

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE,
HELD IN THE CARNEGIE, CAGE LANE, THETFORD ON TUESDAY
22nd JUNE 2021, STARTING AT 6.00 P.M.

Present:
The Mayor Councillor M P Brindle

Councillors:
R F W Brame, B J Canham,
C Harvey, J Hollis, J James

Officer in attendance:
Alan Yorke Finance Officer and Deputy Town Clerk

MINUTES

101/21	<u>ELECTION OF CHAIRMAN</u> RESOLVED: That Councillor J James be elected Chair of the Finance Committee for the Mayoral year 2021/22.
102/21	<u>ELECTION OF VICE CHAIRMAN</u> RESOLVED: That Councillor R Brame be elected Vice Chair of Finance Committee for the Mayoral year 2021/22.
103/21	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.
104/21	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillor D Crawford.
105/21	<u>MINUTES</u> RESOLVED: The minutes of the committee meeting held on 18th May 2021 which were received by Full Council on 25th May 2021, as a true record and be signed/initialled by the Chairman.
106/21	<u>TERMS OF REFERENCE</u> The Chair asked the committee to review the Committee's Terms of Reference and approve the amendments which reflect the Committee's additional responsibilities with regard to leases. The amended Terms of Reference (see Appendix A) had been circulated to councillors. After a discussion Councillor R Brame proposed and Councillor C Harvey seconded: RECOMMENDATION: That Thetford Town Council approve the Terms of Reference (see Appendix A).
107/21	<u>CONTRACTS UPDATE</u> The Chair asked councillors to note the schedule of contracts that had been circulated to councillors. This was noted by Councillors.
108/21	<u>COMMITTEE FINANCIAL DECISIONS</u> The Chair asked councillors to note the summary of Financial Decisions which had been circulated to councillors.. This was noted by Councillors
109/21	<u>APPROVAL OF PAYMENTS</u> The Chair asked councillors to receive and approve the attached listings of payments (see Appendix B payments A-E) made since the last meeting. These listings had been circulated to councillors and after a discussion Councillor B Canham proposed and Councillor C Harvey seconded: RECOMMENDATION: That Thetford Town Council approve the making of the payments A-E (see Appendix B).
110/21	<u>FINANCIAL REPORT FOR THE 2 MONTHS TO 31 MAY 2021</u> The Chair asked Councillors to receive and approve the financial report (see Appendix C) for the two months to 31 st May 2021. The Chair and Finance Officer answered Councillors questions on the Financial Report and after a

	<p>discussion Councillor B Canham proposed and Councillor C Harvey seconded:</p> <p>RECOMMENDATION: That Thetford Town Council adopt the income and expenditure reports (attached in Appendix C) for the two months to 31st May 2021.</p>
111/21	<p><u>INTERNAL AUDIT REPORT</u></p> <p>The Chair asked councillors to receive and note the internal audit report which had been previously circulated and to review the adequacy of management's responses to address the issues raised. Councillors asked questions which were answered by the Chair and Deputy Town Clerk. The Finance Committee reviewed and noted the recommendations of the internal audit and management's response.</p>
112/21	<p><u>APPROVAL OF THE AGAR GOVERNANCE STATEMENT</u></p> <p>The Deputy Town Clerk stated the Town Council has to approve an Annual Governance Statement, which is included in the AGAR. Once approved by the Council, the Mayor and the Town Clerk have to sign the Statement.</p> <p>After a discussion Councillor B Canham proposed and Councillor C Harvey seconded:</p> <p>RECOMMENDATION: That the Finance Committee recommend the attached annual AGAR Governance to Council.</p>
113/21	<p><u>APPROVAL OF THE AGAR ACCOUNTING STATEMENT</u></p> <p>The Deputy Town Clerk stated the Town Council has to approve an AGAR Accounting Statement (Section 2) that has been signed by the Town Clerk as Responsible Financial Officer. Once approved by the Council, the Mayor signs the Statement.</p> <p>After a discussion Councillor J Hollis proposed and Councillor R Brame seconded:</p> <p>RECOMMENDATION: That the Finance Committee recommend the approval of Section 2 of the AGAR (Accounting Statement) to Council.</p>
114/21	<p><u>REVIEW OF DOCUMENTATION SUPPORTING THE ANNUAL REPORTING PROCESS</u></p> <p>The Deputy Town Clerk reported the Annual Governance and Accountability Return (AGAR) is a document that forms the basis of demonstrating financial stewardship to the stakeholders of Thetford Town Council. There are a number of documents that support the AGAR and which are sent to the external auditors but which the Council has also traditionally published on its website.</p> <p>In addition, there are forms that have to be published that invite members of the public to exercise their public right to examine the accounting records that support the AGAR. Councillors reviewed and noted the documentation that will be published on the website, emailed to the external auditors and put in the notice board to enable public rights to be exercised.</p>
115/21	<p><u>UPDATE ON FINANCE OFFICER'S REFORMS</u></p> <p>The Deputy Town Clerk asked councillors to receive and note the attached Finance Officer's reforms (see Appendix D). This was noted by Councillors.</p>
116/21	<p><u>CORRESPONDENCE</u></p> <p>None.</p>
117/21	<p><u>COMMITTEE OFFICERS UPDATE</u></p> <p>The Deputy Town Clerk noted that since the preferred contractor was approved at the special Council meeting for the refurbishment of Shambles 1 and 3, officers had not been able to make contact. Because of the Special Council resolution, the matter would need to be taken back to Council to take this matter forward. For noting by the Committee members.</p>
118/21	<p><u>COMMUNITY ENGAGEMENT</u></p>

Chairman.



APPENDIX A

TERMS OF REFERENCE – FINANCE COMMITTEE

THETFORD TOWN COUNCIL

TERMS OF REFERENCE – FINANCE COMMITTEE

Role of the Finance Committee^[1]

To appoint committee members to review the effectiveness of internal control

To recommend^[2] the appointment of an internal auditor

To remind committees to review fees

To set parameters for the budget setting process

To recommend the yearly budget and precept

To review monthly accounts report and variances

To recommend approval of monthly payment summaries

To approve virements between budgets

To remind committees to consider transfers to reserves from unspent budgets at the year end

To recommend transfers to and from reserves

To review the internal audit report, implement recommendations and recommend its adoption

To review year end projections at 6 months and 9 months stages

To review direct debits every two years

- To review and recommend amendments to Financial Regulations
- To review the adequacy of insurance
- To review and recommend financial risk assessment
- To review and recommend amendments to Investment Policy
- To receive investment updates and reports from stockbroker
- To recommend funding for unbudgeted expenditure (i.e. from reserves)
- To approve tenders that do not fall within the remit of other committees
- To note contracts advertised on contract finders' website and other means to ensure sufficient finance is available
- To oversee the administration of leases and contracts
- To oversee the implementation of the Transparency Code by ensuring that the Council publishes the required information timely
- To recommend the approval of the completed Annual Return (including Governance Statement)
- To ensure that electors receive the opportunity to exercise their rights and that it is advertised within statutory guidelines
- To review the external audit report, implement recommendations and recommend its adoption
- To adopt three strategies each year for the Council corporate plan
- To provide support to other committees as requested

Role of the Chairperson

Election of Chair and Vice Chair will be on an annual basis

To assist the Town Clerk in setting agendas

To chair the Committee and ensure that council policies and procedures are correctly followed.

Role of Town Clerk

To prepare agendas and minutes and ensure that these are circulated according to standing orders

To work closely with the Chairperson ensuring that all necessary support is provided for the Committee

To work with the Chairperson of the Committee to respond to correspondence

^[1] Unless otherwise stated the tasks are yearly

^[2] Recommendations are to Full Council

APPENDIX B (Attachment A)

Date: 14/06/2021		THETFORD TOWN COUNCIL									
Time: 15:11:13		Day Books: Bank Payments (Detailed)									
Date From:	10/05/2021									Bank From:	
Date To:	13/06/2021									Bank To:	
Transaction From:	1									N/C From:	
Transaction To:	99999999									N/C To:	
Dept From:	0										
Dept To:	999										
Bank: 1200	Currency: Pound Sterling										
No	Type	N/C	Date	Ref	Details	Dept	Net£	Tax£	T/C	Gross£	
13376	BP	5190	19/05/2021	FEE	ELAVON CARD FEE 1		1.62	0.00	T0	1.62	
13377	BP	5190	19/05/2021	FEE	ELAVON CARD FEE 1		6.00	1.20	T1	7.20	
13378	BP	5190	19/05/2021	FEE	ELAVON CARD FEE 1		6.00	1.20	T1	7.20	
13379	BP	5190	19/05/2021	FEE	ELAVON CARD FEE 1		1.89	0.00	T0	1.89	
13429	BP	2220	25/05/2021	PAYROLL	MAY 21 PAYROLL 0		25088.71	0.00	T0	25088.71	
13722	BP	5190	07/06/2021	BANK CHARGE	BANK CHARGES 1		12.40	0.00	T0	12.40	
Totals							£	25116.62	2.40	25119.02	

APPENDIX B (Attachment B)

Date: 14/06/2021		THETFORD TOWN COUNCIL									
Time: 15:15:52		Day Books: Supplier Payments (Detailed)									
Date From:	10/05/2021									Bank From:	
Date To:	13/06/2021									Bank To:	
Transaction From:	1									Supplier From:	
Transaction To:	99999999									Supplier To:	
Bank: 1200	Currency: Pound Sterling										
No	Type	A/C	Date	Ref	Details		Net£	Tax	£ T/C	Gross£	
13252	PP	BREC001	17/05/2021		Purchase Payment		114.00	0.00	T9	114.00	
			- 17/05/2021	14/0	114.00 to PI 12194						
13253	PP	BREC001	17/05/2021	DD	Purchase Payment		220.00	0.00	T9	220.00	
			- 17/05/2021	14/0	220.00 to PI 12184						
13254	PP	BREC001	17/05/2021	DD	Purchase Payment		1060.00	0.00	T9	1060.00	
			- 17/05/2021	6/0	1060.00 to PI 12164						
13255	PP	BREC001	17/05/2021	DD	Purchase Payment		668.00	0.00	T9	668.00	
			- 17/05/2021	24/0	668.00 to PI 12174						
13256	PP	BREC001	17/05/2021	DD	Purchase Payment		250.00	0.00	T9	250.00	
			- 17/05/2021	24/0	250.00 to PI 12244						
13486	PP	ALLS001	28/05/2021	DD	Purchase Payment		124.10	0.00	T9	124.10	
			- 28/05/2021	E201385683	124.10 to PI 12889						
Totals£							2436.10	0.00	2436.10		

APPENDIX B (Attachment C)

Date:		14/06/2021		THETFORD TOWN COUNCIL						
Time:		15:17:32		Day Books: Bank Payments (Detailed)						
Date From:	10/05/2021								Bank From:	
Date To:	13/06/2021								Bank To:	
Transaction From:	1								N/C From:	
Transaction To:	99999999								N/C To:	
Dept From:	0									
Dept To:	999									
Bank:	1202	Currency:	Pound Sterling							
No	Type	N/C	Date	Ref	Details	Dept	Net£	Tax£	T/C	Gross£
13210	BP	5190	13/05/2021	STRIPE FEE	STIPE FEE OLIVER	1	0.62	0.00	T0	0.62
13360	BP	5190	18/05/2021	STRIPE FEES	STRIPE FEES - OLI	1	0.34	0.00	T0	0.34
13368	BP	5190	20/05/2021	STRIPE FEES	OLIVER TWIST STR	0	0.96	0.00	T0	0.96
13394	BP	5190	21/05/2021	Fee	Stripe fee	1	0.34	0.00	T0	0.34
13401	BP	1105	24/05/2021	DD	PAYMENT OF SSE (0	22.58	0.00	T9	22.58
13418	BP	5190	24/05/2021	STRIPE FEE	OLIVER TWIST STR	1	0.34	0.00	T0	0.34
13443	BP	5190	26/05/2021	STRIPE FEE	STRIPE FEE OLIVE	1	0.90	0.00	T0	0.90
13445	BP	5156	27/05/2021	2 THE SMABLE	2 THE SHAMBLES A	1	48.29	9.66	T1	57.95
13462	BP	5190	27/05/2021	STRIPE FEE	STRIPE FEE - OLIV	1	0.68	0.00	T0	0.68
13463	BP	5190	28/05/2021	STRIPE FEE	STRIPE FEE - OLIV	1	0.96	0.00	T0	0.96
13466	BP	5156	01/06/2021	AGENTS FEES	AGENTS FEES CEM	1	67.50	13.50	T1	81.00
13467	BP	5156	01/06/2021	AGENTS FEES	FLO HEAT 13518	1	114.00	0.00	T0	114.00
13484	BP	5190	01/06/2021	STRIPE FEE	OLIVER TWIST STR	1	1.72	0.00	T0	1.72
13548	BP	5190	02/06/2021	STRIPE	OLIVER TWIST	1	0.96	0.00	T0	0.96
13549	BP	5190	03/06/2021	STRIPE	OLIVER TWIST	1	0.96	0.00	T0	0.96
13550	BP	5190	04/06/2021	STRIPE	BUCCANEERS	1	0.55	0.00	T0	0.55
Totals							£	261.70	23.16	284.86

APPENDIX B (Attachment D)

Date:		14/06/2021		THETFORD TOWN COUNCIL						
Time:		15:19:10		Day Books: Supplier Payments (Detailed)						
Date From:	10/05/2021								Bank From:	
Date To:	13/06/2021								Bank To:	
Transaction From:	1								Supplier From:	
Transaction To:	99999999								Supplier To:	
Bank:	1202	Currency:	Pound Sterling							
No	Type	A/C	Date	Ref	Details	Net£	Tax	£ T/C	Gross£	
13085	PP	EE001	10/05/2021	DD	Purchase Payment	196.93	0.00	T9	196.93	
			- 10/05/2021	V018694305	196.93 to PI 13084					
13183	PP	LEX001	12/05/2021	DD	Purchase Payment	279.40	0.00	T9	279.40	
			- 12/05/2021	EXI1677108	279.40 to PI 13154					
13227	PP	HMRC001	14/05/2021	bacs	Purchase Payment	7414.01	0.00	T9	7414.01	
			- 14/05/2021	Payroll	7414.01 to PI 12918					
13228	PP	NORP001	14/05/2021	bacs	Purchase Payment	8809.02	0.00	T9	8809.02	
			- 14/05/2021	Payroll	8809.02 to PI 12917					
13236	PP	FREE001	17/05/2021	bacs	Purchase Payment	408.00	0.00	T9	408.00	
			- 17/05/2021	2808	120.00 to PI 12585					
			- 17/05/2021	2808	288.00 to PI 12586					

13237	PP	SAGE001	17/05/2021	DD	Purchase Payment	92.40	0.00	T9	92.40
			- 17/05/2021	INV1202843	92.40 to PI 12989				
13238	PP	BREC001	17/05/2021	DD	Purchase Payment	2345.00	0.00	T9	2345.00
			- 17/05/2021	5/0	2345.00 to PI 12214				
13350	PP	PLAY003	17/05/2021	bacs	Purchase Payment	300.00	0.00	T9	300.00
			- 17/05/2021	1525	300.00 to PI 13032				
13351	PP	OPUS001	17/05/2021	bacs	Purchase Payment	32.89	0.00	T9	32.89
			- 17/05/2021	70535240	32.89 to PI 13009				
13352	PP	NORF009	17/05/2021	bacs	Purchase Payment	4860.00	0.00	T9	4860.00
			- 17/05/2021	INV-0276	4860.00 to PI 13086				
13353	PP	NICH001	17/05/2021	bacs	Purchase Payment	540.00	0.00	T9	540.00
			- 17/05/2021	718/0025	540.00 to PI 12728				
13354	PP	HARP001	17/05/2021	BACS	Purchase Payment	240.00	0.00	T9	240.00
			- 17/05/2021	38	240.00 to PI 12805				
13355	PP	ERNE001	17/05/2021	BACS	Purchase Payment	978.01	0.00	T9	978.01
			- 17/05/2021	k23595	978.01 to PI 13011				
13356	PP	BUTT001	17/05/2021	BACS	Purchase Payment	35.00	0.00	T9	35.00
			- 17/05/2021	1323	35.00 to PI 12942				
13357	PP	BRAN001	17/05/2021	BACS	Purchase Payment	24.88	0.00	T9	24.88
			- 17/05/2021	31187	24.88 to PI 12884				
13358	PP	WAVEMSA	18/05/2021	DD	Purchase Payment	61.36	0.00	T9	61.36
			- 18/05/2021	8892993	61.36 to PI 12886				
13371	PP	WAVEMLA	21/05/2021	DD	Purchase Payment	123.13	0.00	T9	123.13
			- 21/05/2021	8906035	123.13 to PI 12991				
13372	PP	WAVEMC	21/05/2021	DD	Purchase Payment	11.24	0.00	T9	11.24
			- 21/05/2021	8904505	11.24 to PI 12990				
13373	PP	BACS001	21/05/2021	BACS	Purchase Payment	1780.20	0.00	T9	1780.20
			- 21/05/2021	MARKET PLA	1780.20 to PI 13364				
13395	PP	SSE1GH	24/05/2021	DD	Purchase Payment	129.65	0.00	T9	129.65
			- 24/05/2021	0017	65.78 to PI 13148				
			- 24/05/2021	0018	63.87 to PI 13149				
13396	PP	SSE1TCS	24/05/2021	DD	Purchase Payment	27.10	0.00	T9	27.10
			- 24/05/2021	0071	27.10 to PI 13150				
13397	PP	SSE1TCL	24/05/2021	DD	Purchase Payment	129.86	0.00	T9	129.86
			- 24/05/2021	0073	129.86 to PI 13153				
13398	PP	SSE1CCHG	24/05/2021	DD	Purchase Payment	155.23	0.00	T9	155.23
			- 24/05/2021	0007	155.23 to PI 13147				
13399	PP	SSE1STPE	24/05/2021	DD	Purchase Payment	32.58	0.00	T9	32.58
			- 24/05/2021	0041	32.58 to PI 13152				
13400	PP	SSE1TC	24/05/2021	DD	Purchase Payment	123.66	0.00	T9	123.66
			- 24/05/2021	0049	123.66 to PI 13151				
13419	PP	WAVEMP	25/05/2021	DD	Purchase Payment	37.73	0.00	T9	37.73
			- 25/05/2021	8914400	37.73 to PI 13408				
13420	PP	WAVEMP	25/05/2021	DD	Purchase Payment	98.43	0.00	T9	98.43
			- 25/05/2021	8916273	98.43 to PI 13097				
13421	PP	BOC001	25/05/2021	DD	Purchase Payment	30.03	0.00	T9	30.03
			- 25/05/2021	3062876583	30.03 to PI 12885				
13422	PP	WAVELRA	25/05/2021	DD	Purchase Payment	265.73	0.00	T9	265.73
			- 25/05/2021	8916399	265.73 to PI 13098				
13423	PP	WAVESPMP	25/05/2021	DD	Purchase Payment	11.21	0.00	T9	11.21
			- 25/05/2021	891438	11.21 to PI 13140				

13424	PP	WAVEGH	25/05/2021	DD	Purchase Payment	40.63	0.00	T9	40.63
			- 25/05/2021	8916618	40.63 to PI 13099				
13425	PP	WAVECLT	25/05/2021	DD	Purchase Payment	167.78	0.00	T9	167.78
			- 25/05/2021	8915892	167.78 to PI 13096				
13464	PP	LEX001	28/05/2021	DD	Purchase Payment	442.03	0.00	T9	442.03
			- 28/05/2021	EXI1686008	442.03 to PI 13459				
13468	PP	VIRI001	01/06/2021	BACS	Purchase Payment	1348.14	0.00	T9	1348.14
			- 01/06/2021	0000348701	371.66 to PI 13091				
			- 01/06/2021	0000348702	976.48 to PI 13092				
13469	PP	TTSR001	01/06/2021	BACS	Purchase Payment	810.00	0.00	T9	810.00
			- 01/06/2021	5364	810.00 to PI 12941				
13470	PP	SOUT003	01/06/2021	BACS	Purchase Payment	1765.20	0.00	T9	1765.20
			- 01/06/2021	INV54391	1765.20 to PI 13439				
13471	PP	SJAR001	01/06/2021	BACS	Purchase Payment	1025.00	0.00	T9	1025.00
			- 01/06/2021	INV0069	1025.00 to PI 13220				
13472	PP	SCRE001	01/06/2021	BACS	Purchase Payment	71.22	0.00	T9	71.22
			- 01/06/2021	1154356957	71.22 to PI 12525				
13473	PP	LIQU001	01/06/2021	BACS	Purchase Payment	367.46	0.00	T9	367.46
			- 01/06/2021	SI-375578	236.16 to PI 13033				
			- 01/06/2021	SI-372875	131.30 to PI 13219				
13474	PP	L&M001	01/06/2021	BACS	Purchase Payment	72.00	0.00	T9	72.00
			- 01/06/2021	8092	72.00 to PI 13259				
13475	PP	HYGI001	01/06/2021	BACS	Purchase Payment	254.86	0.00	T9	254.86
			- 01/06/2021	IN514721	27.00 to PI 12588				
			- 01/06/2021	IN517116	227.86 to PI 13440				
13476	PP	FREE001	01/06/2021	BACS	Purchase Payment	120.00	0.00	T9	120.00
			- 01/06/2021	2822	120.00 to PI 13258				
13477	PP	ETHO001	01/06/2021	BACS	Purchase Payment	224.63	0.00	T9	224.63
			- 01/06/2021	i119735	224.63 to PI 13235				
13478	PP	DIDL001	01/06/2021	BACS	Purchase Payment	146.50	0.00	T9	146.50
			- 01/06/2021	1800	146.50 to PI 12802				
13479	PP	CLAR001	01/06/2021	BACS	Purchase Payment	319.28	0.00	T9	319.28
			- 01/06/2021	419202	319.28 to PI 13155				
13480	PP	BREW001	01/06/2021	BACS	Purchase Payment	177.72	0.00	T9	177.72
			- 01/06/2021	TFD/366838	137.33 to PI 13093				
			- 01/06/2021	TFD/366836	7.40 to PI 13094				
			- 01/06/2021	TFD/366837	32.99 to PI 13095				
13481	PP	ADVA002	01/06/2021	BACS	Purchase Payment	218.40	0.00	T9	218.40
			- 01/06/2021	41619	109.20 to PI 12939				
			- 01/06/2021	41778	109.20 to PI 12940				
13482	PP	AAFD001	01/06/2021	BACS	Purchase Payment	2743.20	0.00	T9	2743.20
			- 01/06/2021	1419	2743.20 to PI 12887				
13502	PP	WAVECT	02/06/2021	DD	Purchase Payment	15.49	0.00	T9	15.49
			- 02/06/2021	8942763	15.49 to PI 13231				
13503	PP	WAVELRT	02/06/2021	DD	Purchase Payment	37.64	0.00	T9	37.64
			- 02/06/2021	8941677	37.64 to PI 13232				
13504	PP	WAVEC	02/06/2021	DD	Purchase Payment	284.22	0.00	T9	284.22
			- 02/06/2021	8940395	284.22 to PI 13233				
13545	PP	BRIT002	03/06/2021	DD	Purchase Payment	199.74	0.00	T9	199.74
			- 03/06/2021	VP 47130670	199.74 to PI 13403				
13546	PP	CGM001	03/06/2021	BACS	Purchase Payment	2734.66	0.00	T9	2734.66
			- 03/06/2021	238420	2734.66 to PI 12888				
13684	PP	BREC001	07/06/2021	DD	Purchase Payment	205.00	0.00	T9	205.00
			- 07/06/2021	6/0	205.00 to PI 12205				
13729	PA	EE001	10/06/2021	BACS	Payment on Account	207.76	0.00	T9	207.76
13730	PP	SSE1CLBS	10/06/2021	BACS	Purchase Payment	62.54	0.00	T9	62.54
			- 10/06/2021	0029	62.54 to PI 13436				

13731	PP	SSE1CLGS	10/06/2021	BACS	Purchase Payment	62.54	0.00	T9	62.54
			- 10/06/2021	0045	62.54 to PI 13437				
13732	PP	SSE1CLKS	10/06/2021	BACS	Purchase Payment	62.54	0.00	T9	62.54
			- 10/06/2021	0029	62.54 to PI 13438				
13733	PP	SSE1CLRW	10/06/2021	BACS	Purchase Payment	62.54	0.00	T9	62.54
			- 10/06/2021	0039	62.54 to PI 13435				
13734	PP	SSE1KS	10/06/2021	BACS	Purchase Payment	62.54	0.00	T9	62.54
			- 10/06/2021	0028	62.54 to PI 13558				
13735	PP	SSE1GH	10/06/2021	BACS	Purchase Payment	4796.47	0.00	T9	4796.47
			- 10/06/2021	0033	4796.47 to PI 13434				
13736	PP	SSEGWS	10/06/2021	BACS	Purchase Payment	56.88	0.00	T9	56.88
			- 10/06/2021	0035	56.88 to PI 13559				
13738	PP	SSEGWS	10/06/2021	BACS	Purchase Payment	72.13	0.00	T9	72.13
			- 10/06/2021	0035	72.13 to PI 13737				
13741	PP	T&B001	10/06/2021	bacs	Purchase Payment	360.00	0.00	T9	360.00
			- 10/06/2021	14200	360.00 to PI 13493				
13742	PP	TELE001	10/06/2021	bacs	Purchase Payment	331.14	0.00	T9	331.14
			- 10/06/2021	31555	331.14 to PI 13450				
13743	PP	STUD001	10/06/2021	bacs	Purchase Payment	30.00	0.00	T9	30.00
			- 10/06/2021	54692	30.00 to PI 13670				
13744	PP	SLCC002	10/06/2021	bacs	Purchase Payment	264.00	0.00	T9	264.00
			- 10/06/2021	BK202308	108.00 to PI 13446				
			- 10/06/2021	BK202309	72.00 to PI 13447				
			- 10/06/2021	BK202311	42.00 to PI 13449				
			- 10/06/2021	BK202312	42.00 to PI 13451				
13745	PP	RURA002	10/06/2021	bacs	Purchase Payment	246.00	0.00	T9	246.00
			- 10/06/2021	S1181C	66.00 to PI 13402				
			- 10/06/2021	RMTG/21/06	180.00 to PI 13701				
13746	PP	RIDG001	10/06/2021	bacs	Purchase Payment	73.40	0.00	T9	73.40
			- 10/06/2021	IB397799	73.40 to PI 13669				
13747	PP	QUAR001	10/06/2021	bacs	Purchase Payment	171.72	0.00	T9	171.72
			- 10/06/2021	559201	171.72 to PI 13458				
13748	PP	OPUS001	10/06/2021	bacs	Purchase Payment	41.36	0.00	T9	41.36
			- 10/06/2021	70702673	41.36 to PI 13668				
13749	PP	NORP001	10/06/2021	bacs	Purchase Payment	9196.21	0.00	T9	9196.21
			- 10/06/2021	Payroll	9196.21 to PI 13522				
13750	PP	L&M001	10/06/2021	bacs	Purchase Payment	105.60	0.00	T9	105.60
			- 10/06/2021	8106	105.60 to PI 13457				
13751	PP	KWWE001	10/06/2021	bacs	Purchase Payment	235.20	0.00	T9	235.20
			- 10/06/2021	830001	235.20 to PI 13260				
13752	PP	ICOS001	10/06/2021	bacs	Purchase Payment	2316.09	0.00	T9	2316.09
			- 10/06/2021	17637	1280.38 to PI 13453				
			- 10/06/2021	17685	17.68 to PI 13704				
			- 10/06/2021	17559	1018.03 to PI 13707				
13753	PP	HYGI001	10/06/2021	bacs	Purchase Payment	221.90	0.00	T9	221.90
			- 10/06/2021	IN514540	221.90 to PI 13680				
13754	PP	BACS001	10/06/2021	bacs	Purchase Payment	435.43	0.00	T9	435.43
			- 10/06/2021	REFUND	135.43 to PI 13509				
			- 10/06/2021	SMALL GRAN	300.00 to PI 13726				
Totals£						<u>62837.47</u>	<u>0.00</u>		<u>62837.47</u>

APPENDIX B (Attachment E)

Date: 14/06/2021	THETFORD TOWN COUNCIL									
Time: 15:20:45	Day Books: Credit Card Payments (Detailed)									
Date From:	10/05/2021							Bank From:		
Date To:	13/06/2021							Bank To:		
Transaction From:	1							N/C From:		
Transaction To:	99999999							N/C To:		
Dept From:	0									
Dept To:	999									
Bank: 1240	Currency: Pound Sterling									
No	Type	N/C	Date	Ref	Details	Dept	Net£	Tax	£ T/C	Gross£
13489	VP	5172	19/05/2021	DBCC/MAY21	ADOBE SOFTWARE	1	14.32	0.00	T0	14.32
13490	VP	5172	26/05/2021	DBCC/MAY21	ADOBE SOFTWARE	1	14.32	0.00	T0	14.32
13492	VP	5240	31/05/2021	DBCC/MAY21	BOOKWHEN MAY	2	19.00	3.80	T1	22.80
13657	VP	5310	10/05/2021	FB015108	2 X DOUBLE ROC	3	133.33	6.67	T3	140.00
13683	VP	5310	12/05/2021	435-615-484	2 X DOUBLE ROC	35	171.42	8.58	T3	180.00
13755	VP	5172	13/05/2021	DB/CCMAY21	AMAZON PRIME	1	7.99	0.00	T0	7.99
otals £							360.38	19.05		379.43

APPENDIX C

THETFORD TOWN COUNCIL					
SUMMARY					
FOR THE PERIOD ENDED 31 MAY 2021					
NAME	2020/21 ACTUAL	MAY 21 ACTUAL YTD	MAY 21 BUDGET YTD	MAY 21 VARIANCE	2021/22 BUDGET
	£	£	£	£	£
INCOME					
Personnel (administration)	65,867	2,093	15,036	17,129	68,000
Venues and Communications	19,385	6,323	2,250	4,073	53,000
Heritage & Town Events		3,800	-	3,800	-
Amenities	41,677	599	375	224	47,750
Cemetery	47,940	8,690	7,906	784	47,435
Allotments	8,129	306	100	206	8,046
Other Income	35,089	7,424	3,558	3,866	21,350
Rates precept	810,124	404,433	404,433	1	808,865
TOTAL	1,028,212	429,481	433,658	4,177	1,054,446
EXPENDITURE					
Personnel (administration)	720,902	120,900	122,806	1,906	773,667
Venues and Communications	9,872	914	1,249	336	28,150
Heritage & Town Events	910	740	638	102	14,397
Amenities	165,630	7,723	17,572	9,849	133,240
Cemetery	22,483	2,703	2,766	63	29,484
Allotments	7,388	60	676	616	8,046
Other expenditure	26,253			-	
Contributions to Reserves	106,670				90,933
TOTAL	1,060,109	133,041	145,707	12,667	1,077,917
NET	- 31,897	296,440	287,951	8,489	- 23,471
Green = better than budgeted					
Red = worse than budgeted					



THETFORD TOWN COUNCIL							
INCOME							
FOR THE PERIOD ENDED 31 MAY 2021							
INCOME						EXPLANATION OF MAJOR VARIANCES	
All Committees	2020-21	2021-22	2021-22	2021-22	2021-22		
N/C	NAME	ACTUAL	MAY 21 ACTUAL YTD	MAY 21 BUDGET YTD	MAY 21 VARIANCE	BUDGET	
		£	£	£	£	£	
4100	Recharges (Labour)	2,488	-	-	-	6,000	
4102	Property rent received	63,380	2,093	15,036	17,129	62,000	Due to revenue recognition. Income accrued at year-end still not received in 2021/22.
4200	Bar Takings	820	-	-	-	10,000	
4202	Carnegie Hire	4,606	3,498	250	3,248	12,000	Hire charges are much higher than budgeted. The order book is also higher than expected.
4204	Guildhall Hire	2,025	750	-	750	6,000	
4206	Guildhall Catering	224	-	-	-	6,000	
4210	Events Income	766	-	-	-	1,500	
4215	Box office	-	-	-	-	-	
4220	Fees/Donations Received	-	-	-	-	-	
4224	Sponsorship	-	-	-	-	-	
4240	Market Fees	11,392	2,075	2,000	75	17,500	Marginally higher than expected.
4300	Mayoral Income	55	3,800	-	3,800	-	This income will be reserved as it relates to the funds attributable to the previous Mayor
4310	Civic Income	70	-	-	-	-	
4410	Grants Received	33,410	206	-	206	39,000	
4418	Donations	140	-	-	-	-	
4420	Hire Income Open Spaces	1,410	392	375	17	750	
4424	Prory	6,833	-	-	-	8,000	
4410	Other income	163	-	-	-	-	
4500	Internments	26,940	5,435	4,583	852	27,500	Overall cemetery income is up against budget by £784
4510	Exclusive Right of Burial	13,715	2,310	2,384	74	14,300	
4520	Memorials	6,425	630	880	250	5,285	
4515	Hire of Chapel	560	315	59	256	350	
4530	Cemetery Donations	300	-	-	-	-	
4600	Allotment Fees (no VAT)	3,092	105	100	5	8,046	Allotment income is higher than budgeted as new allocations have now started.
4601	Allotment Fees (pay Vat)	5,037	201	-	201	-	
4900	Precept	810,124	404,433	404,433	1	808,865	
4910	Sundry Income	6,541	850	42	808	250	Valuation fees incurred recovered from a third party.
4920	Bank Interest received	278	3	16	13	100	
4930	Investment Income	28,240	4,685	3,500	1,185	21,000	Investment income performing better than expected.
4980	Project Grants	30	1,886	-	1,886	-	This is mainly BFER monies.
TOTAL INCOME		1,028,337	429,481	433,658	4,177	1,054,446	Total income YTD is marginally under budget. This is an adverse outcome.





THETFORD TOWN COUNCIL							
EXPENDITURE							
FOR THE PERIOD ENDED 31 MAY 2021							
EXPENDITURE						EXPLANATION OF MAJOR VARIANCES	
All Committees	2020-21	2021-22	2021-22	2021-22	2021-22		
N/C	NAME	ACTUAL	MAY 21 ACTUAL YTD	MAY 21 BUDGET YTD	MAY 21 VARIANCE	BUDGET	
		£	£	£	£	£	
5100	Salaries	495,335	81,445	97,368	15,923	584,207	Vacant positions will be filled so variance expected to decline over balance of year
5105	Pension Strain Costs	-	-	-	-	-	
5110	Training	1,617	220	750	530	4,500	Costs expected in latter part of year.
5115	Recruitment	-	-	-	-	-	
5120	Health & Safety (Trg&Con)	7,033	5,243	490	4,753	8,700	Poor budgeting. May need to revise budget.
5122	Kings House Facilities	11,826	2,124	-	2,124	10,000	This needs to be relooked at as there are costs that may need to be reallocated.
5124	Rates	47,739	7,591	8,988	1,397	44,936	There has been a slight reduction due to rebate on public toilets.
5125	Welfare	1,356	375	-	375	1,250	
5126	Water and sewerage	8,846	967	1,084	117	6,500	Minor variance.
5130	Electricity	14,278	4,921	2,834	2,087	17,000	Electricity readings are erratic. Later in the year, lower charges expected.
5132	Gas	3,327	1,188	1,334	146	8,000	Unlike electricity gas readings are more consistent and therefore easier to budget.
5134	Oil	1,071	-	-	-	3,500	
5136	Waste Disposal Costs	11,813	1,123	1,626	503	9,750	Marginally under budget. Fewer skips are being used at present.
5150	Admin Costs	13,356	2,612	1,584	1,028	9,500	Due to a land valuation cost which was recovered from a third party. Income allocated to n/c 4910
5152	Travel Expenses	-	-	-	-	150	
5154	Property Maintenance	2,488	-	300	300	1,500	
5156	Agents Fees	2,236	383	679	296	2,800	
5160	Equipment Support & Maint	9,899	3,498	375	3,123	13,500	This also is due to timing of quarterly charges which are processed when received.
5162	Cleaning Materials	1,416	540	166	374	1,000	More stocks are being held to ensure that cleaning materials always available.
5170	Audit fees	5,250	-	-	-	7,000	
5172	Legal & professional	15,599	2,980	750	2,230	15,000	This also is due to timing of quarterly charges which are processed when received.
5180	Insurances	11,587	2,532	-	2,532	15,000	This is the last 3 months cover of the previous year. Variance due to timing differences.
5182	COVID 19 costs	2,145	3,051	5,000	1,949	10,000	
5190	Bank Charges	1,585	107	416	309	2,500	Lower activity results in lower fees.
5195	Bad debts written off	340	-	-	-	3,000	
5198	Earmarked Reserve	50,000	-	-	-	-	
	Unallocated cost saving	-	-	938	938	5,626	There will be no expenditure to this code. It is a budget balancing item.
5199	Share Management Fees	760	-	-	-	-	

5200	Bar Purchase	2,798	156		156	6,250	Minor expenditure incurred to date.
5205	Bar consumables and equipment	188	222		222	-	
5210	Catering Purchases	197			-	2,650	
5220	Building maintenance	1,496	58		58	7,500	
5240	TTC Events expenses	1,278	38		38	3,000	
5250	Newsletters and publications				-		
5260	Box office website & digital media	2,765	440		440		
5286	Market repairs and maint	1,138			-		
	Marketing and communications	12		1,250	-1,250	7,500	Costs not yet incurred due to lockdowns.
	Entertainment licencing				-	1,250	
5300	Mayors Allowance	473	135	150	-15	2,601	These accounts will be finalised shortly. Date changed to Mayoral Year rather than year end.
5310	Mayoral Expenditure	1	305		305	2,300	
5320	Civic events	436	275	336	-61	4,034	
5325	Civic regalia		25	152	-127	912	
	Town events				-	4,500	
	Honourary awards				-	50	
5400	Street furniture	5,393	789	584	-205	3,500	
5410	Christmas Lights	18,940			-	18,300	
5415	Floral Displays	3,287			-	10,000	
5420	Playparks	15,858	886	1,666	-780	10,000	There is a slight delay in some of the maintenance work. Costs will increase in June 21.
5440	Open Spaces	38,100	1,926	6,816	-4,890	50,900	There has been a delay in a supplier billing the Council. Being followed up.
5450	Open Spaces Maintenance				-		
5452	Small Grants	4,343	-300	1,000	-1,300	6,000	This variance is due to year-end accounting issues.
5455	Trees	24,400		3,500	-3,500	10,500	Cost of work done in previous year but budgeted this year.
5465	Property Maintenance	7,142		1,454	-1,454	8,725	
5470	Toilets expenditure	33,631	2,286	584	-1,702	3,500	There is a significant under-budget. This will need to be addressed in the next budget review.
5480	Works Team Fuel & Maintenance	3,926	1,514	416	-1,098	2,500	
5484	Vehicle Leasing	7,464	622	1,302	-680	7,815	It was expected that new leases would have been entered into.
5488	Works team tools	750		250	-250	1,500	
5495	ALP Earmarked Reserve	2,395			-		
5500	Chapel Maint	1,697			-	2,500	
5510	Cemetery maintenance	2,496	276		-276	4,500	
5515	Cemetery donations		147		-147		
5520	Ground water monitoring	7,060	1,471		-1,471	5,884	
5530	Grass cutting			1,208	-1,208	7,250	This is due to non-billing by supplier
5540	Grave digging	11,230	810	1,558	-748	9,350	This is affected by the mix of cemetery activity. Lower than expected internments.
5600	Allotments Maintenance (no VAT)	7,149	60	676	-616	8,046	Little maintenance costs incurred so far.
5601	Allotments Maintenance (VAT)	239			-		
5901	Loss on sale of shares	26,142			-		
8050	Contributions to Reserves	74,898			-	100,467	
8283	Sundry expenditure	31			-		
8521	Events cost	80			-		
TOTAL		927,185	133,041	145,708	-12,667	1,087,452	Projected positive variance against budget in expenditure

APPENDIX D

This document is updated monthly and tabled at Finance Committee meetings. Where the reform has been fully implemented, it has been removed from this schedule after being reported to the Finance Committee. The rows that are highlighted in grey have been updated or are new since the last meeting.

Focal Area	Current Situation	Proposed Reform
ORDERING AND BUYING		
Contract management and property rental management 	There is no contracts register to monitor when contracts lapse. There is no property rental register which contains break clause and property rental review dates for some of the TTC self-administered properties.	Institute an electronic contracts register that sends out reminders on key dates. Very little progress but have started with certain contracts. Property rentals are being transferred to third parties for both GWS and the Council. Only 1 property left to transfer to letting agents. ON TRACK
BUDGETS		
SAGE 50 Budget Module 	Not using the budget reporting module correctly. Categorisation of Chart of Accounts needs refining.	Need to better understand budget monitoring using SAGE. Help manuals have been located and are being studied to produce budget variances by Department. It is becoming more apparent that we need to better use SAGE to help Managers monitor their budgets. Target date: 1 April 2021. ON TRACK
Project Budgeting	Projects are being budgeted in one financial year but sometimes are being finalised in the following financial year. Undermines the annual budgeting process.	Need to devise new projects budgeting methodology to enable better planning of the financing and monitoring of projects. Will need to be in place when Financial Regulations updated.
VAT		

Focal Area	Current Situation	Proposed Reform
VAT 	VAT may not be applied in accordance with legislation.	Further meeting was held on 25 February and methodology developed. Target completion date 31 July 2021.
OTHER PROJECTS		
Staff timesheets and monitoring of annual leave 	A significant amount of time has been spent on reviewing and processing timesheets. The Council's system regarding the recording of leave is also cumbersome and time consuming.	We are looking at a new system to do this. We are co-ordinating with a proposed system that will be put in place at the Carnegie to be COVID 19 compliant. SYSTEM NOW PROCURED AND CURRENTLY BEING IMPLEMENTED
Develop accounting and authority mandates between GWS and the Council. 	There is currently no clear mandate between GWS and the Council. There is also no budget.	These need to be developed and put in place by 1 April 2021 (for approval at next GWS meeting). GWS HAS NOT HAD AN ORDINARY MEETING SINCE DECEMBER 2020.
Cost asset renewal maintenance plans 	There is no basis of ensuring that there is the financial capacity to renew assets when required.	Conditional assessments need to be done on all play park and other equipment/assets. A replacement plan needs to be prepared and costed. Contributions to the Renewal Reserve calculated to ensure ongoing renewal can occur. THIS WILL TAKE ABOUT 6 MONTHS TO COMPLETE.

Traffic light system

Green – Good progress made – nearly or fully implemented

Amber – Started but still being developed/implemented

Red – Little or no progress