



## HERTFORD TOWN COUNCIL

Ref: Finadmin/fagenda

15 June 2018

TO: ALL MEMBERS OF THE FINANCE, POLICY  
AND ADMINISTRATION COMMITTEE

Dear Councillor,

A Meeting of the Finance, Policy and Administration Committee will be held on:

**MONDAY 25th JUNE 2018  
IN THE ROBIN ROOM, THE CASTLE, HERTFORD  
AT 7.30 PM**

The Agenda is attached.

Yours sincerely

Mr J Whelan  
Town Clerk

**Members of the Committee** Councillors: Mrs R Bolton, P Boyle, R Deering, Mrs J Goodeve, Mrs S Newton, Dr L Radford, Miss J C S Sartin and A Stevenson

**AGENDA OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE  
MEETING TO BE HELD ON MONDAY 25 JUNE 2018 AT 7.30 PM IN THE  
ROBING ROOM, THE CASTLE, HERTFORD**

**1. ELECTION OF CHAIRMAN**

**2. ELECTION OF VICE CHAIRMAN**

**3. RECORDING OF MEETING**

To establish if any person present wished to record the meeting.

**4. APOLOGIES FOR ABSENCE**

To receive apologies for absence

**5. DECLARATIONS OF INTEREST**

To receive declarations of interest

**6. THE MINUTES**

To confirm as correct the Minutes of the meeting held on 12 March 2018 and the Special meeting held on 8 May 2018 and to authorise the Chairman to sign the same. **PAPER A (page 5).**

**7. ACTION SHEET**

To note the Action Sheet - **PAPER B (page 13).**

**8. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

Members of the public may speak about specific items on this agenda which contain a recommendation, provided they have advised the Town Clerk of their wish to speak no later than midday on the Friday before the meeting (or midday of the last working day of the week before the meeting). A list giving details of the name(s) and relevant agenda item(s) will be circulated to Councillors before the meeting commences.

**9. FINAL INTERNAL AUDIT REPORT 2017/18**

To receive the final report of the internal auditor for 2017/18 – **PAPER C (page 15).**

**10. END OF YEAR ACCOUNTS 2017/18 AND ANNUAL RETURN**

To approve the end of year accounts and the Annual Return for 2017/18 – **PAPER D (page 25).**

**The meeting will adjourn after this item to allow Full Town Council to consider the Year End Accounts**

**11. COMMUNITY GRANT - HERTFORD SYMPHONY ORCHESTRA**

To consider a grant request from Hertford Symphony Orchestra – **PAPER E (page 63).**

**12. COMMUNITY GRANT – MUDLARKS COMMUNITY GARDEN**

To consider a grant request from Mudlarks Community Garden – **PAPER F (page 65).**

**13. COMMUNITY GRANT – ROTARY CLUB OF HERTFORD**

To consider a grant request from Rotary Club of Hertford **PAPER G (page 67).**

**14. COMMUNITY GRANT – HERTFORD HORTICULTURAL SOCIETY**

To consider a grant request from the Hertford Horticultural Society. **PAPER H (page 69).**

**15. COMMUNITY GRANT – HERTFORD INTERNATIONAL CONCERT SERIES**

To consider a grant request from the Hertford International Concert Series. **PAPER I (page 71).**

**16. COMMUNITY GRANT – FUTURE LIVING HERTFORD**

To consider a grant request from Future Living Hertford. **PAPER J (page 73).**

**17. COMMUNITY GRANT – EAST HERTS DIVERSIONARY ACTIVITIES**

To consider a grant request from East Herts Diversionary Activities Group. **PAPER K (page 75).**

**18. NEW HOMES BONUS GRANT FUND**

To consider payments from the New Homes Bonus Grant Fund for the following: **PAPER L (page 79).**

Friends of St Leonard's Church  
North Road Plholders Group  
Hertford Youth Club

**19. WORLD WAR 1 CENTENERY COMMEMORATION**

To consider a payment from the New Homes Bonus strategic fund towards the cost of the poppy installation in Hertford. **PAPER M (page 81).**

**20. PERSONNEL SUB COMMITTEE**

To receive the minutes of the Personnel Sub Committee Meeting held on 29 May 2018 - **PAPER N (page 83).**

**21. PROGRESS ON COUNCIL OBJECTIVES**

To confirm progress on the Council Objectives for 2016-19 **PAPER O (page 87).**

**22. MUSEUM REPORT**

To receive the quarterly report from Hertford Museum. **PAPER P (page 93).**

**23. FINANCE**

(a) Bank Reconciliations

To receive the bank reconciliation summaries for February, March, April and May 2018 attached as **PAPER Q (page 119).**

(As agreed at the meeting of this Committee on 16<sup>th</sup> February 2009, summary sheets only are provided. Bank Statements can be viewed in the Castle at any time)

(b) Payment Schedules

To receive the cheque payment schedules for March, April and May 2018 – **PAPER R (page 123).**

(c) Non Cheque Payments

To receive a schedule of Direct Debit and BAC's payments made from February – April 2018- **PAPER S (page 131).**

This page is intentionally blank

**MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE MEETING HELD ON MONDAY 12<sup>th</sup> MARCH 2018 AT 7.30 PM IN THE ROBIN ROOM, THE CASTLE, HERTFORD**

PRESENT: Cllr Bob Deering, in the Chair

Councillors: Mrs R Bolton, P Boyle, Mrs J Goodeve, Mrs S Newton, Miss J Sartin and A Stevenson

IN ATTENDANCE: Cllr P Ruffles  
Mr J Whelan, Town Clerk  
Ms P Carpenter, Civic Administration Manager  
Mr S Davies, Finance Manager  
1 member of the public

**625. RECORDING OF MEETING**

It was noted that no person present wished to record the meeting.

**626. APOLOGIES FOR ABSENCE**

Apologies for absence were received from Cllr Dr Radford (Personal matter).

**627. DECLARATIONS OF INTEREST**

None			
------	--	--	--

**628. THE MINUTES**

It was **RESOLVED** that:

The Minutes of the Finance, Policy & Administration Committee meeting held on 2 January 2018 be approved as a correct record and the Chairman be authorised to sign the same.

**629. ACTION SHEET**

**GDPR**

The Committee requested that an update of the progress made by officers on GDPR be presented to a special meeting of the Committee, to be held on or around 20 April 2018.

It was **RESOLVED** that:

a) The action sheet be received and noted.

**630. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

The Reverend Canon Jo Loveridge addressed the meeting to confirm that All Saints' Church would be prepared to take the Militia Colours of the Tottenham Volunteers and the Union Flag for storage in the Church. The Committee was extremely appreciative to the Rev'd Loveridge for coming to address the Committee, and to the Church for agreeing to take the Colours.

**631. INCOME AND EXPENDITURE TO 31 DECEMBER 2017**

The Committee received a report outlining the Income and Expenditure to 31 December 2017.

It was **RESOLVED** that:

The Committee **notes** the income and expenditure to the 31st December 2017.

**632. COMMUNITY GRANT APPLICATION – ADVENTURE LEARNING FOUNDATION**

An application had been received from the Adventure Learning Foundation for £1200 towards the cost of the set up costs for the Junior Parkrun at Hartham Common

It was **RESOLVED** that:

The Committee **approves** a grant of £1200

**633. COMMUNITY GRANT APPLICATION – HERTFORD SWIMMING CLUB**

An application had been received from Hertford Swimming Club towards the cost of starting blocks at Hartham Swimming Pool.

It was **RESOLVED** that:

The Committee **approves** a grant of £1200

**634. COMMUNITY GRANT APPLICATION – HERTFORD MUSIC FESTIVAL**

An application had been received from the Hertford Music Festival for a grant for £1200 towards the cost of P R services, marketing etc

It was **RESOLVED** that:

The Committee **approves** a grant of £1200.

**635. COMMUNITY GRANT APPLICATION – SECRET SOCIETY OF HERTFORD CRAFTERS**

An application had been received from the Secret Society of Hertford Crafters towards the cost of creating a poppy installation to commemorate the centenary of Armistice Day.

It was **RESOLVED** that:

The Committee **approves** a grant of £200

**636. COMMUNITY GRANT APPLICATION – PINS AND FEATHERS CIC**

An application had been received from Pins and Feathers towards the cost of a new production about local suffragists.

It was **RESOLVED** that:

The Committee **approves** a grant of £1200

**637. PERSONNEL SUB COMMITTEE**

The Committee received a copy of the draft minutes of the Personnel Sub Committee held on 29 January 2018.

It was **RESOLVED** that:

a) The Committee **notes** the draft report of the Personnel Sub Committee held on 29 January 2018.

**638. REVIEW OF CONSTITUTION DOCUMENTS**

The Committee reviewed the following documents:

Standing Orders  
Financial Regulations  
Budget Summary  
Treasury Management Policy  
Card Holder Data Security Policy

A minor amendment was suggested to the Standing Orders in regard to the responsibilities of the Development and Leisure Committee



It was **RESOLVED** that:

The Committee **recommends** the documents, as amended, to the Full Town Council for inclusion within the Constitution.

### **639. MILITIA COLOURS**

The Committee received a report on the progress made for the future of the Militia Colours and was pleased to note the willingness of All Saints' Church to take on two of the Colours, with the contribution towards the insurance costs.

It was **RESOLVED** that:

- a) The Committee **approves** the transfer of the ownership of the King's Colour of the Tottenham volunteers and the Union Flag to the All Saints' Church in Hertford.
- b) The Committee **approves** the payment of the associated costs for the transfer for Colours to the Church.

### **640. NEW HOMES BONUS ALLOCATION FRAMEWORK**

The Committee received a report from the Town Clerk regarding a process for allocation of New Homes Bonus, along with a Policy. The Committee considered the maximum cap of 10% to any one project was reasonable but requested that an additional line be added to the Policy to encourage applicants to seek match funding.

Given that this was a completely new initiative for the Council, the Committee wished to review the process in a further 6 months to see if any changes needed to be made to the application process.

The Finance Manager advised the Committee of a small overspend on the 'Adopt a Street' litter picking project, which is funded under New Homes Bonus, and the Committee approved an increase to £1200.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **recommends** the adoption of the New Homes Bonus Funding Allocation Policy, with amendments, to full Town Council for adoption within the Constitution.
- c) The Committee **approves** a maximum NHB budget of £1200 towards the Adopt a Street litter picking project.

**641. OBJECTIVES 2016-19**

The Committee received an update of the progress made towards the Objectives for 2016-19.

The Committee noted the progress made on the Objectives, but requested an amendment to the progress on the Objective 'Support to the Town Centre and Business Community' to include reference to the investment awarded to improve Maidenhead Street.

It was **RESOLVED** that:

- a) The Committee notes the progress made on the Objectives 2016-19.

**642. FINANCE**

(a) Bank Reconciliations

The Committee received the bank reconciliation summaries for December 2017 and January 2018.

It was **RESOLVED** that:

The Committee **notes** the bank reconciliation summaries for December 2017 and January 2018.

(b) Payment Schedules

The Committee received the payment schedules for December 2017 to February 2018.

It was **RESOLVED** that:

The Committee **notes** the payment schedules for December 2017 to February 2018.

(c) Non Cheque Payments

The Committee received a schedule of the non-cheque payments made between December 2017 – January 2018.

It was **RESOLVED** that:

The Committee **notes** the non-cheque payments made between December 2017 and January 2018.

(d) Debtor and Creditor Payment Times

The Committee received a report detailing the time taken for the Council to pay its creditors and to receive payment from its debtors.

It was **RESOLVED** that:

The Committee **notes** the Debtor and Creditor Payment times.

(g) Past Due Debtors

The Committee was advised there were no debtors over 90 days.

**643. EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED** that:

In view of the confidential nature of the following items, which relate to the business matters of other individuals and organisations, the public shall be excluded while the following items are discussed. This is in accordance with the Public Bodies (Admission to Meetings) Act 1960, as amended by the Local Government Act 1972.

**644. TAXI MARSHAL CONTRACT**

The Committee received a report from the Town Clerk detailing the outcome of the procurement exercise undertaken for the provision of Taxi Marshals for 2018/19.

A proposal that Taxi Marshals be employed on the evening of the Hertford Music Festival and Rock at the Castle, which could be funded within budget, was approved.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** the appointment of Bradzone Ltd to provide the Taxi Marshal Service for 2018/19
- c) The Committee **approves** the additional use of Taxi Marshals on the evenings of the Hertford Music Festival and Rock at the Castle.

The meeting closed at 2040.

**MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE MEETING HELD  
ON TUESDAY 8<sup>th</sup> MAY 2018 AT 7.30 PM IN THE ROBIN  
ROOM, THE CASTLE, HERTFORD**

PRESENT: Cllr Bob Deering, in the Chair

Councillors: Mrs R Bolton, P Boyle, Mrs J Goodeve, Mrs S Newton, Miss J Sartin and A Stevenson

IN ATTENDANCE: Cllr Mrs S Dunkley  
Cllr Mrs S Rutland Barsby  
Cllr Mrs B Wrangles  
Mr J Whelan, Town Clerk  
Ms P Carpenter, Civic Administration Manager

At the start of the meeting, members stood in silence to remember the Council's Finance Manager, Stephen Davies who had died unexpectedly. Steve had worked for the Council for 16 years and would be greatly missed by both Councillors and Colleagues.

**709. RECORDING OF MEETING**

It was noted that no person present wished to record the meeting.

**710. APOLOGIES FOR ABSENCE**

None

**711. DECLARATIONS OF INTEREST**

None			
------	--	--	--

**712. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

None.

**713. GENERAL DATA PROTECTION REGULATION**

The Chairman thanked Officers for the work in preparing the governance documents relating to GDPR.

The Committee requested that the Town Clerk discuss the matter of applicant names on planning applications with East Herts Council. Members expressed concern that they could miss declaring an interest if they were not provided with name of the applicant.

The Committee approved the proposal for all councillors to be allocated with Hertford.gov.uk email addresses, provided the email would be easy to access through the relevant app. The Committee also noted that Councillors would

be required to register as Data Controllers with the Information Commissioner if they had not already done so as County and District Councillors.

A discussion took place regarding whether the Data Protection Officer should be an internal or external appointment. The advice provided by the Town Clerk was that the DPO should be an external appointment because the Council required advice and audit oversight of the management of the data. The Town Clerk also advised that the clear advice from NALC and the SLCC was that the Data Protection Officer could not be the Town Clerk or a senior manager because those officers had been involved in formulating the policies.

The Committee approved that the Data Protection Officer would be an external appointment initially, to be reviewed in 6 months time, at a cost of no more than £3000 per annum.

The Committee reviewed the various policies and made minor amendments to the Information and Data Protection Policy, the Social Media Policy, the Retention and Disposal of data Policy and the Security of Mobile Devices Policy.

It was **RESOLVED** that:

- a) The Committee **recommends** the Policy documents, as amended to Full Town Council for adoption within the Constitution.
- b) The Committee **approves** the Consents and Privacy Notices.
- c) The Committee **approves** the Data Sharing Agreement
- d) The Committee **delegates** to the Town Clerk, in consultation with the Chairman, the appointment of an external Data Protection Officer, at a cost of no more than £3000 per annum, to be reviewed in 6 months.
- e) The Committee **approves** meeting the cost of Cllr registrations as Data Controllers.
- f) The Committee **notes** the report.

There being no further business, the meeting ended at 8.57pm.

<b><u>ACTION LIST FROM</u></b>				
<b><u>FINANCE, ADMINISTRATION AND POLICY COMMITTEE MEETING –12 MARCH 2018</u></b>				
	<b>ACTION</b>	<b>BY</b>	<b>DUE DATE</b>	<b>STATUS AS AT 15 June 2018</b>
<b>FINANCE</b>				
<b>PREMISES</b>				
<b>OTHER</b>	Ashley Webb Shelter Refurbishment and future Maintenance of Castle Grounds – <i>The Clerk has written to EHC to formally request to take over the ownership and maintenance of the grounds</i>	TC		
	Development of a riverside walkway	TC		Discussion has started under the HUDS working party.
	GDPR – <i>Town Clerk to report back to Council on progress</i>	TC	2 February 18	Town Clerk forwarded a report to all Cllrs with full update in early February 2018

This page is intentionally blank

---

# **Hertford Town Council**

*Internal Audit Report 2017-18 (Final Update)*

---

*John Watson*

*Auditing Solutions Ltd*



## **Background**

All town and parish councils are required by statute to make arrangements for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Return (AGAR). The Council complied with the requirements in terms of independence from the Council decision making process initially appointing the local District Council's Internal Auditors to provide the service. We at Auditing Solutions Ltd were subsequently approached and appointed to provide the function to the Council from 2011-12 onwards.

This report sets out the work undertaken in relation to the 2017-18 financial year, during the course of our visits to the Council, which took place on 14<sup>th</sup> and 15<sup>th</sup> November 2017 and on 5<sup>th</sup> March, 26<sup>th</sup> April and 29<sup>th</sup> May 2018.

## **Internal Audit Approach**

In undertaking our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts/Annual Return (AGAR). Our programme of cover has again been designed to afford appropriate assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework. The programme is also designed to facilitate our completion of the 'Internal Audit Report' in the Council's Annual Return (AGAR), which requires independent assurance over a number of internal control objectives.

## **Overall Conclusion**

We have concluded that, on the basis of the programme of work undertaken this year, the Council continue to maintain more than adequate and effective internal control arrangements. Again, we thank the Town Clerk, the late Finance Manager and the staff for their assistance, which has ensured the smooth progress of our review process.

## Detailed Report

### Maintenance of Accounting Records & Bank Reconciliations

Our objective is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. To that end, we have: -

- Ensured that the accounting ledgers remain in balance at the date of our visit;
- Checked and ensured that the closing balances, as reported in the Statement of Accounts for 2016-17, have been correctly carried forward as the opening balances for 2017-18 in the Sage accounting software;
- Checked to ensure that a comprehensive, meaningful and appropriate nominal ledger coding schedule is in place;
- Checked and agreed transactions in both the Council's main Current account and supplementary Reserve account cashbooks to the relevant HSBC bank account statements for the two months of June and September 2017 and for the month of March 2018 including the daily inter-account "sweep" transfers; and
- Checked detail on the Sage based bank account reconciliations for the same bank accounts as at 30<sup>th</sup> June and 30<sup>th</sup> September 2017 and as at 31<sup>st</sup> March 2018 to ensure that no long-standing uncleared cheques or other anomalous entries exist, also noting that the Town Clerk counter-signs these appropriately prior to submission to members of the Finance, Policy and Administration Committee for formal notification.
- Reviewed Journals prepared by the Finance Manager.

We have previously understood that a Client Deposit account had been opened and that the Finance Manager would be utilising this account as part of the Council's banking facility before the end of the current financial year. We have noted at our final visit that this account has still not been activated. We further understand that a separate Mayor's Charity Bank account has now been opened and it is intended that the Council will also be utilising this account in the near future.

#### **Conclusions**

***We are pleased to report that no issues have been identified in this area of our review process warranting formal comment or recommendation; we have ensured the accurate disclosure of the combined year-end cash and bank balances in the AGAR.***

### Review of Corporate Governance

Our objective is to ensure that the Council has robust corporate governance documentation and processes in place, and that, as far as we may reasonably be expected to ascertain (as we do not attend Council or Committee meetings) all meetings are conducted in accordance with the adopted Standing Orders and no actions of a potentially unlawful nature have been or are being considered for implementation. We have to date: -

- Examined the minutes of the Full Council and its Standing Committee meetings (except Planning) for the year to ensure that no issues affecting the Council's financial stability either in the short, medium or long term exist; and

- Noted that Standing Orders and Financial Regulations were reviewed and re-affirmed at the Council meeting held on 31<sup>st</sup> March 2018.

### **Conclusions**

*We are pleased to report that no issues have arisen in this area of our review process warranting formal comment or recommendation.*

## **Review of Expenditure**

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- An official order has been raised for all purchases and service delivery where one would be expected;
- All discounts due on goods and services supplied are identified and appropriate action taken to secure the discount;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery.

We have completed our sample testing in this area at our second interim visit, examining all those payments individually in excess of £3,000, together with a more random selection of every 30<sup>th</sup> cashbook transaction irrespective of value, for the period to January 2018. Our sample comprised 75 payments totalling £485,591 and representing 63% of all non-salary related payments for the eleven months to 28<sup>th</sup> February 2018.

VAT Returns continue to be submitted on a quarterly basis and we are pleased to note that, at the time of this final visit, the returns for the four quarters to 31<sup>st</sup> March 2018 have been submitted to HM Revenue & Customs. We note that the return for the quarter to 31<sup>st</sup> March 2018 includes several "pre-quarter" transactions which may indicate a possible duplication. We understand the acting Finance Manager will investigate this.

### **Conclusions**

*We are pleased to report that no issues have arisen in this area of our review process warranting formal comment or recommendation. We have verified the accurate disclosure of the year-end VAT debtor in the AGAR.*

## **Assessment and Management of Risk**

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that

appropriate arrangements exist to monitor and manage those risks identified in order to minimise the opportunity for their coming to fruition. We have: -

- Previously noted the formal adoption of an appropriate Corporate Risk Management Policy as part of the Town Council's Constitution (Section 6.7) and that this is continually updated;
- Also previously noted the existence of a wide range of Corporate Policies and Protocols and that sound Financial Risk and other Risk Assessments are in place, noting that Council reviewed and re-affirmed the Financial Risk Assessments for the current year at its meeting on 30<sup>th</sup> October 2017;
- Noted that insurance cover is provided by Zurich plc, the current policy effective to 31<sup>st</sup> March 2018, and that cover in respect of both Employer's and Public Liability remains at £10 million, cover in respect of Fidelity Guarantee remains at £1 million and Loss of Revenue at the Castle remains at £100,000; and
- Verified that the playground owned by the Council is inspected visually on a daily basis, that a detailed inspection is carried out on a weekly basis, that a professional examination is undertaken on a three monthly basis and that an annual inspection is undertaken by RoSPA. We understand that Council have clarified with their insurers the requirements in respect of the inspection and maintenance of the playground.

### **Conclusions**

*We are pleased to report that no issues have arisen in this area of our review process warranting formal comment or recommendation; we consider the insurance cover in place is appropriate for the Council's present needs.*

## **Budgetary Control and Reserves**

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on the local Unitary Authority, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that, at the Council meeting held on 15<sup>th</sup> January 2018, the detailed 2018/19 budget prepared by the Finance Manager was considered and approved and that the precept was agreed in the sum of £1,139,394 with no separate Council Tax Support Grant being demanded from the Local Authority.

We are also pleased to note that the Finance, Policy and Administration Committee (FP&A) receive detailed quarterly reports comparing actual figures to budget, the report for the six months to 30<sup>th</sup> September 2017 being presented to FP&A on 2<sup>nd</sup> January 2018. We note that detailed explanations are given in respect of any major variances.

Finally, we note that Total Reserves as at 31<sup>st</sup> March 2018 were £1,629,804 of which Earmarked Reserves total £1,114,930. The balance of General Reserves at £514,874 are between four and five months average revenue expenditure and are within the guidelines of between three and six months revenue expenditure.

### ***Conclusions***

***We are pleased to report that no issues have arisen in this area of our review process warranting formal comment or recommendation. We consider that appropriate resources are in place to finance the ongoing revenue spending and future development aspirations of the Council.***

## **Review of Income**

In considering the Council's income streams, we aim to ensure that robust systems are in place to ensure the identification of all income due to the Council from its various sources, to ensure that the income is invoiced (where applicable) in a timely manner and that effective procedures are in place to pursue recovery of any outstanding monies due to the Council. Therefore:

- We have at our first interim visit checked a sample of burials and ashes internments for the months of June and September 2017 reviewing the internment forms received from the undertakers and the relevant burial certificates with no issues arising; we have also verified the receipt and banking of the appropriate fees in respect of this sample; and
- We have at our second interim visit reviewed the income received from the Council's commercial tenants for the nine months to 31<sup>st</sup> December 2017; we have verified that the appropriate invoices to these tenants have been issued and that these have been paid within a reasonable time frame

We are pleased to note that Council has reviewed its scale of charges in respect of its various sources of income for the forthcoming year.

We also note that the invoices issued to the commercial tenants are not always issued immediately at the quarter end. We suggest that attention should be given to this issue in future.

Finally, we have reviewed the debtors schedule as at 31<sup>st</sup> March 2018 and note that, whilst there are no apparent long outstanding debts, there are several negative balances on this schedule. We suggest that these negative balances should be investigated and resolved as soon as possible

### ***Conclusions***

***We are pleased to report that no issues have arisen in this area of our review process warranting formal comment or recommendation.***

## **Review of Petty Cash and Charge Cards**

Our aim in this area is to ensure that appropriate controls are in place; that all expenditure incurred is adequately supported by trade invoices or till receipts; that the expenditure is appropriate for the Council's requirements; that VAT has been separately identified for periodic recovery and that cheque reimbursements from the main cashbooks are properly recorded.

The Council operates a limited administrative petty cash scheme with three separate floats being the office float at £200, the cemetery float at £50 and the TIC float of £40/£50. The cemetery and TIC floats are topped up out of the Office Float. Additionally, there is a float of £100 for special circumstances which is issued as and when required. The office float is "topped up" as required.

The petty cash expenditure is recorded on an excel spreadsheet; we have reviewed the spreadsheet covering the period from April to June 2017 with no issues arising; we have previously noted that no separate check is carried out in respect of the cash holding and suggest the Clerk does this on a regular basis.

We note that Four Company Cards are held by the Council and that all expenditure is supported by vouchers and analysed on a spreadsheet. We have checked the statement as at 10<sup>th</sup> October 2017 with no issues arising; we note that expenditure on these cards does not require pre authorisation.

### ***Conclusions***

***We are pleased to report that no issues have arisen in this area of our review process warranting formal comment or recommendation.***

## **Salaries and Wages**

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards the requirements of HM Revenue and Customs (HMR&C) in relation to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme to reflect up-dated salary bandings. To meet these objectives, we have examined the payroll procedures in place and the physical payments made to staff in 2017-18, as detailed below, by reference to the July 2017 payroll documentation, which continues to be produced "in house" utilising appropriate bespoke Sage payroll software. Our work included: -

- Ensuring that the Council has approved employee pay rates for the financial year and that these have been duly and accurately applied;
- Checking to ensure that appropriate PAYE tax codes are being applied in 2017-18;
- Checking to ensure that national insurance deductions were being computed accurately depending on whether the employee was a member of the pension scheme or not;
- Checking that the correct scales of superannuation deductions, based on the current 2017-18 LGPS salary bandings, were being applied where appropriate;
- Verifying detail of the net salary payments made by comparison with the summary reports and payslips to the monthly HSBC on-line settlements; and
- Ensuring that payment to third parties of Tax, National Insurance and Pension deductions are made in a timely and accurate manner and that monthly submissions to HMR&C are being undertaken in accord with their Real Time Initiative requirements.

We have at our first interim visit checked the centrally maintained TOIL records against the TOIL records kept by individual employees noting that the latest entry in the individual cards had not been reflected in the centrally maintained records in respect of four employees.

We also noted at our first interim visit that there was a small monthly underpayment in respect of one member of staff; we are pleased to report that this had been rectified at the time of our second visit.

### ***Conclusions***

***We are pleased to report that no issues have arisen in this area of our review process warranting formal comment or recommendation.***

## Asset Register

The Governance and Accountability Manual requires all councils to maintain a record of all assets owned by the Council.

We note that a limited asset register is being maintained by the Finance Officer and that this is being updated as and when possible; a copy of the original register was obtained by us at our final visit for 2014/2015.

We would point out that it is a requirement of the Practitioner's Guide that an asset register is maintained and we consider that this Asset Register needs to be expanded to provide a comprehensive record of the Council's total asset stock, ideally incorporating the following detail:

- ✓ Detail of item and where it is maintained / sited
- ✓ Date of purchase
- ✓ Purchase cost
- ✓ Insured value (this should be updated annually to reflect the insurer's assessment of the replacement cost and is ideally included to afford assistance in assessing replacement costs for budgetary purposes);
- ✓ Registration or serial number (where applicable);
- ✓ Date of disposal and sale value (where applicable).

### *Conclusions*

***Other than the issue of the Asset Register being expanded as indicated above, we are pleased to report that there are no apparent issues in this area of our review process warranting formal comment or recommendation. We have ensured that the correct figure of Fixed Assets has been reported in the AGAR.***

## Investments and Loans

Our objectives here are to ensure that the Council is "investing" surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place and that the Council is obtaining the best rate of return on any such investments made and that interest earned is brought to account correctly and appropriately in the accounting records.

We note that all monies held by the Council are held in the HSBC Deposit Account and that interest is credited quarterly to this account.

We are pleased to note that the Council has in place a Treasury Management and Investment Strategy which was updated and agreed by Council at its meeting in March 2018.

No loans are in existence either repayable by, or to, the Council.

### *Conclusions.*

***We are pleased to report that no issues arise in this area of our review process warranting formal comment or recommendation.***

## **Statement of Accounts and AGAR**

The Accounts and Audit Regulations 1996 (as amended periodically) required councils to prepare a formal Statement of Accounts and supplementary Supporting Notes. With effect from March 2011, the AGAR now forms the only statutory Accounts of the Council that are subject to external audit review and certification.

We have reviewed and verified the accuracy of detail contained in the above documentation by reference to the closing Trial Balance and other relevant supporting schedules as produced by the Locum Finance Manager.

We have also examined the year-end procedures applied for identification of closing debtors, creditors, accruals and prepayments, confirming detail of the relevant balances incorporated in the year-end Balance Sheet.

### ***Conclusions***

***We are pleased to report that no issues arise in this area of our review and, on the basis of the work undertaken during the course of our visits to the Council for the year, we have duly “signed off” the Internal Audit Certificate of the AGAR assigning positive assurances in each relevant category.***



This page is intentionally blank

**AGENDA ITEM 10 - YEAR END FIGURES 2017/2018**

**1. PURPOSE OF THE REPORT**

To provide the Committee with a commentary on the year-end figures for 2017/18 and to approve the budget balances that need to be rolled forward into the following year and appropriate post year-end transfers to earmarked reserves.

To recommend to Full Town Council the end of year accounts, Annual Governance Statement and Annual Accounting Statement in the Annual Return for 2016/17.

**2. ABBREVIATIONS USED**

ALLOT	Allotments
CAS	The Castle
CEM	North Road Cemetery
CCY	Closed Churchyards, All Saints, St Andrews, St Leonards & Holy Trinity Churchyards
D&L	Development & Leisure Committee
DS	Downshire Suite, the ground floor rooms for hire at the Castle
F&A	Finance, Policy & Administration Committee
HCC	Hertfordshire County Council
HMR&C	Her Majesty's Revenue & Customs
LGPS	Local Government Pension Scheme
MOHAF	The Mayor of Hertford's Appeal Fund
PAMS	Public Amenities
PAYE	Pay As You Earn, tax and national insurance payroll deductions payable to HMR&C
SW	Seed Warehouse, the Council's building in the Wash
TIC	Town & Tourist Information Centre

**3. BACKGROUND INFORMATION**

The accounts are prepared by methods that comply with standard accounting practices that are based on the following basic concepts:

Going Concern. The accounts are prepared on the assumption that the organisation will remain in existence for the foreseeable future. The alternative to this would be the "Winding Up" basis which would value assets at the level they could be sold for at the date of the accounts.

The Matching Principle. Incomes or benefits are matched to their associated costs and reported in the most appropriate financial period.

Consistency. The same accounting practices are used and uniformly applied from one year to the next to ensure figures are comparable year on year.

Prudence. Where alternative outcomes are possible the one which produces the lowest profit, lower asset value or higher liability is chosen. This prevents the overstatement of profit or benefit

#### 4. YEAR END ACCOUNTING ADJUSTMENTS

A computerised accounting system records transactions strictly by invoice date, date of payment or date of banking for receipts. Where this would cause an item to be reported in the wrong financial period a manual adjustment is required to correct the accounts.

**Prepayments.** Where items are paid or invoiced in advance for a service which extends beyond the end of the financial year the cost must be split pro rata between the two financial periods. An example of this is the rent for Hertford Castle which was paid in March 2018 for the quarter from April to June 2018.

In the accounts for the year to 31<sup>st</sup> March 2018 the following adjustments were made:

Prepayments	2017/18 (£)	2016/17 (£)
Castle Rent	16458	16,458
T&TIC Rent		0
Alarm & phone contracts	836	973
Business Rates	0	0
Insurance Renewal		*0
Other	1362	2,198
<b>TOTAL</b>	<b>18656</b>	<b>19,629</b>

\*The insurance renewal for 2017/18 was paid in April. This does not affect the expenditure reported for either financial year.

**Accrued Income.** Where an income is attributable to a financial period but is not realised until the following period an adjustment is required to draw the income forward into the correct period. An example of this is the utility recharges to the Seed Warehouse tenants which are prepared after the year end.

In the accounts for the year to 31<sup>st</sup> March 2018 the following adjustments were made:

Accrued Income	2017/18 (£)	2016/17 (£)
SW Recharges – Museum	5,600	6,400
SW Recharges - Zoocha	5,000	4,000
CAS Recharges – 2 <sup>nd</sup> floor	6,400	7,500
<b>TOTAL</b>	<b>17,000</b>	<b>17,900</b>

**Accruals.** Where the benefit of goods or services has been received or a cost incurred but an invoice from the supplier has not been received by the year end an adjustment is required to recognise the expenditure within the appropriate year. In the accounts for the year to 31<sup>st</sup> March 2018 the following adjustments were made:

Accruals	2017/18 (£)	2016/17 (£)
Election expenses*	(30,000)	(30,000)
Audit fees	(2,000)	(2,000)
Hanging Baskets	(4,695)	(2,082)
Utility charges	(12,510)	(10,719)
Property repairs		0
Grounds maintenance	(1,450)	0
Memorial repairs	(5,775)	(6,610)
TIC Ticket Sales	(4,348)	(2,064)
TIC stock purchases		0
Catering fees		(2,083)
Professional Fees		0
Other	(4,331)	(3,593)
<b>TOTAL</b>	<b>(65,109)</b>	<b>(59,151)</b>

\*The accrual for election expenses is for the cost of the May 2015 election (£20,000) and the January 2014 by-election (£10,000) which have not been invoiced.

**Deferred Income.** Where a sales invoice is raised in advance for an event or service that takes place in the following financial period then this income must be adjusted to transfer it into the accounts for the following year. An example of this is the allotment rents which were invoiced and generally paid in November and December 2016 for the year to 31<sup>st</sup> December 2017.

In the accounts for the year to 31<sup>st</sup> March 2017 the following adjustments were made:

Deferred Income	2017/18 (£)	2016/17 (£)
Allotment rentals to Dec'16	(7,275)	(7,199)
Advance room hire	(22,652)	(31,184)
D&L Events	(2,884)	(11,733)
Castle office rentals	(17,567)	0
<b>TOTAL</b>	<b>(50,378)</b>	<b>(50,116)</b>

\*Prompt payment in advance for rent by a tenant

## 5. **OTHER BALANCE SHEET ITEMS**

**Cash & Bank Balances.** At the 31<sup>st</sup> March the Council held £1,726,199 in bank accounts and £214 in petty cash.

The Council is required to ensure that it has sufficient funds to be able to pay staff salaries, trade creditors, HM Revenue & Customs and pension scheme contributions in April before the first half of the following year's precept is received at the end of April.

These commitments in April amounted to £157,000. The first instalment of the precept amounting to £569,697 was received as cleared funds on the 28<sup>th</sup> April 2018.

**Stock.** Trading stock held at the Town & Tourist Information centre is counted and valued at cost price at the end of the year.

Stock	2017/18 (£)	2016/17 (£)
Trade stock at the T&TIC	9,497	8,333

**Debtors.** The year end debtor balance represents the following:

Debtors	2017/8 (£)	2016/17 (£)
Trade Debtors	22,222	6,047
HMR&C (VAT refund due)	25,158	14,901
<b>TOTAL</b>	<b>47,380</b>	<b>20,948</b>

**Creditors.** The year end creditor balance represents the following:

Creditors	2017/18 (£)	2016/17 (£)
Trade Creditors	(20,460)	(44,390)
PAYE & LGPS deductions	(24,922)	(23,282)
<b>TOTAL</b>	<b>(45,382)</b>	<b>(67,672)</b>

PAYE, pension scheme (LGPS) and union contributions relating to the March payroll were due for payment in April.

## 6 FINANCE, POLICY AND ADMINISTRATION COMMITTEE

The committee finished the year with a net expenditure of £616,585 compared to the budgeted expenditure of £641,532 representing a favourable variance of £24,947.

Key variances, where base budget for 2017/18 and actual expenditure for 2017/18 differ by more than £2 000, are shown below. Adverse variances are shown in brackets.

### INCOME

Ledger Code	Description	Budget 2017/18	Actual to 31.03.18	Variance	Variance Notes
4855	Highways Together Funding	0	2,306	2,306	HCC Locality budget funding for local works (see expenditure code 7075)
4600	CAS Rent 2nd Floor	(19,048)	(22,248)	3,200	
4610	CAS 2nd Floor Services	(11,200)	(5,102)	(6,098)	Accrued income yet to be received

### EXPENDITURE

Ledger Code	Description	Budget 2016/17	Actual to 31.03.17	Variance	Variance Notes
7000	F&A Wages (Corporate Management)	157,490	167,984	(10,494)	Additional staffing budget costs due to redundancy
7030	F&A Subscriptions	6,103	3,973	2,130	Annual membership subscriptions to SLCC, ICCM etc. HAPTC subscription not renewed.
7035	F&A Legal & Prof Fees	12,462	3,702	8,760	Less legal work needed than estimated.
7130	F&A Civic Events	8,316	5,236	3,080	Provision for the cost of Mayor Making, Silent Ceremony, Civic Breakfast and Remembrance Sunday.
7140	F&A Civic Property	8,159	2,231	5,928	Contingency for the purchase of a past Mayor's badge and repairs or replacement of civic regalia.
7160	F&A Museum Grant	135,493	135,493	0	
7180	F&A Grants	19,799	14,420	3,799	The provision for community grants was not fully awarded.

Ledger Code	Description	Budget 2016/17	Actual to 31.03.17	Variance	Variance Notes
7220	CAS Utilities	14,060	19,464	(5,404)	Electricity usage at the Castle was high for the second consecutive year.
7267	CAS Grounds Maintenance	31,209	22,008	9,2105	Maintenance costs recharged to the Council in relation to the Castle grounds.

7299	CAS Capital Expenditure	18,500	35,960	(17,460)	Major works carried out in redecorating the Castle exterior
7399	SW Capital Expenditure	15,000	4,895	10,105	No major work was required at the Seed Warehouse during the year.

## 7 DEVELOPMENT AND LEISURE COMMITTEE

The committee finished the year with a net expenditure of £293,018 compared to the budgeted expenditure of £345,514 representing a favourable variance of £52,496. The income and expenditure for the year is listed in appendix A.

Variances in excess of £2 000 are shown below. Adverse variances are shown in brackets.

Abbreviations used DS = Downshire Suite, ground floor rooms for hire at the Castle  
D&L = Development & Leisure Committee  
SW = Seed Warehouse, the Council's building in the Wash  
TIC = Town & Tourist Information Centre

### INCOME

Ledger Code	Description	Budget 2017/18	Actual to 31.03.18	Variance	Variance Notes
4200	DS Hire - Weddings & Receptions	(50,404)	(39,245)	(10,979)	Should be read in conjunction with 4201 and 4202; the total income across these three income streams has (in total) met the level expected for 2017/18. Total actual DS Hire income for 2017/18 is £71 884 compared to a budgeted total of £70 489
4201	DS – Corporate Hire	(12,484)	(18,431)	5,947	See 4200
4202	DS Hire - Private Hire	(7,601)	(14,208)	6,607	See 4200
4210	DS Catering	(6,180)	(11,532)	5,352	Positive variance resulting from increased Corporate Hire that in turn has increased the earning opportunity for provision of catering.
4220	D&L Event income	(16,000)	(25,176)	9,176	Positive growth resulting from increased stallholder income
4224	D&L Event sponsorship	(9,000)	(15,270)	6,270	Positive growth resulting from Officers securing sponsorship from a wider range of sources.
4500	TIC Income	(11,824)	(17,546)	5,722	Positive growth resulting from a wider range of sales products including commissioned sales( such as works of local artists)
4501	TIC Income (ticket sales)	(47,308)	(24,888)	(24,420)	Sales overestimated for 2017/18 – budget revised down for 2018/19

### EXPENDITURE

Ledger Code	Description	Budget 2017/18	Actual to 31.03.18	Variance	Variance Notes
6011	D&L Events (hire of equipment/licences/ health & safety)	12,883	19,321	(6,438)	Increased cost of security, provision of toilets and other costs have been higher than initially

					estimated. These costs are completely offset by income under 4220 and 4224
6032	D&L Town Centre Wi-Fi	16,690	6,718	9,972	Installation of new wifi points took place later than expected resulting in saving in revenue costs.
6038	D&L Town Centre Co-ordinator	16,060	18,988	(2,928)	Under estimate of original base budget.
6037	D&L Town Centre Hanging Baskets	18,538	16,219	2,319	Stability testing of lamp columns is due in June 2018. Balance to be carried over to cover this expenditure
6048	Hertford Market Devolved Management Strategy	5,000	0	5,000	Markets health check provided by EHDC. No consultancy assistance required during feasibility stage.
6050	CCTV	34,801	27,509	7,292	Initial budget over estimated
6152	TIC Copier (lease and copies)	1,000	3,399	(2,399)	Budget higher than initially budgeted.
6195	TIC Stock for Sale	4,967	9,315	4,438	Positive growth resulting from improved retail offer – see 4500 above
6196	TIC Events Tickets	43,761	22,013	21,748	see 4501
6210	DS Caretaking	16,355	11,651	4,704	Actual spend for 2016/17 and 2017/18. Very similar (within £20)
6220	DS Marketing & Promotion	5,150	2,631	2,519	The significant increase in venue hire was achieved without significant expenditure on marketing and promotion.

## 8. INCOME AND EXPENDITURE AT A GLANCE

	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19
<b>DOWNSHIRE SUITE</b>				
TOTAL DOWNSHIRE INCOME	(80,465)	(76,669)	(83,595)	(86,919)
DOWNSHIRE SUITE EXPENDITURE (SALARIES)	36,760	45,555	44,123	50,095
DOWNSHIRE SUITE EXPENDITURE (OTHER)	17,707	24,671	15,810	23,523
TOTAL EXPENDITURE	54,467	70,266	59,933	73,618
NET INCOME	(25,998)	(6,403)	(23,662)	(13,301)

	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19
<b>MILLBRIDGE ROOMS</b>				
TOTAL MILLBRIDGE ROOM INCOME	(13,254)	(15,000)	(17,546)	(15,450)
MILLBRIDGE ROOM EXPENDITURE (SALARIES)	7,324	7,405	7,365	7,500



MILLBRIDGE ROOM EXPENDITURE (OTHER)	1,428	1,763	1,322	1,621
TOTAL EXPENDITURE	8,752	9,168	8,687	9,121
NET INCOME	(4,502)	(5,832)	(8,859)	(6,329)

EVENTS	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19
TOTAL EVENT INCOME	(36,787)	(25,000)	(43,106)	(36,275)
EVENT EXPENDITURE (SALARIES)	88,819	94,130	93,376	106,855
EVENT EXPENDITURE (OTHER)	33,484	32,540	37,732	37,756
TOTAL EXPENDITURE	122,303	126,670	131,108	144,611
NET EXPENDITURE	85,516	101,670	88,002	107,886

TOWN & TOURIST INFORMATION CENTRE	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19
TOTAL T&TIC INCOME	(33,920)	(59,732)	(42,834)	(43,860)
T&TIC EXPENDITURE (SALARIES)	99,670	103,405	102,533	108,080
T&TIC EXPENDITURE (OTHER)	82,030	86,497	68,296	67,008
TOTAL EXPENDITURE	181,700	189,902	170,829	175,088
NET EXPENDITURE	144,780	130,170	127,895	131,228

## 9. **COMMUNITY SERVICES COMMITTEE**

The Committee finished the year with a net expenditure of £162 166 compared to the budgeted expenditure of £258 314 representing a favourable variance of £103, 326. The income and expenditure for the year is listed in appendix A.

Key variances are shown below. Adverse variances are shown in brackets.

Large underspends can occur where budgets such as tree maintenance are set high to cover the cost of potential storm damage that may or may not occur. Budget provision for works such as resurfacing are set high as the budget is set six months or more before the work will take place when quotations have not yet been received.

### INCOME

Ledger Code	Description	Budget 2017/18	Actual to 31.03.18	Variance	Variance Notes
-------------	-------------	----------------	--------------------	----------	----------------

4100	CEM Interments	(61,800)	(76,342)	14,542	Income from burial fees exceeded the budget set for the year with an income of £20,370 in the final quarter. The income has surpassed the 2015/16 level (£72,232 income for 2015/16).
4154	Historical Building Repair Grant	0	(8,675)	(8,675)	Grant received from East Herts Council for repair to St Andrews Church Wall.

## EXPENDITURE

Ledger Code	Description	Budget 2017/18	Actual to 31.03.17	Variance	Variance Notes
5030	ALLOT Maintenance/ Site Improvements	20,830	18,581	2,249	Full budget not spent as planned maintenance costs less than estimated.
5120	PAMS War Memorial	9,679	1,158	8,521	Budget used for cost of floodlighting and sundry repairs
5176	PAMS – Pinehurst Play Area Capital Expenditure	2000	0	2000	Balance to be transferred to Pinehurst Reserve
5240	CCY Repairs & Maintenance	26,660	22,755	3,845	Contingency for footpath resurfacing, railing repairs; repainting of church gates either side of Gascoyne Way.
5250	CCY Trees	19,318	1,800	17, 518	Only minor tree works were required during the year at All Saints, St Leonards and St Andrews Churchyards.
5342	CEM Repairs to Memorials	3,630	0	3,630	No repairs needed – contingency budget not used.
5345	CEM Repairs to Railings	8,207	0	8,207	No repairs to the Cemetery gates and railings were required during the year.
5355	CEM Trees	5,519	350	5,169	Contingency little used
5365	CEM Grave digging	13,244	9,380	3,864	Grave digging fees for the year were well within budget.

## 10. PERFORMANCE INDICATORS

	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
<b>ALLOTMENTS</b>					
TOTAL ALLOTMENT INCOME	(10,087)	(10,088)	(10,688)	(10 088)	(10,390)
ALLOTMENT EXPENDITURE (SALARIES)	23,083	23,925	23,769	23,800	24,610
ALLOTMENT EXPENDITURE (OTHER)	24,292	24,492	22,158	22,045	17,005

TOTAL EXPENDITURE	47,375	48,417	45,927	45,845	41,615
NET EXPENDITURE	36,488	38,329	34,609	35,757	31,225

CEMETERY	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
TOTAL CEMETERY INCOME	(67,242)	(61,903)	(85,460)	(78,771)	(63,760)
CEMETERY EXPENDITURE (SALARIES)	87,392	93,225	92,841	93,130	95,585
TOTAL CEMETERY EXPENDITURE	54,632	81,004	41,356	68,142	72,105
TOTAL EXPENDITURE	142,024	174,229	134,192	161,272	167,690
NET EXPENDITURE	74,782	112,326	48,732	82,501	103,930

## 11. TOTAL BUDGET VARIANCE ON THE GENERAL RESERVE

The total variance from budget for 2017/18 is a favourable variance of £251,949. Taking into account transfers to the Earmarked Reserves earlier in the year the Council finished the year with a General Reserve of £548,747. With New Homes Bonus and other money received total reserves increased by £352,902 to a total of £1,663,677.

## 12. ADDITIONAL BUDGET REQUIREMENTS FOR 2018/19

### Staffing Costs

Additional staffing costs will arise during 2018/19 for the Town and Tourist Information Centre, the Castle Reception and the Administration of the Council.

These cost will arise due to

- extended planned leave being taken by two members of staff.
- additional staffing costs arising from covering the vacancies
- additional staffing costs to cover the Castle Reception in the absence of the Mayor's Secretary/Receptionist. Staffing budgets include the overtime costs covering annual leave for this role. However it is necessary to add a contingency for the possibility of employing agency staff as this may incur higher costs.

The additional net cost of covering the roles will be £5 800 + £19 297 = £25,097.

The cost of covering Reception is estimated at £2 000 maximum for agency cover.

Committee are asked to consider a contingency of £1 200.

The overall costs will be £28,297 and it is recommended this is taken from the general reserve. The additional spending on staff salaries will be recorded and reported to the respective Committees under the appropriate budget code.

### 13. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **approve** the end of year financial statements as a fair and accurate record of the Council's financial position at the 31<sup>st</sup> March 2018.
- b) The Committee **recommends** that the Town Council approve the Annual Governance Statement and the Accounting Statement in the Annual Return for 2017/18.
- c) The Committee **considers** and **approve** what proportion of the balance that a balance of £3,799 should be added to the Community Grants budget (code 7180) for 2018/19. The £3 799 being the unspent budget remaining at the end of the year.
- d) The Committee **approve** that an additional sum of £28,297 is added to the staffing budget to cover for additional staffing costs at the TTIC, Castle Reception and Civic Administration. This sum should be taken from the general reserve.

The Community Services Committee recommend that:

- e) the unspent balance of £2,249 in budget code **5030** (Allotment maintenance) be carried forward to cover the costs of unexpected maintenance needed for the accesses/access roads for Cromwell Road and North Road allotment sites.
- f) £5 000 of the unspent balance of £8,521 in budget code **5120** (War Memorial) be carried forward to fund the cleaning of the pavement of the war memorial ahead of Remembrance Sunday in November 2018.
- g) the unspent balance of £3,845 in budget code **5240** (Churchyard maintenance) be carried forward to fund works that might be required in the current year.
- h) That budget code **5110** (PAMS Clock Maintenance) be increased by a further £1000, to be funded from Reserves, to allow for urgent clock repairs to All Saints Church.

The Development and Leisure Committee recommend that:

- i) the unspent balance of £1 746 in budget code 6235 (Downshire Suite Licence is carried forward for this budget heading for 2018/19. The Licence is renewed every three years and despite repeated chasing, the invoice has not yet been received and the payment will be made from 2018/19 budget as it could not be placed as a reserved debt at year end.
- j) the unspent budget in budget code **6037**, (Hanging baskets) be carried forward to 2018/19 to cover the cost of stability testing of the lamp columns.

If all the recommendations are approved the balance of the General Reserve will be £520,468.

General Reserve	520,468.19
Building Maintenance Reserve	148,598.16
CCTV Maintenance Reserve	35,166.89
Election Reserve	25,112.94
New Homes Bonus Reserve	827,106.95
LCTS Grant Reserve	62,995.63
Pinehurst Community Area Reserve	15,949.63
<b>TOTAL RESERVES</b>	<b>1,635,398.20</b>

Report by: Joseph Whelan, Town Clerk  
 Associated Documents: Income & Expenditure Spreadsheets

## HERTFORD TOWN COUNCIL BALANCE SHEET

31.03.17

31.03.18

<b>CURRENT ASSETS</b>		
1,439,309.54	Cash & Bank Balances	1,726,413.72
8,333.21	Stock	9,496.55
20,948.03	Debtors	45,268.44
19,628.94	Payments in Advance	65,332.46
17,900.00	Accrued Income	17,000.00
0.00	Community Loans	0.00
<b>1,506,119.72</b>	<b>TOTAL ASSETS</b>	<b>1,863,511.17</b>
<b>CURRENT LIABILITIES</b>		
-2,285.20	Youth Town Council	-2,285.20
-5,319.36	Mayor of Hertford Appeal Fund	-8,279.18
-10,800.00	Tenants' Deposits Held	-14,050.00
-67,671.85	Creditors	-59,732.31
-50,116.10	Deferred Income	-50,377.75
-59,151.44	Accruals	-65,109.09
<b>-195,343.95</b>	<b>TOTAL LIABILITIES</b>	<b>-199,833.53</b>
<b>1,310,775.77</b>	<b>NET ASSETS</b>	<b>1,663,677.64</b>
<b>REPRESENTED BY:</b>		
445,536.20	General Reserve	548,747.44
122,278.16	Building Maintenance Reserve	148,598.16
35,166.89	CCTV Maintenance Reserve	35,166.89
25,112.94	Election Reserve	25,112.94
603,736.32	New Homes Bonus Reserve	827,106.95
62,995.63	LCTS Grant Reserve	62,995.63
15,949.63	Pinehurst Community Area Reserve	15,949.63
<b>1,310,775.77</b>	<b>TOTAL EQUITY</b>	<b>1,663,677.64</b>

This page is intentionally blank

HERTFORD TOWN COUNCIL  
**THE BIG PICTURE**

**SECTION 1 - OVERVIEW**

	2016/2017 to 31.03.17	2017/2018 Base Budget	2017/2018 to 31.03.2018	2018/2019 Base Budget
<b>INCOME</b>				
Precept	(1,076,800)	(1,103,800)	(1,103,800)	(1,139,394)
Operational Income	(331,526)	(353,036)	(383,327)	(363,505)
Profit Share - Cemetery Lodge Land	0	0	97,500	0
New Homes Bonus	(254,957)	(156,952)	(277,467)	(173,899)
External Funding (Groundwork UK)	0	0	(5,850)	0
<b>TOTAL INCOME</b>	<b>(1,663,283)</b>	<b>(1,613,788)</b>	<b>(1,672,944)</b>	<b>(1,676,798)</b>
<b>EXPENDITURE</b>				
Wages	632,908	686,120	684,550	742,545
General Expenditure	691,755	919,453	869,085	860,344
Expenditure from Earmarked Reserves	62,414	338,248	431,672	0
<b>TOTAL EXPENDITURE</b>	<b>1,387,076</b>	<b>1,943,821</b>	<b>1,985,307</b>	<b>1,602,889</b>
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>(276,207)</b>	<b>330,033</b>	<b>312,363</b>	<b>(73,910)</b>

**SECTION 2 - OVERVIEW BY COMMITTEE**

	2016/2017 to 31.03.17	2017/2018 Base Budget	2017/2018 to 31.03.2018	2018/2019 Base Budget
<b>A - FINANCE POLICY &amp; ADMINISTRATION</b>				
Income	(89,770)	(104,643)	(101,293)	(106,851)
Expenditure	633,547	746,175	717,878	777,062
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>543,777</b>	<b>641,532</b>	<b>616,585</b>	<b>670,211</b>
<b>B - DEVELOPMENT &amp; LEISURE</b>				
Income	(164,426)	(176,401)	(185,886)	(182,504)
Expenditure	442,621	521,915	478,904	527,515
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>278,195</b>	<b>345,514</b>	<b>293,018</b>	<b>345,011</b>
<b>C - COMMUNITY SERVICES</b>				
Income	(77,330)	(71,991)	(96,148)	(74,150)
Expenditure	248,494	337,482	258,314	298,312
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>171,164</b>	<b>265,492</b>	<b>162,166</b>	<b>224,162</b>



**D - PRECEPT & EARMARKED RESERVE INCOME & EXPENDITURE**

Income	(1,331,757)	(1,260,752)	(1,289,617)	(1,313,293)	
Expenditure	62,414	338,248	431,672	0	
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>(1,269,343)</b>	<b>(922,504)</b>	<b>(857,945)</b>	<b>(1,313,293)</b>	

**A+B+C+D**

<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>(276,207)</b>	<b>330,033</b>	<b>213,823</b>	<b>(73,910)</b>	
----------------------------------	------------------	----------------	----------------	-----------------	--

**SECTION 3 - MAJOR PROJECTS (AT A GLANCE)**

	2016/2017 to 31.03.17	2017/2018 Base Budget	2017/2018 to 31.03.2018	2018/2019 Base Budget	
<b>PINEHURST OUTDOOR COMMUNITY AREA</b>					
Income	0	0	0	0	
Expenditure	899	0	0	0	
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>899</b>	<b>0</b>		<b>0</b>	

**CASTLE VENUE HIRE**

Income	(80,465)	(76,669)	(83,595)	(86,919)	D&L Income codes 4200 to 4210
Expenditure	54,467	70,226	59,932	73,348	D&L Expenditure codes 6200 to 6299
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>(25,998)</b>	<b>(6,443)</b>	<b>(23,663)</b>	<b>(13,571)</b>	

**COMMUNITY EVENTS**

Income	(35,287)	(25,000)	(40,446)	(36,275)	D&L Income codes 4220 to 4224
Expenditure	33,484	32,540	37,732	37,756	D&L Events Expenditure Other
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>(1,803)</b>	<b>7,540</b>	<b>(2,715)</b>	<b>1,481</b>	

**TOURIST INFORMATION CENTRE**

Income	(33,920)	(59,732)	(42,834)	(43,860)	D&L Income codes 4500 to 4511
Expenditure	181,700	189,902	170,828	175,088	D&L Expenditure codes 6100 to 6199
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>147,781</b>	<b>130,170</b>	<b>127,995</b>	<b>131,228</b>	

**MAIDENHEAD STREET PROJECT**

Income					
Expenditure	1,271	299,968	299,968	0	New Homes Bonus Reserve
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>1,271</b>	<b>299,968</b>	<b>299,968</b>	<b>0</b>	

**MUSEUM SUPPORT**

Income	(11,355)	(11,355)	(11,355)	(11,355)	FP&A Income code 4720
Expenditure	143,159	139,663	139,535	144,728	FP&A Expenditure code 7150 to 7160
<b>TOTAL (SURPLUS) / DEFICIT</b>	<b>131,804</b>	<b>128,308</b>	<b>128,180</b>	<b>133,373</b>	

**HERTFORD TOWN COUNCIL  
STATEMENT OF MOVEMENT ON RESERVES  
(OVERALL INCOME & EXPENDITURE)**

	2016/2017 to 31.03.17	2017/2018 Base Budget	2017/2018 to 31.12.17	2017/2018 Projected Outcome	2018/2019 Base Budget	
<b>GENERAL RESERVE</b>						
<b>OPENING BALANCE</b>	<b>386,989</b>	<b>445,536</b>	<b>445,536</b>	<b>445,536</b>	<b>432,513</b>	
Precept	1,076,800	1,103,800	1,103,800	1,103,800	1,139,394	
Transfer from LCTS Grant Reserve						
Profit Share - Cemetery Lodge Land			97,500	97,500		
Income	331,526	353,036	302,500	365,632	363,505	
Wages expenditure	(632,908)	(686,120)	(513,288)	(684,550)	(742,545)	
General expenditure	(691,755)	(919,453)	(530,790)	(869,085)	(860,344)	
Transfer to other reserves	(25,116)		(26,320)	(26,320)		Transfers approved by committee minute 16/17-109 and 17/18-123
<b>CLOSING BALANCE</b>	<b>445,536</b>	<b>296,799</b>	<b>878,938</b>	<b>432,513</b>	<b>332,523</b>	

**BUILDING MAINTENANCE RESERVE**

<b>OPENING BALANCE</b>	<b>114,660</b>	<b>122,278</b>	<b>122,278</b>	<b>122,278</b>	<b>148,598</b>	
Transfer from General Reserve	20,116		26,320	26,320		Transfers approved by committee minute 16/17-109 and 17/18-123
Other income						
Expenditure	(12,498)					Provision for the purchase and installation of new kitchen units and equipment for the Castle's kitchen.
<b>CLOSING BALANCE</b>	<b>122,278</b>	<b>122,278</b>	<b>148,598</b>	<b>148,598</b>	<b>148,598</b>	

**CCTV MAINTENANCE RESERVE**

<b>OPENING BALANCE</b>	<b>35,167</b>	<b>35,167</b>	<b>35,167</b>	<b>35,167</b>	<b>35,167</b>	
Transfer from General Reserve						
Other income						
Expenditure						Provision for the purchase and installation of a new camera in Parliament Square
<b>CLOSING BALANCE</b>	<b>35,167</b>	<b>35,167</b>	<b>35,167</b>	<b>35,167</b>	<b>35,167</b>	

**ELECTION RESERVE**

<b>OPENING BALANCE</b>	<b>20,113</b>	<b>25,113</b>	<b>25,113</b>	<b>25,113</b>	<b>25,113</b>	
Transfer from General Reserve	5,000					Transfers approved by committee minute 16/17-109
Other income						
Expenditure						
<b>CLOSING BALANCE</b>	<b>25,113</b>	<b>25,113</b>	<b>25,113</b>	<b>25,113</b>	<b>25,113</b>	

**NEW HOMES BONUS RESERVE**

<b>OPENING BALANCE</b>		<b>397,796</b>	<b>603,736</b>	<b>603,736</b>	<b>603,736</b>	<b>455,381</b>	
	<b>PROJECT SPEND TO DATE</b>						
Transfer from General Reserve							
NHB Grant Income		254,957	156,952	277,467	277,467	173,899	New Homes Bonus received during the year.
Other Income				5,850	5,850		Groundwork UK funding towards Sele Neighbourhood Plan
Contribution to Taxi Marshall Scheme		(7,955)					Provision for ongoing support of the Taxi Marshall Scheme with match funding coming from Herts County Council.
Town Council Noticeboards	£2,932 / £7,000	(607)	(5,128)	(1,059)	(5,128)		Provision for two new noticeboards for areas outside the Town Centre.

Maidenhead Street Project	£22,532 / £322,500	(1,271)	(299,968)		(299,968)	Enhancement to the appearance and amenity value of Maidenhead Street
Go Hertford website.	£3,420 / £5,000				(2,900)	Provision for update of the Go Hertford website.
Town Centre Wi-fi	£45,442 / £53,152	(26,510)	(33,152)	(12,688)	(33,152)	Provision for the initial setup cost and contingency for a Town Centre Wif-I pilot scheme.
Pedestrian signage & Heritage Trail	£24,746 / £40,000	(11,001)		(5,347)		Provision for enhancement of finger post pedestrian signage and creation of a Town Heritage Trail.
Sele Ward Neighbourhood Plan	£3,636 / £15,850	(1,487)	(8,000)	(4,266)	(8,000)	Provision for the development of a Neighbourhood Plan for the Sele Ward.
Bengeo Ward Neighbourhood Plan	£2,046 / £10,000		(10,000)	(2,046)	(10,000)	Provision for the development of a Neighbourhood Plan for the Bengeo Ward.
Old Cross WW1 Memorial Benches	£2,109 / £2,000		(2,000)	(2,109)	(2,109)	Provision for the purchase and installation of two World War 1 memorial benches to be sited at Old Cross.
Adopt a Street Scheme	£740 / £600	(185)	(415)	(555)	(415)	Provision for support for a litter picking initiative.
Repair & stabilisation of Military Colours	£0 / £10,000		(10,000)		(10,000)	Provision for repair and stabilisation of the Military Colours.
Castle Interpretation Panels	£0 / £10,000		(10,000)		(10,000)	Provision for replacement of the interpretation panels in the grounds of Hertford Castle.
Arts Hub Funding	£20,000 / £40,000		(40,000)	(20,000)	(40,000)	Cost of seed funding for the Arts Hub on a match funding basis with East Herts Council and the developer
Courtyard Arts Funding	£10,000 / £10,000		(10,000)	(10,000)	(10,000)	Funding of £10,000 in principle on the understanding that match funding would be secured from both East Herts Council and the Arts Council.
<b>CLOSING BALANCE</b>		<b>603,736</b>	<b>332,025</b>	<b>828,983</b>	<b>455,381</b>	<b>629,280</b>

#### LCTS GRANT RESERVE

<b>OPENING BALANCE</b>	<b>62,996</b>	<b>62,996</b>	<b>62,996</b>	<b>62,996</b>	<b>62,996</b>
Transfer from General Reserve					
Other income					Localisation of Council Tax Support Grant
Transfer to General Reserve					
<b>CLOSING BALANCE</b>	<b>62,996</b>	<b>62,996</b>	<b>62,996</b>	<b>62,996</b>	<b>62,996</b>

#### PINEHURST COMMUNITY AREA RESERVE

<b>OPENING BALANCE</b>	<b>16,849</b>	<b>15,950</b>	<b>15,950</b>	<b>15,950</b>	<b>15,950</b>
Transfer from New Homes Bonus					
Funding from East Herts Council					
Funding from Lafarge					
Funding from Riversmead HA					
Other income					
Expenditure	(899)				
<b>CLOSING BALANCE</b>	<b>15,950</b>	<b>15,950</b>	<b>15,950</b>	<b>15,950</b>	<b>15,950</b>

<b>TOTAL RESERVES</b>	<b>1,310,776</b>	<b>890,328</b>	<b>1,995,745</b>	<b>1,175,718</b>	<b>1,249,627</b>
-----------------------	------------------	----------------	------------------	------------------	------------------

# HERTFORD TOWN COUNCIL BUDGET SUMMARY 2017/18

## SECTION 1 - INCOME

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19
BANK INTEREST	(1,188)	(4,000)	(2,100)	(2,500)
RECHARGE INCOME	(5,674)	(416)	(2,597)	(416)
CASTLE RENT INCOME	(42,312)	(57,732)	(54,666)	(60,932)
SEED WAREHOUSE RENT INCOME	(40,596)	(42,495)	(41,930)	(43,003)
DOWNSHIRE SUITE INCOME	(80,465)	(76,669)	(83,595)	(86,919)
EVENT INCOME	(36,787)	(25,000)	(43,106)	(36,275)
MILL BRIDGE ROOM INCOME	(13,254)	(15,000)	(16,351)	(15,450)
T&TIC INCOME	(33,920)	(59,732)	(42,834)	(43,860)
ALLOTMENT INCOME	(10,087)	(10,088)	(10,688)	(10,390)
CEMETERY INCOME	(67,242)	(61,903)	(85,460)	(63,760)
	(331,526)	(353,036)	(383,327)	(363,505)

## SECTION 2 - WAGES EXPENDITURE

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19
GENERAL ADMINISTRATION EXPENSES (SALARIES)	171,366	198,495	208,476	225,400
SERGEANTS AT MACE HONORARIUMS	1,599			
MUSEUM SUPPORT (SALARIES)	8,895	4,170	4,042	4,305
CASTLE EXPENSES (SALARIES)	35,833	40,385	40,860	42,470
SEED WAREHOUSE EXPENSES (SALARIES)	1,565	1,545	1,567	1,625
PREMISES ADMINISTRATION (SALARIES)	19,737	20,295	20,190	20,875
D&L EVENT EXPENDITURE (SALARIES)	88,819	94,130	93,376	106,855
TOWN CENTRE SUPPORT EXPENDITURE (SALARIES)	16,366	16,060	18,988	16,560
TOTAL T&TIC EXPENDITURE (SALARIES)	99,670	103,405	102,533	108,080
DOWNSHIRE SUITE EXPENDITURE (SALARIES)	36,760	45,555	44,123	50,095
MILL BRIDGE ROOM EXPENDITURE (SALARIES)	7,324	7,405	7,365	7,500
ALLOTMENT EXPENDITURE (SALARIES)	23,083	23,925	23,769	24,610
PUBLIC AMENITIES EXPENDITURE (SALARIES)	7,726	8,090	7,959	8,310
CLOSED CHURCHYARDS EXPENDITURE (SALARIES)	26,772	29,435	28,255	30,275
CEMETERY EXPENDITURE (SALARIES)	87,392	93,225	92,841	95,585
	632,908	686,120	694,343	742,545

**SECTION 3 - GENERAL EXPENDITURE**

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19
STAFF)	49	2,000	1,622	2,060
EXPENSES)	70,397	88,321	76,144	95,189
CIVIC EXPENSES & MAYORAL ALLOWANCE	12,980	24,357	13,631	25,087
ELECTION EXPENSES	4,655	10,000	0	5,000
MUSEUM SUPPORT (GRANT FUNDING)	134,264	135,493	135,493	140,423
COMMUNITY GRANTS	15,174	19,799	12,590	16,000
CASTLE EXPENSES (GENERAL)	144,159	170,859	185,177	169,150
SEED WAREHOUSE EXPENSES (GENERAL)	12,874	30,456	18,088	29,478
D&L EXPENDITURE	33,484	32,540	37,732	37,756
TOWN CENTRE SUPPORT EXPENDITURE	59,032	109,888	89,360	108,787
T&TIC EXPENDITURE	82,030	86,497	68,296	67,008
DOWNSHIRE SUITE EXPENDITURE	17,707	24,671	15,810	23,253
MILL BRIDGE ROOM EXPENDITURE	1,428	1,763	1,322	1,621
ALLOTMENT EXPENDITURE	28,043	24,492	22,158	17,005
PUBLIC AMENITIES EXPENDITURE	11,685	27,983	14,687	18,850
CLOSED CHURCHYARD EXPENDITURE	9,161	49,328	27,290	31,572
TOTAL CEMETERY EXPENDITURE	54,632	81,004	41,356	72,105
	691,755	919,453	760,753	860,344

**SECTION 4 - SUMMARY**

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19
OPENING RESERVES	386,989	445,536	445,536	548,747
PLUS PRECEPT	1,076,800	1,103,800	1,103,800	1,139,394
PLUS TRANSFER FROM LCTS GRANT RESERVE				
PLUS OPERATIONAL INCOME	331,526	353,036	383,327	363,505
PROFIT SHARE OF LAND SALE			97,500	
LESS WAGES EXPENDITURE	(632,908)	(686,120)	(694,343)	(742,545)
LESS GENERAL EXPENDITURE	(691,755)	(919,453)	(760,753)	(860,344)
LESS TRANSFERS TO EARMARKED RESERVES	(25,116)		(26,320)	
CLOSING RESERVES	445,536	296,799	548,747	448,758

**SECTION 5 - TOTAL NET EXPENDITURE**

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19
PRECEPT	1,076,800	1,103,800	1,103,800	1,139,394
PLUS OPENING RESERVES	386,989	445,536	445,536	548,747
LESS CLOSING RESERVES	(445,536)	(296,799)	(548,747)	(448,758)
TOTAL NET EXPENDITURE	1,018,253	1,252,537	1,000,588	1,239,384

**SECTION 6 - CHARGE TO BAND D PROPERTY OWNER**

PRECEPT	1,076,800	1,103,800	1,103,800	1,139,394
TAX BASE	11,430	11,716	11,716	11,859
CHARGE PAYABLE BY BAND D PROPERTY	£94.21	£94.21	£94.21	£96.08

## FINANCE, POLICY & ADMINISTRATION COMMITTEE

### INCOME

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
4800	F&A Bank Interest	-1,188	-4,000	-2,100	-2,500	Interest from money held in HSBC On Call Deposit account
	<b>TOTAL BANK INTEREST</b>	<b>-1,188</b>	<b>-4,000</b>	<b>-2,100</b>	<b>-2,500</b>	
4820	F&A Copier Recharge	0	-208	0	-208	Annual recharge to BEAMS for use of the Council's photocopier
4830	F&A Administration Recharges	-432	-208	-291	-208	Sundry recharge for purchase of stamps or stationery
4852	External funding for Civic Events	-2,000	0	0	0	Grants received towards the cost of the Royal Anglian Homecoming Parade, VE Day Beacon Lighting and Corporal Burt VC Service.
4855	Highways Together Funding	-180		-2,306		HCC Locality Budget funding for local works (see expenditure code 7075)
4841	F&A Museum Cleaning Recharge	-3,062	0	0	0	Recharge for cleaning at the Museum by HTC staff member (this stopped in December 2016)
	<b>TOTAL RECHARGE INCOME</b>	<b>-5,674</b>	<b>-416</b>	<b>-2,597</b>	<b>-416</b>	
4600	CAS Rent 2nd Floor	-8,865	-19,048	-22,248	-22,248	Rent for offices occupied by Creative Concultancy Ltd and CDA for Herts.
4610	CAS 2nd Floor Services	-6,977	-11,200	-5,102	-11,200	Annual service charges.
4620	CAS Beams Rent	-13,388	-14,400	-14,400	-14,400	Rent income from rooms 10 & 11 on the first floor of the Castle.
4635	CAS Grounds maintenance recharge	-9,083	-9,084	-9,083	-9,084	Recharge to EHDC for maintaining their areas of the Castle grounds
4640	CAS Car park income	-4,000	-4,000	-3,833	-4,000	Income for 4 parking spaces rented to Hertfordshire Planning Service and Private Finance.
	<b>TOTAL CASTLE RENT INCOME</b>	<b>-42,312</b>	<b>-57,732</b>	<b>-54,666</b>	<b>-60,932</b>	
4700	SW 2nd Floor Income	-15,000	-15,000	-15,000	-15,000	Office space occupied by Zoocha Ltd (2280 square feet of office space on the 2nd floor of the Seed Warehouse).
4720	SW Museum Rent	-11,355	-11,355	-11,355	-11,355	Rent paid by Hertford Museum for use of 4,400 square feet of space at the Seed Warehouse.
4725	SW Recharge Income	-10,241	-12,140	-11,067	-12,140	Annual recharge to the tenants of the Seed Warehouse of a proportion of the cost of utilities, insurance and other running costs of the building.
4745	SW 1st Floor Rent	-4,000	-4,000	-4,508	-4,508	Rent for offices occupied by Mind in Mid Herts.
4750	SW Historic Building Grant	0		0		
	<b>TOTAL SEED WAREHOUSE RENT INCOME</b>	<b>-40,596</b>	<b>-42,495</b>	<b>-41,930</b>	<b>-43,003</b>	
	<b>TOTAL INCOME</b>	<b>-89,770</b>	<b>-104,643</b>	<b>-101,293</b>	<b>-106,851</b>	

### EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.03.18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
7000	F&A Wages (Corporate Management)	131,858	157,490	167,984	183,165	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.

7001	F&A Wages (Democratic Representation)	34,076	35,290	34,906	36,355	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
7004	F&A Wages (Charity Administration)	5,432	5,715	5,586	5,880	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>GENERAL ADMINISTRATION EXPENSES (SALARIES)</b>	<b>171,366</b>	<b>198,495</b>	<b>208,476</b>	<b>225,400</b>	
7003	F&A Wages (Temporary Staff)	49	2,000	1,622	2,060	The cost of agency staff required to cover during recruitment processes.
	<b>GENERAL ADMINISTRATION EXPENSES (NON CONTRACT STAFF)</b>	<b>49</b>	<b>2,000</b>	<b>1,622</b>	<b>2,060</b>	
7015	F&A Training	4,936	9,000	7,090	6,070	The cost of staff training courses and conferences.
7016	F&A Travel & Subsistence Expenses	3,001	2,143	2,454	2,207	Expenses incurred by officers including travel and subsistence and eye test fees etc.
7019	F&A HR Support	398	2,000	1,145	2,060	Contingency for professional HR advice.
7017	F&A Recruitment	799	1,072	223	1,104	Contingency for advertising costs incurred in the recruitment of new staff.
7020	F&A Insurance	17,984	18,524	18,163	18,708	Annual insurance policy with Zurich Municipal.
7025	F&A Audit fee	2,000	2,143	2,000	2,207	Provision for the cost of the external audit by BDO Stoy Hayward LLP.
7027	F&A Internal Audit fee	2,275	2,859	2,310	2,945	Provision for the cost of the internal audit services supplied by Audit Solutions Ltd.
7030	F&A Subscriptions	5,301	6,103	3,973	6,286	Annual membership subscriptions to SLCC, ICCM etc. HAPTC subscription not renewed.
7035	F&A Legal & Prof Fees	9,366	12,462	3,702	5,625	Contingency for legal & professional fees.
7028	F&A GDPR Compliance			0	15,000	Provision for the costs associated with compliance with the EU General Data Protection regulation (GDPR).
7090	F&A Bank Charges	3,246	2,500	2,681	2,575	Transaction charges for processing cheque payments and banking deposits.
7045	F&A Postage, Stationery, Copier	10,607	12,443	12,585	12,817	Provision for the purchase of stationary, photocopier leasing and the cost of postage.
7055	F&A Telephone & Fax	2,392	2,638	2,658	2,717	Provision for the cost of 4 telephone lines and one fax / broadband line.
7070	F&A Computer, Printer & IT	7,913	11,500	12,059	11,845	Provision for the cost of annual IT support, on site maintenance, broadband and website charges.
7075	F&A Highways Together Expenditure	180		2,306	0	Local work offset by HCC Locality Budget funding received (see income code 4855)
7199	F&A Capital Expenditure	0	2,367	2,795	2,438	Provision for the replacement of office equipment and furniture.
7060	F&A Printing (inc Town Report)	0	568	0	585	Provision for costs associated with the annual town meeting.
8100	Bad Debt Write-offs	0	0	-1	0	Provision for the write-off of debts considered to be unrecoverable.
	<b>GENERAL ADMINISTRATION EXPENDITURE (OFFICE EXPENSES)</b>	<b>70,397</b>	<b>88,321</b>	<b>76,144</b>	<b>95,189</b>	
7104	F&A Mayor's Allowance (Cllr LR)	3,402	0	0	0	
7105	F&A Mayor's Allowance (Cllr SD)	0	3,504	3,504	3,609	
7111	F&A Members Training	35	1,072	275	1,104	Provision for members to attend training courses.

7120	F&A Attendant's Allowance	1,724	2,478	1,477	2,552	Provision for annual honorarium and attendance payments to SAMS.
7130	F&A Civic Events	7,639	8,316	5,236	8,565	Provision for the cost of Mayor Making, Silent Ceremony, Civic Breakfast and Remembrance Sunday.
7135	F&A Vintage Party	1,003	828	817	853	Annual contribution to the running costs of the Vintage Party.
7140	F&A Civic property	776	8,159	2,321	8,404	Contingency for the purchase of a past Mayor's badge and repairs or replacement of civic regalia.
	<b>CIVIC EXPENSES &amp; MAYORAL ALLOWANCE</b>	<b>14,579</b>	<b>24,357</b>	<b>13,631</b>	<b>25,087</b>	
7099	F&A Election Expenses	4,655	10,000	0	5,000	Proposed accrual towards the cost of the next elections due to be held in May 2019.
	<b>ELECTION EXPENSES</b>	<b>4,655</b>	<b>10,000</b>	<b>0</b>	<b>5,000</b>	
7150	F&A Museum Admin costs	3,891	4,170	4,042	4,305	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
7151	F&A Museum Cleaning	5,004	0	0	0	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>MUSEUM SUPPORT (SALARIES)</b>	<b>8,895</b>	<b>4,170</b>	<b>4,042</b>	<b>4,305</b>	
7160	F&A Museum Grant	134,264	135,493	135,493	140,423	Annual grant to Hertford Museum to assist with staffing & running costs.
	<b>MUSEUM SUPPORT (GRANT FUNDING)</b>	<b>134,264</b>	<b>135,493</b>	<b>135,493</b>	<b>140,423</b>	
7180	F&A Grants	15,174	19,799	12,590	16,000	Provision for Community Grants (Section 137 expenditure)
	<b>COMMUNITY GRANTS</b>	<b>15,174</b>	<b>19,799</b>	<b>12,590</b>	<b>16,000</b>	
7200	CAS Cleaning	9,341	14,425	14,420	14,720	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
7201	CAS Caretaking	26,492	25,960	26,440	27,750	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>CASTLE EXPENSES (SALARIES)</b>	<b>35,833</b>	<b>40,385</b>	<b>40,860</b>	<b>42,470</b>	
7205	CAS Rent	60,821	65,888	65,834	65,888	Annual rent paid to the Gascoyne Cecil Estates. Higher rent payable from the end of December 2016.
7210	CAS Rates	19,421	19,325	19,085	19,658	Business rates payable for the first and second floor of Hertford Castle.
7212	CAS Insurance	4,714	4,855	4,584	5,001	Annual insurance premium recharged by Gascoyne Cecil Estates for Hertford Castle.
7220	CAS Utilities	17,528	14,060	19,464	14,482	Provision for water and electricity charges. The Castle has electric storage heating incurring high costs during the winter months.
7270	CAS Cleaning (Other)	1,200	1,324	1,200	1,364	Provision for quarterly window cleaning charges.
7235	CAS Hygiene services	1,019	1,065	1,062	1,097	Provision for the cost of towel & mat laundry services and sanitary disposal services.
7240	CAS Janitorial supplies	742	1,054	1,019	1,086	Provision for the cost of sundry cleaning supplies & stocks.
7245	CAS Refuse	1,434	927	1,309	1,034	Provision for the weekly commercial refuse collection contract.
7246	CAS Recycling		800	604	1,630	Provision secure shredding and recycling of glass, plastics and cardboard.
7250	CAS Repairs & Maintenance	5,778	5,202	4,263	5,358	Contingency for minor repair & maintenance items.



7255	CAS Security & safety equip	3,490	3,106	3,898	3,199	Provision for annual charges for fire extinguisher refurbishment and equipment testing.
7260	CAS Health & Safety	551	2,472	2,859	1,104	Contingency for health & safety signage etc.
7265	CAS Car park maintenance	3,647	1,072	2,028	1,104	Contingency for repairs to automatic gates etc.
7267	CAS Grounds Maintenance	20,135	31,209	22,008	32,145	Maintenance costs recharged to the Council in relation to the Castle grounds.
7299	CAS Capital Expenditure	3,680	18,500	35,960	15,000	Provision for ongoing redecoration & refurbishment work. Any unspent balance to be rolled into an earmarked Building Maintenance Reserve.
	<b>CASTLE EXPENSES (GENERAL)</b>	<b>144,159</b>	<b>170,859</b>	<b>185,177</b>	<b>169,150</b>	
7300	SW General Caretaking	898	875	896	940	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
7305	SW Cleaning	667	670	671	685	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>SEED WAREHOUSE EXPENSES (SALARIES)</b>	<b>1,565</b>	<b>1,545</b>	<b>1,567</b>	<b>1,625</b>	
7315	SW Rates	0	0	0	0	Business rates payable for the Seed Warehouse. Vacant space and Museum areas are exempt from rates.
7330	SW Electricity	4,276	3,068	4,567	3,160	Provision for the cost of electricity supply to the whole building. The Mill Bridge Rooms have electrical storage heating.
7335	SW Gas	1,796	3,327	3,472	3,427	Provision for the cost of gas used in the building's two gas heating boilers.
7340	SW Water	1,239	662	710	682	Provision for cost of the building's water supply.
7345	SW Refuse	200	207	205	213	Provision for the weekly commercial refuse collection contract.
7350	SW Health & Safety	760	2,167	1,468	790	Provision for the cost of fire extinguisher servicing etc.
7355	SW Alarms & Security	1,148	3,068	1,625	3,160	Provision for the cost of intruder and fire alarm maintenance and monitoring and associated telephone lines.
7360	SW Repairs & Maintenance	3,454	2,957	1,146	3,046	Contingency for general repairs and maintenance.
7399	SW Capital Expenditure	0	15,000	4,895	15,000	Contingency for major building repairs. Any unspent balance to be rolled into an earmarked Building Maintenance Reserve.
	<b>SEED WAREHOUSE EXPENSES (GENERAL)</b>	<b>12,874</b>	<b>30,456</b>	<b>18,088</b>	<b>29,478</b>	
7400	PREM Administration Costs	19,737	20,295	20,190	20,875	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>PREMISES ADMINISTRATION (SALARIES)</b>	<b>19,737</b>	<b>20,295</b>	<b>20,190</b>	<b>20,875</b>	
	<b>TOTAL EXPENDITURE</b>	<b>633,547</b>	<b>746,175</b>	<b>717,878</b>	<b>777,062</b>	

#### SUMMARY

	<b>TOTAL INCOME</b>	<b>-89,770</b>	<b>-104,643</b>	<b>-101,293</b>	<b>-106,851</b>	
	<b>TOTAL EXPENDITURE</b>	<b>633,547</b>	<b>746,175</b>	<b>717,878</b>	<b>777,062</b>	
	<b>NET EXPENDITURE</b>	<b>543,777</b>	<b>641,532</b>	<b>616,585</b>	<b>670,211</b>	

## DEVELOPMENT & LEISURE COMMITTEE

### INCOME

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31/03/18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
4200	DS Hire - Weddings & Receptions	-52,688	-50,404	-39,425	-51,916	Income anticipated from civil weddings & receptions held at Hertford Castle.
4201	DS Hire - Corporate Hire	-11,061	-12,484	-18,431	-12,858	Income anticipated from corporate hire of meeting rooms at Hertford Castle.
4202	DS Hire - Private Hire	-8,155	-7,601	-14,208	-11,845	Income anticipated from birthday parties, baby namings and other private hire of rooms at Hertford Castle.
4210	DS Catering	-8,561	-6,180	-11,532	-10,300	Income anticipated from catering provided for corporate hire customers.
	<b>TOTAL DOWNSHIRE SUITE INCOME</b>	<b>-80,465</b>	<b>-76,669</b>	<b>-83,595</b>	<b>-86,919</b>	
4220	D&L Event income	-24,591	-16,000	-25,176	-22,630	Income anticipated from stall hirers at opendays and other events.
4224	D&L Event sponsorship	-10,696	-9,000	-15,270	-13,645	Income from sponsorship of events
4219	External Grant Funding			-950		Community Grant from EHDC for Sele Community Day
4229	Hertford Entrepreneurs Network Funding	-1,500	0	-1,710	0	Funding from external sources for the Hertford Entrepreneurs Network events. See code 6033 for HEN expenditure.
	<b>TOTAL EVENT INCOME</b>	<b>-36,787</b>	<b>-25,000</b>	<b>-43,106</b>	<b>-36,275</b>	
4400	SW Mill Bridge Room Income	-13,254	-15,000	-16,351	-15,450	Income anticipated from hire of the Mill Bridge Rooms by clubs, charities and private individuals.
	<b>TOTAL MILL BRIDGE ROOM INCOME</b>	<b>-13,254</b>	<b>-15,000</b>	<b>-16,351</b>	<b>-15,450</b>	
4500	TIC Income	-9,867	-11,824	-17,546	-18,540	Gross income anticipated from the sale of souvenirs and books. See code 6195 for the cost of goods sold.
4501	TIC Income (ticket sales)	-23,652	-47,308	-24,888	-24,720	Gross income anticipated from the sale of local event tickets, travel tickets and theatre vouchers. See code 6196 for the cost of tickets sold.
4511	TIC Hertford Calendar advertising sales	-400	-600	-400	-600	The Hertford calendar has been produced since 2009.
	<b>TOTAL TOWN &amp; TOURIST INFORMATION CENTRE INCOME</b>	<b>-33,920</b>	<b>-59,732</b>	<b>-42,834</b>	<b>-43,860</b>	
	<b>TOTAL INCOME</b>	<b>-164,426</b>	<b>-176,401</b>	<b>-185,886</b>	<b>-182,504</b>	

### EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31/03/18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
6000	D&L Administration	88,819	94,130	93,376	106,855	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31/03/18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
	<b>D&amp;L EVENTS EXPENDITURE (SALARIES)</b>	<b>88,819</b>	<b>94,130</b>	<b>93,376</b>	<b>106,855</b>	
6010	D&L Events (entertainment)	10,831	9,094	8,847	9,366	Provision for Castle events, band concerts and Castle Opendays
6011	D&L Events (hire of equipment/licences/health & safety)	13,621	12,883	19,321	17,510	Provision for Castle events, band concerts and Castle Opendays.
6014	D&L Friends of Hertford Castle	240	298	30	306	Provision to cover the expenses of the Friends of Hertford Castle.
6018	D&L Castle Basement Refurbishment & Display	818	0	49	0	Provision for the creation of a Victorian kitchen display in the Castle basement and work to enhance the visual appearance of the basement.
6025	D&L Promotion/Marketing	6,867	8,058	9,349	8,300	Provision for event advertisements.
6035	D&L Castle Interpret panels	0	1,104	0	1,137	Contingency for the repair of the information boards in the Castle grounds.
6099	D&L Capital Expenditure	1,043	1,104	134	1,137	Contingency for replacement of catering equipment, marquees or outdoor furniture used for events.
	<b>D&amp;L EVENTS EXPENDITURE (OTHER)</b>	<b>33,484</b>	<b>32,540</b>	<b>37,732</b>	<b>37,756</b>	
6038	D&L Town Centre Co-ordinator	16,366	16,060	18,988	16,560	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>TOWN CENTRE SUPPORT EXPENDITURE (SALARIES)</b>	<b>16,366</b>	<b>16,060</b>	<b>18,988</b>	<b>16,560</b>	
6032	D&L Town Centre Wifi	0	16,900	6,718	17,407	Provision for monthly broadband connection fees and project support
6033	Hertford Entrepreneurs Network Funding	191	150	3,172	154	Expenditure and awards made by the Hertford Entrepreneurs Network. See code 4229 for HEN income.
6036	D&L Town Development Fund	4,979	2,500	4,092	2,575	Provision for projects to be finalised for economic development within the town.
6037	D&L Town Centre Hanging Baskets	11,880	18,538	16,219	15,896	Provision for planting & maintenance of hanging baskets
7080	D&L Xmas grant-tree/lights	14,680	22,000	22,723	30,000	Provision for the storage, maintenance and installation/removal of the Xmas lights displays and electricity charges etc.
6048	D&L Hertford Market Devolved Management Study	0	5,000	0	0	Provision for a feasibility study for the Council to take on management of Hertford Market.
6049	D&L Taxi Marshal scheme	0	10,000	8,928	10,300	Provision for the cost of the Taxi Marshal scheme with match funding from Herts County Council. This was previously funded from New Homes Bonus but from April 2017 it will be funded from a revenue budget.
6050	CCTV	27,301	34,801	27,509	32,455	Provision for the monitoring, maintenance, fibre optic rental, electricity and telephone costs associated with the CCTV system.
	<b>TOWN CENTRE SUPPORT EXPENDITURE (OTHER)</b>	<b>59,032</b>	<b>109,888</b>	<b>89,360</b>	<b>108,787</b>	

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31/03/18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
6100	TIC Administration	16,548	17,180	16,926	17,625	Apportionment of management staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
6101	TIC Wages & Salaries	83,122	86,225	85,607	90,455	Apportionment of direct Information Centre staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>TOTAL TOWN &amp; TOURIST INFORMATION CENTRE EXPENDITURE (SALARIES)</b>	<b>99,670</b>	<b>103,405</b>	<b>102,533</b>	<b>108,080</b>	
6110	TIC Rent	17,087	16,000	16,692	16,000	Rent and service charges payable for the premises in Market Place.
6115	TIC Rates	7,473	9,250	9,204	9,480	Business rates payable for the premises in Market Place.
6120	TIC Cleaning (other)	490	590	651	608	Provision for fortnightly window cleaning and quarterly paper recycling charges
6125	TIC Utilities	1,080	1,457	1,583	1,501	Provision for water and electricity charges.
6145	TIC Telephone & Fax	3,166	1,906	1,613	1,962	Provision for the 2 telephone lines, fax/broadband line and credit card processing line.
6150	TIC Postage	372	497	386	512	General provision for postage charges.
6152	TIC Copier(lease & copies)	2,915	1,000	3,399	2,299	Provision for the photocopier lease charges and usage charges.
6155	TIC Stationery & Sundries	600	1,040	602	1,071	Provision for the purchase of stationery, weekly local paper and other general expenditure.
6157	TIC Publication Printing (Accom Guide & calendar)	730	1,030	693	1,061	Provision for the printing costs of the annual accommodation guide. See income line 4510.
6165	TIC Computer / IT	378	590	268	607	Provision for on site IT support and replacement of minor items of equipment
6170	TIC Advertising	2,251	2,500	365	2,574	General provision for advertising costs.
6195	TIC Stock for resale	5,058	4,967	9,315	5,115	Cost of books and souvenirs sold in the T&TIC. See income line 4500.
6196	TIC Event tickets	22,201	43,761	22,013	22,660	Cost of event tickets, travel tickets and theatre vouchers sold in the T&TIC. See income line 4501.
6197	TIC Refurbishment / repairs & maintenance	17,705	500	1,019	1,050	Contingency for minor repair & maintenance items.
6198	TIC Health & Safety	524	1,172	493	508	Contingency for fire extinguisher servicing, PAT testing and alarm monitoring charges.
	<b>TOTAL TOWN &amp; TOURIST INFORMATION CENTRE EXPENDITURE (OTHER)</b>	<b>82,030</b>	<b>86,497</b>	<b>68,296</b>	<b>67,008</b>	
6200	DS Functions sec/admin	19,313	23,305	24,513	26,855	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
6205	DS Functions management	5,772	5,895	7,958	6,010	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
6210	DS Caretaking	11,675	16,355	11,651	17,230	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31/03/18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
6215	DS Cleaning	0	0	0	0	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>DOWNSHIRE SUITE EXPENDITURE (SALARIES)</b>	<b>36,760</b>	<b>45,555</b>	<b>44,123</b>	<b>50,095</b>	
6220	DS Marketing & Promotion	3,809	5,150	2,631	5,304	Provision for advertising the Downshire Suite as a wedding venue
6225	DS Equipment	1,264	1,214	1,520	2,000	Contingency for replacement of catering equipment or furniture for the Downshire Suite.
6230	DS Special Cleaning	895	618	394	636	Contingency for professional cleaning charges for Downshire Suite carpets & curtains etc.
6235	DS Licence (Civil Ceremonies, PEL, PPL & PRS)	180	2,000	254	700	Provision for music licences etc.
6240	DS Stationery	0	1,705	17	1,755	Contingency for printing charges for promotional brochures and information leaflets.
6245	DS Catering Purchases & equipment hire	11,471	12,484	10,995	12,858	Provision for the cost of catering provided to corporate hirers and the cost of tables hired as necessary.
6206	DS Functions - casual wages	88	1,500	0	0	Provision for casual wages paid to a weddings officer not on the regular payroll.
6250	DS Repairs & Maintenance	0	0	0	0	Contingency for minor repair & maintenance items.
	<b>DOWNSHIRE SUITE EXPENDITURE (OTHER)</b>	<b>17,707</b>	<b>24,671</b>	<b>15,810</b>	<b>23,253</b>	
6500	SW MBR Salaries	7,324	7,405	7,365	7,500	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>MILL BRIDGE ROOM EXPENDITURE (SALARIES)</b>	<b>7,324</b>	<b>7,405</b>	<b>7,365</b>	<b>7,500</b>	
6510	SW MBR running costs	0	122	41	125	Contingency for minor repair & maintenance items.
6525	SW MBR Marketing & Promotion	0	171	0	176	General provision for advertising costs or promotional leaflets.
6515	SW MBR Rates	1,428	1,471	1,282	1,320	Business rates payable for the Mill Bridge Room.
	<b>MILL BRIDGE ROOM EXPENDITURE (OTHER)</b>	<b>1,428</b>	<b>1,763</b>	<b>1,322</b>	<b>1,621</b>	
	<b>TOTAL EXPENDITURE</b>	<b>442,621</b>	<b>521,915</b>	<b>478,904</b>	<b>527,515</b>	

#### SUMMARY

	<b>TOTAL INCOME</b>	<b>-164,426</b>	<b>-176,401</b>	<b>-185,886</b>	<b>-182,504</b>	
	<b>TOTAL EXPENDITURE</b>	<b>442,621</b>	<b>521,915</b>	<b>478,904</b>	<b>527,515</b>	
	<b>NET EXPENDITURE</b>	<b>278,195</b>	<b>345,514</b>	<b>293,018</b>	<b>345,011</b>	

**COMMUNITY SERVICES COMMITTEE**
**INCOME**

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31/03/18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
4000	ALLOT Rent from plots	-9,594	-9,580	-10,180	-9,867	Rent invoices for period Jan'18 to Dec'18 raised in December'17.
4010	ALLOT Rent - Crawleys Field	-263	-271	-271	-279	Land rented for grazing use adjacent to Hertingfordbury Park accessed via West Street.
4020	ALLOT Fishing Rights	-230	-237	-237	-244	Income from fishing rights for the river Lea from the land adjacent to Hertingfordbury Park accessed via West Street.
	<b>TOTAL ALLOTMENT INCOME</b>	<b>-10,087</b>	<b>-10,088</b>	<b>-10,688</b>	<b>-10,390</b>	
4100	CEM Interments	-62,152	-61,800	-76,342	-63,654	Income anticipated from fees for burials at North Road Cemetery.
4105	CEM Memorial Benches	0	0	0	0	Income from the supply of memorial benches for members of the public who request to purchase one.
4110	CEM Other income	-96	-103	-118	-106	Sundry income from investments purchase as part of long term grave maintenance agreements.
4154	Historical Building Repair Grant			-8,675		Grant received for repair to St Andrew Church boundary wall
4155	CEM/CCY Memorial repair external funding	-4,994		-325	0	External funding received towards repair of a memorial
4120	CEM Equipment trade-in proceeds	0	0	0	0	Income from the proceeds of sale / trade-in of equipment normally anticipated at the end of a lease period.
	<b>TOTAL CEMETERY INCOME</b>	<b>-67,242</b>	<b>-61,903</b>	<b>-85,460</b>	<b>-63,760</b>	
	<b>TOTAL INCOME</b>	<b>-77,330</b>	<b>-71,991</b>	<b>-96,148</b>	<b>-74,150</b>	

**EXPENDITURE**

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31/03/18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
5000	ALLOT Admin Salaries	18,606	19,055	18,923	19,625	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
5010	ALLOT Groundstaff Salaries	4,477	4,870	4,847	4,985	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>ALLOTMENT EXPENDITURE (SALARIES)</b>	<b>23,083</b>	<b>23,925</b>	<b>23,769</b>	<b>24,610</b>	
5030	ALLOT Maint/ Site Improvements	23,810	20,830	18,581	13,155	Provision for pest control, toilet emptying, skip hire and maintenance items.
5040	ALLOT Water Rates	1,733	1,602	1,577	1,650	Provision for water supply charges to allotment sites.
5086	ALLOT Grant to Sele Rd Lovely Grub Garden	500		0	200	One off grant to support the community group that maintain Sele Rd Lovely Grub Garden.
5085	ALLOT North Road Plottolders Grant	2,000	2,060	2,000	2,000	Annual grant paid for the devolved management of the North Road allotment site by the North Road Plottolders Group.
	<b>ALLOTMENT EXPENDITURE (OTHER)</b>	<b>28,043</b>	<b>24,492</b>	<b>22,158</b>	<b>17,005</b>	
5100	PAMS Admin Costs	7,726	8,090	7,959	8,310	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31/03/18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
5101	PAMS Pinehurst site inspection	0	0	0	0	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>PUBLIC AMENITIES EXPENDITURE (SALARIES)</b>	<b>7,726</b>	<b>8,090</b>	<b>7,959</b>	<b>8,310</b>	
5110	PAMS Public clocks	138	520	504	536	Provision for the annual servicing of the Shire Hall and All Saints clocks which takes place in late November
5120	PAMS War Memorial	1,735	9,679	1,158	3,090	Provision for annual floodlighting charges and sundry repairs.
5170	PAMS Bins & Benches	0	1,104	125	1,137	Provision for repainting town centre bins and benches.
5140	PAMS - Youth Town Council	0	568	0	0	Annual grant given to the Hertford Youth Town Council.
5199	PAMS - Capital Expenditure	0	0	0	0	Provision for expenditure on bins and benches etc.
5175	PAMS - Pinehurst Play Area maintenance	4,854	8,202	7,867	6,000	Provision for grounds maintenance at Pinehurst
5176	PAMS - Pinehurst Play Area Capital Expenditure	0	2,000	0	2,000	Provision for replacement of play equipment with any unspent balance transferred to the Pinehurst Reserve account at year end.
7500	PAMS Skate Park	4,959	5,910	5,032	6,087	The Town Council's contribution to the revenue costs of the skatepark at Hartham Common.
	<b>PUBLIC AMENITIES EXPENDITURE (OTHER)</b>	<b>11,685</b>	<b>27,983</b>	<b>14,687</b>	<b>18,850</b>	
5200	CCY Admin Costs	12,444	12,875	12,744	13,320	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
5210	CCY Groundstaff Salaries	14,328	16,560	15,510	16,955	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>CLOSED CHURCHYARDS EXPENDITURE (SALARIES)</b>	<b>26,772</b>	<b>29,435</b>	<b>28,255</b>	<b>30,275</b>	
5240	CCY Repairs & Maintenance	0	26,600	22,755	18,060	Contingency for footpath resurfacing, railing repairs and other maintenance items. Additional £3,000 for resurfacing at St Andrews Churchyard and £13,000 for repainting gates either side of Gascoyne Way.
5245	CCY Contract Gardening	2,601	3,410	2,734	3,512	Provision for contracted gardener to maintain St Leonards & Holy Trinity gardens.
5250	CCY Trees	6,560	19,318	1,800	10,000	Contingency for the maintenance, removal and replacement of trees as necessary.
	<b>CLOSED CHURCHYARD EXPENDITURE (OTHER)</b>	<b>9,161</b>	<b>49,328</b>	<b>27,290</b>	<b>31,572</b>	
5300	CEM Admin costs	27,228	27,965	27,892	28,760	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
5305	CEM Groundstaff Salaries	60,163	65,260	64,949	66,825	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	<b>CEMETERY EXPENDITURE (SALARIES)</b>	<b>87,392</b>	<b>93,225</b>	<b>92,841</b>	<b>95,585</b>	
5220	CCY Van servicing, fuel & repairs	1,823	4,107	3,269	2,170	Provision for the annual servicing, taxing and running costs of the Council's van.
5310	CEM Mobile phone	208	234	186	241	Provision for the monthly charges and top-up fees for the mobile phones used by the ground staff.
5315	CEM Burial Records	1,240	1,363	445	1,404	Contingency for programming fees for the bespoke burials database system
5320	CEM Rates	3,944	3,939	4,095	4,218	Business rates payable for North Road Cemetery

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31/03/18	BASE BUDGET 2018/19	BASE BUDGET 2018/19
5335	CEM Train/Clothing & Health & Safety Equipment	739	2,373	1,817	745	Provision for staff training and the replacement of work clothes, safety boots and other safety items.
5340	CEM Repairs & Maintenance	7,556	13,311	13,071	5,679	Contingency for footpath resurfacing and other maintenance items.
5343	CEM Unbudgeted Cemetery Works	6,371	0	0	0	Contingency for Cemetery works outside the scope of normal budgetary requirements.
5342	CEM Repairs to Memorials	7,746	3,630	0	5,000	Contingency for repair of memorials which fail stability testing (where the owners of graves cannot be traced).
5345	CEM Repairs to Railings	0	8,207	0	4,773	Provision for the repair of gates and railings at North Road Cemetery. Additional £2,500 for repainting gates at the Cemetery.
5350	CEM Mess Room Utilities (incl site water)	639	723	661	745	Provision for mess room expenses and the water supply to the site.
5355	CEM Trees	7,900	5,519	350	5,685	Contingency for the maintenance, removal and replacement of trees as necessary.
5360	CEM Refuse	2,610	4,821	3,760	4,966	Provision for skip hire and soil heap removal.
5365	CEM Gravedigging	8,820	13,244	9,380	13,641	Provision for monthly charges for gravedigging.
5380	CEM Machinery fuel	544	1,463	487	1,507	Provision for fuel used in mowers and other equipment.
5385	CEM Mach repairs/minor replace	1,682	2,957	2,084	3,046	Provision for servicing costs on leased equipment.
5395	CEM Mach new equip/lease	2,812	3,905	1,417	2,040	Quarterly lease charges for all the larger items of equipment (3 year lease).
5396	CEM Memorial Benches	0	0	0		The cost of purchase of memorial benches if requested by a member of the public. The associated income is shown under 4105.
5398	CEM Land acquisition	0	10,000	0	10,000	Provision for establishing a Cemetery Reserve to be developed over coming years for the future purchase of new Cemetery land.
5399	CEM Capital Expenditure	0	1,209	333	6,245	Provision for replacement of smaller items of equipment and sundry tools. Additional £5,000 for leasing a new van.
	<b>CEMETERY EXPENDITURE (OTHER)</b>	<b>54,632</b>	<b>81,004</b>	<b>41,356</b>	<b>72,105</b>	
	<b>TOTAL EXPENDITURE</b>	<b>248,494</b>	<b>337,482</b>	<b>258,314</b>	<b>298,312</b>	

#### SUMMARY

	<b>TOTAL INCOME</b>	<b>-77,330</b>	<b>-71,991</b>	<b>-96,148</b>	<b>-74,150</b>	
	<b>TOTAL EXPENDITURE</b>	<b>248,494</b>	<b>337,482</b>	<b>258,314</b>	<b>298,312</b>	
	<b>NET EXPENDITURE</b>	<b>171,164</b>	<b>265,492</b>	<b>162,166</b>	<b>224,162</b>	



This page is intentionally blank

# Local Councils, Internal Drainage Boards and other Smaller Authorities in England Annual Governance and Accountability Return 2017/18 Part 3

---

## To be completed by:

- all smaller authorities\* where either the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; and
- any other smaller authorities that either:
  - are unable to certify themselves as exempt; or
  - have requested a limited assurance review.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:
  - The **annual internal audit report** is completed by the authority's internal auditor.
  - **Sections 1 and 2** are to be completed and approved by the authority.
  - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved **before 2 July 2018**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or requesting a limited assurance review, **must** send to the external auditor:
  - the Annual Governance and Accountability Return Sections 1, 2 and 3, together with
  - a bank reconciliation as at 31 March 2018
  - an explanation of any significant year on year variances in the accounting statements
  - your notification of the commencement date of the period for the exercise of public rights
  - Annual Internal Audit Report 2017/18

Unless requested, do not send any original records to your external auditor. Your external auditor will ask for any additional documents needed.

Once the external auditor has completed and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability Return including **Section 3 – External Auditor Report and Certificate** will be returned to the authority.

## Publication Requirements

Smaller authorities with either income or expenditure exceeding £25,000 **must** publish on a public website, under the Accounts and Audit Regulations 2015, the Annual Governance and Accountability Return:

- **Section 1 – Annual Governance Statement 2017/18**, page 4
- **Section 2 – Accounting Statements 2017/18**, page 5
- **Section 3 – The External Auditor Report and Certificate 2017/18**, page 6
- Notice of the period for the exercise of public rights and other information required by Regulation 15 (2), Accounts and Audit Regulations 2015.

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report, page 3.

The Annual Governance and Accountability Return constitutes the annual return referred to in the Accounts and Audit Regulations 2015. Throughout, the words 'external auditor' have the same meaning as the words 'local auditor' in the Accounts and Audit Regulations 2015.

\*for a complete list of bodies that may be smaller authorities refer to schedule 2 to Local Audit and Accountability Act 2014.

## Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2017/18

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide\** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Avoid making amendments to the completed Annual Governance and Accountability Return. Any amendments must be approved by the authority, properly initialled and accompanied by an explanation. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before sending it to the external auditor.
- Do not send the external auditor any information not specifically requested. However, you **must** inform your external auditor about any change of Clerk, Responsible Finance Officer or Chairman, and provide relevant email addresses and telephone numbers.
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide\**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the explanation.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs will be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2017) equals the balance brought forward in the current year (Box 1 of 2018).
- Please enter the authority's name **only** in Section 3 on Page 6. **Do not complete the remainder of that section**, which is reserved for the external auditor.
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the commencement date for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including <b>the dates set for the period for the exercise of public rights</b> , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes have been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	The bank reconciliation as at 31 March 2018 is agreed to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority is a sole managing trustee? <b>NB:</b> do not send trust accounting statements unless requested or instructed.	✓	

\*More guidance on completing this annual return is available in *Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, which can be downloaded from [www.nalc.gov.uk](http://www.nalc.gov.uk) or from [www.slcc.co.uk](http://www.slcc.co.uk) or from [www.ada.org.uk](http://www.ada.org.uk)

# Annual Internal Audit Report 2017/18

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2018.

The internal audit for 2017/18 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		

K. (For local councils only)	Yes	No	Not applicable
Trust funds (including charitable) – The council met its responsibilities as a trustee.			✓

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

Date(s) internal audit undertaken

14/11/17, 15/11/17, 26/4/18  
29/5/18, 05/03/18

Name of person who carried out the internal audit

J.P. Watson  
For Auditing Solutions Ltd

Signature of person who carried out the internal audit



Date 29/05/18

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

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

## Section 1 – Annual Governance Statement 2017/18

We acknowledge as the members of:

ENTER NAME OF AUTHORITY

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2018, that:

	Agreed		Yes* means that this authority:	
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>	
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>	
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>	
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>	
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>	
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>	
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>	
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>	
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	<i>has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.</i>
			✓	

\*Please provide explanations to the external auditor on a separate sheet for each 'No' response. Describe how the authority will address the weaknesses identified.

This Annual Governance Statement is approved by this authority and recorded as minute reference:

MINUTE REFERENCE

dated DD/MM/YY

Signed by the Chairman and Clerk of the meeting where approval is given:

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

**Other information required by the Transparency Codes (not part of Annual Governance Statement)**

Authority web address

AUTHORITY WEBSITE ADDRESS

## Section 2 – Accounting Statements 2017/18 for

ENTER NAME OF AUTHORITY

	Year ending		Notes and guidance
	31 March 2017 £	31 March 2018 £	
1. Balances brought forward	1,034,569	1,310,776	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	1,076,800	1,103,800	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	586,483	660,793	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	(632,908)	(694,304)	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	(754,168)	(717,387)	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	1,310,776	1,663,678	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	1,439,310	1,726,414	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	826,021	826,021	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
		✓	

I certify that for the year ended 31 March 2018 the Accounting Statements in this Annual Governance and Accountability Return present fairly the financial position of this authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer

SIGNATURE REQUIRED

Date

I confirm that these Accounting Statements were approved by this authority on this date:

13/03/2018

and recorded as minute reference:

MINUTE REFERENCE

Signed by Chairman of the meeting where approval of the Accounting Statements is given

SIGNATURE REQUIRED

## Section 3 – External Auditor Report and Certificate 2017/18

In respect of

ENTER NAME OF AUTHORITY

### 1 Respective responsibilities of the body and the auditor

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2018; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with guidance issued by the National Audit Office (NAO) on behalf of the Comptroller and Auditor General (see note below). Our work **does not** constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and **does not** provide the same level of assurance that such an audit would do.

### 2 External auditor report 2017/18

(Except for the matters reported below)\* on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met. (\*delete as appropriate).

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

(continue on a separate sheet if required)

### 3 External auditor certificate 2017/18

We certify/do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2018.

\*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

PRINT NAME

\*Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2017/18 in Auditor Guidance Note AGN02. The AGN is available from the NAO website ([www.nao.org.uk](http://www.nao.org.uk))

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION  
COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 11– COMMUNITY GRANT APPLICATION – HERTFORD  
SYMPHONY ORCHESTRA**

**1. PURPOSE OF THE REPORT**

To present to Committee the applications received for awards from the Community Grant fund.

**2. BACKGROUND**

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £16,000 for Community Grants in 2018/19 and the Council may consider a roll forward of the unspent budget of £7209.00 from 2017/18

The Committee is asked to decide:

- whether or not to approve individual application;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

**3 GRANT APPLICATION – HERTFORD SYMPHONY ORCHESTRA**

An application for £1200 towards the cost of the commission of new work to mark the 100th anniversary of World War 1, involving choirs from two local secondary schools for a performance on 11 November in Ware.



4. RECOMMENDATIONS

It is recommended that:

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Tricia Carpenter – Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION  
COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 12– COMMUNITY GRANT APPLICATION – MUDLARKS  
COMMUNITY GARDEN**

**1. PURPOSE OF THE REPORT**

To present to Committee the applications received for awards from the Community Grant fund.

**2. BACKGROUND**

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £16,000 for Community Grants in 2018/19 and the Council may consider a roll forward of the unspent budget of £7209.00 from 2017/18.

The Committee is asked to decide:

- whether or not to approve individual applications;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

**3 GRANT APPLICATION – MUDLARKS COMMUNITY GARDEN**

An application for £1200 towards the cost of the Mudlarks Summer Scheme which will run from 23 July – 31 August 2018.

**4. RECOMMENDATIONS**

It is recommended that:

- a) The Committee **notes** the report.

**PAPER F**

- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Tricia Carpenter – Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 13– COMMUNITY GRANT APPLICATION – ROTARY CLUB OF HERTFORD**

**1. PURPOSE OF THE REPORT**

To present to Committee the applications received for awards from the Community Grant fund.

**2. BACKGROUND**

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £16,000 for Community Grants in 2018/19 and the Council may consider a roll forward of the unspent budget of £7209.00 from 2017/18.

The Committee is asked to decide:

- whether or not to approve individual application;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

**3. GRANT APPLICATION – ROTARY CLUB OF HERTFORD**

An application for £800 towards the cost of the Hertford Carnival Fun Day. The Rotary Club has already received a grant of £400 from the current financial year towards this project but now require further funding to cover costs.

**4. RECOMMENDATIONS**

It is recommended that:

**PAPER G**

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Tricia Carpenter – Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION  
COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 14– COMMUNITY GRANT APPLICATION – HERTFORD  
HORTICULTURAL SOCIETY**

**1. PURPOSE OF THE REPORT**

To present to Committee the applications received for awards from the Community Grant fund.

**2. BACKGROUND**

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £16,000 for Community Grants in 2018/19 and the Council may consider a roll forward of the unspent budget of £7409.00 from 2017/18.

The Committee is asked to decide:

- whether or not to approve individual application;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

**3 GRANT APPLICATION – HERTFORD HORTICULTURAL SOCIETY**

An application for £300 towards the cost of the promotion of the F W Heal Cup for annual Hertford Horticultural Show.

The Society has received a grant of £300 annually.

**4. RECOMMENDATIONS**

It is recommended that:

**PAPER H**

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Tricia Carpenter – Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION  
COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 15– COMMUNITY GRANT APPLICATION – HERTFORD  
INTERNATIONAL CONCERT SERIES**

**1. PURPOSE OF THE REPORT**

To present to Committee the applications received for awards from the Community Grant fund.

**2. BACKGROUND**

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £16,000 for Community Grants in 2018/19 and the Council may consider a roll forward of the unspent budget of £7409.00 from 2017/18.

The Committee is asked to decide:

- whether or not to approve individual application;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

**3 GRANT APPLICATION – HERTFORD INTERNATIONAL CONCERT  
SERIES**

An application for £1200 towards the cost of the performers for the Concert Series.

A grant was awarded for £1200 in 2017/18.

**4. RECOMMENDATIONS**

It is recommended that:



**PAPER I**

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Tricia Carpenter – Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 16– COMMUNITY GRANT APPLICATION – FUTURE LIVING HERTFORD**

**1. PURPOSE OF THE REPORT**

To present to Committee the applications received for awards from the Community Grant fund.

**2. BACKGROUND**

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £16,000 for Community Grants in 2018/19 and the Council may consider rolling forward the unspent budget of £7209.00 from 2017/18.

The Committee is asked to decide:

- whether or not to approve individual applications;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

**3 GRANT APPLICATION – FUTURE LIVING HERTFORD**

An application for £1073 towards the cost of the additional planting in the community gardens and provision of additional outside tables and chairs.

**4. RECOMMENDATIONS**

It is recommended that:

- a) The Committee **notes** the report.

**PAPER J**

- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Tricia Carpenter – Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 17– COMMUNITY GRANT APPLICATION – EAST HERTS DIVERSIONARY ACTIVITIES GROUP**

**1. PURPOSE OF THE REPORT**

To present to Committee the applications received for awards from the Community Grant fund.

**2. BACKGROUND**

The Council has a provision for funding Community Grants which qualifies as expenditure under the General Power of Competence, as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, adopted by the Council on 8 July 2013. The guidelines and criteria for grants, which were revised in 2009, are attached as Appendix A. Should the Committee decide to waive any of these criteria the reason should be recorded.

There is a budget of £16,000 for Community Grants in 2018/19 and the Council may consider a roll forward of the unspent budget of £7209.00 from 2017/18.

The Committee is asked to decide:

- whether or not to approve individual application;
- the amount of any grant so approved; and
- Any conditions that will be attached to the grant awarded.

Under paragraph 4.3 of the Grants policy, normally grant applications from organisations will only be considered when accompanied by at least one of the following:

- a. Audited accounts.
- b. Accounts that have been subjected to independent inspection as required by the Charities Act or, where the organisation is newly formed, a case for funding including supporting evidence of fund raising efforts.

**3 GRANT APPLICATION – EAST HERTS DIVERSIONARY ACTIVITIES**

An application for £1200 towards the cost of the summer activities programme.

This Group has been awarded a grant annually.

**4. RECOMMENDATIONS**

It is recommended that:

**PAPER K**

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in this case.

Report by Tricia Carpenter – Civic Administration Manager

## Community Grants 2018/2019

Organisation	Date	Amount Requested	Amount Rewarded	Balance
			b/fwd 2017/18	£7,209.00
2018/19 Grants Budget			16,000.00	23,209.00
Hertfordshire Festival of Music	1st April 2018	1,200.00	1,200.00	22,009.00
Rotary Club of Hertford	1st April 2018	400.00	400.00	21,609.00
Hertford Symphony Orchestra	25th June 2018	1,200.00		20,409.00
Mudlarks Community Garden	25th June 2018	1,200.00		19,209.00
Rotary Club of Hertford	25th June 2018	1,200.00		18,009.00
Hertford Horticultural Society	25th June 2018	300.00		17,709.00
Hertford International Concert Series	25th June 2018	1,200.00		16,509.00
Future Living Hertford	25th June 2018	1,073.00		15,436.00
East Herts Diversionary Activities Group	25th June 2018	1,200.00		14,236.00
				14,236.00
				14,236.00
				14,236.00
				14,236.00
				14,236.00
				14,236.00
				14,236.00
				14,236.00
				14,236.00
				14,236.00

This page is intentionally blank

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 18– NEW HOMES BONUS FUNDING**

**1. PURPOSE OF THE REPORT**

To present to Committee the applications received for awards from the New Homes Bonus Grant Fund

**2. BACKGROUND**

At a meeting the Finance, Policy and Administration Committee held on 12 March 2018, the Committee approved a new grant scheme allocated from the New Homes Bonus, to invest in local communities in Hertford, to enhance and improve those communities on behalf of the residents and businesses.

New Homes Bonus funding can only be allocated to those projects which show a clear benefit to residents and businesses in Hertford.

Individual grants of up £30,000 may be awarded.

**3 GRANT APPLICATIONS**

The following applications have been received and the Committee is asked to give consideration to the following:

**Friends of St Leonard’s Church**

An application for funding of £10,423 towards the cost of toilet facilities in a lean-to extension at St Leonard’s Church.

**North Road Plotolders Group**

An application for funding of £10,000 towards the cost of adapting an allotment plot for the disabled, with the further addition of compost toilets with easy access.

**Hertford Youth Club**

An application for funding of £1736 towards the cost of the refurbishment of the parquet floor at the Youth Club based at Pioneer Hall, 11 Ware Road (Zoo Café)

**4. RECOMMENDATIONS**

It is recommended that:

- a) The Committee **notes** the report.
- b) The Committee **considers** the level of grant, if any, it would wish to make in each case.

Report by Tricia Carpenter – Civic Administration Manager



This page is intentionally blank

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION  
COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 19– WORLD WAR 1 CENTENARY COMMEMORATION  
INSTALLATION**

**1. PURPOSE OF THE REPORT**

To consider a payment from the New Homes Bonus towards the cost of a poppy installation to mark the Centenary of the Armistice and the launch of the 2018 Poppy Appeal

**2. INFORMATION**

The Secret Society of Hertford Crafters (SSOHC) is currently working on a poppy installation which will be unveiled in Hertford towards the end of October 2018 to mark the launch of the Poppy Appeal and the Centenary of the Armistice.

The SSOHC is comprised of a large group of volunteers working on the display at their own cost, however there are additional costs associated with the installation, including professional fees for a structural engineer to ensure the safety of the building on which the structure will be displayed and costs for the erection and taking down of the installation. A local building company has provided a quotation for the overall package of works. The building company has offered to provide their part (installation and taking down) at cost price.

The Council is asked to give consideration to making a payment of £1725 +VAT to cover these costs, payable from the New Homes Bonus strategic fund. The installation will undoubtedly provide a real talking point for the residents of Hertford and beyond, and be a poignant focus to the commemoration events.

It is recommended that the Council adds contingency of £500 to these costs if the contribution is approved.

**3. RECOMMENDATIONS**

It is recommended that:

- a) The Committee **notes** the report.
- b) The Committee **approves** a contribution of £2 225 + VAT towards the costs of the erection of the poppy display.

Report by Tricia Carpenter – Civic Administration Manager

This page is intentionally blank

**MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON  
MONDAY 29 MAY 2018 IN THE ROBIN ROOM, THE CASTLE, HERTFORD**

PRESENT: Councillor Mrs R Bolton, in the Chair

Councillors: P Boyle, B Deering, Mrs S Newton and Miss J Sartin

IN ATTENDANCE: Mr J Whelan, Town Clerk

**39. ELECTION OF CHAIRMAN**

It was RESOLVED that:

Cllr Mrs R Bolton be elected Chairman for the ensuing civic year.

**40. ELECTION OF VICE CHAIRMAN**

It was RESOLVED that:

Cllr Mrs Newton be elected Vice Chairman for the ensuing civic year.

**41. RECORDING OF MEETING**

It was established that no person present wished to record the meeting.

**42. APOLOGIES FOR ABSENCE**

None received.

**43. DECLARATION OF INTERESTS**

None.

**44. MINUTES**

It was **RESOLVED** that:

The minutes of the last meeting held on 29 January 2018 be confirmed as a correct record of the proceedings and signed by the Chairman.

**45. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC**

There were no members of the public wishing to speak.

**46. SICKNESS STATISTICS**

The Committee received an up to date report on staff sickness for the year to date January to April 2018.

It was noted that the sick leave figure were beginning to approach the national average, having 'spiked' earlier in 2018. The spike resulted from significant long term sick leave of a single member of staff. The sickness absence for this member of staff was appropriately managed by Officers.

It was **RESOLVED** that:

(a) The Committee notes the report.

**47. DISCIPLINE AND GRIEVANCE ACTIONS**

The Committee noted there are no outstanding grievance or disciplinary items.

**48. OVERTIME AND TOIL REPORT**

The Committee considered a report on the overtime and toil expenditure for the year to date.

It was **RESOLVED** that:

The Committee notes the report.

**49. CASUAL OFFICER HOURS**

The Committee received a report outlining the amount of hours worked by each Casual Officer since their appointment.

It was **RESOLVED** that:

The Committee **notes** the report.

**50. STAFF TRAINING AND DEVELOPMENT 2018/19**

The Committee received a report on the proposed training and development programme for 2018/19.

The Casual Customers Services Assistants would be engaged in the next round of staff Fire Training if possible.

It was **RESOLVED** that:

The Committee **notes** the report.

**51. COMPLIMENTS AND COMPLAINTS**

The Committee received a report outlining the compliments and complaints received by Hertford Town Council since February 2018.

Committee was pleased to see such the high number of compliments across a range of services of the Council. Committee enquired and discussed the complaints that had been lodged; and were pleased to hear that if the complaints related to individual members of staff then they had been followed up and resolved.

It was **RESOLVED** that:

The Committee **notes** the report.

**52. EXCLUSION OF PRESS AND PUBLIC**

It was **RESOLVED** that:

In view of the confidential nature of the following items, which relate to the business matters other individuals and organisations, the public shall be excluded while the follow items were discussed. This was in accordance with the Public Bodies (Admission to Meetings) Act 1060, as amended by the Local Government Act 1972.

**53. TOWN AND TOURISM INFORMATION MATERNITY COVER**

The Committee received a report describing the arrangement that have been put in place to provide maternity cover at the Town and Tourist Information Centre.

It was **RESOLVED** that:

The Committee **notes** the report.

**54. TIME OFF IN LIEU**

The Committee received a report from Clive Payne Associates (CPA) on the Council's management of Time off in Lieu.

A detailed discussion took place of the very detailed report and the Town Clerk's responses to the CPA report recommendations.

It was **RESOLVED** that:

- (a) No changes be made to the Council's TOIL policy and its application (with the exception of the point noted at (c) below

- (b) The Town Clerk make arrangements for his current outstanding TOIL to be taken by the end of June 2018.
- (c) The Terms and Conditions of employment of the Town Clerk's TOIL be varied and that a period of 20 working days be allowed for the taking of the TOIL accrued by the Town Clerk. This change to take effect from 1<sup>st</sup> July 2018

**55. STAFFING COST FOLLOWING RESTRUCTURE**

The Town Clerk had prepared a report describing the changes in staffing costs following the restructure.

The staffing restructure introduced changes to establishment posts within the staffing group. The detailed report discussed at described the staff costs of providing the work area/function prior to and following the restructure.

Given the timing of the report it was necessary to make a small number of assumptions to allow a full 12 months comparison of staffing costs pre and post restructure.

Detailed discussion followed

It was **RESOLVED** that:

- (a) A further report be considered by Committee in November 2018 to allow a review of 12 months of actual staffing costs following the restructure.
- (b) The Committee **notes** the report.

**56. STAFF REPORT**

The Committee received a report from the Town Clerk.

It was **RESOLVED** that:

The Committee approved the payment of the recommended staff honorarium.

There be no further business the Committee ended at 8:50 p.m.

## FPA Objectives – 2016-19

<b>AAA. OBJECTIVE:</b>		
<b>Enhance the role of the County Town of Hertford as an attractive and safe place to live, work and visit and to promote it as a cultural destination</b>		
<b>Action Required</b>	<b>Success Criteria</b>	<b>Responsible Committee</b>
1. Agree quarterly policing priorities with the Safer Neighbourhood Team and feed in local residents and business views when setting those priorities.	Issues raised are successfully addressed and reported back to the Council.	FP&A or informal meeting
Progress as of June 2018.		
Meeting with Cl McDonald took place on 20 <sup>th</sup> February 2018.		
2. Continued funding of the Hertford Museum as a key resource for both residents and visitors to Hertford.	Continued provision of this important resource.	FP&A
Progress as of June 2018		
This is done. The Museum wrote to the Town Council in December to apply for grant for the 2018/19 financial year. The letter of application notes the project/initiatives that the Museum has recently run together with attendance figures and additional financial information than submitted in recent years. The grant has agreed on terms that the Museum provides further information on an on-going basis. Further information was received in March and April.		
This objective is on track.		
3. Consider how New Homes Bonus funding can be used to support community based projects such as the Hertford Arts Hub being considered by Courtyard Arts.	Improving the cultural offer or other community initiatives within the Town.	FP&A
Progress as of June 2018		
First grant applications under this NHB allocation scheme to be considered on 25 June 18.		
4. Implementation of an 'Adopt your Street' litter pick initiative, with support from the Council.	A scheme is implemented where members of the public take some responsibility for clearing litter in their streets.	FP&A
Progress as of June 2018:		



At present there are 27 plus a Cub Scout Group and a Beavers group involved in this initiative. Volunteers in all four wards of Hertford have adopted at least one street. Positive feedback has been received from volunteers and the scheme continues to be advertised through social media and noticeboards. A social event will be held in the Spring, at the Castle, to thank the litter pickers. This objective is on track.

**BBB. OBJECTIVE:**

**Support the town centre and business community, to ensure its ongoing viability**

Action Required	Success Criteria	Responsible Committee
1. Provide financial support for local Community Groups and initiatives through the provision of Community Grants.	Positive promotion of the grant scheme; determination of grant applications in line with Town Council policy; positive case studies shown on the Town Council's website.	FP&A

Progress as of June 2018:

Grants under the scheme are considered at every meeting of the FPA Committee. Case studies are followed up after grants awarded and press releases issued on a regular basis.

This objective is on track.

**CCC. OBJECTIVE:**

**Positively Influence Spatial and Economic Development**

Action Required	Success Criteria	Responsible Committee
1. Draw up and implement an annual programme of maintenance to the Castle and Seed Warehouse ensuring good value for money.	Cost effective maintenance carried out in a timely manner.	FP&A

Progress as of June 2018

A programme is for maintenance for the forthcoming year has been produced and work is ongoing.

2. The Town Council undertakes highways verge and signage maintenance as part of Hertfordshire County Council Highways Together Initiative.	This provides the opportunity for the council to contributing to a more pleasant environment.	FP&A
---	---	------

<p>Progress as of June 2018:</p> <p>The scheme works on an ad-hoc basis but the Council is not able to carry out maintenance of areas of highway land because responsibility for this lies with the County and District Councils.</p> <p>This objective is on track to the limited extent possible.</p>		
<p>3. Develop and implement a strategy for the Council to improve its carbon footprint and sustainability. Areas of action could include paper use, level of recycling and energy suppliers.</p>	<p>Reduced carbon footprint through exemplary practice.</p>	<p>FP&amp;A</p>
<p>Progress as of June 2018:</p> <p>Limited progress has been made on this matter. Further work needed. When the Council van is due for replacement the Council could give consideration to use of an electric or LPG van, but these are likely to be expensive options and the reliability is not proved as yet.</p>		
<p><b>DDD. OBJECTIVE: Effective Governance</b></p>		
<p><b>Action Required</b></p>	<p><b>Success Criteria</b></p>	<p><b>Responsible Committee</b></p>
<p>1. Undertake regular reviews to Council policy and Constitution (to include all standing Orders and Financial Regulations). Develop new policies where required.</p>	<p>Town Council is effectively run and managed; meeting all statutory requirements and exhibiting good practice wherever possible other</p>	<p>FP&amp;A</p>
<p>Progress as of June 2018:</p> <p>This is done on a regular basis. The full Constitution was last reviewed and adopted on 27 March 2017. Standing Orders and Financial Regulations reviewed March 2018.</p> <p>This objective is on track.</p>		
<p>2. Review spending programmes (such as for New Home Bonus funding) as part of the annual budget setting process.</p>	<p>Spending programmes remain fit for purpose and result in positive outcomes.</p>	<p>FP&amp;A</p>
<p>Progress as of June 2018:</p>		

<p>New Home Bonus allocation policy and process adopted in March 2018. Further work required for the budget setting for 2019/2020.</p>		
<p>3. Ensure all requirements of the Council's Standing Orders and Financial Regulations are met when spending public money.</p>	<p>Assurance provided on an annual basis by the Town Clerk.</p>	<p>FP&amp;A</p>
<p>Progress as of June 2018:</p> <p>The Standing Orders and Financial Regulations are reviewed and re-adopted annually by the Council.</p>		
<p>4. Continue to meet financial transparency requirements including regular publication of Council expenditure.</p>	<p>Assurance provided on an annual basis by the Town Clerk.</p>	<p>FP&amp;A</p>
<p>Progress as of June 2018:</p> <p>This is done on a quarterly basis to FP&amp;A Committee. For the financial year 2016/17 the Council received positive internal and external audit reports confirming that the financial management processes are well managed. The first internal audit visit for 2017/18 took place in November and an excellent report was received from the auditor. The second took place on 5 March 2018 with a similarly excellent report received.</p> <p>This objective is on track.</p>		
<p>5. Ensure recommendations made following internal and external financial audits are fully undertaken in a timely way</p>	<p>Town Clerk develops action plans and ensures their timely completion, reporting to Committee as appropriate.</p>	<p>FP&amp;A</p>
<p>Progress as of June 2018:</p> <p>The feedback from both the internal and external auditor is excellent and any recommendations have been implemented.</p>		
<p>6. Develop and implement training and development plans for Councillors and Staff.</p>	<p>Plans in place and training records held and reported to Personnel Sub Committee.</p>	<p>FP&amp;A</p>
<p>Progress as of June 2018:</p> <p>A full-year staff training plan was approved at Personnel Sub Committee on 29 May 2018 and is being implemented.</p>		

This objective is on track.		
7. For all activity undertaken by the Council (including management of property, land and public events) ensure that up to date risk assessments and appropriate licences are in place and health and safety requirements are being adhered to.	Property and events are managed meeting within prevailing licensing and health and safety requirements.	FP&A and D&L
<p>Progress as of June 2018:</p> <p>All risks assessment are reviewed regularly.</p> <p>This objective is on track.</p>		
8. Adopt and monitor Key Performance Indicators for the provision of Council services. Take corrective action as required.  The KPIs reported are the costs of providing individual service functions of the Council compared where income is also generated by those functions. The KPIs are the monitored statistics that compare income to expenditure. Examples are the Cemetery and the Town and Tourist Information Centre.	The effectiveness of the Council's performance is tracked and reported at Committee demonstrating how well the Council has delivered its services to residents	All Committees
<p>Progress as of June 2018:</p> <p>This is done on a quarterly basis. This objective is on track.</p>		
<b>EEE. OBJECTIVE:</b>		
<b>Customer Service Improvement</b>		
<b>Action Required</b>	<b>Success Criteria</b>	<b>Responsible Committee</b>
Increase awareness amongst all Officers of what represents excellent	Increased awareness of how job role and	FP&A

customer service; embed best practice in all aspects of the customer service that the Council provides.	responsibility directly impacts on customers	
<p>Progress as of June 2018:</p> <p>All staff have a customer service related goal in their personal objectives. Customer service training for all staff took place on 20 December 2017.</p>		

**REPORT TO POLICY, FINANCE & ADMINISTRATION COMMITTEE – 25 JUNE 2018**

**AGENDA ITEM 22 - HERTFORD MUSEUM**

**1. PURPOSE OF THE REPORT**

To update the Committee on the financial position of Hertford Museum including activity that is being undertaken to reduce cost and raise income.

**2. CONTEXT**

Hertford Town Council is the majority funder of the successful Hertford Museum.

The Council is very supportive of the Museum and agreed to approve the grant request received in December 2017 for the Financial Year 2018/19.

In reaching the decision to grant Hertford Museum for the financial year 2018/19 the Finance Policy and Administration Committee noted that it should not be presupposed that the amount of the grant agreed for 2018/19 should form the basis of any grant application for the next or any following year.

The Town Clerk wrote to the Curator at Hertford Museum explaining the position regarding potential grants in the future and advised that the following information is requested of the Museum during the Financial Year 2018/19:

- up to date accounts and management accounts
- evidence that match funding was being sought and successes in this regard
- other activities that the Museum is undertaking to increase revenue or reduce costs

This report is the first that will be considered by this Committee

**3 INFORMATION RECEIVED**

The following information is enclosed at Appendix 1:

- Final signed accounts for the Museum for the year ended 31st March 2017
- Draft Management Accounts for the year ended 31st March 2018
- Finance Managers Report & commentary for the year ended 31st March 2018

The Finance Manager's Report provides a helpful summary of the financial position of the Museum reflecting on the work done to drive down costs and increase income.

During the financial year 2017/18 the Museum have reduced expenditure including saving £5 000 on staff salaries and reducing auditors costs by £1 000.

It is important to note that the report explains that the Museum currently operates on a minimum expenditure policy that cannot be further exploited without the operation of the museum suffering negative consequences arising.

The following points are worth noting:

- The total turnover for the Museum has increased slightly to £198 222 in 2018 compared to £196 080 in 2017.
- The gross profit increased from £185 264 in 2017 to £185 960 in 2018
- The operating profit was £5 270 in 2018 compared to a loss of £3 162 in 2017.

#### **4 RECOMMENDATIONS**

It is recommended that:

- a) **Discusses** the financial reports submitted by Hertford Museum
- b) The Committee **notes** the report.

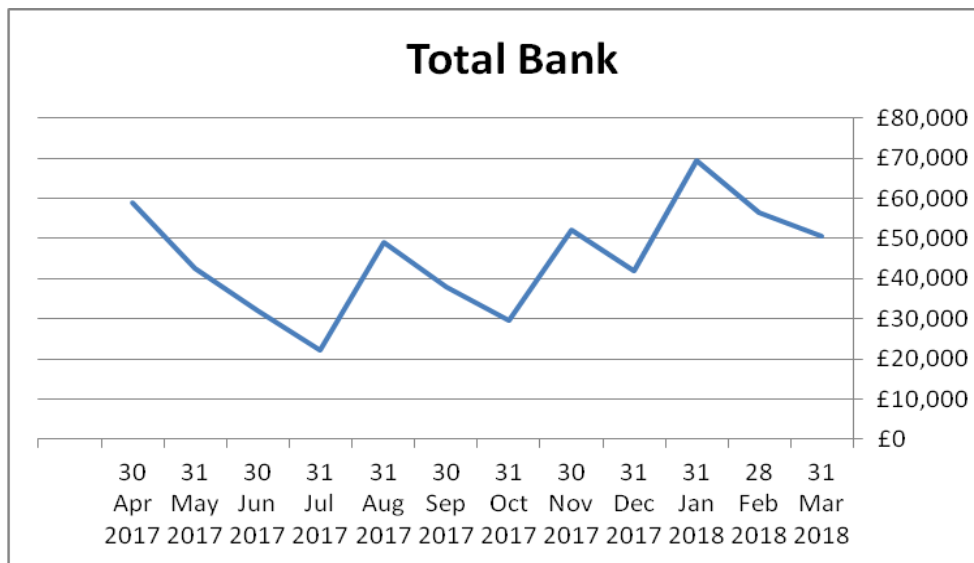
Report by: Joseph Whelan, Town Clerk

## Finance Manager Report to Hertford Town Council April 2018

---

The Museum's financial position at the end of the financial year is healthy and better than anticipated. Although a deficit was planned, the year has ended with a surplus; the difference is, by and large due to a reduction on the expenditure.

The cash flow throughout the year has been excellent, with an average amount of cash at the bank of £50K and constant reserves of £25K or more. As the graph below shows, the cash has been increasing on a quarterly basis. The current position, a time when the HTC grant is due, is the best seen for some years.



Supplier payments are up to date and there are no overdue accounts receivables, other than the Gift Aid which was submitted recently. With respect the outgoings, there are two large amounts pending: the Seed Warehouse utilities and legacy pension liabilities, both of which have been accrued for.

Of these available funds, not far from £10K are restricted, spread across a number of areas: Picture This!, Conservation, IT.

### **INCOME**

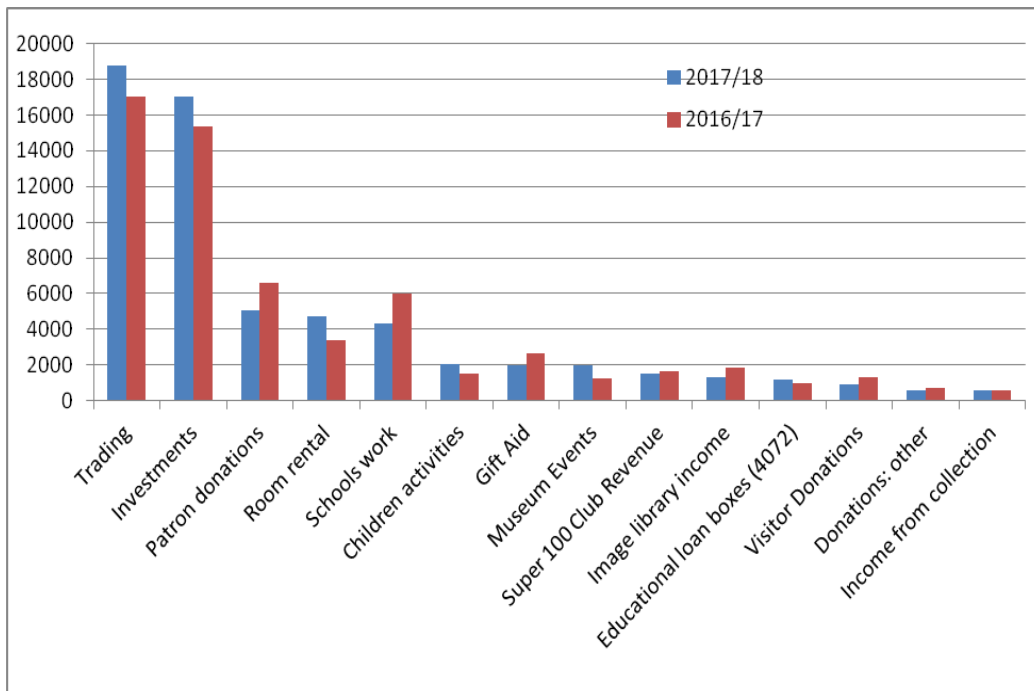
On budget with respect the income figure, a remarkable achievement as the targets for the year had been quite challenging. This can be appreciated when comparing with previous year's income, showing an increase of more than £3K but nearly **£6K** including the non-strictly "restricted" funds (unrestricted donations which have been allocated to designated funds).



The best performers are rental income, museum events, investments and the shop:

- We had a couple of very good large bookings and also, following the inclusion of the **Andrews Room** in a free “Hire” website, several smaller bookings from groups which hadn’t used the room before, which is very encouraging.
- This year **events** have not only produced a valuable income but have contributed towards bringing more visitors to our premises and making the museum a community hub for all ages.
- The **portfolio** of investments has generated a handsome profit, well above the target and nearly £2K more than the previous year.
- The **shop** has continued doing well, with an overall increase of more than 10%, a remarkable achievement at a time of decline of the High Street shopping. The sales of the museum own publications have done extremely well, particularly the two new books *One of the Road* and *Peter Ruffles Born and Bred*.

We haven’t done so well this year on attracting donations, from both the public and patrons and supporters. The other obvious underperformers are Education, due to not having a learning officer in post for 4 months and the sale of images, which has been affected by not having the kiosk available for browsing for at least half of the year.



## EXPENDITURE

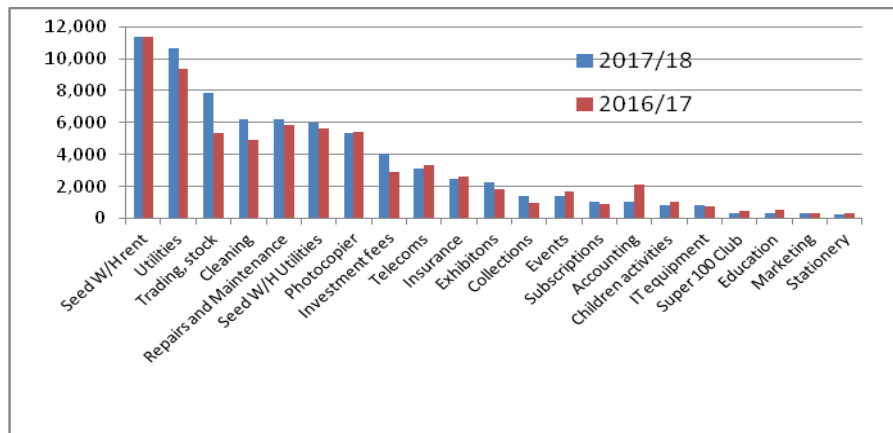
The reduction of the year end deficit comes, principally as a consequence of a reduction on the museum expenditure across the board and pretty much in every single budget. Overall, the total expenditure this year is approximately £2K less than last year’s. In terms of value, the biggest savings have been as follows:

- Salaries: the loss of the Learning Officer produced net savings of around £5K. In addition, the budget included an increase on the Curator’s salary which hadn’t been reviewed for 5 years. This increase didn’t get approved by the Trustees until recently.
- Maintenance bills have been reduced by switching over to alternative contractors and contracts have been reviewed to seek savings.
- The Accountancy Fees have been halved as a result of the annual accounts being produced in house and the accountant performing an examination of the accounts instead. This has saved over £1K.

Unfortunately there have also been some unforecasted increases:

**Electricity bill:** in June this year we were able to switch suppliers to benefit from lower rates. However, we have seen a significant surge on the electricity bill due to usage, which I am currently investigating. It looks like it might be related to the way the BMS is operating the heating equipment which uses electricity for the heater blowers as well as gas for the boilers. The total electricity bill for the year exceeds £6K, while last year we paid £3.8K.

**Investment management fee:** this fee is calculated based on the value of the portfolio, which is the highest it’s been for some time, and therefore this year’s fees have exceed £4K. Previous year’s fees were as follows: 2016/17, £2,913; 2015/16, £4,617; 2014/15 £3284.



## RESTRICTED FUNDS

Restricted funds are grants or individual donations given to the museum with a specific purpose and do not impact on the profit and loss account. For this reason, I am accounting for these funds separately. In addition, the expenditure does not happen necessarily in the same financial year as the income so including them in the P&L account would produce a distorted picture.

The current value of the restricted funds is nearly £9K. The main funds are:

- Picture This fund – to pay for the new website and related project expenditure, £3,900
- Summer Quiz fund – £1,330
- Conservation fund – to pay for the conservation of collection items, £1,245

- David Lloyd fund – £1,000
- HCC Locality Budget - for the purchase of the new public computer, £500

## Summary

The 2017 / 2018 year has been financially successful in many ways. The forecast for the new financial year is positive and for the first time for some years it is possible to present a balanced budget. However, this budget does not include any contingency and there are a number of concerns to be noted:

- The budget doesn't include a maintenance fund for unexpected repairs. This could be a problem due to the age and nature of the museum's building and fittings.
- The museum building would benefit from additional investment in a number of areas to avoid further deterioration.
- Regular giving has been decreasing recently and a further reduction on this income can have a big impact on the museum finances.

The museum currently operates on a minimum expenditure policy which can't be exploited further without negative consequences. The Trustees agree that the way forward is to continue working towards increasing the museum's income. The museum staff looks into obtaining additional funding whenever possible. However these grants are normally for the delivery of cultural programmes and do not contribute towards the day to day running of the museum.

In this new financial year the Trustees and staff will focus their efforts on actively increasing regular income. A fundraising campaign to attract new donors is being planned for the second part of the year. It is hope that an increased regular giving will help reduce the unpredictability and ensure the museum remains fit for the future.

# Profit and Loss

For the year ended 31 March 2018

Account	2018	Compare 2017
<b>Turnover</b>		
Grants	135,493	134,264
Investment income	17,047	15,354
Trading VAT stock	10,847	10,025
Trading Non VAT stock	7,913	6,994
Patron donations	5,050	6,600
Room rental	4,744	3,408
Schools work	4,335	5,980
Children activities	2,074	1,506
Gift Aid	2,000	2,684
Museum Events	1,967	1,240
Super 100 Club Revenue	1,492	1,680
Image library income	1,338	1,834
Educational loan boxes (4072)	1,189	967
Visitor Donations	937	1,303
Donations: other	582	740
Income from collection	567	589
Other rental income	270	20
Income from curatorial fees	150	107
Touring exhibition revenue	120	0
Photocopies and other office income	94	229
Bank interest	15	19
Income from Kid's parties	0	145
Other Income	0	391
<b>Total Turnover</b>	<b>198,222</b>	<b>196,080</b>
<b>Cost of Sales</b>		
VAT stock	5,120	3,502
No VAT stock	2,376	1,424
In house exhibitions	1,871	1,816
Museum events expenditure	1,415	1,674
Children activities expenditure	497	1,009
Super 100 Club expenditure	337	464
Education mileage	309	517
Merchant charges	300	273
Shop fixtures and fittings	37	138
<b>Total Cost of Sales</b>	<b>12,262</b>	<b>10,816</b>
<b>Gross Profit</b>	<b>185,960</b>	<b>185,264</b>
<b>Administrative Costs</b>		
Salaries	115,795	120,703
Seed warehouse rent	11,355	11,355
Utilities	10,642	9,325
Cleaning supplies and services	6,239	4,929
Repairs and Maintenance	6,206	5,849
Seed warehouse utilities	6,000	5,648
Photocopier	5,352	5,390
Legacy Pension Contributions	5,000	5,000
Investment expenditure	4,032	2,913
Telecoms	3,106	3,357
Insurance	2,459	2,626
Collections conservation	1,426	968
Professional Subscription	1,065	881
Audit and Accounting	1,020	2,100
Stationary and Printing	240	297
Office and meeting provisions	218	212
Furniture and IT equipment	179	730
Marketing and Advertising	90	324
Postage	76	170
Bank charges	75	79
Travel expenses	70	193
Training	45	129
Cleaner	0	406
Depreciation for the year	0	2,973
Legal and HR Advise	0	1,868
<b>Total Administrative Costs</b>	<b>180,690</b>	<b>188,426</b>
<b>Operating Profit</b>	<b>5,270</b>	<b>-3,162</b>

**Balance Sheet**  
As at 31 March 2018

31 Mar 2018                      31 Mar 2017

**Assets**

<b>Bank</b>		
Current Account	£911.80	-£425.15
Deposit Account	£49,584.89	£33,995.18
Petty Cash	£33.77	£22.31
<b>Total Bank</b>	<b>£50,530.46</b>	<b>£33,592.34</b>

<b>Current Assets</b>		
Accounts Receivable	£3,063.00	£3,729.74
Premium Bonds held on behalf of HM	£500.00	£500.00
<b>Total Current Assets</b>	<b>£3,563.00</b>	<b>£4,229.74</b>

<b>Fixed Assets</b>		
Fixtures and Fittings	£23,660.00	£23,660.00
<b>Total Fixed Assets</b>	<b>£23,660.00</b>	<b>£23,660.00</b>

<b>Non-current Assets</b>		
Portfolio of shares	£423,717.00	£414,555.00
Portfolio of Shares - revaluations	-£9,162.00	-£40,017.26
<b>Total Non-current Assets</b>	<b>£414,555.00</b>	<b>£374,537.74</b>

<b>Total Assets</b>	<b>£492,308.46</b>	<b>£436,019.82</b>
---------------------	--------------------	--------------------

**Liabilities**

<b>Current Liabilities</b>		
Accounts Payable	£16,910.90	£6,383.16
HSBC Credit Card	£0.00	£146.25
<b>Total Current Liabilities</b>	<b>£16,910.90</b>	<b>£6,529.41</b>

<b>Total Liabilities</b>	<b>£16,910.90</b>	<b>£6,529.41</b>
--------------------------	-------------------	------------------

<b>Net Assets</b>	<b>£475,397.56</b>	<b>£429,490.41</b>
-------------------	--------------------	--------------------

# Restricted Income and Expenditure

For the year ended 31 March 2018

<b>Income</b>	2017/18	2016/17
2017 Summer Quiz income	1,369.00	0.00
4202221 Restricted IT Fund	1,500.00	0.00
Donations to restricted conservation fund	2,931.26	4.00
EHCC Children Activities Fund - 2016 Summer	347.00	500.00
Funds raised for the Book of Pubs	0.00	2,251.41
Museum building painting fund	0.00	360.00
Museum revenue special fund	335.63	127.50
Revenue generated by the HLF WWI Project	0.00	4,510.00
Revenue generated towards the Orrery Fund	0.00	199.78
Revenue generated towards the Picture This! project	0.00	5,647.03
Revenue generated towards the Oral History Project	0.00	1,000.00
Robert Kiln Fund - Roman Session Development	0.00	500.00
	<b>6,482.89</b>	<b>15,099.72</b>
<b>Expenditure</b>		
Expenditure from the HCC Children Activities Funding - 2016 Summer	350.86	494.92
Expenditure from the Picture This! Fund	2,610.00	661.77
Expenditure from the restricted conservation fund	1,689.90	0.00
Expenditure related to free family activity places	0.00	16.50
Expenditure related to kid's parties	0.00	52.59
Expenditure related to Museums Take Over Day	0.00	2.55
Expenditure related to the Alfred Wallace touring exhibition	0.00	927.74
Expenditure related to the Book of Pubs	0.00	2,251.41
Expenditure related to the Oral History Project	577.20	408.10
Expenditure related to the painting of the museum	300.00	1,066.00
Expenditure related to the Reminiscence Project	86.18	245.00
Museum special fund	98.60	127.50
Norfolk Family Learning expenditure	109.79	0.00
Orrery Fund	0.00	5.50
Roman Session Development (Robert Kiln fund)	0.00	490.09
Summer Quiz expenditure	40.28	0.00
WWI HLF Fund Expenditure	0.00	3,869.10
	<b>5,862.81</b>	<b>10,618.77</b>

This page is intentionally blank

**THE TRUSTEES OF HERTFORD MUSEUM CHARITY**

**ANNUAL REPORT**

**AND**

**FINANCIAL STATEMENTS**

**FOR THE YEAR ENDED 31 MARCH 2017**

**Registered Charity Number 31212**



## CONTENTS

	<b>Page</b>
1. Legal and administrative information	2
2. Report of the trustees for the year ended 31 March 2017	3
3. Independent examiner's report	6
4. Statement of financial activities for the year ended 31 March 2017	7
5. Balance sheet as at 31 March 2017	8
6. Notes forming part of the financial statements for the year ended 31 March 2017	9

**LEGAL AND ADMINISTRATIVE INFORMATION  
FOR THE YEAR ENDED 31 MARCH 2017**

**Co-opted Trustees:**

Mr Christopher Seward, Chair of the Trustees  
Mr Tim Croft, Vice-chair of the Trustees  
Mrs Helen Dudley  
Mrs Margaret Elder  
Mr Richard Horwood  
Mrs Ann Kirby  
Ms Jane Sartin

**Trustees Nominated by the Hertford Town Council:**

Ms Chantal Geall  
Mr Glenn Sexton

**Trustees Nominated by the East Herts District Council:**

Mrs Jan Goodeve

**Trustees Nominated by the Hertfordshire County Council:**

Mr Peter Crane

**Independent Examiner:**

Mr Julian Ellis, 15A Bull Plain, Hertford, Hertfordshire, SG14 1DX

**Bankers:**

HSBC, 36 Fore St, Hertford, Hertfordshire, SG14 1BS

**Solicitors:**

Longmores, 24 Castle Street, Hertford, Hertfordshire, SG14 1GX

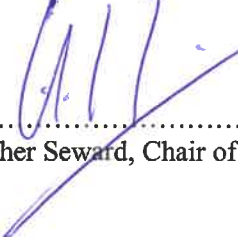
**Investment Managers:**

Canaccord Genuity Wealth Management, 41 Lothbury, London, EC2R 7AE

**Report of the trustees for the year ended 31<sup>st</sup> March 2017**

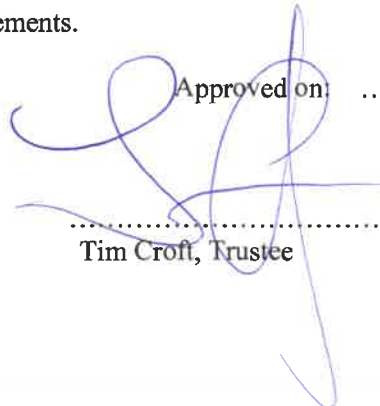
The trustees present their report along with the financial statements of the charity for the year ended 31<sup>st</sup> March 2017. The financial statements have been prepared in accordance with the accounting policies set out under trustee responsibilities in relation to financial statements.

Signed on behalf of the Trustees:



.....  
Christopher Seward, Chair of Trustees

Approved on: ....22 April 2018



.....  
Tim Croft, Trustee



## **Achievements & Performance April 2016-March 2017**

The Museum offered four temporary exhibitions over the course of the year:

The City of Butchery Green: 13th Feb – 16th April 2016

Herts Hidden Heroines 30th April – 2 nd July 2016

Stop the Rot! 16 th July – 27th August 2016

Signed, Sealed, Delivered! The Postal Service in East Herts: 21st January – 18th March 2017

The Museum provided many talks and group visits and delivered a range of successful family events.

Many events were held such as-

- Easter holiday activities 2016
- Summer activities 2016
- October Half Term
- Christmas 2016
- February Half Term 2017
- Museums at Night
- Hertford & District Camera Club Show
- Musical Mystery Tour
- Stores Open Days – Visitors are able to see some of our vast collection and watch demonstrations by our volunteers on conservation.
- Sores Open Day for Heritage Open Weekend
- Christmas Extravaganza
- Stay & Play Saturdays
- Pop Culture Quiz at St John's Hall:
- Animal Magic
- Oak Apple Day
- The Wicked Lady cinema club
- An Evening of Classical Music
- Bombard the Battlements
- An Antiques Not On The Road Show
- Pub Memory Day
- Patrons Reception
- The Lady Vanishes cinema club
- Takeover Day
- One For The Road Book Launch Event
- Pelhams Memory Day
- February Fiesta

The total number of schools and learning providers working with the museum over the course of the period April 2016 – March 2017 is 62. We have continued to work with every school in Hertford in some capacity; in addition, we work regularly with schools across the county and North London.

It has been another busy year with the development of new partnerships, in relation to Wallace Touring Exhibition, Herts Hidden Heroines Exhibition, Reminiscence service, Picture This! Project, One for the Road book launch. The names of all museum partners and supporters would be too many to mention here but they are collected in the Museum Annual Report.

Overall visitor figures for the year were 28,982.

The museum took in around 70 plus separate items for its collections, as described in the Curator's Annual Report.

The museum is fortunate to be supported by 40 plus volunteers who over the course of the year helped in many areas as described in the Annual Report.

We have continued to be supported financially by many individuals through various schemas such as Patrons and Friends of Hertford Museum or fundraising initiatives such as Picture This!. In addition, the museum has received funding from EHDC/CVS, the Heritage Lottery Fund, Friends of Hertford Museum, East Herts Archaeological Society, the Robert Kiln Charitable Trust, the Royal Anglian Regiment, the Hertford Oral History Group, Herts Association of Museums, the Marquess of Salisbury, Waitrose Community Matters, Hertford Planning, Wine 2 Trade and many other individual and corporate supporters.

The Trustees would like to thank Hertford Town Council for their continued financial support, without which the museum would not be able to function.

## **HERTFORD MUSEUM**

### **INDEPENDENT EXAMINER'S REPORT FOR THE YEAR ENDED 31 MARCH 2017**

I report on the accounts of the charity for the year ended 31 March 2017 set out in pages 8 to 14.

#### **RESPECTIVE RESPONSIBILITIES OF THE TRUSTEES AND INDEPENDENT EXAMINER**

The charity's trustees are responsible for the preparation of the accounts. The charity's trustees consider that an audit is not required for this year under section 43(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed.

It is my responsibility to:

- examine the accounts under section 145 of the 2011 Act;
- to follow the procedures laid down in the General Directions given by the Charity Commission under section 145(5)(b) of the 2011 Act; and
- to state whether particular matters have come to my attention.

#### **BASIS OF THE INDEPENDENT EXAMINER'S STATEMENT**

My examination was carried out in accordance with the General Directions given by the Charity Commission. An examination includes a review of the accounting records kept by the charity and a comparison of the accounts presented with those records. It also includes consideration of any unusual items of disclosures in the accounts, and seeking explanations from you as trustees concerning any such matters. The procedures undertaken do not provide all the evidence that would be required in an audit and consequently no opinion is given as to whether the accounts present a "true and fair view" and the report is limited to those matters set out in the statement below.

#### **INDEPENDENT EXAMINER'S STATEMENT**

In connection with my examination, no matter has come to my attention:

- (1) which gives me reasonable cause to believe that in any material respect the trustees have not met the requirements to ensure that:
  - proper accounting records are kept in accordance with section 130 of the 2011 Act; and
  - accounts are prepared with accord with the accounting records and comply with the accounting requirements of the 2011 Act; or
- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

  
**Julian Ellis**  
**Chartered Accountant**

15A Bull Plain  
Hertford  
Herts  
SG14 1DX

**HERTFORD MUSEUM TRUST**  
**STATEMENT OF FINANCIAL ACTIVITIES**  
**FOR THE YEAR ENDED 31 MARCH 2017**

	Note	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>INCOMING RESOURCES</b>					
Incoming resources from generating funds					
Voluntary Income	2	147,272	15,100	162,371	168,687
Activities for generating funds	3	17,019		17,019	17,668
Investment income	4	15,373		15,373	16,005
Incoming resources from charitable activities	5	16,387		16,387	20,759
<b>TOTAL INCOMING RESOURCES</b>		<b>196,050</b>	<b>15,100</b>	<b>211,150</b>	<b>223,119</b>
<b>RESOURCES EXPENDED</b>					
Costs of generating funds:					
Fundraising trading: cost of goods sold and other costs	6	-5,338		-5,338	-6,061
Investment management costs	7	-2,992		-2,992	-4,617
Charitable activities	8/9	-188,865	-10,566	-199,431	-245,705
Governance costs	10	-2,100		-2,100	-1,748
<b>TOTAL RESOURCES EXPENDED</b>		<b>-199,295</b>	<b>-10,566</b>	<b>-209,861</b>	<b>-258,131</b>
<b>NET (OUTGOING)/INCOMING RESOURCES BEFORE OTHER RECOGNISED GAINS/LOSSES</b>					
		-3,245	4,534	1,289	-35,012
<b>OTHER RECOGNISED GAINS/LOSES</b>					
(Losses)/gains on investment assets		40,017			-24,196
<b>NET MOVEMENT IN FUNDS</b>		<b>36,772</b>	<b>4,534</b>	<b>41,306</b>	<b>-59,208</b>
<b>RECONCILIATION OF FUNDS</b>					
Total funds brought forward		1,571,362	4,350	1,575,712	1,634,921
<b>TOTAL FUNDS CARRIED FORWARD</b>		<b>1,608,134</b>	<b>8,884</b>	<b>1,617,018</b>	<b>1,575,712</b>

**HERTFORD MUSEUM**  
**NOTES FORMING PART OF THE FINANCIAL STATEMENTS**  
**FOR THE YEAR ENDED 31 MARCH 2017**

**1. ACCOUNTING POLICIES**

**Basis of accounting**

The accounts have been prepared under the historical cost convention, except for investments which are included at market value and the revaluation of certain fixed assets, and in accordance with applicable United Kingdom accounting standards and the requirements of the Statement of Recommended Practice in accordance with the Charities Act 2011.

The accounts include all transactions, assets and liabilities for which the Trust is responsible in law. They do not include the accounts of The Friends of Hertford Museum which is a separate entity to Hertford Museum Charitable Trust.

**Funds**

Unrestricted funds are general funds which can be used by the museum without restriction for ordinary purposes.

Restricted funds represent donations or grants received for a specific purpose or invited by the Trustees for a specific purpose. The funds may only be expended on the specific purpose for which they were given. Any balance remaining unspent at the end of each year must be carried forward as a balance on that fund.

**Incoming Resources**

Donations, legacies and other forms of voluntary income are recognised as incoming resources when receivable, except in so far as they are incapable of financial measurement. Grants are accounted for in full on a receivable basis. Tax refunds are recognised when the incoming resource to which they relate is received.

**Resources expended**

Expenditure is recognised when a liability is incurred. Costs of generating funds are those costs incurred with regard to voluntary income. Charitable expenditure includes both direct costs and support costs relating to the activities of the charity. Governance costs include those costs incurred in the governance of the charity and its assets and are primarily associated with the constitutional and statutory requirements.

**Investments**

Fixed asset investments are stated at market value.

**Accumulated Funds**

Restricted funds are subject to specific conditions by donors as to how they may be used. The purposes and uses of restricted funds are set out in the notes to the accounts.

**Exhibitions and collections**

Museum exhibits and collections are mainly donated to the charity. Costs incurred in acquiring items for the collection are charged in the financial statements as incurred. Neither acquired nor donated items are capitalised because they are historic items and the charity is not expected to dispose of them.



**HERTFORD MUSEUM  
BALANCE SHEET  
31 MARCH 2017**

	Note	£	2017 £	2016 £
<b>FIXED ASSETS</b>				
Tangible assets	13		1,171,166	1,174,139
Investments	14		414,555	375,086
			<u>1,585,721</u>	<u>1,549,225</u>
<b>CURRENT ASSETS</b>				
Debtors	15	4,200		8,828
Cash at bank		33,480		44,447
		<u>37,680</u>		<u>53,275</u>
<b>CREDITORS</b>				
Amounts falling due within one year	16	-6,383		-26,788
				<u>-26,788</u>
<b>NET CURRENT ASSETS</b>			31,297	26,487
<b>TOTAL ASSETS LESS CURRENT LIABILITIES</b>			1,617,018	1,575,712
<b>NET ASSETS</b>			<u>1,617,018</u>	<u>1,575,712</u>
<b>FUNDS</b>				
Restricted Income Funds	17		8,884	4,350
Unrestricted Income Funds	18		1,608,135	1,571,362
			<u>1,617,018</u>	<u>1,575,712</u>

2. VOLUNTARY INCOME

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
<b>Donations</b>				
Donations	13,008	8,590	21,597	14,279
<b>Grants receivable</b>				
Grants	134,264	6,510	140,774	154,408
	<u>147,272</u>	<u>15,100</u>	<u>162,371</u>	<u>168,687</u>

3. INCOMING RESOURCES FROM ACTIVITIES FOR GENERATING FUNDS

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Museum shop sales	17,019	17,019	17,668

4. INVESTMENT INCOME

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Income from investments	15,354	15,354	15,978
Bank interest receivable	19.08	19.08	27
	<u>15,373</u>	<u>15,373</u>	<u>16,005</u>

5. INCOMING RESOURCES FROM CHARITABLE ACTIVITIES

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Public services, exhibitions and education	16,387	16,387	20,759

6. FUNDRAISING TRADING: COST OF GOODS SOLD AND OTHER COSTS

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Shop costs	5,338	5,338	6,061

7. INVESTMENT MANAGEMENT COSTS

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Investment Management Fees	2,992	2,992	4,617

8. COSTS OF CHARITABLE ACTIVITIES

	Unrestricted Funds £	Restricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Running an independent museum in Hertford	169,300	10,566	179,866	227,639
Support costs	19,565		19,565	18,066
	<u>188,865</u>	<u>10,566</u>	<u>199,431</u>	<u>245,705</u>

9. COSTS OF CHARITABLE ACTIVITIES BY ACTIVITY TYPE

	Activities undertaken directly £	Support Costs £	Total Funds 2017 £	Total Funds 2016 £
Running an independent museum in Hertford	<u>179,866</u>	<u>19,565</u>	<u>199,431</u>	<u>245,705</u>

10. GOVERNANCE COSTS

	Unrestricted Funds £	Total Funds 2017 £	Total Funds 2016 £
Accountancy fees	2100	2100	1,748

11. FUND TRANSFERS

On various restricted funds the monies received have been fully utilised for the purpose for which they were given and so any surpluses have been transferred to the unrestricted general fund.

## 12. STAFF COSTS AND EMOLUMENTS

### Staff costs were as follows:

	2017	2016
	£	£
Wages and salaries	121,093	112,785
Social security costs	5,016	8,929
	<u>126,109</u>	<u>121,714</u>

### Particular of employees

The average number of employees during the year, calculated on the basis of full-time equivalents, was as follows:

	2017	2016
Curatorial, museum support and documentation	6	6
Education Officer	1	1
Administration	1	1
Cleaner	0	1
	<u>8</u>	<u>9</u>

Average number of employees full-time equivalent is 5.5

No employee received remuneration of more than £60,000 during the year (2016 - Nil)

### TRUSTEES

None of the trustees (or any person connected with them) received any remuneration during the year or were reimbursed for any expenses incurred.

## 13. TANGIBLE ASSETS

	Freehold property £	Fixtures & Fittings £	Total £
<b>COST</b>			
at 1 April 2016 and 31 March 2017	1,144,411	26,755	1,171,166
<b>DEPRECIATION</b>			
At 1 April 2016	-	-	-
Charge for the year	-	2,973	-
At 31 March 2017	-	-	-
<b>NET BOOK VALUE</b>			
At 31 March 2017	1,144,411	26,755	1,171,166
At 31 March 2016	1,144,411	29,728	1,174,139

14. INVESTMENTS

	2017	2016
	£	£
<b>Movement in market value</b>		
Market value at 1 April	375,086	414,282
Less: withdrawals	-548	-15,000
Net gains on revaluations in the year ended	40,017	-24,196
	<u>414,555</u>	<u>375,086</u>
Market value at 31 March		
Historical cost at 31 March 2016	<u>362,603</u>	<u>361,098</u>

**Analysis of Investments**

UK equities	164691	149132
Foreign equities	61399	62823
Fixed interest securities	123915	118006
Alternative and absolute strategies	63825	44232
Cash	725	893
	<u>414555</u>	<u>375086</u>

15. DEBTORS

	2017	2016
	£	£
Trade debtors	3,700	1,457
Other debtors	500	6,634
Prepayments		737
	<u>4,200</u>	<u>8,828</u>

16. CREDITORS: amounts falling due within one year

	2017	2016
	£	£
Trade creditors	6,383	12,778
Taxation and social security	0	0
Accruals	0	14,010
	<u>6,383</u>	<u>26,788</u>

17. RESTRICTED INCOME FUNDS

	Balance at 1 Apr 2016 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2017 £
Restricted Funds	4,350	15,100	10,566	8,884

18. UNRESTRICTED INCOME FUNDS

	Balance at 1 Apr 2016 £	Incoming resources £	Outgoing resources £	Balance at 31 Mar 2017 £
Unrestricted Funds	1,571,362	196,050	199,295	1,568,117

19. ANALYSIS OF NET ASSETS BETWEEN FUNDS

	Tangible fixed assets £	Investments £	Net current assets £	Total £
<b>Restricted Funds:</b>				
Conservation and Education Funds			8,884	8,884
<b>Unrestricted Income Funds</b>	1,171,166	414,555	22,413	1,608,135
<b>Total Funds</b>	1,171,166	414,555	31,297	1,617,018



**HERTFORD TOWN COUNCIL  
BANK RECONCILIATION AS AT 28th FEBRUARY 2018**

HSBC Current Account	0.01
HSBC Deposit Account	1,941,456.01
HSBC Money Market / Bond Account	0.00
	1,941,456.02

Less:

Cheques drawn but not debited to bank account as at 28th February 2018 HSBC Current Account	(82,141.89)
	(82,141.89)

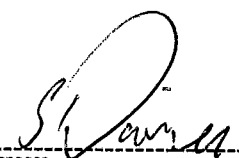
Plus:

Receipts shown as received in the period but not banked before close of business on 28th February 2018	0.00
	0.00

Balance as per Sage Accounts System	1,859,314.13
-------------------------------------	--------------

Nominal Ledger Code 1200 HTC Current Account	(82,141.88)
Nominal Ledger Code 1205 HTC Deposit Account	1,941,456.01
Nominal Ledger Code 1230 HTC Money Market / Bond Account	0.00
	1,859,314.13

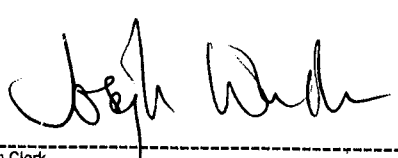
Reconciliation performed by:



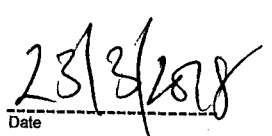
-----  
Stephen Davies - Finance Manager

14/03/2018  
-----  
Date

Reconciliation independently checked by:



-----  
Joseph Whelan - Town Clerk

  
-----  
Date





HERTFORD TOWN COUNCIL

**BANK RECONCILIATION AS AT 31st MARCH 2018**

HSBC Current Account	0.01
HSBC Deposit Account	1,871,449.90
HSBC Money Market Account	0.00
Castle petty cash	118.95
T&TIC petty cash	45.08
Cemetery petty cash	50.00
	<hr/>
	1,871,663.94

Less:

Cheques drawn but not debited to bank account  
as at 31st March 2018  
HSBC Current Account

(179,123.47) ✓  

---

(179,123.47)

Plus:

Receipts shown as received in the period but not  
banked before close of business on 31st March 2018

0.00  

---

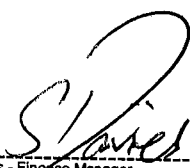
0.00

Balance as per Sage Accounts System

1,692,540.47

Nominal Ledger Code 1200 HTC Current Account	(179,123.46)
Nominal Ledger Code 1205 HTC Deposit Account	1,871,449.90
Nominal Ledger Code 1230 HTC Money Market Account	0.00
Nominal Ledger Code 1240 Castle petty cash account	118.95
Nominal Ledger Code 1250 T&TIC petty cash account	45.08
Nominal Ledger Code 1260 Cemetery petty cash account	50.00
	<hr/>
	<u>1,692,540.47</u>

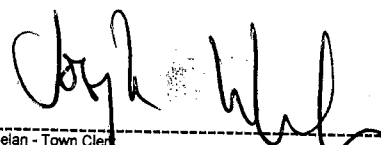
Reconciliation performed by:

  
-----  
Stephen Davies - Finance Manager

19/04/2018

Date

Reconciliation independently checked by:

  
-----  
Joseph Whelan - Town Clerk

19/4/2018  
Date



HERTFORD TOWN COUNCIL

BANK RECONCILIATION AS AT 30th Apr 2018

HSBC Current Account	0.01
HSBC Deposit Account	2,294,850.58
HSBC Money Market Account	0.00
Castle petty cash	118.95
T&TIC petty cash	45.08
Cemetery petty cash	50.00
	<hr/>
	2,295,064.62

Less:

Cheques Drawned and Cashed/Not posted@ 30/04/18	250.52
CHQ's Drawn/ Not banked @ 30/04/18 (Unreconciled)	(23,693.65)
	<hr/>
	(23,443.13)

Plus:

Cash posted in Sage / yet to register in Bank @ 30/04/18	406.60
	<hr/>
	406.60

Balance as per Sage Accounts System@30/04/18 2,272,028.09

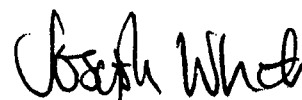
Nominal Ledger Code 1200 HTC Current Account	(23,443.12)
Nominal Ledger Code 1205 HTC Deposit Account	2,295,257.20
Nominal Ledger Code 1230 HTC Money Market Account	0.00
Nominal Ledger Code 1240 Castle petty cash account	118.95
Nominal Ledger Code 1250 T&TIC petty cash account	45.08
Nominal Ledger Code 1260 Cemetery petty cash account	50.00
	<hr/>
	<u>2,272,028.11</u>

Reconciliation performed by:

  
Muibat Babayemi Finance Manager

12/06/2018  
Date

Reconciliation independently checked by:

  
Joseph Whelan - Town Clerk

12/6/2018  
Date



HERTFORD TOWN COUNCIL

BANK RECONCILIATION AS AT 31st May 2018

HSBC Current Account	0.01
HSBC Deposit Account	2,174,641.59
HSBC Money Market Account	0.00
Castle petty cash	118.95
T&TIC petty cash	45.08
Cemetery petty cash	50.00
	<hr/>
	2,174,855.63

Less:

Cheques drawn on current/ not banked account @ 31/05/18	(20,529.39)
HSBC Current Acct-CHQ Raised/ not posted @ 31/05/18	6,495.41
HSBC Deposit Acct-Cash receipt/ not posted to sage	(4,655.35)
	<hr/>
	(18,689.33)

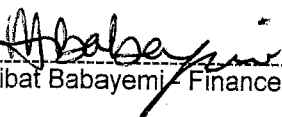
Plus:

Receipts shown as received in the period but not Banked	
	<hr/>
	0.00

Balance as per Sage Accounts System	<hr/>
	2,156,166.30

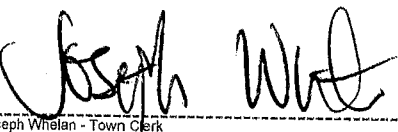
Nominal Ledger Code 1200 HTC Current Account	(14,033.98)
Nominal Ledger Code 1205 HTC Deposit Account	2,169,986.24
Nominal Ledger Code 1230 HTC Money Market Account	45.08
Nominal Ledger Code 1240 Castle petty cash account	50.00
Nominal Ledger Code 1250 T&TIC petty cash account	118.95
Nominal Ledger Code 1260 Cemetery petty cash account	
	<hr/>
	2,156,166.29

Reconciliation performed by:

  
 -----  
 Muibat Babayemi Finance Manager

14/06/2018  
 -----  
 Date

Reconciliation independently checked by:

  
 -----  
 Joseph Whelan - Town Clerk

14/6/2018  
 -----  
 Date

General Account 31169955	REF		REASON FOR PAYMENT	PETTY CASH	NETT	TOTAL	
	205526	21/02/2018	LR SN East Herts District Council		£8,967.21	1,773.44	£10,640.65
	205527	21/02/2018	LR SN East Herts Signs		£19.90	3.98	£23.88
	205528	21/02/2018	LR SN E.on		£107.52	5.38	£112.90
	205529	21/02/2018	LR SN Festive Promotions Ltd		£381.25	76.25	£457.50
	205530	21/02/2018	LR SN F&J Collection		£239.00	47.80	£286.80
	205531	21/02/2018	LR SN Froom & Co Ltd		£420.00	84.00	£504.00
	205532	21/02/2018	LR SN Gabriel's Honey Farm Ltd		£100.00		£100.00
	205533	21/02/2018	LR SN Gillett & Johnston		£223.75	44.75	£268.50
	205534	21/02/2018	LR SN Herfordshire County Council		£167.64	33.53	£201.17
	205535	21/02/2018	LR SN Hyde Hall Partnership		£1,832.00	366.40	£2,198.40
	205536	21/02/2018	LR SN Itvet		£839.81	167.96	£1,007.77
	205537	21/02/2018	LR SN JcDeaux		£150.00	30.00	£180.00
	205538	21/02/2018	LR SN John Merrill Foundation		£66.84		£66.84
	205539	21/02/2018	LR SN Cancelled		£0.00		£0.00
	205540	21/02/2018	LR SN Cancelled		£0.00		£0.00
	205541	21/02/2018	LR SN Mudlarks Community Garden		£540.00		£540.00
	205542	21/02/2018	LR SN Nedburn Properties Ltd		£5,980.00	1,196.00	£7,176.00
	205543	21/02/2018	LR SN PR Newson Ltd		£1,200.00	240.00	£1,440.00
	205544	21/02/2018	LR SN Oliver Landpower Ltd		£1,303.98	260.81	£1,564.79
	205545	21/02/2018	LR SN Pristine Environmental Services		£171.16	34.23	£205.39
	205546	21/02/2018	LR SN Reg's Coaches Ltd		£293.40		£293.40
	205547	21/02/2018	LR SN Reindeer Hire Company		£297.50	59.50	£357.00
	205548	21/02/2018	LR SN Ricky Tyler Landscapes		£801.32	160.27	£961.59
	205549	21/02/2018	LR SN Shred-it		£115.56	23.11	£138.67
	205550	21/02/2018	LR SN SLCC		£269.00	29.80	£298.80
	205551	21/02/2018	LR SN South West Communications		£144.94	28.99	£173.93
	205552	21/02/2018	LR SN Tindall Property Services		£8,510.00	1,702.00	£10,212.00
	205553	21/02/2018	LR SN Total Gas & Power		£761.05	152.22	£913.27
	205554	21/02/2018	LR SN Vision Office Technical Services Ltd		£98.87	19.78	£118.65
	205555	21/02/2018	LR SN Unison		£85.25		£85.25
	205556	21/02/2018	LR SN Unison		£85.25		£85.25
	205557	21/02/2018	LR SN Cash	200.00			£200.00
	205558	21/02/2018	LR SN Npower Ltd		£3,032.23	565.06	£3,597.29
	205559	21/02/2018	LR SN 155 Creative Ltd		£320.00	64.00	£384.00
				200.00	24,076.35	4,535.77	28,812.12

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR	Date	11.6.18
Signature SN:	Date	22/03/18
Signature PR	Date	21/04/18

REF	REASON FOR PAYMENT	NETT	PETTY CASH	TOTAL
205490	29/01/2018 Canceled			£0.00
205491	29/01/2018 PR SN Mario's	£85.00		£85.00
205492	29/01/2018 LR SN The Knowledge Academy	£358.80		£358.80
205493	01/02/2018 LR SN Anne Haworth	£50.00		£50.00
205494	02/02/2018 LR SN Officer	£13.65		£13.65
205495	Cancelled			£0.00
205496	Cancelled			£0.00
205497	05/02/2018 LR SN Corn Exchange	£291.06		£291.06
205498	05/02/2018 LR SN Southfield Stationers Ltd	£413.04	82.61	£495.65
205499	06/02/2018 LR SN Harlow Council	£70.00		£70.00
205500	07/02/2018 LR SN D Burley	£12.50		£12.50
205501	08/02/2018 LR SN Isabel Hospice	£255.80		£255.80
205502	Cancelled			£0.00
205503	12/02/2018 LR SN Mayoral	£16.20		£16.20
205504	12/02/2018 LR SN Officer	£7.97		£7.97
205505	12/02/2018 LR SN Corn Exchange	£304.42		£304.42
205506	12/02/2018 LR SN Post Office Ltd	£184.00		£184.00
205507	12/02/2018 LR SN East Herts District Council	£120.00		£120.00
205508	13/02/2018 LR SN East of England CPD Ltd	£99.00		£99.00
205509	19/02/2018 LR SN Gary Rowe	£200.00		£200.00
205510	19/02/2018 LR SN Corn Exchange	£437.88		£437.88
205511	20/02/2018 LR SN Mayor	£25.65		£25.65
205512	20/02/2018 LR SN The Hospice of St Francis	£60.00		£60.00
205513	21/02/2018 LR SN Affinity Water	£379.85	-3.63	£376.22
205514	21/02/2018 LR SN Alpha Signs	£265.00	18.00	£283.00
205515	21/02/2018 LR SN Autogate Services	£973.92	194.78	£1,168.70
205516	21/02/2018 LR SN RW Bennett & Son	£1,250.00		£1,250.00
205517	21/02/2018 LR SN Bradzone Ltd	£1,280.00	256.00	£1,536.00
205518	21/02/2018 LR SN British Red Cross	£995.00	199.00	£1,194.00
205519	21/02/2018 LR SN Castle Water	£234.17		£234.17
205520	21/02/2018 LR SN W.G. Cattell	£347.20		£347.20
205521	21/02/2018 LR SN Class Fundraising	£324.00	64.80	£388.80
205522	21/02/2018 LR SN Clear Advantage Ltd	£350.00	70.00	£420.00
205523	21/02/2018 LR SN Clear IT	£538.46	107.69	£646.15
205524	21/02/2018 LR SN L.H. Cook	£246.50	49.30	£295.80
205525	21/02/2018 LR SN Cove Security Systems	£145.00	29.00	£174.00
			0.00	9,040.02
				984.94
				10,024.96

The payments listed on this schedule have been checked for appropriateness of expenditure, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR *[Signature]* Date 21/3/18

Signature SN *[Signature]* Date 22.03.18

Signature PR *[Signature]* Date 21<sup>st</sup> March 18

General Account 31169665	REF	REASON FOR PAYMENT	PETTY CASH	NETT	TOTAL
	205696	Staff GDPR Training Course		£1,000.00	200.00
	205696	Distribution of Leaflets in Sale Ward		£370.00	74.00
	205697	Annual Rates charge the TIC/SW/Castle/Cemetery		£34,414.28	£34,414.28
	205698	Gate fittings for North Road Allotments/Staff name strip		£109.99	22.00
	205699	Supply of energy to the floodlights at the war memorial		£97.11	4.86
	205600	Toner for Castle Photocopier		£304.46	60.89
	205601	Cancelled			£365.35
	205602	Stickers/Tickets/leaflets/arts programmes		£680.50	66.50
	205603	Exchange skip at Herford Cemetery		£420.00	84.00
	205604	Quarterly Rent - 25/03/18-23/06/18		£16,458.39	£16,458.39
	205605	Quarterly payment for Pinehurst/Janitorial Supplies/Pension strain coats		£6,026.28	49.06
	205606	Town Wifi		£744.00	148.80
	205607	Supplies for Groundstaff		£97.78	17.96
	205608	Entertainment for Heritage day		£350.00	£350.00
	205609	Printing of Bengoeo Surveys/posters/leaflets		£369.00	£369.00
	205610	Maintenance of Castle/St Leonards/Holy Trinity Gdns		£90.00	£90.00
	205611	Postage for Franking Machine		£963.00	8.25
	205612	Castle Towel & Mat Hire		£41.26	£9.84
	205613	Staff Name Badge		£11.81	1.97
	205614	Hire of School Library for neighbourhood plan meeting		£30.00	£30.00
	205615	Shredding of confidential material		£116.58	23.11
	205616	Photography for Mayor's Civic Dinner		£130.00	£130.00
	205617	Stock items for the TIC		£833.30	128.86
	205618	Castle Telephone Charges		£144.94	28.89
	205619	Fire alarm Service at the Castle		£320.54	64.10
	205620	Full grounds maintenance for the Castle/Pinehurst playing field		£827.96	165.60
	205621	TIC photocopier charges		£115.53	23.11
	205622	TIC Windows cleaned		£24.00	£24.00
	205623	Union Contributions Month 12		£85.25	£85.25
	205624	Building insurance for the TIC - 6/03/17-06/03/19		£1,341.13	£1,341.13
	205625	Conference travel expenses		£379.56	£379.56
	205626	Community Grant Award		£1,200.00	£1,200.00
	205627	Community Grant Award		£1,200.00	£1,200.00
	205628	Community Grant Award		£200.00	£200.00
	205629	Cancelled			
	205630	Xmas Lights		£21,697.50	4,339.50
	205631	Travel Expenses		£41.60	£41.60
	205632	Call out for Automated gates		£96.00	19.00
	205633	Stock items for the TIC		£247.20	£247.20
	205634	Sale of Tickets for Chichester Pearls		£54.00	£54.00
	205635	Castle insurance - 01/04/18-31/03/19		£11,316.39	1,357.95
	205636	Tickets for Civic Dinner		£80.00	£80.00
					108,511.28

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR  Date 11.06.18

Signature SN:  Date 03-04-18

Signature PR:  Date 3rd May '18

REF	REASON FOR PAYMENT	PETTY CASH	NETT	TOTAL
205560	Sale of jewellery items - 9/01/18-27/02/18		£148.00	£148.00
205561	Quarterly payment of annual grant		£33,873.25	£33,873.25
205562	Entertainment for the Civic Dinner		£250.00	£250.00
205563	Hen Award		£750.00	£750.00
205564	Hen Award		£750.00	£750.00
205565	Events Programme		£1,070.00	£1,070.00
205566	Sale of tickets for Virtuosoic Concert		£340.20	£340.20
205567	License for Four stage images 07/03/18-07/04/18		£160.00	£160.00
205568	Cancelled			£0.00
205569	Attendance at Civic Events		£42.00	£42.00
205570	Sale of tickets for Soul Fusion Seven & Noasis		£237.60	£237.60
205571	Travel Expenses		£43.55	£43.55
205572	Annual Membership		£332.00	£332.00
205573	Travel Expenses/ Eye test		£43.50	£43.50
205574	Catering for Mayor's Civic Dinner	421.08	£2,105.42	£2,526.50
205575	Toastmaster for Mayor's Civic Dinner		£240.00	£240.00
205576	White Napkins for Civic Dinner		£40.00	£40.00
205577	Floral Arrangements for tables at Civic Dinner		£195.00	£195.00
205578	Annual Grant		£2,000.00	£2,000.00
205579	Refund of overpayment by Bacs		£100.00	£100.00
205580	Traffic Regulation Order for Fore St as part of Xmas Gala		£619.00	£619.00
205581	Travel Expenses		£5.85	£5.85
205582	Redecoration of the Seed Warehouse/Castle/Bearns	3,229.00	£16,145.00	£19,374.00
205583	2 Tickets for Ware's Celebration Dinner		£70.00	£70.00
205584	Supply of water to TIC/SW/Allots/North Road Allots	50.79	£652.51	£703.30
205585	Internal Audit	84.00	£420.00	£504.00
205586	Renewal of domain names for 2 years	9.00	£45.00	£54.00
205587	Graves dug at Herford Cemetery/1/2 days work at Cromwell Road Allots		£1,370.00	£1,370.00
205588	Taxi Marshals		£1,280.00	£1,536.00
205589	Social Media/Marketing Training		£1,350.00	£1,520.00
205590	Stock items for the TIC		£837.00	£1,004.40
205591	Computer/IT Support		£476.41	£571.69
205592	Annual Maintenance Charge for Intruder Alarm		£350.00	£420.00
205593	Blue Plaque for Lombard House		£298.00	£357.60
205594	Event Programmes delivered		£438.33	£526.00
		0.00	28,413.02	34,212.84

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR *[Signature]* Date 11.6.18

Signature SN: *[Signature]* Date 13.04.18

Signature PR *[Signature]* Date 3rd May '18

REF	REASON FOR PAYMENT	NETT	PETTY CASH	TOTAL
205637	Market Licence for Xmas Market	£123.00		£123.00
205638	Community Grant Award	£1,200.00		£1,200.00
205639	Community Grant Award	£1,200.00		£1,200.00
205640	Travel Expenses	£33.80		£33.80
205641	Sale of tickets for Nick Harper Concert	£59.40		£59.40
205642	Hire of Hall for Bengoe Neighbourhood plan meeting	£36.00		£36.00
205643	Cancelled			£0.00
205644	Community Grant Award	£400.00		£400.00
205645	Community Grant Award	£1,080.00		£1,080.00
205646	Petty Cash	200.00		£200.00
205647	Travel Expenses	£14.48		£14.48
205648	Subsistence Allowance	£5.59		£5.59
205649	Broadband Installation	£211.33	42.27	£253.60
205650	Travel Expenses	£80.35		£80.35
205651	Sale of Tickets for Bad Manners Concert	£277.20		£277.20
205652	Sale of Tickets for Concert	£504.00		£504.00
205653	Refund of unused grant	£850.00		£850.00
205654	Refund of unused grant	£378.00		£378.00
205655	Payment of VAT only	£105.20		£105.20
205656	Stock items for the TIC	£1,551.60		£1,551.60
205657	Travel Expenses	£31.84		£31.84
205658	2 Tickets for St Alban's Charity Tea Party	£40.00		£40.00
205659	Supply of energy to the Hertingfordbury/Cemetery/St Leonard/Bengoe allotts/	£206.80	4.41	£211.21
205660	Replacement Control board for automated gates	£904.60	120.92	£1,025.52
205661	Checkbox for Ticketed events	£330.00	68.00	£398.00
205662	Graves dug at Hertford Cemetery	£750.00		£750.00
205663	Taxi Marshalls	£1,600.00	320.00	£1,920.00
205664	Stock items for the TIC	£285.40	59.08	£344.48
205665	HR Consultancy Advice	£592.50		£592.50
205666	Stock items for TIC	£80.90		£80.90
205667	Bait each Allotment/site/check boxes at Pinehurst/remove bees from Castle	£977.50		£977.50
205668	Supply of energy to floodlights at parliament square/CCTV Cameras	£213.69	5.38	£219.07
205669	Grounds Maintenance for Castle/litterbins at Pinehurst/GCTV/Sewerage	£8,755.08	1,672.02	£10,427.08
205670	Toner for Castle photocopier	£8.00	1.60	£9.60
205671	Skips for Bengoe/ Cromwell Road/ Hertingfordbury allotts/Hertford Cemetery	£1,050.00	210.00	£1,260.00
205672	Stock items for TIC	£100.00		£100.00
205673	Professional Services for Sale/Bengoe Neighbourhood Plans	£8,500.00	1,300.00	£9,800.00
205674	Annual Subscription	£1,335.47	1,488.14	£2,823.61
205675	Licence renewal for Weddings/office stationary	£1,400.48	20.09	£1,420.55
205676	Cancelled cheque			£0.00
205677	Planting of wild flowers on strip of land adjacent to Canal on Folly Island	£76.00		£76.00
205678	Annual membership	£90.00		£90.00
205679	Town WiFi	£744.00	148.80	£892.80
205680				£39,210.88

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget

Signature LR		Date	11.6.18
Signature PR		Date	4 <sup>th</sup> May 2018
Signature RFO		Date	3 <sup>rd</sup> May '18





REF	REASON FOR PAYMENT	NETT	PETTY CASH	TOTAL
205709	Cancelled Cheque	£0.00		£0.00
205710	PR SN Zurich Municipal	£74.44		£74.44
205711	PR SN Tindall Property Services	£7,553.00	1,510.60	£9,063.60
205712	PR SN Mayor	£150.95		£150.95
205713	PR SN Society of London Theatre	£56.40		£56.40
205715	PR SN Virgin Media	£5,400.00	1,080.00	£6,480.00
205716	Cancelled	£0.00		£0.00
205717	PR SN Christine Callow	£42.92		£42.92
205718	PR SN Mayor	£12.60		£12.60
205719	PR SN Sam	£278.98		£278.98
205720	PR SN SAM	£390.96		£390.96
205721	PR SN Army Pettingill	£188.00		£188.00
205722	PR SN East Herts District Council	£190.00		£190.00
205723	PR SN Sarah Lamb	£28.00		£28.00
205724	PR SN Corn Exchange	£1,388.97		£1,388.97
205725	PR SN Hertford International Concert series	£478.80		£478.80
205726	PR SN Advanced Web Designs	£960.00	132.00	£1,092.00
205727	PR SN All Saints Church Hertford	£170.00		£170.00
205728	PR SN RW Bennett & Son	£780.00		£780.00
205729	PR SN Bestco Surfacing Ltd	£8,528.00	1,305.20	£9,833.20
205730	PR SN Brazone Ltd	£1,432.00	286.40	£1,718.40
205731	PR SN Clive Brown	£35.00		£35.00
205732	PR SN B & T Hire	£240.62	48.12	£288.74
205733	PR SN Cannon Travel Ltd	£94.50		£94.50
205734	PR SN Castle Water	£14.98		£14.98
205735	PR SN Clear IT Solutions Ltd	£465.95	93.19	£559.14
205736	PR SN East Herts Signs & Engraving Ltd	£28.95	5.99	£34.94
205737	PR SN Elfor UK Pic	£2,797.21	559.44	£3,356.65
205738	PR SN Emblem Print Products Ltd	£473.30	94.66	£567.96
205739	PR SN First Class Business Solutions	£347.97	69.59	£417.56
205740	PR SN Fore Street Employment Agency	£170.53	34.10	£204.63
205741	PR SN Fresh Toilet Company	£290.00	58.00	£348.00
205742	PR SN E-On	£114.46	5.72	£120.18
205743	PR SN Froom & Co Ltd	£420.00	84.00	£504.00
205744	PR SN Hertfordshire county Council	£283.89	56.78	£340.67
205745	PR SN Iivet	£4,809.77	961.96	£5,771.73
205746	PR SN Jobs go Public	£599.00	119.80	£718.80
205747	PR SN KG Drain Services	£500.00	100.00	£600.00
205748	PR SN Mobile Stationery & Printing Centre	£284.00		£284.00
205749	PR SN Mudlarks	£360.00		£360.00
205750	PR SN Pr Newson Ltd	£1,450.00	290.00	£1,740.00
				46,448.60

The payments listed on this schedule have been checked for appropriateness of expenditure, adequate supporting documentation, approval by signature of at least one officer and either the Town Clerk or RFO and the allocation of the expenditure to a suitable committee budget.

Signature LR  
Date 11.6.18

Signature SN:  
Date

Signature PR  
Date 11 June 18

*ABW*

Clr Linda Hasford

Clerk

*[Signature]*

Clerk Peter Rumbold



## AGENDA ITEM 23(c) - NON CHEQUE PAYMENTS MADE BETWEEN 1 February 2018 AND 30 APRIL 2018.

## Staff Payroll - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
89458	BP	15/02/2018	1200	2400	0	BACS	Net pay BACS payment Feb'18	33049.4	0	33049.4
90147	BP	15/03/2018	1200	2400	0	BACS	Net Pay BACS payment Mar'19	34054.15	0	34054.15
90150	BP	16/03/2018	1200	2400	0	BACS	Net Pay BACS payment Mar'19	75	0	75
								<b>67178.55</b>	<b>0.00</b>	<b>67178.55</b>

## Payment of PAYE deductions to HM Revenue &amp; Customs - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
89460	BP	16/02/2018	1200	2410	0	BACS	HMR&C PAYE M10	11413.86	0.00	11413.86
90149	BP	16/03/2018	1200	2410	0	BACS	HMR&C - PAYE M11	12084.36	0.00	12084.36
								<b>23,498.22</b>	<b>0.00</b>	<b>23,498.22</b>

## Pension contributions - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
89459	BP	16/02/2018	1200	2420	0	BACS	Herts County Council pensions M10	12504.44	0.00	12504.44
90148	BP	16/03/2018	1200	2420	0	BACS	Herts CC - Pensions M11	13456.57	0.00	13456.57
								<b>25,961.01</b>	<b>0.00</b>	<b>25,961.01</b>

## HSBC - General bank charges

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
89461	BP	21/02/2018	1200	7090	0	BANKCHGS	Bank charges to 30.01.18	47.98	0.00	47.98
90151	BP	21/03/2018	1200	7090	0	BANKCHGS	Bank charges to 27.02.18	37.18	0.00	37.18
								<b>85.16</b>	<b>0.00</b>	<b>85.16</b>

## Payments made using HSBC Business Cards held by the Finance Manager, Civic Administration Manager, Cemetery Supervisor and Facilities Officers.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
90197	BP	14/03/2018	1200	1130	0	BUSNCARD	BC - MoHAF stationery for civic dinner	74.03	5.35	79.38
89599	BP	14/02/2018	1200	3204	918	BUSNCARD	BC - BNAP booklets printed	540	0	540
89600	BP	14/02/2018	1200	3204	918	BUSNCARD	BC - BNAP survey fee	50	10	60
90213	BP	14/03/2018	1200	3204	918	BUSNCARD	BC - BNAP survey	50	10	60
89601	BP	14/02/2018	1200	5220	0	BUSNCARD	BC - CEM van diesel	57.8	11.56	69.36
89602	BP	14/02/2018	1200	5220	0	BUSNCARD	BC - CEM van parts	11.85	2.37	14.22
90199	BP	14/03/2018	1200	5220	0	BUSNCARD	BC - CEM van diesel	62.09	12.42	74.51
90201	BP	14/03/2018	1200	5340	0	BUSNCARD	BC - CEM bulbs for mess room	3.32	0.67	3.99

## AGENDA ITEM 23(c) - NON CHEQUE PAYMENTS MADE BETWEEN 1 February 2018 AND 30 APRIL 2018.

## Staff Payroll - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
90202	BP	14/03/2018	1200	5380	0	BUSNCARD	BC - CEM unleaded fuel for m/cs	58.64	11.73	70.37
90200	BP	14/03/2018	1200	5399	0	BUSNCARD	BC - CEM strimmer	333.33	66.67	400
90203	BP	14/03/2018	1200	6011	0	BUSNCARD	BC - Canvases for arts Fest	29.9	5.98	35.88
90204	BP	14/03/2018	1200	6011	0	BUSNCARD	BC - Chocolate easter eggs & bunnies	70.36	0	70.36
90205	BP	14/03/2018	1200	6025	0	BUSNCARD	BC - Cinema ticket printing	181.9	36.38	218.28
90198	BP	14/03/2018	1200	6033	0	BUSNCARD	BC - HEN awards glass trophies	59.12	11.83	70.95
90206	BP	14/03/2018	1200	6033	0	BUSNCARD	BC - HEN event catering	40.1	0	40.1
89603	BP	14/02/2018	1200	6225	0	BUSNCARD	BC - Purchase of steam cleaner	210.82	42.17	252.99
89604	BP	14/02/2018	1200	6245	0	BUSNCARD	BC - DS catering supplies	159.37	7.92	167.29
89608	BP	14/02/2018	1200	6245	0	BUSNCARD	BC - DS tablecloth laundry	70	14	84
90207	BP	14/03/2018	1200	6245	0	BUSNCARD	BC - DES catering supplies	113.1	0	113.1
90208	BP	14/03/2018	1200	6520	0	BUSNCARD	BC - MBR cleaning cloths	28.31	5.66	33.97
90209	BP	14/03/2018	1200	7015	0	BUSNCARD	BC - Marketing course	75	15	90
90210	BP	14/03/2018	1200	7030	0	BUSNCARD	BC - SLCC membership fees (JW)	448.83	0	448.83
89605	BP	14/02/2018	1200	7240	0	BUSNCARD	BC - CAS janitorial supplies	5	1	6
90211	BP	14/03/2018	1200	7240	0	BUSNCARD	BC - CAS janitorial supplies	10	2	12
89606	BP	14/02/2018	1200	7250	0	BUSNCARD	BC - CAS sundry maintenance items	211.92	42.45	254.37
90212	BP	14/03/2018	1200	7250	0	BUSNCARD	BC - CAS sundry maintenance items	30.66	5.55	36.21
90214	BP	14/03/2018	1200	7250	0	BUSNCARD	BC - CAS light bulbs	245	49	294
89607	BP	14/02/2018	1200	7360	0	BUSNCARD	BC - MBR wall soclket	4.15	0.84	4.99
								<b>3,234.60</b>	<b>370.55</b>	<b>3,605.15</b>

## Sundry Direct Debits and BACS payments to suppliers

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
90131	PP	05/03/2018	BRI01	1200	0	D.Debit	British Telecom	88.56	0	88.56
90132	PP	05/03/2018	BRI01	1200	0	D.Debit	British Telecom	84.24	0	84.24
90133	PP	06/03/2018	BRI01	1200	0	D.Debit	British Telecom	115.31	0	115.31
90135	PP	12/03/2018	TAL01	1200	0	D.Debit	Talk Business	27.54	0	27.54
90136	PP	13/03/2018	ANN02	1200	0	D.Debit	Annecto UK Ltd	22.79	0	22.79
90137	PP	13/03/2018	ANN02	1200	0	D.Debit	Annecto UK Ltd	27.59	0	27.59
90138	PP	16/03/2018	SAG01	1200	0	D.Debit	Sage UK Ltd	65.7	0	65.7
90139	PP	16/03/2018	GLO02	1200	0	D.Debit	Global Payments	26.89	0	26.89
90140	PP	16/03/2018	GLO02	1200	0	D.Debit	Global Payments	39.77	0	39.77
90143	PP	22/03/2018	NTL01	1200	0	D.Debit	Virgin Media	20.75	0	20.75

AGENDA ITEM 23(c) - NON CHEQUE PAYMENTS MADE BETWEEN 1 February 2018 AND 30 APRIL 2018.

Staff Payroll - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
90144	PP	23/03/2018	EEL01	1200	0	D.Debit	EE Ltd	50.65	0	50.65
90145	PP	29/03/2018	CAW01	1200	0	D.Debit	Purchase Payment	27.29	0	27.29
90615	PP	05/04/2018	BNP01	1200	0	DD	BNP Parebas	309.67	0	309.67
90621	PP	18/04/2018	O201	1200	0	DD	O2 Mobile	20.4	0	20.4
90620	BP	16/04/2018	1200	3204	918	DD	Commercial Card	2324.44	0	2324.44
90152	BP	23/03/2018	1200	7030	0	D.Debit	Information Commissioner subs	35	0	35
								<b>£3,286.59</b>	<b>£0.00</b>	<b>£3,286.59</b>

<b>TOTAL</b>	<b>£123,244.13</b>	<b>£370.55</b>	<b>£123,614.68</b>
--------------	--------------------	----------------	--------------------

Received by the Finance, Policy & Administration Committee  
on Tuesday 30th Apr 2018.

Signed: .....

Name: .....

Signed: .....

Name: .....