

10/01/2022

December 2021 Invoices

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Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	10/02/2022
N/A	N/A	Worcestershire Pension Fund	£5,307.58	Pension contribution Dec 2021			
12/12/2021	GB13KT4T1AE UI	Amazon	£14.24	Faux fur fabric material - Through The Wardorbe	12/12/2021	Paid by card	
12/12/2021	INV-GB- 161675931- 2021-643146	Amazon	£8.00	Wolf fur face mask - Through The Wardorbe	12/12/2021	Paid by card	
13/12/2021	INV-GB- 120826371- 2021-308834	Amazon	£8.95	Curly wig - Through The Wardorbe	13/12/2021	Paid by card	
16/12/2021	INV-GB- 135806931- 2021-244617	Amazon	£8.95	Schoolgirl wig -Through The Wardorbe	16/12/2021	Paid by card	
14/12/2021	TM079	TM Rural Services	£150.00	Removal of decaying Blackthorn at Sydonia			
01/12/2021	13923	Vision ICT Ltd	£108.00	Biennial fee for gov.uk domain rewal Feb2022 to Jan 2024			
10/12/2021	SIN1931250	PPL PRS Ltd	£0.00	Music Licence for Through The Wardorbe	N/A	Nothing to pay	
20/12/2021	54488	Border Office Supplies & Systems BOSS	£12.60	Printing and copying			
17/12/2021	124207	Managed Technology	£30.67	Printing and copying			
16/12/2021	E07893	T H White Group	£886.36	Full service and repair to hydraulic system for WX19 EJM			
13/12/2021	579808	Cleanmy	£76.49	Safety Wellington x 3, boot socks x4			
17/12/2021	580240	Cleanmy	£19.75	Safety Wellington x1			
17/12/2021	580241	Cleanmy	£15.97	Dishwasher tablets, hand sanitiser x2			
15/12/2021	0353	Invision	£8.00	USB Extender cable - Through The Wardorbe	21/12/2021	Paid by card	
16/12/2021	63	Stitiches Wool shop	£7.50	3 meters cord - Through The Wardorbe	16/12/2021	Paid by card	
14/12/2021	61	Stitiches Wool shop	£60.10	Materials for Father Christmas suit - Through The	14/12/2021	Paid by card	
02/12/2021	0826AJP287	Travis Perkins	£79.19	Tongue and Groove cladding 15.6meters			
30/11/2021	0826AJP187	Travis Perkins	£54.00	Plywood x2 - Through The Wardrobe			
06/12/2021	0826AJP397	Travis Perkins	£128.04	Timber and roundwire -Through The Wardorbe			
06/12/2021	0826AJP373	Travis Perkins	£106.80	Timber, bolt & nut x10 - Through The Wardorbe			

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03/12/2021	0826AJP345	Travis Perkins	£9.26	Weeather moulding			
14/12/2021	0826AJP692	Travis Perkins	£296.12	Trellis x6, fence post x5 - Through The Wardrobe			
14/12/2021	66836130	hoople group	£150.00	Advert for Tourism & Media Assistant			
11/12/2021	91451364	Herefordshire Council	£1,391.52	Waste Collection 01/01/22-31/03/22			
06/12/2021	5797	Roundabout Stationery	£54.36	Office supplies (returned box of A4 PP Blue)			
31/12/2021	SI-1150	DC Gardening Services	£420.00	Cutting verge in Green Lane on 30Dec2021			
21/12/2021	LNJAN0597	The Leominster News	£120.00	January 2022 issue			
22/12/2021	4262	Herefordshire Environmental Services Ltd	£168.00	Pest control quarterly 22/12/21-21/03/22			
23/12/2021	INV-36376	Leominster Auto Supplies	£406.33	CP08 URO repairs and services	23/12/2021	Paid by card	
23/12/2021	23122021	Yeomans Canyon Tours Ltd	£49.50	TIC coach trip bookings			
Grant	Grant	Eveybody Dance	£920.00	Subsidise travel costs & employ staff for the Great Outdoors project - agreed at FGPC 20/12/2021			
Grant	Grant	Kids Kitchen Collective CIC	£1,000.00	Deliver six 2-hr family cooking sessions - agreed at FGPC 20/12/2021			
Grant	Grant	Leominster Priory Holiday Club	£530.00	Cover cost of hiring toilets & fencing - agreed at FGPC 20/12/2021			
Grant	Grant	Jenny Pipes Morris	£700.00	Venue & equipment hire - agreed at FGPC 20/12/2021 - venue check			
17/12/2021	002520710001 0234	Morrisons	£17.70	Fuel for van hire - Through The Wardobe			
17/12/2021	002520710019 0234	Morrisons	£20.28	Fuel for van hire - Through The Wardobe			
31/12/2021	638405	Travis Perkins	£204.11	Key cut, batteries, florescent tube, padlocks,hasp & staples, bolts & nuts, cable ties, SAA lock, bulbs, garden wire, rope, ply, tape, screws,			
21/12/2021	21122021	Leominster Choral Society	£273.60	Sale of 38 Carols by Candlelight tickets via TIC			
03/12/2021	516966	Arrow Plant & Tool Hire	£66.00	Linemarker, boots			
20/12/2021	517415	Arrow Plant & Tool Hire	£39.72	Drill bits, work trouser			
31/12/2021	185210	Quickskip	£78.00	Wheelie bins			

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31/12/2021	7136	Bromyard Launderette	£60.40	Laundry for flat December 2021			
29/09/2021	INV-9478	Barrington Print Ltd	£165.60	46 x ID Badges			

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January 2022 invoices

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Inv Date	Inv No.	PAYEE	AMOUNT	DETAILS	Transfer Date	REF (BACS)	10/01/2022
04/01/2022	AUB9718	Aubergine	£358.80	Annual website hosting from 4th March for http://www.leominstercouncil.gov.uk/			
04/01/2022	IN0165952	Tudor Environmental	£63.78	Bulk polypropylene bag x3, strimmer gloves x1, Ratchet bypass lopper x1			
01/01/2022	MEM273379-1	SLCC Socisty of Local Council	£327.00	Membership fee for Julie	06/01/2022	paid by card	
06/01/2022	I90880C07274	Herefordshire Council	£480.00	Green waste sacks	06/01/2022	paid by card	
10/01/2022	14332	ICCM Institute of Cemetery and Crematorium Management (Inc)	£162.00	Memorial Management training - Stuart			
03/01/2022	4111	Shine Onn Window Cleaners	£46.00	window cleaning			
06/01/2022	22010601	Rachel Buchanan	£770.00	Cultrual Consortium Programme Development Officer 44hrs at £17.50/hr			
07/01/2022	5941	Roundabout Stationery	£347.95	Office supplies (disregard credit of £22.99, amount was deducted from previous invoice 5797)			
06/01/2022	43649	Jmart Warehouse	£26.95	Post Box, Claw hammer, nails	06/01/2022	paid by card	
06/01/2022	580822	Cleanmy	£124.32	10 boxes x blue gloves			
10/01/2022	581126	Cleanmy	£44.26	2x soap dispenser			
10/01/2022	581125	Cleanmy	£5.98	2x hand sanitiser			
N/A	N/A	Wages - January 2022		Wages - January 2022			
N/A	N/A	HMRC		PAYE & NI January 2022			

	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	885	7,783	7,000	(783)		(783)	111.2%	
4014 Website	0	502	1,000	498		498	50.2%	
4016 Photocopier	0	1,224	3,000	1,776		1,776	40.8%	
4019 Recruitment	125	125	500	375		375	25.0%	
4020 Advertising	0	0	500	500		500	0.0%	
4027 Equipment	0	549	1,000	451		451	54.9%	
4030 Telephone	480	3,630	4,000	370		370	90.7%	
4035 Postage	0	171	250	79		79	68.4%	
4040 Printing and Stationery	107	909	1,000	91		91	90.9%	
4048 Subscriptions	55	2,972	3,300	328		328	90.1%	
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	1,652	26,789	31,050	4,261	0	4,261	86.3%	0
Net Income over Expenditure	(1,652)	517,747	513,486	(4,261)				
<u>105 Corporate Management</u>								
1060 Grants Received	941	5,706	0	(5,706)			0.0%	
Corporate Management :- Income	941	5,706	0	(5,706)				0
4000 Salaries	12,130	111,033	152,000	40,967		40,967	73.0%	
4008 Travel and Subsistence	24	351	1,000	649		649	35.1%	
4010 Conferences and Training	0	2,431	2,500	69		69	97.2%	
4125 Bank Charges	56	814	1,250	436		436	65.1%	
4130 Accountancy/Corporate Gov.	0	2,395	2,200	(195)		(195)	108.9%	
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	1,912	750	(1,162)		(1,162)	254.9%	
4140 Employment/Health & Safety	25	25	2,140	2,115		2,115	1.2%	
Corporate Management :- Indirect Expenditure	12,235	120,542	163,940	43,398	0	43,398	73.5%	0
Net Income over Expenditure	(11,294)	(114,836)	(163,940)	(49,104)				
<u>110 Democratic Services</u>								
4200 Elections	0	0	1,500	1,500		1,500	0.0%	
4210 Mayor's Allowance	81	1,276	2,000	724		724	63.8%	
4211 Mayor Making	0	135	1,000	865		865	13.5%	

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

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
4212 Civic Events	26	51	750	699		699	6.8%	
4215 Civic Regalia	0	27	500	473		473	5.4%	
4220 Civic Officers	0	0	500	500		500	0.0%	
Democratic Services :- Indirect Expenditure	107	1,489	6,250	4,761	0	4,761	23.8%	0
Net Expenditure	(107)	(1,489)	(6,250)	(4,761)				
<u>115 Grants (s137)</u>								
4235 General Grants	0	510	9,000	8,490		8,490	5.7%	
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 (s137) :- Indirect Expenditure	0	8,510	29,500	20,990	0	20,990	28.8%	0
Net Expenditure	0	(8,510)	(29,500)	(20,990)				
<u>116 Revenue Projects</u>								
1440 The Great Places Fund - Income	90,000	90,000	0	(90,000)			0.0%	
Revenue Projects :- Income	90,000	90,000	0	(90,000)				0
4243 Wellcone back Fund-Costs	932	1,290	0	(1,290)		(1,290)	0.0%	
Revenue Projects :- Indirect Expenditure	932	1,290	0	(1,290)	0	(1,290)		0
Net Income over Expenditure	89,068	88,710	0	(88,710)				
<u>125 Corn Square</u>								
1400 Income-Room Hire	0	11,017	17,000	5,983			64.8%	
1403 Income Flat	558	9,871	13,000	3,129			75.9%	
Corn Square :- Income	558	20,889	30,000	9,111			69.6%	0
4180 Cleaning	413	3,480	4,000	520		520	87.0%	
4181 Window Cleaning	46	322	600	278		278	53.7%	
4182 Electricity	222	1,694	3,000	1,306		1,306	56.5%	
4183 Gas	168	1,196	3,000	1,804		1,804	39.9%	
4185 Business Rates	1,010	9,095	11,500	2,405		2,405	79.1%	
4186 Water Rates	90	846	1,500	655		655	56.4%	
4187 Repairs and Renewals	45	3,977	3,000	(977)		(977)	132.6%	
4188 Fixtures and Fittings	146	2,431	2,000	(431)		(431)	121.6%	
4700 Loan Repayments	0	21,039	27,000	5,961		5,961	77.9%	
Corn Square :- Indirect Expenditure	2,140	44,079	55,600	11,521	0	11,521	79.3%	0
Net Income over Expenditure	(1,582)	(23,190)	(25,600)	(2,410)				

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

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
130 Tourist Information								
1010 Income-Commission	30	498	1,400	902			35.6%	
1510 Income-Coach trips	(55)	518	8,000	7,482			6.5%	
1511 Income-Books & Maps	266	2,891	4,900	2,009			59.0%	
1512 Income-Cards	125	1,240	1,400	160			88.5%	
1513 Income-Souvenirs	755	3,483	6,600	3,117			52.8%	
1514 Income-Food/Drinks	483	2,738	4,500	1,762			60.8%	
1515 Income-Craft	73	1,768	2,400	632			73.7%	
1516 Income-Advertising	0	0	300	300			0.0%	
1519 Income-Green Sacks	143	6,942	6,750	(192)			102.8%	
Tourist Information :- Income	1,820	20,077	36,250	16,173			55.4%	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	250	1,602	4,375	2,773		2,773	36.6%	
3012 Costs-Cards	0	361	1,250	889		889	28.9%	
3013 Costs-Souvenirs	140	1,296	5,900	4,605		4,605	22.0%	
3014 Costs-Food/Drink	0	1,971	4,050	2,079		2,079	48.7%	
3015 Costs-Craft	0	1,918	2,150	232		232	89.2%	
3016 Costs-Advertising	0	0	275	275		275	0.0%	
4000 Salaries	3,082	34,951	54,000	19,049		19,049	64.7%	
4028 Green Sacks Purchase	0	5,760	6,000	240		240	96.0%	
Tourist Information :- Indirect Expenditure	3,472	48,939	86,000	37,061	0	37,061	56.9%	0
Net Income over Expenditure	(1,651)	(28,862)	(49,750)	(20,888)				
201 Open Spaces								
1020 Sale of Assets	67	263	0	(263)			0.0%	
1060 Grants Received	716	2,866	0	(2,866)			0.0%	
Open Spaces :- Income	783	3,129	0	(3,129)				0
4000 Salaries	13,822	114,316	146,000	31,684		31,684	78.3%	
4006 Uniforms	293	1,301	2,500	1,199		1,199	52.0%	
4027 Equipment	8	961	2,000	1,039		1,039	48.0%	
4187 Repairs and Renewals	0	1,123	2,000	877		877	56.1%	
4300 Maintenance	69	576	6,000	5,424		5,424	9.6%	
4312 P3 Scheme	0	0	1,000	1,000		1,000	0.0%	
4313 Lengthman Scheme	350	350	1,000	650		650	35.0%	
4320 Vehicle Maintenance	1,077	2,935	3,000	65		65	97.8%	
4321 Vehicle Fuel	316	3,239	3,000	(239)		(239)	108.0%	
4351 Waste	1,457	7,481	7,000	(481)		(481)	106.9%	
4355 Tree Management	150	500	5,000	4,500		4,500	10.0%	

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

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
4356 Climate Management	0	0	1,528	1,528		1,528	0.0%	
Open Spaces :- Indirect Expenditure	17,542	132,780	180,028	47,248	0	47,248	73.8%	0
Net Income over Expenditure	(16,759)	(129,651)	(180,028)	(50,377)				
<u>202 Depot</u>								
4027 Equipment	0	12	0	(12)		(12)	0.0%	
4050 Insurance	0	706	500	(206)		(206)	141.1%	
4180 Cleaning	38	58	900	842		842	6.4%	
4182 Electricity	46	297	800	503		503	37.2%	
4184 Rent	0	3,681	3,700	19		19	99.5%	
4185 Business Rates	170	1,536	2,100	564		564	73.1%	
4186 Water Rates	0	400	550	150		150	72.7%	
4187 Repairs and Renewals	0	20	200	180		180	10.0%	
4188 Fixtures and Fittings	0	207	800	593		593	25.9%	
Depot :- Indirect Expenditure	254	6,916	9,550	2,634	0	2,634	72.4%	0
Net Expenditure	(254)	(6,916)	(9,550)	(2,634)				
<u>203 Allotments</u>								
1120 Income-Allotments	(31)	5,879	5,000	(879)			117.6%	
Allotments :- Income	(31)	5,879	5,000	(879)			117.6%	0
4184 Rent	166	1,134	1,400	266		266	81.0%	
4186 Water Rates	50	446	500	55		55	89.1%	
4300 Maintenance	0	598	1,000	402		402	59.8%	
Allotments :- Indirect Expenditure	216	2,178	2,900	722	0	722	75.1%	0
Net Income over Expenditure	(246)	3,701	2,100	(1,601)				
<u>205 Market</u>								
1402 Income-Market	926	6,716	16,000	9,284			42.0%	
1404 Income-Victorian Market	70	650	0	(650)			0.0%	
Market :- Income	996	7,366	16,000	8,634			46.0%	0
4005 Market Management	0	2,309	6,000	3,691		3,691	38.5%	
4048 Subscriptions	0	369	358	(11)		(11)	103.1%	
Market :- Indirect Expenditure	0	2,678	6,358	3,680	0	3,680	42.1%	0
Net Income over Expenditure	996	4,688	9,642	4,954				

	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	569	1,500	931		931	37.9%	
Central Area Toilets :- Indirect Expenditure	58	(1,078)	1,500	2,578	0	2,578	(71.9%)	0
Net Expenditure	(58)	1,078	(1,500)	(2,578)				
<u>225 The Grange Toilets</u>								
4182 Electricity	66	436	1,100	664		664	39.6%	
4186 Water Rates	96	890	2,000	1,110		1,110	44.5%	
4300 Maintenance	0	190	500	310		310	38.0%	
The Grange Toilets :- Indirect Expenditure	162	1,516	3,600	2,084	0	2,084	42.1%	0
Net Expenditure	(162)	(1,516)	(3,600)	(2,084)				
<u>250 Economic Development</u>								
4023 Newsletter	120	1,200	1,560	360		360	76.9%	
4047 Market Town Forum	0	0	250	250		250	0.0%	
4230 Events Fund	5	165	1,000	835		835	16.5%	
4370 Leominster in Bloom	0	500	500	0		0	100.0%	
4375 CCTV	2,772	11,089	15,000	3,911		3,911	73.9%	
4380 Festive Lights	0	16,495	17,500	1,005		1,005	94.3%	
Economic Development :- Indirect Expenditure	2,897	29,449	35,810	6,361	0	6,361	82.2%	0
Net Expenditure	(2,897)	(29,449)	(35,810)	(6,361)				
<u>260 Capital Projects</u>								
1060 Grants Received	0	32,259	0	(32,259)			0.0%	
Capital Projects :- Income	0	32,259	0	(32,259)				0
4700 Loan Repayments	0	0	15,200	15,200		15,200	0.0%	
4715 Secret Garden-Loan Funded	74	4,066	0	(4,066)		(4,066)	0.0%	
Capital Projects :- Indirect Expenditure	74	4,066	15,200	11,134	0	11,134	26.8%	0
Net Income over Expenditure	(74)	28,193	(15,200)	(43,393)				
<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)				

2021/22 Month 9 Budget Notes

These notes are intended to accompany the budget reports for the end of month 9 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.

4048: Subscriptions

- Subscriptions renew at the beginning of the financial year except SLCC membership.

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.

4135: Legal and Professional

- Staff Review should be under contingency.

110: Democratic Services

4215: Civic Regalia

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

116: Revenue Projects

1440: The Great Places to Visit Fund

- Income received from Herefordshire Council for local projects

4243: Welcome Back Fund Costs

- This will be reclaimed back from the grant funding.

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.
- Additional replacement required for 3 safety lights.

130: Tourist Information Centre Income

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.

4321: Vehicle Fuel

- Will exceed budget due to increased costs although using less now as grass cutting has ceased for the year.

Detailed Income & Expenditure by Budget Heading 31/12/2021

Month No: 9

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	95,067	729,840	631,786	(98,054)			115.5%	
Expenditure	41,739	432,627	893,265	460,638	0	460,638	48.4%	
Net Income over Expenditure	<u>53,328</u>	<u>297,213</u>	<u>(261,479)</u>	<u>(558,692)</u>				
Movement to/(from) Gen Reserve	<u>53,328</u>	<u>297,213</u>						

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

1404: Income Victorian Market

- New budget code following the transfer of the market to the town council.

4048: Subscriptions

- Increase this year.

GOVERNANCE AND MANAGEMENT RISK REGISTER

UPDATED 12th DECEMBER 2021

To be reviewed at Full Council 24th January 2021

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer/Committee
RR1	Lack of forward planning and budgetary controls.	<ul style="list-style-type: none"> • Lack of direction • Lack of prioritisation • Poor service delivery • Poor service development • Poor financial planning • Poor financial controls • Inefficient spending • Budgetary overspends • Damage to council's reputation 	L	H	<ul style="list-style-type: none"> • Review Council's Corporate Strategy annually • Submit monthly financial reports to Full council or Finance & General Purposes Committee (F&GP) • Quarterly budgetary reviews • Regular quarterly financial health checks by external consultant • COVID -19 measures to be built into any planning 	Town Clerk (RFO) Full Council/ F&GP
RR2	Insufficient resources to meet obligations due to shortfall in the annual budget, in balances and any loan options.	<ul style="list-style-type: none"> • Failure to meet Council's objectives • Inability to deliver services • Inability to invest in Council infrastructure • Major project slippage • Key projects not delivered 	M	H	<ul style="list-style-type: none"> • Ensure adequate budgeting and precept setting process in place • High level of budgetary controls and frequent monitoring in place • Forward planning in place by committee • Additional external funding sourced to support the precept and enable projects to progress • Estimates obtained regarding potential costs of projects and service delivery • Build contingency into projects • COVID-19 measures to be taken into account when setting budget 	Town Clerk (RFO) All committees and Full Council
RR3	Sustained poor performance or perceived/actual operational failures causes loss of confidence in Town Council.	<ul style="list-style-type: none"> • Poor service delivery • Loss of staff morale • Loss of residents' confidence • Loss of Councillor confidence • Loss of key personnel • Community governance review • Breakdown of working relationship with community groups • Damage to reputation 	L	H	<ul style="list-style-type: none"> • Regular staff performance reviews • Regular service area reviews and reporting • Clear roles and responsibilities of both staff and councillors • Job descriptions to be review as part of the performance appraisal process to ensure accuracy • Regular reports submitted to Council and Committees • Training and Development Policy and Capability Policy to be adopted 	Town Clerk (RFO) All Committees

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer/Committee
					<ul style="list-style-type: none"> Complaints procedure Regular updates on Council projects and services made available to the public via the Council website, social media accounts, notice boards and local news publications 	
RR4	Failure to deliver improvements throughout the Town Council owned and managed estate.	<ul style="list-style-type: none"> Reduction in level of service delivery Poorly maintained buildings and equipment Health & Safety concerns Inability to carry out management, repairs and maintenance of estate Reputational damage 	M	H	<ul style="list-style-type: none"> Development of realistic achievable projects Adequate insurance cover in place to cover loss or damage, public liability, consequential loss. Continuous investment programme into equipment and buildings Continuous training for staff and councillors Develop office procedures Develop budgetary procedures Ensure clear policies adopted Ensure decisions made and recorded Website to be updated weekly to keep residents informed of progress or issues 	Town Clerk (RFO) Environment & Grounds Supervisor All Committees
RR5	Staff and/or Councillor issues.	<ul style="list-style-type: none"> Loss of key personnel Loss of Councillors Fraud Poor performance Staff and Councillor ill health Misconduct Lack of training Lack of knowledge Conflicts of interest Poor communication between staff, councillors and residents Reputational damage 	M	H	<ul style="list-style-type: none"> Training needs assessment carried out to support staff and councillors fulfil their roles Adequate insurance cover in place eg. Employers Liability, Fidelity Guarantee, Public Liability Robust internal audit system in place Regular staff reviews Update job descriptions as part of the performance appraisal process Proactive staff and councillors prepared to accept challenges Operate open and transparent governance Avenues for feedback from service users and residents by surveys and consultations 	Town Clerk (RFO) Personnel Sub-Committee F&GP
RR6	Emergency cover	<ul style="list-style-type: none"> Requirement to identify cover for key positions in case of absence. 	L	H	<ul style="list-style-type: none"> Ensure membership of SLCC/HALC is in place 	Senior Management

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer/Committee
		<ul style="list-style-type: none"> Loss of key personnel through illness, accident or other reasons Postponement/Cancellation of meetings 			<ul style="list-style-type: none"> Develop documentation to record progress of any ongoing projects or funding applications so that it can be picked up by other staff Training and development through the Society of Local Council Clerks (SLCC) Introduction to Local Council Administration (ILCA) training to ensure that all staff are aware of council duties, powers and responsibilities Share knowledge through regular update meetings. Ensure that multiple staff are trained in the use of key software and equipment. 	Town Clerk (RFO) Personnel Sub-Committee
RR7	Changes in operational environment, financial cutbacks and legislation catches the Town Council unaware.	<ul style="list-style-type: none"> Council operates illegally Council unable to react to changes in circumstances resulting in loss or reduction in service delivery Health and safety issues Litigation Additional devolved services leading to being under resourced Asset transfers Allotment lease not extended Significant local service reduction due to austerity Unintended consequences of policy decisions from Central Government, Herefordshire Council or the Town Council Operational issues due to COVID-19 	L	H	<ul style="list-style-type: none"> Regular training undertaken by staff and Councillors Adequate insurance cover in place including loss or damage, public liability, fidelity guarantee and consequential loss Regular review of legislative changes through SLCC and NALC Regular policy reviews Up to date Standing Orders Up to date Financial Regulations Proactive budgeting and financial management Build up reserves Encourage flexible working practices Continued membership of NALC and SLCC Regular reviews of current leases/agreements Seek regular COVID-19 guidance 	Senior Management Town Clerk (RFO) Full Council
RR8	Major operational interruption prevents Town Council from delivering services (Business continuity).	<ul style="list-style-type: none"> Council becomes non-operational through fire, damage etc Back-up files and records lost, stolen or damaged Equipment suffers damage Severe weather conditions Property damaged or stolen 	L	H	<ul style="list-style-type: none"> Adequate business interruption and consequential loss insurance cover in place Emergency Plan in place with emergency response protocols Fitted fire/intruder alarms and upgraded CCTV 	Town Clerk (RFO)

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer/Committee
					<ul style="list-style-type: none"> Contingency funding in budget/reserves for replacement and repairs Robust back-up system of storage of important files and records 	
RR9	Town Council organisational culture results in low productivity, poor performance and lack of innovation	<ul style="list-style-type: none"> Poor staff morale Poor councillor morale Poor processes in place Poor direction and focus Poor management of operations Poor administrative operations, processes and protocols Reputational damage Loss of residents trust and confidence Breakdown of working relationship with community groups and organisations 	L	H	<ul style="list-style-type: none"> Review Corporate Plan with clear focused corporate objectives Training and development needs assessment carried out for all staff covering all service areas Clear service delivery targets Clear staff targets and staff performance monitoring/review process in place Capability policy in place 	Town Clerk (RFO) Full Council
RR10	Catastrophic failure of Council's IT systems	<ul style="list-style-type: none"> Loss of computer records Loss of important data Loss of important financial information Loss of service delivery 	L	H	<ul style="list-style-type: none"> Off-site back-up facility in place Adequate insurance cover in place Business continuity plan in place Continued investment in IT infrastructure. 	Town Clerk (RFO) Communications & Events Committee
RR11	Unable to meet the requirements relating to the General Data Protection Regulation	<ul style="list-style-type: none"> Breach of GDPR regulations Investigation by Information Commissioners Office (ICO) Fine by ICO Reputational damage 	L	M	<ul style="list-style-type: none"> Regular data audit in place Registered as a public authority data controller Policies required have been adopted by the town council Subject Access Request policy in place. Undertake Data Audit Data Protection Policy Data Breach procedure Subject Access Request, Freedom of information Request and Environmental Information Request policy and protocol 	Town Clerk (RFO) Data Protection Officer Full Council
RR12	Staff, councillor, volunteer or member of the public accident on/in town council owned property, open space or vehicle	<ul style="list-style-type: none"> Health and Safety Executive close down of operations pending investigation Legal action 	M	H	<ul style="list-style-type: none"> Risk assessments for activities, operations, events Adequate insurance in place such as public liability and vehicle insurance 	Town Clerk (RFO) All Committees

Ref	Strategic Risks	Potential Impact	Probability	Severity	Control Actions	Officer/Committee
		<ul style="list-style-type: none"> Reputational damage 			<ul style="list-style-type: none"> Regular staff meetings or briefings Other measures in place such as Control of Substances Hazardous to Health CoSHH and dynamic risk assessments 	
RR13	Partnership working with other organisations	<ul style="list-style-type: none"> Potential damage to the town council reputation as a result of the partner organisation failing to meet its obligations 	L	H	<ul style="list-style-type: none"> Positive open relationships built in advance of partnership Terms of reference agreed in advance and measures put in place to identify issues and a process to follow when identified Dispute resolution process identified 	Town Clerk (RFO) All Committees
RR14	Alcohol Licence – Sale of Alcohol in the Tourist Information Centre	<ul style="list-style-type: none"> Possible sale to or for underage or intoxicated person Loss of licence Fine Legal Action/Sentencing 	L	H	<ul style="list-style-type: none"> Training of two staff to hold a personal licence One Designated Premises Supervisor Training for all staff that may be involved in the sale of alcohol Training for all volunteers involved in the sale of alcohol Regular refresher training – 6 monthly Councillor with a personal licence Temporary Events Notices applied for if away from the building (Farmers Market or other events) 	Town Clerk (RFO), Communications & Events Committee, Designated Premises Supervisor, Tourist Information Centre Manager.

Yellow highlighting = added wording
Pink highlighting = Change of wording

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<u>101</u>	<u>Administration - Central Costs</u>									
1076	Precept	557,574	557,574	544,536	544,536	544,536	0	598,117	0	0
	Total Income	557,574	557,574	544,536	544,536	544,536	0	598,117	0	0
4012	Software, IT and Support	7,000	8,314	7,000	7,783	9,500	0	9,500	0	0
4014	Website	1,000	453	1,000	801	900	0	1,000	0	0
4016	Photocopier	3,500	1,684	3,000	1,224	2,000	0	2,000	0	0
4019	Recruitment	500	250	500	125	0	0	500	0	0
4020	Advertising	500	327	500	0	500	0	0	0	0
4027	Equipment	1,000	270	1,000	774	1,000	0	1,000	0	0
4030	Telephone	4,000	4,514	4,000	3,630	4,000	0	4,000	0	0
4035	Postage	700	187	250	171	250	0	250	0	0
4040	Printing and Stationery	1,800	812	1,000	948	900	0	1,000	0	0
4048	Subscriptions	2,640	3,328	3,300	3,299	3,300	0	3,500	0	0
4050	Insurance	7,500	7,704	7,500	8,255	8,500	0	9,000	0	0
4900	Contingency	2,000	1,512	2,000	670	2,000	0	2,000	0	0
	Overhead Expenditure	32,140	29,356	31,050	27,679	32,850	0	33,750	0	0
	Movement to/(from) Gen Reserve	525,434	528,218	513,486	516,857	511,686		564,367		
<u>105</u>	<u>Corporate Management</u>									
1060	Grants Received	0	0	0	5,706	0	0	0	0	0
	Total Income	0	0	0	5,706	0	0	0	0	0
4000	Salaries	145,000	130,178	152,000	111,033	152,000	0	169,988	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4008	Travel and Subsistence	2,100	1,608	1,000	351	500	0	500	0	0
4010	Conferences and Training	2,500	1,814	2,500	2,431	2,500	0	2,579	0	0
4125	Bank Charges	1,000	773	1,250	814	1,100	0	1,200	0	0
4130	Accountancy/Corporate Gov.	2,200	4,155	2,200	2,395	3,000	0	3,000	0	0
4131	Internal Audit	600	275	600	280	300	0	600	0	0
4132	External Audit	1,500	1,300	1,500	1,300	1,500	0	1,500	0	0
4135	Legal and Professional	500	702	750	1,912	500	0	750	0	0
4140	Employment/Health & Safety	2,140	2,140	2,140	25	2,140	0	2,200	0	0
	Overhead Expenditure	157,540	142,944	163,940	120,542	163,540	0	182,317	0	0
	Movement to/(from) Gen Reserve	(157,540)	(142,944)	(163,940)	(114,836)	(163,540)		(182,317)		
<u>110</u>	<u>Democratic Services</u>									
4200	Elections	1,500	0	1,500	0	1,500	0	1,500	0	0
4210	Mayor's Allowance	4,000	0	2,000	1,276	2,000	0	2,000	0	0
4211	Mayor Making	1,100	0	1,000	135	0	0	1,000	0	0
4212	Civic Events	1,500	6	750	51	500	0	500	0	0
4215	Civic Regalia	1,000	470	500	27	250	0	500	0	0
4220	Civic Officers	1,200	35	500	0	100	0	500	0	0
	Overhead Expenditure	10,300	511	6,250	1,489	4,350	0	6,000	0	0
	Movement to/(from) Gen Reserve	(10,300)	(511)	(6,250)	(1,489)	(4,350)		(6,000)		
<u>115</u>	<u>Grants (s137)</u>									
1065	Small Grants Received	0	482	0	0	0	0	0	0	0
	Total Income	0	482	0	0	0	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4235	General Grants	10,000	5,985	9,000	510	9,000	0	10,000	0	0
4236	Community Centre	8,000	8,000	8,000	0	8,000	0	8,000	0	0
4237	Grange Court	7,000	7,000	7,000	7,000	7,000	0	0	0	0
4238	Youth Funding	9,000	8,647	4,500	0	4,500	0	4,500	0	0
4239	CAB Grant	8,000	8,000	0	0	0	0	0	0	0
4241	Small Grants Expenditure	0	483	0	0	0	0	0	0	0
4242	Leominster Meeting Centre	0	0	1,000	1,000	1,000	0	0	0	0
	Overhead Expenditure	42,000	38,114	29,500	8,510	29,500	0	22,500	0	0
	Movement to/(from) Gen Reserve	(42,000)	(37,632)	(29,500)	(8,510)	(29,500)		(22,500)		
<u>116</u>	<u>Revenue Projects</u>									
1440	The Great Places Fund - Income	0	0	0	90,000	0	0	0	0	0
	Total Income	0	0	0	90,000	0	0	0	0	0
4243	Wellcome back Fund-Costs	0	0	0	1,297	0	0	0	0	0
	Overhead Expenditure	0	0	0	1,297	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	0	0	88,703	0		0		
<u>125</u>	<u>Corn Square</u>									
1400	Income-Room Hire	17,000	10,646	17,000	11,042	17,000	0	19,000	0	0
1403	Income Flat	13,000	3,293	13,000	9,871	13,000	0	15,000	0	0
	Total Income	30,000	13,939	30,000	20,914	30,000	0	34,000	0	0
4180	Cleaning	2,400	3,846	4,000	3,522	4,000	0	3,500	0	0

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Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4181	Window Cleaning	600	92	600	368	600	0	600	0	0
4182	Electricity	3,500	2,248	3,000	1,694	2,700	0	4,500	0	0
4183	Gas	3,500	2,328	3,000	1,196	3,000	0	4,500	0	0
4185	Business Rates	11,500	10,105	11,500	9,095	10,105	0	10,500	0	0
4186	Water Rates	1,800	926	1,500	846	1,100	0	1,200	0	0
4187	Repairs and Renewals	3,500	3,603	3,000	3,977	3,000	0	4,500	0	0
4188	Fixtures and Fittings	2,500	3,006	2,000	2,431	2,000	0	2,000	0	0
4700	Loan Repayments	27,734	27,171	27,000	21,039	27,000	0	27,000	0	0
	Overhead Expenditure	57,034	53,325	55,600	44,166	53,505	0	58,300	0	0
	Movement to/(from) Gen Reserve	(27,034)	(39,386)	(25,600)	(23,253)	(23,505)		(24,300)		
<u>126</u>	<u>The Old Priory Centre</u>									
1401	Income-Rentals	0	0	0	0	0	0	76,088	0	0
	Total Income	0	0	0	0	0	0	76,088	0	0
4020	Advertising	0	0	0	0	0	0	1,000	0	0
4030	Telephone	0	0	0	0	0	0	5,000	0	0
4050	Insurance	0	0	0	0	0	0	2,658	0	0
4135	Legal and Professional	0	0	0	0	0	0	7,500	0	0
4180	Cleaning	0	0	0	0	0	0	500	0	0
4182	Electricity	0	0	0	0	0	0	3,500	0	0
4183	Gas	0	0	0	0	0	0	3,500	0	0
4185	Business Rates	0	0	0	0	0	0	18,000	0	0
4186	Water Rates	0	0	0	0	0	0	2,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
3012	Costs-Cards	0	0	1,250	361	1,250	0	1,000	0	0
3013	Costs-Souvenirs	0	0	5,900	1,296	3,600	0	4,000	0	0
3014	Costs-Food/Drink	0	0	4,050	1,971	2,700	0	3,500	0	0
3015	Costs-Craft	0	0	2,150	1,918	2,150	0	2,200	0	0
3016	Costs-Advertising	0	0	275	0	0	0	0	0	0
4000	Salaries	50,000	47,528	54,000	34,951	50,000	0	55,043	0	0
4028	Green Sacks Purchase	0	4,400	6,000	6,240	6,000	0	6,000	0	0
	Overhead Expenditure	76,000	57,397	86,000	49,419	72,897	0	79,243	0	0
	Movement to/(from) Gen Reserve	(46,500)	(46,074)	(49,750)	(29,146)	(46,697)		(46,943)		
<u>201</u>	<u>Open Spaces</u>									
1020	Sale of Assets	0	0	0	263	155	0	1,000	0	0
1060	Grants Received	0	0	0	2,866	0	0	0	0	0
1111	Income-Lengthmans Scheme	0	10,240	0	0	0	0	0	0	0
	Total Income	0	10,240	0	3,129	155	0	1,000	0	0
4000	Salaries	171,000	147,242	146,000	114,316	146,000	0	208,011	0	0
4006	Uniforms	1,400	1,655	2,500	1,301	1,700	0	2,500	0	0
4027	Equipment	3,000	1,706	2,000	1,036	2,000	0	2,000	0	0
4187	Repairs and Renewals	3,000	1,591	2,000	1,123	2,000	0	2,000	0	0
4300	Maintenance	8,000	3,937	6,000	711	4,500	0	3,000	0	0
4312	P3 Scheme	0	0	1,000	0	0	0	1,000	0	0
4313	Lengthman Scheme	0	10,240	1,000	350	0	0	1,000	0	0
4320	Vehicle Maintenance	3,000	4,043	3,000	2,935	3,000	0	3,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4187	Repairs and Renewals	0	0	0	0	0	0	13,500	0	0
4188	Fixtures and Fittings	0	0	0	0	0	0	9,000	0	0
4351	Waste	0	0	0	0	0	0	922	0	0
4375	CCTV	0	0	0	0	0	0	6,840	0	0
4900	Contingency	0	0	0	0	0	0	7,468	0	0
	Overhead Expenditure	0	0	0	0	0	0	81,388	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		(5,300)		
<u>130</u>	<u>Tourist Information</u>									
1010	Income-Commission	1,400	37	1,400	498	750	0	1,000	0	0
1500	Income-Miscellaneous	0	2,627	0	0	1,000	0	1,000	0	0
1510	Income-Coach trips	8,000	21	8,000	518	2,000	0	3,300	0	0
1511	Income-Books & Maps	4,900	1,398	4,900	2,921	4,900	0	6,300	0	0
1512	Income-Cards	1,400	386	1,400	1,243	1,400	0	1,300	0	0
1513	Income-Souvenirs	6,600	1,624	6,600	3,609	4,000	0	5,200	0	0
1514	Income-Food/Drinks	4,500	943	4,500	2,743	3,000	0	4,200	0	0
1515	Income-Craft	2,400	225	2,400	1,768	2,400	0	3,000	0	0
1516	Income-Advertising	300	0	300	0	0	0	0	0	0
1519	Income-Green Sacks	0	4,061	6,750	6,974	6,750	0	7,000	0	0
	Total Income	29,500	11,323	36,250	20,273	26,200	0	32,300	0	0
3000	Cost of Sales	18,000	5,447	0	822	822	0	0	0	0
3010	Costs-Coach Trips	8,000	21	8,000	258	2,000	0	3,000	0	0
3011	Costs-Books and Maps	0	0	4,375	1,602	4,375	0	4,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4321	Vehicle Fuel	3,000	3,007	3,000	3,239	3,250	0	4,000	0	0
4350	Street Cleaning	500	0	0	0	0	0	0	0	0
4351	Waste	7,000	6,661	7,000	7,481	7,000	0	7,200	0	0
4355	Tree Management	2,500	2,760	5,000	500	5,000	0	2,500	0	0
4356	Climate Management	3,000	2,500	1,528	0	1,528	0	2,500	0	0
4999	Reallocated Labour Costs	0	-397	0	0	0	0	0	0	0
	Overhead Expenditure	205,400	184,945	180,028	132,990	175,978	0	238,711	0	0
	Movement to/(from) Gen Reserve	(205,400)	(174,705)	(180,028)	(129,862)	(175,823)		(237,711)		
<u>202</u>	<u>Depot</u>									
4027	Equipment	0	0	0	12	0	0	0	0	0
4050	Insurance	0	554	500	706	706	0	1,000	0	0
4180	Cleaning	900	461	900	161	500	0	300	0	0
4182	Electricity	800	695	800	297	800	0	1,200	0	0
4184	Rent	0	0	3,700	3,681	4,876	0	4,876	0	0
4185	Business Rates	2,100	1,569	2,100	1,536	1,700	0	1,800	0	0
4186	Water Rates	550	337	550	400	600	0	700	0	0
4187	Repairs and Renewals	3,055	5,026	200	20	200	0	200	0	0
4188	Fixtures and Fittings	1,000	2,150	800	207	800	0	1,000	0	0
	Overhead Expenditure	8,405	10,792	9,550	7,020	10,182	0	11,076	0	0
	Movement to/(from) Gen Reserve	(8,405)	(10,792)	(9,550)	(7,020)	(10,182)		(11,076)		
<u>203</u>	<u>Allotments</u>									
1120	Income-Allotments	5,000	4,715	5,000	5,879	5,600	0	6,000	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		<u>Budget</u>	<u>Actual</u>	<u>Total</u>	<u>Actual YTD</u>	<u>Projected</u>	<u>Committed</u>	<u>Agreed</u>	<u>EMR</u>	<u>Carried Forward</u>
	Total Income	5,000	4,715	5,000	5,879	5,600	0	6,000	0	0
4025	Miscellaneous	500	567	0	0	0	0	0	0	0
4184	Rent	1,500	1,460	1,400	1,134	1,400	0	1,400	0	0
4186	Water Rates	500	408	500	446	600	0	600	0	0
4300	Maintenance	1,000	2,389	1,000	598	1,000	0	1,000	0	0
	Overhead Expenditure	3,500	4,824	2,900	2,178	3,000	0	3,000	0	0
	Movement to/(from) Gen Reserve	1,500	(109)	2,100	3,701	2,600		3,000		
<u>205</u>	<u>Market</u>									
1402	Income-Market	16,000	4,866	16,000	6,716	10,000	0	16,000	0	0
1404	Income-Victorian Market	0	0	0	650	0	0	1,500	0	0
	Total Income	16,000	4,866	16,000	7,366	10,000	0	17,500	0	0
4005	Market Management	6,000	4,290	6,000	2,309	4,000	0	7,000	0	0
4020	Advertising	2,000	250	0	0	0	0	0	0	0
4048	Subscriptions	360	358	358	369	369	0	380	0	0
	Overhead Expenditure	8,360	4,898	6,358	2,678	4,369	0	7,380	0	0
	Movement to/(from) Gen Reserve	7,640	(32)	9,642	4,688	5,631		10,120		
<u>220</u>	<u>Central Area Toilets</u>									
4182	Electricity	750	0	0	0	0	0	750	0	0
4185	Business Rates	1,700	1,647	0	-1,647	0	0	0	0	0
4186	Water Rates	1,500	715	1,500	569	1,500	0	1,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4300	Maintenance	500	37	0	0	0	0	0	0	0
	Overhead Expenditure	4,450	2,398	1,500	-1,078	1,500	0	2,250	0	0
	Movement to/(from) Gen Reserve	(4,450)	(2,398)	(1,500)	1,078	(1,500)		(2,250)		
<u>225</u>	<u>The Grange Toilets</u>									
4182	Electricity	1,100	350	1,100	436	650	0	1,100	0	0
4186	Water Rates	2,000	1,055	2,000	890	2,000	0	2,000	0	0
4300	Maintenance	500	269	500	190	500	0	250	0	0
	Overhead Expenditure	3,600	1,673	3,600	1,516	3,150	0	3,350	0	0
	Movement to/(from) Gen Reserve	(3,600)	(1,673)	(3,600)	(1,516)	(3,150)		(3,350)		
<u>250</u>	<u>Economic Development</u>									
4023	Newsletter	1,560	1,440	1,560	1,200	1,500	0	2,040	0	0
4047	Market Town Forum	250	0	250	0	0	0	0	0	0
4230	Events Fund	5,000	850	1,000	165	1,000	0	4,000	0	0
4370	Leominster in Bloom	5,000	322	500	500	500	0	500	0	0
4375	CCTV	11,035	11,034	15,000	11,089	11,100	0	12,000	0	0
4380	Festive Lights	16,000	19,452	17,500	16,495	17,500	0	17,500	0	0
	Overhead Expenditure	38,845	33,098	35,810	29,449	31,600	0	36,040	0	0
	Movement to/(from) Gen Reserve	(38,845)	(33,098)	(35,810)	(29,449)	(31,600)		(36,040)		
<u>260</u>	<u>Capital Projects</u>									
1060	Grants Received	0	0	0	32,259	0	0	0	0	0
1080	Loan Funded Projects	10,000	0	0	0	3,955	0	0	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

		<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
1081	Funded From Earmarked Reserves	20,000	21	0	0	0	0	20,000	0	0
	Total Income	30,000	21	0	32,259	3,955	0	20,000	0	0
4027	Equipment	500	0	0	0	0	0	0	0	0
4305	Play Areas	9,500	0	0	0	0	0	0	0	0
4378	Signage Project	0	37,333	0	0	0	0	0	0	0
4700	Loan Repayments	14,000	15,207	15,200	0	15,008	0	15,200	0	0
4710	Capital Fund	85,000	0	0	0	0	0	0	0	0
4715	Secret Garden-Loan Funded	10,000	5,316	0	4,066	3,955	0	0	0	0
4716	Toilet Refurb-Reserve Funded	20,000	21	0	0	0	0	0	0	0
	Overhead Expenditure	139,000	57,877	15,200	4,066	18,963	0	15,200	0	0
	Movement to/(from) Gen Reserve	(109,000)	(57,857)	(15,200)	28,193	(15,008)		4,800		
<u>280</u>	<u>Old Priory Renovation</u>									
1080	Loan Funded Projects	0	0	0	0	0	0	58,710	0	0
	Total Income	0	0	0	0	0	0	58,710	0	0
4710	Capital Fund	0	0	0	0	0	0	58,710	0	0
	Overhead Expenditure	0	0	0	0	0	0	58,710	0	0
	Movement to/(from) Gen Reserve	0	0	0	0	0		0		
<u>300</u>	<u>Planning and Highways</u>									
4240	Travel Fund	4,500	179	4,500	778	0	0	4,500	0	0
	Overhead Expenditure	4,500	179	4,500	778	0	0	4,500	0	0

Continued on next page

Annual Budget - By Centre (Actual YTD Month 10)

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve	<u>(4,500)</u>	<u>(179)</u>	<u>(4,500)</u>	<u>(778)</u>	<u>0</u>		<u>(4,500)</u>		
Total Budget Income	668,074	603,159	631,786	730,061	620,446	0	843,715	0	0
Expenditure	791,074	622,332	631,786	432,699	605,384	0	843,715	0	0
Movement to/(from) Gen Reserve	<u>(123,000)</u>	<u>(19,173)</u>	<u>0</u>	<u>297,361</u>	<u>15,062</u>		<u>0</u>		

**LEOMINSTER TOWN COUNCIL
PROPOSED BUDGET SUMMARY 2022-23**

	EXPENDITURE		INCOME	
101 Administration	£33,750.00			
105 Corporate Management	£182,317.00			
110 Democratic Services	£6,000.00			
115 Grants	£22,500.00			
125 Corn Square	£58,300.00		£34,000.00	Office lettings, Servants Quarters, room hire, Gallery, Secret Garden
126 The Old Priory Centre	£81,388.00		£76,088.00	Office rentals
130 TIC	£79,243.00		£32,300.00	TIC sales & commission
201 Open Spaces	£238,711.00		£1,000.00	Sale of cardboard and waste metal
202 Depot	£11,076.00			
203 Allotments	£3,000.00		£6,000.00	Allotment rents
205 Market	£7,380.00		£17,500.00	Market fees
220 Central toilets	£2,250.00			
225 Grange toilets	£3,350.00			
250 Economic Development	£36,040.00			
260 Capital Projects	£15,200.00		£20,000.00	from earmarked reserves for toilet refurbishment (b/f from 2021/22)
280 Old Priory Renovation	£58,710.00		£58,710.00	Loan funded project
4250 Travel Fund	£4,500.00			
Total	£843,715.00		£245,598.00	
precept required	£598,117.00			
per household (3643)	£164.18			
in 2021/22	£158.02			
	3.9%	£164.18	£598,117.87	

Notes from Budget Task & Finish group: Setting the budget for 2022-23

Note that the tax base for current year (2021/22) is 3446. This will rise to 3643 for 2022-23.

EXPENDITURE

Staffing

It is suggested that staffing levels are increased as a result of the asset transfer of The Old Priory from Herefordshire Council to Leominster Town Council. The budget consultation indicated that this is strongly supported by local residents to ensure that it remains a community asset. This will require a full time caretaker to manage town council buildings and an additional cleaner.

The tasks regularly carried out by the Environmental Team remain a high priority for residents and the budget includes the staff adjustments as set out in the recent Staff Review. A 6% salary increase has been budgeted as a precaution to cover back pay from 2021-22 and a possible rise for 2022-23. If the NJC agrees a lower rate the excess will be moved to another budget heading.

105 Corporate Management

Increased from £152,000 in the current year to £169,988 to implement the changes of the Staff Review and additional hours to cover the project management and admin/finance support for the community asset transfer.

115 Grants: Current year £29,500, reducing to £22,500 for 22/23.

Grant of £7,000 to Grange Court has been removed from the budget as the agreed term has ended.

125 Corn Square: Current year £55,600, increasing to £58,300 for 22/23 as Gas and Electricity costs are expected to increase despite fitting thermal blinds and insulating the roof.

126 The Old Priory Centre

A new cost centre to cover the asset transfer of the Old Priory building. Running costs are expected to be mainly covered by rental with a small amount from the precept.

130 Tourist Information:

Expenditure on stock will decrease slightly and costs monitored. They will now carry out four stocktakes over the year.

201 Open Spaces: Current year £180,028 increasing to £238,711 for 22/23

Increased staffing costs due to staff review adjustments and two extra members of staff to be recruited for The Old Priory Centre when it is transferred. Also extra budget for vehicle fuel.

260 Capital Projects

This covers PWLB loan repayment.

We suggest that the Grants and Projects Officer should seek funding for other projects during the year, including the updating of the Grange Play area which was noted as a priority from the Budget Consultation.

280 Old Priory Renovation

This will be funded by unspent loan from previous years.

INCOME

125 Corn Square:

Increase in income projected as the flat is taking more repeat bookings and additional room hire is being booked. Office rentals will increase for 22/23.

126 The Old Priory Centre

New cost centre producing a rental income projected to cover a large amount of the running costs.

130 Tourist Information:

A decrease in income has been budgeted for to allow for reduced sales Covid recovery.

203 Allotments:

Slight increase of income projected as rent is currently being reviewed.

205 Market:

Increased income is projected as the Victorian Street Market and the Food Fayre are taken in house.

Julie Debbage
Town Clerk
Leominster Town Council
11 Corn Square
LEOMINSTER
Herefordshire
HR6 8YP

Your Ref:
Our Ref: DJT/CCTV/LETTERS
Please ask for: Debbie Turner
Direct line / Extension: 01432 261713
Fax:
E-mail: Debbie.turner@herefordshire.gov.uk

14 December 2021

Dear Julie

CCTV REVENUE FUNDING 2022 - 2023

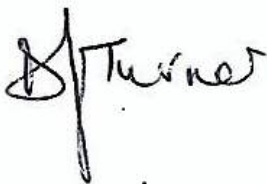
The requested contribution from Leominster Town Council towards CCTV in Leominster for next year, 2022-23, is £11,338.85.

This amount has been calculated using this year's figure with a percentage increase of 2.25% being the CPI rate announced for September 2021.

As always, I would like to extend an invitation to you and your council to visit the CCTV control room, based in Hereford so that I can show you how we operate, obviously when it is safe to do so. The visit can be accommodated as a group or individually.

If you require any further information please do not hesitate to contact me.

Yours sincerely



DEBBIE TURNER
CCTV COMPLIANCE MANAGER