

BERKHAMSTED TOWN COUNCIL

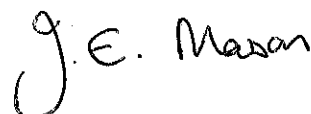
01442 800146
enquiries@berkhamstedtowncouncil.gov.uk
www.berkhamstedtowncouncil.gov.uk

2nd Floor
Civic Centre
Berkhamsted
Hertfordshire
HP4 3HD

21 May 2019

SUMMONS TO ALL MEMBERS

Notice is hereby given that there will be a meeting of the **Finance & Policy Committee** in the Council Chamber, Civic Centre, Berkhamsted, on Tuesday 28 May 2019 at 7.30pm for the purpose of transacting the business set out in the agenda below, and you are hereby summoned to attend.



Mrs J Mason
Town Clerk

MEMBERS:

Councillors P deHoest
 R Freedman
 J Jones
 G Stevens
 N Taylor
 P White
 N Woolner

Substitutes: A Peeler
 S Cloughton
 T Porter
 M Hardinge

MEMBERS OF THE PUBLIC ARE INVITED TO ALL MEETINGS OF THE TOWN COUNCIL

AGENDA

OPENING MATTERS

- FP 32/19** To receive **apologies for absence**
- FP 33/19** To receive **declarations of interest** regarding items on the agenda
- FP 34/19** To approve the **minutes of the previous meeting** held on 11 March 2019.
- FP 35/19** **Chair's Communications**
- (i) Information forwarded from HAPTC for Councils in the Local Government Pension Scheme regarding Pension Board Employer Representative Recruitment.
(03-04-19 and 21-05-19)*
 - (ii) Town & Parish Councils - VE Day 75 - 8 May 2020
(15-04-19 and 21-05-19)
- To agree that the Town Clerk should contact the chair of the local British Legion branch to discuss their plans and to report back.
(21-05-19)*

*(Date circulated to Councillors)

- FP 36/19** To suspend **Standing Orders to allow public participation**

FINANCIAL MATTERS

- FP 37/19** **Grant Application**

To consider the following grant applications:

- (i) To **consider** a grant application from Mrs B Bonwitt on behalf of Happy Wanderers Club for the Disabled requesting £300 towards the cost of hiring a disabled-access boat and other costs associated with arrangements for an afternoon boat trip on the canal from Apsley Lock (Papers attached.)

- FP 38/19** **Income and Expenditure including Receipts and Payments Schedule**

- (i) To **note and approve** the Income and Expenditure and Variance Analysis at 31 March 2019 and 30 April 2019 (attached).
- (ii) To approve the additional ear marked reserves.
- (iii) **Payments schedules for the period 1 March 2019 – 31 March 2019 and 1 April – 30 April 2019** have been sent to Cllr G Stevens for scrutiny and he will report back as appropriate at the meeting (attached).

FP 39/19 Draft Accounting Statements Annual Governance & Accountability Return

To **review** the draft statement attached. This is for information and is subject to review by the Internal Auditor when she visits on Friday 24 May 2019.

FP 40/19 EXCLUSION OF PRESS & PUBLIC

To **RESOLVE** that under Section 1 of the Public Bodies (Admission to Meetings) Act 1960 the public and press be excluded for the remainder of the meeting, because it is likely that publicity would prejudice the public interest by reason of the confidential nature of the business or for other special reasons stated in the resolution, arising from the nature of the business or proceedings.

FP 41/19 Update on recent budgeted projects

- (i) Extension to water system at Sunnyside New Allotments
- (ii) Restoration of vandalised astro turf area to grass

FP 42/19 Sunnyside Rural Trust Lease Renewal

FP 43/19 Festive Lighting Project

Update

FP 44/19 Finance and Allotment Officer Vacancy

Update and to consider cover over the summer.

JEM 21-04-19

BERKHAMSTED TOWN COUNCIL
MINOR GRANTS (up to £1,000)
APPLICATION FORM

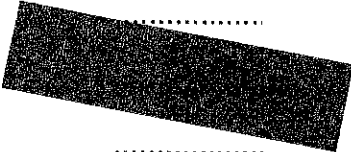
Name of Organisation:

HAPPY WANDERERS CLUB for the DISABLED.

Correspondence Address:

Name MRS BARBARA BONWITT

Address



Postcode ..

Contact det

1. What is the nature of your organisation's activity?

Since 1966 the Happy Wanderers Club has provided stimulation and social activities for elderly and/or disabled residents of Berkhamsted.

2. Is your organisation a registered charity? YES/NO* number 1112218

3. Is your organisation part of, or affiliated to, any national organisation?

~~YES~~/NO*

If yes please give details:

4. What is the catchment area covered by your organisation?

BERKHAMSTED, NORTHETTURCH & POTTEN
END.

5. Briefly describe the project or purpose for which you require a grant

We plan to take members for an afternoons boat trip on the canal from Apsley Lock.

6. How will the project benefit the community or residents of Berkhamsted?

Members, who are elderly and/or disabled, get the opportunity to spend time outside their own four walls, to enjoy an interesting environment and socialise with others.

7. Is your organisation VAT registered? N Vat number..... NO

8. When do you intend to start the project? 10/6/19

Completion date? 10/6/19

9. FINANCIAL ASSESSMENT

9i. Estimated Cost of Project (Please provide a breakdown of the total cost of your project)

Hire of Waterways dischld-access boat	
	£210
Afternoon tea	£80
Transport contribution	£60

Continue on separate sheet if necessary

VAT (if applicable) £. /

Total estimated cost of project £ 380

9ii. Funding of project (Please indicate how your organisation plans to fund the project)

Funds immediately available from your organisation £ 80

Funds that you intend to raise yourself from events: £

Grants or loans applied for / confirmed from other organisations: £

Grant requested from Berkhamsted Town Council £ 300 *- if poss! If not any less!*

TOTAL FUNDING OF PROJECT £

10. Please give details of any reserves or savings held by your organisation
See accounts attached

11. Who should cheque be made payable to?
The Happy Wanderers

I declare that any grant made will be used solely for the purposes outlined in this application. I understand that Berkhamsted Town Council reserves the right to reclaim the grant in the event of it not being used for the purpose specified.

Name BARBARA BONWITT

Signed Barbara Bonwitt

Position TREASURER Date 25.03.19

DOCUMENTS TO SEND WITH YOUR APPLICATION

The following documents **MUST** be submitted with your application:

1. A copy of your organisation's audited or independently examined accounts including balance sheet for the past financial year, copy bank statement and bank reconciliation as at the last balance sheet date.
2. UP-TO-DATE statements of any investment accounts.

Please note: the payment of a grant by the Town Council is made strictly on the understanding that should the project not go ahead, all monies will be returned to the Town Council.

When completed, this form together with supporting documents should be sent to:

The Town Clerk
161 High Street,
Berkhamsted, HP4 3HD

Contact tel 03457 60 60 60
 see reverse for call times
 Text phone 03457 125 563
 used by deaf or speech impaired customers
www.hsbc.co.uk

059516_007 1/ 2 00003 28715 5583 35800

Mrs Barbara Jean Bonwitt

Your Statement

Account Summary

Opening Balance	3,656.62
Payments In	265.00
Payments Out	435.50
Closing Balance	3,486.12

International Bank Account Number

GB63HBUK40400172505657

Branch Identifier Code

HBUKGB4110W

8 December 2018 to 7 January 2019

Account Name

The Happy Wanderers Club for the Disabled

Sortcode

40-40-01

Account Number Sheet Number

72505657 25

Your Community Account details

Date	Payment type and details	Paid out	Paid in	Balance
07 Dec 18	BALANCE BROUGHT FORWARD			3,656.62
12 Dec 18	CR CASH IN AT HSBC BANK PLC BERKHAMSTED		129.00 ✓	
	CR CHQ IN AT HSBC BANK PLC BERKHAMSTED		36.00 ✓	
	CR CHQ IN AT HSBC BANK PLC BERKHAMSTED		100.00 ✓	
19 Dec 18	CHQ 100073	435.50 ✓		3,921.62
07 Jan 19	BALANCE CARRIED FORWARD			3,486.12

Information about the Financial Services Compensation Scheme

Your deposit is eligible for protection under the Financial Services Compensation Scheme (FSCS). For further information about the compensation provided by the FSCS, refer to the FSCS website at www.FSCS.org.uk, call into your nearest branch or call your telephone banking service. Further details can be found on the FSCS Information Sheet and Exclusions List which is available on our website (www.hsbc.co.uk).

Credit Interest Rates	balance	AER variable	Debit Interest Rates	balance	EAR variable
Credit interest is not paid			Debit interest		21.34%

HAPPY WANDERERS CLUB FOR THE DISABLED

(Registered Charity No 1112218)


Balance Sheet as at 31 December 2018

General Fund January 2018	£	Current Assets 31 Dec 2018	£
Balance at 1 January 2018	5106.00	Cash at Bank	3486.12
Cash in hand	0.97	Cash in Hand	10.67
	<u>5106.97</u>	Less uncashed cheque	20.00
Subtract: excess of expenditure over income	1630.18		
	<u>3476.79</u>		<u>3476.79</u>

The above Balance Sheet and the attached Income & Expenditure Account have been prepared from the Club's Bank Account and other relevant papers and are in accordance therewith.

Treasurer  Date 24.01.19

I have examined these accounts, and am satisfied that they present a true and fair view of the Club's affairs.

Examined by 

Date 24.1.19.

HAPPY WANDERERS CLUB FOR THE DISABLED

(Registered Charity No 1112218)

Income and Expenditure Account

for the year ending 31 December 2018

INCOME		EXPENDITURE	
Donations	320.00	Hall Hire	423.75
Fund Raising, Collection & Raffle	308.19	Transport	350.00
Subscriptions	394.00	Speakers & Entertainment	287.78
Contribution to outings	1187.00	Catering	244.23
		Outings and Events	2140.89
		Insurance	218.00
		Birthday party set up etc	32.96
		Sundries/stationery etc	58.26
		DCVS membership	36.00
		Wheelchair maintenance	47.50
			3839.37
		Subtract Excess of Expenditure over Income	1630.18
	2209.19		2209.19

HAPPY WANDERERS CLUB FOR THE DISABLED
(Registered Charity No 1112218)

LIST OF GRANTS & DONORS 2018

Jan 31)		
Dec 12)	Northchurch United Charities	250.00
Jul 9)		
Sep 10)	Anonymous donors	50.00
Jul 23	Town mayor	20.00
		<hr/>
		320.00

31-Mar-19

I & E against Budget 2018-19 at

	Actual 31-Mar-17	Budget 2017/18	Actual 31-Mar-18	Budget 2018/19	Actual 31-Mar-19	Predicted Exp/Income 31-Mar-19	Budget Less YTD
TOTAL INCOME	£238,533	£258,892	£283,157	£266,378	£279,354	£280,748 (£	12,376)
TOTAL EXPENDITURE	£207,301	£244,349	£231,121	£290,563	£272,811	£302,788	£17,752
Surplus/Deficit	£31,232	£14,543	£52,036	-£24,185	£6,543 (£	22,040) (£	30,728)

Check (£ 30,728)

2018/19 Exp Budget includes total of £39,203 Previously agreed additional budget, re CIL, Reserves & Insurance

	Actual 31/3/18	Actual 31/3/19
RESERVES		
1300 General Reserve	166,039	172,582
1340 Election Cost Fund	4,212	8,212
1342 YC Kick Boards & Astro Turf		7,640
1350 Asset Renewal Fund	103,637	103,637
1380 Allotment Reserve Fund	15,012	17,712
1385 Defibrillator Reserve Fund	3,318	3,318
1390 CIL Receipts Reserve 2016/17	36,662	22,781
1390 CIL Receipts Reserve 2017/18	-	39,351
1390 CIL Receipts Reserve 2018/19	-	5,798
1343 Alan Dickman Fund	9,000	9,000
	£337,880	£390,031

FP38/19 (1)

BTC Income Expenditure Current Financial Year

2018-19

	Actual 31-Mar-17	Budget 2017/18	Actual 31-Mar-18	Budget 2018/19	Actual 31-Mar-19	Budget Less YTD 2018/19	Agreed Budget 2019/20
INCOME							
0100 Precept	177,355	186,255	186,255	191,843	191,843	-	197,165
0150 Town Warden Grant	15,098	15,299	15,299	15,452	15,452	-	15,761
0660 DBC Noticeboards	450	-	695	-	940	-	3,870
0661 Cemetry/Churchyard	2,685	3,380	2,685	3,625	2,685	-	2,682
0950 Council Tax Advance Grant	3,493	3,138	3,138	2,538	2,538	-	22,313
Concurrent Services	21,726	21,817	21,817	21,615	21,615	-	10,000
0125 Community Infrastructure Levy* See Below	8,130	20,000	28,532	22,000	36,268	(14,268)	
0180 Advance Festival of Light Grant	-	-	1,059	-	-	-	-
0200 Festival of Light Grants	6,000	6,000	6,000	6,000	6,000	-	6,000
0760 Festival of Light Income & Donations	630	500	1,000	500	867	-	1,000
Festival of Light	6,630	6,500	8,059	6,500	6,867	(367)	7,000
0600/05 Allotment Land Rent	7,401	8,150	7,041	7,300	7,417	-	7,100
0603 Allotment Income - Other	-	-	-	-	-	-	-
0610 Allotment Water Rates Income	1,413	1,900	1,761	1,800	1,869	-	1,800
0612-18 Water & Gate Key Sales (Prev incl deposits)	115	170	130	120	170	-	120
Allotment Income	8,929	10,220	8,932	9,220	9,455	(235)	9,020
0675/6 YC Regular & Ad-Hoc Bookings	12,045	12,500	12,075	12,200	12,000	-	12,000
0677 YC Car Park Fees/Other Income	458	12,500	7,517	-	-	-	-
Lagley Meadow Youth Centre	12,503	12,500	19,592	12,200	12,000	200	12,000
0350/0768 Parish Paths Grant	300	1,000	-	1,000	-	1,000	1,000
HCC Receipt							1,000
0762 Auth Transactions - Environmental Projects	-	-	2,250	-	-	-	1,000
0425 Defibrillator Income (Lions Club re EMR)	-	-	6,000	-	-	-	-
0400 Miscellaneous Income	70	-	-	-	-	-	-
0545-79 Bank Interest	2,890	600	1,720	2,000	1,306	694	2,000
Total Income	238,533	258,892	283,157	266,378	279,354	(12,976)	262,498

Berkhamsted Town Council Income Expenditure Current Financial Year

2018-19

	Actual 31-Mar-17	Budget 2017/18	Actual 31-Mar-18	Budget 2018/19	Actual 31-Mar-19	Budget Less YTD 2018/19	Agreed Budget 2019/20
EXPENDITURE							
7150 Audit & Accountant Fees	1,356	1,500	1,356	1,500	1,308		1,500
7151 Bank Charges	179	150	206	200	350		200
7153 Legal Fees	1,501	3,000	213	2,000	-		2,000
Financial and Legal	3,036	4,650	1,775	3,700	1,658	2,042	3,700
7160 DBC noticeboard expenses	-	-	-	-	2		-
7161 DBC Churchyard/Cemetery Grass Cutting	2,685	3,500	2,685	3,625	2,685		2,685
DBC Delegated Functions	2,685	3,500	2,685	3,625	2,687	938	2,685
7250,55/7755 Grant Awards	4,580	7,500	5,325	7,500	6,348	1,152	7,500
7300 Improvements	2,308	2,500	4,091	2,000	627		2,000
7303 Water Supply Charges	1,111	1,500	1,172	1,500	1,824		1,500
7304/07 General Expenses	160	300	16	-	8		-
7306 Annual Maintenance Costs	2,939	2,250	2,235	2,250	2,086		2,250
7308 Legal Fees	-	-	-	-	-		-
7309 Alocitment Software Support	451	500	464	500	478		500
7794/5 Allotment Key Refunds	20	10	16	10	20		20
Overpayment of Rents	-	-	-6	-	-		-
New Projects	-	-	-	7,630	-		1,000
8100 Bad Debt	-	-	-	-	100		1,000
Allotments	6,989	7,060	7,988	13,890	5,142	8,748	8,270
7350 Mayoral Expenses	593	600	294	600	843		600
7351 Mayor's Civic Function Costs	2,644	2,700	2,508	2,700	3,187		2,800
New Mayoral Portrait	-	-	-	-	-		350
Civic Activities	3,237	3,300	2,802	3,300	4,030	(730)	3,750
7450/70 Website, Publicity & Advertising	-	1,200	234	1,200	40		-
7455 Newsletter	-	-	-	-	1,515		3,015
7460 Public Meetings/ATM	9	300	244	250	279		300
Publicity and Promotion	9	1,500	478	1,450	1,834	(384)	3,315
7500 Christmas Festival of Lights	12,922	17,500	10,927	16,560	11,736		18,000
7530 War Memorial Maintenance	-	-	-	-	-		-
7535 World War 1 Commemoration (S137 Payment)	-	-	-	-	-		-
7540 Heritage Hub Project	-	-	-	-	3,500		-
7575 Swan Youth Projects	12,500	12,500	12,500	15,000	15,000		15,000
7690 PCSO Funding	-	-	-	-	-		12,000
7695 Astro Turf	-	6,000	6,268	9,153	-		-
Projects	25,422	36,000	29,695	40,713	30,236	10,477	45,000

Berkhamsted Town Council Income Expenditure Current Financial Year

2018-19

	Actual 31-Mar-17	Budget 2017/18	Actual 31-Mar-18	Budget 2018/19	Actual 31-Mar-19	Budget Less YTD 2018/19	Agreed Budget 2019/20
EXPENDITURE							
Civic Garden Maintenance (Church & Flowerbeds)	782	1,500	402	1,000	488		1,500
7552 High Street Trees/Hanging Baskets	-	-	-	-	-		2,300
7555 Planters	1,680	2,500	1,680	550	1,680		1,680
7557 HCC - Bridgewater Road Restricts.			2,350	-	-		-
7558 HCC - 20 MPH Zones			6,440	-	-		-
7559 MVAS/SID			-	6,100	4,975		-
7562 Construction of Tree Planting Pits			2,250	-	-		-
7563 Contribution to Normandy Drive Play Equipment			-	-	5,000		-
New New Streetscape Strategy			-	-	-		-
New Town Centre Improvements (BforB)			-	-	-		-
Environmental Projects	2,462	4,000	13,122	7,650	12,123	(4,473)	5,480
7008 Caretaker Salary	4,829	5,000	4,995	5,100	5,275		5,228
7576 Lease/Rent & Rates	3,385	4,000	3,567	4,000	3,923		4,200
7577 YC Insurance Costs	100	250	250	250	250		250
7578 Utility Costs	2,563	2,700	2,824	2,700	2,698		2,700
7579/(81) Maintenance/Refurbishment	2,300	2,750	1,008	17,500	986		17,500
7580 Consumables	106	250	97	150	-		150
Lagley Meadow Youth Centre	13,283	14,950	12,741	29,700	13,132	16,568	30,028
7630 Defibrillator Costs		-	2,682	-	180	(180)	500
7642 Highway/Canal Towpath/Cobbles	250	1,000	-	500	-		-
7675/7785 Parish Paths Partnership Expenditure Highway/Footpath Projects	191	500	-	1,000	-		2,000
	441	1,500	-	1,500	-	1,500	2,000
7680 Alan Dickman Fund (Re EMR)			1,000	1,000	-	1,000	1,000
7779 Election Costs		4,000	3,788	4,000	-	4,000	14,000
NEW Election Reserve Funds	-	4,000	-	4,000	-	4,000	4,000
7780 Allotment Software		200	-	350	-		-
7780 Assets/Office Equipment <£250	2,003	-	255	-	-		-
7781 Assets/Office Equipment <£250		-	265	-	135		-
Asset Renewals	2,003	4,200	520	4,350	135	4,215	4,000
8501 Transfers to Earmarked Reserves		-	-	-	50,607		-
8511 Transfers from Earmarked Reserves		-	-	-	5,000		-
Earmarked Reserve Movements	-	-	-	-	45,607	(45,607)	4,000
TOTAL EXPENDITURE	207,301	244,349	231,121	290,563	272,811	17,752	309,861
							Total Budget

I & E against Budget 2019-20 at

30-Apr-19

	Actual 31-Mar-18	Budget 2018/19	Actual 31-Mar-19	Budget 2019/20	Actual 30-Apr-19	Predicted Exp/Income 30-Apr-19	Budget Less YTD 2019/20
TOTAL INCOME	£283,157	£266,378	£279,354	£262,498	£243,568	£280,748	£18,930
TOTAL EXPENDITURE	£231,121	£290,563	£272,811	£304,861	£34,129	£302,788	£270,732
Surplus/Deficit	£52,036	-£24,185	£6,543	-£42,363	£209,439	22,040	(£ 251,802)

Check (£ 251,802)

2018/19 Exp Budget includes total of £39,203 Previously agreed additional budget, re CIL, Reserves & Insurance

RESERVES	Actual 31/3/18	Actual 31/3/19
1300 General Reserve	166,039	172,582
1340 Election Cost Fund	4,212	8,212
1342 YC Kick Boards & Astro Turf		7,640
1350 Asset Renewal Fund	103,637	103,637
1380 Allotment Reserve Fund	15,012	17,712
1385 Defibrillator Reserve Fund	3,318	3,318
1390 CIL Receipts Reserve 2016/17	36,662	22,781
1390 CIL Receipts Reserve 2017/18	-	39,351
1390 CIL Receipts Reserve 2018/19	-	5,798
1343 Alan Dickman Fund	9,000	9,000
	<u>£337,850</u>	<u>£390,031</u>

BTC Income Expenditure Current Financial Year

2019-20

	Actual 31-Mar-18	Budget 2018/19	Actual 31-Mar-19	Budget 2019/20	Actual 30-Apr-19	Budget Less YTD 2019/20	Agreed Budget 2019/20
INCOME							
0100 Precept	186,255	191,843	191,843	197,165	197,165	-	197,165
0150 Town Warden Grant	15,299	15,452	15,452	15,761	15,761		15,761
0660 DBC Noticeboards	695	-	940		-		
0661 Cemetry/Churchyard	2,685	3,625	2,685	3,870	3,870		3,870
0950 Council Tax Advance Grant	3,138	2,538	2,538	2,682	2,682		2,682
Concurrent Services	21,817	21,615	21,615	22,313	22,313	-	22,313
0125 Community Infrastructure Levy** See Below	28,532	22,000	36,268	10,000	23,824 (13,824)	10,000
0180 Advance Festival of Light Grant	1,059		-		-		-
0200 Festival of Light Grants	6,000	6,000	6,000	6,000	-		6,000
0760 Festival of Light Income & Donations	1,000	500	867	1,000	-		1,000
Festival of Light	8,059	6,500	6,867	7,000	-	7,000	7,000
0600/05 Allotment Land Rent	7,041	7,300	7,417	7,100	174		7,100
0603 Allotment Income - Other	-	-	-	-	-		-
0610 Allotment Water Rates Income	1,761	1,800	1,869	1,800	40		1,800
0612-18 Water & Gate Key Sales (Prev incl deposits)	130	120	170	120	-		120
Allotment Income	8,932	9,220	9,455	9,020	214	8,806	9,020
0675/6 YC Regular & Ad-Hoc Bookings	12,075	12,200	12,000	12,000	-		12,000
0677 YC Car Park Fees/Other Income	7,517	-	-	-	-		-
Lagley Meadow Youth Centre	19,592	12,200	12,000	12,000	-	12,000	12,000
0350/0768 Parish Paths Grant	-	1,000	-	1,000	-		1,000
HCC Receipt				1,000			1,000
0762 Auth Transactions - Environmental Projects	2,250		-	1,000	-		1,000
0425 Defibrillator Income (Lions Club re EMR)	6,000	-	-	-	-		-
0400 Miscellaneous Income	-	-	-	-	-		-
0545-79 Bank Interest	1,720	2,000	1,306	2,000	52		2,000
Total Income	283,157	266,378	279,354	262,498	243,568	17,930	262,498

Berkhamsted Town Council Income Expenditure Current Financial Year

2019-20

	Actual 31-Mar-18	Budget 2018/19	Actual 31-Mar-19	Budget 2019/20	Actual 43,585	Budget Less YTD 2019/20	Agreed Budget 2019/20
EXPENDITURE							
7000/04 Staff Salary Costs	101,993	105,060	100,162	120,438	8,215		120,438
7001 Travel & Subsistence	75	250	73	300	-		300
7002 Staff Training	1,558	1,000	330	1,350	-		1,350
7005 Town Warden Transport	662	1,000	866	1,000	-		1,000
7006 Town Warden Other	156	350	318	350	-		350
7010 3rd Party Costs	999	1,700	1,360	1,500	(456)		1,500
7011 GDPR Compliance Services DPO	-	7,200	2,502	3,000	1,708		3,000
7012 Consultancy CP and IT	-	3,500	-	1,000	-		1,000
7020 Salary Administration	616	800	1,100	800	(300)		800
7003 Staff Recruitment Costs	-	600	545	495	50		495
Support Services	106,059	121,460	107,256	130,233	9,217	121,016	130,233
7050 Office Rent/Rates	19,842	20,000	20,531	21,000	9,367		21,000
7051 Room Hire	66	150	-	200	-		200
7052 Computing Costs	11,459	12,000	11,792	12,000	967		12,000
7054 Stationery	819	800	544	700	63		700
7057 Miscellaneous	34	50	77	50	-		50
7058 Insurance	2,743	3,000	2,991	3,000	433		3,000
7059 Subscriptions	2,576	2,500	2,629	2,700	2,128		2,700
7060 Catering Supplies	156	175	86	150	30		150
7061 Repairs	65	150	18	150	-		150
7062 Telephones	493	500	359	550	28		550
7063 Photocopier Costs	605	600	572	500	(108)		500
7064 Annual Maintenance Contracts	619	650	1,419	1,200	381		1,200
7065 Postage	777	700	555	750	61		750
7066 Office Cleaning	837	900	868	900	-		900
Office/Admin Facilities	41,091	42,175	42,442	43,850	13,349	30,501	43,850
7750 Authorised Transactions - Staff & Related	-	-	-	-	-		-
7100 Training	140	400	-	400	-		400
7101 Travel & Subsistence	-	150	-	150	-		150
Councillors' Costs	140	550	-	550	-	550	550
7055 Prior Year Vat Reclaimed	770	-	-	-	-		-

Berkhamsted Town Council Income Expenditure Current Financial Year

2019-20

	Actual 31-Mar-18	Budget 2018/19	Actual 31-Mar-19	Budget 2019/20	Actual 2019-20	Budget Less YTD 2019/20	Agreed Budget 2019/20
EXPENDITURE					43,585		
7150 Audit & Accountant Fees	1,356	1,500	1,308	1,500	(987)		1,500
7151 Bank Charges	206	200	350	200	6		200
7153 Legal Fees	213	2,000	-	2,000	-		2,000
Financial and Legal	1,775	3,700	1,658	3,700	(982)	4,682	3,700
7160 DBC noticeboard expenses	-	-	2	-	-		-
7161 DBC Churchyard/Cemetery Grass Cutting	2,685	3,625	2,685	2,685	2,685		2,685
DBC Delegated Functions	2,685	3,625	2,687	2,685	2,685	-	2,685
7250.55/7755 Grant Awards	5,325	7,500	6,348	7,500	-	7,500	7,500
7300 Improvements	4,091	2,000	627	2,000	-		2,000
7303 Water Supply Charges	1,172	1,500	1,824	1,500	-		1,500
7304/07 General Expenses	16	-	8	-	2,696		-
7306 Annual Maintenance Costs	2,235	2,250	2,086	2,250	140		2,250
7308 Legal Fees	-	-	-	-	-		-
7309 Allocation Software Support	464	500	478	500	243		500
7794/5 Allocation Key Refunds	16	10	20	20	-		20
Overpayment of Rents	6	7,630	0	-	-		-
New Projects	-	-	100	1,000	-		1,000
8100 Bad Debt	-	-	-	-	-		-
Allotments	7,988	13,890	5,142	7,270	3,079	4,192	7,270
7350 Mayoral Expenses	294	600	843	600	-		600
7351 Mayor's Civic Function Costs	2,508	2,700	3,187	2,800	-		2,800
New Mayoral Portrait	-	-	-	350	-		350
Civic Activities	2,802	3,300	4,030	3,750	-	3,750	3,750
7450/70 Website, Publicity & Advertising	234	1,200	40	-	-		-
7455 Newsletter	-	-	1,515	3,015	-		3,015
7460 Public Meetings/ATM	244	250	279	300	-		300
Publicity and Promotion	478	1,450	1,834	3,315	-	3,315	3,315
7500 Christmas Festival of Lights	10,927	16,560	11,736	18,000	-		18,000
7530 War Memorial Maintenance	-	-	-	-	-		-
7535 World War 1 Commemoration (\$137 Payment)	-	-	-	-	-		-
7540 Heritage Hub Project	-	-	3,500	-	-		-
7575 Swan Youth Projects	12,500	15,000	15,000	15,000	3,750		15,000
7690 PCSO Funding	-	-	-	12,000	-		12,000
7695 Astro Turf	6,268	9,153	-	-	7,640		-
Projects	29,695	40,713	30,236	45,000	11,390	33,610	45,000

Berkhamsted Town Council Income Expenditure Current Financial Year

2019-20

	Actual	Budget	Actual	Budget	Actual	Budget	Actual	Budget Less	Agreed Budget
	31-Mar-18	2018/19	31-Mar-19	2019/20	43,585	2019/20	2019/20	YTD	2019/20
EXPENDITURE									
Civic Garden Maintenance (Church & Flowerbeds)	402	1,000	468	1,500	-	-	-	-	1,500
7552 High Street Trees/Hanging Baskets	-	-	-	2,300	-	-	-	-	2,300
7555 Planters	1,680	550	1,680	1,680	-	-	-	-	1,680
7557 HCC - Bridgewater Road Restricts.	2,350	-	-	-	-	-	-	-	-
7558 HCC - 20 MPH Zones	6,440	-	-	-	-	-	-	-	-
7559 MVAS/SID	-	6,100	4,975	-	-	-	-	-	-
7562 Construction of Tree Planting Pits	2,250	-	-	-	-	-	-	-	-
7563 Contribution to Normandy Drive Play Equipment	-	-	5,000	-	-	-	-	-	-
New New Streetscape Strategy	-	-	-	-	-	-	-	-	-
New Town Centre Improvements (BforB)	-	-	-	-	-	-	-	-	-
Environmental Projects	13,122	7,650	12,123	5,480	-	-	-	5,480	5,480
7008 Caretaker Salary	4,995	5,100	5,275	5,228	465	-	-	-	5,228
7576 Lease/Rent & Rates	3,567	4,000	3,923	4,200	4,196	-	-	-	4,200
7577 YC Insurance Costs	250	250	250	250	-	-	-	-	250
7578 Utility Costs	2,824	2,700	2,698	2,700	(310)	-	-	-	2,700
7579/(81) Maintenance/Refurbishment	1,008	17,500	986	17,500	13	-	-	-	17,500
7580 Consumables	97	150	-	150	-	-	-	-	150
Lagley Meadow Youth Centre	12,741	29,700	13,132	30,028	4,364	-	-	25,664	30,028
7630 Defibrillator Costs	2,682	-	180	500	-	-	-	500	500
7642 Highway/Canal Towpath/Cobbles	-	500	-	-	-	-	-	-	-
7675/7785 Parish Paths Partnership Expenditure	-	1,000	-	2,000	-	-	-	-	2,000
Highway/Footpath Projects	-	1,500	-	2,000	-	-	-	2,000	2,000
7680 Alan Dickman Fund (Re EMR)	1,000	1,000	-	1,000	-	-	-	1,000	1,000
7779 Election Costs	3,788	4,000	-	14,000	-	-	-	14,000	14,000
NEW Election Reserve Funds	-	4,000	-	4,000	-	-	-	4,000	4,000
7780 Allotment Software	-	-	-	-	-	-	-	-	-
7780 Assets/Office Equipment >£250	255	350	-	-	1,362	-	-	-	-
7781 Assets/Office Equipment <£250	265	-	135	-	-	-	-	-	-
Asset Renewals	520	4,350	135	-	1,362	-	(1,362)	-	-
8501 Transfers to Earmarked Reserves	-	-	50,607	-	-	-	-	-	-
8511 Transfers from Earmarked Reserves	-	-	5,000	-	(10,336)	-	-	-	-
Earmarked Reserve Movements	-	-	45,607	-	(10,336)	-	10,336	-	-
TOTAL EXPENDITURE	231,121	290,563	272,811	304,861	34,129	270,732	304,861	270,732	304,861
									Total Budget

Date: 15/05/2019
Time: 15:53:26

ARCHIVE<Year End 2019> Berkhamsted Town Coun

ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)

Date From: 01/03/2019
Date To: 31/03/2019

Supplier From: ZZZZZZZZ
Supplier To: 99999999

Transaction From: 1
Transaction To: 99,999,999

N/C From:
N/C To:

Dept From: 0
Dept To: 999

Tran No.	Tran Date	A/C Ref	Suppliers Name	N/C	Inv Ref	Dept Details	Net Amount	Tax Amount	T/C	Gross Amount	V	B
31864	PI 01/03/2019	KCSTSL01	IQuada Ltd	7052	MSP-8845 0	Annual IT services-Domain hosting	100.00	20.00	T1	120.00	R	-
31863	PI 01/03/2019	KCSTSL01	IQuada Ltd	7052	MSP-8851 0	Monthly broadband services	810.00	162.00	T1	972.00	R	-
31857	PI 04/03/2019	T&JFIRE1	T. & J. Fire	7579	39746 0	Inspect fire extinguishers	34.68	6.93	T1	41.61	R	-
31912	PI 07/03/2019	E-ONUK01	E. ON UK plc	7500	H16E29FF0	Elec charge-01.03.18-28.02.19	522.78	26.14	T5	548.92	R	-
31985	PI 11/03/2019	LIND01	David Lindon & Co	7000	MAR2019 0	Staff salaries March 2019	6,013.28	0.00	T9	6,013.28	-	-
31986	PI 11/03/2019	LIND01	David Lindon & Co	7004	MAR2019 0	Staff salaries March 2019	1,934.24	0.00	T9	1,934.24	-	-
31987	PI 11/03/2019	LIND01	David Lindon & Co	7008	MAR2019 0	Staff salaries March 2019	451.32	0.00	T9	451.32	-	-
31919	PI 11/03/2019	GRAD01	Gradwell Communications Ltd	7062	1277928 0	Landline Calls & Mobile Calls	29.15	5.83	T1	34.98	R	-
31911	PI 12/03/2019	DBC-FD01	Dacorum Borough Council	7050	1489211 0	Office Rent 25/03/19 to 23/06/19	2,125.00	0.00	T0	2,125.00	R	-
31910	PI 12/03/2019	DBC-FD01	Dacorum Borough Council	7576	1489249 0	LMYC Rent 25/03 to 23/06/19	62.50	12.50	T1	75.00	R	-
31914	PI 14/03/2019	MASON01	Janet Mason	7057	Exps to 14-0	3xset lunch menu	43.70	1.30	T1	45.00	R	-
31915	PI 14/03/2019	MASON01	Janet Mason	7060	Exps to 14-0	Milk for office	1.60	0.00	T0	1.60	R	-
31916	PI 14/03/2019	MASON01	Janet Mason	7351	Exps to 14-0	Musical's wine - Mayors reception	17.50	3.50	T1	21.00	R	-
31917	PI 14/03/2019	MASON01	Janet Mason	7460	Exps to 14-0	Town meeting - Refreshment	13.74	0.78	T1	14.52	R	-
31924	PI 19/03/2019	DCK01	DCK Accounting Solutions Ltd	7010	TPC8458 0	Contract visit on 08.03.19	444.70	88.94	T1	533.64	R	-
31920	PI 19/03/2019	BERKFST1	Berkofest	7755	Grant FP 10	Grant Berkofest redesigning website to ma	300.00	0.00	T9	300.00	-	-
31923	PI 19/03/2019	CHILOAM1	Chiltern Open Air Museum	7755	Grant FP 10	Grant towards cost of making 10/30 costu	500.00	0.00	T9	500.00	-	-
31922	PI 19/03/2019	HSF01	The Hospice of St.Francis	7755	Grant FP 10	Grant to purchase syringe driver	1,086.00	0.00	T9	1,086.00	-	-
31921	PI 19/03/2019	NUC01	Northchurch United Charities	7755	Grant FP 10	Grant for charity projects	450.00	0.00	T9	450.00	-	-
31927	PI 22/03/2019	CLOUT01	Mrs Claire Clout	7351	22-03-19 0	Catering cost - Mayors Reception	747.20	0.00	T2	747.20	R	-
31928	PI 23/03/2019	LEONCL01	Leon's Catering Ltd	7351	NWC2859 0	89x Dinner + 3 Musicians	2,188.33	437.67	T1	2,626.00	R	-
31929	PI 25/03/2019	MEND01	Mend-A-Main	7300	4672 0	Replace leaking trough - Allotments	375.00	0.00	T2	375.00	R	-
31926	PI 25/03/2019	BTHTL01	Berkhamsted Town Hall Trading Ltd	7460	A0606 0	Hire of Great Hall 14.03.19 AGM	116.67	23.33	T1	140.00	R	-

FP 38(19(11))

Date: 15/05/2019
 Time: 15:52:28

ARCHIVE <Year End 2019> Berkhamsted Town

ACCOUNTS SUB-COMMITTEE: BANK CASH PAYMENTS (DETAILED)

Date From: 01/03/2019
 Date To: 31/03/2019

Bank From: 1210
 Bank To: 1210

Transaction From: 1
 Transaction To: 99,999,999

N/C From: 99999999
 N/C To:

Dept From: 0
 Dept To: 999

No	Tr	Bank	N/C	Date	Refn	Details	Dept	Net	Tax T/C	Gross V	B	Bank Rec. Date
31996	BP	1210	0600	08/03/2019	RevN38	Reverse receipt	0	25.00	0.00 T2	25.00 R	R	31/03/2019
31997	BP	1210	0610	08/03/2019	RevN38	Reverse receipt	0	15.00	0.00 T2	15.00 R	R	31/03/2019
31978	BP	1210	7151	29/03/2019		Bank change	0	145.44	0.00 T2	145.44 R	R	31/03/2019
Totals:								<u>185.44</u>	<u>0.00</u>	<u>185.44</u>		

Date: 15/05/2019
Time: 15:51:15

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: SUPPLIER INVOICES (DETAILED)

Date From: 01/04/2019
Date To: 30/04/2019

Supplier From: ZZZZZZZZ
Supplier To:

Transaction From: 1
Transaction To: 99,999,999

N/C From: 999999999
N/C To:

Dept From: 0
Dept To: 999

Trans No.	Tr Date	A/C Ref	Suppliers Name	N/C	Inv Ref	Dept Details	Net Amount	Tax Amount	T/C	Gross Amount	V	B
32140	PI 01/04/2019	LIND01	David Lindon & Co	7020	103/0864/ 0	Payroll processing chgs Jan-Mar19	200.00	40.00	T1	240.00	N	-
32146	PI 01/04/2019	DBC-FD01	Dacorum Borough Council	7050	2140229000	Business Rates ac2140229000045 2019/20	7,242.25	0.00	T9	7,242.25	-	-
32144	PI 01/04/2019	HAPTC01	Hertfordshire Association of Parish and Town Councils	7059	1920/13 0	HAPTC/NALC Subs 2019-20	2,128.11	0.00	T9	2,128.11	-	-
32139	PI 01/04/2019	SRTTL01	SRT Trading Limited	7550	1461 0	Maintenance at London Road	28.00	5.60	T1	33.60	N	-
32147	PI 01/04/2019	DBC-FD01	Dacorum Borough Council	7576	2125059020	Business Rates ac 212505902003 2019/20	4,133.60	0.00	T9	4,133.60	-	-
32152	PI 06/04/2019	TOTAL01	Total Gas & Power	7578	1883334580	Electric ac 3004582405 1Jan-31Mar	186.04	9.31	T5	195.35	N	-
32153	PI 10/04/2019	LIND01	David Lindon & Co	7000	Apr19 0	Salaries April 2019	6,222.68	0.00	T9	6,222.68	-	-
32154	PI 10/04/2019	LIND01	David Lindon & Co	7004	Apr19 0	Salaries April 2019	1,991.96	0.00	T9	1,991.96	-	-
32155	PI 10/04/2019	LIND01	David Lindon & Co	7008	Apr19 0	Salaries April 2019	464.79	0.00	T9	464.79	-	-
32135	PI 11/04/2019	GRAD01	Gradwell Communications Ltd	7062	1281333 0	Phone charges Apr19	27.67	5.53	T1	33.20	N	-
32141	PI 15/04/2019	DCCK01	DCK Accounting Solutions Ltd	7010	TPC8498 0	Contract accounts Apr19	458.95	91.79	T1	550.74	N	-
32142	PI 15/04/2019	AGR01	Agripower Ltd	7304	18467 0	Install water supply at SSN	2,696.00	539.20	T1	3,235.20	N	-
32143	PI 15/04/2019	AGR01	Agripower Ltd	7695	18466 0	Astroturf works at the play area	7,640.00	1,528.00	T1	9,168.00	N	-
32137	PI 17/04/2019	MASON01	Janet Mason	7060	Exp Apr190	Mileage Claim 17Apr	22.50	0.00	T9	22.50	-	-
32148	PI 17/04/2019	VAHDIY01	VAH DIY Ltd	7579	INV596370	WD40, Basin Tap	13.25	2.65	T1	15.90	N	-
32136	PI 17/04/2019	MASON01	Janet Mason	7780	Hunts 0	Hunts Office Furniture - Chairs x3	1,362.00	272.40	T1	1,634.40	N	-
32138	PI 22/04/2019	DPO01	The DPO Centre Ltd	7011	INV-106570	DPO Services May 2019-20	1,500.00	300.00	T1	1,800.00	N	-
32149	PI 23/04/2019	RM01	Royal Mail	7065	6022643 0	2nd Class stamps x100	61.00	0.00	T2	61.00	N	-
32145	PI 25/04/2019	BUCKS01	Bucks & Milton Keynes Assoc of Local Councils	7003	Advert 0	Allotment/Finance Office recruitment ads	50.00	0.00	T9	50.00	-	-
32151	PI 29/04/2019	FRNDSP01	Friends of St Peter's	7161	2019/20 0	Maintenance contribution 2019-20	2,685.00	0.00	T9	2,685.00	-	-
32150	PI 29/04/2019	SWAN01	The Swan Youth Project Limited	7575	2019/20 Qtr0	Swan Youth Project qtr 1 2019-20 contrib	3,750.00	0.00	T9	3,750.00	-	-
32159	PI 30/04/2019	HCC-CS01	Hertfordshire County Council	7054	H0419038 0	Stationery	62.85	12.57	T1	75.42	N	-
Totals							42,926.65	2,807.05		45,733.70		

Date: 15/05/2019
 Time: 15:49:54

Berkhamsted Town Council

ACCOUNTS SUB-COMMITTEE: BANK CASH PAYMENTS (DETAILED)

Date From: 01/04/2019
 Date To: 30/04/2019

Bank From: 1210
 Bank To: 1210

Transaction From: 1
 Transaction To: 99,999,999

N/C From: 999999999
 N/C To:

Dept From: 0
 Dept To: 999

<u>No</u>	<u>Tr</u>	<u>Bank</u>	<u>N/C</u>	<u>Date</u>	<u>Refn</u>	<u>Details</u>
32185	BP	1210	7151	30/04/2019	CHARGES	NatWest Charges to 29Mar

<u>Dept</u>	<u>Net</u>	<u>Tax T/C</u>	<u>Gross V</u>	<u>B</u>	<u>Bank Rec.</u>
0	5.50	0.00 T9	5.50 -	R	30/04/2019
Totals:	<u>5.50</u>	<u>0.00</u>	<u>5.50</u>		

Berkhamsted Town Council**Annual Return Statement of Accounts**

2017-18

2018-19

Year to 31st March 2019

Last Year £

This Year £

Variance

1 Balances brought forward	285,844	337,881	
2 (+) Annual Precept	186,255	191,843	3.00%
3 (+) Total other receipts	97,673	87,511	-10.40%
4 (-) Staff costs	(107,063)	(105,510)	-1.45%
(-) Loan interest/capital 5 repayments	-	-	
6 (-) Total other payments	(124,828)	(121,694)	-2.51%
7 (=) Balances carried forward	337,881	390,031	
8 Total Cash & Investments	338,710	385,972	
9 Total Fixed assets	173,433	178,128	
10 Total Borrowings	-	-	

*deficit &
insurance
claim
17-18*

Reconciliation between boxes 7 & 8

Box 7 as above	337,881	390,031
Plus: Creditors	7,121	4,178
Less: Debtors	(6,292)	(8,237)
Box 8 as above	338,710	385,972

Staff Costs Computation

<u>Account</u>	<u>Name</u>	<u>£</u>	<u>£</u>
7008	Youth Centre Caretaker Salary	4,994.82	5,274.81
7000	Office Staff Salary Costs	80,586.67	77,555.95
7004	Town Warden Salary Costs	21,406.35	22,606.45
7001	Office Staff Travel & Subsistence	74.70	72.76
		<u>107,062.54</u>	<u>105,509.97</u>