

22/10/2021

October 2021 Invoices

1of2

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	22/10/2021
05/10/2021	5102021	Sheila Ellison (Honey)	£35.00	TIC stock-honey x10			
N/A	N/A	HMRC	£4,725.69	PAYE & NI Form P32 Month 7	15/10/2021	7911267	
N/A	N/A	Total Wages - October 2021		Total Wages - October 2021	18/10/2021		
30/09/2021	7013	Bromyard Launderette	£101.80	Laundry - Servants Quarters			
12/10/2021	575202	Cleanmy	£139.32	10x Disposable gloves boxes, blue hand towels			
14/10/2021	575405	Cleanmy	£204.85	Blue towels,toilet rolls,mop heads, Hi-Viz jacket, 10x box face masks, clear foam			
N/A	N/A	Worcestershire Pension Funds	£5,671.51	Pension contribution PCF1 October 2021			
25/08/2021	52609	Border office Supplies & Systems BOSS	£11.22	printing and copying			
12/10/2021	INV-33218	Leominster Auto Supplies	£21.90	Flasher-Transit, Power Steering fluid - Berlingo	12/10/2021	paid by card	
12/10/2021	12102021	Rotary Club Leominster	£30.00	TIC stock -12x apple juice			
07/10/2021	9342	Frank's Luxury Biscuit Company Limited	£176.43	TIC stock-biscuits			
08/10/2021	1609	Morral Play Services MPS	£297.00	2021 Annual inspection 5xplay areas			
13/10/2021	34519	Herefordshire Fire Alarm Services Ltd HFAS	£48.00	6 monthly service of fire alarms & emergency lights			
13/10/2021	057.20	Butford Organics	£39.00	TIC stock- 12x cider/perry			
14/10/2021	14102021	Woodthorpe Preserves (Mr A Mahmood)	£95.60	TIC stock - 32 x preserves + jams			
14/10/2021	14102021	Pear Tree Petals (Mr A Mahmood)	£25.00	TIC stock- 5x craft gift sets			
18/10/2021	20499392	Interparcel	£4.62	Postage - battery return	18/10/2021	paid by card	
08/10/2021	0826AJN338	Travis Perkins	£142.76	Sealant,hinge,latches,smoke seal, paint, square edge			
11/10/2021	0826AJN406	Travis Perkins	£18.70	Door closer			
05/10/2021	0826AJN184	Travis Perkins	£93.93	Square edge, plasterboards, door handles			
07/10/2021	0826AJN295	Travis Perkins	£123.85	screws, timber, square edge			
15/10/2021	15102021	Sharon Field Photography	£171.50	Greeting cards, prints and canvases			
19/10/2021	400224024	BatteryStation.co.uk	£40.50	6x 2pack 2500mh rechargeable batteries	19/10/2021	paid by card	

22/10/2021

October 2021 Invoices

2of2

30/06/2021	10176	Lloyd Richards Ltd	£216.00	Payroll Services - 3 monthly charge (new rate)			
Grant	Grant	Royal British Legion	£400.00	Annual grant of £400 towards remembrance parade			
21/10/2021	495876	The Course Mix	£17.10	Youth Work Training Course - apprentice	21/10/2021	paid by card	
14/10/2021	INV-69168	Country Flavours	£116.06	TIC stock-jams and conserves, cordial			

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	08/11/2021
21/10/2021	I218374	MC Trading Ltd	£17.95	Corner bumper+fog head light switch for the transit	21/10/2021	paid by card	
26/10/2021	15212	Microshade Business Consultants Ltd	£180.00	Accounting Support			
27/10/2021	LNNOV0585	The Leominster News	£120.00	November 2021 issue			
12/10/2021	0826AJN439	Travis Perkins	£15.68	Maxipack repair macadam			
12/10/2021	0826AJN485	Travis Perkins	£147.26	Face cover plate, air transfer grille, architrave			
N/A	N/A	Gill Ding	£22.30	Expenses claim - October 2021			
08/10/2021	2021/123	Philpotts Nursery	£71.50	7xtrays pansies, 3xcompost, 18xtrailing plants	22/10/2021	paid by card	
22/10/2021	53522	Border Office Supplies & Systems BOSS	£54.67	printing and copying			
28/10/2021	ORD508060-1	SLCC Enterprises Ltd	£119.00	12th Ed Local Council Administration			
29/10/2021	1241	Safe and Secure Garage Doors Ltd	£248.40	Service of Unit 7 Depot door and Flag Pole at Corn Square			
30/10/2021	A8588039957	Screwfix	£379.92	4x Dorgard hold-open dire door retainer	30/10/2021	paid by card	
22/10/2021	193684	R J Lift Services Ltd	£442.80	Passenger Lift Loler inspection (Lifting Operations and Lifting Equipment Regulations). Contract starts 20/10/2021			
23/10/2021	23102021	Sharon Field Photography	£153.00	TIC stock-greeting cards and notelets			
25/10/2021	122610	Managed Technology	£32.47	printing and copying			
10/10/2021	106	Wheely Wonderful Cycling	£12.50	TIC stock- 10x Southern Area maps			
31/10/2021	182067	Quickskip	£78.00	Wheelie Bins			
29/10/2021	4139	Herefordshire Environmental Services Ltd	£96.00	Pest Control 30/10/21-29/01/22 Corn Square			
29/10/2021	515729	Arrow Plant & Tool Hire	£60.00	Waterproof boots			
27/10/2021	515574	Arrow Plant & Tool Hire	£70.80	Thermal gloves,Post rammer,safety specs			
22/10/2021	515364	Arrow Plant & Tool Hire	£192.00	Hire-Rotovator			
31/10/2021	637982	Leominster Building Supplies	£781.07	Screws, bow handles,door bolt, batteries, paints, brushes, macadam, 200 refuse sacks x8 boxes, 100 compactor sacks x12, padlock			

08/11/2021

November 2021 Invoices

1of1

Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	08/11/2021
02/11/2021	INV-34112	Leominster Auto Supplies	£129.60	Water pump	02/11/2021	paid by card	
07/11/2021	N/A	Mayor's allowance	£68.60	Mayor's allowance			
02/11/2021	3NRZK	NEC Ltd	£12.00	Pre-Paid parking for Grounds team to attend SALTEX at NEC	02/11/2021	paid by card	
26/08/2021	faw011121	Griffiths first aid training	£315.00	50% final-payment of £630 for 2 Day First aid at Work refresher = £315 (£315 already paid)			
05/11/2021	21110501	Rachel Buchanan	£1,120.00	Cultural Programm Development Officer 64hrs@17.50 per hr			
08/11/2021	577162	Cleanmy	£45.16	Mop heads, blue rolls, lined gloves			
23/11/2021	15317	Microshade Business Consultants Ltd	£820.02	Hosting and IT services			
N/A	N/A	Herefordshire Council	£480.00	Green sacks	04/11/2021	paid by card	
11/04/2021	11042021	Stitches Wool Shop	£75.92	Blackout lining for Flat curtains	04/11/2021	paid by card	

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration - Central Costs</u>								
1076 Precept	0	544,536	544,536	0			100.0%	
Administration - Central Costs :- Income	0	544,536	544,536	0			100.0%	0
4012 Software, IT and Support	804	6,191	7,000	809		809	88.4%	
4014 Website	0	502	1,000	498		498	50.2%	
4016 Photocopier	85	912	3,000	2,088		2,088	30.4%	
4019 Recruitment	0	0	500	500		500	0.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	0	549	1,000	451		451	54.9%	
4030 Telephone	406	2,742	4,000	1,258		1,258	68.5%	
4035 Postage	4	149	250	101		101	59.7%	
4040 Printing and Stationery	280	769	1,000	231		231	76.9%	
4048 Subscriptions	250	2,882	3,300	418		418	87.3%	
4050 Insurance	0	8,255	7,500	(755)		(755)	110.1%	
4900 Contingency	0	670	2,000	1,330		1,330	33.5%	
Administration - Central Costs :- Indirect Expenditure	1,829	23,621	31,050	7,429	0	7,429	76.1%	0
Net Income over Expenditure	(1,829)	520,915	513,486	(7,429)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>105 Corporate Management</u>								
1060 Grants Received	941	3,823	0	(3,823)			0.0%	
Corporate Management :- Income	941	3,823	0	(3,823)				0
4000 Salaries	12,559	86,341	152,000	65,659		65,659	56.8%	
4008 Travel and Subsistence	97	242	1,000	758		758	24.2%	
4010 Conferences and Training	0	2,431	2,500	69		69	97.2%	
4125 Bank Charges	48	715	1,250	535		535	57.2%	
4130 Accountancy/Corporate Gov.	330	2,245	2,200	(45)		(45)	102.0%	
4131 Internal Audit	0	280	600	320		320	46.7%	
4132 External Audit	0	1,300	1,500	200		200	86.7%	
4135 Legal and Professional	0	37	750	713		713	4.9%	
4140 Employment/Health & Safety	0	0	2,140	2,140		2,140	0.0%	
Corporate Management :- Indirect Expenditure	13,034	93,591	163,940	70,349	0	70,349	57.1%	0
Net Income over Expenditure	(12,093)	(89,768)	(163,940)	(74,172)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>110 Democratic Services</u>								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	50	1,138	2,000	862		862	56.9%	
4211 Mayor Making	18	135	1,000	865		865	13.5%	
4212 Civic Events	0	25	750	725		725	3.3%	
4215 Civic Regalia	12	12	500	488		488	2.3%	
4220 Civic Officers	0	0	500	500		500	0.0%	
Democratic Services :- Indirect Expenditure	<u>79</u>	<u>1,309</u>	<u>6,250</u>	<u>4,941</u>	<u>0</u>	<u>4,941</u>	<u>20.9%</u>	<u>0</u>
Net Expenditure	<u>(79)</u>	<u>(1,309)</u>	<u>(6,250)</u>	<u>(4,941)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Grants</u>								
4235 General Grants	0	110	9,000	8,890		8,890	1.2%	
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	0	0	4,500	4,500		4,500	0.0%	
4242 Leominster Meeting Centre	0	1,000	1,000	0		0	100.0%	
Grants :- Indirect Expenditure	0	8,110	29,500	21,390	0	21,390	27.5%	0
Net Expenditure	0	(8,110)	(29,500)	(21,390)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>125 Corn Square</u>								
1400 Income-Room Hire	2,117	10,946	17,000	6,054			64.4%	
1403 Income Flat	621	8,191	13,000	4,809			63.0%	
Corn Square :- Income	<u>2,737</u>	<u>19,136</u>	<u>30,000</u>	<u>10,864</u>			<u>63.8%</u>	<u>0</u>
4180 Cleaning	367	2,621	4,000	1,379		1,379	65.5%	
4181 Window Cleaning	46	230	600	370		370	38.3%	
4182 Electricity	222	1,242	3,000	1,758		1,758	41.4%	
4183 Gas	82	944	3,000	2,056		2,056	31.5%	
4185 Business Rates	1,010	7,075	11,500	4,425		4,425	61.5%	
4186 Water Rates	90	667	1,500	834		834	44.4%	
4187 Repairs and Renewals	292	3,713	3,000	(713)		(713)	123.8%	
4188 Fixtures and Fittings	1,191	2,011	2,000	(11)		(11)	100.5%	
4700 Loan Repayments	0	21,039	27,000	5,961		5,961	77.9%	
Corn Square :- Indirect Expenditure	<u>3,300</u>	<u>39,540</u>	<u>55,600</u>	<u>16,060</u>	<u>0</u>	<u>16,060</u>	<u>71.1%</u>	<u>0</u>
Net Income over Expenditure	<u>(562)</u>	<u>(20,404)</u>	<u>(25,600)</u>	<u>(5,196)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>130 Tourist Information</u>								
1010 Income-Commission	61	379	1,400	1,021			27.1%	
1510 Income-Coach trips	0	573	8,000	7,427			7.2%	
1511 Income-Books & Maps	223	2,416	4,900	2,484			49.3%	
1512 Income-Cards	183	996	1,400	404			71.2%	
1513 Income-Souvenirs	726	2,191	6,600	4,409			33.2%	
1514 Income-Food/Drinks	340	2,058	4,500	2,442			45.7%	
1515 Income-Craft	85	1,667	2,400	733			69.5%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	455	6,365	6,750	385			94.3%	
Tourist Information :- Income	<u>2,074</u>	<u>16,645</u>	<u>36,250</u>	<u>19,605</u>			45.9%	0
3000 Cost of Sales	0	822	0	(822)		(822)	0.0%	
3010 Costs-Coach Trips	0	258	8,000	7,742		7,742	3.2%	
3011 Costs-Books and Maps	13	1,306	4,375	3,069		3,069	29.8%	
3012 Costs-Cards	153	323	1,250	927		927	25.8%	
3013 Costs-Souvenirs	0	756	5,900	5,145		5,145	12.8%	
3014 Costs-Food/Drink	487	1,971	4,050	2,079		2,079	48.7%	
3015 Costs-Craft	270	1,818	2,150	332		332	84.6%	
3016 Costs-Advertising	0	0	275	275		275	0.0%	
4000 Salaries	4,494	28,909	54,000	25,091		25,091	53.5%	
4028 Green Sacks Purchase	0	5,280	6,000	720		720	88.0%	
Tourist Information :- Indirect Expenditure	<u>5,417</u>	<u>41,442</u>	<u>86,000</u>	<u>44,558</u>	0	44,558	48.2%	0
Net Income over Expenditure	<u>(3,343)</u>	<u>(24,797)</u>	<u>(49,750)</u>	<u>(24,953)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>201 Open Spaces</u>								
1020 Sale of Assets	0	155	0	(155)			0.0%	
1060 Grants Received	716	1,433	0	(1,433)			0.0%	
Open Spaces :- Income	<u>716</u>	<u>1,588</u>	<u>0</u>	<u>(1,588)</u>				<u>0</u>
4000 Salaries	14,028	86,959	146,000	59,041		59,041	59.6%	
4006 Uniforms	88	986	2,500	1,514		1,514	39.4%	
4027 Equipment	53	905	2,000	1,095		1,095	45.2%	
4187 Repairs and Renewals	0	1,074	2,000	926		926	53.7%	
4300 Maintenance	570	427	6,000	5,573		5,573	7.1%	
4312 P3 Scheme	0	0	1,000	1,000		1,000	0.0%	
4313 Lengthman Scheme	0	0	1,000	1,000		1,000	0.0%	
4320 Vehicle Maintenance	158	1,693	3,000	1,307		1,307	56.4%	
4321 Vehicle Fuel	0	2,083	3,000	917		917	69.4%	
4351 Waste	2,364	6,389	7,000	611		611	91.3%	
4355 Tree Management	0	0	5,000	5,000		5,000	0.0%	
4356 Climate Management	0	0	1,528	1,528		1,528	0.0%	
Open Spaces :- Indirect Expenditure	<u>17,260</u>	<u>100,515</u>	<u>180,028</u>	<u>79,513</u>	<u>0</u>	<u>79,513</u>	<u>55.8%</u>	<u>0</u>
Net Income over Expenditure	<u>(16,543)</u>	<u>(98,927)</u>	<u>(180,028)</u>	<u>(81,101)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Depot</u>								
4027 Equipment	0	12	0	(12)		(12)	0.0%	
4050 Insurance	0	706	500	(206)		(206)	141.1%	
4180 Cleaning	0	0	900	900		900	0.0%	
4182 Electricity	28	219	800	582		582	27.3%	
4184 Rent	0	2,450	3,700	1,250		1,250	66.2%	
4185 Business Rates	170	1,196	2,100	904		904	56.9%	
4186 Water Rates	50	350	550	200		200	63.6%	
4187 Repairs and Renewals	0	20	200	180		180	10.0%	
4188 Fixtures and Fittings	207	207	800	593		593	25.9%	
Depot :- Indirect Expenditure	<u>455</u>	<u>5,158</u>	<u>9,550</u>	<u>4,392</u>	<u>0</u>	<u>4,392</u>	<u>54.0%</u>	<u>0</u>
Net Expenditure	<u>(455)</u>	<u>(5,158)</u>	<u>(9,550)</u>	<u>(4,392)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>203 Allotments</u>								
1120 Income-Allotments	167	5,795	5,000	(795)			115.9%	
Allotments :- Income	167	5,795	5,000	(795)			115.9%	0
4184 Rent	113	855	1,400	545		545	61.1%	
4186 Water Rates	50	347	500	154		154	69.3%	
4300 Maintenance	152	418	1,000	582		582	41.8%	
Allotments :- Indirect Expenditure	315	1,619	2,900	1,281	0	1,281	55.8%	0
Net Income over Expenditure	(148)	4,175	2,100	(2,075)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	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	2,030	4,700	16,000	11,300			29.4%	
	<u>2,030</u>	<u>4,700</u>	<u>16,000</u>	<u>11,300</u>			<u>29.4%</u>	<u>0</u>
Market :- Income	2,030	4,700	16,000	11,300			29.4%	0
4005 Market Management	0	1,512	6,000	4,488		4,488	25.2%	
4048 Subscriptions	0	369	358	(11)		(11)	103.1%	
	<u>0</u>	<u>1,881</u>	<u>6,358</u>	<u>4,477</u>	<u>0</u>	<u>4,477</u>	<u>29.6%</u>	<u>0</u>
Market :- Indirect Expenditure	0	1,881	6,358	4,477	0	4,477	29.6%	0
	<u>0</u>	<u>1,881</u>	<u>6,358</u>	<u>4,477</u>	<u>0</u>	<u>4,477</u>	<u>29.6%</u>	<u>0</u>
Net Income over Expenditure	<u>2,030</u>	<u>2,819</u>	<u>9,642</u>	<u>6,823</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>220 Central Area Toilets</u>								
4185 Business Rates	0	(1,647)	0	1,647		1,647	0.0%	
4186 Water Rates	58	454	1,500	1,046		1,046	30.2%	
Central Area Toilets :- Indirect Expenditure	58	(1,193)	1,500	2,693	0	2,693	(79.5%)	0
Net Expenditure	(58)	1,193	(1,500)	(2,693)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>225 The Grange Toilets</u>								
4182 Electricity	55	307	1,100	793		793	27.9%	
4186 Water Rates	96	698	2,000	1,302		1,302	34.9%	
4300 Maintenance	0	190	500	310		310	38.0%	
The Grange Toilets :- Indirect Expenditure	151	1,194	3,600	2,406	0	2,406	33.2%	0
Net Expenditure	(151)	(1,194)	(3,600)	(2,406)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<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	161	1,000	839		839	16.1%	
4370 Leominster in Bloom	0	500	500	0		0	100.0%	
4375 CCTV	0	8,317	15,000	6,683		6,683	55.4%	
4380 Festive Lights	0	16,195	17,500	1,305		1,305	92.5%	
Economic Development :- Indirect Expenditure	120	26,132	35,810	9,678	0	9,678	73.0%	0
Net Expenditure	(120)	(26,132)	(35,810)	(9,678)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre 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>								
1060 Grants Received	32,259	32,259	0	(32,259)			0.0%	
Capital Projects :- Income	<u>32,259</u>	<u>32,259</u>	<u>0</u>	<u>(32,259)</u>				<u>0</u>
4700 Loan Repayments	0	0	15,200	15,200		15,200	0.0%	
4715 Secret Garden-Loan Funded	0	3,992	0	(3,992)		(3,992)	0.0%	
Capital Projects :- Indirect Expenditure	<u>0</u>	<u>3,992</u>	<u>15,200</u>	<u>11,208</u>	<u>0</u>	<u>11,208</u>	<u>26.3%</u>	<u>0</u>
Net Income over Expenditure	<u>32,259</u>	<u>28,267</u>	<u>(15,200)</u>	<u>(43,467)</u>				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>300 Planning and Highways</u>								
4240 Travel Fund	0	778	4,500	3,722		3,722	17.3%	
Planning and Highways :- Indirect Expenditure	0	778	4,500	3,722	0	3,722	17.3%	0
Net Expenditure	0	(778)	(4,500)	(3,722)				

Detailed Income & Expenditure by Budget Heading 31/10/2021

Month No: 7

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
901 Earmarked Reserves								
9000 Election Reserve	0	0	14,545	14,545		14,545	0.0%	
9001 CCTV Reserve	0	1,706	4,500	2,794		2,794	37.9%	
9002 Town Centre Enhancements	0	0	20,000	20,000		20,000	0.0%	
9003 Equipment Rolling Programme	0	0	21,325	21,325		21,325	0.0%	
9004 Play Equipment Reserve	0	0	15,500	15,500		15,500	0.0%	
9005 Precept Support Reserve	0	0	18,596	18,596		18,596	0.0%	
9006 Youth Projects	0	0	8,350	8,350		8,350	0.0%	
9007 Capital Receipts Reserve	0	0	13,513	13,513		13,513	0.0%	
9008 Unspent Loans	0	0	145,150	145,150		145,150	0.0%	
Earmarked Reserves :- Indirect Expenditure	0	1,706	261,479	259,773	0	259,773	0.7%	0
Net Expenditure	0	(1,706)	(261,479)	(259,773)				
Grand Totals:- Income	40,925	628,482	631,786	3,304			99.5%	
Expenditure	42,018	349,396	893,265	543,869	0	543,869	39.1%	
Net Income over Expenditure	(1,093)	279,086	(261,479)	(540,565)				
Movement to/(from) Gen Reserve	(1,093)	279,086						

2021/22 Month 7 Budget Notes

These notes are intended to accompany the budget reports for the end of month 7 of 2021/22 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 2020/21 financial year.

4127: Equipment

- Two new laptops and some secure office cabinets have been purchased at the beginning of the financial year.

4048: Subscriptions

- Subscriptions renew at the beginning of the financial year except SLCC membership which is due January 2022.

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. This year the cost has risen but also includes cover for the new chipper.

105: Corporate Management

4130: Accountancy/Corporate Governance

- Expenditure is high at the beginning of the financial year, to include end of year accounting support. Staff training has now been completed meaning that the monthly cost will reduce but likely to still be over budget.

110: Democratic Services

4215: Civic Regalia

- Quotes are currently being sought for the cleaning of one mace.

125: Corn Square

4180: Cleaning

- Spend continues to be high due to COVID-19 additional cleaning/PPE requirements.

4187: Repairs and renewals

- Essential work for the Fire Risk Assessment has been carried out in the cellar meaning that this category has gone over budget.
- Additional electrical safety work completed.

126: Rentable Offices Corn Square

1401: Income – Rentals

- New budget code to capture room rentals.

130: Tourist Information Centre Income

- Income now increasing, especially commission from The Stable Gallery and sales from cards, books and maps.

4028 & 1519: Green sacks purchase and income

- Green refuse sacks sales are still strong. 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

1020: Sale of Assets

- For the sale of cardboard from our business recycling and scrap metal no longer required for our activities.

202: Depot

4050: Insurance

- The budget was based on last year's figure, which was only part of a full year so there will be an overspend.

203: Allotments

1120: Income – Allotments

- This includes the subscriptions paid by plot holders to the Allotment Association which is paid to them later in the year.

205: Market

4048: Subscriptions

- Rise in subscription cost.

High Street Heritage Action Zone - Cultural Consortium

Memorandum of Understanding (MoU) DRAFT November 2021

1. Background

Cultural Consortium

HEREFORDSHIRE COUNCIL has an award from Historic England for funds to support a Heritage High Street Improvement Programme in LEOMINSTER. Whilst a significant element of this award is for capital improvements, one of the key aspects of the delivery plan is a complementary cultural programme, delivered through a separate funding stream. HEREFORDSHIRE COUNCIL has brought together a Consortium of independent arts organisations, in partnership with LEOMINSTER TOWN COUNCIL, to develop and oversee this programme. The programme runs from April 2021 until Spring 2024.

Culture, for the purposes of this MoU, is loosely defined by the consortium, but includes music, drama, literature, storytelling, dance, food and drink, landscapes, buildings, markets and fairs, and celebrating heritage and history. Other forms of culture, not currently defined, can be added to the list if an activity is deemed by the consortium to meet the aims and objectives of the programme.

Programme

The High Street Heritage Action Zone Cultural Programme aims to:

- 1.1 Value our history, whilst inspiring the future.
- 1.2 Involve local heritage and creative individuals, businesses, voluntary sector groups and individuals in experiencing accessible, exciting and unexpected culture and heritage as a 'normal' part of everyday life in Leominster.
- 1.3 To involve the whole community, and change the perception that art and heritage is not fully accessible to all and that arts and heritage is highbrow and stuffy.
- 1.4 To create a wide range of high-profile cultural experiences, using all places and spaces in the town, both real and virtual, enabling people to see inspirational sights and experience relevant, interesting, accessible cultural and heritage activities that are relevant.
- 1.5 To create experiences which help history come alive and that create opportunities for nurturing new interest and talent.
- 1.6 To work with all residents, including where they live in residential areas and local estates, building upon the social history and stories that are woven throughout the town, and not just the high street.

And we will work to our core values of:

Inclusivity

Fairness

Kindness

Honesty

Transparency

Inspiration

The aim of the Cultural Consortium is to deliver a sustainable and exciting Cultural Programme for the town, which complements the HAZ project, which finishes in Spring 2024, but leaving a lasting and sustainable cultural legacy beyond the end of the programme. The consortium commits to ensure that all of their core values run through the cultural programme and the work it delivers.

2. Definitions

Consortium – the group of organisations who form the Cultural Consortium.

Programme – the cultural and community engagement projects supported through the award from Historic England and any other relevant funds raised during the life of the programme.

Sub-Delivery Agreement – the individual agreements for partnership delivery by Consortium members

Lead Organisation – Leominster Festival has been agreed as the Cultural Consortium Lead

Accountable body - Leominster Town Council is the accountable body and responsible for the financial management of the grant, in accordance with the terms and conditions of the Main Agreement, and in accordance with the agreed objects of the programme.

Main Agreement – the grant offer for delivery of the High Street Heritage Action Zone Cultural Programme, including terms and conditions from Historic England and any other funder.

3. Purpose of the Consortium

The consortium will develop the vision for the programme and commission and oversee its delivery. Each Consortium Member will play a key role in the programme, reflecting their knowledge, skills and expertise. The Consortium exists to help to shape and, where needed, to deliver the programme as detailed in the proposal to Historic England.

As defined by Historic England, the objectives of the Cultural Programme are:

- To revitalise the high street through cultural activities, bringing both a wider range of people and new activities to the heart of communities and raising aspirations.
- To encourage greater use of high streets and increase dwell time.
- To create greater pride, sense of community and wellbeing through cultural engagement.
- To help local organisations, communities and stakeholders to embed and sustain the benefits of the programme in the future.
- To support the work of the overall capital programme.

4. Purpose and duration of the Memorandum of Understanding

The purpose of this Memorandum of Understanding (MoU) is to provide a mutual understanding of the benefits and responsibilities of Consortium Membership and to identify the processes and procedures that will govern the business of the Consortium. The signatory parties to this MoU will work cooperatively to deliver the purposes outlined in Section 3. This MoU shall remain in force from the date of signature for the duration of the programme or until the end of the member's participation in the Consortium.

This is not a legally binding agreement but a commitment made by Members of the Consortium to work together to deliver the programme in a spirit of cooperation and honest commitment.

5. Relationship of MoU to Grant Agreement

In the event of any conflict between the MoU and the Grant Agreement, the terms and conditions of the Grant Agreement shall prevail.

6. Consortium Membership

The Consortium Members are at 16 November 2021:

- Leominster Town Council (Accountable Organisation)
- Leominster Festival (Lead Organisation)
- About Face
- Earl Mortimer School
- Everybody Dance
- The Fetch
- Forbury Chapel
- Grange Court
- Infinity Media

- Leominster Meeting Centre
- Leominster Museum
- The Priory
- Salt Road

Each organisation must be represented in the Consortium by someone who is sufficiently senior to make decisions on behalf of the organisation.

Unplanned Change of Membership

Any Member may, at any time, provide written notice to the Lead Organisation of their intent to withdraw from the Consortium.

A new Consortium Member may only be admitted into the Programme with the majority agreement of the other Consortium Members (subject always to the terms of the Grant Terms and Conditions).

A Consortium Member may be removed from the Programme with the majority agreement of the other Consortium Members (subject always to the terms of the Grant Terms and Conditions).

7. Consortium Member Benefits and Responsibilities

The following benefits and responsibilities of Consortium Membership shall apply -

Benefits:

- Role in strategic leadership for the Programme and an opportunity to shape the cultural future of Leominster, working in partnership with other organisations and individuals.
- Opportunity to bid or tender for the delivery of cultural activity within the programme, providing that all procurement processes are followed and in full adherence to the conflict of interest policy, agreed by the consortium and the Town Council.

Responsibilities of Consortium Members:

- Work collaboratively to advance the Cultural Programme (see Section 15).
- Deliver individual project outputs as identified in the grant application and Cultural programme.
- To work collaboratively with any officers recruited to support delivery of the Cultural Programme and to comply fully with all requests by any officer, including the HAZ Project Officer, to provide information related to the Programme.

- Actively participate in the planning and implementation of the Cultural Programme
- Participate in the Consortium by regularly attending and participating in Consortium Group meetings (see Section 9) and from time to time participating in sub-groups for delivery of programme specific items. If a member does not attend four meetings in a row, their membership may be reviewed.
- Share plans, information and data as requested, in order to meet the terms and conditions of the grant and to allow efficient communication between Consortium Members.
- Participate in evaluation as required by Leominster Town Council and the Lead Organisation.
- Work cooperatively to seek additional funding from other sources to further leverage the work of the Consortium and completion of the programme's aims.

8. Consortium Management Structure

Together the thirteen Consortium Members (see Section 6.) will form the Cultural Consortium. From time to time it may be necessary to form sub-groups, with clearly defined and articulated roles for such groups; from time to time it may also be necessary to ask individual Consortium Members to lead on activities in accordance with their skills, knowledge and expertise, and will report their activity back to the Cultural Consortium at every meeting or as requested.

As the Accountable body, Leominster Town Council will manage the grant agreement, distributing funds, in accordance with agreed financial policies and controls.

Each consortium member will retain their own individual governance and management structures.

Nothing in this MoU is intended to delegate accountable body responsibilities to other Consortium Members, unless it is through a contracted agreement and agreed by the funder.

9. Consortium working model

Consortium

The Consortium will meet at least quarterly to review performance against targets and make forward planning decisions. The Consortium will assist in the financial and other reporting against targets as laid out in the Programme.

As accountable body, Leominster Town Council will take responsibility for co-ordinating all reporting to HEREFORDSHIRE COUNCIL and Historic England as required by the Grant Terms and Conditions, working closely with the Lead organisation and Consortium members.

Quorum, for the purposes of decision-making, is a majority of more than 50% of the member organisations, currently at least seven votes.

Communications

Consortium Members commit to an open and honest communications policy, sharing information and communications related to the programme between all Members in a timely fashion.

All Consortium meetings will be minuted.

Generally relevant information will be available on an open basis; only in exceptional cases, for example to preserve confidentiality, will it not be made available. Members will inform other Consortium partners of relevant communications received from third parties in relation to the Project.

Sub-groups

The Consortium can agree to the formation of sub-groups where the formation of such a group is deemed expedient for operational delivery. Each sub group is to have its own terms of reference agreed by the consortium.

Individual Consortium Member area/subject leads

From time to time, with the agreement of the Consortium Steering Group and the Lead Organisation, individual Consortium Members may take a lead role in delivering, developing or managing a particular area or output of the programme.

10. Accountability

All Consortium Members are expected to meet the responsibilities listed in Section 7. of the MoU.

11. Financial Arrangements

The project budget is outlined in the detailed budget included with the main agreement proposal. Consortium financial arrangements will be in accordance with the Terms and Conditions of the main agreement and in accordance with the financial policies of the accountable body.

Consortium Members will share information about their services, performance and finances, as related to the delivery of the programme, which does not breach the rights of the trustees of Member organisations or the Data Protection Act.

12. Procurement Policy

Each consortium member will abide by the agreed procurement policy. The policy, agreed by consortium members, will be designed to meet the core values of the consortium and facilitate a fair, transparent and robust procurement process which enables the programme to be delivered to the highest standards and offers value for money through the expenditure of public funding.

13. Conflict of Interest

Consortium Members have an obligation to act in the best interests of the Programme and in accordance with the MoU. Conflicts of interests may arise where an organisational or individual interest conflicts with those of the Programme. Consortium Members agree to declare known and potential conflicts of interest as soon as they are aware of such to the Consortium.

Consortium Members having declared a conflict of interest should not be involved in decisions that directly affect the area of interest identified and should withdraw from related discussion and decision making. If a conflict of interest is not declared but is perceived by other Consortium Members then this should be notified to the Chair of the Consortium who can declare the interest if judged as a conflict.

Members should declare conflicts of interest in relation to any service or funding opportunities that arise as soon as they are aware of them, or anything else which could be deemed to be potentially against or undermining of the collaborative aspirations of the Consortium.

The Lead Organisation will declare conflicts of interest as a Consortium Member and any unresolved dispute regarding a conflict of interest may be referred to an independent group made up of representatives from the local community and HEREFORDSHIRE COUNCIL.

13. Dispute resolution

The Consortium agrees that appropriate and timely resolution to dispute and conflict is essential and will achieve this through a pre-agreed policy and process. This process can be summarised as:

Negotiation – the Consortium will play the most significant role in dispute resolution. Consortium partners will discuss areas of dispute and aim for an informal, but negotiated resolution. Informal and open dialogue is a key tool here.

If consensus in resolving a dispute cannot be reached within the Consortium, then a representative of Herefordshire Council, not involved in the Consortium and representing the accountable body for the HSHAZ capital projects scheme, will adjudicate any dispute. They may also seek guidance from Historic England in their role as main funder.

15. Policy and Principles

Consortium Members have agreed the following principles that will direct their participation in the programme and lead decision making.

All Consortium Members agree to:

- put the achievement of the Programme at the heart of decision making
- work in the best interests of the programme in all aspects of their participation in the Consortium
- value and demonstrate quality, value for money and flexibility

Signatories to the Memorandum

Name of Member Organisation Name of Signatory (printed)

Position of Signatory in Organisation

Signature and Date _____

DRAFT

**MODEL PUBLICATION SCHEME
ADOPTED BY LEOMINSTER TOWN COUNCIL ON 6 JANUARY 2009**

This model publication scheme has been prepared and approved by the Information Commissioner. It may be adopted without modification by any public authority without further approval and will be valid until further notice.

This publication scheme commits an authority to make information available to the public as part of its normal business activities. The information covered is included in the classes of information mentioned below, where this information is held by the authority. Additional assistance is provided to the definition of these classes in sector specific guidance manuals issued by the Information Commissioner.

The scheme commits an authority:

- To proactively publish or otherwise make available as a matter of routine, information, including environmental information, which is held by the authority and falls within the classifications below.
- To specify the information which is held by the authority and falls within the classifications below.
- To proactively publish or otherwise make available as a matter of routine, information in line with the statements contained within this scheme.
- To produce and publish the methods by which the specific information is made routinely available so that it can be easily identified and accessed by members of the public.
- To review and update on a regular basis the information the authority makes available under this scheme.
- To produce a schedule of any fees charged for access to information which is made proactively available.
- To make this publication scheme available to the public.

Classes of information

Who we are and what we do.

Organisational information, locations and contacts, constitutional and legal governance.

What we spend and how we spend it.

Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.

What our priorities are and how we are doing.

Strategy and performance information, plans, assessments, inspections and reviews.

How we make decisions.

Policy proposals and decisions. Decision making processes, internal criteria and procedures, consultations.

Our policies and procedures.

Current written protocols for delivering our functions and responsibilities.

Lists and registers.

Information held in registers required by law and other lists and registers relating to the functions of the authority.

The services we offer.

Advice and guidance, booklets and leaflets, transactions and media releases.

A description of the services offered.

The classes of information will not generally include:

- Information the disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.
-

The method by which information published under this scheme will be made available

The authority will indicate clearly to the public what information is covered by this scheme and how it can be obtained.

Where it is within the capability of a public authority, information will be provided on a website. Where it is impracticable to make information available on a website or when an individual does not wish to access the information by the website, a public authority will indicate how information can be obtained by other means and provide it by those means.

In exceptional circumstances some information may be available only by viewing in person. Where this manner is specified, contact details will be provided. An appointment to view the information will be arranged within a reasonable timescale.

Information will be provided in the language in which it is held or in such other language that is legally required. Where an authority is legally required to translate any information, it will do so.

Obligations under disability and discrimination legislation and any other legislation to provide information in other forms and formats will be adhered to when providing information in accordance with this scheme.

Charges which may be made for information published under this scheme

The purpose of this scheme is to make the maximum amount of information readily available at minimum inconvenience and cost to the public. Charges made by the authority for routinely published material will be justified and transparent and kept to a minimum.

Material which is published and accessed on a website will be provided free of charge.

Charges may be made for information subject to a charging regime specified by Parliament.

Charges may be made for actual disbursements incurred such as:

- photocopying
- postage and packaging
- the costs directly incurred as a result of viewing information.

Charges may also be made for information provided under this scheme where they are legally authorised, they are in all the circumstances, including the general principles of the right of access to information held by public authorities, justified and are in accordance with a published schedule or schedules of fees which is readily available to the public.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to provision of the information.

Written requests

Information held by a public authority that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.