

FINANCE COMMITTEE

in the Cour Present Cllr Sharon Cllr Donna Cllr Fiona Cllr Alan F Cllr Alason Cllr Mike C In Attenda Town Cler Responsib Press and Press: Mic	ncil Chamber, Town Hall, Gillingham, D n Cullingford (Chairman) a Toye (Deputy Chairman) Cullen Frith Gale Gould	Cllr Paul Harris Cllr Mick Hill Cllr John Kilcourse Cllr Barry Von Clemens							
Cllr Sharor Cllr Donna Cllr Fiona Cllr Alan F Cllr Alison Cllr Mike C In Attenda Town Cler Responsib Press and Press: Mic Public: The Minute	a Toye (Deputy Chairman) Cullen Frith Gale Gould ance k: Julie Hawkins	Cllr Mick Hill Cllr John Kilcourse Cllr Graham Poulter							
Cllr Donna Cllr Fiona Cllr Alan F Cllr Alan F Cllr Alison Cllr Mike G In Attenda Town Cler Responsib Press and Press: Mic Public: The Minute	a Toye (Deputy Chairman) Cullen Frith Gale Gould ance k: Julie Hawkins	Cllr Mick Hill Cllr John Kilcourse Cllr Graham Poulter							
Cllr Fiona Cllr Alan F Cllr Alison Cllr Mike C In Attenda Town Cler Responsib Press and Press: Mic Public: The Minute	Cullen Frith Gale Gould ance K: Julie Hawkins	Cllr John Kilcourse Cllr Graham Poulter							
Cllr Alan F Cllr Alison Cllr Mike G In Attenda Town Cler Responsib Press and Press: Mic Public: The Minute	Frith Gale Gould ance k: Julie Hawkins	Cllr Graham Poulter							
Cllr Alison Cllr Mike G In Attenda Town Cler Responsib Press and Press: Mic Public: The Minute	Gale Gould ance k: Julie Hawkins								
Cllr Mike G In Attenda Town Cler Responsib Press and Press: Mic Public: The Minute	Gould ance k: Julie Hawkins	Cllr Barry Von Clemens							
In Attenda Town Cler Responsib Press and Press: Mic Public: The Minute	ance k: Julie Hawkins								
Town Cler Responsib Press and Press: Mic Public: The Minute	k: Julie Hawkins								
Responsib Press and Press: Mic Public: The Minute									
Press and Press: Mic Public: The Minute	ble Financial Officer: Debra Edwards								
Press: Mic Public: The Minute									
Public: The Minute									
Minute	chael Streeter, Gillingham and Shaftesb								
	ere were no members of the public pres	sent							
· · · · · · · · · · · · · · · · · · ·									
	Public Participation. <u>Please note</u> : a period up to a maximum of fifteen minutes will be allowed for public comments and questions restricted to items listed on the following agenda.								
	There were no questions from member	s of the public.							
067	To receive apologies.								
	It was agreed and RESOLVED to accept the apologies received from Cllr Pothecary.								
068	To approve the minutes of the last meeting held on Monday, 16th September 2019								
	The Town Clerk informed the meeting that Minute No. 063b should state, 'Application £3,000' and not 'Application £1,000' as recorded in the draft minutes. It was agreed and RESOLVED to approve the minutes of the meeting held on Monday 16 th September 2019, as amended.								
069	To receive questions pertinent to the	e previous meeting.							
	The were no question pertinent to the p	previous meeting.							
	To receive any declarations of interest. <u>Please note</u> : members are required to comply with the requirements of the Localism Act 2011, section 27, disclosable pecuniary interests.								
	There were no declarations of interest.								

071	To note payments for the previous month.								
	The payments for September were noted. Please refer to Appendix A.								
072	To authorise any payments between £5,000 and £9,999, in accordance with Financial Regulations, para 4.1.2.								
	There were no payments due.								
073	To receive any requests for virement of budgets.								
	There were no virement requests.								
074	To appoint a councillor to verify bank reconciliations for the next quarter (Oct to Dec), as per Financial Regulations para 2.2. <u>Please note</u> : this cannot be a Chairman or a cheque signatory.								
	It was agreed and RESOLVED that Cllr Kilcourse should be appointed to verify the bank reconciliations for the next quarter (Oct to Dec), as per Financial Regulations para 2.2.								
075	To receive Management Accounts for the six months ending 30th September 2019.								
	The RFO presented the Management Accounts. Please refer to Appendix B . It was agreed and RESOLVED that the Management Accounts for the six months ending 30th September 2019, as presented, are approved and adopted.								
076	To receive and consider sub-committee reports.								
	The sub-committee had met on Wednesday 2nd October. Please refer to Appendix C It was agreed and RESOLVED that the application pack, job description, contract and advert for the position of Horticultural Grounds Person is approved.								
077	To receive and agree a Room Hire Policy (Version 2) for recommendation to Ful Council.								
	A draft Room Hire Policy had been circulated to members prior to the meeting. Please refer to Appendix D . It was agreed and RESOLVED that the Room Hire Policy, as presented, is recommended to Full Council for approval.								
078	To receive and consider a report on the Annual Review of the CCTV.								
	A report was circulated to members prior to the meeting. Please refer to Appendix E.								
	 It was agreed and RESOLVED that an annual maintenance contract for CCTV surveillance equipment at a cost of £2,750 (ex VAT) is included in the precept fo FY 2020/21. It was agreed and RESOLVED that 1 no. CCTV camera is purchased for 'stock' a 								
	 a cost of £1,250 (ex VAT) and financed from earmarked reserves FY 2019/20. It was agreed and RESOLVED that the funds which remain unspent in the CCTN Repairs budget at 31st March 2020 and any earmarked reserves are held over fo proposed CCTV works in FY 2020/21. 								
	 It was agreed and RESOLVED that £5,000 is considered for inclusion in the budge for FY 2020/21 for the provision of additional CCTV surveillance equipment. It was agreed and RESOLVED that wayleaves are increased from £60 to £65 pe camera with effect from FY 2020/21. 								
	 It was agreed and RESOLVED that the budget for unmetered supplies is increased to £200 per location. 								

079	To receive and consider a report on the future maintenance of the closed churchyard.
	A report was circulated prior to the meeting. Please refer to Appendix F.
	 It was agreed and RESOLVED that a budget line is allocated for the general maintenance of the closed churchyard. It was agreed and RESOLVED that a budget line is allocated for future capital works that will be required in the closed churchyard. It was agreed and RESOLVED that a Service Level Agreement is drafted following the outcome of the health and safety inspection in October.
080	To identify items relevant to Task and Finish Groups and Sub-Committees for inclusion in the Precept for the FY 2020/21.
(a)	Allotment and Burials Sub-Committee. Cllr Toye confirmed that there are no new projects planned for the Financial Year 2020/21.
(b)	Annual Christmas Event and Festive Lighting Sub-Committee. A completed form has been submitted requesting funding for the Financial Year 2020/21.
(c)	Remembrance Parade. Cllr Weeks has confirmed that there are no requirements for funding for Financcial Year 2020/21.
(d)	Cycle Link Task and Finish Group. The Task and Finish Group has submitted a completed form confirming that the project will be funded from s106 monies. There are no requirements for town council funding for Financial Year 2020/21.
(e)	Estate Management and Properties Sub-Committee. A completed form has been submitted requesting funding for Financial Year 2020/21.
(f)	Health and Safety Sub-Committee. A completed form has been submitted requesting funding for Financial Year 2020/21.
(g)	Traffic Management Sub-Committee. Awaiting submission of a form.
(h)	VE Day 75th Anniversary Celebration Event Task and Finish Group. A completed form has been submitted requesting funding for the Financial Year 2020/21.
(i)	Fingerpost Refurbishment Task and Finish Group. Cllr Toye confirmed that there will be a requirement for funding for Financial Year 2020/21.
(j)	Gillingham Gateways Task and Finish Group. A completed form has been submitted. There are no requirements for funding for Financial Year 2020/21.
(k)	Green Gillingham Event Task and Finish Group. Cllr Von Clemens confirmed that there are no requirements for town council funding for Financial Year 020/21.
(1)	High Street Facilities Task and Finish Group. A completed form has not been submitted by the Task and Finish Group. The matter has now been delegated to the Town Clerk who will provide a break-down of required funding for Financial Year 2020/21.

(m)	Greener Gillingham (climate change and carbon management plan) Task and Finish Group. A completed form has been submitted requesting funding for Financial Year 2020/21
(n)	Gillingham Royal Forest Project - GTC representatives. A completed form has been submitted. This project is not a Town Council led project and there are no requirements for funding for Financial Year 2020/21.
(0)	Town Seating Task and Finish Group. A completed form has been submitted. There are no requirements for funding for Financial Year 2020/21.
(p)	Woodwater Farm Sports Facility Task and Finish Group. A completed form has been submitted. There are no new projects planned for Financial Year 2020/21.
081	To receive matters pertinent to this meeting. <u>Please note</u> : Members are advised that inclusion of any item is at the Chairman's discretion and that a council cannot lawfully decide upon any matter which is not specified in the summons (agenda).
(a)	The town clerk informed the meeting that Gillingham Library will be holding an event, Creating Drama from Local History, on Saturday 26 th October from 10.30am until 11.30am. Further information is available from Gillingham Library.
There be	ing no other business on the agenda, the meeting closed at 8.12pm.
Signed:	Date: 18th November 2019
	Chairman of Finance Committee, Clir Sharon Cullingford
PLEASE	NOTE: These minutes appear as draft minutes until reviewed and ratified by Full Council.

FINANCE MEETING 21st OCTOBER 2019

APPENDIX A

1 2 3 4 5 6 6 7 7 8 9 9 10 11 12 13 14	DATE PAID 03/09/2019 03/09/2019 03/09/2019 03/09/2019 06/09/2019 06/09/2019 06/09/2019	19311 19312	DESCRIPTION Workshop rent and sv charge Sept to Dec 19	RECIPIENT/SUPPLIER	GRO
1 2 3 4 5 6 6 7 7 8 9 9 10 11 12 13 14	03/09/2019 03/09/2019 03/09/2019 03/09/2019 03/09/2019 06/09/2019 06/09/2019	19310 19311 19312	Workshop rent and sv charge Sept to Dec 19		!
2 3 4 5 7 8 9 10 11 12 13 14 15	03/09/2019 03/09/2019 03/09/2019 03/09/2019 06/09/2019 06/09/2019	19311 19312	interior provide and the general perior peet to		r 700
3 4 5 6 7 8 9 10 11 12 13 14 14	03/09/2019 03/09/2019 03/09/2019 06/09/2019 06/09/2019	19312		Goadsby & Harding (Commercial) Ltd	5,761
4 5 7 8 9 10 11 12 13 14 14	03/09/2019 03/09/2019 06/09/2019 06/09/2019		Hygiene Mr Merlin Festive lights	Aqua Cleaning Services Ltd	52
5 6 7 9 10 11 12 13 14 14	03/09/2019 06/09/2019 06/09/2019		Reindeer Festive lights Balance	W Jones	275
7 9 10 11 12 13 14 15	06/09/2019		Father Xmas suit	South West Reindeer Ltd Glad Rags	418
8 9 10 11 12 13 14 14		19315	Accountancy Apprenticeship for J. Ezzard	Kingston Maurward College	33
9 10 11 12 13 14 14	06/09/2019		Broardfix packers for High St Toilets	Sydenhams	100
10 11 12 13 14 15			cancelled	cancelled	(
11 12 13 14 15	06/09/2019		water rates 8/2/19 - 28/8/19 x 3	Water 2 Business	396
12 13 14 15	10/09/2019		water cooler	Angel Springs Ltd	50
13 14 15	10/09/2019		Inspect War memorial	C Daniels	550
14	10/09/2019		small goods	Crockers (Gillingham) Ltd	36
15	10/09/2019		Willow tree damage	David Harness	174
	10/09/2019	19323	cancelled		(
	10/09/2019	19324	Councillor training	Dorset Association of Parish and Town Councils	530
	10/09/2019	19325	Various goods	Mole Countrysides	17
17	10/09/2019	19326	Various goods		
	10/09/2019		Inspection of play areas	New Forest Farm Machinery Ltd	511
	10/09/2019	19328	Membership C Ratcliffe	The Play Inspection Company Ltd	891
	10/09/2019	19329	Various goods	The Society of Local Council Clerks	24
	10/05/2015	15525		Western Workshop Supplies Ltd	189
	18/09/2019	30-19341&1934	7 Payroll	Payroll cheques Sept 2019	19,616
-		19342 19343	Payroll Payroll	HMRC month 6	6,58
				Dorset Council Pension Fund month 6	7,197
	11/09/2019	19344	Website design and build	DesignJam Limited	2,730
	13/09/2019	19345	Back dated tax NI 2014-2018	HMRC	8,413
22 :	13/09/2019	19346	Back dated tax NI 2011-2013	HMRC	542
24	13/09/2019	19348	High Street toilets building work	Bjorn Construction	4,500
25 1	19/09/2019	19349	Petty cash top up float	Petty cash	
_	25/09/2019	19350	Van tax HY66 XUJ		3:
				Post office Itd	260
	25/09/2019	19351	ссту	Custom Security Services	3,300
28 7	26/09/2019	19352	Milton on Stour TRO	Dorset Council	3,48:
29 2	25/09/2019	19353	materials	Fencewize	29
30 7	25/09/2019	19354	Workshop refurbishment	Gary Stevens Electrical	103
31 2	25/09/2019	19355	Spares and materials	Lee Holmes Garden Macinery	
	25/09/2019	19356	Weekend orderley & office cleaning		169
-		19357		MG Cleaning	91
-	25/09/2019		Audit fee	PKF Littlejohn LLP	1,920
-	25/09/2019	19358	Materials	P&R Hurt	144
35 2	25/09/2019	19359	Materials	Screwfix	23
36 2	25/09/2019	19360	Materials	Sydenhams	
37 2	25/09/2019	19361	Materials	Tudor UK Ltd	93
	25/09/2019	19362	Travelling expenses		
		19363		B. Von Clemens	158
	25/09/2019		Outreach work	Youth Resource Services	44:
0 2	25/09/2019	19364	Grant to Litter Pickers (Funds from Dorset Litter Free	3RP Litter Pickers	800
1 2	27/09/2019	19365	Water rates	Water 2 Business	18
2 2	27/09/2019	19366	Water rates	Water 2 Business	39
	27/09/2019	19367	Public WC elect		
_	30/09/2019	19368	Petty cash top up float	British gas Petty cash	3
	50,05,2015			Petty cash	50 72,02
-					
	03/09/2019	DD	Town Hall elect	British Gas	14
_	09/09/2019	DD	Fuel	Right Fuel	14
	16/09/2019	DD	Sage 50 accounts	Sage	72
	16/09/2019	DD	Rates	Dorset Council	139
	16/09/2019	DD	Fuel	Right Fuel	36
	16/09/2019	DD	Rates	Dorset Council	2,48
	20/09/2019	DD	CCTV elect	British Gas	1
	23/09/2019	DD	Fuel	Right Fuel	8
	26/09/2019	DD	Town Meadow elect	British Gas	0.
3	80/09/2019	DD	Chantry elect	Utility Warehouse	3
	80/09/2019	DD	Old Mortuary elect	Utility Warehouse	3
3	80/09/2019	DD	Chapel elect	Utility Warehouse	4
	80/09/2019	DD	Town Hall gas	Utility Warehouse	8
	0/09/2019	DD	Workshop elect	Utility Warehouse	13
	0/09/2019	DD	Fuel	Right Fuel	213
-					4,01
			TOTAL PAYMENTS SEPTEMBER 2019		76,03
-					
+					
+					
1					

FINANCE COMMITTEE MEETING 21st OCTOBER 2019

the second se		2019/20	2019/20		ACTUAL	PHASED		Variance		2019/20	
ILLINGHAN	A TOWN COUNCIL YE 31/3/2020	BUDGET	VIREMENT	ADJUSTED		BUDGET				BUDGET	2019/2
019/20				BUDGET	Totals	2019/20		2019/20	%	2019/20	Earmark
NCOME AN	D EXPENDITURE ACCOUNT				Months 1 to 6	Months 1 to 6		Months 1 to 6	% spend	Balance	Funds
MONTHS 1	TO 30 SEPTEMBER 2019										
NCOME											
AGE NL											
4000	PRECEPT INCOME	858,594		858,594	858,594.00	858,594		0		0	
				0							
THER INCO	OME			0	-						
	Income - Cemetery and Burials			0	1,675.00			1,675			
	Income - Allotments			0	40.00		Í	40			
and the second sec	Income - Room hire and lettings			0	1,685.00			1,685			
	Income - Civil weddings			0	400.00			400			
	Income - Grant Milton on Stour (TRO) - Restricted			0	2,981.49			2,981			1
	Income - Grant D.C. Litter Free Dorset (Restricted)	-		0	2,500.00			2,500			
	Income - Sponsorships Benches/Trees (Restricted)			0	190.00			190			
				0	213.00			213			
	Income - Parish contributions			0	49.87			50			
	Miscellaneous Income	+		0	241.07			241			
	Income - Sundries (Printing etc.)			0	246.21			246			1
4950	Income - Bank interest	050 504				0 858,594	0	10,222	0.00%	0	
	TOTAL INCOME	858,594	0	858,594	0 808,813.04	0 030,354	- 0	10,222	0.0070		-
					++						1
					-	PHASED		Marianca		2019/20	2019/
ILLINGHAN	VI TOWN COUNCIL YE 31/3/2020	2019/20	2019/20		ACTUAL			Variance	9/ cnond	BUDGET	Earmark
		BUDGET	VIREIVIEN	ADJUSTED	EXPENDITURE	BUDGET			% spend		
019/20			_	ALLA OFT	Tatala	2010/20		2010/20	0/		Funds
	ID EXPENDITURE ACCOUNT			BUDGET	Totals	2019/20		2019/20	%	2019/20	Funds
	ID EXPENDITURE ACCOUNT			BUDGET					Months 1 to		
NCOME AN	D EXPENDITURE ACCOUNT TO 30 SEPTEMBER 2019			BUDGET	Totals Months 1 to 6	2019/20 Months 1 to 6		2019/20 Months 1 to 6		Balance	linked to
NCOME AN				BUDGET					Months 1 to		
NCOME AN	TO 30 SEPTEMBER 2019			BUDGET					Months 1 to		linked to
MONTHS	TO 30 SEPTEMBER 2019			BUDGET					Months 1 to		linked to
MONTHS	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF				Months 1 to 6	Months 1 to 6		Months 1 to 6	Months 1 to 6	Balance	linked to
MONTHS T	TO 30 SEPTEMBER 2019 RE	15,250	0	15,250	Months 1 to 6 4,685.19	Months 1 to 6		Months 1 to 6	Months 1 to 6 61.45%	Balance 10,565	linked to
MONTHS T	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF	15,250 1,200	0	15,250	Months 1 to 6 4,685.19 27.71	Months 1 to 6		Months 1 to 6 -2,940 -572	Months 1 to 6 61.45% 4.62%	Balance 10,565 1,172	linked to Budget
NCOME AN MONTHS XPENDITUI	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD			15,250	Months 1 to 6 4,685.19	Months 1 to 6		Months 1 to 6 -2,940 -572 -10,099	Months 1 to 6 61.45% 4.62% 38.08%	Balance 10,565 1,172 23,558	linked to Budget
MONTHS T MONTHS T XPENDITUI 1 2 3	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT	1,200	0	15,250 1,200 29,769	Months 1 to 6 4,685.19 27.71	Months 1 to 6		Months 1 to 6 -2,940 -572	Months 1 to 6 61.45% 4.62% 38.08% 18.72%	Balance 10,565 1,172 23,558 41,838	linked to Budget
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS	1,200 38,769	0 -9,000	15,250 1,200 29,769 48,940	Months 1 to 6 4,685.19 27.71 6,210.67	Months 1 to 6		Months 1 to 6 -2,940 -572 -10,099	Months 1 to 6 61.45% 4.62% 38.08%	Balance 10,565 1,172 23,558	linked to Budget
NCOME AN MONTHS T XPENDITUI 1 2 3 4 5	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS	1,200 38,769 48,940 31,400	0 -9,000 0 0	15,250 1,200 29,769 48,940 31,400	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49	Months 1 to 6 7,625 600 16,310 37,940		-2,940 -572 -10,099 -30,838	Months 1 to 6 61.45% 4.62% 38.08% 18.72%	Balance 10,565 1,172 23,558 41,838	linked to Budget
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES	1,200 38,769 48,940 31,400 29,850	0 -9,000 0 0	15,250 1,200 29,769 48,940 31,400 26,195	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81	Months 1 to 6 7,625 600 16,310 37,940 31,400		-2,940 -572 -10,099 -30,838 -12,279	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89%	Balance 10,565 1,172 23,558 41,838 12,279	linked to Budget 9 40 21
NCOME AN MONTHS XPENDITUI 1 2 3 4 5 6 7	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS	1,200 38,769 48,940 31,400 29,850 30,235	0 -9,000 0 -3,655 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235	Months 1 to 6 4,685.19 27.71 6,210.67 7,10249 19,120.81 4,441.64 6,706.94	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248		-2,940 -572 -10,099 -30,838 -12,279 -8,806	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53%	Balance 10,565 1,172 23,558 41,838 12,279 21,753	linked to Budget
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 8	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID	1,200 38,769 48,940 31,400 29,850 30,235 20,000	0 -9,000 0 -3,655 0 3,655	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.00	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528	linked to Budget 9 40 21
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 7 7 8 9	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES	1,200 38,769 48,940 31,400 29,850 30,235 20,000 16,154	0 -9,000 0 -3,655 0 3,655 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.00 2,348.99	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,555 8,077		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,555	linked to Budget 9 9 40 21 2 2
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 7 7 8 9 9 10	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS	1,200 38,769 48,940 31,400 29,850 30,235 20,000 16,154 444,658	0 -9,000 0 -3,655 0 3,655 0 9,000	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.000 2,348.99 223,836.09	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805	linked to Budget
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 7 8 9 9 10 11	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES -TOWN HALL	1,200 38,769 48,940 31,400 29,850 30,235 20,000 16,154 444,658 33,245	0 -9,000 0 -3,655 0 3,655 0 9,000	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245	Months 1 to 6 4,685.19 27.71 6,21067 7,102.49 19,120.81 4,441.64 6,706.94 0.000 2,348.99 223,836.09 12,899.46	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995		-2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143 -15,096	Months 1 to 6 61.45% 4.62% 38.08% 60.89% 33.53% 31.25% - 29.08% 98.62% 46.08%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805 229,822 20,346	linked to Budget 9 40 21 2 2 2 2 2 1 21 21
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 5 6 6 7 7 8 9 10 7 11 11 12	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES - TOWN HALL PREMISES - WORKSHOP (OLD MARKET)	1,200 38,769 48,940 31,400 29,850 30,235 20,000 16,154 444,658 33,245 44,544	0 -9,000 0 -3,655 0 3,655 0 9,000 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.00 2,348.99 223,836.09 12,289.46 24,496.93	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185		Months 1 to 6	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805 229,822 20,346 20,047	linked to Budget 9 40 21 2 2 2 2 2 1 21 21
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 7 8 9 10 11 12 13	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES - TOWN HALL PREMISES - WORKSHOP (OLD MARKET) PREMISES - COMMUNITY OFFICE (CHANTRY)	1,200 38,769 48,940 31,400 29,850 30,235 20,000 16,154 444,658 33,245 444,544 3,191	0 -9,000 0 -3,655 0 3,655 0 9,000 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.00 2,348.99 223,836.09 12,899.46 24,496.93 1,449.52	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143 -15,096 -5,688 -5,588 -933	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16% 60.83%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,525 13,805 229,822 20,346 20,047 1,741	linked to
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 7 8 9 10 11 12 13 14	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES - TOWN HALL PREMISES - COMMUNITY OFFICE (CHANTRY) PREMISES - PUBLIC TOILETS & TOWN BRIDGE OFFICE	1,200 38,769 48,940 29,850 30,235 20,000 16,154 444,658 33,245 44,544 3,191 5,730	0 -9,000 -3,655 0 3,655 0 9,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191 5,730	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 2,348.99 223,836.09 12,899.46 24,496.93 1,289.46 24,496.93 1,449.52 2,892.09	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383 4,215		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143 -15,096 -5,688 -933 -1,323	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16% 60.83% 68.61%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805 229,822 20,346 20,047 1,741 2,838	linked tc Budget 9 9 40 21 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 7 8 8 9 9 10 11 12 13 14 15	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES -TOWN HALL PREMISES - COMMUNITY OFFICE (CHANTRY) PREMISES - PUBLIC TOILETS & TOWN BRIDGE OFFICE VEHICLES AND EQUIPMENT	1,200 38,769 48,940 29,850 30,235 20,000 16,154 444,658 33,245 44,544 3,191 5,730 26,590	0 -9,000 0 -3,655 0 3,655 0 9,000 0 9,000 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191 5,730 26,795	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0,000 2,348.99 223,836.09 12,899.46 24,496.93 1,449.52 2,892.09 10,675.90	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383 4,215 17,850		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143 -15,096 -5,688 -933 -1,323 -7,174	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16% 60.83% 68.61% 59.81%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805 229,822 20,346 20,047 1,741 2,838 16,119	linked to Budget 9 9 40 21 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 7 8 9 10 11 12 13 14	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES - TOWN HALL PREMISES - COMMUNITY OFFICE (CHANTRY) PREMISES - PUBLIC TOILETS & TOWN BRIDGE OFFICE VEHICLES AND EQUIPMENT ADMINISTRATION AND OFFICE COSTS	1,200 38,769 48,940 29,850 30,235 20,000 16,154 444,658 33,245 44,544 3,191 5,730	0 -9,000 -3,655 0 3,655 0 9,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191 5,730 26,795	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 2,348.99 223,836.09 12,899.46 24,496.93 1,289.46 24,496.93 1,449.52 2,892.09	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383 4,215		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143 -15,096 -5,688 -933 -1,323	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16% 60.83% 68.61% 59.81%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805 229,822 20,346 20,047 1,741 2,838	linked tc Budget 9 9 40 21 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 7 8 8 9 9 10 11 12 13 14 15	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES -TOWN HALL PREMISES - COMMUNITY OFFICE (CHANTRY) PREMISES - PUBLIC TOILETS & TOWN BRIDGE OFFICE VEHICLES AND EQUIPMENT	1,200 38,769 48,940 31,400 29,850 30,235 20,000 16,154 444,658 33,245 44,544 3,191 5,730 26,590 32,229	0 -9,000 0 -3,655 0 0 3,655 0 0 9,000 0 0 0 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191 5,730 26,795 33,094	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.00 2,348.99 223,836.09 12,899.46 24,496.93 1,449.52 2,892.00 10,675.90 10,675.90	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383 4,215 17,850 25,690		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143 -15,096 -5,688 -933 -1,323 -1,323 -7,174 -2,156	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16% 60.83% 68.61% 59.81% 91.61%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805 229,822 20,346 20,047 1,741 2,838 16,119 9,561	linked to Budget 9 9 40 21 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2 2
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 7 8 8 9 9 10 11 12 13 14 15	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES - TOWN HALL PREMISES - COMMUNITY OFFICE (CHANTRY) PREMISES - PUBLIC TOILETS & TOWN BRIDGE OFFICE VEHICLES AND EQUIPMENT ADMINISTRATION AND OFFICE COSTS	1,200 38,769 48,940 31,400 29,850 30,235 20,000 16,154 444,658 33,245 444,544 3,191 5,730 26,590 32,229 21,392	0 -9,000 0 -3,655 0 9,000 9,000 0 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191 5,730 26,795 33,094 21,392	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.99 2,23,836.09 12,899.46 24,496.93 1,2499.46 24,496.93 1,2499.46 24,496.93 1,2892.09 10,675.90 23,533.03 8,146.15	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383 4,215 17,850 25,690 12,146		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143 -15,096 -5,688 -933 -1,323 -1,323 -7,174 -2,156 -4,000	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16% 60.83% 68.61% 59.81% 91.61% 67.07%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,525 13,805 229,822 20,346 20,047 1,741 2,838 16,119 9,561 13,246	linked tc Budget 9 9 40 21 2 2 2 2 2 2 2 5
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 5 6 6 7 7 8 9 9 10 7 8 9 9 10 11 12 13 14 15 16	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES - TOWN HALL PREMISES - WORKSHOP (OLD MARKET) PREMISES - WORKSHOP (OLD MARKET) PREMISES - WORKSHOP (OLD MARKET) PREMISES - DUBLIC TOILETS & TOWN BRIDGE OFFICE VEHICLES AND EQUIPMENT ADMINISTRATION AND OFFICE COSTS PROFESSIONAL FEES, SUBSCRIPTIONS, IT, LICENCES &	1,200 38,769 48,940 29,850 30,235 20,000 16,154 444,658 33,245 44,544 3,191 5,730 26,590 32,229 21,392 15,217	0 -9,000 0 -3,655 0 9,000 0 9,000 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191 5,730 26,795 33,094 21,392 14,147	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.00 2,348.99 223,836.09 12,899.46 24,496.53 1,449.52 2,892.09 10,675.90 223,533.03 8,146.15 0.00	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383 4,215 17,850 25,690 12,146 14,147		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -3,143 -15,096 -5,688 -933 -1,323 -7,174 -2,156 -4,000 -14,147	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16% 60.83% 68.61% 59.81% 91.61% 67.07% 0.00%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805 229,822 20,346 20,047 1,741 2,838 16,119 9,561 13,246 14,147	linked to Budget 9 9 40 21 2 2 2 2 2 2 2 2 2 3 3 4,41
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 7 8 9 10 11 12 13 14 15 16 17	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES - TOWN HALL PREMISES - WORKSHOP (OLD MARKET) PREMISES - OMMUNITY OFFICE (CHANTRY) PREMISES - PUBLIC TOILETS & TOWN BRIDGE OFFICE VEHICLES AND EQUIPMENT ADMINISTRATION AND OFFICE COSTS PROFESSIONAL FEES, SUBSCRIPTIONS, IT, LICENCES & LEASING	1,200 38,769 48,940 31,400 29,850 30,235 20,000 16,154 444,658 33,245 444,544 3,191 5,730 26,590 32,229 21,392	0 -9,000 0 -3,655 0 9,000 0 9,000 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191 5,730 26,795 33,094 21,392 14,147	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.00 2,348.99 223,836.09 12,899.46 24,496.53 1,449.52 2,892.09 10,675.90 223,533.03 8,146.15 0.00	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383 4,215 17,850 25,690 12,146 14,147		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143 -15,096 -5,688 -933 -1,323 -1,323 -7,174 -2,156 -4,000 -14,147	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16% 60.83% 68.61% 59.81% 91.61% 67.07% 0.00%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,525 13,805 229,822 20,346 20,047 1,741 2,838 16,119 9,561 13,246	linked to Budget 9 9 40 21 2 2 2 2 2 2 2 2 2 3 3 4,41
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 7 8 9 10 11 12 13 14 15 16 17	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES - TOWN HALL PREMISES - COMMUNITY OFFICE (CHANTRY) PREMISES - PUBLIC TOILETS & TOWN BRIDGE OFFICE VEHICLES AND EQUIPMENT ADMINISTRATION AND OFFICE COSTS PROFESSIONAL FEES, SUBSCRIPTIONS, IT, LICENCES & LEASING ACCRUALS FOR EQUIPMENT/VEHICLES	1,200 38,769 48,940 29,850 30,235 20,000 16,154 444,658 33,245 44,544 3,191 5,730 26,590 32,229 21,392 15,217	0 -9,000 0 -3,655 0 9,000 0 9,000 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191 5,730 26,795 33,094 21,392 14,147	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.00 2,348.99 223,836.09 12,899.46 24,496.53 1,449.52 2,892.09 10,675.90 223,533.03 8,146.15 0.00	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383 4,215 17,850 25,690 12,146 14,147		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -3,143 -15,096 -5,688 -933 -1,323 -7,174 -2,156 -4,000 -14,147	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 81.16% 60.83% 68.61% 59.81% 91.61% 67.07% 0.00%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805 229,822 20,346 20,047 1,741 2,838 16,119 9,561 13,246 14,147	linked to Budget 99 400 21 22 22 22 22 25 22 3 3
NCOME AN MONTHS 1 XPENDITUI 1 2 3 4 5 6 6 7 7 8 9 10 11 12 13 14 15 16 17	TO 30 SEPTEMBER 2019 RE CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED CHURCHYARD ALLOTMENTS ESTATE MANAGEMENT PLAY AREAS GENERAL PURPOSE PROJECTS GENERAL PURPOSES DISCRETIONARY POWERS GRANTS PAID CIVIC RESPONSIBILITIES PAYROLL AND STAFF COSTS PREMISES - TOWN HALL PREMISES - COMMUNITY OFFICE (CHANTRY) PREMISES - PUBLIC TOILETS & TOWN BRIDGE OFFICE VEHICLES AND EQUIPMENT ADMINISTRATION AND OFFICE COSTS PROFESSIONAL FEES, SUBSCRIPTIONS, IT, LICENCES & LEASING ACCRUALS FOR EQUIPMENT/VEHICLES	1,200 38,769 48,940 29,850 30,235 20,000 16,154 444,658 33,245 44,544 3,191 5,730 26,590 32,229 21,392 15,217	0 -9,000 0 -3,655 0 9,000 0 9,000 0 0 0 0 0 0 0 0 0 0 0 0	15,250 1,200 29,769 48,940 31,400 26,195 30,235 23,655 16,154 453,658 33,245 44,544 3,191 5,730 26,795 33,094 21,392 14,147	Months 1 to 6 4,685.19 27.71 6,210.67 7,102.49 19,120.81 4,441.64 6,706.94 0.00 2,348.99 223,836.09 12,899.46 24,496.53 1,449.52 2,892.09 10,675.90 223,533.03 8,146.15 0.00	Months 1 to 6 7,625 600 16,310 37,940 31,400 13,248 21,460 23,655 8,077 226,979 27,995 30,185 2,383 4,215 17,850 25,690 12,146 14,147		Months 1 to 6 -2,940 -572 -10,099 -30,838 -12,279 -8,806 -14,753 -23,655 -5,728 -3,143 -15,096 -5,688 -933 -1,523 -7,174 -2,156 -4,000 -14,147 -163,330	Months 1 to 6 61.45% 4.62% 38.08% 18.72% 60.89% 33.53% 31.25% 29.08% 98.62% 46.08% 46.08% 81.16% 60.83% 68.61% 59.81% 91.61% 67.07% 0.00% 68.71%	Balance 10,565 1,172 23,558 41,838 12,279 21,753 23,528 23,655 13,805 229,822 20,346 20,047 1,741 2,838 16,119 9,561 13,246 14,147	linked to Budget 9 9 40 21 2 2 2 2 2 2 2 2 2 3 3 4,41

GILLINGHAM TOWN COUNCIL BALANCE SHEET

AT	30/09/2019
CURRENT ASSETS	
Debtors	
VAT	5,880.87
Other debtors	5,880.87
Cash at Bank	
Lloyds Current Account	-21,247.38
Lloyds Deposit Account	840,189.41
NS&I account	241,743.83
Petty cash	150.00
	1,060,835.86
CURRENT ASSETS	1,066,716.73
CURRENT LIABILITIES	
Trade Creditors	16,553.58
TOTAL LIABILITIES	16,553.58
NET CURRENT ASSETS	1,050,163.15
	30/09/2019
REPRESENTED BY:	
General reserves	
Brought forward 1/4/19	191,427.47
Surplus for 6 months to 30/9/19	510,242.03
Earmarked from 1/4/19	-115,044.44
Total General reserves	586,625.06
	000,020.00
Earmarked Reserves - Brought forward 1/4/19	348,493.65
Earmarked from 1/4/19	115,044.44
	463,538.09
NET RESERVES	4 050 400 45
NET REJERVED	1,050,163.15 Page 2

Page 2

2019/20	AM TOWN CO		2020							
	KED FUNDS									
EARMARI	KED FUNDS							+		
DDDUIGUI		1/2010		CO 400 400 CT						
BROUGH	T FORWARD 1/	4/2019		£348,493.65	+					
									++	
CA 05	64.05	Allocated to		0	Conserved and	*	Adiustaura	Cub	E	Claster
SAGE	SAGE	SAGE	Description	Opening	Earmarked	Total	Adjustments	Sub	Expenditure	Closing
Dept no	Restricted	NL code		Balance	2019/20		and	Totai	allocated	Balance
	Fund			01/04/19			Income	-	to be allocated	30/09
			a - 111	NL 3000		500.00		500.00	_	
4			Ancillary expenses (TH)	500.00		500.00		500.00		500
5			High Street Enhancement	791.00	· · · · · · · · · · · · · · · · · · ·	791.00		791.00	-	79:
6			Staff training	1,115.00		1,115.00		1,115.00		1,115
7			Festive Lighting	1,210.58		1,210.58	250.00	1,460.58		1,460
8			Health and Safety	1,280.54		1,280.54		1,280.54		1,280
9			Workwear	1,577.14		1,577.14		1,577.14		1,577
10			Tree surgery	2,143.05		2,143.05		2,143.05		2,143
11			Vehicles and Equipment Fuel	2,589.94		2,589.94		2,589.94		2,589
12		TBA	Hardings Lane Sport Pitch S106	4,322.33		4,322.33	1,383.95	5,706.28		5,700
13			Large machinery/vehicles	4,412.29		4,412.29		4,412.29		4,412
14			Sponsored bedding scheme	4,838.65		4,838.65		4,838.65		4,838
15			Completion refurb Toilets	15,441.34		15,441.34		15,441.34		15,44:
16			Play area - Marlott Road	40,000.00		40,000.00		40,000.00		40,000
17		TBA	Grant NDDC Gateway Project	70,000.00		70,000.00		70,000.00		70,000
18		TBA	New Works Depot	95,500.00	51,920.00	147,420.00		147,420.00		147,420
19		ТВА	Estate Manaement Open Spaces	102,771.79		102,771.79		102,771.79		102,771
20	3	5200	Tree Planting		190.00	190.00		190.00	-	190
21		7500	Printing costs Dorset Council		1,800.00	1,800.00		1,800.00		1,800
22			Town Hall Refurb		1,519.00	1,519.00		1,519.00		1,519
23		6040	ССТУ		2,500.00	2,500.00		2,500.00		2,500
24	4	5459	Dorset Litter Free		2,500.00	2,500.00		2,500.00		2,500
25		ТВА	Old Mortuary refurb		3,000.00	3,000.00		3,000.00		3,000
26			HMRC payment		9,000.00	9,000.00		9,000.00		9,000
27		7003	Payroll		10,000.00	10,000.00		10,000.00		10,000
28		7085	Workshop refurb (Old Market)		25,000.00	25,000.00		25,000.00		25,000
29			not used			0.00		0.00		
30		5090	Interpretation panels			0.00	2,000.00	2,000.00		2,000
31		5405	Self watering planters			0.00	1,000.00	1,000.00		1,000
32	5	5408	Milton on Stour TRO			0.00	2,981.49	2,981.49		2,981
						0.00		0.00		
						0.00		0.00		
				348,493.65	107,429.00	455,922.65	7,615.44	463,538.09	0.00	463,53
			Reconciliation	Linked to Budget lin	es (to be allocated)					134,64
				Balance Earmarked						328,89
										463,53
										Page 3

0	GILLINGH	AM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20		ACTUAL	PHASED	Variance		2019/20
2	2019/20			BUDGET	VIREMENT	ADJUSTED		EXPENDITURE	BUDGET			BUDGET
Î	NCOME /	AND EXPENDITURE ACCOUNT				BUDGET		Totals	2019/20	2019/20	%	2019/20
E	EXPENDIT	TURE						Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance
	SAGE											
		CEMETERY, CHAPEL, OLD MORTUARY, GARDEN OF REMEMBRANCE & CLOSED										
1	CODES	CHURCHYARD	OLD									
	5000	Cemetery	CODES									
	5001	Maintenance and spoil heap/vandalism	3.01/02/ 03	1,900		1,900		0.00	950	-950		1,90
	5002	General rates	3.04	4,000		4,000		4,133.61	4,000	134		-13
	5003	Water rates	3.05	210		210		211.50	105	107		-
				6,110		0 6,110		4,345.11	5,055	-710	85.96%	1,76
	5010	Chapel	-									
		General Maintenance/Repairs/vandalism	3.09/3.1	700		700		0.00	350	-350	0.00%	70
		Electricity	3.08	100		100		227.98	50	178	455.96%	-12
1002				800		0 800	0	227.98	400	-172	57.00%	57
	5020	Old Mortuary					$\left \right $					
		General Maintenance/Repairs/vandalism	3.16/.15	700		700		0.00	350	-350	0.00%	70
		General rates - NOT BILLED	3.12	4,000		4,000			0	C	#DIV/0!	4,00
	5023	Water rates	3.13	210		210		0.00	105	-105	0.00%	21
	5024	Electricity	3.14	630		630		112.10	315	-203	35.59%	51
				5,540		0 5,540	0	112.10	770	-658	14.56%	5,42
	5030	Garden of Remembrance										
	5031	New Paths & maintenance	3.18	2,300		2,300		0.00	1,150	-1,150	0.00%	2,30
	5050	Closed Churchyard										
		Pest control	3.34	500		500		0.00	250	-250	0.00%	50
		TOTAL		15,250		0 15,250	0	4,685.19	7,625	-2,940	61.45%	10,56
												Page 4

GILLINGH	AM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20
2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET
INCOME	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20
EXPENDI	TURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance
SAGE										
2 CODES	ALLOTMENTS	OLD								
5040	Allotments	CODES								
5041	Maintenance	3.21	500		500	27.71	250	-222	11.08%	47:
5042	Water rates	3.22	200		200		100	-100	0.00%	200
5043	Pest control	3.20	500		500		250	-250	0.00%	500
	TOTAL		1,200		0 1,200	27.71	600	-572	4.62%	1,172
										Page 5

	IAM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20	
2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET	2019/20
INCOME /	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20	Earmarke
EXPENDIT	TURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance	Funds
SAGE											
3 CODES	ESTATE MANAGEMENT	OLD									
5060	Estate Management	CODES									
5061	Estate management costs - General	8.02	4,400		4,400	1,241.99	2,200	-958	56.45%	3,158	
5062	Estate Management costs - Bedding Planting scheme	8.03	4,000		4,000	2,740.80	2,000	741	137.04%	1,259	4,839
5063	Contract summer gardener - NOW ON PAYROLL	8.04	9,000	-900	0 0		0	0		0	
5070	Estate Management costs - Entry fees	8.05/.06	1,160		1,160	220.00	580	-360	37.93%	940	
5080	Estate Management costs - General maintenance & Green waste	8.11	2,500		2,500	900.00	1,250	-350	72.00%	1,600	
5081	Estate Management costs - Hay crop	8.09	1,500		1,500		750	-750	0.00%	1,500	
5082	Estate Management costs - Hedge flailing	8.10	1,000		1,000		500	-500	0.00%	1,000	
5090	Estate Management costs - Promotions and signage	8.15	2,000		2,000		2,000	-2,000	0.00%	2,000	2,000
5100	Estate Management costs - Town Meadow				0		0	0		0	
5101	Estate Management costs - Town Meadow Electricity	8.17/.18	1,659		1,659	67.48	830	-762	8.14%	1,592	
5102					0		0	0		0	
5200	Estate Mngt costs - Tree planting, surgery and Risk assess	8.12/.13 /.14& 13.19	10,700		10,700	1,040.40	5,350	-4,310	19.45%	9,660	2,333
	Estate Mngt costs - Forward Developments Rent	13.20	850		850	2,0.0.40	850	-850	10.1070	850	2,555
					0		0	0		0	
	TOTAL		38,769	-9,000	29,769 0	6,210.67	0 16,310	-10,099	38.08%	23,558	9,172
											Page 6

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	AM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20	
2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET	2019/20
INCOME	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20	Earmarke
EXPENDIT	TURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance	Funds
SAGE											
4 CODES	PLAY AREAS	OLD							1		
5300	Play Areas	CODES									
5301	Play area costs - General maintenance	9.01	12,000		12,000	1,524.44	6,000	-4,476	25.41%	10,476	
	Play area costs - Annual inspection and Asset Mngt app	9.02	900		900	742.50	900	-158		158	
5303	Play area costs - Water rates	9.03	40		40	39.40	40	-1	98.50%	1	
5310	Play area costs - PWLB loan	9.05	10,000		10,000	4,796.15	5,000	-204	95.92%	5,204	
5315	PLAY AREAS PROJECTS COST CENTRE						0	Ō		0	
5316	Play Areas Projects - Marlott Road	9.06	26,000		26,000		26,000	-26,000	0.00%	26,000	40,00
					0		0	0		0	
					0		0	0		0	
					0		0	0		0	
					0		0	0		0	
					0		0	0		0	
	TOTAL	1	48,940	(48,940	0 7,102.49	0 37,940	-30,838	18.72%	41,838	40,00
											Page7

	AM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20		ACTUAL	PHASED		Variance		2019/20	
2019/20			BUDGET	VIREMENT	ADJUSTED	E	XPENDITURE	BUDGET				BUDGET	2019/20
INCOME /	AND EXPENDITURE ACCOUNT				BUDGET		Totals	2019/20		2019/20	%	2019/20	Earmarke
EXPENDIT	TURE					N	Nonths 1 to 6	Months 1 to 6		Months 1 to 6	% spend	Balance	Funds
SAGE									1				
CODES	GENERAL PURPOSE PROJECTS	OLD											
5401	GP Projects	CODES							-				
5402	GP Projects - High Street enhancement	10.16	3,000		3,000			3,000		-3,000	0.00%	3,000	791
5403	GP Projects - Highway works	10.17	9,000		9,000			9,000)	-9,000	0.00%	9,000	
5404	GP Projects - Speed Indicator Device (SID)	10.18	3,500		3,500			3,500)	-3,500	0.00%	3,500	
5405	GP Projects - Self watering planters	10.19	1,000		1,000			1,000)	-1,000	0.00%	1,000	1,000
5406	GP Projects - Public realm (bins and seats)	10.21	1,000		1,000			1,000)	-1,000	0.00%	1,000	
5407	GP Projects - Festive Lighting	10.23	5,000		5,000		2,010.50	5,000)	-2,990	40.21%	2,990	1,461
5408	GP Projects - Traffic regulation orders/survey	10.24	500		500		3,481.49	500)	2,981	696.30%	-2,981	2,981
5409	GP Projects - Fingerposts replacement/repairs	10.25	3,000		3,000		1,000.00	3,000		-2,000	33.33%	2,000	
5410	GP Projects - High Street WC refurbishment	0	0		0		12,628.82	0		12,629		-12,629	15,441
5411	GP Projects - DWT Biodiversity	13.23	5,400		5,400			5,400		-5,400	0.00%	5,400	
					0			0		0		0	
					0			0		0		0	
					0			0		0		0	
					0			0		0		0	
	TOTAL		31,400	0	31,400	0	19,120.81	0 31,400	0	-12,279	60.89%	12,279	21,674
													Page 8

JASS repairs and vandalism 6 1,750 1,750 456.68 875 -418 52.19% 1,293 5456 General Purposes costs - Grit bins 10.11 150	repairs and vandalism 6 1,750 1,750 456.68 875 -418 52.19% 1,293 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 -150 0.00% 150 1 5457 General Purposes costs - Sand bags 10.12 150 150 150 150 -150 0.00% 150 1 5458 General Purposes costs - Sand bags 10.12 150 150 150 150 -150 0.00% 150 1 <t< th=""><th>sts - Grit bins 10.11 150 150 150 -150 0.00% 150 - sts - Sand bags 10.12 150 150 150 150 -150 0.00% 150 -</th><th>5455</th><th>General Purposes costs - General maintenance incl resident</th><th>10.01/.0</th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th><th></th></t<>	sts - Grit bins 10.11 150 150 150 -150 0.00% 150 - sts - Sand bags 10.12 150 150 150 150 -150 0.00% 150 -	5455	General Purposes costs - General maintenance incl resident	10.01/.0										
5456 General Purposes costs - Grit bins 10.11 150 150 150 -150 0.00% 150 5457 General Purposes costs - Sand bags 10.12 150 150 150 -150 0.00% 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	5456 General Purposes costs - Grit bins 10.1 150 150 150 -150 0.00% 150 150 5457 General Purposes costs - Sand bags 10.12 150 150 150 -150 0.00% 150 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625 5458	sts - Grit bins 10.11 150 150 150 -150 0.00% 150 - sts - Sand bags 10.12 150 150 150 150 -150 0.00% 150 -	5455		10.01/.0	1 750		1 750	456.68	875	-418	52 10%	1 293		
5457 General Purposes costs - Sand bags 10.12 150 150 150 -150 0.00% 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	5457 General Purposes costs - Sand bags 10.12 150 150 150 -150 0.00% 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	sts - Sand bags 10.12 150 150 150 150 -150 0.00% 150 sts - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	5456		10.11				456.68						+
5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	sts - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625							++						+
			5457	General Purposes costs - Sand bags	10.12			150		150	-150	0.00%	150		
			5458	General Purposes costs - Waste disposal (skips)	10.15	800		800	175.20	400	-225	43.80%	625		1
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			5455	General Purposes costs - Glillingham Litter Pickers		U		V	1,000.00		1,000	<u>├───</u> }	-1,000	2,500	Gra
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				TOTAL	+	29,850	-3,655	26,195	0 4,441.64	0 13,248	0 -8,806	33.53%	21,753	2,500	+
			3433	General raposes costs - Giningham etter rickers		· · · · ·		0	1,000.00	0	1,000	<u> </u>	-1,000	2,500	f
0 0			5459	General Purposes costs - Gillingham Litter Pickers		0		0	1,000.00	0	1,000		-1,000	2.500	G
5459 General Purposes costs - Gillingham Litter Pickers 0 0 1,000.00 0 1,000 -1,000	5459 General Purposes costs - Gillingham Litter Pickers 0 0 1,000.00 0 1,000 -1,000	sts - Gillingham Litter Pickers 0 0 1,000 0 1,000 -1,000 2,500 Gi	5458	General Purposes costs - Waste disposal (skips)	10.15	800		800	175.20	400	-225	43.80%	625		
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5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	sts - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625													╞
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545 repairs and vandalism 6 1,750 1,750 456.8 875 -418 52.19% 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 150 150 0.00% 150 5457 General Purposes costs - Sand bags 10.12 150 150 150 150 -150 0.00% 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	545 repairs and vandalism 6 1,750 1,750 456.8 875 -418 52.19% 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 150 150 0.00% 150	m 6 1,750 1,750 456.68 875 -418 52.19% 1,293 - sts - Grit bins 10.11 150 1010 150 1050 10000 1000 1000 <td>5451</td> <td>GP Environmental fund costs</td> <td>10.03</td> <td>7,000</td> <td></td> <td>7,000</td> <td>78.87</td> <td>3,500</td> <td>-3,421</td> <td>2.25%</td> <td>6,921</td> <td></td> <td></td>	5451	GP Environmental fund costs	10.03	7,000		7,000	78.87	3,500	-3,421	2.25%	6,921		
S455 General Purposes costs - General maintenance incl resident repairs and vandalism 10.01/.0 1750 1750 456.68 875 -418 52.19% 1,293 5456 General Purposes costs - Grit bins 10.11 150 <td>S455 General Purposes costs - General maintenance incl resident repairs and vandalism 10.01/.0 1,750 1,750 456.68 875 -418 52.19% 1,293 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 150 -418 52.19% 1,293 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 -150 0.00% 150 5457 5457 General Purposes costs - Sand bags 10.12 150 150 150 -150 0.00% 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625 5458</td> <td>sts - General maintenance incl resident 10.01/.0 1,750 456.68 875 -418 52.19% 1,293 m 6 1,750 1,750 456.68 875 -418 52.19% 1,293 1 sts - Grit bins 10.11 150 150 150 -150 0.00% 150 1 sts - Sand bags 10.12 150 150 150 -150 0.00% 150 1 sts - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625 1</td> <td>5450</td> <td>GP Service Devolution costs</td> <td>10.14</td> <td>20,000</td> <td>-3655</td> <td>16,345</td> <td>2,730.89</td> <td>8,173</td> <td>-5,442</td> <td>33.42%</td> <td>13,614</td> <td></td> <td>t</td>	S455 General Purposes costs - General maintenance incl resident repairs and vandalism 10.01/.0 1,750 1,750 456.68 875 -418 52.19% 1,293 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 150 -418 52.19% 1,293 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 -150 0.00% 150 5457 5457 General Purposes costs - Sand bags 10.12 150 150 150 -150 0.00% 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625 5458	sts - General maintenance incl resident 10.01/.0 1,750 456.68 875 -418 52.19% 1,293 m 6 1,750 1,750 456.68 875 -418 52.19% 1,293 1 sts - Grit bins 10.11 150 150 150 -150 0.00% 150 1 sts - Sand bags 10.12 150 150 150 -150 0.00% 150 1 sts - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625 1	5450	GP Service Devolution costs	10.14	20,000	-3655	16,345	2,730.89	8,173	-5,442	33.42%	13,614		t
5451 GP Environmental fund costs 10.03 7,000 7,000 7,887 3,500 -3,421 2.25% 6,921 5455 General Purposes costs - General maintenance incl resident repairs and vandalism 10.01/.0 1,750 456.68 875 -418 52.19% 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 -150 0.00% 150 5457 General Purposes costs - Sand bags 10.12 150 150 150 -150 0.00% 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	5451 GP Environmental fund costs 10.03 7,000 7,000 7,887 3,500 -3,421 2.25% 6,921 5455 General Purposes costs - General maintenance incl resident repairs and vandalism 10.01/.0 1,750 456.68 875 -418 52.19% 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 150 -150 0.00% 150 5457 General Purposes costs - Sand bags 10.12 150 150 150 150 -150 0.00% 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625 2	Ind costs 10.03 7,000 7,000 78.87 3,500 -3,421 2.25% 6,921 Image: constraint of the state of the st	5445	General Pulposes	CODES				+						┢
Second	S450 GP Service Devolution costs 10.14 20,000 -3655 16,345 2,730.89 8,173 -5,442 33.42% 13,614 0 5450 GP Service Devolution costs 10.01 7,000 -7,000 78.87 3,500 -3,421 2.25% 6,921 0 5451 GP Environmental fund costs 10.03 7,000 7,000 78.87 3,500 -3,421 2.25% 6,921 0 5455 General Purposes costs - General maintenance incl resident repairs and vandalism 10.01/.0 -	Image: star of the star										++			+
5449 General Purposes CODES Image: Code state states	5449 General Purposes CODEs Image: Code state stat	CODES CODES CODES CODES Code	CODES	GENERAL PURPOSES	010				++-			++			+
S450 GP Service Devolution costs 10.14 20,000 -3655 16,345 2,730.89 8,173 -5,442 33.42% 13,614 5450 GP Service Devolution costs 10.03 7,000 -7,000 78.87 3,500 -3,421 2.25% 6,921 5451 GP Environmental fund costs 10.03 7,000 7,000 78.87 3,500 -3,421 2.25% 6,921 5456 General Purposes costs - General maintenance incl resident repairs and vandalism 10.01/.0 - - 456.68 875 -418 52.19% 1,293 5456 General Purposes costs - Grit bins 10.11 150 150 150 -150 0.00% 150 5457 General Purposes costs - Sand bags 10.12 150 150 150 -150 0.00% 150 5458 General Purposes costs - Waste disposal (skips) 10.15 800 800 175.20 400 -225 43.80% 625	5449 General Purposes CODES Image: Condensity of the state of	CODES CODES CODES CODES Code	SAGE	· · · · · · · · · · · · · · · · · · ·			1		NUMERIA I LO O	INDIALIS I CO O	INDITUS I LO O	76 spenu	Dalance	Funds	+
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INCOME AND EXPENDITURE ACCOUNTImage: constant of the system o	INCOME AND EXPENDITURE ACCOUNT Image: Constraint of the constr	CCOUNT I BUDGET Totals 2019/20 % 2019/20 Earmarked Image: Second Seco	2019/20		1	BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET		1	BUDGET	2019/20	+
INCOME AND EXPENDITURE ACCOUNTIncomeBUDGETTotals2019/202019/20%2019/20EXPENDITUREIncomeIncomeMonths 1 to 6Months 1 to 6Months 1 to 6% spendBalanceSAGEIncomeIncomeIncomeIncomeIncomeIncomeIncomeIncome6CODESGENERAL PURPOSESOLDIncomeIncomeIncomeIncomeIncomeIncome5449General PurposesCODESIncomeIncomeIncomeIncomeIncomeIncomeIncomeIncome5450GP Environmental fund costs10.1420,000-365516,3452,730.898,173-5,44233.42%13,6145451GP Environmental fund costs10.01/0IncomeIncomeIncomeIncomeIncomeIncomeIncomeIncome5455General Purposes costs - General maintenance incl resident10.01/0IncomeIncomeIncomeIncomeIncomeIncome5456General Purposes costs - General maintenance incl resident10.01/0IncomeIncomeIncomeIncomeIncomeIncome5456General Purposes costs - General maintenance incl resident10.0110.01IncomeIncomeIncomeIncomeIncome5456General Purposes costs - Grit bins10.1115011050150IncomeIncomeIncomeIncomeIncome5457General Purposes costs - Sand bags10.12150<	INCOME AND EXPENDITURE ACCOUNT Image: mark of the symbol sym	CCOUNT Image: Comparison of the system of the		HAM TOWN COUNCIL YE 31/3/2020	+	2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20		_

GILLINGH	HAM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20	
2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET	2019/20
INCOME	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20	Earmarke
EXPENDI	TURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance	Funds
SAGE											
CODES	DISCRETIONARY POWERS	OLD									
6000	Discretionary Powers	CODES									
6001	Discretionary powers - War memorials maintenance	11.01	2,750		2,750	550.00	1,375	-825	40.00%	2,200	
6002	Discretionary powers - War memorials repairs fund	11.02	2,000		2,000		2,000	-2,000	0.00%	2,000	
6010	Discretionary powers - Parish clocks	11.03/.04	520		520	492.00	520	-28	94.62%	28	
6020	Discretionary powers - Riversmeet SLA	11.05	10,000		10,000		10,000	-10,000	0.00%	10,000	
6030	Discretionary powers - Youth Resource Services	11.06	5,360		5,360	2,650.02	2,680	-30	98.88%	2,710	
6040	Discretionary powers - CCTV Annual Maintenance & repairs	11.07	8,300		8,300	2,750.00	4,150	-1,400	66.27%	5,550	2,500
6041	Discretionary powers - CCTV Hardings Park electricity	11.11	165		165	81.73	165	-83	49.53%	83	
6043	Discretionary powers - CCTV Electricity Unmetered supplies	11.10 - 15	660		660	183.19	330	-147	55.51%	477	
6045	Discretionary powers - CCTV Wayleaves (private property)	11.09	480		480		240	-240	0.00%	480	
					0		0	C		0	
					0		0	C		0	
					0		0	0		0	
					0		0	0		0	
					0		0	C		0	
	TOTAL		30,235		30,235	0 6,706.94	0 21,460	0 -14,753	31.25%	23,528	2,500
											Page 10

										Page 11
	TOTAL		20,000	3,655	23,655	0 0.00	0 23,655	0 -23	,655 0.009	6 23,6
					0		0		0	
					0		0		0	
					0		0		0	
					0		0		0	
6100	Grants	11.16	20,000	3,655	23,655		23,655	-23	,655	23,0
6100	Grants paid	CODES								
CODES		OLD								
	GRANTS PAID									
EXPEND						Months 1 to 6	Months 1 to 6	Months 1	to 6 % spend	Balance
INCOME	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/2) %	2019/20
2019/20			BUDGET	VIREMENT	ADJÚSTED	EXPENDITURE	BUDGET			BUDGET
	HAM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Varianc	e	2019/20

GILLINGH	AM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20
2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET
INCOME /	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20
EXPENDI	TURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance
SAGE										
CODES	CIVIC RESPONSIBILITIES	OLD								
6200	Civic Responsibilities	CODES								
6201	Civic costs - Mayor travel costs	14.01	2,674		2,674	293.91	1,337	-1,043	21.98%	2,3
6202	Civic costs - Mayor attendance at events e.g. tickets etc	14.02	1,745		1,745	118.00	873	-755	13.52%	1,6
6203	Civic costs - Mayor general expenses including Mayor making	14.03	2,644		2,644	1,205.39	1,322	-117	91.18%	1,4
6205					0		0	0		
6210	Civic costs - Councillor training	14.04	3,091		3,091	535.00	1,546	-1,011	34.62%	2,5
6211	Civic costs - Councillor incidental expenses				0		0	0		
6220	Civic costs - Councillor travel costs				0	196.69	0	197		-
6400	Election costs	1.03	6,000		6,000		3,000	-3,000	0.00%	6,0
6900					0		0	0	·	
					0		0	0	·	
					0		0	0		
					0		0	0		
					0		0	0		
					0		0	0		
	TOTAL		16,154		0 16,154	0 2,348.99	0 8,077	0 -5,728	+	
										Page 12

	GILLINGH	IAM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20	
	2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET	2019/20
	INCOME	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20	Earmarked
	EXPENDI	TURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance	Funds
	SAGE											
10	CODES	PAYROLL AND STAFF COSTS	OLD									
	7000	Payroli and Staff costs	CODES									
_	7003	Staff Salaries (Gross pay)	12.01/8.04	314,219	9000	323,219	157,467.67	161,610	-4,142	97.44%	165,752	10,000
	7004	Payroll contigency - Outside	12.04	5,000		5,000		2,500	-2,500	0.00%	5,000	
	7005	Payroll contigency - Office	12.05	2,000		2,000		1,000	-1,000	0.00%	2,000	
	7006	Employer's National Insurance contributions	12.02	29,929		29,929	14,385.77	14,964	-579	96.13%	15,543	
	7007	Employer's Pension contributions	12.03	70,668		70,668	34,642.94	35,334	-691	98.04%	36,025	
	7008	Staff recruitment and advertising	1.08	300		300	410.76	300	111	136.92%	-111	
	7009	Adjustments				0	8,956.41	0	8,956		-8,956	9,000
	7010	SSP				0		0	0		0	
	7011	SMP				0		0	0		0	
	7012	Staff welfare				0	240.00	0	240		-240	
	7015	Staff training	12.06	13,541		13,541	5,630.80	6,771	-1,140	83.16%	7,911	1,115
	7020	Staff travel & refreshments				0	159.39	0	159		-159	
	7025	Staff workwear (general)	10.1	5,000		5,000	155.90	2,500	-2,344	6.24%	4,844	1,577
	7030	Staff Protective clothing	10.09	4,000		4,000	1,786.45	2,000	-214	89.32%	2,214	
						0		0	0		0	
						0		0	0		0	
		TOTAL		444,658	9,000	453,658 (223,836.09	0 226,979	0 -3,143	98.62%	229,822	21,692
												Page 13

	LLINGHAM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20	
	19/20		BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET	2019/2
INCO	COME AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20	Earmark
EXPE	PENDITURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance	Funds
SA	SAGE										
11 CO	ODES PREMISES -TOWN HALL	OLD									
70	7051 Premises -Town Hall	CODES									
70	7052 Town Hall - General rates	6.13	8,200		8,200	7,978.75	8,200	-221	97.30%	221	
70	7053 Town Hall - Water rates	6.07	500		500	209.64	250	-40		290	
70	7054 Town Hall - Insurance				0		0	0		0	
70	7055 Town Hall - Electricity	6.08	2,600		2,600	621.94	1,300	-678	47.84%	1,978	
70	7056 Town Hall - Gas	6.09	3,500		3,500	876.51	1,750	-873	50.09%	2,623	
70	7057 Town Hall - other heating costs				0		0	0		0	
70	7058 Town Hall - Refurbishment	6.17	9,800		9,800		9,800	-9,800	0.00%	9,800	1,51
70	7059 Town Hall - Office cleaning services	6.12	2,700		2,700	939.00	1,350	-411	69.56%	1,761	
70	7060 Town Hall - Cleaning materials & hygiene	6.01/.02	1,200		1,200	328.10	600	-272	54.68%	872	
70	7061 Town Hall - Gas boiler maintenance & service	6.1	700		700	334.00	700	-366	47.71%	366	
70	7062 Town Hall - Fire Alarm service & maintenance	6.14	2,720		2,720	1,164.00	2,720	-1,556	42.79%	1,556	
70	7063 Town Hall - Fire extinguisher service	6.15	225		225	181.30	225	-44	80.58%	44	
70	7064 Town Hall - Hearing loop maintenance	6.16	300		300		300	-300	0.00%	300	
70	7065 Town Hall - General maintenance	6.03	500		500	59.69	500	-440	11.94%	440	
70	7066 Town Hall - Sundries	6.04	300		300	73.01	300	-227	24.34%	227	
70	7067 Town Hall - Visitor meeting refreshments		0		0	133.52	0	134		-134	50
					0		0	0		0	
	TOTAL		33,245		33,245	0 12,899.46	0 27,995	0 -15,096	46.08%	20,346	2,01
											Page 14

		AM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20	
	019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET	2019/20
		AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20	Earmarked
E	XPENDIT	TURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance	Funds
	SAGE											
12	CODES	PREMISES - WORKSHOP (OLD MARKET)	OLD									
-	7076	Premises - Workshop	CODES			_						
+	7077	Workshop - Landlord rent	4.09	23,044		23,044	9,250.00	11,522	-2,272	80.28%	13,794	
	7078	Workshop - General rates	4.1	7,200		7,200	7,750.50	7,200	551	107.65%	-551	
	7079	Workshop - Water rates	4.07	550		550	185.91	275	-89	67.60%	364	
	7080	Workshop - Landlord insurance & service charges	4.16	400		400	932.35	400	532	233.09%	-532	
	7081	Workshop - Electricity	4.05	2,000		2,000	564.51	1,000	-435	56.45%	1,435	
	7082	Workshop - Gas	4.06	1,500		1,500	67.63	750	-682	9.02%	1,432	
	7083	Workshop - heating oil and other heating costs				0		0	0		0	
	7084	Workshop - General maintenance and repairs	4.03/.04	950		950	480.13	475	5	101.08%	470	
	7085	Workshop - Refurbishment	4.08	5,000		5,000	4,110.24	5,000	-890	82.20%	890	25,000
	7086	Workshop - Cleaning materials and hygiene	4.01/.02	275		275	267.38	138	130	194.46%	8	
	7087	Workshop - Gas boiler service & maintenance	4.14	700		700		700	-700	0.00%	700	
	7088	Workshop - Fire alarm and extinguisher service	4.17	225		225		225	-225	0.00%	225	
	7089	Workshop - Fire alarm replacement	4.18	2,000		2,000		2,000	-2,000	0.00%	2,000	
	7090	Workshop - Burglar alarm maintenance	4.13	300		300	356.00	300	56	118.67%	-56	
	7091	Workshop - Water cooler	4.15	400		400	218.86	200	19	109.43%	181	
	7095	Workshop - Sundries				0	254.28	0	254		-254	
	7096	Workshop - Health & Safety				0	59.14	0	59		-59	
		TOTAL		44,544	12-24-25	0 44,544 0	24,496.93	0 30,185	0 -5,688	81.16%	20,047	25,000
												Page 15

-		AM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20
	2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET
	INCOME	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20
	EXPENDE	URE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance
	SAGE										
13		PREMISES - COMMUNITY OFFICE (CHANTRY)	OLD								
	7101	Premises - Community office (Chantry)	CODES					-			
	7102	Community Office (Chantry) - Rent		0		0	0.00	0	0		0
	7103	Community Office (Chantry) - General rates	7.06	1,575		1,575	1,252.05	1,575	-323	79.50%	323
	7104	Community Office (Chantry) - Water rates	7.08	116		116	38.10	58	-20	65.69%	78
	7105	Community Office (Chantry) - Insurance				0		0	0		0
	7106	Community Office (Chantry) - Electricity	7.07	300		300	159.37	150	9	106.25%	141
	7107	Community Office (Chantry) - Gas				0		0	0		0
	7108	Community Office (Chantry) - other heating costs				0		0	0		0
	7109	Community Office (Chantry) - General maintenance	7.01/.04	1,000		1,000		500	-500	0.00%	1,000
	7110	Community Office (Chantry) - Cleaning and hygiene	7.02/.03	200		200		100	-100	0.00%	200
						0		0	0		0
						0		0	0		0
						0		0	0		0
						0		0	0		0
		TOTAL		3,191		0 3,191	0 1,449.52	0 2,383	0 -933	60.83%	1,741
											Page 16

_		AM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20	
_	2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET	
_	INCOME /	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20	
_	EXPENDIT	TURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance	
	SAGE											
14	CODES	PREMISES -PUBLIC TOILETS & TOWN BRIDGE OFFICE	OLD									
	7126	Premises - Public toilets & Town Bridge Office	CODES									
_	7127	Public toilets & Town Bridge office - General rates	5.05	2,700		2,700	2,553.20	2,700	-147	94.56%	147	
	7128	Public toilets & Town Bridge office - Water rates	5.04	470		470	148.49	235	-87	63.19%	322	
	7129	Public toilets & Town Bridge office - Insurance				0		0	0		0	
	7130	Public toilets & Town Bridge office - Electricity	5.06	160		160	76.02	80	-4	95.03%	84	
	7131	Public toilets & Town Bridge office - Gas				0		0	0		0	
	7132	Public toilets & Town Bridge office - Cleaning services				0		0	0		0	
	7133	Public toilet & Town Bridge - Cleaning/hygiene	5.02/.03	400		400	30.95	200	-169	15.48%	369	
		Public toilets & T/Bridge office - General maintenance	5.01/.07	2,000		2,000	83.43	1,000	-917	8.34%	1,917	
						0		0	0		0	
						0		0	0		0	
						0		0	0		0	
						0		0	0		0	
						0		0	0		0	
						0		0	0		0	
		TOTAL		5,730		5,730 0	0 2,892.09	0 4,215	0 -1,323	68.61%	2,838	
											Page 17	

		AM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	A	CTUAL	PHA	SED	Variance		2019/20	
-	019/20			BUDGET	VIREMENT	ADJUSTED	EXP	ENDITURE	BUD	GET			BUDGET	2019/20
	VCOME A	AND EXPENDITURE ACCOUNT				BUDGET		Totals	2019	/20	2019/20	%	2019/20	Earmarked
E	XPENDIT	TURE					Mor	ths 1 to 6	Months	1 to 6	Months 1 to 6	% spend	Balance	Funds
	SAGE													
15	CODES	VEHICLES AND EQUIPMENT	OLD											
	7300	Vehicles and Equipment	CODES											
+			2.06/.07/.08						_					
	7301	Vans - Repairs & servicing and MOT	/.1,.11,.12	3,590		3,590		109.52		1,795	-1,685	6.10%	3,480	
	7302	Vans - Road fund licences				0		260.00		0	260		-260	-
	7303					0				0	0		0	
	7304	Vehicle Insurance	2.01	3,700	205	3,905		3,903.47		3,905	-2	99.96%	2	
	7305	Vehicle fuel (unleaded/diesel/red)	2.02/2.03/2.	6,500		6,500		3,825.33		3,250	575	117.70%	2,675	2,590
	7306			-,		0		-,		0	0		0	2,550
	7310	Tractors/Utility vehicles and Machinery - Service and repairs	2.15	5,600		5,600		1,141.80		2,800	-1,658	40.78%	4,458	
		Trailers and Bowers - Service and repairs	2.25	300		300				150	-150		300	
	7320	Cutting decks/Sweep machine - Service and repairs	2.28	400	1000 Co	400				200	-200		400	
	7325	Horticultural power tools - Service and repairs	2.31	1,500		1,500		959.86		750	210	127.98%	540	
	7327	Horticultural power tools - New	2,35	5,000		5,000				5,000	-5,000	0.00%	5,000	
	7350	Vehicle safety equipment				0		475.92		0	476		-476	
						0				0	0		0	
						0				0	0		0	
		TOTAL		26,590	205	26,795	0	10,675.90	0	17,850	0 -7,174	59.81%	16,119	2,590
														Page 18

	NGHAM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20	
2019/			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET	2019/20
	ME AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20	Earmarked
	NDITURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance	Funds
SAG											
.6 COD		OLD									
749	99 Administration and Office costs	CODES									
750	00 Printing		0		0	922.37	0	922	#DIV/0!	-922	1,8
750	01 Postage and Carriage	1.02	800		800	194.64	400	-205	48.66%	605	
750	02 Office Stationery	1.01	1,350		1,350	782.30	675	107	115.90%	568	-
750	03 Books etc.				0		0	0	#DIV/0!	0	
754	10 Office sundry expenses	1.04	600		600	-155.22	300	-455	-51.74%	755	
755	50 Telephone	4.11/6.06/7. 05	1,699		1,699	422.02	850	-427	49.68%	1,277	
755	1 Internet Charges/Broadband	1.06/.07/4.1 2/6.11	1,860		1,860	429.64	930	-500	46.20%	1,430	
755	2 Website costs & technical support	13.13	3,600		3,600	2,775.00	1,800	975		825	
755	3 Mobile Charges				0		0	0	#DIV/0!	0	-
755	55 Advertising costs - General	1.09/1.1	1,800		1,800	80.00	900	-820		1,720	
					0		0	0	#DIV/0!	0	
760	09 General Insurance (Combined)	13.17	17,220	865	5 18,085	18,082.28	18,085	-3	99.98%	3	
761	0 PAT Testing & Electrical wiring test	1.12	200		200		200	-200	0.00%	200	
761	1 Health and Safety (Premises)	13.22	3,000		3,000		1,500	-1,500	0.00%	3,000	1,2
					0		0	0	#DIV/0!	0	
790	D1 Bank charges	1.19	100		100		50	-50	0.00%	100	
					0		0	0	#DIV/0!	0	
					0		0	0	#DIV/0!	0	
	TOTAL		32,229	865	33,094	0 23,533.03	0 25,690	0 -2,156	91.61%	9,561	3,0
											Page 19

-		HAM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHAS	D	Variance		2019/20	T
-	2019/20			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDG	ET			BUDGET	1
	INCOME	AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/	20	2019/20	%	2019/20	T
	EXPENDI	TURE					Months 1 to 6	Months	to 6	Months 1 to 6	% spend	Balance	 +
	SAGE												 +
17	CODES	PROFESSIONAL FEES, SUBSCRIPTIONS, IT, LICENCES & LEASING	OLD			+							Ţ
_			CODES										 T
_	7600	Legal Fees	13.12	1,500		1,500			/50	-750	0.00%	1,500	 +
	7601	Audit Fees	13.18	2,900		2,900	1,888.09		900	-1,012	65.11%	1,012	 +
	7602	Accountancy Fees		-,		0	-,000103		0	1,012	0.3.2270	0	 +
	7603	General Consultancy Fees	13.11	1,800		1,800			000	-900	0.00%	1,800	 +
	7604	Professional Fees	13.08	1,250		1,250			25	-625	0.00%	1,250	+
	7605	HR Consultancy	13.09/.1	3,873		3,873			37	-1,937	0.00%	3,873	 +
	7606	Software Subscriptions (Sage)	1.13/1.14	2,724		2,724	395.50	1,3	62	-967	29.04%	2,329	+
	7607	Subscriptions (Memberships, fees and publications)	13.01/.02/.03	3,004		3,004	1,955.06	1,5	02	453	130.16%	1.049	 +
	7608	Licences (General)	13.07	75		75		-	38	-38	0.00%	75	 +
	7700	Equipment Hire				0			0	0		0	Ť
	7701	Office Machine Maintenance				0			0	0		0	t
	7702	Equipment Leasing				0			0	0		0	+
	7703	Leasing Costs		-		0			0	0		0	1
	7705	IT Leasing costs (Dorset Council)	13.16	4,266		4,266	3,907.50	2,1	.33	1,775	183.19%	359	1
						0			0	0		0	T
	1000	TOTAL		21,392		21,392	0 8,146.15	0 12,1	.46 (-4,000	67.07%	13,246	T
												Page 20	

	NGHAM TOWN COUNCIL YE 31/3/2020		2019/20	2019/20	2019/20	ACTUAL	PHASED	Variance		2019/20		
2019/			BUDGET	VIREMENT	ADJUSTED	EXPENDITURE	BUDGET			BUDGET	201	19/2
INCO	ME AND EXPENDITURE ACCOUNT				BUDGET	Totals	2019/20	2019/20	%	2019/20	Earr	mark
EXPE	NDITURE					Months 1 to 6	Months 1 to 6	Months 1 to 6	% spend	Balance	Fund	ds
SAG	GE											
COD	DES ACCRUALS FOR EQUIPMENT/VEHICLES	OLD										
800	00	CODES										
800	01 Accrual - replace van Peugeot Partner	2.09	2,000		2,000		2,000	-2,000		2,000		
800		2.13	2,000	-205			1,795	-1,795		1,795		
800		2.16	5,000		5,000		5,000	-5,000		5,000		4,41
800	04 Accrual - replace Trailers and bowser	2.25	2,000		2,000		2,000	-2,000		2,000		
800	05 Accrual - replace Cutting decks/Sweep machine	2.29	2,000		2,000		2,000	-2,000		2,000		
800	6 Accrual - replace Power hand tools	2.31	1,000		1,000		1,000	-1,000		1,000		
800	07 Accrual - replace Defibrillator	13.21	1,217	-865	352		352	-352		352		-
					0		0	0		0		
					0		0	0		0		
					0		0	0		0		
					0		0	0		0		
					0		0	0		0		
					0		0	0		0		
					0		0	0		0		
					0		0	0		0		
					0		0	0		0		
			15,217	-1,070	14,147	0 0	0 14,147	0 -14,147	0	14,147		4,41
											Page	e 21

Gillingham Town Council

Finance Sub-committee

Notes of a meeting held on Wednesday 2nd October 2019

Present:

Cllr Paul Harris, Cllr Sharon Cullingford, Cllr Mick Hill, Cllr Donna Toye and the Town Clerk.

Apologies:

Cllr Barry Von Clemens

a) Salary budget and staff costs for FY2020/21.

It was agreed that further information is required before a recommendation can be made.

b) To receive a letter of resignation from a member of the Horticultural Grounds Team.

The resignation letter was received and accepted. It was agreed that the vacancy should be filled and a draft application pack, job description, contract and advert should be presented to the Finance Committee for consideration and approval.

c) To consider the purchase of mobile phones for use by staff.

During a recent GDPR Audit it was noted that staff were using personal mobile phones for council business. The council should provide mobile phones to be used for council business such as receiving CCTV security images. Cllr Toye presented various options for consideration. It was agreed that further information should be obtained from Dorset Council before a recommendation can be made.

RECOMMENDATIONS TO FINANCE COMMITTEE

• That the application pack, job description, contract and advert for the position of Horticultural Grounds Person is approved.

GILLINGHAM TOWN COUNCIL DRAFT ROOM HIRE POLICY



GILLINGHAM TOWN COUNCIL THE TOWN HALL, SCHOOL ROAD, GILLINGHAM, DORSET SP8 4QR TEL: 01747 823588 EMAIL: GTC@GILLINGHAMDORSET-TC.GOV.UK

DOCUMENT CONTROL

Publication Date	28 th October 2019
Policy Owner	Full Council
Date of Review	October 2020
Minute Number	
Related Legislation / Applicable Section of Legislation	Health & Safety at Work etc Act 1974 Local Government Act 1973 Equality Act 2010 Electricity at Work Regulations
Policy Author	Cllr Graham Poulter
Applies to	Members of the public, groups and organisations, councillors and officers of Gillingham Town Council
Version Number	1
Next Review Date	October 2020
Notes	

GILLINGHAM TOWN COUNCIL ROOM HIRE POLICY

- 1. This policy sets out the procedure for the hire of premises belonging to Gillingham Town Council with the aim of providing a fair and transparent process for hirers.
- 2. Room 1 and the Council Chamber at the Town Hall, School Road, Gillingham, SP8 4QR, Chantry Community Office, Chantry Fields, Gillingham SP8 4UA and the Town Bridge Office, High Street Car Park, Gillingham SP8 4AA will be available for hire by all members and organisations of the community, subject to Paragraph 3 hereof, in compliance with the provisions of the Equality Act 2010.
- 3. Gillingham Town Council does not permit its premises to be used for political rallies, demonstrations, illegal or immoral purposes.
- 4. Gillingham Town Council has the right to cancel any booking at any time without stating a reason but will in all cases act reasonably.
- 5. All bookings will be subject to availability.
- 6. Councillors may use the premises free of charge where the use is solely connected with their role as a Gillingham Town Councillor or a Dorset Councillor.
- 7. Hire charges for each year commencing 1st April will be set by the Finance Committee of Gillingham Town Council.
- 8. All hirers shall pay the hire charge within 14 days of the date of the invoice except where the hire charge has been waived in accordance with clause 9.
- 9. A potential hirer may apply for a waiver of the hire charge and if such and an application is made it shall be considered by Gillingham Town Council which shall apply the following criteria in reaching its decision:
 - the proposed use must be for charitable purpose.
 - the charitable purpose must benefit the Gillingham community.
 - the applicant must demonstrate financial need.

An application for waiver of the hire charge must be on the appropriate form, Appendix B.

- 10. The procedure for room hire shall be as follows:
 - An application shall be submitted, on either Appendix A or Appendix B as appropriate.
 - The application shall be considered by the Office Manager or, in their absence, the Town Clerk or Deputy Town Clerk, who will notify the applicant of the outcome and whose decision shall be final.
 - Upon receipt of the completed and signed Booking Form the booking shall be confirmed.
- 11. Wedding Ceremonies must be booked directly with Dorset Registration Service.

TERMS AND CONDITIONS OF HIRE

Definitions

In these terms and conditions:

'Agreement' means the Booking Form and the Hire Conditions.

'The Booking Form' means the Booking form annexed hereto and signed by the Hirer and signed on behalf of the Council.

'The Building' is the building of which the room forms part.

'The Council' shall mean Gillingham Town Council.

'The event' is the event for which the room is booked.

'the Hire Conditions' mean the Terms and Conditions of Hire set out below.

'The Hirer' mean the person signing the Booking Form. Where an organisation is named on the Booking Form that organisation shall also be considered the Hirer and shall be jointly liable with the person who signed the contract.

'The Room' shall mean the room booked and referred to in the Booking Form.

'The Town Clerk', 'the Deputy Town Clerk` and `the Office Manager` shall mean the Town Clerk, the Deputy Town Clerk and the Office Manager for the time being of the Council.

'The period of hire' shall mean the date(s) and time(s) referred to in the Booking Form.

TERMS AND CONDITIONS OF HIRE

The Agreement with the Council for the hire of the Room is subject to the Hire Conditions.

1 UNDERTAKING OF THE HIRER

The Hirer undertakes and confirms that they have read and understood the Hire Conditions.

2 SUPERVISION BY THE HIRER

The Hirer undertakes to be present, or to arrange for sufficient adult representation to be present throughout the period of hire to ensure compliance with the Hire Conditions.

3 **RESPONSIBILITY OF THE HIRER**

The Hirer shall throughout the period of hire be responsible for:

- 3.1 the supervision of the use of the Room and the care of its fabric and contents.
- 3.2 ensuring that the Room (including the kitchen, kitchen appliances, crockery and toilets, as appropriate) is left clean and tidy with rubbish removed from the Building and its curtilage at the end of the hire period.
- 3.3 ensuring that all equipment, chairs, tables, kitchen appliances and crockery have been safely returned to their original positions and storage positions.
- 3.4 ensuring that at the end of the hire period the Room is cleared of all people, all lights are switched off and the Room and where appropriate the Building made secure except for any facilities room or public area in use by the Council.
- 3.5 ensuring that no animals, reptiles or birds, save for guide dogs, hearing dogs or assist dogs are brought into the Room or the Building.

4. **RISK ASSESSMENT**

The Hirer shall prior to commencement of the event for which the Room has been hired complete the Risk Assessment Form which shall be available in the Room upon arrival and shall, upon request, provide the same to the Town Clerk, the Deputy Town Clerk or the Office Manager. The form is not intended to be exclusive and the Hirer shall be solely responsible for ensuring that a full and adequate Risk Assessment is carried out.

5. FIRE REGULATIONS

The Hirer shall:

5.1 prior to the start of an event indicate to the attendees the fire exits and the Assembly Point.

The Assembly Point for the Town Hall is the Royal British Legion Car Park, for the Chantry Community Office it is the area adjacent to the footbridge at the rear of the building and for the Town Bridge Office it is under the flag pole at the front of the High Street Car Park.

- 5.2 at all times ensure that the 'Emergency Exit' Signs (if any) are kept illuminated.
- 5.3 ensure that all access routes, fire extinguishers and firefighting apparatus are kept clear of obstructions.
- 5.4 ensure that no highly flammable substances are brought into the Room.

- 5.5 upon any outbreak of fire, however slight:
 - sound the alarm
 - call the Fire Brigade
 - evacuate the Room by the shortest practical route, closing all doors when the Room is cleared
 - upon evacuation, remove the Room Attendance Register <u>as long as there is</u> no personal risk.
 - tackle the fire using the firefighting equipment provided <u>as long are there is</u> <u>no personal risk</u>.

6 USE OF THE ROOM

The Hirer shall not:

- 6.1 use the Room for any purpose other than that stated in the Booking Form.
- 6.2 sub-hire the Room.
- 6.3 use or allow the Room to be used for any unlawful purpose.
- 6.4 do anything or bring on to the Room anything which might endanger the Room or the Building or any user of the Room or the Building or render invalid any insurance policy effected by the Council.
- 6.5 permit or allow any illegal drugs to be brought into the Room.
- 6.6 permit or allow smoking in the Room or in the Building or within the curtilage of the Building.
- 6.7 permit the use of any naked lights or flames in any part of the Room or the Building.
- 6.8 no alterations or additional may be made to the Room and no fixtures or other articles are to be attached in any way to any part of the Room.

7. SAFEGUARDING OF CHILDREN AND VULNERABLE ADULTS

The Hirer must ensure that any activities for children and vulnerable adults comply with the current legislation in that regard and that only fit and proper persons have access to children or vulnerable adults.

CHILD PROTECTION POLICIES AND THE IMPLEMENTATION THEREOF

ARE THE RESPONSIBILITY OF THE HIRER.

8. INSURANCE

The Council will provide public liability cover in the sum of $\pounds 2,000,000$ for one off Hirers but otherwise the Hirer shall provide its/his/her own public liability insurance with a minimum cover of $\pounds 2,000,000$ and for such other risks as it/he/she deems appropriate.

Where the Hirer is to provide insurance, the Hirer shall if so requested produce evidence of such insurance.

9. INDEMNITY

The Hirer shall indemnify and keep indemnified:

- 8.1 the Council for any damage (including accidental or malicious damage) done during the hire period to the Room including any part of the curtilage or The Building or its contents. The cost of such damage shall be certified by the Town Clerk whose decision shall be final.
- 8.2 all claims, losses, damages and costs made against or incurred by the Council, its employees, agents or invitees in respect of damage or loss of property or injury to persons arising out of the Hirers use of the Room or of any equipment of whatever nature provided by the Council for the Hirers use.
- 8.3 the use of any equipment provided by the Council is at the risk of the Hirer and the Council will accept no liability or responsibility for it unless any damage to it is caused solely by the negligence of the Council or its employees.

10. LEGISLATION

The Hirer shall comply and observe with the terms, conditions and requirements of any Act of Parliament, Statutory, Instrument or Regulation under which the Room may be used and shall not do or permit to be done, or permitted in or about the Room any sort of thing which would be a breach of any such Act of Parliament, Statutory Instrument or Regulation.

11. SERVICES PROVIDED BY THE COUNCIL

The Council will:

- 10.1 throughout the hire period provide toilet facilities, normal heating and normal lighting of the Room (but not further or otherwise) hot and cold water but shall not be responsible for any failure thereof or defect to the heating and/or lighting or for anything which prevents the supply of hot and cold water or loss or damage resulting there from unless due solely to the negligence of the Council or its servants or agents.
- 11.2 a security number for the Hirer to lock and unlock the Building as may be necessary.
- 11.3 in the case of the Council Chamber and Room 1:
 - 11.3.1 no access is permitted via the front door of the Building outside of office hours.
 - 11.3.2 limited parking is permitted in the carpark adjoining the Building in the marked spaces only, at the owner's own risk and is subject to availability.

12. NOISE, MUSIC, ELECTRICAL EQUIPMENT

The Hirer shall ensure:

- 12.1 that the minimum of noise is made on arrival and departure particularly when late at night or early in the morning.
- 12.2 that any provision of music is to be kept to a noise level which does not cause any nuisance or disturbance to other occupiers of the Building or neighbouring properties and in any event shall end at 2300 hours.
- 12.3 that no amplifiers, musical instruments or associated equipment are to be connected to the mains electricity supply or used without the prior permission of the Council and without the provision of RCD circuit breakers.

- 12.4 that any electrical equipment or appliances brought by the Hirer into the Room and used there are safe and PAT tested, in good working order and used in a safe manner in accordance with any relevant legalisation.
- 12.5 that any extension leads used should be completely unwound and laid so as not to cause a trip hazard.

13. ROOM ATTENDANCE REGISTER

The Hirer must ensure that all persons attending the Premises sign the Room Attendance Register which will be available in the Room upon arrival.

14. ACCIDENTS

The Hirer must report to either the Town Clerk, the Deputy Town Clerk or the Office Manager as soon as practically possible:

- 14.1 any failure of equipment provided by the Council.
- 14.2 any injury or accident involving injury to any member of the public or attendee at the event and complete the relevant sections in the Council's Accident Book.

15. CANCELLATION

- 15.1 bookings cancelled between 14 and 30 days of the event will be subject to a charge of 25% of the hire fee.
- 15.2 bookings cancelled less than 14 days prior to the event will be subject to a charge of the whole of the hire fee.

Such charges are to be imposed at the sole discretion of the Town Clerk or, in their absence, the Deputy Town Clerk.

15.3 the Council may cancel the hiring at any time without stating a reason and, if so, the Council shall refund to the Hirer all monies paid by it/him/her to the Council provided that the Council shall not be liable to pay any compensation to the Hirer in respect of such cancellation.

16. THIRD PARTY RIGHTS

None of the provisions of this Agreement are intended to or will operate to confer any benefit pursuant to the Contracts (Right of Third Parties) Act 1999 or a person who is not named as a party to this Agreement.

17. NO RIGHTS

This Agreement constitutes permission only to use the Premises and confers no tenancy or other right of occupation to you.



Booking Form – Appendix A								
Please note: All room hire is subject to availability. Please contact a member of staff at the Town Hall to check room availability before completing this form.							staff at the Town	
Contact Name								
Name of Business / O	rganisation							
Registered Charity Number (if applicable)								
Address								
Telephone numbers								
Email address								
Date(s) of room Hire								
Times of room hire		Arriva	al		Depart	ture		
Please indicate which	room you require.							
Council Chamber	Chantry Community Office	1	Town Hall Office1			Town Bridge Comm Office		
Room Hire Fee	Room Hire Fee	Room Hire Fee			R	Room Hire Fee		
How often do you require room hire? For example: weekly, monthly, annually, term time.			1		<u>L</u>			
Do you require use of a food						-		
preparation area? (NB: No hot food) What the will the room be used for?								
Eg. Meeting, exhibition, training course								
Will the event be oper	to the public?	Yes	/ No					
DECLARATION								

The individual and / or organisation detailed above accept and agree to the terms and conditions of hire annexed hereto. I confirm I am over 18.

SIGNED:

DATE:

Please send completed booking forms to: The Office Manager	For official use:	\checkmark
Gillingham Town Council School Road, Gillingham, Dorset SP8 4QR	Booking confirmed	



Application for Free Room Hire – Appendix B

<u>Please note</u>: Before making an application, please make sure that the room you require is available. Please note that applications will be considered by the Full Council and must be submitted not less than 10 days before its next meeting.

Name of Organisation				all a			
Registered Charity Number			é.	1			
(if applicable)							
Contact Name							
Address	65					10	
Telephone numbers			-	No.			
Email address					þ		
Date(s) required				1			
Times required					De	parture	
Please indicate which	room you require?	>			l		
Council Chamber(✓)	Chantry Community Office (✓)	r	Fowr	Hall Office1	(✓)	Town Bri Office (✓	dge Community)
How often do you requ	uire room hire?						
For example: weekly, m term time.	onthly, annually,						
Do you require use of a food preparation area? (NB: No hot food)							
Aims and objectives of the organisation							
Please explain how these are currently achieved.							

Benefit to Gillingham		
Please describe how your organisation helps to benefit the people of Gillingham- include supporting information as necessary.		
What is you reason for room hire assistance?		
For example: new group, no other sources of funding.		
Details of grants received from Gillingham Town Council over the past five years		
Details of other grants received over the past three years.		
Details of other fundraising activities		
For example: coffee mornings.		
DECLARATION		
The individual and / or organisation detaile hire annexed hereto. I confirm I am over 1		and conditions of
SIGNED:	DATE:	
	For official use:	✓

	For official use:	~
Please send completed applications to: Gillingham Town Council	Application Checked	
	Application acknowledged	
School Road Gillingham,	Date of committee meeting	
Dorset SP8 4QR	Application decision Yes/No	
	Applicant notified of decision	



GILLINGHAM TOWN COUNCIL LETTING FEES FY2020/21

ROOM	CHARGE PER SESSION COMMERCIAL RATE	CHARGE PER SESSION NON-PROFIT MAKING	
Civic Hall	£100	£100	
Council Chamber	£50	£25	
Town Hall Office 1	£10	£10	
Chantry Community Office	£15	£10	
Town Bridge Community Office	£15	£10	

Please note that a session is equal to a morning, an afternoon or an evening for all rooms except the Civic Hall. A session at the Civic Hall will covers a civil ceremony or naming ceremony.

Gillingham Town Council

Annual Review of CCTV

Author: Clare Ratcliffe, Deputy Town Clerk

1. Introduction

Under the Crime and Disorder Act 1998 s17, as amended by the Police Justice Act 2006, local authorities must have a focus on reducing crime, disorder and the fear of crime to improve the quality of life in their areas. Under this provision, Gillingham Town Council has undertaken to provide Dorset Police with CCTV surveillance equipment and has provided for a youth outreach service to reach those young people who do not engage in a formal setting. Both projects have been working successfully.

2. Proposal

An annual review of the CCTV took place on Tuesday, 24th September. The youth outreach will be reviewed separately on Thursday, 17th October. This report deals solely with the provision of CCTV monitoring and surveillance equipment.

3. CCTV Annual Review

The annual review of the CCTV was attended by: Cllr Barry Von Clemens, Cllr Frith, PCSO Nicky Fear, PCSO Vicky Leavy, the Deputy Town Clerk and Mr Lee Staff, Director of Custom Security.

CCTV monitoring and surveillance equipment continues to prove a useful tool in helping to prevent and solve crime. All camera locations are justified. Some of the equipment has been updated from analogue to digital. Previous problems with the new control equipment have been resolved.

4. Data Protection – GDPR

Each year the Deputy Town Clerk completes a Data Impact Assessment; however, the Town Council has no control of the CCTV system. The system is effectively 'gifted' to Dorset Police for its exclusive use and monitored from a Control Room (with restricted access) at Gillingham Police Station.

Following a GDPR audit in August and a recent verbal discussion with the auditor, it has been recommended that the town council contacts Dorset Police to strongly suggest that the Data Impact Assessment is undertaken by Dorset Police in future. A letter was sent earlier in October and a formal response is awaited from the Data Controller at Dorset Police.

The CCTV purchased for use in the workshop would still require a Data Impact Assessment (DIA) to be completed as this system is monitored by town council staff.

5. Works undertaken in FY2019/20

The camera that is held in stock has been used to replace a failed camera. This work was undertaken during routine maintenance to eliminate installation costs.

A replacement camera to be held in stock will cost £1,250 ex VAT.

6. Proposed Works FY 2020/21

Dorset Police has requested that the system is extended with a further two cameras to monitor traffic travelling through the town. This is in preference to previously proposed new camera positions being considered for Station Road and Le Neubourg Way in FY 2019/20.

These camera positions will include a separate ANPR (automatic number plate recognition) camera. ANPR cameras are already in use in many towns and cities throughout the UK and used in neighbouring towns.

The camera positions itemised below will allow greater coverage of the outskirts of town and the monitoring of traffic travelling through the town. Due to cost, priority has been given to the north-south route along the B3092. Consideration for the entrance/exit route towards A303/Wincanton on the B3081 will be considered for FY 2021/22.

item No.		Location	Estimated Costs	Actual Cost (ex VAT)	Total (est. plus actual cost)
1	Street lighting column, black, 6m	Ham		1, 832.00	
	Groundwork	Ham	1,800.00		
	Connection costs - SSE unmetered supply		300.00		
	CCTV Camera			1,250.00	
	ANPR Camera		600.00		
	Contraction of the second		2,700.00	3082.00	5,782.00
2	Street lighting column, black, 6m	Peacemarsh		1,832.00	
	Groundwork	Peacemarsh	1,800.00		
	Connection costs - SSE unmetered supply		300.00		
	CCTV Camera			1,250.00	
	ANPR Camera		600.00		
			2,700.00	3082.00	5,782.00
					£11,564.00

Note: Dorset Council, Highways (Collision Team) would need to approve the suitability and the position of the proposed columns to be erected on the highway verge.

7. Finance / Budget Controls

Budget no. 11.07, CCTV Annual Maintenance

The annual maintenance contract of £2,750 (ex VAT) has just been paid and will remain the same for FY 2020/21.

• Budget no. 11.09, Wayleaves

A total of 8 no. wayleaves to cover the electricity charges at £60 per camera is paid to individuals who host camera(s) on private property. This charge was set six years ago and has not been reviewed. The sub-committee has suggested that the wayleaves are increased to £65. This would increase the wayleave budget from £480 to £520, a rise of £40.

• Budget no. 11.08, Repairs

There has been no spend on this budget to-date. In addition, there is a credit note of \pounds 978 pending. Therefore, a total of \pounds 5,978 remains unspent for repairs and updating the surveillance system for FY2019/20. In addition to this there is \pounds 2,500 held in earmarked reserves.

The RFO has suggested that the camera to be held in stock is purchased using the earmarked reserves.

ltem	£
Earmarked reserves	2,500.00
Budget no. 11.08	5,000.00
Credit note	978.00
Total funds available	8,478.00
Less camera	1,250.00 (to be held in stock)
	7,228.00

The amount remaining after the purchase of the stock camera (\pounds 7,228) can be utilised to offset the cost of the proposed two additional cameras. However, \pounds 5,000 is required to be included in the budget for FY2020/21 so that the proposed works as illustrated in paragraph no. 6 above can be undertaken.

• Budget no. 11.10, Unmetered Supplies

A total of five unmetered supplies are allocated in the budget for FY 2019/20 at an estimated cost of £165 per location. Currently, only three unmetered supplies are 'live'. Unmetered supplies are invoiced annually in arrears. A recent bill for one of the locations totalled £183 for the year.

The RFO has suggested that the unmetered supplies budget is increased to £200 per location. If the surveillance system is extended as proposed in, paragraph no. 6 above, all five locations will be 'live' next year. This would increase the unmetered supplies budget from £825 to £1,000, an increase of £175.

8. Conclusion

Gillingham Town Council has supported Dorset Police with the purchase of surveillance equipment and ongoing maintenance for over ten years. The equipment has proved its worth and the partnership works well. Residents and businesses value this community safety initiative. Gillingham is a gateway town; the purchase of additional cameras including ANPR would be welcomed by Dorset Police and neighbouring police forces to track criminals and stolen vehicles. Additional cameras will benefit a growing town.

9. Recommendations

- That an annual maintenance contract for CCTV surveillance equipment at a cost of £2,750 (ex VAT) is included in the precept for FY 2020/21.
- That 1 no. CCTV camera is purchased for 'stock' at a cost of £1,250 (ex VAT) and financed from earmarked reserves FY 2019/20.
- That the funds which remain unspent in the CCTV Repairs budget at 31st March 2020 and any earmarked reserves are held over for proposed CCTV works in FY 2020/21.
- That £5,000 is considered for inclusion in the budget for FY 2020/21 for the provision of additional CCTV surveillance equipment.
- That wayleaves are increased from £60 to £65 per camera with effect from FY 2020/21.
- That the budget for unmetered supplies is increased to £200 per location.

Gillingham Town Council

Closed Churchyard – St Mary the Virgin Parish Chruch

Site Meeting Held on Wednesday 9th October 2019 at 11.30

Present: Julie Hawkins, Town Clerk Clare Ratcliffe, Deputy Town Clerk Simon Dobie, Works Manager Martin Down, Deputy Works Manager Rev Peter Greenwood Philip Gray, Parochial Church Council (PCC)

1. Introduction

Since 2006, the closed churchyard at St Mary the Virgin has been the responsibility of Gillingham Town Council. The town council is responsible for maintaining the churchyard including its walls, fences, trees and gates.

The closed churchyard was incorporated into the town council's Tree Condition Survey and Risk Management Plan in October 2018.

Gillingham Town Council instigated a meeting to review the original agreement that was drafted by the Churchwardens in a letter to the town council dated 16th January 2006 (copy attached).

2. Duties and Responsibilities

Gillingham Town Council will undertake the following duties:

- Weekly cutting of the grass during the growing season to include strimming around memorials, paths and flower beds.
- Weekly emptying of green compost bins.
- Twice yearly to cutting hedges around the churchyard
- Annually, or when necessary, to remove the ivy from the recessed dry-stone wall (Haha) alongside Queen Street.
- Annually to trim the Forsythia at the south gate.
- Annual topple testing (this does not include the maintenance of memorials) and to make safe, as appropriate.
- To maintain the rockery adjacent to the western boundary.
- To maintain and paint the church gates.
- To maintain 4 no. wooden seats.
- To maintain the stone pillars at the front of the church and to keep free of ivy.

- To maintain wild flower area and cut, as appropriate, to encourage a greater diversity of plants.
- To maintain trees as per the Tree Condition Survey and Risk Management Plan and obtain any necessary permissions that are required to carry out this work.
- To lightly prune shrubs.
- To keep the compost area clean and tidy and free from weeds and brambles.
- To keep the shed area tidy.
- To weed paths and to keep use of chemical pesticides to a minimum.
- To carry out pest control, as required.
- To hold review meetings with the PCC to discuss works being undertaken and any future considerations or improvements to be made.

Additional works to those mentioned above

- To refurbish the wooden surround of the notice board at the front of the church and reposition away from the hedge line. The notice board is rotten and unsafe, and the support posts have been damaged by grass strimming.
- To renew the support posts on the large notice board near the flower bed on the western boundary that have become damaged by grass strimming.
- To improve the appearance of the shed area with a climbing shrub/plant that will be suitable for the position.

3. Future Works

- A health and safety inspection of the closed church yard will be carried out on Tuesday, 29th October 2019.
- Gillingham Town Council will investigate the safety of the stone paths around the church and liaise with the PCC and Salisbury Diocese regarding future repairs and/or resurfacing.
- Gillingham Town Council will seek quotations for minor repairs to the recessed drystone wall and seek any necessary permissions to carry out the works.
- Gillingham Town Council will seek quotations for the refurbishment of the stone pillars at the front of the church and seek any necessary permissions to carry out the works.
- To liaise with the PCC regarding any future works to improve the enjoyment of the area.

4. Legal Obligations

Local Government Act 1972, s215(1) – the town council has obligations under this legislation as described in the introduction.

Health and Safety Act – the town council has obligations under this legislation to ensure the closed churchyard is a safe place for those that visit or carry out any maintenance work.

5. Financial Implications

The general maintenance of the churchyard has been included within the town council's precept since 2006. There has never been any provision for any capital works that may be required in the future such as path repairs or repairs to the greensand dry-stone recessed boundary wall.

6. Conclusion

The parish church of St Mary the Virgin and the closed churchyard is a significant historic landmark in the town and located within a conservation area.

The church building and closed churchyard is enjoyed by many either as a place for worship and quiet contemplation or for historic interest.

The closed churchyard provides an amenity space in the centre of town and should be maintained appropriately and in accordance with legal obligations.

7. Recommendations

- That a budget line is allocated for the general maintenance of the closed churchyard.
- That a budget line is allocated for future capital works that will be required in the closed churchyard.
- That a Service Level Agreement is drafted following the outcome of the health and safety inspection in October.