



28 November 2018

Town Clerk & RFO
Mr E Reilly CMgr FCMI FSLCC

Council Offices, The Priory Centre, St Neots, Cambridgeshire, PE19 2BH
Tel: 01480 388911 - Email: enquiries@stneots-tc.gov.uk - Web: www.stneots-tc.gov.uk

To: Committee Members

Cllrs G Thorpe (Chairman), B Chapman (Deputy Chairman), D Giles, D Eyre, C Maslen,
J Cooper-Marsh, Christine Green, P Davies and Hook

Copies: County Councillors - J Wisson, S Taylor, & D Wells
District Councillors - N Johnson, D Wells, Dr P Gaskin, & K Prentice
Town Councillors (not a member of this committee)
Local Press, Town Council noticeboard and website

NOTICE IS GIVEN that an **FINANCE & GOVERNANCE COMMITTEE** will be held in the **PRIORY CENTRE**, Priory Lane, St Neots, PE19 2BH on **Tuesday 4th DECEMBER 2018 at 7:15pm.**

Members of the Committee are HEREBY SUMMONED to attend to consider the following business:

Public Participation

There will be a 10 minute public participation before the meeting to allow any resident to address the Committee on any matter appearing on the agenda for this meeting.

A G E N D A

1. Apologies for Absence

To receive and accept Councillor's apologies for absence.

2. Declarations of Interest

To receive from Councillors declarations as to Disclosable Pecuniary Interests and/or Non Statutory Disclosable Interests along with the nature of those interests in relation to any agenda item.

3. Minutes

To approve the minutes of the Finance & Governance Committee held on 13th November 2018 as a true and accurate record. Attachment 1

4. Budget 2019-2020 Attachment 2

For review and recommendation to Council

5. Earmarked Reserves Attachment 3

Virement for review and recommendations to Full Council

6. Payments for October 2018 Attachment 4

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Sharon Coe – Deputy Town Clerk

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Attachment 1

Minutes

MINUTES OF THE MEETING OF FINANCE & GOVERNANCE COMMITTEE
HELD IN THE GUEST HALL AT THE PRIORY CENTRE, PRIORY LANE, ST NEOTS
ON TUESDAY 13th NOVEMBER 2018

Present: Cllrs Chapman, Christine Green, Maslen, Derek Giles, Thorpe (Chairman), Cooper-Marsh, Hook
Also present: Deputy Town Clerk, Civic Officer, Finance Manager

Public Participation

There was one member of public present.

40. Apologies

Apologies with valid reasons were received from Cllr Davies.
Cllr Eyre was recorded as absent.

41. Declarations of Interest

There were no declarations of interest received.
Cllr Hook joined the meeting at 7.22pm

42. Minutes

It was proposed and seconded to accept the minutes of the Finance & Governance committee held on 9th October 2018 as a true and accurate record.

RESOLVED to accept the proposal.

43. Digitising Burial Records

The name of the original company that were approached back in 2014 has been located.

It was proposed and seconded that the Deputy Town Clerk invite the company to quote for digitising the Council's burial records and that it be included in the budget for 2019/2020.

RESOLVED to accept the proposal.

44. Payments for September

Members noted the report.

45. Internal Audit Report - First Interim - 2018/2019

Members reviewed the report and it was then proposed and seconded that the committee recommend the report for consideration by Full Council and to agree the actions as recommended in the report.

RESOLVED to accept the proposal

46. Grants Sub Committee

It was suggested that the Deputy Town Clerk arrange the next grants committee meeting for January 2019.

47. Income and Expenditure Reports

Members noted the reports for the period ended 30/9/2018.

48. Bank Cash and Investment Reconciliation Summary

Members noted the report.

49. Balance Sheet

Members noted the report.

50. Ear Marked Reserve Schedule

Members noted the report. The Finance Manager was requested to provide a breakdown of the reallocation of the £77,000 allotment land fund to members

The Chairman thanked the Finance Manager for providing a better understanding of the reports.

The meeting closed at 8.44pm

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Chairman

Approved

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Attachment 2

Budget 2019/2020

St Neots Town Council

Draft Budget

For the Year 1st April 2019 to 31st March 2020

For Review by Finance and Governance Committee

Itemised by Cost Centre

Summary

CIL Reserves

Earmarked Reserves

Cost per Band D Property

**St. Neots Town Council
Budget Detail - By Centre**

	FY 2018/19		FY 2018/19		FY 2018/19		FY 2019/20	Budget increase/ (decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance	Budget to	Actual for 6m	Agreed	Budget	Percentage	Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to	Actual for 6m	Budget	Budget	Budget	Percentage	Budget	Budget	Budget
101 Corporate Management											
4380 Audit Fees	£ 5,000	£ -	£ 5,000	£ 5,000	£ 5,000	£ 5,000	0.0%	£ 5,050	£ 5,100.50	£ 5,152	
Net Expenditure - 101	£ 5,000	£ -	£ 5,000	£ 5,000	£ 5,000	£ 5,000	0.0%	£ 5,050	£ 5,101	£ 5,152	
	FY 2018/19		FY 2018/19		FY 2018/19		FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance	Budget to	Actual for 6m	Agreed	Budget		Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to	Actual for 6m	Budget	Budget	Budget		Budget	Budget	Budget
102 Democratic Representation											
4325 Website Maintenance	£ 2,000	£ -	£ 2,000	£ 2,000	£ 2,000	£ 2,000	0.0%	£ 2,020	£ 2,040.20	£ 2,061	
4333 Newsletter	£ 6,000	£ -	£ 6,000	£ 6,000	£ 3,000	£ 3,000	-50.0%	£ 3,030	£ 3,060.30	£ 3,091	
4375 Election Expenses	£ 16,380	£ 9,594	£ 6,786	£ 6,786	£ 3,500	£ 3,500	-78.6%	£ 3,500	£ 3,500.00	£ 3,500	
4376 Civic Events and Regalia	£ 9,300	£ 1,388	£ 7,912	£ 7,912	£ 9,300	£ 9,300	0.0%	£ 9,393	£ 9,486.93	£ 9,582	
4377 WW1 Beacon Lighting	£ 5,480	£ -	£ 5,480	£ 5,480	£ -	£ -		£ -	£ -	£ -	
4550 Members Allowances & Expenses	£ 330	£ -	£ 330	£ 330	£ 330	£ 330	0.0%	£ 333	£ 336.63	£ 340	
4551 Mayors' Allowance	£ 2,893	£ 323	£ 2,570	£ 2,570	£ 2,893	£ 2,893	0.0%	£ 2,922	£ 2,951.15	£ 2,981	
4553 Council Chamber Expenses	£ 6,156	£ 4,429	£ 1,727	£ 1,727	£ 8,000	£ 8,000	30.0%	£ 8,080	£ 8,160.80	£ 8,242	
Net Expenditure 102	£ 48,539	£ 15,734	£ 32,805	£ 32,805	£ 29,023	£ 29,023	-40.2%	£ 29,278	£ 29,536	£ 29,796	

St. Neots Town Council
Budget Detail - By Centre

		FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget	2020/21	2021/22	2022/23
		Agreed	Actual Year	Variance		/(Decrease)	Estimated	Estimated	Estimated
		Budget	to 30 Sept 18	Budget to Actual for 6m	Budget		Budget	Budget	Budget
105	Central Administration								
4006	Salaries	£ 367,161	£ 190,805	£ 176,356	£ 399,818	8.9%	£ 403,816	£ 407,854.25	£ 411,933
4011	Wages Cleaning	£ 4,200	£ 2,100	£ 2,100	£ 4,200	0.0%	£ 4,242	£ 4,284.42	£ 4,327
4050	HR/HSE Consultants, DBS Checks	£ 6,287	£ 5,010	£ 1,277	£ 7,000	11.3%	£ 7,070	£ 7,140.70	£ 7,212
4090	Seminars, staff and member training	£ 13,494	£ 5,873	£ 7,621	£ 13,494	0.0%	£ 13,629	£ 13,765.23	£ 13,903
4092	Staff Travelling	£ 1,040	£ 493	£ 547	£ 1,040	0.0%	£ 1,050	£ 1,060.90	£ 1,072
4100	Repairs and Maintenance	£ 1,061	£ 566	£ 495	£ 1,061	0.0%	£ 1,072	£ 1,082.33	£ 1,093
4145	Rates	£ -		£ -	£ -		£ -	£ -	£ -
4146	Office Running Costs	£ 3,700	£ 1,281	£ 2,419	£ 3,700	0.0%	£ 3,737	£ 3,774.37	£ 3,812
4300	Equipment Purchases	£ 2,481	£ 234	£ 2,247	£ 2,481	0.0%	£ 2,506	£ 2,530.87	£ 2,556
4301	Computer Maintenance & Software	£ 13,525	£ 1,298	£ 12,227	£ 14,425	6.7%	£ 14,569	£ 14,714.94	£ 14,862
4320	Telephones	£ 6,593	£ 3,340	£ 3,253	£ 6,680	1.3%	£ 6,747	£ 6,814.27	£ 6,882
4322/									
4323	Printing, stationery and postage	£ 7,730	£ 2,706	£ 5,024	£ 6,000	-22.4%	£ 6,060	£ 6,120.60	£ 6,182
4326	Subscriptions and Publications	£ 4,768	£ 1,002	£ 3,766	£ 4,768	0.0%	£ 4,816	£ 4,863.84	£ 4,912
4327	Sundry Expenses	£ 159	£ -	£ 159	£ 159	-0.1%	£ 161	£ 162.20	£ 164
4330	Recruitment costs and Advertising	£ 1,860	£ -	£ 1,860	£ 1,860	0.0%	£ 1,879	£ 1,897.39	£ 1,916
4381	Bank and card payment charges	£ 888	£ 551	£ 337	£ 1,100	23.9%	£ 1,111	£ 1,122.11	£ 1,133
4382	Insurances	£ 7,202	£ 7,326	£ (124)	£ 7,382	2.5%	£ 7,455	£ 7,530.02	£ 7,605
4386	Professional Fees	£ 5,306	£ 3,640	£ 1,666	£ 20,000	276.9%	£ 10,000	£ 10,000.00	£ 10,000
	Overhead Expenditure	£ 447,455	£ 226,225	£ 221,230	£ 495,168	10.7%	£ 489,919	£ 494,718	£ 499,566

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance			Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Actual for 6m	Budget		Budget	Budget	Budget
105 Central Administration								
Income								
1104 Photocopy Income	£ 28	£ 22	£ 6	£ 44	57.1%	£ 44	£ 44.88	£ 45
1157 HDC Foyer Charge	£ -	£ -	£ -	£ -		£ -	£ -	£ -
1201 Sundry Income	£ 587	£ 457	£ 130	£ 150	-74.4%	£ 152	£ 153.02	£ 155
Total Income	£ 615	£ 479	£ 136	£ 194	-68.5%	£ 196	£ 198	£ 200
Net Expenditure	£ 446,840	£ 225,746	£ 221,094	£ 494,974	10.8%	£ 489,723	£ 494,521	£ 499,366
	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance			Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Actual for 6m	Budget		Budget	Budget	Budget
108 Other Costs and Income								
Income								
4388 Loan Interest Payable	£ 15,219	£ 7,353	£ 7,866	£ 13,851	-9.0%	£ 15,219	£ 15,219	£ 15,219
4389 Loan Repayment PWLB	£ 15,000	£ 7,500	£ 7,500	£ 15,000	0.0%	£ 15,000	£ 15,000	£ 15,000
4392 Loan Repayments HDC Priory C.	£ 13,443		£ 13,443	£ -	-100.0%	£ 13,443	£ -	£ -
Overhead Expenditure	£ 43,662	£ 14,853	£ 28,809	£ 28,851	-33.9%	£ 43,662	£ 30,219	£ 30,219
Income								
1251 Bank and Investment Interest	£ 2,486	£ 1,412	£ 1,074	£ 2,824	13.6%	£ 2,852	£ 2,880.76	£ 2,910
Total Income	£ 2,486	£ 1,412	£ 1,074	£ 2,824	13.6%	£ 2,852	£ 2,881	£ 2,910
Net Expenditure	£ 41,176	£ 13,441	£ 27,735	£ 26,027	-36.8%	£ 40,810	£ 27,338	£ 27,309

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance			Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to Actual for 6m	Budget		Budget	Budget	Budget
201 Cemetery and Churchyard								
4100 Repairs & Maintenance	£ 8,573	£ 5,004	£ 3,569	£ 10,000	16.6%	£ 10,100	£ 10,201.00	£ 10,303
4102 Street Furniture	£ 3,000	£ 2,159	£ 841	£ 1,500	-50.0%	£ 1,515	£ 1,530.15	£ 1,545
4116 War Memorials	£ 1,150	£ -	£ 1,150	£ 1,150	0.0%	£ 1,162	£ 1,173.12	£ 1,185
4131 Electricity	£ -	£ 29	£ (29)	£ 120		£ 121	£ 122.41	£ 124
4135 Water	£ 1,150	£ 62	£ 1,088	£ 1,150	0.0%	£ 1,162	£ 1,173.12	£ 1,185
4145 Rates	£ 1,971	£ 1,287	£ 684	£ 2,640	34.0%	£ 2,666	£ 2,693.06	£ 2,720
4382 Insurances	£ 200	£ 169	£ 31	£ 1,000	400.0%	£ 1,010	£ 1,020.10	£ 1,030
Overhead Expenditure	£ 16,044	£ 8,710	£ 7,334	£ 17,560	9.4%	£ 17,736	£ 17,913	£ 18,092
Income								
1100 Cemetery Income	£ 38,140	£ 19,385	£ 18,755	£ 38,140	0.0%	£ 39,094	£ 39,484.44	£ 39,879
Total Income	£ 38,140	£ 19,385	£ 18,755	£ 38,140	0.0%	£ 39,094	£ 40,071	£ 41,073
Net Expenditure	£ (22,096)	£ (10,675)	£ (11,421)	£ (20,580)	-6.9%	£ (21,358)	£ (22,158)	£ (22,981)

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance Budget to Actual for 6m	Budget		Estimated Budget	Estimated Budget	Estimated Budget
210 Play Areas and Open Spaces								
4100 Repairs and Maintenance	£ 5,740	£ 2,775	£ 2,965	£ 6,500	13.2%	£ 6,565	£ 6,630.65	£ 6,697
4110 Allotment expenses	£ 1,066	£ 63	£ 1,003	£ 1,066	0.0%	£ 1,077	£ 1,087.43	£ 1,098
/4122 Village Greens, planting and street								
4114 furniture	£ 8,554	£ 2,430	£ 6,124	£ 3,000	-64.9%	£ 3,030	£ 3,060.30	£ 3,091
Planting				£ 7,000				
4124 Glasshouses rental	£ 2,000	£ 1,500	£ 500	£ 2,000		£ 2,020	£ 2,040.20	£ 2,061
4382 Insurances & Eng Inspections	£ 4,871	£ 5,327	£ (456)	£ 4,871	0.0%	£ 4,920	£ 4,968.91	£ 5,019
4519 Celebration Tree Scheme	£ 209	£ -	£ 209	£ 209	0.0%	£ 211	£ 213.20	£ 215
Overhead Expenditure	£ 22,440	£ 12,095	£ 10,345	£ 24,646	9.8%	£ 17,822	£ 18,001	£ 18,181
Income								
1000 Allotment Rents	£ 3,000	£ 415	£ 2,585	£ 1,575	-47.5%	£ 1,591	£ 1,606.66	£ 1,623
1151 CCC Grasscutting Contract	£ 18,500	£ -	£ 18,500	£ 17,899	-3.3%	£ 18,500	£ 18,500.00	£ 18,500
			£ -					
Total Income	£ 21,500	£ 415	£ 21,085	£ 19,474	-9.4%	£ 20,091	£ 20,107	£ 20,123
Net Expenditure	£ 940	£ 11,680	£ (10,740)	£ 5,172	450.2%	£ (2,268)	£ (2,106)	£ (1,942)

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance Budget to Actual for 6m	Budget		Estimated Budget	Estimated Budget	Estimated Budget
220 Depot & Operational								
4026 Operational Staff	£ 335,547	£ 193,510	£ 142,037	£ 384,532	14.6%	£ 388,377	£ 392,260.86	£ 396,183
PCSO				£ 12,000		£ 12,120	£ 12,241.20	£ 12,364
4100 Repairs and Maintenance	£ 9,598	£ 4,190	£ 5,408	£ 9,598	0.0%	£ 9,694	£ 9,790.92	£ 9,889
4103 Depot Maintenance Costs	£ 2,239	£ 490	£ 1,749	£ 2,239	0.0%	£ 2,261	£ 2,284.00	£ 2,307
4104 Grounds Maintenance	£ 14,000	£ 14,525	£ (525)	£ 20,000	42.9%	£ 20,200	£ 20,402.00	£ 20,606
Tree Maintenance	£ -	£ -	£ -	£ 15,000		£ 15,150	£ 15,301.50	£ 15,455
Waste disposal	£ -	£ -	£ -	£ 2,500		£ 2,525	£ 2,550.25	£ 2,576
4106 Rent and Rates for Depot	£ 34,141	£ 22,332	£ 11,809	£ 40,000	17.2%	£ 40,400	£ 40,804.00	£ 41,212
4131 Electricity	£ 1,013	£ 190	£ 823	£ 1,013	0.0%	£ 1,023	£ 1,033.36	£ 1,044
4135 Water	£ 533	£ 142	£ 391	£ 533	0.0%	£ 538	£ 543.71	£ 549
4200 Vehicle Running Costs	£ 20,274	£ 11,732	£ 8,542	£ 23,464	15.7%	£ 23,699	£ 23,935.63	£ 24,175
4300 Equipment Repairs	£ 2,666	£ 515	£ 2,151	£ 2,666	0.0%	£ 2,693	£ 2,719.59	£ 2,747
4329 Clothing and Uniforms	£ 1,766	£ 1,342	£ 424	£ 1,766	0.0%	£ 1,784	£ 1,801.57	£ 1,820
4382 Insurances	£ 5,321	£ 4,490	£ 831	£ 5,321	0.0%	£ 5,374	£ 5,427.95	£ 5,482
Overhead Expenditure	£ 427,098	£ 253,458	£ 173,640	£ 520,632	21.9%	£ 525,838	£ 531,097	£ 536,408
Income								
1201 Sundry Income / Recharges	£ 5,126	£ 3,281	£ 1,845	£ 4,000	-22.0%	£ 4,040	£ 4,080.40	£ 4,121
Total Income	£ 5,126	£ 3,281	£ 1,845	£ 4,000	-22.0%	£ 4,040	£ 4,080	£ 4,121
Net Expenditure	£ 421,972	£ 250,177	£ 171,795	£ 516,632	22.4%	£ 521,798	£ 527,016	£ 532,286

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance Budget to Actual for 6m	Budget		Estimated Budget	Estimated Budget	Estimated Budget
230 Community Services								
4118 Gatelodge Expenses	£ 1,061	£ -	£ 1,061	£ 1,061	0.0%	£ 1,072	£ 1,082.33	£ 1,093
4119 The Cage, Lock up	£ 276	£ -	£ 276	£ 5,000	1711.6%	£ 280	£ 282.80	£ 286
4351 Museum Grant/running costs	£ 50,000	£ 22,860	£ 27,140	£ 50,000	0.0%	£ 50,000	£ 50,000.00	£ 50,000
4400 Market Expenses	£ 5,306	£ 4,946	£ 360	£ 11,000	107.3%	£ 11,110	£ 11,221.10	£ 11,333
4505 Public Toilets	£ 43,696	£ 15,354	£ 28,342	£ 43,696	0.0%	£ 44,133	£ 44,574.29	£ 45,020
4506 CCTV	£ 9,738		£ 9,738	£ 9,738	0.0%	£ 9,835	£ 9,933.73	£ 10,033
Christmas Lights				£ 12,000		£ 12,000	£ 12,000.00	£ 12,000
4513 Summer Band Concerts	£ 2,441	£ 2,832	£ (391)	£ 3,500	43.4%	£ 3,535	£ 3,570.35	£ 3,606
4343 Dragon Boat Festival	£ 17,000	£ 15,092	£ 1,908	£ 18,000	5.9%	£ 18,180	£ 18,361.80	£ 18,545
4344 Outdoor cinema event	£ 9,000		£ 9,000	£ 9,500	5.6%	£ 9,595	£ 9,690.95	£ 9,788
4555 Town Awards	£ 10,500	£ -	£ 10,500	£ -	-100.0%	£ -	£ -	£ -
4345 Inland Waterways Festival of Water	£ 2,000	£ 4,541	£ (2,541)	£ -	-100.0%	£ -	£ -	£ -
St George's Day Festival	£ -	£ -	£ -	£ 5,000		£ 5,050	£ 5,100.50	£ 5,152
Armed Forces Day	£ 7,500	£ 4,426	£ 3,074	£ 11,000	46.7%	£ 11,110	£ 11,221.10	£ 11,333
4556 Community Events - other	£ -	£ 2,145	£ (2,145)	£ 5,000		£ 5,050	£ 5,100.50	£ 5,152
4516 Christmas Lights	£ 31,263	£ 1,430	£ 29,833	£ 21,000	-32.8%	£ 21,210	£ 21,422.10	£ 21,636
Overhead Expenditure	£ 189,780	£ 73,626	£ 116,154	£ 205,495	8.3%	£ 202,160	£ 203,562	£ 204,977

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance Budget to Actual for 6m	Budget		Estimated Budget	Estimated Budget	Estimated Budget
Income								
1003 Table Tennis Rent	£ 100	£ 100	£ -	£ 100	0.0%	£ 101	£ 102.01	£ 103
1006 ATC Rent	£ 900	£ 900	£ -	£ 900	0.0%	£ 909	£ 918.09	£ 927
1007 Gatelodge Rent	£ 8,500	£ 4,250	£ (4,250)	£ 8,500	0.0%	£ 8,585	£ 8,670.85	£ 8,758
1102 Market Income	£ 5,040	£ 1,800	£ (3,240)	£ 3,600	-28.6%	£ 3,636	£ 3,672.36	£ 3,709
1110 DBR (prev Town Promotion) Income	£ 8,000	£9,256	£ 1,256	£ 5,000	-37.5%	£ 7,050	£ 7,120.50	£ 7,192
AFD Income (prev offset against exp)				£ 2,000		£ 4,020	£ 4,060.20	£ 4,101
St George's Festival Income				£ 500		£ 2,505	£ 2,530.05	£ 2,555
Outdoor Cinema Income				£ 300		£ 2,303	£ 2,326.03	£ 2,349
1108 Xmas Lights	£ 2,000		£ (2,000)	£ 2,000		£ 2,020	£ 2,040.20	£ 2,061
Total Income	£ 24,540	£ 16,306	£ (8,234)	£ 22,900	-6.7%	£ 31,129	£ 31,440	£ 31,755
Net Expenditure	£ 165,240	£ 57,320	£ 107,920	£ 182,595	10.5%	£ 171,031	£ 172,121	£ 173,222

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance Budget to Actual for 6m	Budget		Estimated Budget	Estimated Budget	Estimated Budget
250 Grants & Donations								
4354 Grants	£ 29,000	£ 3,290	£ 25,710	£ 29,000	0.0%	£ 29,290	£ 29,582.90	£ 29,879
Community Support Groups	£ 10,000	£ 3,500	£ 6,500	£ 10,000		£ 10,100	£ 10,201.00	£ 10,303
CAB	£ 10,000	£ 5,000	£ 5,000	£ 10,000	0.0%	£ 10,100	£ 10,201.00	£ 10,303
EVA	£ 1,400		£ 1,400	£ 1,500	7.1%	£ 1,515	£ 1,530.15	£ 1,545
ESCA	£ 1,400	£ 1,400	£ -	£ 1,500	7.1%	£ 1,515	£ 1,530.15	£ 1,545
LFCA	£ 1,200		£ 1,200	£ 1,700	41.7%	£ 1,717	£ 1,734.17	£ 1,752
Friends of Priory Park	£ 1,400		£ 1,400	£ 1,500	7.1%	£ 1,515	£ 1,530.15	£ 1,545
Pightle	£ 1,400	£ 1,400	£ -	£ 1,500	7.1%	£ 1,515	£ 1,530.15	£ 1,545
LHIF (moved to Highways)	£ 5,000	£ -	£ 5,000	£ -	-100.0%	£ -	£ -	£ -
4355 Art & Drama Awards	£ 6,000	£ 3,000	£ 3,000	£ 6,000	0.0%	£ 6,060	£ 6,120.60	£ 6,182
4356 Youth Provision Grant	£ 6,000	£ 800	£ 5,200	£ 6,000	0.0%	£ 6,060	£ 6,120.60	£ 6,182
Overhead Expenditure	£ 72,800	£ 18,390	£ 54,410	£ 68,700	-5.6%	£ 69,387	£ 70,081	£ 70,782
Net Expenditure	£ 72,800	£ 18,390	£ 54,410	£ 68,700	-5.6%	£ 69,387	£ 70,081	£ 70,782

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance		/(Decrease)	Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to	Budget		Budget	Budget	Budget
			Actual for 6m					
301 Highways and The Environment								
4105 Bus Shelters	£ 1,066	£ -	£ 1,066	£ 1,066	0.0%	£ 1,077	£ 1,087.43	£ 1,098
4109/								
4133 Street Lights	£ 6,932	£ 3,351	£ 3,581	£ 6,932	0.0%	£ 7,001	£ 7,071.33	£ 7,142
4123 Highway Improvements	£ 4,000	£ 80	£ 3,920	£ 4,000	0.0%	£ 4,040	£ 4,080.40	£ 4,121
LHIF (previously in Grants)				£ 5,000		£ 5,000	£ 5,000.00	£ 5,000
4503 Notice Boards	£ 1,600	£ -	£ 1,600	£ 1,600	0.0%	£ 1,616	£ 1,632.16	£ 1,648
Overhead Expenditure	£ 13,598	£ 3,431	£ 10,167	£ 18,598	36.8%	£ 18,734	£ 18,871	£ 19,010
Net Expenditure	£ 13,598	£ 3,431	£ 10,167	£ 18,598	36.8%	£ 18,734	£ 18,871	£ 19,010

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance			Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Budget to Actual for 6m	Budget		Budget	Estimated	Budget
350 Eaton Community Centre								
4010 Wages & Caretaking	£ 3,891	£ 1,800	£ 2,091	£ 3,600	-7.5%	£ 3,636	£ 3,672.36	£ 3,709
4100 Repairs, & Plant Maintenance	£ 3,500	£ 329	£ 3,171	£ 3,500	0.0%	£ 3,535	£ 3,570.35	£ 3,606
4130 Biomass Fuel	£ 1,500	£ -	£ 1,500	£ 1,500	0.0%	£ 1,515	£ 1,530.15	£ 1,545
4131 Electricity	£ 1,500	£ 1,162	£ 338	£ 3,000	100.0%	£ 3,030	£ 3,060.30	£ 3,091
4135 Water	£ 666	£ 279	£ 387	£ 666	0.0%	£ 673	£ 679.39	£ 686
4145 Rates	£ 4,347	£ 2,620	£ 1,727	£ 4,412	1.5%	£ 4,456	£ 4,500.35	£ 4,545
4150 Cleaning Materials	£ 689	£ 27	£ 662	£ 689	0.0%	£ 696	£ 702.64	£ 710
4152 Licences	£ 285	£ -	£ 285	£ 285	0.0%	£ 288	£ 290.68	£ 294
4231 Lease Hire/ Contracts	£ 3,522	£ 2,541	£ 981	£ 4,000	13.6%	£ 4,040	£ 4,080.40	£ 4,121
4300 Equipment Purchases	£ 600	£ -	£ 600	£ 600	0.0%	£ 606	£ 612.06	£ 618
4320 Telephones	£ 700	£ 355	£ 345	£ 700	0.0%	£ 707	£ 714.07	£ 721
4331 Marketing	£ 1,700	£ 1,584	£ 116	£ 2,640	55.3%	£ 2,666	£ 2,693.06	£ 2,720
4382 Insurances & Eng Inspections	£ 1,498	£ 1,344	£ 154	£ 2,000	33.6%	£ 2,020	£ 2,040.20	£ 2,061
4416 Waste Disposal	£ 700	£ 403	£ 297	£ 806	15.1%	£ 814	£ 822.20	£ 830
Overhead Expenditure	£ 25,097	£ 12,444	£ 12,653	£ 28,397	13.2%	£ 28,681	£ 28,968	£ 29,258
Income								
1040 River Church Lease	£ 5,697	£ 2,779	£ 2,918	£ 5,560	-2.4%	£ 5,616	£ 5,671.76	£ 5,728
1050 Hall Hire	£ 36,000	£ 16,737	£ 19,263	£ 33,474	-7.0%	£ 33,809	£ 34,146.83	£ 34,488
Total Income	£ 41,697	£ 19,516	£ 22,181	£ 39,034	-6.4%	£ 39,424	£ 39,819	£ 40,217
Net Expenditure	£ (16,600)	£ (7,072)	£ (9,528)	£ (10,637)	19.5%	£ (10,743)	£ (10,850)	£ (10,959)

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance	Budget		Estimated Budget	Estimated Budget	Estimated Budget
370 <u>Town Promotion</u>								
4334 Promotion of Town	£ 18,450	£ 15,051	£ 3,399	£ 14,000	-24.1%	£ 14,140	£ 14,281.40	£ 14,424
Overhead Expenditure	£ 18,450	£ 15,051	£ 3,399	£ 14,000	-24.1%	£ 14,140	£ 14,281	£ 14,424

St. Neots Town Council
Budget Detail - By Centre

Priory Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget	2020/21	2021/22	2022/23	
	Agreed	Actual Year	Variance	FY 2018/19	/(Decrease)	Estimated	Estimated	Estimated	
	Budget	to 30 Sept 18		Budget		Budget	Budget	Budget	
501	<u>Priory Centre-Staffing</u>								
4009	Salaries	£ 238,599	£ 132,186	£ 106,413	£ 276,986	16.1%	£ 279,756	£ 282,553.51	£ 285,379
4092	Staff Travelling	£ 134	£ -	£ 134	£ 134	0.0%	£ 136	£ 137.00	£ 138
4099	Added Years Pensions	£ 3,748	£ 1,266	£ 2,482	£ 3,804	1.5%	£ 3,842	£ 3,880.46	£ 3,919
4329	Clothing & Uniforms	£ 800	£ 395	£ 405	£ 800	0.0%	£ 808	£ 816.08	£ 824
4330	Recruitment costs	£ 800	£ -	£ 800	£ 800	0.0%	£ 808	£ 816.08	£ 824
			£ -						
	Net Expenditure	£ 244,082	£ 133,847	£ 110,235	£ 282,524	15.7%	£ 285,350	£ 288,203	£ 291,085

St. Neots Town Council
Budget Detail - By Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget	2020/21	2021/22	2022/23
	Agreed	Actual Year			/(Decrease)	Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	Variance	Budget		Budget	Budget	Budget
504 Priory Centre-Running Costs								
4100 Repairs & Maintenance	£ 13,000	£ 7,616	£ 5,384	£ 13,000	0.0%	£ 13,130	£ 13,261.30	£ 13,394
4131 Electricity	£ 17,000	£ 6,574	£ 10,426	£ 17,000	0.0%	£ 17,170	£ 17,341.70	£ 17,515
4132 Gas	£ 5,023	£ 988	£ 4,035	£ 5,023	0.0%	£ 5,073	£ 5,123.45	£ 5,175
4135 Water	£ 3,061	£ 3,148	£ (87)	£ 6,296	105.7%	£ 6,359	£ 6,422.55	£ 6,487
4145 Rates	£ 16,542	£ 9,792	£ 6,750	£ 16,542	0.0%	£ 16,707	£ 16,874.49	£ 17,043
4150 Cleaning Materials	£ 2,724	£ 1,711	£ 1,013	£ 3,422	25.6%	£ 3,456	£ 3,490.78	£ 3,526
4152 Licences	£ 4,907	£ 807	£ 4,100	£ 4,907	0.0%	£ 4,956	£ 5,005.30	£ 5,055
4231 Lease/Hire Contracts	£ 9,823	£ 3,897	£ 5,926	£ 9,823	0.0%	£ 9,921	£ 10,019.96	£ 10,120
4300 Equipment Purchases	£ 2,000	£ 1,221	£ 779	£ 3,000	50.0%	£ 3,030	£ 3,060.30	£ 3,091
4304 VAT Irrecoverable - PC expenses	£ 8,000	£ 2,790	£ 5,210	£ 8,000		£ 8,080	£ 8,160.80	£ 8,242
4322 Stationery	£ 504	£ 194	£ 310	£ 504	-0.1%	£ 509	£ 514.13	£ 519
4323 Postage	£ 437	£ 239	£ 198	£ 480	9.9%	£ 485	£ 489.65	£ 495
4324 Photocopying	£ 400	£ 151	£ 249	£ 480	20.0%	£ 485	£ 489.65	£ 495
4325 Website Maintenance	£ 600	£ -	£ 600	£ 600	0.0%	£ 606	£ 612.06	£ 618
4331 Marketing	£ 8,182	£ 3,156	£ 5,026	£ 8,182	0.0%	£ 8,264	£ 8,346.46	£ 8,430
4381 Card payment charges	£ 435	£ 421	£ 14	£ 800	84.1%	£ 808	£ 816.08	£ 824
4382 Insurances & Eng Inspections	£ 4,676	£ 1,411	£ 3,265	£ 6,000	28.3%	£ 6,060	£ 6,120.60	£ 6,182
4416 Waste Disposal	£ 2,112	£ 1,374	£ 738	£ 2,400	13.7%	£ 2,424	£ 2,448.24	£ 2,473
Overhead Expenditure	99,424	£ 45,490	£ 53,934	106,458	7.1%	£ 107,522	£ 108,597	£ 109,683
Income								
1104 Photocopy Income	£ 100	£ 4	£ 96	£ 10	-90.0%	£ 10	£ 10.20	£ 10
1275 Sponsorship from HDC	£ 33,010	£ -	£ 33,010	£ 33,010	0.0%	£ 33,340	£ 33,673.50	£ 34,010
Total Income	£ 33,110	£ 4	£ 33,106	33,020	-0.3%	£ 33,350	£ 33,684	£ 34,021
Net Expenditure	£ 66,314	£ 45,486	£ 20,828	73,438	10.7%	£ 74,172	£ 74,914	£ 75,663

St. Neots Town Council
Budget Detail - By Centre
Priory Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance	Budget		Estimated Budget	Estimated Budget	Estimated Budget
520 Priory Centre Bar & Catering								
4020 Catering & Bar Staff	£ 35,342	£ 18,876	£ 16,466	£ 38,507	9.0%	£ 38,892	£ 39,281.03	£ 39,674
4600 Bar Purchases	£ 36,400	£ 17,351	£ 19,049	£ 36,400	0.0%	£ 36,764	£ 37,131.64	£ 37,503
4604 Catering Purchases	£ 8,000	£ 5,022	£ 2,978	£ 10,000	25.0%	£ 10,100	£ 10,201.00	£ 10,303
4605 Cafe Purchases	£ 5,574	£ 2,128	£ 3,446	£ 5,574	0.0%	£ 5,630	£ 5,686.04	£ 5,743
4610 Consumable Purchases	£ 1,958	£ 1,303	£ 655	£ 2,600	32.8%	£ 2,626	£ 2,652.26	£ 2,679
			£ -					
Overhead Expenditure	£ 87,274	£ 44,680	£ 42,594	£ 93,081	6.7%	£ 94,012	£ 94,952	£ 95,901
Income								
1048 Bar Sales	£ 77,422	£ 39,334	£ 38,088	£ 77,422	0.0%	£ 79,358	£ 80,151.49	£ 80,953
1051 Catering Sales	£ 14,965	£ 8,105	£ 6,860	£ 16,210	8.3%	£ 16,615	£ 16,781.40	£ 16,949
1052 Cafe Sales	£ 33,454	£ 16,986	£ 16,468	£ 33,972	1.5%	£ 34,312	£ 34,654.84	£ 35,001
Total Income	£ 125,841	£ 64,425	£ 61,416	£ 127,604	1.4%	£ 130,285	£ 131,588	£ 132,904
Net Expenditure	£ (38,567)	£ (19,745)	£ (18,822)	£ (34,523)	-10.5%	£ (36,273)	£ (36,636)	£ (37,002)

St. Neots Town Council
Budget Detail - By Centre
Priory Centre

	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Budget /(Decrease)	2020/21	2021/22	2022/23
	Agreed Budget	Actual Year to 30 Sept 18	Variance	Budget		Estimated Budget	Estimated Budget	Estimated Budget
525 Priory Centre-Functions								
4021 Wages Toddlers Gym	£ 5,388	£ 1,414	£ (3,974)	£ 3,885	-27.9%	£ 3,924	£ 3,963.09	£ 4,003
4151 Laundry	£ 303	£ 61	£ (242)	£ 303	0.0%	£ 306	£ 309.50	£ 313
4510 Events Expenses	£ 3,242	£ 1,268	£ (1,974)	£ 3,242	0.0%	£ 3,274	£ 3,307.24	£ 3,340
4511 Toddlers' Gym Expenses	£ 32	£ 3	£ (29)	£ 32	0.0%	£ 32	£ 32.44	£ 33
4515 Door Security	£ 500	£ 330	£ (170)	£ 600	20.0%	£ 606	£ 612.06	£ 618
Overhead Expenditure	£ 9,466	£ 3,076	£ (6,390)	£ 8,062	-14.8%	£ 8,143	£ 8,224	£ 8,307
Income								
1045 Door Security	£ 500	£ -	£ 500	£ 600	20.0%	£ 606	£ 612.06	£ 618
1049 Events Income	£ 7,482	£ 3,649	£ 3,833	£ 7,482	0.0%	£ 7,557	£ 7,632.39	£ 7,709
1050 Hall Hire	£ 123,048	£ 64,371	£ 58,677	£ 125,000	1.6%	£ 126,250	£ 127,512.50	£ 128,788
1053 Kitchen Hire	£ 750	£ 892	£ (142)	£ 1,784	137.9%	£ 1,802	£ 1,819.86	£ 1,838
1057 Toddlers Gym Income	£ 1,504	£ 870	£ 634	£ 1,504	0.0%	£ 1,519	£ 1,534.23	£ 1,550
1058 Ballroom Income	£ 1,756	£ 626	£ 1,130	£ 1,252	-28.7%	£ 1,265	£ 1,277.17	£ 1,290
1070 Admin fee / Surcharge	£ 332	£ 1,134	£ (802)	£ 600	80.7%	£ 606	£ 612.06	£ 618
1075 Equipment Hire	£ 3,000	£ 2,302	£ 698	£ 3,500	16.7%	£ 3,535	£ 3,570.35	£ 3,606
1255 credit card commission	£ 188	£ -	£ 188	£ -	-100.0%	£ -	£ -	£ -
1256 Commission of Ticket Sales Rounding	£ 266	£ 223	£ 43	£ 400	50.4%	£ 404	£ 408.04	£ 412
	£ (2)		£ (2)		-100.0%			
Total Income	£ 138,824	£ 74,067	£ 64,757	£ 142,122	2.4%	£ 143,543	£ 144,979	£ 146,428
Net Expenditure	£ (129,358)	£ (70,991)	£ (58,367)	£ (134,060)	3.6%	£ (135,400)	£ (136,754)	£ (138,122)

St. Neots Town Council
Budget Detail - By Centre
BUDGET SUMMARY - 2019/2020

Net Expenditure	FY 2018/19	FY 2018/19	FY 2018/19	FY 2019/20	Increase/ (Decrease)	2020/21	2021/22	2022/23
	Agreed	Actual Year	Variance			Estimated	Estimated	Estimated
	Budget	to 30 Sept 18	2018/19	Budget		Budget	Budget	Budget
Town Council								
101 Corporate Management	£ 5,000	£ -	£ 5,000	£ 5,000	0.0%	£ 5,050	£ 5,101	£ 5,152
102 Democratic Representation	£ 48,539	£ 15,734	£ 32,805	£ 29,023	-40.2%	£ 29,278	£ 29,536	£ 29,796
105 Central Administration	£ 446,840	£ 225,746	£ 221,094	£ 494,974	10.8%	£ 489,723	£ 494,521	£ 499,366
108 Other Costs and Income	£ 41,176	£ 13,441	£ 27,735	£ 26,027	-36.8%	£ 40,810	£ 27,338	£ 27,309
201 Cemetery and Churchyard	£ (22,096)	£ (10,675)	£ (11,421)	£ (20,580)	-6.9%	£ (21,358)	£ (22,158)	£ (22,981)
210 Play Areas and Open Spaces	£ 940	£ 11,680	£ (10,740)	£ 5,172	450.2%	£ (2,268)	£ (2,106)	£ (1,942)
220 Depot & Operational	£ 421,972	£ 250,177	£ 171,795	£ 516,632	22.4%	£ 521,798	£ 527,016	£ 532,286
230 Community Services	£ 165,240	£ 57,320	£ 107,920	£ 182,595	10.5%	£ 171,031	£ 172,121	£ 173,222
250 Grants & Donations	£ 72,800	£ 18,390	£ 54,410	£ 68,700	-5.6%	£ 69,387	£ 70,081	£ 70,782
301 Highways and The Environment	£ 13,598	£ 3,431	£ 10,167	£ 18,598	36.8%	£ 18,734	£ 18,871	£ 19,010
370 Town Promotion	£ 18,450	£ 15,051	£ 3,399	£ 14,000	-24.1%	£ 14,140	£ 14,281	£ 14,424
	£ 1,212,458	£ 600,295	£ 612,163	£ 1,340,141	10.5%	£ 1,336,325	£ 1,334,602	£ 1,346,425
Eatons Community Centre								
350 Eaton Community Centre	£ (16,600)	£ (7,072)	£ (9,528)	£ (10,637)	-35.9%	£ (10,743)	£ (10,850)	£ (10,959)
Priory Centre								
501 Priory Centre-Staffing	£ 244,082	£ 133,847	£ 110,235	£ 282,524	15.7%	£ 285,350	£ 288,203	£ 291,085
504 Priory Centre-Running Costs	£ 66,314	£ 45,486	£ 20,828	£ 73,438	10.7%	£ 74,172	£ 74,914	£ 75,663
520 Priory Centre-Bar & Catering	£ (38,567)	£ (19,745)	£ (18,822)	£ (34,523)	-10.5%	£ (36,273)	£ (36,636)	£ (37,002)
525 Priory Centre-Functions	£ (129,358)	£ (70,991)	£ (58,367)	£ (134,060)	3.6%	£ (135,400)	£ (136,754)	£ (138,122)
PC Capital Projects				£ 170,000				
	£ 1,338,328	£ 681,820	£ 656,508	£ 1,686,883	26.0%	£ 1,513,431	£ 1,513,479	£ 1,527,090
1253 Precept	£ 1,274,405	£ 1,274,405		£ 1,700,000	33.4%	£1,353,539	£1,387,378	£1,422,062
To/(From Reserves)	£ (77,883)	£ 31,542	£ (109,425)					
From CIL			£ -					
Net Expenditure Over Income	£ 13,960	£ 561,043	£ (547,083)	£ 13,117		-£159,891	-£126,101	£ (105,028)

**St. Neots Town Council
Budget Detail - By Centre**

<u>CIL Reserves</u>	Balance At 31 Mar 18	Used to 30/09/2018	Projected exp/income to 31/03/2019	Balance At 31 Mar 19	Projected Expenditure	Balance at 31 March 20
CIL Reserve 2015-2016	£ 144,189					
Push Mowers x5		-2,865				
Tiered seating (excl vat) - PC (PO issued)			-8,492			
Replace Decking, including ramp - PC (excl VAT) - £6,000			-6,000			
Fire Doors PC - £60,000 (excl vat)			-60,000			
CIL Reserve 2015-2016 at 31/03/2019				66,832		
Heritage Bus Shelters (Master Plan phase 1)					-10,000	
Master plan 2.5% Contribution of 2.3mln - £668 balance from 16-17 CIL					-56,832	
CIL Reserve 2015-2016 at 31/03/2020						£ 0
CIL Reserve 2016-2017	£ 32,216			32,216		
Master plan 2.5% Contribution of 2.3mln - £668 balance form 15-16 CIL					-668	
West Street resurficing					-10,000	
						£ 21,548
CIL Reserve 2017-2018	£ 9,999			9,999		£ 9,999
CIL Reserve 2018-2019			£ 22,673	22,673		£ 22,673
EXPENDITURE REQUIRED BY PC NOT YET APPROVED BY COUNCIL						
Air Conditioning Units x 3 - Eatons - £13334 - incl vat						
Air Conditioning Units x 10 - PC -ncl vat - £26400						
Digital Sound and Light System - PC incl vat - £50233						
Net Expenditure	£ 186,404	£ (2,865)	£ (74,492)	£ 131,721	-77,500	£ 54,221

**St. Neots Town Council
Budget Detail - By Centre**

<u>Earmarked Reserves</u>	Balance At 01 Apr 18	Used to 30/09/2018	Projected to 31/03/2019	Balance At 31 Mar 19	Projected Expenditure	Balance at 31 March 20
Allotment Land	£ 43,699			43,699		43,699
Cemetery Land	£ 90,000					
Red Cross Building purchase			-1,000			
Initial inspection of memorials			-15,000	74,000		74,000
Cemetery Land - bal at 31/03/2020						
Christmas Lights	£ 3,368			3,368		3,368
Church Yards	£ 1,579			1,579		1,579
Highway Improvements	£ 1,115			1,115		1,115
Depot Equipment	£ 850			850		850
Eatons Capital Project	£ 798			798		798
Eynesbury Community Centre	£ 60,500			60,500		60,500
Grit Bins	£ 2,000			2,000		2,000
Loves Farm Community Fit Out	£ 6,655			6,655		6,655
Notice Boards	£ 1,674	-1,674		0		0
Play Areas (Upgrade and New)	£ 1,642			1,642		1,642
Street Furniture	£ 7,000	-4,128		2,872		2,872
Priory Centre Capital Projects	£ 3,696			173,696	-74,973	98,724
War Memorials	£ 7,707			7,707		7,707
LHIF	£ 5,000			5,000		5,000
Net Expenditure	£ 237,283	£ (5,802)	£ (16,000)	£ 385,481	£ (74,973)	£ 310,508

**St. Neots Town Council
Budget Detail - By Centre**

						31/03/2018	30/09/2018	31/03/2019	31/03/2020
	Totals	Per Property	D Properties	Reserves:					
2010/11 Budget	£ 858,727	£ 84.23	10,195	General	219,346	866,939	210,306	232,463	
2011/12 Budget	£ 889,884	£ 84.23	10,565	Earmarked	315,166	231,481	385,481	310,508	
2012/13 Budget	£ 911,639	£ 84.23	10,820	CIL	186,404	183,539	131,721	54,221	
2013/14 Budget	£ 911,639	£ 84.23	10,034	TOTAL	720,916	1,281,959	727,507	597,192	
2014/15 Budget	£ 867,148	£ 84.23	10,295						
2015/16 Budget	£ 865,882	£ 82.23	10,530						
2016/17 Budget	£ 1,170,580	£ 108.79	10,760						
2017/18 Budget	£ 1,210,461	£ 110.97	10,908						
2018/2019 Budget	£ 1,274,405	£ 116.25	10,963						
2019/2020 Budget	£ 1,700,000	£ 155.07	10,963		Not yet known based on 18/19				
Increase in the Budget	£ 425,595	£ 38.82	-		Increase / (Decrease) over 2018/19 number of properties				
Weekly increase to band D		£ 0.75							
Percentage increase / decrease			33.40%						

St Neots Town Council

Budget Working Papers and explanations

To be read in conjunction with the budget papers

For the Year 1st April 2019 to 31st March 2020

Itemised by Cost Centre

**To be Presented to
Finance And Governance Committee**

on 4th of December 2018

101 Corporate Management**Expenditure**

<u>Code Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>	<u>Finance Committee</u>
4380	101 Audit Fees	No change from 18-19 Budget	External Audit fee has remained £2,000 in the last two years and there has been no notification of an increase at present. Internal Audit last year was £2,100. New internal auditors may be appointed but the £5,000 provision should be sufficient	£ 5,000	

102 Democratic Representation**Expenditure**

<u>Code Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>	<u>Finance Committee</u>
4325	102 Website	No change	The Office does the admin of the Website. However there will still be domain fees, maintenance required.	£ 2,000	
4333	102 Newsletter	Reduced by 3,000	The amount was reduced to reflect free publication but also not removed to allow provision for the costs of inclusion in already established newsletters that are printed and delivered around town	£ 3,000	
4375	102 Election Expenses	Accrued for next election	Unaware of any reasons why a casual vacancy might occur, and it would be prudent to make provision within the budget to accrue an amount each year transferred to the Earmarked Reserves to cover for the election in three years time.	£ 3,500	
4376	102 Civic Events & Regalia	No Change	The events covered are as follows: Bake Off, Charity Ball, Golf Day, Civ Serv, Remb Serv & Carol Concert	£ 9,300	
4377	102 WWI Beacon Lighting	No provision in 19/20	This was a one off event	£ -	
4550	102 Members Allowances	No Change	Mileage outside town and any other meeting expenses, charity meals incurred by councillors	£ 330	
4551	102 Mayors Allowance	No Change	Mayors and Deputy Mayor's Allowance	£ 2,893	
4553	102 Council Chamber Exp	Increase by 1844 based on hall hire actuals for 18-19	Charges are for PC room hire for members of Council attending meetings and training	£ 8,000	
				£ 29,023	

105 General Administration

Expenditure					2019-2020	
Code	Centre	Description	Action	Comments	Budget	Finance Committee
4006	105	Salaries, Employers Pension and Employer's NIC - TC Managres and administration	Increase by 8.9%	Assuming the Office will be fully staffed for the whole year. Based on current year's salaries (slightly over current budget). Includes Employer's Pension Contribution Increase of 1.7 %, 2% agreed NJC increase and 1% for salaries going up 1 scale . Allowances made for sick cover have not been included.	£ 399,818	
4011	105	Cleaners	No Change	A Charge of £350 per month cross charged for from the Priory Centre wages for cleaning the TC Offices	£ 4,200	
4050	105	HR/HSE Consultants, DBS Checks	Increase by £713	Incudes ELAS annual subscription of £6,555, job evaluations, DBS Checks etc Sharon to advise but current budget looks a bit inadequate	£ 7,000	
4090	105	Conferences, staff and member training	No Change		£ 13,494	
4092	105	Staff Travel	No Change	Funding required is used for attending meetings, training, conferences etc	£ 1,040	
4100	105	Repairs Maintenance	No Change	Covers any small repairs required in the TC offices	£ 1,061	
4146	105	Office Running Costs	No Change	Basic Office costs, including copier lease rental, card terminal rental, confidential shredding, PAT testing	£ 3,700	
4300	105	Equipment Purchased	No Change	The amount is to cover small items. Most computers are quite old. No contingency for the server has been made.	£ 2,481	
4301	105	Computers maintenance and software Costs	Increased by £900	Maintenance and Software licences and support. Includes an estimate of £10,000 as neithert last, nor current year's supplier's invoices have been received. Increase is to do with magazine design software on 2 machines and full pdf software	£ 14,425	
4320	105	Telephones	Increased by 1.3%	Includes landlines and mobiles and covers operations and PC, etsimated increase based on 6 months to 30/09/18	£ 6,680	
4322	105	Printing, Stationery and postage	Reduced by £1730	Printing/photocoping costs merged. Reduction this year due to new photocopier allowing printing in house also recycling.	£ 6,000	
4326	105	Subscriptions	No Change	Subscriptions, Affiliation fees and Publications. CPALC, SLCC, LCAS, publications required.	£ 4,768	
4327	105	Sundry	No Change	Costs not allocated to any of the other expense categories	£ 159	
4330	105	Recruitment costs and Advertising	No Change	Provision for costs associated with finging new staff	£ 1,860	
4381	105	Bank and card Terminals charges	Increased by 212	Increased based on actual charges to 30/09/2018	£ 1,100	
4382	105	Insurances	Increased by 2.5%	Analysis from the Insurance company varies each year within the cost centres	£ 7,382	
4386	105	Professional fees	Increase by 37%	The Council has over the last few years used the amounts previousy set aside in the Earmarked Reserves and therefore any overspent values will be funded by the General Reserve. If any of the budgeted amount next year is not being spent, then it is suggested for this to be accrued and Earmarked as a reserve for any future expenditure	£ 20,000	
					£ 495,168	

Income**2019-2020**

Code	Centre	Description	Action	Comments	Budget	
1104	105	Photocopying	No Change	Reduce income as demand for photocopying is dwindling	£	44
1157	105	HDC Office Recharge	No Change	No provision in 2018-2019 and 2019-2020 budget based on the HDC letter that the lease would be terminated on 12/01/2018. However, currently foyer is still being leased.	£	-
1201	105	Sundry	Reduced to £150	Actuals to Sept include insurance pay out of £350	£	150
					£	194

108 Other Costs and Income**Expenditure****2019-2020**

Code	Centre	Description	Action	Comments	Budget	Finance Committee
4388	108	PWLB Loan Interest	No Change	May and Nov 2019 interest as per PWLB schedule	£	13,851
4390	108	PWLB Loan Repayments	No Change	Loan Repayment. PWLB Actual repayments due	£	15,000
4392	108	HDC Loan Repayments	Reduced to NIL	Last loan repayment to HDC re Priory Centre due in 18/19	£	-
					£	28,851

Further information on individual loans is available from the RFO

Income**2019-2020**

Code	Centre	Description	Action	Comments	Budget	
1251	108	Bank and Investment Interest	Increased 13.4%	CCLA Investment interest - estimate is based on interest received in the current year	£	2,824
					£	2,824

201 Cemetery & Churchyard

Expenditure					2019-2020	
Code	Centre	Description	Action	Comments	Budget	Ops Committee
4100	201	Repairs Maintenance	Increased by 16.6% based on actual exp for 6 months	The increase is based on actual expenditure for the 6 months to 30 September 2018	£ 10,000	
4102	201	Church Yards & Cemetery furniture	Reduced by £659	Includes other street furniture in the current year but reduction to be used under cost centre 'play areas and open spaces' account code 'village greens and street furniture'	£ 1,500	
4116	201	War Memorials	No Change	Includes general repairs and maintenance for four war memorials	£ 1,150	
4313	201	Electricity	Was not shown separately in last year's budget	£29.20 per Quarter for Mortuary in St Neots New Cemetery	£ 120	
4135	201	Water	No Change	The water used in the cemetery is for the flowers and covers the three cemeteries	£ 1,150	
4145	201	Rates	Increased by 34 % based on actual exp for 6 months	Rates for all Cemeteries. 6 out of 10 payments made to date and a 1% increase estimated for next year	£ 2,640	
4382	201	Insurances	Increased by £800	Actual for Sept 2018 is for the whole year and based on internal split of Zurich insurance. The amount in the current year will be insufficient to cover the memorial safety inspection that we are required to do every 5 years. Suggested increase is to provide some funds that are to be earmarked every year if unspent for future inspections	£ 1,000	
					£ 17,560	

Income					2019-2020	
Code	Centre	Description	Action	Comments	Budget	
1100	201	Cemetery Income	No Change		£ 38,140	
					£ 38,140	

210 Play Areas & Open Spaces

Expenditure					2019-2020	
Code	Centre	Description	Action	Comments	Budget	Ops Committee
4100	210	Play Areas' Repairs Maintenance	Increase by £760	Covers repairs and maintenance for the equipment of currently 13 play areas and recreation grounds. Estimate is £500 per play area per annum and it does not include any new play areas that could potentially be adopted.	£ 6,500	
4110	210	Allotments	No Change	Covers costs for water, repairs and maintenance of the two allotment sites.	£ 1,066	
4114	210	Village greens street furniture	Increased by 1446	It covers maintenance of benches, litter bins and signage located in play areas and open spaces, some of the street furniture budget from cemeteries moved to this cost centre	£ 3,000	
4414	210	Planting	Reduced by £1554	Last year was included in village greens, reduction to be used for street furniture	£ 7,000	
4124	210	Glass house rental	No Change	£2,000 per annum; 3/4 paid in the 6 months to 30/09/2018	£ 2,000	
4382	210	Engineering Inspections & Insurance	No Change	Includes Zurich inspections carried out twice a year. There might be a cost reduction due to only having inspections carried out by Play Safety once a year and not Zurich in the future.	£ 4,871	
4519	210	Celebration Tree Scheme	No Change	Committee to advise if this is required	£ 209	
					<u>£ 24,646</u>	

Income					2019-2020	
Code	Centre	Description	Action	Comments	Budget	
1000	210	Allotment Rents	Reduced by £1400	Calculation based on the rent for 51 single plots at £25 per plot and 6 double plots at £50 per plot	£ 1,575	
1151	210	CCC Grass Cutting Service	Reduced by 3.3%	Change based on contractual figure	£ 17,899	
					<u>£ 19,474</u>	

220 Operational Services**Expenditure****2019-2020**

Code	Centre	Description	Action	Comments	Budget	Ops Committee
4026	220	Salaries operations	Increased by 14.6%	Assuming operations team stay fully staffed for the whole year. Based on current year's salaries (over current budget). Includes Employer's Pension Contribution Increase of 1.7 %, 2% agreed NJC increase and 1% for salaries going up 1 scale . Allowances made for sick cover have not been included.	£ 384,532	
	220	PCSO		This appointment is to be confirmed following the meeting on 27 November 2018	£ 12,000	
4100	220	Repairs Maintenance	No Change	This covers the cost of the maintenance of alarms, machinery, Tools, small equipment, replacements and other sundry items. Ops manager to advise if adequate	£ 9,598	
4103	220	Depot Maintenance Costs	No Change	Fire & alarm maintenance, emergency lights of depot	£ 2,239	
4104	220	Grounds Maintenance	Increase by £6,000	Amount was not adequate in 18-19 as we engaged a contractor for approximately 5 months costing us about £9,000 - £10,000 to do flower bed maintenance. The budget includes: flowers, lawn mower maintenance, flower posts compost, new soil for flower beds.	£ 20,000	
	220	Tree maintenance	New code, previously in Ground Maint	Amount required as a result of inspections carried out every five years. In 19-20 it will cover 34 trees to be maintained by an outside contractor for which we had not budgeted or have Earmarked Reserved for. If the amount spent is slightly lower, then this should be moved to Earmarked Reserves for subsequent years	£ 15,000	
	220	Waste Disposal	New code, previously costs in Repairs & Maint	Disposal of waste from cemeteries, play areas, litter bins and depot	£ 2,500	
4106	220	Rent & Rates	Increased by £5,859	Current rates are £ 9,720 and rent for depot £22,000. Increase is to cover HDC lease rental increase.	£ 40,000	
4131	220	Electricity	No Change		£ 1,013	
4135	220	Water	No Change		£ 533	
4200	220	Vehicle Costs	Increased by 15.7%	Estimate is based on September actuals and is to cover fuel, Servicing, MOT, Road Fund Licence and repairs. It does not cover fuel increase. There are two old vans in use that require a lot of repairs on a regular basis. Committee to consider replacing those with new.	£ 23,464	
4300	220	Equipment	No Change	To cover purchase of small equipment	£ 2,666	
4329	220	Clothing & Uniforms	No Change	To cover protective clothing - trousers, boots etc. Amount is expected to go over budget in the current year because of the number of new staff but considered sufficient for next year based on retaining the staff	£ 1,766	
4382	220	Insurances	No change	Actual for Sept 2018 is for the whole year and based on internal split of Zurich insurance.	£ 5,321	

£ 520,632

220 Operational Services**Income****2019-2020**

Code	Centre	Description	Action	Comments	Budget	
1201	220	Sundry Income	Reduced by £1126 as the actual to Sept included insurance pay out	Services provided to Little Paxton, St Neots Aquatic & Leisure and flowers to Olney Town Council. Actual to Sept included insurance pay out	£	4,000
					£	<u>4,000</u>

ST NEOTS TOWN COUNCIL**230 Community Services****Expenditure****2019-2020**

Code	Centre	Description	Action	Comments	Budget	Finance Committee
4118	230	Gatelodge	No Change	We are responsible for exterior and some interior maintenance. Current year has not yet utilised any of the budget	£	1,061
4119	230	The Cage Lock up	Increase by £4,724	Increase is required for rodd repairs to be carried out	£	5,000
4343	230	Dragon Boat Race	No Change	Increase by £1,000 suggested	£	18,000
4343	230	Outdoor Cinema	No Change	D&P Committee agreed that this event should take place in 2019-2020. The cost includes film rights, screen and sound system, operational and infrastructure costs. It is for the Full Council to decide if this is to be held	£	9,500
4351	230	Museum Grant/Running costs	No Change	Museum has requested that grant is being reviewed for 19-20 taking two year's inflation into account	£	50,000
4400	230	Market Expenses	Increased by 107%	Amount includes £1,000 of rent pitch fee and operations overtime paid for 2 people at farmer's market. Time is calculated at 1.5 hourly rate and is pensionable. Previously - it was a fixed amount	£	11,000
4505	230	Public Toilets	No Change	The Budget is an estimate for the running costs, including electricity, water, rates repairs and maintenance and toilet supplies	£	43,696
4506	230	CCTV	No Change	HDC have requested a contribution towards the CCTV camera's located in St Neots. 2018-2019 cost is £9,082	£	9,738
	230	Christmas Lights	Last year this was included in 4516 account - Christmas Lights	Includes lights rental of £9,500 and safety check of approx £2,000	£	12,000
4513	230	Summer Bands	Increased by 1059	Amount budgeted last year was insufficient for the provision of 9 band concerts at the Riverside park over the summer and the operations overtime recharge	£	3,500
4345	230	IW Festival	Not such to be held in 19-20	This was a one off event as run and managed by Inland Water Authority and they are not planning to re-run for at least 7 years	£	-
4555	230	Town Awards	No such to be held in 19-20	D&P Committee agreed that members of the community could still be recognised for their achievements through other channels	£	-

	230	St George's Day Festival	New event for 19-20	This is a new event requested by the Mayor of St Neots to recognise St George's Day. Costs will include operations and infrastructure, entertainment, licencing, etc.	£ 5,000	
4378	Previously in 102	Armed Forces Day	Increase by £500	The amount of net expenditure is £9,000 but the £2,000 income is shown separately under town promotion income code	£ 11,000	
4556	230	Other Events	No such provision was made last year	D&P Committee agreed that a general events budget was needed to allow the Council to organise smaller events throughout the year that would benefit the town.	£ 5,000	
4516	230	Christmas Lights	Increased by £237	This covers the erection and dismantling of the lights as well as the Switch on Event, and Insurances	£ 21,000	
					<u>£ 205,495</u>	

ST NEOTS TOWN COUNCIL

See Page 8

Income

2019-2020

Code	Centre	Description	Action	Comments	Budget	
1003	230	Table Tennis Rent	No Change		£ 100	
1006	230	Air Training Core	No Change	This rent has recently had a rent review therefore will not be increasing in this year. Rent is £900.	£ 900	
1007	230	Gatelodge Rent	No Change		£ 8,500	
1102	230	Farems Market Income	Decreased by £1440	Budget estimate based on actual amount based on actual income received in 18-19	£ 3,600	
1110	230	DBR (previously Town Promotion) Income	Decreased by £3,000	A conservative approach on income from events is applied. However the aim is always to achieve maximum income but this is depending on economic factors	£ 5,000	
	230	AFD Income	New code as itemised	A conservative approach on income from events is applied. However the aim is always to achieve maximum income but this is depending on economic factors	£ 2,000	
	230	St George's Day Festival Income	New code as itemised	A conservative approach on income from events is applied. However the aim is always to achieve maximum income but this is depending on economic factors	£ 500	
	230	Outdoor Cinema Income	New code as itemised	A conservative approach on income from events is applied. However the aim is always to achieve maximum income but this is depending on economic factors. Income is to be generated from screen advertising	£ 300	
1108	230	Christmas Lights	No Change		£ 2,000	
					<u>£ 22,900</u>	

250 Grants

Expenditure					2019-2020	
Code Centre	Description	Action	Comments	Budget		Finance Committee
4354	250 Grants	Reduced by 4,100	Reduction is as a result of moving LHIF funds of £5,000 to Highways cost centre. Funding for each group has been increased by £100 and £500 for LFCA to correct increase in 17-18 not given	£	56,700	
4355	250 Arts & Drama Awards	No Change		£	6,000	
4352	250 Youth Provision	No Change		£	6,000	
				£	<u>68,700</u>	

301 Highways and the Environment

See Page 10

Expenditure					2019-2020	
Code Centre	Description	Action	Comments	Budget		Finance Committee
4105	301 Bus Shelters	No Change	Cleaning, painting & maintenance	£	1,066	
4109/ 4133	301 Street Lights	No Change	Includes street lights energy of approx £3,300 per annum. In addition budget is to cover costs for own maintenance but lamppost are insured for any major damage.	£	6,932	
4382	301 Highway Improvements	No Change		£	4,000	
		Previously in Grants	LHIF	£	5,000	
4503	301 Notice Boards	No Change		£	1,600	
				£	<u>18,598</u>	

350 Eatons Community Centre

<u>Expenditure</u>					<u>2019-2020</u>	
<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>	<u>Finance Committee</u>
All	350	Eaton Socon Community Centre	Comparison with 18-19 Budget	Budget at the Eatons have been set based upon the current usage, if usage was to increase this could significantly increase the costs.		
4010	350	Wages - Caretaking	Reduced by 290	Cost is estimated based on PC Caretakers time recharge - currently £300 per month. This is an internal monthly adjustment that decreases the salaries in the PC by £300.	£ 3,600	
4100	350	Repairs and Maintenance	No Change	Mostly lift repair and alarms maintenance, fire extinguishers, PAT and full electrical testing and other repairs like painting etc.	£ 3,500	
4130	350	Biomass Fuel	No Change	Wood pellets for boiler that regulates the heat and water. Centre manager to advise whether provision is adequate	£ 1,500	
4131	350	Electricity	Increased by £1,500. Last year's electricity costs shown under PC due to supplier not quoting the EC address	Last year's budget was inadequate. Electricity costs in the last six months are approximately £250 per month. Manager to advise if further increase is to be considered as the costs will be higher in the winter months and there is also no provision for energy prices increase.	£ 3,000	
4135	350	Water	No Change		£ 666	
4145	350	Rates	Increased by 1.5%	Actual rates for current year are £4,368 and 1% increase has been added	£ 4,412	
4150	350	Cleaning Materials	No Change	Actuals to September 18 are less than expected due to perhaps costs being absorbed by the Priory Centre. Centre manager to advise if adequate	£ 689	
4152	350	Licences	No Change	Fixed fee EC licence	£ 285	
4231	350	Lease Hire/ Contracts	Increase by 478	Covers costs for hygiene units and hand dryers. Actual to 30/09/2018 includes pest control, annual alarm and lift maintenance that should be under R&M. Increase requested by Centre manager	£ 4,000	
4300	350	Small Equipment	No Change		£ 600	
4320	350	Phones	No Change	Redcare line and boradband charges	£ 700	
4331	350	Marketing	Increased by £940	Last year's budget was inadequate. The budget for next year is based on Hunts Post costs of approximately £220 per month	£ 2,640	
4382	350	Insurances & Inspections	Increase by 502	Insurance is based on internal split of the total of Zurich insurance per annum. Increase is associated with the potential requirement of a Zurich annual inspection	£ 2,000	
4416	350	Waste Disposal	Increased by £106	Covers the disposal of rubbish left after holding an event. Would rise if events rise. Etimate is based on actuals to Septemeber 2018	£ 806	

28,398

ST NEOTS TOWN COUNCIL

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EATONS COMMUNITY CENTRE

Income2019-2020Code Centre Description Action CommentsBudget

1040	350	Riverchurch Lease	Reduced by £137	Amount is based on current rent of £5,000 per annum and current service charge of approximately £ 560 per annum. Centre manager believes that an increase should be considered as we cover all facilities costs, including electricity and waste	£	5,560	
1050	350	Hall Hire	Reduced by £2526	Budgeted amount assumes income received to be same as in the current year and based on September actuals	£	33,474	

£ 39,034370 Town Centre Management

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Expenditure2019-2020Code Centre Description Action CommentsBudget

D&P Committee

4334	370	Marketing and promotion general expenditure	Reduced by £4,450	Reduction is on the basis that specific to an event costs will be allocated to each event. This budget covers promotion of the town, ie town trails, branding, marketing campaigns	£	14,000	
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£ 14,000

PRIORY CENTRE

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501 StaffingExpenditure2019-2020Code Centre Description Action CommentsBudget

Finance Committee

4009	501	Salary	Increased by 16%	Assuming the Centre will be fully staffed for the whole year. Based on current year's salaries (slightly over current budget). Includes Employer's Pension Contribution Increase of 1.7 %, 2% agreed NJC increase and 1% for salaries going up 1 scale . Allowances made for sick cover have not been included.	£	276,986	
4092	501	Staff Travelling	No Change	Mileage for staff using their own vehicles to go to training or seminars	£	134	
4099	501	Added Years Pension	Increased by 1.5%	Estimate based on current charge for 'unfunded pension' of £317 per month. Provision for an increase has not been made	£	3,804	
4329	501	Clothing & Uniforms	No Change		£	800	
4330	501	Staff Advertising	No Change		£	800	

£ 282,524

PRIORY CENTRE

504 PC Running Costs

<u>Expenditure</u>					<u>2019-2020</u>	
<u>Code</u>	<u>Centre</u>	<u>Description</u>	<u>Action</u>	<u>Comments</u>	<u>Budget</u>	Finance Committee
4100	504	Repairs and Maintenance	No Change	Mostly lift repair and alarms maintenance, fire extinguishers, PAT, full electrical testing and general repairs, painting etc.	£ 13,000	
4131	504	Electricity	No Change	Cost in the period to 30/09/2018 were approximately £1,300 per month but provision is made for higher costs in winter. Budget does not reflect potential increase in energy costs	£ 17,000	
4132	504	Gas	No Change	Actual gas for 6 months to September much lower than budgeted. Centre Manager's advice is to leave budget unchanged	£ 5,023	
4135	504	Water	Increased by £3,148	Last year's budget was not adequate. Estimate based on the 6 months current year actual costs	£ 6,296	
4145	504	Rates	No Change	Current rates are £16,320	£ 16,542	
4150	504	Cleaning Materials	Increased by £698	Increase is based in 6 months current year actual costs	£ 3,422	
4152	504	Licences and other prof fees	No Change	Includes PRS, TV Lic, Wedding, HDC Licence. Software and tills maintenance. Last year's actual was £3,100. Centre manager's advice is to leave budget unchanged	£ 4,907	
4231	504	Lease Hire/ Contracts	No Change	Hygiene Units, Hand Dryers, Dust mats, Security, lease for coffee machine, card terminal rental	£ 9,823	
4300	504	Equipment	Increased by £1,000	Budget is for a replacement of small equipment, fridges etc. Centre manager's requested an increase	£ 3,000	
4034	504	Irrecoverable VAT	No Change	VAT proportion of input VAT relating exempt hall hire income	£ 8,000	
4322	504	Stationery	No Change		£ 504	
4323	504	Postage	No Change	Postage recharges from TC - currently at £40 per month	£ 480	
4324	504	Photocopying	Increased by £80	Copier recharges from TC - currently at £40 per month	£ 480	
4325	504	Website Maintenance	No Change		£ 600	
4331	504	Marketing & Advertising	No Change	Centre manager confirmed that provision is adequate	£ 8,182	
4381	504	Bank Charges and card terminal charges	Increased by £365	These are the charges associated with the the card payment receipts. The estimate is based on the 6 months actuals in the current year	£ 800	
4416	504	Waste Disposal	Increased by £288	Amount estimated based on current cost of approximately £200 per month	£ 2,400	
4382	504	Insurances & Eng. Inspections	Increased by £1324	Based on Zurich Insurance analysis and including Engineering Inspections and HDC charge for the building insurance of £4940 for 17/18	£ 6,000	
					<u>£ 106,459</u>	

ST NEOTS TOWN COUNCIL

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Income**2019-2020**

Code	Centre	Description	Action	Comments	Budget	
1104	504	Photocopy Income	Reduced by £90	Income from sales of photocopying through the priory centre. Only £4 received in the 6 months to Septemebr 2018, hence the reduction in budget	£	10 Agreed
1275	504	Sponsorship	No Change	HDC Contribution capped at £33,010		33,010 Agreed
					£	<u>33,020</u>

520 Bar & Catering

See Page 15

Expenditure**2019-2020**

Code	Centre	Description	Action	Comments	Budget	Finance Committee
4020	520	Catering and Bar Staff	Increase by 9%	Costs are based on 6 months to September actulas and increased by 2%	£	38,507
4600	520	Bar Purchases	No Change	Centre manager consider last year's budget to be adequate	£	36,400
4604	520	Catering Purchases	Increase by £2,000	Increase based on actulas for the 6 months to September 2018.	£	10,000
4605	520	Café Purchases	No Change	Centre manager consider last year's budget to be adequate	£	5,574
4610	520	Consumable Purchases	Increase by £642	Increase based on actulas for the 6 months to September 2018. Centre manager considers adequate	£	2,600
					£	<u>93,081</u>

Income**2019-2020**

Code	Centre	Description	Action	Comments	Budget	
1048	520	Bar Sales	No change	Centre manager consider last year's budget to be adequate	£	77,422
1051	520	Catering Sales	Increase by 8.3%	Increase based on actuals sales to September 2018.	£	16,210
1052	520	Café Sales	Increased by 1.5%	Increase based on actuals sales to September 2018.	£	33,972
					£	<u>127,604</u>

PRIORY CENTRE

525 Functions

Expenditure					2019-2020	
Code	Centre	Description	Action	Comments	Budget	Finance Committee
4021	525	Wages Toddlers Gym	Decrease by £ 1503	Based on actual costs (1 staff rather than 2) to September 2018, increased by 2% and including £1,000 provision for agency worker. No allowance has been made for sick cover.	£ 3,885	
4151	525	Laundry	No Change	This is dependent upon the number of events held, usage is down, based on current values.	£ 303	
4510	525	Event Expenses	No Change	Own events held by the Priory Centre	£ 3,242	
4511	525	Toddlers Gym Expenses	No Change		£ 32	
4515	525	Door Security	Increased by £100	Security costs for under 18 parties increase reflected in the income code	£ 600	
					£ 8,062	

Income

Income					2019-2020	
Code	Centre	Description	Action	Comments	Budget	
1045	525	Door Security	Increased by £100	Security costs for under 18 parties increase reflected in the expense code	£ 600	
1049	525	Events Income	No Change	Income from events organised by Priory Centre	£ 7,482	
1050	525	Hall Hire	Increase by 1.6%	Small increase suggested by Centre manager.	£ 125,000	
1053	525	Kitchen Hire	Increase by £1034	Increased based on actual sales to September 2018	£ 1,784	
1057	525	Toddlers Gym	No Change	Toddler's gym runs at a deficit estimated to be in 19-20 £2,381	£ 1,504	
1058	525	Ballroom Income	Reduced by £504	Reduction based on actual to September 2018	£ 1,252	
1070	525	Admin Fee / Surcharges	Reduced by £534	This income relates to charging hall hirers who change their booking forms and additional bar licence costs for late night events. Reduction based on actual to September 2018.	£ 600	
1075	525	Equipment Hire	Increased by £500	This includes income for marquee and other small equipment hires.	£ 3,500	
1255	525	Receipt Charges	Reduced to Nil	No longer able to charge for this	£ -	
1256	525	Commission on Ticket Sales	Increased by £174	Increased based on actual to September 2018.	£ 400	
					£ 142,122	

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Attachment 3

Ear Marked Reserves

**St. Neots Town Council
Budget Detail - By Centre**

	Balance At	Used	Projected	Suggested	Balance At	Projected	Balance at
	01 Apr 18	to 30/09/2018	to 31/03/2019	Reallocation	31 Mar 19	Expenditure	31 March 20
<u>Earmarked Reserves</u>							
Allotment Land	£ 43,699			-43,699			
Cemetery Land	£ 90,000			-90,000			
Land and Buildings Acquisition Reserve - bal at 31/03/2019				133,699	117,699		
Red Cross Building purchase			-1,000				
Initial inspection of memorials			-15,000				117,699
Land & Buildings - bal at 31/03/2020							
Christmas Lights - vire to GR	£ 3,368		£ -	£ (3,368)	0		
Church Yards-vire to GR to offset unbudgeted Church Wall	£ 1,579		£ -	£ (1,579)	0		
Highway Improvements(combine bins and LHIF)	£ 1,115			£ 7,000	8,115		8,115
Depot Equipment	£ 850				850		850
Community Centres - combined				£ 64,994	64,994		64,994
Priory Centre Capital Projects							
Eatons Capital Project	£ 798			£ (798)	0		
Eynesbury Community Centre	£ 60,500			£ (60,500)	0		
Grit Bins	£ 2,000			£ (2,000)	0		
Loves Farm Community Fit Out	£ 6,655				6,655		6,655
Notice Boards	£ 1,674	-1,674		£ -			
Play Areas-vire to gen reserve to cover 18-19 upgardes	£ 1,642			£ (1,642)	0		
Street Furniture	£ 7,000	-4,128			2,872		2,872
Priory Centre Capital Projects	£ 3,696			£ (3,696)	0		
War Memorials	£ 7,707				7,707		7,707
LHIF	£ 5,000			£ (5,000)	0		
Net Expenditure	£ 237,283	£ (5,802)	£ (16,000)	£ (6,589)	£ 208,892	£ -	£ 208,892

Notes to Earmarked Reserves Virement

1. Total shown in the 'Suggested Reallocation' Column is £-6,589 rather than nil because of the suggested virement from Earmarked to General Reserves as follows:

- Christmas Lights - £3368
- Church Yards - £1579
- Play Areas - £1642

The effect of these being vired to general reserves, reduces the total Earmarked Reserves by £6,589.

2. Loves Farm Community Fit Out - £6,655

I have not added this to the Community Centres combined budget as I have been advised that this is to claimed and used on purchase of new blinds

3. Jubilee Mosaic

When the Council approved the additional amount of 5,000 to be spent, there was no suggestion of which funds should be used.

There is a balance of £2,872 left on street furniture, so could the Council approve the use of this and make a decision of where will the difference of £2,128 be funded from.

Council needs to approve:

1. Election Expenses

Reallocate unspent budget (18-19) of £6,786 to Earmarked Reserves

2. Cemetery and Church Yards

If there is unspent total budget at 31/03/2019, transfer to Earmarked Reserves should be done for the same amount

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Attachment 4

Payments for October 2018

At : 16:07

Priory Centre Current Account

List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/10/2018	FIRTS DATA	DD	22.74		CARD TERMINAL RENTAL
02/10/2018	FIRST DATA	DD	22.74		CARD TERMINAL RENTAL
02/10/2018	HDC	DD	1,632.00		RATES - PRIORY CENTRE
04/10/2018	SSE business.co.uk	DD-3341	596.29		7884 Gas 6-9/18 PC
05/10/2018	Payment Sense Ltd	DD-2311	24.62		Purchase Ledger Payment
05/10/2018	Payment Sense Ltd	DD-4252	24.62		7917 Terminal charges 9/18 TC
12/10/2018	First Data Europe Ltd	DD-201	26.30		7948 Card transactions 9/18 TC
12/10/2018	First Data Europe Ltd	DD-219	74.26		7976 Card transactions Oct PC

Total Payments 2,423.57

At : 16:08

Barclaycard

List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
08/10/2018	ALDI	BARCLAYCAR	1.97		OFFICE SUPPLIES
08/10/2018	ARMADATRaining	BARCLCARD	354.00		2 DAY STAFF TRAINING
08/10/2018	THE HORSEBOX UK	BARCLCARD	3.00		ITALIAN MARKET
08/10/2018	IKEA	BARCLCARD	53.50		PC SMALL EQUIPMENT-VARIOUS
08/10/2018	IKEA	BARCLCARD	290.50		PC SHELVES & SMALL FURTNITURE
08/10/2018	SAVIN WHOLESALERS	BARCLCARD	461.47		HEDERA MIXED, CUPRESSUS, ETC
08/10/2018	AMZON	BARCLCARD	7.99		PRIME SUBSC
08/10/2018	BARCLAYCARD	BARCLAYCAR	94.21		SUNDRY TO REALLOCATE

Total Payments 1,266.64

Town Council Current Account

List of Payments made between 01/10/2018 and 31/10/2018

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Transaction Detail</u>
01/10/2018	Fuel Card Services Ltd	DD-1143	19.20	7964 Card protection OPS
01/10/2018	Southern & Scottish Energy - E	DD-1241	281.00	7862 Electricity 8/9-18 EC
01/10/2018	Fuel Card Services	DD-1546	280.27	7897 Fuel bill 16-21/9 OPS
01/10/2018	Southern & Scottish Energy -	DD-3131	125.08	7902 Electricity 6-9/18 Toilet
01/10/2018	Southern Electric - Museum	DD-4431	196.18	7901 Electricity 6-9/18 Museum
01/10/2018	Yell Customer Service Team	DD-BE6A	50.71	Purchase Ledger Payment
01/10/2018	Jola Cloud Solutions	DD-JNN29	446.00	7879 Telephony 8/18 TC
01/10/2018	MAILCHIMP	CARD	7.75	MONTHLY SUBSC
01/10/2018	CAPALC	BACS	1,663.96	CAPALC-AFFIL FEE-18-19
01/10/2018	SOUTHSIDE WRESTLING	BACS	154.75	SOUTHSIDE WRESTLING-TICKETS
02/10/2018	BACS B/L Pymnt	BACS Pymnt	8,967.06	BACS B/L Pymnt Page 3139-3143
04/10/2018	BACS B/L Pymnt	BACS Pymnt	1,383.20	BACS B/L Pymnt Page 3145
04/10/2018	BACS B/L Pymnt	BACS Pymnt	782.65	BACS B/L Pymnt Page 3146
04/10/2018	ELAS	BACS	655.55	MONTHLY SUBSC
04/10/2018	PAYROLL-W26	BACS	717.67	PAYROLL-W26
05/10/2018	BARCLAYS	DD	35.11	BANK CHARGES
05/10/2018	ACCA	BACS	149.00	PUBLIC SECTOR CONFERENCE
05/10/2018	INDIVIDUAL	BACS	50.00	BUYING BACK BURIAL RIGHTS
08/10/2018	BRITISH TELECOM	DD-0037	152.26	7952 Broadband & redcare TC
08/10/2018	Scottish & Southern Energy - S	DD-01531	160.04	7899 Electricity 6-9/18 Toilet
08/10/2018	Fuel Card Services	DD-01546	95.12	7959 Fuel bill & card prot OPS
08/10/2018	Scottish & Southern Energy - M	DD-2931	33.30	8004 Electricity 3-6/18 Mortua
08/10/2018	Restore Datashred	DD-4676	50.93	7934 Conf data shredding TC
10/10/2018	Priory Centre Cafe Petty Cash	PC PC	250.00	PC PC TRF
11/10/2018	PAYROLL-W27	BACS	865.32	PAYROLL-W27
15/10/2018	Fuel Card Services	DD-001546	169.60	7997 Fuel bill 1-2/10 OPS
15/10/2018	Neopost Limited	DD-0271	604.55	8049 Postage 5-6/18 TC
15/10/2018	O2	DD-5/001	277.94	7928 Mobile phones 9/18 TC
15/10/2018	Scottish & Southern Energy - R	DD-51031	453.20	7958 Electricity 6-9/18 Riv P
15/10/2018	Employment Law Advisory Serv	DD-82675	1,680.00	Manual handling, 1st Aid Training
15/10/2018	ANGLIAN WATER SERVICES LTD	DD-85670	1,780.66	7865 Water T Rd 6-9/18 OPS
15/10/2018	Barclaycard	BARCLCARD	1,266.64	BARCLAYCARD REPAYM
15/10/2018	HDC	DD	27.00	RATES-CEMETRY HOWITTS LANE
15/10/2018	HDC	DD	34.00	RATES-TOILTES SOUTH STR
15/10/2018	HDC	DD	48.00	RATES-OLD CEMETRY
15/10/2018	HDC	DD	103.00	RATES-STORE ADJ SOUTH STR
15/10/2018	HDC	DD	132.00	RATES-6B SOUTH STR
15/10/2018	HDC	DD	139.00	RATES-NEW CEMETRY
15/10/2018	HDC	DD	158.00	RATES-TEBBUTTS RD TOILETS
15/10/2018	HDC	DD	437.00	RATES-EATONS CENTRE
15/10/2018	HDC	DD	972.00	RATES-LEVELLERS LANE
15/10/2018	PAYROLL - M7	BACS	69,835.23	PAYROLL - M7
15/10/2018	HMRC	BACS	18,580.85	PAYE &NIC
16/10/2018	Mayor's Charity Current	TC TO MAY	360.00	CHARITY GOLF CARDS REC-AUG
17/10/2018	BACS B/L Pymnt	BACS Pymnt	15,828.55	BACS B/L Pymnt Page 3159 - 3162
18/10/2018	CENTRAL ENGL COOP	BACS	626.00	REFUND FOR OVERPAYMENT
18/10/2018	HDC	BACS	1,180.00	ELECTRICITY CARD REC - SEPT
18/10/2018	PAYROLL	BACS	859.51	PAYROLL-W28
19/10/2018	TV LIC	DD	150.50	TV LIC - PC

Town Council Current Account

List of Payments made between 01/10/2018 and 31/10/2018

22/10/2018	BACS B/L Pymnt	BACS Pymnt	395.00	BACS B/L Pymnt Page 3164
22/10/2018	Fuel Card Services	DD-0001546	287.58	8011 Fuel bill 7-8/10 OPS
24/10/2018	Neopost Limited	DD-1098	156.00	7932 Postage 9/18 TC
24/10/2018	Marston's PLC	DD-3487	999.57	7859 Brewery order 13/9 PC
24/10/2018	ST NEOTS MUSEUM	BACS	11,250.00	ST NEOTS MUSEUM-Q3 GRANT
24/10/2018	LOVES FARM COMM ASS	BACS	1,200.00	LOVES FARM COMM ASS GRANT
24/10/2018	ST NEOTS ROWING CLUB	BACS	1,600.00	ST NEOTS ROWING CLUB-GRANT
24/10/2018	ROYAL NAVY ASS	BACS	532.00	ROYAL NAVY ASS TICKET SALES
25/10/2018	PAYROLL	BACS	1,078.18	PAYROLL - W29
26/10/2018	Virgin Media Services	DD-1001	36.00	Purchase Ledger Payment
26/10/2018	Southern & Scottish Energy - E	DD-11241	315.01	7986 Electricity 9-10/18 EC
26/10/2018	Fuel Card Services	DD-26-10	92.38	8032 Fuel bill 15/10 OPS
26/10/2018	BIFFA WASTE SERVICES	DD-4618	117.30	7963 Waste disposal 9/18 OPS
26/10/2018	BOC LTD	DD-7075	44.22	7925 Gas for pumps PC
26/10/2018	Virgin Media Services	DD-72	72.00	Purchase Ledger Payment
26/10/2018	Scottish & Southern Energy - P	DD-82931	1,479.72	7981 Electricity 9-10/18 PC
29/10/2018	STAFF	BACS	31.54	MILEAGE EXP CLAIM
29/10/2018	BEDFROD TURF SUPPLIES	101129	216.00	108 YARDS OF TURF
30/10/2018	Jola Cloud Solutions	DD-30-10	442.96	7949 Telephony 9/18 TC
30/10/2018	Restore Datashred	DD-34676	50.93	7989 Conf data shred 10/18 TC
30/10/2018	MAILCHIMP	CARD	7.89	MONTHLY SUBS
31/10/2018	BACS B/L Pymnt	BACS Pymnt	700.00	BACS B/L Pymnt Page 3165
31/10/2018	BACS B/L Pymnt	BACS Pymnt	11,782.75	BACS B/L Pymnt Page 3167-3170
31/10/2018	Priory Centre Cafe Petty Cash	PC TRF	250.00	TC TO PC PC TRF
31/10/2018	Petty Cash Town Council	PC TRF	250.00	TC TO TC PC TRF
		Total Payments	166,662.37	

At : 15:52

Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
Trade UK			BQ2404				
05/09/2018	0910188009	7869 Safety Boots OPS		49.99	0.00	49.99	0.00
07/09/2018	0910777543	7868 Combi padlock OPS		141.93	0.00	141.93	0.00
10/09/2018	0911312595	4237 Valve & washer OPS		27.94	0.00	27.94	0.00
20/09/2018	0913914681	7890 PPE PC		96.93	0.00	96.93	0.00
						0.00	316.79
				Above paid on : 02/10/2018		By BACS	5
COOLERAID LTD			COO001				
31/08/2018	1389159	7858 10 19 ltr bottle water PC		109.80	0.00	109.80	0.00
						0.00	109.80
				Above paid on : 02/10/2018		By BACS	10
ESPO			ESP001				
23/08/2018	4950573	7825 Stationery TC		25.93	0.00	25.93	0.00
						0.00	25.93
				Above paid on : 02/10/2018		By BACS	12
HIRE OR BUY GROUP LTD			HIR001				
31/08/2018	984330	7843 Cement mixer hire OPS		152.08	0.00	152.08	0.00
31/08/2018	984426	7842 Safety clothing OPS		254.37	0.00	254.37	0.00
						0.00	406.45
				Above paid on : 02/10/2018		By BACS	14
STABLE CABLES ELECTRICAL			STA008				
24/09/2018	651515	7891 8 x Light bulbs PC		12.22	0.00	12.22	0.00
24/09/2018	651516	7892 Fuses tubes floodlight PC		188.21	0.00	188.21	0.00
						0.00	200.43
				Above paid on : 02/10/2018		By BACS	21
MASKEARAID INDUSTRIAL SUPPLIES			MAS002				
24/08/2018	65688	7836 Safety clothing OPS		238.03	0.00	238.03	0.00
24/08/2018	65693	7853 36 toilet rolls OPS		296.74	0.00	296.74	0.00
						0.00	534.77
				Above paid on : 02/10/2018		By BACS	25
ARTHUR IBBETT LTD			ART003				

At : 15:52

Reprint of Purchase Ledger Payments Entered

			Ledger No : 1	Month No : 7	Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
10/09/2018	138089	7870 Nuts screws & washers OPS		66.03	0.00	66.03	0.00
					0.00	66.03	
				Above paid on : 02/10/2018		By BACS	3
		SUNGLINT LTD	SUN001				
12/09/2018	46657	7882 Post mix drinks PC		82.08	0.00	82.08	0.00
					0.00	82.08	
				Above paid on : 02/10/2018		By BACS	49
		VEOLIA ES (UK) LTD	VEO001				
31/05/2018	SBO1079477	7840 Bin removal OPS		184.85	0.00	184.85	0.00
					0.00	184.85	
				Above paid on : 02/10/2018		By BACS	90
		ARCHANT HERTS & CAMBS	ARC007				
07/09/2018	82909851	7881 Web Ad Hunts Post 5/9 EC		48.00	0.00	48.00	0.00
14/09/2018	82912059	7863 Ad Hunts Post 12/9 PC		216.00	0.00	216.00	0.00
21/09/2018	82913863	7888 Ad Hunts Post 19/9 PC		48.00	0.00	48.00	0.00
					0.00	312.00	
				Above paid on : 02/10/2018		By BACS	ARC007
		BEDFORD TIMBER LTD	BED2205				
03/09/2018	49254	7872 Plywood OPS		57.48	0.00	57.48	0.00
					0.00	57.48	
				Above paid on : 02/10/2018		By BACS	BED2205
		berrycroft stores ltd	BER004				
27/08/2018	62001	7852 Flower pot collection OPS		48.00	0.00	48.00	0.00
					0.00	48.00	
				Above paid on : 02/10/2018		By BACS	BER004
		Bluefish Office Products	BLU001				
09/04/2018	1/IB801419	7827 Copier paper TC		61.92	0.00	61.92	0.00
20/08/2018	IB841297	7857 250 envelopes TC		13.54	0.00	13.54	0.00
28/08/2018	IB843244	7856 250 sheets col paper TC		19.77	0.00	19.77	0.00
31/08/2018	IB845626	7893 500 x copier paper TC		53.82	0.00	53.82	0.00
					0.00	149.05	
				Above paid on : 02/10/2018		By BACS	BLU001
		D J SAYWELL LTD	DJS101				

At : 15:52

Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 7		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
10/08/2018	50166	7839 Mower exhaust repairs OPS		36.00	0.00	36.00	0.00
30/08/2018	50167	7838 Weld mower exhaust OPS		36.00	0.00	36.00	0.00
					0.00	72.00	
				Above paid on : 02/10/2018		By BACS	DJS101
		Amey Cespa	DON001				
31/08/2018	ASI88662	7850 Waste disposal 8/18 EC		66.62	0.00	66.62	0.00
31/08/2018	ASI88786	7849 Waste disposal 8/18 PC		240.12	0.00	240.12	0.00
					0.00	306.74	
				Above paid on : 02/10/2018		By BACS	DON001
		Dream Clean Services Ltd	DRE001				
29/08/2018	25640	7828 Toilet cleaning 8/18 OPS		864.00	0.00	864.00	0.00
					0.00	864.00	
				Above paid on : 02/10/2018		By BACS	DRE001
		i-d Image Development	IDI001				
05/09/2018	475	7876 BIP Photography TC		174.00	0.00	174.00	0.00
					0.00	174.00	
				Above paid on : 02/10/2018		By BACS	IDI001
		Reesink Turfcare	LEL001				
24/08/2018	PSI1828034	7835 Bracket OPS		13.12	0.00	13.12	0.00
11/09/2018	PSI1829895	7864 Misc tools OPS		222.34	0.00	222.34	0.00
					0.00	235.46	
				Above paid on : 02/10/2018		By BACS	LEL001
		Les Roberts Self Employed Gardener	LES002				
31/08/2018	31082018	7834 Gardening Svc 8/18 OPS		1,800.00	0.00	1,800.00	0.00
31/08/2018	31082018B	7909 Mileage 8/18 OPS		36.45	0.00	36.45	0.00
					0.00	1,836.45	
				Above paid on : 02/10/2018		By BACS	LES002
		Local Authority Publishing Co Ltd	LOC003				
17/09/2018	93860	7887 5000 x St Neots maps TC		625.00	0.00	625.00	0.00
					0.00	625.00	
				Above paid on : 02/10/2018		By BACS	LOC003
		PUBLIC PERFORMANCE LICENSING	PPL001				

At : 15:52

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
23/06/2018	SIN706723	7894 PPL 1/18-1/19 PC		362.84	0.00	362.84	0.00
					0.00	362.84	
				Above paid on : 02/10/2018		By BACS	PPL001
		PTSG Electrical Services Ltd	PTS001				
31/08/2018	70205	7851 LPS inspection 2018 EC		108.00	0.00	108.00	0.00
					0.00	108.00	
				Above paid on : 02/10/2018		By BACS	PTS001
		Pure Washrooms Ltd	PUR001				
01/08/2018	111699	7895 Hand drier svc 18/19 EC		252.00	0.00	252.00	0.00
					0.00	252.00	
				Above paid on : 02/10/2018		By BACS	PUR001
		R&T Snacks	RTS001				
01/09/2018	11	7886 Staff food vouchers TC		48.00	0.00	48.00	0.00
					0.00	48.00	
				Above paid on : 02/10/2018		By BACS	RTS001
		ST JOHN AMBULANCE	SJA246				
15/08/2018	SP18013760	7846 First Aid 4/8/18 TC		322.56	0.00	322.56	0.00
					0.00	322.56	
				Above paid on : 02/10/2018		By BACS	SJA246
		Swift Stitch	SWI001				
20/09/2018	3262	7889 3 x black polo shirt PC		32.22	0.00	32.22	0.00
					0.00	32.22	
				Above paid on : 02/10/2018		By BACS	SWI001
		TCHIBO COFFEE INTERNATIONAL LTD	TCH001				
04/09/2018	9411421271	7874 Coffee shop supplies PC		581.95	0.00	581.95	0.00
					0.00	581.95	
				Above paid on : 02/10/2018		By BACS	TCH001
		Warren Access	WAA001				
31/08/2018	77463	7832 Cherry picker hire x 2 OP		456.00	0.00	456.00	0.00
					0.00	456.00	
				Above paid on : 02/10/2018		By BACS	WAA001
		Wheels in Motion	WHE001				

At : 15:52

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
22/08/2018	V1049	7841 Tyre repair AK13 OHG OPS		24.00	0.00	24.00	0.00
05/09/2018	V1137	7867 BK57 BEY repairs OPS		172.18	0.00	172.18	0.00
					0.00	196.18	
					Above paid on : 02/10/2018	By BACS	WHE001
PAYMENT TOTALS					0.00	8,967.06	

At : 15:54

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Ball Colegrave Ltd	BALL001				
21/08/2018	97208709	7854 Flowers for town OPS		1,383.20	0.00	1,383.20	0.00
					0.00	1,383.20	
				Above paid on : 04/10/2018		By BACS	BALL001
				PAYMENT TOTALS	0.00	1,383.20	

At : 15:55

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Ball Colegrave Ltd	BALL001				
03/09/2018	97216695	7871 Flowers for Town OPS		782.65	0.00	782.65	0.00
					0.00	782.65	
				Above paid on : 04/10/2018		By BACS	BALL001
				PAYMENT TOTALS	0.00	782.65	

At : 15:57

Reprint of Purchase Ledger Payments Entered

Ledger No : 1			Month No : 7		Linked to Cash Book : 1		
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
Trade UK			BQ2404				
17/08/2018	0913053481	7910 Safety clothing OPS		109.97	0.00	109.97	0.00
				0.00		109.97	
				Above paid on : 17/10/2018		By BACS	5
DOVE'S HYGIENE SERVICES			DHS001				
25/09/2018	28564	7920 Hyg svc 9/18 PC		116.01	0.00	116.01	0.00
30/09/2018	28683	7967 Hyg svc 9/18 EC		40.39	0.00	40.39	0.00
				0.00		156.40	
				Above paid on : 17/10/2018		By BACS	11
HIRE OR BUY GROUP LTD			HIR001				
29/09/2018	986563	7954 Ballast cement screws OPS		109.04	0.00	109.04	0.00
30/09/2018	986245	7955 Ballast & cement OPS		373.30	0.00	373.30	0.00
				0.00		482.34	
				Above paid on : 17/10/2018		By BACS	14
MASKEARAI INDUSTRIAL SUPPLIES			MAS002				
28/09/2018	65944	7593 Safety clothing OPS		376.89	0.00	376.89	0.00
				0.00		376.89	
				Above paid on : 17/10/2018		By BACS	25
ARTHUR IBBETT LTD			ART003				
24/09/2018	138778	7908 Screws & washers OPS		3.82	0.00	3.82	0.00
30/09/2018	139039	7960 Nozzle & measuring jug OP		29.54	0.00	29.54	0.00
				0.00		33.36	
				Above paid on : 17/10/2018		By BACS	3
SUNGLINT LTD			SUN001				
26/09/2018	46853	7918 Post mix drinks PC		64.80	0.00	64.80	0.00
				0.00		64.80	
				Above paid on : 17/10/2018		By BACS	49
ARCHANT HERTS & CAMBS			ARC007				
30/09/2018	82917121	7924 Ad Hunts Post 26/9 EC		216.00	0.00	216.00	0.00
				0.00		216.00	
				Above paid on : 17/10/2018		By BACS	ARC007
Bearings Ltd			BEA001				

At : 15:57

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
07/09/2018	45395	7956 Bttl lockfast retainer OP		28.80	0.00	28.80	0.00
					0.00	28.80	
				Above paid on : 17/10/2018		By BACS	BEA001
		BEDFORD TIMBER LTD	BED2205				
24/09/2018	50008	7907 25 x 100 treated wood OPS		85.25	0.00	85.25	0.00
					0.00	85.25	
				Above paid on : 17/10/2018		By BACS	BED2205
		Bluefish Office Products	BLU001				
24/09/2018	IB850232	7913 Copier paper TC		61.92	0.00	61.92	0.00
					0.00	61.92	
				Above paid on : 17/10/2018		By BACS	BLU001
		CAMBRIDGESHIRE COUNTY COUNCIL	CCC090				
26/09/2018	423300002657	7936 Unfunded pensions 8/18 PC		317.00	0.00	317.00	0.00
					0.00	317.00	
				Above paid on : 17/10/2018		By BACS	CCC090
		Amey Cespa	DON001				
30/09/2018	10191174	7943 Waste collection 9/18 PC		208.10	0.00	208.10	0.00
30/09/2018	10191177	7942 Waste collection 9/18 EC		66.62	0.00	66.62	0.00
					0.00	274.72	
				Above paid on : 17/10/2018		By BACS	DON001
		East of England Local Government	EAS004				
31/07/2018	1000648	7937 Job evaluation TC		750.00	0.00	750.00	0.00
					0.00	750.00	
				Above paid on : 17/10/2018		By BACS	EAS004
		Gedney Bulb Company	GED001				
28/08/2018	95767	7905 Flower bulbs x 4630 OPS		965.82	0.00	965.82	0.00
11/09/2018	95766	7904 Flower bulbsx 1450 OPS		363.60	0.00	363.60	0.00
					0.00	1,329.42	
				Above paid on : 17/10/2018		By BACS	GED001
		Huntingdonshire District Council	HDC001				

At : 15:57

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
10/09/2018	70006834	7938 Lev lane rent 10-12/18 OP		5,500.00	0.00	5,500.00	0.00
					0.00	5,500.00	
				Above paid on : 17/10/2018		By BACS	HDC001
		House of Flags Ltd	HOF001				
28/09/2018	SIN114967	7944 Flags TC		354.00	0.00	354.00	0.00
					0.00	354.00	
				Above paid on : 17/10/2018		By BACS	HOF001
		Wider Plan Ltd	KID001				
22/08/2018	4351304	7933 Childcare voucher 9/18 TC		10.54	0.00	10.54	0.00
23/09/2018	4370863	7912 Childcare voucher Oct TC		10.54	0.00	10.54	0.00
					0.00	21.08	
				Above paid on : 17/10/2018		By BACS	KID001
		Kimbolton Fireworks LTD	KIM001				
26/08/2018	11631	7946 IWA Firework display TC		1,680.00	0.00	1,680.00	0.00
					0.00	1,680.00	
				Above paid on : 17/10/2018		By BACS	KIM001
		Les Roberts Self Employed Gardener	LES002				
14/09/2018	14092018	7906 Gardening svcs 3-12/9 OPS		918.00	0.00	918.00	0.00
28/09/2018	28092018	7961 Gardening svc 9/18 OPS		912.60	0.00	912.60	0.00
					0.00	1,830.60	
				Above paid on : 17/10/2018		By BACS	LES002
		National Society of Allotment & Leisure	NAG001				
12/09/2018	12092018	7935 Renewal fees 18/19 TC		66.00	0.00	66.00	0.00
					0.00	66.00	
				Above paid on : 17/10/2018		By BACS	NAG001
		Pass (UK) Ltd	PAS001				
26/09/2018	357892	7969 Recalibrate PAT tester TC		89.40	0.00	89.40	0.00
					0.00	89.40	
				Above paid on : 17/10/2018		By BACS	PAS001
		PUBLIC PERFORMANCE LICENSING	PPL001				

At : 15:57

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
23/06/2018	SIN707021	7968 PC Events licencse PC		572.97	0.00	572.97	0.00
					0.00	572.97	
				Above paid on : 17/10/2018		By BACS	PPL001
		Stand Up Comedy Nights	STA004				
23/07/2018	230718-01	7691 Comedy show 19/10/18 PC		350.00	0.00	350.00	0.00
					0.00	350.00	
				Above paid on : 17/10/2018		By BACS	STA004
		TCHIBO COFFEE INTERNATIONAL LTD	TCH001				
30/09/2018	9411431953	7941 Coffee mchn rent 9/18 PC		98.82	0.00	98.82	0.00
					0.00	98.82	
				Above paid on : 17/10/2018		By BACS	TCH001
		Thomas Ridley & Son Ltd	THO001				
03/09/2018	772792	7919 Canned drinks PC		229.15	0.00	229.15	0.00
10/09/2018	778854	7922 Ice cubes PC		238.92	0.00	238.92	0.00
24/09/2018	791388	7923 Crisps & chocolate PC		341.96	0.00	341.96	0.00
					0.00	810.03	
				Above paid on : 17/10/2018		By BACS	THO001
		Wheels in Motion	WHE001				
17/09/2018	V1220	7962 Replacement tyre OPS		168.78	0.00	168.78	0.00
					0.00	168.78	
				Above paid on : 17/10/2018		By BACS	WHE001
				PAYMENT TOTALS	0.00	15,828.55	

At : 15:58

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		Urban & Rural Landscapes	URB001				
01/10/2018	50	7973 Tree surgery OPS		395.00	0.00	395.00	0.00
					0.00	395.00	
				Above paid on : 22/10/2018		By BACS	URB001
				PAYMENT TOTALS	0.00	395.00	

At : 15:59

Reprint of Purchase Ledger Payments Entered

Ledger No : 1

Month No : 7

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		National Federation of Terazzo Marble	NAT001				
29/10/2018	291018	8022 Mosaic inspection TC		700.00	0.00	700.00	0.00
					0.00	700.00	
					Above paid on : 31/10/2018	By BACS	NAT001
				PAYMENT TOTALS	0.00	700.00	

At : 16:01

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
		COOLERAID LTD	COO001				
30/09/2018	1394963	7969 7 19 ltr bottles water PC		62.58	0.00	62.58	0.00
				0.00		62.58	
				Above paid on : 31/10/2018		By BACS	10
		ESPO	ESP001				
18/09/2018	4985347	7911 Stationery PC		37.80	0.00	37.80	0.00
18/09/2018	4985529	7991 Stationery TC		44.32	0.00	44.32	0.00
18/09/2018	4985347B	7927 Stationery PC		26.66	0.00	26.66	0.00
21/09/2018	4993561	7930 Stationery TC		58.80	0.00	58.80	0.00
22/09/2018	4994653	7992 Stationery TC		25.93	0.00	25.93	0.00
01/10/2018	5009424	7947 Leaflet display holder TC		58.80	0.00	58.80	0.00
12/10/2018	5035499	8017 Stationery TC		84.01	0.00	84.01	0.00
				0.00		336.32	
				Above paid on : 31/10/2018		By BACS	12
		STABLE CABLES ELECTRICAL	STA008				
18/10/2018	652189	8014 Bulbs & cables PC		82.90	0.00	82.90	0.00
18/10/2018	652190	8013 Electric cable PC		28.73	0.00	28.73	0.00
				0.00		111.63	
				Above paid on : 31/10/2018		By BACS	21
		ARTHUR IBBETT LTD	ART003				
08/10/2018	139677	7972 Blood fish & bone fert OP		7.97	0.00	7.97	0.00
15/10/2018	140024	8002 Rotovator part OPS		31.58	0.00	31.58	0.00
22/10/2018	140322	8035 Pressure washer OPS		258.00	0.00	0.40	257.60
				0.00		39.95	
				Above paid on : 31/10/2018		By BACS	3
		GIBBS & DANDY PLC	GIB001				
04/10/2018	3403/01128709	8007 Paving & sand OPS		129.18	0.00	129.18	0.00
				0.00		129.18	
				Above paid on : 31/10/2018		By BACS	40
		SUNGLINT LTD	SUN001				
10/10/2018	47033	7982 Post mix drinks PC		112.32	0.00	112.32	0.00
				0.00		112.32	
				Above paid on : 31/10/2018		By BACS	49
		ARCHANT HERTS & CAMBS	ARC007				

At : 16:01

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
05/10/2018	82920819	7979 Ad Hunts Post 3/10/18 PC		48.00	0.00	48.00	0.00
12/10/2018	82922874	7985 Ad Hunts Post PC		216.00	0.00	216.00	0.00
				0.00		264.00	
				Above paid on : 31/10/2018		By BACS	ARC007
Assured Fire & Security			ASS001				
12/10/2018	137537	7984 Alarm call out EC		219.60	0.00	219.60	0.00
				0.00		219.60	
				Above paid on : 31/10/2018		By BACS	ASS001
BEDFORD TIMBER LTD			BED2205				
01/10/2018	50296	7974 Treated wood OPS		29.83	0.00	29.83	0.00
02/10/2018	50370	7971 25kg bag of ballast OPS		16.32	0.00	16.32	0.00
				0.00		46.15	
				Above paid on : 31/10/2018		By BACS	BED2205
KEN BOOTH & CO LTD			BK0032				
19/10/2018	293478	8015 Cleaning products PC		304.20	0.00	304.20	0.00
				0.00		304.20	
				Above paid on : 31/10/2018		By BACS	BK0032
CAMBRIDGESHIRE COUNTY COUNCIL			CCC090				
21/06/2018	423300001043	8019 Unfunded pensions 5/18 PC		317.00	0.00	317.00	0.00
19/10/2018	423300003337	8020 Unfunded pensions 9/18 PC		317.00	0.00	317.00	0.00
				0.00		634.00	
				Above paid on : 31/10/2018		By BACS	CCC090
C J Myers Installation Services			CJM001				
14/10/2018	00841	8009 Toilet repairs RIV PARK		295.00	0.00	295.00	0.00
				0.00		295.00	
				Above paid on : 31/10/2018		By BACS	CJM001
Concept Activation			CON005				
21/09/2018	CA-4839-1	7945 Sound sys mem svc TC		163.80	0.00	163.80	0.00
				0.00		163.80	
				Above paid on : 31/10/2018		By BACS	CON005
Copy IT Digital Solutions Ltd			COP001				

At : 16:01

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
17/10/2018	8040382770	7990 Ink cartidges TC		191.81	0.00	191.81	0.00
					0.00	191.81	
				Above paid on : 31/10/2018		By BACS	COP001
		Dream Clean Services Ltd	DRE001				
10/10/2018	26368	8010 Cleaning 9/18 TOILETS		1,334.40	0.00	1,334.40	0.00
					0.00	1,334.40	
				Above paid on : 31/10/2018		By BACS	DRE001
		Forest Fuels Ltd	FOR003				
08/10/2018	353987	7951 Wood pellets - Boiler EC		696.96	0.00	696.96	0.00
					0.00	696.96	
				Above paid on : 31/10/2018		By BACS	FOR003
		Huntingdonshire District Council	HDC001				
15/10/2018	70008359	8012 Licence 9/18-9/19 PC		295.00	0.00	295.00	0.00
					0.00	295.00	
				Above paid on : 31/10/2018		By BACS	HDC001
		HYGIENE SOLUTIONS	HYG001				
01/08/2018	034710	7998 Qty hygiene svc Toilets		225.00	0.00	225.00	0.00
					0.00	225.00	
				Above paid on : 31/10/2018		By BACS	HYG001
		Reesink Turfcare	LEL001				
11/10/2018	PSI1832944	8006 Mower repairs OPS		144.00	0.00	144.00	0.00
					0.00	144.00	
				Above paid on : 31/10/2018		By BACS	LEL001
		SOCIETY OF LOCAL COUCIL CLERKS	SLC009				
02/10/2018	126554	8018 LCA 11th edition TC		103.99	0.00	103.99	0.00
					0.00	103.99	
				Above paid on : 31/10/2018		By BACS	SLC009
		STANNAH LIFT SERVICES LTD	STA002				
11/10/2018	P020158209	7987 Lift mtc 10/18-1/19 EC		197.51	0.00	197.51	0.00
					0.00	197.51	
				Above paid on : 31/10/2018		By BACS	STA002
		STL Property Services Ltd	STL001				

At : 16:01

Reprint of Purchase Ledger Payments Entered

		Ledger No : 1	Month No : 7	Linked to Cash Book : 1			
Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorised	Amount Due	Disc Taken	Amount Paid	Invoice Balance
04/10/2018	04102018	7978 Electrical works PC		312.50	0.00	312.50	0.00
					0.00	312.50	
				Above paid on : 31/10/2018		By BACS	STL0001
		Streetmaster Products	STR002				
02/10/2018	5672	7993 Memorial bench OPS		864.00	0.00	864.00	0.00
02/10/2018	5673	7994 Memorial bench OPS		909.60	0.00	909.60	0.00
					0.00	1,773.60	
				Above paid on : 31/10/2018		By BACS	STR002
		T Clarke East	TCE001				
19/10/2018	FM-018369	8016 Annual boiler svc PC		276.00	0.00	276.00	0.00
					0.00	276.00	
				Above paid on : 31/10/2018		By BACS	TCE001
		Thomas Ridley & Son Ltd	THO001				
01/10/2018	797750	7977 Bread & teacakes PC		54.60	0.00	54.60	0.00
08/10/2018	804160	7950 Crisps & Chocolate PC		188.05	0.00	188.05	0.00
					0.00	242.65	
				Above paid on : 31/10/2018		By BACS	THO001
		WALLGATE LIMITED	WALL001				
10/10/2018	15624	7995 Hand drier mtc ann TOILE		2,988.00	0.00	2,988.00	0.00
					0.00	2,988.00	
				Above paid on : 31/10/2018		By BACS	WALL001
		Wheels in Motion	WHE001				
09/10/2018	V1390	8005 BK57 BEY tyre OPS		70.68	0.00	70.68	0.00
15/10/2018	V1432	8008 AJ10 YKA repair light OPS		211.92	0.00	211.92	0.00
					0.00	282.60	
				Above paid on : 31/10/2018		By BACS	WHE001
				PAYMENT TOTALS	0.00	11,782.75	