



FINANCE & GOVERNANCE COMMITTEE MEETING

MONDAY 19th FEBRUARY 2024 AT 6.30PM IN THE COMMITTEE ROOM

24.02.01

Present: Councillors Hedges (Chair), Dunning and Greenberg, and the Town Clerk.

1. **Cllr. Hedges** welcomed all to the meeting and advised that there would be no recording of the meeting
2. **Apologies** - received from Cllrs. Moseley and Took (other commitments) and **APPROVED**.
DOI dispensation requests - **NONE**.
Declarations of Interest – Cllr. Greenberg (Item 6a)
3. **Minutes of the last meeting**
RESOLVED - to approve the minutes of the Finance & Governance Committee meeting held on **Monday 15th January 2024** as a true record.
4. **Public Forum – None present**
5. **Clerk's Report**
 - a. **RECEIVED** - the **Clerk's Report**. All items completed or ongoing.
 - b. **RATIFIED** - the Committee Membership substitute and the Payment Authorisation protocols
 - c. **CONFIRMED** - the appointment of SALC as the Town Councils' Internal Auditor for FY 2023/24 with a scheduled date for the on-site visit of May 25th.
 - d. **APPROVED** - the terms and conditions for the recruitment of the new Administrative Officer with a minor amendment to the advertisement.
6. **RFO Reports (to follow)**
 - a. **REFERRED** to the Full Council – a proposed donation to the Halesworth Museum in recognition of the work that its volunteers have done in the Wayfinding Project.
 - b. **RECEIVED** - the monthly report of income and expenditure against the budget and a full bank reconciliation.
 - c. **REVIEWED** - CIL & Reserve balances
 - d. **APPROVED** – the circulated list of virements from unspent funds/reserves to regularise the current budget. The £15,000 budget for the White Bridge upgrade was confirmed as being in the 2024/25 Budget.
 - e. **AUTHORISED** - the accounts for payment per the following list.

14 February 2024 (2023-2024)

Halesworth Town Council PAYMENTS LIST

Voucher Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
383	09/02/2024		1 Unity Trust Current		Asset Transfer	Birketts LLP	S	2,022.00	404.40	2,426.40
384	09/02/2024		1 Unity Trust Current		London Rd Building Improvem	Caethorne Electrical	Z	284.00		284.00
387	12/02/2024		1 Unity Trust Current		Pension Contribution	SCC Pension Fund	Z	1,546.15		1,546.15
388	12/02/2024		1 Unity Trust Current		London Rd Building Improvem	Red Dune Ltd	S	731.74	146.35	878.09
Total								4,583.89	550.75	5,134.64

N.B. Staff salaries, etc. and 'de minimis' items (with a value of £100 plus VAT or less) are not included.

The Chair closed the meeting at 7.04 pm

DRAFT UNTIL SIGNED Chair/...../20.....

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CLERK'S REPORT

ACTION POINTS ONGOING / ARISING FROM PREVIOUS MEETINGS

Meeting Minute (year/month/page/item)	ACTION	WHO	TO BE DONE BY
23.12.01.5b	The creation of 11 .gov emails for use by councillors at an annual cost of about £700 (including support), to be utilised early in the New Year.	Clerk	Completed
23.11.01.5a	Amendment to Standing Order 4 d (v), reducing the notice period to 1 day. This is to allow more flexibility in the use of substitute members to avoid standing committees being inquorate at short notice	Clerk	Completed
23.11.01.5a	New authorisation process for payments with a simple procedure guide to ensure good governance	Clerk	Agenda Item 5b
Full Council 24.02.02.11	<u>CONFIDENTIAL ITEM</u> "Updates shall be provided to the Council and the Finance and Governance Committee in turn until the matter is concluded."	Clerk	Ongoing



Halesworth **Town Council**

Town Clerk: David Lines
E: clerk@halesworthtowncouncil.gov.uk
P: 01986 874517

HTC Payment Authorisation Protocol

February 2024

This protocol is a supplement to the Council's Financial Regulations, as agreed at the Finance and Governance Committee meeting in November 2023.

<https://halesworthtowncouncil.org.uk/the-council/past-meeting-minutes/>

Timeline

Preparation for payments to be authorised at Full Council and the Finance & Governance Committee will commence at midday on the Wednesday prior to each meeting the following Monday. No significant payments may be authorised on the bank accounts prior to the meetings unless under emergency regulations 3.4 or 6.4.

<https://halesworthtowncouncil.org.uk/wp-content/uploads/bsk-pdf-manager/2023/04/HTC-Financial-Regulations-Approved-Feb-23.pdf>

Officers

Wednesday

The Finance Officer will prepare two payment reports, supported by relevant documentation

- a list of invoices less than £100 plus VAT ('de minimis' payments) and
- a list of invoices exceeding £100 plus VAT (significant payments).

The Significant Payments list will be supported by invoices (where applicable) and be part of the supporting documents package sent to councillors later in the day for the ensuing meeting. This list will not include standing orders or direct debits – these will be included in a separate report to Full Council each month, showing the previous month's payments in excess of £250+ VAT.

The Clerk/Deputy Clerk will scrutinise the smaller payments list (less than £100 + VAT) and enact the single authorisation on Unity Trust. This list will also be supported by invoices (where applicable).

Councillors

Monday

At the respective meetings, two councillors are to be nominated to undertake the bank authorisation. In case of the absence of too many signatories, the Clerk/Deputy has the capability to make one of the dual authorisations required for significant items, but this variation should be agreed at the relevant meeting.

Once authorised, the councillors/officer shall send a confirmatory email to finance@halesworthtowncouncil.gov.uk

This acts as the 'initial on the cheque book' that HTC Financial Regulations require.

Item 5 c - last year's costs £454.00 + VAT

Internal audit service terms and conditions V.5
Last revised: 27.01.2023

Audit fees for 2023

Income cost (excl. VAT)

Up to £5,000	£115.00
£5,001 - £15,000	£169.00
£15,001 - £25,000	£213.00
£25,001 - £50,000	£261.00
£50,001 - £100,000	£307.00
£100,001 - £200,000	£377.00
£200,001 - £300,000	£454.00
£300,001 - £400,000	£502.00
£400,001 - £500,000	£556.00
£500,001 +	£640.00
Onsite visits will incur mileage expenses at 45p per mile.	
£25 hourly rate for meetings/ad-hoc training/development of materials	



Administrative Officer.

We are seeking an enthusiastic individual to join our small team. If you want to make a difference and you have a passion for helping people, then this may be an ideal position for you.

Changes are happening in the town. Halesworth Council is taking ownership of the Town Park, playgrounds, open spaces, and toilets. We have just completed a consultation on a potential new Community Hub for the town, and other projects are in the pipeline.

Come and help the team, Councillors and our local community groups provide effective and efficient solutions - a chance to make a real impact.

Who we are looking for.

Someone who can work independently, use their initiative and be flexible, especially under pressure. You will need to be:

- well organised and good at day-to day office administrative jobs – answering queries on the phone and in person, arranging meetings, taking notes, filing.
- competent in Microsoft Word & Excel and related office programs.
- good at verbal and written English
- able to use social media tools effectively.

And remain professional and amenable.

Working for a town council may be new to you but these are skills and aptitudes that can be transferred across from many jobs. You may have other skills that could be of use such as communications, finance, event management. We would like to hear from you.

Full training will be available and an opportunity to study further to achieve a range of local government qualifications. [SLCC | Qualifications](#)

Pay and Conditions

- You will be based at our London Road office.
- The position is for 15-20 hours per week, with opportunities for training and career advancement
- Flexibility to work different hours or days if required would be beneficial
- The pay is £14.41 - £15.70 per hour (in line with the 2023-2024 National Pay Awards, LC2 – SCP 15 to 20) depending on experience and relevant qualifications.
- An opportunity to join the Local Government Pension Scheme after a trial period.
[About the scheme | Suffolk Pension Fund](#)
- 23 days holiday per annum (pro rata for part-time workers).

If you are interested in this opportunity, please fill in the application form [here](#)

[Administrative Officer - Job Vacancy - Halesworth Town Council](#)

or contact the Town Clerk, London Rd, Halesworth, IP19 8HW on 01986 874517 or email clerk@halesworthtowncouncil.gov.uk . We look forward to hearing from you.

Administrative Officer

Job Description

1. Understanding how local authorities work, their responsibilities, duties and powers.
2. To carry out routine administrative tasks as necessary
3. Writing content and monitoring of the Council's Social Media accounts
4. Administration and development of the Council's website and Noticeboard, updating agendas, minutes and other items as required on the website and any matters with regard to Council policy and activities. Writing and creating articles for the website and Newspapers.
5. Managing allotments and Markets stalls
6. Dealing with enquiries from the general public on the phone, by email and letter form in a professional manner.
7. Digesting information and understanding its importance and its relevance to the Council or specific committees
8. The ability to write informative and concise reports
9. A basic understanding of local government finances
10. To continually improve your knowledge and understanding of Microsoft office programs and any specific software used by the Council.
11. Liaising with other authorities and community groups in a professional manner
12. Writing content for newspapers
13. Managing sub-contractors for routine and emergency maintenance
14. Attending training courses or undertake continuous professional development as required by the Town Clerk and Council and if desired to work towards the CiLCA qualification.
15. To liaise with the Town Clerk and staff during Office hours and provide office cover when required
16. An interest in the local community and improving the town for residents and businesses.
17. An ability to work independently and as part of a team
18. Other reasonable duties as requested by the Town Clerk/Assistant Clerk or Councillors.

Additional tasks that may be applicable after suitable training and agreement with your Line Manager.

19. To act as the Clerk for Committees and Working Groups, taking minutes and recording and maintaining an accurate record of actions required, implementing appropriate action to ensure that resolutions/recommendations are carried out in a timely manner.

14 February 2024 (2023-2024)

Halesworth Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

Bank Reconciliation at 14/02/2024			
	Cash in Hand 01/04/2023		466,763.70 ①
	ADD Receipts 01/04/2023 - 14/02/2024		309,113.58
			775,877.28
	SUBTRACT Payments 01/04/2023 - 14/02/2024		261,701.02 } ②
A	Cash in Hand 14/02/2024 (per Cash Book)		514,176.26
Cash in hand per Bank Statements			
	Petty Cash 14/02/2024	6.45	} ③
	1 Unity Trust Current 14/02/2024	103,273.58	
	2 Barclays Current 14/02/2024	121,040.84	
	3 Barclays Savings 14/02/2024	93,682.22	
	4 Barclays Community 14/02/2024	5,352.30	
	6 Soldo Prepaid Account 14/02/2024	451.10	
	5 Unity Trust Savings 14/02/2024	195,688.34	
			519,494.83
	Less unrepresented payments		5,318.57 ④
			514,176.26
	Plus unrepresented receipts		
B	Adjusted Bank Balance		514,176.26
A = B Checks out OK			

JJ. - 14.2.24

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

14 February 2024 (2023-2024)

A - General Income

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
525	Interest		3,318.32	3,318.32				3,318.32 (N/A)
2	Other income							(N/A)
1	Precept	159,626.00	159,626.00					(0%)
524	REFUND		1,254.74	1,254.74				1,254.74 (N/A)
523	Suspense account							(N/A)
SUB TOTAL		159,626.00	164,199.06	4,573.06				4,573.06 (2%)

B - C.I. Levy Inc/Exp

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
520	Community Hub - Consultation				12,577.50	14,209.22	-1,631.72	-1,631.72 (-12%)
3	Community Infrastructure Levy (I		115,029.69	115,029.69				115,029.69 (N/A)
SUB TOTAL			115,029.69	115,029.69	12,577.50	14,209.22	-1,631.72	113,397.97 (901%)

C - Grant-funded Exp

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
518	Digital Marketing				8,425.00	3,950.00	4,475.00	4,475.00 (53%)
519	High Street Imp. Wayfinding, Bol				13,925.00	800.00	13,125.00	13,125.00 (94%)
502	Marketing (see digital marketing)							(N/A)
501	Transfer for another organisation							(N/A)
303	Wayfinding - Locality Grant (Con				14,750.00	14,880.00	-130.00	-130.00 (-0%)
504	Wayfinding Maps							(N/A)
301	Wayfinding Signage Grant (7k)				4,988.67	1,031.00	3,957.67	3,957.67 (79%)
302	Youth Survey							(N/A)
SUB TOTAL					42,088.67	20,661.00	21,427.67	21,427.67 (50%)

D - Grants & Donations

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60	Grants		13,050.00	13,050.00	30,000.00	33,745.00	-3,745.00	9,305.00 (31%)
530	poppy appeal		20.00	20.00		20.00	-20.00	(N/A)
SUB TOTAL			13,070.00	13,070.00	30,000.00	33,765.00	-3,765.00	9,305.00 (31%)

E - Admin/Personnel

Code	Title	Receipts			Payments			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
528	Locum Fees					4,120.00	-4,120.00	-4,120.00 (N/A)
32	Payroll Services				250.00	78.00	172.00	172.00 (68%)
31	Pension Costs				13,500.00	12,586.69	913.31	913.31 (6%)

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

14 February 2024 (2023-2024)

30 Salaries, PAYE & NI	62,500.00	53,213.74	9,286.26	9,286.26 (14%)
24 Training	1,000.00	1,344.35	-344.35	-344.35 (-34%)
SUB TOTAL	77,250.00	71,342.78	5,907.22	5,907.22 (7%)

F - Admin/Office & IT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 Office Equipment				2,000.00	1,409.33	590.67	590.67 (29%)
19 Postage				150.00		150.00	150.00 (100%)
20 Printing & Reproduction				1,500.00	398.75	1,101.25	1,101.25 (73%)
21 Stationery				200.00	727.48	-527.48	-527.48 (-263%)
23 Telephone & Broadband				1,400.00	1,226.90	173.10	173.10 (12%)
26 Website Costs				500.00	2,689.86	-2,189.86	-2,189.86 (-437%)
SUB TOTAL				5,750.00	6,452.32	-702.32	-702.32 (-12%)

G - Admin/Audit & Accts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
527 Accounts Software							(N/A)
526 External Audit				700.00	630.00	70.00	70.00 (10%)
10 Internal Audit				500.00	454.00	46.00	46.00 (9%)
SUB TOTAL				1,200.00	1,084.00	116.00	116.00 (9%)

H - Admin/Other

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11 Bank Charges		1,347.08	1,347.08	250.00	209.35	40.65	1,387.73 (555%)
12 Chair's Allowance				1,000.00		1,000.00	1,000.00 (100%)
515 Chair's Unspent budget				757.80	757.80		(0%)
13 Election Costs				2,000.00	100.98	1,899.02	1,899.02 (94%)
14 General Expenses		320.62	320.62	500.00	324.58	175.42	496.04 (99%)
15 Insurance				2,500.00		2,500.00	2,500.00 (100%)
507 Insurance (New Assets)				2,000.00		2,000.00	2,000.00 (100%)
17 Meeting Expenses				500.00	562.93	-62.93	-62.93 (-12%)
22 Subscriptions				1,500.00	2,115.18	-615.18	-615.18 (-41%)
SUB TOTAL		1,667.70	1,667.70	11,007.80	4,070.82	6,936.98	8,604.68 (78%)

I - Planning

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
99 Consultancy							(N/A)
200 N Plan (HTC Budget)							(N/A)

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

14 February 2024 (2023-2024)

SUB TOTAL								(N/A)
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J - Highways

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98	Dairy Farm Site							(N/A)
84	Signage					1,388.54	-1,388.54	-1,388.54 (N/A)
SUB TOTAL						1,388.54	-1,388.54	-1,388.54 (N/A)

K - Leisure & Environment

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
513	Climate Convention		2,111.25	2,111.25	1,000.00	3,226.84	-2,226.84	-115.59 (-11%)
93	Festive Lights				1,000.00	50.00	950.00	950.00 (95%)
94	Free Parking							(N/A)
80	Green Initiative							(N/A)
82	Play Equipment							(N/A)
83	Skatepark							(N/A)
514	Skatepark Event				500.00	720.00	-220.00	-220.00 (-44%)
95	Town Marketing					150.00	-150.00	-150.00 (N/A)
86	Town Park					799.19	-799.19	-799.19 (N/A)
531	Wayfinding HW Project CIL					8,343.50	-8,343.50	-8,343.50 (N/A)
96	Youth Development				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL			2,111.25	2,111.25	4,500.00	13,289.53	-8,789.53	-6,678.28 (-148%)

M - L&E/Comm. Partnership

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

N - L&E/Events & Promotion

		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
91	Advertising & Promotion				1,500.00	3,816.99	-2,316.99	-2,316.99 (-154%)
92	Civic Duties				1,000.00	7.49	992.51	992.51 (99%)
517	Coronation				3,000.00	2,031.29	968.71	968.71 (32%)
503	Coronation							(N/A)
505	Halesworth 800 Event				19,820.00	20,202.84	-382.84	-382.84 (-1%)
97	Jubilee Event 2022							(N/A)
508	Marketing & Events (short term c				25,000.00	5,940.35	19,059.65	19,059.65 (76%)
512	New Events				5,000.00	137.90	4,862.10	4,862.10 (97%)
516	Other Reserves							(N/A)
89	Twinning				1,000.00		1,000.00	1,000.00 (100%)

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

14 February 2024 (2023-2024)

SUB TOTAL				56,320.00	32,136.86	24,183.14	24,183.14 (42%)
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O - A & S/Assets		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
81	Bus Shelter Cleaning & Repairs					500.96	-500.96	-500.96 (N/A)
87	CCTV				1,000.00	2,833.27	-1,833.27	-1,833.27 (-183%)
509	External Maintenance (subcontr				15,000.00	1,605.00	13,395.00	13,395.00 (89%)
510	London Rd (Cleaning)				1,000.00		1,000.00	1,000.00 (100%)
511	London Rd (Gas & Electric)				2,000.00	425.00	1,575.00	1,575.00 (78%)
52	London Rd Building Rates				1,000.00	628.74	371.26	371.26 (37%)
506	London Rd Imp. Reserves					23,227.29	-23,227.29	-23,227.29 (N/A)
53	Memorial Repairs					500.00	-500.00	-500.00 (N/A)
522	Memorial Repairs (Reserves)					1,780.00	-1,780.00	-1,780.00 (N/A)
51	Professionals Fees				1,000.00	8,575.39	-7,575.39	-7,575.39 (-757%)
54	Station Building		1,724.52	1,724.52		65.88	-65.88	1,658.64 (N/A)
85	Street Furniture					136.99	-136.99	-136.99 (N/A)
521	VAS Installation					190.75	-190.75	-190.75 (N/A)
SUB TOTAL			1,724.52	1,724.52	21,000.00	40,469.27	-19,469.27	-17,744.75 (-84%)

P - A & S/Services		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
40	Allotments expenditure				500.00	5,230.22	-4,730.22	-4,730.22 (-946%)
529	Allotments income		1,695.00	1,695.00				1,695.00 (N/A)
70	Market		2,540.00	2,540.00		1,882.02	-1,882.02	657.98 (N/A)
SUB TOTAL			4,235.00	4,235.00	500.00	7,112.24	-6,612.24	-2,377.24 (-475%)

VAT		Receipts			Payments			Net Position
Code	Title	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
500	VAT refund							(N/A)
SUB TOTAL								(N/A)

Summary								
NET TOTAL	159,626.00	302,037.22	142,411.22	262,193.97	245,981.58	16,212.39	158,623.61	(37%)
V.A.T.		7,076.36			15,719.44			
GROSS TOTAL		309,113.58			261,701.02			

Item 6c & 6e

14 February 2024 (2023-2024)

Halesworth Town Council
Reserves Balance
2023-2024

<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
Earmarked					
Park Equipment	10,000.00				10,000.00
Memorial	6,256.00		1,780.00		4,476.00
Station Building (Survey/Solicitor)	13,940.00				13,940.00
Election Reserves	8,774.00				8,774.00
Allotment Reserves	1,843.00				1,843.00
Depreciation	5,660.00				5,660.00
Street Furniture	5,250.00	190.00			5,440.00
Festive Lights (Electricity)	2,916.00	1,000.00			3,916.00
London Road Bldg improvement	62,072.00	20,000.00	23,227.29		58,844.71
Neighbourhood Planning	3,000.00				3,000.00
Market Reserve	3,000.00				3,000.00
Emergency Staff Provision	10,000.00				10,000.00
Youth Development	5,000.00	2,000.00			7,000.00
Civic Duties Reserve	2,500.00				2,500.00
Twinning Reserve	2,000.00				2,000.00
Skatepark Reserves	20,065.00	320.00			20,385.00
Coronation & Jubilee Reserve	1,000.00				1,000.00
The Rifle Hall Trust	7,500.00	-7,500.00			0.00
Community Infrastructure Levy	130,421.04		14,209.22	115,029.69	231,241.51
Town Marketing		5,000.00			5,000.00
Play Equipment Reserve		500.00			500.00
Total Earmarked	301,197.04	21,510.00	39,216.51	115,029.69	398,520.22
TOTAL RESERVE	301,197.04	21,510.00	39,216.51	115,029.69	398,520.22
GENERAL FUND					115,656.04
TOTAL FUNDS					514,176.26

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Halesworth Town Council
PAYMENTS LIST

<u>Voucher</u>	<u>Code</u>	<u>Date</u>	<u>Minute</u>	<u>Bank</u>	<u>Cheque No</u>	<u>Description</u>	<u>Supplier</u>	<u>VAT Type</u>	<u>Net</u>	<u>VAT</u>	<u>Total</u>
383	Professionals Fees	09/02/2024		1 Unity Trust Current		Asset Transfer	Birketts LLP	S	2,022.00	404.40	2,426.40
384	London Rd Imp. Reserves	09/02/2024		1 Unity Trust Current		London Rd Building Improvem	Cawthorne Electrical	Z	284.00		284.00
387	Pension Costs	12/02/2024		1 Unity Trust Current		Pension Contribution	SCC Pension Fund	Z	1,546.15		1,546.15
388	London Rd Imp. Reserves	12/02/2024		1 Unity Trust Current		London Rd Building Improvem	Red Dune Ltd	S	731.74	146.35	878.09
Total									4,583.89	550.75	5,134.64

Item 6d—Virements

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

14 February 2024 (2023-2024)

A - General Income

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
525 Interest		3,318.32	3,318.32				3,318.32 (N/A)
2 Other income							(N/A)
1 Precept	159,626.00	159,626.00					(0%)
524 REFUND		1,254.74	1,254.74				1,254.74 (N/A)
523 Suspense account							(N/A)
SUB TOTAL	159,626.00	164,199.06	4,573.06				4,573.06 (2%)

B - C.I. Levy Inc/Exp

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
520 Community Hub - Consultation			15,000.00	12,577.50	14,209.22	-1,631.72	-1,631.72 (-12%)
3 Community Infrastructure Levy (I)		115,029.69	115,029.69				115,029.69 (N/A)
SUB TOTAL		115,029.69	115,029.69	12,577.50	14,209.22	-1,631.72	113,397.97 (901%)

C - Grant-funded Exp

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
518 Digital Marketing				8,425.00	3,950.00	4,475.00	4,475.00 (53%)
519 High Street Imp. Wayfinding, Bol				13,925.00	800.00	13,125.00	13,125.00 (94%)
502 Marketing (see digital marketing)							(N/A)
501 Transfer for another organisation							(N/A)
303 Wayfinding - Locality Grant (Con			15,000.00	14,750.00	14,880.00	-130.00	-130.00 (-0%)
504 Wayfinding Maps							(N/A)
301 Wayfinding Signage Grant (7k)				4,988.67	1,031.00	3,957.67	3,957.67 (79%)
302 Youth Survey							(N/A)
SUB TOTAL				42,088.67	20,661.00	21,427.67	21,427.67 (50%)

D - Grants & Donations

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
60 Grants		13,050.00	13,050.00	30,000.00	33,745.00	-3,745.00	9,305.00 (31%)
530 poppy appeal		20.00	20.00		20.00	-20.00	(N/A)
SUB TOTAL		13,070.00	13,070.00	30,000.00	33,765.00	-3,765.00	9,305.00 (31%)

E - Admin/Personnel

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
528 Locum Fees			4,120.00		4,120.00	-4,120.00	-4,120.00 (N/A)
32 Payroll Services				250.00	78.00	172.00	172.00 (68%)
31 Pension Costs				13,500.00	12,586.69	913.31	913.31 (6%)

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

14 February 2024 (2023-2024)

30 Salaries, PAYE & NI		62,500.00	53,213.74	9,286.26	9,286.26 (14%)
24 Training	1750	1,000.00	1,344.35	-344.35	-344.35 (-34%)
SUB TOTAL		77,250.00	71,342.78	5,907.22	5,907.22 (7%)

F - Admin/Office & IT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18 Office Equipment				2,000.00	1,409.33	590.67	590.67 (29%)
19 Postage				150.00		150.00	150.00 (100%)
20 Printing & Reproduction				1,500.00	398.75	1,101.25	1,101.25 (73%)
21 Stationery			1000	200.00	727.48	-527.48	-527.48 (-263%)
23 Telephone & Broadband				1,400.00	1,226.90	173.10	173.10 (12%)
26 Website Costs / EMAIL			3000	500.00	2,689.86	-2,189.86	-2,189.86 (-437%)
SUB TOTAL				5,750.00	6,452.32	-702.32	-702.32 (-12%)

G - Admin/Audit & Accts

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
527 Accounts Software							(N/A)
526 External Audit				700.00	630.00	70.00	70.00 (10%)
10 Internal Audit				500.00	454.00	46.00	46.00 (9%)
SUB TOTAL				1,200.00	1,084.00	116.00	116.00 (9%)

H - Admin/Other

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
11 Bank Charges		1,347.08	1,347.08	250.00	209.35	40.65	1,387.73 (555%)
12 Chair's Allowance				1,000.00		1,000.00	1,000.00 (100%)
515 Chair's Unspent budget				757.80	757.80		(0%)
13 Election Costs				2,000.00	100.98	1,899.02	1,899.02 (94%)
14 General Expenses		320.62	320.62	500.00	324.58	175.42	496.04 (99%)
15 Insurance				2,500.00		2,500.00	2,500.00 (100%)
507 Insurance (New Assets)				2,000.00		2,000.00	2,000.00 (100%)
17 Meeting Expenses				500.00	562.93	-62.93	-62.93 (-12%)
22 Subscriptions			2250	1,500.00	2,115.18	-615.18	-615.18 (-41%)
SUB TOTAL		1,667.70	1,667.70	11,007.80	4,070.82	6,936.98	8,604.68 (78%)

I - Planning

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
99 Consultancy							(N/A)
200 N Plan (HTC Budget)							(N/A)

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

14 February 2024 (2023-2024)

SUB TOTAL

(N/A)

J - Highways

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
98 Dairy Farm Site							(N/A)
84 Signage			1500		1,388.54	-1,388.54	-1,388.54 (N/A)
SUB TOTAL					1,388.54	-1,388.54	-1,388.54 (N/A)

K - Leisure & Environment

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
513 Climate Convention		2,111.25	2,111.25	1,000.00	3,226.84	-2,226.84	-115.59 (-11%)
93 Festive Lights			3250	1,000.00	50.00	950.00	950.00 (95%)
94 Free Parking							(N/A)
80 Green Initiative							(N/A)
82 Play Equipment							(N/A)
83 Skatepark							(N/A)
514 Skatepark Event			750	500.00	720.00	-220.00	-220.00 (-44%)
95 Town Marketing			MOVE		150.00	-150.00	-150.00 (N/A)
86 Town Park			1000		799.19	-799.19	-799.19 (N/A)
531 Wayfinding HW Project CIL				70000	8,343.50	-8,343.50	-8,343.50 (N/A)
96 Youth Development				2,000.00	2,000.00	2,000.00	2,000.00 (100%)
SUB TOTAL		2,111.25	2,111.25	4,500.00	13,289.53	-8,789.53	-8,678.28 (-148%)

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
91 Advertising & Promotion			4000	1,500.00	3,816.99	-2,316.99	-2,316.99 (-154%)
92 Civic Duties				1,000.00	7.49	992.51	992.51 (99%)
517 Coronation				3,000.00	2,031.29	968.71	968.71 (32%)
503 Coronation							(N/A)
505 Halesworth 800 Event			20250	19,820.00	20,202.84	-382.84	-382.84 (-1%)
97 Jubilee Event 2022							(N/A)
508 Marketing & Events (short term c				25,000.00	5,940.35	19,059.65	19,059.65 (76%)
512 New Events				5,000.00	137.90	4,862.10	4,862.10 (97%)
516 Other Reserves							(N/A)
89 Twinning				1,000.00	1,000.00	1,000.00	1,000.00 (100%)

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

14 February 2024 (2023-2024)

SUB TOTAL	56,320.00	32,136.86	24,183.14	24,183.14 (42%)
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O - A & S/Assets

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/ Under/over spend
81 Bus Shelter Cleaning & Repairs			600		500.96	-500.96	-500.96 (N/A)
87 CCTV			3000	1,000.00	2,833.27	-1,833.27	-1,833.27 (-183%)
509 External Maintenance (subcontrs				15,000.00	1,605.00	13,395.00	13,395.00 (89%)
510 London Rd (Cleaning)				1,000.00		1,000.00	1,000.00 (100%)
511 London Rd (Gas & Electric)				2,000.00	425.00	1,575.00	1,575.00 (78%)
52 London Rd Building Rates				1,000.00	628.74	371.26	371.26 (37%)
506 London Rd Imp. Reserves			35000		23,227.29	-23,227.29	-23,227.29 (N/A)
53 Memorial Repairs			500		500.00	-500.00	-500.00 (N/A)
522 Memorial Repairs (Reserves)			2600		1,780.00	-1,780.00	-1,780.00 (N/A)
51 Professionals Fees				1,000.00	8,575.39	-7,575.39	-7,575.39 (-757%)
54 Station Building		1,724.52	1,724.52	100	65.88	-65.88	1,658.64 (N/A)
85 Street Furniture					136.99	-136.99	-136.99 (N/A)
521 VAS Installation					190.75	-190.75	-190.75 (N/A)
SUB TOTAL		1,724.52	1,724.52	21,000.00	40,469.27	-19,469.27	-17,744.75 (-84%)

P - A & S/Services

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/ Under/over spend
40 Allotments expenditure			5500	500.00	5,230.22	-4,730.22	-4,730.22 (-946%)
529 Allotments income		1,695.00	1,695.00				1,695.00 (N/A)
70 Market		2,540.00	2,540.00	2000	1,882.02	-1,882.02	657.98 (N/A)
SUB TOTAL		4,235.00	4,235.00	500.00	7,112.24	-6,612.24	-2,377.24 (-475%)

VAT

Code Title	Receipts			Payments			Net Position
	Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/ Under/over spend
500 VAT refund							(N/A)
SUB TOTAL							(N/A)

Summary

NET TOTAL	159,626.00	302,037.22	142,411.22	262,193.97	245,981.58	16,212.39	158,623.61 (37%)
V.A.T.		7,076.36			15,719.44		
GROSS TOTAL		309,113.58			261,701.02		