

Date: 07/09/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	19/08/2020
11/08/2020	45810	Station Motors (Leo) Ltd	£68.78	Test and repair cigarette socket on CX55			
11/08/2020	0826AIX988	Travis Perkins	£52.25	pasterboards x7			
10/08/2020	0826AIX907	Travis Perkins	£39.36	Caberfloor x4			
05/08/2020	0826AIX740	Travis Perkins	£83.48	Timbers			
06/08/2020	0826AIX793	Travis Perkins	£4.91	Nails			
05/08/2020	0826AIX770	Travis Perkins	£123.84	Caberwood MDF x8			
19/08/2020	546664	Cleanmy	£266.21	Cleaning and hygiene products			
20/08/2020	546751	Cleanmy	£19.95	Face Shield x5			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	20/08/2020
10/08/2020	27	One Stop Dry Cleaner & Laundry Ltd	£59.40	Laundry - Servant Quarter			
20/08/2020	INV-1553	Point to Point Services p2p	£71.80	face masks x4 boxes of 50			
20/08/2020	N/A	Jackie Whittall	£25.20	Expenses Claim			
30/07/2020	498429	Arrow Plant & Tool Hire	£511.32	Face masks,trimmer line, hi-viz waist coat & waterproofs,hand gel,barrier tape, gloves, bolt cutters,batteries, charger,blue rolls			
12/08/2020	0826AIY012	Travis Perkins	£57.34	paint,roller sleeve & cage frame,brush,spirit			
17/08/2020	0826AIY116	Travis Perkins	£53.02	paint, caulk			
24/08/2020	Sales-1241	Refresh Bespoke Workwear	£120.00	embroidered polo shirt			
17/08/2020	23	One Stop Dry Cleaner & Laundry Ltd	£32.30	Laundry - Servant Quarter			
01/08/2020	E4102840000 1	EDF	£52.80	Depot - electricity 25June-08July 2020			
21/08/2020	5780	Keith Newman Ltd	£250.00	fire risk survey- Corn Square			
19/07/2020	132758	Keri Harris	£35.00	Eye test at Specsavers			
26/08/2020	547078	Cleanmy	£34.43	Blue rolls and toilet rolls			
24/08/2020	110847	Managed Technology	£13.40	printing and copying			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	03/09/2020
N/A	N/A	Worcestershire Pension Funds	£5,036.86	Form PCF1 Pension contribution August 2020			
21/08/2020	156740	Quickskip Recycling	£240.00	Bins - exchange			

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31/08/2020	157567	Quickskip Recycling	£74.40	Wheelie bins			
26/08/2020	LNSEP0401	The Leominster News	£120.00	September issue			
25/08/2020	46735	BOSS Border Office supplies & systems	£12.02	printing and copying			
27/08/2020	547179	Cleanmy	£49.90	sanitisers			
20/08/2020	0826AIY251	Travis Perkins	£29.09	timber x4			
24/08/2020	0826AIY344	Travis Perkins	£20.33	paint			
30/06/2020	45602	Station Motors (Leo) Ltd	£235.44	EX06 - test and repair			
24/08/2020	38	One Stop Dry Cleaner & Laundry Ltd	£31.90	Flat - laundry			
24/08/2020	41	One Stop Dry Cleaner & Laundry Ltd	£32.00	Flat - laundry			
29/08/2020	001174	Etnam News	£35.49	milk, sugar, cling film, tea bags			
28/08/2020	5785	Keith Newman Ltd	£230.00	fire risk survey- Unit 7 Depot			
31/08/2020	AREXT/00225 582	National Express Limited	£20.33	Coach ticket			
31/08/2020	13493	Microshade Business Consultants	£330.00	Accounting support 12th, 19th and 26th Aug			
31/08/2020	635254	Leominster Building supplies	£350.80	Light tube,hinges,ply,key cut,fobs,knob, paint, sacks,bolts&nuts,cabin hook,door pull			
31/08/2020	320206	TAG Tallis Amos Group	£81.68	new plug,cleaned, filter, sharpen blades, grease gearbox, tested - 38006553			
31/08/2020	320205	TAG Tallis Amos Group	£72.83	new plug,cleaned, filter, sharpen blades, grease gearbox, tested -38006952			
27/08/2020	499640	Arrow Plant & Tool Hire	£44.05	Hire: breakers and transformers			
27/08/2020	499656	Arrow Plant & Tool Hire	£214.91	tapes,cable ties,keyless chuck,screwdriver set, drill bits, facemasks,blades, trousers,boots			
04/08/2020	1066480432	Welsh Water	£5.53	Water bill - Unit 7 depot			

Date: 21/09/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	10/09/2020
31/08/2020	1363	Morrall Play services MPS	£297.00	Annual inspection x5 @£49.5/site			
	E4102840000						
29/08/2020	30	EDF Energy	£326.79	Electricity bill - Unit7 Depot 25June-21August 2020			
28/08/2020	0826AIY533	Travis Perkins	£51.83	skirting,timbers			
28/08/2020	0826AIY555	Travis Perkins	£37.32	plasterboards x5			
26/08/2020	0826AIY441	Travis Perkins	£195.22	hinge,wire,concrete,timber,featheredge,fence post			
27/08/2020	0826AIY494	Travis Perkins	£27.28	featheredge x8			
01/09/2020	N/A	Jackie Whittall	£55.72	Expenses - green laundry sacks for Flat x4			
04/09/2020	80	Bromyard Launderette	£19.70	laundry - servant quarter			
02/09/2020	6837	Frank's Luxury Biscuit Company Ltd	£175.13	TIC stock-biscuits			
07/09/2020	QL197973	SLCC	£118.80	ILCA fee - Jackie Whittall			
01/09/2020	11910	Vision ICT Ltd	£104.40	Hosted email a/c Nov 2020 - Oct 2021			
07/09/2020	3814	Shine On Window Cleaners	£46.00	window cleaning			
10/09/2020	91369630	Herefordshire Council	£2,758.54	CCTV 01/10/2020 - 31/12/2020			
07/09/2020	INV-48111	The Craft Drink Co Ltd	£94.40	TIC stock-drinks			

Date: 22/09/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	22/09/2020
08/09/2020	8092020	Bromyard Launderette	£30.30	Laundry- Servant Quarter			
07/09/2020	4223	Floor Styles	£566.13	Flooring - new Depot Unit 7			
17/09/2020	INV-8403	Barrington Print Ltd	£9.60	Name Badge			
21/09/2020	26205	InTouchNow	£71.98	Monthly fee - Aug and Sept 2020			
07/09/2020	0826AIY766	Travis Perkins	£75.18	Caulk,filler,paint,timeberx9,cloak board			
10/09/2020	0826AIY913	Travis Perkins	£144.01	Timbers of various sizes			
11/09/2020	0826AIY950	Travis Perkins	£23.11	Timber x6			
N/A	N/A	Leominster Area Polish Society	£600.00	Grant-provision & installation of heritage interpretation board and associated publicity			agreed @F&GP 07/09/2020
15/09/2020	111452	Managed Technology	£10.26	printing and copying			
04/09/2020	548622	Cleanmy	£58.55	cleaning and hygiene products			
21/09/2020	1665	D. M. Electrical Services	£595.00	Intallation-emergency lighting - Unit7 New Depot			
N/A	N/A	Worcestershire Pension Fund	£4,995.62	Pension Funds - September 2020			
23/09/2020	13559	Microshade Business Consultants Ltd	£650.87	Hosting and IT services			
N/A	N/A	HMRC	£3,642.90	PAYE & NI -December 2019			
N/A	N/A	HMRC	£3.03	interest for PAYE & NI -December 2019			
N/A	N/A	HMRC	£5,404.30	PAYE & NI - September 2020			
02/09/2020	N/A	Herefordshire Council	£180.00	Premises Licence fee - annual			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Finance and General Purposes								
101 Administration - Central Costs								
1076 Precept	0	278,787	557,574	278,787			50.0%	
Administration - Central Costs :- Income	0	278,787	557,574	278,787			50.0%	0
4012 Software, IT and Support	542	3,533	7,000	3,467		3,467	50.5%	
4014 Website	30	113	1,000	887		887	11.3%	
4016 Photocopier	311	891	3,500	2,609		2,609	25.5%	
4019 Recruitment	0	0	500	500		500	0.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	0	88	1,000	912		912	8.8%	
4030 Telephone	349	1,765	4,000	2,235		2,235	44.1%	
4035 Postage	9	12	700	688		688	1.7%	
4040 Printing and Stationery	98	249	1,800	1,551		1,551	13.8%	
4048 Subscriptions	0	2,414	2,640	226		226	91.4%	
4050 Insurance	0	7,494	7,500	6		6	99.9%	
4900 Contingency	0	0	2,000	2,000		2,000	0.0%	
Administration - Central Costs :- Indirect Expenditure	1,339	16,559	32,140	15,581	0	15,581	51.5%	0
Net Income over Expenditure	(1,339)	262,228	525,434	263,206				
105 Corporate Management								
4000 Salaries	10,521	52,889	145,000	92,111		92,111	36.5%	
4008 Travel and Subsistance	54	323	2,100	1,777		1,777	15.4%	
4010 Conferences and Training	0	200	2,500	2,300		2,300	8.0%	
4125 Bank Charges	95	150	1,000	850		850	15.0%	
4130 Accountancy/Corporate Gov.	275	1,831	2,200	369		369	83.2%	
4131 Internal Audit	0	275	600	325		325	45.8%	
4132 External Audit	0	0	1,500	1,500		1,500	0.0%	
4135 Legal and Professional	0	1,535	500	(1,035)		(1,035)	307.1%	
4140 Employment/Health & Safety	480	480	2,140	1,660		1,660	22.4%	
Corporate Management :- Indirect Expenditure	11,425	57,684	157,540	99,856	0	99,856	36.6%	0
Net Expenditure	(11,425)	(57,684)	(157,540)	(99,856)				
110 Democratic Services								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	0	0	4,000	4,000		4,000	0.0%	
4211 Mayor Making	0	0	1,100	1,100		1,100	0.0%	
4212 Civic Events	0	0	1,500	1,500		1,500	0.0%	

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4215 Civic Regalia	0	0	1,000	1,000		1,000	0.0%	
4220 Civic Officers	0	0	1,200	1,200		1,200	0.0%	
Democratic Services :- Indirect Expenditure	0	0	10,300	10,300	0	10,300	0.0%	0
Net Expenditure	0	0	(10,300)	(10,300)				
<u>115 Grants</u>								
1065 Small Grants Received	0	482	0	(482)			0.0%	
Grants :- Income	0	482	0	(482)				0
4235 General Grants	0	1,932	10,000	8,068		8,068	19.3%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	0	0	7,000	7,000		7,000	0.0%	
4238 Youth Funding	0	1,750	9,000	7,250		7,250	19.4%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
4241 Small Grants Expenditure	36	389	0	(389)		(389)	0.0%	
Grants :- Indirect Expenditure	36	12,071	42,000	29,929	0	29,929	28.7%	0
Net Income over Expenditure	(36)	(11,589)	(42,000)	(30,411)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	721	2,828	17,000	14,172			16.6%	
1403 Income Flat	1,827	1,945	13,000	11,055			15.0%	
Corn Square :- Income	2,548	4,773	30,000	25,227			15.9%	0
4180 Cleaning	767	2,190	2,400	210		210	91.3%	
4181 Window Cleaning	46	46	600	554		554	7.7%	
4182 Electricity	0	474	3,500	3,026		3,026	13.5%	
4183 Gas	0	781	3,500	2,719		2,719	22.3%	
4185 Business Rates	1,010	5,055	11,500	6,445		6,445	44.0%	
4186 Water Rates	76	380	1,800	1,420		1,420	21.1%	
4187 Repairs and Renewals	419	2,682	3,500	818		818	76.6%	
4188 Fixtures and Fittings	0	699	2,500	1,801		1,801	28.0%	
4700 Loan Repayments	0	13,636	27,734	14,098		14,098	49.2%	
Corn Square :- Indirect Expenditure	2,318	25,943	57,034	31,091	0	31,091	45.5%	0
Net Income over Expenditure	229	(21,170)	(27,034)	(5,864)				
<u>130 Tourist Information</u>								
1010 Income-Commission	1	1	1,400	1,399			0.1%	
1510 Income-Coach trips	21	21	8,000	7,979			0.3%	
1511 Income-Books & Maps	205	498	4,900	4,402			10.2%	

Detailed Income & Expenditure by Budget Heading 31/08/2020

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1512 Income-Cards	33	47	1,400	1,353			3.3%	
1513 Income-Souvenirs	29	120	6,600	6,480			1.8%	
1514 Income-Food/Drinks	46	118	4,500	4,382			2.6%	
1515 Income-Craft	0	25	2,400	2,375			1.0%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	792	1,891	0	(1,891)			0.0%	
Tourist Information :- Income	1,127	2,721	29,500	26,779			9.2%	0
3000 Cost of Sales	0	737	18,000	17,263		17,263	4.1%	
3010 Costs-Coach Trips	21	21	8,000	7,979		7,979	0.3%	
4000 Salaries	3,532	19,460	50,000	30,540		30,540	38.9%	
4028 Green Sacks Purchase	1,000	2,400	0	(2,400)		(2,400)	0.0%	
Tourist Information :- Indirect Expenditure	4,553	22,619	76,000	53,381	0	53,381	29.8%	0
Net Income over Expenditure	(3,426)	(19,898)	(46,500)	(26,602)				
Finance and General Purposes :- Income	3,675	286,762	617,074	330,312			46.5%	
Expenditure	19,671	134,875	375,014	240,139	0	240,139	36.0%	
Movement to/(from) Gen Reserve	(15,996)	151,887						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Environment and Services</u>								
<u>201 Open Spaces</u>								
4000 Salaries	12,848	63,018	171,000	107,982		107,982	36.9%	
4006 Uniforms	267	1,260	1,400	140		140	90.0%	
4027 Equipment	184	395	3,000	2,605		2,605	13.2%	
4187 Repairs and Renewals	129	200	3,000	2,800		2,800	6.7%	
4300 Maintenance	47	305	8,000	7,695		7,695	3.8%	
4305 Play Areas	0	129	0	(129)		(129)	0.0%	
4320 Vehicle Maintenance	254	1,022	3,000	1,978		1,978	34.1%	
4321 Vehicle Fuel	369	1,215	3,000	1,786		1,786	40.5%	
4350 Street Cleaning	0	0	500	500		500	0.0%	
4351 Waste	659	2,771	7,000	4,229		4,229	39.6%	
4355 Tree Management	0	1,560	2,500	940		940	62.4%	
4356 Solar Panel Installation	0	0	3,000	3,000		3,000	0.0%	
4370 Leominster in Bloom	0	0	0	(0)		(0)	0.0%	
4999 Reallocated Labour Costs	(397)	(397)	0	397		397	0.0%	
Open Spaces :- Indirect Expenditure	14,359	71,479	205,400	133,921	0	133,921	34.8%	0
Net Expenditure	(14,359)	(71,479)	(205,400)	(133,921)				
<u>202 Depot</u>								
4050 Insurance	0	498	0	(498)		(498)	0.0%	
4180 Cleaning	104	244	900	656		656	27.1%	
4182 Electricity	0	0	800	800		800	0.0%	
4185 Business Rates	197	197	2,100	1,903		1,903	9.4%	
4186 Water Rates	0	0	550	550		550	0.0%	
4187 Repairs and Renewals	2,447	4,031	3,055	(976)		(976)	131.9%	
4188 Fixtures and Fittings	0	276	1,000	724		724	27.6%	
Depot :- Indirect Expenditure	2,748	5,246	8,405	3,159	0	3,159	62.4%	0
Net Expenditure	(2,748)	(5,246)	(8,405)	(3,159)				
<u>203 Allotments</u>								
1120 Income-Allotments	30	244	5,000	4,756			4.9%	
Allotments :- Income	30	244	5,000	4,756			4.9%	0
4025 Miscellaneous	0	567	500	(67)		(67)	113.4%	
4184 Rent	113	613	1,500	887		887	40.9%	
4186 Water Rates	34	170	500	330		330	34.0%	
4300 Maintenance	350	430	1,000	570		570	43.0%	
Allotments :- Indirect Expenditure	497	1,780	3,500	1,720	0	1,720	50.9%	0
Net Income over Expenditure	(467)	(1,536)	1,500	3,036				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>205 Market</u>								
1402 Income-Market	0	0	16,000	16,000			0.0%	
Market :- Income	0	0	16,000	16,000			0.0%	0
4005 Market Management	98	989	6,000	5,011		5,011	16.5%	
4020 Advertising	0	0	1,000	1,000		1,000	0.0%	
4021 Promotions	0	250	1,000	750		750	25.0%	
4048 Subscriptions	0	358	360	2		2	99.4%	
Market :- Indirect Expenditure	98	1,597	8,360	6,763	0	6,763	19.1%	0
Net Income over Expenditure	(98)	(1,597)	7,640	9,237				
<u>220 Central Area Toilets</u>								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	165	822	1,700	878		878	48.3%	
4186 Water Rates	0	443	1,500	1,057		1,057	29.5%	
4300 Maintenance	6	6	500	494		494	1.2%	
Central Area Toilets :- Indirect Expenditure	171	1,271	4,450	3,179	0	3,179	28.6%	0
Net Expenditure	(171)	(1,271)	(4,450)	(3,179)				
<u>225 The Grange Toilets</u>								
4182 Electricity	0	93	1,100	1,007		1,007	8.4%	
4186 Water Rates	0	556	2,000	1,444		1,444	27.8%	
4300 Maintenance	0	28	500	472		472	5.6%	
The Grange Toilets :- Indirect Expenditure	0	677	3,600	2,923	0	2,923	18.8%	0
Net Expenditure	0	(677)	(3,600)	(2,923)				
<u>250 Economic Development</u>								
4023 Newsletter	120	720	1,560	840		840	46.2%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	0	0	5,000	5,000		5,000	0.0%	
4370 Leominster in Bloom	298	298	5,000	4,702		4,702	6.0%	
4375 CCTV	0	5,517	11,035	5,518		5,518	50.0%	
4380 Festive Lights	0	16,242	16,000	(242)		(242)	101.5%	
Economic Development :- Indirect Expenditure	418	22,778	38,845	16,067	0	16,067	58.6%	0
Net Expenditure	(418)	(22,778)	(38,845)	(16,067)				

Detailed Income & Expenditure by Budget Heading 31/08/2020

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Committee Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>260 Capital Projects</u>								
1080 Loan Funded Projects	0	1,022	10,000	8,978			10.2%	
1081 Funded From Earmarked Reserves	0	21	20,000	19,979			0.1%	
Capital Projects :- Income	<u>0</u>	<u>1,043</u>	<u>30,000</u>	<u>28,957</u>			<u>3.5%</u>	<u>0</u>
4027 Equipment	0	0	500	500		500	0.0%	
4305 Play Areas	0	0	9,500	9,500		9,500	0.0%	
4378 Signage Project	7,220	31,953	0	(31,953)		(31,953)	0.0%	
4700 Loan Repayments	0	7,603	14,000	6,397		6,397	54.3%	
4710 Capital Fund	0	0	85,000	85,000		85,000	0.0%	
4715 Secret Garden-Loan Funded	1,463	3,869	10,000	6,131		6,131	38.7%	
4716 Toilet Refurb-Reserve Funded	0	21	20,000	19,979		19,979	0.1%	
Capital Projects :- Indirect Expenditure	<u>8,683</u>	<u>43,447</u>	<u>139,000</u>	<u>95,553</u>	<u>0</u>	<u>95,553</u>	<u>31.3%</u>	<u>0</u>
Net Income over Expenditure	<u>(8,683)</u>	<u>(42,404)</u>	<u>(109,000)</u>	<u>(66,596)</u>				
Environment and Services :- Income	30	1,287	51,000	49,713			2.5%	
Expenditure	26,975	148,275	411,560	263,285	0	263,285	36.0%	
Movement to/(from) Gen Reserve	<u>(26,945)</u>	<u>(146,988)</u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Planning and Highways</u>								
<u>300 Planning and Highways</u>								
4240 Travel Fund	0	179	4,500	4,321		4,321	4.0%	
Planning and Highways :- Indirect Expenditure	0	179	4,500	4,321	0	4,321	4.0%	0
Net Expenditure	0	(179)	(4,500)	(4,321)				
Planning and Highways :- Income	0	0	0	0			0.0%	
Expenditure	0	179	4,500	4,321	0	4,321	4.0%	
Movement to/(from) Gen Reserve	0	(179)						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>Earmarked Reserves</u>								
901 Earmarked Reserves								
9000 Election Reserve	0	3,105	16,150	13,046		13,046	19.2%	
9001 CCTV Reserve	0	0	4,500	4,500		4,500	0.0%	
9002 Town Centre Enhancements	0	0	20,000	20,000		20,000	0.0%	
9003 Equioment Rollong Programme	0	0	20,725	20,725		20,725	0.0%	
9004 Play Equipment Reserve	0	0	6,000	6,000		6,000	0.0%	
9005 Public Convienience Reserve	0	0	31,800	31,800		31,800	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	0	27,638	27,638		27,638	0.0%	
9008 Unspent Loans	0	0	140,466	140,466		140,466	0.0%	
Earmarked Reserves :- Indirect Expenditure	0	3,105	275,629	272,525	0	272,525	1.1%	0
Net Expenditure	0	(3,105)	(275,629)	(272,525)				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	0	3,105	275,629	272,525	0	272,525	1.1%	
Movement to/(from) Gen Reserve	0	(3,105)						
Grand Totals:- Income	3,705	288,049	668,074	380,025			43.1%	
Expenditure	46,646	286,433	1,066,703	780,270	0	780,270	26.9%	
Net Income over Expenditure	(42,941)	1,616	(398,629)	(400,245)				
Movement to/(from) Gen Reserve	(42,941)	1,616						

2020/21 Month 5 Budget Notes

These notes are intended to accompany the budget reports for the end of month 5 of 2020/21 financial year. Comments on expenditure and income are listed by budget heading and cost centre.

101: Administration – Central Costs

4012: Software, IT and Support

- Expenditure includes end of year external accounting support for 2019/20 financial year.
- Overspend anticipated by the end of the financial year. No potential cost reductions have been identified, however external accounting support costs are anticipated to be reduced in subsequent years. Budget to be reviewed for 2021/22.

4014: Website

- Will be an area of overspend, due to changes required to adhere to government accessibility guidelines from 23rd Sept 2020. Will require contingency budget listed under 4900.

4030: Phone

- Expenditure includes costs for setting up remote phone access for office staff during COVID-19 lockdown.

4048: Subscriptions

- Subscriptions renew at the beginning of the financial year, only small additional spend anticipated.

4050: Insurance

- Insurance cover renews at the beginning of the financial year. This includes vehicle cover, buildings and contents, employer's liability and public liability.

105: Corporate Management

4130: Accountancy/Corporate Governance

- Expenditure is high at the beginning of the financial year, as it includes end of year accounting support.

4135: Legal and Professional

- Approx. £1000 of costs listed under this code to date are legal fees in relation to planning matters that are due to be reimbursed and legal work for New Depot lease.

115: Grants

4236: Community Centre

- Grant has been allocated and payment is being processed.

4237: Grange Court

- Grant has been allocated and payment is being processed.

125: Corn Square

4180: Cleaning

- Costs are anticipated to be high for the remainder of this financial year, due to COVID-19 requirements. £800 has been moved over from cost centre 125-4180 to 202-4180 to cover remainder of the financial year for cleaning materials and COVID-19 PPE at the new depot.

1403: Income Flat

- Now beginning to show income.

4187: Repairs and Renewals

- Repair work undertaken while LTC Office and TIC closed due to COVID-19 restrictions.
- As a result of a fire risk assessment that took place at the end of August 2020, further essential works have been identified and are currently being costed.

130: Tourist Information Centre Income

- TIC extended trading on 1st Sept 2020. Month 5 figures show income to the end of August 2020.

4028 & 1519: Green sacks purchase and income

- Green refuse sacks are being sold on request from Herefordshire Council. Sale cost includes purchase costs, plus a small subsidiary to cover cost of sales. Sale price is consistent with other local retail outlets.

201: Open Spaces

4006: Uniforms

- We are chasing up a refund on unsuitable uniform items.

4355: Tree Management

- Includes emergency works on trees on Town Council properties. A tree survey has been agreed for 2020/21 financial year, so this is an area of anticipated overspend. Tree surveys are required on a regular basis.

202: Depot

4180: Cleaning

- £800 added from 125-4180 for materials for the remainder of 2020/21 and this includes COVID-19 PPE requirements.

4187: Repairs & Renewals

- Works required in order to make new depot space suitable for Environmental Team requirements. This will be an anticipated area of overspend to ensure that the new depot is compliant with Health & Safety guidelines.

203: Allotments

1120: Income – Allotments

- Invoices began to be sent out last week and income should begin to show an increase from month 6.

4025: Miscellaneous

- Includes subscription for the new allotment management software. There will be an overspend as the drainage pipe that requires repair will need to be addressed. Repair means that several plots will be able to be brought back into use.

205: Market

1402: Income – market

- Market will show income from month 6 as it was recently banked.

250: Economic Development

4023: Newsletter

- Costs have increased, so this is expected to be an area of overspend for 2020/21.

4375: CCTV

- Includes 2/4 payment instalments for 2020/21. Month 5 includes contributions covering the period up to Sept 2020.

4380: Festive Lights

- Includes annual payment, plus costs for removal of lights required for essential tree work to take place. Further costs are expected in advance of Christmas 2020 due to work required to update infrastructure for efficiency and safety reasons.