



Halesworth Town Council

Town Clerk: David Lines

E: clerk@halesworthtowncouncil.gov.uk

P: 01986 874517

Dear Councillors,

You are hereby summoned to attend a meeting on **Monday 16th September 2024** at 6.30pm in the **COMMITTEE ROOM**, London Road, where the undermentioned business will be conducted.

Yours faithfully,

David Lines - Town Clerk

11th September 2024

Members of the Public and the Press are welcome to attend the meeting.

FINANCE & GOVERNANCE COMMITTEE AGENDA – 16th September 2024

1. **Welcome by the Chair and formal notice about recording of the meeting (if applicable).**
2. **To RECEIVE apologies for absence and declarations of interest, and**
To RECEIVE delegated Declarations of Interest Dispensation decisions or **APPROVE** such dispensation requests as required.
Members are reminded that if it becomes clear that they have a Disclosable Pecuniary, Other Pecuniary or Registrable Non-Pecuniary Interest when considering any of the matters covered by this Agenda, they must declare it.
3. **Minutes of the last meeting**
To **APPROVE** the Minutes of the Meeting of the Committee held on **12th August 2024** (previously circulated) as a true and accurate record.
4. **Public Forum**
The Chair to invite members of the public to indicate if they wish to speak at this meeting, either on an item on the agenda or on a general matter. Public questions are permitted for a maximum of 15 minutes and are generally limited to around three minutes per person, at the discretion of the Chair.
The public may ask questions relating to the work and services of the Council. Questions may not always be answered at the meeting, but they will be dealt with appropriately. If a question is to be discussed by councillors, it will be added to the agenda for the next Council meeting.
5. **Clerk's Report**
 - a. To **RECEIVE** the **Clerk's Report** as an update and instruction on matters outstanding from previous meetings.
 - b. To **APPROVE** the amended Councillor Co-Option Policy and Procedure.
 - c. To **APPROVE** the updated Grants Policy.
 - d. To **CONSIDER** a recommendation to upgrade the Town Council's website for Transparency Code, Document Management and Community Interaction purposes.
6. **Grants**
To **RECEIVE** applications for grants from community organisations.
7. **RFO Reports (to follow)**
 - a. To **RECEIVE** the monthly report of income and expenditure against the budget and a full bank reconciliation.
 - b. To **REVIEW** CIL & Reserve balances and to **RECEIVE** a briefing on a meeting with ESC CIL Officers.
 - c. To **REVIEW** budget lines and **CONSIDER** any virements to regularise the current budget – New website costs (re Item 5d).
 - d. To **AUTHORISE** large ticket invoices for payment following the meeting. *List and invoices sent separately.*
8. To **CONSIDER** the framework and timetable for the formulation and approval of the **2025 Budget and Precept**.
9. **Agenda Items for the next meeting**

Date of next meeting – 21st October 2024

Waveney Local Office, London Road, Halesworth, Suffolk IP19 8LW

Item 3



Halesworth Town Council

Town Clerk: David Lines
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FINANCE & GOVERNANCE COMMITTEE MEETING

MONDAY 12th AUGUST AT 6.30PM IN THE COMMITTEE ROOM

24.08.01

Present: Councillors Cackett, Greenberg and Moseley, and the Town Clerk.

1. **Election of Chair for the meeting – RESOLVED** to elect Cllr. Cackett as Chair of the meeting.
Cllr. Cackett welcomed all to the meeting and gave formal notice that no recording would take place.
2. **RESOLVED - Apologies for absence** were received and accepted from **Cllrs. Dunning, Fosdike and Took** (all work)
Declarations of interest, delegated Declarations of Interest Dispensation decisions and/or dispensation requests - **NONE**
3. **Minutes of the last meeting**
RESOLVED - to **APPROVE** the Minutes of the meeting of the Committee held on **15th July 2024** (previously circulated) as a true and accurate record.
4. **Exclusion of Public & Press** - In accordance with The Public Bodies (Admissions to Meetings) Act 1960, it was **RESOLVED** to exclude the Public, including the Press, from the meeting so that any items containing exempt and confidential information in the remainder of the agenda could be discussed and decided - **Full range of staffing matters**
5. **Current Personnel Matters**
 - **Probationary and Annual Reviews – RESOLVED** – to accept the recommendations contained in the confidential supporting paper for Item 5, including the update of all contracts to the new NALC template issued in December 2023.
 - **Training update** – it was **NOTED** that all three permanent staff had either achieved or were in the process of achieving their relevant professional qualification. Two had also completed training for the Scribe Financial Accounts software.
6. **Future Personnel planning**
 - **Short-term (after November 1st) RESOLVED** – to extend the Town Clerk’s fixed term contract to **March 31st 2025** and to **RECOMMEND** to Full Council to increase his working hours from 22 ½ to 30 per week (*see Item 8 below*) - the one-off cost to be financed from the Emergency Staff Reserve.
 - **Long-term (including management of new assets) from April 1st 2025. RESOLVED** - to propose a permanent post of Events/Marketing/ Communications Officer, and to consider a post of Asset Maintenance Operative.
7. **2025 Budget - Preliminary consideration**
 - In addition to the proposals in 6 (above), it was **AGREED** to separate the roles of Town Clerk and Responsible Finance Officer..
 - The financial impact of the transfer and maintenance of ESC assets will amount to a budgetary increase of around £8,000 plus inflation every year during the five-year transition period under the current outsourced arrangements. Long-term consideration to be given to taking those responsibilities in-house.
8. **Personnel Policies**
 - **Method of update and ongoing maintenance** – weighing up the cost/benefits of outsourcing vs inhouse policy development and maintenance, it was **RESOLVED** to recommend to Full Council that this should be undertaken by the Town Clerk, utilising the additional 7.5 hours a week recommended in Item 6.
 - It was **RESOLVED** to adopt a **Flexible Working Policy** introducing “hybrid working arrangements (office/home) to widen the Council’s potential recruitment pool whilst enhancing public accessibility and to mitigate the increasing costs of childcare” (proposal from **F&G Meeting March 2024**).
9. **Personnel Committee**
 - **AGREED** - to recommend the creation of a stand-alone Personnel Committee, reporting directly to the Full Council but with near full autonomy, with the exception of the appointment of the Town Clerk.

Date of next meeting – Monday 16th September 2024

Item 5a)

CLERK'S REPORT

ACTION POINTS ONGOING / ARISING FROM PREVIOUS MEETINGS

Meeting Minute (year/month/page/item)	ACTION	WHO	TO BE DONE BY																								
24.03.01.5b	Formal proposal to introduce hybrid working arrangements (office/home)	Clerk	COMPLETED																								
24.07.01.5c	<p>2024 Internal Audit report</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: left;">PAGE(S)</th> <th style="text-align: left;">RECOMMENDATION</th> <th style="text-align: left;">COMMENT/ACTION</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">8/9</td> <td>Increase Fidelity Cover</td> <td>Increased to £500,000 in April 2024. AGREED - significant expenditure in 2024 will ensure comfortable compliance in future.</td> </tr> <tr> <td style="text-align: center;">9</td> <td>Formal record of the review of Insurance Cover</td> <td>Review conducted under delegated authority but not subsequently recorded formally. Recommendation AGREED.</td> </tr> <tr> <td style="text-align: center;">9/10</td> <td>Formal review of Internal Control</td> <td>Last conducted in August 2022 AGREED to outsource (e.g. LCC)</td> </tr> <tr> <td style="text-align: center;">19</td> <td>Absence of Investment Strategy</td> <td>AGREED - Draft Policy (as an enhancement of the extant Reserves Policy) to be provided at the September meeting</td> </tr> <tr> <td style="text-align: center;">22</td> <td>External Audit Report to be considered by Full Council (not a committee)</td> <td>AGREED - to be circulated when received, then presented to Full Council (September/October)</td> </tr> <tr> <td style="text-align: center;">26</td> <td>Website Accessibility Policy</td> <td>AGREED - to be implemented either a new policy or as part of website upgrade</td> </tr> <tr> <td style="text-align: center;">Additional – question in Committee</td> <td><i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i></td> <td>Status quo – Not applicable Investigate status and report to September meeting</td> </tr> </tbody> </table>	PAGE(S)	RECOMMENDATION	COMMENT/ACTION	8/9	Increase Fidelity Cover	Increased to £500,000 in April 2024. AGREED - significant expenditure in 2024 will ensure comfortable compliance in future.	9	Formal record of the review of Insurance Cover	Review conducted under delegated authority but not subsequently recorded formally. Recommendation AGREED .	9/10	Formal review of Internal Control	Last conducted in August 2022 AGREED to outsource (e.g. LCC)	19	Absence of Investment Strategy	AGREED - Draft Policy (as an enhancement of the extant Reserves Policy) to be provided at the September meeting	22	External Audit Report to be considered by Full Council (not a committee)	AGREED - to be circulated when received, then presented to Full Council (September/October)	26	Website Accessibility Policy	AGREED - to be implemented either a new policy or as part of website upgrade	Additional – question in Committee	<i>The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.</i>	Status quo – Not applicable Investigate status and report to September meeting	Clerk	<p>No further action</p> <p>Insurance renews 31/3/25</p> <p>To be done</p> <p>Agenda item</p> <p>Agenda Item</p> <p>Agenda Item</p> <p>Not applicable</p>
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24.07.02.9	ESC Asset Transfer letter – no ESC response by agreed action date. Follow-up letter to ESC Leader and CEO / CEO response 11/9/24.	Clerk/ Full Council	Response date set as 30/11																								
24.07.02.9	Recent correspondence – no response from local solicitor to repeated requests for provision of legal advice. Clerk to approach in person.	Clerk	Ongoing																								

Item 5b) - next four pages



Halesworth Town Council

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Co-option Policy, Procedure and Application Form

Co-option Procedure

Vacancies may exist following an election in which there were insufficient candidates, or during the term of a council due to resignation etc. The latter are known as 'casual vacancies' which must be notified to the local community. If a by-election is not required, the Town Council must endeavour to fill the vacancies by "co-option".

Qualifying criteria

Unless disqualified, under s.79, Local Government Act 1972, a person is qualified to be elected (or co-opted) to a council if they are a UK Citizen, a qualifying Commonwealth citizen or a citizen of the Irish Republic, and are 18 years of age or over on the relevant day and:

- on that day they are and continue to be an elector for the Parish; **or**
- during the whole of the previous 12 months have occupied as owner/tenant any land or other premises in that area; **or**
- their principal or only place of work during that 12 months has been in that area; **or**
- has resided in, or within three miles of, the Parish for the past twelve months

Disqualification

Under s.80 of the 1972 Act, a person is disqualified from being a Town Councillor if they:

- hold any paid office or employment with the Town Council; **or**
- is the subject of a bankruptcy restrictions order, an interim restrictions order, a debt relief restrictions order, or interim order; **or**
- have been sentenced to a term of imprisonment (whether suspended or not) of not less than three months, without the option of a fine during the preceding five years; **or**
- have been disqualified under any enactment relating to corrupt or illegal electoral practices.

Applications

Candidates are asked to submit the attached form which enables them to confirm that they meet the qualifying criteria and are not disqualified, as well as to provide some basic information to help the Council choose in the event of there being more applicants than vacant seats.



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At the meeting

When applications have been received, the co-option will be placed on the agenda of a suitable meeting of the Town Council.

If there are the same number of or fewer eligible candidates than vacancies, then the Council will consider their application(s) and vote (requiring an absolute majority of those members present) whether to co-opt them to the Council. Where there are more candidates than vacant seats, the Council will select the required number, as laid out below.

The selection will be an open, fair process with the public present, including candidates unless they choose to leave. Each candidate will be given an opportunity to briefly address the Council should they wish. All valid applications will be considered, including those of candidates not present.

In cases of more than one vacancy, each will be dealt with separately. Members will be asked to vote for their preferred candidate. An absolute majority is required and if there are more than two candidates, the process in section 8 of the Council's Standing Orders will be followed.

N.B. The Council reserves the lawful right to decline to co-opt any applicant, including a person who has made an unsuccessful application before.

Once the process has been completed, the Council then co-opts them to the Council with a formal resolution. The successful candidates take office immediately and can take part in the remainder of the meeting should they wish to do so.

New councillors must complete a Declaration of Acceptance of Office form and, where possible, this will be dealt with at that meeting, but the law only requires it to be made at/before the next meeting (or at a later meeting, as agreed by Council).

All councillors are required under the Localism Act 2011 to complete a Notification of Disclosable Pecuniary and Other Interests form within 28 days of taking office. The Clerk to the Council will forward this to the Monitoring Officer of East Suffolk Council.



Halesworth Town Council

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Co-option Application Form

Name

Address

Telephone number

Email address

Please detail any experience you may have that is relevant to the Town Council (continue onto a separate sheet if necessary).



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Declaration and consent (please tick)

I confirm that

I am over 18 years old

I am a UK or Irish citizen or a qualifying Commonwealth citizen

I confirm that I am not disqualified from being a councillor

and meet one or more of the criteria under s.79, Local Government Act 1972, as below:

- I am registered as a local government elector for the parish
- I have, during the whole of the twelve months preceding the date of my co- option occupied, as owner or tenant, land or other premises in the parish
- My principal or only place of work during those twelve months has been in the parish
- I have during the whole of those twelve months resided in or within 3 miles of the parish

Signed.....

Name

Date.....

Please return this completed form to:

The Town Clerk at enquiries@halesworthtowncouncil.gov.uk



Use of personal information

The Town Council will use your information, including that which you provide on this application form, to assess your suitability as a Town Councillor.

For full details of how we manage personal information, please visit our website and our privacy notice.

<https://halesworthtowncouncil.org.uk/>

Item 5 c) - Next four pages (Current policy)

Halesworth Town Council



Grant Awarding Policy

1. Objectives

- To promote Halesworth as a vibrant, active and sustainable community
- To contribute to the development of facilities in the community
- To benefit residents in the community, not individuals
- Grants to be awarded only to non-profit making organisations, charitable groups or voluntary community groups and not to individuals.

2. Definition of a Grant (applicants may apply for either a 'Project' grant or a 'Running cost Grant as defined below but not both in the same financial year)

2.1 Project Grant

2.1.1 A grant for a project is defined as an award of funds to an organisation to undertake voluntary and community activities. The organisation themselves determine their activities and the Council makes a financial contribution through awarding funding.

2.1.2 The Council will allocate funding for specific projects and activities:

- against clear and consistent criteria
- that achieve quality and effectiveness of services
- have common and transparent arrangements for agreeing objectives, monitoring performance and evaluation

2.1.3 Grants to an organisation will not normally exceed 50% of the cost of the project or activity and an organisation can apply for only one project grant per financial year. Grants of up to a maximum of £5,000 can be decided by the Finance and Personnel Committee through its delegated powers. Sums in excess of £5,000 must be referred to the full Council for approval and then only if the application is considered by the Finance and Personnel Committee to be worthy of support. The sum requested will only be transferred once evidence has been received that the Applicant has access to funds for their half of the total sum required.

2.2 Running Cost Grant

2.2.1 A grant can be given to cover running costs to those charity or voluntary organisations which provide services for Halesworth residents.

2.2.2 An applicant is required to provide a full financial breakdown to justify as to why the grant is required. Inadequate financial prudence will not be considered as justification.

2.2.3 An organisation can apply for only one grant of up to £3,000 per financial year.

2.3 Grant Application Conditions

2.3.1 All applications for money must be made on the official Halesworth Town Council's Application Form (which is to be found on the Town Council's website) and submitted to the Finance and Personnel Committee for consideration. All sections of the Application Form to be completed, otherwise the application will not be accepted.

Halesworth Town Council

2.3.2 Applicants will need to provide details of: their aims and purpose; project activity; proportion/number of beneficiaries living in the electoral area; and demonstrate a clear need for funding.

2.3.3 A grant may not be given that is more than the sum applied for and at the Finance Committee's decision it may be less.

3. Performance management

The Council recognises that performance is an important way of showing that public money is spent in the own Council's Financial Regulations and achieves best value. This is to ensure, the level of service delivery, meeting gaps in existing provision, meeting changing needs, attracting new funding sources, increasing voluntary involvement and ensuring proper governance and financial management is achieved

4. Timing of applications

4.1 Grants will not be made retrospectively and normally, only one application will be considered from each organisation in any one financial year. The only exception being a grant towards an organisation's running costs, if it is necessary to enable a valued organisation to maintain its services.

4.2 Ongoing commitments to award grants or subsidies in future years will not be made. A fresh application will be required each year.

4.3 All valid applications over £1,000 will be considered at the Finance Committee Meetings in; January, April, July, October. Applications under £1,000 will be considered at any time. Emergency applications may also be considered at any time during the year but only at the discretion of the Chair of the Finance Committee.

4.4 All applicants will be contacted following a decision by the Finance and Personnel Committee and all decisions are final and not subject to appeal.

5. Council budget setting

5.1 The grants budget will be set annually as part of the general budget setting process to be financed out of the precept.

5.2 This maybe based on the previous year's uptake and the limit set for the annual spending limit for section 137*.

5.3 Consideration will also be given to major projects ongoing in the community, for example, the creation of a community hall.

* *The limit for LGA 1972 section 137 grants 2020/21 is currently £8.32 per head of electorate.*
Adopted by Halesworth Town Council on 1st March 2010, Latest Amendment November 2016, January 2021 amended

Halesworth Town Council

6. Supporting documents required

6.1 Organisations will be required to provide a copy of their previous years accounts or for new initiatives, a budget forecast.

6.2 It is normally expected that an organisation is required to have a bank account in its own name with two authorised representatives required to sign each cheque

7. Publicity and Transparency

7.1 The Council will publicise the availability of grant aid widely throughout the community.

7.2 It will report annually on the total spent on grants and list the groups in receipt of a grant and the use made of the grants.

7.3 In awarding grants the Council recognises and supports the valuable contribution made by the voluntary sector to the well-being of the community,

8. Risk Management and Review

8.1 The Council will review the grant aid budget annually and periodically review the criteria for awarding grant aid to community organisations.

9. End of Project Grant Monitoring Report

9.1 Successful applicants will be required to complete an End of Project report and provide evidence that the grant was spent for the purposes for which it was awarded.

9.2 It is important that the Council carefully monitors the use of public money and applicants must return the completed form within 12 months of receiving the grant and before any further applications are considered.

9.3 In the interests of transparency, details of the grant awarded will be published on the Council's website.



HALESWORTH TOWN COUNCIL

Waveney Local Office

London Road

Halesworth

Suffolk

IP19 8LW

(01986) 874517

clerk@halesworthtowncouncil.org.uk

GRANT/DONATION APPLICATION FORM

Name of organisation	
Name of account for payment (if different from above) ¹	
Bank Details (a/c & s/c)	
Organisation address	
Contact name	
Contact address	
If a registered charity, please give no:	
Average income per annum	
Project or activity grant required for	
Overall cost of the project	
How much has been raised so far	
Sum applied for	
Proportion/number of beneficiaries living in the electoral area	
Please give details of any other grant applications made to other organisations ²	
Would you like assistance in finding other sources for grants?	
Signed by	

¹ Payment may be made by cheque or bacs

² The provision of such information will not jeopardise this application to HTC

Item 5d) - next two pages



Halesworth Town Council

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Agenda Item 5 b) – Website upgrade

Introduction

The Town Council's website is a traditional bespoke website that performs reasonably well as a 'noticeboard' but does not have the enhanced functionality that would enable various improvements to the Council's efficiency and services to the local community. It uses a template that, in significant part, only permits content upload, with limited flexibility in layout as well as information management and distribution. Its current costs are

Proposal – Cuttlefish (www.cuttlefish.com/local-councils)

The accompanying document and link contain more information but a summary of the benefits of this website provider is shown below. The set-up cost (including training) is £600, and the annual Hosting/Support fee is £700. It is easy to use, with unlimited pages and users. It incorporates banners, slide shows, and other features that makes the website more interesting and user-friendly.

Cuttlefish has an extensive client list of District, Town and Parish Councils which they have been serving for many years. Their website design have moved beyond their original purpose, adding greater functionality, a key one being a Document Management System. This is not just used to provide supporting documents for meetings (which are loaded into the Meeting Calendar) but also as a secure, centralised, organised and readily accessible store of meeting records, reports and data available for councillors – literally, at their fingertips This application also easily supports full compliance with the Transparency Code. Other features include:

- The News application, for an additional £50 per annum, will link the news feed to the Council's Facebook page and publish every new article 15 minutes later.
- Community Engagement, which is enhanced by providing an interactive What's On calendar that allows organisations to post their events autonomously as well as a directory that allows them to advertise their contact details (for example).
- The A- Z function, combined with the Useful Links page, creates a "One-Stop Shop" to signpost residents quickly to almost any information or organisation they might require during the course of their everyday lives.

Created and managed efficiently, these offer the benefit of being a low-cost, beneficial method of putting HTC at the virtual heart of its community.

Finally, as another feature and a valuable cost/labour-saving benefit, the Council's Accessibility, Privacy and Cookie Policies are all updated automatically in line with the latest legislation and industry standards, a requirement now monitored by our Internal Auditor and commented on in Section 14 as "Work in Progress".



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Summary of Cuttlefish website features (see embedded PDF)

Your Complete Web Solution

Saving your team time and effort



Content Management System

Create and update content without needing extensive technical knowledge.



Document Management System

System for managing important information, both privately and publicly.



Calendars

Calendars featuring both private and public meetings and events. Documents accessible straight from the calendar



Form Builder

Creating bespoke forms and storing all responses



A-Z

Alphabetised search of all your services



Social Media Integration

Sharing your communications with social media channels.



Responsive

Fully responsive design options



Accessible

Great user experience with WCAG compliance



Dedicated Support Team

Friendly, experienced technical support staff



2024 (08) August 19
- Halesworth PTC W

Examples

www.stanway-pc.gov.uk

www.rothleyparishcouncil.org.uk

www.charnwood.gov.uk

Recommendation

That the Town Council approves the upgrade of its website to one provided by Cuttlefish, the £1,350 total cost (Set-up & Year 1) to be covered from General Reserves.

Item 6

Organisation	Amount Requested	Purpose
Halesworth Morbags Group	£500	Purchase of sewing machines
Halesworth and District Museum	£3,000	Budget support
Halesworth Tennis Club	Unspecified (previously £10,000)	Court resurfacing
Citizens Advice Bureau	Unspecified	Budget Support

Item 7a) - next five pages

Halesworth Town Council
Summary of Receipts and Payments
 All Cost Centres and Codes

30 August 2024 (2024-2025)

A - General Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1 Precept	166,990.00	83,700.00	-83,290.00				-83,290.00 (-49%)
2 Other income							(N/A)
525 Interest	4,000.00	1,743.44	-2,256.56				-2,256.56 (-56%)
SUB TOTAL	170,990.00	85,443.44	-85,546.56				-85,546.56 (-50%)

B - C.I. Levy Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
3 Community Infrastructure Levy (I	90,000.00	12,474.17	-77,525.83				-77,525.83 (-86%)
SUB TOTAL	90,000.00	12,474.17	-77,525.83				-77,525.83 (-86%)

C - Grant-funded Exp

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
301 Wayfinding Signage Grant (7k)							(N/A)
302 Youth Survey							(N/A)
303 Wayfinding - Locality Grant (Con							(N/A)
502 Marketing (see digital marketing)							(N/A)
SUB TOTAL							(N/A)

D - Grants & Donations

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60 Grants				30,000.00	899.95	29,100.05	29,100.05 (97%)
533 Donations	5,000.00	6,000.00	1,000.00		1,000.00	-1,000.00	(0%)
SUB TOTAL	5,000.00	6,000.00	1,000.00	30,000.00	1,899.95	28,100.05	29,100.05 (83%)

E - Admin/Personnel

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
24 Training				1,500.00	1,086.30	413.70	413.70 (27%)
30 Salaries, PAYE & NI				89,600.00	30,916.29	58,683.71	58,683.71 (65%)
31 Pension Costs				14,000.00	8,329.94	5,670.06	5,670.06 (40%)
32 Payroll Services				162.00	108.00	54.00	54.00 (33%)
528 Locum Fees							(N/A)
SUB TOTAL				105,262.00	40,440.53	64,821.47	64,821.47 (61%)

Halesworth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

30 August 2024 (2024-2025)

F - Admin/Office & IT

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Office Equipment				1,000.00	936.71	63.29	63.29 (6%)
19	Postage				100.00	3.80	96.20	96.20 (96%)
20	Printing & Reproduction				1,560.00		1,560.00	1,560.00 (100%)
21	Stationery				300.00	813.92	-513.92	-513.92 (-171%)
23	Telephone & Broadband				1,460.00	2,024.31	-564.31	-564.31 (-38%)
26	Website/email Costs				600.00	379.17	220.83	220.83 (36%)
535	Office IT Support				1,000.00	240.00	760.00	760.00 (76%)
536	Councillor IT support				800.00		800.00	800.00 (100%)
547	Shredding					75.00	-75.00	-75.00 (N/A)
SUB TOTAL					6,820.00	4,472.91	2,347.09	2,347.09 (34%)

G - Admin/Audit & Accts

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
10	Internal Audit				475.00	556.70	-81.70	-81.70 (-17%)
526	External Audit				665.00		665.00	665.00 (100%)
527	Accounts Software				1,000.00		1,000.00	1,000.00 (100%)
SUB TOTAL					2,140.00	556.70	1,583.30	1,583.30 (73%)

H - Admin/Other

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11	Bank Charges				250.00	93.50	156.50	156.50 (62%)
12	Chair's Allowance					15.00	-15.00	-15.00 (N/A)
13	Election Costs				500.00		500.00	500.00 (100%)
14	General Expenses		184.80	184.80	500.00	437.06	62.94	247.74 (49%)
15	Insurance				4,500.00	352.41	4,147.59	4,147.59 (92%)
17	Meeting Expenses				500.00		500.00	500.00 (100%)
22	Subscriptions				1,330.00	1,302.99	27.01	27.01 (2%)
507	Insurance (New Assets)							(N/A)
515	Chair's Unspent budget							(N/A)
537	Risk Management				1,000.00	375.40	624.60	624.60 (62%)
SUB TOTAL			184.80	184.80	8,580.00	2,576.36	6,003.64	6,188.44 (72%)

I - Planning

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
99	Consultancy							(N/A)
200	High St improvements				6,000.00		6,000.00	6,000.00 (100%)
SUB TOTAL					6,000.00		6,000.00	6,000.00 (100%)

Halesworth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

30 August 2024 (2024-2025)

J - Highways

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
84	Signage						(N/A)	
98	VAS Installation						(N/A)	
519	High Street Imp. Wayfinding, Bol				13,125.00	1,295.00	11,830.00	11,830.00 (90%)
531	Wayfinding HW Project CIL				74,700.00	57,854.15	16,845.85	16,845.85 (22%)
548	Wayfinding LUF Grant	14,085.00	14,085.00					(0%)
549	Wayfinding HW project LUF	13,545.00	13,545.00					(0%)
SUB TOTAL		27,630.00	27,630.00		87,825.00	59,149.15	28,675.85	28,675.85 (24%)

K - Leisure & Environment

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
80	Tree Maintenance programme				2,000.00		2,000.00	2,000.00 (100%)
82	New Play Area (CIL)				65,000.00		65,000.00	65,000.00 (100%)
83	Skatepark (CIL)				30,000.00		30,000.00	30,000.00 (100%)
86	Town Park				39,000.00	500.00	38,500.00	38,500.00 (98%)
93	Festive Lights							(N/A)
94	Climate Conference event				5,000.00		5,000.00	5,000.00 (100%)
95	MUGA/Basketball Ct (CIL)				65,000.00		65,000.00	65,000.00 (100%)
96	Youth Development				10,000.00		10,000.00	10,000.00 (100%)
513	Climate Convention	1,600.00	1,600.00		1,100.00	228.45	871.55	871.55 (32%)
514	Skatepark Event							(N/A)
518	Digital Marketing				4,725.00	5,225.00	-500.00	-500.00 (-10%)
SUB TOTAL		1,600.00	1,600.00		221,825.00	5,953.45	215,871.55	215,871.55 (96%)

M - L&E/Comm. Partnership

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
4	Community Partnership Funding							(N/A)
SUB TOTAL								(N/A)

N - L&E/Events & Promotion

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
89	Twinning					342.77	-342.77	-342.77 (N/A)
91	Advertising & Promotion				2,000.00	1,847.48	152.52	152.52 (7%)
92	Civic Duties							(N/A)
97	Jubilee Event 2022							(N/A)
505	New Town Event				5,000.00	235.00	4,765.00	4,765.00 (95%)
508	Marketing & Events (short term c				17,440.00	4,971.00	12,469.00	12,469.00 (71%)
512	New Events					800.00	-800.00	-800.00 (N/A)
516	Other Reserves							(N/A)

Halesworth Town Council
Summary of Receipts and Payments
All Cost Centres and Codes

30 August 2024 (2024-2025)

SUB TOTAL					24,440.00	8,196.25	16,243.75	16,243.75 (66%)
D - A & S/Assets								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
51	Professional Fees (+MR Study)				21,950.00	1,519.00	20,431.00	20,431.00 (93%)
52	London Rd Business Rates				3,820.00	196.05	3,623.95	3,623.95 (94%)
53	Memorial Repairs							(N/A)
54	Station Building	1,600.00	1,730.65	130.65	3,000.00	422.40	2,577.60	2,708.25 (58%)
81	Bus Shelter Cleaning & Repairs				1,000.00	120.00	880.00	880.00 (88%)
85	Street Furniture				2,500.00	749.25	1,750.75	1,750.75 (70%)
87	CCTV/Town Broadband				3,400.00	45.00	3,355.00	3,355.00 (98%)
506	London Rd Imp. Reserves				6,630.00	9,125.29	-2,495.29	-2,495.29 (-37%)
509	External Maintenance (subcontr					461.95	-461.95	-461.95 (N/A)
510	London Rd (Cleaning)							(N/A)
511	London Rd Utilities				3,250.00	15.53	3,234.47	3,234.47 (99%)
521	VAS Installation							(N/A)
522	Memorial Garden (CAPEX)				24,000.00		24,000.00	24,000.00 (100%)
532	Market Regeneration				13,050.00	10,000.00	3,050.00	3,050.00 (23%)
534	ESC Asset Transfer funds	55,202.00		-55,202.00		1,374.60	-1,374.60	-56,576.60 (-102%)
538	White Bridge (HTC share)				35,000.00	30,000.00	5,000.00	5,000.00 (14%)
539	Flagpole Maintenance				500.00		500.00	500.00 (100%)
540	Station building (CAPEX) CIL				33,000.00		33,000.00	33,000.00 (100%)
541	London Road M&D				17,000.00		17,000.00	17,000.00 (100%)
542	Community Hub fees (CIL)				30,000.00	2,800.00	27,200.00	27,200.00 (90%)
543	Memorial Garden maintenance				2,000.00	84.50	1,915.50	1,915.50 (95%)
550	Community Hub Fees (SCC Gra	10,000.00	10,000.00					(0%)
SUB TOTAL		66,802.00	11,730.65	-55,071.35	200,100.00	56,913.57	143,186.43	88,115.08 (33%)
P - A & S/Services								
		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Allotments expenditure				5,000.00		5,000.00	5,000.00 (100%)
70	Market	2,500.00	2,505.00	5.00	1,500.00	1,182.62	317.38	322.38 (8%)
529	Allotments income				1,300.00		1,300.00	1,300.00 (100%)
544	Allotments Maintenance					1,790.15	-1,790.15	-1,790.15 (N/A)
545	Allotments water rates				600.00		600.00	600.00 (100%)
546	Public Toilets				16,000.00		16,000.00	16,000.00 (100%)
SUB TOTAL		2,500.00	2,505.00	5.00	24,400.00	2,972.77	21,427.23	21,432.23 (79%)
Summary								
NET TOTAL		364,522.00	147,568.06	-216,953.94	717,392.00	183,131.64	534,260.36	317,306.42 (29%)
V.A.T.						17,969.61		
GROSS TOTAL			147,568.06			201,101.25		

	Bank Reconciliation at 11/09/2024		
	Cash in Hand 01/04/2024		496,896.20
	ADD Receipts 01/04/2024 - 11/09/2024		158,106.34
			655,002.54
	SUBTRACT Payments 01/04/2024 - 11/09/2024		215,921.12
A	Cash in Hand 11/09/2024 (per Cash Book)		439,081.42
	Cash in hand per Bank Statements		
	Petty Cash 11/09/2024	6.45	
	1 Unity Trust Current 11/09/2024	7,832.54	
	2 Barclays Current 11/09/2024	119,579.35	
	3 Barclays Savings 11/09/2024	94,737.20	
	4 Barclays Community 11/09/2024	5,412.57	
	6 Soldo Prepaid Account (CLOSEC 11/09/2024	0.00	
	5 Unity Trust Savings 11/09/2024	216,031.70	
	Lloyds Payment card 11/09/2024	0.00	
			443,599.81
	Less unrepresented payments		4,518.39
			439,081.42
	Plus unrepresented receipts		
B	Adjusted Bank Balance		439,081.42
	A = B Checks out OK		

Item 7b)

11 September 2024 (2024-2025)

Halesworth Town Council
Reserves Balance
2024-2025

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Capital					
Community Infrastructure Levy	216,682.62		60,654.15	12,474.17	168,502.64
White Bridge Reserve		35,000.00	30,000.00		5,000.00
Bus shelters		2,000.00	120.00		1,880.00
MUGA Reserve		15,000.00			15,000.00
Total Capital	216,682.62	52,000.00	90,774.15	12,474.17	190,382.64
Earmarked					
Park Equipment	10,000.00				10,000.00
Memorial	4,476.00	-1,476.00			3,000.00
Station Building (Survey/Solicito	13,940.00	6,060.00			20,000.00
Election Reserves	8,774.00	1,226.00			10,000.00
Allotment Reserves	1,843.00	657.00	1,890.15		609.85
Depreciation	5,660.00				5,660.00
Street Furniture	5,440.00	60.00			5,500.00
Festive Lights (Electricity)	3,916.00	584.00			4,500.00
London Road Bldg improvemen	40,819.34		9,587.24		31,232.10
Neighbourhood Planning	3,000.00				3,000.00
Market Reserve	3,000.00				3,000.00
Emergency Staff Provision	10,000.00	11,000.00			21,000.00
Youth Development	7,000.00	3,000.00			10,000.00
Civic Duties Reserve	2,500.00				2,500.00
Twinning Reserve	2,000.00		386.32		1,613.68
Skatepark Reserves	35,385.00	-10,385.00			25,000.00
Public Events	1,000.00				1,000.00
The Rifle Hall Trust					0.00
Town Marketing	5,000.00				5,000.00
Play Equipment Reserve	500.00	9,500.00			10,000.00
Office (Furniture/IT)		1,500.00	936.71		563.29
Specialist Fees		22,500.00	1,519.00		20,981.00
Footpath Reserve		2,500.00			2,500.00
Trees & Open Spaces		5,000.00			5,000.00
Total Earmarked	164,253.34	51,726.00	14,319.42		201,659.92
TOTAL RESERVE	380,935.96	103,726.00	105,093.57	12,474.17	392,042.56
GENERAL FUND					86,437.59
TOTAL FUNDS					478,480.15

Item 7d)

Halesworth Town Council
PAYMENTS LIST

11 September 2024 (2024-2025)

Vouche Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
220 Advertising & Promotion	09/09/2024		1 Unity Trust Current		Event Management	Jess Brown Ltd	Z	1,750.00		1,750.00
Total								1,750.00		1,750.00

Item 8 - 2025 Four - Year Budget

Timetable

MONTH	ACTION
September/ October	All committees discuss/propose their budgets and send to F&G
November	F&G consider first council-wide draft budget in communication with other committees
December	F&G finalises budget with recommendation to Full Council (including 2025 Precept)
January	Full Council considers and approves 2025 Precept and Budget

Process

1. Distribution of standardized Budget Templates to all Committees
2. Collection and consolidation of all committee proposals for F&G November meeting
3. Fine-tuning of Budget at F&G December meeting