



Deal Town Council, Town Hall, High Street, Deal, Kent CT14 6TR,  
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**To all Committee Members:** You are hereby summoned to attend a meeting of the Finance & General Purposes Committee at Deal Town Hall on **Tuesday 21<sup>st</sup> September 2021** at 7.15pm to transact the business shown on the agenda below.

**To the press and public:** There is limited public seating for this meeting. To reserve a seat, please email [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk) or call 07887491569 by 10.00am on Monday 20<sup>th</sup> September. Any member of the public may submit a written statement of no more than 500 words relating to any item on this agenda. These must be received by 10am on Monday 20<sup>th</sup> September. Please email [deal.town.council@deal.gov.uk](mailto:deal.town.council@deal.gov.uk) or post to the above address.

*P.B.*

**Paul Bone**  
**Responsible Finance Officer**  
**Date: 15 September 2021**

#### AGENDA

1	<b>Chairman's opening remarks and apologies for absence:</b>	Chairman
2	<b>Declarations of interest:</b> To receive any declarations of interest from Members in respect of business to be transacted on the agenda.	Attach. 1
3	<b>The minutes of the previous Finance &amp; General Purposes Committee meeting held on 20<sup>th</sup> July 2021:</b> - For approval	Attach. 2
4	<b>Statements received from members of the public on items relating to the agenda to be circulated at the meeting:</b> For information.	R.F.O.
5	<b>Finance:</b> i) Income & Expenditure figures and Full Bank reconciliation from 1st May 2021 to 31 <sup>st</sup> August 2021 – Information to note	Attach. 3
	ii) Budget Setting 2022-23 – Decisions required	Attach. 4
6	<b>Grants 2021-22: Recommendations from the Grants Sub-Committee -</b> Decisions required	Attach. 5
7	<b>Allotments Report:</b> Decisions required	Attach. 6
8	<b>Use of Land:</b> Proposal for alternative use of land at CT14 6RX	Attach. 7
9	<b>Request from DDC Cllr Helen Williams:</b> Decision required	Attach. 8
10	<b>Mill Hill Planters:</b> Update from the annual planting group - Decisions required	Attach. 9
11	<b>Resolution to exclude the public:</b> Public Bodies (Admission to Meetings) Act 1960 s1 (2) – on the grounds that the information to be discussed is of a confidential nature.	
12	<b>Staff Budget:</b> Decision required	
	<b>Date of next F&amp;GP Committee meeting:</b> 23 November 2021	

**Members Cllrs, DC, SB, BB, TB, ME, & TT**

Disclosable Pecuniary Interest (DPI)

Where a Member has a new or registered DPI in a matter under consideration they must disclose that they have an interest and, unless the Monitoring Officer has agreed in advance that the DPI is a 'Sensitive Interest', explain the nature of that interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a DPI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation permitting them to do so. If during the consideration of any item a Member becomes aware that they have a DPI in the matter they should declare the interest immediately and, subject to any dispensations, withdraw from the meeting.

Other Significant Interest (OSI)

Where a Member is declaring an OSI they must also disclose the interest and explain the nature of the interest at the meeting. The Member must withdraw from the meeting at the commencement of the consideration of any matter in which they have declared a OSI and must not participate in any discussion of, or vote taken on, the matter unless they have been granted a dispensation to do so or the meeting is one at which members of the public are permitted to speak for the purpose of making representations, answering questions or giving evidence relating to the matter. In the latter case, the Member may only participate on the same basis as a member of the public and cannot participate in any discussion of, or vote taken on, the matter and must withdraw from the meeting in accordance with the Council's procedure rules.

Voluntary Announcement of Other Interests (VAOI)

Where a Member does not have either a DPI or OSI but is of the opinion that for transparency reasons alone s/he should make an announcement in respect of a matter under consideration, they can make a VAOI. A Member declaring a VAOI may still remain at the meeting and vote on the matter under consideration.

Note to the Code:

Situations in which a Member may wish to make a VAOI include membership of outside bodies that have made representations on agenda items; where a Member knows a person involved, but does not have a close association with that person; or where an item would affect the well-being of a Member, relative, close associate, employer, etc. but not his/her financial position. It should be emphasised that an effect on the financial position of a Member, relative, close associate, employer, etc OR an application made by a Member, relative, close associate, employer, etc would both probably constitute either an OSI or in some cases a DPI.

**Present:**

Cllr D Cronk – Chairman  
Cllr S Beer – Vice Chair  
Cllr C Turner (Ex Officio)

Cllr T Bond  
Cllr B Bano

Paul Bone – Responsible Finance Officer  
Heather McAdam – Finance Assistant

**Others:** 0 member of the public

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	iv) Appointment of Cllr Auditors for 2021-22 – Members RESOLVED: To recommend to Full Council that a Cllr internal auditor is selected from the entire Council membership. (P) CT (S) SB All agreed.	R.F.O.
7	<p>Cllr Bano declared a VAOI as he is a carer.</p> <p><b>Grants 2021-22 – Recommendations from the Grants Sub-Committee</b> – Following debate, Members RESOLVED: To accept Appendix 1(Annual Grants 2021-22), Appendix 2 (Special Projects Grants 2021-22) and the Grant Guidelines 2021-22 and to request that Appendix 4 (Deal St Omer Twinning application form 2021-22) comes back to a future meeting including feedback from the twinning representatives. (P) TB (S) SB All agreed.</p> <p>Members further RESOLVED: That the Special projects theme for 2021-22 would be: Supporting the Vulnerable. (P) SB (S) BB All agreed.</p>	<p>R.F.O.</p> <p>R.F.O.</p>
8	<b>Town Hall Utility Suppliers</b> - Following debate, Members RESOLVED: To accept the change to the final 24 months of the SSE contracts for the supply of Gas and Electricity to the SSE Green Gas and SSE 100% Green Electricity and that any increase in costs for this period are charged to the Environment budget. (P) TB (S) SB All agreed.	R.F.O.
9	<b>Mayor's Parlour Refurbishment</b> - Following debate, Members RESOLVED: To delegate authority to the R.F.O. in liaison with the Town Clerk and the Chair & Vice Chair of F&GP to select the most appropriate contractors for each element of the project working within an overall budget of £12,000 (P) BB (S) TB All agreed.	R.F.O.
10	<p><b>Town Hall Maintenance</b> - Following debate, Members RESOLVED:</p> <ol style="list-style-type: none"> <li>1) To delegate authority to the R.F.O. to select a suitable contractor to deal with the gutter clearance and any minor repairs up to an amount of £1,000</li> <li>2) To request the R.F.O. to obtain 3 quotations for the repair of the Chamber windows as set out in the surveyors report and bring them back for decision at the next F&amp;GP meeting</li> <li>3) To delegate authority to the R.F.O. in liaison with the Town Clerk to place an order with a qualified surveyor to produce a 10 year Town Hall Maintenance Schedule that includes any significant items that will fall beyond 10 years with a budget of up to £2,500</li> </ol> <p>(P) BB (S) SB All agreed.</p>	<p>R.F.O.</p> <p>R.F.O.</p> <p>R.F.O.</p>
11	<b>Visitor Information Centre – Coach Ticket Sales</b> – Members RESOLVED: That Deal Town Council's Visitor Information Centre does not re-introduce the sale of Coach tickets. (P) BB (S) SB All agreed.	R.F.O.
	<p>The Chairman closed the meeting at 8:25 pm</p> <p><b>Date of next F&amp;GP Committee meeting:</b> 21 September 2021</p>	

**DEAL TOWN COUNCIL MEMORANDUM**

**To:** All Members of Finance & General Purposes committee  
**From:** Paul Bone – Responsible Finance Officer.  
**Date:** 15<sup>th</sup> September 2021  
**Subject:** **Income & Expenditure and Full Bank reconciliation from 1<sup>st</sup> May 2021 to 31<sup>st</sup> August 2021**

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**Section 3a (2 month)**

Income & Expenditure and Full Bank reconciliation from 1<sup>st</sup> May 2021 to 30<sup>th</sup> June 2021

**Section 3b (2 months)**

Income & Expenditure and Full Bank reconciliation from 1<sup>st</sup> July 2021 to 31<sup>st</sup> August 2021

All future reports will be covering a 2 month period to coincide with the planned F&GP meetings

**Decision Required**

Members to note the report.

Date: 11/08/2021

Deal Town Council

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Time: 17:42

**Bank Reconciliation Statement as at 30/06/2021  
for Cashbook 1 - Nat West Combined A/C's**

User: HEATHER

MAY + JUNE 21

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	31/05/2021		100.00
Nat West Deposit A/C	30/06/2021		502,662.30
			<u>502,762.30</u>
<b><u>Unpresented Cheques (Minus)</u></b>		<b><u>Amount</u></b>	
05/05/2021 708427412 Prepaid Card		1,000.00	
18/05/2021 PNET522779 PLUSNET		42.00	
27/05/2021 DD BUSINESS STREAM SCOTTISH WATER		223.77	
30/06/2021 BANK INTER BANK INTEREST		4.67	
			<u>1,270.44</u>
			501,491.86
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
08/06/2021 RICHES		100.00	
			<u>100.00</u>
			501,591.86
		<b>Balance per Cash Book is :-</b>	<b>497,203.29</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>4,388.57</b>
<b><u>Adjustments to Reconciliation</u></b>			
13/05/2021 CAP CHARGE CAPITA CHARGES		-470.16	
17/06/2021 VAT PRIOR YEAR VAT		4,858.73	
			<u>4,388.57</u>
		<b>Unreconciled Difference is :-</b>	<b><u>0.00</u></b>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Income</b>								
1076 Precept	0	201,083	402,166	201,083			50.0%	
1080 Bank Interest	0	4	2,000	1,996			0.2%	
<b>General Income :- Income</b>	<b>0</b>	<b>201,087</b>	<b>404,166</b>	<b>203,079</b>			<b>49.8%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>201,087</b>	<b>404,166</b>	<b>203,079</b>				
<b>200 Staff Costs</b>								
4000 Salaries Gross	25,515	48,489	283,000	234,511		234,511	17.1%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4060 Official Car Lease	296	592	3,564	2,972		2,972	16.6%	
4065 Official Car Fuel	0	0	480	480		480	0.0%	
4070 Training	0	35	2,000	1,965		1,965	1.8%	
4075 Staff Uniforms	0	0	250	250		250	0.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4085 Payroll Services	0	440	0	(440)		(440)	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
<b>Staff Costs :- Indirect Expenditure</b>	<b>25,811</b>	<b>49,557</b>	<b>291,674</b>	<b>242,117</b>	<b>0</b>	<b>242,117</b>	<b>17.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(25,811)</b>	<b>(49,557)</b>	<b>(291,674)</b>	<b>(242,117)</b>				
<b>210 Civic</b>								
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	0	0	4,800	4,800		4,800	0.0%	
4210 Hospitality	0	0	2,000	2,000		2,000	0.0%	
4225 Mayoral Travel & Subsistence	0	0	100	100		100	0.0%	
4230 Mayor Expenses	209	209	1,000	791		791	20.9%	
4235 Deputy Mayor Expenses	0	0	500	500		500	0.0%	
4240 Mayoress Expenses	108	108	500	392		392	21.6%	
<b>Civic :- Indirect Expenditure</b>	<b>317</b>	<b>317</b>	<b>10,000</b>	<b>9,683</b>	<b>0</b>	<b>9,683</b>	<b>3.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(317)</b>	<b>(317)</b>	<b>(10,000)</b>	<b>(9,683)</b>				
<b>220 Administration</b>								
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4300 Mobile Phones	8	17	300	283		283	5.5%	
4305 Stationery	0	171	2,000	1,829		1,829	8.5%	
4310 Postage	100	100	500	400		400	20.0%	
4315 Bank Charges	98	208	700	492		492	29.8%	
4320 General Admin	630	2,344	8,800	6,456		6,456	26.6%	

16:19 Detailed Income & Expenditure by Budget Heading 31/08/2021

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4330 IT Equipment	210	228	4,000	3,772		3,772	5.7%	
4335 IT Support & Website	826	1,677	6,000	4,323		4,323	27.9%	
4340 Telephone & Broadband	70	187	0	(187)		(187)	0.0%	
4345 Pat Testing	0	0	750	750		750	0.0%	
4355 Premises (Running Costs)	3,112	4,630	18,500	13,870		13,870	25.0%	
4360 Insurance	0	0	6,000	6,000		6,000	0.0%	
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	0	0	6,500	6,500		6,500	0.0%	
4375 Marketing/Communications	0	0	2,000	2,000		2,000	0.0%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
4390 Waste & Recycling	722	1,065	1,750	685		685	60.9%	
4405 Annual Planting	360	360	10,000	9,640		9,640	3.6%	
4410 Flags	0	0	180	180		180	0.0%	
4415 Audit Fees	0	0	2,500	2,500		2,500	0.0%	
4420 Subscriptions	0	384	0	(384)		(384)	0.0%	
4430 Data Protection Officer	0	0	1,000	1,000		1,000	0.0%	
4435 General Maintenance	192	272	4,000	3,728		3,728	6.8%	
Administration :- Indirect Expenditure	<b>6,329</b>	<b>11,642</b>	<b>87,510</b>	<b>75,868</b>	<b>0</b>	<b>75,868</b>	<b>13.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(6,329)</b>	<b>(11,642)</b>	<b>(87,510)</b>	<b>(75,868)</b>				
<b>250 Grants &amp; Donations</b>								
4470 Annual Grants	3,389	3,389	10,000	6,611		6,611	33.9%	
4475 Special Projects	0	0	20,000	20,000		20,000	0.0%	
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	0	0	20,000	20,000		20,000	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	<b>3,389</b>	<b>3,389</b>	<b>52,500</b>	<b>49,111</b>	<b>0</b>	<b>49,111</b>	<b>6.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(3,389)</b>	<b>(3,389)</b>	<b>(52,500)</b>	<b>(49,111)</b>				
<b>300 Town Hall</b>								
1100 Wedding Hire	350	1,250	5,500	4,250			22.7%	
1105 Chamber Hire	0	0	2,500	2,500			0.0%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	0	1,000	1,000			0.0%	
Town Hall :- Income	<b>350</b>	<b>1,250</b>	<b>10,000</b>	<b>8,750</b>			<b>12.5%</b>	<b>0</b>
4420 Subscriptions	80	80	0	(80)		(80)	0.0%	
4500 Repairs & Maintenance	0	811	5,000	4,189		4,189	16.2%	
4505 Under Croft Cleaning	0	0	1,000	1,000		1,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4510 Furniture & Equipment	0	0	1,000	1,000		1,000	0.0%	
4520 Boiler Service & Maint.	0	167	500	333		333	33.3%	
4525 Window Cleaning	0	0	1,530	1,530		1,530	0.0%	
4540 Water	11	11	0	(11)		(11)	0.0%	
4550 TH Events	(100)	50	0	(50)		(50)	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>(9)</b>	<b>1,119</b>	<b>9,030</b>	<b>7,911</b>	<b>0</b>	<b>7,911</b>	<b>12.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>359</b>	<b>131</b>	<b>970</b>	<b>839</b>				
<b>310 VIC</b>								
1200 VIC Income	0	0	1,000	1,000			0.0%	
1205 VIC Sales - Commission	0	0	500	500			0.0%	
<b>VIC :- Income</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>			<b>0.0%</b>	<b>0</b>
4605 Terminal Charges	142	190	500	310		310	37.9%	
<b>VIC :- Indirect Expenditure</b>	<b>142</b>	<b>190</b>	<b>500</b>	<b>310</b>	<b>0</b>	<b>310</b>	<b>37.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(142)</b>	<b>(190)</b>	<b>1,000</b>	<b>1,190</b>				
<b>400 Wed/Fri Market</b>								
1400 Wednesday Market Traders	0	0	2,750	2,750			0.0%	
1405 Friday Market Traders	0	0	2,250	2,250			0.0%	
<b>Wed/Fri Market :- Income</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>	<b>0</b>
4730 Market General Costs	0	0	500	500		500	0.0%	
<b>Wed/Fri Market :- Indirect Expenditure</b>	<b>0</b>	<b>0</b>	<b>500</b>	<b>500</b>	<b>0</b>	<b>500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>4,500</b>	<b>4,500</b>				
<b>410 Saturday Market</b>								
1410 Market Traders	1,436	2,708	22,000	19,292			12.3%	
<b>Saturday Market :- Income</b>	<b>1,436</b>	<b>2,708</b>	<b>22,000</b>	<b>19,292</b>			<b>12.3%</b>	<b>0</b>
4420 Subscriptions	0	426	0	(426)		(426)	0.0%	
4715 Profit Share	0	0	2,000	2,000		2,000	0.0%	
4730 Market General Costs	1,000	1,600	3,000	1,400		1,400	53.3%	
4735 Market Licence	0	0	1,500	1,500		1,500	0.0%	
<b>Saturday Market :- Indirect Expenditure</b>	<b>1,000</b>	<b>2,026</b>	<b>6,500</b>	<b>4,474</b>	<b>0</b>	<b>4,474</b>	<b>31.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>436</b>	<b>682</b>	<b>15,500</b>	<b>14,818</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>420 Braderie Market</b>								
1415 Braderie stall holders	0	0	4,440	4,440			0.0%	
Braderie Market :- Income	<u>0</u>	<u>0</u>	<u>4,440</u>	<u>4,440</u>			<u>0.0%</u>	<u>0</u>
4705 Road Closure	0	0	700	700		700	0.0%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4740 Toilet Hire	0	0	200	200		200	0.0%	
Braderie Market :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,300</u>	<u>2,300</u>	<u>0</u>	<u>2,300</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>0</u>	<u>2,140</u>	<u>2,140</u>				
<b>500 Public Conveniences</b>								
4800 Public Conveniences	31,682	31,682	31,682	(0)		(0)	100.0%	
Public Conveniences :- Indirect Expenditure	<u>31,682</u>	<u>31,682</u>	<u>31,682</u>	<u>(0)</u>	<u>0</u>	<u>(0)</u>	<u>100.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(31,682)</u>	<u>(31,682)</u>	<u>(31,682)</u>	<u>0</u>				
<b>600 Allotments Golf Road</b>								
1500 Allotment Income	10	10	1,334	1,324			0.8%	
Allotments Golf Road :- Income	<u>10</u>	<u>10</u>	<u>1,334</u>	<u>1,324</u>			<u>0.8%</u>	<u>0</u>
4500 Repairs & Maintenance	0	0	1,800	1,800		1,800	0.0%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Golf Road :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>2,400</u>	<u>2,400</u>	<u>0</u>	<u>2,400</u>	<u>0.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>10</u>	<u>10</u>	<u>(1,066)</u>	<u>(1,076)</u>				
<b>610 Allotments Park Ave</b>								
1500 Allotment Income	0	0	1,333	1,333			0.0%	
Allotments Park Ave :- Income	<u>0</u>	<u>0</u>	<u>1,333</u>	<u>1,333</u>			<u>0.0%</u>	<u>0</u>
4500 Repairs & Maintenance	780	1,170	1,800	630		630	65.0%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Park Ave :- Indirect Expenditure	<u>780</u>	<u>1,170</u>	<u>2,400</u>	<u>1,230</u>	<u>0</u>	<u>1,230</u>	<u>48.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(780)</u>	<u>(1,170)</u>	<u>(1,067)</u>	<u>103</u>				
<b>620 Allotments Mill Road</b>								
1500 Allotment Income	(26)	70	1,333	1,263			5.3%	
Allotments Mill Road :- Income	<u>(26)</u>	<u>70</u>	<u>1,333</u>	<u>1,263</u>			<u>5.3%</u>	<u>0</u>

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 2

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Repairs & Maintenance	0	390	1,800	1,410		1,410	21.7%	
4540 Water	448	448	400	(48)		(48)	111.9%	
Allotments Mill Road :- Indirect Expenditure	<u>448</u>	<u>838</u>	<u>2,200</u>	<u>1,362</u>	<u>0</u>	<u>1,362</u>	<u>38.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(473)</u>	<u>(767)</u>	<u>(867)</u>	<u>(100)</u>				
<b>700 Town Events</b>								
5005 Town Hall Promotions	0	0	1,000	1,000		1,000	0.0%	
5010 Heritage Day	0	0	500	500		500	0.0%	
5015 Christmas Events	0	0	500	500		500	0.0%	
5020 Mayoral Ceremonial Event	0	0	500	500		500	0.0%	
5025 International Woman's Day	0	0	500	500		500	0.0%	
5030 Charter Day	0	0	500	500		500	0.0%	
5035 Holocaust Memorial Day	0	0	500	500		500	0.0%	
Town Events :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>				
<b>900 Projects</b>								
4385 Town Signage	685	685	500	(185)		(185)	137.0%	
9010 T & I Fund	0	0	30,000	30,000		30,000	0.0%	
Projects :- Indirect Expenditure	<u>685</u>	<u>685</u>	<u>30,500</u>	<u>29,815</u>	<u>0</u>	<u>29,815</u>	<u>2.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(685)</u>	<u>(685)</u>	<u>(30,500)</u>	<u>(29,815)</u>				
<b>Grand Totals:- Income</b>	<b>1,770</b>	<b>205,126</b>	<b>451,106</b>	<b>245,980</b>			<b>45.5%</b>	
<b>Expenditure</b>	<b>70,575</b>	<b>102,614</b>	<b>533,696</b>	<b>431,082</b>	<b>0</b>	<b>431,082</b>	<b>19.2%</b>	
<b>Net Income over Expenditure</b>	<u><b>(68,804)</b></u>	<u><b>102,512</b></u>	<u><b>(82,590)</b></u>	<u><b>(185,102)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>(68,804)</b></u>	<u><b>102,512</b></u>						

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 3 (JUNE 2021)

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Income</b>								
1076 Precept	0	201,083	402,166	201,083			50.0%	
1080 Bank Interest	0	4	2,000	1,996			0.2%	
<b>General Income :- Income</b>	<b>0</b>	<b>201,087</b>	<b>404,166</b>	<b>203,079</b>			<b>49.8%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>201,087</b>	<b>404,166</b>	<b>203,079</b>				
<b>200 Staff Costs</b>								
4000 Salaries Gross	46,737	95,226	283,000	187,774		187,774	33.6%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4060 Official Car Lease	592	1,185	3,564	2,379		2,379	33.2%	
4065 Official Car Fuel	33	33	480	447		447	6.9%	
4070 Training	0	35	2,000	1,965		1,965	1.8%	
4075 Staff Uniforms	0	0	250	250		250	0.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4085 Payroll Services	0	440	0	(440)		(440)	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
<b>Staff Costs :- Indirect Expenditure</b>	<b>47,362</b>	<b>96,919</b>	<b>291,674</b>	<b>194,755</b>	<b>0</b>	<b>194,755</b>	<b>33.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(47,362)</b>	<b>(96,919)</b>	<b>(291,674)</b>	<b>(194,755)</b>				
<b>210 Civic</b>								
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	0	0	4,800	4,800		4,800	0.0%	
4210 Hospitality	48	48	2,000	1,952		1,952	2.4%	
4225 Mayoral Travel & Subsistence	0	0	100	100		100	0.0%	
4230 Mayor Expenses	0	209	1,000	791		791	20.9%	
4235 Deputy Mayor Expenses	0	0	500	500		500	0.0%	
4240 Mayoress Expenses	0	108	500	392		392	21.6%	
4245 Town Sergeant Expenses	5	5	0	(5)		(5)	0.0%	
<b>Civic :- Indirect Expenditure</b>	<b>54</b>	<b>371</b>	<b>10,000</b>	<b>9,629</b>	<b>0</b>	<b>9,629</b>	<b>3.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(54)</b>	<b>(371)</b>	<b>(10,000)</b>	<b>(9,629)</b>				
<b>220 Administration</b>								
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4300 Mobile Phones	180	196	300	104		104	65.4%	
4305 Stationery	401	572	2,000	1,428		1,428	28.6%	
4310 Postage	0	100	500	400		400	20.0%	
4315 Bank Charges	101	309	700	391		391	44.1%	

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**Detailed Income & Expenditure by Budget Heading 31/08/2021**

Month No: 3

**Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4320 General Admin	269	2,613	8,800	6,187		6,187	29.7%	
4325 Office Equipment	100	100	0	(100)		(100)	0.0%	
4330 IT Equipment	1,207	1,435	4,000	2,565		2,565	35.9%	
4335 IT Support & Website	1,076	2,753	6,000	3,247		3,247	45.9%	
4340 Telephone & Broadband	35	222	0	(222)		(222)	0.0%	
4345 Pat Testing	0	0	750	750		750	0.0%	
4355 Premises (Running Costs)	3,241	7,872	18,500	10,628		10,628	42.6%	
4360 Insurance	0	0	6,000	6,000		6,000	0.0%	
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	0	0	6,500	6,500		6,500	0.0%	
4375 Marketing/Communications	0	0	2,000	2,000		2,000	0.0%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
4390 Waste & Recycling	0	1,065	1,750	685		685	60.9%	
4405 Annual Planting	3,750	4,110	10,000	5,890		5,890	41.1%	
4410 Flags	0	0	180	180		180	0.0%	
4415 Audit Fees	0	0	2,500	2,500		2,500	0.0%	
4420 Subscriptions	0	384	0	(384)		(384)	0.0%	
4430 Data Protection Officer	840	840	1,000	160		160	84.0%	
4435 General Maintenance	17	289	4,000	3,711		3,711	7.2%	
Administration :- Indirect Expenditure	<b>11,218</b>	<b>22,860</b>	<b>87,510</b>	<b>64,650</b>	<b>0</b>	<b>64,650</b>	<b>26.1%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,218)</b>	<b>(22,860)</b>	<b>(87,510)</b>	<b>(64,650)</b>				
<b>250 Grants &amp; Donations</b>								
4470 Annual Grants	0	3,389	10,000	6,611		6,611	33.9%	
4475 Special Projects	0	0	20,000	20,000		20,000	0.0%	
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	0	0	20,000	20,000		20,000	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	<b>0</b>	<b>3,389</b>	<b>52,500</b>	<b>49,111</b>	<b>0</b>	<b>49,111</b>	<b>6.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(3,389)</b>	<b>(52,500)</b>	<b>(49,111)</b>				
<b>260 Aster Theatre</b>								
1000 Grants Received	5,000	5,000	0	(5,000)			0.0%	
Aster Theatre :- Income	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>				<b>0</b>
<b>Net Income</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>				
<b>300 Town Hall</b>								
1100 Wedding Hire	1,101	2,351	5,500	3,149			42.7%	

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**Detailed Income & Expenditure by Budget Heading 31/08/2021**

Month No: 3

**Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1105 Chamber Hire	0	0	2,500	2,500			0.0%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	0	1,000	1,000			0.0%	
<b>Town Hall :- Income</b>	<b>1,101</b>	<b>2,351</b>	<b>10,000</b>	<b>7,649</b>			<b>23.5%</b>	<b>0</b>
4420 Subscriptions	0	80	0	(80)		(80)	0.0%	
4500 Repairs & Maintenance	56	867	5,000	4,133		4,133	17.3%	
4505 Under Croft Cleaning	0	0	1,000	1,000		1,000	0.0%	
4510 Furniture & Equipment	130	130	1,000	870		870	13.0%	
4520 Boiler Service & Maint.	0	167	500	333		333	33.3%	
4525 Window Cleaning	0	0	1,530	1,530		1,530	0.0%	
4540 Water	0	11	0	(11)		(11)	0.0%	
4550 TH Events	0	50	0	(50)		(50)	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>186</b>	<b>1,305</b>	<b>9,030</b>	<b>7,725</b>	<b>0</b>	<b>7,725</b>	<b>14.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>915</b>	<b>1,046</b>	<b>970</b>	<b>(76)</b>				
<b>310 VIC</b>								
1200 VIC Income	0	0	1,000	1,000			0.0%	
1205 VIC Sales - Commission	0	0	500	500			0.0%	
<b>VIC :- Income</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>			<b>0.0%</b>	<b>0</b>
4605 Terminal Charges	0	190	500	310		310	37.9%	
<b>VIC :- Indirect Expenditure</b>	<b>0</b>	<b>190</b>	<b>500</b>	<b>310</b>	<b>0</b>	<b>310</b>	<b>37.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(190)</b>	<b>1,000</b>	<b>1,190</b>				
<b>400 Wed/Fri Market</b>								
1400 Wednesday Market Traders	0	0	2,750	2,750			0.0%	
1405 Friday Market Traders	0	0	2,250	2,250			0.0%	
<b>Wed/Fri Market :- Income</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>	<b>0</b>
4730 Market General Costs	488	488	500	12		12	97.6%	
<b>Wed/Fri Market :- Indirect Expenditure</b>	<b>488</b>	<b>488</b>	<b>500</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>97.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(488)</b>	<b>(488)</b>	<b>4,500</b>	<b>4,988</b>				
<b>410 Saturday Market</b>								
1410 Market Traders	2,463	5,171	22,000	16,829			23.5%	
<b>Saturday Market :- Income</b>	<b>2,463</b>	<b>5,171</b>	<b>22,000</b>	<b>16,829</b>			<b>23.5%</b>	<b>0</b>
4420 Subscriptions	0	426	0	(426)		(426)	0.0%	
4715 Profit Share	0	0	2,000	2,000		2,000	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4730 Market General Costs	1,686	3,286	3,000	(286)		(286)	109.5%	
4735 Market Licence	0	0	1,500	1,500		1,500	0.0%	
Saturday Market :- Indirect Expenditure	1,686	3,712	6,500	2,788	0	2,788	57.1%	0
<b>Net Income over Expenditure</b>	<b>776</b>	<b>1,458</b>	<b>15,500</b>	<b>14,042</b>				
<b>420 Braderie Market</b>								
1415 Braderie stall holders	0	0	4,440	4,440			0.0%	
Braderie Market :- Income	0	0	4,440	4,440			0.0%	0
4705 Road Closure	0	0	700	700		700	0.0%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4740 Toilet Hire	0	0	200	200		200	0.0%	
Braderie Market :- Indirect Expenditure	0	0	2,300	2,300	0	2,300	0.0%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,140</b>	<b>2,140</b>				
<b>500 Public Conveniences</b>								
4800 Public Conveniences	0	31,682	31,682	(0)		(0)	100.0%	
Public Conveniences :- Indirect Expenditure	0	31,682	31,682	(0)	0	(0)	100.0%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(31,682)</b>	<b>(31,682)</b>	<b>0</b>				
<b>600 Allotments Golf Road</b>								
1500 Allotment Income	22	32	1,334	1,302			2.4%	
Allotments Golf Road :- Income	22	32	1,334	1,302			2.4%	0
4500 Repairs & Maintenance	0	0	1,800	1,800		1,800	0.0%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Golf Road :- Indirect Expenditure	0	0	2,400	2,400	0	2,400	0.0%	0
<b>Net Income over Expenditure</b>	<b>22</b>	<b>32</b>	<b>(1,066)</b>	<b>(1,098)</b>				
<b>610 Allotments Park Ave</b>								
1500 Allotment Income	17	17	1,333	1,316			1.3%	
Allotments Park Ave :- Income	17	17	1,333	1,316			1.3%	0
4500 Repairs & Maintenance	780	1,950	1,800	(150)		(150)	108.3%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Park Ave :- Indirect Expenditure	780	1,950	2,400	450	0	450	81.2%	0
<b>Net Income over Expenditure</b>	<b>(763)</b>	<b>(1,933)</b>	<b>(1,067)</b>	<b>866</b>				

Month No: 3

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>620 Allotments Mill Road</b>								
1500 Allotment Income	0	70	1,333	1,263			5.3%	
Allotments Mill Road :- Income	<u>0</u>	<u>70</u>	<u>1,333</u>	<u>1,263</u>			<u>5.3%</u>	<u>0</u>
4500 Repairs & Maintenance	0	390	1,800	1,410		1,410	21.7%	
4540 Water	0	448	400	(48)		(48)	111.9%	
Allotments Mill Road :- Indirect Expenditure	<u>0</u>	<u>838</u>	<u>2,200</u>	<u>1,362</u>	<u>0</u>	<u>1,362</u>	<u>38.1%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>0</u>	<u>(767)</u>	<u>(867)</u>	<u>(100)</u>				
<b>700 Town Events</b>								
5005 Town Hall Promotions	0	0	1,000	1,000		1,000	0.0%	
5010 Heritage Day	0	0	500	500		500	0.0%	
5015 Christmas Events	0	0	500	500		500	0.0%	
5020 Mayoral Ceremonial Event	0	0	500	500		500	0.0%	
5025 International Woman's Day	0	0	500	500		500	0.0%	
5030 Charter Day	0	0	500	500		500	0.0%	
5035 Holocaust Memorial Day	0	0	500	500		500	0.0%	
Town Events :- Indirect Expenditure	<u>0</u>	<u>0</u>	<u>4,000</u>	<u>4,000</u>	<u>0</u>	<u>4,000</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>0</u>	<u>(4,000)</u>	<u>(4,000)</u>				
<b>900 Projects</b>								
4385 Town Signage	0	685	500	(185)		(185)	137.0%	
9010 T & I Fund	0	0	30,000	30,000		30,000	0.0%	
Projects :- Indirect Expenditure	<u>0</u>	<u>685</u>	<u>30,500</u>	<u>29,815</u>	<u>0</u>	<u>29,815</u>	<u>2.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(685)</u>	<u>(30,500)</u>	<u>(29,815)</u>				
<b>Grand Totals:- Income</b>	<b>8,603</b>	<b>213,728</b>	<b>451,106</b>	<b>237,378</b>			<b>47.4%</b>	
<b>Expenditure</b>	<b>61,774</b>	<b>164,388</b>	<b>533,696</b>	<b>369,308</b>	<b>0</b>	<b>369,308</b>	<b>30.8%</b>	
<b>Net Income over Expenditure</b>	<u><b>(53,171)</b></u>	<u><b>49,340</b></u>	<u><b>(82,590)</b></u>	<u><b>(131,930)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>(53,171)</b></u>	<u><b>49,340</b></u>						

Date: 14/09/2021

Deal Town Council

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Time: 16:26

**Bank Reconciliation Statement as at 31/08/2021  
for Cashbook 1 - Nat West Combined A/C's**

User: HEATHER

July + August 2021

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current A/C	31/08/2021		100.00
Nat West Deposit A/C	31/08/2021		466,790.99
			<u>466,890.99</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
02/08/2021 729514091 DEAL & WALMER CHAMBER OF TRADE		2,000.00	
			<u>2,000.00</u>
			464,890.99
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			464,890.99
		<b>Balance per Cash Book is :-</b>	<b>465,362.13</b>
		<b>Difference Excluding Adjustments is :-</b>	<b>-471.14</b>
<u>Adjustments to Reconciliation</u>			
13/05/2021 CAP CHARGE CAPITA CHARGES		-470.16	
27/08/2021 INPUT ERRO INPUT INCORRECT BY 40 PENCE		-0.40	
			<u>-470.56</u>
		<b>Unreconciled Difference is :-</b>	<b>-0.58</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4 July 2021

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Income</b>								
1076 Precept	0	201,083	402,166	201,083			50.0%	
1080 Bank Interest	4	8	2,000	1,992			0.4%	
<b>General Income :- Income</b>	<b>4</b>	<b>201,091</b>	<b>404,166</b>	<b>203,075</b>			<b>49.8%</b>	<b>0</b>
<b>Net Income</b>	<b>4</b>	<b>201,091</b>	<b>404,166</b>	<b>203,075</b>				
<b>200 Staff Costs</b>								
4000 Salaries Gross	(938)	94,288	283,000	188,712		188,712	33.3%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4060 Official Car Lease	296	1,481	3,564	2,083		2,083	41.6%	
4065 Official Car Fuel	0	33	480	447		447	6.9%	
4070 Training	0	35	2,000	1,965		1,965	1.8%	
4075 Staff Uniforms	0	0	250	250		250	0.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4085 Payroll Services	470	910	0	(910)		(910)	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
<b>Staff Costs :- Indirect Expenditure</b>	<b>(172)</b>	<b>96,747</b>	<b>291,674</b>	<b>194,927</b>	<b>0</b>	<b>194,927</b>	<b>33.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>172</b>	<b>(96,747)</b>	<b>(291,674)</b>	<b>(194,927)</b>				
<b>210 Civic</b>								
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	0	0	4,800	4,800		4,800	0.0%	
4210 Hospitality	459	507	2,000	1,493		1,493	25.4%	
4220 Robes & Regalia	15	15	0	(15)		(15)	0.0%	
4225 Mayoral Travel & Subsistence	0	0	100	100		100	0.0%	
4230 Mayor Expenses	0	209	1,000	791		791	20.9%	
4235 Deputy Mayor Expenses	0	0	500	500		500	0.0%	
4240 Mayoress Expenses	0	108	500	392		392	21.6%	
4245 Town Sergeant Expenses	0	5	0	(5)		(5)	0.0%	
<b>Civic :- Indirect Expenditure</b>	<b>474</b>	<b>844</b>	<b>10,000</b>	<b>9,156</b>	<b>0</b>	<b>9,156</b>	<b>8.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(474)</b>	<b>(844)</b>	<b>(10,000)</b>	<b>(9,156)</b>				
<b>220 Administration</b>								
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4300 Mobile Phones	42	238	300	62		62	79.3%	
4305 Stationery	30	602	2,000	1,398		1,398	30.1%	
4310 Postage	1	101	500	399		399	20.2%	

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4315 Bank Charges	171	480	700	220		220	68.5%	
4320 General Admin	58	2,672	8,800	6,128		6,128	30.4%	
4325 Office Equipment	0	100	0	(100)		(100)	0.0%	
4330 IT Equipment	716	2,150	4,000	1,850		1,850	53.8%	
4335 IT Support & Website	86	2,839	6,000	3,161		3,161	47.3%	
4340 Telephone & Broadband	3	225	0	(225)		(225)	0.0%	
4345 Pat Testing	0	0	750	750		750	0.0%	
4355 Premises (Running Costs)	973	8,845	18,500	9,655		9,655	47.8%	
4360 Insurance	0	0	6,000	6,000		6,000	0.0%	
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	0	0	6,500	6,500		6,500	0.0%	
4375 Marketing/Communications	0	0	2,000	2,000		2,000	0.0%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
4390 Waste & Recycling	839	1,904	1,750	(154)		(154)	108.8%	
4405 Annual Planting	397	4,507	10,000	5,493		5,493	45.1%	
4410 Flags	0	0	180	180		180	0.0%	
4415 Audit Fees	875	875	2,500	1,625		1,625	35.0%	
4420 Subscriptions	0	384	0	(384)		(384)	0.0%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	
4435 General Maintenance	368	657	4,000	3,343		3,343	16.4%	
Administration :- Indirect Expenditure	4,559	27,419	87,510	60,091	0	60,091	31.3%	0
Net Expenditure	(4,559)	(27,419)	(87,510)	(60,091)				
<b>250 Grants &amp; Donations</b>								
4470 Annual Grants	5,000	8,389	10,000	1,611		1,611	83.9%	
4475 Special Projects	0	0	20,000	20,000		20,000	0.0%	
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	0	0	20,000	20,000		20,000	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	5,000	8,389	52,500	44,111	0	44,111	16.0%	0
Net Expenditure	(5,000)	(8,389)	(52,500)	(44,111)				
<b>260 Aster Theatre</b>								
1000 Grants Received	0	5,000	0	(5,000)			0.0%	
Aster Theatre :- Income	0	5,000	0	(5,000)				0
Net Income	0	5,000	0	(5,000)				

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Town Hall</b>								
1100 Wedding Hire	290	2,641	5,500	2,859			48.0%	
1105 Chamber Hire	0	0	2,500	2,500			0.0%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	0	1,000	1,000			0.0%	
<b>Town Hall :- Income</b>	<b>290</b>	<b>2,641</b>	<b>10,000</b>	<b>7,359</b>			<b>26.4%</b>	<b>0</b>
4070 Training	798	798	0	(798)		(798)	0.0%	
4420 Subscriptions	80	160	0	(160)		(160)	0.0%	
4500 Repairs & Maintenance	0	867	5,000	4,133		4,133	17.3%	
4505 Under Croft Cleaning	0	0	1,000	1,000		1,000	0.0%	
4510 Furniture & Equipment	0	130	1,000	870		870	13.0%	
4520 Boiler Service & Maint.	0	167	500	333		333	33.3%	
4525 Window Cleaning	0	0	1,530	1,530		1,530	0.0%	
4540 Water	0	11	0	(11)		(11)	0.0%	
4550 TH Events	507	557	0	(557)		(557)	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>1,385</b>	<b>2,690</b>	<b>9,030</b>	<b>6,340</b>	<b>0</b>	<b>6,340</b>	<b>29.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,095)</b>	<b>(49)</b>	<b>970</b>	<b>1,019</b>				
<b>310 VIC</b>								
1200 VIC Income	0	0	1,000	1,000			0.0%	
1205 VIC Sales - Commission	0	0	500	500			0.0%	
<b>VIC :- Income</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>			<b>0.0%</b>	<b>0</b>
4605 Terminal Charges	54	244	500	256		256	48.7%	
4620 Ticket Sales	95	95	0	(95)		(95)	0.0%	
<b>VIC :- Indirect Expenditure</b>	<b>149</b>	<b>339</b>	<b>500</b>	<b>161</b>	<b>0</b>	<b>161</b>	<b>67.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(149)</b>	<b>(339)</b>	<b>1,000</b>	<b>1,339</b>				
<b>400 Wed/Fri Market</b>								
1400 Wednesday Market Traders	0	0	2,750	2,750			0.0%	
1405 Friday Market Traders	0	0	2,250	2,250			0.0%	
<b>Wed/Fri Market :- Income</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>	<b>0</b>
4730 Market General Costs	0	488	500	12		12	97.6%	
<b>Wed/Fri Market :- Indirect Expenditure</b>	<b>0</b>	<b>488</b>	<b>500</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>97.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(488)</b>	<b>4,500</b>	<b>4,988</b>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>410 Saturday Market</b>								
1410 Market Traders	2,654	7,824	22,000	14,176			35.6%	
Saturday Market :- Income	<b>2,654</b>	<b>7,824</b>	<b>22,000</b>	<b>14,176</b>			<b>35.6%</b>	<b>0</b>
4420 Subscriptions	0	426	0	(426)		(426)	0.0%	
4715 Profit Share	0	0	2,000	2,000		2,000	0.0%	
4730 Market General Costs	661	3,947	3,000	(947)		(947)	131.6%	
4735 Market Licence	0	0	1,500	1,500		1,500	0.0%	
Saturday Market :- Indirect Expenditure	<b>661</b>	<b>4,373</b>	<b>6,500</b>	<b>2,127</b>	<b>0</b>	<b>2,127</b>	<b>67.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>1,993</b>	<b>3,451</b>	<b>15,500</b>	<b>12,049</b>				
<b>420 Braderie Market</b>								
1415 Braderie stall holders	0	0	4,440	4,440			0.0%	
Braderie Market :- Income	<b>0</b>	<b>0</b>	<b>4,440</b>	<b>4,440</b>			<b>0.0%</b>	<b>0</b>
4705 Road Closure	0	0	700	700		700	0.0%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4740 Toilet Hire	0	0	200	200		200	0.0%	
Braderie Market :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>2,300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,140</b>	<b>2,140</b>				
<b>500 Public Conveniences</b>								
4800 Public Conveniences	0	31,682	31,682	(0)		(0)	100.0%	
Public Conveniences :- Indirect Expenditure	<b>0</b>	<b>31,682</b>	<b>31,682</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(31,682)</b>	<b>(31,682)</b>	<b>0</b>				
<b>600 Allotments Golf Road</b>								
1500 Allotment Income	0	32	1,334	1,302			2.4%	
Allotments Golf Road :- Income	<b>0</b>	<b>32</b>	<b>1,334</b>	<b>1,302</b>			<b>2.4%</b>	<b>0</b>
4500 Repairs & Maintenance	0	0	1,800	1,800		1,800	0.0%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Golf Road :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,400</b>	<b>2,400</b>	<b>0</b>	<b>2,400</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>32</b>	<b>(1,066)</b>	<b>(1,098)</b>				
<b>610 Allotments Park Ave</b>								
1500 Allotment Income	0	17	1,333	1,316			1.3%	
Allotments Park Ave :- Income	<b>0</b>	<b>17</b>	<b>1,333</b>	<b>1,316</b>			<b>1.3%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/07/2021

Month No: 4

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Repairs & Maintenance	195	2,145	1,800	(345)		(345)	119.2%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Park Ave :- Indirect Expenditure	<u>195</u>	<u>2,145</u>	<u>2,400</u>	<u>255</u>	<u>0</u>	<u>255</u>	<u>89.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(195)</u>	<u>(2,128)</u>	<u>(1,067)</u>	<u>1,061</u>				
<b>620 Allotments Mill Road</b>								
1500 Allotment Income	0	70	1,333	1,263			5.3%	
Allotments Mill Road :- Income	<u>0</u>	<u>70</u>	<u>1,333</u>	<u>1,263</u>			<u>5.3%</u>	<u>0</u>
4500 Repairs & Maintenance	0	390	1,800	1,410		1,410	21.7%	
4540 Water	(224)	224	400	176		176	55.9%	
Allotments Mill Road :- Indirect Expenditure	<u>(224)</u>	<u>614</u>	<u>2,200</u>	<u>1,586</u>	<u>0</u>	<u>1,586</u>	<u>27.9%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>224</u>	<u>(544)</u>	<u>(867)</u>	<u>(323)</u>				
<b>700 Town Events</b>								
5005 Town Hall Promotions	0	0	1,000	1,000		1,000	0.0%	
5010 Heritage Day	0	0	500	500		500	0.0%	
5015 Christmas Events	0	0	500	500		500	0.0%	
5020 Mayoral Ceremonial Event	100	100	500	400		400	20.0%	
5025 International Woman's Day	0	0	500	500		500	0.0%	
5030 Charter Day	0	0	500	500		500	0.0%	
5035 Holocaust Memorial Day	0	0	500	500		500	0.0%	
Town Events :- Indirect Expenditure	<u>100</u>	<u>100</u>	<u>4,000</u>	<u>3,900</u>	<u>0</u>	<u>3,900</u>	<u>2.5%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>(100)</u>	<u>(100)</u>	<u>(4,000)</u>	<u>(3,900)</u>				
<b>900 Projects</b>								
4385 Town Signage	0	685	500	(185)		(185)	137.0%	
9010 T & I Fund	0	0	30,000	30,000		30,000	0.0%	
Projects :- Indirect Expenditure	<u>0</u>	<u>685</u>	<u>30,500</u>	<u>29,815</u>	<u>0</u>	<u>29,815</u>	<u>2.2%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(685)</u>	<u>(30,500)</u>	<u>(29,815)</u>				
<b>Grand Totals:- Income</b>	<b>2,948</b>	<b>216,676</b>	<b>451,106</b>	<b>234,430</b>			<b>48.0%</b>	
<b>Expenditure</b>	<b>12,127</b>	<b>176,515</b>	<b>533,696</b>	<b>357,181</b>	<b>0</b>	<b>357,181</b>	<b>33.1%</b>	
<b>Net Income over Expenditure</b>	<u><b>(9,179)</b></u>	<u><b>40,161</b></u>	<u><b>(82,590)</b></u>	<u><b>(122,751)</b></u>				
<b>Movement to/(from) Gen Reserve</b>	<u><b>(9,179)</b></u>	<u><b>40,161</b></u>						

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>100 General Income</b>								
1076 Precept	0	201,083	402,166	201,083			50.0%	
1080 Bank Interest	0	8	2,000	1,992			0.4%	
<b>General Income :- Income</b>	<b>0</b>	<b>201,091</b>	<b>404,166</b>	<b>203,075</b>			<b>49.8%</b>	<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>201,091</b>	<b>404,166</b>	<b>203,075</b>				
<b>200 Staff Costs</b>								
4000 Salaries Gross	24,126	118,414	283,000	164,586		164,586	41.8%	
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4060 Official Car Lease	296	1,777	3,564	1,787		1,787	49.9%	
4065 Official Car Fuel	0	33	480	447		447	6.9%	
4070 Training	0	35	2,000	1,965		1,965	1.8%	
4075 Staff Uniforms	0	0	250	250		250	0.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4085 Payroll Services	0	910	0	(910)		(910)	0.0%	
4090 Staff Recruitment	0	0	750	750		750	0.0%	
<b>Staff Costs :- Indirect Expenditure</b>	<b>24,422</b>	<b>121,169</b>	<b>291,674</b>	<b>170,505</b>	<b>0</b>	<b>170,505</b>	<b>41.5%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,422)</b>	<b>(121,169)</b>	<b>(291,674)</b>	<b>(170,505)</b>				
<b>210 Civic</b>								
4055 Travel & Subsistence	0	0	100	100		100	0.0%	
4070 Training	0	0	1,000	1,000		1,000	0.0%	
4200 Cllr. Allowances	0	0	4,800	4,800		4,800	0.0%	
4210 Hospitality	115	622	2,000	1,378		1,378	31.1%	
4220 Robes & Regalia	0	15	0	(15)		(15)	0.0%	
4225 Mayoral Travel & Subsistence	0	0	100	100		100	0.0%	
4230 Mayor Expenses	0	209	1,000	791		791	20.9%	
4235 Deputy Mayor Expenses	0	0	500	500		500	0.0%	
4240 Mayoress Expenses	0	108	500	392		392	21.6%	
4245 Town Sergeant Expenses	0	5	0	(5)		(5)	0.0%	
<b>Civic :- Indirect Expenditure</b>	<b>115</b>	<b>959</b>	<b>10,000</b>	<b>9,041</b>	<b>0</b>	<b>9,041</b>	<b>9.6%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(115)</b>	<b>(959)</b>	<b>(10,000)</b>	<b>(9,041)</b>				
<b>220 Administration</b>								
4070 Training	1,440	1,440	0	(1,440)		(1,440)	0.0%	
4080 HR & HS	0	0	1,530	1,530		1,530	0.0%	
4300 Mobile Phones	8	246	300	54		54	82.1%	
4305 Stationery	0	602	2,000	1,398		1,398	30.1%	

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**Detailed Income & Expenditure by Budget Heading 31/08/2021**

Month No: 5

**Cost Centre Report**

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4310 Postage	0	101	500	399		399	20.2%	
4315 Bank Charges	100	580	700	121		121	82.8%	
4320 General Admin	835	3,506	8,800	5,294		5,294	39.8%	
4325 Office Equipment	0	100	0	(100)		(100)	0.0%	
4330 IT Equipment	75	2,226	4,000	1,774		1,774	55.6%	
4335 IT Support & Website	127	2,966	6,000	3,034		3,034	49.4%	
4340 Telephone & Broadband	37	262	0	(262)		(262)	0.0%	
4345 Pat Testing	0	0	750	750		750	0.0%	
4355 Premises (Running Costs)	1,821	10,666	18,500	7,834		7,834	57.7%	
4360 Insurance	0	0	6,000	6,000		6,000	0.0%	
4365 Legal Advice	0	0	500	500		500	0.0%	
4370 Election Costs	0	0	6,500	6,500		6,500	0.0%	
4375 Marketing/Communications	0	0	2,000	2,000		2,000	0.0%	
4380 Contingency	0	0	10,000	10,000		10,000	0.0%	
4390 Waste & Recycling	0	1,904	1,750	(154)		(154)	108.8%	
4405 Annual Planting	0	4,507	10,000	5,493		5,493	45.1%	
4410 Flags	0	0	180	180		180	0.0%	
4415 Audit Fees	0	875	2,500	1,625		1,625	35.0%	
4420 Subscriptions	0	384	0	(384)		(384)	0.0%	
4430 Data Protection Officer	0	840	1,000	160		160	84.0%	
4435 General Maintenance	0	657	4,000	3,343		3,343	16.4%	
Administration :- Indirect Expenditure	<b>4,443</b>	<b>31,862</b>	<b>87,510</b>	<b>55,648</b>	<b>0</b>	<b>55,648</b>	<b>36.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(4,443)</b>	<b>(31,862)</b>	<b>(87,510)</b>	<b>(55,648)</b>				
<b>250 Grants &amp; Donations</b>								
4470 Annual Grants	0	8,389	10,000	1,611		1,611	83.9%	
4475 Special Projects	0	0	20,000	20,000		20,000	0.0%	
4480 Christmas Light Fund	0	0	2,000	2,000		2,000	0.0%	
4485 Food Poverty Fund	0	0	20,000	20,000		20,000	0.0%	
4490 St Omer Twinning	0	0	500	500		500	0.0%	
Grants & Donations :- Indirect Expenditure	<b>0</b>	<b>8,389</b>	<b>52,500</b>	<b>44,111</b>	<b>0</b>	<b>44,111</b>	<b>16.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(8,389)</b>	<b>(52,500)</b>	<b>(44,111)</b>				
<b>260 Aster Theatre</b>								
1000 Grants Received	0	5,000	0	(5,000)			0.0%	
Aster Theatre :- Income	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>				<b>0</b>
<b>Net Income</b>	<b>0</b>	<b>5,000</b>	<b>0</b>	<b>(5,000)</b>				

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>300 Town Hall</b>								
1100 Wedding Hire	(150)	2,491	5,500	3,009			45.3%	
1105 Chamber Hire	0	0	2,500	2,500			0.0%	
1110 Committee Room Hire	0	0	1,000	1,000			0.0%	
1115 Under Croft Hire	0	0	1,000	1,000			0.0%	
<b>Town Hall :- Income</b>	<b>(150)</b>	<b>2,491</b>	<b>10,000</b>	<b>7,509</b>			<b>24.9%</b>	<b>0</b>
4070 Training	0	798	0	(798)		(798)	0.0%	
4420 Subscriptions	0	160	0	(160)		(160)	0.0%	
4500 Repairs & Maintenance	0	867	5,000	4,133		4,133	17.3%	
4505 Under Croft Cleaning	0	0	1,000	1,000		1,000	0.0%	
4510 Furniture & Equipment	0	130	1,000	870		870	13.0%	
4520 Boiler Service & Maint.	0	167	500	333		333	33.3%	
4525 Window Cleaning	0	0	1,530	1,530		1,530	0.0%	
4540 Water	86	97	0	(97)		(97)	0.0%	
4550 TH Events	105	662	0	(662)		(662)	0.0%	
<b>Town Hall :- Indirect Expenditure</b>	<b>191</b>	<b>2,880</b>	<b>9,030</b>	<b>6,150</b>	<b>0</b>	<b>6,150</b>	<b>31.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(341)</b>	<b>(389)</b>	<b>970</b>	<b>1,359</b>				
<b>310 VIC</b>								
1200 VIC Income	0	0	1,000	1,000			0.0%	
1205 VIC Sales - Commission	0	0	500	500			0.0%	
<b>VIC :- Income</b>	<b>0</b>	<b>0</b>	<b>1,500</b>	<b>1,500</b>			<b>0.0%</b>	<b>0</b>
4605 Terminal Charges	75	319	500	181		181	63.7%	
4620 Ticket Sales	0	95	0	(95)		(95)	0.0%	
<b>VIC :- Indirect Expenditure</b>	<b>75</b>	<b>414</b>	<b>500</b>	<b>86</b>	<b>0</b>	<b>86</b>	<b>82.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(75)</b>	<b>(414)</b>	<b>1,000</b>	<b>1,414</b>				
<b>400 Wed/Fri Market</b>								
1400 Wednesday Market Traders	0	0	2,750	2,750			0.0%	
1405 Friday Market Traders	0	0	2,250	2,250			0.0%	
<b>Wed/Fri Market :- Income</b>	<b>0</b>	<b>0</b>	<b>5,000</b>	<b>5,000</b>			<b>0.0%</b>	<b>0</b>
4730 Market General Costs	0	488	500	12		12	97.6%	
<b>Wed/Fri Market :- Indirect Expenditure</b>	<b>0</b>	<b>488</b>	<b>500</b>	<b>12</b>	<b>0</b>	<b>12</b>	<b>97.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(488)</b>	<b>4,500</b>	<b>4,988</b>				

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>410 Saturday Market</b>								
1410 Market Traders	2,727	10,551	22,000	11,449			48.0%	
Saturday Market :- Income	<b>2,727</b>	<b>10,551</b>	<b>22,000</b>	<b>11,449</b>			<b>48.0%</b>	<b>0</b>
4420 Subscriptions	0	426	0	(426)		(426)	0.0%	
4715 Profit Share	0	0	2,000	2,000		2,000	0.0%	
4730 Market General Costs	208	4,155	3,000	(1,155)		(1,155)	138.5%	
4735 Market Licence	0	0	1,500	1,500		1,500	0.0%	
Saturday Market :- Indirect Expenditure	<b>208</b>	<b>4,581</b>	<b>6,500</b>	<b>1,919</b>	<b>0</b>	<b>1,919</b>	<b>70.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>2,519</b>	<b>5,970</b>	<b>15,500</b>	<b>9,530</b>				
<b>420 Braderie Market</b>								
1415 Braderie stall holders	0	0	4,440	4,440			0.0%	
Braderie Market :- Income	<b>0</b>	<b>0</b>	<b>4,440</b>	<b>4,440</b>			<b>0.0%</b>	<b>0</b>
4705 Road Closure	0	0	700	700		700	0.0%	
4720 Licences	0	0	1,200	1,200		1,200	0.0%	
4725 First Aid	0	0	200	200		200	0.0%	
4740 Toilet Hire	0	0	200	200		200	0.0%	
Braderie Market :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,300</b>	<b>2,300</b>	<b>0</b>	<b>2,300</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>0</b>	<b>2,140</b>	<b>2,140</b>				
<b>500 Public Conveniences</b>								
4800 Public Conveniences	0	31,682	31,682	(0)		(0)	100.0%	
Public Conveniences :- Indirect Expenditure	<b>0</b>	<b>31,682</b>	<b>31,682</b>	<b>(0)</b>	<b>0</b>	<b>(0)</b>	<b>100.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(31,682)</b>	<b>(31,682)</b>	<b>0</b>				
<b>600 Allotments Golf Road</b>								
1500 Allotment Income	0	32	1,334	1,302			2.4%	
Allotments Golf Road :- Income	<b>0</b>	<b>32</b>	<b>1,334</b>	<b>1,302</b>			<b>2.4%</b>	<b>0</b>
4500 Repairs & Maintenance	0	0	1,800	1,800		1,800	0.0%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Golf Road :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>2,400</b>	<b>2,400</b>	<b>0</b>	<b>2,400</b>	<b>0.0%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>32</b>	<b>(1,066)</b>	<b>(1,098)</b>				
<b>610 Allotments Park Ave</b>								
1500 Allotment Income	0	17	1,333	1,316			1.3%	
Allotments Park Ave :- Income	<b>0</b>	<b>17</b>	<b>1,333</b>	<b>1,316</b>			<b>1.3%</b>	<b>0</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/08/2021

Month No: 5

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4500 Repairs & Maintenance	0	2,145	1,800	(345)		(345)	119.2%	
4540 Water	0	0	600	600		600	0.0%	
Allotments Park Ave :- Indirect Expenditure	0	2,145	2,400	255	0	255	89.4%	0
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(2,128)</b>	<b>(1,067)</b>	<b>1,061</b>				
<b>620 Allotments Mill Road</b>								
1500 Allotment Income	0	70	1,333	1,263			5.3%	
Allotments Mill Road :- Income	0	70	1,333	1,263			5.3%	0
4500 Repairs & Maintenance	0	390	1,800	1,410		1,410	21.7%	
4540 Water	132	355	400	45		45	88.9%	
Allotments Mill Road :- Indirect Expenditure	132	745	2,200	1,455	0	1,455	33.9%	0
<b>Net Income over Expenditure</b>	<b>(132)</b>	<b>(675)</b>	<b>(867)</b>	<b>(192)</b>				
<b>700 Town Events</b>								
5005 Town Hall Promotions	0	0	1,000	1,000		1,000	0.0%	
5010 Heritage Day	0	0	500	500		500	0.0%	
5015 Christmas Events	0	0	500	500		500	0.0%	
5020 Mayoral Ceremonial Event	0	100	500	400		400	20.0%	
5025 International Woman's Day	0	0	500	500		500	0.0%	
5030 Charter Day	0	0	500	500		500	0.0%	
5035 Holocaust Memorial Day	0	0	500	500		500	0.0%	
Town Events :- Indirect Expenditure	0	100	4,000	3,900	0	3,900	2.5%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(100)</b>	<b>(4,000)</b>	<b>(3,900)</b>				
<b>900 Projects</b>								
4385 Town Signage	0	685	500	(185)		(185)	137.0%	
9010 T & I Fund	0	0	30,000	30,000		30,000	0.0%	
Projects :- Indirect Expenditure	0	685	30,500	29,815	0	29,815	2.2%	0
<b>Net Expenditure</b>	<b>0</b>	<b>(685)</b>	<b>(30,500)</b>	<b>(29,815)</b>				
<b>Grand Totals:- Income</b>	<b>2,577</b>	<b>219,253</b>	<b>451,106</b>	<b>231,853</b>			<b>48.6%</b>	
<b>Expenditure</b>	<b>29,586</b>	<b>206,101</b>	<b>533,696</b>	<b>327,595</b>	<b>0</b>	<b>327,595</b>	<b>38.6%</b>	
<b>Net Income over Expenditure</b>	<b>(27,009)</b>	<b>13,152</b>	<b>(82,590)</b>	<b>(95,742)</b>				
<b>Movement to/(from) Gen Reserve</b>	<b>(27,009)</b>	<b>13,152</b>						

## **DEAL TOWN COUNCIL MEMORANDUM**

**To:** All Members of Finance & General Purposes committee  
**From:** Chair & Vice Chair of the Finance & General Purposes committee  
**Date:** 14<sup>th</sup> September 2021  
**Subject:** Budget Setting

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### **Budget setting 22-23**

Each year the F&GP committee works with the RFO to create a draft budget, which is approved if appropriate by full council. The timetable is generally

1. Draft budget presented to F&GP November by RFO
2. Adjustments agreed at F&GP if necessary.
3. Council approves budget by January.

In 20-21 an extra meeting of F&GP was held – a single item agenda, the draft budget. This extra meeting allowed full discussion of adjustments and amendments so the RFO could produce a final draft for council.

In the 2021-22 budget sums were set aside for projects - £30,000 for Transport and Infrastructure projects, £50,000 for environment projects and £20,000 for Food Poverty. These sums are not time fixed. Unspent parts of each allocated sum will move across to the following year until spent.

It is unusual for a council to allocate any fixed sum, without detailed items or activities behind it. Best practice is to allocate money once a need has been demonstrated and a good case for expenditure has been established.

The F&GP committee, which has the remit to oversee the entire council budget, therefore requests the T&I and Environment Committees to create a detailed plan for expenditure of the project budgets allocated, for the financial year 2021-22, 2022-23 and 2023-24. The information is required for the November F&GP meeting. This will assist with the forward planning of the whole council budget for the next three years, as recommended in Deal Town Council Financial Regulations.

### **Recommendation**

- 1 That an extra F&GP meeting is held in December 21 with the budget for 22-23 as the sole agenda item.
- 2 That T&I and Environment committees create budgets for project funds as requested, to be ready for the November F&GP meeting.

**MEMORANDUM**

**To:** Cllr D Cronk, Chairman of the Finance & General Purpose Committee,  
Committee members

**From:** Paul Bone, Responsible Finance Officer

**Date:** 15 September 2021

**Subject:** Annual Grants and Special Projects – Round 1

---

For the year 2021-22 two Grant streams have been agreed:

**Annual Grants** – With a total budget of £10,000 (Maximum grant £1,000)

**Special Projects Grants** – With a total budget of £20,000 (Maximum Grant £2,000)

The theme for 2021-22 is:- ‘Supporting the Vulnerable’

The closing dates for applications to be considered are:-

Round 1: 31<sup>st</sup> August 2021

Round 2: 29<sup>th</sup> October 2021

Round 3: 20<sup>th</sup> December 2021

**Round 1 applications**

**Special Project Grant applications: -**

No Applications received

**Annual Grant applications: -**

8 applications have been received for Round 1

The total value of the Large Grant applications is: £4,707

The total value of the Small Grant applications is: £1,105

These applications have been considered by the grants subcommittee who have made the following recommendations to this committee:-

<b>GOLF ROAD CENTRE</b>	<b>ANNUAL LARGE</b>	<b>£1000.00</b>	<b>AFTER SCHOOL DINNER AND HOMEWORK CLUB</b>
<b>Recommendation.</b>  <b>To provide a full grant of £1,000</b>			

<b>DEAL MUSIC &amp; ARTS LTD</b>	<b>ANNUAL LARGE</b>	<b>£1000.00</b>	<b>MUSIC CENTRE FOR CHILDREN AND ADULTS</b>
<b>Recommendation.</b>  <b>To provide a full grant of £1,000</b>			

<b>HI KENT</b>	<b>ANNUAL LARGE</b>	<b>£907.00</b>	<b>LIP READING OUTREACH CLASSES</b>
<b>Recommendation.</b>  <b>To provide a partial grant of £500 towards the costs of providing the lipreading classes.</b>			

<b>WALMER CRICKET CLUB</b>	<b>ANNUAL LARGE</b>	<b>£800.00</b>	<b>IMPROVEMENTS TO WC FACILITIES AND INSTALLATION OF BABY CHANGING FACILITIES</b>
<b>Recommendation.</b>  <b>To defer the application to the 2<sup>nd</sup> round for consideration in November and for the applicant to provide more information on what other funding sources they have applied to and to recommend that the club approaches both DDC and Walmer PC for additional funding.</b>			

<b>TREETOPS PRE-SCHOOL</b>	<b>ANNUAL LARGE</b>	<b>£1000.00</b>	<b>LEVEL 3 TRAINING COURSE FOR A FOREST SCHOOL PRACTITIONER</b>
<b>Recommendation.</b>  <b>To provide a full grant of £1,000 and to request for details of how the training will be passed on to others and to keep DTC updated with results of this training.</b>			

<b>DEAL SPEAKING UP GROUP</b>	<b>ANNUAL SMALL</b>	<b>£500.00</b>	<b>TO RAISE AWARENESS OF THE GROUP BY ADVERTISING WITH FLYERS AND POSTERS</b>
<b>Recommendation.</b>  <b>To provide a full grant of £500</b>			

<b>DEAL &amp; WALMER ALLOTMENT HOLDERS ASSOCIATION</b>	<b>ANNUAL SMALL</b>	<b>£375.00</b>	<b>REPLACE BBQ EQUIPMENT WHICH IS USED FOR OPEN DAYS BY SCHOOLS AND CHILDREN'S CLUBS</b>
<b>Recommendation.</b>  <b>To provide a partial grant of £200 towards the costs and recommend that they approach Walmer PC for additional funding</b>			

<b>2<sup>TH</sup> DEAL AIR SCOUT GROUP</b>	<b>ANNUAL SMALL</b>	<b>£230.00</b>	<b>PURCHASE OF FLAGS AND BERETS</b>
<b>Recommendation.</b>  <b>To provide a full grant of £230</b>			

**Decisions required.**

Members to consider the recommendations from the Grant's subcommittee.

MEMORANDUM

**TO:** Cllr D Cronk, Chairman of the Finance & General Purpose Committee, Committee members

**From:** Heather McAdam – Allotment Officer

**Date:** 12 September 2021

**Subject:** Allotment Report

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**Allotment Plots.**

Deal Town Council has three allotment sites which are Golf Road (38 Plots), Park Avenue (40 Plots), and Mill Road (46 Plots, one of these is occupied by the bee hives). The Council has a contractor that provides two visits per month to maintain all three allotment sites which includes strimming, tree cutting when required, keeping all paths and edges clear of vegetation so they are tidy and to prepare abandoned plots for new tenants, which has included disposing of rubbish on the plots.

At present I have 72 people on the waiting list for an allotment across all three sites. Of these 72 people 18 of them only want an allotment on the Golf Road site which do not become vacant very often so they are informed at the time of application that they could be waiting 5 years plus now for that site. 8 people only want an allotment on the Park Avenue site and 7 people only want an allotment on the Mill Road site. The wait for these two sites is now 2 years plus, which they are informed of when they apply. 39 people on the waiting list do not mind which site they have.

The waiting list has increased dramatically since COVID, I can only assume that as now more people can work from home, and are looking for some outdoor space that is why the list has increased so much.

We have no vacant plots at all across all three sites at present and I feel in my role as the Allotment Officer it is pointless to keep adding people to an already very long list.

**Recommendation:**

- That the allotment waiting list is closed until such time as the list is reduced to 10 or below across all 3 sites.

**ALLOTMENT BUDGET**

Costs are increasing and the budget of £7000 for all three sites is not adequate for the maintenance that is required.

From March to the end of October the costs of the contractor and water bills will be around £6570.00

Water bills for all three sites will be approximately £1890 (this could be more as Golf Road have only been estimated bills, so I have put in an estimate of what I think the bill will be. I have spoken to the supplier and they are meant to be doing a proper reading.) The water bills have not increased very much at all from the previous year.

**Continued over**

Contractor £4680.

Extra costs not expected

Rubbish removal £1520

Emergency Tree works £1200

Tap replacements £160

Digger to sort compost heap on the Park Avenue site (this needs to be done annually £750

We have had to have several trees severely pruned this year as wind caused a few to be dangerous, and some on Park Avenue are causing problems to a house backing on to the allotment site.

I can only see the tree pruning costs increasing next year as a lot of the trees are very large on all three sites.

**Recommendation:**

- That the costs for rubbish removal and tree works are charged to the contingency budget as they were unforeseen when the budget was set.
- That additional budget is allowed for in future year's budgets for rubbish removal and tree works

### **BONFIRES**

Last year, due to covid, a clause was added to the tenancy agreement stating that bonfires are not allowed and to refer to the Dover District Council's website for information regarding bonfires.

Currently on their website it states *"Please note due to the current coronavirus pandemic we are advising residents to stop using bonfires as a way to dispose of their garden waste. The smoke created by the bonfire could affect your neighbours' breathing, especially if they are suffering with coronavirus symptoms."*

However, they have stated that this is advisory only and is not enforceable.

It is understood that Dover Town Council has started to allow bonfires on their sites again.

I am receiving a lot of requests from our allotment holders to reinstate bonfires.

**Recommendation:**

- That the tenancy agreement is amended to read:  
To allow bonfires but limit them to the hours after dusk or 6pm, whichever is earlier to 7am. Bonfires must be of a small size, preferably contained, attended constantly and properly banked down when finished.
- All tenants are advised any temporary measures required will be displayed on the site noticeboards.

### **Decisions Required**

Members to consider the above recommendations

## DEAL TOWN COUNCIL MEMORANDUM

**To:** All Members of Finance & General Purposes committee  
**From:** Paul Bone – Responsible Finance Officer.  
**Date:** 15<sup>th</sup> September 2021  
**Subject:** Use of Land

---

The email below has been received from concerned residents of St Patrick's Road and Western Road. The same information has been submitted to Deal Town Council's planning committee when considering planning applications regarding the use of this land.

### *Land at the Rear of Western Road, Deal – Proposal for Change*

*Due to the many concerns expressed by neighbours and local residents, three planning applications have been refused since 2018. In line with current national thinking about alternative uses for land other than building development, this proposal is for town and county councils to consider a different and more environmentally better use of this small piece of land.*

*Ideas for the piece of land in question are – a community woodland, an orchard, allotments for local residents/schools/clubs to use. Any of these would create a wildlife refuge and enhance the percolation of rain into aquifers and reduce flood risks.*

*Supporting arguments include:*

*Worldwide concerns about global warming.*

*Central Government concerns about climate change, mitigation includes the planting of more trees.*

*The Daily Mail campaign, with the national Tree Society, for tree planting to increase wildlife diversity and counter flooding risk.*

*The Meridian news on 12/01/21 demonstrating how one school turned an unused piece of land into allotments for their children to grow vegetables for use in their school kitchen.*

*Cross Road, Walmer, where 5 councils have been considering a joint venture to purchase a large parcel of land for re-forestation for the community to access instead of a building development.*

*Funding such initiatives:*

*The cost of land without planning permission is said to be less costly so how much would this land cost? Where could funds come from?*

*Council revenue reserves, reforestation grants, the Tree Council, crowd funding, maybe other avenues?*

*Deal Residents in St Patrick's Road and Western Road*

## Recommendation

Members to consider a response to this email and any action they may wish to take

**DEAL TOWN COUNCIL MEMORANDUM**

**To:** All Members of Finance & General Purposes committee  
**From:** Paul Bone – Responsible Finance Officer.  
**Date:** 15<sup>th</sup> September 2021  
**Subject:** Request from DDC Cllr Helen Williams

---

The council has received a request from DDC Cllr Helen Williams via Cllrs Turner, Grist and Bano.

Cllr Williams would like Deal Town Council to consider supplying dog bags for a dog bag dispenser station for Cowdray Square play area.

Dover District Council has advised her that they are not in a position to install any further bag dispenser stations currently as their agreement with their existing provider does not come up for renegotiation for a couple of years. Any additional bag dispenser station would be at additional expense for which they have not budgeted.

This would mean that along with supplying dog bags Deal Town Council would be required to also provide the dog bag dispenser station.

I am contacting DDC for further details and costs to be circulated to members prior to the F&GP meeting for consideration.

**Recommendation**

Members to consider any action they may wish to take.

**DEAL TOWN COUNCIL MEMORANDUM**

**To:** All Members of Finance & General Purposes committee  
**From:** Paul Bone – Responsible Finance Officer.  
**Date:** 15<sup>th</sup> September 2021  
**Subject:** Mill Hill Planters

---

At the March meeting of this committee it was agreed that an initial sum of £4,000 was allocated from the annual planting budget to purchase planters similar in design to others in Deal for the Mill Hill area provided that 4 suitable sites for the planters can be identified. The task was assigned to the annual planting team. (R.F.O., Cllr Carlyle & Cllr Bano)

Cllr Bano has been liaising with the Mill Hill Community Forum, Cllr Turner, Cllr Grist, DDC Cllr Williams and DDC officers regarding possible sites for the planters and has also included an option of ground planting.

Please see below a list of sites provided by Cllr Bano for this committee to consider. I understand the comments in RED are from DDC.

***Flower planters - suggested sites:***

1. *Top of Telegraph Road – KCC ownership*
2. *Opposite school entrance, Glack Road – Already shrub beds & trees on this land*
3. *On grass, Telegraph Road. Opposite entrance to Thornbridge Road - KCC ownership*
4. *St Nicholas Close – This is DDC land and a possible site. Will require consent from Housing.*
5. *Entrance to Wilson Ave, St Richards end – DDC ownership, visibility splays need to be considered*
6. *St Richards Road, outside No. 131 - KCC ownership*
7. *Arthur Road, opposite the Co-op store – Has been considered previously and met with Deal Town Council several years ago to approve location. Housing agreement required to proceed formally.*
8. *St Martin's Road, opposite St Nicholas Close - This is DDC land and a possible site. Will require consent from Housing.*
9. *Also, there is a planter in Marlborough Road at present. We would like it brought forward 10 metres and placed on St Richards Road. – This is KCC land and would require their consent.*

From this list Cllr Bano suggests that the most viable sites are numbered 4, 5, 7 & 8

**Recommendation**

Members to consider Cllr Bano's request.