

MINUTES OF THE WELLINGTON TOWN COUNCIL FINANCE MEETING HELD AT COURT FIELDS SCHOOL, MANTLE STREET, WELLINGTON, TA21 8SW ON MONDAY 11 JANUARY 2022 AT 6.00 PM

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

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

398 APOLOGIES

Apologies were received and accepted from Councillors Bradley and McGuffie.

399 DECLARATIONS OF INTEREST

Councillors Lloyd and Govier have standing personal interest declarations 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. He also declared a personal interest in item 6a (expenditure) as his daughter is a user of the pop up shop.

400 MINUTES

RESOLVED to approve and formally adopt the minutes of the Finance meeting held on 6 December 2021.

401 PUBLIC PARTICIPATION

No members of the public wished to speak at this point.

402 GRANTS

(a) Applications

Avtar Indian Dance CIC – An application was forward to Councillors by e-mail from Avtar Indian Dance CIC who were seeking a grant of £613.99 for Wellington Community Dance-a-Long workshops.

RESOLVED to award a grant of £613.99 to Avtar Dance CIC.

(b) Grants Summary

A summary of grants paid to date was circulated with the agenda and noted.

403 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 4 JANUARY 2022

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 1 DECEMBER 2021 – 4 JANUARY 2022

RESOLVED to approve the expenditure.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 1 DECEMBER 2021 – 4 JANUARY 2022

RESOLVED to approve the income.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2021-22 YEAR AS AT 4 JANUARY 2022

RESOLVED to note and approve spend against the budget to date.

Councillor Barr queried the current spend against the budget line for installation of the Christmas lights as there is currently an underspend of £6,100. The Deputy RFO reported that the invoice had not yet been received for the works, but the amount is expected to be approx. £6,000. The final position for Christmas should be known in February.

There being no further business, the meeting closed at 6.10 pm.

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Councillor Mark Lithgow
Mayor

Wellington Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-04-2021 and 31-01-2022)

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 |
| 411 | 12/01/2022 | | Lloyds Current Acc | BACS | Grant | Avtar Indian Dance CIC | X | 613.99 | | 613.99 |
| <u>Subtotal for Code: Grants</u> | | | | | | | | <u>£7,436.16</u> | | <u>£7,436.16</u> |
| <u>Subtotal for Cost Centre: Grants</u> | | | | | | | | <u>7,436.16</u> | | <u>7,436.16</u> |
| <u>TOTALS</u> | | | | | | | | <u>£7,436.16</u> | | <u>£7,436.16</u> |

PHOTOCOPIER RENEWAL

Report for Finance Committee 7 February 2022

The Council's current photocopier contract comes to an end on 9th March 2022.

Current Provision

Machine; Konica Minolta C308, A4 and A3 colour with internal staple finisher

At present we pay;

| | |
|------------------------------|----------|
| Flat Rate Hire (per quarter) | £110.61 |
| Black & White Copy | £0.00210 |
| Colour Copy | £0.02100 |

Toner etc. are included in these charges as are service calls should the machine breakdown. Breakdowns are attended on the same or next day as reported.

Based on the last 12 months billing, the average quarterly usages are 4052 black and white copies and 4053 colour copies which totals £92.98.

Options for new contract

Based on what the current machine provides, I have requested the following specification when gathering these costings. Costings are all inclusive of toners, call outs and parts if required.

- 30 page per minute minimum
- Internal staple finisher
- A4 and A3 Paper trays with at least one being large capacity
- Document feeder
- Scan to folder and e-mail
- Sleep function to save energy

The table below shows quotes gathered with current prices for comparison, below that are notes on each option giving further details

| | Current | Konica | Konica | Clarity | Baytek |
|-----------------|----------------|----------------|----------------|----------------|----------------|
| | | Opt. 1 | Opt. 2 | | |
| Hire Price PQ | £110.61 | £110.61 | £164.54 | £188.00 | £199.04 |
| B&W | £0.0021 | £0.0021 | £0.0022 | £0.0020 | £0.0037 |
| Colour | £0.0210 | £0.0210 | £0.0210 | £0.0200 | £0.0370 |
| Service Charge | £0.00 | £0.00 | £0.00 | £0.00 | £22.50 |
| Set Up Fee | £0 | £0 | £0 | £0 | £165.00 |
| Contract Length | 60 | 12 | 60 | 60 | 60 |
| Copy Cost PQ | £92.98 | £92.98 | £93.38 | £88.55 | £163.81 |
| Total PQ | £203.59 | £203.59 | £257.92 | £276.55 | £385.35 |

Konica Minolta

Option 1

Konica are willing to extend the current agreement by 12 months only. This is mainly due to the age of the machine (now 5 years), and they can't be sure how reliably they can service it because, as expected, the older a machine gets the more likely they are to breakdown. A part had to be replaced recently. This will also not protect the Council from any further price rises during those 12 months.

Option 2

They can provide a new machine which exceeds the required specification for speed of completing jobs and fully meets the other criteria. This new contract would also opt the Council into their carbon neutrality scheme which allows the Council to offset 100% of carbon emissions relating to printing for the full term of the contract. Information is attached at appendix A. New machines are manufactured to order which has a 3 to 6 month lead time due to supply restraints. The current machine will remain in place until a new one can be delivered. Breakdowns are attended on the same or next day as reported. Connects to Konica's backend system to take meter readings for billing and pre-warning of toner low and error notifications. Some setups and maintenance can also be done remotely. Toner is only dispatched as required to save wastage by holding 'stock' in the Office.

Clarity Copiers

Taunton based company providing Sharp machines at 'Centre of Excellence' level. They have been trading for 40 years and employ fully qualified locally based engineers with 2 – 4 hour callout basis. Sharp copiers are manufactured in the UK meaning there is only a few days lead time for delivery meaning no gap in service. Sharp's sustainability vision and policy etc. can be viewed online here; <http://global.sharp/corporate/eco/environment/vision/>. Empty consumables are appropriately recycled via pre-paid kit to return to Sharp's facility. The machine will be linked to Clarity's back-end system to take meter readings for billing and pre-warning of toner low and error notifications. Some setups and maintenance can also be done remotely. Toner is only dispatched as required to save wastage by holding 'stock' in the Office.

Baytek

Based in Newton Abbot providing Canon machine meeting all the criteria as above. They have recently had to increase charges by 8% which is included in the costs stated. No information has been given regarding environmental initiatives etc. Longer lead times on stock are currently around 6 months.

Recommendation

Having reviewed the details, it is the Officer's recommendation that Option 2 with Konica Minolta be accepted. This provides the lower pricing and a very satisfactory environmental solution.

Climate Protection with Konica Minolta

Konica Minolta's Enabling Carbon Neutrality Programme



Together with ClimatePartner Konica Minolta has established a transparent and resilient concept to reduce and offset the emissions of greenhouse gases from printing.



Enabling Carbon Neutrality

The principle of carbon neutrality

Processes and products are termed "carbon neutral" when their carbon emissions have been calculated and offset by supporting recognized carbon offset projects.

How does a carbon offset project work?

Carbon offset projects are certified according to internationally recognised standards and are regularly audited by independent organisations. These projects save large volumes of emissions, thereby making a contribution to stopping climate change.

How to use Enabling Carbon Neutrality?

Enabling Carbon Neutrality is an end-to-end solution with calculating, reducing and offsetting all in one. As customer you simply have to push the button.



KONICA MINOLTA
enabling carbon neutrality





Vader Piet wind energy project on the Caribbean Island of Aruba

Aruba's electricity grid mainly depends on thermal power plants, which use imported fossil fuels. The purpose of the project is to utilize the wind in order to satisfy energy requirements through a sustainable, environmentally and cost effective energy source.

The project improves the local energy security, the air quality, the local livelihoods and it promotes the development of a sustainable renewable energy industry.



Advantages of climate neutral printing with Konica Minolta

- A label and a certificate guarantee transparency. A unique ID allows to track the offset.
- You are contributing to global climate protection without any additional effort.
- The climate neutral label on your print products increases the credibility of your sustainability strategy.
- The carbon offset project is certified according to the strictest available standard, the Gold Standard.

Contributions to the United Nations Sustainable Development Goals

The project in Aruba fulfils 5 of the 17 goals: Affordable and Clean Energy, Decent Work and Economic Growth, Innovation and Infrastructure, Good Health and Life on Land.



Enabling Carbon Neutrality

Four easy steps to successful carbon offsetting with Konica Minolta

1. Printing as usual with Konica Minolta systems.
2. Konica Minolta and ClimatePartner calculate the total emissions over the lifetime of each device.
3. Emissions are compensated with the carbon offset project in Aruba.
4. A certificate and label provide proof of the carbon offset.



Konica Minolta's carbon offset project supports the first and only operating **wind farm** on the Caribbean island of **Aruba**.

You are interested in Carbon Neutral Printing?

Contact us:



KONICA MINOLTA

**Konica Minolta
Business Solutions Europe GmbH**

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Germany

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Fax: +49 (0) 511 74 10 50
E-Mail: co2neutrality@konicaminolta.eu
www.konicaminolta.eu

ClimatePartner

ClimatePartner GmbH

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Germany

Tel.: +49 (0) 89 122 28 75-0
Fax: +49 (0) 89 122 28 75-29
E-Mail: packaging@climatepartner.com
www.climatepartner.com

Wellington Town Council

Prepared by: Alice Kendall - Deputy RFODate: 31/01/22*Name and Role (Clerk/RFO etc)*

Approved by: _____

Date: _____

Name and Role (RFO/Chair of Finance etc)

| | | | |
|----------|---|------------|-------------------|
| | Bank Reconciliation at 31/01/2022 | | |
| | Cash in Hand 01/04/2021 | | 605,816.42 |
| | ADD Receipts 01/04/2021 - 31/01/2022 | | 589,817.01 |
| | SUBTRACT Payments 01/04/2021 - 31/01/2022 | | 1,195,633.43 |
| | | | 291,387.15 |
| A | Cash in Hand 31/01/2022 (per Cash Book) | | 904,246.28 |
| | Cash in hand per Bank Statements | | |
| | Petty Cash 31/01/2022 | 15.94 | |
| | Nationwide 01343556 31/01/2022 | 0.00 | |
| | Cambridge & Counties 31/01/2022 | 0.00 | |
| | The Cambridge Building Society CI 31/01/2022 | 0.00 | |
| | Lloyds Treasurers PC 87331468 31/01/2022 | 118.19 | |
| | Lloyds Treasury Deposit 31/01/2022 | 0.00 | |
| | Lloyds Deposit Account 07788306 31/01/2022 | 256,524.84 | |
| | Lloyds Current Account 2195145 31/01/2022 | 213,321.44 | |
| | | | 469,980.41 |
| | Less unrepresented payments | | 15,734.13 |
| | | | 454,246.28 |
| | Plus unrepresented receipts | | 450,000.00 |
| B | Adjusted Bank Balance | | 904,246.28 |
| | A = B Checks out OK | | |

Wellington Town Council PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------|------------|-----------|------------------------|--------------|-------------------------------|------------------------------|----------|----------|----------|----------|
| 401 | 05/01/2022 | | Lloyds Current Accour | BACS | Hire of Hall | Wellington Community Centr | X | 48.00 | | 48.00 |
| 402 | 06/01/2022 | 10828997 | Lloyds Current Accour | BACS | Community Warden | ID Verde | S | 4,387.24 | 877.44 | 5,264.68 |
| 403 | 06/01/2022 | 1665 | Lloyds Current Accour | BACS | Tree Lights Override and Rese | DJ Steve | X | 30.00 | | 30.00 |
| 404 | 10/01/2022 | | Lloyds Treasurers PC i | Card | HR System | Sage | S | 24.00 | 4.80 | 28.80 |
| 405 | 10/01/2022 | | Lloyds Current Accour | BACS | War Grave Flowers | Bloomin Lovely | S | 60.42 | 12.08 | 72.50 |
| 406 | 10/01/2022 | 63750508 | Lloyds Current Accour | BACS | Emptying Dog Bins | Somerset West & Taunton | S | 1,560.00 | 312.00 | 1,872.00 |
| 407 | 12/01/2022 | | Lloyds Treasurers PC i | Card | Water for Meeting | Co-Op | X | 1.65 | | 1.65 |
| 408 | 12/01/2022 | 8228841 | Lloyds Current Accour | BACS | Stationery | Viking | S | 39.65 | 7.93 | 47.58 |
| 411 | 12/01/2022 | | Lloyds Current Accour | BACS | Grant | Avtar Indian Dance CIC | X | 613.99 | | 613.99 |
| 412 | 14/01/2022 | INV-1764 | Lloyds Current Accour | BACS | Window Wrap | Somerset Sign & Print Co | S | | | |
| 413 | 14/01/2022 | | Lloyds Treasurers PC i | Card | Recorded Postage | Post Office Ltd | E | 5.38 | | 5.38 |
| 414 | 14/01/2022 | | Lloyds Current Accour | Direct Debit | Telephone System | Taurus Clearer Communicati | S | 121.30 | 24.26 | 145.56 |
| 415 | 17/01/2022 | | Lloyds Current Accour | Direct Debit | Telephone & Broadband | Chess | S | 88.97 | 17.79 | 106.76 |
| 416 | 17/01/2022 | | Lloyds Current Accour | BACS | Window Wrap | Somerset Sign & Print Co | S | 305.00 | 61.00 | 366.00 |
| 417 | 17/01/2022 | | Lloyds Current Accour | BACS | Bus Shelter - Coach Park | Bike Dock Solutions (Shelter | S | 6,503.50 | 1,300.70 | 7,804.20 |
| 418 | 18/01/2022 | 63751570 | Lloyds Current Accour | BACS | Install & Dismantle C. Tree | Somerset West & Taunton | S | 649.00 | 129.80 | 778.80 |
| 419 | 19/01/2022 | 17835 | Lloyds Current Accour | BACS | Sound System Hire | Denis & Ian Pearce Ltd | S | 350.00 | 70.00 | 420.00 |
| 420 | 21/01/2022 | | Lloyds Current Accour | BACS | Pop-Up Shop Refund | Slimming World | X | 95.55 | | 95.55 |
| 421 | 21/01/2022 | | Lloyds Current Accour | BACS | Pop-Up Shop Refund | Louise Winborn | X | 63.61 | | 63.61 |
| 422 | 21/01/2022 | | Lloyds Current Accour | BACS | Pop-Up Shop Refund | Crafting Friends | X | 80.67 | | 80.67 |
| 423 | 21/01/2022 | 2142 | Lloyds Current Accour | BACS | Insurance re-charge | H T Perry & Son | X | 90.00 | | 90.00 |
| 424 | 21/01/2022 | | Lloyds Current Accour | BACS | Net Salaries | Various | X | 6,660.33 | | 6,660.33 |
| 425 | 21/01/2022 | | Lloyds Current Accour | BACS | Deductions - Jan | HMRC | X | 2,127.72 | | 2,127.72 |
| 426 | 21/01/2022 | | Lloyds Current Accour | BACS | Superann - Jan | Somerset County Council | X | 1,935.93 | | 1,935.93 |
| 427 | 21/01/2022 | 600017714 | Lloyds Current Accour | BACS | Advert - Produce Market | Tindle Newspapers | S | 160.00 | 32.00 | 192.00 |
| 428 | 26/01/2022 | MTM13443 | Lloyds Current Accour | BACS | IT Support & e-mail | MTMIT | S | 340.00 | 68.00 | 408.00 |
| 429 | 26/01/2022 | MTM13443 | Lloyds Current Accour | BACS | Webcam and Headset | MTMIT | S | 130.00 | 26.00 | 156.00 |
| 430 | 26/01/2022 | MTM13443 | Lloyds Current Accour | BACS | Portable Router and 12month | MTMIT | S | 518.99 | 103.80 | 622.79 |
| 431 | 26/01/2022 | | Lloyds Current Accour | BACS | Water for Public Toilets | Water2Business | S | 155.66 | 15.28 | 170.94 |
| 432 | 26/01/2022 | | Lloyds Treasurers PC i | Card | Land Registry Search | HM Land Registry | X | 6.00 | | 6.00 |
| 433 | 26/01/2022 | 579406 | Lloyds Current Accour | BACS | Town Centre Trail - Welcome I | Lovell Johns Limited | S | 823.00 | 164.60 | 987.60 |
| 434 | 26/01/2022 | | Lloyds Current Accour | BACS | Hire of Hall | Wellington URC | X | 180.00 | | 180.00 |
| 435 | 26/01/2022 | 1681 | Lloyds Current Accour | BACS | Art Work | Word Gets Around | X | 165.00 | | 165.00 |
| 436 | 26/01/2022 | | Lloyds Current Accour | | EHSF | Somerset Sign & Print Co | S | 2,740.92 | 548.18 | 3,289.10 |
| 437 | 27/01/2022 | SI-10024 | Lloyds Current Accour | BACS | Put up and take down Christm | WGS Power & Lighting | S | 6,876.50 | 1,375.30 | 8,251.80 |
| 438 | 31/01/2022 | 8350104 | Lloyds Current Accour | BACS | Stationery | Viking | S | 68.46 | 13.69 | 82.15 |

Wellington Town Council
PAYMENTS LIST

| Voucher Code | Date | Minute | Bank | Cheque No | Description | Supplier | VAT Type | Net | VAT | Total |
|--------------------------|-------------|---------------|-------------|------------------|--------------------|----------------------------|-----------------|------------------|-----------------|------------------|
| 439 Hospitality | 20/01/2022 | | Petty Cash | Cash | Milk | Co-Op | X | 0.95 | | 0.95 |
| 440 Hospitality | 11/01/2022 | | Petty Cash | Cash | Milk | Co-Op | X | 0.95 | | 0.95 |
| 441 Elections | 06/01/2022 | | Petty Cash | Cash | Card | St Margaret's Hospice Care | X | 1.00 | | 1.00 |
| 442 Stationery & Postage | 31/01/2022 | | Petty Cash | Cash | Staples | H T Perry & Son | X | 3.25 | | 3.25 |
| | | | | | | | Total | 38,012.59 | 5,164.65 | 43,177.24 |

Wellington Town Council
RECEIPTS LIST

| Voucher Code | Date | Minute | Bank | Receipt No | Description | Supplier | VAT Type | Net | VAT | Total |
|---------------------|-------------|---------------|-----------------------|-------------------|--------------------|------------------|-----------------|---------------|-----------------|-----------------|
| 137 Rents - Various | 12/01/2022 | | Lloyds Current Accour | | Promotional Space | Jonas Fishmonger | X | 425.00 | | 425.00 |
| 138 VAT Refund | 12/01/2022 | | Lloyds Current Accour | BACS | VAT Refund | HMRC | R | | 3,984.23 | 3,984.23 |
| 139 Bank Interest | 10/01/2022 | | Lloyds Deposit Accour | | Interest | Lloyds Bank | X | 2.25 | | 2.25 |
| | | | | | | | Total | 427.25 | 3,984.23 | 4,411.48 |

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 | 1,290.33 | -25.33 | -25.33 (-2%) |
| 27 | Photocopier | | 29.80 | 29.80 | 950.00 | 676.69 | 273.31 | 303.11 (31%) |
| 28 | Electricity | | | | 1,155.00 | 970.87 | 184.13 | 184.13 (15%) |
| 32 | Office Equipment | | | | 250.00 | 141.74 | 108.26 | 108.26 (43%) |
| 34 | Insurances | | | | 2,250.00 | 1,936.45 | 313.55 | 313.55 (13%) |
| 35 | Stationery & Postage | | | | 1,150.00 | 1,202.76 | -52.76 | -52.76 (-4%) |
| 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 | 1,415.00 | -935.00 | -935.00 (-194%) |
| 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 | | | 29.80 | 29.80 | 18,021.00 | 9,516.66 | 8,504.34 | 8,534.14 (47%) |

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 | 8,455.50 | -1,455.50 | -1,455.50 (-20%) |
| 116 | Switch on Event | | 1,336.00 | 1,336.00 | 17,500.00 | 1,785.02 | 15,714.98 | 17,050.98 (97%) |
| 123 | Stall Deposits | | 360.00 | 360.00 | | 360.00 | -360.00 | (N/A) |
| SUB TOTAL | | | 1,696.00 | 1,696.00 | 32,000.00 | 18,077.85 | 13,922.15 | 15,618.15 (48%) |

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

31 January 2022 (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 | 497.90 | 4,502.10 | 4,502.10 (90%) |
| 60 | Community Services & Priorities | | | | 10,000.00 | 5,629.31 | 4,370.69 | 4,370.69 (43%) |
| 61 | Health & Wellbeing | | | | 18,000.00 | 76.00 | 17,924.00 | 17,924.00 (99%) |
| 62 | Museum Lease | 1,000.00 | 187.50 | -812.50 | 1,000.00 | 2,250.00 | -1,250.00 | -2,062.50 (-103%) |
| 64 | Community Warden | | | | 17,505.00 | 11,305.97 | 6,199.03 | 6,199.03 (35%) |
| 65 | Emergency Planning | | | | 1,000.00 | | 1,000.00 | 1,000.00 (100%) |
| 66 | Other Payments | 1,000.00 | | -1,000.00 | 300.00 | 1,404.00 | -1,104.00 | -2,104.00 (-161%) |
| 67 | Youth Services | | | | 26,000.00 | | 26,000.00 | 26,000.00 (100%) |
| 68 | Section 137 Payments | | | | 550.00 | | 550.00 | 550.00 (100%) |
| SUB TOTAL | | 2,000.00 | 187.50 | -1,812.50 | 91,355.00 | 32,163.18 | 59,191.82 | 57,379.32 (61%) |

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 | 186.86 | 813.14 | 813.14 (81%) |
| 25 | Elections | | | | 1,000.00 | 1.00 | 999.00 | 999.00 (99%) |
| 89 | Deputy Mayor's Allowance | | | | 200.00 | 200.00 | | (0%) |
| SUB TOTAL | | | | | 8,000.00 | 5,174.23 | 2,825.77 | 2,825.77 (35%) |

Earmarked Reserves

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|---------------------------|----------|-------------------|-------------------|-------------------|-----------------|-------------------|--------------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 71 | C.I.L | | 172,015.48 | 172,015.48 | 38,358.49 | | 38,358.49 | 210,373.97 (548%) |
| 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 | | | 172,015.48 | 172,015.48 | 129,858.49 | 2,323.00 | 127,535.49 | 299,550.97 (230%) |

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 | | 8,538.88 | -8,538.88 | 14,961.12 (N/A) |
| 79 | Electrical Infrastructure Work | | | | | | | (N/A) |

Wellington Town Council
Summary of Receipts and Payments

31 January 2022 (2021 - 2022)

All Cost Centres and Codes

| | | | | | | |
|------------------|------------------------------|------------------|------------------|------------------|-------------------|------------------------|
| 80 | Related Staffing Costs | | | 1,949.73 | -1,949.73 | -1,949.73 (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 | | | 2,740.92 | -2,740.92 | -2,740.92 (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) |
| 125 | Wellington Produce Market | | | 325.00 | -325.00 | -325.00 (N/A) |
| SUB TOTAL | | 23,550.00 | 23,550.00 | 26,723.54 | -26,723.54 | -3,173.54 (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 | 3,852.00 | 1,148.00 | 1,148.00 (22%) |
| 50 | Provision of Benches & Litter/Do | | | 2,500.00 | 488.56 | 2,011.44 | 2,011.44 (80%) |
| 51 | Planning Administration | | | 12,160.00 | 1,125.00 | 11,035.00 | 11,035.00 (90%) |
| 52 | Environmental Improvements | | | 20,000.00 | 140.00 | 19,860.00 | 19,860.00 (99%) |
| 53 | Longforth Road Toilets | 9,481.00 | 9,481.00 | 20,017.00 | 12,883.09 | 7,133.91 | 16,614.91 (83%) |
| 113 | Electricity for Street Light | | | 400.00 | 330.88 | 69.12 | 69.12 (17%) |
| SUB TOTAL | | 9,481.00 | 9,481.00 | 65,032.00 | 18,819.53 | 46,212.47 | 55,693.47 (85%) |

Grants

| Code Title | Receipts | | | Payments | | | Net Position |
|------------------|-------------|--------|----------|------------------|------------------|------------------|------------------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 41 | Grants | | | 15,000.00 | 7,436.16 | 7,563.84 | 7,563.84 (50%) |
| 43 | Coronavirus | | | 10,000.00 | 2,700.00 | 7,300.00 | 7,300.00 (73%) |
| 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 | -500.00 (-25%) |
| 112 | SLA (WCC) | | | 12,000.00 | 12,000.00 | | (0%) |
| SUB TOTAL | | | | 48,000.00 | 33,636.16 | 14,363.84 | 14,363.84 (29%) |

Grounds Maintenance and Allotments

| Code Title | Receipts | | | Payments | | | Net Position | |
|------------|-----------------------|----------|----------|----------|----------|----------|----------------------|-----------------|
| | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend | |
| 44 | Allotments | 2,112.00 | 3,070.00 | 958.00 | 1,000.00 | 264.00 | 736.00 | 1,694.00 (54%) |
| 45 | Tone Play Area | | | | 1,000.00 | 546.00 | 454.00 | 454.00 (45%) |
| 46 | Footpaths Maintenance | | | | 500.00 | 208.36 | 291.64 | 291.64 (58%) |
| 92 | Longforth Allotment | | | | 1,500.00 | | 1,500.00 | 1,500.00 (100%) |

Wellington Town Council
Summary of Receipts and Payments

31 January 2022 (2021 - 2022)

All Cost Centres and Codes

| | | | | | | | |
|------------------|-----------------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------------|
| SUB TOTAL | 2,112.00 | 3,070.00 | 958.00 | 4,000.00 | 1,018.36 | 2,981.64 | 3,939.64 (64%) |
|------------------|-----------------|-----------------|---------------|-----------------|-----------------|-----------------|-----------------------|

Income

| | | Receipts | | | Payments | | | Net Position | |
|------------------|-----------------|-------------------|-------------------|----------------|----------|----------|----------|--------------|----------------------|
| | | Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance |
| 1 | Precept | 353,354.00 | 353,354.00 | | | | | | (0%) |
| 2 | Bank Interest | 582.00 | 190.27 | -391.73 | | | | | -391.73 (-67%) |
| 3 | Parish Grants | 2,275.00 | 2,275.00 | | | | | | (0%) |
| 5 | VAT Refund | | | | | | | | (N/A) |
| 6 | Rents - Various | 1,700.00 | 1,200.00 | -500.00 | | | | | -500.00 (-29%) |
| SUB TOTAL | | 357,911.00 | 357,019.27 | -891.73 | | | | | -891.73 (-0%) |

IT, Website & Internet

| | | Receipts | | | Payments | | | Net Position | |
|------------------|----------------------------|----------|-------|----------|------------------|------------------|-----------------|--------------|-----------------------|
| | | Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance |
| 29 | Telephone & Broadband | | | | 1,200.00 | 1,885.73 | -685.73 | | -685.73 (-57%) |
| 30 | IT Equipment | | | | 1,200.00 | 1,208.15 | -8.15 | | -8.15 (-0%) |
| 31 | IT Support & Email Hosting | | | | 4,250.00 | 3,764.99 | 485.01 | | 485.01 (11%) |
| 94 | IT for New Staff | | | | 1,500.00 | 180.00 | 1,320.00 | | 1,320.00 (88%) |
| 101 | Telephone System | | | | 2,140.00 | 776.85 | 1,363.15 | | 1,363.15 (63%) |
| 102 | IT Equipment Upgrades | | | | 2,172.50 | 2,263.99 | -91.49 | | -91.49 (-4%) |
| 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 | 621.75 | 143.25 | | 143.25 (18%) |
| SUB TOTAL | | | | | 16,953.50 | 14,067.36 | 2,886.14 | | 2,886.14 (17%) |

Pop Up Shop

| | | Receipts | | | Payments | | | Net Position | |
|------------------|-----------|-----------------|-----------------|----------------|------------------|-----------------|-----------------|--------------|-----------------------|
| | | Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance |
| 117 | Rent | 5,850.00 | 5,275.00 | -575.00 | 6,000.00 | 6,088.81 | -88.81 | | -663.81 (-5%) |
| 118 | Overheads | | 38.74 | 38.74 | 3,000.00 | 2,033.55 | 966.45 | | 1,005.19 (33%) |
| 119 | Repairs | | | | 1,500.00 | 55.82 | 1,444.18 | | 1,444.18 (96%) |
| SUB TOTAL | | 5,850.00 | 5,313.74 | -536.26 | 10,500.00 | 8,178.18 | 2,321.82 | | 1,785.56 (10%) |

Professional Services

| | | Receipts | | | Payments | | | Net Position | |
|------------------|-------------------|----------|---------------|---------------|------------------|-----------------|------------------|--------------|------------------------|
| | | Code | Title | Budgeted | Actual | Variance | Budgeted | Actual | Variance |
| 54 | Professional Fees | | 120.00 | 120.00 | 20,000.00 | 1,398.22 | 18,601.78 | | 18,721.78 (93%) |
| SUB TOTAL | | | 120.00 | 120.00 | 20,000.00 | 1,398.22 | 18,601.78 | | 18,721.78 (93%) |

Wellington Town Council
Summary of Receipts and Payments

31 January 2022 (2021 - 2022)

All Cost Centres and Codes

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 | 97,378.78 | 13,583.22 | 15,083.22 (13%) |
| 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 | 98,070.88 | 16,691.12 | 18,191.12 (15%) |

Welcome Back Fund

| Code | Title | Receipts | | | Payments | | | Net Position |
|------------------|-------------------|----------|--------|----------|----------|---------------|----------------|----------------------|
| | | Budgeted | Actual | Variance | Budgeted | Actual | Variance | +/- Under/over spend |
| 126 | Welcome Back Fund | | | | | 823.00 | -823.00 | -823.00 (N/A) |
| SUB TOTAL | | | | | | 823.00 | -823.00 | -823.00 (N/A) |

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 | 575,422.79 | 207,549.79 | 560,791.99 | 273,455.17 | 287,336.82 | 494,886.61 (53%) |
| V.A.T. | | 14,394.22 | | | 17,931.98 | | |
| GROSS TOTAL | | 589,817.01 | | | 291,387.15 | | |

