

MINUTES OF THE MEETING OF THE FINANCE COMMITTEE,  
HELD IN THE CARNEGIE, CAGE LANE, THETFORD ON TUESDAY  
20<sup>th</sup> JULY 2021, STARTING AT 6.00 P.M.

Councillors:

R F W Brame (Vice Chair), B J Canham,  
J Hollis, J James (Chair), B J Tullett

Officer in attendance:

Alan Yorke Finance Officer and Deputy Town Clerk  
Chris Crimmen Committee Secretary

MINUTES

205/21	<u>DECLARATIONS OF ANY DISCLOSABLE PECUNIARY INTERESTS</u> None.
206/21	<u>APOLOGIES FOR ABSENCE</u> Apologies were received from Councillors D M Crawford and C Harvey.
207/21	<u>MINUTES</u> <b>RESOLVED: The minutes of the committee meeting held on 22nd June 2021 which were received by Full Council on 30th June 2021, as a true record and signed/initialled by the Chairman.</b>
208/21	<u>CONTRACTS UPDATE</u> The Chair asked councillors to note the attached schedule of contracts which had been circulated prior to the meeting. There were no questions and the schedule was noted.
209/21	<u>COMMITTEE FINANCIAL DECISIONS</u> The Chair asked councillors to note the attached Committee Financial Decisions schedule which had been circulated prior to the meeting. There were no questions and the schedule was noted.
210/21	<u>APPROVAL OF PAYMENTS</u> The Chair asked councillors to receive and approve the attached listings of payments (see Appendix A 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 J Hollis seconded: <b>RECOMMENDATION: That Thetford Town Council approve the making of the payments A-E (see Appendix A).</b>
211/21	<u>FINANCIAL REPORT FOR THE 3 MONTHS TO 30 JUNE 2021</u> The Chair asked Councillors to receive and approve the financial report (see Appendix B) for the three months to 30 <sup>th</sup> June 2021. The Chair and Finance Officer answered Councillors questions on the Financial Report and after a discussion Councillor J Hollis proposed and Councillor B Canham seconded: <b>RECOMMENDATION: That Thetford Town Council adopt the income and expenditure reports (attached in Appendix B) for the three months to 30th June 2021.</b>
212/21	<u>BUDGET TIMETABLE</u> The Finance Officer explained the budget timetable requires the following: - <ul style="list-style-type: none"> <li>• Detailed reviews of the 2021/22 and preparation of revised budgets in September 2021, November 2021 and February 2022. Revised budgets to be prepared and tabled at Full Council meetings after being reviewed by Committees and the Finance Committee.</li> <li>• Committees to review Corporate Strategies, maintenance requirements and projects in September 2021 for the 2022/23 budget year. Committees to also review fees.</li> <li>• Draft 2021/22 Budget prepared by the beginning of November 2021.</li> </ul>

	<ul style="list-style-type: none"> <li>• Committees formally approve their 2022/23 budgets in November 2021. Approved budgets considered by Full Council at the November 2021 meeting. Further meetings scheduled in December 2021 and January 2022 if required.</li> <li>• Full Council approves budget before end of January 2022.</li> </ul> <p>After a discussion Councillor B Tullett proposed and Councillor B Canham seconded:  <b>RESOLVED: That Finance Committee approve the attached timetable (see Appendix C).</b></p>
213/21	<p><u>TRANSPARENCY CODE</u></p> <p>The Finance Officer asked Councillors to review the progress made to comply with the Transparency Code. An explanatory report had been circulated to councillors (see Appendix D).  The Finance Committee noted the progress made in fully implementing and demonstrating compliance with the Transparency Code.</p>
214/21	<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 E). Councillors were pleased to see an amber turn to green and this was noted by Councillors.</p>
215/21	<p><u>CORRESPONDENCE</u></p> <p>None.</p>
216/21	<p><u>COMMITTEE OFFICERS UPDATE</u></p> <p>The Finance Officer reported he did not receive details of the Investment Information in time for this meeting. The Chairman asked that this will be an item on the next meeting agenda.  He reported the work on Shambles 1 &amp; 3 started today.</p>
217/21	<p><u>COMMUNITY ENGAGEMENT</u></p> <p>None.</p>

Chairman.

**APPENDIX A**

**ANNEXURE A**

<b>Date:</b> 13/07/2021	<b>THETFORD TOWN COUNCIL</b>											<b>Page</b>	
<b>Time:</b> 09:34:48	<b>Day Books: Bank Payments (Detailed)</b>												
<b>Date From:</b>	14/06/2021											<b>Bank From:</b>	120
<b>Date To:</b>	12/07/2021											<b>Bank To:</b>	120
<b>Transaction From:</b>	1											<b>N/C From:</b>	
<b>Transaction To:</b>	99999999											<b>N/C To:</b>	999
<b>Dept From:</b>	0												
<b>Dept To:</b>	999												
<b>Bank:</b> 1200	<b>Currency:</b> Pound Sterling												
<b>No</b>	<b>Type</b>	<b>N/C</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>	<b>Dept</b>	<b>Net£</b>	<b>Tax£</b>	<b>T/C</b>	<b>Gross£</b>	<b>V</b>	<b>B</b>	
13855	BP	5190	18/06/2021	ELAVON	ELAVON CHARGES	1	6.00	1.20	T1	7.20	N	R	
13856	BP	5190	18/06/2021	ELAVON	ELAVON CHARGES	1	6.10	0.00	T0	6.10	N	R	
13857	BP	5190	18/06/2021	ELAVON	ELAVON CHARGES	1	6.00	1.20	T1	7.20	N	R	
13858	BP	5190	18/06/2021	ELAVON	ELAVON CHARGES	1	4.88	0.00	T0	4.88	N	R	
13895	BP	2220	25/06/2021	PAYROLL	JUNE 21	0	26703.94	0.00	T0	26703.94	N	R	
<b>Totals</b>							<b>£</b>	<b>26726.92</b>	<b>2.40</b>	<b>26729.32</b>			

**ANNEXURE B**

<b>Date:</b> 13/07/2021	<b>THETFORD TOWN COUNCIL</b>											<b>Page</b>	
<b>Time:</b> 09:36:20	<b>Day Books: Supplier Payments (Detailed)</b>												
<b>Date From:</b>	14/06/2021											<b>Bank From:</b>	1200
<b>Date To:</b>	12/07/2021											<b>Bank To:</b>	1200
<b>Transaction From:</b>	1											<b>Supplier From:</b>	
<b>Transaction To:</b>	99999999											<b>Supplier To:</b>	ZZZZZ
<b>Bank:</b> 1200	<b>Currency:</b> Pound Sterling												
<b>No</b>	<b>Type</b>	<b>A/C</b>	<b>Date</b>	<b>Ref</b>	<b>Details</b>		<b>Net£</b>	<b>Tax £</b>	<b>T/C</b>	<b>Gross£</b>	<b>V</b>	<b>B</b>	
13776	PP	ALLS001	14/06/2021	DD	Purchase Payment		95.00	0.00	T9	95.00	-	R	
			- 14/06/2021	E201391316	95.00 to PI 13234								
13778	PP	BREC001	15/06/2021	DD	Purchase Payment		1060.00	0.00	T9	1060.00	-	R	
			- 15/06/2021	6/0	1060.00 to PI 12165								
13779	PP	BREC001	15/06/2021	DD	Purchase Payment		668.00	0.00	T9	668.00	-	R	
			- 15/06/2021	24/0	668.00 to PI 12175								
13780	PP	BREC001	15/06/2021	DD	Purchase Payment		250.00	0.00	T9	250.00	-	R	
			- 15/06/2021	24/0	250.00 to PI 12245								
13897	PP	ALLS001	28/06/2021	DD	Purchase Payment		182.31	0.00	T9	182.31	-	R	
			- 28/06/2021	E201396771	182.31 to PI 13495								
<b>Totals£</b>							<b>2255.31</b>	<b>0.00</b>	<b>2255.31</b>				

## ANNEXURE C

THETFORD TOWN COUNCIL											Page					
Date:		13/07/2021		Day Books: Bank Payments (Detailed)												
Time:		09:37:51														
Date From:		14/06/2021		Bank From: 120												
Date To:		12/07/2021		Bank To: 120												
Transaction From:		1		N/C From												
Transaction To:		99999999		N/C To: 999												
Dept From:		0														
Dept To:		999														
Bank:		1202		Currency:		Pound Sterling										
No	Type	N/C	Date	Ref	Details	Dept	Net£	Tax£	T/C	Gross£	V	B				
13762	BP	5190	14/06/2021	STRIPE FEE	BUCCANEER FEE	1	0.55	0.00	T0	0.55	N	R				
13819	BP	5190	17/06/2021	STRIPE FEE	BUCCANEER STRIPE FEE	1	1.49	0.00	T0	1.49	N	R				
13820	BP	5190	21/06/2021	STRIPE FEE	HI-DE-HI STRIPE FEE	1	2.09	0.00	T0	2.09	N	R				
13821	BP	5190	22/06/2021	STRIPE FEE	ALICE IN WONDERLAND STRIPE FEE	1	0.55	0.00	T0	0.55	N	R				
13822	BP	5190	22/06/2021	STRIPE FEE	MAD HATTERS STIPE FEE	1	1.13	0.00	T0	1.13	N	R				
13839	BP	5205	22/06/2021	TOWER LEAS	COFFEE MACHINE RENTAL	2	816.00	0.00	T0	816.00	N	R				
13872	BP	5190	25/06/2021	ELAVON CHAR	ELAVON MAY 21	1	6.00	1.20	T1	7.20	N	R				
13873	BP	5190	25/06/2021	ELAVON CHAR	ELAVON MAY 21	1	30.88	0.00	T0	30.88	N	R				
13879	BP	5190	24/06/2021	STRIPE FEE	STRIPE FEE BUCCANEER	1	1.17	0.00	T0	1.17	N	R				
13880	BP	5190	24/06/2021	STRIPE FEE	HI-DE-HI STRIPE FEE	1	0.62	0.00	T0	0.62	N	R				
13885	BP	5190	23/06/2021	STRIPE CHAR	BUCCANEER STRIPE FEE	1	0.89	0.00	T0	0.89	N	R				
13886	BP	5190	23/06/2021	STRIPE CHAR	ALICE IN WONDERLAND STRIPE FEE	1	0.48	0.00	T0	0.48	N	R				
13887	BP	5190	23/06/2021	STRIPE CHAR	MAD HATTERS STIPE FEE	1	0.62	0.00	T0	0.62	N	R				
13903	BP	5190	28/06/2021	STRIPE FEE	BUCCANEER FEE	1	0.89	0.00	T0	0.89	N	R				
13947	BP	5156	28/06/2021	AGENTS FEES	2 THE SHAMBLES AGENTS FEES	1	48.29	9.66	T1	57.95	N	R				
13974	BP	5190	29/06/2021	STRIPE FEE	STRIPE FEE BUCCANEER	1	0.34	0.00	T0	0.34	N	R				
13975	BP	5190	29/06/2021	STRIPE FEE	STRIPE FEE ALICE IN WONDERLAND	1	0.79	0.00	T0	0.79	N	R				
13976	BP	5190	30/06/2021	HANDLING CH	MANUAL CREDIT HANDLING CHARGE	1	14.40	0.00	T0	14.40	N	R				
13977	BP	5190	01/07/2021	STRIPE FEE	STRIPE FEE BUCCANEER	1	0.55	0.00	T0	0.55	N	R				
13978	BP	5190	02/07/2021	STRIPE FEE	STRIPE FEE BUCCANEER	1	0.55	0.00	T0	0.55	N	R				
13982	BP	5190	30/06/2021	SERVICE CHA	SERVICE CHARGE	1	57.00	0.00	T0	57.00	N	R				
13983	BP	5156	01/07/2021	AGENTS FEES	CEMETERY COTTAGE AGENTS FEES	1	67.50	13.50	T1	81.00	N	R				
14001	BP	5190	01/07/2021	STRIPE FEE	HI-DE-HI STRIPE FEE	1	3.96	0.00	T0	3.96	N	R				
14031	BP	5190	05/07/2021	STRIPE FEE	STRIPE FEE HI-DE-HI	1	0.62	0.00	T0	0.62	N	R				
14032	BP	5190	05/07/2021	STRIPE FEE	STRIPE FEE BUCCANEER	1	1.44	0.00	T0	1.44	N	R				
14035	BP	5190	06/07/2021	STRIPE FEE	BUCCANEER FEE	1	1.10	0.00	T0	1.10	N	R				
14066	BP	5190	07/07/2021	STRIPE FEE	HI DE HI FEES	1	0.62	0.00	T0	0.62	N	R				
14067	BP	5190	07/07/2021	STRIPE FEE	BUCCANEER FEE	1	1.16	0.00	T0	1.16	N	R				
14068	BP	5190	07/07/2021	STRIPE FEE	ALICE IN WONDERLAND STRIPE FEE	1	2.27	0.00	T0	2.27	N	R				
14069	BP	5156	07/07/2021	AGENTS FEE	1 WELLS STREET AGENTS FEES	1	97.50	19.50	T1	117.00	N	R				
14073	BP	5190	08/07/2021	STRIPE FEE	ALICE IN WONDERLAND STRIPE FEE	1	0.73	0.00	T0	0.73	N	R				
14074	BP	5190	08/07/2021	STRIPE FEE	BUCCANEER FEE	1	0.82	0.00	T0	0.82	N	R				
14078	BP	5190	09/07/2021	STRIPE FEE	BUCCANEER FEE	1	0.34	0.00	T0	0.34	N	R				
						<b>Totals</b>	<b>£</b>	<b>1163.34</b>	<b>43.86</b>		<b>1207.20</b>					

## ANNEXURE D

Date:		13/07/2021		<b>THETFORD TOWN COUNCIL</b>										Page	
Time:		09:39:29		<b>Day Books: Supplier Payments (Detailed)</b>											
Date From:	14/06/2021	Bank From:	1202	Date To:	12/07/2021	Bank To:	1202	Transaction From:	1	Supplier From:		Transaction To:	99999999	Supplier To:	ZZZZZ
Bank	1202	Curren	Pound Sterling												
No	Type	A/C	Date	Ref	Details	Net£	Tax	£	T/C	Gross£	V	B			
13756	PP	BACS001	14/06/2021	bacs	Purchase Payment	3142.25	0.00		T9	3142.25	-	R			
			- 14/06/2021	EASY EQUIP	3142.25 to PI 13740										
13757	PP	HMRC001	14/06/2021	bacs	Purchase Payment	7594.01	0.00		T9	7594.01	-	R			
			- 14/06/2021	Payroll	7594.01 to PI 13521										
13758	PA	LEX001	14/06/2021	BACS	Payment on Account	279.40	0.00		T9	279.40	-	R			
13782	PP	BREC001	15/06/2021	DD	Purchase Payment	2345.00	0.00		T9	2345.00	-	R			
			- 15/06/2021	5/0	2345.00 to PI 12215										
13792	PP	SAGE001	16/06/2021	dd	Purchase Payment	92.40	0.00		T9	92.40	-	R			
			- 16/06/2021	INV1225284	92.40 to PI 13791										
13829	PP	SSE1KH	21/06/2021	DD	Purchase Payment	2254.96	0.00		T9	2254.96	-	R			
			- 21/06/2021	0017	2254.96 to PI 13672										
13830	PP	SSE1CCHG	21/06/2021	DD	Purchase Payment	139.62	0.00		T9	139.62	-	R			
			- 21/06/2021	0008	139.62 to PI 13679										
13831	PP	SSE1GHG	21/06/2021	DD	Purchase Payment	65.78	0.00		T9	65.78	-	R			
			- 21/06/2021	0018	65.78 to PI 13673										
13832	PP	SSE1STP	21/06/2021	DD	Purchase Payment	167.68	0.00		T9	167.68	-	R			
			- 21/06/2021	0021	167.68 to PI 13671										
13833	PP	SSE1STPE	21/06/2021	DD	Purchase Payment	32.02	0.00		T9	32.02	-	R			
			- 21/06/2021	0042	32.02 to PI 13677										
13834	PP	SSE1TC	21/06/2021	DD	Purchase Payment	102.67	0.00		T9	102.67	-	R			
			- 21/06/2021	0050	102.67 to PI 13675										
13835	PP	SSESTGL	21/06/2021	DD	Purchase Payment	19.93	0.00		T9	19.93	-	R			
			- 21/06/2021	0079	19.93 to PI 13739										
13836	PP	SSE2CL	21/06/2021	DD	Purchase Payment	64.29	0.00		T9	64.29	-	R			
			- 21/06/2021	0019	64.29 to PI 13674										
13837	PP	SSE1TCS	21/06/2021	DD	Purchase Payment	27.62	0.00		T9	27.62	-	R			
			- 21/06/2021	0072	27.62 to PI 13678										
13838	PP	SSE1TCL	21/06/2021	DD	Purchase Payment	103.92	0.00		T9	103.92	-	R			
			- 21/06/2021	0074	103.92 to PI 13676										
13869	PP	BOC001	25/06/2021	DD	Purchase Payment	30.03	0.00		T9	30.03	-	R			
			- 25/06/2021	3063290438	30.03 to PI 13561										
13898	PP	LEX001	28/06/2021	DD	Purchase Payment	467.03	0.00		T9	467.03	-	R			
			- 28/06/2021	EXI1701094	467.03 to PI 13868										
13922	PP	BACS001	29/06/2021	BACS	Purchase Payment	240.00	0.00		T9	240.00	-	R			
			- 29/06/2021	REFUND	240.00 to PI 13508										
13923	PP	NORF020	29/06/2021	BACS	Purchase Payment	120.00	0.00		T9	120.00	-	R			
			- 29/06/2021	19173	120.00 to PI 13805										
13924	PP	AAFD001	29/06/2021	BACS	Purchase Payment	2903.45	0.00		T9	2903.45	-	R			
			- 29/06/2021	1459	2903.45 to PI 13562										
13925	PP	SHAW001	29/06/2021	BACS	Purchase Payment	398.40	0.00		T9	398.40	-	R			
			- 29/06/2021	0000281343	398.40 to PI 13813										
13926	PP	GMFP001	29/06/2021	BACS	Purchase Payment	660.80	0.00		T9	660.80	-	R			
			- 29/06/2021	2021-18	570.80 to PI 13809										
			- 29/06/2021	2021-22	90.00 to PI 13810										
13927	PP	CLER001	29/06/2021	BACS	Purchase Payment	75.00	0.00		T9	75.00	-	R			
			- 29/06/2021	Payroll	75.00 to PI 13842										
13928	PP	SLCC002	29/06/2021	BACS	Purchase Payment	379.00	0.00		T9	379.00	-	R			
			- 29/06/2021	MEM234926	379.00 to PI 13218										
13929	PP	NPSG001	29/06/2021	BACS	Purchase Payment	132.00	0.00		T9	132.00	-	R			
			- 29/06/2021	01-028292	132.00 to PI 13804										
13930	PP	FREE001	29/06/2021	BACS	Purchase Payment	120.00	0.00		T9	120.00	-	R			
			- 29/06/2021	2841	120.00 to PI 13802										

13931	PP	SPAR002	29/06/2021	BACS	Purchase Payment	85.00	0.00	T9	85.00	- R
			- 29/06/2021	357	85.00 to PI 13786					
13932	PP	BRIT005	29/06/2021	BACS	Purchase Payment	716.16	0.00	T9	716.16	- R
			- 29/06/2021	inv-2057	716.16 to PI 13803					
13933	PP	GLAS002	29/06/2021	BACS	Purchase Payment	165.17	0.00	T9	165.17	- R
			- 29/06/2021	SI817015	165.17 to PI 13560					
13934	PP	HYGI001	29/06/2021	BACS	Purchase Payment	89.64	0.00	T9	89.64	- R
			- 29/06/2021	IN517166	70.41 to PI 13448					
			- 29/06/2021	IN517543	19.23 to PI 13705					
13935	PP	BACS001	29/06/2021	BACS	Purchase Payment	2159.99	0.00	T9	2159.99	- R
			- 29/06/2021	MAYORAL CI	2159.99 to PI 13900					
13936	PP	BACS001	29/06/2021	BACS	Purchase Payment	300.00	0.00	T9	300.00	- R
			- 29/06/2021	8	300.00 to PI 13801					
13937	PP	BACS001	29/06/2021		Purchase Payment	250.00	0.00	T9	250.00	- R
			- 29/06/2021	BRIAN YATE	250.00 to PI 13808					
13938	PP	DIDL001	29/06/2021	BACS	Purchase Payment	152.40	0.00	T9	152.40	- R
			- 29/06/2021	3156	152.40 to PI 13814					
13939	PP	ADVA002	29/06/2021	BACS	Purchase Payment	109.20	0.00	T9	109.20	- R
			- 29/06/2021	41928	109.20 to PI 13456					
13940	PP	BACS001	29/06/2021	BACS	Purchase Payment	2159.99	0.00	T9	2159.99	- R
			- 29/06/2021	MAYORAL CI	2159.99 to PI 13901					
13941	PP	BROX001	29/06/2021	BACS	Purchase Payment	2846.40	0.00	T9	2846.40	- R
			- 29/06/2021	ORD002773	2726.40 to PI 13454					
			- 29/06/2021	ORD002773	120.00 to PI 13455					
13942	PP	BACS001	29/06/2021	BACS	Purchase Payment	150.00	0.00	T9	150.00	- R
			- 29/06/2021	001	150.00 to PI 13812					
13943	PP	ZURI001	29/06/2021	BACS	Purchase Payment	11347.73	0.00	T9	11347.73	- R
			- 29/06/2021	507516263	1300.33 to PI 13787					
			- 29/06/2021	507756086	10047.40 to PI 13798					
13985	PP	RAYT001	01/07/2021	BACS	Purchase Payment	113.40	0.00	T9	113.40	- R
			- 01/07/2021	R7763	113.40 to PI 13806					
13986	PP	CGM001	01/07/2021	BACS	Purchase Payment	2734.66	0.00	T9	2734.66	- R
			- 01/07/2021	239148	2734.66 to PI 13494					
13987	PP	THET003	01/07/2021	BACS	Purchase Payment	100.00	0.00	T9	100.00	- R
			- 01/07/2021	ALLOTMENT	100.00 to PI 13952					
13988	PP	FAIR001	01/07/2021	BACS	Purchase Payment	10160.86	0.00	T9	10160.86	- R
			- 01/07/2021	1222	10160.86 to PI 13951					
13989	PP	WHIT001	01/07/2021	BACS	Purchase Payment	142.80	0.00	T9	142.80	- R
			- 01/07/2021	INV-15056	142.80 to PI 13799					
13990	PP	THET002	01/07/2021	BACS	Purchase Payment	193.38	0.00	T9	193.38	- R
			- 01/07/2021	104373	193.38 to PI 13811					
14004	PP	BRIT002	05/07/2021	DD	Purchase Payment	199.39	0.00	T9	199.39	- R
			- 05/07/2021	M1113C	199.39 to PI 13807					
14005	PP	BREC001	05/07/2021	DD	Purchase Payment	205.00	0.00	T9	205.00	- R
			- 05/07/2021	6/0	205.00 to PI 12206					
14081	PP	EE001	12/07/2021	DD	Purchase Payment	197.90	0.00	T9	197.90	- R
			- 12/07/2021	v018885619	197.90 to PI 14045					
14082	PP	LEX001	12/07/2021	DD	Purchase Payment	279.40	0.00	T9	279.40	- R
			- 12/07/2021	EXI1708909	279.40 to PI 14054					
<b>Totals£</b>						<b>56815.73</b>	<b>0.00</b>		<b>56815.73</b>	

ANNEXURE E

Date:		13/07/2021		<b>THETFORD TOWN COUNCIL</b>									
Time:		09:47:24		<b>Day Books: Credit Card Payments (Detailed)</b>									
Date From:		01/04/2021										<b>Bank From:</b>	
Date To:		12/07/2021										<b>Bank To:</b>	
Transaction From:		1										<b>N/C From:</b>	
Transaction To:		99999999										<b>N/C To:</b>	
Dept From:		0											
Dept To:		999											
Bank:		1240		Currency:		Pound Sterling							
No	Type	N/C	Date	Ref	Details	Dept	Net£	Tax	£	T/C	Gross£	V	
12986	VP	5172	13/04/2021	DBCC/APR21	PRIME MEMBERS	1	7.99	0.00	T0		7.99	N	
12987	VP	5240	30/04/2021	DBCC/APR21	BOOKWHEN APR	2	19.00	3.80	T1		22.80	N	
12993	VP	5172	26/04/2021	DBCC/APR21	ADOBE SOFTWA	1	14.32	0.00	T0		14.32	N	
13159	VP	5120	01/04/2021	DBCC/MARCH	MEDISAVE - FIRS	1	112.62	22.54	T1		135.16	N	
13161	VP	5220	09/04/2021	DBCC/APRIL2	ARTIFICIAL PLAM	2	58.32	11.66	T1		69.98	N	
13162	VP	5182	13/04/2021	DBCC/APRIL2	SOAP DISPENSEF	1	7.49	1.50	T1		8.99	N	
13163	VP	5150	13/04/2021	DBCC/APRIL2	LEVER ARCH FILI	1	13.26	2.65	T1		15.91	N	
13164	VP	5160	14/04/2021	DBCC/APRIL2	WALL MOUNTED	1	14.16	2.83	T1		16.99	N	
13165	VP	5510	20/04/2021	DBCC/APRIL2	80L CREOSOTE F	5	140.00	28.00	T1		168.00	N	
13166	VP	5172	20/04/2021	DBCC/APRIL2	ADOBE SOFTWA	1	14.32	0.00	T0		14.32	N	
13167	VP	8125	21/04/2021	DBCC/APRIL2	3 PAINT ROLLER	11	20.25	4.05	T1		24.30	N	
13489	VP	5172	19/05/2021	DBCC/MAY21	ADOBE SOFTWA	1	14.32	0.00	T0		14.32	N	
13490	VP	5172	26/05/2021	DBCC/MAY21	ADOBE SOFTWA	1	14.32	0.00	T0		14.32	N	
13491	VP	5182	15/04/2021	DBCC/APRIL2	10 SQAURE TABL	1	968.25	193.65	T1		1161.90	N	
13492	VP	5240	31/05/2021	DBCC/MAY21	BOOKWHEN MAY	2	19.00	3.80	T1		22.80	N	
13657	VP	5310	10/05/2021	FB015108	2 X DOUBLE ROC	3	133.33	6.67	T3		140.00	N	
13683	VP	5310	12/05/2021	435-615-484	2 X DOUBLE ROC	35	171.42	8.58	T3		180.00	N	
13755	VP	5172	13/05/2021	DB/CCMAY21	AMAZON PRIME	1	7.99	0.00	T0		7.99	N	
13783	VP	5120	14/05/2021	DBCC/MAY21	FRIDGE TEMP RE	1	2.33	0.47	T1		2.80	N	
13793	VP	5182	29/04/2021	DBCC/APRIL2	CAMERA FOR LIV	1	130.72	0.00	T0		130.72	N	
13794	VP	5260	14/05/2021	DBCC/MAY21	PRESENTATION S	2	105.75	0.00	T0		105.75	N	
13795	VP	5220	14/05/2021	DBCC/MAY21	MONITOR FOR M	2	66.66	13.33	T1		79.99	N	
13796	VP	5172	16/05/2021	DBCC/MAY21	SFBB GUIDE CAT	1	11.08	2.22	T1		13.30	N	
13797	VP	5172	19/06/2021	DBCC/JUNE21	ADOBE SOFTWA	1	14.32	0.00	T0		14.32	N	
13888	VP	5172	26/06/2021	DBCC/JUNE21	ADOBE SOFTWA	1	14.32	0.00	T0		14.32	N	
<b>otals £</b>							<b>2095.54</b>	<b>305.75</b>			<b>2401.29</b>		

## **APPENDIX B**

### **Overview**

The reports in the following pages contain information on the finances of the Town Council as at 30 June 2021.

There is a summary sheet which has columns that shows the actual amounts for the financial year ended 31 March 2021 YTD, the actual amounts for the 3 months ended 30 June 2021, the budget amounts for the 3 months ended 30 June 2021, a variance between the latter two amounts and the budget for the full year ending 31 March 2022.

There are also separate supporting schedules showing income and expenditure for each nominal account provides more information on the amounts in the summary.

The comments in those schedules relate to the variance between the 30 June 2021 actual amounts and the 30 June 2021 budget amounts.

### **Findings**

The activities of the Council are still impacted by COVID 19, and this reflects in the summary income and expenditure statement. There are some legacy accounting issues that relate to the recent year-end and these have had an impact on the accounting in the first three months. Over time this will reverse.

The Council has a relatively high proportion of non-precept income and it is this income that has been adversely impacted by COVID 19. The budget had been prepared on this reduction in non-precept income. As the Council is on track versus budget from an income perspective (actual income exceeds budgeted income by £298) this means that there is no additional income available to fund additional expenditure or to significantly revise the current budget. Hopefully, this will change once COVID 19 restrictions are relaxed.

There has been a reduction in expenditure of £40,469 relative to budget. Some of this relates to non-billing by a supplier (estimated at £9,600) whilst the remainder is likely to relate to timing differences (expenditure that was expected to be incurred early in the financial year will likely be incurred in later months). It would be inappropriate to vire these expenditure savings until there is more certainty through the passage of time.

### **Recommendation**

It is recommended that the Financial Report for the three months ended 30 June 2021 be approved by the Committee.



THETFORD TOWN COUNCIL					
SUMMARY					
FOR THE PERIOD ENDED 30 JUNE 2021					
NAME	2020/21 ACTUAL	JUN 21 ACTUAL YTD	JUN 21 BUDGET YTD	JUN 21 VARIANCE	2021/22 BUDGET
	£	£	£	£	£
<b>INCOME</b>					
Personnel (administration)	65,867	4,630	18,990	- 14,360	68,000
Venues and Communications	19,385	9,089	6,000	3,089	53,000
Heritage & Town Events		-	-	-	-
Amenities	41,677	7,677	375	7,302	47,750
Cemetery	47,940	10,945	11,859	- 914	47,435
Allotments	8,129	402	150	252	8,046
Other Income	35,089	10,267	5,337	4,930	21,350
Rates precept	810,124	404,433	404,433	- 1	808,865
<b>TOTAL</b>	<b>1,028,212</b>	<b>447,442</b>	<b>447,144</b>	<b>298</b>	<b>1,054,446</b>
<b>EXPENDITURE</b>					
Personnel (administration)	720,902	187,304	208,986	- 21,682	773,667
Venues and Communications	9,872	2,945	2,799	145	28,150
Heritage & Town Events	910	1,261	1,364	- 103	14,397
Amenities	165,630	14,091	27,859	- 13,768	133,240
Cemetery	22,483	3,463	7,371	- 3,909	29,484
Allotments	7,388	160	1,694	- 1,534	8,046
Other expenditure	26,253	381		381	
Contributions to Reserves	106,670				90,933
<b>TOTAL</b>	<b>1,060,109</b>	<b>209,605</b>	<b>250,073</b>	<b>- 40,469</b>	<b>1,077,917</b>
<b>NET</b>	<b>- 31,897</b>	<b>237,838</b>	<b>197,071</b>	<b>40,767</b>	<b>- 39,830</b>
Green = better than budgeted					
Red = worse than budgeted					

THETFORD TOWN COUNCIL						
INCOME						
FOR THE PERIOD ENDED 31 JUNE 2021						
INCOME						EXPLANATION OF MAJOR VARIANCES
All Committees	2020-21	2021-22	2021-22	2021-22	2021-22	
N/C	NAME	ACTUAL	JUN 21 ACTUAL YTD	JUN 21 BUDGET YTD	JUN 21 VARIANCE	2021/22 BUDGET
		£	£	£	£	£
4100	Recharges (Labour)	2,488	-	-	-	6,000
4102	Property rent received	63,380	3,103	18,990	- 15,887	62,000
4103	Property rental arrears		1,527		1,527	
4200	Bar Takings	820	1	-	1	10,000
4201	Room hire refreshments		63		63	
4202	Carnegie Hire	4,606	4,694	2,250	2,444	12,000
4204	Guildhall Hire	2,025	896	600	296	6,000
4206	Guildhall Catering	- 224	-	-	-	6,000
4210	Events Income	766	-	150	- 150	1,500
4215	Box office					
4220	Fees/Donations Received					
4224	Sponsorship					
4240	Market Fees	11,392	3,435	3,000	435	17,500
4300	Mayoral Income	55	-	-	-	
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
4421	Bin Installations - third party		245		245	
4424	Priory	6,833	6,833		6,833	8,000
4410	Other income	163	-	-	-	
4500	Interments	26,940	5,945	6,875	- 930	27,500
4510	Exclusive Right of Burial	13,715	2,970	3,575	- 605	14,300
4520	Memorials	6,425	1,515	1,321	194	5,285
4515	Hire of Chapel	560	315	88	227	350
4530	Cemetery Donations	300	200	-	200	-
4600	Allotment Fees (no VAT)	3,092	201	150	51	8,046
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	62	788	250
4920	Bank Interest received	278	4	25	- 21	100
4930	Investment Income	28,240	7,527	5,250	2,277	21,000
4980	Project Grants	30	1,886	-	1,886	
<b>TOTAL INCOME</b>		<b>1,028,337</b>	<b>447,442</b>	<b>447,144</b>	<b>298</b>	<b>1,054,446</b>

**THETFORD TOWN COUNCIL  
EXPENDITURE**

**FOR THE PERIOD ENDED 30 JUNE 2021**

		EXPENDITURE					EXPLANATION OF MAJOR VARIANCES
All Committees		2020-21	2021-22	2021-22	2021-22	2021-22	
N/C	NAME	ACTUAL	JUN 21 ACTUAL YTD	JUN 21 BUDGET YTD	JUN 21 VARIANCE	2021/22 BUDGET	
		£	£	£	£	£	
5100	Salaries	495,335	126,108	146,052	- 19,944	584,207	Vacant positions will be filled so variance expected to decline over remainder of year
5110	Training	1,617	459	1,125	- 666	4,500	Costs expected in latter part of year.
5120	Health & Safety (Trg&Con)	7,033	7,862	735	- 7,127	8,700	Poor budgeting. May need to revise budget.
5122	Kings House Facilities	11,826	3,184		- 3,184	10,000	This needs to be relooked at as there are costs that may need to be reallocated.
5124	Rates	47,739	10,035	13,482	- 3,447	44,936	There has been a slight reduction due to rebate on public toilets.
5125	Welfare	1,356	375	313	- 62	1,250	Minor variance.
5126	Water and sewerage	8,846	984	1,625	- 641	6,500	Minor variance.
5130	Electricity	14,278	5,214	4,250	- 964	17,000	Electricity readings are erratic. Later in the year, lower charges expected.
5132	Gas	3,327	1,012	2,000	- 988	8,000	Unlike electricity gas readings are more consistent and therefore easier to budget.
5134	Oil	1,071	-	-	-	3,500	No oil purchased due to closure of Guildhall.
5136	Waste Disposal Costs	11,813	1,123	2,438	- 1,315	9,750	Under budget as fewer skips are being used at present.
5150	Admin Costs	13,356	3,043	2,375	- 668	9,500	Due to a land valuation cost which was recovered from a third party. Income allocated to n/c 4910
5152	Travel Expenses			40	- 40	150	Minor variance.
5154	Property Maintenance	2,488		600	- 600	1,500	This may be due to timing. Costs expected later in the year.
5156	Agents Fees	2,236	1,198	858	- 340	2,800	More properties given to agents to manage.
5160	Equipment Support & Maint	9,899	3,583	3,375	- 208	13,500	Minor variance.
5162	Cleaning Materials	1,416	540	250	- 290	1,000	More stocks are being held to ensure that cleaning materials always available.
5170	Audit fees	5,250	2,350	4,000	- 1,650	7,000	The final audit fee will likely be received in September/October 2021
5172	Legal & professional	15,599	4,140	3,750	- 390	15,000	There have been some one off projects that have increased expenditure.
5180	Insurances	11,587	12,646	15,000	- 2,354	15,000	There is a slight saving relative to budget.
5182	COVID 19 costs	2,145	3,181	7,500	- 4,319	10,000	Costs lower than expected.
5190	Bank Charges	1,585	267	625	- 358	2,500	Lower activity results in lower fees.
5195	Bad debts written off	340			-	3,000	
5198	Earmarked Reserve	50,000			-		
5197	Unallocated cost saving			- 1,407	- 1,407	- 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	1,840		- 1,840	-	There have been costs incurred on the new coffee machines and in anticipation of re-opening.
5210	Catering Purchases	197			-	2,650	
5220	Building maintenance	1,496	215		- 215	7,500	
5240	TTC Events expenses	1,278	88	300	- 212	3,000	Representative of low activity due to COVID 19.
5250	Newsletters and publications				-		
5260	Box office website & digital media	2,765	646		- 646		
5286	Market repairs and maint	1,138		2,500	- 2,500		No costs incurred to date.
	Marketing and communications	12			-	7,500	Costs not yet incurred due to lockdowns.
	Entertainment licencing				-	1,250	
5300	Mayors Allowance	473	656	225	- 431	2,601	Mayoral year not in line with budget year. Accounting has changed which is not in budget.
5310	Mayoral Expenditure	1	305	575	- 270	2,300	Mayoral year not in line with budget year. Accounting has changed which is not in budget.
5320	Civic events	436	275	336	- 61	4,034	Mayoral year not in line with budget year. Accounting has changed which is not in budget.
5325	Civic regalia		25	228	- 203	912	
	Town events				-	4,500	
	Honourary awards				-	50	
5400	Street furniture	5,393	1,027	875	- 152	3,500	Slightly higher than budget as there have been more higher purchases in the early part of the year.
5410	Christmas Lights	18,940			-	18,300	
5415	Floral Displays	3,287	10	2,350	- 2,340	10,000	There has been a delay in a supplier billing the Council. Being followed up.
5420	Playparks	15,858	1,483	2,500	- 1,017	10,000	There is a slight delay in some of the maintenance work. Costs will increase in June/July 21.
5440	Open Spaces	38,100	2,135	10,224	- 8,089	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	-	1,500	- 1,500	6,000	This variance is due to year-end accounting issues.
5455	Trees	24,400		4,400	- 4,400	10,500	Cost of work done in previous year but budgeted this year.
5465	Property Maintenance	7,142	1,223	2,181	- 958	8,725	Lower maintenance costs have been incurred.
5470	Toilets expenditure	33,631	5,346	875	- 4,471	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	1,623	625	- 998	2,500	There has been higher vehicle maintenance costs.
5484	Vehicle Leasing	7,464	1,244	1,954	- 710	7,815	It was expected that new leases would have been entered into.
5488	Works team tools	750		375	- 375	1,500	
5495	ALP Earmarked Reserve	2,395			-		
5500	Chapel Maint	1,697		625	- 625	2,500	There is an element of timing as affected by annual inspections of heating and fire alarms.
5510	Cemetery maintenance	2,496	735	1,125	- 390	4,500	The budget needs to be broken down in more detail to better understand these cost drivers.
5515	Cemetery donations		147		- 147		
5520	Ground water monitoring	7,060	1,471	1,471	-	5,884	
5530	Grass cutting			1,812	- 1,812	7,250	This is due to non-billing by supplier.
5540	Grave digging	11,230	1,110	2,338	- 1,228	9,350	This is affected by the mix of cemetery activity. Lower than expected internments.
5600	Allotments Maintenance (no VAT)	7,149	160	1,694	- 1,534	8,046	No major maintenance costs incurred to date.
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	381		- 381		
8521	Events cost	80		1	- 1		
<b>TOTAL</b>		<b>927,185</b>	<b>209,605</b>	<b>250,073</b>	<b>- 40,468</b>	<b>1,087,452</b>	Projected positive variance against budget.

## APPENDIX C

No	Description	QUARTER 1	QUARTER 2			QUARTER 3			QUARTER 4
		Jun-20	Jul-20	Aug-20	Sep-20	Oct-20	Nov-20	Dec-20	Jan-21
QUARTER 1 OF 2020/21									
1	Approval of Budget Timetable by Finance Committee								
QUARTER 2 OF 2020/21									
2	Review Quarter 1 2020/21: Preliminary actuals by 2 July 2020								
3	SMT to recommend budget to Committees								
4	Committees to revise Budget for 2020/21 taking into account COVID 19 and Quarter 1 preliminary actuals								
5	Revised 2020/21 budget to Finance Committee								
6	Revised 2020/21 budget to Full Council								
7	SAGE 50 updated								
8	Committees formal revision of fees and tariffs								
9	Committees identify major maintenance backlogs for next 3 years								
10	Committees identify major projects for next 3 years								
11	Updating of Committees strategies for next 3 years								
QUARTER 3 OF 2020/21									
12	Financial impact of Committee strategies to be costed								
13	Costing of strategies, maintenance backlogs and projects								
14	Preliminary financial plan to Finance Committee and Full Council								
15	Preliminary precept for the next 3 years calculated								
16	Committees to approve draft budget								
17	Finance Committee final review of budget and recommendation to Council								
18	Approval of 3-year budget by Full Council								Emergency
QUARTER 4 OF 2020/21									
19	Submission of precept and budget to Breckland DC								

## APPENDIX D

### ITEM 213/21: FINANCE COMMITTEE OVERSIGHT OF THE TRANSPARENCY CODE

#### Introduction

The Local Government Transparency Code applies to Thetford Town Council. It requires the publication of certain information on the Council's website (see Appendix A). At present there is a section on the website addressing the Transparency Code, but it only contains information that is not deemed to be covered in other sections of the website (mainly as part of minutes and agendas).

Previously, information on contracts was included in the Finance Committee agenda and supporting papers. Information on grants was included in the ALP minutes. Information on expenditure was included in the Finance Committee supporting papers but was not disaggregated to items of £500 or more. Information on payments (which is not necessarily expenditure) was also included in the Finance Committee meeting supporting papers but was presented for Financial Regulation purposes rather than Transparency Code purposes.

A member of the public could find it difficult to easily find this information.

In summary, at the February 2021 Finance Committee meeting, it was recommended that the Finance Committee take responsibility for overseeing the Transparency Code, all information be centralised in one part of the website and an oversight checklist be developed to enable the Finance Committee to undertake this responsibility. This item addresses this matter.

#### What information is required in terms of the Transparency Code?

The following information is mandatory: -

- Expenditure over £500 (published quarterly)
- Government procurement card transactions (published quarterly). **Doesn't apply to Thetford.**
- Procurement information (published quarterly)
- Grants to voluntary, community and social enterprise organisations (published annually)

- Organisation chart (published annually)
- Senior salaries (published annually)
- The pay multiple (published annually)
- Trade union facility time (published annually) **Doesn't apply to Thetford.**
- Local land assets (published annually)
- Social housing asset value (published annually) **Doesn't apply to Thetford.**
- Parking accounts and parking spaces (published annually) **Doesn't apply to Thetford.**
- Instances of fraud (published annually)
- The Council's constitution (published annually)

A Council's constitution is explained in Section 9P of the Local Government Act, 2000 and is defined as: -

- (a) a copy of the authority's standing orders for the time being,
- (b) a copy of the authority's code of conduct (if any) for the time being under section 28 of the Localism Act 2011,
- (c) such information as the Secretary of State may direct, and
- (d) such other information (if any) as the authority considers appropriate.

## **Summary of Information on the Website**

The following information is now consolidated on the website under the heading “Local Government Transparency Code”: -

1. Expenditure of £500 or more that is required to be disclosed is on the website for the 2019/20 and 2020/21 financial years.
2. Expenditure of £500 or more that is required to be disclosed for quarter 1 of 2021/22 will be loaded on the website before 31 July 2021.
3. Procurement information for 2020/21 is disclosed on the website.
4. Procurement information for quarter 1 of 2021/22 will be loaded on the website before 31 July 2021.
5. Information relating to the Council’s constitution is also loaded on the website. This includes the latest standing orders, code of conduct and details of the Council and Committee structures.
6. The information on small grants for the 2020/21 year is now disclosed on the website.
7. Other information such as details of land, remuneration information and information on frauds is also provided.

The target dates for the Transparency Code disclosures are set out in Annexure A. These were approved by the Finance Committee in March 2021.

**ANNEXURE A**

**Transparency Code Checklist**

Code	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar
Expenditure over £500 (2020/21)												
Expenditure over £500 (published quarterly) <sup>1</sup>												
Procurement information (published quarterly) <sup>2</sup>												
Grants to voluntary, community and social enterprise organisations (published annually)												
Organisation chart (published annually)												
Senior salaries (published annually)												
The pay multiple (published annually)												
Local land assets (published annually)												
Instances of fraud (published annually)												
The Council's constitution (published annually) <sup>3</sup>												

<sup>1</sup> Information on payments will be tabled at every normal Finance Committee meeting.

<sup>2</sup> This information is tabled at every normal Finance Committee meeting and will continue to be tabled at this meeting.

<sup>3</sup> To be done after Mayor Making in May. The "Constitution" should also include Committees and the membership thereof.