

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	12/10/2020
05/10/2020	3831	Shine On Window Cleaners	£46.00	window cleaning			
07/10/2020	46147	Station Motors (Leo) Ltd	£125.42	CP08 Rear Lamp			
07/10/2020	E4102840000 4	EDF	£101.08	Electricity-Unit7 Depot-Final Bill			
01/10/2020	4064	Roundabout Stationery	£73.33	office supplies			
07/10/2020	550767	Cleanmy	£88.81	toilet rolls,bin bags, sanitiser, signs			
23/10/2020	13668	Microshade Business Consultant Ltd	£650.87	IT Hosting			
26/10/2020	SM22333	Rialtas Business solutions Ltd RBS	£145.20	Asset Inventory Annual Support and Maintenance Licence			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	22/10/2020
14/08/2020	26635	Leander Architectural	£4,332.00	50% of £8664 - Leominster signage- 11 boards (final payment)			
19/10/2020	551683	Cleanmy	£96.83	PPE & cleaning and hygiene products			
09/10/2020	550998	Cleanmy	£25.19	Health and safety poster			
22/10/2020	551991	Cleanmy	£68.46	Cleaning and hygiene products			
12/10/2020	0826AJA002	Travis Perkins	£155.17	tap,plumbing accessories.			
08/10/2020	0826AIZ916	Travis Perkins	£17.04	fence post, round wire			
20/10/2020	1000324568	British Heart Foundation	£116.00	Defibrillator pads	20/10/2020	Paid by Card	
14/10/2020	66831331	Hoople Ltd	£150.00	Advert placed on standard package for a Democratic Services Officer			
07/10/2020	INVLM201116 85	Wynnstay (Agricultural supplies) Ltd	£108.69	Redwood x12 and Staples			
01/10/2020	202019	Innocent Pilgrim	£47.40	TIC stock- Apple Badges x12			
14/10/2020	46196	Station Motors (Leo) Ltd	£482.39	CP08 camp belt, waterpump, antifreeze			
N/A	N/A	HMRC	£4,340.10	PAYE & NI-month 7	15/10/2020	1703764	
07/10/2020	13854/AG	GRANGE Heating Services Ltd	£8,688.00	Install heating and plumbing system - Corn Square			
01/10/2020	PR01833	Herefordshire council	£70.00	Corn Square Car Park premises Licence - annual fee			

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	23/10/2020
12/11/2019	0196	Leominster Carpets	£129.00	supply of Rug - Servant Quarter			Late invoice-supplier mistake
01/10/2020	N/A	The Ancient and Honorable Guild of Town Criers	£35.00	Membership fee			
13/10/2020	41/1516	Richard Brookman	£1,557.00	Market Management 27/03/2020-08/05/2020			
02/09/2020	PR01788	Herefordshire Council	£180.00	Premises Licence Fee-Corn Square	23/10/2020	paid by card	
N/A	PR01788	Herefordshire Council	£23.00	Licence Transfer Fee - to Gill Ding	23/10/2020	paid by card	
13/10/2020	6414	Bromyard Laundrette	£76.70	For September services: delivery no. 80+4+62+80	PAID on 02/10/2020 (£50) & 15/10/2020 (£26.70)		
22/10/2020	16505	C.Townsend Ltd	£9.98	2D 16 Watt 2 Pin Lamp x2			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	23/10/2020
22/10/2020	67	N Davies	£28.00	TIC stock - cards x28 sold			
23/10/2020	617	Future Arbor Ltd	£1,440.00	Tree survey			
19/10/2020	3031	Fircone Books	£58.50	TIC stock-books			
Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	03/11/2020
21/10/2020	0826AJA420	Travis Perkins	£39.27	Featheredge x2, postcrete c6			
26/10/2020	0826AJA579	Travis Perkins	£56.27	Kiln dried timber x 9			
20/10/2020	0826AJA369	Travis Perkins	£55.54	Padbolt, kiln dried timberx2,hingex2, treated timber x1			
28/10/2020	LNNOV0426	The Leominster News	£120.00	November issue			
26/10/2020	20-10-982	David Gee Photography	£48.00	Photos of tomb of King John in Worcester Cathedral			
30/10/2020	3290	Herefordshire Environmental Services Ltd	£96.00	Pest control corn square 30/10/2020-29/01/2021			
30/10/2020	13718	Microshade Business Consultants Ltd	£330.00	Accounting Support October 2020			
30/09/2020	80617	Green Mech Ltd	£16,950.00	Purchase of Wood Chipper - Arborist 25HP Kubota Diesel			
26/10/2020	47815	BOSS	£31.20	printing and copying			
31/10/2020	161451	Quickskip Recycling	£74.40	Wheelie bin - Corn Square			

Date: 04/11/2020

27/10/2020	184333	Mayglothing Waste Management	£1,500.00	Replace pipework - Allotment			
28/10/2020	552442	Cleanmy	£44.26	900ml Bulk fill soap dispenser			
26/10/2020	46266	Station Motors (Leo) Ltd	£143.92	CP08-recover due to non-start - check and repair			
30/10/2020	46299	Station Motors (Leo) Ltd	£134.39	CP08-battery replacement			
19/10/2020	190520CG8	Emma Beebee Art	£420.00	TIC stock-sale of cards			
27/10/2020	4877	Risbury Rapeseed Oil	£155.62	TIC stock-sauces and dressings			
24/10/2020	67	P.Evans	£60.00	TIC stock-Honey x15 jars			

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Dat	REF (BACS)	10/11/2020
31/10/2020	31102020	Dynamis Adventures	£396.59	Baron Cross Youth Provision pilot - initial payment (total grant £995.67)			
21/10/2020	501882	Arrow Plant & Tool Hire	£58.84	Waterproof boots, anti-glare eyeshield			
30/10/2020	502380	Arrow Plant & Tool Hire	£7.20	thin cutting disc			
29/10/2020	502226	Arrow Plant & Tool Hire	£74.49	Sawblade, calor propane			
29/10/2020	502225	Arrow Plant & Tool Hire	£140.88	strimmer line, fibre disc, drill bits, batteries, broom, first aid kit, dust pan set, cigarette bin. Corner brace was incorrectly added to our bill so a credit note will be issued for £2+VAT (£143.28-£2.4=£140.88)			
31/10/2020	6464	Bromyard Laundrette	£51.80	Laundry - servant Quarter			
31/10/2020	635634	Leominster Building Supplies	£466.62	tape,rivets,spray paints,bolt,trousers,screws, cable clips, socket, hooks, hasp,bin, lance spray,refuse sacks, contibord,smoke alarm, painting accessories			
N/A	N/A	Worcestershire Pension Fund	£4,956.38	Pension Contribution - October 2020	04/11/2020	2017314	
03/11/2020	N/A	Lena Dahnsjo	£410.00	Town Clerk's Robe			
01/11/2020	26260	InTouchNow	£35.99	Monthly fee - website			
02/11/2020	1675	D.M. Electrical Services	£650.00	Carried out and supplied electrical installation condition report.			
02/11/2020	4312	Roundabout Stationery	£96.13	office stationery			
03/11/2020	552978	Cleanmy	£44.32	Wipes and toilet rolls			
03/11/2020	552979	Cleanmy	£107.16	Disposable gloves x10 boxes			
04/11/2020	552980	Cleanmy	£26.39	Phoenix Key Box			
03/11/2020	552981	Cleanmy	£49.90	Surface Sanitizer x 6 cases			
01/11/2020	3856	Shine On Window Cleaners	£46.00	window cleaning			
01/11/2020	MQI-2640	millenniumquest	£3,852.00	Repair timers			
08/11/2020	SB20202528	PKF Accoutants & business advisers	£1,560.00	Year end- External audit			
31/10/2020	42669	Wynnstay	£98.81	Redwoodx12, staples			
06/11/2020	30668	Herefordshire Fire Alarm Services Ltd (HFAS)	£492.00	carry out fire alarm panel linking			
31/10/2020	SI-847	DC Gardening Services	£144.00	Hedge cutting - allotment			
27/10/2020	0826AJA641	Travis Perkins	£18.76	Kiln dried timber x3			

Date: 10/11/2020

31/10/2020	1117	Etnam News	£16.55	Milk and sugar			
N/A	N/A	Worcestershire Pension Fund	£5,166.40	Pension Contribution - November 2020			
N/A	N/A	HMRC	£4,136.63	PAYE and NI contribution - November 2020			

Date: 17/11/2020

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Dat	REF (BACS	17/11/2020
28/10/2020	1097	Safe and Secure Garage Doors Ltd	£144.00	Service to commercial door - retentioned			
13/11/2020	7731	The Visual Works	£3,930.00	interpretation boards design concept and final art work, Priory Precinct illustration, Wall mounted tourist info sign. Design & rework map illustration			
12/11/2020	SI-856	DC Gardening Services	£636.00	installation of new pedestrian directional signs			
12/11/2020	553744	Cleanmy	£62.34	Plastic overshoes, disinfectant wipes			
12/11/2020	553745	Cleanmy	£32.30	Disinfectant wipes			
13/11/2020	553811	Cleanmy	£33.68	First Aid kits			
11/11/2020	INV-3524	Top Plants (Trade Only Plant Sales Limited)	£309.60	Christmas Tree			
08/11/2020	N/A	Jon Goodman	£25.00	Room booking cancellation refund			

	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	557,574	557,574	0			100.0%	
Administration - Central Costs :- Income	0	557,574	557,574	0			100.0%	0
4012 Software, IT and Support	675	4,900	7,000	2,100		2,100	70.0%	
4014 Website	30	233	1,000	767		767	23.3%	
4016 Photocopier	85	976	3,500	2,524		2,524	27.9%	
4019 Recruitment	125	125	500	375		375	25.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	13	145	1,000	855		855	14.5%	
4030 Telephone	353	2,466	4,000	1,534		1,534	61.6%	
4035 Postage	11	115	700	585		585	16.4%	
4040 Printing and Stationery	87	412	1,800	1,388		1,388	22.9%	
4048 Subscriptions	0	2,564	2,640	76		76	97.1%	
4050 Insurance	0	7,494	7,500	6		6	99.9%	
4900 Contingency	203	238	2,000	1,762		1,762	11.9%	
Administration - Central Costs :- Indirect Expenditure	1,582	19,669	32,140	12,471	0	12,471	61.2%	0
Net Income over Expenditure	(1,582)	537,905	525,434	(12,471)				
105 Corporate Management								
4000 Salaries	10,759	75,935	145,000	69,065		69,065	52.4%	
4008 Travel and Subsistance	59	419	2,100	1,681		1,681	20.0%	
4010 Conferences and Training	90	914	2,500	1,586		1,586	36.6%	
4125 Bank Charges	58	242	1,000	758		758	24.2%	
4130 Accountancy/Corporate Gov.	275	2,523	2,200	(323)		(323)	114.7%	
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	(833)	702	500	(202)		(202)	140.4%	
4140 Employment/Health & Safety	21	21	2,140	2,119		2,119	1.0%	
Corporate Management :- Indirect Expenditure	10,428	81,031	157,540	76,509	0	76,509	51.4%	0
Net Expenditure	(10,428)	(81,031)	(157,540)	(76,509)				
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%	

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	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	60	60	1,000	940		940	6.0%	
4220 Civic Officers	0	0	1,200	1,200		1,200	0.0%	
Democratic Services :- Indirect Expenditure	60	60	10,300	10,240	0	10,240	0.6%	0
Net Expenditure	(60)	(60)	(10,300)	(10,240)				
<u>115 Grants</u>								
1065 Small Grants Received	0	482	0	(482)			0.0%	
Grants :- Income	0	482	0	(482)				0
4235 General Grants	8,600	11,532	10,000	(1,532)		(1,532)	115.3%	
4236 Community Centre	0	0	8,000	8,000		8,000	0.0%	
4237 Grange Court	0	7,000	7,000	0		0	100.0%	
4238 Youth Funding	397	2,147	9,000	6,853		6,853	23.9%	
4239 CAB Grant	0	8,000	8,000	0		0	100.0%	
4241 Small Grants Expenditure	35	483	0	(483)		(483)	0.0%	
Grants :- Indirect Expenditure	9,031	29,161	42,000	12,839	0	12,839	69.4%	0
Net Income over Expenditure	(9,031)	(28,679)	(42,000)	(13,321)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	42	3,611	17,000	13,389			21.2%	
1403 Income Flat	506	3,426	13,000	9,574			26.4%	
Corn Square :- Income	548	7,037	30,000	22,963			23.5%	0
4180 Cleaning	425	3,013	2,400	(613)		(613)	125.5%	
4181 Window Cleaning	0	46	600	554		554	7.7%	
4182 Electricity	222	1,058	3,500	2,442		2,442	30.2%	
4183 Gas	60	960	3,500	2,540		2,540	27.4%	
4185 Business Rates	1,010	7,075	11,500	4,425		4,425	61.5%	
4186 Water Rates	76	532	1,800	1,268		1,268	29.6%	
4187 Repairs and Renewals	134	3,187	3,500	313		313	91.1%	
4188 Fixtures and Fittings	253	1,027	2,500	1,473		1,473	41.1%	
4700 Loan Repayments	0	13,636	27,734	14,098		14,098	49.2%	
Corn Square :- Indirect Expenditure	2,179	30,534	57,034	26,500	0	26,500	53.5%	0
Net Income over Expenditure	(1,631)	(23,497)	(27,034)	(3,537)				
<u>130 Tourist Information</u>								
1010 Income-Commission	0	37	1,400	1,363			2.6%	
1510 Income-Coach trips	0	21	8,000	7,979			0.3%	
1511 Income-Books & Maps	252	1,195	4,900	3,705			24.4%	

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	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	82	255	1,400	1,145			18.2%	
1513 Income-Souvenirs	368	719	6,600	5,881			10.9%	
1514 Income-Food/Drinks	283	596	4,500	3,904			13.2%	
1515 Income-Craft	0	195	2,400	2,205			8.1%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	657	3,640	0	(3,640)			0.0%	
Tourist Information :- Income	1,642	6,659	29,500	22,841			22.6%	0
3000 Cost of Sales	748	2,758	18,000	15,242		15,242	15.3%	
3010 Costs-Coach Trips	0	21	8,000	7,979		7,979	0.3%	
4000 Salaries	3,858	27,734	50,000	22,266		22,266	55.5%	
4028 Green Sacks Purchase	400	3,600	0	(3,600)		(3,600)	0.0%	
Tourist Information :- Indirect Expenditure	5,006	34,113	76,000	41,887	0	41,887	44.9%	0
Net Income over Expenditure	(3,364)	(27,454)	(46,500)	(19,046)				
Finance and General Purposes :- Income	2,190	571,752	617,074	45,322			92.7%	
Expenditure	28,287	194,568	375,014	180,446	0	180,446	51.9%	
Movement to/(from) Gen Reserve	(26,098)	377,184						

	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	13,992	92,575	171,000	78,425		78,425	54.1%	
4006 Uniforms	100	1,360	1,400	40		40	97.2%	
4027 Equipment	224	620	3,000	2,380		2,380	20.7%	
4187 Repairs and Renewals	0	257	3,000	2,743		2,743	8.6%	
4300 Maintenance	14	712	8,000	7,288		7,288	8.9%	
4320 Vehicle Maintenance	738	2,051	3,000	949		949	68.4%	
4321 Vehicle Fuel	385	1,925	3,000	1,075		1,075	64.2%	
4350 Street Cleaning	0	0	500	500		500	0.0%	
4351 Waste	1,646	4,510	7,000	2,490		2,490	64.4%	
4355 Tree Management	1,200	2,760	2,500	(260)		(260)	110.4%	
4356 Climate Management	2,500	2,500	3,000	500		500	83.3%	
4999 Reallocated Labour Costs	0	(397)	0	397		397	0.0%	
Open Spaces :- Indirect Expenditure	20,799	108,873	205,400	96,527	0	96,527	53.0%	0
Net Expenditure	(20,799)	(108,873)	(205,400)	(96,527)				
<u>202 Depot</u>								
4050 Insurance	0	498	0	(498)		(498)	0.0%	
4180 Cleaning	0	244	900	656		656	27.1%	
4182 Electricity	96	408	800	393		393	50.9%	
4185 Business Rates	196	589	2,100	1,511		1,511	28.1%	
4186 Water Rates	87	87	550	463		463	15.9%	
4187 Repairs and Renewals	126	4,848	3,055	(1,793)		(1,793)	158.7%	
4188 Fixtures and Fittings	56	2,150	1,000	(1,150)		(1,150)	215.0%	
Depot :- Indirect Expenditure	561	8,824	8,405	(419)	0	(419)	105.0%	0
Net Expenditure	(561)	(8,824)	(8,405)	419				
<u>203 Allotments</u>								
1120 Income-Allotments	2,570	4,052	5,000	948			81.0%	
Allotments :- Income	2,570	4,052	5,000	948			81.0%	0
4025 Miscellaneous	0	567	500	(67)		(67)	113.4%	
4184 Rent	113	840	1,500	660		660	56.0%	
4186 Water Rates	34	238	500	262		262	47.6%	
4300 Maintenance	1,342	1,962	1,000	(962)		(962)	196.2%	
Allotments :- Indirect Expenditure	1,490	3,607	3,500	(107)	0	(107)	103.1%	0
Net Income over Expenditure	1,080	444	1,500	1,056				

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<u>205 Market</u>								
1402 Income-Market	1,280	2,040	16,000	13,960			12.8%	
Market :- Income	1,280	2,040	16,000	13,960			12.8%	0
4005 Market Management	0	989	6,000	5,011		5,011	16.5%	
4020 Advertising	0	250	2,000	1,750		1,750	12.5%	
4048 Subscriptions	0	358	360	2		2	99.4%	
Market :- Indirect Expenditure	0	1,597	8,360	6,763	0	6,763	19.1%	0
Net Income over Expenditure	1,280	443	7,640	7,197				
<u>220 Central Area Toilets</u>								
4182 Electricity	0	0	750	750		750	0.0%	
4185 Business Rates	165	1,152	1,700	548		548	67.7%	
4186 Water Rates	0	443	1,500	1,057		1,057	29.5%	
4300 Maintenance	0	6	500	494		494	1.2%	
Central Area Toilets :- Indirect Expenditure	165	1,601	4,450	2,849	0	2,849	36.0%	0
Net Expenditure	(165)	(1,601)	(4,450)	(2,849)				
<u>225 The Grange Toilets</u>								
4182 Electricity	42	154	1,100	946		946	14.0%	
4186 Water Rates	0	556	2,000	1,444		1,444	27.8%	
4300 Maintenance	129	157	500	343		343	31.4%	
The Grange Toilets :- Indirect Expenditure	171	867	3,600	2,733	0	2,733	24.1%	0
Net Expenditure	(171)	(867)	(3,600)	(2,733)				
<u>250 Economic Development</u>								
4023 Newsletter	120	960	1,560	600		600	61.5%	
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	0	298	5,000	4,702		4,702	6.0%	
4375 CCTV	0	8,276	11,035	2,759		2,759	75.0%	
4380 Festive Lights	0	16,242	16,000	(242)		(242)	101.5%	
Economic Development :- Indirect Expenditure	120	25,776	38,845	13,069	0	13,069	66.4%	0
Net Expenditure	(120)	(25,776)	(38,845)	(13,069)				
<u>260 Capital Projects</u>								
1080 Loan Funded Projects	0	1,022	10,000	8,978			10.2%	

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1081 Funded From Earmarked Reserves	0	21	20,000	19,979			0.1%	
Capital Projects :- Income	0	1,043	30,000	28,957			3.5%	0
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	55	32,035	0	(32,035)		(32,035)	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	0	4,891	10,000	5,109		5,109	48.9%	
4716 Toilet Refurb-Reserve Funded	0	21	20,000	19,979		19,979	0.1%	
Capital Projects :- Indirect Expenditure	55	44,550	139,000	94,450	0	94,450	32.1%	0
Net Income over Expenditure	(55)	(43,508)	(109,000)	(65,492)				
Environment and Services :- Income	3,850	7,134	51,000	43,866			14.0%	
Expenditure	23,361	195,696	411,560	215,864	0	215,864	47.5%	
Movement to/(from) Gen Reserve	(19,511)	(188,562)						

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Month No: 7

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>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 Rolling Programme	4,740	4,740	20,725	15,985		15,985	22.9%	
9004 Play Equipment Reserve	0	0	6,000	6,000		6,000	0.0%	
9005 Public Convienience Reserve	0	21	51,800	51,779		51,779	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	14,125	14,125	27,638	13,513		13,513	51.1%	
9008 Unspent Loans	0	0	150,466	150,466		150,466	0.0%	
Earmarked Reserves :- Indirect Expenditure	18,865	21,990	305,629	283,639	0	283,639	7.2%	0
Net Expenditure	(18,865)	(21,990)	(305,629)	(283,639)				
Earmarked Reserves :- Income	0	0	0	0			0.0%	
Expenditure	18,865	21,990	305,629	283,639	0	283,639	7.2%	
Movement to/(from) Gen Reserve	(18,865)	(21,990)						
Grand Totals:- Income	6,040	578,887	668,074	89,187			86.7%	
Expenditure	70,513	412,434	1,096,703	684,269	0	684,269	37.6%	
Net Income over Expenditure	(64,473)	166,453	(428,629)	(595,082)				
Movement to/(from) Gen Reserve	(64,473)	166,453						

2020/21 Month 7 Budget Notes

These notes are intended to accompany the budget reports for the end of month 7 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. Possible overspend due to additional equipment being purchased.

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.
- Overspend is now evident but costs should be lower in 2021/22 as a result of staff training.

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 this month and legal work for New Depot lease.

115: Grants

4236: Community Centre

- Grant should show this month, will check with Finance Assistant.

125: Corn Square

4180: Cleaning

- Costs are still 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

- Unlikely to reach budget due to two lockdown but three bookings for December.

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.
- Anticipated overspend due to work Fire Risk Assessment required in the cellar.

130: Tourist Information Centre Income

- TIC extended trading on 1st Sept 2020. Month 6 figures show income to the end of September 2020.
- TIC ceased fully trading from 2nd November – 2nd December for second lockdown. Small amount of income from Click and Collect.

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 still chasing up a refund on unsuitable uniform items but this will be an area of anticipated overspend as it covers staff other than the Environmental Team.
- Refund agreed and should show next month.

4321: Vehicle Fuel

- Mowing the town verges is now complete and the spend should now drop for the remainder of the year.

4355: Tree Management

- Includes emergency works on trees on Town Council properties. A tree survey is currently taking place, so this is an area of anticipated overspend. Tree surveys are required on a regular basis.
- Tree survey complete and no major issues, some work can be completed in house.

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.

4188: Fixtures & Fittings

- Again, works required on the new depot for Health & Safety compliance has led to an overspend.

203: Allotments**1120: Income – Allotments**

- Rent is now beginning to be paid.
- The majority of invoices have now been paid in full.

4025: Miscellaneous

- Includes subscription for the new allotment management software.

4300: Maintenance

- There will be an overspend as the drainage pipe repair has been addressed.

205: Market**1402: Income – market**

- Market income now showing but as we have gone into a 2nd lockdown only essential traders are allowed onto the market which will mean lower income for November /December.

250: Economic Development**4023: Newsletter**

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

4375: CCTV

- Includes 3/4 payment instalments for 2020/21.

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.