



HERTFORD TOWN COUNCIL

Ref: Finadmin/fagenda

6th October 2017

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 16th OCTOBER 2017
IN THE ROBIN ROOM, THE CASTLE, HERTFORD
AT 7.30 PM**

The Agenda is attached.

Yours sincerely

A handwritten signature in black ink that reads "Joseph Whelan".

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 16 OCTOBER 2017 AT 7.30 PM IN THE
ROBING ROOM, THE CASTLE, HERTFORD**

1. RECORDING OF MEETING

To establish if it is the intention of any person present to record the meeting.

2. APOLOGIES FOR ABSENCE

To receive apologies for absence

3. DECLARATIONS OF INTEREST

To receive Members' declarations of Disclosable Pecuniary Interests (as defined by the Relevant Authorities (Disclosable Pecuniary Interests) Regulations 2012) where these Disclosable Pecuniary Interests:

- a) Have not already been entered into the register and
- b) Relate to a matter to be considered

To note that such interests so declared must be formally notified to Town Clerk and the Monitoring Officer at East Hertfordshire District Council of the interest within 28 days.

To receive Members' declarations of Declarable Interests in accordance with Hertford Town Council's Code of Conduct (adopted 8th April 2013).

4. THE MINUTES

To confirm as correct the Minutes of the meeting held on 26th June 2017 and to authorise the Chairman to sign the same.

5. ACTION SHEET

To note the Action Sheet - **PAPER A (Page 5)**

6. 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.

7. COMMUNITY GRANT – HERTFORD HORTICULTURAL SOCIETY

To confirm the payment of the received for an award from the Community Grant fund – **PAPER B (Page 7)**

8. COMMUNITY GRANT – ELLA WANSELL

To consider the application received for an award of a Community Grant – **PAPER C (Page 15)**

9. COMMUNITY GRANT – EAST HERTS CITIZENS ADVICE SERVICE

To consider the application received for an award of a Community Grant – **PAPER D (Page 25)**

10. COMMUNITY GRANT – CHILDRENS’ INTEGRATED PLAYSCHMES (CHiPS)

To consider the application received for an award of a Community Grant – **PAPER E (Page 53)**

11. PERSONNEL SUB COMMITTEE

To receive the minutes of the Personnel Sub Committee Meetings held on 4 September 2017. **PAPER F (Page 73)**

12. REVIEW OF THE CIVIC LIST

To review the Civic List - **PAPER G (Page 77)**

13. OBJECTIVES 2016/19

To receive an update of the progress made against the FPA Objectives for 2016-19 – **PAPER H (Page 81)**

14. COURTYARD ARTS GRANT

To receive a report from the Town Clerk **PAPER I (Paper 87)**

15. MILITIA COLOURS

To receive a report updating members on the progress made in seeking support in the restoration of the Colours **PAPER J (Page 89)**

16. GOVERNANCE OF COUNCIL BUDGET SETTING

To receive a report from the Town Clerk. **PAPER K (Page 93)**

17. FINANCE

(a) Bank Reconciliations

To receive the bank reconciliation summaries for June, July, August and September 2017 - **PAPER L (Page 101)**

(As agreed at the meeting of this Committee on 16th 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 June, July and August and September 2017, including schedules for payments over £500. – **PAPER M (Page 105)**

(c) Past due debtors

To note there are no debtors over 90 days

(d) Non cheque payments

To receive the schedule for non cheque payments for the period June to September 2017 - **PAPER N (Page 113)**

(e) First Quarter Income and Expenditure 2017/18

To receive a report on the income and expenditure to 30 June 2017 – **PAPER O (Page 119)**

(f) Financial Risk Assessment

To review the Financial Risk Assessment and recommend its adoption by Full Town Council – **PAPER P (Page 125)**

(g) Final External Audit for 2016/17

To receive a copy of the Final External Audit report for 2016/17 **PAPER Q (Page 131)**

(h) Draft Budget 2018/19

To consider the draft budget for 2018/19 - **PAPER R (Page 137)**

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<u>ACTION LIST FROM</u>				
<u>FINANCE, ADMINISTRATION AND POLICY COMMITTEE MEETING –26 JUNE 17</u>				
	ACTION	BY	DUE DATE	STATUS AS AT 3 MARCH 17
FINANCE	Detailed Asset Register	SD	31 December 16	Largely complete.
PREMISES				
OTHER	Militia Colours. – Seek funding and storage options	TC		Agenda Item
	Ashley Webb Shelter - Refurbishment	TC		Discussions have taken place with East Herts Council though the TCUDS Member Implementation Steering Group. Schematic plans are being developed for consideration at the Steering Group of a reformatted shelter; options include removing roof. Progress on this cannot move forward until resolution of management of Castle Grounds
	Drinking Fountain in Town Centre	TC		Further investigations and discussion required to take project forward- potentially part of implementation of the Hertford Town Centre Urban Design Strategy
	Development of a riverside walkway	TC		Further investigations and discussion required to take project forward -potentially part of implementation of the Hertford Town Centre Urban Design Strategy
	Castle Grounds - Open discussions with East Herts Council	TC		Discussions have commenced at Cllr level.
	Land adj to 145 North Road - Update on progress	TC		Advised separately – matter now closed

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**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION
COMMITTEE – 16 OCTOBER 2017**

**AGENDA ITEM 7– COMMUNITY GRANT APPLICATION – HERTFORD
HORTICULTURAL AND MUTUAL IMPROVEMENT 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 2017/18 with an additional £3,799.00 rolled forward from 2016/17.

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 HERTFORD HORTICULTURAL AND MUTUAL
IMPROVEMENT SOCIETY**

An application for £300 for support to the Society for the historical promotion of the Cllr F.W. Heal cup administered by Hertford Town Council (including N.R.P.G). Also for the hire of show venue. The Committee is asked to confirm the payment of this grant, which was awarded between Committee meetings under delegated authority from the Chairman of Finance, Leader and Deputy Leader.

Accounts are supplied with this application

The Council has awarded an annual grant for many years and in 2016 awarded £300.

4. RECOMMENDATIONS

It is recommended that:

- a) The Committee **notes** the report.
- b) The Committee **approves** a grant of £300.

Report by Stephen Davies – Finance Manager



HERTFORD TOWN COUNCIL COMMUNITY GRANT APPLICATION FORM



SECTION A

Information about your Organisation

1. Name of Organisation: <u>HERTFORD HORTICULTURAL & MUTUAL IMPROVEMENT SOCIETY</u>	
2. Address: <u>[REDACTED]</u> <u>[REDACTED]</u> <u>[REDACTED]</u> Postcode: <u>[REDACTED]</u>	
3. (i) Name of contact person for correspondence: <u>[REDACTED]</u> (ii) Status in Organisation: <u>HON. SECRETARY & TREASURER</u>	
4. Contact address (if different to the above): <u>_____</u> Postcode: <u>_____</u>	
5. Telephone Number: (Day) <u>[REDACTED]</u> (Evening) <u>[REDACTED]</u> Email Address <u>NOT APPLICABLE</u>	
6. Is your Organisation a Registered Charity? YES / NO	
7. If yes, please give the registered number:	
8. When was your Organisation formed? <u>1834</u>	
9. (i) Please state the principal aims and objectives of your Organisation: <u>TO PROMOTE LOCAL HORTICULTURAL KNOWLEDGE & SKILLS, INCLUDING FLORAL ART & DOMESTIC ABILITIES AND SPONSORSHIP OF TOWN COUNCIL ALLOTMENT CLASSES.</u>	
(ii) Please enclose a copy of your club / organisation's constitution (please tick to confirm) <input type="checkbox"/>	
10. Approximately how many members does your Organisation have who will benefit from the grant:-	
who reside within the parish boundary of Hertford Town	<u>32</u>
who reside outside the parish boundary of Hertford Town	<u>9</u>

PAID 13 SEP 2017
205147

11. (i) Please enclose a copy of your most recent audited accounts (Please tick to confirm)

(ii) Please enclose a copy of your most recent annual report (Please tick to confirm)

(iii) Please give full details of your Organisation's current financial position for this year
(Please use a separate sheet if necessary)

Expenditure	Item	£

Income	Item	£

12. Please give full details of any membership fees, weekly charges, etc.

PLEASE SEE ATTACHED TREASURERS REPORT

SECTION B

Your Grant Request

13. For what purpose is the grant to be used?
 (Please use additional sheets if necessary to give full details).

HIRE OF HALL SCHEDULES
 COST OF JUDGES
 AFFILIATION FEES

14. (i) What are the costs involved in 13? Please give both income and expenditure projections

Income £ _____		Expenditure £ _____	
Expenditure	Item	£	
	HALL		185-00
	AFFILIATION FEES		250-00
	SCHEDULES		40-00
	JUDGES EXPENSES		25-00
		Total	500-00
Income (per annum)	Item	£	
	VICE PRESIDENTS & SUBS TO DATE		150-00
	SHOW INCOME		95-00
		Total	245-00

15. (i) How much grant aid are you requesting? £ 300-00

(ii) What proportion of the total cost does this represent? 50 %

(iii) How will your organisation raise the balance of funding required?

GENEROSITY OF VICE PRESIDENTS AND PRESENT DAY MEMBERS,
 OR SEEK ALTERNATIVE VENUE!

16. Please supply any further information in support of your application, (please use an additional sheet if necessary).

COUNCILLOR F.W. HEAL CUP IS AWARDED FOR THE
GREATEST NUMBER OF POINTS IN SHOW CLASSES 78-83

OPEN TO ALLOTMENT HOLDERS ADMINISTERED BY
TO EAST HEETS DISTRICT COUNCIL, HERTFORD TOWN COUNCIL
AND INCLUDING NORTH ROAD PLOTHOLDERS GROUP.

EXHIBITORS NEED NOT BE MEMBERS OF HERTFORD
HORTICULTURAL SOCIETY, BUT WILL BE WELCOME AS
SUCH.

HISTORICALLY ENTRY IS FREE.

17. DECLARATION

On behalf of the Organisation named overleaf, I apply to Hertford Town Council for grant aid and declare, to the best of my knowledge, that the information given on this form is true and correct. I enclose the Organisation's latest audited accounts, the Annual Report (if available) and constitution.

Signed:

B. Ruskin

Date: 23rd JUNE 2017

Role in Organisation:

CHAIRMAN

Financial Report Hertford Horticultural Society

1st January to the 30th December 2016

Income

Grant from Hertford Town Council	£300.00
Vice Presidents and Members Subscriptions	£247.00

Events

Annual Show

Raffle	£40.00
Teas	£13.50
Door	£13.50
Entry Fees	£32.60

Total Income £646.60

Expenditure

RHS Affiliation	£170.00
Dahlia Society Affiliation	£ 31.00
Vegetable Society Affiliation	£ 28.10
Schedules	£ 36.00
St Johns Hall Hire	£175.00
Prize Money :- Members	£ 32.60
Prize Money :- Allotments	£ 10.00
Judges Packed Lunches	£ 6.80

Total Expenditure £489.50

Balance held at Barclays Bank £2412.12
30th December 2016

RULES

1. That the title of the Society to be 'Hertford Horticultural Mutual Improvement Society'.
2. That the Society be conducted by a Committee to consist of Gentlemen and Lady Members – in addition to the President, Vice President, Treasurer, Secretary and Collectors – five to form a quorum.
3. That the Officers – consisting of President, Vice President, Secretary, Treasurer, Collectors and Committee, to be elected annually at the General Meeting to be held in February of each year, and that vacancies may be filled at Any General Meeting.
4. That the purpose of the Society to be the discussion of horticultural subjects and the general welfare of horticulture in the district.
5. That the minimum Annual Subscription be £2.00 to be paid in advance, and to become due on the 1 January each year.
6. That the funds be not applied to any other purposes than the object of this Society and the furtherance of horticulture. That the financial year ends on 31 December.
7. That new members must be proposed, seconded and elected at a General Meeting or a Committee Meeting.
8. That a member has the privilege of introducing friends at any General Meeting.
9. That the General Meeting commence at 7.30pm punctually
10. That the ruling of the Chairman for the evening be final.

Rules - Continued

11. That the Committee be empowered to expel or refuse admission to any member or person who is considered unworthy of confidence.
 12. That no alteration in any of the foregoing rules shall be made except at the Annual General Meeting held in February each year, or at a meeting convened for that purpose of which 14 days' notice must be previously given.
 13. Prize money not collected at the Early Autumn Show will be held for one month for collection from Mr R Burgess, 94 Mangrove Road, Hertford. Any money not collected by then will be put to the funds of the Society.
-
- Hertford Horticultural Society acknowledges, with grateful thanks, the Prize Money given by Hertford Town Council.

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 16 OCTOBER 2017

AGENDA ITEM 8 – COMMUNITY GRANT APPLICATION – ELLA WANSELL

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 2017/18 with an additional £3,799.00 rolled forward from 2016/17.

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 ELLA WANSELL

An application for £1,792.00 for support and to financially assist Ella in achieving her full potential as an England Under 18 200m sprinter and to compete on both the National and International stage.

The Council's maximum level of grant support for an individual is £500.

4. RECOMMENDATIONS

It is recommended that:

PAPER C

- 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 Stephen Davies – Finance Manager



HERTFORD TOWN COUNCIL COMMUNITY GRANT APPLICATION FORM



SECTION A

Information about your Organisation

1. Name of Organisation: Ella Wansell	
2. Address: [REDACTED] [REDACTED] [REDACTED] Postcode: [REDACTED]	
3. (i) Name of contact person for correspondence: [REDACTED] (ii) Status in Organisation: [REDACTED]	
4. Contact address (if different to the above): As above Postcode:	
5. Telephone Number: (Day) [REDACTED] (Evening) [REDACTED] Email Address [REDACTED]	
6. Is your Organisation a Registered Charity? YES / (NO)	
7. If yes, please give the registered number:	
8. When was your Organisation formed? [REDACTED] [REDACTED]	
9. (i) Please state the principal aims and objectives of your Organisation: England U18 200m Sprinter UK ranked top 4 Seeking a grant to financially assist me in achieving my full potential to a GB Vest and Continue to represent my Country on both National & International Stages (ii) Please enclose a copy of your club / organisation's constitution (please tick to confirm) <input type="checkbox"/>	
10. Approximately how many members does your Organisation have who will benefit from the grant:- who reside within the parish boundary of Hertford Town <input type="text"/> who reside outside the parish boundary of Hertford Town <input type="text"/> Individual Grant	

11. (i) Please enclose a copy of your most recent audited accounts (<i>Please tick to confirm</i>)	<input type="checkbox"/>
(ii) Please enclose a copy of your most recent annual report (<i>Please tick to confirm</i>)	<input type="checkbox"/>

N/A

(iii) Please give full details of your Organisation's current financial position for this year
(*Please use a separate sheet if necessary*)

N/A

Expenditure	Item	£

Income	Item	£

12. Please give full details of any membership fees, weekly charges, etc.

N/A

SECTION B

Your Grant Request

13. For what purpose is the grant to be used?

(Please use additional sheets if necessary to give full details).

Competition Fees, Physio, Sports Massage, travel expenses for National Competition, travel expenses for International Competition. Training expenses, Hotel expenses, Kit, equipment etc.

14. (i) What are the costs involved in 13? Please give both income and expenditure projections

Income £ _____		Expenditure £ _____	
Expenditure	Item	£	
	Competition Fees		500-600
	Physio		500-
	Sports Massage £46 per Session 1 x Monthly		552
	Travel/Hotels Glasgow, Brumghem. Sheffield, Clarkhead, Europe.		2500-3000
	Training expenses £27 per month.		324
	Kit, equipment, recovery		1,000
	Total		
Income (per annum)	Item	£	5,976
	East Herts Council Grant (Max)		250
	Total		

15. (i) How much grant aid are you requesting? £ 1,792

(as much as possible please)

(ii) What proportion of the total cost does this represent? 30 %

(iii) How will your organisation raise the balance of funding required?

Self Funded

16. Please supply any further information in support of your application, (please use an additional sheet if necessary).

I am currently ranked in the top 4 U18 200m female sprinters in the UK.

I am an England U18 International.

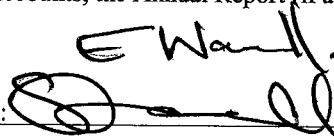
Being an athlete at International and National level requires a support team of coaches, strength + conditioning experts, physio and access to related workshops to realise my potential in representing GB

A grant will financially assist me in achieving my full potential to a GB Vest.

17. DECLARATION

On behalf of the Organisation named overleaf, I apply to Hertford Town Council for grant aid and declare, to the best of my knowledge, that the information given on this form is true and correct. I enclose the Organisation's latest audited accounts, the Annual Report (if available) and constitution.

Signed:



Date:

20 September 2017.

Role in Organisation:

Subject: Ella Wansell Grant
Date: Monday, 18 September 2017 13:03:42 British Summer Time
From: Steve Wansell <steve.wansell@citymaritime.co.uk>
To: grants@hertford.gov.uk <grants@hertford.gov.uk>
BCC: Councillor Deering (Bob) <Bob.Deering@eastherts.gov.uk>

Dear Sir/Madam,

I wire with regards to an individual grant from Hertford Town Council

Nominate Ella Wansell

Date birth 15-01-2001 (Age 16)

Lives No. 

School St Edmunds Collage, Old Hall Green, Ware Herts

Coach Eric Brees

Represents Hertfordshire Schools, Hertfordshire County, South East England and England

Scholarship Hertfordshire Talented Athletes Programme (HTAP) from Hertfordshire University

(Ella currently receives a small grant from East Herts Council which has been extremely helpful with regards to her competing on the national and international stage)

It has been an exceptional last 12 months for Ella. The St Edmunds College student and Enfield and Haringey AC athlete was crowned Scottish National Champion in January 2017 in a UK no.1 time of 24.82 along with medalling at the South of England Championships. After taking the title and going to UK no.1 Ella was selected to represent England for her first International England vest and wining Gold representing England in the U18 200m

To take a National title has been a great achievement for the talented sprinter who has worked hard over the winter months. The England selection however has been by far her greatest success to date and a fantastic reward and acknowledgment of her achievements on the track. Hertfordshire University "**Hertfordshire Talented Athlete Programme**"

Performance Sport and Scholarship Manager Hannah Darling said “this is an absolutely incredible and a huge congratulations must go to Ella she should be very proud and we at HTAP are delighted we could support her in reaching this first milestone, the first of many I am sure”.

This followed with a letter of congratulations from England Athletics advising her that she has been short-listed for selection for the Commonwealth Youth Games in the Bahamas in July 2017.

Ella has been working hard taking her GCSE and training 5/6 days a week (Ella's GCSE results were excellent and it shows with balance, Structure and support network you can achieve your goals alongside your school academic works)

Ella continued her excellent form and took two medals at the prestigious English Schools Championships representing Hertfordshire (article appended) followed up by running her fastest time of the season of 24.42 to gain another medal in the English National Championships 200m final this was prior to medalling a week before at the South of England Championships.

Here is a quick round up of her success in the last 12 months. Please also see below a couple of links to Herts mercury articles

Ella was also very pleased to be presented with the East Herts Young Sports Performer of the Year 2017

2017

Bronze in the 200m at the South of England Championships, 2017

Gold in the 200m at the Scottish National Championships, 2017 - becoming National Champion and UK No.1 with a time of 24.82

Gold in the 200m U18 and 4 x 200m U18 relay at the Cardiff International, 2017 meet representing England

Gold in the 200m at the Hertfordshire County Indoor Championships 2017, running a new Championship best performance time of 25.08.

Gold in the 60m also at the Hertfordshire County Indoor Championships 2017 with a PB of 7.84.

Gold in the 100m Hertfordshire County Outdoor Championships 2017

Gold in the 200m Hertfordshire county outdoor Championships 2017

Bronze in the Senior Women's Loughborough International 2017

Bronze in the English Schools Championships (representing Hertfordshire) 200m 2017

Bronze in the 4x100 English Schools Championships 100 relay, 2017

Bronze in the South of England Championships 200m, 2017

Bronze in the English National Championships 200m, 2017 PB 24.42

2016

South Of England Indoor Championships, 2016 U17 200m Bronze
London Indoor Games 2016 U17 200m Silver
Eastern Counties Indoor Championships, 2016 U17 200m Silver
Hertfordshire Indoor Championships, 2016 U17 200m Gold
Hertfordshire Indoor Championships, 2016 U17 60m Gold
Hertfordshire County Championships, 2016 U17 100m Gold
Hertfordshire County Championships, 2016 U17 200m Gold
Hertfordshire Schools County Championships, 2016 100m Gold
Hertfordshire Schools County Championships, 2016 200m Gold
South of England Championships (Outdoor), 2016 U17 200m Silver
UK School Games, 2016 4x100m relay Gold

<http://www.hertfordshiremercury.co.uk/scottish-title-delight-for-sprinter-ware-sprinter-wansell/story-30120308-detail/story.htm>

[Hertford youngster in line for place at the Commonwealth Youth...](#)

Please also see below a short note from Hannah Darling at Hertfordshire University

I know the team will have come back to you already but I just wanted to put on record what a pleasure it has been to have Ella on the programme this year. Ella really optimises what HTAP is about and I am so pleased her hard work is paying off. A brilliant season and haul of medals to show for it.

Best wishes

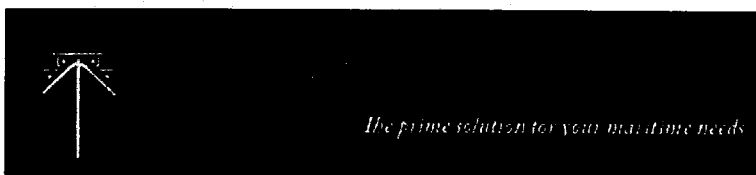
Hannah Darling

Performance Sport and Scholarships Manager

University of Hertfordshire

T: 01707 281183

Please would you kindly confirm safe receipt and advise if you require anything else.



Steve Wansell

Director

City Maritime Consultancy Limited

Tel +44 (0) 1992-586319

Mobile +44 (0)7770-234293

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**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION
COMMITTEE – 16 OCTOBER 2017**

**AGENDA ITEM 9– COMMUNITY GRANT APPLICATION – EAST HERTS
CITIZENS ADVICE SERVICE**

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 2017/18 with an additional £3,799.00 rolled forward from 2016/17.

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 EAST HERTS CITIZENS ADVICE SERVICE

An application for £1,200 for support the Service in the purchase of 8 new computers.

Annual accounts are supplied with this application

The Service last received a grant in January 2017.

Recent awards are as follows: 2017 £1200, 2015 £1,200, 2014 £800, 2013 £1,200, 2012 £1,200, 2011 £1,200 and 2010 £1,000.

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 Stephen Davies – Finance Manager



HERTFORD TOWN COUNCIL COMMUNITY GRANT APPLICATION FORM



SECTION A

Information about your Organisation

1. Name of Organisation: EAST HERTS CITIZENS ADVICE SERVICE

2. Address: [Redacted]
[Redacted]
[Redacted] Postcode: [Redacted]

3. (i) Name of contact person for correspondence: [Redacted]
(ii) Status in Organisation: [Redacted]

4. Contact address (if different to the above):
[Redacted]
[Redacted] Postcode: [Redacted]

5. Telephone Number: (Day) [Redacted] (Evening) [Redacted]
Email Address [Redacted]

6. Is your Organisation a Registered Charity? YES / NO

7. If yes, please give the registered number: 1083211

8. When was your Organisation formed? APRIL 2005 (merger)

9. (i) Please state the principal aims and objectives of your Organisation: TO ENSURE INDIVIDUALS DONOT SUFFER THROUGH LACK OF KNOWLEDGE OF THEIR RIGHTS AND RESPONSIBILITIES OR OF THE SERVICE AVAILABLE OR THROUGH AN INABILITY TO EXPRESS THEIR NEEDS EFFECTIVELY AND EQUALLY TO EXERCISE A RESPONSIBLE INFLUENCE ON THE DEVELOPMENT OF SOCIAL POLICY AND SERVICES BOTH LOCALLY AND NATIONALLY
(ii) Please enclose a copy of your club / organisation's constitution (please tick to confirm) MEMS & ARTS PREVIOUSLY SUBMITTED

10. Approximately how many members does your Organisation have who will benefit from the grant:-
COMPANY MEMBERS
who reside within the parish boundary of Hertford Town
who reside outside the parish boundary of Hertford Town

11. (i) Please enclose a copy of your most recent audited accounts (Please tick to confirm)

(ii) Please enclose a copy of your most recent annual report (Please tick to confirm)

(iii) Please give full details of your Organisation's current financial position for this year (Please use a separate sheet if necessary) TO 31.07.17 (4 months)

Expenditure	Item	£
	SALARIES	68,087
	STAFF & VOLUNTEER	1,601
	OFFICE	19,300
	PREMISES	5,682
	GOVERNANCE	32
	OTHER	113
		<u>94,805</u>

Income	Item	£
	TO 31.07.17 (4 months)	PRORATED AS NECESSARY *
	DONATIONS	407
	* CHARITABLE ACTIVITIES	80,000
	OTHER INCOME	453
		<u>80,860</u>

12. Please give full details of any membership fees, weekly charges, etc.

None

SECTION B

Your Grant Request

13. For what purpose is the grant to be used?
 (Please use additional sheets if necessary to give full details).
 NEW COMPUTERS x 8

14. (i) What are the costs involved in 13? Please give both income and expenditure projections

	Income £	3600	Expenditure £	4800
Expenditure	Item	8 x £600 each		
	8 X COMPUTERS			
	0 £600 each			4800
			Total	4800
Income (per annum)	Item		£	
	ETCAS CASH			3600
	RESERVES			
			Total	3600

15. (i) How much grant aid are you requesting? £ 1200.00

(ii) What proportion of the total cost does this represent? 25 %

(iii) How will your organisation raise the balance of funding required?
 RESERVES & CASHFLOW

16. Please supply any further information in support of your application, (please use an additional sheet if necessary).

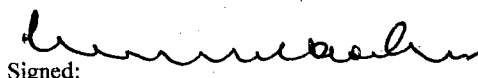
① IN THE LAST FINANCIAL YEAR TO 31.03.17,
WE DEALT WITH 5148 UNIQUE INITIAL
CLIENT ENQUIRIES AND 13,782 INTERACTIONS
ON BEHALF OF CLIENTS (MEETINGS, PHONE CALLS,
LETTERS & OTHER COMMUNICATIONS): -
BENEFITS 37% - DEBT 14% - HOUSING 4% -
EMPLOYMENT 9% = 71% OF ALL WORK.

② CASH RESERVES ARE UNRESTRICTED
FUNDS TO JOBVENT SHORTFALL INCOME,
CHARITY COMMISSION & CITIZENS ADVICE GROUP
A MINIMUM OF RESERVES
③ RESERVES ARE USED TO JOBVENT
NET OUTGOING RESOURCES

17. DECLARATION

On behalf of the Organisation named overleaf, I apply to Hertford Town Council for grant aid and declare, to the best of my knowledge, that the information given on this form is true and correct. I enclose the Organisation's latest audited accounts, the Annual Report (if available) and constitution.

Signed:



Date:

17.08.17

Role in Organisation:

Director / Treasurer



East Herts Citizens' Advice Service
(A charitable company limited by guarantee)

FINANCIAL STATEMENTS

For the year ended 31st March 2016

Registered Charity No: 1083211
Company No: 3982216

Legal and administrative information

For the year ended 31st March 2016

Trustees and Directors:

Elaine Connor	Chair
Peter Warren	Vice Chair
Allan Hutton	Treasurer
James Dowson	Secretary
Jeffrey Farrington	
Miranda Corti	
Roger Merton MBE	
Michael Hall	
Terry Silke	
Mike Jones (from 14 Sept 2015)	
Christine Gilham (from 9 November 2015)	

Secretary: James Dowson

Registered Office: 74 South Street
Bishop's Stortford
Hertfordshire
CM23 3AZ

Bankers: Barclays Bank Plc
10 North Street
Bishops Stortford
Hertfordshire
CM23 2LH

Independent Examiners: Price Bailey LLP
Causeway House
1 Dane Street
Bishop's Stortford
Hertfordshire
CM23 3BT

Trustees' Report

The Trustees are pleased to submit their annual report and financial statements for the year ended 31 March 2016.

The directors act as Trustees for the East Herts Citizens Advice Service (EHCAS) and are referred to as such throughout this report.

Legal and administrative information set out on page 1 forms a part of this report. The financial statements comply with current statutory requirements, the Memorandum and Articles of Association and the Statement of Recommended Practice – Accounting and Reporting for Charities.

1. Objects and policy

The objects of the Service are to ensure that individuals do not suffer through a lack of knowledge:

- of their rights and responsibilities;
- or of the service available to them;
- or through an inability to express their needs effectively; and
- equally to exercise a responsible influence on the development of social policies and services, both locally in each of its outlets, regionally and nationally.

The Trustees confirm that they have referred to the guidance contained in the Charity Commission's general guidance on public benefit when reviewing the Service's aims and objectives and in planning future activities and setting policy for the year. In particular the Trustees consider how planned activities will contribute to the aims and objectives they have set.

2. Organisation

A Board administers the charity and meets as required to fulfil its duties, a minimum of four times a year. During the year covered by this report, the Board met six times in addition to the AGM. The Board has established four sub-committees: Finance, Premises & Equipment, Risk and Personnel & Staffing. Sub-committee meetings take place regularly and these are supplemented with additional working groups as required, with the Chief Executive (or another senior manager) in attendance. There are further meetings between Trustees and the Management Team (Chief Executive, Project Services Manager and Advice Services Manager) as required to cover day-to-day matters of finance and strategy.

3. How our activities deliver public benefit

Our main activities and who we try to help are described below. All our charitable activities focus on providing the advice that people in our local community need for the problems they face and to improve the policies and practices that affect people's lives. EHCAS is an independent charity that provides free, confidential and impartial advice to everybody regardless of race, gender, disability, sexual orientation, nationality, religion or age. In all aspects of its work, the service recognises the positive value of diversity, promotes equality and challenges discrimination. All our activities are undertaken to further our charitable purposes for the public benefit.

4. Review of activities and developments

The Trustees consider that the financial year 2015/16 was another positive year of operation for EHCAS.

East Herts Council's grant to EHCAS in 2015/16 was unchanged at £149,000. This ongoing commitment and support to EHCAS from the Council is greatly appreciated and provides EHCAS with valuable stability. The annual budget was set taking account of funding received and expected, which allowed the handling of 5,488 (6,506 in 2014/15) unique initial client enquiries and 16,873 interactions on behalf of clients (meetings, phone calls, letters and other communications) (18,881 in 2014/15).

Within a wide range of advice and guidance provided, enquiries were concentrated on benefits (including tax credits) (36%, down from 39% in 2014/15), debt (15%, down from 17%), housing (11% up from 10%) and employment (9% up from 8%), which comprise 71% of all work (down from 74%). EHCAS monitors access to our service by entering all interviews into a database provided by the central Citizens' Advice organisation from which an analysis of clients is derived.

In 2015/16 EHCAS supported and recruited 80 volunteers who make possible the delivery of our general services to clients in the local community. Based on survey evidence 90% of our clients are satisfied with the service they receive and would recommend us to others.

Clients access our service through a range of channels including face to face contact, telephone services and on-line access to information. Drop-in sessions and appointments with advisers were available at our main locations in Bishop's Stortford and Hertford with outreach locations at Buntingford, Ware and Sawbridgeworth. The telephone helpline is run in conjunction with other Citizens Advice Bureaux across Hertfordshire and the on-line help, Adviceline, is a national resource. Meeting client demand, particularly for advice over the telephone, is proving challenging and our telephone response rate was 35% in 2015/16.

The Service continued to collect and collate information regarding client problems and uses this as evidence to campaign for changes in policies and services both at local and national level. Campaigns in 2015/16 covered the digital divide, letting agents compliance with the 2015 Consumer Act, energy deals for the elderly, problems with Personal Independence Payments and Employment & Support Allowance, foodbank vouchers and benefit delays.

The Big Lottery Fund "Joining Up the Dots" project started in October 2013 and finished in October 2015. This two-year project aimed to improve access to quality advice and information in East Herts in a challenging financial environment. In the 2015/16 financial year, the Service received income of £60k in respect of this project.

We continue to work closely with a range of local partners and are part of a consortium with other Citizens' Advice Bureau in Hertfordshire called 'Hertfordshire Citizens Advice Service'. This partnership has allowed the Service to develop its relationships with countywide organisations including Hertfordshire County Council.

Services available at Hertford were affected by having to move to temporary premises in November 2015 following the landlord terminating the lease at Yeoman's Court. A new base at Meade House in Ware will be our new base in the western part of the County from August 2017. Our focus in the coming year will be

on re-establishing the team after the spell without a permanent base and the recruiting of new volunteer advisers to ensure that we have sufficient capacity to meet ongoing demand for services. Whilst recognising many of our clients need to engage with us on a face to face basis there is also a need to develop and improve other communication channels to meet the needs of those more comfortable using the telephone and internet. Maintaining and developing funding streams remains a priority whilst also seeking to improve the efficiency of our delivery.

The Trustees fully support equality of access to the service and consider this vital in ensuring we successfully meet the needs of our community and our aims. All client data is held in accordance with the requirements of the Data Protection Act .

5. Financial Position

The Independently Examined accounts of the Service are attached to this report and full details of the financial position are contained therein together with the Examiner's report to the Trustees. The Trustees have considered the level of operating costs and the cash flow. Core funding from East Herts Council has been received for 2016/17. The Trustees are satisfied that the Service's overall funding is such that it will be able to meet its obligations as they fall due in the ordinary course of business and accordingly the accounts have been drawn up on a going concern basis.

6. Reserves policy and risk management

Donations and grants that are provided for specific purposes are treated as Restricted Funds. All other reserves are held in general funds. The board has set a prudent and realistic budget for 2016/17 maintaining adequate reserves for the operation of the Service. The trustees set the level of reserves having regard to the committed forward spend of the organisation, with a contingency to allow for the orderly management of the organisation should it be faced with any adverse and unexpected event. It is expected that the level of general reserves will gradually decline during 2016/17 following a rise in preceding years. The Trustees confirm that risks are reviewed on an ongoing basis and systems and procedures are brought into place in order to manage those risks.

7. Recruitment and training policy for new Trustees

Trustees are elected at the Annual General Meeting or are nominated by any associated member organisations or co-opted by the Committee members. The persons entitled to vote at the AGM in order to elect the Trustees are the Members of the association (up to 40). The induction and training of new Trustees is undertaken in bureau, as well as through the attendance at courses provided by the Citizens' Advice National Association.

The members of the charity are entitled to appoint the Trustees, and are required to retire at the fourth annual general meeting following the date they were last admitted as a member but may be readmitted.

8. Statement of disclosure of information to Independent Examiners

We, the directors of the company who held office at the date of approval of these Financial Statements, as set out above, each confirm so far as we are aware, that:

- there is no relevant audit information of which the company's Independent Examiners are unaware; and
- we have taken all the steps that we ought to have taken as directors in order to make ourselves aware of any relevant audit information and to establish that the company's Independent Examiners are aware of that information.

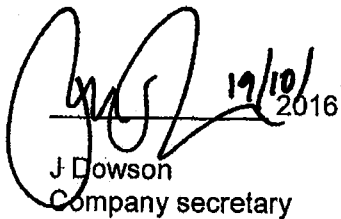
East Herts Citizens Advice Service
Trustees' Report
For the year ended 31st March 2016

9. Independent Examiners

A resolution will be proposed at the Annual General Meeting that Price Bailey LLP be appointed Independent Examiners to the charity for the ensuing year.

This report has been prepared in accordance with the special provisions relating to small companies subject to the small companies regime within Part 15 of the Companies Act 2006 and therefore does not include a Strategic Report.

By order of the Trustees


19/10/2016
J Dowson
Company secretary

EAST HERTS CITIZENS ADVICE SERVICE

INDEPENDENT EXAMINER'S REPORT

TO THE TRUSTEES OF EAST HERTS CITIZENS ADVICE SERVICE

FOR THE YEAR ENDED 31 MARCH 2016

I report on the accounts of the company for the year ended 31 March 2016 which are set out on pages 8 to 21.

Respective responsibilities of trustees and examiner

The trustees (who are also the directors of the company for the purposes of company law) are responsible for the preparation of the accounts. The trustees consider that an audit is not required for this year under section 144(2) of the Charities Act 2011 (the 2011 Act) and that an independent examination is needed. The charity's gross income exceeded £250,000 and I am qualified to undertake the examination by being a qualified member of the Institute of Chartered Accountants in England and Wales.

Having satisfied myself that the charity is not subject to audit under company law and is eligible for independent examination, it is my responsibility to:

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

Basis of independent examiner's report

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 or 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 requirements:
 - to keep accounting records in accordance with section 386 of the Companies Act 2006; and

East Herts Citizens Advice Service
Independent Examiner's Report
For the year ended 31st March 2016

- to prepare accounts which accord with the accounting records, comply with the accounting requirements of section 396 of the Companies Act 2006 and with the methods and principles of the Statement of Recommended Practice: Accounting and Reporting by Charities

have not been met; or

- 2 to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.



Gary Miller FCA
For and on behalf of
Price Bailey LLP
Chartered Accountants

15/12/16
.....
Causeway House
1 Dane Street
Bishops Stortford
Herts, CM23 3BT

East Herts Citizens Advice Service
Statement of Financial Activities
For the year ended 31st March 2016

Statement of Financial Activities

Income:		Unrestricted			Total Funds	2014/15
	Note	General £	Designated £	Restricted £	£	Funds £
Donations and legacies						
Donations	2	23,523	-	-	23,523	21,372
Grants	3	162,725	-	3,792	166,517	165,360
		186,248	-	3,792	190,040	186,732
Income from other activities						
Fundraising Events	4	718	-	-	718	36
Rental income		3,225	-	-	3,225	3,642
		3,943	-	-	3,943	3,678
Investment Income	5	1,917	-	-	1,917	1,848
Income from charitable activities	6	-	-	243,732	243,732	307,932
Total Income		192,108	-	247,524	439,632	500,190
Advice and Information		164,072	9,594	288,530	462,196	459,635
Expenditure on charitable activities	7	164,072	9,594	288,530	462,196	459,635
Total Expenditure		164,072	9,594	288,530	462,196	459,635
Transfers between funds		(7,876)	7,876	-	-	-
Net movement in funds		20,160	(1,718)	(41,005)	(22,563)	40,555
Reconciliation of funds						
Total Funds brought forward		242,309	9,275	64,201	315,785	275,230
Total Funds carried forward		262,469	7,557	23,196	293,222	315,785

All amounts relate to continuing activities of the company.

The Statement of Financial Activities includes all gains and losses in the year.

The notes to the financial statements are shown on pages 11 to 21.

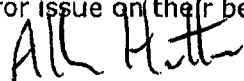
East Herts Citizens Advice Service
Balance Sheet
As at 31st March 2016

Balance Sheet		Company Number 3982216	
	Notes	2015/16	2014/15
		£	£
Fixed Assets			
Tangible assets	11	7,557	9,275
Current Assets			
Debtors	12	3,123	8,279
Cash at bank and in hand		296,471	355,896
		299,594	364,175
Liabilities			
Creditors - amounts falling due within one year	13	13,929	57,665
		285,665	306,510
		293,222	315,785
The Funds of the charity			
Restricted income funds	14	23,196	64,201
Unrestricted funds			
Designated funds	15	7,557	9,275
General funds	15	262,469	242,309
		270,026	251,584
		293,222	315,785
Total Funds	16	293,222	315,785

The Directors consider that the company is entitled to exemption from the requirement to have an audit under the provisions of section 477 of the Companies Act 2006 ("the Act") and members have not required the company to obtain an audit for the year in question in accordance with section 476 of the Act. The Directors acknowledge responsibility for ensuring that the company keeps accounting records which comply with section 386 of the Act and for preparing financial statements which give a true and fair view of the state of affairs of the company as at 31 March 2016 and of its incoming resources and application of resources for the year then ended in accordance with the requirements of sections 394 and 395 of the Act and which otherwise comply with the requirements of the Companies Act 2006 relating to the financial statements so far as applicable to the company.

The financial statements have been prepared in accordance with the provisions applicable to companies subject to the small companies regime and in accordance with the Financial Reporting Standard.

Approved by the Trustees on 26 September 2016 and signed and authorised for issue on their behalf by:


A Hutton


J Dowson

The notes on pages 11 to 21 form part of these financial statements.

As at 31st March 2016

Statement of Cash Flows

	Notes	2015/16 £	2014/15 £
Cash Flows from Operating activities:			
Net cash provided by / (used in) operating activities	17	(51,550)	96,673
Cash Flows from investing activities:			
Purchase of property, plant and equipment		(7,876)	(6,918)
Net Cash provided by (used in) investing activities		(7,876)	(6,918)
Change in cash and cash equivalents in the reporting period		(59,426)	89,755
Cash and cash equivalents at the beginning of the reporting period		355,896	266,141
Change in cash and cash equivalents in the reporting period		(59,425)	89,755
Cash and cash equivalents at the end of the reporting period		296,471	355,896

The notes on pages 11 to 21 form part of these financial statements.

Notes to the Statement of Accounts

1. Accounting Policies

The principal accounting policies adopted, judgements and key sources of estimation uncertainty in the preparation of the financial statements are as follows:

a) Basis of Preparation

The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) effective 1 January 2015 - Charities SORP (FRS102), the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS102) and the Companies Act 2006.

EHCAS meets the definition of a public benefit entity under FRS102. Assets and liabilities are initially recognised at historical cost or transaction value unless otherwise stated in the relevant accounting policy note(s).

b) Reconciliation with previous Generally Accepted Accounting Practice

In preparing these accounts, the Trustees have considered whether in applying the accounting policies required by FRS102 and the Charities SORP FRS102 the restatement of comparative items was required.

No restatement was required.

c) Legal Status of the Charity

The charity is a company limited by guarantee and has no share capital. In the event of the charity being wound up, the liability in respect of the guarantee is limited to £1 per member of the charity.

d) Going Concern

The trustees consider that there are no material uncertainties about EHCAS's ability to continue as a going concern. EHCAS relies on annual grants from East Herts District Council and others and has received sufficient funding to continue operating until at least 31 March 2017.

EHCAS participated in a defined benefit pension scheme operated by Hertfordshire County Council until 31 December 2008. There are no active members of the scheme and, under the terms of the scheme, an exit charge is payable, which EHCAS would be unable to meet. However, the Trustees have agreed with the Trustees of the pension scheme that the charity may continue to participate in the scheme making contributions of an amount agreed each year. The agreed contribution for the year ended 31 March 2016 is £2,500.

e) Fund accounting

Unrestricted funds are available to spend on activities that further any of the purposes of the charity. Designated funds are unrestricted funds of the charity, which the trustees have decided at their discretion to set aside to use for a specific purpose. Restricted funds are for EHCAS work on specific projects being undertaken by the charity. Restricted funds are charged a proportion of management time and organisational costs.

f) Income

Income is recognised when the charity has entitlement to the funds, any performance conditions attached to the item(s) of income have been met, it is probable that the income will be received and the amount can be measured reliably.

Where income has related expenditure (as with contract income), the income and related expenditure are reported gross in the Statement of Financial Activities.

Donations, grants and gifts are recognised when receivable. In the event that a donation is subject to fulfilling performance conditions before the charity is entitled to the funds, the income is deferred and not recognised until it is probable that those conditions will be fulfilled in the reporting period.

Income received in advance relating to the following year is deferred until the criteria for income recognition are met.

Interest on deposit funds held is included when receivable and the amount can be measured reliably by the charity, which is normally upon notification of the interest paid by the bank.

g) Donated goods and services

Donated services or facilities are recognised when the charity has control over the item, any conditions associated with the donated item have been met, the receipt of the economic benefit from the use of the item is probable and that economic benefit can be measured reliably.

Donated professional services and facilities are included in income at the estimated value of the gift to the charity when received, based on the amount the charity would have been prepared to pay for these services or facilities had it been required to purchase them, with a corresponding entry in the appropriate expenditure heading for the same amount.

h) Expenditure

Expenditure is recognised once there is a legal or constructive obligation to make a payment, it is probable that settlement will be required and the amount of the obligation can be measured reliably. All expenditure is accounted for on an accruals basis.

Support costs comprise those costs which are incurred directly in support of expenditure on advice and guidance and includes governance, finance, IT and HR. Governance costs are those costs incurred in connection with the compliance with constitutional and statutory requirements of the charity. Support costs are allocated to projects on a time basis.

i) Volunteers

The value of services provided by volunteers is not incorporated into these financial statements.

j) Fixed Assets

All fixed assets are capitalised at their historical purchase cost and depreciated in a straight line over 3 years.

k) Debtors

Trade and other debtors are recognised at the settlement amount due after any trade discount offered. Prepayments are valued at the amount prepaid net of any trade discounts due. Accrued income and tax recoverable is included at the best estimate of the amounts receivable at the balance sheet date.

l) Cash at bank and in hand

Cash at bank and cash in hand included cash and short term deposits with a maturity of three months or less.

m) Creditors

Creditors are recognised where the charity has a present obligation resulting from a past event that will probably result in the transfer of funds to a third party and the amount due to settle the obligation can be measured reliably. Creditors are normally recognised at their settlement amount after allowing for any trade discounts due.

n) Pensions

Some employees of the charity are entitled to join a defined contribution "money purchase" scheme. The charity's contributions are restricted to a maximum of 6% of the employee's gross salary.

East Herts Citizens Advice Service

As at 31st March 2016

o) Taxation

The company is considered to pass the tests set out in paragraph 1 schedule 6 of the Finance Act 2010 and therefore it meets the definition of a charitable company for UK corporation tax purposes. Accordingly, the company is potentially exempt from taxation in respect of income or capital gains received within categories covered by chapter 3 part 11 of the Corporation Tax Act 2010 or section 256 of the Taxation of Chargeable Gains Act 1992, to the extent that such income or gains are applied exclusively to charitable purposes.

2. Donations

	2015/2016	2014/2015
	£	£
General Donations	2,038	1,302
Value of gifts in kind and donated services	19,500	19,500
Herts and Essex High School	1,248	-
Wilkins Kennedy	492	-
Tees Financial	195	-
Inner Wheel Club of Ware	50	-
Rotary Club of Hoddesdon	-	200
Sainsburys Local Heroes	-	170
Rotary Club of Harlow Tye	-	200
	23,523	21,372

All donations in both the current and previous year relate to unrestricted funds.

3. Grants Received

	2015/2016	2014/2015
	£	£
East Herts District Council	149,000	149,000
Uttlesford District Council	11,440	11,200
Buntingford Town Council (rent)	2,592	2,520
Hertford Town Council (IT)	1,200	800
Sawbridgeworth Town Council	500	-
Stanstead St Margarets Parish Council	500	500
Stanstead Abbotts Parish Council	500	500
Hatfield Heath Parish Council	345	50
Broxted Parish Council	250	250
Elsenham Parish Council	100	100
Cottered Parish Council	50	50
Thorley Parish Council	40	40
Little Hadham Parish Council	-	250
Furneaux Pelham Council	-	100
	166,517	165,360

The income from grants was £166,517 of which £162,725 was unrestricted (2014/15: £162,040) and £3,792 was restricted (2014/15: £3,320). The charity received no grants from central government nor any other assistance.

East Herts Citizens Advice Service

As at 31st March 2016

4. Fundraising Events

	2015/2016			2014/2015		
	Income	Expenditure	Net Income	Income	Expenditure	Net Income
	£	£	£	£	£	£
Concert	718	-	718	36	-	36
Total	718	-	718	36	-	36

5. Investment Income

	2015/2016	2014/2015
	£	£
Bank Interest	1,917	1,848
	1,917	1,848

All investment income in both the current and previous years relate to unrestricted funds.

6. Income from charitable activities

	Unrestricted Funds	Restricted Funds	2015/2016 Total	2014/2015 Total
	£	£	£	£
ASTF	-	59,924	59,924	127,595
Riversmead Housing Association	-	10,500	10,500	45,101
HWAS Debt	-	5,041	5,041	5,041
Isabel Hospice (Benefits)	-	22,209	22,209	21,718
EHC Homeless Prevention (Money Advice)	-	17,500	17,500	17,500
Benefits Take-Up (Benefits)	-	15,599	15,599	15,368
EHC Welfare Benefits	-	42,000	42,000	-
Ware Charities (Money Advice)	-	12,941	12,941	13,750
Circle 33/SAHA(Money Advice)	-	-	-	13,000
CITA	-	10,429	10,429	73
Warm Homes (Utilities)	-	-	-	2,000
Tees – Mental Health	-	6,750	6,750	-
Herts Aid (Money Advice)	-	1,715	1,715	3,172
HCC	-	1,000	1,000	-
Bereaved Families(IH-Big Lottery)	-	-	-	4,005
Friends of EHCAS (Money Advice-Mental Health)	-	2,000	2,000	1,500
Gilfrere Fund	-	1,240	1,240	1,000

East Herts Citizens Advice Service

As at 31st March 2016

	Unrestricted Funds	Restricted Funds	2015/2016 Total	2014/2015 Total
<i>continued</i>	£	£	£	£
EHDC	-	855	855	-
HCC Foodbank	-	7,784	7,784	9,731
HCC Apprentice	-	17,321	17,321	17,473
Herts Welfare Assistance Fund	-	8,924	8,924	8,925
Awards for All	-	-	-	980
	-	243,732	243,732	307,932

7. Analysis of Expenditure

	Direct Costs	Support Costs (note 8)	Total Costs	2014/2015
	£	£	£	£
Advice and Information	368,938	93,258	462,196	459,635

8. Analysis of Support Costs

	Basis of Apportionment	Management	IT	Finance/HR	Governance	Total	2014/2015
		£	£	£	£	£	£
Advice and Information	Direct	31,217	22,431	28,629	10,981	93,258	88,825

Governance costs comprise examination fees £3,500 (2014/2015: £3,500); finance fees £1,474 (2014/2015: £1,509); professional fees £3,500 (2014/2015: £3,500) and Board Secretariat £2507(2014/15 £2410).

9. Analysis of staff costs and key management personnel

	2015/2016	2014/2015
	£	£
Wages and Salaries	261,116	287,263
Social Security Costs	13,685	15,095
Pension Costs	8,356	6,743
	283,157	309,101

The charity trustees were not paid in the year (2014/2015: nil), neither were they reimbursed expenses during the year (2014/2015: nil).

The average monthly head count was 18 (2014/2015: 22) and analysis of the staff employees during the year was:

East Herts Citizens Advice Service

As at 31st March 2016

	2015/2016 Actual Number	2014/2015 Actual Number
Advice and Information	15	19
Support Services	3	3
Total	18	22

There are no employees whose total employee benefits including pension contributions total over £60,000.

The trustees consider the key management of the charity to consist of 3 individuals (2014/2015:3), the Chief Executive, the Services Manager and the Project Manager and total remuneration was £65,970. (2014/2015: £69,966)

10. Net Incoming Resources

	2015/2016 £	2014/2015 £
Net Incoming Resources is stated after charging:		
Depreciation	9,594	8,155
Auditors Remuneration – independent examination	3,500	3,500
Operating lease rentals	20,181	26,959
	33,275	38,614

11. Tangible Fixed Assets

	IT £	Total £
Cost or Revaluation		
At start of year	67,580	67,580
Additions	7,876	7,876
Disposals	(12,494)	(12,494)
At end of year	62,962	62,962
Depreciation		
At start of year	58,305	58,305
Charge for year	9,594	9,594
Eliminated on disposal	(12,494)	(12,494)
Eliminated on revaluation	-	-
At end of year	55,405	55,405
Net book value at the end of the year	7,557	7,557
Net book value at the start of the year	9,275	9,275

East Herts Citizens Advice Service

As at 31st March 2016

12. Debtors

	2015/2016	2014/2015
	£	£
Sundry Debtors	845	7,686
Prepayments	2,278	593
	<u>3,123</u>	<u>8,279</u>

13. Creditors: Amounts falling due within one year

	2015/2016	2014/2015
	£	£
Other Creditors	11,728	7,192
Accruals	2,201	1,723
Deferred Income	-	48,750
	<u>13,929</u>	<u>57,665</u>

Deferred income reconciliation:

	£	£
Balance brought forward	48,750	-
Amount released to the Statement of Financial Activities	(48,750)	-
Amount deferred in the year	-	48,750
Balance carried forward	<u>-</u>	<u>48,750</u>

14. Restricted Funds

	2015/2016				
	As at 1	Income	Expenditure	Transfers	As at 31
	April 2015				March 2016
	£	£	£	£	£
Money Advice	14,678	39,122	(48,976)	-	4,824
Benefits	456	79,808	(68,722)	-	11,542
Homeless	2,125	17,500	(19,283)	-	342
Mental Health	-	8,750	(8,750)	-	-
Other	46,942	102,345	(142,799)	-	6,488
Total	<u>64,201</u>	<u>247,525</u>	<u>(288,530)</u>	<u>-</u>	<u>23,196</u>

	2014/2015				
	As at 1	Income	Expenditure	Transfers	As at 31
	April 2014				March 2015
	£	£	£	£	£
Money Advice	6,545	88,989	(80,856)	-	14,678
Benefits	4,945	37,086	(41,575)	-	456
Homeless	3,950	17,500	(19,325)	-	2,125
Mental Health	-	1,500	(1,500)	-	-
Other	15,525	166,177	(134,760)	-	46,942
Total	<u>30,965</u>	<u>311,252</u>	<u>(278,016)</u>	<u>-</u>	<u>64,201</u>

East Herts Citizens Advice Service

As at 31st March 2016

15. Unrestricted Funds					
	As at 1 April 2015 £	2015/2016			As at 31 March 2016 £
		Income £	Expenditure £	Transfers £	
<i>Designated Funds</i>					
Fixed Assets	9,275	-	-	(1,718)	7,557
<i>Total Designated Funds</i>	9,275	-	-	(1,718)	7,557
General Fund	242,309	192,108	(173,666)	1,718	262,469
Total Unrestricted Funds	251,584	192,108	(173,666)	-	270,026
2014/2015					
	As at 1 April 2014 £	Income £	Expenditure £	Transfers £	As at 31 March 2015 £
<i>Designated Funds</i>					
Fixed Assets	10,512	-	-	(1,237)	9,275
Other	7,000	-	-	(7,000)	-
<i>Total Designated Funds</i>	17,512	-	-	(8,237)	9,275
General Fund	226,753	188,938	(181,619)	8,237	242,309
Total Unrestricted Funds	244,265	188,938	(181,619)	-	251,584

16. Net Assets by Funds

	General Fund £	2015/2016		Total Funds £
		Designated Funds £	Restricted Funds £	
Tangible Fixed Assets	-	7,557	-	7,557
Current Assets	276,398	-	23,196	299,594
Creditors falling due in less than one year	(13,929)	-	-	(13,929)
	262,469	7,557	23,196	293,222

East Herts Citizens Advice Service

As at 31st March 2016

	General Fund	2014/2015 Designated Funds	Restricted Funds	Total Funds
	£	£	£	£
Tangible Fixed Assets	-	9,275	-	9,275
Current Assets	299,974	-	64,201	364,175
Creditors falling due in less than one year	(57,665)	-	-	(57,665)
	242,309	9,275	64,201	315,785

17. Reconciliation of net income / (expenditure) to net cash flow from operating activities

	2015/2016	2014/2015
	£	£
Net income / (expenditure) for the reporting period (as per the Statement of Financial Activities)	(22,564)	40,555
Adjustments for:		
Depreciation Charges	9,594	8,155
(Increase) / decrease in debtors	5,156	5,377
Increase / (decrease) in creditors	(43,736)	42,586
Net cash provided by / (used in) operating activities	(51,550)	96,673

18. Analysis of cash and cash equivalents

	2015/2016	2014/2015
	£	£
Cash in hand	600	600
Notice deposits (less than 3 months)	295,871	355,296
Total cash and cash equivalents	296,471	355,896

As at 31st March 2016

19. Commitments under operating leases

The charity had annual commitments under operating leases as set out below:

	2015/2016		2014/2015	
	Land & Buildings £	Other £	Land & Buildings £	Other £
0 to 1 year	-	-	-	-
1 to 5 years	7,115	-	6,959	-
Over 5 years	-	-	-	-

On the 27 June 2016, the charity entered into a new lease for premises with an annual commitment of £11,766, expiring on the 21 April 2018.

20. Related party transactions

During the year, £3,500 (2014/2015: £3,500) was the deemed market value of services provided without charge by Tees Solicitors for legal work relating to general professional advice. James Dowson, a director of the company, is a partner of Tees.

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION
COMMITTEE – 16 OCTOBER 2017**

**AGENDA ITEM 10– COMMUNITY GRANT APPLICATION – CHILDREN'S
INTEGRATED PLAYSCHMES**

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 2017/18 with an additional £3,799.00 rolled forward from 2016/17.

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 CHILDRENS INTEGRATED PLAYSCHMES

An application for £1,120 for support to the Play scheme in the provision of a Christmas party and craft and cooking sessions

The Council previously awarded the applicant a grant of £920 in 2016 and £817 in 2011

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 Stephen Davies – Finance Manager



HERTFORD TOWN COUNCIL

COMMUNITY GRANT APPLICATION FORM

SECTION A

Information about your Organisation

1. Name of Organisation: Childrens Integrated Playschemes (CHIPS)
2. Address: [REDACTED] Postcode: [REDACTED]
3. (i) Name of contact person for correspondence: [REDACTED] (ii) Status in Organisation: Coordinator
4. Contact address (if different to the above): N/A Postcode:
5. Telephone Number: (Day) [REDACTED] (Evening) Same Email: [REDACTED]
6. Is your Organisation a Registered Charity? YES
7. If yes, please give the registered number: 1069535
8. When was your Organisation formed? 1994
9. (i) Please state the principal aims and objectives of your Organisation: To provide fun and a safe place for children with disabilities and their siblings to play while their parents have much needed respite time. (ii) Please enclose a copy of your club / organisation's constitution (<i>please tick to confirm</i>) ✓

10. Approximately how many members does your Organisation have who reside:-
within the parish boundary of Hertford Town

56 Children

outside the parish boundary of Hertford Town

381 Children

11. (i) Please enclose a copy of your most recent audited accounts *(Please tick to confirm)*

(ii) Please enclose a copy of your most recent annual report *(Please tick to confirm)*

(iii) Please give full details of your Organisation's current financial position for this year

(Please use a separate sheet if necessary)

Expenditure

Item	£
Saturday clubs	50906.00
Summer schemes	59768.00
Easter	14000.00
SBLQ	15683.00
Rent	25353.00
Support costs	58000.00
Other costs	7256.00
	<u>230966.00</u>

Income

Item	£
HCC	146204.00
Broxbourne	2000.00
East Herts Summer Playschemes	1650.00
Fees and Membership	31726.00
Fundraising	49386.00
	<u>230966.00</u>

12. Please give full details of any membership fees, weekly charges, etc.

Membership –voluntary –£25 per family

Fees- £5 for first child and £8 for a family for Saturday Clubs

Summer Holiday Schemes - £11 per day for a child with additional needs or £16 per day for a family regardless of the number of children.

SECTION B

Your Request

13. For what purpose is the grant to be used? *(Please use additional sheets if necessary to give full details).*
 Children with special needs often find that they are not invited to parties in the same way as other children. Our yearly Christmas party, enables 40 children to have fun, interact with their peers and siblings and practise their social skills. In past years the party has been held at a local golf club (free of charge). As parents attend, they have the opportunity to chat and provide mutual support to each other. They can talk to the staff in a relaxed environment. We provide an entertainer, party food and also each child receives a gift from Father Christmas. Parents pay a small contribution towards the cost of the party which goes towards staffing costs.

Hertfordshire County Council give us a grant towards basic running costs of Saturday club sessions throughout the year. This does not include resources for craft and cooking activities.

Staff and volunteers at CHIPS wear T Shirts so that they are easily identified by the children and parents and the cost of these is included below. Again, this is an area of expenditure which the charity has to support by fundraising.

14. (i) What are the costs involved in 13? Please give both income and expenditure projections

Income £ _____ Expenditure £ 1120.00

Expenditure

Item	£
Entertainer	250.00
Food	100.00
Gifts for 40 children @£8 each	320.00
T Shirts for staff	100.00
Food and cookery ingredients for the year	200.00
Paint and craft items	150.00
Total	1120.00

Income

Item	£
------	---

15. (i) How much grant aid are you requesting? £ 1120.00

(ii) What proportion of the total cost does this represent? 100%

(iii) How will your organisation raise the balance of funding required?

If we are unable to obtain a grant for these items we will be unable to provide a Christmas Party for the children this year and will have to reduce the number of craft and cooking sessions offered.

16. Please supply any further information in support of your application, (please use an additional sheet if necessary).

Imagine, as a child, having nowhere to play, having few friends to play with and very rarely going out. Horrible, isn't it?

Yet this is the situation facing many disabled children in Hertford and elsewhere due to the continuing lack of support, opportunity to participate and a poor understanding of disability in society today. It has long been known that simple 'play' is vital to any child's development. It is not only fun, play is a key component of healthy living which enables good physical, emotional, mental and social development.

To meet the challenge of somewhere safe to play – and someone to play with – a charity called CHIPS (Children's Integrated Playschemes) led by parents and based in Hertford was formed 23 years ago.

CHIPS offers play and social opportunities for disabled children aged 3 to 19 together with their brothers and sisters. We strongly encourage brothers and sisters to attend because their disabled siblings' care needs can often limit their own opportunities.

CHIPS will always accommodate a child's support needs due to their disability. This enables a disabled child to join our playschemes when they are often denied a place at a 'mainstream' playscheme due to their disability.

In Hertford we run playschemes on 30 Saturday mornings a year during school term time at the Selections Children's Centre on Welwyn Road. In the summer holidays we run a three week full day play scheme at St Andrew's School on Calton Avenue, Sele Farm. We have an average of 25 - 30 children at each session, children who often do not have an alternative place to go. We also run outings to the local swimming pool, cinema and to the Seaside, plus an end of scheme party. The benefit of CHIPS is outlined in a thank you letter we received from Mrs W of Ware Road whose son G (18) is severely autistic:

'We are so grateful to all the staff and volunteers at Hertford who have always accepted G with such warmth and positivity. It is a great tribute to CHIPS that even last summer when G was coming out of a particularly unhappy period, CHIPS was the one activity he was willing to get out of bed for!'

By providing somewhere safe to play, parents/carers also have a valuable break for a few hours safe in the knowledge that their child(ren) is being cared for appropriately and is actively engaged. As H of Hertford said:

'I am able to spend some quiet time with my daughter which is very important as it is extremely tiring and stressful looking after a child with special needs.'

CHIPS Playschemes are led by paid professional staff and supported by volunteers. The volunteers, who are mostly young people, play with children and help make playschemes even more fun. There are over 16 young people and 4 adults from Hertford who regularly volunteer at one of the Hertford Playschemes. As one young person, D (13), said about helping at the Summer Playscheme:

'Sometimes I don't have anything to do and helping at CHIPS is fun.'

Being a volunteer not only helps CHIPS, the young person also benefits by gaining experience to support them accessing courses as they move on from school into a career in child care, teaching or other related professions.

At the Children's Centre where the Saturday club is based there is a sensory room designed and paid for by CHIPS. This is open to all children who use the centre and who need somewhere quiet, peaceful and relaxing to go to for a short period. This is particularly valuable for children with Autism.

A few years ago, CHIPS Children and a Trustee advised East Herts District Council on the design and building of the Spider Park. This is a children's playground on Bentley Road, Sele Farm which is designed to be fully inclusive for all children. Children from CHIPS Saturday Club at the nearby Children's Centre regularly use it, provided the weather allows them to.

Financially, CHIPS needs to raise around £50,000 each year to keep our doors open. We have a strong core of Staff, Trustees and Volunteers who support CHIPS behind the scenes as well as at the schemes. In ever tightening financial times, it is important that CHIPS continues to seek out new fundraising opportunities.

We have supported events organised by the Town Council including last year's Food and Drink Festival, Street Art in April and the recent Play Day, to raise money and our profile in the local area. We are grateful for these opportunities.

The last word on why the services that CHIPS provides are so important to children with special needs living in Hertford, go to a young boy at a Hertford Playscheme. When asked why he like coming to CHIPS he simply said

'To play with other children and not to feel different.'

17. DECLARATION

On behalf of the Organisation named overleaf, I apply to Hertford Town Council for grant aid and declare, to the best of my knowledge, that the information given on this form is true and correct. I enclose the Organisation's latest audited accounts, the Annual Report (if available) and constitution.

Signed: _____

J. M. Smart

Date: 19.8.17

Role in Organisation: _____

Co-ordinator

REGISTERED CHARITY NUMBER: 1069535

**REPORT OF THE TRUSTEES AND
FINANCIAL STATEMENTS FOR THE YEAR ENDED
31 MARCH 2016
FOR
CHIPS - CHILDREN'S INTEGRATED PLAYScheme**

**Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN**

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

**CONTENTS OF THE FINANCIAL STATEMENTS
FOR THE YEAR ENDED 31 MARCH 2016**

	Page
Report of the Trustees	1 to 2
Independent Examiner's Report	3
Statement of Financial Activities	4
Balance Sheet	5
Notes to the Financial Statements	6 to 8
Detailed Statement of Financial Activities	9 to 10

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

The trustees present their report with the financial statements of the charity for the year ended 31 March 2016. The trustees have adopted the provisions of the Statement of Recommended Practice (SORP) 'Accounting and Reporting by Charities' issued in March 2005.

REFERENCE AND ADMINISTRATIVE DETAILS

Registered Charity number

1069535

Principal address

19-21 Bull Plain
Hertford
Hertfordshire
SG14 1DX

Trustees

Mrs L Honour
Mr G Nickson
Mr S Wilson
Mrs J McCulloch
Mrs H Smith
Mr M Cooper
Mrs M Petrie
Mrs A Burgess
Mr M Giles
Dr S Banerjee
Mrs R Lowe

Treasurer

- resigned 9.10.15

Chair

Independent examiner

G J Cansick
Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

STRUCTURE, GOVERNANCE AND MANAGEMENT

Governing document

The charity is an unincorporated charity controlled by a governing document, its constitution, which was adopted on 1st April 1998 and amended 21st June 2001.

The Charity is required to operate in accordance with its constitution.

Recruitment and appointment of new trustees

CHIPS is a parent led organisation. The majority of the Trustees are parents of children who attend the playschemes. Trustees are elected, appointed and reappointed annually at the AGM.

Induction and training of new trustees

All Trustees are encouraged to regularly visit the playschemes. Training is made available on request.

Organisational structure

The charity employs three part time administrators, who report to the Chair of Trustees. Play leaders are responsible for running the playschemes and report to the Chair of Trustees and at the Executive Committee meetings which are held five times per year.

Wider network

The charity works closely with the County Council that provides a funding grant and local schools.

The charity continues to develop links with local businesses and other charities.

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

REPORT OF THE TRUSTEES FOR THE YEAR ENDED 31 MARCH 2016

STRUCTURE, GOVERNANCE AND MANAGEMENT

Risk management

The trustees have a duty to identify and review the risks to which the charity is exposed and to ensure appropriate controls are in place to provide reasonable assurance against fraud and error.

OBJECTIVES AND ACTIVITIES

Objectives and aims

The Charity's objectives are the relief of children with additional needs particularly by:

1. offering integrated play and social opportunities to children with additional needs and their siblings,
2. supporting the families and carers of children with additional needs through respite, mutual support and information and increasing disability awareness in the area.

All activities provided by the charity are for the benefit of the public. The Trustees have complied with the duty in Section 4 of the 2006 Charities Act to have due regard to guidance published by the Charity Commission, including public benefit guidance.

Significant activities

The Charity offers integrated play and social opportunities to children with additional needs and their siblings through:-

Saturday Clubs
Holiday Playschemes
Outings
Parties
Support Groups
Specific Interest Groups

These activities provide significant and proven benefit to parents and siblings through providing respite and support.

ACHIEVEMENT AND PERFORMANCE

This information is contained within the Chairman's report which is available on request from our office at 19-21 Bull Plain, Hertford, SG14 1DX.

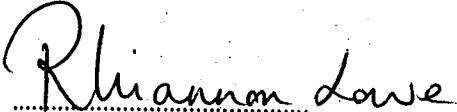
FINANCIAL REVIEW

Reserves policy

The policy of the charity is to maintain reserves equivalent to six months operation. This will allow a period of time to seek alternative funding. Where reserves fall (or an event occurs where they might fall) the Executive Committee is notified to decide further action.

Any surplus funds that are not likely to be needed to pay for activities in one period are placed on deposit to earn interest.

Approved by order of the board of trustees on 14.10.16 and signed on its behalf by:



Mrs R Lowe - Trustee

**INDEPENDENT EXAMINER'S REPORT TO THE TRUSTEES OF
CHIPS - CHILDREN'S INTEGRATED PLAYScheme**

I report on the accounts for the year ended 31 March 2016 set out on pages four to eight.

Respective responsibilities of trustees and 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 144(2) of the Charities Act 2011 (the 2011 Act)) and that an independent examination is required.

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 report

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 or 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 statements 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 requirements
 - to keep accounting records in accordance with Section 130 of the 2011 Act; and
 - to prepare accounts which accord with the accounting records and to comply with the accounting requirements of the 2011 Act

have not been met; or

- (2) to which, in my opinion, attention should be drawn in order to enable a proper understanding of the accounts to be reached.

G J Cansick
Gary J Cansick & Co
Chartered Accountants
Janelle House
6 Hartham Lane
Hertford
Hertfordshire
SG14 1QN

Date:14.10.16.....

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

**STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016**

	Notes	Unrestricted fund £	Restricted fund £	31.3.16 Total funds £	31.3.15 Total funds £
INCOMING RESOURCES					
Incoming resources from generated funds					
Voluntary income		26,928	7,805	34,733	48,276
Activities for generating funds	2	18,564	-	18,564	6,820
Investment income	3	48	-	48	52
Incoming resources from charitable activities					
General		163,276	11,876	175,152	148,690
Total incoming resources		<u>208,816</u>	<u>19,681</u>	<u>228,497</u>	<u>203,838</u>
RESOURCES EXPENDED					
Charitable activities					
General		171,693	19,727	191,420	160,920
Support costs		52,452	-	52,452	39,474
Governance costs		1,485	-	1,485	1,485
Total resources expended		<u>225,630</u>	<u>19,727</u>	<u>245,357</u>	<u>201,879</u>
NET INCOMING/(OUTGOING) RESOURCES BEFORE TRANSFERS					
		(16,814)	(46)	(16,860)	1,959
Gross transfers between funds	9	(13)	13	-	-
Net incoming/(outgoing) resources		<u>(16,827)</u>	<u>(33)</u>	<u>(16,860)</u>	<u>1,959</u>
RECONCILIATION OF FUNDS					
Total funds brought forward		103,124	153	103,277	101,318
TOTAL FUNDS CARRIED FORWARD		<u>86,297</u>	<u>120</u>	<u>86,417</u>	<u>103,277</u>

The notes form part of these financial statements

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

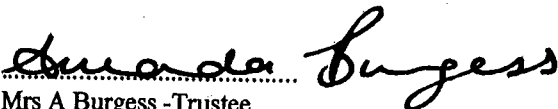
**BALANCE SHEET
AT 31 MARCH 2016**

	Notes	Unrestricted fund £	Restricted fund £	31.3.16 Total funds £	31.3.15 Total funds £
CURRENT ASSETS					
Debtors	7	235	-	235	841
Cash at bank		89,262	120	89,382	126,251
		<u>89,497</u>	120	<u>89,617</u>	<u>127,092</u>
CREDITORS					
Amounts falling due within one year	8	(3,200)	-	(3,200)	(23,815)
NET CURRENT ASSETS		<u>86,297</u>	120	<u>86,417</u>	<u>103,277</u>
TOTAL ASSETS LESS CURRENT LIABILITIES		<u>86,297</u>	120	<u>86,417</u>	<u>103,277</u>
NET ASSETS		<u>86,297</u>	120	<u>86,417</u>	<u>103,277</u>
FUNDS					
Unrestricted funds	9			86,297	103,124
Restricted funds				120	153
TOTAL FUNDS				<u>86,417</u>	<u>103,277</u>

The financial statements were approved by the Board of Trustees on 14.10.16 and were signed on its behalf by:



Mrs R Lowe -Trustee



Mrs A Burgess -Trustee

The notes form part of these financial statements

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

NOTES TO THE FINANCIAL STATEMENTS FOR THE YEAR ENDED 31 MARCH 2016

1. ACCOUNTING POLICIES

Accounting convention

The financial statements have been prepared under the historical cost convention, and in accordance with the Financial Reporting Standard for Smaller Entities (effective April 2008), the Charities Act 2011 and the requirements of the Statement of Recommended Practice, Accounting and Reporting by Charities.

Incoming resources

All incoming resources are included on the Statement of Financial Activities when the charity is legally entitled to the income and the amount can be quantified with reasonable accuracy.

Resources expended

Expenditure is accounted for on an accruals basis and has been classified under headings that aggregate all cost related to the category. Where costs cannot be directly attributed to particular headings they have been allocated to activities on a basis consistent with the use of resources.

Tangible fixed assets

Depreciation is provided at the following annual rates in order to write off each asset over its estimated useful life.

Equipment & furniture	- 33% on cost
Computer equipment	- 33% on cost

Taxation

The charity is exempt from tax on its charitable activities.

Fund accounting

Unrestricted funds can be used in accordance with the charitable objectives at the discretion of the trustees.

Restricted funds can only be used for particular restricted purposes within the objects of the charity. Restrictions arise when specified by the donor or when funds are raised for particular restricted purposes.

Further explanation of the nature and purpose of each fund is included in the notes to the financial statements.

Hire purchase and leasing commitments

Rentals paid under operating leases are charged to the Statement of Financial Activities on a straight line basis over the period of the lease.

2. ACTIVITIES FOR GENERATING FUNDS

	31.3.16	31.3.15
	£	£
Fundraising events	18,564	6,820
	<u> </u>	<u> </u>

3. INVESTMENT INCOME

	31.3.16	31.3.15
	£	£
Deposit account interest	48	52
	<u> </u>	<u> </u>

4. TRUSTEES' REMUNERATION AND BENEFITS

There were no trustees' remuneration or other benefits for the year ended 31 March 2016 nor for the year ended 31 March 2015.

Trustees' expenses

There were no trustees' expenses paid for the year ended 31 March 2016 nor for the year ended 31 March 2015.

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

5. STAFF COSTS

	31.3.16	31.3.15
	£	£
Wages and salaries	151,968	134,441
	<u> </u>	<u> </u>

The average monthly number of employees during the year was as follows:

	31.3.16	31.3.15
Number of full-time equivalent employees	16	15
	<u> </u>	<u> </u>

No employees received emoluments in excess of £60,000.

6. TANGIBLE FIXED ASSETS

	Equipment & furniture £	Computer equipment £	Totals £
COST			
At 1 April 2015 and 31 March 2016	3,304	1,825	5,129
	<u> </u>	<u> </u>	<u> </u>
DEPRECIATION			
At 1 April 2015 and 31 March 2016	3,304	1,825	5,129
	<u> </u>	<u> </u>	<u> </u>
NET BOOK VALUE			
At 31 March 2016	-	-	-
	<u> </u>	<u> </u>	<u> </u>
At 31 March 2015	-	-	-
	<u> </u>	<u> </u>	<u> </u>

7. DEBTORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Other debtors	235	841
	<u> </u>	<u> </u>

8. CREDITORS: AMOUNTS FALLING DUE WITHIN ONE YEAR

	31.3.16	31.3.15
	£	£
Other creditors	3,200	23,815
	<u> </u>	<u> </u>

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

**NOTES TO THE FINANCIAL STATEMENTS - CONTINUED
FOR THE YEAR ENDED 31 MARCH 2016**

9. MOVEMENT IN FUNDS

	At 1.4.15 £	Net movement in funds £	Transfers between funds £	At 31.3.16 £
Unrestricted funds				
General fund	103,124	(16,814)	(13)	86,297
Restricted funds				
General	153	(46)	13	120
TOTAL FUNDS	<u>103,277</u>	<u>(16,860)</u>	<u>-</u>	<u>86,417</u>

Net movement in funds, included in the above are as follows:

	Incoming resources £	Resources expended £	Movement in funds £
Unrestricted funds			
General fund	208,816	(225,630)	(16,814)
Restricted funds			
General	19,681	(19,727)	(46)
TOTAL FUNDS	<u>228,497</u>	<u>(245,357)</u>	<u>(16,860)</u>

CHIPS - CHILDREN'S INTEGRATED PLAYScheme

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016**

	31.3.16 £	31.3.15 £
INCOMING RESOURCES		
Voluntary income		
Donations	29,702	44,834
Gift aid	1,448	344
Subscriptions	3,583	3,098
	<hr/>	<hr/>
	34,733	48,276
Activities for generating funds		
Fundraising events	18,564	6,820
Investment income		
Deposit account interest	48	52
Incoming resources from charitable activities		
Attendance fees for Playschemes and events	28,106	26,382
Grants	147,046	122,308
	<hr/>	<hr/>
	175,152	148,690
Total incoming resources	<hr/>	<hr/>
	228,497	203,838
RESOURCES EXPENDED		
Charitable activities		
Wages	116,064	108,182
Rent	25,122	24,655
Sundries	494	857
Holiday scheme expenses	1,962	1,573
Entertainment	10,139	5,979
Trips	3,526	5,873
Equipment & maintenance	934	1,526
Gifts	859	912
Training	3,029	2,449
Saturday Club expenses	1,283	1,493
Christmas Party expenses	905	713
SBLO Extra Activities Club expenses	20,147	-
Restricted grant/donation exps	6,956	8,035
	<hr/>	<hr/>
	191,420	162,247
Governance costs		
Accountancy	1,200	1,200
Ofsted registration fees	285	285
	<hr/>	<hr/>
	1,485	1,485
Support costs		

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CHIPS - CHILDREN'S INTEGRATED PLAYScheme

**DETAILED STATEMENT OF FINANCIAL ACTIVITIES
FOR THE YEAR ENDED 31 MARCH 2016**

	31.3.16	31.3.15
	£	£
Management		
Wages		
Rent	35,904	26,259
Insurance	7,854	5,839
Telephone	1,040	798
Postage and stationery	641	338
Sundries	3,395	2,233
Computer expenses	3,409	1,871
Internet	149	547
	60	262
	<hr/>	<hr/>
	52,452	38,147
Total resources expended	<hr/>	<hr/>
	245,357	201,879
	<hr/>	<hr/>
Net (expenditure)/income	<hr/>	<hr/>
	(16,860)	1,959
	<hr/>	<hr/>

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**MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON
MONDAY 4 SEPTEMBER 2017 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

228. RECORDING OF MEETING

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

229. APOLOGIES FOR ABSENCE

None.

230. DECLARATION OF INTERESTS

None.

231. MINUTES

It was **RESOLVED** that:

The minutes of the last meeting held on 30 May 2017 be confirmed as a correct record of the proceedings and signed by the Chairman.

232. QUESTIONS AND/OR STATEMENTS FROM MEMBERS OF THE PUBLIC

There were no members of the public wishing to speak.

233. SICKNESS STATISTICS

The Committee received an up to date report on staff sickness for the year to date January to July 2017.

It was **RESOLVED** that:

The Committee notes the report.

234. DISCIPLINARY AND GRIEVANCE ACTIONS

The Committee noted that there were no disciplinary or grievance actions to report.

235. OVERTIME AND TOIL REPORT

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

It was **RESOLVED** that:

The Committee notes the report.

236. TIME OFF IN LIEU REPORT

The Committee considered a report from the Town Clerk regarding the amount of toil outstanding to each officer.

It was **RESOLVED** that:

- (a) The Committee notes the report.
- (b) The Town Clerk presents a report to the next meeting of the Personnel Sub-committee to examine the current approach to managing Time Off in Lieu.

237. 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.

238. 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.

239. STAFF REPORT

The Committee received a report from the Town Clerk

It was **RESOLVED** that:

Staff reward payments be made to three staff for the reasons outlined in the report.

There being no further business the meeting was closed at 9:25 p.m.

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**REPORT TO A MEETING OF THE POLICY, FINANCE & ADMINISTRATION
COMMITTEE – 16 OCTOBER 2017**

AGENDA ITEM 12 – REVIEW OF THE CIVIC LIST

1. PURPOSE OF THE REPORT

To ask the Committee to consider a review the Civic List of invitees to the Council's Civic events.

2. BACKGROUND INFORMATION

The Council requested that the Civic list be reviewed annually to ensure it remained both up to date and relevant and in 2013 the Council introduced some general principles in terms of individuals whom and which organisations remained on the list and were routinely invited to attend formal events of the Council, in particular Mayor Making and Remembrance Sunday Services. The list was divided into three categories, Core list, organisations and businesses.

The Core list is:

Current town councillors with spouse, partner or guest
Past Mayors with spouse, partner or guest
Where past Mayor is deceased an invitation is sent to the surviving spouse
Town Clerk and spouse or partner or guest
Past town clerks of Hertford without spouse
Sergeants at Mace and spouses / partners
Current Mayors of neighbouring towns and their partners
Chairman of East Herts Council and partner
Chairman of Hertfordshire County Council and partner
Friends of Hertford Castle
Youth Town Councillors
St Johns Ambulance
All those who have received the Freedom of the town of Hertford
Head teachers of all Hertford schools – both state and private
Archdeacon of Hertford
Bishop of Hertford
Bishop of St Albans
Auxiliary Bishop of Westminster
Assistant Rural Dean
All Hertford clergy
Mayor's cadets
Mayors of Hertford's twin towns Evron and Wildeshausen
Lord Lieutenant of Hertfordshire
Marquis & Marchioness of Salisbury
East Herts District Councillors for Hertford
Hertfordshire County Councillors for Hertford
Chief Inspector East Herts

Police and Crime Commissioner for Hertfordshire
Chief Constable of Hertfordshire Constabulary
High Sheriff of Hertfordshire
Vice Chancellor of Hertfordshire University
Chairmen of neighbouring parish councils
MP for Hertford and Stortford
(Essex and Hertfordshire) Company 3rd Battalion The Royal Anglian
Regiment
East of England Ambulance Service
Hertfordshire Fire & Rescue Service

Organisations.

Friends of Evron
Friends of Wildeshausen
Hartford Connecticut Twinning Committee
Hertford Rotary
Hertford Art Society
Inner Wheel
Future Hope
Transition Hertford
Hertford Branch of Christian Aid
Hertford U3A
Hertford & Ware Sea Cadet Corps
Hertford Afternoon Towns Womens Guild
Hertford Symphony Orchestra
The Company of Players
RNLI Hertford Branch
Isabel Hospice
Hertford Bell Ringers
Mudlarks
BEAMS
Sele Farm Community Centre
WRVS
Save the Children
East Herts Citizen Advice Service
Royal British Legion
Hertford Dramatic & Operatic Society
Soroptimist International Hertford & District
Gascoyne Cecil Estates
Hertford & District Camera Club
Riversmead Housing Association
Christmas Alone Organiser
St John Ambulance
Hertford Civic Society
Royal British Legion
British Red Cross
Girl Guides District Commissioner
Hertfordshire Scouts District and County Commissioners
Hertford District Scout Council
Army Cadet Forces
Reserve Forces and Cadet Association
RAF Association
North Road Plowholders Group

936 Hertford & Ware ATC Corps
Royal Naval Association
Hertford Museum Curator
Chairman of Museum Trustees
Beds & Herts Regiment Association
Hertfordshire Probation Trust
Hertford Choral Society
Courtyard Arts
Mind in Mid Herts
Hertfordshire Association of Town and Parish Councils
Hertford Society of Friends (Quakers)
Street Pastors

Media Representation

Axis Magazine
Bob FM
Hertfordshire Mercury
Hertfordshire Life

Business Representation

The businesses currently on the list and due for review annually are as follows:

Waitrose, Sainsbury and Tesco Managers
McMullens
Austin's Funeral Care
Longmores
Thomas Child Estate Agency
The Auto Agency
Bentley House
Clover Kitchens
Pretty Gorgeous Cake Company
Winner of HEN for the current year
Winner of Cheerful Trader for the current year

There is also a separate business list which works alongside the Civic List, and based on the Hertford Entrepreneurs database. The business list is used for invitations to all events organised by the Council outside of the Remembrance and Mayor making events.

Incoming Mayor Personal Invitations to Mayor Making.

Up to 15 guests – Friends and family, plus 5 Hertford based small businesses.

3. CURRENT SITUATION

The current list has been used for the Remembrance Service in 2016 and 2017 and the 2017 Mayor Making Ceremony and appears to have worked well, but the Committee may have recommendations for additions to the list.

4. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **notes** the report.
- b) The Committee **considers** the content of Civic list and makes recommendations for additions as appropriate.

Report by Tricia Carpenter – Civic Administration Manager

FPA Objectives – 2016-19

OBJECTIVE: 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		
Action Required	Success Criteria	Responsible Committee
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 October 017:		
Police recently recommenced meeting with Councillors to agree policing priorities for Hertford. Meeting took place on Monday 4 th September 2017		
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 October 2017:		
This is done. The Museum write to the Town Council in November to apply for grant for the following financial year. The letter of application notes the project/initiatives that the Museum has recently run together with attendance figures.		
This objective is completed for 2017/18.		
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 October 2017:		
Allocation of funding was made in March 2017.		
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 October 2017:		

At present there are 24 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.

This objective is on track

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

Action Required	Success Criteria	Responsible Committee
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 October 2017:

Grants are awarded at every FP&A Committee to a variety of recipients, most recently including:

East Herts Diversionary Activities towards the cost of the 2017 programme of activities for young people - £1 000

Hertford International Concert Series towards the cost of performers' fees - £1 200

Sele Farm Womens Club – contribution to events to celebrate the Club's 60th anniversary - £500

This objective is on track

OBJECTIVE: Positively Influence Spatial and Economic Development

Action Required	Success Criteria	Responsible Committee
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 2017

A programme is being implemented and the objective is on track

Undertake or examine the feasibility of the Town Council undertaking local highways verge and signage maintenance as part of Hertfordshire	Council decision made following the trial period around future scope of this activity. If approved may lead to improved response times for maintenance contributing	FP&A
--	---	------

<p>County Council Highways Together Initiative.</p> <p>Full scope of work will be set following a 3 month trial period.</p>	<p>to a more pleasant environment.</p>	
<p>Progress as of June 2017:</p> <p>Work is planned for October 2017 to clear overhanging vegetation and bushes from the footway in Sacombe Road. The scheme works well on an adhoc basis but the Council is not able to carry out regular maintenance of areas of highway land, the responsibility for this lies with the County and District Councils</p> <p>This objective is on track</p>		
<p>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&A</p>
<p>Progress as of October 2017:</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>OBJECTIVE: Effective Governance</p>		
<p>Action Required</p>	<p>Success Criteria</p>	<p>Responsible Committee</p>
<p>Undertake regular reviews to Council policy and Constitution (this includes to all standing Orders and Financial Regulations). Develop news 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&A</p>
<p>Progress as of October 2017:</p> <p>This is done on a regular basis. The full Constitution was last reviewed and adopted on 27 March 2017.</p> <p>This objective is on track.</p>		
<p>Review spending programmes (such as for New Home Bonus</p>	<p>Spending programmes remain fit for purpose and</p>	<p>FP&A</p>

PAPER H

funding) as part of the annual budget setting process.	result in positive outcomes.	
<p>Progress as of October 2017:</p> <p>Most recent New Homes Bonus allocations were made in March 2017.</p> <p>Consideration is being given to the further application of these funds and recommendations will be made to the next FP&A meeting in January 2018</p> <p>This objective is on track</p>		
Ensure all requirements of the Council's Standing Orders and Financial Regulations are met when spending public money.	Assurance provided on an annual basis by the Town Clerk.	FP&A
<p>Progress as of October 2017:</p> <p>No updates have been made recently to the Councils Standing Orders as they are revised annually with the last update taking place on 27th March 2017.</p>		
Continue to meet financial transparency requirements including regular publication of Council expenditure.	Assurance provided on an annual basis by the Town Clerk.	FP&A
<p>Progress as of October 2017:</p> <p>This is done on a quarterly basis to FP&A Committee. For Financial year 2016/17 the Council received positive internal and external audit reports confirming the financial management processes are well managed. The first internal audit visit for 2017/18 takes place in November</p> <p>This objective is on track.</p>		
Ensure recommendations made following internal and external financial audits are fully undertaken in a timely way	Town Clerk develops action plans and ensures their timely completion, reporting to Committee as appropriate.	FP&A
<p>Progress as of October 2017:</p> <p>The feedback from both the internal and external auditor is always excellent and any recommendations are implemented.</p>		
Develop and implement training and development	Plans in place and training records held and	FP&A

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plans for Councillors and Staff.	reported to Personnel Sub Committee.	
<p>Progress as of October 2017:</p> <p>A full-year staff training plan was approved at Personnel Sub Committee on 30 May 2017 and is being implemented. For example staff undertook safeguarding training for protection of children and vulnerable adults (both July 2017). Staff have individual training plans set during the appraisal process and based on the overall staff training plan.</p> <p>Councillors training is arranged on a more individual basis. One member recently attend a training course on effective working relationships.</p> <p>This objective is on track.</p>		
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 October 2017:</p> <p>All risks assessment are reviewed regularly.</p> <p>This objective is on track.</p>		
Adopt and monitor Key Performance Indicators for the provision of Council services. Take corrective action as required.	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 October 2017:</p> <p>This is done on a quarterly basis. This objective is on track.</p>		
OBJECTIVE: Customer Service (Improvement Objective)		
Action Required	Success Criteria	Responsible Committee
Increase awareness amongst all Officers of what represents excellent customer service; embed best practice in all aspects of the customer	Increased awareness of how job role and responsibility directly impacts on customers	FP&A

service that the Council provides.		
<p>Progress as of October 2017:</p> <p>All staff have a customer service related goal in their personal objectives. Customer service training being arranged for the whole staff group.</p>		

**REPORT TO FINANCE, POLICY AND ADMINISTRATION COMMITTEE –
16 OCTOBER 2017**

AGENDA ITEM 14 – COURTYARD ARTS FUNDING REQUEST

1. PURPOSE OF THE REPORT

In March 2017 Committee considered and approved a grant application to provide funding for a proposed extension at Courtyard Arts.

2. BACKGROUND INFORMATION

Courtyard Arts runs a programme of arts exhibitions, classes, events and outreach activities at its existing base in Port Vale, Hertford.

Plans have been drawn up to reconfigure the existing site to increase classroom capacity and provide a multipurpose space by enclosing the courtyard. A glazed atrium over the existing courtyard would allow use of the space year-round for additional gallery, retail and café space and for events including concerts and art talks.

Planning permission was granted for the proposals in 2015.

3. APPROVED FUNDING

The grant to Courtyard Arts was approved on the following basis:

The Committee approves funding of £10,000 from the New Homes Bonus in principle, provided match funding is approved from both East Herts Council and the Arts Council.

4. PROJECT PROGRESS

Courtyard Arts have made significant progress in assembling funding for the project work in developing and designing the improvement works to their current site. In September 2017 they were also successful in securing a £100,000 grant for the construction works.

In total Courtyard Arts have secured £11,640 for the project works and £100,000 for the construction works. There is a grant application pending for a further £1,000 contribution towards project costs.

At present Courtyard Arts have not secured funding from the Arts Council but are of the view that confirmed financial support from the Council (and the Council making funds available) will assist future applications to the Arts Council.

Committee is asked to reconsider the requirement for matching funds from the Arts Council to remain a stipulation of the Council releasing the approved £10 000 grant.

5. RECOMMENDATION

It is **RECOMMENDED** that:

- a) The Committee **considers** the removal for the stipulation that matched funding is required from the Arts Council as a requirement of releasing the £10 000 grant to Courtyard Arts.
- b) The Committee **notes** the report.

Report By: Joseph Whelan, Town Clerk

REPORT TO A MEETING OF THE POLICY, FINANCE & ADMINISTRATION COMMITTEE – 16 OCTOBER 2017

AGENDA ITEM 15– MILITIA COLOURS

1. PURPOSE OF THE REPORT

To present the enquiries done in the past months regarding the militia colours and detail on the options available.

2. BACKGROUND INFORMATION/CONTEXT

The Town Council owns five historic militia colours that are currently stored at Hertford Museum.

The colours are:

- Regimental Colour of the Hoddesdon and Stanstead Volunteers
- Union Flag
- Tottenham Volunteers – Flag of the Tottenham Armed Association
- Union Flag with painted Cartouche bearing the GR Cypher
- Colour of the East Hertfordshire Regiment of Local Militia

According to a report undertaken in October 2014 by a Textile Conservator, the colours are in various states of repair with only one of them described as being in fair condition; all the remaining four colours are in a worse condition. This is despite some conservation having taken place in the recent past.

In addition, the current storage case of the flags has a number of shortcomings:

- It is physically too small
- The internal materials comprising the storage case including jute and hessian are damaging the colours as the materials degrades –including through the emission of acid and off-gas.
- Accessing the flags is extremely awkward unless the flexing of the degraded and damages fibres of the colours.

In October 2016 the FPA Committee received a report outlining costs associated with refurbishing the Militia Colours. The decision then was to make further enquiries at the Imperial War Museum and Hertfordshire Archives for assistance with the refurbishment and future storage and/or display, or advice on funding. It was agreed to earmark £10,000 from the current financial year, for match funded repairs or other options, pending further investigations.

3. CURRENT SITUATION

In the past months various leads were followed, seeking advice the future care and ownership of the five colours.

Responses received

- The Imperial War Museum (IWM) does not store items from before the First World War. They offered some practical advice on how to store the colours.
- Hertfordshire Archives only consider the possible storage/cataloguing of written documents and not other military items.
- The Bedfordshire and Hertfordshire Regimental Museum responded that the colours are not from the geographical area of interest for their Museum.

The Hertfordshire Regiment Museum is part of the Hertford Museum where the colours are currently in storage.

The British Museum, the National Maritime Museum, the National Army Museum, North Hertfordshire Museum, and the Hertfordshire Association of Museums were unable to directly assist in this instance.

Suggestions received

The Curator of the Army Museums Ogilby Trust recommended that the colours are displayed in a public place and left as such to gradually deteriorate.

The argument behind this is that when colours are laid up they are considered to be “dead and buried” as they represent the heart of a Regiment. It was suggested that restoring the colours would actually be an irreverent act.

All existing Regiments follow this practice and receive new colours from the Sovereign, however the regiments represented by the five colours have all disbanded.

The Curator of the Bedfordshire and Hertfordshire Regimental Museum recommended that for the good preservation of the colours they should be stored in an appropriate box, with a UV glass and controlled humidity and temperature. However, it was suggested that any conservation work might not be feasible for the Council because it is a never-ending process.

Cheapest conservation options, as offered in the 2014 report by the textile conservationist, would cost £24,560. However, the textile conservationist did not offer any guarantee for the work and it is not known how long the work would last before additional conservation is needed.

Restoration (which means adding new materials to the colours) would also not be a desirable option because it alters the original historical item.

Possible solutions

The Curator of the Bedfordshire and Hertfordshire Regimental Museum recommended one of the following two solutions for the colours:

1) To be sold to the free market.

There is a market for collectors of military paraphernalia and a few auction houses that can could handle such items. However, HTC would not have any control over the colours once they are sold, meaning there is a risk that the colours might leave the country, as no licence is needed for international selling.

This option carries a risk of dissatisfaction from the public that the Council is disposing of the colours. However the Council could opt to donate proceeds from selling of the colours to a charity.

Preliminary valuations from auction houses and a museum curator estimated the range of £5,000 to £15,000 and possibly more.

Nevertheless, it should be considered that for historical items there is an insurance value, a commercial value and an auction estimate (a beginning price, or a recommended price with no required minimum) and that these three prices may not match.

In case the items are moved to an auction house, they should be thoroughly documented beforehand.

2) To display the colours in churches.

As such, they would in effect be left to disintegrate. This would involve hanging the flags on poles at a height that is not within reach for the members of the public (such as 20 ft. up). The light and humidity in churches will accelerate the deterioration of the colours. It is possible that the flags will only survive another century before they become smithereens. Personal advice from the Curator was that the colours would deserve a better fate.

4. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **notes** the report.
- b) The Committee **considers** which options would be best to be pursued for the militia colours.

Report by Maria Iancu – Project Officer

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REPORT TO A MEETING OF THE POLICY, FINANCE & ADMINISTRATION COMMITTEE – 16 OCTOBER 2017

AGENDA ITEM 16 – GOVERNANCE OF COUNCIL BUDGET SETTING

1. PURPOSE OF THE REPORT

To provide members with a position statement on the governance process in place for budget setting at the Council and to indicate possible changes that may affect income/expenditure in future years.

2. BUDGET COMPONENTS

There are several elements to the Council's budget. Each of which are discussed below. Section 3 of this report comments on the governance process in place for the preparation and approval of the annual budget.

The Council's income budget consists of the following components:

- Precept
- Operational income including from commercial activities
- New Homes Bonus
- Localisation of Council Tax Support Grant

The Council's expenditure budget consists of:

- Wages
- General Expenditure
- Expenditure from Earmarked Reserves

The Council has holds funds in the following reserves:

- General Reserve
- Building Maintenance Reserve
- CCTV Maintenance Reserve
- Election Reserve
- New Homes Bonus Reserve
- LCTS Grant Reserve
- Pinehurst Paly area and Field

In addition to the above the Council manages on behalf of the Mayor, the Mayor of Hertford Appeal Fund. The Council also assists the Trustees in the management of the funds belonging to the Ancient Charities of Hertford.

Precept

The Council has power to raise the precept. The precept is an order to a billing authority to pay a local council (or parish meeting) a named sum. In the case of the council the billing authority is East Herts Council.

In calculating the level of Precept the Council must establish a budget sufficient to cover the four following classes of items:

- a) next year's expenditure, including an allowance for contingencies;
- b) outstanding expenditure incurred in previous years;
- c) expenditure likely to be incurred before the precepted sum becomes available; and
- d) payments to a capital fund or building maintenance reserve.

The Council has lodged precepts in recent years as shown in the table below. The precept (set against a charge to a Band D property for the purposes of Council Tax) has risen by 3% since 2009/10. The total income generated by the precept has two main determinants; the number of properties liable to a Council Tax charge (the tax base) and the level of the charge set.

For example the Council froze its Band D charge for 2016/17 but its precept income increased as result of the size of the tax base rising from the previous year.

YEAR	PRECEPT	TAX BASE	CHARGE TO BAND D PROPERTY	% INCREASE IN BAND D CHARGE	% MOVEMENT IN RPI INDEX
2009/2010	£1,034,029	11,305.14	£91.47	4.4%	4.45%
2010/2011	£1,036,064	11,327.02	£91.47	0.0%	5.35%
20/11/2012	£1,039,260	11,361.30	£91.47	0.0%	3.57%
2012/2013	£1,059,555	11,583.01	£91.47	0.0%	3.27%
2013/2014	£1,017,498	10,800.31	£94.21	3.0%	2.45%
2014/2015	£1,025,845	10,888.92	£94.21	0.0%	0.90%
2015/2016	£1,049,700	11,141.68	£94.21	0.0%	1.56%
2016/2017	£1,076,800	11,429.55	£94.21	0.0%	(est) 2.26%

In setting the precept, the Council takes into account the items listed (a) to (d) above. The Development and Leisure Committee and Community Services Committee consider the budgetary implications for the provision of the services overseen by those committees. The Finance Policy and Administration Committee considers changes to overall budget identified by the Community Services and Development and Leisure Committee.

As such there is significant opportunity for scrutiny of the setting of the Council's annual budget.

Operational Income

The main components of operational income are:

- Income from private hire of the Castle and Mill Bridge Rooms
- Income from ticketed events - the open air cinema
- Cemetery and allotment fees
- Income generated by the Town and Tourist Information Centre

- **Property Leases**

Income for private hire exceeds the direct costs (staffing costs being the main component). Income from ticketed events such as the open air cinema including from ticket sales and sponsorship exceed the direct cost of running the event.

Income from the cemetery and the allotment sites do not generate a surplus. The operation of the TTIC does not generate a surplus. However the position of the Council for these services is that given that it is reasonable to provide the necessary financial support (subsidy) to ensure the provision of these key services.

The Council generates income on the leasing of property it owns or retains the head lease for. This income reduces the net cost to the Council of leasing the Castle and managing the Mill Bridge Rooms.

New Homes Bonus

East Herts Council chooses to forward an element of the new Homes Bonus income it receives from the Government to the Council. The payment is made on an annual basis against a settlement letter that East Herts Council received each year that advises on the NHB grant to be received in the following financial year.

For 2017/18 the New Homes Bonus grant received by Hertford Town Council is £277 467.

Wages

The pay structure within the Council was not amended during the recent restructuring of the Officer Group. New posts have been added and some removed. For posts that were present in the old and current structure the pay scales remained unchanged. The annual (cost of living) salary rises are subject to national collective bargaining and are set externally to the Council.

Annual increments are paid subject to satisfactory performance and the policies in the Staff Handbook.

Staff appointments are overseen by the Personnel Sub Committee.

General Expenditure

The programme of expenditure has been drawn up over a number of years with decisions taken by Committee and ultimately Full Council. The same decision making process is in place for the discussion and approval of expenditure that is additional to the currently approved programme.

Expenditure that is additional to this programme is added (normally) for a new financial year. The Council's Standing Orders has clear decision making processes detailed in the event that urgent expenditure may be required.

The Council provides grants to individuals, the North Road Plotolders (allotments) and Hertford Museum. The process in considering the grants as part of both the annual budget preparation and awarding funds to individual grant applications is discussed further in section 3 of this report.

Expenditure from Earmarked Reserves

There are a number of reserves that are in place. The reserves have arisen for a variety of reasons that are explained in the list below:

General Reserve – established to cover general contingencies that are not identified in separate reserves.

Building Maintenance Reserve – to cover contingencies or single one-off expenditure on significant items

CCTV Maintenance Reserve – Hertfordshire CCTV Partnership will be undertaking a technical review of all of the CCTV equipment that located in the various locations across Hertfordshire. The contingency may be needed for new technology such as new cameras or equipment needed to transfer from fibre based communication of images to the CCTV control room to a wireless based system.

Election Reserve – to ensure sufficient funds are available to cover for the election of the entire Town Council in 2019.

New Homes Bonus Reserve – providing a separate earmarked reserve for expenditure on capital or revenue schemes to enhance local communities that are accommodating new housing development.

LCTS Grant Reserve – funds provided by Government in April 2014 and April 2015 to reduce financial pressures on local councils with the expectation that council Tax charging authorities pass a proportion on to parish and town councils. .

Pinehurst Playground and Playing Field reserve – to cover for maintenance and repair.

It should be noted that the term earmarked reserve is used to indicate that a particular future expenditure has been identified and allocated. The funds termed earmarked reserves are not held in separate bank accounts to the general reserve.

3. GOVERNANCE OF BUDGET PREPARATION

In terms of processes the following matters merit some further consideration.

Precept and Reserves

The National Association of Local Councils (NALC) guidelines contains advice that it is good practice to hold a general reserve in the order of 3-6 months' of the annual expenditure of the Council.

This good practice extends to the use of earmarked reserves for specific purposes. It is sometimes necessary to build up reserves over a period of time covering more than one financial year. This is because the sum needed to be available in an earmarked reserve could be substantial relative to overall annual income. Building reserves gradually means that other areas of spending are not put under additional pressures by diverting significant sums to earmarked reserves (or direct expenditure) over a short period of time.

It is also good practice to have earmarked reserves to demonstrate careful and effective budgetary control for potentially significant spending and to have allocated reserves for this purpose.

Leaving earmarked reserves in the general reserve may lead to a distortion in the overall financial resilience of the Council. If the general reserve builds to higher than the 3-6 months advised by NALC then that reserve could be drawn on to either reduce the annual precept or continue the freezing of the precept for an unsustainable period of time. If the income raised through the precept does not increase at least in line with inflation then the spending power of the Council is actually reduced.

The Council has a number of issues accounted for in earmarked reserves. If this money was transferred to general reserves and then called upon in quick succession it could appear that the Council is reducing its general reserve in an 'unplanned' and ad-hoc way.

Though some of the earmarked reserves may not be drawn down in the current financial year it is good practice to have that reserve in place for expected and targeted expenditure.

Committee is asked to comment on the current approach to general and earmarked reserves.

New Homes Bonus Reserve

The Council is holding a reserve that is continuing to be added to as further New Homes Bonus funding is received.

There is a list of schemes that are earmarked to be funded by New Homes Bonus funding including the streetscape improvements to Bull Plain/Maidenhead Street/The Wash.

New Homes Bonus is an unringfenced grant that can be used for capital or revenue expenditure to improve local communities. At present the allocation process for New Homes Bonus expenditure does seek direct input from residents and businesses in Hertford.

The New Homes Bonus Guidance requires that local communities are consulted on the use of the funds.

One way to achieve this input can be to use the feedback ideas/suggestions that are coming forward as part of the neighbourhood planning work the Town Council is involved in for Sele and Bengeo wards. For the two wards of

Hertford where neighbourhood planning work is not underway a separate consultation process would need to be established.

Committee is asked to comment on the New Homes Bonus funding allocation process currently in place and any changes it wishes to see to that process.

Operational Income

Section 2 of this report notes the service areas of cemetery and allotment provision and the operation of the Town and Tourist Information centre where the cost of service provision is not exceeded by the income generated.

Committee is asked to comment on those service areas and to discuss any changes they wish to see in how those services are provided.

Award of Grants

The Council operates a detailed application and feedback process for the award of grants from the Community Grants part of the annual budget. Committee are asked for their views as to whether this approach should be extended to all organisations who receive grants from the Council.

4. MEDIUM TERM BUDGET PRESSURES

As noted in Section 1 of this report the Council has been able to keep the Band D Council tax charge for its precept unchanged for the past five financial years including 2017/18.

The Council also has a general reserve and earmarked reserves in place for a number of specific issues. The Council is not in direct receipt of Government funding. As such the Council budgetary process are not subject to the same/extant pressures that the higher level councils are.

As such there is no direct pressure on the element of the budget that is related to Council Tax in the foreseeable future. The Council, in maintaining the Band D charge, has not had to consider the impact of the referendum principle for parish and town council who wish to raise their precept.

Whilst New Homes Bonus is not provided directly to the Council by Government it is a matter that is directly controlled at a national level. The 2017/18 New Homes Bonus settlement letter of the Town Council (received from East Herts Council in December 2017) is attached as Appendix 1.

The comments about reducing the number of years payment to 5 years for some previous NHB allocations and for 4 years going forward for are important since they directly affect the sums the Council will receive.

Further changes to the payment of New Homes Bonus in the future will have a direct effect on the sums received by the Council.

5. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **notes** the report.
- b) The Committee **comments** on the governance of budgetary setting process of the Council

Report by Joseph Whelan – Town Clerk

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**HERTFORD TOWN COUNCIL
BANK RECONCILIATION AS AT 30th JUNE 2017**

HSBC Current Account	0.01
HSBC Deposit Account	1,699,238.22
HSBC Money Market Account	0.00
	<hr/>
	1,699,238.23

Less:

Cheques drawn but not debited to bank account as at 30th June 2017	
HSBC Current Account	(31,169.39)
	<hr/>
	(31,169.39)


Plus:

Receipts shown as received in the period but not banked before close of business on 30th June 2017	
	0.00
	<hr/>
	0.00

Balance as per Sage Accounts System	<hr/>
	1,668,068.84

Nominal Ledger Code 1200 HTC Current Account	(31,169.38)
Nominal Ledger Code 1205 HTC Deposit Account	1,699,238.22
Nominal Ledger Code 1230 HTC Money Market Account	0.00
	<hr/>
	1,668,068.84

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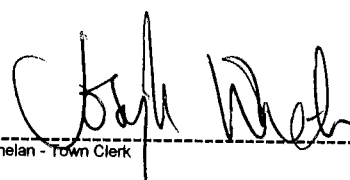


Stephen Davies - Finance Manager

27th July'17

Date

Reconciliation independently checked by:



Joseph Whelan - Town Clerk

7 August 2017

Date

**HERTFORD TOWN COUNCIL
BANK RECONCILIATION AS AT 31st JULY 2017**

HSBC Current Account	0.01
HSBC Deposit Account	1,894,572.22
HSBC Money Market Account	0.00
	<hr/>
	1,894,572.23

Less:

Cheques drawn but not debited to bank account as at 31st July 2017	
HSBC Current Account	(18,907.99)
	<hr/>
	(18,907.99)

Plus:

Receipts shown as received in the period but not banked before close of business on 31st July 2017	
	0.00
	<hr/>
	0.00

Balance as per Sage Accounts System	<hr/>
	1,875,664.24

Nominal Ledger Code 1200 HTC Current Account	(18,907.98)
Nominal Ledger Code 1205 HTC Deposit Account	1,894,572.22
Nominal Ledger Code 1230 HTC Money Market Account	0.00
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	1,875,664.24

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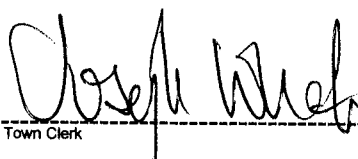


Stephen Davies - Finance Manager

16th August 2017

Date

Reconciliation independently checked by:



Joseph Whelan - Town Clerk


16 August 2017

Date

**HERTFORD TOWN COUNCIL
BANK RECONCILIATION AS AT 31st AUGUST 2017**

HSBC Current Account	0.01	
HSBC Deposit Account	1,836,759.29	
HSBC Money Market Account	0.00	
		1,836,759.30
 Less:		
Cheques drawn but not debited to bank account as at 31st August 2017		
HSBC Current Account	(42,796.54)	
		(42,796.54)
 Plus:		
Receipts shown as received in the period but not banked before close of business on 31st August 2017		
	0.00	
		0.00
 Balance as per Sage Accounts System		1,793,962.76
 Nominal Ledger Code 1200 HTC Current Account		
		(42,796.53)
Nominal Ledger Code 1205 HTC Deposit Account		1,836,759.29
Nominal Ledger Code 1230 HTC Money Market Account		0.00
		1,793,962.76

Reconciliation performed by:

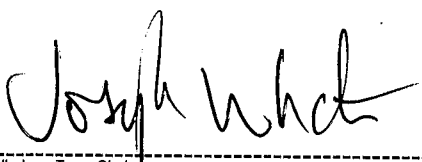


Stephen Davies - Finance Manager

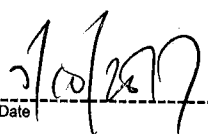
29/09/2017

Date

Reconciliation independently checked by:



Joseph Whelan - Town Clerk




Date

**HERTFORD TOWN COUNCIL
BANK RECONCILIATION AS AT 30th SEPTEMBER 2017**

HSBC Current Account	0.01
HSBC Deposit Account	2,405,731.62
HSBC Money Market Account	0.00
	<hr/>
	2,405,731.63
Less:	
Cheques drawn but not debited to bank account as at 30th September 2017	
HSBC Current Account	(59,263.10)
	<hr/>
	(59,263.10)
Plus:	
Receipts shown as received in the period but not banked before close of business on 30th September 2017	
	0.00
	<hr/>
	0.00
Balance as per Sage Accounts System	<hr/>
	2,346,468.53
Nominal Ledger Code 1200 HTC Current Account	(59,263.09)
Nominal Ledger Code 1205 HTC Deposit Account	2,405,731.62
Nominal Ledger Code 1230 HTC Money Market Account	0.00
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	2,346,468.53
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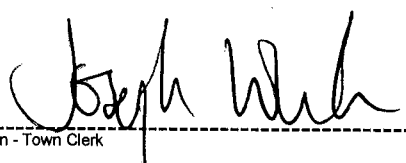


Stephen Davies - Finance Manager

05/10/2017

Date

Reconciliation independently checked by:



Joseph Whelan - Town Clerk

5/10/2017

Date

General Account: 31169955	REF	REASON FOR PAYMENT	PETTY CASH	NETT	TOTAL
	204933	01/06/2017 PR LR Rowena Calvert		277.20	£277.20
	204934	01/06/2017 PR LR Corn Exchange		39.60	£39.60
	204935	01/06/2017 PR LR Oastlodge		£1,002.57	£1,203.08
	204936	06/06/2017 PR LR Officer		£11.63	£11.63
	204937	06/06/2017 PR LR Harpenden Town Council		£25.00	£25.00
	204938	07/06/2017 PR LR Amy Pettigill		£290.00	£290.00
	204939	07/06/2017 PR LR Andrew Sangster		£162.00	£162.00
	204940	07/06/2017 PR LR Hertford Civic Society		£107.79	£107.79
	204941	PR LR Cancelled Cheque		£0.00	£0.00
	204942	14/06/2017 PR LR Mayor		£13.05	£13.05
	204943	19/06/2017 PR LR Borough of Broxbourne Mayor's Charity (2017/2018)Fund		£20.00	£20.00
	204944	20/06/2017 PR LR Hertford Choral Society		£554.40	£554.40
	204945	20/06/2017 PR LR R.W. Bennett & Son		£750.00	£750.00
	204946	20/06/2017 PR LR Clear IT Solutions		£469.79	£469.79
	204947	20/06/2017 PR LR L.H. Cook		£952.74	£1,143.29
	204948	20/06/2017 PR LR DCRS		£416.15	£499.38
	204949	20/06/2017 PR LR East Herts Council		£5,383.22	£6,449.62
	204950	20/06/2017 PR LR Cancelled Cheque		£0.00	£0.00
	204951	20/06/2017 PR LR East Herts Signs		£1,037.23	£1,244.68
	204952	20/06/2017 PR LR Eilor		£1,907.15	£2,288.58
	204953	20/06/2017 PR LR E.On		£107.52	£112.90
	204954	20/06/2017 PR LR Fingerprints		£120.00	£144.00
	204955	20/06/2017 PR LR Fore Street		£589.54	£707.45
	204956	20/06/2017 PR LR Fresh Toilet Company		£425.00	£510.00
	204957	20/06/2017 PR LR Froom & Co		£30.00	£756.00
	204958	20/06/2017 PR LR Gabriel's Honey Farm		100.00	£100.00
	204959	20/06/2017 PR LR Gascoyne Cecil Estates		16,458.39	£16,458.39
	204960	20/06/2017 PR LR Helping Hand		370.00	£444.00
	204961	20/06/2017 PR LR Hertford Art Society		10.00	£10.00
	204962	20/06/2017 PR LR The Hertfordshire Agricultural Society		1,188.90	£1,426.68
	204963	20/06/2017 PR LR Hertfordshire County Council		479.19	£545.03
	204964	20/06/2017 PR LR IAM Consulting Services		445.00	£534.00
	204965	20/06/2017 PR LR Iivet		447.00	£536.40
	204966	20/06/2017 PR LR JCDecaux UK Ltd		3,380.00	£4,056.00
	204967	20/06/2017 PR LR Landscape Supply Co		138.66	£166.40
	204968	20/06/2017 PR LR Michaels Civic Robes		260.70	£312.84
	204969	20/06/2017 PR LR Muclarks		540.00	£540.00
	204970	20/06/2017 PR LR I155 Creative		369.10	£442.92
	204971	20/06/2017 PR LR Pearce Group		25.00	£30.00
	204972	20/06/2017 PR LR Charlie Pegg		50.00	£50.00
	204973	20/06/2017 PR LR PH Ltd (Plowright Hinton Ltd)		130.00	£156.00
			0.00	39,683.52	43,682.06

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



Cllr Linda Redford

Date

6.7.17

Date

Signature SN:

Cllr Sally Newton



Signature PR

Date

29th June 17

General Account 31169955			REASON FOR PAYMENT	PETTY CASH	NETT	TOTAL
204974	20/06/2017	PR LR Pitney Bowes	Purchase of postage for Franking Machine		963.00	£963.00
204975	20/06/2017	PR LR Pure Choice	Catering for the DS Suite		1,603.72	£1,924.46
204976	20/06/2017	PR LR Cancelled Cheque			£0.00	£0.00
204977	20/06/2017	PR LR Stan Reynolds Stonemason	Refurbish Castle Lions		£450.00	£450.00
204978	20/06/2017	PR LR Ricky Tyler Landscapes	Maintenance of Castle Grounds/Pinehurst/Bluecoates		£869.99	£1,043.99
204979	20/06/2017	PR LR Sioned Rogers	Hire of Chair Covers/Flowers for DS Suite		£1,400.00	£1,400.00
204980	20/06/2017	PR LR Sage (UK) Ltd	Sagecover Renewal		£733.00	£879.60
204981	20/06/2017	PR LR Southfield Stationers	Stock items for TIC		£593.60	£712.32
204982	20/06/2017	PR LR Steve Beeston	Photography at Mayormaking		£120.00	£120.00
204983	20/06/2017	PR LR South West Communications Group	Castle Telephone Charges		£144.94	£173.93
204984	20/06/2017	PR LR Spotlight Security	Security for Events		£247.00	£296.40
204985	20/06/2017	PR LR ST John Ambulance	Provision of First Aid Cover for Events		£82.00	£98.40
204986	20/06/2017	PR LR RD Webb	TIC Windows cleaned		£24.00	£24.00
204987	20/06/2017	PR LR Unison	Union Contributions month 2		£83.45	£83.45
204988	20/06/2017	PR LR Broadmead Leisure Ltd	Pinehurst Maintenance Inspection		£75.00	£90.00
204989	20/06/2017	PR LR Reg's Coaches Ltd	Daily Coach Tours		£1,288.80	£1,288.80
204990	22/06/2017	PR LR East Herts District Council	Charity Market Licence		£22.10	£22.10
204991	22/06/2017	PR LR East Herts District Council	Charity Market Licence		£22.10	£22.10
204992	22/06/2017	PR LR East Herts District Council	Charity Market Licence		£22.10	£22.10
204993	23/06/2017	PR LR Electrical Testing	Inspection of Street Lighting		£1,538.68	£1,846.42
						£0.00
						£0.00
						£0.00
						£0.00
				0.00	10,283.48	11,461.07

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



6.7.17

Cllr Linda Radford

Signature SN:

Date

Cllr Sally Newton

Signature PR


Date



29th June 17

REF	REASON FOR PAYMENT	PETTY CASH	NETT	TOTAL
204994	Travel Expenses		28.35	£28.35
204995	Travel Expenses		65.00	£65.00
204996	Mayoral ticket to Herts Convalescent Trust Tea Party		£12.50	£12.50
204997	Community Grant		£500.00	£500.00
204998	Community Grant		£1,200.00	£1,200.00
204999	Community Grant		£1,000.00	£1,000.00
205000	Office 365 Licences		£82.05	£82.05
205001	Castle Photocopier charges		£282.90	£282.90
205002	MOHAF Charity Money		£3,705.86	£3,705.86
205003	Cancelled Cheque		£0.00	£0.00
205004	Travel Expenses/purchase of panic alarm		£27.74	£27.74
205005	Refurbish Castle Lions (replacement Cheque)		£450.00	£450.00
205006	Items purchased for basement		£11.57	£11.57
205007	Deposit for Circus workshop		£100.00	£100.00
205008	Sale of tickets for Absolute Bowie		£861.30	£861.30
205009	Travel Expenses		£22.50	£22.50
205010	Cancelled Cheque		£0.00	£0.00
205011	Petition for Faculty		£291.40	£291.40
205012	2 tickets for 'Last Night at the Proms Concert'		£16.00	£16.00
205013	Travel Subsistence/ Expenses		£29.93	£29.93
205014	Travel Expenses		£32.50	£32.50
205015	2 Tickets for Mayor's Garden Party & Lunch Buffet		£30.00	£30.00
205016	Art Sales at TIC 11/05/17-15/07/17		£185.60	£185.60
205017	Graves dug at Hertford Cemetery		£1,000.00	£1,000.00
205018	Taxi Marshals		£2,704.00	£2,704.00
205019	Repairs to Play equipment at Pinehurst		£365.00	£365.00
205020	Membership Fee		£35.00	£35.00
205021	Various repairs at Castle/ Millbridge Rooms		£295.20	£295.20
205022	Walking Guides for TIC		£35.00	£35.00
205023	Adjust Cisternister at Seed Warehouse		£113.53	£113.53
205024	Stock items for TIC		£80.91	£80.91
205025	Computer/Back Up/Support		£413.68	£413.68
205026	Stock items for TIC		£139.00	£139.00
205027	Bait/check rodent boxes at Allotment Sites		£637.50	£637.50
205028	Provision of HR support/refuse collection		£501.03	£501.03
205029	Wipe clean cheques/ repair to notice board/key/Bengeo gate fittings		308.69	308.69
205030	Supply of energy to CCTV Cameras/Floodlights at Parliament Square		206.28	206.28
205031	Purchase of items for Groundstaff		325.00	325.00
205032	Contractual Maintenance		351.95	351.95
205033	Cancelled Cheque		£0.00	£0.00
205034	Various leaflets/posters for events/Neighbourhood plans		401.00	401.00
		0.00	16,847.97	17,940.85


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 3/8/17
 Cllr Linda Radford

Signature SN:  Date 4/8/17
 Cllr Peter Ruffles

General Account: 31169955	REF	REASON FOR PAYMENT	NETT	PETTY CASH	TOTAL
	205074	28/07/2017 PR LR Mayoral	38.25		£38.25
	205075	31/07/2017 PR LR Oakleigh Fairs	297.50		£397.00
	205076	31/07/2017 PR LR The Royal British Legion	£37.00		£37.00
	205077	01/08/2017 PR LR David Ogilvie Engineering	£1,614.00	322.80	£1,936.80
	205078	04/08/2017 PR LR Herford Museum	£33,873.25		£33,873.25
	205079	07/08/2017 PR LR Standon Calling Ltd	£570.60		£570.60
	205080	08/08/2017 PR LR Affinity Water	£207.00	41.40	£248.40
	205081	09/08/2017 PR LR Officer	£205.40		£205.40
	205082	09/08/2017 PR LR Craft Jam	£139.00		£139.00
	205083	10/08/2017 PR LR Officer	£77.35		£77.35
	205084	15/08/2017 PR LR Three Rivers District Council	£24.00		£24.00
	205085	16/08/2017 PR LR NSPCC Registered Charity	£110.00		£110.00
	205086	23/08/2017 PR LR ABF The Soldiers Charity	£70.00		£70.00
	205087	23/08/2017 PR LR Borough of Broxbourne Mayor's Charity (2017/18) Fund	£40.00		£40.00
	205088	23/08/2017 PR LR Officer	£24.77		£24.77
	205089	24/08/2017 PR LR Advanced Web Designs Ltd	£215.00	43.00	£258.00
	205090	24/08/2017 PR LR Affinity Water	£414.45	6.28	£420.73
	205091	24/08/2017 PR LR Alight Fingers	£150.00		£150.00
	205092	24/08/2017 PR LR The Bengoeo Club	£20.00	4.00	£24.00
	205093	24/08/2017 PR LR RW Bennett & Son	£750.00		£750.00
	205094	24/08/2017 PR LR Bradzone Ltd	£1,440.00	288.00	£1,728.00
	205095	24/08/2017 PR LR Castle Water	£546.22		£546.22
	205096	24/08/2017 PR LR CJK Electrical (UK) Ltd	£390.00	78.00	£468.00
	205097	24/08/2017 PR LR Clear IT solutions	£436.87	87.37	£524.24
	205098	24/08/2017 PR LR Coach Tours UK Ltd	£300.00	60.00	£360.00
	205099	24/08/2017 PR LR CoMeraki Ltd	£200.00		£200.00
	205100	24/08/2017 PR LR J Day & Son Ltd	£5,160.00	1,032.00	£6,192.00
	205101	24/08/2017 PR LR East Herts District Council	£3,322.22	634.13	£3,956.35
	205102	24/08/2017 PR LR East Herts Signs & Engraving	£383.15	76.63	£459.78
	205103	24/08/2017 PR LR E.On	£107.52	5.38	£112.90
	205104	24/08/2017 PR LR Fingerprints Design Ltd	£215.00	43.00	£258.00
	205105	24/08/2017 PR LR Fore Street Employment Agency	£116.67	23.34	£140.01
	205106	24/08/2017 PR LR Fresh Toilet Company	£1,398.00	95.60	£1,493.60
	205107	24/08/2017 PR LR Froom & Co Ltd	£210.00	42.00	£252.00
	205108	24/08/2017 PR LR Gov Resources Ltd	£1,250.00	250.00	£1,500.00
	205109	24/08/2017 PR LR Herfordshire County Council	£81.20	16.24	£97.44
	205110	24/08/2017 PR LR Herts & Midds wildlife Trust	£50.00	10.00	£60.00
	205111	24/08/2017 PR LR Itvet	£447.00	89.40	£536.40
	205112	24/08/2017 PR LR JMs Flagpoles	£100.00	20.00	£120.00
	205113	24/08/2017 PR LR Kedel	£777.79	155.56	£933.35
	205114	24/08/2017 PR LR Longmores Solicitors	£2,200.00	440.00	£2,640.00
	205115	24/08/2017 PR LR Mei's Magical Parties	£175.00		£175.00
	205116	24/08/2017 PR LR Michael's Civic Robes	£298.50	59.70	£358.20
	205117	24/08/2017 PR LR Mudlarks Community Garden	£480.00		£480.00
	205118	24/08/2017 PR LR PR Newson	£800.00	160.00	£960.00
	205119	24/08/2017 PR LR Oliver Landpower Ltd	£24.31	4.86	£29.17
	205120	24/08/2017 PR LR Pearce Recycling	£25.00	5.00	£30.00
			0.00	59,812.02	63,965.21

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Signature LR  Date 6/10/17

Signature SN:  Date 06.10.17

Signature PR  Date 4th October 17

General Account 31169955													
REF				REASON FOR PAYMENT	PETTY CASH	NETT				TOTAL			
205121	24/08/2017	PR LR	Pear Technology Services Ltd	Computer & IT Support		2,175.00		435.00		£2,610.00			
205122	24/08/2017	PR LR	Pristine Washroom Services Ltd	Castle Towel & Mat Hire		249.16		49.83		£298.99			
205123	24/08/2017	PR LR	Pure Choice Catering	Catering for DS Suite		£663.75		132.75		£796.50			
205124	24/08/2017	PR LR	Ricky Tyler Landscapes	Castle Grounds Maint/Pinehurst/Hedge cutting at Pinehurst		£909.99		182.00		£1,091.99			
205125	24/08/2017	PR LR	Ringway infrastructure Services Ltd	Install Memorial Benches at Old Cross/Installation of public notices		£990.00		198.00		£1,188.00			
205126	24/08/2017	PR LR	Stoned Rogers	Hire of Flowers/Sashes/ Chair covers for DS Suite		£820.00				£820.00			
205127	24/08/2017	PR LR	Kevin Saunders	Professional Services for Rock at the Castle		£300.00				£300.00			
205128	24/08/2017	PR LR	The Sele School	Room Hire for Sele Neighbourhood Plan		£215.00				£215.00			
205129	24/08/2017	PR LR	South West Communications Group Ltd	Castle Telephone Charges		£144.94		28.99		£173.93			
205130	24/08/2017	PR LR	Spotlight Security	Security at Rock at the Castle		£1,989.00		397.80		£2,386.80			
205131	24/08/2017	PR LR	St John Ambulance	Provision of First Aid at Rock at the Castle/Tedy Bears Picnic		£625.00		125.00		£750.00			
205132			Cancelled			£0.00		0.00		£0.00			
205133	24/08/2017	PR LR	T&J Fire	Fire Alarm Service/Castle/Seed Warehouse/risk Assessment/Fire Signs		£2,472.50		494.50		£2,967.00			
205134	24/08/2017	PR LR	Vision Office Technical Services Ltd	Photocopier charges		£550.38		110.08		£660.46			
205135	24/08/2017	PR LR	David Willicombe	Entertainment at Hertford Play Day		£150.00				£150.00			
205136	24/08/2017	PR LR	John Wood	Entertainment at Hertford Play Day		£225.00				£225.00			
205137	24/08/2017	PR LR	Unison	Union Contributions month 5		£86.50				£86.50			
205138	24/08/2017	PR LR	Officer	Travel Expenses/Subsistence		£71.79				£71.79			
205139	25/08/2017	PR LR	Revival Productions Ltd	Tickets sold Knebworth concerts		£378.00				£378.00			
205140	24/08/2017	PR LR	Officer	Subsistence Expenses		£81.49				£81.49			
205141	29/08/2017	PR LR	Miss N L Thomas	Entertainment at Open Air Cinema		£100.00				£100.00			
205142	30/08/2017	PR LR	Tindall Security	Annual Maintenance fee on alarm system		£99.00		19.80		£118.80			
205143	30/08/2017	PR LR	Deputy Mayor	Mayoral travel expenses		£18.90				£18.90			
205144	30/08/2017	PR LR	Borough of Broxbourne	2 tickets for Cheese & Wine Evening		£25.00				£25.00			
						0.00		2,173.75		15,514.15			

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Signature LR

Date

6/10/17

Cllr. Linda Radford

Signature SN:

Date

06-10-17

Cllr. Sally Newson

Signature PR

Date

4th October 17

Cllr. Peter Ruffles


HTC464

General Account: 31169955	REF		REASON FOR PAYMENT	PETTY CASH	NETT	TOTAL
	205145	04/09/2017	SN PR Officer		20.58	£20.58
	205146	06/09/2017	SN PR East Herts District Council		25.00	£25.00
	205147	13/09/2017	SN PR Hertford Horticultural Society		£300.00	£300.00
	205148	14/09/2017	SN PR Hertfordshire County Council		£619.00	£619.00
	205149	14/09/2017	SN PR Sisters of Mercy		£510.00	£510.00
	205150	15/09/2017	SN PR Isabel Hospice Events		£50.00	£50.00
	205151	15/09/2017	SN PR Officer		£58.25	£58.25
	205152	18/09/2017	SN PR Harpenden Town Council Mayor's Account		£35.00	£35.00
	205153	20/09/2017	SN PR Officer		£37.63	£37.63
	205154	21/09/2017	SN PR Austin Memorials		£55.00	£55.00
	205155	22/09/2017	SN PR Corn Exchange		£158.40	£158.40
	205156	22/09/2017	SN PR Hertfordshire County Council		£644.00	£644.00
	205157	25/09/2017	SN PR Sawbridgeworth Mayor's Charity		£20.00	£20.00
	205158	25/09/2017	SN PR Mayor		£82.00	£82.00
	205159	26/09/2017	SN PR Affinity Water		£129.97	£129.97
	205160	26/09/2017	SN PR The Bengoeo Club		£24.00	£24.00
	205161	26/09/2017	SN PR R.W. Bennett		£750.00	£750.00
	205162	26/09/2017	SN PR Bradzone Ltd		£1,440.00	£1,728.00
	205163		SN PR Cancelled Cheque		£0.00	£0.00
	205164		SN PR Cancelled Cheque		£0.00	£0.00
	205165	26/09/2017	SN PR C-JK Electrical (UK) Ltd		£200.00	£240.00
	205166		SN PR Cancelled Cheque		£0.00	£0.00
	205167	26/09/2017	SN PR Cuckoo Fair		£126.00	£151.20
	205168	26/09/2017	SN PR JCDecaux		£150.00	£180.00
	205169	26/09/2017	SN PR East Herts District Council		£180.00	£180.00
	205170	26/09/2017	SN PR E-On		£107.52	£112.90
	205171	26/09/2017	SN PR Filmbank Media		£1,175.00	£1,410.00
	205172	26/09/2017	SN PR Fingerprints Design Ltd		£18.50	£22.20
	205173	26/09/2017	SN PR Fresh Toilet Company		£960.00	£1,116.00
	205174	26/09/2017	SN PR Fore Street Employment Agency		£157.06	£188.47
	205175	26/09/2017	SN PR Gascayne Cecil Estates		£16,458.39	£16,458.39
	205176	26/09/2017	SN PR HAPTC		£390.00	£390.00
	205177	26/09/2017	SN PR Hertfordshire County Council		£217.47	£230.96
	205178	26/09/2017	SN PR Cancelled Cheque		£0.00	£0.00
	205179	26/09/2017	SN PR Iivet		£447.00	£536.40
	205180	26/09/2017	SN PR Cancelled Cheque		£0.00	£0.00
	205181	26/09/2017	SN PR The John Merrill Foundation		£68.04	£68.04
	205182	26/09/2017	SN PR JSL Productions		£518.83	£636.75
	205183	26/09/2017	SN PR David Kirby		£180.00	£180.00
				0.00	26,312.64	27,348.14

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Signature LR

Date 6/10/17

Signature SN:  Cllr Linda Raeford

Signature PR:  Cllr Sally Newton

Signature LR:  Cllr Peter Ruffles

REF			REASON FOR PAYMENT	PETTY CASH	NETT	TOTAL
205184	SN	PR	Landscapes Supply Co		63.84	12.77
205185	SN	PR	Local World		165.00	33.00
205186	SN	PR	LWS Roofing Ltd		£2,400.00	480.00
205187	SN	PR	PR Newson		£1,100.00	220.00
205188	SN	PR	Npower		£6,545.85	1,266.74
205189	SN	PR	The Pearce Group		£25.00	5.00
205190	SN	PR	Pure Choice		£426.00	85.20
205191	SN	PR	Recognition Express		£9.84	1.97
205192	SN	PR	Reg's Coaches Ltd		£1,667.88	£1,667.88
205193	SN	PR	Ricky Tyler Landscapes		£1,489.99	298.00
205194	SN	PR	Stoned Rogers		£598.80	£598.80
205195	SN	PR	Shred-It		£121.64	24.33
205196	SN	PR	South West Communications Group Ltd		£144.94	28.99
205197	SN	PR	Spotlight Security		£677.00	135.40
205198	SN	PR	St John Ambulance		£246.00	49.20
205199	SN	PR	The Sele School		£245.50	£245.50
205200	SN	PR	T&J Fire		£1,595.96	319.18
205201	SN	PR	Toye Kenning & Spencer		£82.00	16.40
205202	SN	PR	RD Webb		£24.00	£24.00
205203	SN	PR	Walton Lane Audio Services		£1,975.00	£1,975.00
205204	SN	PR	Windowflowers		£2,910.60	582.12
205205	SN	PR	Wryngwyrn		£350.00	£350.00
205206	SN	PR	Unison		£86.50	£86.50
205207	SN	PR	Clear IT Solutions		£3,198.80	639.76
205208	SN	PR	Cash		200.00	£200.00
205209	SN	PR	JPMedical & C Medcaif		£100.00	£100.00
205210	SN	PR	Sams		£323.00	£323.00
205211	SN	PR	Broadmead Leisure Ltd		£595.00	119.00
205212	SN	PR	Mayor of Dacorun Charity Appeal		£20.00	£20.00
205213	SN	PR	Vision Office Technical Supplies Ltd		£102.40	20.48
205214	SN	PR	Officer		£88.40	£88.40
					200.00	27,378.94
						4,337.54
						31,916.48

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Signature LR

Date
[Signature]
 6/10/17

Signature SN:
 Cllr Linda Radford
[Signature]
 06.10.17

Signature PR
 Cllr Peter Ruffles
[Signature]
 4th October '17

AGENDA ITEM 17(d) - NON CHEQUE PAYMENTS MADE BETWEEN 1 JUNE 2017 AND 30 SEPTEMBER 2017.

Staff Payroll - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
85415	BP	15/06/2017	1200	2400	0	BACS	Net Pay BACS Payment Jun'17	£32,341.58	£0.00	£32,341.58
85672	BP	14/07/2017	1200	2400	0	BACS	Net Pay BACS Payment Jul'17	£32,595.77	£0.00	£32,595.77
86656	BP	15/08/2017	1200	2400	0	BACS	Net Pay BACS payment Aug'17	£33,662.58	£0.00	£33,662.58
86826	BP	15/09/2017	1200	2400	0	BACS	Net Pay BACS payment Sep'17	£36,796.15	£0.00	£36,796.15
								£135,396.08	£0.00	£135,396.08

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

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
85417	BP	16/06/2017	1200	2410	0	BACS	HMR&C - PAYE M2	£11,147.35	£0.00	£11,147.35
85674	BP	17/07/2017	1200	2410	0	BACS	HMR&C - PAYE M3	£11,322.13	£0.00	£11,322.13
86658	BP	16/08/2017	1200	2410	0	BACS	HMR&C - PAYE M4	£11,373.20	£0.00	£11,373.20
86828	BP	18/09/2017	1200	2410	0	BACS	HMR&C - PAYE M5	£11,729.19	£0.00	£11,729.19
								£45,571.87	£0.00	£45,571.87

Pension contributions - monthly payment by BACS transfer.

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
85416	BP	16/06/2017	1200	2420	0	BACS	Herts County Council - Pensions M2	£12,215.87	£0.00	£12,215.87
85673	BP	17/07/2017	1200	2420	0	BACS	Herts County Council - Pensions M3	£12,343.71	£0.00	£12,343.71
86657	BP	16/08/2017	1200	2420	0	BACS	Herts County Council - Pensions M4	£12,326.52	£0.00	£12,326.52
86827	BP	18/09/2017	1200	2420	0	BACS	Herts County Council - Pensions M5	£12,562.00	£0.00	£12,562.00
								£49,448.10	£0.00	£49,448.10

HSBC - General bank charges

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
85418	BP	21/06/2017	1200	7090	0	BANKCHGS	Bank charges to 30.05.17	£48.13	£0.00	£48.13
85675	BP	21/07/2017	1200	7090	0	BANKCHGS	Bank charges to 21.07.17	£56.08	£0.00	£56.08
86659	BP	21/08/2017	1200	7090	0	BANKCHGS	Bank charges to 30.07.17	£57.67	£0.00	£57.67
86829	BP	21/09/2017	1200	7090	0	BANKCHGS	Bank charges to 30.08.17	£41.52	£0.00	£41.52
								£203.40	£0.00	£203.40

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
85419	BP	14/06/2017	1200	5030		0	BUSNCARD BC - ALLOT numbers for water tanks	£5.00	£1.00	£6.00
85420	BP	14/06/2017	1200	5220		0	BUSNCARD BC - CEM van fuel	£103.14	£20.63	£123.77
85421	BP	14/06/2017	1200	5340		0	BUSNCARD BC - CEM rubble sacks & chain	£74.07	£14.82	£88.89
85422	BP	14/06/2017	1200	5380		0	BUSNCARD BC - CEM machinery fuel	£44.47	£8.89	£53.36
85423	BP	14/06/2017	1200	6025		0	BUSNCARD BC - Event programmes * 8000	£805.00	£0.00	£805.00
85424	BP	14/06/2017	1200	6155		0	BUSNCARD BC - TIC panic alarm	£83.12	£16.61	£99.73
85425	BP	14/06/2017	1200	6195		0	BUSNCARD BC - TIC stock purchases	£182.50	£36.50	£219.00
85426	BP	14/06/2017	1200	6235		0	BUSNCARD BC - Entertainment/alcohol licence	£74.16	£14.84	£89.00
85427	BP	14/06/2017	1200	6245		0	BUSNCARD BC - DS catering	£102.97	£0.00	£102.97
85428	BP	14/06/2017	1200	7130	83	0	BUSNCARD BC - Civic/Silent ceremony catering	£17.05	£0.00	£17.05
85429	BP	14/06/2017	1200	7250		0	BUSNCARD BC - CAS sundry maintenance items	£132.37	£30.10	£162.47
85430	BP	14/06/2017	1200	7265		0	BUSNCARD BC - CAS gate phone top-up	£41.66	£8.34	£50.00
85431	BP	14/06/2017	1200	3204	916	0	BUSNCARD BC - Sele NHP survey monkey fee	£21.67	£4.33	£26.00
85432	BP	14/06/2017	1200	6245		0	BUSNCARD BC - DS tablecloth laundry	£113.33	£22.67	£136.00
85676	BP	14/07/2017	1200	5030		0	BUSNCARD BC - ALLOT plumbing parts and sample markers	£18.58	£3.71	£22.29
85677	BP	14/07/2017	1200	5220		0	BUSNCARD BC - CEM van fuel	£135.72	£27.15	£162.87
85678	BP	14/07/2017	1200	5325		0	BUSNCARD BC - CEM purchase of clothing	£52.50	£10.50	£63.00
85679	BP	14/07/2017	1200	5340		0	BUSNCARD BC - CEM sundry maintenance items	£72.86	£14.57	£87.43
85680	BP	14/07/2017	1200	5380		0	BUSNCARD BC - CEM machinery fuel	£30.08	£6.88	£36.96
85681	BP	14/07/2017	1200	5385		0	BUSNCARD BC - CEM van mirror cover	£9.72	£1.94	£11.66
85682	BP	14/07/2017	1200	6010		0	BUSNCARD BC - D&L games, sweets & medals for events	£80.10	£3.42	£83.52
85683	BP	14/07/2017	1200	6010		0	BUSNCARD BC - D&L various TENS licences	£189.00	£0.00	£189.00
85684	BP	14/07/2017	1200	6025		0	BUSNCARD BC - Printing of event programmes	£609.00	£0.00	£609.00
85685	BP	14/07/2017	1200	6033		0	BUSNCARD BC - HEN event catering	£40.49	£0.00	£40.49
85686	BP	14/07/2017	1200	6036		0	BUSNCARD BC - Medals for Town events	£70.55	£0.00	£70.55
85687	BP	14/07/2017	1200	6160		0	BUSNCARD BC - leaflet dispenser	£28.80	£5.76	£34.56
85688	BP	14/07/2017	1200	6225		0	BUSNCARD BC - purchase of glass jugs	£29.15	£5.83	£34.98
85689	BP	14/07/2017	1200	6245		0	BUSNCARD BC - DS catering supplies	£173.63	£0.00	£173.63
85690	BP	14/07/2017	1200	7040		0	BUSNCARD BC - purchase of stationery	£64.11	£12.83	£76.94
85691	BP	14/07/2017	1200	7070		0	BUSNCARD BC - Adobe Photoshop renewal	£503.15	£0.00	£503.15
85692	BP	14/07/2017	1200	7090		0	BUSNCARD BC - Annual card fee	£32.00	£0.00	£32.00
85693	BP	14/07/2017	1200	7105		0	BUSNCARD BC - Mayoral tickets B.Stortford Turkish Night	£57.90	£0.00	£57.90
85694	BP	14/07/2017	1200	7250		0	BUSNCARD BC - CAS sundry maintenance items	£22.06	£4.41	£26.47
85695	BP	14/07/2017	1200	7265		0	BUSNCARD BC - Gate phone top-up	£83.32	£16.68	£100.00
85696	BP	14/07/2017	1200	7360		0	BUSNCARD BC - SW sundry maintenance items	£72.47	£14.50	£86.97
85697	BP	14/07/2017	1200	3204	916	0	BUSNCARD BC - Sele NHP survey monkey fee	£21.67	£4.33	£26.00
85698	BP	14/07/2017	1200	6245		0	BUSNCARD BC - DS tablecloth laundry	£80.00	£16.00	£96.00
86661	BP	14/08/2017	1200	5220		0	BUSNCARD BC - Van rear light	£21.26	£4.25	£25.51

86662 BP	14/08/2017	1200	5220	0 BUSNCARD BC - Van diesel	£110.07	£22.02	£132.09
86663 BP	14/08/2017	1200	5380	0 BUSNCARD BC - CEM m/c fuel	£44.72	£8.95	£53.67
86664 BP	14/08/2017	1200	6011	0 BUSNCARD BC - Sundry event items	£86.87	£17.39	£104.26
86665 BP	14/08/2017	1200	6099	0 BUSNCARD BC - Events microphone	£97.82	£19.56	£117.38
86666 BP	14/08/2017	1200	6099	0 BUSNCARD BC - Events gazebo weighted feet	£36.58	£7.32	£43.90
86667 BP	14/08/2017	1200	6240	0 BUSNCARD BC - DS ID lanyards	£16.65	£3.33	£19.98
86668 BP	14/08/2017	1200	6245	0 BUSNCARD BC - DS catering prosecco	£1,315.00	£263.00	£1,578.00
86669 BP	14/08/2017	1200	6245	0 BUSNCARD BC - DS catering supplies	£136.73	£0.00	£136.73
86670 BP	14/08/2017	1200	7019	0 BUSNCARD BC - DBS staff checks	£495.00	£19.80	£514.80
86671 BP	14/08/2017	1200	7040	0 BUSNCARD BC - purchase of stationery	£19.57	£3.92	£23.49
86672 BP	14/08/2017	1200	7240	0 BUSNCARD BC - CAS janitorial supplies	£8.71	£1.54	£10.25
86673 BP	14/08/2017	1200	7250	0 BUSNCARD BC - CAS sundry maintenance items	£70.90	£14.20	£85.10
86674 BP	14/08/2017	1200	7265	0 BUSNCARD BC - CAS gate phone top-up	£31.65	£6.34	£37.99
86675 BP	14/08/2017	1200	3204	916 BUSNCARD BC - SNP printing/stationery/survey monkey	£56.79	£11.37	£68.16
86676 BP	14/08/2017	1200	3204	918 BUSNCARD BC - BNP room hire for meeting	£20.00	£4.00	£24.00
86677 BP	14/08/2017	1200	6011	199 BUSNCARD BC - Licence re OAC filmbank	£150.00	£0.00	£150.00
86678 BP	14/08/2017	1200	6245	0 BUSNCARD BC - DS tablecloth laundry	£100.00	£20.00	£120.00
86830 BP	14/09/2017	1200	5220	0 BUSNCARD BC - CEM van diesel	£66.44	£13.29	£79.73
86831 BP	14/09/2017	1200	5310	0 BUSNCARD BC - CEM mobile phone top-up	£8.33	£1.67	£10.00
86832 BP	14/09/2017	1200	5340	0 BUSNCARD BC - CEM turf	£62.50	£12.50	£75.00
86833 BP	14/09/2017	1200	5380	0 BUSNCARD BC - CEM machinery fuel	£45.44	£9.09	£54.53
86834 BP	14/09/2017	1200	5385	0 BUSNCARD BC - CEM machinery oil	£56.50	£11.30	£67.80
86835 BP	14/09/2017	1200	6011	0 BUSNCARD BC - batteries for events	£7.61	£1.53	£9.14
86836 BP	14/09/2017	1200	6011	201 BUSNCARD BC - TENS licence Food & Drink	£21.00	£0.00	£21.00
86837 BP	14/09/2017	1200	6011	202 BUSNCARD BC - TENS licence Xmas Gala	£21.00	£0.00	£21.00
86838 BP	14/09/2017	1200	6025	201 BUSNCARD BC - Food & Drink programme printing	£378.00	£75.60	£453.60
86839 BP	14/09/2017	1200	6050	0 BUSNCARD BC - Mini cameras for Castle grounds	£251.67	£49.34	£301.01
86840 BP	14/09/2017	1200	6245	0 BUSNCARD BC - DS catering supplies	£174.64	£0.00	£174.64
86841 BP	14/09/2017	1200	7040	0 BUSNCARD BC - Purchase of stationery supplies	£91.74	£18.34	£110.08
86842 BP	14/09/2017	1200	7105	0 BUSNCARD BC - Mayoral (Halloween Spooktacular)	£22.00	£0.00	£22.00
86843 BP	14/09/2017	1200	7240	0 BUSNCARD BC - CAS janitorial supplies	£24.46	£4.88	£29.34
86844 BP	14/09/2017	1200	7250	0 BUSNCARD BC - CAS sundry maintenance items	£138.52	£27.69	£166.21
86845 BP	14/09/2017	1200	7260	0 BUSNCARD BC - Fire log book/holder	£63.30	£12.66	£75.96
86846 BP	14/09/2017	1200	7267	0 BUSNCARD BC - CAS CCTV signage	£86.50	£17.30	£103.80
86847 BP	14/09/2017	1200	7260	0 BUSNCARD BC - CAS first aid supplies	£25.38	£5.08	£30.46
86848 BP	14/09/2017	1200	3204	916 BUSNCARD BC - SNP survey monkey fee	£21.67	£4.33	£26.00
86849 BP	14/09/2017	1200	6245	0 BUSNCARD BC - DS tablecloth laundry	£60.00	£12.00	£72.00
					£8,722.39	£1,030.83	£9,753.22

Sundry Direct Debits and BACS payments to suppliers

Audit Ref	Payment Type	Date	A/C	N/C	Dept	Refn	Details	Net	Tax	Total
85393	PP	12/06/2017	ANN02	1200	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£18.99	£3.80	£22.79
85394	PP	12/06/2017	ANN02	1200	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£22.99	£4.60	£27.59
85406	PP	12/06/2017	ANN02	1205	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£18.99	£3.80	£22.79
85407	PP	12/06/2017	ANN02	1205	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£22.99	£4.60	£27.59
85662	PP	10/07/2017	ANN02	1200	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£18.99	£3.80	£22.79
85663	PP	10/07/2017	ANN02	1200	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£22.99	£4.60	£27.59
86647	PP	10/08/2017	ANN02	1200	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£18.99	£3.80	£22.79
86648	PP	10/08/2017	ANN02	1200	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£22.99	£4.60	£27.59
86815	PP	11/09/2017	ANN02	1200	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£18.99	£3.80	£22.79
86816	PP	11/09/2017	ANN02	1200	0	D.Debit	Annecto UK Ltd - rental of card processing terminal	£22.99	£4.60	£27.59
85660	PP	05/07/2017	BNP01	1200	0	D.Debit	BNP Parebas (T&TIC copier lease)	£258.06	£51.61	£309.67
85390	PP	01/06/2017	BRI01	1200	0	D.Debit	British Telecom (Castle fax)	£71.17	£14.23	£85.40
85391	PP	05/06/2017	BRI01	1200	0	D.Debit	British Telecom (Seed Warehouse alarm connection)	£97.63	£19.53	£117.16
86653	PP	21/08/2017	BRI01	1200	0	D.Debit	British Telecom (T&TIC Phones)	£231.30	£46.26	£277.56
86811	PP	01/09/2017	BRI01	1200	0	D.Debit	British Telecom (Castle fax)	£71.12	£14.22	£85.34
86812	PP	01/09/2017	BRI01	1200	0	D.Debit	British Telecom (T&TIC fax)	£22.42	£4.48	£26.90
86813	PP	04/09/2017	BRI01	1200	0	D.Debit	British Telecom (Seed Warehouse alarm connection)	£98.81	£19.76	£118.57
85401	PP	23/06/2017	EEL01	1200	0	D.Debit	EE Ltd (mobile phones monthly changes)	£42.21	£8.44	£50.65
85668	PP	24/07/2017	EEL01	1200	0	D.Debit	EE Ltd (mobile phones monthly changes)	£42.21	£8.44	£50.65
86655	PP	23/08/2017	EEL01	1200	0	D.Debit	EE Ltd (mobile phones monthly changes)	£42.21	£8.44	£50.65
86825	PP	25/09/2017	EEL01	1200	0	D.Debit	EE Ltd (mobile phones monthly changes)	£42.21	£8.44	£50.65
85398	PP	16/06/2017	GLO02	1200	0	D.Debit	Global Payments (card processing fees)	£87.54	£0.00	£87.54
85399	PP	16/06/2017	GLO02	1200	0	D.Debit	Global Payments (card processing fees)	£71.15	£0.00	£71.15
85666	PP	18/07/2017	GLO02	1200	0	D.Debit	Global Payments (card processing fees)	£36.86	£0.00	£36.86
85667	PP	18/07/2017	GLO02	1200	0	D.Debit	Global Payments (card processing fees)	£64.94	£0.00	£64.94
86650	PP	16/08/2017	GLO02	1200	0	D.Debit	Global Payments (card processing fees)	£25.15	£0.00	£25.15
86651	PP	16/08/2017	GLO02	1200	0	D.Debit	Global Payments (card processing fees)	£66.98	£0.00	£66.98
86820	PP	18/09/2017	GLO02	1200	0	D.Debit	Global Payments (card processing fees)	£33.57	£0.00	£33.57
86821	PP	18/09/2017	GLO02	1200	0	D.Debit	Global Payments (card processing fees)	£62.11	£0.00	£62.11
85661	PP	05/07/2017	GRE01	1200	0	D.Debit	Grenke Leasing (Castle photocopier lease)	£401.85	£80.37	£482.22
85389	PP	01/06/2017	HIT03	1200	0	D.Debit	Hitachi Finance (Cemetery equipment lease)	£86.83	£17.37	£104.20
85671	PP	31/07/2017	HIT03	1200	0	D.Debit	Hitachi Finance (Cemetery equipment lease)	£560.00	£112.00	£672.00
85400	PP	22/06/2017	NTL01	1200	0	D.Debit	Virgin Media (CCTV telephine link charges)	£17.39	£3.48	£20.87
85670	PP	24/07/2017	NTL01	1200	0	D.Debit	Virgin Media (CCTV telephine link charges)	£17.39	£3.48	£20.87
86654	PP	22/08/2017	NTL01	1200	0	D.Debit	Virgin Media (CCTV telephine link charges)	£17.33	£3.46	£20.79
86824	PP	22/09/2017	NTL01	1200	0	D.Debit	Virgin Media (CCTV telephine link charges)	£17.83	£3.56	£21.39
86823	PP	20/09/2017	O201	1200	0	D.Debit	O2 (Cemetery Mobile Broadband)	£20.40	£0.00	£20.40
85669	PP	24/07/2017	PEA03	1200	0	D.Debit	PEAC UK (T&TIC copier lease payment taken in error)	£390.21	£78.04	£468.25

86652 PP	16/08/2017	PIT01	1200	0 D.Debit	Pitney Bowes (franking machine rental)	£27.42	£5.48	£32.90
85397 PP	16/06/2017	SAG01	1200	0 D.Debit	Sage UK Ltd (monthly fee for accounts software)	£44.75	£8.95	£53.70
85665 PP	17/07/2017	SAG01	1200	0 D.Debit	Sage UK Ltd (monthly fee for accounts software)	£44.75	£8.95	£53.70
86649 PP	16/08/2017	SAG01	1200	0 D.Debit	Sage UK Ltd (monthly fee for accounts software)	£44.75	£8.95	£53.70
86819 PP	18/09/2017	SAG01	1200	0 D.Debit	Sage UK Ltd (monthly fee for accounts software)	£44.75	£8.95	£53.70
85659 PP	03/07/2017	SOU02	1200	0 D.Debit	South West Communications (telephone support)	£100.00	£20.00	£120.00
85392 PP	07/06/2017	TAL01	1200	0 D.Debit	TalkTalk Business (T&TIC broadband)	£21.95	£4.39	£26.34
85664 PP	10/07/2017	TAL01	1200	0 D.Debit	TalkTalk Business (T&TIC broadband)	£21.95	£4.39	£26.34
86646 PP	09/08/2017	TAL01	1200	0 D.Debit	TalkTalk Business (T&TIC broadband)	£21.95	£4.39	£26.34
86817 PP	11/09/2017	TAL01	1200	0 D.Debit	TalkTalk Business (T&TIC broadband)	£21.95	£4.39	£26.34
85395 PP	14/06/2017	GAT01	1200	0 BACS	Gates Ford (Van power steering repair)	£1,310.14	£262.03	£1,572.17
85396 PP	16/06/2017	CHI01	1200	0 BACS	Childcare Vouchers (salary sacrifice scheme)	£315.00	£3.00	£318.00
86645 PP	02/08/2017	MAT01	1200	0 BACS	Mathias Restoration (St Andrews boundary wall)	£10,000.00	£2,000.00	£12,000.00
86814 PP	11/09/2017	FIL01	1200	0 BACS	Filmbank (Open Air Cinema)	£2,121.00	£424.20	£2,545.20
86818 BP	12/09/2017	1200	7030	0 D.Debit	Archant magazine subscription	£24.00	£0.00	£24.00
86787 BP	15/09/2017	1205	2102	0 PDQ/JOHN	D.Johnston refund of damage bond	£161.00	£0.00	£250.00
86803 BP	27/09/2017	1205	2102	0 PDQ/ROBE	L.Robertson-Reed refund of damage bond	£138.00	£0.00	£250.00
86604 BP	03/08/2017	1205	4500	0 PDQ/TIC	TIC PDQ sales net refund	£18.00	£0.00	£18.00
86613 BP	14/08/2017	1205	4500	0 PDQ/TIC	TIC PDQ sales net refund	£8.51	£0.00	£8.51
						£17,696.65	£3,315.68	£21,213.33
TOTAL						£257,038.49	£4,346.51	£261,586.00

Received by the Finance, Policy & Administration Committee
on Monday 16th October 2017.

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REPORT TO A MEETING OF THE POLICY, FINANCE & ADMINISTRATION COMMITTEE – 16 OCTOBER 2017

AGENDA ITEM 17 (e) – 1st QUARTER INCOME & EXPENDITURE 2017/18

1. PURPOSE OF THE REPORT

To provide the Committee with a commentary on income and expenditure in the first quarter of 2017/18.

2. COMMUNITY SERVICES – SIGNIFICANT ITEMS

4100 Cemetery Interments Income (adverse)

The income from fees for burials at North Road Cemetery at £11,032 is below the five year average of £15,185 and below the income for the same period in 2016 which was £15,500 (2015 £20,352).

5175 Pinehurst Community Play Area (adverse)

For the year to date £1,270 has been spent on repairs or maintenance for wear and tear on items of play equipment with more repairs likely to be required as the equipment ages. The existing budget of £5,202 covers the anticipated costs of grounds maintenance and pest control.

5395 Cemetery Equipment Lease (favourable)

New ride-on and self-propelled mowers of the required specifications were acquired in the first quarter under a new 3 year lease. The quarterly costs of leasing the equipment have reduced from £703 per quarter to £510 per quarter.

Income and expenditure at a glance

	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
ALLOTMENTS					
TOTAL ALLOTMENT INCOME	(10,087)	(10,088)	(2,489)	(10,088)	(10,469)
ALLOTMENT EXPENDITURE (SALARIES)	23,083	23,925	5,930	23,800	24,195
ALLOTMENT EXPENDITURE (OTHER)	28,043	24,492	2,410	22,045	14,165
TOTAL EXPENDITURE	51,126	48,417	8,339	45,845	38,360
INCOME AS A PERCENTAGE OF EXPENDITURE	19.7%	20.8%	29.8%	22.0%	27.3%

	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
CEMETERY					
TOTAL CEMETERY INCOME	(67,242)	(61,903)	(11,056)	(61,896)	(62,514)
CEMETERY EXPENDITURE (SALARIES)	87,392	93,225	23,046	93,130	94,305
TOTAL CEMETERY EXPENDITURE	54,632	82,355	10,568	64,943	48,678
TOTAL EXPENDITURE	142,023	175,580	33,615	158,073	142,983
INCOME AS A PERCENTAGE OF EXPENDITURE	47.3%	35.3%	32.9%	39.2%	43.7%

3. **DEVELOPMENT AND LEISURE – SIGNIFICANT ITEMS**

4200 Downshire Suite Weddings & Receptions (Favourable)

There were 13 weddings in the first quarter and 3 cancellations. Income of £17,250 compares favourably with the same period in 2016 which was £8,040.

4210 Downshire Suite Catering income (Favourable)

Ten customers chose to pay corkage fees in the quarter. Income for the 1st quarter was £3,032 compared to the budget for the year of £7,601.

4220 Event Income (Favourable)

Demand for stalls at the events is high with calls being received for events that have already been fully booked. Ticket sales for the open air cinema sold well despite the change of film (income to date £14,531 budget £16,000). The full costs associated with the Open Air Cinema will not show in the accounts until the next quarter.

Income and expenditure at a glance

	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
DOWNSHIRE SUITE					
TOTAL DOWNSHIRE INCOME	(80,465)	(76,669)	(26,702)	(76,669)	(77,435)
DOWNSHIRE SUITE EXPENDITURE (SALARIES)	36,760	45,555	9,170	36,835	44,705
DOWNSHIRE SUITE EXPENDITURE (OTHER)	17,707	24,671	4,968	24,671	24,917
TOTAL EXPENDITURE	54,467	70,226	14,138	61,506	69,622
INCOME AS A PERCENTAGE OF EXPENDITURE	147.7%	109.2%	188.9%	124.7%	111.2%

	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
MILLBRIDGE ROOMS					
TOTAL MILLBRIDGE ROOM INCOME	(13,254)	(15,000)	(3,317)	(15,000)	(15,150)
MILLBRIDGE ROOM EXPENDITURE (SALARIES)	7,324	7,405	1,838	7,330	7,320
MILLBRIDGE ROOM EXPENDITURE (OTHER)	1,428	1,763	1,282	1,575	1,590
TOTAL EXPENDITURE	8,752	9,168	3,119	8,905	8,910
INCOME AS A PERCENTAGE OF EXPENDITURE	151.4%	163.6%	106.3%	168.5%	170.0%

	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
EVENTS					
TOTAL EVENT INCOME	(36,787)	(25,000)	(16,031)	(33,000)	(33,330)
EVENT EXPENDITURE (SALARIES)	88,819	94,130	23,436	93,440	94,860
EVENT EXPENDITURE (OTHER)	33,484	32,540	7,742	32,540	34,354
TOTAL EXPENDITURE	122,303	126,670	31,179	125,980	129,214
INCOME AS A PERCENTAGE OF EXPENDITURE	30.1%	19.7%	51.4%	26.2%	25.8%

	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
TOWN & TOURIST INFORMATION CENTRE					
TOTAL T&TIC INCOME	(33,920)	(59,732)	(13,577)	(36,424)	(36,782)
T&TIC EXPENDITURE (SALARIES)	99,670	103,405	25,629	103,160	105,820
T&TIC EXPENDITURE (OTHER)	82,030	86,497	22,202	63,990	64,470
TOTAL EXPENDITURE	181,700	189,902	47,832	167,150	170,290
INCOME AS A PERCENTAGE OF EXPENDITURE	18.7%	31.5%	28.4%	21.8%	21.6%

4. FINANCE POLICY AND ADMINISTRATION – SIGNIFICANT ITEMS

4800 FP&A Bank Interest (Adverse)

The HSBC Deposit Account in which the Council's money is held no longer pays interest on the deposited funds. Funds will need to be committed to a fixed term deposit of 9 or 12 months to secure a minimal level of interest. (Budget £4,000, projected outcome £1,250).

5. SUMMARY

At this early stage of the year no items other than those detailed above have been identified as deviating significantly from budget, either adversely or favourably.

6. NEW HOMES BONUS - COMPLETED PROJECTS

The following items which were funded from the New Homes Bonus Reserve are considered to be complete and where they no longer show as prior year expenditure for comparative purposes the items will be deleted from the Statement of Movements on Reserves.

	BUDGET	SPEND TO DATE	PURPOSE	STATUS
Contribution to Taxi Marshall Scheme	£0	0	Provision for ongoing support of the Taxi Marshal Scheme with match funding coming from Herts County Council.	Finished. For 2017/18 this will be funded from a revenue budget under D&L Committee (line will still show as prior year comparative)
Town Council Noticeboards	£7,000	3,532	Provision for two new noticeboards for areas outside the Town Centre.	Finished. £1,660 spent on noticeboard at the Avenue, Bengoe in 2017/18 no further boards currently planned.
Town Signage & Maps	£10,000	6,431	Provision for new town signage and maps/information boards for public display.	Finished - line deleted
Pinehurst Community Area	£7,000	7,000	Contribution to the development costs of an outdoor community area.	Finished - line deleted
Parliament Square Benches	£6,116	5,292	Provision for the purchase and installation of benches in Parliament Square	Finished - line deleted
Arts Hub Feasibility Study	£9,000	£8,500	Provision for a feasibility study for an Arts Hub for Hertford.	Finished - line deleted
Old Cross WW1 Memorial Benches	£2,000	2,109	Provision for the purchase and installation of two World War 1 memorial benches to be sited at Old Cross.	Finished at total cost of £2,109.

7. OFFICE SHREDDING AND RECYCLING

The Council currently pays £25 per month for recycling non confidential paperwork and confidential material is shredded several times a year at a price of £7.65 per bag (minimum of 10 bags per visit). Glass bottles, plastics and cardboard are not recycled and are disposed of via a commercial waste bin under contract with East Herts Council.

Recycling Proposal

Due to new legislation a greater proportion of the Council's waste paper will need to be considered as confidential and should be securely shredded. A contract for secure onsite monthly shredding/recycling is anticipated to cost £90 + VAT per month (£1,080 per annum).

The significant increase in venue hire means a significant quantity of glass and plastic bottles are not being recycled and are going to landfill. A 360 litre

recycling bin for glass and plastics collected on a weekly schedule will cost £550 per annum.

8. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **notes** the report.
- b) The Committee **considers** creating a new budget provision for secure shredding and recycling of paper and the recycling of glass, plastics and cardboard. (Suggested budget provision £800 for 2017/18 and £1,630 for 2018/19, budget code **7246** Castle recycling).

Report by Stephen Davies – Finance Manager

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HERTFORD TOWN COUNCIL - FINANCIAL RISK ASSESSMENT 2017/18			
	Risk	Procedures to Address	Reassess
	Lack of general financial control		
1	Lack of responsible officer	Appointment of RFO	When Clerk or RFO resigns
2	Lack of Financial SOs	Financial Standing Orders based on NALC guidelines are reviewed annually and changes adopted by Council	Annually
3	Lack of overview of Council's Financial Position	FPA Committee's responsibility to check periodically Internal Auditor's report and review of internal audit effectiveness Regular reporting of Budget v. Actual to FPA Committee	Ongoing Annually Each meeting
4	Lack of Power to spend	Town Clerk and RFO to check Council spending within powers	Ongoing
5	Loss/destruction of financial documentation	RFO & Town Clerk or assistant to hold keys to finance office filing cabinets and basement finance archive. RFO to lock away cheque book and other important documents	Ongoing Ongoing
6	Loss of computerised records	Daily back-up of computerised systems Storage off-site on the server of the Council's IT support contractor.	Daily Ongoing
7	Lack of skill in systems	Training for RFO & Town Clerk or Assistant External IT support contractor engaged for technical assistance.	As needed
8	Inadequacy of Lease Arrangements	All leases and licences are reviewed by Town Clerk and Council's Solicitor	As needed
9	Bad Debt Management	RFO conducts a monthly reconciliation of outstanding debts and passes to Finance Assistant pursue payment RFO to report any debts outstanding for more than 90 days to FPA Long standing debts are pursued through small claims court. New lessees to be required to submit a substantial rent bond to cover potential non-payment.	On going
10	Lack of effective internal and external auditing processes	Appointment of competent auditors to carry out internal audit twice per year. External Auditors appointed by Audit Commission	Twice per year
	Accounting errors		
1	Incorrect expenditure code attribution	RFO to attribute code on receipt of invoice RFO to check budget allocation	Ongoing Monthly

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2	Incorrect data entry	RFO enters data on spreadsheets or computer software which is checked by assistant Entries on schedule are checked by RFO and assistant before submission to Council	Ongoing Quarterly
HERTFORD TOWN COUNCIL - FINANCIAL RISK ASSESSMENT			
	Risk	Procedures to Address	Reassess
3	Incorrect entries by Bank/RFO	RFO to do bank reconciliation through software or manually RFO to examine resultant reconciliation and checked by Town Clerk	Monthly Monthly
4	Discrepancies in reports to Council	Statement of payments reported checked and countersigned by RFO, Chairman & a third Councillor signatory	Monthly
5	VAT discrepancies	VAT reconciled to financial schedule VAT reclaimed quarterly	Monthly Ongoing
6	Incorrect invoicing	Clerk or Assistant to prepare invoices and enter on schedule RFO to check invoices before sending RFO to check schedule for debtors	Ongoing Ongoing Monthly
	Budget overspend		
1	Overspend against Budget	RFO to check sufficient funds available prior to expenditure incurred Budget v. Actual examined	Monthly At each Ctte meeting
2	Lack of resources to meet contract commitments	Review contracts through committees	Annually and as and when
3	Inadequacy of reserves	Reviewed by FPA	Annually
4.	Loss of income	Credit references to be taken out on all new lessees of Council properties to reduce the risk of loss of income prior to the end of the lease.	Ongoing
	Misappropriation of public funds		
1	Expenditure without authority	Prior approval for spending outside the scope of agreed budget to be authorised by and reported to Council or committee	Ongoing
2	Invoice payment without authority	All payments to be listed on a schedule and reported to FPA Ctte at each meeting, with Town Clerk and RFO authorised to make payment in accordance with the budget	Monthly
3	New cheque book misappropriation	All cheque books to be collected from the bank Cheques to be stored in a locked drawer on Council premises.	Ongoing

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4	Cheque misuse	Cheques agreed against the approved schedule to be signed by at least two signatories, who must be councillors authorised by the bank mandate (currently under review). All signatories must initial the invoice.	Ongoing
5	Incoming cash and cheque misappropriation	All cash and cheques to be stored securely and banked within 5 working days. Individual receipts to be issued for allotments rents and other payments, as requested, and stored securely.	Ongoing
HERTFORD TOWN COUNCIL - FINANCIAL RISK ASSESSMENT			
	Risk	Procedures to Address	Reassess
6	Cheque fraud	Monthly bank reconciliation to be carried out promptly at month end and regular checks to be made of bank account for suspicious items	Ongoing
7	Theft of funds	Bank statements to be reconciled and signed off by RFO, checked by Town Clerk and examined by Finance Committee RFO to ensure Fidelity Insurance in place against theft of funds by staff, councillors and other persons.	Monthly Reviewed annually
8	Theft of petty cash	Petty Cash to be kept in a locked box in a locked cupboard. Petty Cash level to be as agreed by Council. Payments to be made against a slip signed and countersigned by the RFO and the Town Clerk or Assistant; or in either's (but not both) absence by an appropriate member of Council	Daily or as needful
9	'Key Man' Risk	Daily limit on total amount of transactions. Payroll figures checked by both RFO and Town Clerk prior to payroll run. Bank reconciliation carried out monthly and checked by RFO and Town Clerk. List of payments and bank reconciliations presented to Finance Committee. Finance Assistant has been trained to cover key aspects of the RFO's work in order to cover the loss of RFO	Ongoing
10	Debit/Credit Card Terminal Fraud	Monthly scrutiny of refunds processed via the card terminals at the Castle and Town & Tourist Information Centre to ensure that refunds are genuine and justified transactions.	Ongoing
	Other Financial Risk		

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1	Risk of Bank Failure	Banking and short-term sterling investments must be with bodies/institutions with a credit rating of AA- or higher from at least 2 of the top 3 agencies comprising Moody's, Standard and Poor's and Fitch. Currently HSBC.	Ongoing
	Under Insurance of Council Assets		
1	Level of cover inadequate	Reviewed by RFO in association with FPA Committee	Annually
2	Inadequate records of possessions	Asset Register maintained by RFO and listed in Notes to the Accounts at Audit. Deeds and other legal documents relating to assets stored securely by Council's Solicitor.	Annually Ongoing
HERTFORD TOWN COUNCIL - FINANCIAL RISK ASSESSMENT			
	Risk	Procedures to Address	Reassess
	Public Liability to provide a Duty of Care		
1	Injury to public	H&S checks to be carried out on public areas of The Castle Inspection of memorials Visual inspections of other Town Council open spaces. Inspection of trees. Adequate insurance for risk.	Weekly visual inspection by Facilities Manager. Formal five yearly by ground staff and regular monitoring Fortnightly by ground staff Annually by tree surgeon Annual reappraisal by RFO
	Employers' Liability		

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1	Compensation claim from employee	Contract of employment in place after confirmation of permanent employment. Job description reviewed at appraisal. Matters relating to staff discussed in confidential session. Appropriate training offered for appropriate identified needs. Assessment of employee's work station carried out. Reimbursement of cost of eye test and provision of a basic pair of VDU glasses (max amount to be determined). Adequate insurance for risk.	On appointment Annually When appropriate Ongoing As required Annually Annually
	Clerk's Signature: Date:	Approved by Chairman of Finance: Date:	Date for review: October 2018

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Local Councils, Internal Drainage Boards and other Smaller Authorities in England

Annual return for the year ended 31 March 2017

Every smaller authority in England with an annual turnover of £6.5 million or less must complete an annual return at the end of each financial year in accordance with proper practices summarising its activities. In this annual return the term 'smaller authority'* includes a Parish Meeting, a Parish Council, a Town Council and an Internal Drainage Board.

The annual return on pages 2 to 4 is made up of three sections:

- Sections 1 and 2 are completed by the smaller authority. **Smaller authorities must approve Section 1 before Section 2.**
- Section 3 is completed by the external auditor.

In addition, the **internal audit report** is completed by the smaller authority's internal audit provider.

Each smaller authority must approve Section 1 and Section 2 in order and in accordance with the requirements of the Accounts and Audit Regulations 2015.

Completing your annual return

Guidance notes, including a completion checklist, are provided on page 6 and at relevant points in the annual return.

Complete all highlighted sections. Do not leave any highlighted box blank. Incomplete or incorrect returns require additional external auditor work and may incur additional costs.

Send the annual return, together with the bank reconciliation as at 31 March 2017, 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** and any additional information requested, to your external auditor by the due date.

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

Once the external auditor has completed their work, certified annual returns will be returned to the smaller authority for publication and public display of Sections 1, 2 and 3. You must publish and display the annual return, including the external auditor's report, by 30 September 2017.

It should not be necessary for you to contact the external auditor for guidance.

More guidance on completing this annual return is available in the Practitioners' Guide that can be downloaded from www.nalc.gov.uk or from www.slcc.co.uk or from www.ada.org.uk

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

Section 1 – Annual governance statement 2016/17

We acknowledge as the members of:

Enter name of
smaller authority here:

HERTFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including 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 2017, that:

	Agreed		'Yes' means that this smaller 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.	✓		prepared its accounting statements in accordance with the Accounts and Audit Regulations.
2. We maintained an adequate system of internal control, including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.
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 smaller authority to conduct its business or on its finances.	✓		has only done what it has the legal power to do and has complied with proper practices in doing so.
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.	✓		during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this smaller authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		considered the financial and other risks it faces and has dealt with them properly.
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		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.
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		responded to matters brought to its attention by internal and external audit.
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 smaller authority and, where appropriate have included them in the accounting statements.	✓		disclosed everything it should have about its business activity during the year including events taking place after the year-end if relevant.
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	has met all of its responsibilities where it is a sole managing trustee of a local trust or trusts.

This annual governance statement is approved by this smaller authority on:

26/06/2017

and recorded as minute reference:

16/17 - 138

Signed by Chair at meeting where approval is given:

S.M. Dunkley

Clerk:

Joseph White

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

Section 2 – Accounting statements 2016/17 for

Enter name of smaller authority here:

HERTFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2016 £	31 March 2017 £	
1. Balances brought forward	795,666	1,034,569	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records. 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	1,049,700	1,076,800	Total amount of precept (or for IDBs, rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	520,797	586,483	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	(547,518)	(632,908)	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 smaller authority's borrowings (if any).
6. (-) All other payments	(784,076)	(754,168)	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	1,034,569	1,310,776	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	1,114,819	1,439,310	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	This cell shows the value of all the property the authority owns. It is made up of its fixed assets and long-term investments.
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 2017 the accounting statements in this annual return present fairly the financial position of this smaller authority and its income and expenditure, or properly present receipts and payments, as the case may be.

Signed by Responsible Financial Officer:

S. Parker

Date

05/05/2017

I confirm that these accounting statements were approved by this smaller authority on:

26/06/2017

and recorded as minute reference:

16/17-138

Signed by Chair at meeting where approval is given:

S. M. Dunneley

* FIXED ASSET VALUE RESTATED DUE TO REDEMPTION OF TREASURY STOCK IN JULY 2015.

Section 3 – External auditor report and certificate

In respect of:

Enter name of
smaller authority here:

HERTFORD TOWN COUNCIL

1. Respective responsibilities of the body and the auditor

This smaller authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The smaller authority prepares an annual return in accordance with proper practices which:

- summarises the accounting records for the year ended 31 March 2017; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

Our responsibility is to review the annual 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. 2016/17 External auditor report

(~~Except for the matters reported below~~)* on the basis of our review of the annual return, in our opinion the information in the annual return is in accordance with proper practices and no other matters have come to our attention giving cause for concern that relevant legislative 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 smaller authority:

(continue on a separate sheet if required)

3. 2016/17 External auditor certificate

We certify/~~do not certify~~* that we have completed our review of the annual return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2017.

* We do not certify completion because:

External auditor signature

[Handwritten Signature]

External auditor name

BDO LLP Southampton
United Kingdom

Date

18/9/17

Note: The NAO issued guidance applicable to external auditors' work on 2016/17 accounts in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Annual internal audit report 2016/17 to

Enter name of smaller authority here:

NEARFORD TOWN COUNCIL

This smaller authority's internal audit, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls expected to be in operation during the financial year ended 31 March 2017.

Internal audit has been carried out in accordance with this smaller 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 smaller authority.

Internal control objective	Agreed? Please choose only one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been kept properly throughout the year.	✓		
B. This smaller authority met its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This smaller 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 smaller 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.	✓		

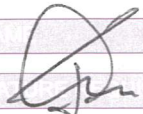
K. (For local councils only) Trust funds (including charitable) – The council met its responsibilities as a trustee.	Yes	No	Not applicable
			✓

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

J P Watson
For Auditing Solutions Ltd

Name of person who carried out the internal audit

Signature of person who carried out the internal audit



Date

21/04/2017

*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, internal audit must explain why not (add separate sheets if needed).

Mr S Davies
The Castle
HERTFORD
Hertfordshire
SG14 1HR

19 September 2017
our ref: 2017/F4/HERT02/FINAL
Dial: 023 8088 1737
Email: councilaudits@bdo.co.uk

Dear Mr Davies

Hertford Town Council - Audit for the year ended 31 March 2017

We have now completed the above audit. Please find enclosed the following documents;

- Fee Note
- Notice of Conclusion of Audit
- Notes regarding the advertisement of the Conclusion of the Audit
- Contact details
- Annual Return

There were no matters which came to our attention which required the issuing of a separate additional issues arising report.

The enclosed annual return should be presented to the smaller authority, now that our audit opinion has been given, and a minute should be made to show that the annual return including our certificate has been approved and accepted by the smaller authority. The annual return and notice of conclusion of audit must be published for at least 14 days (including on the smaller authority's website*) as soon as reasonably possible before the 30 September 2017 and must be made available for public access for a period of not less than five years.

BDO LLP are not your appointed auditor for the year ended 31 March 2018 onwards. Smaller Authorities' Audit Appointments (localaudits.co.uk) will be able to advise who your new auditor is, if you have not yet been notified. We thank you for all your assistance over the years we have worked with you and wish you a smooth transition to your new auditor.

Yours sincerely



Mrs Emma Prince
For and on behalf of BDO LLP

Enc.

*In the case of a parish meeting and where the meeting has displayed the information in a conspicuous place for at least 14 days, publication on a website does not apply.



REPORT TO A MEETING OF THE POLICY, FINANCE & ADMINISTRATION COMMITTEE – 16 OCTOBER 2017

AGENDA ITEM 17 (h) – DRAFT BUDGET FOR 2018/2019

1. PURPOSE OF THE REPORT

To present Members with the first draft of the proposed budget for the Committees for the 2018/19 financial year and to ask them to consider which, if any, projects they wish to undertake in the forthcoming year.

2. BACKGROUND INFORMATION - FINANCIAL IMPLICATIONS

In calculating the level of Precept the Council must establish a budget sufficient to cover the four following classes of items:

- a) next year's expenditure, including an allowance for contingencies;
- b) outstanding expenditure incurred in previous years;
- c) expenditure likely to be incurred before the precepted sum becomes available; and
- d) payments to a capital fund or building maintenance reserve.

3. BUDGET ASSUMPTIONS

Expenditure

The salaries model is based on the existing staff structure and working patterns.

Staff who are not at the top of their scale are assumed to have moved up one salary point.

Employer's contributions into the pension scheme are currently included at 23.8% of pensionable pay for 2018/19 for a second year following a triennial valuation of the scheme that took place after the 2015/16 financial year (previous rate 24.8%). Under the new Local Government Pension Scheme overtime payments are now included as pensionable pay which has contributed to the growth in staffing costs.

Public sector pay increases were capped at 1% for the three years until March 2016. In the July 2015 budget the Chancellor of the Exchequer extended the 1% cap for a further four years until March 2020. This week the Government announced a lifting of the pay cap for Police and Prison Officers and a commitment to "flexibility" for all public sector workers from 2018/19. It is too soon to know what the cost of living will be for local government officers from 2018 onwards but there is a possibility that it will not be 1%.

Other increases have been included sufficient to cover anticipated salary point increases, staff qualifying for the long service bonus and the employer's national insurance contributions.

An inflationary increase of 1% has been included for most other budgets.

4. COMMUNITY SERVICES - PROPOSED AND ONGOING PROJECTS

The following potential budget items for 2018/19 are drawn to members' attention for comment:

Continuation of existing expenditure.

- a) **5176 Pinehurst Community Area Capital Expenditure** – Continuation of the provision for replacement of play equipment with any unspent balance transferred to the Pinehurst Reserve account at year end. Suggested additional budget £2,000.
- b) **5240 Churchyard Maintenance** – Continuation of the provision for treating and repainting railings at St Leonards Churchyard. Suggested additional budget £10,000.
- c) **5345 Cemetery Land Acquisition** – Continuation of the provision for establishing a Cemetery Reserve to be developed over coming years for the future purchase of new Cemetery land. Suggested additional budget £10,000.

New expenditure.

- d) **5240 Churchyard Maintenance** – A provision for footpath resurfacing at St Andrews Churchyard. Suggested additional budget £3,000.

Contingency for unforeseen expenditure.

- e) **5342 Cemetery Memorial Repairs** – A provision for repair or stabilisation of memorials as necessary. Suggested additional budget £5,000.

These items are all subject to possible variation upon receipt of firm quotes before the second draft of the budget. The Committee is asked to comment on possible new projects in addition to the items listed above. New items will be discussed at the next meeting of this Committee on the 27th November 2017.

These items totalling £30,000 will increase the budgeted net expenditure to £207,572 which represents a decrease of 5.2% on the budgeted net expenditure originally set for 2017/18 (before budgets were rolled forward from 2016/17).

Work needs to commence on a site search for a new Cemetery. There is not a pressing need for a new Cemetery. However the current review of the Local Plan should be concluding within the next 12 months or so. That has a planning horizon until 2031. So work is needed on site identification ahead of the review of the Local Plan (once adopted).

5. DEVELOPMENT AND LEISURE - PROPOSED AND ONGOING PROJECTS

The draft budget has been prepared on a “business as usual” basis with the Committee aiming to maintain a full programme of events delivered at the lowest possible cost. The budget does not currently include any additional items for 2018/19. The budgeted net expenditure is £336,623 which represents an increase of 2.5% on the budgeted net expenditure originally set for 2017/18 (before budgets were rolled forward from 2016/17).

The Committee is asked to comment on possible new projects to be discussed at the next meeting of the Development and Leisure Committee on the 11th December 2017.

6. FINANCE POLICY & ADMINISTRATION - PROPOSED AND ONGOING PROJECTS

The following potential budget items for 2018/19 are drawn to members’ attention for comment:

- a) **7299 Castle Contingency for building repairs** – Continuation of the Council’s current policy of making provision for building repairs and developing an earmarked reserve with any unspent provision at the year end. Budget £15,000.
- b) **7399 Seed Warehouse Contingency for building repairs** – Continuation of the Council’s current policy of making provision for building repairs and developing an earmarked reserve with any unspent provision at the year end. Budget £15,000.

The current balance of the Building Maintenance Reserve is £148,598. These budget items totalling £30,000 will increase the budgeted net expenditure to £632,518 which represents an increase of 1.0% on the budgeted net expenditure originally set for 2017/18 (before budgets were rolled forward from 2016/17).

If members have any further suggestions for items for inclusion please make them known to the Finance Manager and Committee Chairman for consideration at the next meeting on the 2nd January 2018.

7. LOCALISATION OF COUNCIL TAX SUPPORT GRANT

For 2013/14 the tax base was reduced to take into account the value of the localised Council Tax Support Scheme (LCTS). To mitigate the impact of this reduction on Town and Parish Councils Central Government provided a grant to each billing authority to be divided between their preceptors. Between April 2013 and April 2014 the Town Council received its share of the grant from East Herts Council which amounted to £125,996.

The funds received are currently held in an earmarked reserve to be available for use over several years if required. To date £63,000 has been released back in to the General Reserve to help minimise the impact of the reduced tax

base when setting the Precept each year. The remaining balance of the LCTS Grant Reserve is £62,996.

8. GENERAL RESERVE POLICY

The general reserve held by the Council ensures that there is sufficient cash flow in the period from the end of the financial year until receipt of the first precept instalment for the following year (usually late April).

The general reserve is also a contingency for unforeseen expenditure or loss of income. The establishment of a Building Maintenance Reserve and CCTV Maintenance Reserve have removed significant risks that the reserve has to cover.

For the purpose of the precept calculation a prudent target closing reserve figure at 31st March 2019 would be £200,000 which is approximately two months net expenditure. Due to the number of contingency items built into the budget which may remain unspent by the end of the year the eventual closing reserve normally turns out to be higher than this.

NALC's "*Governance & Accountability for Local Councils – Practitioners' Guide*" recommends that councils hold a minimum general reserve equivalent to at least 3 months gross expenditure but due to the level of earmarked reserves held this level of general reserve would seem unnecessary.

9. CONCLUSION

The proposed and ongoing projects listed in this report total £60,000. The draft budget which does not currently include the projects listed shows a closing reserve of £340,343 at the 31st March 2019.

If the listed projects are included in the budget the estimated closing reserve would be reduced to £280,343 which is above the minimum reserve level without any increase in the Precept or the use of any funds currently held in the LCTS Grant Reserve.

10. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **notes** the draft budget; and
- b) The Committee **considers** which, if any, of the optional projects should be included in the budget to which the Committee will give final approval on the 2nd January 2018.
- c) The Committee **adopts** a balance of £200,000 as a prudent minimum general reserve for the 31st March 2019 when considering the calculation of the Precept for 2018/19.

Report by Stephen Davies – Finance Manager

HERTFORD TOWN COUNCIL BALANCE SHEET

31.03.17

30.06.17

CURRENT ASSETS		
1,439,310	Cash & Bank Balances	1,668,384
8,333	Stock	8,333
20,948	Debtors	10,783
19,629	Payments in Advance	0
17,900	Accrued Income	14,523
0	Community Loans	0
1,506,120	TOTAL ASSETS	1,702,023
CURRENT LIABILITIES		
(2,285)	Youth Town Council	(2,285)
(5,319)	Mayor of Hertford Appeal Fund	(5,741)
(10,800)	Tenants' Deposits Held	(13,800)
(67,672)	Creditors	(13,455)
(50,116)	Deferred Income	(23,097)
(59,151)	Accruals	(80,588)
(195,344)	TOTAL LIABILITIES	(138,966)
1,310,776	NET ASSETS	1,563,057
REPRESENTED BY:		
445,536	General Reserve	681,784
122,278	Building Maintenance Reserve	148,598
35,167	CCTV Maintenance Reserve	35,167
25,113	Election Reserve	25,113
603,736	New Homes Bonus Reserve	593,450
62,996	LCTS Grant Reserve	62,996
15,950	Pinehurst Community Area Reserve	15,950
1,310,776	TOTAL EQUITY	1,563,057

HERTFORD TOWN COUNCIL
THE BIG PICTURE

SECTION 1 - OVERVIEW

	2016/2017 to 31.03.17	2017/2018 Base Budget	2017/2018 to 30.06.17	2017/2018 Projected Outcome	2018/2019 Base Budget
INCOME					
Precept	(1,076,800)	(1,103,800)	(551,900)	(1,103,800)	(1,103,800)
Operational Income	(331,526)	(353,036)	(93,320)	(338,171)	(342,023)
Localisation of Council Tax Support Grant	0	0	0	0	0
New Homes Bonus	(254,957)	(156,952)	0	(277,467)	(173,899)
External Funding (Pinehurst Project)	0	0	0	0	0
TOTAL INCOME	(1,663,283)	(1,613,788)	(645,220)	(1,719,438)	(1,619,722)
EXPENDITURE					
Wages	632,908	686,120	166,970	684,550	699,185
General Expenditure	691,755	918,652	215,683	836,293	759,551
Expenditure from Earmarked Reserves	62,414	338,248	6,412	431,672	0
TOTAL EXPENDITURE	1,387,076	1,943,020	389,064	1,952,515	1,458,736
TOTAL (SURPLUS) / DEFICIT	(276,207)	329,232	(256,156)	233,077	(160,986)

SECTION 2 - OVERVIEW BY COMMITTEE

	2016/2017 to 31.03.17	2017/2018 Base Budget	2017/2018 to 30.06.17	2017/2018 Projected Outcome	2018/2019 Base Budget
A - FINANCE POLICY & ADMINISTRATION					
Income	(89,770)	(104,643)	(20,149)	(105,093)	(106,343)
Expenditure	633,547	745,375	202,846	748,510	708,861
TOTAL (SURPLUS) / DEFICIT	543,777	640,732	182,697	643,416	602,518
B - DEVELOPMENT & LEISURE					
Income	(164,426)	(176,401)	(59,626)	(161,093)	(162,697)
Expenditure	442,621	521,915	123,949	483,490	499,320
TOTAL (SURPLUS) / DEFICIT	278,195	345,514	64,323	322,396	336,623
C - COMMUNITY SERVICES					
Income	(77,330)	(71,991)	(13,545)	(71,984)	(72,983)
Expenditure	248,494	337,482	55,858	288,844	250,555
TOTAL (SURPLUS) / DEFICIT	171,164	265,491	142 42,312	216,860	177,572

D - PRECEPT & EARMARKED RESERVE INCOME & EXPENDITURE

Income	(1,331,757)	(1,260,752)	(551,900)	(1,381,267)	(1,277,699)	
Expenditure	62,414	338,248	6,412	431,672	0	
TOTAL (SURPLUS) / DEFICIT	(1,269,343)	(922,504)	(545,488)	(949,595)	(1,277,699)	

A+B+C+D

TOTAL (SURPLUS) / DEFICIT	(276,207)	329,232	(256,156)	233,077	(160,986)	
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SECTION 3 - MAJOR PROJECTS (AT A GLANCE)

	2016/2017 to 31.03.17	2017/2018 Base Budget	2017/2018 to 30.06.17	2017/2018 Projected Outcome	2018/2019 Base Budget	
PINEHURST OUTDOOR COMMUNITY AREA						
Income	0	0	0	0	0	
Expenditure	899	0	0	0	0	
TOTAL (SURPLUS) / DEFICIT	899	0	0	0	0	
CASTLE VENUE HIRE						
Income	(80,465)	(76,669)	(26,702)	(76,669)	(77,435)	D&L Income codes 4200 to 4210
Expenditure	54,467	70,226	14,138	61,506	69,622	D&L Expenditure codes 6200 to 6299
TOTAL (SURPLUS) / DEFICIT	(25,998)	(6,443)	(12,564)	(15,163)	(7,813)	
COMMUNITY EVENTS						
Income	(35,287)	(25,000)	(16,031)	(33,000)	(33,330)	D&L Income codes 4220 to 4224
Expenditure	33,484	32,540	7,742	32,540	34,354	D&L Events Expenditure Other
TOTAL (SURPLUS) / DEFICIT	(1,803)	7,540	(8,289)	(460)	1,024	
TOURIST INFORMATION CENTRE						
Income	(33,920)	(59,732)	(13,577)	(36,424)	(36,782)	D&L Income codes 4500 to 4511
Expenditure	181,700	189,902	47,832	167,150	170,290	D&L Expenditure codes 6100 to 6199
TOTAL (SURPLUS) / DEFICIT	147,781	130,170	34,255	130,726	133,508	
MAIDENHEAD STREET PROJECT						
Income						
Expenditure	1,271	299,968	0	299,968	0	New Homes Bonus Reserve
TOTAL (SURPLUS) / DEFICIT	1,271	299,968	0	299,968	0	
MUSEUM SUPPORT						
Income	(11,355)	(11,355)	(2,839)	(11,355)	(11,355)	FP&A Income code 4720
Expenditure	143,159	139,663	34,879	139,538	140,933	FP&A Expenditure code 7150 to 7160
TOTAL (SURPLUS) / DEFICIT	131,804	128,308	¹⁴³ 32,040	128,183	129,578	

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

	2016/2017 to 31.03.17	2017/2018 Base Budget	2017/2018 to 30.06.17	2017/2018 Projected Outcome	2018/2019 Base Budget	
GENERAL RESERVE						
OPENING BALANCE	386,989	445,536	445,536	445,536	340,343	
Precept	1,076,800	1,103,800	551,900	1,103,800	1,103,800	
Transfer from LCTS Grant Reserve						
Income	331,526	353,036	93,320	338,171	342,023	
Wages expenditure	(632,908)	(686,120)	(166,970)	(684,550)	(699,185)	
General expenditure	(691,755)	(918,652)	(215,683)	(836,293)	(759,551)	
Transfer to other reserves	(25,116)		(26,320)	(26,320)		Transfers approved by committee minute 16/17-109 and 17/18-123
CLOSING BALANCE	445,536	297,599	681,784	340,343	327,430	

BUILDING MAINTENANCE RESERVE						
OPENING BALANCE	114,660	122,278	122,278	122,278	148,598	
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.
CLOSING BALANCE	122,278	122,278	148,598	148,598	148,598	

CCTV MAINTENANCE RESERVE						
OPENING BALANCE	35,167	35,167	35,167	35,167	35,167	
Transfer from General Reserve						
Other income						
Expenditure						Provision for the purchase and installation of a new camera in Parliament Square
CLOSING BALANCE	35,167	35,167	35,167	35,167	35,167	

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

NEW HOMES BONUS RESERVE						
OPENING BALANCE		397,796	603,736	603,736	603,736	449,531
	PROJECT SPEND TO DATE					
Transfer from General Reserve						
*** Other income		254,957	156,952		277,467	173,899
Contribution to Taxi Marshall Scheme		(7,955)				
Town Council Noticeboards	£2,937 / £7,000	(607)	(5,128)	(1,064)	(5,128)	Provision for two new noticeboards for areas outside the Town Centre.
Maidenhead Street Project	£22,532 / £322,500	(1,271)	(299,968)	144	(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	£32,754 / £53,152	(26,510)	(33,152)		(33,152)		Provision for the initial setup cost and contingency for a Town Centre Wi-fi 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	£3,008 / £10,000	(1,487)	(8,000)	(1,521)	(8,000)		Provision for the development of a Neighbourhood Plan for the Sele Ward.
Bengeo Ward Neighbourhood Plan	£369 / £10,000		(10,000)	(369)	(10,000)		Provision for the development of a Neighbourhood Plan for the Bengeo Ward.
Old Cross WW1 Memorial Benches	£1,614 / £2,000		(2,000)	(1,614)	(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	£370 / £600	(185)	(415)	(370)	(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	£0 / £40,000		(40,000)		(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	£0 / £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.
CLOSING BALANCE		603,736	332,025	593,450	449,531	623,430	

LCTS GRANT RESERVE

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

PINEHURST COMMUNITY AREA RESERVE

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

TOTAL RESERVES	1,310,776	891,128	1,563,057	1,077,698	1,238,684	
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HERTFORD TOWN COUNCIL BUDGET SUMMARY 2017/18

SECTION 1 - INCOME

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
BANK INTEREST	(1,188)	(4,000)	0	(1,250)	(2,500)
RECHARGE INCOME	(5,674)	(416)	0	(416)	(416)
CASTLE RENT INCOME	(42,312)	(57,732)	(12,433)	(60,932)	(60,932)
SEED WAREHOUSE RENT INCOME	(40,596)	(42,495)	(7,716)	(42,495)	(42,495)
DOWNSHIRE SUITE INCOME	(80,465)	(76,669)	(26,702)	(76,669)	(77,435)
EVENT INCOME	(36,787)	(25,000)	(16,031)	(33,000)	(33,330)
MILL BRIDGE ROOM INCOME	(13,254)	(15,000)	(3,317)	(15,000)	(15,150)
T&TIC INCOME	(33,920)	(59,732)	(13,577)	(36,424)	(36,782)
ALLOTMENT INCOME	(10,087)	(10,088)	(2,489)	(10,088)	(10,469)
CEMETERY INCOME	(67,242)	(61,903)	(11,056)	(61,896)	(62,514)
	(331,526)	(353,036)	(93,320)	(338,171)	(342,023)

SECTION 2 - WAGES EXPENDITURE

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
GENERAL ADMINISTRATION EXPENSES (SALARIES)	171,366	198,495	49,215	206,240	206,460
SERGEANTS AT MACE HONORARIUMS	1,599		0	0	0
MUSEUM SUPPORT (SALARIES)	8,895	4,170	1,006	4,045	4,085
CASTLE EXPENSES (SALARIES)	35,833	40,385	9,767	41,075	40,735
SEED WAREHOUSE EXPENSES (SALARIES)	1,565	1,545	377	1,565	1,560
PREMISES ADMINISTRATION (SALARIES)	19,737	20,295	5,044	20,195	20,530
D&L EVENT EXPENDITURE (SALARIES)	88,819	94,130	23,436	93,440	94,860
TOWN CENTRE SUPPORT EXPENDITURE (SALARIES)	16,366	16,060	3,494	16,455	16,755
TOTAL T&TIC EXPENDITURE (SALARIES)	99,670	103,405	25,629	103,160	105,820
DOWNSHIRE SUITE EXPENDITURE (SALARIES)	36,760	45,555	9,170	36,835	44,705
MILL BRIDGE ROOM EXPENDITURE (SALARIES)	7,324	7,405	1,838	7,330	7,320
ALLOTMENT EXPENDITURE (SALARIES)	23,083	23,925	5,930	23,800	24,195
PUBLIC AMENITIES EXPENDITURE (SALARIES)	7,726	8,090	1,984	7,970	8,050
CLOSED CHURCHYARDS EXPENDITURE (SALARIES)	26,772	29,435	7,033	29,310	29,805
CEMETERY EXPENDITURE (SALARIES)	87,392	93,225	23,046	93,130	94,305
	632,908	686,120	166,970	684,550	699,185

SECTION 3 - GENERAL EXPENDITURE

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
STAFF)	49	2,000	994	2,000	2,020
EXPENSES)	70,397	88,321	32,213	87,264	86,066
CIVIC EXPENSES & MAYORAL ALLOWANCE	12,980	24,357	3,892	24,357	24,600
ELECTION EXPENSES	4,655	10,000	0	10,000	5,000
MUSEUM SUPPORT (GRANT FUNDING)	134,264	135,493	33,873	135,493	136,848
COMMUNITY GRANTS	15,174	19,799	4,470	16,000	16,000
CASTLE EXPENSES (GENERAL)	144,159	170,059	61,163	169,820	150,760
SEED WAREHOUSE EXPENSES (GENERAL)	12,874	30,456	834	30,456	14,197
D&L EXPENDITURE	33,484	32,540	7,742	32,540	34,354
TOWN CENTRE SUPPORT EXPENDITURE	59,032	109,888	24,187	103,493	104,528
T&TIC EXPENDITURE	82,030	86,497	22,202	63,990	64,470
DOWNSHIRE SUITE EXPENDITURE	17,707	24,671	4,968	24,671	24,917
MILL BRIDGE ROOM EXPENDITURE	1,428	1,763	1,282	1,575	1,590
ALLOTMENT EXPENDITURE	28,043	24,492	2,410	22,045	14,165
PUBLIC AMENITIES EXPENDITURE	11,685	24,982	2,907	17,736	15,893
CLOSED CHURCHYARD EXPENDITURE	9,161	49,328	1,980	29,910	15,464
TOTAL CEMETERY EXPENDITURE	54,632	84,005	10,568	64,943	48,678
	691,755	918,652	215,683	836,293	759,551

SECTION 4 - SUMMARY

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
OPENING RESERVES	386,989	445,536	445,536	445,536	340,343
PLUS PRECEPT	1,076,800	1,103,800	551,900	1,103,800	1,103,800
PLUS TRANSFER FROM LCTS GRANT RESERVE					
PLUS INCOME	331,526	353,036	93,320	338,171	342,023
LESS WAGES EXPENDITURE	(632,908)	(686,120)	(166,970)	(684,550)	(699,185)
LESS GENERAL EXPENDITURE	(691,755)	(918,652)	(215,683)	(836,293)	(759,551)
LESS TRANSFERS TO EARMARKED RESERVES	(25,116)		(26,320)	(26,320)	
CLOSING RESERVES	445,536	297,599	681,784	340,343	327,430

SECTION 5 - TOTAL NET EXPENDITURE

DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19
PRECEPT	1,076,800	1,103,800	551,900	1,103,800	1,103,800
PLUS OPENING RESERVES	386,989	445,536	445,536	445,536	340,343
LESS CLOSING RESERVES	(445,536)	(297,599)	(681,784)	(340,343)	(327,430)
TOTAL NET EXPENDITURE	1,018,253	1,251,737	315,652	1,208,992	1,116,713

SECTION 6 - CHARGE TO BAND D PROPERTY OWNER

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

FINANCE, POLICY & ADMINISTRATION COMMITTEE

INCOME

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
4800	F&A Bank Interest	-1,188	-4,000	0	-1,250	-2,500	Interest from money held in HSBC On Call Deposit account
	TOTAL BANK INTEREST	-1,188	-4,000	0	-1,250	-2,500	
4820	F&A Copier Recharge	0	-208	0	-208	-208	Annual recharge to BEAMS for use of the Council's photocopier
4830	F&A Administration Recharges	-432	-208	0	-208	-208	Sundry recharge for purchase of stamps or stationery
4852	External funding for Civic Events	-2,000	0	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		0			
4841	F&A Museum Cleaning Recharge	-3,062	0	0	0	0	Recharge for cleaning at the Museum by HTC staff member (this stopped in December 2016)
	TOTAL RECHARGE INCOME	-5,674	-416	0	-416	-416	
4600	CAS Rent 2nd Floor	-8,865	-19,048	-5,562	-22,248	-22,248	Rent for offices occupied by Creative Consultancy Ltd and CDA for Herts.
4610	CAS 2nd Floor Services	-6,977	-11,200	0	-11,200	-11,200	Annual service charges.
4620	CAS Beams Rent	-13,388	-14,400	-3,600	-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	-2,271	-9,084	-9,084	Recharge to EHDC for maintaining their areas of the Castle grounds
4640	CAS Car park income	-4,000	-4,000	-1,000	-4,000	-4,000	Income for 4 parking spaces rented to Hertfordshire Planning Service and Private Finance.
	TOTAL CASTLE RENT INCOME	-42,312	-57,732	-12,433	-60,932	-60,932	
4700	SW 2nd Floor Income	-15,000	-15,000	-3,750	-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	-2,839	-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	0	-12,140	-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	-1,127	-4,000	-4,000	Rent for offices occupied by Mind in Mid Herts.
4750	SW Historic Building Grant	0		0			
	TOTAL SEED WAREHOUSE RENT INCOME	-40,596	-42,495	-7,716	-42,495	-42,495	
	TOTAL INCOME	-89,770	-104,643	-20,149	-105,093	-106,343	

EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 30.06.17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
7000	F&A Wages (Corporate Management)	131,858	157,490	39,110	165,730	165,345	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.

7001	F&A Wages (Democratic Representation)	34,076	35,290	8,714	34,920	35,470	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
7004	F&A Wages (Charity Administration)	5,432	5,715	1,392	5,590	5,645	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	GENERAL ADMINISTRATION EXPENSES (SALARIES)	171,366	198,495	49,215	206,240	206,460	
7003	F&A Wages (Temporary Staff)	49	2,000	994	2,000	2,020	The cost of agency staff required to cover during recruitment processes.
	GENERAL ADMINISTRATION EXPENSES (NON CONTRACT STAFF)	49	2,000	994	2,000	2,020	
7015	F&A Training	4,936	9,000	865	5,893	5,952	The cost of staff training courses and conferences.
7016	F&A Travel & Subsistence Expenses	3,001	2,143	395	2,143	2,164	Expenses incurred by officers including travel and subsistence and eye test fees etc.
7019	F&A HR Support	398	2,000	325	2,000	2,020	Contingency for professional HR advice.
7017	F&A Recruitment	799	1,072	0	1,072	1,082	Contingency for advertising costs incurred in the recruitment of new staff.
7020	F&A Insurance	17,984	18,524	18,163	18,524	18,709	Annual insurance policy with Zurich Municipal.
7025	F&A Audit fee	2,000	2,143	0	2,143	2,164	Provision for the cost of the external audit by BDO Stoy Hayward LLP.
7027	F&A Internal Audit fee	2,275	2,859	1,050	2,859	2,887	Provision for the cost of the internal audit services supplied by Audit Solutions Ltd.
7030	F&A Subscriptions	5,301	6,103	2,885	6,103	6,164	Annual membership subscriptions to SLCC, ICCM etc. HAPTC subscription not renewed.
7035	F&A Legal & Prof Fees	9,366	12,462	0	12,462	12,586	Contingency for legal & professional fees. Additional £7,000 for revaluation of the Council's art and antiques.
7090	F&A Bank Charges	3,246	2,500	736	2,500	2,525	Transaction charges for processing cheque payments and banking deposits.
7045	F&A Postage, Stationery, Copier	10,607	12,443	2,365	12,443	12,568	Provision for the purchase of stationary, photocopier leasing and the cost of postage.
7055	F&A Telephone & Fax	2,392	2,638	519	2,638	2,664	Provision for the cost of 4 telephone lines and one fax / broadband line.
7070	F&A Computer, Printer & IT	7,913	11,500	2,860	11,500	11,615	Provision for the cost of annual IT support, on site maintenance, broadband and website charges. Additional £1,000 for E-commerce website feature and £2,500 for digital mapping system.
7075	F&A Highways Together Expenditure	180		2,050	2,050	0	
7199	F&A Capital Expenditure	0	2,367	0	2,367	2,391	Provision for the replacement of office equipment and furniture.
7060	F&A Printing (inc Town Report)	0	568	0	568	574	Provision for costs associated with the annual town meeting.
8100	Bad Debt Write-offs	0	0	0	0	0	Provision for the write-off of debts considered to be unrecoverable.
	GENERAL ADMINISTRATION EXPENDITURE (OFFICE EXPENSES)	70,397	88,321	32,213	87,264	86,066	
7104	F&A Mayor's Allowance (Cllr LR)	3,402	0	0	0	0	
7105	F&A Mayor's Allowance (Cllr SD)	0	3,504	99	3,504	3,539	
7111	F&A Members Training	35	1,072	175	1,072	1,082	Provision for members to attend training courses.

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7120	F&A Attendant's Allowance	1,724	2,478	0	2,478	2,503	Provision for annual honorarium and attendance payments to SAMS.
7130	F&A Civic Events	7,639	8,316	1,699	8,316	8,399	Provision for the cost of Mayor Making, Silent Ceremony, Civic Breakfast and Remembrance Sunday.
7135	F&A Vintage Party	1,003	828	50	828	837	Annual contribution to the running costs of the Vintage Party.
7140	F&A Civic property	776	8,159	1,869	8,159	8,241	Contingency for the purchase of a past Mayor's badge and repairs or replacement of civic regalia.
	CIVIC EXPENSES & MAYORAL ALLOWANCE	14,579	24,357	3,892	24,357	24,600	
7099	F&A Election Expenses	4,655	10,000	0	10,000	5,000	Proposed accrual towards the cost of the next elections due to be held in May 2019.
	ELECTION EXPENSES	4,655	10,000	0	10,000	5,000	
7150	F&A Museum Admin costs	3,891	4,170	1,006	4,045	4,085	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
7151	F&A Museum Cleaning	5,004	0	0	0	0	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	MUSEUM SUPPORT (SALARIES)	8,895	4,170	1,006	4,045	4,085	
7160	F&A Museum Grant	134,264	135,493	33,873	135,493	136,848	Annual grant to Hertford Museum to assist with staffing & running costs.
	MUSEUM SUPPORT (GRANT FUNDING)	134,264	135,493	33,873	135,493	136,848	
7180	F&A Grants	15,174	19,799	4,470	16,000	16,000	Provision for Community Grants (Section 137 expenditure)
	COMMUNITY GRANTS	15,174	19,799	4,470	16,000	16,000	
7200	CAS Cleaning	9,341	14,425	3,605	14,425	14,570	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
7201	CAS Caretaking	26,492	25,960	6,162	26,650	26,165	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	CASTLE EXPENSES (SALARIES)	35,833	40,385	9,767	41,075	40,735	
7205	CAS Rent	60,821	65,888	32,917	65,888	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	19,085	19,276	Business rates payable for the first and second floor of Hertford Castle.
7212	CAS Insurance	4,714	4,855	0	4,855	4,904	Annual insurance premium recharged by Gascoyne Cecil Estates for Hertford Castle.
7220	CAS Utilities	17,528	14,060	1,830	14,060	14,201	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	300	1,324	1,338	Provision for quarterly window cleaning charges.
7235	CAS Hygiene services	1,019	1,065	277	1,065	1,076	Provision for the cost of towel & mat laundry services and sanitary disposal services.
7240	CAS Janitorial supplies	742	1,054	474	1,054	1,065	Provision for the cost of sundry cleaning supplies & stocks.
7245	CAS Refuse	1,434	927	502	927	936	Provision for the weekly commercial refuse collection contract.
7250	CAS Repairs & Maintenance	5,778	5,202	1,652	5,202	5,254	Contingency for minor repair & maintenance items.
7255	CAS Security & safety equip	3,490	3,106	1,260	3,106	3,137	Provision for annual charges for fire extinguisher refurbishment and equipment testing.

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7260	CAS Health & Safety	551	2,472	689	2,472	1,082	Contingency for health & safety signage etc.
7265	CAS Car park maintenance	3,647	1,072	167	1,072	1,082	Contingency for repairs to automatic gates etc.
7267	CAS Grounds Maintenance	20,135	31,209	2,010	31,209	31,521	Maintenance costs recharged to the Council in relation to the Castle grounds.
7299	CAS Capital Expenditure	3,680	18,500	0	18,500	0	Provision for ongoing redecoration & refurbishment work. Any unspent balance to be rolled into an earmarked Building Maintenance Reserve. Additional £3,500 for internal CCTV cameras.
	CASTLE EXPENSES (GENERAL)	144,159	170,059	61,163	169,820	150,760	
7300	SW General Caretaking	898	875	209	895	880	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
7305	SW Cleaning	667	670	168	670	680	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	SEED WAREHOUSE EXPENSES (SALARIES)	1,565	1,545	377	1,565	1,560	
7315	SW Rates	0	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	71	3,068	3,098	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	417	3,327	3,360	Provision for the cost of gas used in the building's two gas heating boilers.
7340	SW Water	1,239	662	0	662	669	Provision for cost of the building's water supply.
7345	SW Refuse	200	207	51	207	209	Provision for the weekly commercial refuse collection contract.
7350	SW Health & Safety	760	2,167	0	2,167	775	Provision for the cost of fire extinguisher servicing etc.
7355	SW Alarms & Security	1,148	3,068	190	3,068	3,098	Provision for the cost of intruder and fire alarm maintenance and monitoring and associated telephone lines.
7360	SW Repairs & Maintenance	3,454	2,957	104	2,957	2,987	Contingency for general repairs and maintenance.
7399	SW Capital Expenditure	0	15,000	0	15,000	0	Contingency for major building repairs. Any unspent balance to be rolled into an earmarked Building Maintenance Reserve.
	SEED WAREHOUSE EXPENSES (GENERAL)	12,874	30,456	834	30,456	14,197	
7400	PREM Administration Costs	19,737	20,295	5,044	20,195	20,530	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	PREMISES ADMINISTRATION (SALARIES)	19,737	20,295	5,044	20,195	20,530	
	TOTAL EXPENDITURE	633,547	745,375	202,846	748,510	708,861	

SUMMARY

	TOTAL INCOME	-89,770	-104,643	-20,149	-105,093	-106,343	
	TOTAL EXPENDITURE	633,547	745,375	202,846	748,510	708,861	
	NET EXPENDITURE	543,777	640,732	182,697	643,416	602,518	

DEVELOPMENT & LEISURE COMMITTEE

INCOME

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.06/17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
4200	DS Hire - Weddings & Receptions	-52,688	-50,404	-17,250	-50,404	-50,908	Income anticipated from civil weddings & receptions held at Hertford Castle.
4201	DS Hire - Corporate Hire	-11,061	-12,484	-4,419	-12,484	-12,608	Income anticipated from corporate hire of meeting rooms at Hertford Castle.
4202	DS Hire - Private Hire	-8,155	-7,601	-1,451	-7,601	-7,677	Income anticipated from birthday parties, baby namings and other private hire of rooms at Hertford Castle.
4210	DS Catering	-8,561	-6,180	-3,582	-6,180	-6,242	Income anticipated from catering provided for corporate hire customers.
	TOTAL DOWNSHIRE SUITE INCOME	-80,465	-76,669	-26,702	-76,669	-77,435	
4220	D&L Event income	-24,591	-16,000	-14,531	-24,000	-24,240	Income anticipated from stall hirers at opendays and other events.
4224	D&L Event sponsorship	-10,696	-9,000	-1,500	-9,000	-9,090	Income from sponsorship of events
4229	Hertford Entrepreneurs Network Funding	-1,500	0	0	0	0	Funding from external sources for the Hertford Entrepreneurs Network events. See code 6033 for HEN expenditure.
	TOTAL EVENT INCOME	-36,787	-25,000	-16,031	-33,000	-33,330	
4400	SW Mill Bridge Room Income	-13,254	-15,000	-3,317	-15,000	-15,150	Income anticipated from hire of the Mill Bridge Rooms by clubs, charities and private individuals.
	TOTAL MILL BRIDGE ROOM INCOME	-13,254	-15,000	-3,317	-15,000	-15,150	
4500	TIC Income	-9,867	-11,824	-6,919	-11,824	-11,942	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	-6,658	-24,000	-24,240	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	0	-600	-600	The Hertford calendar has been produced since 2009.
	TOTAL TOWN & TOURIST INFORMATION CENTRE INCOME	-33,920	-59,732	-13,577	-36,424	-36,782	
	TOTAL INCOME	-164,426	-176,401	-59,626	-161,093	-162,697	

EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.06/17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
6000	D&L Administration	88,819	94,130	23,436	93,440	94,860	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	D&L EVENTS EXPENDITURE (SALARIES)	88,819	94,130	23,436	93,440	94,860	
6010	D&L Events (entertainment)	10,831	9,094	2,002	9,094	9,185	Provision for Castle events, band concerts and Castle Opendays

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.06/17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
6011	D&L Events (hire of equipment/licences/health & safety)	13,621	12,883	2,200	12,883	14,500	Provision for Castle events, band concerts and Castle Openpays.
6013	D&L Events - casual staffing costs	65	0	0	0	0	Contingency for paid casual staff in the event of insufficient volunteers being available.
6014	D&L Friends of Hertford Castle	240	298	30	298	301	Provision to cover the expenses of the Friends of Hertford Castle.
6018	D&L Castle Basement Refurbishment & Display	818	0	38	0	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	3,472	8,058	8,139	Provision for event advertisements.
6035	D&L Castle Interpret panels	0	1,104	0	1,104	1,115	Contingency for the repair of the information boards in the Castle grounds.
6099	D&L Capital Expenditure	1,043	1,104	0	1,104	1,115	Contingency for replacement of catering equipment, marquees or outdoor furniture used for events.
	D&L EVENTS EXPENDITURE (OTHER)	33,484	32,540	7,742	32,540	34,354	
6038	D&L Town Centre Co-ordinator	16,366	16,060	3,494	16,455	16,755	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	TOWN CENTRE SUPPORT EXPENDITURE (SALARIES)	16,366	16,060	3,494	16,455	16,755	
6032	D&L Town Centre Wifi	0	16,900	894	16,900	17,069	Provision for monthly broadband connection fees and project support
6034	D&L Town Council Noticeboards	0	0	0	0	0	Provision for two new noticeboards for areas outside the Town Centre
6033	Hertford Entrepreneurs Network Funding	191	150	1,500	150	152	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	3,063	2,500	2,525	Provision for projects to be finalised for economic development within the town.
6037	D&L Town Centre Hanging Baskets	11,880	18,538	5,703	15,434	15,588	Provision for planting & maintenance of hanging baskets
7080	D&L Xmas grant-tree/lights	14,680	22,000	0	22,000	22,220	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	5,000	5,050	Provision for a feasibility study for the Council to take on management of Hertford Market.
6049	D&L Taxi Marshal scheme	0	10,000	2,232	10,000	10,100	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	10,795	31,510	31,825	Provision for the monitoring, maintenance, fibre optic rental, electricity and telephone costs associated with the CCTV system.
	TOWN CENTRE SUPPORT EXPENDITURE (OTHER)	59,032	109,888	24,187	103,493	104,528	
6100	TIC Administration	16,548	17,180	4,223	16,935	17,100	Apportionment of staff salary costs. A 1% 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 31.06/17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
6101	TIC Wages & Salaries	83,122	86,225	21,406	86,225	88,720	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	TOTAL TOWN & TOURIST INFORMATION CENTRE EXPENDITURE (SALARIES)	99,670	103,405	25,629	103,160	105,820	
6110	TIC Rent	17,087	16,000	4,000	16,000	16,000	Rent and service charges payable for the premises in Market Place.
6115	TIC Rates	7,473	9,250	9,204	9,204	9,296	Business rates payable for the premises in Market Place.
6120	TIC Cleaning (other)	490	590	348	590	596	Provision for fortnightly window cleaning and quarterly paper recycling charges
6125	TIC Utilities	1,080	1,457	156	1,457	1,472	Provision for water and electricity charges.
6140	TIC Uniforms	0	0	0	0	0	Provision for replacement / cleaning of staff uniforms.
6145	TIC Telephone & Fax	3,166	1,906	510	1,906	1,925	Provision for the 2 telephone lines, fax/broadband line and credit card processing line.
6150	TIC Postage	372	497	0	497	502	General provision for postage charges.
6152	TIC Copier(lease & copies)	2,915	1,000	801	1,000	1,010	Provision for the photocopier lease charges and usage charges.
6155	TIC Stationery & Sundries	600	1,040	145	1,040	1,051	Provision for the purchase of stationery, weekly local paper and other general expenditure.
6157	TIC Publication Printing (Accom Guide & calendar)	730	1,030	0	1,030	1,040	Provision for the printing costs of the annual accommodation guide. See income line 4510.
6165	TIC Computer / IT	378	590	88	590	596	Provision for on site IT support and replacement of minor items of equipment
6170	TIC Advertising	2,251	2,500	300	2,500	2,525	General provision for advertising costs.
6175	TIC Show stands,fees/sundries	0	237	0	237	239	Contingency for pitch fees or the cost of promotional goods given away at the Herts County Show.
6195	TIC Stock for resale	5,058	4,967	1,808	4,967	5,016	Cost of books and souvenirs sold in the T&TIC. See income line 4500.
6196	TIC Event tickets	22,201	43,761	3,737	22,000	22,220	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	1,013	500	505	Contingency for minor repair & maintenance items.
6198	TIC Health & Safety	524	1,172	94	472	477	Contingency for fire extinguisher servicing, PAT testing and alarm monitoring charges.
	TOTAL TOWN & TOURIST INFORMATION CENTRE EXPENDITURE (OTHER)	82,030	86,497	22,202	63,990	64,470	
6200	DS Functions sec/admin	19,313	23,305	4,715	19,285	22,310	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
6205	DS Functions management	5,772	5,895	1,740	5,895	5,955	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
6210	DS Caretaking	11,675	16,355	2,715	11,655	16,440	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
6215	DS Cleaning	0	0	0	0	0	Apportionment of staff salary costs. A 1% 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 31.06/17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
	DOWNSHIRE SUITE EXPENDITURE (SALARIES)	36,760	45,555	9,170	36,835	44,705	
6220	DS Marketing & Promotion	3,809	5,150	1,697	5,150	5,202	Provision for advertising the Downshire Suite as a wedding venue
6225	DS Equipment	1,264	1,214	27	1,214	1,227	Contingency for replacement of catering equipment or furniture for the Downshire Suite.
6230	DS Special Cleaning	895	618	0	618	624	Contingency for professional cleaning charges for Downshire Suite carpets & curtains etc.
6235	DS Licence (Civil Ceremonies, PEL, PPL & PRS)	180	2,000	111	2,000	2,020	Provision for music licences etc.
6240	DS Stationery	0	1,705	0	1,705	1,722	Contingency for printing charges for promotional brochures and information leaflets.
6245	DS Catering Purchases & equipment hire	11,471	12,484	3,133	12,484	12,608	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	1,500	1,515	Provision for casual wages paid to a weddings officer not on the regular payroll.
6250	DS Repairs & Maintenance	0	0	0	0	0	Contingency for minor repair & maintenance items.
	DOWNSHIRE SUITE EXPENDITURE (OTHER)	17,707	24,671	4,968	24,671	24,917	
6500	SW MBR Salaries	7,324	7,405	1,838	7,330	7,320	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	MILL BRIDGE ROOM EXPENDITURE (SALARIES)	7,324	7,405	1,838	7,330	7,320	
6510	SW MBR running costs	0	122	0	122	123	Contingency for minor repair & maintenance items.
6525	SW MBR Marketing & Promotion	0	171	0	171	173	General provision for advertising costs or promotional leaflets.
6515	SW MBR Rates	1,428	1,471	1,282	1,282	1,295	Business rates payable for the Mill Bridge Room.
	MILL BRIDGE ROOM EXPENDITURE (OTHER)	1,428	1,763	1,282	1,575	1,590	
	TOTAL EXPENDITURE	442,621	521,915	123,949	483,490	499,320	

SUMMARY

	TOTAL INCOME	-164,426	-176,401	-59,626	-161,093	-162,697	
	TOTAL EXPENDITURE	442,621	521,915	123,949	483,490	499,320	
	NET EXPENDITURE	278,195	345,514	64,323	322,396	336,623	

**COMMUNITY SERVICES COMMITTEE
INCOME**

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.06/17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
4000	ALLOT Rent from plots	-9,594	-9,580	-2,489	-9,580	-9,956	Rent invoices for period Jan'17 to Dec'17 raised in December'16.
4010	ALLOT Rent - Crawleys Field	-263	-271	0	-271	-274	Land rented for grazing use adjacent to Hertingfordbury Park accessed via West Street.
4020	ALLOT Fishing Rights	-230	-237	0	-237	-239	Income from fishing rights for the river Lea from the land adjacent to Hertingfordbury Park accessed via West Street.
	TOTAL ALLOTMENT INCOME	-10,087	-10,088	-2,489	-10,088	-10,469	
4100	CEM Interments	-62,152	-61,800	-11,032	-61,800	-62,418	Income anticipated from fees for burials at North Road Cemetery.
4105	CEM Memorial Benches	0	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	-24	-96	-96	Sundry income from investments purchase as part of long term grave maintenance agreements.
4155	CEM/CCY Memorial repair external funding	-4,994		0		0	External funding received towards repair of a memorial
4120	CEM Equipment trade-in proceeds	0	0	0	0	0	Income from the proceeds of sale / trade-in of equipment normally anticipated at the end of a lease period.
	TOTAL CEMETERY INCOME	-67,242	-61,903	-11,056	-61,896	-62,514	
	TOTAL INCOME	-77,330	-71,991	-13,545	-71,984	-72,983	

EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.06/17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
5000	ALLOT Admin Salaries	18,606	19,055	4,726	18,930	19,255	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
5010	ALLOT Groundstaff Salaries	4,477	4,870	1,204	4,870	4,940	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	ALLOTMENT EXPENDITURE (SALARIES)	23,083	23,925	5,930	23,800	24,195	
5030	ALLOT Maint/ Site Improvements	23,810	20,830	2,410	18,443	10,547	Provision for pest control, toilet emptying, skip hire and maintenance items. Additional £3,000 for larger water tanks and £5,000 for fencing at Folly Island allotment. Additional contingency of £2,000 for vandalism damage.
5040	ALLOT Water Rates	1,733	1,602	0	1,602	1,618	Provision for water supply charges to allotment sites.
5086	ALLOT Grant to Sele Rd Lovely Grub Garden	500		0		0	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	0	2,000	2,000	Annual grant paid for the devolved management of the North Road allotment site by the North Road Plottolders Group.
	ALLOTMENT EXPENDITURE (OTHER)	28,043	24,492	2,410	22,045	14,165	
5100	PAMS Admin Costs	7,726	8,090	1,984	7,970	8,050	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
5101	PAMS Pinehurst site inspection	0	0	0	0	0	Apportionment of staff salary costs. A 1% 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 31.06/17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
	PUBLIC AMENITIES EXPENDITURE (SALARIES)	7,726	8,090	1,984	7,970	8,050	
5110	PAMS Public clocks	138	520	140	520	525	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	212	3,000	3,030	Provision for annual floodlighting charges and sundry repairs.
5170	PAMS Bins & Benches	0	1,104	0	1,104	1,115	Provision for repainting town centre bins and benches.
5140	PAMS - Youth Town Council	0	568	0	0	0	Annual grant given to the Hertford Youth Town Council.
5199	PAMS - Capital Expenditure	0	0	0	0	0	Provision for expenditure on bins and benches etc.
5175	PAMS - Pinehurst Play Area maintenance	4,854	5,202	2,555	5,202	5,254	Provision for grounds maintenance at Pinehurst
5176	PAMS - Pinehurst Play Area Capital Expenditure	0	2,000	0	2,000	0	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	0	5,910	5,969	The Town Council's contribution to the revenue costs of the skatepark at Hartham Common.
	PUBLIC AMENITIES EXPENDITURE (OTHER)	11,685	24,982	2,907	17,736	15,893	
5200	CCY Admin Costs	12,444	12,875	3,182	12,750	13,015	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
5210	CCY Groundstaff Salaries	14,328	16,560	3,852	16,560	16,790	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	CLOSED CHURCHYARDS EXPENDITURE (SALARIES)	26,772	29,435	7,033	29,310	29,805	
5240	CCY Repairs & Maintenance	0	26,600	300	16,500	2,020	Contingency for footpath resurfacing, railing repairs and other maintenance items. Additional £12,500 for painting railings at St Leonards churchyard and £2,000 for repainting the gates at All Saints churchyard.
5245	CCY Contract Gardening	2,601	3,410	680	3,410	3,444	Provision for contracted gardener to maintain St Leonards & Holy Trinity gardens.
5250	CCY Trees	6,560	19,318	1,000	10,000	10,000	Contingency for the maintenance, removal and replacement of trees as necessary.
	CLOSED CHURCHYARD EXPENDITURE (OTHER)	9,161	49,328	1,980	29,910	15,464	
5300	CEM Admin costs	27,228	27,965	6,918	27,870	28,130	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
5305	CEM Groundstaff Salaries	60,163	65,260	16,128	65,260	66,175	Apportionment of staff salary costs. A 1% cost of living increase is included plus any spinal point increases due.
	CEMETERY EXPENDITURE (SALARIES)	87,392	93,225	23,046	93,130	94,305	
5220	CCY Van servicing, fuel & repairs	1,823	2,107	612	2,107	2,128	Provision for the annual servicing, taxing and running costs of the Council's van.
5310	CEM Mobile phone	208	234	45	234	236	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	1,363	1,377	Contingency for programming fees for the bespoke burials database system
5320	CEM Rates	3,944	3,939	4,095	3,939	4,136	Business rates payable for North Road Cemetery
5335	CEM Train/Clothing & Health & Safety Equipment	739	2,373	26	723	730	Provision for staff training and the replacement of work clothes, safety boots and other safety items.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.17	BASE BUDGET 2017/18	ACTUAL TO 31.06/17	PROJECTED OUTCOME 2017/18	BASE BUDGET 2018/19	BASE BUDGET 2017/18
5340	CEM Repairs & Maintenance	7,556	13,311	511	5,514	5,569	Contingency for footpath resurfacing and other maintenance items.
5343	CEM Unbudgeted Cemetery Works	6,371	0	0	0	0	Contingency for Cemetery works outside the scope of normal budgetary requirements.
5342	CEM Repairs to Memorials	7,746	8,630	0	0	0	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	8,207	2,229	Provision for the repair of gates and railings at North Road Cemetery. Additional £6,000 for repointing the brickwork pillars at the main gate to the Cemetery.
5350	CEM Mess Room Utilities (incl site water)	639	723	130	723	730	Provision for mess room expenses and the water supply to the site.
5355	CEM Trees	7,900	5,519	0	5,519	5,574	Contingency for the maintenance, removal and replacement of trees as necessary.
5360	CEM Refuse	2,610	4,821	1,470	4,821	4,869	Provision for skip hire and soil heap removal.
5365	CEM Gravedigging	8,820	13,244	2,630	13,244	13,376	Provision for monthly charges for gravedigging.
5380	CEM Machinery fuel	544	1,463	167	1,463	1,477	Provision for fuel used in mowers and other equipment.
5385	CEM Mach repairs/minor replace	1,682	2,957	349	2,957	2,986	Provision for servicing costs on leased equipment.
5395	CEM Mach new equip/lease	2,812	3,905	87	2,920	2,040	Quarterly lease charges for all the larger items of equipment (3 year lease).
5396	CEM Memorial Benches	0	0	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	0	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	0	1,209	1,221	Provision for replacement of smaller items of equipment and sundry tools.
	CEMETERY EXPENDITURE (OTHER)	54,632	84,005	10,568	64,943	48,678	
	TOTAL EXPENDITURE	248,494	337,482	55,858	288,844	250,555	

SUMMARY

	TOTAL INCOME	-77,330	-71,991	-13,545	-71,984	-72,983	
	TOTAL EXPENDITURE	248,494	337,482	55,858	288,844	250,555	
	NET EXPENDITURE	171,164	265,491	42,312	216,860	177,572	

