1147742	1	563.21	0.00	563.21	0.00
					<b>0.00</b>	<b>563.21</b>	
Above paid on 21/01/2025 by Online Payment Ref HIR001							
<b>HYG001 HYGIENE SOLUTIONS</b>							
17793 Hyg svc 24/25 TOILETS	01/11/2024	059634	1	258.73	0.00	258.73	0.00
					<b>0.00</b>	<b>258.73</b>	
Above paid on 21/01/2025 by Online Payment Ref HYG001							

## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>IDI001</b> <b>i-d Image Development</b>							
17913 Freedom of Town Phot TC	11/12/2024	111224	1	235.00	0.00	235.00	0.00
					<b>0.00</b>	<b>235.00</b>	
Above paid on 21/01/2025 by Online Payment Ref IDI001							
<b>KID001</b> <b>Wider Plan Ltd</b>							
17882 Childcare voucher JAN TC	23/12/2024	5472587	1	16.00	0.00	16.00	0.00
					<b>0.00</b>	<b>16.00</b>	
Above paid on 21/01/2025 by Online Payment Ref KID001							
<b>MAS002</b> <b>MASKEARAI INDUSTRIAL SUPPLIES</b>							
17875 Cleaning products TOILET	26/07/2024	83810	1	1,331.50	0.00	1,331.50	0.00
					<b>0.00</b>	<b>1,331.50</b>	
Above paid on 21/01/2025 by Online Payment Ref MAS002							
<b>NEO001</b> <b>Neotists CIC</b>							
17820 Performances Farmers	01/12/2024	INV-0013912	1	1,000.00	0.00	1,000.00	0.00
					<b>0.00</b>	<b>1,000.00</b>	
Above paid on 21/01/2025 by Online Payment Ref NEO001							
<b>NIG001</b> <b>Nightlife Entertainment</b>							
17855 Photo booth YOUTH	12/12/2024	2558	1	235.00	0.00	235.00	0.00
					<b>0.00</b>	<b>235.00</b>	
Above paid on 21/01/2025 by Online Payment Ref NIG001							
<b>REA001</b> <b>Real Christmas Trees Limited</b>							
17898 Christmas tree TC	23/05/2024	10000031999	1	1,980.00	0.00	1,980.00	0.00
					<b>0.00</b>	<b>1,980.00</b>	
Above paid on 21/01/2025 by Online Payment Ref REA001							
<b>STA002</b> <b>STANNAH LIFT SERVICES LTD</b>							
17958 Lift svc 24/25 EC	02/12/2024	1085735588	1	224.20	0.00	224.20	0.00
					<b>0.00</b>	<b>224.20</b>	
Above paid on 21/01/2025 by Online Payment Ref STA002							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>SWI001</b> <b>Swift Stitch</b>							
17959 Staff uniforms PC	04/12/2024	8826	1	126.00	0.00	126.00	0.00
					<b>0.00</b>	<b>126.00</b>	
Above paid on 21/01/2025 by Online Payment Ref SWI001							
<b>THI001</b> <b>Think Local</b>							
17856 Advertising Jan 25 TC	16/12/2024	SI-4784	1	390.00	0.00	390.00	0.00
					<b>0.00</b>	<b>390.00</b>	
Above paid on 21/01/2025 by Online Payment Ref THI001							
<b>WEL001</b> <b>Wel Medical Ltd</b>							
17877 Defib Batteries OPS	15/12/2024	I282361	1	995.94	0.00	995.94	0.00
					<b>0.00</b>	<b>995.94</b>	
Above paid on 21/01/2025 by Online Payment Ref WEL001							
<b>XLP001</b> <b>Xlpress Ltd</b>							
17818 Stickers cards XMAS	11/12/2024	36229	1	132.00	0.00	132.00	0.00
17889 Concert programmes TC	12/12/2024	36260	1	132.00	0.00	132.00	0.00
17888 Freedom scrolls TC	12/12/2024	36261	1	42.00	0.00	42.00	0.00
					<b>0.00</b>	<b>306.00</b>	
Above paid on 21/01/2025 by Online Payment Ref XLP001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>37,229.73</b>

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>AUB001</b> <b>Aubergine 262 LTD</b>							
18047-Website TC	08/01/2025	AUB13496	1	2,518.80	0.00	2,518.80	0.00
					<b>0.00</b>	<b>2,518.80</b>	
Above paid on 30/01/2025 by Online Payment Ref AUB001							
<b>ELE0001</b> <b>Electrovolt Electrical Svcs LTD</b>							
18048-Lighting upgrade Museum	08/01/2025	INV-0021	1	3,111.26	0.00	3,111.26	0.00
					<b>0.00</b>	<b>3,111.26</b>	
Above paid on 30/01/2025 by Online Payment Ref ELE0001							
<b>NAMM001</b> <b>National Association of Memorial Masons</b>							
18049 mem subs 2025	01/01/2025	2038	1	264.00	0.00	264.00	0.00
					<b>0.00</b>	<b>264.00</b>	
Above paid on 30/01/2025 by Online Payment Ref NAMM001							
<b>THI001</b> <b>Think Local</b>							
18026 Advertising TC	13/01/2025	SI-4840	1	390.00	0.00	390.00	0.00
17972-Lefalets delivery TC	21/01/2025	SI-4851	1	407.52	0.00	407.52	0.00
					<b>0.00</b>	<b>797.52</b>	
Above paid on 30/01/2025 by Online Payment Ref THI001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>6,691.58</b>

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>FIR003</b>							
<b>Firesmiths Detect &amp; Protect</b>							
18006 Call out charge PC	06/08/2024	1327	1	96.00	0.00	96.00	0.00
					<b>0.00</b>	<b>96.00</b>	
Above paid on 27/01/2025 by Online Payment Ref FIR003							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>96.00</b>

## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CAM002</b> <b>Cambridge Trees Ltd</b>							
18013-15-11-24 Inv with appr	31/12/2024	INV-4846	1	3,780.00	0.00	3,780.00	0.00
					<b>0.00</b>	<b>3,780.00</b>	
Above paid on 24/01/2025 by Online Payment Ref CAM002							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>3,780.00</b>



## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LOV002</b>		<b>Love's Farm Community Centre</b>					
17983 Hall hire JAN YOUTH	02/01/2025	INV-22001	1	211.75	0.00	211.75	0.00
					<b>0.00</b>	<b>211.75</b>	
Above paid on 22/01/2025 by Online Payment Ref LOV002							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>211.75</b>

## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>HOP001 Hopwells</b>							
17976 CN damaged items PC	22/08/2024	CK9535453	1	-1.40	0.00	-1.40	0.00
17974 CN missing items PC	09/10/2024	CK9540250	1	-2.70	0.00	-2.70	0.00
17980 Catering supplies PC	25/10/2024	IK3134542	1	148.45	0.00	148.45	0.00
17981 Catering supplies PC	14/11/2024	IK3147846	1	119.29	0.00	119.29	0.00
17994 Catering supplies PC	21/11/2024	IK3153482	1	253.51	0.00	253.51	0.00
17964 Catering supplies PC	02/12/2024	IK3160724	1	26.10	0.00	26.10	0.00
17965 Catering supplies PC	03/12/2024	IK3161904	1	76.22	0.00	76.22	0.00
17977 CN damaged stock PC	05/12/2024	CK9545785	1	-20.30	0.00	-20.30	0.00
17975 CN missing items PC	05/12/2024	CK9545786	1	-4.35	0.00	-4.35	0.00
17960 Milk PC	05/12/2024	IK3164658	1	43.50	0.00	43.50	0.00
17962 Catering supplies PC	05/12/2024	IK3164659	1	159.90	0.00	159.90	0.00
17963 Catering supplies PC	09/12/2024	IK2166839	1	26.10	0.00	26.10	0.00
17961 Catering supplies PC	10/12/2024	IK3168380	1	478.37	0.00	478.37	0.00
17968 Catering supplies PC	12/12/2024	IK3170927	1	43.50	0.00	43.50	0.00
CN Missing items PC	16/12/2024	CK9546771	1	-9.51	0.00	-9.51	0.00
17967 Catering supplies PC	16/12/2024	IK3172523	1	26.10	0.00	26.10	0.00
17969 Catering supplies PC	16/12/2024	IK3172524	1	148.54	0.00	148.54	0.00
17978 CN missing items PC	19/12/2024	CK9547133	1	-4.35	0.00	-4.35	0.00
17966 Catering supplies PC	19/12/2024	IK3176397	1	43.50	0.00	43.50	0.00

<b>0.00</b>	<b>1,550.47</b>
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Above paid on 21/01/2025 by Online Payment Ref HOP001

**LOV002 Love's Farm Community Centre**

17982 Hall hire DEC YOUTH	02/12/2024	INV-2181	1	181.50	0.00	181.50	0.00
					<b>0.00</b>	<b>181.50</b>	

Above paid on 21/01/2025 by Online Payment Ref LOV002

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>1,731.97</b>
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## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>THE002</b>	<b>The Recruitment Agency</b>						
17811 Temp staff OPS	04/12/2024	13084	1	159.12	0.00	159.12	0.00
17819 Temp Staff OPS	27/11/2024	13075	1	159.12	0.00	159.12	0.00
17852 Temp staff OPS	11/12/2024	13093	1	795.60	0.00	795.60	0.00
17853 Temp staff OPS	18/12/2024	13104	1	159.12	0.00	159.12	0.00
						<b>0.00</b>	<b>1,272.96</b>

Above paid on 17/01/2025 by Online Payment Ref THE002

<b>Total Purchase Ledger Payments</b>	<b>0.00</b>	<b>1,272.96</b>
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## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>GAL002</b> <b>Arthur J Gallagher Insurance Brokers</b>							
17946 Liability ins 24/2 TC	30/11/2024	T737	1	5,244.00	0.00	5,244.00	0.00
					<b>0.00</b>	<b>5,244.00</b>	
Above paid on 09/01/2025 by Online Payment Ref GAL002							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>5,244.00</b>

## Linked to Cashbook 1

Entered Month 10  
by user DRB

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>BAL001</b> <b>Balfour Beatty</b>							
18016 Street light LED TC	07/01/2025	CSUKOU/INV/172338	1	1,080.46	0.00	1,080.46	0.00
					<b>0.00</b>	<b>1,080.46</b>	
Above paid on 08/01/2025 by Online Payment Ref BAL001							
<b>Total Purchase Ledger Payments</b>						<b>0.00</b>	<b>1,080.46</b>

## Priory Centre Current Account

## List of Payments made between 01/01/2025 and 31/01/2025

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
03/01/2025	SSE business.co.uk	DD-211	578.61		18160-Gas PC Nov 24 standing c
06/01/2025	Payment Sense Ltd	DD-804	45.02		Inv18165-Card term fees PC
06/01/2025	Payment Sense Ltd	DD-637	45.02		18166-Card term rental TC
06/01/2025	Payment Sense Ltd	DD-4313	54.42		18164-Term rental and rolls-N
09/01/2025	BARCLAYS	DD	34.71		BANK CHARGES
15/01/2025	HDC	Std Ord	1,948.00		RATES - PRIORY CENTRE
15/01/2025	Payment Sense Ltd	DD-201	29.95		18162-Card term charges TC
15/01/2025	Payment Sense Ltd	DD-219	30.53		18161-Card charges 219 Dec PC
15/01/2025	Payment Sense Ltd	DD-579	153.12		18163-Card term charges NS
15/01/2025	AMEX	DD	0.09		BANK CHARGES

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**Total Payments**      2,919.47

Time: 10:14

## Barclaycard

## List of Payments made between 01/01/2025 and 31/01/2025

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2025	AMAZON	BARCLAYCAR	15.48		XMAS HAMPER TC
08/01/2025	AMAZON	BARCLAYCAR	22.49		XMAS HAMPER TC
08/01/2025	AMAZON	BARCLAYCAR	153.80		COUNCIL ADMIN BOOK TC
08/01/2025	LAND REGISTRY	BARCLAYCAR	3.00		TITLE REGISTER TC
08/01/2025	ADOBE	BARCLAYCAR	16.64		ACROBAT PRO TC
08/01/2025	B & Q	BARCLAYCAR	136.80		PLANTS MARKET SQ OPS
08/01/2025	WAITROSE	BARCLAYCAR	16.65		GROCERIES PC
08/01/2025	WAITROSE	BARCLAYCAR	42.45		GROCERIES PC
08/01/2025	AMAZON	BARCLAYCAR	10.48		ALARM PULL CORD PC
08/01/2025	WAITROSE	BARCLAYCAR	57.26		GROCERIES PC
08/01/2025	WAITROSE	BARCLAYCAR	11.22		GROCERIES PC
08/01/2025	ADOBE PC	BARCLAYCAR	19.97		ADOBE PC
08/01/2025	WAITROSE	BARCLAYCAR	30.00		FLOWERS PC
08/01/2025	SUM UP	BARCLAYCAR	40.00		FLOWERS PC
08/01/2025	WAITROSE	BARCLAYCAR	33.20		GROCERIES PC
08/01/2025	AMAZON	BARCLAYCAR	44.99		HEADPHONES TC
08/01/2025	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN TC
08/01/2025	AMAZON	BARCLAYCAR	8.99		MEMBERSHIP FEE TC
08/01/2025	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN TC
08/01/2025	AMAZON	BARCLAYCAR	44.99		HEADSETS & EARPHONES TC
08/01/2025	Amazon	BARCLAYCAR	-44.99		Headset&Earphones TC
08/01/2025	AMAZON	BARCLAYCAR	41.99		SENSOR BIN TC
08/01/2025	E FRAME	BARCLAYCAR	106.93		V TERMINAL TC
08/01/2025	ALDI	BARCLAYCAR	146.41		REFRESHMENTS TC
08/01/2025	LIDL	BARCLAYCAR	62.07		REFRESHMENTS & CLEANING TC
08/01/2025	TESCO	BARCLAYCAR	92.50		REFRESHMENTS TC
08/01/2025	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN TC
08/01/2025	AMAZON	BARCLAYCAR	22.38		CHARGERS TC
08/01/2025	AMAZON	BARCLAYCAR	17.02		CHARGERS TC
08/01/2025	AMAZON	BARCLAYCAR	14.99		DINNER PLATES TC
08/01/2025	CANVA	BARCLAYCAR	99.99		SUBSCRIPTIONS TC
08/01/2025	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN TC
08/01/2025	ADOBE	BARCLAYCAR	16.64		ACROBAT PRO
08/01/2025	ADOBE	BARCLAYCAR	25.32		ACROBAT PRO + PHOTO TC
08/01/2025	ADOBE	BARCLAYCAR	19.97		ACROBAT PRO TC
08/01/2025	MAIL CHIMP	BARCLAYCAR	52.10		AI POWERED MARKETING TC
08/01/2025	APPLE	BARCLAYCAR	0.99		I CLOUD STORAGE TC
08/01/2025	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY TC
08/01/2025	GIFF GAFF	BARCLAYCAR	6.00		SIMM MONTHLY PLAN TC
08/01/2025	AMAZON	BARCLAYCAR	8.99		PRIME MEMBERSHIP TC
08/01/2025	GIFF GAFF	BARCLAYCAR	6.00		SIM MONTHLY PLAN TC
08/01/2025	Amazon	BARCLCARD	-22.38		ADJUSTMENT
08/01/2025	Amazon	BARCLCARD	25.49		CHARGERS TC
08/01/2025	GIFF GAFF	BARCL	6.00		MOB SIM
08/01/2025	GIFF GAFF	BARCLCARD	6.00		GIFF GAFF
08/01/2025	GIFF GAFF	BARCLCARD	-6.00		ADJ
08/01/2025	LIDL	BARCLAYCAR	9.01		GROCERIES TC

Time: 10:14

## Barclaycard

## List of Payments made between 01/01/2025 and 31/01/2025

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/01/2025	CINEWORLD	BARCLAYCAR	35.76		CINEMA TRIP YOUTH
08/01/2025	CINEWORLD	BARCLAYCAR	71.52		CINEMA TRIP YOUTH
08/01/2025	AMAZON	BARCLAYCAR	254.17		FOOD & DECORATIONS YOUTH
08/01/2025	IREEF QUEENSGATE	BARCLAYCAR	17.00		PARKING TRAINING YOUTH
08/01/2025	TESCO	BARCLAYCAR	112.81		YOUTH CAFE FOOD
08/01/2025	TESCO	BARCLAYCAR	150.00		CHRISTMAS DISCO YOUTH
08/01/2025	PIZZA EXPRESS	BARCLAYCAR	163.25		VOLUNTEERS DINNER YOUTH
08/01/2025	APPLE.COM	BARCLAYCAR	2.99		I CLOUD
08/01/2025	CINEWORLD	BARCLAYCAR	8.94		CINEMA TRIP YOUTH
08/01/2025	CINEWORLD	BARCLAYCAR	35.76		CINEMA TRIP YOUTH
08/01/2025	VOUCHER EXPRESS	BARCLAYCAR	20.00		GIFT CARD PRIZE YOUTH
08/01/2025	CINEWORLD	BARCLAYCAR	17.88		CINEMA TRIP YOUTH
08/01/2025	TESCO	BARCLAYCAR	4.35		MILK YOUTH
08/01/2025	ALDI	BARCLAYCAR	19.49		REFRESHMENTS YOUTH
08/01/2025	TESCO	BARCLAYCAR	93.97		CHRISTMAS DISCO YOUTH
08/01/2025	LITTLEPORT	BARCLAYCAR	12.60		TAXI YOUTH
08/01/2025	XTREME 360	BARCLAYCAR	6.00		REFRESHMENTS YOUTH
08/01/2025	EXTREME 360	BARCLAYCAR	3.40		REFRESHMENTS YOUTH
08/01/2025	PANTHER TAXIS	BARCLAYCAR	9.00		TAXI YOUTH
08/01/2025	CHAI HUB	BARCLAYCAR	10.55		REFRESHMENTS YOUTH
08/01/2025	UCHECK	BARCLAYCAR	15.70		VOLUNTEER DBS CHECK
<b>Total Payments</b>			<u>2,516.97</u>		

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28/02/2025

St Neots Town Council 2024/2025

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Detailed Income & Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>Town Council</b>							
<u>101 Corporate Management</u>							
4380 Audit Fees	1,020	5,200	4,180		4,180	19.6%	
Corporate Management :- Indirect Expenditure	<b>1,020</b>	<b>5,200</b>	<b>4,180</b>	<b>0</b>	<b>4,180</b>	<b>19.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,020)</b>	<b>(5,200)</b>	<b>(4,180)</b>				
<u>102 Democratic Representation</u>							
1116 Youth worker grants	500	0	(500)			0.0%	
1203 Youth Cafe Income	664	0	(664)			0.0%	
Democratic Representation :- Income	<b>1,164</b>	<b>0</b>	<b>(1,164)</b>				<b>0</b>
4318 Youth Council	10,655	4,500	(6,155)		(6,155)	236.8%	
4319 Members E-mail System	1,697	4,400	2,703		2,703	38.6%	
4325 Website Hosting & Programming	203	2,000	1,797		1,797	10.1%	
4361 Young people counselling	5,250	11,000	5,750		5,750	47.7%	
4363 LCAS Accreditation	0	250	250		250	0.0%	
4375 Election Expenses	13,354	8,000	(5,354)		(5,354)	166.9%	5,354
4376 Civic Events & Regalia	4,717	9,500	4,783		4,783	49.6%	
4377 D/VE Day 80	4,746	6,000	1,254		1,254	79.1%	
4379 Remembrance Sunday	1,960	3,000	1,040		1,040	65.3%	
4551 Mayors' Allowance	1,504	3,000	1,496		1,496	50.1%	
4552 Members Training Travel & Subs	0	2,000	2,000		2,000	0.0%	
4553 Council Chamber Expenses	1,580	4,000	2,420		2,420	39.5%	
Democratic Representation :- Indirect Expenditure	<b>45,665</b>	<b>57,650</b>	<b>11,985</b>	<b>0</b>	<b>11,985</b>	<b>79.2%</b>	<b>5,354</b>
<b>Net Income over Expenditure</b>	<b>(44,501)</b>	<b>(57,650)</b>	<b>(13,149)</b>				
5003 plus Transfer From EMR	5,354	0	(5,354)				
<b>Movement to/(from) Gen Reserve</b>	<b>(39,147)</b>	<b>(57,650)</b>	<b>(18,503)</b>				
<u>105 Central Administration</u>							
1201 Sundry Income	68	0	(68)			0.0%	
Central Administration :- Income	<b>68</b>	<b>0</b>	<b>(68)</b>				<b>0</b>
4006 Salaries TC	377,809	545,718	167,909		167,909	69.2%	
4011 Wages Cleaning	2,329	4,200	1,871		1,871	55.4%	
4050 HR Consultants, DBS Staff Cost	4,248	8,000	3,752		3,752	53.1%	
4090 Staff Training And Seminars	3,984	12,000	8,016		8,016	33.2%	
4092 Staff Travelling & Subsistence	488	1,500	1,012		1,012	32.6%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4100 Repairs & Maintenance	1,219	2,000	781		781	61.0%	
4135 Water	608	0	(608)		(608)	0.0%	
4145 Rates	10	0	(10)		(10)	0.0%	
4146 Equipm and furnit (prev TC run	3,852	5,000	1,148		1,148	77.0%	
4301 Computer Maintenance & Softwar	15,913	24,000	8,087		8,087	66.3%	
4320 Telephones and broadband (all)	8,287	11,500	3,214		3,214	72.1%	
4322 Printing Postage & Stationery	6,412	7,500	1,088		1,088	85.5%	
4326 Subscriptions & Publications	4,080	6,000	1,920		1,920	68.0%	
4329 Staff Welfare & Uniforms	434	1,500	1,066		1,066	28.9%	
4330 Recruitment& Advertising Staff	131	1,200	1,070		1,070	10.9%	
4365 Carbon Neutral Revenue Budget	6,303	10,000	3,697		3,697	63.0%	
4381 Bank and card terminal charges	1,053	1,300	247		247	81.0%	
4382 Insurances & Eng. Inspections	12,671	8,400	(4,271)		(4,271)	150.8%	
4386 Professional Fees	20,711	20,000	(711)		(711)	103.6%	
Central Administration :- Indirect Expenditure	<b>470,540</b>	<b>669,818</b>	<b>199,278</b>	<b>0</b>	<b>199,278</b>	<b>70.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(470,472)</b>	<b>(669,818)</b>	<b>(199,346)</b>				
<u>108 Other Costs and Income</u>							
1201 Sundry Income	15	0	(15)			0.0%	
1230 CIL Receipts 2024-2025	695,693	0	(695,693)			0.0%	695,693
1250 Bank Interest	10,285	0	(10,285)			0.0%	
1251 Bank and Investment Interest	116,627	60,000	(56,627)			194.4%	
1253 Precept	2,008,010	2,008,010	0			100.0%	
Other Costs and Income :- Income	<b>2,830,630</b>	<b>2,068,010</b>	<b>(762,620)</b>			<b>136.9%</b>	<b>695,693</b>
4388 Loan Interest. Payable	10,431	11,000	569		569	94.8%	
4389 Loan Repayment. PWLB	15,000	15,000	0		0	100.0%	
Other Costs and Income :- Indirect Expenditure	<b>25,431</b>	<b>26,000</b>	<b>569</b>	<b>0</b>	<b>569</b>	<b>97.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,805,199</b>	<b>2,042,010</b>	<b>(763,189)</b>				
5004 less Transfer To EMR	695,693	0	(695,693)				
<b>Movement to/(from) Gen Reserve</b>	<b>2,109,506</b>	<b>2,042,010</b>	<b>(67,496)</b>				
<u>201 Cemetery/Churchyard and Allotm</u>							
1000 Allotment Rents	1,906	2,325	419			82.0%	
1100 Cemetery Income	29,688	43,575	13,888			68.1%	
1107 Grants/Donations Received	5,838	0	(5,838)			0.0%	
Cemetery/Churchyard and Allotm :- Income	<b>37,431</b>	<b>45,900</b>	<b>8,469</b>			<b>81.5%</b>	<b>0</b>
4100 Repairs & Maintenance	12,211	15,000	2,789		2,789	81.4%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4101 Memorial Benches- Rechargeable	1,959	3,000	1,042		1,042	65.3%	
4102 Street Furniture	0	2,000	2,000		2,000	0.0%	
4110 Allotments	1,191	1,200	9		9	99.2%	
4113 Memorial Inspections	4,865	4,000	(865)		(865)	121.6%	
4116 War Memorials	0	500	500		500	0.0%	
4117 Mem gard exp cov by don and GR	385	0	(385)		(385)	0.0%	
4131 Electricity	0	150	150		150	0.0%	
4135 Water	290	1,150	860		860	25.2%	
4145 Rates	1,837	2,750	913		913	66.8%	
4382 Insurances & Eng. Inspections	547	1,000	453		453	54.7%	
Cemetery/Churchyard and Allotm :- Indirect Expenditure	<b>23,283</b>	<b>30,750</b>	<b>7,467</b>	<b>0</b>	<b>7,467</b>	<b>75.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>14,147</b>	<b>15,150</b>	<b>1,003</b>				
<u>210 Play Areas and Open Spaces</u>							
1151 CCC - Grass Cutting Service	18,615	18,615	0			100.0%	
Play Areas and Open Spaces :- Income	<b>18,615</b>	<b>18,615</b>	<b>0</b>			<b>100.0%</b>	<b>0</b>
4100 Repairs & Maintenance	37,867	17,000	(20,867)		(20,867)	222.7%	29,979
4107 Tree Maintenance	10,336	15,000	4,664		4,664	68.9%	3,150
4114 Street Furniture and Signs	0	3,200	3,200		3,200	0.0%	
4122 Planting	18,076	10,000	(8,076)		(8,076)	180.8%	
4124 Glasshouses rental	0	2,000	2,000		2,000	0.0%	
4382 Insurances & Eng. Inspections	4,442	5,000	558		558	88.8%	
Play Areas and Open Spaces :- Indirect Expenditure	<b>70,720</b>	<b>52,200</b>	<b>(18,520)</b>	<b>0</b>	<b>(18,520)</b>	<b>135.5%</b>	<b>33,129</b>
<b>Net Income over Expenditure</b>	<b>(52,106)</b>	<b>(33,585)</b>	<b>18,521</b>				
5003 plus Transfer From EMR	33,129	0	(33,129)				
<b>Movement to/(from) Gen Reserve</b>	<b>(18,977)</b>	<b>(33,585)</b>	<b>(14,608)</b>				
<u>220 Depot &amp; Operational</u>							
1201 Sundry Income	2,795	1,000	(1,795)			279.5%	
Depot & Operational :- Income	<b>2,795</b>	<b>1,000</b>	<b>(1,795)</b>			<b>279.5%</b>	<b>0</b>
4026 Operational Staff	311,233	437,807	126,574		126,574	71.1%	
4100 Repairs & Maintenance	9,622	13,000	3,378		3,378	74.0%	
4103 Depot Maintenance Costs	2,893	4,000	1,107		1,107	72.3%	
4106 Rent & Rates for Depot	33,698	45,000	11,302		11,302	74.9%	
4108 Waste Disposal	12,436	10,000	(2,436)		(2,436)	124.4%	

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4131 Electricity	4,200	7,000	2,800		2,800	60.0%	
4135 Water	225	560	335		335	40.2%	
4143 Defibrilators	2,492	0	(2,492)		(2,492)	0.0%	1,345
4200 Vehicle Running Costs & Repair	19,809	26,250	6,441		6,441	75.5%	
4300 Equipment Purchases	96	0	(96)		(96)	0.0%	
4329 Staff Welfare & Uniforms	4,508	7,000	2,492		2,492	64.4%	
4382 Insurances & Eng. Inspections	5,792	5,500	(292)		(292)	105.3%	
Depot & Operational :- Indirect Expenditure	<b>407,003</b>	<b>556,117</b>	<b>149,114</b>	<b>0</b>	<b>149,114</b>	<b>73.2%</b>	<b>1,345</b>
<b>Net Income over Expenditure</b>	<b>(404,208)</b>	<b>(555,117)</b>	<b>(150,909)</b>				
5003 plus Transfer From EMR	1,345	0	(1,345)				
<b>Movement to/(from) Gen Reserve</b>	<b>(402,863)</b>	<b>(555,117)</b>	<b>(152,254)</b>				
<u>230 Community Buildings</u>							
1003 Table Tennis Rent	100	100	0			100.0%	
1006 ATC Rent	900	900	0			100.0%	
1007 Gatelodge Rent	6,375	8,500	2,125			75.0%	
Community Buildings :- Income	<b>7,375</b>	<b>9,500</b>	<b>2,125</b>			<b>77.6%</b>	<b>0</b>
4118 Gatelodge Expenses	152	1,155	1,003		1,003	13.2%	
4119 The Cage Lock up	0	500	500		500	0.0%	
4126 Steve Van De Kerkhove exp	4,225	4,000	(225)		(225)	105.6%	
4127 Ex - Service Club	0	1,200	1,200		1,200	0.0%	
4351 Museum Grant/Running Costs	59,025	76,840	17,815		17,815	76.8%	
4505 Public Toilets	21,149	40,000	18,851		18,851	52.9%	
4506 CCTV	17,024	16,369	(655)		(655)	104.0%	
Community Buildings :- Indirect Expenditure	<b>101,574</b>	<b>140,064</b>	<b>38,490</b>	<b>0</b>	<b>38,490</b>	<b>72.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(94,199)</b>	<b>(130,564)</b>	<b>(36,365)</b>				
<u>240 Town Events, Market &amp; Promotion</u>							
1102 Market Income	904	5,000	4,096			18.1%	
1108 Christmas Lights Income	0	5,000	5,000			0.0%	
1110 Other Community Events Income	0	1,000	1,000			0.0%	
1112 Dragon Boat Income	15,096	10,000	(5,096)			151.0%	
1113 AFD Income	4,929	5,000	71			98.6%	
1201 Sundry Income	795	0	(795)			0.0%	
Town Events, Market & Promotion :- Income	<b>21,724</b>	<b>26,000</b>	<b>4,276</b>			<b>83.6%</b>	<b>0</b>
4325 Website Hosting & Programming	438	2,205	1,767		1,767	19.8%	
4334 Promotion of Town	7,306	11,550	4,244		4,244	63.3%	

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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4343 Dragon Boat	19,422	14,700	(4,722)		(4,722)	132.1%	
4346 Armed Forces Day	25,138	17,740	(7,398)		(7,398)	141.7%	
4400 Market Expenses	6,260	13,650	7,390		7,390	45.9%	
4507 Christm Lights Lease and Decor	18,563	22,000	3,437		3,437	84.4%	
4508 Christmas Lights Capital Costs	4,503	3,000	(1,503)		(1,503)	150.1%	
4513 Summer Band Concerts	5,490	6,500	1,010		1,010	84.5%	
4516 Christmas Lights Event	14,262	19,404	5,142		5,142	73.5%	
4518 Market Entertainmnet	8,000	10,500	2,500		2,500	76.2%	
4519 Event Equipment	4,228	5,000	772		772	84.6%	
4556 Community events-other	2,479	5,000	2,521		2,521	49.6%	
4557 Changing Places Toilets-events	0	4,200	4,200		4,200	0.0%	
<b>Town Events, Market &amp;Promotion :- Indirect Expenditure</b>	<b>116,088</b>	<b>135,449</b>	<b>19,361</b>	<b>0</b>	<b>19,361</b>	<b>85.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(94,364)</b>	<b>(109,449)</b>	<b>(15,085)</b>				
<u>250 Grants &amp; Donations</u>							
1107 Grants/Donations Received	9,481	0	(9,481)			0.0%	
<b>Grants &amp; Donations :- Income</b>	<b>9,481</b>	<b>0</b>	<b>(9,481)</b>				<b>0</b>
4354 Grants Power GeneralCompetence	30,001	60,820	30,819		30,819	49.3%	
4355 Art & Drama Awards	363	6,600	6,237		6,237	5.5%	
4356 Youth Provison Grants	4,469	6,600	2,131		2,131	67.7%	
<b>Grants &amp; Donations :- Indirect Expenditure</b>	<b>34,833</b>	<b>74,020</b>	<b>39,187</b>	<b>0</b>	<b>39,187</b>	<b>47.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(25,351)</b>	<b>(74,020)</b>	<b>(48,669)</b>				
<u>301 Highways and The Environment</u>							
4105 Bus Shelters	0	3,000	3,000		3,000	0.0%	
4109 Street Lights	3,255	8,500	5,245		5,245	38.3%	
4123 Highways Improvements	245	40,000	39,755		39,755	0.6%	
<b>Highways and The Environment :- Indirect Expenditure</b>	<b>3,500</b>	<b>51,500</b>	<b>48,000</b>	<b>0</b>	<b>48,000</b>	<b>6.8%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,500)</b>	<b>(51,500)</b>	<b>(48,000)</b>				
<u>400 Capital Projects</u>							
1106 Revamp the Ramp Donations	4,500	0	(4,500)			0.0%	
1107 Grants/Donations Received	16,675	0	(16,675)			0.0%	
<b>Capital Projects :- Income</b>	<b>21,175</b>	<b>0</b>	<b>(21,175)</b>				<b>0</b>
4100 Repairs & Maintenance	60,628	0	(60,628)		(60,628)	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

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	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4902 CAP - Ops ride-on mow and veh	0	30,000	30,000		30,000	0.0%	
4913 CAP - Additional depot space	0	20,000	20,000		20,000	0.0%	
6703 CAP - Buildings major repairs	8,610	0	(8,610)		(8,610)	0.0%	7,610
6708 PC Temp Closure one off costs	49,010	50,000	990		990	98.0%	
6709 Ravamp the Ramp Contribution	40,533	0	(40,533)		(40,533)	0.0%	36,033
6712 Art project covered by grant	50,000	0	(50,000)		(50,000)	0.0%	
Capital Projects :- Indirect Expenditure	<b>208,781</b>	<b>100,000</b>	<b>(108,781)</b>	<b>0</b>	<b>(108,781)</b>	<b>208.8%</b>	<b>43,643</b>
<b>Net Income over Expenditure</b>	<b>(187,606)</b>	<b>(100,000)</b>	<b>87,606</b>				
5003 plus Transfer From EMR	43,643	0	(43,643)				
<b>Movement to/(from) Gen Reserve</b>	<b>(143,963)</b>	<b>(100,000)</b>	<b>43,963</b>				
<u>403 Architectural Heritage Fund</u>							
1107 Grants/Donations Received	350,000	0	(350,000)			0.0%	
Architectural Heritage Fund :- Income	<b>350,000</b>	<b>0</b>	<b>(350,000)</b>				<b>0</b>
6704 Oast House Expenditure	514,500	0	(514,500)		(514,500)	0.0%	150,000
Architectural Heritage Fund :- Indirect Expenditure	<b>514,500</b>	<b>0</b>	<b>(514,500)</b>	<b>0</b>	<b>(514,500)</b>		<b>150,000</b>
<b>Net Income over Expenditure</b>	<b>(164,500)</b>	<b>0</b>	<b>164,500</b>				
5003 plus Transfer From EMR	150,000	0	(150,000)				
<b>Movement to/(from) Gen Reserve</b>	<b>(14,500)</b>	<b>0</b>	<b>14,500</b>				
<u>406 Moores Walk</u>							
6710 Moores Walk Cove by Grant	15,086	0	(15,086)		(15,086)	0.0%	
Moores Walk :- Indirect Expenditure	<b>15,086</b>	<b>0</b>	<b>(15,086)</b>	<b>0</b>	<b>(15,086)</b>		<b>0</b>
<b>Net Expenditure</b>	<b>(15,086)</b>	<b>0</b>	<b>15,086</b>				
Town Council :- Income	<b>3,300,459</b>	<b>2,169,025</b>	<b>(1,131,434)</b>			<b>152.2%</b>	
Expenditure	<b>2,038,023</b>	<b>1,898,768</b>	<b>(139,255)</b>	<b>0</b>	<b>(139,255)</b>	<b>107.3%</b>	
<b>Net Income over Expenditure</b>	<b>1,262,435</b>	<b>270,257</b>	<b>(992,178)</b>				
plus Transfer From EMR	<b>233,471</b>	<b>0</b>	<b>(233,471)</b>				
less Transfer To EMR	<b>695,693</b>	<b>0</b>	<b>(695,693)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>800,213</b>	<b>270,257</b>	<b>(529,956)</b>				

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	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	180,290	241,539	61,249		61,249	74.6%	
4099 Added Years Pensions	1,966	2,150	184		184	91.5%	
4329 Staff Welfare & Uniforms	728	1,050	322		322	69.4%	
4330 Recruitment& Advertising Staff	0	800	800		800	0.0%	
Priory Centre-Staffing :- Indirect Expenditure	<b>182,985</b>	<b>245,539</b>	<b>62,554</b>	<b>0</b>	<b>62,554</b>	<b>74.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(182,985)</b>	<b>(245,539)</b>	<b>(62,554)</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	4,185	8,000	3,815		3,815	52.3%	
4131 Electricity	3,202	27,000	23,798		23,798	11.9%	
4132 Gas	4,084	8,000	3,916		3,916	51.1%	
4135 Water	1,696	4,000	2,304		2,304	42.4%	
4145 Rates	12,141	19,500	7,359		7,359	62.3%	
4150 Cleaning Materials	2,867	2,300	(567)		(567)	124.7%	
4152 Licences	2,292	4,000	1,708		1,708	57.3%	
4231 Lease/Hire Contracts	4,598	5,123	525		525	89.8%	
4300 Equipment Purchases	2,689	3,500	811		811	76.8%	
4304 PC VAT Irrecoverable	1,435	5,000	3,565		3,565	28.7%	
4322 Printing Postage & Stationery	115	2,000	1,885		1,885	5.8%	
4325 Website Hosting & Programming	99	600	501		501	16.5%	
4331 Marketing & Advertising	2,454	8,183	5,729		5,729	30.0%	
4381 Bank and card terminal charges	2,677	750	(1,927)		(1,927)	356.9%	
4382 Insurances & Eng. Inspections	1,757	8,500	6,743		6,743	20.7%	
4416 Waste Disposal	4,693	2,250	(2,443)		(2,443)	208.6%	
Priory Centre-Running Costs :- Indirect Expenditure	<b>50,984</b>	<b>108,706</b>	<b>57,722</b>	<b>0</b>	<b>57,722</b>	<b>46.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(50,967)</b>	<b>(71,500)</b>	<b>(20,533)</b>				
<u>520 Centres Bar &amp; Cafe</u>							
1048 Bar Sales	45,060	37,000	(8,060)			121.8%	
1052 Cafe Sales	65,666	17,000	(48,666)			386.3%	
1080 Overs & Unders	(15)	0	15			0.0%	
Centres Bar & Cafe :- Income	<b>110,711</b>	<b>54,000</b>	<b>(56,711)</b>			<b>205.0%</b>	<b>0</b>

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4022 Agency Staff	386	0	(386)		(386)	0.0%	
4024 Cafe/catering staff	40,745	36,036	(4,709)		(4,709)	113.1%	
4025 Casual (prev bar) staff	54,967	6,000	(48,967)		(48,967)	916.1%	
4322 Printing Postage & Stationery	63	0	(63)		(63)	0.0%	
4600 Bar Purchases	14,972	14,800	(172)		(172)	101.2%	
4604 Catering Purchases	13,101	2,000	(11,101)		(11,101)	655.0%	
4605 Cafe Purchases	14,107	2,000	(12,107)		(12,107)	705.3%	
4610 Consumable Purchases	481	1,500	1,019		1,019	32.1%	
Centres Bar & Cafe :- Indirect Expenditure	<b>138,821</b>	<b>62,336</b>	<b>(76,485)</b>	<b>0</b>	<b>(76,485)</b>	<b>222.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(28,110)</b>	<b>(8,336)</b>	<b>19,774</b>				
<u>525 Priory Centre-Functions</u>							
1050 Hall Hire	43,394	44,000	606			98.6%	
1053 Kitchen Hire	167	480	313			34.7%	
1057 Toddlers Gym Income	408	240	(168)			170.1%	
1070 Admin Fee/Surcharges	101	160	59			63.0%	
1075 Equipment Hire	1,596	800	(796)			199.5%	
1256 Commission of Ticket Sales	27	50	23			53.5%	
Priory Centre-Functions :- Income	<b>45,693</b>	<b>45,730</b>	<b>37</b>			<b>99.9%</b>	<b>0</b>
4021 Wages Toddlers Gym	1,531	2,000	469		469	76.6%	
4151 Laundry	946	250	(696)		(696)	378.4%	
4510 Events Expenses	3,428	1,800	(1,628)		(1,628)	190.4%	
4511 Toddlers' Gym Expenses	94	32	(62)		(62)	294.4%	
Priory Centre-Functions :- Indirect Expenditure	<b>5,999</b>	<b>4,082</b>	<b>(1,917)</b>	<b>0</b>	<b>(1,917)</b>	<b>147.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>39,694</b>	<b>41,648</b>	<b>1,954</b>				
Priory Centre :- Income	<b>156,421</b>	<b>136,936</b>	<b>(19,485)</b>			<b>114.2%</b>	
Expenditure	<b>378,789</b>	<b>420,663</b>	<b>41,874</b>	<b>0</b>	<b>41,874</b>	<b>90.0%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>(222,368)</b>	<b>(283,727)</b>	<b>(61,359)</b>				



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Month No: 9

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>Eatons Centre</u></b>							
<u>350 Eaton Community Centre</u>							
1040 River Church Lease - Eatons	1,391	5,560	4,169			25.0%	
1050 Hall Hire	39,296	51,600	12,304			76.2%	
Eaton Community Centre :- Income	<b>40,687</b>	<b>57,160</b>	<b>16,473</b>			<b>71.2%</b>	<b>0</b>
4100 Repairs & Maintenance	7,884	7,000	(884)		(884)	112.6%	
4130 Heating costs (prev Biomass Fu	1,368	5,000	3,632		3,632	27.4%	
4131 Electricity	358	3,400	3,042		3,042	10.5%	
4135 Water	1,162	1,500	338		338	77.4%	
4145 Rates	4,604	5,700	1,096		1,096	80.8%	
4231 Lease/Hire Contracts	(915)	5,000	5,915		5,915	(18.3%)	
4300 Equipment Purchases	151	2,000	1,849		1,849	7.6%	
4320 Telephones and broadband (all)	874	1,500	626		626	58.3%	
4331 Marketing & Advertising	420	3,000	2,580		2,580	14.0%	
4381 Bank and card terminal charges	0	750	750		750	0.0%	
4382 Insurances & Eng. Inspections	2,081	2,300	219		219	90.5%	
4416 Waste Disposal	2,177	3,000	823		823	72.6%	
Eaton Community Centre :- Indirect Expenditure	<b>20,164</b>	<b>40,150</b>	<b>19,986</b>	<b>0</b>	<b>19,986</b>	<b>50.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>20,523</b>	<b>17,010</b>	<b>(3,513)</b>				
Eatons Centre :- Income	<b>40,687</b>	<b>57,160</b>	<b>16,473</b>			<b>71.2%</b>	
Expenditure	<b>20,164</b>	<b>40,150</b>	<b>19,986</b>	<b>0</b>	<b>19,986</b>	<b>50.2%</b>	
<b>Movement to/(from) Gen Reserve</b>	<b>20,523</b>	<b>17,010</b>	<b>(3,513)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>New Street</u></b>							
360 <u>New Street</u>							
1050 Hall Hire	4,253	4,800	548			88.6%	
New Street :- Income	<u>4,253</u>	<u>4,800</u>	<u>548</u>			<u>88.6%</u>	<u>0</u>
4100 Repairs & Maintenance	952	0	(952)		(952)	0.0%	
4131 Electricity	3,757	2,000	(1,757)		(1,757)	187.8%	
4132 Gas	525	0	(525)		(525)	0.0%	
4135 Water	0	600	600		600	0.0%	
4145 Rates	4,494	0	(4,494)		(4,494)	0.0%	
4301 Computer Maintenance & Softwar	90	0	(90)		(90)	0.0%	
4320 Telephones and broadband (all)	0	600	600		600	0.0%	
New Street :- Indirect Expenditure	<u>9,817</u>	<u>3,200</u>	<u>(6,617)</u>	<u>0</u>	<u>(6,617)</u>	<u>306.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(5,565)</u>	<u>1,600</u>	<u>7,165</u>				
New Street :- Income	<u>4,253</u>	<u>4,800</u>	<u>548</u>			<u>88.6%</u>	
Expenditure	<u>9,817</u>	<u>3,200</u>	<u>(6,617)</u>	<u>0</u>	<u>(6,617)</u>	<u>306.8%</u>	
<b>Movement to/(from) Gen Reserve</b>	<u>(5,565)</u>	<u>1,600</u>	<u>7,165</u>				
Grand Totals:- Income	<u>3,501,819</u>	<u>2,367,921</u>	<u>(1,133,898)</u>			<u>147.9%</u>	
Expenditure	<u>2,446,794</u>	<u>2,362,781</u>	<u>(84,013)</u>	<u>0</u>	<u>(84,013)</u>	<u>103.6%</u>	
<b>Net Income over Expenditure</b>	<u>1,055,025</u>	<u>5,140</u>	<u>(1,049,885)</u>				
plus Transfer From EMR	<u>233,471</u>	<u>0</u>	<u>(233,471)</u>				
less Transfer To EMR	<u>695,693</u>	<u>0</u>	<u>(695,693)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>592,802</u>	<u>5,140</u>	<u>(587,662)</u>				

## Summary Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b><u>Town Council</u></b>						
Income	3,300,459	2,169,025	(1,131,434)			152.2%
Expenditure	2,038,023	1,898,768	(139,255)	0	(139,255)	107.3%
Net Income over Expenditure	<u>1,262,435</u>	<u>270,257</u>	<u>(992,178)</u>			
plus Transfer From EMR	233,471	0	(233,471)			
less Transfer To EMR	695,693	0	(695,693)			
Movement to/(from) Gen Reserve	<u>800,213</u>	<u>270,257</u>	<u>(529,956)</u>			
Grand Totals:- Income	3,300,459	2,169,025	(1,131,434)			152.2%
Expenditure	2,038,023	1,898,768	(139,255)	0	(139,255)	107.3%
Net Income over Expenditure	<u>1,262,435</u>	<u>270,257</u>	<u>(992,178)</u>			
plus Transfer From EMR	233,471	0	(233,471)			
less Transfer To EMR	695,693	0	(695,693)			
Movement to/(from) Gen Reserve	<u>800,213</u>	<u>270,257</u>	<u>(529,956)</u>			

## Summary Income &amp; Expenditure by Budget Heading 31/12/2024

Month No: 9

## Committee Report

	Actual Year To Date	Current Annual	Variance Annual	Committed Expenditure	Funds Available	% Spent
<b><u>Priory Centre</u></b>						
Income	156,421	136,936	(19,485)			114.2%
Expenditure	378,789	420,663	41,874	0	41,874	90.0%
Movement to/(from) Gen Reserve	<u>(222,368)</u>	<u>(283,727)</u>	<u>(61,359)</u>			
<b><u>Eatons Centre</u></b>						
Income	40,687	57,160	16,473			71.2%
Expenditure	20,164	40,150	19,986	0	19,986	50.2%
Movement to/(from) Gen Reserve	<u>20,523</u>	<u>17,010</u>	<u>(3,513)</u>			
<b><u>New Street</u></b>						
Income	4,253	4,800	548			88.6%
Expenditure	9,817	3,200	(6,617)	0	(6,617)	306.8%
Movement to/(from) Gen Reserve	<u>(5,565)</u>	<u>1,600</u>	<u>7,165</u>			
<b>Grand Totals:-</b>						
Income	201,360	198,896	(2,464)			101.2%
Expenditure	408,771	464,013	55,242	0	55,242	88.1%
Net Income over Expenditure	<u>(207,410)</u>	<u>(265,117)</u>	<u>(57,707)</u>			
Movement to/(from) Gen Reserve	<u>(207,410)</u>	<u>(265,117)</u>	<u>(57,707)</u>			

**Priory Centre Income & Expenditure by Budget Heading 31/12/2024**

**Report on Overspend**

Comments provided by General Manager of Priory and Eatons Centres

Account Code		Actual Year To Date	Current Annual	Variance Annual	% Spent	Comments
<b>Priory Centre - Running Costs</b>						
<b>504/1275</b>	<b>HDC PC Sponsorship</b>	<b>0</b>	<b>37,196</b>	<b>-37,196</b>	<b>0.0%</b>	<b>Invoice not issued yet, waiting for HDC ins recharge</b> Council budgeted for four months of operation. Did not budget
504/4150	Cleaning Materials	2,867	2,300	-567	124.7%	for cleaning New Street venue at time of bduget setting.
504/4381&350/4381	Bank and card terminal charges both PC	2,677	1,500	-1,177	178.5%	Increased transaction volume and terminal fees
504/4416	Waste Disposal	4,693	2,250	-2,443	208.6%	costs arising from New Street Venue.
<b>Centres Bar &amp; Café</b>						
520/1048	Bar Sales	45,060	37,000	8,060	121.8%	Inline with increased turnover.
520/1052	Cafe Sales	65,651	17,000	48,651	386.2%	Inline with increased turnover for running New Street venue
520/4022	Agency Staff	386	0	-386		To cover sickness of kitchen staff
520/4024	Cafe/catering staff	40,745	36,036	-4,709	113.1%	Inline with increased turnover extra hours in Kitchen Overspend highlighted in last quarterly report and budget setting. Staffing required to run café offer and support increased
520/4025	Casual (prev bar) staff	54,967	6,000	-48,967	916.1%	turnover.
520/4600	Bar Purchases	14,972	14,800	-172	101.2%	Inline with increased turnover (include stock on hand £3.5k)
520/4604	Catering Purchases	13,101	2,000	-11,101	655.1%	Inline with increased turnover (including stock on hand £2k)
520/4605	Cafe Purchases	14,107	2,000	-12,107	705.4%	Inline with increased turnover (including stock on hand £2k No longer using gas for beer systyem which has reduced
520/4610	Consumable Purchases	481	1,500	1,019	32.1%	consumable cost.
<b>Priory Centre - Functions</b>						
<b>525/1050</b>	<b>Hall Hire PC</b>	<b>43,394</b>	<b>44,000</b>	<b>-606</b>	<b>98.6%</b>	Income was reduced to reflect closure of Priory Centre. No further income anticipated following closure.
<b>525/1053</b>	<b>Kitchen Hire</b>	<b>167</b>	<b>480</b>	<b>-313</b>	<b>34.8%</b>	Kitchen hire now part of hire packages.
<b>525/1057</b>	<b>Toddlers Gym Income</b>	<b>408</b>	<b>240</b>	<b>168</b>	<b>170.0%</b>	Not anticipated to continue running at budget setting and income was reduced. New Street operation allowed for continuing.

<b>525/1070</b>	<b>Admin Fee/Surcharges</b>	<b>101</b>	<b>160</b>	<b>-59</b>	<b>63.1%</b>	Reduced to reflect Priory Centre closure. No further costs anticipated.
<b>525/1075</b>	<b>Equipment Hire</b>	<b>1,596</b>	<b>800</b>	<b>796</b>	<b>199.5%</b>	Increase in functions/bookings hiring equipment.
525/4151	Laundry	946	250	-696	378.4%	Increased number of functions and new street day to day requirements. Did not budget for New Street at time of budget setting.
525/4510	Events Expenses	3,428	1,800	-1,628	190.4%	Increased number of functions recharged to customers. Not anticipated that sessions would continue to run and budget was reduced accordingly. Sessions have been able to run creating small expense.
525/4511	Toddlers' Gym Expenses	94	32	-62	293.8%	
<b>Eatons Centre</b>						
<b>350/1040</b>	<b>River Church Lease - Eatons</b>	<b>1,391</b>	<b>5,560</b>	<b>-4,169</b>	<b>25.0%</b>	To be invoiced.
<b>350/1050</b>	<b>Hall Hire</b>	<b>39,296</b>	<b>51,600</b>	<b>-12,304</b>	<b>76.2%</b>	On budget. Budget was increased to reflect greater use of centre following closure of Priory Centre.
350/4100	Repairs & Maintenance	7,884	7,000	-884	112.6%	Mainly associated with Bio-Mass boiler and need for urgent repairs to ensure heating. Issues with Bio-Mass flagged with Council and alternative is being investigated.
350/4300	Equipment Purchases	151	2,000	1,849	7.6%	Due to use of equipment across sites and relocating equipment from the closed Priory Centre there has been no need to make any equipment purchases at the EC.
<b>New Street Venue</b>						
<b>360/1050</b>	<b>Hall Hire</b>	<b>4,253</b>	<b>4,800</b>	<b>-547</b>	<b>88.6%</b>	Higher than budgeted income based on having New Street hireable spaces. Barclays agreement will increase further.
360/4100	Repairs & Maintenance	952	0	-952		time of budget setting. Could be offset against / allocated to underspend in Priory Centre repair and maintenance budget
360/4131	Electricity	3,757	2,000	-1,757	187.9%	Underestimated use as budget not based on running New Street venue.
360/4145	Rates	4,494	0	-4,494		Rates for New Street were not budgeted for as the Council had not resolved to take a lease on the building at the time of budget setting.
360/4301	Computer Maintenance & Softwar	90	0	-90		Cloudy Annual broadband at New Street. No overspend as cost needs to be allocated against 360/4301.
360/4320	Telephones and broadband (all)	0	600	600	0.0%	£90 Cloudy IT broadband cost to be allocated against budget. Underspend anticipated at Y/E.

**AGENDA ITEM 3**

**ATTACHMENT 4**

**Town Council Income & Expenditure by Budget Heading 31/12/2024  
Report on Overspend**

<b>Account Code</b>	<b>Account Name</b>	<b>Actual Year To Date</b>	<b>Annual Budget</b>	<b>Variance Annual</b>	<b>% Spent</b>	<b>Transfer to/from EMR</b>	<b>Comments</b>
<b>Democratic Representation</b>							
102/1116	Youth worker grants	500	0	500	0.0%		Ofsft against overspent exp
102/1203	Youth Cafe Income	664	0	664	0.0%		Ofsft against overspent exp
102/4318	Youth Council	10,655	4,500	-6,155	237%		Resolved (FG102-23/24) to allow £15,250 from GR for projects. Spend allocated to this budget line. Further grant income of £9,000 dur before F/YE.
102/4375	Election Expenses	13,354	8,000	-5,354	167%	5,354	Resolved to spent from ER £5,356(TC102-23-24) High due to number of elections called.
<b>Central Administration</b>							
105/4382	Insurances & Eng. Inspections	12,671	8,400	-4,271	151%		Overspend due to Oast Building Insurance (TC207-224-25) Overspend due to increase in activty requiring professional support as previously advised to the committee. Commercial negotiator fees for Priory Centre resulted in current overspend.
105/4386	Professional Fees	20,711	20,000	-711	104%		
<b>Other Costs and Income</b>							
108/1251	Bank and Investment Interest	126,912	60,000	66,912	212%		Higher interest rates than anticipated on CIL funds
<b>Cemetery/Church Yard</b>							
201/1107	Grants/Donations Received	5,838	0	5,838			Income from biodiversity grant and memorial plaque donations
201/4113	Memorial Inspections	4,865	4,000	-865	122%		Overspend from cost of required 5 year memorial inspections. Available funds in EMR to cover overspend.
201/4117	Mem gard exp cov by don and GR	385	0	-385			Offset with memorial plaques donations

Play Areas and Open Spaces						
210/4100	Repairs & Maintenance	37,867	17,000	-20,867	223%	29,979 Resolved (TC-017-24-25) to spend £24,496 from EMR on Brickhill play equipment
210/4122	Planting	18,076	10,000	-8,076	181%	Resolved (TC149-24-25) to overspend due to need to outsource planting. £2,000 glass house rental underspend offset against expenditure
Depot and Operational						
220/1201	Sundry Income	2,795	1,000	1,795	280%	Stolen machinery insurance payment receipt. Difficult to predict the quantities of waste each year.
220/4108	Waste Disposal	12,436	10,000	-2,436	124%	Green waste produced decreasing due the purchase of the Avant. Budget increased in 2025/26 FY.
220/4143	Defibrilators	2,492	0	-2,492		1,345 Emergency expenditure approved for replacement of batteries in older defibrilators adopted from ESCA
220/4382	Insurances & Eng. Inspections	5,792	5,500	-292	105%	Includes cost of 2 x lift inspections which need to be re-allocated to the Priory Centre budget, resulting in budget underspend
Community Buildings						
230/4126	Steve Van De Kerkhove exp	4,225	4,000	-225	106%	Budget now includes rates and utilities for two buildings. Budget includes (£625) alarm upgrade. Further rates and electricity costs will be due for the building temporarily housing the Council offices and it is likely this will result in a budget overspend. To be monitored and reported on.
230/4506	CCTV	17,024	16,369	-655	104%	CCTV supply, servicing and monitoring contract with HDC Shared Services is paid annually. Overspend due to RPI increase in contract which is at a higher percentage than was anticipated at budget setting. No further expenditure needed.
Town Events, Markets and Promotion						
240/1102	Market Income	904	5,000	-4,096	18%	Low income due to Council agreement to pause trader fees during Market Square Work.
<b>240/1112</b>	<b>Dragon Boat Income</b>	<b>15,096</b>	<b>10,000</b>	<b>5,096</b>	<b>151%</b>	Additional sponsor income offsets expenditure
240/4343	Dragon Boat	19,422	14,700	-4,722	132%	Offset from additional income generated



240/4346	Armed Forces Day	25,138	17,740	-7,398	142%	The event was raised to Tier 2 in purple guide this year. This resulted in additional medical support being required. Extra portable toilets and baby changing facilities were also required by SAG due to the closure by HDC of the riverside toilet block. These additions lead to an overspend in the event cost. Approval for overspend Res.TC-051-24/25
240/4508	Christmas Lights Capital Costs	4,503	3,000	-1,503	150%	To allow enabling works for an additional 10 streetlight Christmas decorations. Resol to overspend and offset against underspend by 3.5K in the Christmas Lights lease budget (240 4507)
<b>Grants and Donations</b>						
250/1107	Grants/Donations Received	9,481	0	9,481		Grant returned as could not be used as awarded

# AGENDA ITEM 6

# ATTACHMENT 5

	B	E	F	H
1	<b>St Neots Town Council</b>			
2	<b>Reserves as at 31 Jan 2025</b>			
3	<b>Title</b>	<b>01/04/2024</b>	<b>Spent/Added 24-25</b>	<b>AS AT 31/01/2025</b>
4				
5	Land and buildings acquis reserve	115,444		115,444
6	IT Hardware	5,742		5,742
7	Website Programming (FC 25/06/24)	1,247	-1,247	0
8	Memorial Inspection	6,255		6,255
9	Highway Improvements and LHIF	98,009		98,009
11	Depot Equipment and vehicles	4,567		4,567
12	Depot Ride on Mowers	30,000		30,000
13	Communtiy Buildings - museum repairs - ref 17238, 17781, 18048 FC-24-09-24	200,057	-10,203	189,854
14	Loves Farm Community Centre	117		117
15	The Cage Lock up (21/22 budget notes)	2,000		2,000
16	St Neots Music Festival (FC 27/10-ref 104, FC28- 02-23)	0		0
17	Members Training (FC 12/01/21)	2,922		2,922
18	Staff training (FC 22/02/21)	11,678		11,678
19	Equipment and furniture office (21/22 budget notes-new carpet)-TC Running costs balance	3,805		3,805
20	Tree planting/maintenance-ref18013	29,889	-3,150	26,739
21	Electric Cars Charging Points (CAP 20/21)	0		0
22	Carbon Neutral Projects (CAP 20/21)-ref 18012, 17972 FC17/12/24	22,693	-806	21,887
23	Play Areas - Henbr & Arnhe-ref17228&17240	70,759	-29,979	40,780
24	Play Areas 22/23 budget (brickhills FC 27/6/23)	0		0
25	Band Stand (CAP 20/21)	15,000		15,000
26	Speed Reducing Signs (CAP 20/21)	4,500		4,500
27	Tourism and Marketing website (20/21)	2,140		2,140
28	Vibrant Community Events (AFD 23/24)	9,000		9,000
29	AFD 23/24	2,626		2,626
30	Youth Council (20/21)	5,923		5,923
31	Youth Council worker	11,680		11,680
32	Provision for Splash Park Loan repayment (CAP 20/21)	60,000		60,000
33	Street scene improv/furniture/notice boards	8,263		8,263
34	War Memorials	7,707		7,707
35	Defib maintenace	1,833	-1,344	489
36	Defib purchase	3,585		3,585
37	LCAS Accreditation	250		250
38	Broadcasting equipment for meetings	1,300		1,300
39	Flood management	5,000		5,000
40	Election expenses	11,477	-5,354	6,123

	B	E	F	H
41	<b>EARMARKED RESERVES TOTAL AT 31/01/2025</b>	<b>755,469</b>	<b>-52,082</b>	<b>703,387</b>
42				
43	<b>CIL RESERVES</b>			
44	CIL Reserve 2020-2021			138,397
45	CIL Reserve 2021-2022			1,083,338
46	CIL Reserve 2022-2023			167,302
47	CIL Reserve 2024-2025			1,121,468
48	CIL Reserve 2024-2025			695,693
49	<b>TOTAL CIL AS AT 31/01/2025</b>			<b>3,206,197</b>
55				

ST NEOTS TOWN COUNCIL

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Committee	FINANCE AND GOVERNANCE COMMITTEE
Date:	18 <sup>th</sup> March 2025
Title:	TRANSITION OF OPERATIONAL VEHICLES TO EV
Author	PROJECT DELIVERY MANAGER
Contact Officer/s:	PROJECT DELIVERY MANAGER

**1. Purpose of the Report**

- 1.1 To provide the Committee with a recommendation from the Operations and Amenities Committee on approving additional funds to replace 2010 Ford Ranger and 2013 Nissan Navara with two brand new PHEV Ford Transit Custom (appendix A).
- 1.2 To provide the committee with information supporting the recommendation.

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

- 2.1 The Committee is asked to consider the following recommendations from the Operations and Amenities Committee:
- a) That the Council approve additional funds of up to £3,000.00 (incl. contingency) to replace 2010 Ford Ranger and 2013 Nissan Navara with two brand new PHEV Ford Transit Custom (appendix A).
  - b) That the Committee resolve to approve purchase of additional EV chargers from the 2025/26 revenue budget based on identified need following a period of operating the vehicles.

**3. Background**

- 3.1 The Town Council previously resolved (TC-206-24-25, Town Council meeting 28.01.2025) that the Council approves the following vehicle replacements:
- 1) To replace the two oldest diesel vehicles (2010 Ford Ranger and 2013 Nissan Navara) with second-hand plug-in hybrid panel vans.
  - 2) To replace one diesel ride-on lawn mower with new fully electric ride-on alternative (96" deck)
  - 3) To purchase and install two charges for vehicles (EVs and Plug-ins, 7.2kW)
  - 4) To purchase special charger for lawn mower batteries
- 3.2 Also, **RESOLVED** that the replaced vehicles (2010 Ford Ranger and 2013 Nissan Navara) are to be disposed of by sale on the open market or with any buying service or used for part-exchange when buying the replacement.

3.3 The Town Council previously resolved (TC-205-24-25, Town Council meeting 28.01.2025) that the Council allocates £115,000 for the replacement of diesel vehicles with plug-in hybrid and electric alternatives from the following funds:

- 1) £34,567 from the vehicles and lawnmower earmarked reserve
- 2) £30,000 from the current year revenue budget for vehicles and lawnmowers.
- 3) £50,433 from the General Reserves

3.4 The Operations and Amenities Committee considered the information set out in this report in making a recommendation to the Finance and Governance Committee seeking additional funds for the agreed vehicle replacement.

#### **4. Information Supporting Recommendations**

4.1 Following the Council resolution officers searched for suitable replacements on the open market and organised the valuation of diesel vehicles due to be replaced by car buying service 'WeBuyAnyCar'.

4.2 Two identical second-hand PHEV panel vans as approved were found with the official dealership. Although the officers received a quote from the official dealership which included installation of tow bars for both vans, only after asking for the invoice to proceed with the purchase the council officers were informed that according to official Ford guidelines that generation of PHEV vans is not suitable for any towing except unbraked up to 750kg.

4.3 After some research it's been clearly discovered that only the newest generation of PHEV vans has the ability to tow up to 2300kg which is required by the Operational team and is an essential requirement for the fleet.

4.4 New generation of Ford Transit Custom PHEV has just come on to the market with no second-hand options available. The recommended by Ford.UK retail price is £40,684.83 for the brand-new panel van.

4.5 Officers managed to secure a good deal for two brand new vans from official dealership for the price of £31,995.00 for the one vehicle and £30,995.00 for another one (Appendix A).

- In addition to the vehicles two tow bars are required at a cost of £2,500.
- The total final offered price for two vans incl. installation of tow bars, registration plates and VED is £65,490.00 ex VAT.

4.6 Officers also managed to secure a good deal for electric lawnmower. This has been purchased for £61,250.00 (ex VAT) including the special charger for the batteries.

This leaves officers with an available budget of £53,750.00.

4.7 The valuation of 2010 Ford Ranger and 2013 Nissan Navara by 'WeBuyAnyCar' is just over £7,000.00 in total.

4.8 Officers also looked at the charging schedules for existing van. Since the van is charged every fortnight on average, Officers conclude that there are no needs in buying any additional chargers at the moment. New vans can be charged every other night with the 20+ miles range enough for 2 days of operation.

**5. Financial Implications**

- 5.1 The remaining funds to replace the vehicles as resolved are £53,750.00.
- 5.2 The valuation of 2010 Ford Ranger and 2013 Nissan Navara by WeBuyAnyCar is just over £7,000.00 in total.
- 5.3 Together with the funds available from selling the existing vehicles the total available funds are £60,750.00.
- 5.4 The offer from the official dealer for the two-brand new plug-in hybrid vans is £62,990.
- 5.5 An additional budget of £2,240 is required to complete the replacement of 2010 Ford Ranger and 2013 Nissan Navara with brand-new Ford Transit Custom PHEV vans.
- 5.6 The cost of two tow bars is £2,500 which it is proposed comes from available budget in the current years Vehicle Maintenance and Repair budget (220 4200) which the Operations Manager uses to purchase items of equipment for vehicles.
- 5.7 Additional EV chargers could be bought from the 2025/26 vehicle maintenance revenue budget if a clear demand for additional chargers is identified.

**6. Legal Powers**

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

ST NEOTS TOWN COUNCIL

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<b>Committee</b>	<b>FINANCE &amp; GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>18<sup>th</sup> MARCH 2025</b>
<b>Title:</b>	<b>DEPOT SECURITY</b>
<b>Author:</b>	<b>TOWN CLERK</b>
<b>Responsible Officer:</b>	<b>OPERATIONS MANAGER</b>

**1. Purpose of the Report**

- 1.1 To provide the committee with a recommendation from the Operations and Amenities Committee that the Council replace entrance doors at 12 Levellers Lane, which were damaged during a break-in with a more secure steel alternative rather than a 'like for like' replacement.

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

- 2.1 The Committee is asked to consider the following recommendation from the Operations and Amenities Committee;

- RECOMMENDED that the Council install steel doors to improve security of the depot building and that additional costs required for these doors above the level of a 'like-for-like' UPVC option approved by the insurance company is allocated from the Council's General Reserve. That the purchase and installation is subject to signing a new lease for the building.

- 2.2 That the Council approve up to £6,775 in funding for the installation of steel doors at the Council depot.

**3. Background**

- 3.1 The Council previously carried out several measures to improve security of the operational depot. These measures have had a positive impact.
- 3.2 Following a recent break-in the Council agreed to invest in CCTV at the Depot, with purchase and installation postponed until a new lease for the building is in place.
- 3.3 The renewal of the lease for the depot building with Huntingdonshire District Council is currently being processed and a proposed new lease will be brought to the committee as soon as it has been received.
- 3.4 During the break-in entrance doors to the building were damaged and require complete replacement. The Operations Manager has therefore sought quotes for a 'like-for-like' replacement and options for strong steel doors as an alternative.
- 3.5 The Operations and Amenities Committee considered the following information and quotes in making its recommendation.

**4. UPVC Quotations**

4.1 Quotes received for the replacement of the entrance door with a Upvc option are provided below;

<b>COMPANY A</b>	
Type of Door	UPVC French Doors
Specifications	<ul style="list-style-type: none"> <li>• High Impact Virgin uPVC</li> <li>• Outerwall's 3mm in thickness</li> <li>• 70mm profile system</li> <li>• Heat welded construction fitted with stainless steel friction hinges</li> <li>• Locking push buttons to open handles</li> <li>• Heavy duty windows</li> <li>• High security shot-bolt locking system with night vent facility</li> <li>• Low line gaskets fitted</li> <li>• Fully reinforced</li> <li>• Police approved locking systems (ABI approved)</li> </ul> <p>Includes removal and disposal of current door/material.</p>
Glazing	A rated 40:20:4 (28mm overall) Hermetically sealed double-glazed unit's with toughened safety glass (BS6262)
Guarantee	10 years. FENSA registered
Cost	£1,435 + VAT

<b>COMPANY B</b>	
Type of Door	UPVC French Doors
Specifications	<ul style="list-style-type: none"> <li>• Frame: Standard Chamfered</li> <li>• Hinge: Standard Chamfered</li> <li>• Bead: Bevel</li> <li>• Cil: Standard</li> <li>• Frame Joint: Welded</li> <li>• Sash Joint: Welded</li> <li>• Panel: Flat panel</li> <li>• Lock Cylinder: Euro cylinder nickel</li> <li>• Door Hinge: Flag Hinge</li> <li>• Cylinder 3 Star Level</li> <li>• High Security: Door security claw x1</li> <li>• Re-enforced frames</li> </ul>
Glazing	A rated 40:20:4 (28mm overall) Hermetically sealed double-glazed unit's with toughened safety glass (BS6262)
Guarantee	10 years
Cost	£3,284.16 + VAT

<b>COMPANY C</b>	
Type of Door	Composite Doors
Specifications	<ul style="list-style-type: none"> <li>• BS6375 and kitemarked cylinders as standard</li> <li>• Police approved</li> <li>• Hinge edge of door has pvc edging</li> <li>• Hinge sits inside edge of door and is difficult for opportunists to access</li> </ul>



**AGENDA ITEM 8**

**ATTACHMENT 7**

	<ul style="list-style-type: none"> <li>• Lock edge fitted with 4mm thick, powder-coated aluminum lock strip.</li> <li>• Lock sits flush inside door</li> <li>• Accredited Yale cylinder and platinum handle combination locking.</li> <li>• Most secure locking available for composite doors and locks.</li> </ul> <p>Includes removal and disposal of current door/material.</p>
Glazing	Hermetically sealed double-glazed unit's with toughened safety glass (BS6262) Removable and easily replaceable in the event of damage
Guarantee	10 years 20 year anti-corrosion
Cost	£4,666.67 + VAT

**5. Steel Alternative Quotations**

5.1 Quotes received for the replacement of entrance doors with a steel alternative are provided below;

<b>COMPANY A</b>	
Type of Door	Steel
No quote submitted	

<b>COMPANY B</b>	
Type of Door	Steel
Specifications	<p>Ultra heavy-duty steel door and frontage</p> <p>Summary;</p> <ul style="list-style-type: none"> <li>• Anti-vandal high security</li> <li>• Robust multi-point combat lock system</li> <li>• Internal reinforcements</li> <li>• No glass</li> </ul> <p>Specification;</p> <ul style="list-style-type: none"> <li>• Frame gauge: 2.0mm</li> <li>• Leaf gauge: 1.2mm</li> <li>• Door thickness: 70mm</li> <li>• Weight: ~ 100kg</li> <li>• Acoustic Rating: 38dB</li> <li>• U-Value: 1.99W/m2.K</li> <li>• Approx 1800 x 250</li> </ul> <p>Includes removal and disposal of current door/material.</p>
Guarantee	10 years
Cost	£5,231.63 + VAT

<b>COMPANY C</b>	
Type of Door	Steel
Specifications	<p>SR2 rated steel doors which provide defense against opportunistic attacks.</p> <p>Summary;</p> <ul style="list-style-type: none"> <li>• No glass</li> </ul>

	<ul style="list-style-type: none"> <li>• Zintec/galvanized steel for both the attack face and inner face door</li> <li>• Astragal locking side</li> <li>• Fitted with double hinges</li> <li>• Anti-leverage cover strip to closing edge of door strip</li> <li>• SR2 accreditation covers ensuring doors cannot be damaged with tools such as hand drills, hacksaws and claw hammers</li> </ul> <p>Specifications;</p> <ul style="list-style-type: none"> <li>• Frame Profile: approx. 110mm deep</li> <li>• Door leaf: 1.5mm Zintec, rustec or galvanized steel</li> <li>• Frame: 1.5mm Zintec, rustec or galvanized steel</li> <li>• Honeycomb or mineral wool core</li> <li>• High quality draught seals</li> <li>• Integral anti jimmy bar lip to prevent against attack with a crowbar</li> <li>• DDA compliant threshold</li> <li>• 6/12 stainless steel hinges</li> <li>• Protected by 9/18 hooked dog bolts per leaf</li> </ul> <p>Hardware;</p> <ul style="list-style-type: none"> <li>• Slashlock or deadlock</li> <li>• Panic escape</li> <li>• Access control system</li> <li>• Heavy duty tower bolts on passive leaf</li> </ul> <p>Includes removal and disposal of current door/material.</p>
Guarantee	10 years
Cost	£8,208.33 + VAT

5.2 The Operations Manager has expressed a preference for Company C’s steel door quote based on the heavy duty of the doors and the protection they will offer.

5.3 The doors have been used as an entrance point for break-ins on three occasions and strengthening them would help improve security of the building.

**6. Financial Implications**

6.1 The council can make an insurance claim for the repair and replacement of the entrance doors to cover a like for like UPVC option. Although the Council will need to spend funding from the Depot Maintenance budget (220-4100) creating an overspend this would be offset against income from the insurance claim. The quote and cost of a preferred supplier will need to be agreed with the insurer.

6.2 The higher cost of installing a steel door alternative would not be covered by an insurance claim and the Council would need to agree expenditure from its general reserve to cover the additional costs of this option should it be the preferred approach.

6.3 At this stage it is not possible to advise the exact level of additional funding that would be required and if a steel alternative due to the need for confirmation on insurance payments. The amount stated in the recommendation is based up on approving Company C’s quote and receiving the lower level of potential insurance funding.

## **AGENDA ITEM 8**

## **ATTACHMENT 7**

### 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.

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>18 MARCH 2025</b>
<b>Title:</b>	<b>NEIGHBOURHOOD PLANNING CONSULTANTS – STAGE 1</b>

**1. Purpose of the Report**

- 1.1 To provide the Finance and Governance Committee with a recommendation from the Neighbourhood Plan Development Working Group on approving funding to engage a consultant on stage 1 work of the agreed review and renewal of the St Neots Neighbourhood Development Plan.
- 1.2 To seek a recommendation to Full Council on approving funding of £3,950 from General Reserves.

**2. Recommendations**

- 2.1 That the Finance and Governance Committee recommend to the Full Council that up to £3,950 in funding is allocated to appoint a preferred professional consultant to undertake stage 1 Neighbourhood Plan review work, which will include research, site visits, workshops, reporting and recommendations to set the scope, brief and focus of the review and renewed plan, including project timescales.

**3. Background**

- 3.1 The Town Council RESOLVED that St Neots Town Council prioritises the review and renewal of the current St Neots Neighbourhood Development Plan as one of its strategic priorities over the next 16 months.
- 3.2 It was RESOLVED that the Town Council establishes a Working Group to begin work on reviewing and renewing the St Neots Neighbourhood Development Plan.

**4. Information**

- 4.1 The Town Clerk has engaged with other Council's who have recently undertaken the Neighbourhood Planning process as part of gathering recommendations on contractors and processes.
- 4.2 Based on discussions with potential contractors and Town Council's who have reviewed and renewed their Neighbourhood Plans the following initial stage of work is proposed.

- Contractor to visit the town, with an accompanied site visit to understand how the town functions, important locations, pressures and key sites and infrastructure.

Desktop research and recommendations focusing on;

- a. the discussions of the Town Council to date on the local planning challenges and opportunities and what value it perceives the Neighbourhood Plan (SNNP) may have;
- b. a review of the adopted and emerging HDC Local Plans' policy provisions to identify opportunities for where the SNNP may add value through a combination of policy refinements and additions with a very specific local purpose; and

c. a review of the current national planning policy situation (e.g. the Levelling Up & Regeneration Act 2023, the National Planning Policy Framework 2024 and English Devolution).

- Session with Working group and invited others (as seen necessary) to discuss the initial scope of the SNNP, informed by the work undertaken above.
- Presentation to be produced of relevant information based on the above to circulate to the Working Group in advance that will frame the structure of the session.
- Session, to focus on discussing how the town and its surroundings may change over the next 10 or so years with the build out of committed and potential future strategic sites, and use these insights to build scenarios to test with stakeholders.
- Produce a report summarising the session discussion and making a series of recommendations for follow up technical and community engagement work and by the steering group with the aim of developing and testing those ideas
- Further meeting with the working group to present and discuss the report, making any final modifications as necessary.
- Confirmation of brief for the remainder of the project through to submission including timelines.

4.3 The approach set out above has been followed by a number of similar sized council's and enables the council to agree a sharp focus for the project to avoid wasting time and energy (and money) on work that will be of little or no value – larger towns with wider issues are especially prone to this.

## **5. Financial Implications**

5.1 The Town Council noted that the total cost of engaging professional support to undertake a review and renewal based on likely costs for a significantly updated plan with new policies would be between £30,000-35,000.

5.2 All post submission responsibilities and costs fall to HDC as the Local Planning authority (exam and referendum). Professional consultants are usually retained by a Town Council to help them through the exam stage 2 days) and this cost is built into the £30,000-£35,000 estimate.

5.3 The Town Council is eligible for £18,000 in Locality Funding. Reducing the professional fees cost to the Council of an 'option 3' review and renewal to an estimated £12,000-£17,000. There will of course be an internal resource cost to the Council based on officer time and resource. This will be dependent on to what degree the Council reviews and updates the Plan.

5.4 To proposed cost of the stage 1 work for a suitably qualified contractor is £3,950. This forms part of that overall, £30,000 - £35,0000 figure.

5.5 An application for the £18,000 in grant funding has been submitted.

**ST NEOTS TOWN COUNCIL**

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<b>Committee</b>	<b>FINANCE AND GOVERNANCE COMMITTEE</b>
<b>Date:</b>	<b>18<sup>th</sup> MARCH 2025</b>
<b>Title:</b>	<b>ST MARY’S, ST NEOTS CHURCH WALL</b>
<b>Author</b>	<b>PROJECT DELIVERY MANAGER</b>
<b>Contact Officer/s:</b>	<b>PROJECT DELIVERY MANAGER</b>

**1. Purpose of the Report**

- 1.1 To update the committee with information on required repairs to the perimeter wall at St Mary’s Parish Church in St Neots, for which the Town Council is responsible.
- 1.2 To provide the committee with the information on estimated duration of work and the cost to rebuild the perimeter wall at St Mary’s Parish Church in St Neots, for which the Town Council is responsible.
- 1.3 To provide the Committee with a recommendation from the Operations and Amenities Committee on approving on funding to rebuild the perimeter wall at St Mary’s Parish Church in St Neots.

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

- 2.1 The Committee is asked to consider the following recommendation from the Operations and Amenities Committee:  

That the Committee resolve to recommend to the Council to approve funding up to £250,000.00 (subject to the external grants funding availability) from General Reserve to rebuild the perimeter wall at St Mary’s Parish Church in St Neots.

**3. Background**

- 3.1 As previously approved by the Committee and the Council, appointed Structural Engineer conducted the detailed survey and provided the full design and specifications for the rebuild of the wall.
- 3.2 Based on Structural Engineer’s design and recommendation 5 specialist contractors were approached for estimating the cost of the work. Four contractors have already returned with their quotes which allow the officers to estimate the total budget required to rebuild the wall.
- 3.3 St Neots Town Council is responsible for the maintenance of closed church yards at St Mary’s St Neots, St Mary’s Eynesbury, and St Mary’s Eaton Socon. By virtue of s.215(2) of the 1972 Act, a Parochial Parish Council may at any time serve a written request on the local council to take over the maintenance of the churchyard. Subject to s. 215 (3) of the 1972 Act the council takes over the maintenance three months after service of the request. Following such a process previously St Neots Town Council has the responsibility for the maintenance and repair of the Churchyard.
- 3.4 Operations and Amenities Committee considered the officers’ report during the meeting held on February 11<sup>th</sup>, 2025 and resolved (OA-111-24-25):

- a) that the Committee approve and recommend that the Council carry on with the required works to rebuild the perimeter wall at St Mary's Parish Church in St Neots as designed and specified by Structural Engineer.
- b) that the Committee delegates officers to seek all relevant permissions from LPA, Highways and Diocese.
- c) that the Committee delegates officers to look for any appropriate external grant funding and cost saving for the project prior to progressing the matter to the Finance and Governance Committee for consideration of funding.
- d) that the Committee recommend to the Finance and Governance Committee that the Council approve in the funding up to £250,000.00 (subject to the external grants funding availability) from General Reserve to rebuild the perimeter wall at St Mary's Parish Church in St Neots.

#### **4. Information Supporting Recommendations**

- 4.1 The estimated duration of the works to rebuild the church wall is 4-6 months, subject to appropriate weather conditions.
- 4.2 The most severe risk affecting the duration of work and the cost is related to the proximity of the graves to the area of works.
- 4.3 In case of any human remains found the works are to be stopped at the area and continued only after full examination of the remains and removal to the new burial place.
- 4.4 All the ground works are to be done with extra care. The contractors were asked to consider in their quotes:
  - Large amount of hand digging
  - Using a toothless bucket for digger
  - Long pauses in work or necessity to move to another section of the wall and reset the siteAll this negatively affected the cost of works.
- 4.5 There is a risk of many unmarked services running next to the wall or crossing it. Detailed and multiple CAT-scanning is to be carried out during the work. Also, additional labourer required to watch the digger operations all the time.
- 4.6 Due to the recommendation and requirement of using the native materials above the ground, such as lime mortar, the brickwork can be done only in a good dry weather conditions with temperature above 5°. In order to complete the works in 2025 the project is to be started in June 2025 the latest or/and split between two contractors.
- 4.7 Officers are currently looking for external grant opportunities to fund the cost of the required works partly or in full. A few pre-applications have been already submitted to verify whether the project is suitable for funding.  
However, due to the nature of the subject (churchyard boundary wall) the opportunities for external funding are considered to be very limited and unlikely. Therefore the Committee and the Council should consider the full cost to be covered by the Council as a realistic scenario.
- 4.8 Further negotiations with contractors to take place in order to reduce cost.

**5. Financial Implications**

- 5.1 Five contractors were approached to quote for the work as designed by Structural Engineer, except the bricks and coping stones for the above the ground brickwork.
- 5.2 Four contractors have already returned their quotes. The received quotes allow to estimate the construction cost and start the approval process as well as looking for external sources of funding.
- 5.3 The cost estimate based on three quotes is up to £250,000.00 in worst case scenario.
- 5.4 Comparison of the quotes for St Mary's Parish Church wall rebuild (ex VAT)

<b>company</b>	<b>Job</b>	<b>Company 1</b>	<b>Company 2</b>	<b>Company 3</b>	<b>Company 4</b>
Job1	wall 1-2	£40,850.00	£44,600.00	£37,000.00	£36,220.00
Job2	wall 3	£28,650.00	£29,800.00	£26,000.00	£27,130.00
Job3	wall 4-5	£61,250.00	£62,250.00	£56,000.00	£52,890.00
Job4	wall 6	£35,000.00	£35,650.00	£36,000.00	£33,140.00
Tree removals		TBC	£1,400.00	incl.	£1,500.00
<b>total work + materials</b>		<b>£165,750.00</b>	<b>£173,700.00</b>	<b>£155,000.00</b>	<b>£150,880.00</b>
<i>less finish bricks and York stone copings</i>					
<b>allowance for bricks</b>		<b>£50,000.00</b>	<b>£50,000.00</b>	<b>£50,000.00</b>	<b>£50,000.00</b>
25000	£2	per brick			
<b>allowance for copings</b>		<b>£2,500.00</b>	<b>£2,500.00</b>	<b>£2,500.00</b>	<b>£2,500.00</b>
contingency		£20,000.00	£20,000.00	£20,000.00	£20,000.00
<b>total cost estimate</b>		<b>£238,250.00</b>	<b>£246,200.00</b>	<b>£227,500.00</b>	<b>£223,380.00</b>
		<i>plus trees</i>			

- 5.5 Opportunities to reduce the cost:
  - Using external Grants for partial or full funding
  - Further negotiations with contractors to lower costs
  - Optimisation/control of all materials supply

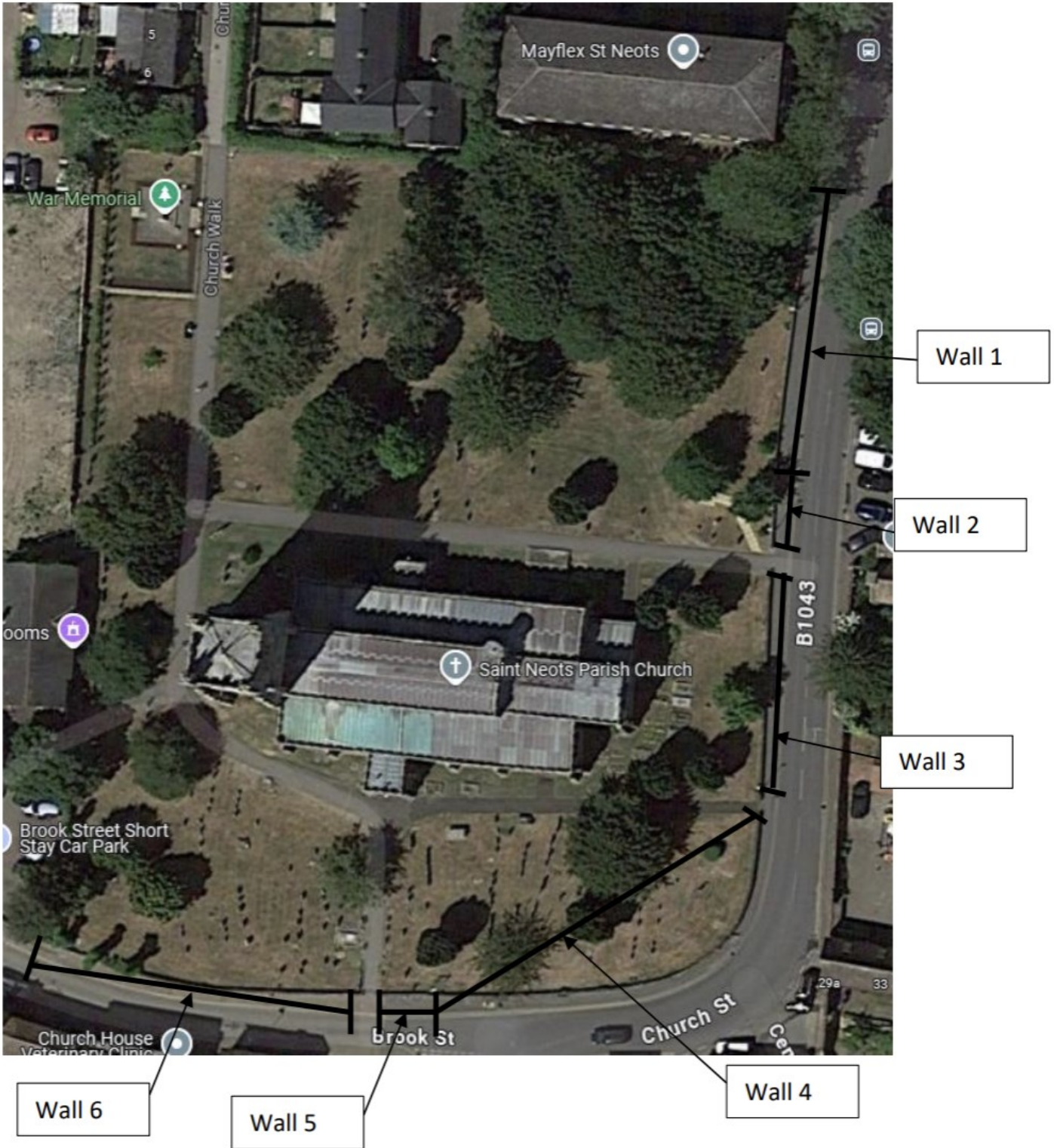
**6. References and Legal Powers**

- 6.1 NALC Legal Topic Note 65: Closed Churchyards and Disused Burial Grounds (APPENDIX A)
- 6.2 s.215 of the Local Government Act 1972 “the 1972 Act”



7. Supporting Images





ST NEOTS TOWN COUNCIL

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Date: 18<sup>th</sup> MARCH 2025  
 Title: UNSPENT BUDGET EXPENDITURE 31<sup>st</sup> MARCH 2025  
 Contact Officer: TOWN CLERK

**1. Purpose of the Report**

1.1 To seek approval from the Committee on approving unspent budget at 31st March 2025 to earmarked reserves.

**2. Recommendation**

2.1 That the committee recommend unspent budget at the 31st March 2025 in the following budget codes is transferred to earmarked reserves for future use;

Cost Centre	Budget Code	Budget Heading
105	4146	Equipment and Furniture (office)
105	4365	Carbon Neutral Budget
201	4116	War Memorials
210	4100	Play Repair and Maintenance
210	4107	Tree Maintenance
230	4118	Gatelodge Expenses
230	4127	Ex-Servicemen’s Club
230	4119	The Cage / Lock up
301	4105	Bus Shelters
301	4123	Highways Improvements

**3. Background**

3.1 As the Council approaches the end of each financial year it considers recommendations on earmarking unspent revenue expenditure for use in the following/future financial years.

- 3.2 The Council’s Financial Regulations state that “unspent provisions in the revenue budget must not be carried forward to a subsequent year unless placed in an earmarked reserve by resolution of the council” (R4 – 4.6)
- 3.3 The purpose of an earmarked reserve is to identify that funding is being saved for a future project/expenditure. Earmarking underspend in the revenue budget should be for identified expenditure which will be incurred but that it has not been possible to complete in the current financial year. The Council also uses earmarked funds to help build up reserves for specific use where it is known that large expenditure will be incurred at some point in the near future.
- 3.4 The Finance and Governance Committee considered unspent funds and put forward a recommendation to the Council for approval.

**4. Information**

- 4.1 The table below shows the recommended budgets to be earmarked on the 31<sup>st</sup> March 2025. At this stage it is not possible to detail the amounts to be earmarked at the end of the financial year and Members are asked to approve earmarking any balance in the budget code as at 31<sup>st</sup> March 2025. The current remaining budget balances as of 31/1/24 have been provided to aid Members. These figures are subject to change. The level of current EMR has taken into account any recent decisions to release funding for expenditure.
- 4.2 Please note that this figure is subject to change and is intended as a guide for Members on expected underspend.

Cost Centre	Budget Code	Budget Heading	Remaining at 31/1/25	Purpose	Current EMR Level
105	4146	Equipment and Furniture	£1,148	To build a reserve towards new office equipment and furniture that will be required when the Council office moves back to the redeveloped Priory Centre in 2026.	£3,805
105	4365	Carbon Neutral Budget	£871	To build a reserve for carbon neutral projects and work which will help the Council reach its net-zero ambitions. Cost of EPC surveys due to come through.	£21,887
201	4116	War Memorials	£500	To re-build a reserve for the maintenance and repair of War Memorials. A recent large expenditure of £6,190 has been agreed from the existing EMR, which will reduce the amount available for future work.	£1,517
210	4100	Play Repair and Maintenance	£8,859	To allocate any underspend in play area repair and maintenance to the ‘Play Areas’ EMR to continue to build a reserve for investment in new or replacement play provision.	£40,780
210	4107	Tree Maintenance	£4,664	To build a reserve to manage the Council’s growing tree stock and to ensure funds are available to meet recommended works that arise from 5-year inspections of all trees. Members should note that tree works can be costly and the Council should ensure it has sufficient funds to manage its stock.	£26,739
230	4118	Gatelodge Expenses	£1,003	Budget allowed for costs that may arise in landlords’ duty to maintain property. Suggested any underspend is allocated to the Council’s Community Building EMR to help build funds to help manage and maintain the Council’s community buildings.	£163,347

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230	4127	Ex-Servicemen's Club	£1,200	Budget allowed for costs that may arise in landlords' duty to maintain property. Suggested any underspend is allocated to the Council's Community Building EMR to help build funds to help manage and maintain the Council's community buildings.	£163,347
230	4119	The Cage / Lock up	£500	Planned maintenance works to be undertaken to upkeep and repair the building which are unlikely to be completed by the end of the financial year. Due to age and historic nature of building it is anticipated costs will use up EMR.	£2,000
301	4123	Highways Improvements	£39,755	To build an EMR for costs arising from any successful LHI and PFHI applications the Council may make. Invoicing for schemes approved and underway at Crosshall Road, Duloe Road, Luke Street and surrounding areas, Town Centre dropped curbing and MVAS units will be agreed/due in the next F/Y.	£98,009