



SOUTH WOODHAM FERRERS
TOWN COUNCIL

POLICY AND RESOURCES COMMITTEE

AGENDA

For a Meeting to be held at 8.00p.m. on
Tuesday 9th June 2020

Via zoom

Membership:

Councillor B Massey (Chairman)
Councillor M O'Brien (Vice-Chairman)

Councillor D Eley
Councillor J Miller

Councillor I Roberts
Councillor J Birch

Councillor R Crosbie
Councillor K Bentley

Local residents are welcome to attend this meeting. At the meeting, your elected Councillors will take decisions affecting YOU, the Community and the Town. At the beginning of the meeting there is an opportunity for you to make representations, answer questions and give evidence in respect of any item of business on the agenda. The public may participate for up to 15 minutes for this purpose. If you have any queries, please telephone the Town Clerk on 01245 321817. Please join us.

If you wish to view the meeting please contact the Town Clerk on 01245 321817 by 12 noon on 8th June 2020 for the Zoom meeting ID

Karen Hawkes BSc (Hons)
South Woodham Ferrers Town Clerk
2nd June 2020

1. Apologies for absence

To RECEIVE and ACCEPT any apologies for absence.

2. Dispensation considerations

To consider any dispensations, as required. Standing Order 12. Dispensation requests shall be in writing and submitted to the Town Clerk as soon as possible before the meeting, or failing that, at the start of the meeting for which the dispensation is required.

3. Declarations of Interest

Any Member declaring an interest is asked to state whether this is a pecuniary or non-pecuniary interest. Clarification, if required, can be sought prior to the meeting with the Chairman or the Town Clerk.

4. Confirmation of Minutes

To APPROVE the minutes of the meeting held on 11th February 2020 as a true record of the meeting.

5. Public Questions

In accordance with Standing Order 3.e to allow up to 15 minutes for members of the public to make representations, answer questions and give evidence in respect of any item covered by the Committees Terms of Reference. At the close of this item members of the public will no longer be permitted to address the Committee; Members with pecuniary interests will also not be permitted to speak, address the Committee on those interests and must leave the meeting when the item in relation to their interest is being discussed.

6. Budgetary Positions

6.1 To receive the budgetary positions as at 30th April 2020 for this Committee and Champions Manor Hall, to be noted that income is down due to the Covid-19 situation and as a result of social distancing measures it is highly likely that when the facility opens that income will be reduced. It is anticipated that committee projects and budgets may need to be re-considered this year. July agenda item, once the situation is clearer.

7. Financial Matters

7.1 To receive and note the Council's bank balances as at 30th April 2020:

- Current Account £ 284,649.83
- Reserve Account £ 289,190.97

7.2 To receive and note the following bank transfers as at 30th April 2020:

- 4th February £30,000
- 6th March £30,000
- 20th March £60,000

7.3 To note details of financial transactions for March and April.

8. Internal Audit

To note Heather Heelis Internal Audit is scheduled to be carried out on 8th June, report to be circulated to committee once completed, will be presented at Council on 16th June 2020.

9.1 Annual Audit 2019 / 2020

Annual Governance Statement

To consider and **RECOMMEND TO THE COUNCIL** approval of the Annual Governance Statement 2019 / 2020 (Section 1 of the Annual Return).

9.2 To consider and **RECOMMEND TO THE COUNCIL** for approval the Annual Return for 2019 / 2020. (Copies of relevant documents are attached to the agenda.) To note the audit date has been set for 1st July 2020. To note that due to restrictions imposed by the Coronavirus for 2019 / 20, there is no requirement for a common period for public rights. The period for the exercise of public rights must commence prior to 1st September, notices will be put in place to this effect.

10. Environment, Project Fund request for £700.00

Environment minutes E80 budget request for £700.00 for the supply and fit an entrance arch to the footpath entrance at the Garden of Remembrance.

11. Champions Manor Hall

Current situation

The building currently remains closed to members of the public, staff are working on a rotation basis

Income:

Based upon regular bookings and 2 parties a week, the monthly loss of hall / room hire income is approximately £7,500 (based on the 2020 price), during August the hall income is reduced considerably as many clubs do not run.

Chelmsford City Council Hospitality / Leisure Grant of £25,000 received on 26th May 2020, thanks expressed to Councillor Roberts who assisted with this.

Expenditure:

2 members of staff currently furloughed

Servicing: (fire / lift/ security camera/) carried out as usual

Regular building checks being carried out

Bins and sanitary services reduced

Cleaning: currently not being carried out

Sanitisation stations: three have been purchased

Signage: appropriate signage and markings will be purchased once further guidance is provided

At this time there is very little guidance as to what measures will need to be in place when Champions Manor Hall opens to the public. It is anticipated further Government guidance will be issued for the 14th July 2020 Policy and Resource meeting.

12. Telephone Box, Heralds Way

To note that Chelmsford City Council has communicated with BT that the Town Council wish to adopt the phone box to install a defibrillator, due to the Covid situation there is no further development at this time.

13. Land within South Woodham Ferrers:

- Councillor Roberts to report:
Fenn Land off of Old Woodham Road: Very minimal information on this item within the office.
- Farmland adjacent to Garden of Remembrance: Lambert Smith Hampton has been contacted regarding this site, following the adoption of the Chelmsford Local Plan Town Clerk to follow up the item as it is now clear the land which is earmarked for development.
- Land North of site 7 – Off of Burnham Road: Councillor O’Brien to report, agreed at Council C98 to investigate the purchase of the land.

14. Reports from Representatives of Outside Bodies reporting to Policy and Resources Committee:

Due to the Covid situation no meetings have been held:

a. Essex Association of Local Councils – Karen Hawkes

b. Larger Local Councils Forum – Councillor J Miller

c. Chelmsford Association of Local Councils – Councillor I Roberts

15. Report to Council

To agree items for report to the next Council meeting on 16th June 2020.

16. Media Contact

To consider whether any items on this Agenda warrant a media release and if so, to agree a Councillor to comment, if applicable.

17. Next Meeting

The next meeting of the Policy and Resources Committee will be on 14th July 2020.

Any member who is unable to attend the meeting should send their apologies and reason to the Town Clerk prior to the meeting.

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Policy and Resource Meeting 9th June 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
100 Champions Manor Hall							
1001 Main Hall Hire	0	0	31,000	31,000			
1002 Multi Purpose Room Hire	0	0	41,000	41,000			
1003 Conference Room Hire	0	0	10,000	10,000			
1004 Meeting Room Hire	0	0	8,000	8,000			
1009 CCC Grant Income	0	0	25,000	25,000			
1050 Rent from ESO Depot	0	0	1,100	1,100			
1055 Rent from Office Use	0	0	17,600	17,600			
Champions Manor Hall :- Income	0	0	133,700	133,700			0
4000 Electricity	167	167	7,000	6,833		6,833	
4005 Gas	0	0	1,600	1,600		1,600	
4010 Water	0	0	700	700		700	
4015 Sewerage	0	0	350	350		350	
4020 Rates	9,820	9,820	10,000	180		180	
4025 Cleaning	0	0	15,000	15,000		15,000	
4030 Maintenance	1,726	1,726	18,000	16,274	47	16,227	
4035 Major Repair Fund	0	0	5,000	5,000		5,000	
4040 Administration	0	0	1,000	1,000		1,000	
4050 PRS Licence	0	0	1,000	1,000		1,000	
4110 Photocopier	0	0	500	500		500	
4115 Postage	0	0	150	150		150	
4120 Telephone	19	19	635	616		616	
4125 Sanitary Contract	69	69	0	(69)		(69)	
4130 Security	0	0	550	550		550	
4275 Insurance	0	0	1,476	1,476		1,476	
4325 Litter Control	26	26	0	(26)		(26)	
4800 Contingencies	45	45	2,000	1,955		1,955	
Champions Manor Hall :- Indirect Expenditure	11,872	11,872	64,961	53,089	47	53,042	0
Net Income over Expenditure	(11,872)	(11,872)	68,739	80,611			
6000 plus Transfer from EMR	(5,000)	(5,000)					
Movement to/(from) Gen Reserve	(16,872)	(16,872)					

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Policy and Resource Meeting 9th June 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
110 Office Costs							
4000 Electricity	94	94	2,000	1,906		1,906	
4001 Rent for Office	0	0	17,600	17,600		17,600	
4005 Gas	0	0	550	550		550	
4010 Water	0	0	200	200		200	
4015 Sewerage	0	0	100	100		100	
4020 Rates	5,524	5,524	5,200	(324)		(324)	
4025 Cleaning	0	0	7,500	7,500		7,500	
4030 Maintenance	839	839	9,750	8,911	27	8,884	
4050 PRS Licence	0	0	500	500		500	
4100 Equipment	0	0	500	500		500	
4105 Office Supplies	0	0	500	500		500	
4110 Photocopier	0	0	1,500	1,500		1,500	
4115 Postage	0	0	900	900		900	
4116 Card Processing	154	154	900	746		746	
4120 Telephone	44	44	1,350	1,306		1,306	
4125 Sanitary Contract	39	39	200	161		161	
4130 Security	0	0	400	400		400	
4135 Mobiles	20	20	300	280		280	
4145 IT Work/Support	575	575	2,000	1,425		1,425	
Office Costs :- Indirect Expenditure	7,289	7,289	51,950	44,661	27	44,635	0
Net Expenditure	(7,289)	(7,289)	(51,950)	(44,661)			

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Policy and Resource Meeting 9th June 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
120 Policy & Resources General							
1076 Precept	214,094	214,094	428,187	214,094			
1090 Interest Received	112	112	1,500	1,388			
1095 Leases & Wayleave	0	0	550	550			
Policy & Resources General :- Income	214,206	214,206	430,237	216,031			0
4200 Salaries	9,110	9,110	150,000	140,890		140,890	
4205 Employer's NI	0	0	39,000	39,000		39,000	
4210 Superannuation	0	0	40,000	40,000		40,000	
4230 Payroll Contract	0	0	1,000	1,000		1,000	
4235 Petty Cash	0	0	50	50		50	
4240 Staff Uniform & Travel	0	0	1,000	1,000		1,000	
4245 Training	0	0	5,000	5,000		5,000	
4246 Training - Councillors	0	0	2,000	2,000		2,000	
4250 Recruitment	0	0	450	450		450	
4255 Subscriptions	1,501	1,501	2,000	500		500	
4260 Publications	0	0	200	200		200	
4265 Marketing	0	0	500	500		500	
4270 Audit	560	560	2,500	1,940		1,940	
4275 Insurance	0	0	3,000	3,000		3,000	
4280 Civic Budget	0	0	1,200	1,200		1,200	
4285 Member's Expenses	0	0	300	300		300	
4290 Member's Basic Allowance	0	0	10,320	10,320		10,320	
4295 Loan Repayment	11,162	11,162	22,324	11,162		11,162	
4300 IT Contract & Equipment	943	943	6,000	5,057		5,057	
4305 Elections	0	0	850	850		850	
4310 Earmarked Grants	0	0	2,250	2,250		2,250	
4315 Grants	0	0	8,000	8,000	2,650	5,350	
4316 Project Fund	0	0	30,000	30,000		30,000	
4325 Litter Control	14	14	1,100	1,086		1,086	
4800 Contingencies	0	0	1,500	1,500		1,500	
4801 Professional Fees	0	0	2,000	2,000		2,000	
Policy & Resources General :- Indirect Expenditure	23,290	23,290	332,544	309,254	2,650	306,604	0
Net Income over Expenditure	190,916	190,916	97,693	(93,223)			
6000 plus Transfer from EMR	(30,850)	(30,850)					
Movement to/(from) Gen Reserve	160,066	160,066					

Detailed Income & Expenditure by Budget Heading 30/04/2020

Month No: 1

Policy and Resource Meeting 9th June 2020

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	214,206	214,206	563,937	349,731			
Expenditure	42,450	42,450	449,455	407,005	2,724	404,281	
Net Income over Expenditure	<u>171,755</u>	<u>171,755</u>	<u>114,482</u>	<u>(57,273)</u>			
plus Transfer from EMR	(35,850)	(35,850)					
Movement to/(from) Gen Reserve	<u>135,905</u>	<u>135,905</u>					

South Woodham Ferrers Town Council 2019/20
 Current Bank Account
 List of Payments made between 01/03/2020 and 30/04/2020

Date Paid	Payee Name	Reference	Amount Paid	Transaction Detail
02/03/2020	AHEAD4 LTD	so020320	169	IT ContractLabour-Monthly
10/03/2020	Karen Hawkes	302141 CQ	119.7	Karen Hawkes Travel Expenses
10/03/2020	CASHBACS INTERNATIONAL LT	s0100320	132	Feb Cashbacs Annual Support
12/03/2020	BRITISH TELECOM PLC	120320	376.87	BT Feb 2020
13/03/2020	Document Office Technology S	130320	200.67	Purchase Ledger Payment
13/03/2020	fdms charge	FDMS	30.36	fdms charge
16/03/2020	ATLAS HOUSE CONSULTANCY	302142	1717.55	Boiler Service/Emergency Lights
16/03/2020	CT Services Group Ltd	302143	2248.8	Feb 2020 Cleaning
16/03/2020	DAISY COMMUNICATIONS	302144	71.5	Feb 2020 phone
16/03/2020	J W DAVIS ENTERPRISES LTD	302145	2024	Withywindle Hedge Cutting
16/03/2020	DISPOSABLE CATERING	302146	88.82	cleaning supplies
16/03/2020	EALC	302148	1223.96	Cllr/Staff Training 24/2+ lit
16/03/2020	Edwards Business Support	302149	542.78	EBS March 2020
16/03/2020	ROWLAND BROTHERS TRADE	302150	348.7	Plaque - Patrick R. Collins
16/03/2020	Focus Print & Publishing Limit	302201	1152	Focus SWF 4 page insert
16/03/2020	GLASDON UK LTD	302203	344.43	Litter Bins
16/03/2020	GREEN RECYCLING LTD	302204	202.88	Trade Waste Feb 2020
16/03/2020	IDENTILABEL LTD	302205	163.2	Plaque engraving
16/03/2020	Thames Security Shredding Ltd	302207	176.22	Feb 2020 Shredding
16/03/2020	Treecology	302208	200	removal windblown tree at fen
16/03/2020	Troy Hayes Planning Limited	302209	1440	Ongoing NPL + posters
16/03/2020	VIP Security (Essex) Ltd	302210	198	Door Staff at AGM
16/03/2020	Karen Dean	302147	34.83	Karen Dean
17/03/2020	Rialtas Business Solutions Ltd	302212	1177.92	Onsite Training
17/03/2020	Thames Security Shredding Ltd	302206	80.1	Jan 2020 shredding
17/03/2020	Elaine Ketley	302213	11.23	Expenses
17/03/2020	station adopters grant	302211	649	station adopters grant
18/03/2020	DISPOSABLE CATERING	302217	122.04	Toilet Roll & Blue Paper
18/03/2020	RCCE	302218	66	RCCE
19/03/2020	O2	190320	23.39	Mobile
19/03/2020	NPOWER LTD	190320so	1093.45	Feb Electricity Usage
25/03/2020	BARCLAYCARD COMMERCIAL	250320	1079.4	B/Crd Amzn Del Crg July 2019
25/03/2020	AHEAD4 LTD	250320so	48	Purchase Ledger Payment
26/03/2020	bacs charge	BACS	8.98	bacs charge
27/03/2020	PAYMENTSSENSE LTD	so270320	18	Purchase Ledger Payment
31/03/2020	service charge	BACS	49.2	bank charges unity
31/03/2020	manual credit handling charge	MANUAL CRE	21.8	manual credit handling charge
31/03/2020	Write Back uncashed Chq @ YE	302050WB	-65.94	Write Back uncashed Chq @ YE
31/03/2020	Write Back Chq uncashed @ YE	302191WB	-2	Write Back Chq uncashed @ YE
31/03/2020	Write Back uncashed chq @ YE	301650WB	-100	Write Back uncashed chq @ YE
01/04/2020	CF CORPORATE FINANCE LTD	DDApr2020	212.4	Photocopier lease 2020
01/04/2020	CHELMSFORD CITY COUNCIL	DD	1538.25	Business Rates 2020/21
01/04/2020	CASHBACS INTERNATIONAL LT	DD March	12	MONTHLY INVOICE
01/04/2020	AHEAD4 LTD	DD01042020	169	IT Labour - April
15/04/2020	Document Office Technology S	DDMarch	128.19	PHOTOCOPYING
15/04/2020	UNITY TRUST BANK	DD29042020	10.94	April Bank Charges
16/04/2020	FIRST DATA	DDCardProc	112.94	Bank Fees March
20/04/2020	NPOWER LTD	DD Mar.	313.62	1st - 7th March Electricity
21/04/2020	AHEAD4 LTD	302221	1089.63	Exchange Mailbox-Yearly
21/04/2020	ROWLAND BROTHERS TRADE	302222	58.04	garden of rem
21/04/2020	CT Services Group Ltd	302223	2100.52	cleaning
21/04/2020	ATLAS HOUSE CONSULTANCY	302224	2814	prev. maintenance / repair at Fenn
21/04/2020	J W DAVIS ENTERPRISES LTD	302225	2444	tree removal playground
21/04/2020	Rialtas Business Solutions Ltd	302226	672	year end 2019/20
21/04/2020	ESSEX ASSOCIATION OF LOCA	302227	1500.5	12650/ESSEX ASSOCIATION OF LOC
21/04/2020	Troy Hayes Planning Limited	302228	3000	MARCH REG 14
21/04/2020	JAMES TODD AND CO	302229	267.66	36932/JAMES TODD AND CO
21/04/2020	Rialtas Business Solutions Ltd	302231	1310.4	bookings licence
21/04/2020	Vision ICT Ltd	302230	342	10900/Vision ICT Ltd
21/04/2020	ACTIVE ELECTRICAL SOLUTION	302233	870	christmas lights
21/04/2020	O2	DD 210420	24.01	Mobile Phones April

24/04/2020	Salaries April	DD	9110.08	Salaries April
27/04/2020	BARCLAYCARD COMMERCIAL	DD27042020	1484.18	Purchase Ledger Payment
27/04/2020	AHEAD4 LTD	DD27042020	48	Purchase Ledger Payment
30/04/2020	Public Works Loans	DD	11162	Public Works Loans

Annual Internal Audit Report 2019/20

ENTER NAME OF AUTHORITY

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation **during** the financial year ended 31 March 2020.

The internal audit for 2019/20 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.			
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.			
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.			
H. Asset and investments registers were complete and accurate and properly maintained.			
I. Periodic and year-end bank account reconciliations were properly carried out.			
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. IF the authority certified itself as exempt from a limited assurance review in 2018/19, it met the exemption criteria and correctly declared itself exempt. <i>(If the authority had a limited assurance review of its 2018/19 AGAR tick "not covered")</i>			
L. The authority has demonstrated that during summer 2019 it correctly provided for the exercise of public rights as required by the Accounts and Audit Regulations.			
M. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

DD/MM/YY DD/MM/YY DD/MM/YY

Name of person who carried out the internal audit

ENTER NAME OF INTERNAL AUDITOR

Signature of person who carried out the internal audit

SIGNATURE REQUIRED

Date

DD/MM/YY

*If the response is 'no' you must include a note to state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

**Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned, or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

South Woodham Ferrers Town Council 2019/20

Income and Expenditure Account for Year Ended 31st March 2020

31st March 2019		31st March 2020
	Operating Income	
72,405	Champions Manor Hall	72,663
439,798	Policy & Resources General	380,667
9,004	Leisure General	66,218
630	Bandstand	370
3,377	Community Events	3,243
389	Environment General	26,747
10,457	Garden of Remembrance	11,701
536,060	Total Income	561,609
	Running Costs	
75,256	Champions Manor Hall	65,854
52,769	Office Costs	52,034
409,841	Policy & Resources General	314,675
52,805	Leisure General	52,428
1,752	Bandstand	3,414
12,036	Community Events	11,064
23,449	Environment General	20,892
24,636	Garden of Remembrance	16,141
6,274	Neighbourhood Plan	0
7,519	Environment Project Fund	0
1,220	Leisure Project Fund	0
7,080	CMH Project Fund	0
674,637	Total Expenditure	536,502
	General Fund Analysis	
349,944	Opening Balance	230,601
536,060	Plus : Income for Year	561,609
886,004		792,210
674,637	Less : Expenditure for Year	536,502
211,367		255,708
(19,234)	Transfers TO / FROM Reserves	50,869
230,601	Closing Balance	204,839

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
<u>100 Champions Manor Hall</u>						
1001 Main Hall Hire	20,257	22,000	1,743			
1002 Multi Purpose Room Hire	23,866	30,000	6,134			
1003 Conference Room Hire	5,761	5,000	(761)			
1004 Meeting Room Hire	3,558	3,000	(558)			
1007 Car park	520	0	(520)			
1050 Rent from ESO Depot	1,100	1,100	0			
1055 Rent from Office Use	17,600	17,600	0			
Champions Manor Hall :- Income	72,663	78,700	6,037			0
4000 Electricity	7,573	7,000	(573)		(573)	
4005 Gas	735	1,600	865		865	
4010 Water	637	700	63		63	
4015 Sewerage	0	350	350		350	
4020 Rates	9,663	9,500	(163)		(163)	
4025 Cleaning	11,970	15,000	3,030		3,030	
4030 Maintenance	19,916	18,000	(1,916)	47	(1,963)	3,561
4035 Major Repair Fund	8,210	5,000	(3,210)		(3,210)	
4040 Administration	331	1,000	669		669	
4050 PRS Licence	546	485	(61)		(61)	
4051 Hall refund and expenses	122	0	(122)		(122)	
4110 Photocopier	435	500	65		65	
4115 Postage	100	250	150		150	
4120 Telephone	611	500	(111)		(111)	
4125 Sanitary Contract	397	0	(397)		(397)	
4130 Security	807	550	(257)		(257)	
4150 Fire Maintenance	788	0	(788)		(788)	
4275 Insurance	1,435	1,476	41		41	
4800 Contingencies	1,576	2,000	424		424	
Champions Manor Hall :- Indirect Expenditure	65,854	63,911	(1,943)	47	(1,990)	3,561
Net Income over Expenditure	6,809	14,789	7,980			
6000 plus Transfer from EMR	3,561					
Movement to/(from) Gen Reserve	10,370					
<u>110 Office Costs</u>						
4000 Electricity	4,161	2,000	(2,161)		(2,161)	
4001 Rent for Office	17,658	17,600	(58)		(58)	
4005 Gas	430	550	120		120	
4010 Water	312	200	(112)		(112)	

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4015 Sewerage	0	100	100		100	
4020 Rates	5,435	5,200	(235)		(235)	
4025 Cleaning	10,350	7,500	(2,850)		(2,850)	
4030 Maintenance	5,234	4,800	(434)	27	(460)	
4050 PRS Licence	307	500	193		193	
4100 Equipment	37	500	463		463	
4105 Office Supplies	883	500	(383)		(383)	
4110 Photocopier	1,010	1,500	490		490	
4115 Postage	398	900	502		502	
4116 Card Processing	1,149	900	(249)		(249)	
4120 Telephone	1,386	1,350	(36)		(36)	
4125 Sanitary Contract	92	200	108		108	
4130 Security	454	400	(54)		(54)	
4135 Mobiles	234	300	66		66	
4140 Other Office Costs	7	0	(7)		(7)	
4145 IT Work/Support	1,912	2,000	88		88	
4150 Fire Maintenance	443	0	(443)		(443)	
4800 Contingencies	83	0	(83)		(83)	
9001 Neighbourhood Plan	58	0	(58)		(58)	
Office Costs :- Indirect Expenditure	52,034	47,000	(5,034)	27	(5,060)	0
Net Expenditure	(52,034)	(47,000)	5,034			
<u>120 Policy & Resources General</u>						
1076 Precept	348,065	348,065	0			
1090 Interest Received	1,577	1,000	(577)			
1095 Leases & Wayleave	549	550	1			
1400 CIL Money Received	21,477	0	(21,477)			14,323
1410 Neighbourhood Plan - Income	9,000	0	(9,000)			
Policy & Resources General :- Income	380,667	349,615	(31,052)			14,323
4125 Sanitary Contract	0	0	(0)		(0)	
4130 Security	165	0	(165)		(165)	
4200 Salaries	130,434	150,000	19,566		19,566	
4205 Employer's NI	39,614	23,000	(16,614)		(16,614)	
4210 Superannuation	39,339	40,000	661		661	
4230 Payroll Contract	639	1,000	361		361	
4235 Petty Cash	0	100	100		100	
4240 Staff Uniform & Travel	893	1,000	107		107	
4245 Training	2,613	3,000	387		387	
4246 Training - Councillors	761	2,000	1,239		1,239	

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4250 Recruitment	172	450	278		278	
4255 Subscriptions	2,082	2,500	418		418	
4260 Publications	79	200	121		121	
4265 Marketing	58	500	442		442	
4270 Audit	2,346	2,500	154		154	
4275 Insurance	2,551	3,445	894		894	
4280 Civic Budget	456	1,200	744		744	
4285 Member's Expenses	8	300	292		292	
4290 Member's Basic Allowance	7,317	10,320	3,003		3,003	
4295 Loan Repayment	22,882	23,626	744		744	
4300 IT Contract & Equipment	4,823	6,000	1,177		1,177	
4305 Elections	308	850	542		542	
4310 Earmarked Grants	300	2,250	1,950		1,950	
4315 Grants	4,129	10,000	5,871	2,650	3,221	
4316 Project Fund	0	28,563	28,563		28,563	
4325 Litter Control	1,100	1,100	0		0	
4800 Contingencies	889	1,500	611		611	
4801 Professional Fees	797	2,000	1,203		1,203	
9001 Neighbourhood Plan	49,920	0	(49,920)		(49,920)	2,500
Policy & Resources General :- Indirect Expenditure	314,675	317,404	2,729	2,650	79	2,500
Net Income over Expenditure	65,993	32,211	(33,782)			
6000 plus Transfer from EMR	42,481					
6001 less Transfer to EMR	43,736					
Movement to/(from) Gen Reserve	64,738					
<u>200 Leisure General</u>						
1008 Misc Income	3,000	0	(3,000)			
1076 Precept	54,073	54,073	0			
1200 Allotment Income	300	300	0			
1205 Bowls Club Income	3,745	3,745	0			
1210 Christmas Lights Income	5,100	3,542	(1,558)			
Leisure General :- Income	66,218	61,660	(4,558)			0
4500 Play Schemes	3,037	3,500	463		463	
4505 Open Spaces Maintenance	4,320	4,000	(320)		(320)	
4506 Open Spaces Maint. (John Cox)	8,361	12,000	3,639		3,639	
4508 Marsh Farm Road Allotments	0	300	300		300	
4510 Play Area Running Costs	11,438	6,000	(5,438)		(5,438)	9,319
4515 Swimming Pool Subsidy	10,000	10,000	0		0	

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4520 Bowling Green Maintenance	1,175	850	(325)		(325)	
4525 Bowling Green Sinking Fund	0	3,745	3,745		3,745	
4530 Christmas Lights	14,098	15,000	902		902	
Leisure General :- Indirect Expenditure	52,428	55,395	2,967	0	2,967	9,319
Net Income over Expenditure	13,790	6,265	(7,525)			
6000 plus Transfer from EMR	9,319					
6001 less Transfer to EMR	4,045					
Movement to/(from) Gen Reserve	19,064					
<u>210 Bandstand</u>						
1230 Bandstand Income	370	1,000	630			
Bandstand :- Income	370	1,000	630			0
4600 Bandstand Expenditure	3,414	600	(2,814)		(2,814)	3,350
Bandstand :- Indirect Expenditure	3,414	600	(2,814)	0	(2,814)	3,350
Net Income over Expenditure	(3,044)	400	3,444			
6000 plus Transfer from EMR	3,350					
Movement to/(from) Gen Reserve	306					
<u>250 Community Events</u>						
1250 Christmas Fayre Income	1,474	2,500	1,026			
1251 Senior Citizens Christmas lunc	312	200	(112)			
1252 Champions Film Club Income	535	1,000	465			
1253 Childrens Christmas party Inc	216	300	84			
1256 Outdoor Cinema Income	0	9,930	9,930			
1310 Youth Club Income	706	0	(706)			
Community Events :- Income	3,243	13,930	10,687			0
4350 Youth Club Expenditure	77	0	(77)		(77)	
4650 Gardeners Panel	0	350	350		350	
4651 Christmas Fayre Expenditure	7,110	7,000	(110)		(110)	
4652 Champions Film Club Expenditur	973	1,100	127		127	
4653 Senior Citizens lunch Exp	515	500	(15)		(15)	
4654 Fun the Bandstand	875	1,000	125		125	
4655 Arts Festival	950	1,000	50		50	
4656 Childrens Christmas party Exp	510	1,000	490		490	
4658 Promotional Items	54	200	146		146	
4659 Spring events Town Mayor	0	1,000	1,000		1,000	

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
4660 Young Carers Event	0	800	800		800	
4661 Outdoor Cinema	0	6,000	6,000		6,000	
4662 Bands on the Bandstand	0	645	645		645	
Community Events :- Indirect Expenditure	11,064	20,595	9,531	0	9,531	0
Net Income over Expenditure	(7,821)	(6,665)	1,156			
300 Environment General						
1076 Precept	26,747	26,747	0			
Environment General :- Income	26,747	26,747	0			0
4030 Maintenance	169	0	(169)		(169)	
4325 Litter Control	534	1,200	666		666	
4700 Street Furniture & Signage	3,292	5,000	1,708		1,708	
4705 Hanging Baskets	10,566	11,000	434		434	
4710 Roundabout Sponsorship	1,698	1,665	(33)		(33)	
4720 Fenn Maintenance	4,633	4,500	(133)		(133)	
4725 Millennium Place	0	200	200		200	
Environment General :- Indirect Expenditure	20,892	23,565	2,673	0	2,673	0
Net Income over Expenditure	5,855	3,182	(2,673)			
6001 less Transfer to EMR	200					
Movement to/(from) Gen Reserve	5,655					
310 Garden of Remembrance						
1300 Garden of Remembrance Income	11,701	11,000	(701)			
Garden of Remembrance :- Income	11,701	11,000	(701)			0
4010 Water	64	0	(64)		(64)	
4030 Maintenance	29	0	(29)		(29)	
4760 GoR Supplies	4,491	5,000	509		509	
4765 GoR Maintenance	4,510	5,000	490		490	
4770 GoR Security	4,265	4,182	(83)		(83)	
4775 GoR Projects	2,782	0	(2,782)		(2,782)	
Garden of Remembrance :- Indirect Expenditure	16,141	14,182	(1,959)	0	(1,959)	0
Net Income over Expenditure	(4,441)	(3,182)	1,259			

Detailed Income & Expenditure by Budget Heading 31/03/2020

Month No: 12

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	Transfer to/from EMR
Grand Totals:- Income	561,609	542,652	(18,957)			
Expenditure	536,502	542,652	6,150	2,724	3,426	
Net Income over Expenditure	<u>25,107</u>	<u>0</u>	<u>(25,107)</u>			
plus Transfer from EMR	58,712					
less Transfer to EMR	47,981					
Movement to/(from) Gen Reserve	<u>35,838</u>					

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 31 MARCH 2020
South Woodham Ferrers Town Council 2019/20

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer Date

I confirm that these accounts are approved by the Council and recorded as council minute reference Dated

Signed on behalf of the above Council (Chair) Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	494,403	355,826	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	420,476	428,885	Total amount of Precept income received in the year
3	Total other receipts	115,584	132,724	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	228,639	209,387	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and expenses
5	Loan interest/Capital repayments	23,626	22,882	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	422,372	304,233	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	355,826	380,934	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	340,352	368,294	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	2,948,721	2,951,273	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	152,000	136,000	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March