

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT COURT FIELDS SCHOOL, MANTLE STREET, WELLINGTON, TA21 8SW ON MONDAY 1 NOVEMBER 2021 AT 6.00 PM

PRESENT: Councillor M Lithgow (Mayor),
Councillors M Barr, A Govier, J Lloyd, M McGuffie, V Stock-Williams
and J Thorne

IN ATTENDANCE: David Farrow (Town Clerk), Annette Kirk (Deputy Clerk), Alice Kendall (Deputy RFO), Rebecca Hunt (Admin Assistant)
1 member of the press
1 member of the public

309 APOLOGIES

Apologies were received and accepted from Councillors Bradley and Pringle-Kosikowsky.

310 DECLARATIONS OF INTEREST

Councillor Govier has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being former customers of the company.

Councillor Thorne has a standing personal interest declaration relating to MTMIT, the Council's IT consultant, being a personal friend of the company owner.

311 MINUTES

RESOLVED to approve and formally adopt the minutes of the Finance meeting held on 4 October 2021.

312 PUBLIC PARTICIPATION

No members of the public wished to speak.

313 GRANTS

(a) Applications

i. Wellington Cricket Club – An application had been received from Wellington Cricket Club for the amount of £876 for their annual indoor youth coaching sessions. The Application and supporting documents were circulated to Councillors by e-mail.

RECOMMENDED to Full Council that a grant of £876 be awarded.

ii. Skintight Samba – An application had been received from Skintight Samba seeking £1,040 to fund church hall hire and teaching fees for beginners' sessions. The Application and supporting documents were circulated to Councillors by e-mail.

RECOMMENDED to Full Council that a grant of £1,040 be awarded.

(b) Review of policy and application form

The current policy and application form were circulated with the agenda, it is **RECOMMENDED** to Full Council that several amendments be made to the Policy, application form and Terms of Reference;

- Policy;
 - 2.1 'those who seek to reduce carbon emissions'
 - 3.7 'However, activities that promote religious beliefs will not be considered'
 - 4.5 'If not previously submitted'
 - 4.6 typo fix, remove 'to be'
 - 5.1 'Project does not increase carbon emissions'
 - 7.1 Change payment type to BACS
 - 8.1 change first bullet to read 'assets/services' and 'acquired/provided'
 - 8.1 new bullet; 'agrees to abide by the Council's Carbon Neutrality policy'
 - 10.1 change item as bi-monthly reports are no longer published in the Edge. Information shall instead be reported on the Council's website and social media
- Application Form;
 - Section C – insert question to ask how the Organisation is reducing or making sure it is not adding to carbon emissions.
- Terms of Reference;
 - Revise to allow the Committee to grant amounts of up to £3,000 without making recommendations to Full Council.

Updated documents will be drafted and circulated with the Full Council agenda for the December meeting.

(c) Grants Summary

Grants paid in the 2021-22 year listed below were noted.

| | £ |
|-------------------------------|-------------------|
| Wellington Mills CIC | 2,500.00 |
| Transition Town Wellington | 1,446.17 |
| Life Education Wessex | 860.00 |
| Churches Together (Howard Rd) | 100.00 |
| | ----- |
| Total | £ 4,906.17 |

314 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 25 OCTOBER 2021

RESOLVED to note and approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 29 SEPTEMBER – 25 OCTOBER 2021

RESOLVED to note and approve the expenditure report.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 29 SEPTEMBER – 25 OCTOBER 2021

RESOLVED to note and approve the income report.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2021-22 YEAR AS AT 25 OCTOBER 2021

Councillor Thorne queried the amount spent on the ‘Welly Welcome Weekend’ under the Emergency High Street Fund. The Deputy Clerk will forward a breakdown to Councillors.

RESOLVED to note and approve the budget report.

315 TO CONSIDER ITEMS FOR 2022/23 BUDGET

A working first draft of the Budget was distributed to Councillors. The Committee were asked to consider what items it would like included in the new budget and were reminded that suggestions should be e-mailed to the Clerk or Deputy RFO. Following the discussions on the Grant Policy, it was agreed that a £15,000 budget should be added for Grant applications to support organisations working towards the reduction of carbon emissions and carbon neutrality. This will be recommended to the informal meeting to be held on 15th November.

There being no further business, the meeting closed at 6.30 pm.

.....
Councillor Mark Lithgow
Mayor

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 30-11-2021)

Cost Centre Grants**Code Number 41 Grants**

| Vchr. | Date | Minute | Bank | Cheq. No. | Description | Supplier | Vat Type | Net | Vat | Total |
|---|------------|--------|--------------------|-----------|---------------------|----------------------------|----------|-------------------------|-----|-------------------------|
| 25 | 23/04/2021 | | Lloyds Current Acc | BACS | Grant | Wellington Mills CIC | X | 2,500.00 | | 2,500.00 |
| 26 | 23/04/2021 | | Lloyds Current Acc | BACS | Grant | Transition Town Wellington | X | 1,446.17 | | 1,446.17 |
| 102 | 08/07/2021 | | Lloyds Current Acc | BACS | Grant | Life Education Wessex | X | 860.00 | | 860.00 |
| 209 | 28/09/2021 | | Lloyds Current Acc | BACS | Grant (Howard Road) | Churches Together | X | 100.00 | | 100.00 |
| 320 | 09/11/2021 | | Lloyds Current Acc | BACS | Grant | Skintight Samba | X | 1,040.00 | | 1,040.00 |
| 321 | 09/11/2021 | | Lloyds Current Acc | BACS | Grant | Wellington Cricket Club | X | 876.00 | | 876.00 |
| <u>Subtotal for Code: Grants</u> | | | | | | | | <u>£6,822.17</u> | | <u>£6,822.17</u> |
| <u>Subtotal for Cost Centre: Grants</u> | | | | | | | | <u>6,822.17</u> | | <u>6,822.17</u> |
| <u>TOTALS</u> | | | | | | | | <u>£6,822.17</u> | | <u>£6,822.17</u> |

Wellington Town Council

Financial Year 2021-22



IAC Audit and Consultancy Ltd

Interim Internal Audit Observations

Visit date: 14- October -2021

B This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.

| No. | Audit Test | Observation | Recommendation | Priority | Comments |
|-----|--|---|---|----------|--|
| 1 | Have Standing Orders been subject to regular review in accordance with paragraph 1.14 of The Practitioners Guide 2021? | <i>The Councils Standing Orders are not subject to regular review.</i> <i>The Council last reviewed the Standing Orders November 2019.</i> | The Council MUST put in place a process for the regular review of Standing Orders. It may be appropriate for this to be carried out on an annual basis, for example at the Annual Meeting of the Council. | Medium | Standing Orders and Financial Regulations will be reviewed by the Policy and Resources Committee in due course |
| 2 | Is Clerk CILCA qualified? | <i>The Clerk is currently finalising the CILCA qualification.</i> | The Council to note. | Medium | |

C This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

| No. | Audit Test | Observation | Recommendation | Priority | Comments |
|-----|--|---|--|----------|--|
| 1 | The value of the Councils Fidelity Insurance covers the value of the Councils cash & bank holdings | <i>The value of the Councils Fidelity Insurance does not cover the value of the Councils cash & bank holdings.</i> <i>The Council Fidelity Insurance cover is £250,000. The Council has over £800,000 bank balances.</i> | The Council to review the level of its Fidelity insurance and consider whether it is adequate to cover the value of cash and bank balances held. | Medium | This has been forwarded to the Insurers for a review of the Council's Policy, any change in premium will be reported back to the next Finance Meeting. |

Wellington Town Council

Prepared by: Alice Kendall - Deputy RFODate: 30/11/2021*Name and Role (Clerk/RFO etc)*

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|------------|-------------------|
| | Bank Reconciliation at 30/11/2021 | | |
| | Cash in Hand 01/04/2021 | | 605,816.42 |
| | ADD Receipts 01/04/2021 - 30/11/2021 | | 586,947.97 |
| | | | 1,192,764.39 |
| | SUBTRACT Payments 01/04/2021 - 30/11/2021 | | 230,704.95 |
| A | Cash in Hand 30/11/2021 (per Cash Book) | | 962,059.44 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 30/11/2021 | 28.19 | |
| | Lloyds Treasurers PC 87331468 30/11/2021 | 329.04 | |
| | Lloyds Treasury Deposit 30/11/2021 | 0.00 | |
| | Lloyds Deposit Account 07788306 30/11/2021 | 256,520.48 | |
| | Lloyds Current Account 2195145 30/11/2021 | 712,012.74 | |
| | | | 968,890.45 |
| | Less unrepresented payments | | 6,831.01 |
| | | | 962,059.44 |
| | Plus unrepresented receipts | | |
| B | Adjusted Bank Balance | | 962,059.44 |
| | A = B Checks out OK | | |

Wellington Town Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|-------------|-----------------------|--------------|-------------------------------|------------------------------|----------|----------|--------|----------|
| 299 | 26/10/2021 | INV-2217 | Lloyds Current Accour | BACS | Annual Scribe Subscription | Scribe (Starboard Systems Lt | S | 1,500.00 | 300.00 | 1,800.00 |
| 300 | 29/10/2021 | | Lloyds Current Accour | BACS | Welly Welcome Weekend Vide | MTMIT | S | 65.00 | 13.00 | 78.00 |
| 301 | 29/10/2021 | | Lloyds Current Accour | BACS | IT Support & e-mail | MTMIT | S | 340.00 | 68.00 | 408.00 |
| 302 | 29/10/2021 | | Lloyds Current Accour | BACS | Ride Hire | DJR Leisure | X | | | |
| 303 | 29/10/2021 | INV-1286 | Lloyds Current Accour | BACS | Interim Internal Audit | IAC Audit and Consultancy LI | S | 385.00 | 77.00 | 462.00 |
| 304 | 01/11/2021 | | Lloyds Treasurers PC | Card | Licence Fee | Somerset County Council | X | 50.00 | | 50.00 |
| 305 | 01/11/2021 | | Lloyds Current Accour | Direct Debit | electricity for Pop-Up Shop | EDF Energy | X | 25.00 | | 25.00 |
| 306 | 03/11/2021 | 63704420 | Lloyds Current Accour | BACS | Free Parking Charge (27th Nov | Somerset West & Taunton | S | 911.00 | 182.20 | 1,093.20 |
| 307 | 03/11/2021 | | Lloyds Current Accour | BACS | electricity for Street Light | EDF Energy | L | 115.75 | 5.79 | 121.54 |
| 308 | 03/11/2021 | MEM236884-1 | Lloyds Current Accour | BACS | SLCC Membership | SLCC | X | 277.00 | | 277.00 |
| 309 | 04/11/2021 | 10822138 | Lloyds Current Accour | BACS | Toilet Cleaning | ID Verde | S | 1,572.90 | 314.58 | 1,887.48 |
| 310 | 04/11/2021 | 10822137 | Lloyds Current Accour | BACS | Soap Dispensers | ID Verde | S | 45.00 | 9.00 | 54.00 |
| 311 | 04/11/2021 | | Lloyds Treasurers PC | Card | Remembrance Banners | Printed Today | X | 48.90 | | 48.90 |
| 312 | 08/11/2021 | 41 | Lloyds Current Accour | BACS | War Grave Flowers | Bloomin Lovely | S | 60.42 | 12.08 | 72.50 |
| 313 | 08/11/2021 | | Lloyds Current Accour | Direct Debit | Telephone System | Taurus Clearer Communicati | S | 121.30 | 24.26 | 145.56 |
| 314 | 08/11/2021 | 46621 | Lloyds Current Accour | BACS | Order of Service Remembranc | Carley Press | Z | 156.00 | | 156.00 |
| 315 | 08/11/2021 | 000000169 | Lloyds Current Accour | BACS | Hire of Hall | Court Fields School | X | 240.00 | | 240.00 |
| 316 | 08/11/2021 | | Lloyds Treasurers PC | Card | HR System | Sage HR | S | 24.00 | 4.80 | 28.80 |
| 317 | 08/11/2021 | | Lloyds Current Accour | 005522 | Wreath | The Poppy Appeal | X | 18.50 | | 18.50 |
| 318 | 09/11/2021 | 2130 | Lloyds Current Accour | BACS | Pop-Up Shop Rent | H T Perry & Son | X | 500.00 | | 500.00 |
| 319 | 09/11/2021 | INV-0541 | Lloyds Current Accour | BACS | Staff Training | SALC | X | 25.00 | | 25.00 |
| 320 | 09/11/2021 | | Lloyds Current Accour | BACS | Grant | Skintight Samba | X | 1,040.00 | | 1,040.00 |
| 321 | 09/11/2021 | | Lloyds Current Accour | BACS | Grant | Wellington Cricket Club | X | 876.00 | | 876.00 |
| 322 | 09/11/2021 | 17809 | Lloyds Current Accour | BACS | Sound System Hire | Denis & Ian Pearce Ltd | S | 350.00 | 70.00 | 420.00 |
| 323 | 10/11/2021 | 1609 | Lloyds Current Accour | BACS | Poster Artwork | Word Gets Around | X | 50.00 | | 50.00 |
| 324 | 12/11/2021 | | Lloyds Current Accour | Direct Debit | Telephone & Broadband | Chess | S | 88.97 | 17.79 | 106.76 |
| 325 | 12/11/2021 | | Lloyds Treasurers PC | Card | Defib Pads | WEL Medical | S | 36.00 | 7.20 | 43.20 |
| 326 | 15/11/2021 | 61055584 | Lloyds Current Accour | BACS | Licence Fee | Somerset County Council | X | 64.00 | | 64.00 |
| 327 | 16/11/2021 | | Lloyds Current Accour | Direct Debit | Payroll System | Sage | S | 42.50 | 8.50 | 51.00 |
| 328 | 16/11/2021 | | Lloyds Current Accour | BACS | Lease Renewal (Pop Up Shop) | Clarke Willmott | S | 776.00 | 151.20 | 927.20 |
| 329 | 16/11/2021 | 43192 | Lloyds Current Accour | BACS | Christmas Tree Haulage | Whealers Transport | S | 900.00 | 180.00 | 1,080.00 |
| 330 | 17/11/2021 | | Lloyds Treasurers PC | Card | Book Vouchers | Asda | X | 200.00 | | 200.00 |
| 331 | 17/11/2021 | | Lloyds Treasurers PC | Card | Christmas Tree Banners | Printed Today | X | 78.32 | | 78.32 |
| 332 | 19/11/2021 | 600016207 | Lloyds Current Accour | BACS | Advert for Christmas Event | Tindle Newspapers | S | | | |
| 333 | 22/11/2021 | | Lloyds Current Accour | BACS | Travelling Expenses | Miss A Kendall | X | 8.55 | | 8.55 |
| 334 | 22/11/2021 | | Lloyds Current Accour | BACS | Water Rates for Pop-Up Shop | Water2Business | S | 60.45 | 4.63 | 65.08 |

Wellington Town Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------------------------|------------|----------|-----------------------|-----------|--------------------------------|---------------------------|----------|------------------|-----------------|------------------|
| 335 Repairs | 23/11/2021 | | Lloyds Treasurers PC | Card | Radiator and Extension | H T Perry & Son | S | 55.82 | 11.16 | 66.98 |
| 336 Planning Administration | 23/11/2021 | 63725113 | Lloyds Current Accour | BACS | Planning Officer Meeting Atten | Somerset West & Taunton | S | 250.00 | 50.00 | 300.00 |
| 337 Salaries | 23/11/2021 | | Lloyds Current Accour | BACS | Deductions - November | HMRC | X | 2,198.29 | | 2,198.29 |
| 338 Salaries | 23/11/2021 | | Lloyds Current Accour | BACS | Superann - Nov | Somerset County Council | X | 1,928.23 | | 1,928.23 |
| 339 Salaries | 23/11/2021 | | Lloyds Current Accour | BACS | Net Salaries | Various | X | 6,569.78 | | 6,569.78 |
| 340 Welly Welcome Weekend 20: | 23/11/2021 | | Lloyds Current Accour | BACS | Banner Printing | Bay Media | S | 343.00 | 68.60 | 411.60 |
| 341 Christmas 2021 | 23/11/2021 | 1615 | Lloyds Current Accour | BACS | Art Work | Word Gets Around | X | 60.00 | | 60.00 |
| 342 Hire of Hall | 23/11/2021 | 2006 | Lloyds Current Accour | BACS | Hire of Hall | Wellington Baptist Church | X | 80.00 | | 80.00 |
| 343 Other Payments | 23/11/2021 | | Lloyds Current Accour | BACS | PA System Hire (Remembranc | DJ Steve | X | 80.00 | | 80.00 |
| 344 IT Equipment | 25/11/2021 | MTM13195 | Lloyds Current Accour | BACS | Headset | MTMIT | S | 34.99 | 7.00 | 41.99 |
| 345 IT Support & Email Hosting | 25/11/2021 | MTM13195 | Lloyds Current Accour | BACS | IT Support & e-mail | MTMIT | S | 340.00 | 68.00 | 408.00 |
| 346 Switch on Event | 26/11/2021 | | Lloyds Treasurers PC | Card | Sweets & Glow Sticks | Lou's Sweets & Treats | X | 97.95 | | 97.95 |
| 347 Welly Welcome Weekend 20: | 26/11/2021 | | Lloyds Current Accour | BACS | Road Closure | ID Verde | S | 1,000.00 | 200.00 | 1,200.00 |
| 348 Hospitality | 26/11/2021 | | Lloyds Treasurers PC | Card | Tea Bags | Co-Op | X | 6.03 | | 6.03 |
| 349 Hospitality | 30/11/2021 | | Petty Cash | Cash | Milk | Co-Op | X | 1.80 | | 1.80 |
| Total | | | | | | | | 24,097.45 | 1,854.79 | 25,952.24 |

Wellington Town Council
RECEIPTS LIST

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------------|------------|--------|-----------------------|------------|------------------------------|-------------------------------|----------|-----------------|-----|-----------------|
| 103 Rent | 26/10/2021 | | Lloyds Current Accour | | Pop-Up Shop | Thursday Painters | X | 100.00 | | 100.00 |
| 104 Rent | 26/10/2021 | | Lloyds Current Accour | | Pop-Up Shop | Thursday Painters | X | 150.00 | | 150.00 |
| 105 Allotments | 01/11/2021 | | Lloyds Current Accour | | Allotment Rent & Deposit | Miss Rachel Walter (PLOT 11 | X | 74.00 | | 74.00 |
| 106 Allotments | 01/11/2021 | | Lloyds Current Accour | BACS | Allotment Rent | Various | X | 48.00 | | 48.00 |
| 107 Rent | 01/11/2021 | | Lloyds Current Accour | | Pop-Up Shop | Louise Winborn | X | 300.00 | | 300.00 |
| 108 Stall Deposits | 04/11/2021 | | Lloyds Current Accour | | Stall Fee x2 | Tracey's Wooden Signs | X | 60.00 | | 60.00 |
| 109 Stall Deposits | 04/11/2021 | | Lloyds Current Accour | | Stall Fee | Olive and Rosy | X | 30.00 | | 30.00 |
| 110 Allotments | 04/11/2021 | | Lloyds Current Accour | | Allotment Rent | Various | X | 96.00 | | 96.00 |
| 111 Stall Deposits | 08/11/2021 | | Lloyds Current Accour | | Stall Fee | All Saints Church | X | 30.00 | | 30.00 |
| 112 Allotments | 08/11/2021 | | Lloyds Current Accour | | Allotment Rent | Various | X | 72.00 | | 72.00 |
| 113 Bank Interest | 09/11/2021 | | Lloyds Deposit Accour | | Interest | Lloyds Bank | X | 2.04 | | 2.04 |
| 114 Stall Deposits | 11/11/2021 | | Lloyds Current Accour | | Stall Fee | Dumpling Gifts | X | 30.00 | | 30.00 |
| 115 Allotments | 11/11/2021 | | Lloyds Current Accour | | Allotment Rent | Various | X | 168.00 | | 168.00 |
| 116 Allotments | 11/11/2021 | | Lloyds Current Accour | | Allotment Deposit | Mrs M Vincent (Plot 93) | X | 50.00 | | 50.00 |
| 117 Stall Deposits | 18/11/2021 | | Lloyds Current Accour | | Stall Fee | Bluebird Care | X | 30.00 | | 30.00 |
| 118 Stall Deposits | 18/11/2021 | | Lloyds Current Accour | | Stall Fee | Be Just Be Design | X | 30.00 | | 30.00 |
| 119 Allotments | 18/11/2021 | | Lloyds Current Accour | | Allotment Deposit & Rent | Mrs N A A Bidgway (Plot 33) | X | 74.00 | | 74.00 |
| 120 Allotments | 18/11/2021 | | Lloyds Current Accour | | Allotment Rent | Various | X | 24.00 | | 24.00 |
| 121 Salaries | 19/11/2021 | | Lloyds Current Accour | | ESFA Apprentice Payment (1/2 | ESFA | X | 1,500.00 | | 1,500.00 |
| 122 Allotments | 22/11/2021 | | Lloyds Current Accour | | Allotment Deposit & Rent | Mr Andreas Hofmeyr (Plot 89 | X | 74.00 | | 74.00 |
| 123 Stall Deposits | 22/11/2021 | | Lloyds Current Accour | | Stall Fee x2 | Churches Together | X | 60.00 | | 60.00 |
| 124 Allotments | 30/11/2021 | | Lloyds Current Accour | | Allotment Rent & Deposit | Alison Collins (Plot 48) | X | 74.00 | | 74.00 |
| 125 Allotments | 30/11/2021 | | Lloyds Current Accour | | Allotment Deposit & Rent | Ms Jacqueline L Witt (Plot 62 | X | 74.00 | | 74.00 |
| 126 Allotments | 30/11/2021 | | Lloyds Current Accour | | Allotment Rent | Various | X | 48.00 | | 48.00 |
| Total | | | | | | | | 3,198.04 | | 3,198.04 |

Wellington Town Council

Summary of Receipts and Payments

All Cost Centres and Codes

Administration/Office running

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|----------------------------------|----------|--------------|--------------|------------------|-----------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 26 | Office Rent | | | | 1,265.00 | 975.33 | 289.67 | 289.67 (22%) |
| 27 | Photocopier | | 20.00 | 20.00 | 950.00 | 412.11 | 537.89 | 557.89 (58%) |
| 28 | Electricity | | | | 1,155.00 | 707.30 | 447.70 | 447.70 (38%) |
| 32 | Office Equipment | | | | 250.00 | 178.74 | 71.26 | 71.26 (28%) |
| 34 | Insurances | | | | 2,250.00 | 1,936.45 | 313.55 | 313.55 (13%) |
| 35 | Stationery & Postage | | | | 1,150.00 | 910.09 | 239.91 | 239.91 (20%) |
| 36 | Audit Fees | | | | 1,700.00 | 1,770.00 | -70.00 | -70.00 (-4%) |
| 37 | Office Cleaning & Maintenance | | | | 1,821.00 | 112.82 | 1,708.18 | 1,708.18 (93%) |
| 40 | Hire of Hall | | | | 480.00 | 947.00 | -467.00 | -467.00 (-97%) |
| 90 | Ground Floor Office (30 Fore St) | | | | 2,000.00 | | 2,000.00 | 2,000.00 (100%) |
| 95 | Office Furniture Replacement | | | | 5,000.00 | | 5,000.00 | 5,000.00 (100%) |
| SUB TOTAL | | | 20.00 | 20.00 | 18,021.00 | 7,949.84 | 10,071.16 | 10,091.16 (56%) |

Affiliation Fees

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-------|----------|--------|----------|-----------------|-----------------|---------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 38 | SALC | | | | 1,910.00 | 1,778.02 | 131.98 | 131.98 (6%) |
| 99 | SLCC | | | | 300.00 | 277.00 | 23.00 | 23.00 (7%) |
| 100 | CCS | | | | 100.00 | | 100.00 | 100.00 (100%) |
| SUB TOTAL | | | | | 2,310.00 | 2,055.02 | 254.98 | 254.98 (11%) |

Christmas

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------------|----------|---------------|---------------|------------------|------------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 114 | Hire of Lights | | | | 7,500.00 | 7,477.33 | 22.67 | 22.67 (0%) |
| 115 | Lights Install | | | | 7,000.00 | 900.00 | 6,100.00 | 6,100.00 (87%) |
| 116 | Switch on Event | | | | 17,500.00 | 1,778.36 | 15,721.64 | 15,721.64 (89%) |
| 123 | Stall Deposits | | 360.00 | 360.00 | | | | 360.00 (N/A) |
| SUB TOTAL | | | 360.00 | 360.00 | 32,000.00 | 10,155.69 | 21,844.31 | 22,204.31 (69%) |

Codes no longer in use

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------------|----------|--------|----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 4 | Allotment Rents NIU | | | | | | | (N/A) |
| 12 | Film Festival & Pop Up Shop NIL | | | | | | | (N/A) |
| 74 | Pop Up Shop NIU | | | | | | | (N/A) |
| SUB TOTAL | | | | | | | | (N/A) |

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

30 November 2021 (2021 - 2022)

Community Services

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------------|-----------------|-------------------|-------------------|-------------------|------------------|------------------|--------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 55 | Wellington One | | | | 11,000.00 | 11,000.00 | | (0%) |
| 58 | Community Safety | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 59 | Promotion of Wellington | | | | 5,000.00 | 269.90 | 4,730.10 | 4,730.10 (94%) |
| 60 | Community Services & Priorities | | | | 10,000.00 | 5,508.47 | 4,491.53 | 4,491.53 (44%) |
| 61 | Health & Wellbeing | | | | 18,000.00 | 76.00 | 17,924.00 | 17,924.00 (99%) |
| 62 | Museum Lease | 1,000.00 | 125.00 | -875.00 | 1,000.00 | 2,000.00 | -1,000.00 | -1,875.00 (-93%) |
| 64 | Community Warden | | | | 17,505.00 | 6,918.73 | 10,586.27 | 10,586.27 (60%) |
| 65 | Emergency Planning | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 66 | Other Payments | 1,000.00 | | -1,000.00 | 300.00 | 1,381.50 | -1,081.50 | -2,081.50 (-160%) |
| 67 | Youth Services | | | | 26,000.00 | | 26,000.00 | 26,000.00 (100%) |
| 68 | Section 137 Payments | | | | 550.00 | | 550.00 | 550.00 (100%) |
| 71 | C.I.L | | 172,015.48 | 172,015.48 | 22,105.00 | | 22,105.00 | 194,120.48 (878%) |
| SUB TOTAL | | 2,000.00 | 172,140.48 | 170,140.48 | 113,460.00 | 27,154.60 | 86,305.40 | 256,445.88 (222%) |

Cost of democracy and electric

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|--------------------------|----------|--------|----------|-----------------|-----------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 20 | Mayors Allowance | | | | 500.00 | 500.00 | | (0%) |
| 21 | Councillors Allowance | | | | 4,200.00 | 3,920.00 | 280.00 | 280.00 (6%) |
| 22 | Members Training | | | | 500.00 | 304.27 | 195.73 | 195.73 (39%) |
| 23 | Members Travelling | | | | 600.00 | 62.10 | 537.90 | 537.90 (89%) |
| 24 | Hospitality | | | | 1,000.00 | 172.18 | 827.82 | 827.82 (82%) |
| 25 | Elections | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 89 | Deputy Mayor's Allowance | | | | 200.00 | 200.00 | | (0%) |
| SUB TOTAL | | | | | 8,000.00 | 5,158.55 | 2,841.45 | 2,841.45 (35%) |

Earmarked Reserves

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------|----------|--------|----------|------------------|-----------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 73 | Film Festival | | | | 8,000.00 | | 8,000.00 | 8,000.00 (100%) |
| 75 | Railway Station | | | | 15,000.00 | | 15,000.00 | 15,000.00 (100%) |
| 76 | Capital Projects | | | | 50,000.00 | | 50,000.00 | 50,000.00 (100%) |
| 77 | Playing Pitch Strategy | | | | 9,000.00 | | 9,000.00 | 9,000.00 (100%) |
| 96 | Post Office Provision | | | | 2,500.00 | | 2,500.00 | 2,500.00 (100%) |
| 97 | Cades Farm Community Hall | | | | 7,000.00 | 2,323.00 | 4,677.00 | 4,677.00 (66%) |
| SUB TOTAL | | | | | 91,500.00 | 2,323.00 | 89,177.00 | 89,177.00 (97%) |

Emergency High Street Fund

| Code | Title | Receipts | | | Payments | | | Net Position |
|------|--------------------------------|----------|-----------|-----------|----------|--------|----------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 78 | Emergency High Street Fund | | 23,500.00 | 23,500.00 | | | | 23,500.00 (N/A) |
| 79 | Electrical Infrastructure Work | | | | | | | (N/A) |

Wellington Town Council
Summary of Receipts and Payments

30 November 2021 (2021 - 2022)

All Cost Centres and Codes

| | | | | | | |
|------------------|------------------------------|------------------|------------------|------------------|-------------------|-----------------------|
| 80 | Related Staffing Costs | | | 1,537.48 | -1,537.48 | -1,537.48 (N/A) |
| 81 | Christmas Entertainment 2020 | | | 200.00 | -200.00 | -200.00 (N/A) |
| 82 | Street Furniture | | | | | (N/A) |
| 83 | Maps & Signage | | | 1,043.00 | -1,043.00 | -1,043.00 (N/A) |
| 85 | Marketing | | | | | (N/A) |
| 86 | Notice Boards | | | | | (N/A) |
| 88 | Farmers Market | | | 950.00 | -950.00 | -950.00 (N/A) |
| 98 | Related Fees | | | 944.33 | -944.33 | -944.33 (N/A) |
| 120 | Welly Welcome Weekend 2021 | 50.00 | 50.00 | 7,173.68 | -7,173.68 | -7,123.68 (N/A) |
| 121 | Town Surveys | | | 2,748.00 | -2,748.00 | -2,748.00 (N/A) |
| 124 | Christmas 2021 | | | 110.00 | -110.00 | -110.00 (N/A) |
| SUB TOTAL | | 23,550.00 | 23,550.00 | 14,706.49 | -14,706.49 | 8,843.51 (N/A) |

Environment and Planning

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|----------------------------------|----------|-----------------|-----------------|------------------|------------------|------------------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 47 | Grasscutting | | | | 3,740.00 | 3,740.00 | 3,740.00 (100%) | |
| 48 | Weedkilling | | | | 1,215.00 | 1,215.00 | 1,215.00 (100%) | |
| 49 | Emptying Dog Bins | | | | 5,000.00 | 2,292.00 | 2,708.00 (54%) | |
| 50 | Provision of Benches & Litter/Do | | | | 2,500.00 | 488.56 | 2,011.44 (80%) | |
| 51 | Planning Administration | | | | 12,160.00 | 1,125.00 | 11,035.00 (90%) | |
| 52 | Environmental Improvements | | | | 20,000.00 | | 20,000.00 (100%) | |
| 53 | Longforth Road Toilets | | 9,481.00 | 9,481.00 | 20,017.00 | 9,973.36 | 19,524.64 (97%) | |
| 113 | Electricity for Street Light | | | | 400.00 | 330.88 | 69.12 (17%) | |
| SUB TOTAL | | | 9,481.00 | 9,481.00 | 65,032.00 | 14,209.80 | 50,822.20 (92%) | |

Grants

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-------------|----------|--------|----------|------------------|------------------|------------------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 41 | Grants | | | | 15,000.00 | 6,822.17 | 8,177.83 (54%) | |
| 43 | Coronavirus | | | | 10,000.00 | 2,000.00 | 8,000.00 (80%) | |
| 109 | SLA (CA-T) | | | | 5,000.00 | 5,000.00 | (0%) | |
| 110 | SLA (RL) | | | | 4,000.00 | 4,000.00 | (0%) | |
| 111 | SLA (WHERE) | | | | 2,000.00 | 2,500.00 | -500.00 (-25%) | |
| 112 | SLA (WCC) | | | | 12,000.00 | 12,000.00 | (0%) | |
| SUB TOTAL | | | | | 48,000.00 | 32,322.17 | 15,677.83 (32%) | |

Grounds Maintenance and Allotments

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-----------------------|-----------------|-----------------|---------------|-----------------|-----------------|-----------------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 44 | Allotments | 2,112.00 | 2,922.00 | 810.00 | 1,000.00 | 264.00 | 736.00 (49%) | |
| 45 | Tone Play Area | | | | 1,000.00 | 546.00 | 454.00 (45%) | |
| 46 | Footpaths Maintenance | | | | 500.00 | 205.36 | 294.64 (58%) | |
| 92 | Longforth Allotment | | | | 1,500.00 | | 1,500.00 (100%) | |
| SUB TOTAL | | 2,112.00 | 2,922.00 | 810.00 | 4,000.00 | 1,015.36 | 2,984.64 (62%) | |

Wellington Town Council
Summary of Receipts and Payments

30 November 2021 (2021 - 2022)

All Cost Centres and Codes

| Income | | Receipts | | | Payments | | | Net Position |
|------------------|-----------------|-------------------|-------------------|------------------|----------|--------|----------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| Code | Title | | | | | | | |
| 1 | Precept | 353,354.00 | 353,354.00 | | | | | (0%) |
| 2 | Bank Interest | 582.00 | 185.91 | -396.09 | | | | -396.09 (-68%) |
| 3 | Parish Grants | 2,275.00 | 2,275.00 | | | | | (0%) |
| 5 | VAT Refund | | | | | | | (N/A) |
| 6 | Rents - Various | 1,700.00 | 775.00 | -925.00 | | | | -925.00 (-54%) |
| SUB TOTAL | | 357,911.00 | 356,589.91 | -1,321.09 | | | | -1,321.09 (-0%) |

| IT, Website & Internet | | Receipts | | | Payments | | | Net Position |
|------------------------|----------------------------|----------|-----------------|-----------------|------------------|------------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| Code | Title | | | | | | | |
| 29 | Telephone & Broadband | | | | 1,200.00 | 1,586.49 | -386.49 | -386.49 (-32%) |
| 30 | IT Equipment | | | | 1,200.00 | 1,208.15 | -8.15 | -8.15 (-0%) |
| 31 | IT Support & Email Hosting | | | | 4,250.00 | 3,084.99 | 1,165.01 | 1,165.01 (27%) |
| 94 | IT for New Staff | | | | 1,500.00 | 180.00 | 1,320.00 | 1,320.00 (88%) |
| 101 | Telephone System | | 2,996.54 | 2,996.54 | 2,140.00 | 3,652.09 | -1,512.09 | 1,484.45 (69%) |
| 102 | IT Equipment Upgrades | | | | 2,172.50 | 1,745.00 | 427.50 | 427.50 (19%) |
| 103 | Security Software | | | | 156.00 | 156.00 | | (0%) |
| 104 | Office 365 | | | | 1,500.00 | 1,590.00 | -90.00 | -90.00 (-6%) |
| 105 | Parish Online | | | | 450.00 | | 450.00 | 450.00 (100%) |
| 106 | Zoom | | | | 120.00 | 119.90 | 0.10 | 0.10 (0%) |
| 107 | Scribe Accounting System | | | | 1,500.00 | 1,500.00 | | (0%) |
| 108 | Sage Payroll & HR | | | | 765.00 | 488.75 | 276.25 | 276.25 (36%) |
| SUB TOTAL | | | 2,996.54 | 2,996.54 | 16,953.50 | 15,311.37 | 1,642.13 | 4,638.67 (27%) |

| Pop Up Shop | | Receipts | | | Payments | | | Net Position |
|------------------|-----------|-----------------|-----------------|----------------|------------------|-----------------|-----------------|-----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| Code | Title | | | | | | | |
| 117 | Rent | 5,850.00 | 4,900.00 | -950.00 | 6,000.00 | 4,615.31 | 1,384.69 | 434.69 (3%) |
| 118 | Overheads | | 38.74 | 38.74 | 3,000.00 | 1,893.55 | 1,106.45 | 1,145.19 (38%) |
| 119 | Repairs | | | | 1,500.00 | 55.82 | 1,444.18 | 1,444.18 (96%) |
| SUB TOTAL | | 5,850.00 | 4,938.74 | -911.26 | 10,500.00 | 6,564.68 | 3,935.32 | 3,024.06 (18%) |

| Professional Services | | Receipts | | | Payments | | | Net Position |
|-----------------------|-------------------|----------|--------|----------|------------------|-----------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| Code | Title | | | | | | | |
| 54 | Professional Fees | | | | 20,000.00 | 1,003.35 | 18,996.65 | 18,996.65 (94%) |
| SUB TOTAL | | | | | 20,000.00 | 1,003.35 | 18,996.65 | 18,996.65 (94%) |

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

30 November 2021 (2021 - 2022)

Staff Costs & Expenses

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-------------------------|----------|-----------------|-----------------|-------------------|------------------|------------------|------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 16 | Salaries | | 1,500.00 | 1,500.00 | 110,962.00 | 76,532.33 | 34,429.67 | 35,929.67 (32%) |
| 17 | Staff Training | | | | 500.00 | 105.00 | 395.00 | 395.00 (79%) |
| 18 | Staff Travelling | | | | 200.00 | 17.10 | 182.90 | 182.90 (91%) |
| 19 | Staff Recruitment | | | | 1,500.00 | | 1,500.00 | 1,500.00 (100%) |
| 87 | Home Working Allowances | | | | | | | (N/A) |
| 93 | CiLCA Training | | | | 1,600.00 | 570.00 | 1,030.00 | 1,030.00 (64%) |
| SUB TOTAL | | | 1,500.00 | 1,500.00 | 114,762.00 | 77,224.43 | 37,537.57 | 39,037.57 (34%) |

Welly Welcome Weekend

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|----------|----------|-----------------|-----------------|----------|-----------------|------------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 122 | Deposits | | 1,440.00 | 1,440.00 | | 1,410.00 | -1,410.00 | 30.00 (N/A) |
| SUB TOTAL | | | 1,440.00 | 1,440.00 | | 1,410.00 | -1,410.00 | 30.00 (N/A) |

Summary

| | | | | | | | |
|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------------|
| NET TOTAL | 367,873.00 | 575,938.67 | 208,065.67 | 544,538.50 | 218,564.35 | 325,974.15 | 534,039.82 (58%) |
| V.A.T. | | 11,009.30 | | | 12,140.60 | | |
| GROSS TOTAL | | 586,947.97 | | | 230,704.95 | | |

