

NORMANTON TOWN COUNCIL

Mrs Donna Johnston FdA
Town Clerk & RFO

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The Town Hall
High Street
Normanton
WF6 2DZ

W: normantontowncouncil.co.uk

To all members of the Finance
Committee

Our ref: DJ/hs
Date: 17th January 2024
Please Reply to: Donna

Dear Councillor,

You are hereby summoned to attend a meeting of the **FINANCE COMMITTEE** on **Monday 22nd January 2024** at **2.00pm** at **Normanton Town Hall**, High Street, Normanton, WF6 2DZ.

If you are unable to attend, please submit your apologies, with reasons, to the Town Clerk before the meeting.

Yours sincerely

A handwritten signature in black ink, appearing to be 'Donna Johnston', followed by a period.

Mrs Donna Johnston FdA
Town Clerk & RFO.

FINANCE COMMITTEE

Monday 22nd January 2024 at Normanton Town Hall

AGENDA

028.	Apologies for Absence To receive apologies for absence.	
029.	Members Declarations of Interest To receive members declarations of interest.	
030.	Minutes To receive and sign the minutes of a meeting of the Finance Committee held on Tuesday 24 th October 2023 (Minute Numbers 014-027; Page Numbers 4-6).	ENC A
031.	Cash Books To receive the cashbooks for months 7-9 of the 2023/24 financial year.	ENC B
032.	Bank Reconciliation To receive the Bank Reconciliation for month 9 of the 2023/24 financial year.	ENC C
033.	Balance Sheet To receive the Balance Sheet for month 9 of the 2023/24 financial year.	ENC D
034.	Budget Review To review the budget up to month 9 of the 2023/24 financial year.	ENC E
035.	Small Grants To consider applications for small grants from local organisations.	ENC F
036.	Budget 2024-25 To consider the draft budget for the 2024-25 financial year.	ENC G
037.	Precept 2024-25 To consider the precept for the 2024-25 financial year and make a recommendation to Council.	ENC H



MINUTES OF THE FINANCE COMMITTEE

Tuesday 24th October 2023 at Normanton Town Hall at 2.00pm

Present: Councillor E Blezard
Councillor A Bones
Councillor B Mayne - Chairman
Councillor P Mayne
Councillor P Sampson
Councillor K Wilson, JP
Donna Johnston – Town Clerk & RFO

Absent: Councillor M Jennings
Councillor H Jones
Councillor J Pritchard
Councillor R Seal – Vice-Chairman

014. Apologies for Absence

RESOLVED that apologies be received on behalf of Councillors M Jennings, H Jones, J Pritchard and R Seal.

015. Members Declarations of Interest

Members were reminded of the requirement to make an appropriate declaration at the meeting on any item in which they had an interest.

There were no declarations made.

016. Minutes

RESOLVED that the minutes of a meeting of the Finance Committee held on Tuesday 24th July 2023 (Minute Numbers 001-013; Page Numbers 1-3) be received as a true record and signed.

017. Cash Books

RESOLVED that the cashbooks for months 4-6 of the 2023/24 financial year be received.

018. Bank Reconciliation

RESOLVED that the Bank Reconciliation for month 6 of the 2023/24 financial year showing a cash balance of £364,914.56 be received.

019. Balance Sheet

RESOLVED that the Balance Sheet for month 6 of the 2023/24 financial year showing a balance of £369,296.82 be received.

020. Budget Review

Members considered the budget up to month 6 of the 2023/24 financial year. Attention was drawn to any significant overspends in accordance with financial regulations.

Members were satisfied with the detail of the report which showed:

Income of £352,377.81

Expenditure of £202,790.43

RESOLVED that the budget review reports be received.

021. Mayoral Robes

RESOLVED that a replacement Mayoral Robe, Jabot, Sleeves and gloves be purchased from Michaels Civic Robes at a cost of £1,488.95 with the earmarked reserve of £1,110.21 being utilised towards the cost.

022. Retired Mayoral Chain

Members considered a quote for a velvet collar and display stand for the retired mayoral chain but found the costs too high.

RESOLVED that the quote for a velvet collar and stand be declined.

023. Past Mayors Badge

RESOLVED that a Past Mayors Badge be purchased from Michaels Civic Robes at a cost of £246.75.

024. Sign for Coffee Mornings

Members considered options for signage for events at the Town Hall but felt that the options available weren't suitable. Quotes are to be obtained for signage that could be affixed to the railings instead.

RESOLVED that the matter be deferred to a future meeting pending further information.

025. Risk Management Assessment

RESOLVED that the Risk Management Assessment be reviewed and agreed.

026. Grant Awarding Policy

RESOLVED that the Grant Awarding Policy be reviewed and a number of small changes to the wording be agreed. The policy would be updated and uploaded to the website in time for the next round of applications.

027. Town Hall Refurbishment

Members considered a report on the position with the contractor and liquidator. A budget report was also considered which set out works still to be completed.

Members were satisfied with the content of the report.

RESOLVED that the report be received.

In the absence of any further business, the Chairman thanked everyone for their attendance and closed the meeting.

NORMANTON TOWN COUNCIL PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
276	Mayors Allowance 23/24	10/10/2023		Unity Current		Small Lottery Licence	Wakefield Council	Z	20.00		20.00
											20.00
277	Advertising & Promotions	10/10/2023		Unity Current		Advertising	Normanton & District Adverti	Z	480.00		480.00
											480.00
278	Gala	10/10/2023		Unity Current		Litter Collection	Wakefield Council	S	1,786.50	357.30	2,143.80
											2,143.80
279	Mayors Allowance 23/24	10/10/2023		Unity Current		Event Catering	STW Catering	Z	401.50		401.50
											401.50
280	Mayors Allowance 23/24	10/10/2023		Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	30.35		30.35
											30.35
281	Repairs & Maintenance - Con	10/10/2023		Unity Current		Toilet Repairs	RCW Building Solutions	S	580.00	116.00	696.00
											696.00
282	Gladstone Street Allotment	10/10/2023		Unity Current		Tap Repairs	RCW Building Solutions	S	350.00	70.00	420.00
											420.00
283	Repairs & Maintenance - Con	10/10/2023		Unity Current		Boiler Service	RCW Building Solutions	S	110.00	22.00	132.00
											132.00
284	Town Hall Refurbishment	10/10/2023		Unity Current		Storage	The Yorkshire Removal Comp	S	40.00	8.00	48.00
											48.00
285	Repairs & Maintenance - Tow	10/10/2023		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
											144.00
286	GDPR Compliance	10/10/2023		Unity Current		Shredding	Class Office Equipment Ltd	S	80.00	16.00	96.00
											96.00
287	Cleaning	10/10/2023		Unity Current		Cleaning Supplies	D3 Office Group	S	261.20	52.24	313.44
											313.44
288	Elections	10/10/2023		Unity Current		Election - Altofts Ward	Wakefield Council	Z	124.00		124.00
											124.00
289	Elections	10/10/2023		Unity Current		Election - North & West Ward	Wakefield Council	Z	122.00		122.00
											122.00
290	Elections	10/10/2023		Unity Current		Election - East Ward	Wakefield Council	Z	141.00		141.00
											141.00
291	Office Equipment	10/10/2023		Unity Current		Office Chairs	D3 Office Group	S	885.00	177.00	1,062.00
											1,062.00
292	Repairs & Maintenance - Con	10/10/2023		Unity Current		Legionella Testing	Expert Water Services	S	360.00	72.00	432.00
											432.00
293	Children's Party	10/10/2023		Unity Current		Magician	Truffles & Company	Z	275.00		275.00
											275.00
294	Wentworth Terrace Allotmen	10/10/2023		Unity Current		Asbestos Removal	RCW Building Solutions	S	2,075.00	415.00	2,490.00

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PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
											2,490.00
295	Gladstone Street Allotment	10/10/2023		Unity Current		Tap Repairs	RCW Building Solutions	S	125.00	25.00	150.00
											150.00
296	Wentworth Terrace Allotmen	10/10/2023		Unity Current		Tap Repairs	RCW Building Solutions	S	125.00	25.00	150.00
											150.00
297	Repairs & Maintenance - Con	10/10/2023		Unity Current		Boiler Call Out	RCW Building Solutions	S	80.00	16.00	96.00
											96.00
332	Town Hall Refurbishment	10/10/2023		Unity Current		Replacement Locks	RCW Building Solutions	S	805.00	161.00	966.00
											966.00
333	Mayors Allowance 23/24	09/10/2023		Lloyds		Advertising	National World	S	53.50	10.70	64.20
											64.20
334	Information Events	11/10/2023		Lloyds		Refreshments	Asda	Z	2.40		2.40
											2.40
335	Mayors Allowance 23/24	05/10/2023		Petty Cash		Morley Race Night	Morley Town Council	Z	24.00		24.00
											24.00
336	Mayors Allowance 23/24	05/10/2023		Petty Cash		Mayors Expenses	Wakefield Council	Z	30.00		30.00
											30.00
337	Talking Newspaper	05/10/2023		Petty Cash		Newspapers	Asda	Z	3.20		3.20
											3.20
338	Talking Newspaper	12/10/2023		Petty Cash		Newspapers	Asda	Z	3.20		3.20
											3.20
339	Repairs & Maintenance - Tov	12/10/2023		Petty Cash		Key Cutting	Timpson	S	16.67	3.33	20.00
											20.00
340	Remembrance Sunday	12/10/2023		Unity Current	CHQ 300006	Poppy Wreaths	Poppy Appeal	Z	50.00		50.00
											50.00
341	IT Software	12/10/2023		Lloyds		PDF Software	PDF Escape	Z	29.26		29.26
											29.26
342	Gala	24/10/2023		Unity Current		Gala Dance	CODE	Z	100.00		100.00
											100.00
343	Salaries - Events	26/10/2023		Unity Current		Salaries & Wages	Employees	X			
343	Salaries - Administration	26/10/2023		Unity Current		Salaries & Wages	Employees	X	6,127.72		6,127.72
343	Salaries - Town Hall	26/10/2023		Unity Current		Salaries & Wages	Employees	X	646.75		646.75
343	Salaries - Community Centre	26/10/2023		Unity Current		Salaries & Wages	Employees	X	340.64		340.64
343	Salaries - Grounds Maintenar	26/10/2023		Unity Current		Salaries & Wages	Employees	X	150.20		150.20
											7,265.31
344	Employers Pension	26/10/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	1,414.09		1,414.09
344	Salaries - Community Centre	26/10/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	15.68		15.68
344	Salaries - Town Hall	26/10/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	37.64		37.64
344	Salaries - Administration	26/10/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	448.98		448.98
											1,916.39

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
345	Printing	14/10/2023		Lloyds		Printing	HP Instant Ink	S	13.74	2.75	16.49
											16.49
346	Printing	14/11/2023		Unity Current		Printing	Advertiser Office Printers	Z	42.00		42.00
											42.00
347	Advertising & Promotions	14/11/2023		Unity Current		Advertising	Normanton & District Adverti	Z	480.00		480.00
											480.00
348	Mayors Allowance 23/24	14/11/2023		Unity Current		Mayors Expenses	Deputy Mayor	Z	30.70		30.70
											30.70
349	Talking Newspaper	19/10/2023		Petty Cash		Newspapers	Asda	Z	3.20		3.20
											3.20
350	Talking Newspaper	26/10/2023		Petty Cash		Newspapers	Asda	Z	3.20		3.20
											3.20
351	Travel Expenses	14/11/2023		Unity Current		Employee Expenses	Employees	Z	115.25		115.25
											115.25
352	Repairs & Maintenance - Con	14/11/2023		Unity Current		Fire Alarm Service	Chubb Fire & Security	S	163.90	32.78	196.68
											196.68
353	Mayors Allowance 23/24	14/11/2023		Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	108.00		108.00
											108.00
354	Mayors Allowance 23/24	14/11/2023		Unity Current		Mayoress of Morley at Home	Morley Town Council	Z	29.00		29.00
											29.00
355	Printing	14/11/2023		Unity Current		Photocopier Charges	RISO (UK) Ltd	S	196.64	39.32	235.96
											235.96
356	Professional Fees	14/11/2023		Unity Current		Music Licence	PPL PRS Ltd	S	1,344.80	268.96	1,613.76
											1,613.76
357	Halloween	14/11/2023		Unity Current		Park Licence Fee	Wakefield Council	Z	48.00		48.00
											48.00
358	Halloween	14/11/2023		Unity Current		First Aid	Trinity Medical	S	144.00	28.80	172.80
											172.80
359	Printing	14/11/2023		Unity Current		Printing	Advertiser Office Printers	S	45.00	2.00	47.00
											47.00
360	Norwood Street Allotment	14/11/2023		Unity Current		Allotment Site Fees	Norwood Street Allotment	Z	5.00		5.00
											5.00
361	Halloween	14/11/2023		Unity Current		Presenting	Ian Jefferson Presenting & P	Z	160.00		160.00
											160.00
362	Stationery	14/11/2023		Unity Current		Stationery	Advertiser Office Printers	S	325.00	65.00	390.00
											390.00
363	Remembrance Sunday	14/11/2023		Unity Current		Coach Hire	Frank Poppleton & Co	Z	780.00		780.00
											780.00
364	GDPR Compliance	14/11/2023		Unity Current		Shredding	Class Office Equipment Ltd	S	40.00	8.00	48.00
											48.00

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Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
365	Mayors Allowance 23/24	14/11/2023		Unity Current		Printing	Advertiser Office Printers	S	45.00	9.00	54.00
365	Children's Party	14/11/2023		Unity Current		Printing	Advertiser Office Printers	S	70.00	14.00	84.00
365	Christmas Lights	14/11/2023		Unity Current		Printing	Advertiser Office Printers	S	70.00	14.00	84.00
											222.00
366	Remembrance Sunday	14/11/2023		Unity Current		Event Catering	STW Catering	Z	595.00		595.00
											595.00
367	Halloween	31/10/2023		Petty Cash		Halloween Prize Money	N/A	Z	90.00		90.00
											90.00
368	Allotments General	22/10/2023		Lloyds		Allotment Marking Flags	Malton Plastics (UK) Ltd	S	24.92	4.98	29.90
											29.90
369	Halloween	27/10/2023		Lloyds		Sweets	Amazon	Z	69.90		69.90
											69.90
370	Christmas Lights	27/10/2023		Lloyds		Elf Costumes	Fancydress.com	Z	228.92		228.92
											228.92
371	Children's Party	27/10/2023		Lloyds		Selection Boxes	Cadbury Gifts Direct	S	384.25	76.78	461.03
											461.03
372	Christmas Lights	27/10/2023		Lloyds		Christmas Books	The Works	Z	290.00		290.00
372	Children's Party	27/10/2023		Lloyds		Christmas Books	The Works	Z	370.00		370.00
											660.00
373	Children's Party	30/10/2023		Lloyds		Paper Bags	Booker Ltd	S	38.97	7.79	46.76
373	Halloween	30/10/2023		Lloyds		Paper Bags	Booker Ltd	S	9.99	2.00	11.99
											58.75
374	Halloween	30/10/2023		Lloyds		Sweets	TESCO	S	30.00	6.00	36.00
											36.00
375	Christmas Lights	30/10/2023		Lloyds		Gazebos	Amazon EU UK Branch	S	49.16	9.83	58.99
375	Christmas Lights	30/10/2023		Lloyds		Gazebos	Amazon EU UK Branch	S	49.16	9.83	58.99
											117.98
376	Christmas Lights	30/10/2023		Lloyds		Grotto Decorations	Amazon Services Europe	S	17.77	3.55	21.32
376	Christmas Lights	30/10/2023		Lloyds		Grotto Decorations	Amazon Services Europe	S	38.97	7.80	46.77
376	Christmas Lights	30/10/2023		Lloyds		Grotto Decorations	Amazon Services Europe	S	39.87	7.97	47.84
											115.93
377	Christmas Lights	29/10/2023		Lloyds		Sweets	The Kids Kandy Company	S	123.42	24.72	148.14
											148.14
378	Children's Party	29/10/2023		Lloyds		Prizes	Houseware Ltd	S	28.30	5.66	33.96
											33.96
379	Bank Charges	31/10/2023		Lloyds		Bank Charges	Lloyds Bank	Z	3.00		3.00
											3.00
380	Telephone / Internet	02/10/2023		Unity Current		Telephone & Broadband	NGC Networks	S	74.23	14.85	89.08
380	Telephone / Internet	02/10/2023		Unity Current		Telephone & Broadband	NGC Networks	S	12.46	2.49	14.95

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PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
											104.03
381	Website	02/10/2023		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
											152.94
382	Hygiene Services	10/10/2023		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	435.51	87.10	522.61
											522.61
383	Telephone / Internet	10/10/2023		Unity Current		Telephone & Broadband	NGC Networks	S			
384	Website	10/10/2023		Unity Current		Website Hosting	Multi-Web-Services Ltd	S			
385	Utilities - Community Centre	17/10/2023		Unity Current		Utilities	Octopus Energy Ltd	L	795.74	39.78	835.52
											835.52
386	Professional Fees	23/10/2023		Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
											323.32
387	Telephone / Internet	23/10/2023		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.21	9.24	55.45
											55.45
388	IT Support	30/10/2023		Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	334.04	66.81	400.85
											400.85
389	Telephone / Internet	30/10/2023		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
											104.00
390	Mayors Allowance 23/24	12/12/2023		Unity Current		Mayors Expenses	Mayor of Normanton 23-24	Z	185.00		185.00
											185.00
391	Remembrance Sunday	12/12/2023		Unity Current		Traffic Management	Think Traffic Management Ltd	S	996.00	199.20	1,195.20
											1,195.20
392	Heys Buildings Allotment	12/12/2023		Unity Current		Asbestos Removal	RCW Building Solutions	S	700.00	140.00	840.00
											840.00
393	Utilities - Community Centre	15/11/2023		Unity Current		Utilities	Octopus Energy Ltd	L	532.77	81.25	614.02
											614.02
394	Postage	17/11/2023		Unity Current		Franker Credit	Pitney Bowes - Purchase Power	E	513.00		513.00
											513.00
395	Professional Fees	21/11/2023		Unity Current		HR and H&S Advice	Citation	S	269.44	53.88	323.32
											323.32
396	IT Support	28/11/2023		Unity Current		IT Support	Pro Logic Computers (UK) Ltd	S	353.32	70.66	423.98
											423.98
397	Salaries - Grounds Maintenance	27/11/2023		Unity Current		Salaries & Wages	Employees	X	172.28		172.28
397	Salaries - Administration	27/11/2023		Unity Current		Salaries & Wages	Employees	X	9,282.52		9,282.52
397	Salaries - Events	27/11/2023		Unity Current		Salaries & Wages	Employees	X	349.70		349.70
397	Salaries - Town Hall	27/11/2023		Unity Current		Salaries & Wages	Employees	X	1,192.81		1,192.81
397	Salaries - Community Centre	27/11/2023		Unity Current		Salaries & Wages	Employees	X	544.25		544.25
397	Councillor Allowances	27/11/2023		Unity Current		Salaries & Wages	Employees	X	1,034.00		1,034.00
											12,575.56

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PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
398	Salaries - Community Centre	29/11/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	17.32		17.32
398	Salaries - Town Hall	29/11/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	41.56		41.56
398	Salaries - Administration	29/11/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	502.49		502.49
398	Employers Pension	29/11/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	1,591.40		1,591.40
											2,152.77
399	Telephone / Internet	22/11/2023		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	45.27	9.05	54.32
											54.32
400	Telephone / Internet	30/11/2023		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
											104.00
401	Photocopier Lease	28/11/2023		Unity Current		Photocopier Lease	Siemens Financial Services	S	418.00	83.60	501.60
											501.60
402	Website	02/11/2023		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
											152.94
403	Community Centre Lease	01/11/2023		Unity Current		Rent of Land - WCC	WDH	E	1.00		1.00
											1.00
404	Photocopier Lease	30/11/2023		Unity Current		Photocopier Lease	Siemens Financial Services	S	60.00	12.00	72.00
											72.00
405	Repairs & Maintenance - Town	03/11/2023		Lloyds		Catering Supplies	Nisbets	S	210.21	42.04	252.25
											252.25
406	Repairs & Maintenance - Community	07/11/2023		Lloyds		Padlock	Screwfix	S	26.24	5.25	31.49
											31.49
407	Remembrance Sunday	09/11/2023		Lloyds		Refreshments	Asda	S	35.79	5.91	41.70
											41.70
408	Remembrance Sunday	09/11/2023		Lloyds		Refreshments	Asda	S	75.00	15.00	90.00
											90.00
409	Events - General	10/11/2023		Lloyds		Table Decorations	B&M	S	9.97	1.99	11.96
											11.96
410	Remembrance Sunday	10/11/2023		Lloyds		Refreshments	TESCO	Z	29.80		29.80
											29.80
411	Christmas Lights	11/11/2023		Lloyds		Costumes	Amazon Services Europe	S	56.66	11.33	67.99
											67.99
412	Christmas Lights	11/11/2023		Lloyds		Chocolates	TTSE Retail Ltd	S	24.87	4.98	29.85
											29.85
413	Repairs & Maintenance - Town	11/11/2023		Lloyds		Hazard Tape	Screwfix	S	3.32	0.67	3.99
											3.99
414	Events - General	11/11/2023		Lloyds		Table Decorations	B&M	S	7.47	1.50	8.97
											8.97
415	Events - General	11/11/2023		Lloyds		Table Decorations	B&M	S	7.47	1.50	8.97
											8.97

NORMANTON TOWN COUNCIL

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
416	Printing	14/11/2023		Lloyds		Printing	HP Instant Ink	S	13.74	2.75	16.49
											16.49
417	Events - General	22/11/2023		Lloyds		Batteries	Asda	S	6.67	1.33	8.00
											8.00
418	Christmas Lights	22/11/2023		Lloyds		Christmas Decorations	Amazon Services Europe	S	13.28	2.66	15.94
											15.94
419	Christmas Lights	28/11/2023		Lloyds		Tealights	Amazon EU UK Branch	S	2.83	0.57	3.40
											3.40
420	Christmas Lights	28/11/2023		Lloyds		Wax Seal Supplies	Amazon Services Europe	S	16.64	3.33	19.97
											19.97
421	Bank Charges	30/11/2023		Lloyds		Bank Charges	Lloyds Bank	Z	3.00		3.00
											3.00
422	Cleaning	06/11/2023		Petty Cash		Cleaning Supplies	Asda	S	2.50	0.50	3.00
											3.00
423	Talking Newspaper	09/11/2023		Petty Cash		Newspapers	Asda	Z	3.40		3.40
											3.40
424	Remembrance Sunday	10/11/2023		Petty Cash		Refreshments	Asda	Z	1.15		1.15
											1.15
425	Talking Newspaper	16/11/2023		Petty Cash		Newspapers	Asda	Z	3.40		3.40
											3.40
426	Christmas Lights	22/11/2023		Petty Cash		Wrapping Paper	B&M	S	7.50	1.50	9.00
											9.00
427	Talking Newspaper	23/11/2023		Petty Cash		Newspapers	Asda	Z	3.40		3.40
											3.40
428	Remembrance Sunday	24/11/2023		Petty Cash		Refreshments	Asda	S	3.75	0.75	4.50
428	Remembrance Sunday	24/11/2023		Petty Cash		Refreshments	Asda	Z	3.60		3.60
											8.10
429	Christmas Lights	29/11/2023		Petty Cash		Tealights	Asda	S	2.71	0.54	3.25
											3.25
430	Talking Newspaper	30/11/2023		Petty Cash		Newspapers	Asda	Z	3.40		3.40
											3.40
431	Children's Party	06/12/2023		Petty Cash		Volunteer Refreshments	Junction 31 Sandwich Shop	Z	36.30		36.30
											36.30
432	Talking Newspaper	07/12/2023		Petty Cash		Newspapers	Asda	Z	3.40		3.40
											3.40
433	Repairs & Maintenance - Tow	11/12/2023		Petty Cash		Lightbulbs	Screwfix	S	6.35	1.27	7.62
											7.62
434	Repairs & Maintenance - Tow	11/12/2023		Petty Cash		Lightbulbs	Screwfix	S	5.32	1.06	6.38
											6.38
435	Talking Newspaper	14/12/2023		Petty Cash		Newspapers	Asda	Z	3.40		3.40

NORMANTON TOWN COUNCIL

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
											3.40
436	Talking Newspaper	21/12/2023		Petty Cash		Newspapers	Asda	Z	3.40		3.40
											3.40
437	Events - General	04/12/2023		Lloyds		Food Labels	Amazon Services Europe	S	1.66	0.33	1.99
											1.99
438	Events - General	06/12/2023		Lloyds		Food Labels	Moobarb Ltd	S	7.46	1.49	8.95
											8.95
439	Christmas Celebration	06/12/2023		Lloyds		Event Catering	Asda	S	3.33	0.67	4.00
439	Christmas Celebration	06/12/2023		Lloyds		Event Catering	Asda	Z	2.70		2.70
											6.70
440	Cleaning	06/12/2023		Lloyds		Cleaning Supplies	TESCO	S	41.67	8.33	50.00
											50.00
441	Stationery	11/12/2023		Lloyds		Stationery	Tangible Stationery Company	S	11.23	2.25	13.48
											13.48
442	Printing	14/12/2023		Lloyds		Printing	HP Instant Ink	S	13.74	2.75	16.49
											16.49
443	Christmas Celebration	14/12/2023		Lloyds		Event Catering	Costco	S	62.81	12.56	75.37
443	Christmas Celebration	14/12/2023		Lloyds		Event Catering	Costco	Z	68.99		68.99
											144.36
444	Bank Charges	31/12/2023		Lloyds		Bank Charges	Lloyds Bank	Z	3.00		3.00
											3.00
445	Repairs & Maintenance - Con	13/12/2023		Unity Current		Door Repairs	RCW Building Solutions	S	120.00	24.00	144.00
											144.00
446	Repairs & Maintenance - Tow	13/12/2023		Unity Current		Air Conditioning Service	Knight Engineers Ltd	S	850.00	170.00	1,020.00
											1,020.00
447	Repairs & Maintenance - Tow	13/12/2023		Unity Current		Window Cleaning	Wipe Clean	S	120.00	24.00	144.00
											144.00
448	Christmas Lights	13/12/2023		Unity Current		Event Catering	STW Catering	Z	320.00		320.00
											320.00
449	Christmas Lights	13/12/2023		Unity Current		Performance Switch On	Theatre People	Z	50.00		50.00
											50.00
450	Stationery	13/12/2023		Unity Current		Stationery	D3 Office Group	S	27.16	5.43	32.59
											32.59
451	Repairs & Maintenance - Con	13/12/2023		Unity Current		Carpet Repairs	RCW Building Solutions	S	135.00	27.00	162.00
											162.00
452	Christmas Lights	13/12/2023		Unity Current		Performance Switch On	Churches Together	Z	50.00		50.00
											50.00
453	Printing	13/12/2023		Unity Current		Christmas Celebration Printing	Advertiser Office Printers	Z	125.00		125.00
453	Printing	13/12/2023		Unity Current		Christmas Celebration Printing	Advertiser Office Printers	S	35.00	7.00	42.00
											167.00

NORMANTON TOWN COUNCIL

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
454	Christmas Lights	13/12/2023		Unity Current		Presenting	Ian Jefferson Presenting & Pi	Z	270.00		270.00
											270.00
455	Advertising & Promotions	13/12/2023		Unity Current		Advertising	Normanton & District Adverti	Z	480.00		480.00
											480.00
456	Remembrance Sunday	13/12/2023		Unity Current		Brass Band Performance	Skelmanthorpe Brass Band	Z	500.00		500.00
											500.00
457	Christmas Lights	13/12/2023		Unity Current		Performance Switch On	Normanton Musical Theatre	Z	50.00		50.00
											50.00
458	Halloween	13/12/2023		Unity Current		Owl Display	The Flying Squadron	Z	100.00		100.00
											100.00
459	Remembrance Sunday	13/12/2023		Unity Current		Sound & Stage Hire	HG1 Communications	S	275.00	55.00	330.00
											330.00
460	GDPR Compliance	13/12/2023		Unity Current		Shredding	Class Office Equipment Ltd	S	40.00	8.00	48.00
											48.00
461	Christmas Lights	13/12/2023		Unity Current		Sound & Stage Hire	HG1 Communications	S	2,070.00	414.00	2,484.00
											2,484.00
462	Christmas Lights	13/12/2023		Unity Current		Performance Switch On	Northern Comfort Harmony	Z	50.00		50.00
											50.00
463	Christmas Lights	13/12/2023		Unity Current		Performance Switch On	Spectrum Children's Drama	Z	50.00		50.00
											50.00
464	Ellins Terrace 1 Allotment	13/12/2023		Unity Current		Asbestos Removal	RCW Building Solutions	S	650.00	130.00	780.00
											780.00
465	Audit Fees	13/12/2023		Unity Current		Internal Audit Fee	Internal Audit Yorkshire	Z	375.00		375.00
											375.00
466	Town Hall Refurbishment	13/12/2023		Unity Current		Waste Removal	RCW Building Solutions	S	100.00	20.00	120.00
											120.00
467	Bank Charges	31/12/2023		Unity Current		Bank Charges	Unity Trust Bank	Z	48.45		48.45
											48.45
468	Bank Charges	28/12/2023		Unity Current		Bank Charges	Unity Trust Bank	Z	10.00		10.00
											10.00
469	Utilities - Community Centre	15/12/2023		Unity Current		Utilities	Octopus Energy Ltd	L	2.51	0.13	2.64
469	Utilities - Community Centre	15/12/2023		Unity Current		Utilities	Octopus Energy Ltd	L	391.81	19.59	411.40
											414.04
470	Postage	15/12/2023		Unity Current		Franker Credit	Pitney Bowes - Purchase Pow	E	513.00		513.00
											513.00
471	Professional Fees	21/12/2023		Unity Current		HR and H&S Advice	Citation	S	285.77	57.15	342.92
											342.92
472	IT Support	28/12/2023		Unity Current		IT Support	Pro Logic Computers (UK) Ltr	S	346.36	69.27	415.63
											415.63
473	Salaries - Grounds Maintenar	21/12/2023		Unity Current		Salaries & Wages	Employees	X			

NORMANTON TOWN COUNCIL

PAYMENTS LIST

Voucher	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
473	Salaries - Administration	21/12/2023		Unity Current		Salaries & Wages	Employees	X	6,446.01		6,446.01
473	Salaries - Events	21/12/2023		Unity Current		Salaries & Wages	Employees	X	226.54		226.54
473	Salaries - Town Hall	21/12/2023		Unity Current		Salaries & Wages	Employees	X	714.05		714.05
473	Salaries - Community Centre	21/12/2023		Unity Current		Salaries & Wages	Employees	X	285.52		285.52
											7,672.12
474	Salaries - Community Centre	28/12/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	17.32		17.32
474	Salaries - Town Hall	28/12/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	41.56		41.56
474	Salaries - Administration	28/12/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	471.71		471.71
474	Employers Pension	28/12/2023		Unity Current		Pension	West Yorkshire Pension Fund	X	1,501.12		1,501.12
											2,031.71
475	Salaries - Grounds Maintenar	31/12/2023		Unity Current		PAYE / NIC	HMRC	X			
475	Employers National Insuranc	31/12/2023		Unity Current		PAYE / NIC	HMRC	X	784.48		784.48
475	Salaries - Administration	31/12/2023		Unity Current		PAYE / NIC	HMRC	X	1,512.63		1,512.63
475	Salaries - Events	31/12/2023		Unity Current		PAYE / NIC	HMRC	X	56.60		56.60
475	Salaries - Town Hall	31/12/2023		Unity Current		PAYE / NIC	HMRC	X			
475	Salaries - Community Centre	31/12/2023		Unity Current		PAYE / NIC	HMRC	X	12.00		12.00
											2,365.71
476	Telephone / Internet	21/12/2023		Unity Current		Telephone Bill - Town Hall	DRDCommunications	S	46.76	9.35	56.11
											56.11
477	Telephone / Internet	29/12/2023		Unity Current		Telephone & Broadband	NGC Networks	S	86.67	17.33	104.00
											104.00
478	Website	04/12/2023		Unity Current		Website Hosting	Multi-Web-Services Ltd	S	127.45	25.49	152.94
											152.94
479	Hygiene Services	13/12/2023		Unity Current		Hygiene Services	Cathedral Leasing Ltd	S	205.26	41.05	246.31
											246.31
480	Postage	12/12/2023		Unity Current		Franker Lease	Pitney Bowes Ltd	S	89.61	17.92	107.53
											107.53
481	Employers National Insuranc	14/12/2023		Unity Current		PAYE / NIC	HMRC	X	2,092.63		2,092.63
											2,092.63
Total									70,823.02	4,508.04	75,331.06

NORMANTON TOWN COUNCIL RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
146	Flower Show	03/10/2023		Petty Cash		Flower Show Donation	Cash Receipts	Z	7.00		7.00
											7.00
147	Card Processing Fees	05/10/2023		Unity Current		Hanging Basket Sponsorship	Card Receipts	Z	-2.75		-2.75
147	Hanging Baskets	05/10/2023		Unity Current		Hanging Basket Sponsorship	Card Receipts	Z	110.00		110.00
											107.25
148	Mayors Charity 23/24	09/10/2023		Petty Cash		Coffee Morning Donation	Cash Receipts	Z	110.00		110.00
											110.00
149	Town Hall Hire	12/10/2023		Petty Cash		Town Hall Donation	Cash Receipts	Z	22.32		22.32
											22.32
150	Town Hall Hire	13/10/2023		Petty Cash		Town Hall Donation	Cash Receipts	Z	14.60		14.60
											14.60
151	Allotment Rent	26/10/2023		Unity Current		Norwood Street - Rent	Roxana Pitaru	Z	6.00		6.00
											6.00
152	Allotment Rent	26/10/2023		Unity Current		Norwood Street - Rent	Gemma Fawcett	Z	1.00		1.00
											1.00
153	Allotment Rent	26/10/2023		Unity Current		Norwood Street - Rent	Jo Reid	Z	1.00		1.00
											1.00
154	Allotment Rent	26/10/2023		Unity Current		Norwood Street - Rent	Daniel Jakeman	Z	2.00		2.00
											2.00
155	Allotment Rent	27/10/2023		Petty Cash		Norwood Street - Rent	Jessica Deighton	Z	1.00		1.00
											1.00
156	Allotment Rent	27/10/2023		Unity Current		Ellins Terrace 2 - Rent	Malgorzata Bartman	Z	1.00		1.00
											1.00
157	Allotment Rent	27/10/2023		Unity Current		Norwood Street - Rent	Charis Russell-Smith	Z	1.00		1.00
											1.00
158	Allotment Rent	30/10/2023		Petty Cash		Ellins Terrace 2 - Rent	Lee Craven	Z	1.00		1.00
											1.00
159	Key Deposit	30/10/2023		Petty Cash		Key Deposit	Lee Craven	Z	10.00		10.00
											10.00
160	Key Deposit	30/10/2023		Petty Cash		Key Deposit	Malgorzata Bartman	Z	10.00		10.00
											10.00
161	Allotment Rent	30/10/2023		Petty Cash		Ellins Terrace 2 - Rent	Rebecca Smith	Z	1.00		1.00
											1.00
162	Key Deposit	30/10/2023		Petty Cash		Key Deposit	Rebecca Smith	Z	10.00		10.00
											10.00
163	Norwood Street Allotment	30/10/2023		Unity Current		Allotment Site Fees	Jo Reid	Z	5.00		5.00
											5.00

NORMANTON TOWN COUNCIL

RECEIPTS LIST

Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
164	Town Hall Hire	01/11/2023		Petty Cash		Town Hall Donation	Kitty's Hut	Z	27.48		27.48
											27.48
165	Town Hall Hire	02/11/2023		Petty Cash		Town Hall Donation	Thursday Chat Club	Z	13.00		13.00
											13.00
166	Town Hall Hire	07/11/2023		Petty Cash		Town Hall Donation	Jessica Flood	Z	25.00		25.00
											25.00
167	Card Processing Fees	14/11/2023		Unity Current		Christmas Lights Stall	Candy n Cones	Z	-0.50		-0.50
167	Christmas Lights	14/11/2023		Unity Current		Christmas Lights Stall	Candy n Cones	Z	20.00		20.00
											19.50
168	VAT Refund	02/11/2023		Unity Current		VAT Refund	HMRC	R		9,139.91	9,139.91
											9,139.91
169	Christmas Lights	15/11/2023		Unity Current		Christmas Lights Stall	Melts of Mine	Z	20.00		20.00
											20.00
170	Allotment Rent	17/11/2023		Unity Current		Ellins Terrace 2 - Rent	Michael Copley	Z	1.00		1.00
											1.00
171	Key Deposit	17/11/2023		Unity Current		Key Deposit	Michael Copley	Z	10.00		10.00
171	Card Processing Fees	17/11/2023		Unity Current		Key Deposit	Michael Copley	Z	-0.19		-0.19
											9.81
172	Allotment Rent	20/11/2023		Unity Current		Ellins Terrace 2 - Rent	Marta Ilona Kapica	Z	1.00		1.00
											1.00
173	Card Processing Fees	20/11/2023		Unity Current		Christmas Lights Stall	David Webster	Z	-0.50		-0.50
173	Christmas Lights	20/11/2023		Unity Current		Christmas Lights Stall	David Webster	Z	20.00		20.00
											19.50
174	Card Processing Fees	21/11/2023		Unity Current		Hanging Basket Sponsorship	Fiona Marchant	Z	-1.38		-1.38
174	Hanging Baskets	21/11/2023		Unity Current		Hanging Basket Sponsorship	Fiona Marchant	Z	55.00		55.00
											53.62
175	Gala	21/11/2023		Unity Current		Gala Trade Stall	Richard Storey	Z	100.00		100.00
											100.00
176	Gala	21/11/2023		Unity Current		Gala Fairground Donation	Moran's Fairground	Z	1,200.00		1,200.00
											1,200.00
177	Allotment Rent	21/11/2023		Unity Current		Norwood Street - Rent	Joan Green	Z	1.00		1.00
											1.00
178	Allotment Rent	23/11/2023		Unity Current		Ellins Terrace 2 - Rent	Kezia Robinson	Z	1.00		1.00
											1.00
179	Key Deposit	23/11/2023		Unity Current		Key Deposit	Kezia Robinson	Z	10.00		10.00
179	Card Processing Fees	23/11/2023		Unity Current		Key Deposit	Kezia Robinson	Z	-0.20		-0.20
											9.80
180	Bank Charges	27/11/2023		Unity Current		Hanging Basket Sponsorship	NASCA	Z	-0.96		-0.96
180	Hanging Baskets	27/11/2023		Unity Current		Hanging Basket Sponsorship	NASCA	Z	55.00		55.00
											54.04

NORMANTON TOWN COUNCIL

RECEIPTS LIST


Voucher	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
181	Allotment Rent	27/11/2023		Unity Current		Gladstone Street - Rent	Monika Piasecka	Z	23.00		23.00
181	Allotment Rent	27/11/2023		Unity Current		Gladstone Street - Rent	Monika Piasecka	Z	-11.50		-11.50
											11.50
182	Key Deposit	01/12/2023		Unity Current		Key Deposit	Marta Ilona Kapica	Z	10.00		10.00
											10.00
183	Town Hall Hire	07/12/2023		Unity Current		Town Hall Donation	Thursday Chat Club	Z	20.00		20.00
											20.00
184	Allotment Rent	07/12/2023		Unity Current		Cypress Road - Rent	Emma Johnson	Z	23.00		23.00
											23.00
185	Community Centre Hire	12/12/2023		Unity Current		Key Deposit	Stroke Association	Z	25.00		25.00
185	Community Centre Hire	12/12/2023		Unity Current		Key Deposit	Stroke Association	Z	-25.00		-25.00
185	Bank Charges	12/12/2023		Unity Current		Key Deposit	Stroke Association	Z	-0.44		-0.44
											-0.44
186	Town Hall Hire	13/12/2023		Unity Current		Town Hall Donation	Kitty's Hut	Z	28.41		28.41
											28.41
187	Christmas Celebration	15/12/2023		Unity Current		Christmas Celebration Collectic	Cash Receipts	Z	244.53		244.53
											244.53
188	Bank Charges	16/12/2023		Unity Current		Hanging Basket Sponsorship	Christopher Ellis	Z	-1.38		-1.38
188	Hanging Baskets	16/12/2023		Unity Current		Hanging Basket Sponsorship	Christopher Ellis	Z	55.00		55.00
											53.62
189	Community Centre Hire	20/12/2023		Unity Current		Woodhouse Hire	Prospect House	Z	25.00		25.00
											25.00
190	Interest	31/12/2023		Unity Savings		Bank Interest	Unity Trust Bank	Z	1,378.82		1,378.82
											1,378.82
191	Mayors Charity 23/24	12/12/2023		Unity Current		Coffee Morning Donation	Cash Receipts	Z	182.00		182.00
											182.00
Total									3,843.36	9,139.91	12,983.27

BANK RECONCILIATION M9

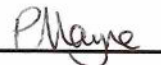
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3 January 2024 (2023 - 2024)

NORMANTON TOWN COUNCIL

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

Date: 3/1/24

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

Date: 8/1/24

A	Bank Reconciliation at 31/12/2023		
	Cash in Hand 01/04/2023		201,403.16
	ADD Receipts 01/04/2023 - 31/12/2023		381,451.84
	SUBTRACT Payments 01/04/2023 - 31/12/2023		582,855.00
			280,288.23
	Cash in Hand 31/12/2023 (per Cash Book)		302,566.77
B	Cash in hand per Bank Statements		
	Petty Cash	31/12/2023	101.40
	Events Float	31/12/2023	200.00
	Admin Float	31/12/2023	100.00
	Lloyds	31/12/2023	-244.97
	Unity Savings	31/12/2023	200,299.03
	Unity Current	31/12/2023	104,902.02
	X Barclays Savings	31/12/2023	0.00
	X Barclays Current	31/12/2023	0.00
			305,357.48
	Less unrepresented payments		2,815.71
			302,541.77
	Plus unrepresented receipts		25.00
	Adjusted Bank Balance		302,566.77
	A = B Checks out OK		

NORMANTON TOWN COUNCIL

BALANCE SHEET

31/03/2024

(Last) Year Ended
31 Mar 2023

(Current) Year Ended
31 Mar 2024

£		£
	CURRENT ASSETS	
	Stocks and stores	
	Work in progress	
	Debtors (Net of provision for doubtful debts)	
15,798.75	Prepayments	3,748.00
18,211.53	VAT Recoverable	5,176.96
	Temporary lendings (investments)	
201,403.16	Cash in hand	297,327.04
235,413.44	TOTAL ASSETS	306,252.00
	CURRENT LIABILITIES	
15,704.00	Creditors	
<u>219,709.44</u>	NET ASSETS	<u>306,252.00</u>
	Represented by:	
120,018.09	General fund Balance	215,636.87
	Reserves:	
	Capital	
99,691.35	Earmarked	90,615.13
	Adjustments	
<u>219,709.44</u>		<u>306,252.00</u>

The above statement represents fairly the financial position of the council as at 31 Mar 2024

Signed

Responsible Financial Officer

Date

NORMANTON TOWN COUNCIL
FINANCE COMMITTEE
Monday 22nd January 2024

BUDGET REVIEW 2023/24

I am pleased to present the budget review for the third quarter of the 2023/24 financial year.

In this report you will find a brief written summary of the key points, along with a Cost Centre Report up to the end of Month 9.

If you have any specific questions, please could you contact the Clerk before the meeting so that information can be obtained.

NEW ACCOUNTING SYSTEM

You will notice that the accounts are laid out in a new way following the set-up of the new Scribe accounting system. The main difference with this system is that it shows the income and expenditure for a particular code on the same line i.e income for the Gala is on the same line as the expenditure for the Gala. This makes the income and expenditure for the event easier to read but the net position, shown in the end column, is a percentage of the income and expenditure combined.

The Cost Centres are arranged differently to the previous system as they are presented in alphabetical order, and some codes have been allocated slightly differently in the hopes that it will give you information more clearly.

ADMINISTRATION

Postage – 14% remaining.

Postage costs have increased significantly with a standard sized first-class franked item now costing £1.06p. Given the fact that we sent out almost 5,000 items last year, the costs do mount up.

We are trying where possible to communicate by email and with the change in allotment software, we can now email out to tenants much easier than before.

Stationery – 4% remaining.

A large stationery order was placed at the beginning of the year to reduce the number of orders placed and to ensure that stores were properly stocked. There

will be some further stationery required over the next three months, but we will keep it to a minimum.

Office Equipment – 2% overspend.

Three new office chairs were purchased due to health and safety issues with the previous chairs which had lasted almost 4 years.

IT Equipment – 22% remaining.

This budget was specifically for the purchase of three new computers at the beginning of the financial year. There has been no change since the first quarter.

IT Software – 3% remaining.

The majority of the software is paid for at the beginning of the financial year.

IT Support – 1% remaining.

The costs charged by Microsoft have increased since the budget was prepared. It is likely that there will be an overspend of £900 in this budget due to these increases. An option for reducing the costs is to downgrade Councillors to an email only option, rather than having online access to O365 but this may impact on functionality.

Website – 58% overspend.

The Finance Committee agreed to have some additional work carried out on the website at the meeting in July. This was an additional cost of £1345 + VAT.

It was agreed that a small reserve would be created towards the end of the year for future website updates.

Professional Fees – 22% remaining.

This includes the Citation fees for HR and Health & Safety support as well as the payroll service from Lofthouse Accountants.

Audit Fees – 79% remaining.

This figure is showing as 79% remaining due to accruals at the end of the last financial year for internal and external audit. There is nothing of concern with the budget.

Insurance – 16% remaining.

The insurance is paid for in April for the year ahead.

Memberships – 12% remaining.

YLCA membership is the biggest invoice in this code and is payable in April for the year ahead.

Bank Charges – 20% remaining.

Bank charges vary dependant on how much cash or cheques are paid into the bank. There are also monthly charges for the Multi-Pay Card and quarterly charges for the Unity Trust account which have increased slightly.

ALLOTMENTS

33% of the overall budget remaining.

CIVIC

Mayors Allowance- 21% remaining

The majority of the Mayors expenditure has been in the busier time of the year up to December.

EVENTS

It should be noted that the timing of events dictates when the expenditure will be incurred.

Gala – 10% remaining from the original budget of £27,000.

The Events Committee originally indicated that they would like to increase the budget for the Gala by £3,000 with savings achieved in other areas however it does not appear that this will be required.

Flower Show – 29% remaining.

I do not anticipate any significant additional expenditure for this event.

Remembrance Sunday – 11% over budget.

There were higher costs than anticipated, mainly due to the cost of the coaches.

Christmas Lights – 11% remaining.

I do not anticipate any significant additional expenditure for this event.

Party @ Haw Hill Park – 19% remaining.

I do not anticipate any significant additional expenditure for this event.

Coronation – 47% remaining.

The purchases for the Coronation have used around half of the agreed budget.

Christmas Celebration – 6% remaining.

I do not anticipate any significant additional expenditure for this event.

There are no concerns with any of our other events.

FACILITIES

Our facilities including the Woodhouse Community Centre and the Town Hall are now grouped under one heading.

Cleaning – 13% over budget.

A large cleaning order was placed at the beginning of the financial year to ensure that the storeroom was well stocked and to minimise ordering. The costs for paper towels and toilet roll have increased due to the number of toilets on the premises.

Utilities

Despite our best efforts, we have not received an invoice for utilities at the Town Hall since before the refurbishment started. We will need to earmark this budget for when the Council eventually sends the bill out.

SERVICES

Hanging Baskets – 19% remaining.

Income from sponsorships has increased significantly this year with £1236 more than budgeted. We ran out of sponsorship opportunities and may need to consider increasing the number of baskets.

Potts Terrace – 10% remaining.

The invoice is payable in the first quarter of the financial year – no more expenditure anticipated.

STAFF COSTS

Salaries – Events 31% over budget.

There has been some increased expenditure due to holding an event on the bank holiday and utilising staff to undertake delivery of posters in order to save on postage. There has also been a cost of living pay award for the casual staff.

We should achieve some savings in the Employers NI and Employers Pension budgets to offset this additional expenditure.

This budget will be kept under review.

Salaries – Community Centre – 16% remaining.

Much of the costs for grounds maintenance staff have been incurred in the period from March to October.

Salaries – Grounds Maintenance – 17% over budget.

There have been additional costs for meter readings being carried out on a more frequent basis. I do not anticipate a significant increase in this budget.

Overall Budget Position

The figures below have been adjusted to remove the income and expenditure for the Mayors Charity and Talking Newspaper to give a more accurate picture of the Town Council's finances.

	YTD	BUDGET	VARIANCE
Income	£356,221	£346,821	+£9,400
Expenditure	£269,782	£406,793	-£137,011


Our total expenditure budget has 33% remaining.

Earmarked Reserves at 1st April 2023

EMR – Elections	£25,000.00
EMR – WCC	£15,000.00
EMR – Town Hall	£42,971.62
EMR – CIL	£3,688.37
EMR – Allotments	£6,000.00
EMR – Mayor	£1,075.00
EMR – Talking Newspaper	£2,812.62
EMR – Mayors Charity 22/23	£3,143.74

Earmarked Reserves at 31st December 2023


EMR – Elections	£25,000.00
EMR – WCC	£15,000.00
EMR – Town Hall	£33,453.88
EMR – CIL	£3,688.37
EMR – Allotments	£6,000.00
EMR – Mayor	£1,110.21
EMR – Talking Newspaper	£2,596.66
EMR – Mayors Charity 22/23	£0.00
EMR – Mayors Charity 23/24	£3,766.01
Total EMR	£90,615.13



Income last month

£1,964.94


Add Receipt



Expenditure last month

£26,825.36

Add Payment



Outstanding invoices

0 (£0.00)


Add Invoice



Current bank balance

£297,223.64


Reconcile Bank



Days since last all bank reconcile

9

Reconcile All



Budget spend this year

65.3 %

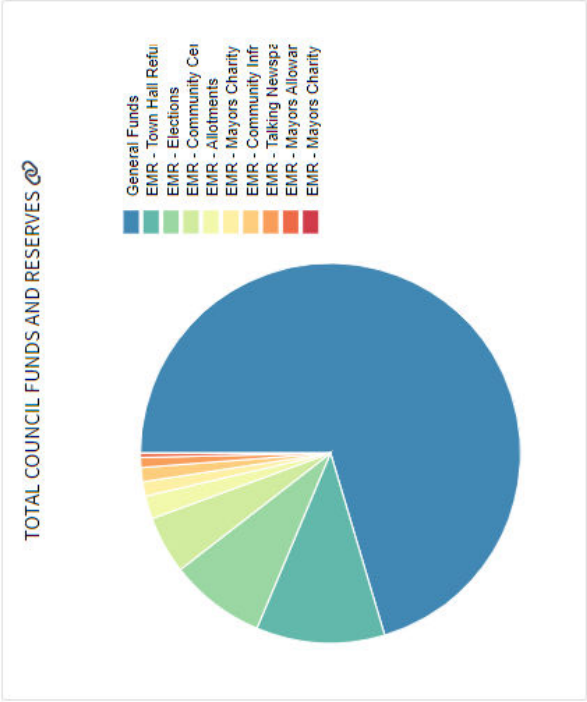
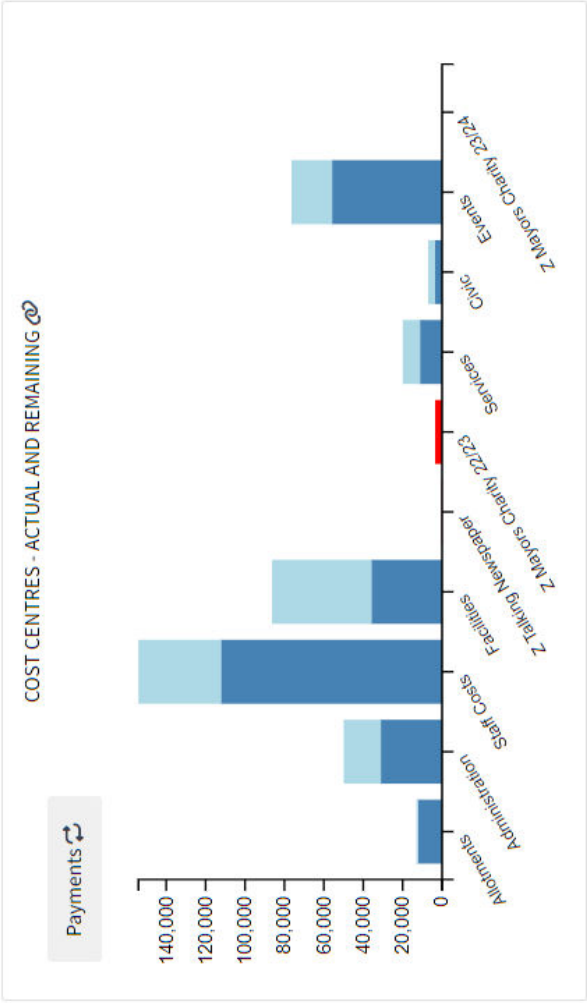
Report



Assets and total value

25 (£12,187.00)

Asset Register



NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Administration

Code	Title	Income			Expenditure			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
5	Interest	100.00	3,467.95	3,367.95				3,367.95	(3367%
6	Precept	331,832.00	331,832.00						(0%)
26	Franking Machine Lease				360.00	89.61	270.39	270.39	(75%)
27	Postage				3,500.00	2,981.27	518.73	518.73	(14%)
29	Photocopier Lease				1,760.00	1,314.00	446.00	446.00	(25%)
30	Printing				1,500.00	1,118.00	382.00	382.00	(25%)
31	Stationery				1,500.00	1,425.98	74.02	74.02	(4%)
32	Office Equipment				1,000.00	1,022.51	-22.51	-22.51	(-2%)
33	IT Equipment				2,000.00	1,552.25	447.75	447.75	(22%)
34	IT Software				2,760.00	2,665.91	94.09	94.09	(3%)
35	IT Support				3,000.00	2,948.58	51.42	51.42	(1%)
36	Website				1,650.00	2,619.50	-969.50	-969.50	(-58%)
37	Professional Fees				7,000.00	5,428.59	1,571.41	1,571.41	(22%)
38	Audit Fees				1,600.00	335.00	1,265.00	1,265.00	(79%)
39	Insurance				4,550.00	3,780.75	769.25	769.25	(16%)
40	GDPR Compliance				750.00	238.84	511.16	511.16	(68%)
41	Health & Safety				1,000.00	204.17	795.83	795.83	(79%)
42	Memberships				2,800.00	2,462.00	338.00	338.00	(12%)
43	Staff Training				1,000.00		1,000.00	1,000.00	(100%)
44	Councillor Training				1,000.00	100.00	900.00	900.00	(90%)
49	Travel Expenses				300.00	116.08	183.92	183.92	(61%)
50	Bank Charges		-2.78	-2.78	250.00	195.30	54.70	51.92	(20%)
51	Card Processing Fees		-57.28	-57.28	150.00	0.49	149.51	92.23	(61%)
71	Advertising & Promotions				9,500.00	5,040.00	4,460.00	4,460.00	(46%)
99	VAT Refund								(N/A)
105	Administration				1,000.00	129.80	870.20	870.20	(87%)
SUB TOTAL		331,932.00	335,239.89	3,307.89	49,930.00	35,768.63	14,161.37	17,469.26	(N/A)

Allotments

Code	Title	Income			Expenditure			Net Position	
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend	
1	Allotment Rent	9,251.00	8,478.44	-772.56				-772.56	(-8%)
48	Key Deposit		60.00	60.00				60.00	(N/A)
90	Newland Lane Allotment				1,275.00	-543.98	1,818.98	1,818.98	(142%)
91	Cypress Road Allotment				867.00	1,044.41	-177.41	-177.41	(-20%)
92	Ellins Terrace 1 Allotment				1,581.00	1,479.50	101.50	101.50	(6%)
93	Ellins Terrace 2 Allotment				1,734.00	829.51	904.49	904.49	(52%)
94	Allotments General				80.00	24.96	55.04	55.04	(68%)
95	Gladstone Street Allotment				2,040.00	959.31	1,080.69	1,080.69	(52%)
96	Heys Buildings Allotment				1,538.50	700.00	838.50	838.50	(54%)
97	Norwood Street Allotment		5.00	5.00	952.00	727.33	224.67	229.67	(24%)
98	Wentworth Terrace Allotment				2,728.50	3,448.52	-720.02	-720.02	(-26%)
102	The Grove				85.00		85.00	85.00	(100%)
103	Gilcar Street				51.00		51.00	51.00	(100%)
104	Edward Street				68.00		68.00	68.00	(100%)
SUB TOTAL		9,251.00	8,543.44	-707.56	13,000.00	8,669.56	4,330.44	3,622.88	(N/A)

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

Civic

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
66	Mayors Allowance 23/24				2,000.00	1,578.57	421.43	421.43 (21%)
67	Councillor Allowances				2,420.00	1,034.00	1,386.00	1,386.00 (57%)
68	Civic Regalia				650.00	18.41	631.59	631.59 (97%)
69	Elections				2,000.00	387.00	1,613.00	1,613.00 (80%)
107	Mayors Allowance 22/23					236.14	-236.14	-236.14 (N/A)
SUB TOTAL					7,070.00	3,254.12	3,815.88	3,815.88 (N/A)

Events

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
75	Gala	1,400.00	3,955.00	2,555.00	27,000.00	26,541.88	458.12	3,013.12 (10%)
76	Flower Show	400.00	286.19	-113.81	2,600.00	1,603.26	996.74	882.93 (29%)
77	Remembrance Sunday				3,000.00	3,345.09	-345.09	-345.09 (-11%)
78	Children's Party				1,800.00	1,202.82	597.18	597.18 (33%)
79	Christmas Lights	100.00	60.00	-40.00	5,000.00	4,376.76	623.24	583.24 (11%)
80	Coronation				15,000.00	7,879.82	7,120.18	7,120.18 (47%)
81	Party @ Haw Hill Park	500.00	-12.50	-512.50	15,000.00	11,464.02	3,535.98	3,023.48 (19%)
82	Mayor Making				3,000.00	1,852.09	1,147.91	1,147.91 (38%)
83	Civic Sunday				500.00	151.81	348.19	348.19 (69%)
84	Easter				500.00		500.00	500.00 (100%)
85	Brass Band Concert				500.00	298.00	202.00	202.00 (40%)
86	Christmas Celebration		244.53	244.53	200.00	432.36	-232.36	12.17 (6%)
87	Halloween				1,200.00	1,361.89	-161.89	-161.89 (-13%)
88	Information Events				620.00	75.77	544.23	544.23 (87%)
89	Events - General				500.00	177.67	322.33	322.33 (64%)
SUB TOTAL		2,400.00	4,533.22	2,133.22	76,420.00	60,763.24	15,656.76	17,789.98 (87%)

Facilities

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
28	Telephone / Internet				2,100.00	1,191.14	908.86	908.86 (43%)
45	Town Hall Hire		521.20	521.20				521.20 (N/A)
46	Community Centre Hire	1,000.00	325.00	-675.00				-675.00 (-67%)
47	Deposits							(N/A)
55	Town Hall Refurbishment				42,971.62	7,817.74	35,153.88	35,153.88 (81%)
56	Business Rates				17,000.00	12,175.60	4,824.40	4,824.40 (28%)
57	Utilities							(N/A)
58	Defibrillator				250.00	699.85	-449.85	-449.85 (-179%)
59	Hygiene Services				2,700.00	1,922.31	777.69	777.69 (28%)
60	Repairs & Maintenance - Town Hall				6,000.00	2,587.32	3,412.68	3,412.68 (56%)
61	Repairs & Maintenance - Community Centre				5,250.00	3,165.78	2,084.22	2,084.22 (39%)
62	Waste Removal				900.00	657.40	242.60	242.60 (26%)
64	Cleaning				1,150.00	1,309.23	-159.23	-159.23 (-13%)
72	Utilities - Town Hall				4,000.00		4,000.00	4,000.00 (100%)
73	Utilities - Community Centre				4,000.00	2,649.73	1,350.27	1,350.27 (33%)
101	Town Hall Lease				1.00		1.00	1.00 (100%)
108	Community Centre Lease				1.00	1.00		(0%)

NORMANTON TOWN COUNCIL
Summary of Income & Expenditure 2023 - 2024
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

SUB TOTAL	1,000.00	846.20	-153.80	86,323.62	34,177.10	52,146.52	51,992.72 (N/A)
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Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
54	Normanton Development				1,000.00	1,000.00		(0%)
63	Garages	594.00	56.00	-538.00				-538.00 (-90%)
65	Norwood Street Open Space				1,000.00	29.63	970.37	970.37 (97%)
70	Small Grants				6,500.00		6,500.00	6,500.00 (100%)
74	Hanging Baskets	1,644.00	2,880.15	1,236.15	11,000.00	9,766.83	1,233.17	2,469.32 (19%)
100	Potts Terrace				450.00	404.68	45.32	45.32 (10%)
SUB TOTAL		2,238.00	2,936.15	698.15	19,950.00	11,201.14	8,748.86	9,447.01 (97%)

Staff Costs

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
18	Salaries - Administration				102,000.00	74,457.40	27,542.60	27,542.60 (27%)
19	Salaries - Events				3,500.00	4,612.61	-1,112.61	-1,112.61 (-31%)
20	Salaries - Town Hall				13,200.00	7,425.61	5,774.39	5,774.39 (43%)
21	Salaries - Community Centre				4,300.00	3,586.53	713.47	713.47 (16%)
22	Salaries - Grounds Maintenance				1,100.00	1,296.00	-196.00	-196.00 (-17%)
24	Employers National Insurance				11,500.00	7,516.36	3,983.64	3,983.64 (34%)
25	Employers Pension				18,500.00	13,337.75	5,162.25	5,162.25 (27%)
SUB TOTAL					154,100.00	112,232.26	41,867.74	41,867.74 (43%)

Z Mayors Charity 22/23

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Mayors Charity 22/23		547.00	547.00		3,500.00	-3,500.00	-2,953.00 (N/A)
SUB TOTAL			547.00	547.00		3,500.00	-3,500.00	-2,953.00 (N/A)

Z Mayors Charity 23/24

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
106	Mayors Charity 23/24		3,575.27	3,575.27				3,575.27 (N/A)
SUB TOTAL			3,575.27	3,575.27				3,575.27 (N/A)

Z Talking Newspaper

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
52	Talking Newspaper					215.96	-215.96	-215.96 (N/A)
SUB TOTAL						215.96	-215.96	-215.96 (N/A)

Restated (N/A)

NORMANTON TOWN COUNCIL**Summary of Income & Expenditure 2023 - 2024**
All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

NET TOTAL	346,821.00	356,221.17	9,400.17	406,793.62	269,782.01	137,011.61	146,411.78 (19%)
V.A.T.		32,951.67			19,917.10		
GROSS TOTAL		389,172.84			289,699.11		

SMALL GRANT APPLICATIONS 2023/2024

F

APPLICANT	AMOUNT	PURPOSE	
The Well Project MEET N EATS DINER	£500.00	We wish to apply for funding to enable us to buy new cooking equipment as and when needed, eg large slow cookers/hot plates, cooking dishes/utensils etc. To also provide a gift to each of the attendees and volunteers at the Christmas Dinner, held just before Christmas. In the past, this has been a box of chocolates/biscuits or similar.	Christmas Gifts x 70 @ £5.50 £385.00 Slow Cookers x 2 £49.98 Hot plate, dishes etc £65.02
The Well Project EASTER PROJECT	£500.00	We would like to hold our annual community Easter Egg Hunt for children of all ages in the park. The Easter Egg Hunt is free to attend so as not to exclude anyone, with free activities and, pending enough donations, a free Easter egg on completion of the trail.	Facepainting and Craft Stall £375.00 Free From Foods £100.00 Paper bags and cups £25.00
Altofts Bowling Club	£489.29	Following the withdrawal of Wakefield Councils green maintenance services, the club are undertaking the maintenance activities and therefore need this additional equipment to attach to the mower to enable them to carry out the task along with lawn fertiliser/feed.	Aerator Cartridge £329.00 Spring /Summer Feed £99.80 Winter Feed £60.49
Normanton Knights ARLFC	£500.00	Netting to avoid balls entering adjacent housing gardens	Netting and Posts £786.53
1 st Normanton Scouts	£500.00	We are trying to fund new equipment container for the storage of Scouts, Cubs and Squirrels equipment. Currently we rent a container. Due to price increase of rental we want to buy our own.	Container £1,800.00 Will apply to WMDC NIF
Friends of Altofts Library	£383.20	To upgrade the book swap replacing and increasing the number of plastic storage boxes, purchase more stickers, replenish bookmarks, replace shelf labels, covers and mugs for monthly charity coffee mornings and other events.	Storage Boxes £87.84 Sticker Sheets £60.00 Bookmarks £102.00 Shelf Labels £39.52 Table Covers £63.84 Cups £30.00
Alice Bacon Memorial Trust	£500.00	An evening of entertainment for 40 elderly residents which will include seeing 5 towns musical theatre society on 20 th June. Transport and food.	40 Tickets £280.00 Coach Hire £280.00
	£3,372.49		

ADMINISTRATION		2023/24	£	Variance
26	Franking Machine Lease	£360	£359	
27	Postage	£3,500	£4,080	
29	Photocopier Lease	£1,760	£1,732	
30	Printing	£1,500	£2,068	
31	Stationery	£1,500	£1,650	
32	Office Equipment	£1,000	£1,000	
33	IT Equipment	£2,000	£1,000	
34	IT Software	£2,760	£2,000	
35	IT Support	£3,000	£4,620	
36	Website	£1,650	£2,000	
37	Professional Fees	£7,000	£7,030	
38	Audit Fees	£1,600	£1,640	
39	Insurance	£4,550	£6,138	
40	GDPR Compliance	£750	£500	
41	Health & Safety	£1,000	£1,000	
42	Memberships	£2,800	£2,583	
43	Staff Training	£1,000	£1,000	
44	Councillor Training	£1,000	£1,000	
49	Travel Expenses	£300	£500	
50	Bank Charges	£250	£287	
51	Card Processing Fees	£150	£100	
71	Advertising & Promotions	£9,500	£8,760	
105	Admin Misc	£1,000	£1,000	
		£49,930	£52,047	£2,117
CIVIC				
	Mayors Allowance 24/25		£2,200	
66	Mayors Allowance 23/24	£2,000	£0	
67	Councillor Allowances	£2,420	£2,420	
68	Civic Regalia	£650	£1,000	
69	Elections	£2,000	£2,000	
106	Mayors Appeal 23/24		£0	
	Mayors Appeal 24/25		£0	
		£7,070	£7,620	£550
SERVICES				
54	Normanton Development	£1,000	£0	
70	Small Grants	£6,500	£7,000	
74	Hanging Baskets	£11,000	£15,000	
100	Potts Terrace	£450	£450	
52	Talking Newspaper	£0	£500 To be taken from EMR	
		£18,950	£22,950	£4,000
		£75,950	£82,617	£6,667

ALLOTMENTS		2023/24	£	Variance
90	Newland Lane	£1,275.00	£1,275.00	
91	Cypress Road	£867.00	£867.00	
92	Ellins Terrace 1	£1,734.00	£1,734.00	
93	Ellins Terrace 2	£1,581.00	£1,581.00	
94	Allotments General	£80.00	£131.00	
95	Gladstone Street	£2,040.00	£2,040.00	
96	Heys Buildings	£1,538.50	£1,487.50	
97	Norwood Street	£952.00	£952.00	
98	Wentworth Terrace	£2,728.50	£2,728.50	
102	The Grove	£85.00	£85.00	
103	Gicar Street	£51.00	£51.00	
104	Edward Street	£68.00	£68.00	
		£13,000.00	£13,000.00	£0

EVENTS COMMITTEE		2023/24	£	Variance
75	Gala	£27,000.00	£32,000.00	
76	Flower Show	£2,600.00	£2,600.00	
77	Remembrance Sunday	£3,000.00	£3,700.00	
78	Children's Party	£1,800.00	£1,500.00	
79	Christmas Lights	£5,000.00	£5,000.00	
80	National Events	£15,000.00	£0.00	
81	Party @ Haw Hill Park	£15,000.00	£16,000.00	
82	Mayor Making	£3,000.00	£3,000.00	
83	Civic Sunday	£500.00	£500.00	
85	Brass Band Concert	£500.00	£800.00	
86	Christmas Celebration	£200.00	£200.00	
87	Halloween	£1,200.00	£1,500.00	
88	Information Events	£620.00	£120.00	
89	Events General	£1,000.00	£1,000.00	
		£76,420.00	£67,920.00	£6,500.00
	Contribution from Reserves	£15,000.00		
		£61,420.00		

PROPERTY COMMITTEE		2023/24	£	Variance
28	Telephone / Internet	£2,100.00	£1,980	
55	Town Hall Refurbishment	£49,972.00	£35,000	To be taken from EMR
56	Business Rates	£17,000.00	£13,000	
58	Defibrillator	£250.00	£250	
59	Hygiene Services	£2,700.00	£2,564	
60	Repairs & Maintenance - Town Hall	£6,000.00	£6,600	
61	Repairs & Maintenance - WCC	£5,250.00	£5,775	
62	Waste Removal	£900.00	£724	
64	Cleaning	£1,150.00	£1,600	
65	Utilities - Town Hall	£4,000.00	£4,000	
73	Utilities - WCC	£4,000.00	£4,000	
101	Lease - Town Hall	£1.00	£1	
108	Lease - WCC	£1.00	£1	
63	Garages - Norwood St	£0.00	£500	
65	Open Space - Norwood St	£1,000.00	£1,000	
		£94,324.00	£76,995	
	Adjusted	£44,352.00	£41,995	-£2,357.00

STAFFING COMMITTEE		2023/24	£	Variance
18	Salaries - Administration	£102,000.00	£120,375	
19	Salaries - Events	£3,500.00	£3,568	
20	Salaries - Town Hall	£13,200.00	£9,520	
21	Salaries - Community Centre	£4,300.00	£4,868	
22	Salaries - Grounds Maintenance	£1,100.00	£1,622	
24	Employers NI	£11,500.00	£13,500	
25	Employers Pension	£18,500.00	£20,292	
		£154,100.00	£173,745	£19,645.09

EXPENDITURE

COMMITTEE	2023/24 BUDGET	BUDGET	2025/26	2026/27	2027/28	2028/29	2029/30
Finance Committee	£75,950.00	£82,617.00	£86,747.85	£91,085.24	£95,639.50	£100,421.48	£105,442.55
Allotments Committee	£13,000.00	£13,000.00	£13,650.00	£14,332.50	£15,049.13	£15,801.58	£16,591.66
Events Committee	£76,420.00	£67,920.00	£71,316.00	£74,881.80	£78,625.89	£82,557.18	£86,685.04
Property Committee	£87,322.62	£76,995.00	£44,094.75	£46,299.49	£48,614.46	£51,045.18	£53,597.44
Staffing Committee	£154,100.00	£173,745.09	£199,806.86	£229,777.89	£252,755.68	£278,031.24	£305,834.37
	£406,792.62	£414,277.09	£415,615.46	£456,376.92	£490,684.66	£527,856.67	£568,151.07

INCOME

COMMITTEE	2023/24 BUDGET	BUDGET	2025/26	2026/27	2027/28	2028/29	2029/30
Finance Committee	£1,744.00	£4,000.00	£4,080.00	£4,161.60	£4,244.83	£4,329.73	£4,416.32
Allotments Committee	£9,251.00	£8,765.65	£8,940.96	£9,119.78	£9,302.18	£9,488.22	£9,677.99
Events Committee	£2,400.00	£5,090.00	£5,191.80	£5,295.64	£5,401.55	£5,509.58	£5,619.77
Property Committee	£1,594.00	£1,138.00	£1,160.76	£1,183.98	£1,207.65	£1,231.81	£1,256.44
Staffing Committee	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
	£14,989.00	£18,993.65	£19,373.52	£19,760.99	£20,156.21	£20,559.34	£20,970.52

CONTRIBUTION FROM RESERVES

COMMITTEE	2023/24 BUDGET	BUDGET					
Finance Committee		£500.00	£500.00	£500.00	£500.00	£500.00	£500.00
Property Committee		£35,000.00					
		£35,500.00					

VARIANCE

EXPENDITURE	£414,277.09	£415,615.46	£456,376.92	£490,684.66	£527,856.67	£568,151.07
LESS INCOME	£18,993.65	£19,373.52	£19,760.99	£20,156.21	£20,559.34	£20,970.52
LESS RESERVES	£35,500.00	£500.00	£500.00	£500.00	£500.00	£500.00
	£359,783.44	£395,741.93	£436,115.92	£470,028.44	£506,797.34	£546,680.54

Indicative Impact of Precept on Council Tax Bills

Your precept per Band D equivalent dwelling will be calculated as follows:

Level of precept required to cover net expenditure
Current Tax Base
Precept for 2024-25 per Band D

v	£359,783.44	From Appendix B
w	6,550	As notified in this letter
$x = v/w$	£54.93	

The equivalent figure for 2023-24 is:

Your precept is
Collected via a Council Tax Base of
The precept per Band D is therefore

	£331,832.00
	6,526
y	£50.85

Change in precept per Band D

$z = x - y$	£4.08
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Percentage change

$= (z/y) * 100$	8.03
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It follows that any percentage change in the Band D equivalent value would apply to all other Bands.

Precepts per dwelling valuation band can be calculated as follows:

Dwelling Valuation Band		Proportion of Band D Rate	<u>23/24 Charge</u>	<u>Indicative</u> <u>24/25 Charge</u>	£ Increase
A		6/9	33.90	36.62	2.72
B		7/9	39.55	42.72	3.17
C		8/9	45.20	48.83	3.63
D		9/9	50.85	54.93	4.08
E		11/9	62.15	67.14	4.99
F		13/9	73.45	79.34	5.89
G		15/9	84.75	91.55	6.80
H		18/9	101.70	109.86	8.16