



HERTFORD TOWN COUNCIL

Ref: Finadmin/fagenda

17th JUNE 2019

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 24th JUNE 2019
IN THE ROBIN ROOM, THE CASTLE, HERTFORD
AT 7.30 PM**

The Agenda is attached.

Yours sincerely

A handwritten signature in black ink, appearing to read 'Joseph Whelan'.

Mr J Whelan
Town Clerk

**Members of the Committee Councillors: Mrs R Bolton, R Deering, Mrs J Goodeve,
Mrs S Newton, R Pinkham, A Porrer, Dr L Radford, Miss J C S Sartin and T Tarrega**

TOWN CLERK - JOSEPH WHELAN MBA

The Castle • Hertford • SG14 1HR • Tel: 01992 552885 • Fax: 01992 505876 • Email: town.clerk@hertford.gov.uk

**AGENDA OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE
MEETING TO BE HELD ON MONDAY 24 JUNE 2019 AT 7.30 PM IN THE
ROBING ROOM, THE CASTLE, HERTFORD**

1. ELECTION OF CHAIRMAN

2. ELECTION OF VICE CHAIRMAN

3. RECORDING OF MEETING

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

4. APOLOGIES FOR ABSENCE

To receive apologies for absence

5. DECLARATIONS OF INTEREST

To receive declarations of interest

6. THE MINUTES

To confirm as correct the Minutes of the meeting held on 11 March 2019 and to authorise the Chairman to sign the same. **PAPER A (page 5).**

7. 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.

8. ACTION SHEET

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

9. END OF YEAR ACCOUNTS 2018/19 AND ANNUAL RETURN

(a) To receive a report on the overall financial performance of Committees 2018/19 **PAPER C (page 15)** and Balance Sheet **PAPER D (page 37)**

(b) To approve the end of year accounts and the Annual Return for 2018/19 – **PAPER E (page 57)**.

(c) Bank Reconciliations

To receive the bank reconciliation summaries for February, March, April and May 2019 attached as **PAPER F (page 63)**.

(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

(d) Payment Schedules

To receive the Bacs payment schedules from January 2019 to April 2019 including schedules for payments over £500 – **PAPER G (page 67)**

10. FINAL INTERNAL AUDIT REPORT 2018/19

To receive the final report of the internal auditor for 2018/19 – **PAPER H (page 87)**.

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

11. COMMUNITY GRANT – HERTFORD ST ANDREW COMMUNITY TRUST

To consider a grant request from Hertford St Andrew Community Trust – **PAPER I (page 95)**.

12. COMMUNITY GRANT – HERTFORD MUSIC FESTIVAL

To consider a grant request from Hertford Music Festival – **PAPER J (page 97)**.

13. COMMUNITY GRANT – EAST HERTS DIVERSIONARY ACTIVITIES

To consider a grant request from East Herts Diversionary Activities Group. **PAPER K (page 99)**.

14. COMMUNITY GRANT – C4URSELVES

To consider a grant request from C4Urselves. **PAPER L (page 101)**.

15. NEW HOMES BONUS GRANT FUND

To consider payments from the New Homes Bonus Grant Fund for the following: **PAPER M (page 103)**.

Hertford St Andrew C of E Primary School

16. MILITIA COLOURS

To consider a report regarding the future storage of the remaining militia colours - **PAPER N (page 105)**.

17. PERSONNEL SUB COMMITTEE

To receive the minutes of the Personnel Sub Committee Meeting held on 28 May 2019 - **PAPER O (page 107)**.

18. MUSEUM REPORT

To receive a report from Hertford Museum. **PAPER P (page 111)**.

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**MINUTES OF THE FINANCE, POLICY & ADMINISTRATION COMMITTEE
MEETING HELD ON MONDAY 11 MARCH 2019 AT 7.30 PM IN THE ROBING
ROOM, THE CASTLE, HERTFORD**

PRESENT: Cllr R Deering, in the Chair

Councillors: Mrs R Bolton P Boyle, Mrs J Goodeve, Mrs S Newton, Dr L Radford and Miss J Sartin

IN ATTENDANCE: Mr J Whelan, Town Clerk
Mr N Kirby, Interim Civic Administration Manager
Mrs M Babayemi, Finance Manager

574. RECORDING OF MEETING

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

575. APOLOGIES FOR ABSENCE

It was noted that Cllr Miss Sartin would be arriving after the meeting had commenced as she had a prior commitment.

576. DECLARATIONS OF INTEREST

Cllr P Boyle	DPI	Agenda item 7	Trustee of supported charity (CHIPS)
Cllr Dr L Radford	DPI	Agenda items 7	SSoHC

577. THE MINUTES

Cllr P Boyle stated that he did declare his DPI in relation to CHIPs and did leave the room.

It was **RESOLVED** that:

The Minutes of the Finance, Policy & Administration Committee meeting held on Monday 7 January 2019 be approved as a correct record, subject to the changes requested and the Chairman authorised to sign the same.

578. ACTION SHEET

Officers were thanked for the completion of the three finance actions.

Future Maintenance of Castle Grounds

Action outstanding. To be revisited at next FPA Committee meeting.

It was **RESOLVED** that:

The Committee **notes** the Action Sheet.

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

None

Having previously declared an interest Cllr P Boyle left the room at this point.

580. COMMUNITY GRANT APPLICATION GRANT – SECRET SOCIETY OF HERTFORD CRAFTERS - SSoHC

An application had been received from SSoHC for funding of £250 towards the cost of creating a secret yarnbomb – an enchanted wonderland in the centre of Hertford in the summer holidays of 2019.

Committee felt very supportive of this application and noted that previous projects have been extremely beneficial to the town.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** a grant for £250.

Cllr P Boyle returned to the room at this point.

581. COMMUNITY GRANT APPLICATION – HERTFORDSHIRE BOAT RESCUE

An application for £500 had been received from the above organisation for funding towards the cost of keeping their rescue vehicles on the road and to repair rescue boats that are damaged.

It was **RESOLVED** that:

- c) The Committee **notes** the report.
- d) The Committee **approves** a grant for £500.

582. COMMUNITY GRANT APPLICATION – HERTFORD DISTRICT SCOUTS

An application for £377 had been received towards the cost for Emma Robinson to attend the World Scout Jamboree in West Virginia, North America in 2019. This represent 10% of the full cost to attend, the remainder

will be raised by fund raising by the attendee. The Jamborees focus is bringing people together to emphasize leadership and cultural understanding.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** a grant of £377

583. NEW HOME BONUS GRANT APPLICATION – ACTIVE IN THE COMMUNITY CIC

An application had been received for funding of £19,500 towards the cost of installing cycle shelters, additional bike racks and signage at Hertford Cycle Hub in Hartham Common. Funding will also contribute towards workshop equipment to teach riders basic bike maintenance and adult/children’s bikes to help residents who do not own bikes use the facility.

The Committee were keen to support cycling in Hertford but requested some further information in support the application in order to make a decision – specifically whether the proposed improvement plans to Hartham leisure centre conflict with the location of the cycle hub area.

The Committee agreed for the application to be considered with the additional information to the Full Town Council meeting of 25th March 2019 to enable the matter to be concluded during this Administration.

Officers are to write to the applicant advising them of the additional information requested by the Committee.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **agreed** for the application to be considered at Full Town Council meeting on the 25th March.

584. NEW HOME BONUS GRANT APPLICATION – 2nd BENGEO SCOUTS

An application had been received for funding of £30,000 towards the cost of refurbishing the scout hut. Work will include a bigger kitchen and new toilets. This will enable them to rent out the facility to other groups with the aim of becoming more self sufficient to cover planned rent increases in future years.

The Committee were in favour of supporting the Scouts but felt that some additional information was required in the application.

1. Further details regarding the lease with EHDC (ideally a copy of the lease agreement)
2. Details of how the Scouts have sought competitive quotes for the work (to demonstrate rigour of procurement process).
3. Confirmation around the amount of grant sought, considering that it appears that some fund raising has already been undertaken.

After discussion the Committee agreed for the application to be considered with the additional information to the Full Town Council meeting of 25th March 2019 to enable the matter to be concluded during this administration.

Officers are to write to the applicant advising them of the additional information requested by the Committee.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **agreed** for the application to be considered at Full Town Council meeting on the 25th March.

585. PERSONNEL SUB COMMITTEE

A copy of the minutes of the Personnel Sub Committee held on 28 January 2019 had been circulated to the Committee.

It was **RESOLVED** that:

- a) The Committee **notes** the report of the Personnel Sub Committee held on 28 January.

586. REVIEW OF CONSTITUTION

The following documents from the Constitution were reviewed at the meeting:

Standing Orders
Budget Summary 2019-20
Financial Regulations
Treasury Management Policy
Card Holder Data Security Policy

The Town Clerk stated that officers may need to re-examine the scheme of delegation as an additional document to support the standing orders.

Amendments were suggested to the Standing Orders in relation to:

Section 25.a (p44 of the Agenda).The Committee requested that officers reword to remove reference to 'Unitary Council' or remove this section.

Section 27.b (p44 of the Agenda). The Committee requested that the Town Clerk adds in the number of councillors.

It was **RESOLVED** that:

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

587. FRAMEWORK FOR IMPROVING THE GREEN CREDENTIALS OF HERTFORD TOWN COUNCIL

The Committee received a report setting out a framework for the proposed activities to be undertaken with the aim to improve Hertford Town Council's (HTC) green credentials and carbon footprint.

The Committee commented regarding the TTIC giving out single use plastic bags without charge.

It was noted that if the Town Council has the opportunity to lead it should take it.

It was **RESOLVED** that:

- a) The Committee **notes** the report.
- b) The Committee **approves** the framework above for implementation during the next administration cycle of 2019-2023.

588. GENERAL DATA PROTECTION REGULATION

The Committee received a report from the Town Clerk outlining the progress of the Council's actions in respect of the General Data Protection Regulation.

Amendments were suggested in relation to:

Social Media Policy - Document 6.12, section 5.1.4 (p137 of the Agenda). The Committee requested that this is amended as it currently restricts the Town Council using social media to promote event sponsors or promotion of products through the TTIC for example.

Security of data on Mobile Devices - Document 6.15, section 4.1.4 (p143/144 of the Agenda). The Committee requested that the policy includes a provision to ensure that users are expected to have password protected phone.

It was **RESOLVED** that:

- b) The Committee **notes** the report.
- c) The Committee **recommends** the documents, as amended, to the Full Town Council for adoption.

589. OBJECTIVES 2016-2019

The Committee thanked Officers for their achievements.

It was **RESOLVED** that:

The Committee **notes** the progress made on the Objectives 2016-2019 and thanked the Town Clerk and Officers for the considerable amount of work that had been undertaken in achieving the progress made.

590. FINANCE

(a) Bank Reconciliations

The Committee received the bank reconciliation summaries for December 2018- January 2019.

It was **RESOLVED** that:

The Committee **notes** the bank reconciliation summaries for December 2018- January 2019.

(b) Payment Schedules

The Committee received the payment schedules for payment over £500 from December 2018 to January 2019.

It was **RESOLVED** that:

The Committee **notes** the payment schedules for payment over £500 from December 2018 to January 2019.

(c) Debtor and Creditor Payment Times

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

It was **RESOLVED** that:

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

(d) Internal Audit report

It was **RESOLVED** that:

The Committee **notes** the date of the next internal audit report.

(e) Third Quarter Income and Expenditure 2018/19

The Committee received a report on the third quarter income and expenditure for 2018/19.

It was **RESOLVED** that:

The Committee **notes** the income and expenditure to the 31st December 2018.

591. EXCLUSION OF PRESS AND PUBLIC

It was **RESOLVED** that:

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

592. TAXI MARSHAL CONTRACT

The Committee received a report detailing the outcome of the procurement exercise undertaken for the provision of Taxi Marshals for 2019/20.

It was **RESOLVED** that:

- a) The Council **approves** the appointment of Bradzone Ltd for the provision of taxi marshal service for 2019/20 on the basis of the best terms negotiable not exceeding the cost bid received and noted above
- a) The Committee **notes** the report.

593. HERTFORD ARTS HUB

The Committee received a report from the Town Clerk regarding the resolution made by Committee in October 2018 to provide seed funding for the Hertford Arts Hub.

Cllr J Sartin proposed the recommendations and this was seconded by Cllr R Deering.

It was **RESOLVED** that:

- a) The Committee **agrees** to make a payment of £20 000 to the Hertford Arts Hub from the New Homes Bonus reserve.
- b) The Committee **agrees** that the payment is a grant
- c) The Committee **agrees** that the Town Clerk writes to the HAH setting down the acceptable use of the funding
- d) The Committee **delegates** to the Town Clerk in consultation with the Chairman to draft the letter to HAH
- e) The Committee **notes** the report

The Chairman thanked Officers and Councillors for their work over the last 4 years. It was also noted that precept has only increased once during the last 4 year term.

The meeting closed at 8.44pm.

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<u>ACTION LIST FROM</u>				
<u>FINANCE, ADMINISTRATION AND POLICY COMMITTEE MEETING –11th MARCH 2019</u>				
	ACTION	BY	DUE DATE	STATUS AS AT June 2019
FINANCE	None outstanding			
PREMISES	None outstanding			
OTHER	Ashley Webb Shelter Refurbishment and future Maintenance of Castle Grounds – <i>The Clerk has written to EHC to formally request to take over the ownership and maintenance of the grounds</i>	JW		No progress to report.

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**REPORT TO THE FINANCE, POLICY & ADMINISTRATION COMMITTEE –
24 JUNE 2019**

AGENDA ITEM 9 - YEAR END FIGURES 2018/2019

1. PURPOSE OF THE REPORT

To provide the Committee with a breakdown of the year-end figures for 2018/19 and to approve the budget balances that need to be rolled forward into the following year and appropriate post year-end transfers to earmarked reserves.

To recommend to Full Town Council the end of year accounts, Annual Governance Statement and Annual Accounting Statement in the Annual Return for 2018/19.

2. ABBREVIATIONS USED

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

3. BACKGROUND INFORMATION

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

Going Concern. The concept of a 'going concern' assumes that an authority, its functions and services will continue in operational existence for the foreseeable future. This assumption underpins the accounts drawn up under the Local Authority Code of Accounting Practice.

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

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

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

4. SUMMARY OF THE YEAR END ACCOUNT FOR ALL COMMITTEES

This report gives an overview of the year-end account for the three Committees (FP&A, D&L and CS).

Income in the Financial Year 2018/19 continued to improve with an increase of 5.2%. However, increase is not as high as in the previous year 2017/18, which saw a 15.6% increase. The relative downturn in income is the result of fewer venue hires.

Expenditure was up by 9.5% in year 2017/18, but slightly down by 0.5% in this Financial Year 2018/19.

The key factors were:

- Other income increased by **£19,961** in the Financial Year 2018/19.
- Wages in 2018/19 increased by **£5,445** when compared to actual wages in 2017/18.
- General Expenditure in the year 2018/19 was **£748,401** and in 2017/18 it was **£760,753**.
- The 2018/19 Financial Year ended with an underspend of **£94,493**.

Year	2016/17	2017/18	2018/19
Precept	(1,076,800)	(1,103,800)	(1,139,394)
Other Income	(331,526)	(383,327)	(403,288)
Total Income	(1,408,326)	(1,487,127)	(1,542,682)
Total Expenditure	1,324,662	1,455,096	1,448,189
(Surplus)	(83,664)	(32,031)	(94,493)

PAPER C

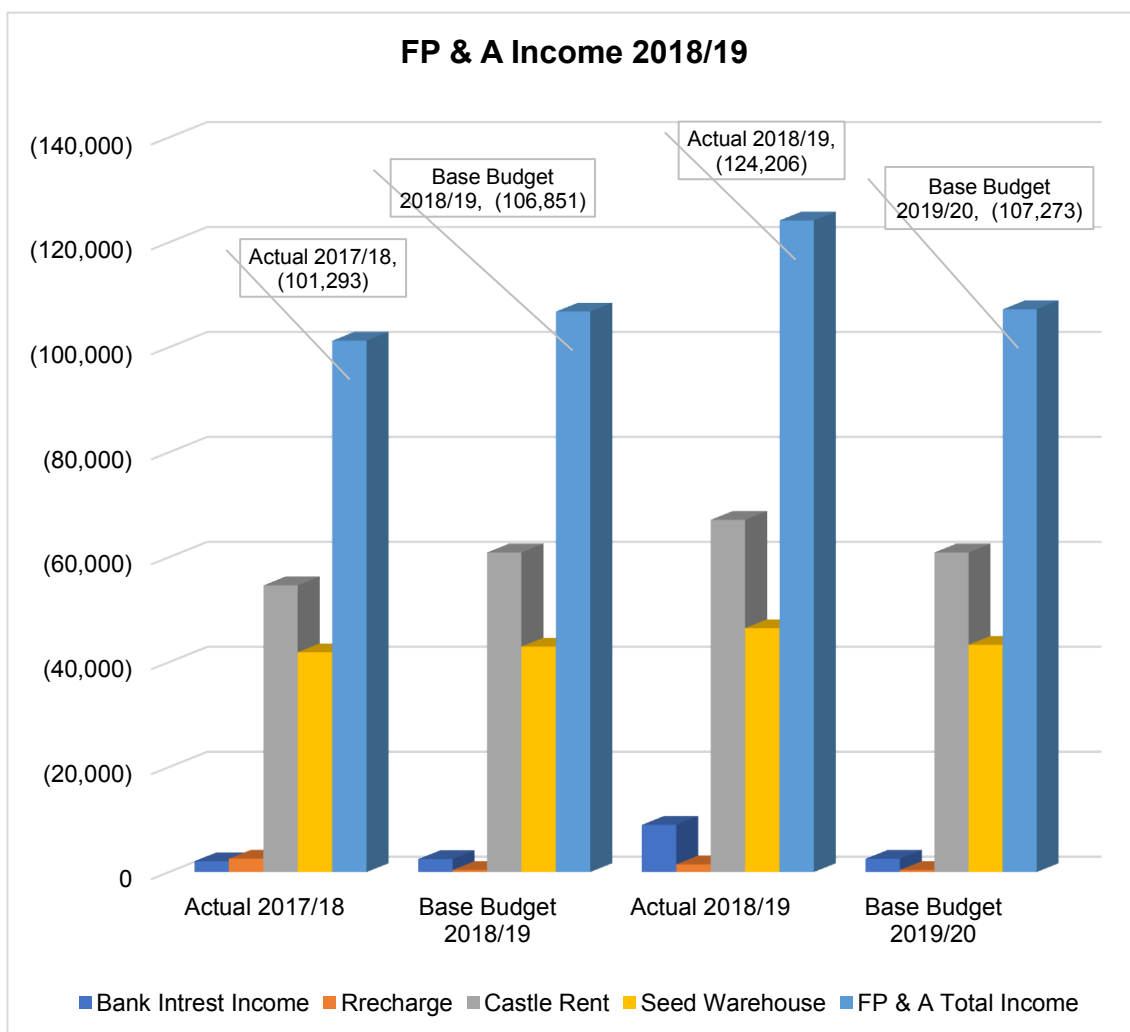
					have changed with more interest being earned in the past financial year.
4600-4640	Castle Services & Rent Recharge	(60,932)	(67,154)	6,222	The positive outcome is because of an additional tenant subletting Office space within the Castle.
4700-4745	SW Services & Rent Recharge	(43,003)	(46,511)	3,508	The Positive outcome is due to the recharge on overhead cost such as the utility bills incurred in SW Expenditure Code-7315-7360
	TOTAL INCOME	(106,851)	(124,206)	17,355	

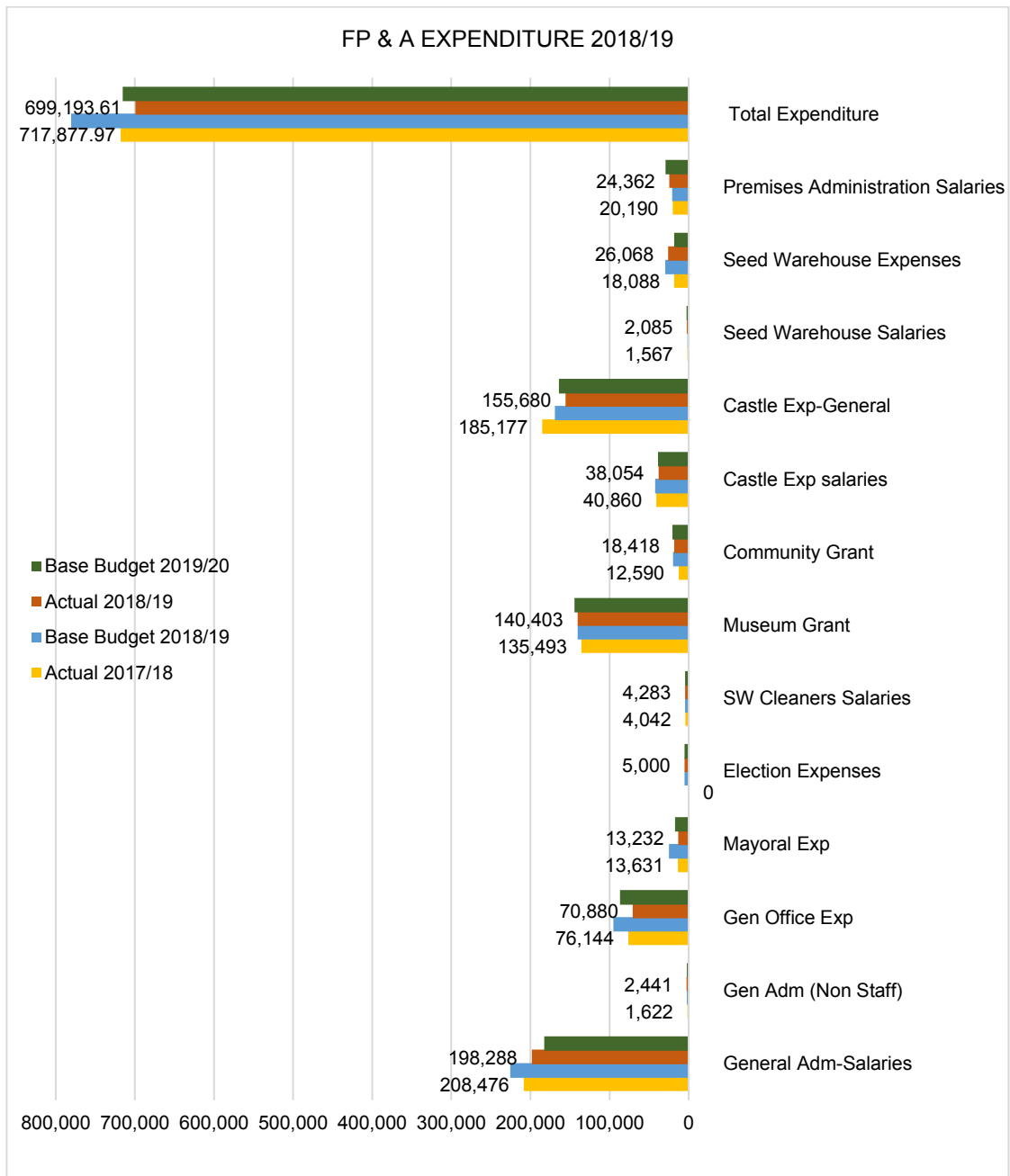
EXPENDITURE

Ledger Code	Description	Budget 2018/19	Actual to 31.03.19	Variance	Variance Notes
7015-7090, 7199	FP & A General Administrative Expenses	95,189	70,880	24,309	The positive Outcome is due to underspent on the following; training, Insurance, GDPR, Subscription, Legal Fees, Grants & Capital Expenditure, A rolling forward for some of these funds to the current financial year is requested in this report. It is intended to expand the GDPR budget heading to include Health and Safety Compliance too for 2019/2020. This can be achieved within the existing agreed GDPR budget heading.
7100-7140	Civic expenses & Mayoral Allowance	24,982	13,232	11,750	Civic property and attendance fees underspent.
7099	FP & A election Expenses	5000	5000	0	This cost has been accrued for election that took place in May 2019.
7160-7180	Museum Grant & community Grant	160,222	158,821	1401	There was a roll forward of £3,799 on Community grant from 2017/18 financial year. The

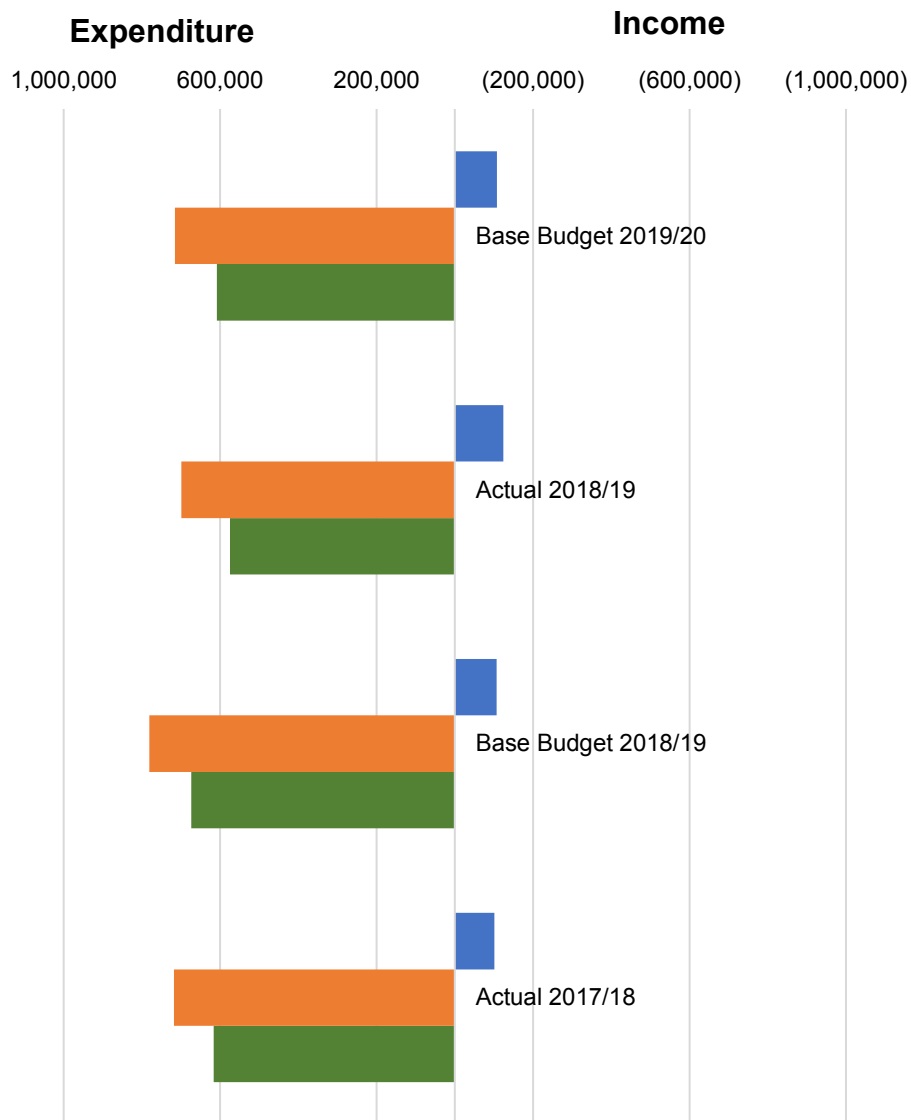
PAPER C

					actual budgeted grant of £16,000 was all spent plus a proportion of the 2017/18 roll forward.
7205-7299	Castle Overhead Expenses	169,150	155,680	13,470	Positive outcome because Castle Ground Maintenance underspent by £10,000.
7315-7399	Seed Warehouse Expenses	29,478	26,068	3,410	Underspend on capital expenditure
	Salaries	296,735	269,512	27,223	Positive result is due to one officer post moving from full-time to part-time and some other savings resulting from staff turnover/temporary cover of posts.
	Total Expenditure	780,756	699,193	81,563	





FP & A Overall Expenditure 2018/19



	Actual 2017/18	Base Budget 2018/19	Actual 2018/19	Base Budget 2019/20
■ FP & A Total income	(101,293)	(106,851)	(124,206)	(107,273)
■ FP & A Total Exp.	717,878	780,756	699,194	715,328
■ FP & A Overall Exp.	616,585	673,905	574,987	608,055

FP & A INCOME AND EXPENDITURE AT A GLANCE

	Actual 2017/18	Base Budget 2018/19	Actual 2018/19	Base Budget 2019/20
INCOME				
Bank Interest Income	(2,100)	(2,500)	(9,041)	(2,570)
Recharge	(2,597)	(416)	(1,500)	(428)
Castle Rent	(54,666)	(60,932)	(67,154)	(60,932)
Seed Warehouse	(41,930)	(43,003)	(46,511)	(43,343)
FP & A Total Income	(101,293)	(106,851)	(124,206)	(107,273)

EXPENDITURE	Actual 2017/18	Base Budget 2018/19	Actual 2018/19	Base Budget 2019/20
General Adm. Salaries	208,476	225,400	198,288	182,364
Gen Adm. (Non Staff)	1,622	2,060	2,441	2,101
Gen Office Exp	76,144	95,189	70,880	86,854
Mayoral Exp	13,631	24,982	13,232	17,081
Election Expenses	0	5,000	5,000	5,140
SW Cleaners Salaries	4,042	4,305	4,283	4,466
Museum Grant	135,493	140,423	140,403	144,355
Community Grant	12,590	19,799	18,418	20,353
Castle Exp salaries	40,860	42,470	38,054	38,832
Castle Exp-General	185,177	169,150	155,680	163,886
Seed Warehouse Salaries	1,567	1,625	2,085	2,528
Seed Warehouse Expenses	18,088	29,478	26,068	18,303
Premises Administration Salaries	20,190	20,875	24,362	29,062
Total Expenditure	717,877.97	780,756.00	699,193.61	715,327.72
	Actual 2017/18	Base Budget 2018/19	Actual 2018/19	Base Budget 2019/20
Total Income	(101,293)	(106,851)	(124,206)	(107,273)
Total Expenditure	717,878	780,756	699,194	715,328
Net Expenditure	616,585	673,905	574,987	608,055

As part of the budget setting process for 2019/20 an item for the decoration of the Downshire Suite (£7,698) was set as an 'in year' project.

6. DEVELOPMENT & LEISURE - SUMMARY

The Committee finished the year 2018/19 with an overall expenditure of **£301,580** compared to the actual expenditure of **£293,018** for the Financial Year 2017/18.

The income and expenditure for the year is listed in Appendix 2. The main variances are discussed below; adverse variances are shown in brackets.

Abbreviations used:

DS = Downshire Suite, ground floor rooms for hire at the Castle

D&L = Development & Leisure Committee

SW = Seed Warehouse, the Council's building in the Wash

TIC = Town & Tourist Information Centre

INCOME

D and L has four major revenue streams, which are the Downshire Suite, Events, Mill Bridge Room and Tourist Centre. Altogether, these brought in revenue of **£200,548** compared to the budgeted figure for 2018/19 which was **£182,504**.

The Downshire Suite income dropped by **£8,906** as a result of the low intake in private hires. The income generated from Events such as Open-Air Cinema, stall holders and sponsorship increased by **£10,331**.

Town & Tourist information Centre income was **£13,380** up in budget.

The Seed Warehouse (MB) saw an increase in the income generated in 2018/19 and this shows a favourable position against budget by **£3,240**.

The table below details the variances.

INCOME

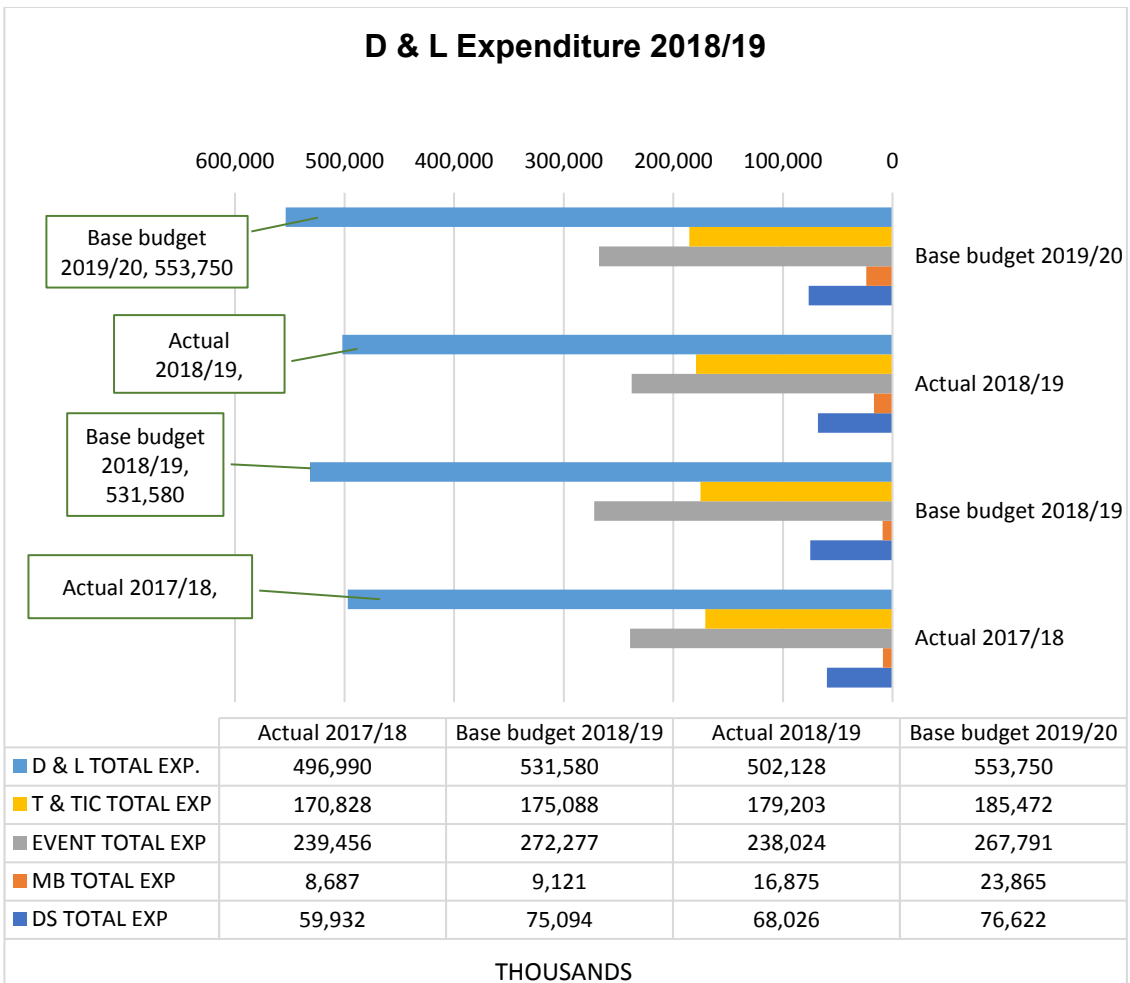
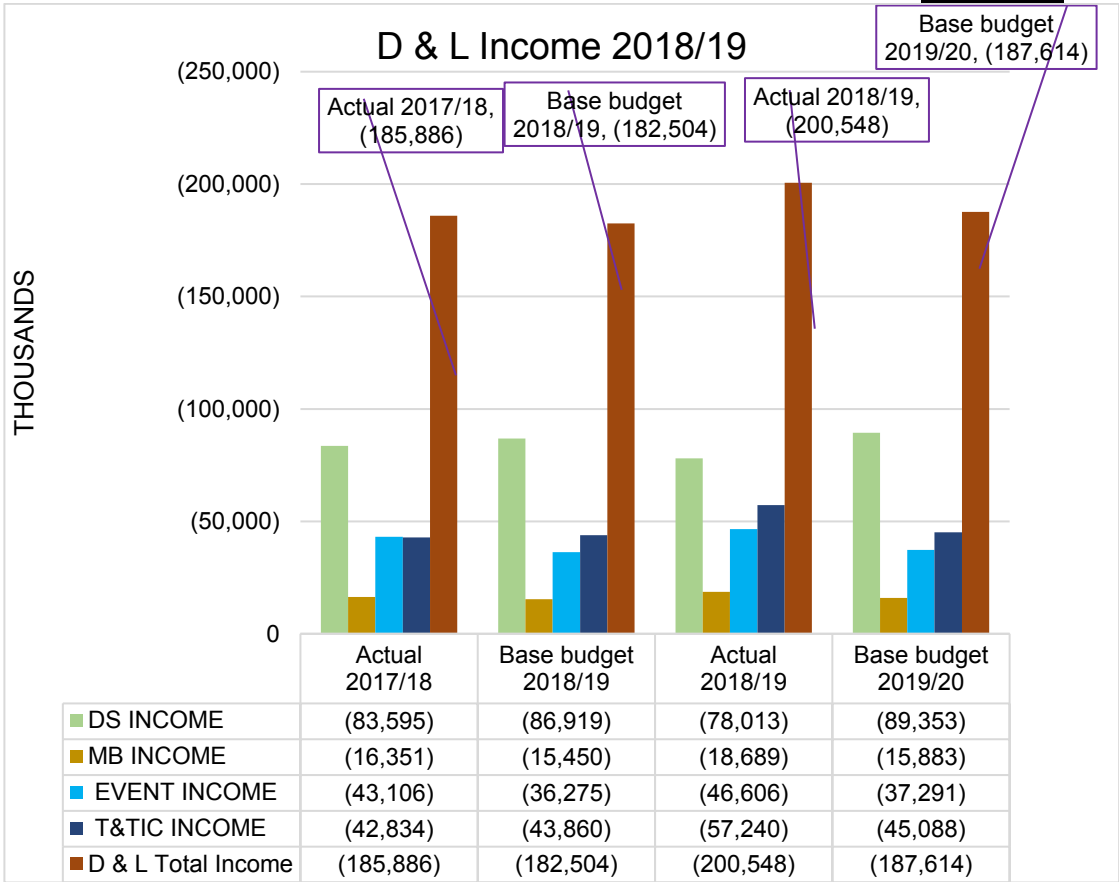
Ledger Code	Description	Budget 2018/19	Actual to 31.03.19	Variance	Variance Notes
4200, 4201, 4202, 4210	Downshire Suite	(86,919)	(78,013)	(8,096)	An unfavourable outcome is due to lower income from private hires.
4220, 4224, 4219	Events	(36,275)	(46,606)	10,331	A favourable outcome is because more Stalls & Open-Air cinema tickets were sold in the period.
4500, 4501, 4511	Town & tourist Centre	(43,860)	(57,240)	13,380	A favourable outcome from souvenirs & tickets. This will be netted off the cost incurred during sales (See budget headings 6195 & 6196).
4400	Seed Warehouse (Mill Bridge Room)	(15,450)	(18,689)	3,239	Growth resulting from an increased number of regular users of the rooms.
	Total Income	(182,504)	(200,512)	(18,854)	

EXPENDITURE

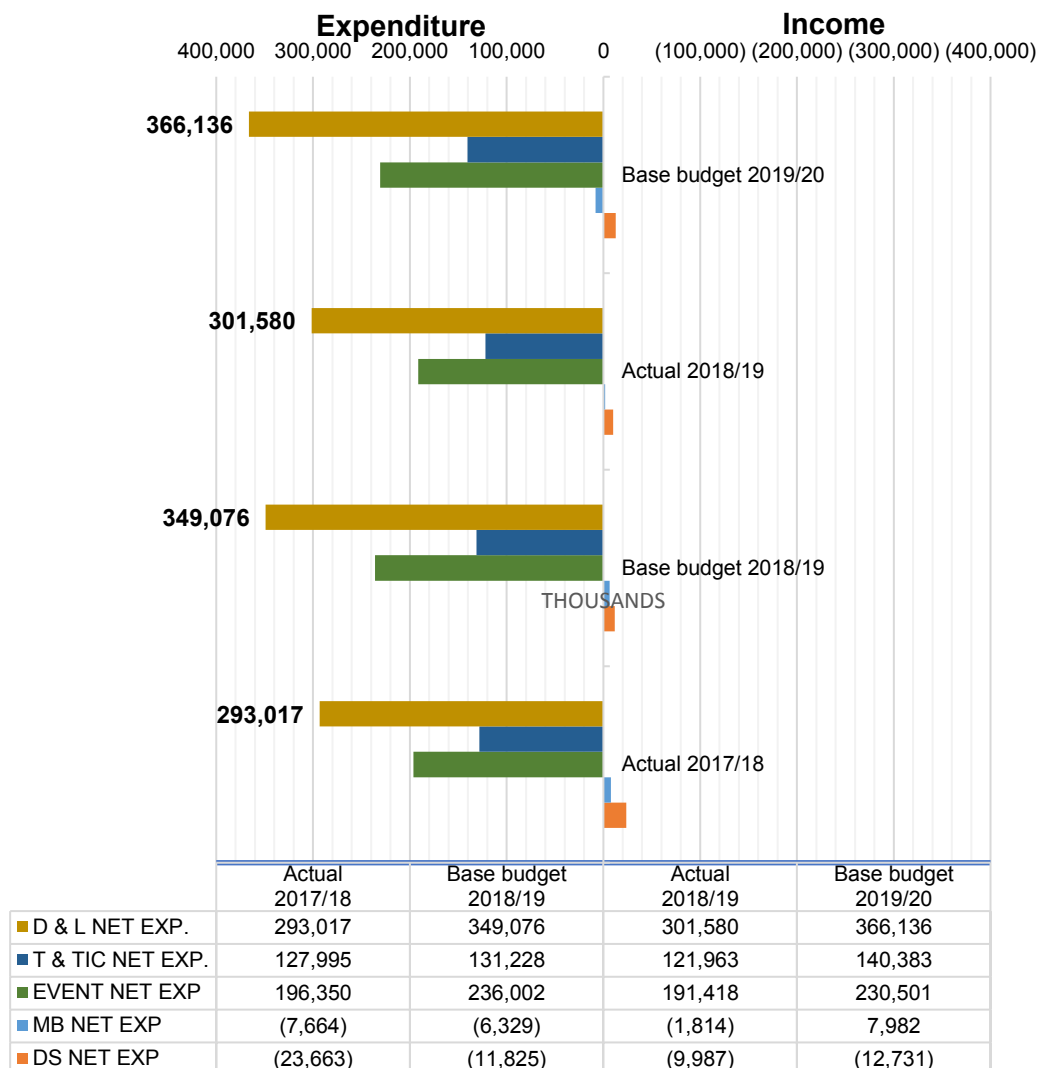
Expenditure Ledger Code	Description	Budget 2018/19	Actual to 31.03.19	Variance	Variance Notes
6010,6011 6014,6025, 6035, 6099	Events Expenditure	37,756	36,733	1023	Expenditure relating to all events carried out during the financial year 2018/19. The income received from these events are shown in budget headings 4220 & 4224. The overall performance of Events is positive

PAPER C

					with increased sponsorship being received for events.
6032,6033 6036,6037 6049,6050, 7080	Town Centre Support Expenditure	111,106	96,911	14,195	The favourable outcome is due to underspend on Wi-fi, town centre hanging baskets, taxi marshal & CCTV.
6110 -6198	Town & Tourist Centre Information Expenditure	67,008	79,945	(12,937)	The unfavourable variance is to offset the favourable variance on budget code 4500 & 4501. TIC bought more stock than what was budgeted. An adjustment has been made in the Financial year 2019/20.
6220-6245	Downshire Suite Expenditure	24,999	17,116	7,883	The favourable outcome is due to less purchase of catering items (private and corporate hires). This has reflected in the income generated in the year and there was a low revenue from private hires.
6510-6515	Seed Warehouse (MB)	1621	1,343	278	The favourable position is because no spending was made in marketing & promotion.
Salaries	Dev & Leisure Salaries	289,090	270,080	19,010	The favourable position is due to changes in payroll allocation during the year and £5,768 was released from Reserves at the beginning of the year to provide extra staff covers for maternity leave.
	Total Exp.	531,580	502,128	29,452	



D & L Overall Expenditure 2018/19



D & L INCOME AND EXPENDITURE AT A GLANCE

	ACTUAL 2017/18	BASE BUDGET 2018/19	ACTUAL 2018/19	Base Budget 2019/20
DOWNSHIRE SUITE				
DS INCOME	(83,595)	(86,919)	(78,013)	(89,353)
DS (SALARIES)	44,123	50,095	50,910	52,127
DS OTHER EXP.	15,810	24,999	17,116	24,495
DS TOTAL EXPENDITURE	59,932	75,094	68,026	76,622
DS NET EXPENDITURE	(23,663)	(11,825)	(9,987)	(12,731)
MILLBRIDGE ROOMS				
MB INCOME	(16,351)	(15,450)	(18,689)	(15,883)

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MB (SALARIES)	7,365	7,500	15,531	22,199
MB OTHER EXP.	1,322	1,621	1,343	1,666
MB TOTAL EXPENDITURE	8,687	9,121	16,875	23,865
MB NET EXPENDITURE	(7,664)	(6,329)	(1,814)	7,982
EVENTS	ACTUAL TO 31.03.18	BASE BUDGET 2018/19	ACTUAL TO 31.03.19	Base Budget 2019/20
EVENT INCOME	(43,106)	(36,275)	(46,606)	(37,291)
EVENT (SALARIES)	93,376	106,855	76,823	72,979
EVENT OTHER EXP.	164,166	165,422	161,200	194,812
EVENT TOTAL EXPENDITURE	257,542	272,277	238,024	267,791
EVENT NET EXPENDITURE	214,436	236,002	191,418	230,501
TOWN & TOURIST INFORMATION CENTRE	ACTUAL TO 31.03.18	BASE BUDGET 2018/19	ACTUAL TO 31.03.19	Base Budget 2019/20
T&TIC INCOME	(42,834)	(43,860)	(57,240)	(45,088)
T&TIC (SALARIES)	102,533	108,080	99,259	114,442
T&TIC OTHER EXP.	68,296	67,008	79,945	71,029
T & TIC TOTAL EXPENDITURE	170,828	175,088	179,203	185,472
T & TIC NET EXPENDITURE	127,995	131,228	121,963	140,383
D & L TOTAL INCOME	(185,886)	(182,504)	(200,548)	(187,614)
D & L TOTAL EXPENDITURE	478,904	531,580	502,128	553,750
D & L NET EXP.	293,018	349,076	301,580	366,136

7. COMMUNITY SERVICES

The Committee finished the 2018/19 year with a net expenditure of **£168,334** compared to the actual expenditure of **£162,166** for the 2017/18 year. The income and expenditure for the year is listed in Appendix 3. Key variances are shown below & abbreviations used:

PAMS = Public Amenities CCY = Closed Church Yard

CEM = Cemetery

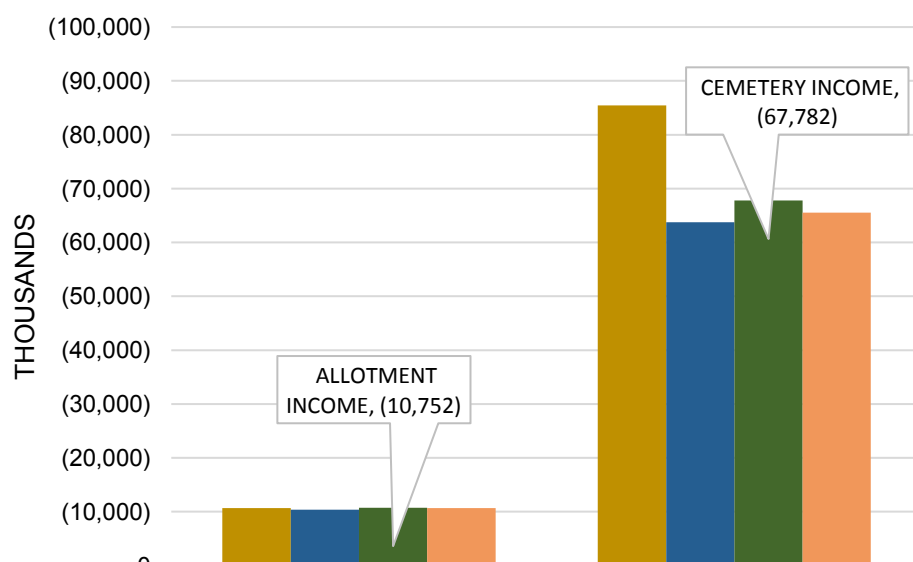
INCOME

Ledger Code	Description	Budget 2018/19	Actual to 31.03.19	Variance	Variance Notes
4000-4020	Allotment	(10,390)	(10,752)	362	Income remains within set budget
4100-4110	Cemetery	(63,760)	(67,782)	4,022	A favourable outcome in Cemetery
	Total Income	(74,150)	(78,534)	4,384	.

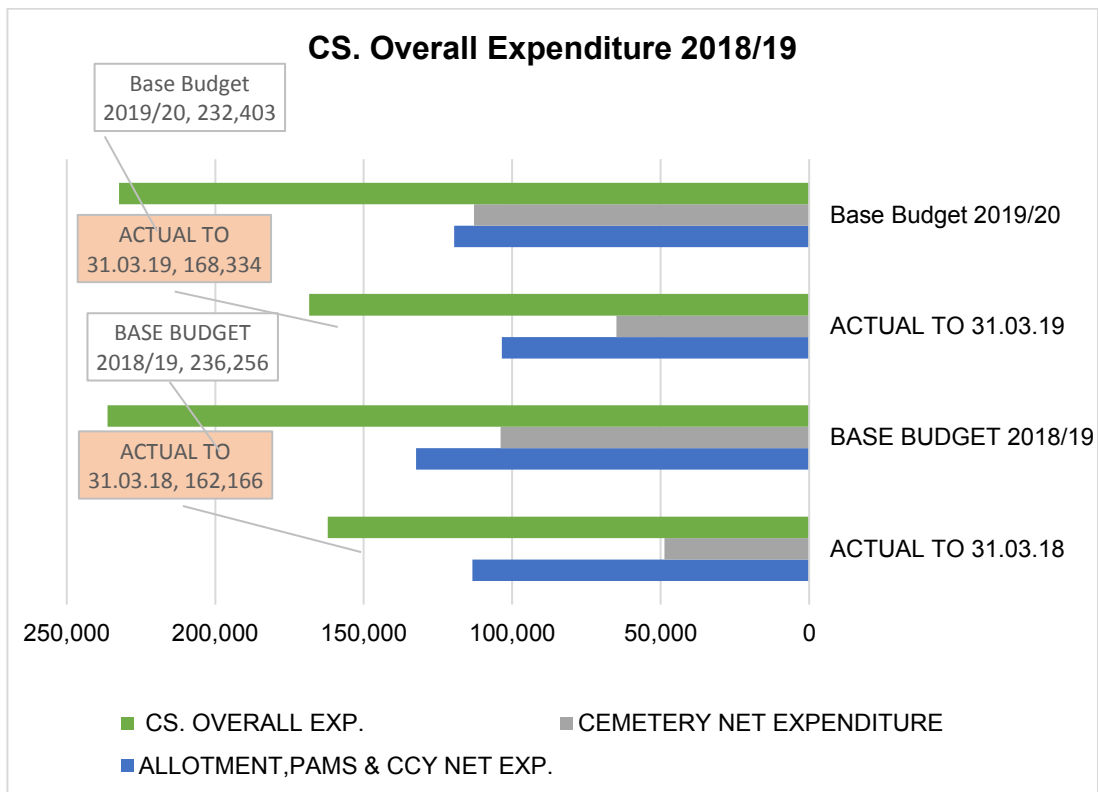
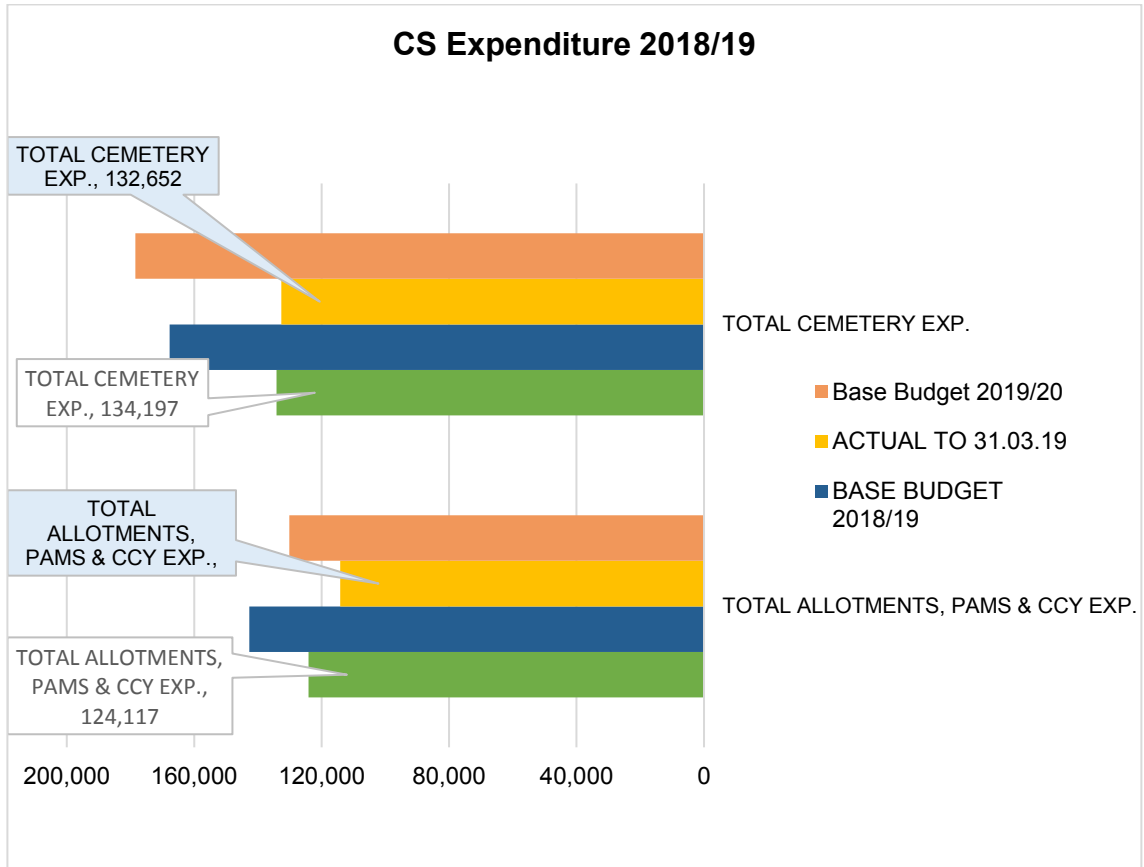
EXPENDITURE

Expenditure Ledger Code	Description	Budget 2018/19	Actual to 31.03.19	Variance	Variance Notes
5030-5250	Allotment, PAMS & CCY	79,521	51,857	27,664	This is a positive outcome because some of the works budgeted in the year 2018/19 are yet to be carried out, such as repairs to the railings & resurfacing at St Andrews Churchyard.
5220-5399	Cemetery	72,105	32,374	39,731	This include £10,000 in contingency for a land. Some repairs are due to be carried out at the cemetery and this has been asked to roll forward to 2019/20
	Salary	158,780	162,638	(3,858)	Unfavourable due to the changes made on how staff are apportioned to various cost centres.
	Total expenditure	310,406	246,868	63,537	

CS Income 2018/19



	ALLOTMENT INCOME	CEMETERY INCOME
■ ACTUAL TO 31.03.18	(10,688)	(85,460)
■ BASE BUDGET 2018/19	(10,390)	(63,760)
■ ACTUAL TO 31.03.19	(10,752)	(67,782)
■ Base Budget 2019/20	(10,681)	(65,545)



CS INCOME AND EXPENDITURE AT A GLANCE

	ACTUAL 2017/18	BASE BUDGET 2018/19	ACTUAL 2018/19	Base Budget 2019/20
ALLOTMENTS				

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ALLOTMENT INCOME	(10,688)	(10,390)	(10,752)	(10,681)
ALLOTMENT, PAMS & CCY (SALARIES)	59,983	63,195	62,359	68,445
ALLOTMENT & PAMS EXPENDITURE	64,134	79,521	51,857	61,748
TOTAL ALLOTMENTS, PAMS & CCY EXP.	124,117	142,716	114,216	130,193
ALLOTMENT, PAMS & CCY NET EXP.	113,429	132,326	103,464	119,512
	ACTUAL 2017/18	BASE BUDGET 2018/19	ACTUAL 2018/19	Base Budget 2019/20
CEMETERY				
CEMETERY INCOME	(85,460)	(63,760)	(67,782)	(65,545)
CEMETERY (SALARIES)	92,841	95,585	100,278	104,312
OTHER CEMETERY EXPENDITURE	41,356	72,105	32,374	74,124
TOTAL CEMETERY EXP.	134,197	167,690	132,652	178,436
CEMETERY NET EXPENDITURE	48,737	103,930	64,870	112,891
CS. INCOME	(96,148)	(74,150)	(78,534)	(76,226)
CS EXP.	258,314	310,406	246,868	308,629
CS. OVERALL EXP.	162,166	236,256	168,334	232,403

As part of the budget setting process for 2019/20 several items have been designated 'in year' projects. The decision to fund or otherwise, will be revisited in this Financial Year.

In-Year Projects

- 1) **5030 Allotment Maintenance** – A provision for the allotment fence repairing, middle gate replacement and the new padlock for the emergency gate. Suggested additional budget £5,000 to be considered during the year.
- 2) **5030 Allotment Maintenance** – A provision for grass grid surface for Cromwell Road allotment car park. Suggested additional budget £6,900 to be considered during the year.
- 3) **5340 Cemetery Repairs & Maintenance** – A provision for resurfacing the tarmac at Cemetery. Suggested additional budget £8,000 to be considered during the year.

- 4) 5399 Cemetery Capital Expenditure-** A provision for the new Cemetery Software. Suggested additional budget £1,969 to be considered during the year.

8. YEAR END ACCOUNTING ADJUSTMENTS

The following accounting terms are used to describe how transactions are recorded in the accounting software used by the Council. A computerised accounting system records transaction strictly by invoice date, payment date or date registered in the bank. If the item posted relates to a different financial year, this will be recorded as an adjustment at the end of the financial year account.

Prepayments. Where items are paid or invoiced in advance for a service which extends beyond the end of the financial year, the cost must be split pro rata between the two financial periods. An example of this is the rent for Hertford Castle which was paid in March 2019 but relates to period April to June 2019.

In the accounts for the year to 31st March 2019 the following adjustments were made:

Prepayments	2018/19 (£)	2017/18 (£)
Castle Rent	16458	16,458
T&TIC Insurance	597	0
Alarm & phone contracts		836
Business Rates	32435	0
Insurance Renewal		*0
Other	3593	1362
TOTAL	53082	18656

*The insurance renewal for 2018/19 was paid in April. This does not affect the expenditure reported for either financial year.

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

In the accounts for the year to 31st March 2019 the following adjustments were made:

Accrued Income	2018/19 (£)	2017/18 (£)
SW Recharges – Museum	0	5,600
SW Recharges - Zoucha	0	5,000
CAS Recharges – 2 nd floor	0	6,400

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TOTAL	0	17,000
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Accruals. Where the benefit of goods or services has been received or a cost incurred but an invoice from the supplier has not been received by the year end, an adjustment is required to recognise the expenditure within the appropriate year. In the accounts for the year to 31st March 2019 the following adjustments were made:

Accruals	2018/19 (£)	2017/18 (£)
Election expenses*	(19708)	(30,000)
Audit fees	(3,665)	(2,000)
Hanging Baskets		(4,695)
Utility charges	(7129)	(12,510)
Property repairs	(10099)	
Grounds maintenance	(5,712)	(1,450)
Memorial repairs		(5,775)
TIC Ticket Sales		(4,348)
Xmas Light Tree	(9,448)	
Catering fees		
Professional Fees	(350)	
Other	(1,694)	(4,331)
TOTAL	(57,805)	(65,109)

*The accrual for election expenses is for the cost of the May 2019 election (£20,000) which have not been invoiced.

Deferred Income. Where a sales invoice is raised in advance for an event or service that takes place in the following financial period then this income must be adjusted to transfer it into the accounts for the following year. An example of this is the allotment rents which were invoiced and generally paid in November and December 2018 for the year to 31st December 2019.

In the accounts for the year to 31st March 2019 the following adjustments were made:

Deferred Income	2018/19 (£)	2017/18 (£)
Allotment rentals to Dec'16	(7192)	(7,275)
Advance room hire	(17,416)	(22,652)
D&L Events	(17,065)	(2,884)
Castle office rentals		(17,567)
TOTAL	(41,673)	(50,378)

*Prompt payment in advance for rent by a tenant

9. OTHER BALANCE SHEET ITEMS

Cash & Bank Balances. At the 31st March 2019 the Council held **£1,892,773** in bank accounts and **£255** in petty cash.

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

It is proposed to maintain a minimum closing reserve figure at 31st March 2019 of **£400,609** which is approximately three months net expenditure. These commitments in April amounted to **£133,500**. The first instalment of the precept amounting to **£593,312** was received as cleared funds on the 26th April 2019.

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

Stock	2018/19 (£)	2017/18 (£)
Trade stock at the T&TIC	9622	9,497

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

Debtors	2018/19 (£)	2017/18 (£)
Trade Debtors	34,104	22,222
HMR&C (VAT refund due)	24,631	25,158
TOTAL	58,735	47,380

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

Creditors	2018/19 (£)	2017/18 (£)
Trade Creditors	(46170)	(20,460)
PAYE & LGPS deductions		(24,922)
TOTAL	(46170)	(45,382)

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

10. TOTAL BUDGET VARIANCE ON THE GENERAL RESERVE

For the 2018/19 year for the three committees taken together was £94,493 and this will be transferred into the General Reserve. This total is made up of £66,196 underspent on Expenditure and the £28,295 that was released at the beginning of the Financial Year 2018/19 for staff covers. The Council started the 2018/19 year with General Reserves of £836,571,

excluding the NHB and finished the Financial Year 2018/19 with General Reserves £902,761.

The Committee approved the release of **£19,000** from the Building Reserve and **£30,000** from LCTS Grant Reserve at the FP&A meeting held on 7th January 2019. This will be absorbed in the revenue budget settings of 2019/20.

11. ADDITIONAL BUDGET REQUIREMENTS FOR 2019/20

Staffing Costs

Additional staffing costs will arise during 2019/20 to cover the post of Civic Administration Manager.

The additional net cost of covering post will be £3,338 from April-July 2019 and any further costs for the period after the end of July will be advised to Committee in due course.

An additional cost of £2,450 is required to cover the Training budget noted by the Personnel Sub Committee at the meeting held on 28th May 2019.

The Committee is asked to consider a contingency to cover the above items of £5,788 from the General Reserves.

12. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **approves** the end-of-year financial statements as a fair and accurate record of the Council's financial position at the 31st March 2019.
- b) The Committee **recommends** that the Town Council approves the Annual Governance Statement and the Accounting Statement in the Annual Return for 2018/19.
- c) The unspent balance of £2,260 in budget code **7015** (FP & A Training) be carried forward to the Financial Year 2019/20 for the various training listed in personnel.
- d) A virement of up to £2,500 from budget code **7020** (FP & A Insurance) to budget code **7220** (Gas Utilities). The £2,500 to be carried forward to the financial year 2019/20 in order to cover the price increase in utilities. This budget code has always been under budgeted and the actual cost is always more than budget.
- e) The unspent balance of £8,352 in budget code **7150** (FP & A Civic property) be carried forward to the Financial Year 2019/20 to purchase Mayor badges & other civic events.

- f) The unspent balance of £1,798 in budget code **7199** (FP & A Capital expenditure) be carried forward to the financial year 2019/20 to replace some office furniture's & small equipment.
- g) The unspent balance of £4,482 in budget code **7299** (Castle Capital expenditure) be carried forward to the Financial Year 2019/20 to cover any repair in the Castle.
- h) The unspent balance of £1,238 in budget code **7360** (SW Repairs & Maintenance) be carried forward to the Financial Year 2019/20 to cover any repair in Seed Warehouse.
- i) The Committee **notes** Downshire Suite decoration project for **£7,698**. The Committee is asked if this should be taken from General Reserves or if further consideration has to be given to the work to be carried out.
- j) The Committee **notes** the release of **£30,000** from LCTS Grant Reserve and **£19,000** from Building Reserve for the 2019/20 budget settings.

The Development and Leisure Committee recommends that:

- k) The unspent balance of £1,527 in budget code **6025** (D & L Events Promotion/Marketing) be carried forward to the Financial Year 2019/20 for the cost of printing and distributing the Hertford Events Programme
- l) The unspent balance of £2,706 in budget code **6032** (D & L Town Centre Wi-Fi) be carried forward to the Financial Year 2019/20 to provide funding to enhance and replace equipment to the existing Wi-Fi scheme in the town centre.
- m) The unspent balance of £5,891 in budget code **6037** (Hanging baskets) be carried forward to 2019/20 to cover the cost of structural testing of the lamp columns in the town centre.
- n) The unspent balance of £1,720 in budget code **6225** (DS equipment) be carried forward to the Financial Year 2019/20 for replacing catering equipment.
- o) The unspent balance of £361 in budget code **6230** (DS Special Cleaning) be carried forward to the Financial Year 2019/20 to cover the part cost of a deep clean of the kitchen, required for a hygiene inspection.

The Community Services Committee recommends that:

- p) The Committee **notes** the projects that are due to be revisited as in-year projects are listed in section 8(1)-(4) of the summary report above totalled **£21,869**. Committee is asked to make comment on the list shown (1) – (4) in section 8 of the report.
- q) The unspent balance of £2,320 in budget code **5030** (Allotment maintenance) be carried forward to cover the costs of replacing damaged chain link fencing at Folly Island allotment site.

- r) £8,749 of the unspent balance of £14,749 in budget code **5240** (Churchyard maintenance) be carried forward to fund the outstanding works to gates at Church Street. £6,000 to **5340** (Cemetery maintenance) requires a virement of the remaining as per item z below.
- s) The unspent balance of £8,770 in budget code **5250** (Churchyard trees) be carried forward to fund works that might be required in the current year.
- t) £500 of the unspent balance of £944 in budget code **5315** (Cemetery burial records) be carried forward to fund a cemetery record update on the HTC website.
- u) £1,000 of the unspent balance of £1,087 in budget code **5340** (Cemetery maintenance) be carried forward to fund works that might be required in the current year.
- v) The unspent balance of £5,000 in budget code **5342** (Memorial repairs) be carried forward to fund repairs to “at risk” memorials in St Leonards and All Saints Churchyards.
- w) The unspent balance of £4,678 in budget code **5345** (Cemetery Repairs to railings) be carried forward to fund outstanding repairs to the gates which was part of the in-year projects that was discussed in FP & A meeting held on 7th of January 2019.
- x) The unspent balance of £3,335 in budget code **5355** (Churchyard trees) be carried forward to fund works that might be required in the current year.
- y) £5,000 of the unspent balance of £5,996 in budget code **5399** (Capital expenditure) be carried forward to fund the leasing of the new Cemetery van.
- z) A virement of up to £6,000 from budget code **5240** Churchyard maintenance to **5340** (Cemetery maintenance) for groundwater inspection/policing of water management at North Road Cemetery.

If all the recommendations are approved the balance of the General Reserve will be £501,401.

	End of 2018/19	Beginning of 2019/20
General Reserve	614,943.25	501,401.25
Building Maintenance Reserve	148,598.16	129,598.16
CCTV Maintenance Reserve	35,166.89	35,166.89
Election Reserve	25,112.94	25,112.94
New Homes Bonus Reserve	943,653.21	943,653.21
LCTS Grant Reserve	62,995.63	32,995.63
Pinehurst Community Area Reserve	15,949.63	15,949.63
TOTAL RESERVES	1,846,419.71	1,683,877.71

Report by: Muibat Babayemi, Finance Manager

Appended documents: Income & Expenditure Spreadsheets

**HERTFORD TOWN COUNCIL
BALANCE SHEET**

31.03.18

31.03.19

	CURRENT ASSETS	
1,726,413.72	Cash & Bank Balances	1,893,028.26
9,496.55	Stock	9,622.17
45,268.44	Debtors	34,103.91
65,332.46	Payments in Advance	53,821.29
17,000.00	Accrued Income	
0.00	Community Loans	0.00
1,863,511.17	TOTAL ASSETS	1,990,575.63
	CURRENT LIABILITIES	
-8,279.18	Mayor of Hertford Appeal Fund	-6,703.56
-2,285.20	Youth Town Council	-2,285.20
-14,050.00	Tenants' Deposits Held	-14,150.00
-59,732.31	Creditors	-21,539.23
-50,377.75	Deferred Income	-41,672.48
-65,109.09	Accruals	-57,805.45
-199,833.53	TOTAL LIABILITIES	-144,155.92
1,663,677.64	NET ASSETS	1,846,419.71
	REPRESENTED BY:	
548,747.44	General Reserve	614,943.25
148,598.16	Building Maintenance Reserve	148,598.16
35,166.89	CCTV Maintenance Reserve	35,166.89
25,112.94	Election Reserve	25,112.94
827,106.95	New Homes Bonus Reserve	943,653.21
62,995.63	LCTS Grant Reserve	62,995.63
15,949.63	Pinehurst Community Area Reserve	15,949.63
1,663,677.64	TOTAL EQUITY	1,846,419.71

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TOTAL (SURPLUS) / DEFICIT	(1,006,300)	(1,103,800)	(1,139,394)	(1,139,394)	(1,139,394)	(1,139,394)	(1,139,394)	(1,139,394)	(1,139,394)	(1,236,116)
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A+B+C+D

TOTAL (SURPLUS) / DEFICIT	65,468	84,202	(920,288)	(613,906)	(414,422)	(94,493)	119,842	87,689	(29,523)
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E-NEW HOMES BONUS

Income from New Homes Bonus	887,053	892,753	835,007	1,019,464	1,027,364	1,027,364	1,144,235	1,144,235	1,099,471
Expenditure from Earmarked Reserves	(431,672)	(65,646)	(8,225)	(12,787)	(47,437)	(83,711)	(362,482)	(362,482)	(392,300)
Total Surplus/Deficit	455,381	827,107	826,782	1,006,677	979,927	943,653	781,753	781,753	707,171

SECTION 3 - MAJOR PROJECTS (AT A GLANCE)

	2017/2018 to 31.03.2018	2017/2018 Projected Outcome	2018/2019 to 30.06.2018	2018/2019 to 30.09.2018	2018/2019 to 31.12.2018	2018/2019 to 31.03.2019	2018/2019 Base Budget	2018/2019 Base Budget	2019/2020 Base Budget
PINEHURST OUTDOOR COMMUNITY AREA									
Income	0	0	0	0	0		0	0	0
Expenditure	0	0	0	0	0		0	0	0
TOTAL (SURPLUS) / DEFICIT	0	0	0	0	0		0	0	0

CASTLE VENUE HIRE

Income	(83,595)	(79,000)	(24,644)	(47,654)	(63,983)	(78,013)	(86,919)	(88,657)	(89,353)
Expenditure	59,932	60,006	19,340	38,656	52,231	68,026	75,094	75,094	76,622
TOTAL (SURPLUS) / DEFICIT	(23,663)	(18,994)	(5,304)	(8,997)	(11,751)	(9,987)	(11,825)	(13,563)	(12,731)

COMMUNITY EVENTS

Income	(40,446)	(34,250)	(8,625)	(32,551)	(45,662)	(45,767)	(36,275)	(37,001)	(37,291)
Expenditure	37,732	39,113	3,183	26,985	32,501	36,733	37,756	37,001	41,281
TOTAL (SURPLUS) / DEFICIT	(2,715)	4,863	(5,443)	(5,567)	(13,161)	(9,034)	1,481	0	3,990

TOURIST INFORMATION CENTRE

Income	(42,834)	(42,400)	(18,238)	(28,514)	(47,963)	(57,240)	(43,860)	(44,737)	(45,088)
Expenditure	170,828	168,686	44,484	96,058	137,434	179,203	175,088	174,257	185,472
TOTAL (SURPLUS) / DEFICIT	127,995	126,286	26,247	67,544	89,470	121,963	131,228	129,520	140,383

MAIDENHEAD STREET PROJECT

Income									
Expenditure	299,968	540	0	0	0	0	299,968	299,968	299,968
TOTAL (SURPLUS) / DEFICIT	299,968	540	0	0	0	0	299,968	299,968	299,968

MUSEUM SUPPORT

Income	(11,355)	(11,355)	(2,839)	(8,516)	(11,355)	(11,355)	(11,355)	(11,355)	(11,355)
Expenditure	139,535	139,538	36,163	107,432	108,490	144,686	144,728	144,728	148,821
TOTAL (SURPLUS) / DEFICIT	128,180	128,183	33,325	98,916	97,135	133,331	133,373	133,373	137,466

HERTFORD TOWN COUNCIL BUDGET SUMMARY 2018/19

SECTION 1 - INCOME

	DESCRIPTION	ACTUAL TO 31.03.18	BASE BUDGET 2017/18	ACTUAL TO 30.06.18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
A	BANK INTEREST	(2,100)	(800)	(1,294)	(3,488)	(6,467)	(9,041)	(2,500)	(2,500)	(2,570)
B	RECHARGE INCOME	(2,597)	(438)	0	0	(1,500)	(1,500)	(416)	(416)	(428)
C	CASTLE RENT INCOME	(54,666)	(60,932)	(21,622)	(36,765)	(54,568)	(67,154)	(60,932)	(60,932)	(60,932)
D	SEED WAREHOUSE RENT INCOME	(41,930)	(43,003)	(10,247)	(25,679)	(33,395)	(46,511)	(43,003)	(43,003)	(43,343)
E	DOWNSHIRE SUITE INCOME	(83,595)	(79,000)	(24,644)	(47,654)	(63,983)	(78,013)	(86,919)	(88,657)	(89,353)
F	EVENT INCOME	(43,106)	(35,200)	(8,625)	(32,761)	(46,232)	(46,606)	(36,275)	(37,001)	(37,291)
G	MILL BRIDGE ROOM INCOME	(16,351)	(15,000)	(5,431)	(9,477)	(13,589)	(18,689)	(15,450)	(15,759)	(15,883)
H	T&TIC INCOME	(42,834)	(42,400)	(18,238)	(28,514)	(47,963)	(57,240)	(43,860)	(44,737)	(45,088)
I	ALLOTMENT INCOME	(10,688)	(10,088)	(2,694)	(5,206)	(7,843)	(10,752)	(10,390)	(10,598)	(10,681)
J	CEMETERY INCOME	(85,460)	(78,771)	(22,806)	(38,398)	(50,994)	(67,782)	(63,760)	(65,035)	(65,545)
		(383,327)	(365,632)	(115,602)	(227,941)	(326,534)	(403,288)	(363,505)	(368,638)	(371,113)

SECTION 2 - WAGES EXPENDITURE

	DESCRIPTION	ACTUAL TO 31.03.18	BASE BUDGET 2017/18	ACTUAL TO 30.06.18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
L	GENERAL ADMINISTRATION EXPENSES (SALARIES)	208,476	206,240	47,388	103,037	151,772	198,288	225,400	225,400	182,364
	SERGEANTS AT MACE HONORARIUMS									
M	MUSEUM SUPPORT (SALARIES)	4,042	4,045	1,058	2,115	3,173	4,283	4,305	4,305	4,466
N	CASTLE EXPENSES (SALARIES)	40,860	41,075	9,904	19,907	28,770	38,054	42,470	42,470	38,832
O	SEED WAREHOUSE EXPENSES (SALARIES)	1,567	1,565	381	841	1,417	2,085	1,625	1,625	2,528
P	PREMISES ADMINISTRATION (SALARIES)	20,190	20,195	4,800	4,812	15,603	24,362	20,875	20,875	29,062
Q	D&L EVENT EXPENDITURE (SALARIES)	93,376	93,440	24,970	41,659	58,979	76,823	106,855	106,855	72,979
Q2	TOWN CENTRE SUPPORT EXPENDITURE (SALARIES)	18,988	16,455	3,199	9,816	18,258	27,556	16,560	16,560	39,314
R	TOTAL T&TIC EXPENDITURE (SALARIES)	102,533	103,160	25,812	49,333	74,557	99,259	108,080	108,080	114,442
S	DOWNSHIRE SUITE EXPENDITURE (SALARIES)	44,123	36,835	14,252	28,453	40,627	50,910	50,095	50,095	52,127
T	MILL BRIDGE ROOM EXPENDITURE (SALARIES)	7,365	7,330	1,756	4,742	10,162	15,531	7,500	7,500	22,199
U	ALLOTMENT EXPENDITURE (SALARIES)	23,769	23,800	5,671	9,721	16,962	23,585	24,610	24,610	25,026
V	PUBLIC AMENITIES EXPENDITURE (SALARIES)	7,959	7,970	1,561	3,763	6,744	9,755	8,310	8,310	12,431
W	CLOSED CHURCHYARDS EXPENDITURE (SALARIES)	28,255	29,310	6,937	12,327	21,011	29,020	30,275	30,275	30,989
X	CEMETERY EXPENDITURE (SALARIES)	92,841	93,130	23,440	46,853	74,672	100,278	95,585	95,585	104,312
		694,343	684,550	171,130	337,379	522,707	699,788	742,545	742,545	731,072

SECTION 3 - GENERAL EXPENDITURE

	DESCRIPTION	ACTUAL TO 31.03.18	BASE BUDGET2017/18	ACTUAL TO 30.06.18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
1	STAFF)	1,622	2,000	7,872	3,828	873	2,441	2,060	2,060	2,101
2	EXPENSES)	76,144	87,512	16,624	42,315	52,232	70,880	95,189	94,591	86,854
3	CIVIC EXPENSES & MAYORAL ALLOWANCE	13,631	24,357	3,180	5,802	11,150	13,232	24,982	16,527	17,081
4	ELECTION EXPENSES	0	10,000	0	0	0	5,000	5,000	5,000	5,140
5	MUSEUM SUPPORT (GRANT FUNDING)	135,493	135,493	35,106	105,317	105,317	140,403	140,423	140,423	144,355
5B	COMMUNITY GRANTS	12,590	19,799	1,460	9,633	11,333	18,418	19,799	19,799	20,353
6	CASTLE EXPENSES (GENERAL)	185,177	170,735	39,558	99,612	128,342	155,680	169,150	158,406	163,886
7	SEED WAREHOUSE EXPENSES (GENERAL)	18,088	30,456	1,492	5,055	10,102	26,068	29,478	28,888	18,303

8	D&L EXPENDITURE	37,732	39,113	3,183	26,985	32,501	36,733	37,756	37,001	41,281
9	TOWN CENTRE SUPPORT EXPENDITURE	89,360	108,598	14,002	31,318	57,765	96,911	111,106	109,090	114,217
11	T&TIC EXPENDITURE	68,296	65,526	18,672	46,725	62,876	79,945	67,008	66,177	71,029
12	DOWNSHIRE SUITE EXPENDITURE	15,810	23,171	5,088	10,203	11,604	17,116	24,999	24,999	24,495
13	MILL BRIDGE ROOM EXPENDITURE	1,322	1,575	330	1,343	1,343	1,343	1,621	1,621	1,666
14	ALLOTMENT EXPENDITURE	22,158	22,045	7,448	5,611	8,580	21,631	19,254	18,869	19,793
15	PUBLIC AMENITIES EXPENDITURE	14,687	20,554	1,635	4,623	11,516	19,362	24,850	24,353	25,546
16	CLOSED CHURCHYARD EXPENDITURE	27,290	40,010	720	2,329	2,869	10,864	35,417	34,709	16,409
17	TOTAL CEMETERY EXPENDITURE	41,356	68,142	7,209	15,353	20,396	32,374	72,105	70,663	74,124
		760,753	869,085	163,578	416,051	528,800	748,401	880,197	853,177	846,635

SECTION 4 - SUMMARY

DESCRIPTION	ACTUAL TO 31.03.18	BASE BUDGET 2017/18	ACTUAL TO 30.06.18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
OPENING RESERVES	445,536	445,536	548,747	548,747	548,747	548,747	548,747	548,747	400,608
PLUS PRECEPT	1,103,800	1,103,800	569,697	1,139,394	1,139,394	1,139,394	1,139,394	1,139,394	1,187,116
PLUS TRANSFER FROM LCTS GRANT RESERVE									
PLUS OPERATIONAL INCOME	383,327	365,632	115,602	227,941	326,534	403,288	363,505	368,638	371,113
PROFIT SHARE OF LAND SALE	97,500								
LESS WAGES EXPENDITURE	(694,343)	(684,550)	(171,130)	(337,379)	(522,707)	(699,788)	(742,545)	(742,545)	(731,072)
LESS GENERAL EXPENDITURE	(760,753)	(869,085)	(163,578)	(416,051)	(528,800)	(748,401)	(880,197)	(853,177)	(846,635)
LESS TRANSFERS TO EARMARKED RESERVES	(26,320)			(28,297)	(28,296)	(28,295)	(28,297)	(28,297)	
CLOSING RESERVES	548,747	361,333	899,338	1,134,356	934,873	614,945	400,608	432,761	381,130

SECTION 5 - TOTAL NET EXPENDITURE

DESCRIPTION	ACTUAL TO 31.03.18	BASE BUDGET 2017/18	ACTUAL TO 30.06.18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20
PRECEPT	1,103,800	1,103,801	569,697	1,139,394	1,139,394	1,139,394	1,139,394	1,139,394	1,187,116
PLUS OPENING RESERVES	445,536	445,536	548,747	548,747	548,747	548,747	548,747	548,747	400,608
LESS CLOSING RESERVES	(548,747)	(361,333)	(899,338)	(1,134,356)	(934,873)	(614,945)	(400,608)	(432,761)	(381,130)
TOTAL NET EXPENDITURE	1,000,588	1,188,003	219,107	553,786	753,268	1,073,196	1,287,534	1,255,380	1,206,593

SECTION 6 - CHARGE TO BAND D PROPERTY OWNER

PRECEPT	1,103,800	1,103,800	1,139,394	1,139,394	1,139,394	1,139,394	1,139,394	1,139,394	1,187,116
TAX BASE	11,716	11,716	11,859	11,859	11,859	11,859	11,859	11,859	11,997
CHARGE PAYABLE BY BAND D PROPERTY	£94.21	£94.21	£96.08	£96.08	£96.08	£96.08	£96.08	£96.08	£98.95

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

	2017/2018 to 31.03.18	2017/2018 Projected Outcome	2018/2019 to 30/06/18	2018/2019 to 30/09/18	2018/2019 to 31/12/18	2018/2019 to 31/03/19	2018/2019 Base Budget	2018/2019 Projected Outcome	2019/2020 Base Budget	
GENERAL RESERVE										
OPENING BALANCE	445,536	445,536	548,747	548,747	548,747	548,747	548,747	548,747	400,609	
Precept	1,103,800	1,103,800	569,697	1,139,394	1,139,394	1,139,394	1,139,394	1,139,394	1,187,116	
Transfer from LCTS Grant Reserve										
Income - Cemetery Lodge Land	97,500	97,500								
Transfer from Building Reserve										
Income	383,327	365,632	115,602	227,941	326,534	403,288	363,505	368,638	371,113	
Wages expenditure	(694,343)	(684,550)	(171,303)	(337,379)	(522,707)	(699,788)	(742,545)	(742,545)	(731,072)	
General expenditure	(760,753)	(869,085)	(163,578)	(416,051)	(528,800)	(748,401)	(880,197)	(853,177)	(846,635)	
Transfer to other reserves	(26,320)	(26,320)		(28,297)	(28,296)	(28,295)	(28,295)	(28,294)		Transfers approved by committee minute no 132 in 18/19 Jun 2018
CLOSING BALANCE	548,747	432,513	899,164	1,134,355	934,873	614,945	400,609	432,764	381,132	

	2017/2018 to 31.03.18	2017/2018 Projected Outcome	2018/2019 to 30/06/18	2018/2019 to 30/09/18	2018/2019 to 31/12/18	2018/2019 to 31/03/19	2018/2019 Base Budget	2018/2019 Projected Outcome	2019/2020 Base Budget	
BUILDING MAINTENANCE RESERVE										
OPENING BALANCE	148,598	122,278	148,598	148,598	148,598	148,598	148,598	148,598	148,598	
Transfer to General Reserve		26,320							(19,000)	Transfers approved by committee minute 16/17-109 and 17/18-123
Other income										
Expenditure										Provision for the purchase and installation of new kitchen units and equipment for the Castle's kitchen.
CLOSING BALANCE	148,598	148,598	148,598	148,598	148,598	148,598	148,598	148,598	129,598	

	2017/2018 to 31.03.18	2017/2018 Projected Outcome	2018/2019 to 30/06/18	2018/2019 to 30/09/18	2018/2019 to 31/12/18	2018/2019 to 31/03/19	2018/2019 Base Budget	2018/2019 Projected Outcome	2019/2020 Base Budget	
CCTV MAINTENANCE RESERVE										
OPENING BALANCE	35,167	35,167	35,167	35,167	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	35,167	35,167	35,167	35,167	

	2017/2018 to 31.03.18	2017/2018 Projected Outcome	2018/2019 to 30/06/18	2018/2019 to 30/09/18	2018/2019 to 31/12/18	2018/2019 to 31/03/19	2018/2019 Base Budget	2018/2019 Projected Outcome	2019/2020 Base Budget	
ELECTION RESERVE										
OPENING BALANCE	25,113	25,113	25,113	25,113	25,113	25,113	25,113	25,113	25,113	
Transfer from General Reserve										Transfers approved by committee minute 16/17-109
Other income										
Expenditure										
CLOSING BALANCE	25,113	25,113	25,113	25,113	25,113	25,113	25,113	25,113	25,113	

	2017/2018 to 31.03.18	2017/2018 Projected Outcome	2018/2019 to 30/06/18	2018/2019 to 30/09/18	2018/2019 to 31/12/18	2018/2019 to 31/03/19	2018/2019 Base Budget	2018/2019 Projected Outcome	2019/2020 Base Budget	
NEW HOMES BONUS RESERVE										
OPENING BALANCE	603,736	603,736	827,107	826,782	826,782	826,782	943,653	943,653	943,653	
PROJECT SPEND TO DATE										
Transfer from General Reserve										
NHB Grant Income	277,467	277,467		192,682	192,682	192,682	192,682	192,682	155,818	New Homes Bonus received during the year.
Other Income	5,850	11,550	7,900		7,900	7,900	7,900	7,900		Groundwork UK funding towards Sele Neighbourhood Plan
Contribution to Taxi Marshall Scheme										Provision for ongoing support of the Taxi Marshal Scheme with match funding coming from Herts County Council.
Town Council Noticeboards	£2,932 / £7,000	(5,128)				(2,075)	(2,075)	(2,075)		Provision for two new noticeboards for areas outside the Town Centre.
Maidenhead Street Project	£22,532 / £322,500	(299,968)	(540)				(299,968)	(299,968)	(299,968)	Enhancement to the appearance and amenity value of Maidenhead Street
Go Hertford website.	£3,420 / £5,000	(2,900)	(495)	(50)						Provision for update of the Go Hertford website.
Town Centre Wi-fi	£45,442 / £53,152	(33,152)	(12,445)	(2,598)		(2,598)	(2,598)	(2,598)		Provision for the initial setup cost and contingency for a Town Centre Wi-Fi pilot scheme.
Pedestrian signage & Heritage Trail	£24,746 / £40,000		(5,903)		(752)	(752)	(752)	(752)		Provision for enhancement of finger post pedestrian signage and creation of a Town Heritage Trail.
Sele Ward Neighbourhood Plan	£3,636 / £15,850	(8,000)	(5,207)	(5,184)	(232)	(6,355)	(12,812)	(12,812)	(12,812)	Provision for the development of a Neighbourhood Plan for the Sele Ward.
Bengeo Ward Neighbourhood Plan	(£13,171)= (£10,000+3900+500)	(10,000)	(8,392)	(393)	(257)	(4,270)	(7,040)	(7,040)	(7,040)	Provision for the development of a Neighbourhood Plan for the Bengeo Ward.
Old Cross WW1 Memorial Benches	£2,109 / £2,000	(2,109)								Provision for the purchase and installation of two World War 1 memorial benches to be sited at Old Cross.
Adopt a Street Scheme	£740 / £600	(415)	(555)		(191)	(381)	(381)	(381)	(381)	Provision for support for a litter picking initiative.

Repair & stabilisation of Military Colours	£0 / £10,000	(10,000)			(345)	(345)	(345)	(345)	(345)		Provision for repair and stabilisation of the Military Colours.
Castle Interpretation Panels	£0 / £10,000	(10,000)			(588)	(588)	(3,257)	(3,257)	(3,257)		Provision for replacement of the interpretation panels in the grounds of Hertford Castle.
Arts Hub Funding	£20,000 / £40,000	(40,000)	(20,000)			20,000	20,000	20,000	20,000		Cost of seed funding for the Arts Hub on a match funding basis with East Herts Council and the developer
St Leonards Church	10423				(10,423)	(10,423)	(10,423)	(10,423)	(10,423)		Provision for toilet facilities in a lean to extension at St Leonard
Courtyard Arts Funding	£10,000 / £10,000	(10,000)	(10,000)								Funding of £10,000 in principle on the understanding that match funding would be secured from both East Herts Council and the Arts Council.
North Road Plottolders	10000					(10,000)	(10,000)				
Presdales School	30000					(30,000)	(30,000)				
WW1 Centenary Commemoration	2225					(1,725)	(2,225)				
Water Tanks	2894 & 3327.97							(6,222)	(6,222)	(6,222)	Allotment maintenance-Replacement of water tanks at Bengoe-£2894.32 & Sele Rd-£3,327.97. Approved by FP & A 07/01/19
Digital Computerised Cemetery project	5610							(5,610)	(5,610)	(5,610)	Provision for digital computerised Cemetery Record-Approved 07/01/19
CCTV Mobile Camera	16000							(16,000)	(16,000)	(16,000)	Provision for two mobile cameras approved 07/01/19
SeedWarehouse Repair	15000							(15,000)	(15,000)	(15,000)	Provision for SW building repairs approved 07/01/19
Simon Balle School	5000							(5,000)			
Groundwork EAST	16,804							(16,804)			
Bengeo Scout	30,000									(30,000)	
Active in The comm	19,500									(19,500)	
CLOSING BALANCE		455,381	827,107	826,782	1,006,677	979,927	943,653	781,753	781,753	707,171	

LCTS GRANT RESERVE

OPENING BALANCE	62,996	62,996	62,996	62,996	62,996	62,996	62,996	62,996	62,996	62,996	62,996
Transfer from General Reserve											(30,000)
Other income											
Transfer to General Reserve											
CLOSING BALANCE	62,996	62,996	62,996	62,996	62,996	62,996	62,996	62,996	62,996	62,996	32,996

PINEHURST COMMUNITY AREA RESERVE

OPENING BALANCE	15,950	15,950	15,950	15,950	15,950	15,950	15,950	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											
CLOSING BALANCE	15,950	15,950	15,950	15,950	15,950	15,950	15,950	15,950	15,950	15,950	15,950

TOTAL RESERVES	1,291,952	1,547,443	2,013,770	2,428,856	2,202,623	1,846,421	1,470,186	1,502,340	1,327,126
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FINANCE, POLICY & ADMINISTRATION COMMITTEE

INCOME

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	ACTUAL TO 30.06.18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
A	4800 F&A Bank Interest	-2,100	-800	-1,294	-3,488	-6,467	-9,041	-2,500	-2,500	-2,570	Interest from money held in HSBC On Call Deposit account
	TOTAL BANK INTEREST	-2,100	-800	-1,294	-3,488	-6,467	-9,041	-2,500	-2,500	-2,570	
	4820 F&A Copier Recharge	0	-208					-208	-208	-214	Annual recharge to BEAMS for use of the Council's photocopier
	4830 F&A Administration Recharges	-291	-230					-208	-208	-214	Sundry recharge for purchase of stamps or stationery
	4854 External funding for Civic Events	0	0			-1,500	-1,500	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	-2,306							0	0	HCC Locality Budget funding for local works (see expenditure code 7075)
	4841 F&A Museum Cleaning Recharge	0	0					0	0	0	Recharge for cleaning at the Museum by HTC staff member (this stopped in December 2016)
B	TOTAL RECHARGE INCOME	-2,597	-438	0	0	-1,500	-1,500	-416	-416	-428	
	4600 CAS Rent 2nd Floor	-22,248	-22,248	-6,153	-16,686	-22,248	-22,248	-22,248	-22,248	-22,248	Rent for offices occupied by Creative Concultancy Ltd and CDA for Herts.
	4610 CAS 2nd Floor Services	-5,102	-11,200	-8,599	-6,837	-6,837	-19,423	-11,200	-11,200	-11,200	Annual service charges.
	4620 CAS Beams Rent	-14,400	-14,400	-3,600	-7,200	-14,400	-14,400	-14,400	-14,400	-14,400	Rent income from rooms 10 & 11 on the first floor of the Castle.
	4635 CAS Grounds maintenance recharge	-9,083	-9,084	-2,271	-4,542	-9,083	-9,083	-9,084	-9,084	-9,084	Recharge to EHDC for maintaining their areas of the Castle grounds
	4640 CAS Car park income	-3,833	-4,000	-1,000	-1,500	-2,000	-2,000	-4,000	-4,000	-4,000	Income for 4 parking spaces rented to Hertfordshire Planning Service and Private Finance.
C	TOTAL CASTLE RENT INCOME	-54,666	-60,932	-21,622	-36,765	-54,568	-67,154	-60,932	-60,932	-60,932	
	4700 SW 2nd Floor Income	-15,000	-15,000	-3,750	-11,250	-15,000	-15,000	-15,000	-15,000	-15,000	Office space occupied by Zoocha Ltd (2280 square feet of office space on the 2nd floor of the Seed Warehouse).
	4720 SW Museum Rent	-11,355	-11,355	-2,839	-8,516	-11,355	-11,355	-11,355	-11,355	-11,355	Rent paid by Hertford Museum for use of 4,400 square feet of space at the Seed Warehouse.
	4725 SW Recharge Income	-11,067	-12,140	-2,499	-2,499	-2,499	-15,615	-12,140	-12,140	-12,480	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	-4,508	-4,508	-1,160	-3,414	-4,541	-4,541	-4,508	-4,508	-4,508	Rent for offices occupied by Mind in Mid Herts.
	4750 SW Historic Building Grant	0							0	0	
D	TOTAL SEED WAREHOUSE RENT INCOME	-41,930	-43,003	-10,247	-25,679	-33,395	-46,511	-43,003	-43,003	-43,343	
	TOTAL INCOME	-101,293	-105,173	-33,163	-65,932	-95,930	-124,206	-106,851	-106,851	-107,273	

EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	ACTUAL TO 30.06.18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
L	7000 F&A Wages (Corporate Management)	167,984	165,730	38,592	87,115	123,794	158,931	183,165	183,165	139,629	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	7001 F&A Wages (Democratic Representation)	34,906	34,920	7,820	13,494	24,098	33,973	36,355	36,355	36,654	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	7004 F&A Wages (Charity Administration)	5,586	5,590	977	2,428	3,879	5,383	5,880	5,880	6,082	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	GENERAL ADMINISTRATION EXPENSES (SALARIES)	208,476	206,240	47,388	103,037	151,772	198,288	225,400	225,400	182,364	
	7003 F&A Wages (Temporary Staff)	1,622	2,000	7,872	3,828	873	2,441	2,060	2,060	2,101	The cost of agency staff required to cover during recruitment processes.
1	GENERAL ADMINISTRATION EXPENSES (NON CONTRACT STAFF)	1,622	2,000	7,872	3,828	873	2,441	2,060	2,060	2,101	

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31.03.18	PROJECTED OUTCOME 2017/18	ACTUAL TO 30.06.18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
7015	F&A Training	7,090	5,893	800	1,713	2,533	3,810	6,070	5,949	6,240	The cost of staff training courses and conferences.
7016	F&A Travel & Subsistence Expenses	2,454	2,143	199	488	1,252	1,875	2,207	2,163	2,269	Provision for the cost of the external audit by Audit Solutions.
7019	F&A HR Support	1,145	2,000	818	818	1,018	1,443	2,060	2,019	2,118	Contingency for professional HR advice.
7017	F&A Recruitment	223	1,072	1,142	1,142	1,142	1,142	1,104	1,082	1,135	Contingency for advertising costs incurred in the recruitment of new staff.
7020	F&A Insurance	18,163	18,163	3,243	12,749	12,749	12,749	18,708	18,334	13,232	Annual insurance policy with Zurich Municipal.Suggestion to reduce is it by £6000
7025	F&A Audit fee	2,000	2,143		2,000	2,000	2,000	2,207	2,314	2,269	Provision for the cost of the external audit by BDO Stoy Hayward LLP.
7027	F&A Internal Audit fee	2,310	2,859	420	420	420	2,945	2,945	2,886	3,027	Provision for the cost of the internal audit services supplied by Audit Solutions Ltd.
7030	F&A Subscriptions	3,973	6,103	796	2,938	3,039	3,929	6,286	6,160	6,462	Annual membership subscriptions to SLCC, ICCM, ICO etc. HAPTC subscription not renewed.
7035	F&A Legal & Prof Fees	3,702	12,462	3	9	9	9	5,625	5,513	5,783	Contingency for legal & professional fees.
7028	F&A GDPR Compliance	0		770	2,082	2,250	3,562	10,000	9,800	5,280	Provision for the costs associated with compliance with the EU General Data Protection regulation (GDPR).Suggestion to reduce by £10,000. Suggested that for 2019/20, Committee is to note that the council will have risk assessment compliance in place.
7090	F&A Bank Charges	2,681	2,500	558	1,698	2,223	2,491	2,575	2,524	2,647	Transaction charges for processing cheque payments and banking deposits.
7045	F&A Postage,Stationery,Copier	12,585	12,443	3,673	7,092	9,915	12,330	12,817	12,561	13,176	Provision for the purchase of stationary, photocopier leasing and the cost of postage.
7055	F&A Telephone & Fax	2,658	2,638	585	999	2,408	2,860	2,717	2,663	2,793	Provision for the cost of 4 telephone lines and one fax / broadband line.
7070	F&A Computer,Printer & IT	12,059	11,500	3,617	6,468	9,576	17,395	16,845	17,663	17,317	Provision for the cost of annual IT support, on site maintenance, broadband and website charges.
7075	F&A Highways Together Expenditure	2,306	2,230		1,580	1,580	1,580	0	0	0	Local work offset by HCC Locality Budget funding received (see income code 4855)
7199	F&A Capital Expenditure	2,795	2,795				640	2,438	2,389	2,506	Provision for the replacement of office equipment and furniture.
7060	F&A Printing(inc Town Report)	0	568		120	120	120	585	573	601	Provision for costs associated with the annual town meeting.
8100	Bad Debt Write-offs	-1	0					0	0	0	Provision for the write-off of debts considered to be unrecoverable.
	GENERAL ADMINISTRATION EXPENDITURE (OFFICE EXPENSES)	76,144	87,512	16,624	42,315	52,232	70,880	95,189	94,591	86,854	
7100	F&A Mayor's Allowance (Cllr JS)								0	0	Annual allowance for expenditure incurred by the Mayor in the course of Mayoral duties.
7101	F&A Mayor's Allowance (Cllr PM)								0	0	(Mayoral budget rolled forward, minute 12/13-97)
7112	F&A Mayor's Allowance (Cllr BW)	0	0	112	1,352	2,097	2,923	3,504	3,674	3,602	(Mayoral budget rolled forward, minute 18/19)
7105	F&A Mayor's Allowance (Cllr SD)	3,504	3,504	-769	-769	-769	-769		0	0	
7111	F&A Councillors Induction Training	275	1,072				320	1,104	1,082	1,135	Provision for Councillorstto attend training courses.
7120	F&A Attendant's Allowance	1,477	2,478	279	279	1,768	1,768	2,552	2,501	2,623	Provision for annual honorarium and attendance payments to SAMS.
7130	F&A Civic Events	5,236	8,316	3,557	4,905	7,636	8,573	8,565	8,394	8,805	Provision for the cost of Mayor Making, Silent Ceremony, Civic Breakfast and Remembrance Sunday.
7135	F&A Vintage Party	817	828			366	366	853	836	877	Annual contribution to the running costs of the Vintage Party.
7140	F&A Civic property	2,321	8,159		35	51	51	8,404	40	39	Contingency for the purchase of a past Mayor's badge and repairs or replacement of civic regalia. Suggestion to reduce it to nothing
	CIVIC EXPENSES & MAYORAL ALLOWANCE	13,631	24,357	3,180	5,802	11,150	13,232	24,982	16,527	17,081	
7099	F&A Election Expenses	0	10,000				5,000	5,000	5,000	5,140	Proposed accrual towards the cost of the next elections due to be held in May 2019.

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4	ELECTION EXPENSES	0	10,000	0	0	0	5,000	5,000	5,000	5,140	
7150	F&A Museum Admin costs	4,042	4,045	1,058	2,115	3,173	4,283	4,305	4,305	4,466	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
7151	F&A Museum Cleaning	0	0					0	0		Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
M	MUSEUM SUPPORT (SALARIES)	4,042	4,045	1,058	2,115	3,173	4,283	4,305	4,305	4,466	
7160	F&A Museum Grant	135,493	135,493	35,106	105,317	105,317	140,403	140,423	140,423	144,355	Annual grant to Hertford Museum to assist with staffing & running costs.
5	MUSEUM SUPPORT (GRANT FUNDING)	135,493	135,493	35,106	105,317	105,317	140,403	140,423	140,423	144,355	
7180	F&A Grants	12,590	19,799	1,460	9,633	11,333	18,418	19,799	19,799	20,353	Provision for Community Grants (Section 137 expenditure)
5B	COMMUNITY GRANTS	12,590	19,799	1,460	9,633	11,333	18,418	19,799	19,799	20,353	
7200	CAS Cleaning	14,420	14,425	3,789	7,489	11,013	14,867	14,720	14,720	14,495	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
7201	CAS Caretaking	26,440	26,650	6,115	12,418	17,758	23,187	27,750	27,750	24,337	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
N	CASTLE EXPENSES (SALARIES)	40,860	41,075	9,904	19,907	28,770	38,054	42,470	42,470	38,832	
7205	CAS Rent	65,834	65,888	17,556	49,375	65,834	65,834	65,888	65,888	67,733	Annual rent paid to the Gascoyne Cecil Estates. Higher rent payable from the end of December 2016.
7210	CAS Rates	19,085	19,085	4,770	19,080	19,080	19,080	19,658	19,658	20,208	Business rates payable for the first and second floor of Hertford Castle.
7212	CAS Insurance	4,584	4,855	1,200	4,801	4,801	4,801	5,001	5,001	5,141	Annual insurance premium recharged by Gascoyne Cecil Estates for Hertford Castle.
7220	CAS Utilities	19,464	14,060	1,686	2,833	5,840	16,938	14,482	14,192	14,887	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	600	900	1,200	1,364	1,337	1,402	Provision for quarterly window cleaning charges.
7235	CAS Hygiene services	1,062	1,065	212	425	637	896	1,097	1,075	1,128	Provision for the cost of towel & mat laundry services and sanitary disposal services.
7240	CAS Janitorial supplies	1,019	1,054	12	310	502	603	1,086	1,064	1,116	Provision for the cost of sundry cleaning supplies & stocks.
7245	CAS Refuse	1,309	1,042			527	1,079	1,034	1,013	1,063	Provision for the weekly commercial refuse collection contract.
7246	CAS Recycling	604	800	346	800	1,119	1,869	1,630	1,597	1,676	Provision secure shredding and recycling of glass, plastics and cardboard.
7250	CAS Repairs & Maintenance	4,263	5,202	451	1,533	2,440	5,643	5,358	5,251	5,508	Contingency for minor repair & maintenance items.
7255	CAS Security & safety equip	3,898	3,106	474	1,687	3,015	2,938	3,199	3,135	3,289	Provision for annual charges- fire extinguisher refurbishment, equipment testing & Security alarm
7260	CAS Health & Safety	2,859	2,472	293	293	293	1,285	1,104	1,082	1,135	Contingency for health & safety signage etc.
7265	CAS Car park maintenance	2,028	1,072	605	638	638	988	1,104	1,082	1,135	Contingency for repairs to automatic gates etc.
7267	CAS Grounds Maintenance	22,008	31,209	2,364	7,947	13,322	22,007	32,145	31,502	33,045	Maintenance costs recharged to the Council in relation to the Castle grounds.
7299	CAS Capital Expenditure	35,960	18,500	9,289	9,289	9,394	10,518	15,000	5,528	5,420	Provision for ongoing redecoration & refurbishment work. Any unspent balance to be rolled into an earmarked Building Maintenance Reserve. Suggestion to release £10000 from line
6	CASTLE EXPENSES (GENERAL)	185,177	170,735	39,558	99,612	128,342	155,680	169,150	158,406	163,886	
7300	SW General Caretaking	896	895	205	474	830	1,192	940	940	1,622	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
7305	SW Cleaning	671	670	176	367	587	893	685	685	906	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
O	SEED WAREHOUSE EXPENSES (SALARIES)	1,567	1,565	381	841	1,417	2,085	1,625	1,625	2,528	
7315	SW Rates	0	0					0	0	0	Business rates payable for the Seed Warehouse. Vacant space and Museum areas are exempt from rates. See 6515
7330	SW Electricity	4,567	3,068	541	1,047	1,965	3,464	3,160	3,097	3,248	Provision for the cost of electricity supply to the whole building. The Mill Bridge Rooms have electrical storage heating.

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7335	SW Gas	3,472	3,327	169	192	699	3,426	3,427	3,358	3,523	Provision for the cost of gas used in the building's two gas heating boilers.
7340	SW Water	710	662	180	356	430	711	682	668	701	Provision for cost of the building's water supply.
7345	SW Refuse	205	207			108	215	213	209	219	Provision for the weekly commercial refuse collection contract.
7350	SW Health & Safety	1,468	2,167		407	1,067	1,067	790	774	812	Provision for the cost of fire extinguisher servicing etc.
7355	SW Alarms & Security	1,625	3,068	185	381	381	1,153	3,160	3,097	3,248	Provision for the cost of intruder and fire alarm maintenance and monitoring and associated telephone lines.
7360	SW Repairs & Maintenance	1,146	2,957	417	2,673	2,673	1,762	3,046	2,985	3,131	Contingency for general repairs and maintenance.
7399	SW Capital Expenditure	4,895	15,000			2,780	14,270	15,000	14,700	3,420	Contingency for major building repairs. Any unspent balance to be rolled into an earmarked Building Maintenance Reserve. Suggestion to release £12000
	SEED WAREHOUSE EXPENSES (GENERAL)	18,088	30,456	1,492	5,055	10,102	26,068	29,478	28,888	18,303	
7400	PREM Administration Costs	20,190	20,195	4,800	4,812	15,603	24,362	20,875	20,875	29,062	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	PREMISES ADMINISTRATION (SALARIES)	20,190	20,195	4,800	4,812	15,603	24,362	20,875	20,875	29,062	
	TOTAL EXPENDITURE	717,878	753,472	168,823	402,274	520,084	699,194	780,756	760,370	715,328	

SUMMARY

	TOTAL INCOME	-101,293	-105,173	-33,163	-65,932	-95,930	-124,206	-106,851	-106,851	-107,273	
	TOTAL EXPENDITURE	717,878	753,472	168,823	402,274	520,084	699,194	780,756	760,370	715,328	
	NET EXPENDITURE	616,585	648,299	135,659	336,342	424,154	574,987	673,905	653,519	608,055	

DEVELOPMENT & LEISURE COMMITTEE

INCOME

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 30/06/18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
4200	DS Hire - Weddings & Receptions	-39,425	-40,000	-18,128	-33,174	-40,304	-48,279	-51,916	-52,954	-53,370	Actual Income from civil ceremonies & receptions held at Hertford Castle. Anticipated income deferred
4201	DS Hire - Corporate Hire	-18,431	-15,000	-1,788	-4,499	-9,729	-13,297	-12,858	-13,115	-13,218	Actual Income from corporate hire of meeting rooms at Hertford Castle & anticipated income deferred.
4202	DS Hire - Private Hire	-14,208	-14,000	-2,095	-4,243	-5,047	-5,597	-11,845	-12,082	-12,177	Actual income from birthday parties, baby namings and other private hire of rooms at Hertford Castle. Anticipated income in deferred income
4210	DS Catering	-11,532	-10,000	-2,633	-5,738	-8,903	-10,840	-10,300	-10,506	-10,588	Actual Income from catering provided for customers and corkage fee charged. Anticipated income in Deferred
	TOTAL DOWNSHIRE SUITE INCOME	-83,595	-79,000	-24,644	-47,654	-63,983	-78,013	-86,919	-88,657	-89,353	
4220	D&L Event income	-25,176	-21,000	-6,725	-22,933	-32,257	-32,362	-22,630	-23,083	-23,264	Actual Income from stall hirers at castle and town centre events and ticket sales from OAC & Arts Festival Launch. Anticipated income in deferred income
4224	D&L Event sponsorship	-15,270	-13,250	-1,900	-9,618	-13,405	-13,405	-13,645	-13,918	-14,027	Actual Income from sponsorship of events
4219	External Grant Funding	-950	-950						0	0	Community Grant from EHDC for Sele Community Day
4229	Hertford Entrepreneurs income	-1,710	0		-210	-570	-839	0	0	0	Income from ticket sales at HE Events and other funding sources (sponsorship, grants) See code 6033 for HEN expenditure.
4850	PAMS Christmas Tree Lights - donations	0	0					0	0	0	Income anticipated from donations from town centre businesses.
4851	PAMS Proceeds from sale of old Christmas lights	0	0					0	0	0	
	TOTAL EVENT INCOME	-43,106	-35,200	-8,625	-32,761	-46,232	-46,606	-36,275	-37,001	-37,291	
4400	SW Mill Bridge Room Income	-16,351	-15,000	-5,431	-9,477	-13,589	-18,689	-15,450	-15,759	-15,883	Income anticipated from hire of The Mill Bridge Rooms by clubs, charities and private individuals.
	TOTAL MILL BRIDGE ROOM INCOME	-16,351	-15,000	-5,431	-9,477	-13,589	-18,689	-15,450	-15,759	-15,883	
4500	TIC Income	-17,546	-18,000	-6,718	-11,155	-25,401	-25,793	-18,540	-18,911	-19,059	Actual income from the sale of souvenirs and books. See code 6195 for the cost of goods sold.
4501	TIC Income (ticket sales)	-24,888	-24,000	-11,519	-16,639	-21,628	-30,513	-24,720	-25,214	-25,412	Gross income anticipated from the sale of local event tickets including ticket sales from TTIC organised walks, travel tickets and theatre vouchers. See code 6196 for the cost of tickets sold.
4511	TIC Hertford Calendar advertising sales	-400	-400		-720	-934	-934	-600	-612	-617	Income from advertising in the Hertford calendar which has been produced since 2009.
	TOTAL TOWN & TOURIST INFORMATION CENTRE INCOME	-42,834	-42,400	-18,238	-28,514	-47,963	-57,240	-43,860	-44,737	-45,088	
	TOTAL INCOME	-185,886	-171,600	-56,938	-118,405	-171,767	-200,548	-182,504	-186,154	-187,614	

EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 30/06/18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
6000	D&L Administration	93,376	93,440	24,970	41,659	58,979	76,823	106,855	106,855	72,979	Apportionment of staff salary costs. A 2% cost of living increase is included plus any spinal point increases due.
	D&L EVENTS EXPENDITURE (SALARIES)	93,376	93,440	24,970	41,659	58,979	76,823	106,855	106,855	72,979	
6010	D&L Events (entertainment)	8,847	10,050	1,204	7,165	8,562	9,180	9,366	9,179	9,628	Entertainment acts and support for Castle community events.
6011	D&L Events (Equipment)	19,321	18,500	1,516	14,957	18,195	19,341	17,510	17,160	19,500	Equipment for Castle community events inc security, toilets, staging, OAC screen etc.
6013	D&L Events - casual staffing costs	0	0					0	0	0	Contingency for paid casual staff in the event of insufficient volunteers being available.
6014	D&L Friends of Hertford Castle	30	298	177	177	177	287	306	300	315	Projects & initiatives suggested by the FoHC to improve open days & costs associated with provisions for the FoHC.
6018	D&L Castle Basement Refurbishment & Display	49	0					0	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 Events Promotion/Marketing	9,349	8,058	152	4,192	4,969	6,773	8,300	8,134	9,500	Provision for marketing and promoting Castle Community & town centre events exc town trails
6035	D&L Castle ground signage	0	1,104					1,137	1,114	1,169	Contingency for the repair of the information boards & signage within in the Castle grounds.

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6099	D&L Capital Expenditure - Events	134	1,104	133	493	597	1,151	1,137	1,114	1,169	Contingency for replacement of equipment for events eg marquees or outdoor furniture used for events.
	D&L EVENTS EXPENDITURE (OTHER)	37,732	39,113	3,183	26,985	32,501	36,733	37,756	37,001	41,281	
6038	D&L Town Centre Co-ordinator	18,988	16,455	3,199	9,816	18,258	27,556	16,560	16,560	39,314	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	TOWN CENTRE SUPPORT EXPENDITURE (SALARIES)	18,988	16,455	3,199	9,816	18,258	27,556	16,560	16,560	39,314	
6032	D&L Town Centre Wifi	6,718	16,900	4,130	6,479	11,176	14,701	17,407	17,059	17,894	Provision for monthly broadband connection fees and project support
6033	Hertford Entrepreneurs Initiative Costs	3,172	150	66	66	66	110	154	151	158	Provision for guest speakers & event running costs including food & refreshments See code 4229 for HEN
6036	D&L Town Development Fund	4,092	2,500	646	1,044	1,163	1,773	2,575	2,524	2,647	Provision for projects & initiatives in the Town Centre to increase footfall & economic development. Includes trails,
6037	D&L Town Centre Hanging Baskets	16,219	18,538	5,342	12,323	12,323	12,323	18,215	17,851	18,725	Provision for planting & maintenance of hanging baskets & Balance of £2319 roll forward
7080	D&L Xmas grant-tree/lights	22,723	24,000		1,221	10,641	29,999	30,000	29,400	30,840	Provision for the purchase, storage, maintenance, installation/removal of the Xmas lights displays, tree and electricity charges etc.
6048	D&L Hertford Market Devolved Management Study	0	5,000					0	0	0	Provision for a feasibility study for the Council to take on management of Hertford Market.
6049	D&L Taxi Marshal scheme	8,928	10,000	2,312	4,478	5,838	8,910	10,300	10,300	10,588	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	27,509	31,510	1,506	5,706	16,557	29,094	32,455	31,806	33,364	Provision for the monitoring, maintenance, fibre optic rental, electricity and telephone costs associated with the CCTV system.
	TOWN CENTRE SUPPORT EXPENDITURE (OTHER)	89,360	108,598	14,002	31,318	57,765	96,911	111,106	109,090	114,217	
6100	TIC Administration	16,926	16,935	3,357	7,281	11,481	15,821	17,625	17,625	17,576	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
6101	TIC Wages & Salaries	85,607	86,225	22,455	42,052	63,076	83,437	90,455	90,455	96,866	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	TOTAL TOWN & TOURIST INFORMATION CENTRE EXPENDITURE (SALARIES)	102,533	103,160	25,812	49,333	74,557	99,259	108,080	108,080	114,442	
6110	TIC Rent	16,692	16,000	4,107	12,649	12,649	16,649	16,000	16,000	16,448	Rent and service charges payable for the premises in Market Place.
6115	TIC Rates	9,204	9,204	2,370	9,480	9,480	9,480	9,480	9,480	9,745	Business rates payable for the premises in Market Place.
6120	TIC Cleaning (other)	651	590	48	120	144	216	608	596	625	Provision for fortnightly window cleaning and quarterly paper recycling charges
6125	TIC Utilities	1,583	1,457	1,171	1,609	1,817	1,999	1,501	1,471	1,543	Provision for water and electricity charges.
6145	TIC Telephone & Fax	1,613	1,906	733	980	1,148	1,489	1,962	1,923	2,017	Provision for the 2 telephone lines, fax/broadband line and credit card processing line.
6150	TIC Postage	386	497				283	512	502	526	General provision for postage charges. Query - does this include the cost of purchasing stamps to sell?
6152	TIC Copier(lease & copies)	3,399	2,232	964	1,871	2,527	2,888	2,299	2,253	2,363	Provision for the photocopier lease charges and usage charges.
6155	TIC Stationery & Sundries	602	1,040	571	608	694	960	1,071	1,050	650	Provision for the purchase of stationery, weekly local paper and other general expenditure.
6157	TIC Annual Calendar	693	1,030				869	1,061	1,040	1,091	Provision for the printing costs of the annual calendar. See income line 4510.
6165	TIC Computer / IT	268	590	249	568	568	568	607	595	624	Provision for on site IT support and replacement of minor items of equipment
6170	TIC Advertising	365	2,500		660	2,420	2,420	2,574	2,523	500	General provision for marketing costs
6175	TIC Show stands,fees/sundries	0	0					0	0	0	Contingency for pitch fees or the cost of promotional goods given away at the Herts County Show.
6195	TIC Stock for resale	9,315	4,967	1,849	4,193	7,337	12,962	5,115	5,013	10,000	Cost of books and souvenirs sold in the T&TIC. See income line 4500.
6196	TIC Event tickets	22,013	22,000	6,611	13,662	23,158	27,637	22,660	22,207	23,294	Cost of event tickets, travel tickets and theatre vouchers sold in the T&TIC. See income line 4501.
6197	TIC Refurbishment / repairs & maintenance	1,019	1,019		316	927	1,517	1,050	1,029	1,079	Contingency for minor repair & maintenance items.
6198	TIC Health & Safety	493	493		7	7	7	508	498	522	Contingency for fire extinguisher servicing, PAT testing and alarm monitoring charges.
	TOTAL TOWN & TOURIST INFORMATION CENTRE EXPENDITURE (OTHER)	68,296	65,526	18,672	46,725	62,876	79,945	67,008	66,177	71,029	

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 30/06/18	ACTUAL TO 30.09.18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
6200	DS Functions sec/admin	24,513	19,285	9,510	18,249	23,779	28,716	26,855	26,855	26,734	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
6205	DS Functions management	7,958	5,895	2,047	4,870	8,943	12,364	6,010	6,010	15,208	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
6210	DS Caretaking	11,651	11,655	2,695	5,334	7,905	9,831	17,230	17,230	10,185	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
6215	DS Cleaning	0	0					0	0	0	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
S	DOWNSHIRE SUITE EXPENDITURE (SALARIES)	44,123	36,835	14,252	28,453	40,627	50,910	50,095	50,095	52,127	
6220	DS Marketing & Promotion	2,631	5,150	679	1,637	1,827	4,910	5,304	5,304	5,453	Provision for advertising the Castle for venue hire use
6225	DS Equipment	1,520	1,214	197	279	279	279	2,000	2,000	2,056	Contingency for replacement of catering equipment or furniture for the Downshire Suite.
6230	DS Special Cleaning	394	618				275	636	636	654	Contingency for professional cleaning charges for Downshire Suite kitchen, carpets & curtains etc.
6235	Castle Licence (Civil Ceremonies, PEL, PPL & PRS)	254	2,000	1,300	1,485	1,663	1,663	2,446	2,446	2,514	Provision for licenses for castle grounds and castle for venue hire and community events., Allowed to roll over 6236
6240	DS Stationery	17	1,705	127	386	433	500	1,755	1,755	600	Contingency for printing charges for promotional brochures and information leaflets.
6245	DS Catering Purchases & equipment hire	10,995	12,484	2,785	6,416	7,403	9,489	12,858	12,858	13,218	Provision for the cost of catering provided to venue hirers and the equipment hire as required.
6206	DS Functions - casual wages	0	0		0	0	0	0	0	0	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.
12	DOWNSHIRE SUITE EXPENDITURE (OTHER)	15,810	23,171	5,088	10,203	11,604	17,116	24,999	24,999	24,495	
6500	SW MBR Salaries	7,365	7,330	1,756	4,742	10,162	15,531	7,500	7,500	22,199	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
T	MILL BRIDGE ROOM EXPENDITURE (SALARIES)	7,365	7,330	1,756	4,742	10,162	15,531	7,500	7,500	22,199	
6510	SW MBR running costs	41	122		23	23	23	125	125	129	Contingency for minor repair & maintenance items.
6525	SW MBR Marketing & Promotion	0	171					176	176	181	General provision for advertising costs or promotional leaflets.
6515	SW MBR Rates	1,282	1,282	330	1,320	1,320	1,320	1,320	1,320	1,357	Business rates payable for the Mill Bridge Room.
13	MILL BRIDGE ROOM EXPENDITURE (OTHER)	1,322	1,575	330	1,343	1,343	1,343	1,621	1,621	1,666	
	TOTAL EXPENDITURE	478,904	495,202	111,264	250,577	368,673	502,128	531,580	527,978	553,750	

SUMMARY

	TOTAL INCOME	-185,886	-171,600	-56,938	-118,405	-171,767	-200,548	-182,504	-186,154	-187,614	
	TOTAL EXPENDITURE	478,904	495,202	111,264	250,577	368,673	502,128	531,580	527,978	553,750	
	NET EXPENDITURE	293,018	323,602	54,326	132,172	196,906	301,580	349,076	341,824	366,136	

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COMMUNITY SERVICES COMMITTEE

INCOME

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
4000	ALLOT Rent from plots	-10,180	-9,580	-7,843	-10,228	-9,867	-10,064	-10,143	Rent invoices for period Jan'18 to Dec'18 raised in December'17.
4010	ALLOT Rent - Crawleys Field	-271	-271		-278	-279	-285	-287	Land rented for grazing use adjacent to Hertingfordbury Park accessed via West Street.-Mrs Burdett Coutts
4020	ALLOT Fishing Rights	-237	-237		-246	-244	-249	-251	Income from fishing rights for the river Lea from the land adjacent to Hertingfordbury Park accessed via West Street. Burdett coutts
	TOTAL ALLOTMENT INCOME	-10,688	-10,088	-7,843	-10,752	-10,390	-10,598	-10,681	
4100	CEM Interments	-76,342	-70,000	-50,917	-67,507	-63,654	-64,927	-65,436	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	-118	-96	-76	-100	-106	-108	-109	Sundry income from investments purchase as part of long term grave maintenance agreements.
4154	Historical Building Repair Grant	-8,675	-8,675				0	0	Grant received for repair to St Andrew Church boundary wall
4155	CEM/CCY Memorial repair external funding	-325				0	0	0	External funding received towards repair of a memorial
4130	CEM Equipment trade-in proceeds	0	0		-175	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	-85,460	-78,771	-50,994	-67,782	-63,760	-65,035	-65,545	
	TOTAL INCOME	-96,148	-88,859	-58,837	-78,534	-74,150	-75,633	-76,226	

EXPENDITURE

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
5000	ALLOT Admin Salaries	18,923	18,930	13,126	18,516	19,625	19,625	19,849	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
5010	ALLOT Groundstaff Salaries	4,847	4,870	3,835	5,069	4,985	4,985	5,176	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	ALLOTMENT EXPENDITURE (SALARIES)	23,769	23,800	16,962	23,585	24,610	24,610	25,026	
5030	ALLOT Maint/ Site Improvements	18,581	18,443	5,789	15,725	13,404	13,136	15,836	Provision for pest control, toilet emptying, skip hire and maintenance items. Committee agreed virement of £2000 to go to 5040
5040	ALLOT Water Rates	1,577	1,602	2,790	3,906	3,650	3,577	1,695	Provision for water supply charges to allotment sites. Approved Virement Nov 2018
5086	ALLOT Grant to Sele Rd Lovely Grub Garden	0				200	196	206	One off grant to support the community group that maintain Sele Rd Lovely Grub Garden.
5085	ALLOT North Road Plottolders Grant	2,000	2,000		2,000	2,000	1,960	2,056	Annual grant paid for the devolved management of the North Road allotment site by the North Road Plottolders Group.
	ALLOTMENT EXPENDITURE (OTHER)	22,158	22,045	8,580	21,631	19,254	18,869	19,793	
5100	PAMS Admin Costs	7,959	7,970	6,744	9,755	8,310	8,310	12,431	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
5101	PAMS Pinehurst site inspection	0	0			0	0	0	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	PUBLIC AMENITIES EXPENDITURE (SALARIES)	7,959	7,970	6,744	9,755	8,310	8,310	12,431	
5110	PAMS Public clocks	504	520	1,652	1,821	1,536	1,505	1,579	Provision for the annual servicing of the Shire Hall and All Saints clocks which takes place in late November
5120	PAMS War Memorial	1,158	3,000	5,421	5,963	8,090	7,928	8,317	Provision for annual floodlighting charges and sundry repairs.
5170	PAMS Bins & Benches	125	1,104			1,137	1,114	1,169	Provision for repainting town centre bins and benches.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
5140	PAMS - Youth Town Council	0	0			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	7,867	8,020	4,444	6,474	7,200	7,056	6,168	Provision for grounds maintenance at Pinehurst-Virement of £1200 from 5176-Committee meeting Nov 2018
5176	PAMS - Pinehurst Play Area Capital Expenditure	0	2,000			800	784	2,056	Provision for replacement of play equipment with any unspent balance transferred to the Pinehurst Reserve account at year end. Approved Virement of £1200 to 5175
7500	PAMS Skate Park	5,032	5,910		5,106	6,087	5,965	6,257	The Town Council's contribution to the revenue costs of the skatepark at Hartham Common.
	PUBLIC AMENITIES EXPENDITURE (OTHER)	14,687	20,554	11,516	19,362	24,850	24,353	25,546	
5200	CCY Admin Costs	12,744	12,750	8,404	12,219	13,320	13,320	13,389	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
5210	CCY Groundstaff Salaries	15,510	16,560	12,607	16,800	16,955	16,955	17,600	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	CLOSED CHURCHYARDS EXPENDITURE (SALARIES)	28,255	29,310	21,011	29,020	30,275	30,275	30,989	
5240	CCY Repairs & Maintenance	22,755	26,600	560	7,155	21,905	21,467	2,518	Contingency for footpath resurfacing, railing repairs and other maintenance items. Additional £3,000 for resurfacing at St Andrews Churchyard and £13,000 for repainting gates either side of Gascoyne Way. Suggestion to reduce the line by £20K for 2019/20 budget
5245	CCY Contract Gardening	2,734	3,410	1,999	2,479	3,512	3,442	3,610	Provision for contracted gardener to maintain St Leonards & Holy Trinity gardens.
5250	CCY Trees	1,800	10,000	310	1,230	10,000	9,800	10,280	Contingency for the maintenance, removal and replacement of trees as necessary.
	CLOSED CHURCHYARD EXPENDITURE (OTHER)	27,290	40,010	2,869	10,864	35,417	34,709	16,409	
5300	CEM Admin costs	27,892	27,870	23,278	32,356	28,760	28,760	34,949	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
5305	CEM Groundstaff Salaries	64,949	65,260	51,395	67,921	66,825	66,825	69,363	Apportionment of staff salary costs. Is based on NALC 2019/20 spinal point increases due.
	CEMETERY EXPENDITURE (SALARIES)	92,841	93,130	74,672	100,278	95,585	95,585	104,312	
5220	CCY Van servicing, fuel & repairs	3,269	3,500	3,002	2,550	2,170	2,127	2,231	Provision for the annual servicing, taxing and running costs of the Council's van.
5310	CEM Mobile phone	186	234	431	556	241	236	248	Provision for the monthly charges and top-up fees for the mobile phones used by the ground staff.
5315	CEM Burial Records	445	1,363	460	460	1,404	1,376	1,443	Contingency for programming fees for the bespoke burials database system
5320	CEM Rates	4,095	4,095	4,534	4,534	4,218	4,134	4,336	Business rates payable for North Road Cemetery
5335	CEM Train/Clothing & Health & Safety Equipment	1,817	2,373	756	823	745	730	766	Provision for staff training and the replacement of work clothes, safety boots and other safety items.
5340	CEM Repairs & Maintenance	13,071	5,514	827	4,592	5,679	5,565	5,838	Contingency for footpath resurfacing and other maintenance items.
5343	CEM Unbudgeted Cemetery Works	0	0			0	0	0	Contingency for Cemetery works outside the scope of normal budgetary requirements.
5342	CEM Repairs to Memorials	0	0			5,000	4,900	5,140	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		95	4,773	4,678	4,907	Provision for the repair of gates and railings at North Road Cemetery. Additional £2,500 for repainting gates at the Cemetery.
5350	CEM Mess Room Utilities (incl site water)	661	723	441	522	745	730	766	Provision for mess room expenses and the water supply to the site.
5355	CEM Trees	350	5,519		2,350	5,685	5,571	5,844	Contingency for the maintenance, removal and replacement of trees as necessary.
5360	CEM Refuse	3,760	4,821	1,890	3,150	4,966	4,867	5,105	Provision for skip hire and soil heap removal.
5365	CEM Gravedigging	9,380	13,244	5,720	8,070	13,641	13,368	14,023	Provision for monthly charges for gravedigging.

NOMINAL LEDGER CODE	DESCRIPTION	ACTUAL TO 31/03/18	PROJECTED OUTCOME 2017/18	ACTUAL TO 31.12.18	ACTUAL TO 31.03.19	BASE BUDGET 2018/19	Projected Outcome 2018/19	Base Budget 2019/20	BASE BUDGET 2018/19
5380	CEM Machinery fuel	487	1,463			1,507	1,477	1,549	Provision for fuel used in mowers and other equipment.
5385	CEM Mach repairs/minor replace	2,084	2,957	513	2,297	3,046	2,985	3,131	Provision for servicing costs on leased equipment.
5395	CEM Mach new equip/lease	1,417	2,920	1,617	2,127	2,040	1,999	2,097	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			10,000	9,800	10,280	Provision for establishing a Cemetery Reserve to be developed over coming years for the future purchase of new Cemetery land.
5399	CEM Capital Expenditure	333	1,209	205	249	6,245	6,120	6,420	Provision for replacement of smaller items of equipment and sundry tools. Additional £5,000 for leasing a new van.
	CEMETERY EXPENDITURE (OTHER)	41,356	68,142	20,396	32,374	72,105	70,663	74,124	
	TOTAL EXPENDITURE	258,314	304,961	162,749	246,868	310,406	307,373	308,629	

SUMMARY

	TOTAL INCOME	-96,148	-88,859	-58,837	-78,534	-74,150	-75,633	-76,226	
	TOTAL EXPENDITURE	258,314	304,961	162,749	246,868	310,406	307,373	308,629	
	NET EXPENDITURE	162,166	216,102	103,913	168,334	236,256	231,740	232,403	

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Annual Governance and Accountability Return 2018/19 Part 3

To be completed by Local Councils, Internal Drainage Boards and other Smaller Authorities*:

- where the higher of gross income or gross expenditure exceeded £25,000 but did not exceed £6.5 million; or
- where the higher of gross income or gross expenditure was £25,000 or less but:
 - are unable to certify themselves as exempt (fee payable); or
 - have requested a limited assurance review (fee payable)

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

1. Every smaller authority in England that either received gross income or incurred gross expenditure exceeding £25,000 **must** complete Part 3 of the Annual Governance and Accountability Return at the end of each financial year in accordance with Proper Practices.
2. **The Annual Governance and Accountability Return is made up of three parts, pages 3 to 6:**
 - The **annual internal audit report** is completed by the authority's internal auditor.
 - **Sections 1 and 2** are to be completed and approved by the authority.
 - **Section 3** is completed by the external auditor and will be returned to the authority.
3. The authority **must** approve Section 1, Annual Governance Statement, before approving Section 2, Accounting Statements, and both **must** be approved and published **before 1 July 2019**.
4. An authority with either gross income or gross expenditure exceeding £25,000 or an authority with neither income nor expenditure exceeding £25,000, but which is unable to certify itself as exempt, or is requesting a limited assurance review, **must** return to the external auditor by email or post (not both):
 - the Annual Governance and Accountability Return Sections 1 and 2, together with
 - a bank reconciliation as at 31 March 2019
 - an explanation of any significant year on year variances in the accounting statements
 - notification of the commencement date of the period for the exercise of public rights
 - Annual Internal Audit Report 2018/19

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

Once the external auditor has completed the review and is able to give an opinion on the limited assurance review, the Annual Governance and Accountability **Section 1, Section 2 and Section 3 – External Auditor Report and Certificate** will be returned to the authority by email or post.

Publication Requirements

Under the Accounts and Audit Regulations 2015, authorities must publish the following information on a publicly accessible website:

Before 1 July 2019 authorities **must** publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited;
- **Section 1 - Annual Governance Statement 2018/19**, approved and signed, page 4
- **Section 2 - Accounting Statements 2018/19**, approved and signed, page 5

Not later than 30 September 2019 authorities **must** publish:

- Notice of conclusion of audit
- **Section 3 - External Auditor Report and Certificate**
- **Sections 1 & 2 of AGAR** including any amendments as a result of the limited assurance review.

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

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

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

Guidance notes on completing Part 3 of the Annual Governance and Accountability Return 2018/19

- The authority **must** comply with *Proper Practices* in completing Sections 1 and 2 of this Annual Governance and Accountability Return. *Proper Practices* are found in the *Practitioners' Guide** which is updated from time to time and contains everything needed to prepare successfully for the financial year-end and the subsequent work by the external auditor.
- Make sure that the Annual Governance and Accountability Return is complete (i.e. no empty highlighted boxes), and is properly signed and dated. Where amendments are made by the authority to the AGAR after it has been approved by the authority and before it has been reviewed by the external auditor, the Chairman and RFO should initial the amendments and if necessary republish the amended AGAR and recommence the period for the exercise of public rights. If the Annual Governance and Accountability Return contains unapproved or unexplained amendments, it may be returned and additional costs will be incurred.
- The authority **should** receive and note the annual internal audit report if possible prior to approving the annual governance statement and before approving the accounts.
- Use the checklist provided below to review the Annual Governance and Accountability Return for completeness before returning it to the external auditor by email or post (not both).
- Do not send the external auditor any information not specifically requested. However, **you must inform your external auditor about any change of Clerk, Responsible Financial Officer or Chairman, and provide relevant email addresses and telephone numbers.**
- Make sure that the copy of the bank reconciliation to be sent to your external auditor with the Annual Governance and Accountability Return covers all the bank accounts. If the authority holds any short-term investments, note their value on the bank reconciliation. The external auditor must be able to agree the bank reconciliation to Box 8 on the accounting statements (**Section 2, page 5**). An explanation **must** be provided of any difference between Box 7 and Box 8. More help on bank reconciliation is available in the *Practitioners' Guide**.
- Explain fully significant variances in the accounting statements on **page 5**. Do not just send a copy of the detailed accounting records instead of this explanation. The external auditor wants to know that you understand the reasons for all variances. Include complete numerical and narrative analysis to support the full variance.
- If the external auditor has to review unsolicited information, or receives an incomplete bank reconciliation, or variances are not fully explained, additional costs may be incurred.
- Make sure that the accounting statements add up and that the balance carried forward from the previous year (Box 7 of 2018) equals the balance brought forward in the current year (Box 1 of 2019).
- The Responsible Financial Officer (RFO), on behalf of the authority, **must** set the period for the exercise of public rights. From the commencement date for a single period of 30 consecutive working days, the approved accounts and accounting records can be inspected. Whatever period the RFO sets it **must** include a common inspection period – during which the accounts and accounting records of all smaller authorities must be available for public inspection – of the first ten working days of July.
- The authority **must** publish the information required by Regulation 15 (2), Accounts and Audit Regulations 2015, including the period for the exercise of public rights and the name and address of the external auditor **before 1 July 2019**.

Completion checklist – 'No' answers mean you may not have met requirements		Yes	No
All sections	Have all highlighted boxes have been completed?	✓	
	Has all additional information requested, including the dates set for the period for the exercise of public rights , been provided for the external auditor?	✓	
Internal Audit Report	Have all highlighted boxes been completed by the internal auditor and explanations provided?	✓	
Section 1	For any statement to which the response is 'no', is an explanation provided?	✓	
Section 2	Has the authority's approval of the accounting statements been confirmed by the signature of the Chairman of the approval meeting?	✓	
	Has an explanation of significant variations from last year to this year been provided?	✓	
	Has the bank reconciliation as at 31 March 2019 been reconciled to Box 8?	✓	
	Has an explanation of any difference between Box 7 and Box 8 been provided?	✓	
Sections 1 and 2	Trust funds – have all disclosures been made if the authority as a body corporate is a sole managing trustee? NB: do not send trust accounting statements unless requested.	✓	

**Governance and Accountability for Smaller Authorities in England – a Practitioners' Guide to Proper Practices*, can be downloaded from www.nalc.gov.uk or from www.ada.org.uk

Annual Internal Audit Report 2018/19

HERTFORD TOWN COUNCIL

This authority's internal auditor, acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with relevant procedures and controls to be in operation during the financial year ended 31 March 2019.

The internal audit for 2018/19 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Agreed? Please choose one of the following		
	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	✓		
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	✓		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	✓		
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.	✓		
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.	✓		
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.	✓		
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	✓		
H. Asset and investments registers were complete and accurate and properly maintained.	✓		
I. Periodic and year-end bank account reconciliations were properly carried out.	✓		
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.	✓		
K. IF the authority certified itself as exempt from a limited assurance review in 2017/18, it met the exemption criteria and correctly declared itself exempt. ("Not Covered" should only be ticked where the authority had a limited assurance review of its 2017/18 AGAR)	Not Not	applicable exempt	
L. During summer 2018 this authority has correctly provided the proper opportunity for the exercise of public rights in accordance with the requirements of the Accounts and Audit Regulations.			Not applicable ✓
M. (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 authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

26/11/18

25/4/19

28/05/19

NIGEL ARCHER, for AUDITING SOLUTIONS Ltd

Signature of person who carried out the internal audit

N. J. Archer

Date

28/05/19

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

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

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

HERTFORD TOWN COUNCIL

our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2019, that:

	Agreed			'Yes' means that this authority:
	Yes	No*		
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.				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 authority to conduct its business or manage 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 authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.				considered and documented the financial and other risks it faces and 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 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	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.
			✓	

*Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets should be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:

DATE

and recorded as minute reference:

MINUTE REFERENCE

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

Chairman

SIGNATURE REQUIRED

Clerk

SIGNATURE REQUIRED

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

Authority web address

AUTHORITY WEBSITE ADDRESS

Section 2 – Accounting Statements 2018/19 for

HERTFORD TOWN COUNCIL

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	1,310,776	1,663,678	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	1,103,800	1,139,394	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	660,793	595,970	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	-694,304	-699,788	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	-717,389	-852,835	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	1,663,678	1,846,419	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	1,726,414	1,893,028	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	828,921	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, 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.
	<input type="checkbox"/>	<input checked="" type="checkbox"/>	

I certify that for the year ended 31 March 2019 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

SIGNATURE REQUIRED

Date

DATE

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

as recorded in minute reference:

Signed by Chairman of the meeting where the Accounting Statements were approved

SIGNATURE REQUIRED

Section 3 – External Auditor Report and Certificate 2018/19

In respect of

HERTFORD TOWN COUNCIL

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2019; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2018/19

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

(continue on a separate sheet if required)

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

(continue on a separate sheet if required)

3 External auditor certificate 2018/19

We certify/do not certify* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2019.

*We do not certify completion because:

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR

External Auditor Signature

SIGNATURE REQUIRED

Date

DD/MM/YY

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



HERTFORD TOWN COUNCIL

BANK RECONCILIATION AS AT 30th Apr 2018

HSBC Current Account	0.01
HSBC Deposit Account	2,329,608.86
HSBC Money Market Account	0.00
Castle petty cash	147.61
T&TIC petty cash	57.68
Cemetery petty cash	50.00
	2,329,864.16

Less:

Cheques Drawned and Cashed/Not posted@ 30/04/18	
CHQ's Drawn/ Not banked @ 30/04/18 (Unreconcilled)	
	0.00

Plus:

Cash posted in Sage / yet to register in Bank @ 30/04/18	
	0.00

Balance as per Sage Accounts System@30/04/18	2,329,864.16
--	--------------

Nominal Ledger Code 1200 HTC Current Account	0.01
Nominal Ledger Code 1205 HTC Deposit Account	2,329,608.86
Nominal Ledger Code 1230 HTC Money Market Account	0.00
Nominal Ledger Code 1240 Castle petty cash account	147.61
Nominal Ledger Code 1250 T&TIC petty cash account	57.68
Nominal Ledger Code 1260 Cemetery petty cash account	50.00
	2,329,864.16

Reconciliation performed by:

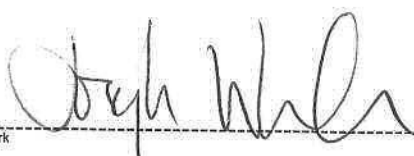


 Muibat Babayemi - Finance Manager

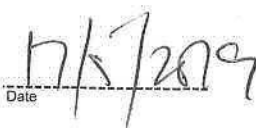
08/05/2019

 Date

Reconciliation independently checked by:



 Joseph Whelan - Town Clerk

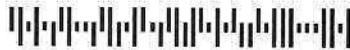


 Date

Contact tel 03457 60 60 60
see reverse for call times
Text phone 03457 125 563
used by deaf or speech impaired customers
www.hsbc.co.uk

Your Statement

Hertford Town Council
THE CASTLE
HERTFORDSHIRE
HERTFORD
SG14 1HR



Account Summary	
Opening Balance	1,893,272.90
Payments In	621,190.21
Payments Out	184,854.25
Closing Balance	2,329,608.86

Interest Rate - Valid as at end date of the statement period

upto	150,000	0.50% AER
over	150,000	0.50% AER

International Bank Account Number
GB16HBUK40241313663108

Branch Identifier Code
HBUKGB4134B

1 April to 30 April 2019

Account Name
Hertford Town Council

Sortcode Account Number Sheet Number
40-24-13 13663108 511

Your Deposit Account details

Date	Payment type and details	Paid out	Paid in	Balance
31 Mar 19	BALANCE BROUGHT FORWARD			1,893,272.90
01 Apr 19	CR 1966 1970 HSC PROPERTY MANAG		575.60	
	CR BUSY E + N H LTD BUSYLIZZY INV 1972		264.00	
	BP WINCHMORE HI S2S MillBridge Mon		104.00	
	CR CASH IN AT HSBC BANK PLC HERTFORD		630.24	
	CR GPUK LLP 21258211 270319		147.00	
	TFR TRANSFER 31169955	120.00		1,894,873.74
02 Apr 19	CR GPUK LLP 21258211 280319		84.00	1,894,957.74
03 Apr 19	CR GPUK LLP 21205091 290319		924.50	
	CR GPUK LLP 21258211 290319		72.00	
	CR GPUK LLP 21258211 300319		166.50	
	TFR TRANSFER 31169955	500.00		1,895,620.74
04 Apr 19	CR 1000 2004380923 K HERTFORDSHIRE CC		330.80	
	CR GPUK LLP 21258211 010419		39.50	1,895,991.04
	BALANCE CARRIED FORWARD			1,895,991.04



HERTFORD TOWN COUNCIL

BANK RECONCILIATION AS AT 31st March 2019

HSBC Current Account	0.01 ✓
HSBC Deposit Account	1,893,272.90 ✓
HSBC Money Market Account	0.00
Castle petty cash	348.02
T&TIC petty cash	34.90
Cemetery petty cash	50.00
Bank Statement balance	1,893,705.83

Less:

Cheques drawn on current/ not banked account @ 31/03/19	
HSBC Current Acct-CHQ Raised/ not posted @ 31/03/19	
HSBC Deposit Acct-Cash receipt/ not posted to sage-Mar	(500.00)
	(500.00) ✓

Plus:

Receipts shown as received in the period but not Banked	
	0.00

Balance as per Sage Accounts System **1,893,205.83**

Nominal Ledger Code 1200 HTC Current Account	0.01
Nominal Ledger Code 1205 HTC Deposit Account	1,892,772.90
Nominal Ledger Code 1230 HTC Money Market Account	0.00
Nominal Ledger Code 1240 Castle petty cash account	348.02
Nominal Ledger Code 1250 T&TIC petty cash account	34.90
Nominal Ledger Code 1260 Cemetery petty cash account	50.00

Balance As per Nominal Ledger **1,893,205.83**

Check (Bank Statement-Sage)	0.00
------------------------------------	-------------

Reconciliation performed by:

Muibat Babayemi
 Muibat Babayemi - Finance Manager

✓ NSA for A.S. Ltd 28/3/19

04/04/2019
 Date

Reconciliation independently checked by:

Joseph Whelan
 Joseph Whelan - Town Clerk

10/4/2019
 Date



HERTFORD TOWN COUNCIL

BANK RECONCILIATION AS AT 28th February 2019

HSBC Current Account	0.01
HSBC Deposit Account	2,038,720.82
HSBC Money Market Account	0.00
Castle petty cash	348.02
T&TIC petty cash	34.90
Cemetery petty cash	50.00
Bank Statement balance	2,039,153.75
Less:	
Cheques drawn on current/ not banked account @ 31/01/19	
HSBC Current Acct-CHQ Raised/ not posted @ 31/01/19	
HSBC Deposit Acct-Cash receipt/ not posted to sage-Jan pymt	
	0.00
Plus:	
Receipts shown as received in the period but not Banked	
	0.00
Balance as per Sage Accounts System	2,039,153.75
Nominal Ledger Code 1200 HTC Current Account	0.01
Nominal Ledger Code 1205 HTC Deposit Account	2,038,720.82
Nominal Ledger Code 1230 HTC Money Market Account	0.00
Nominal Ledger Code 1240 Castle petty cash account	348.02
Nominal Ledger Code 1250 T&TIC petty cash account	34.90
Nominal Ledger Code 1260 Cemetery petty cash account	50.00
Balance As per Nominal Ledger	2,039,153.75
Check (Bank Statement-Sage)	0.00

Reconciliation performed by:

Muibat Babayemi

 Muibat Babayemi - Finance Manager

05/03/2019

 Date

Reconciliation independently checked by:

Joseph Whelan

 Joseph Whelan - Town Clerk

5/8/2019

 Date

Bank Code:		1200		HTC Current A/c 31169955				
No	Type	Date	N/C	Ref	Details	Net	Vat	Gross
97359	BP	27/03/2019	4000	205500	Dawn Burley chq refund 07/02/18	12.50	0.00	12.50
96813	PA	22/02/2019	1200	205983	Payment on Account	283.00	0.00	283.00
TOTAL CHQS								295.50
97410	PP	09/04/2019	1200	(BACS)	Purchase Payment	187.20	0.00	187.20
97411	PP	09/04/2019	1200	(BACS)	Purchase Payment	3993.52	0.00	3993.52
97414	PP	09/04/2019	1200	(BACS)	Purchase Payment	2824.93	0.00	2824.93
97415	PP	09/04/2019	1200	(BACS)	Purchase Payment	180.00	0.00	180.00
97416	PP	09/04/2019	1200	(BACS)	Purchase Payment	819.72	0.00	819.72
97417	PP	09/04/2019	1200	(BACS)	Purchase Payment	2620.00	0.00	2620.00
97418	PP	09/04/2019	1200	(BACS)	Purchase Payment	80.00	0.00	80.00
97420	PP	09/04/2019	1200	(BACS)	Purchase Payment	160.00	0.00	160.00
97421	PP	09/04/2019	1200	(BACS)	Purchase Payment	49.50	0.00	49.50
97422	PP	09/04/2019	1200	(BACS)	Purchase Payment	222.00	0.00	222.00
97423	PP	09/04/2019	1200	(BACS)	Purchase Payment	146.98	0.00	146.98
97424	PP	09/04/2019	1200	(BACS)	Purchase Payment	456.00	0.00	456.00
97425	PP	09/04/2019	1200	(BACS)	Purchase Payment	430.00	0.00	430.00
97426	PP	09/04/2019	1200	(BACS)	Purchase Payment	320.00	0.00	320.00
97427	PP	09/04/2019	1200	(BACS)	Purchase Payment	391.46	0.00	391.46
97428	PP	09/04/2019	1200	(BACS)	Purchase Payment	214.71	0.00	214.71
97429	PP	09/04/2019	1200	(BACS)	Purchase Payment	24.00	0.00	24.00
97433	PP	11/04/2019	1200	(BACS)	Purchase Payment	3720.96	0.00	3720.96
96444	PP	14/02/2019	1200	BACS	Purchase Payment	245.00	0.00	245.00
96445	PP	14/02/2019	1200	BACS	Purchase Payment	2904.00	0.00	2904.00
96446	PP	14/02/2019	1200	BACS	Purchase Payment	243.09	0.00	243.09
96447	PP	14/02/2019	1200	bacs	Purchase Payment	3309.90	0.00	3309.90
96448	PP	14/02/2019	1200	bacs	Purchase Payment	420.00	0.00	420.00
96449	PP	14/02/2019	1200	BACs	Purchase Payment	1300.00	0.00	1300.00
96450	PP	14/02/2019	1200	bacs	Purchase Payment	4348.80	0.00	4348.80
96451	PP	14/02/2019	1200	BACS	Purchase Payment	4450.38	0.00	4450.38
96452	PP	14/02/2019	1200	BACS	Purchase Payment	420.00	0.00	420.00
96453	PP	14/02/2019	1200	BACS	Purchase Payment	403.57	0.00	403.57
96454	PP	14/02/2019	1200	BACS	Purchase Payment	99.40	0.00	99.40
96455	PP	14/02/2019	1200	BACS	Purchase Payment	1038.00	0.00	1038.00
96456	PP	14/02/2019	1200	BACS	Purchase Payment	500.00	0.00	500.00
96457	PP	14/02/2019	1200	BACS	Purchase Payment	768.00	0.00	768.00
96458	PP	14/02/2019	1200	BACS	Purchase Payment	223.20	0.00	223.20
96459	PP	14/02/2019	1200	BACS	Purchase Payment	9.60	0.00	9.60
96460	PP	14/02/2019	1200	BACS	Purchase Payment	50.00	0.00	50.00
96461	PP	14/02/2019	1200	BACS	Purchase Payment	252.00	0.00	252.00
96462	PP	14/02/2019	1200	BACS	Purchase Payment	450.00	0.00	450.00
96463	PP	14/02/2019	1200	BACS	Purchase Payment	4800.00	0.00	4800.00
96464	PP	14/02/2019	1200	BACS	Purchase Payment	121.61	0.00	121.61
96465	PP	14/02/2019	1200	BACS	Purchase Payment	3307.20	0.00	3307.20
96466	PP	14/02/2019	1200	BACS	Purchase Payment	1411.50	0.00	1411.50
96467	PP	14/02/2019	1200	BACS	Purchase Payment	1365.00	0.00	1365.00
96468	PP	14/02/2019	1200	BACS	Purchase Payment	352.37	0.00	352.37
96469	PP	14/02/2019	1200	BACS	Purchase Payment	548.00	0.00	548.00
96470	PP	14/02/2019	1200	BACS	Purchase Payment	90.00	0.00	90.00
96471	PP	14/02/2019	1200	BACS	Purchase Payment	2604.00	0.00	2604.00
96472	PP	14/02/2019	1200	BACS	Purchase Payment	211.58	0.00	211.58
96473	PP	14/02/2019	1200	BACS	Purchase Payment	79.91	0.00	79.91
96474	PP	14/02/2019	1200	BACS	Purchase Payment	993.59	0.00	993.59
96475	PP	14/02/2019	1200	BACS	Purchase Payment	300.00	0.00	300.00

96476	PP	14/02/2019	1200	BACS	Purchase Payment	147.66	0.00	147.66
96477	PP	14/02/2019	1200	BACS	Purchase Payment	65.80	0.00	65.80
96478	PP	14/02/2019	1200	BACS	Purchase Payment	2.86	0.00	2.86
96479	PP	14/02/2019	1200	BACS	Purchase Payment	121.50	0.00	121.50
96480	PP	14/02/2019	1200	BACS	Purchase Payment	145.38	0.00	145.38
96481	PP	14/02/2019	1200	BACS	Purchase Payment	40.00	0.00	40.00
96482	PP	14/02/2019	1200	BACS	Purchase Payment	1410.10	0.00	1410.10
96483	PP	14/02/2019	1200	BACS	Purchase Payment	18.00	0.00	18.00
96484	PP	14/02/2019	1200	BACS	Purchase Payment	60.40	0.00	60.40
96485	PP	14/02/2019	1200	BACS	Purchase Payment	24.00	0.00	24.00
96722	PP	01/03/2019	1200	BACS	Purchase Payment	200.82	0.00	200.82
96723	PP	01/03/2019	1200	BACS	Purchase Payment	1652.40	0.00	1652.40
96724	PP	01/03/2019	1200	BACS	Purchase Payment	50.00	0.00	50.00
96725	PP	01/03/2019	1200	BACS	Purchase Payment	28.74	0.00	28.74
96726	PP	01/03/2019	1200	BACS	Purchase Payment	342.22	0.00	342.22
96727	PP	01/03/2019	1200	BACS	Purchase Payment	120.00	0.00	120.00
96728	PP	01/03/2019	1200	BACS	Purchase Payment	6635.60	0.00	6635.60
96730	PP	01/03/2019	1200	BACS	Purchase Payment	664.78	0.00	664.78
96731	PP	01/03/2019	1200	BACS	Purchase Payment	202.80	0.00	202.80
96732	PP	01/03/2019	1200	BACS	Purchase Payment	155.34	0.00	155.34
96733	PP	01/03/2019	1200	BACS	Purchase Payment	275.00	0.00	275.00
96734	PP	01/03/2019	1200	BACS	Purchase Payment	456.00	0.00	456.00
96735	PP	01/03/2019	1200	BACS	Purchase Payment	1409.20	0.00	1409.20
96736	PP	01/03/2019	1200	BACS	Purchase Payment	7044.70	0.00	7044.70
96737	PP	01/03/2019	1200	BACS	Purchase Payment	325.00	0.00	325.00
96738	PP	01/03/2019	1200	BACS	Purchase Payment	103.20	0.00	103.20
96739	PP	01/03/2019	1200	BACS	Purchase Payment	182.12	0.00	182.12
96740	PP	01/03/2019	1200	BACS	Purchase Payment	92.50	0.00	92.50
96741	PP	01/03/2019	1200	BACS	Purchase Payment	100.00	0.00	100.00
96742	PP	01/03/2019	1200	BACS	Purchase Payment	208.89	0.00	208.89
96744	PP	01/03/2019	1200	BACS	Purchase Payment	261.19	0.00	261.19
96745	PP	01/03/2019	1200	BACS	Purchase Payment	416.29	0.00	416.29
96746	PP	01/03/2019	1200	BACS	Purchase Payment	76.00	0.00	76.00
96747	PP	01/03/2019	1200	BACS	Purchase Payment	272.00	0.00	272.00
96748	PP	01/03/2019	1200	BACS	Purchase Payment	54.40	0.00	54.40
96749	PP	01/03/2019	1200	BACS	Purchase Payment	22.40	0.00	22.40
96750	PP	01/03/2019	1200	BACS	Purchase Payment	71.20	0.00	71.20
96751	PP	01/03/2019	1200	BACS	Purchase Payment	655.20	0.00	655.20
96752	PP	01/03/2019	1200	BACS	Purchase Payment	1103.20	0.00	1103.20
96753	PP	01/03/2019	1200	BACS	Purchase Payment	55.20	0.00	55.20
96754	PP	01/03/2019	1200	BACS	Purchase Payment	22.40	0.00	22.40
96755	PP	01/03/2019	1200	BACS	Purchase Payment	549.45	0.00	549.45
96756	PP	01/03/2019	1200	BACS	Purchase Payment	150.00	0.00	150.00
96818	PP	01/03/2019	1200	BACS	Purchase Payment	25.80	0.00	25.80
96729	PP	02/03/2019	1200	BACS	Purchase Payment	86.40	0.00	86.40
97074	PP	18/03/2019	1200	BACS	Purchase Payment	314.30	0.00	314.30
97075	PP	18/03/2019	1200	BACS	Purchase Payment	1773.12	0.00	1773.12
97076	PP	18/03/2019	1200	BACS	Purchase Payment	1032.00	0.00	1032.00
97077	PP	18/03/2019	1200	BACS	Purchase Payment	530.00	0.00	530.00
97078	PP	18/03/2019	1200	bacs	Purchase Payment	1536.00	0.00	1536.00
97079	PP	18/03/2019	1200	bacs	Purchase Payment	90.00	0.00	90.00
97080	PP	18/03/2019	1200	bacs	Purchase Payment	1746.05	0.00	1746.05
97081	PP	18/03/2019	1200	BACS	Purchase Payment	14.39	0.00	14.39
97082	PP	18/03/2019	1200	bacs	Purchase Payment	7.74	0.00	7.74
97083	PP	18/03/2019	1200	bacs	Purchase Payment	348.00	0.00	348.00
97084	PP	18/03/2019	1200	BACS	Purchase Payment	252.00	0.00	252.00
97085	PP	18/03/2019	1200	BACS	Purchase Payment	110.00	0.00	110.00

97086	PP	18/03/2019	1200	BACS	Purchase Payment	16458.39	0.00	16458.39
97087	PP	18/03/2019	1200	BACS	Purchase Payment	192.42	0.00	192.42
97097	PP	18/03/2019	1200	BACS	Purchase Payment	597.15	0.00	597.15
97098	PP	18/03/2019	1200	BACS	Purchase Payment	1409.20	0.00	1409.20
97099	PP	18/03/2019	1200	BACS	Purchase Payment	480.00	0.00	480.00
97100	PP	18/03/2019	1200	BACS	Purchase Payment	600.00	0.00	600.00
97101	PP	18/03/2019	1200	BACS	Purchase Payment	480.00	0.00	480.00
97102	PP	18/03/2019	1200	BACS	Purchase Payment	642.00	0.00	642.00
97103	PP	18/03/2019	1200	BACS	Purchase Payment	20.51	0.00	20.51
97104	PP	18/03/2019	1200	BACS	Purchase Payment	146.98	0.00	146.98
97105	PP	18/03/2019	1200	BACS	Purchase Payment	480.00	0.00	480.00
97106	PP	18/03/2019	1200	BACS	Purchase Payment	186.34	0.00	186.34
97107	PP	18/03/2019	1200	BACS	Purchase Payment	600.00	0.00	600.00
97108	PP	19/03/2019	1200	BACS	Purchase Payment	32525.98	0.00	32525.98
97109	PP	19/03/2019	1200	BACS	Purchase Payment	551.60	0.00	551.60
97110	PP	19/03/2019	1200	BACS	Purchase Payment	147.06	0.00	147.06
97111	PP	19/03/2019	1200	BACS	Purchase Payment	158.38	0.00	158.38
97112	PP	19/03/2019	1200	BACS	Purchase Payment	24.00	0.00	24.00
97113	PP	19/03/2019	1200	BACS	Purchase Payment	45.50	0.00	45.50
97306	PP	29/03/2019	1200	BACS	Purchase Payment	935.44	0.00	935.44
97307	PP	29/03/2019	1200	BACS	Purchase Payment	138.00	0.00	138.00
97308	PP	29/03/2019	1200	BACS	Purchase Payment	420.00	0.00	420.00
97309	PP	29/03/2019	1200	BACS	Purchase Payment	35.00	0.00	35.00
97310	PP	29/03/2019	1200	BACS	Purchase Payment	2163.28	0.00	2163.28
97311	PP	29/03/2019	1200	BACS	Purchase Payment	2338.84	0.00	2338.84
97312	PP	29/03/2019	1200	BACS	Purchase Payment	96.00	0.00	96.00
97313	PP	29/03/2019	1200	BACS	Purchase Payment	9.60	0.00	9.60
97314	PP	29/03/2019	1200	BACS	Purchase Payment	4000.00	0.00	4000.00
97315	PP	29/03/2019	1200	BACS	Purchase Payment	1440.00	0.00	1440.00
97316	PP	29/03/2019	1200	BACS	Purchase Payment	600.00	0.00	600.00
97317	PP	29/03/2019	1200	BACS	Purchase Payment	250.00	0.00	250.00
97318	PP	29/03/2019	1200	BACS	Purchase Payment	33.80	0.00	33.80
97319	PP	29/03/2019	1200	BACS	Purchase Payment	94.00	0.00	94.00
97320	PP	29/03/2019	1200	BACS	Purchase Payment	960.00	0.00	960.00
97321	PP	29/03/2019	1200	BACS	Purchase Payment	24.35	0.00	24.35
97322	PP	29/03/2019	1200	BACS	Purchase Payment	30.00	0.00	30.00
97323	PP	29/03/2019	1200	BACS	Purchase Payment	262.28	0.00	262.28
97324	PP	29/03/2019	1200	BACS	Purchase Payment	436.59	0.00	436.59
97325	PP	29/03/2019	1200	BACS	Purchase Payment	264.60	0.00	264.60
97326	PP	29/03/2019	1200	BACS	Purchase Payment	3153.55	0.00	3153.55
97327	PP	29/03/2019	1200	BACS	Purchase Payment	24.00	0.00	24.00
97328	PP	29/03/2019	1200	BACS	Purchase Payment	261.19	0.00	261.19
97329	PP	29/03/2019	1200	BACS	Purchase Payment	143.07	0.00	143.07
97330	PP	29/03/2019	1200	BACS	Purchase Payment	138.90	0.00	138.90
97409	PP	09/04/2019	1200	BACS	Purchase Payment	260.00	0.00	260.00
97413	PP	09/04/2019	1200	BACS	Purchase Payment	74.87	0.00	74.87
97419	PP	09/04/2019	1200	BACS	Purchase Payment	720.00	0.00	720.00
97435	PP	10/04/2019	1200	BACS	Purchase Payment	101.33	0.00	101.33
97432	PP	11/04/2019	1200	BACS	Purchase Payment	35125.75	0.00	35125.75
96590	PP	01/02/2019	1200		Purchase Payment	323.20	0.00	323.20
97854	BP	03/04/2019	2105	PG Parsell	PG Parsell paid into current account in error	500.00	0.00	500.00
96599	PP	15/02/2019	1200	Refund	Purchase Payment	50	0.00	50.00
					Customer Payments			278.72
					Bank receipts adjustment			-5119.12
					Customer Receipts			-2976.6
					Supplier Receipts			-529.64
					TOTAL BACS			191,126.93

97263	BP	13/03/2019	7090	Auto Bank Charges	Auto Bank Charges	19.99	0.00	19.99
96810	BP	21/02/2019	7090	Bank Charge	Bank Charges Feb 2019	9.20	0.00	9.20
96596	BP	13/02/2019	7090	Bank Charges	Auto Charge 13/02/19	20.00	0.00	20.00
97262	BP	21/03/2019	7090	Bank Charges	Total Bank Charges 27/02/19	6.30	0.00	6.30
97832	BP	11/04/2019	7090	Bank Charges	Auto bank charges	20.00	0.00	20.00
97833	BP	21/04/2019	7090	Bank Charges	Total bank charges	6.30	0.00	6.30
TOTAL BANK CHARGES								81.79
96919	BP	07/03/2019	7180	Comm Grant	Community Grant agreed for Young Life in Jan FP &A Meeyting	1200.00	0.00	1200.00
97331	BP	29/03/2019	7180	Comm Grant	Community Grant -Hertford Rotary Club	1200.00	0.00	1200.00
97332	BP	29/03/2019	7180	Community Grant	Community Grant -Secret Society of Hertford	250.00	0.00	250.00
97333	BP	29/03/2019	7180	Community Grant	Community Grant -Hertfordshire Boat Rescue	500.00	0.00	500.00
97334	BP	29/03/2019	7180	Community Grant	Community Grant -Hertford Choral Society	900.00	0.00	900.00
97335	BP	29/03/2019	7180	Community Grant	Community Grant -Hertfordshire District Scout	377.00	0.00	377.00
97844	PP	12/04/2019	1200	Grant	Purchase Payment	20000.00	0.00	20000.00
97430	BP	09/04/2019	3204	NHB Grant	NHB-Active in the Comm Grant -Mar 2019	19500.00	0.00	19500.00
97431	BP	10/04/2019	3204	NHB Grant	NHB_2ND Bengeo Scouts	30000.00	0.00	30000.00
97336	BP	29/03/2019	7180	Community Grant	Community Grant -St Andrews Primary school	837.56	0.00	837.56
TOTAL GRANT PAID								74764.56
96807	PP	19/02/2019	1200	dd	Purchase Payment	19.85	0.00	19.85
96594	PA	11/02/2019	1200	DD	Payment on Account	20.39	0.00	20.39
97037	PA	11/03/2019	1200	DD	Payment on Account	20.39	0.00	20.39
97814	PA	10/04/2019	1200	DD	Payment on Account	20.39	0.00	20.39
96812	PP	22/02/2019	1200	DD	Purchase Payment	20.59	0.00	20.59
97831	PA	23/04/2019	1200	DD	Payment on Account	20.87	0.00	20.87
97356	PA	22/03/2019	1200	DD	Payment on Account	21.01	0.00	21.01
97259	PP	20/03/2019	1200	DD	Purchase Payment	21.22	0.00	21.22
97827	PA	17/04/2019	1200	DD	Payment on Account	21.22	0.00	21.22
96595	PA	11/02/2019	1200	DD	Payment on Account	26.39	0.00	26.39
97038	PA	11/03/2019	1200	DD	Payment on Account	26.39	0.00	26.39
97815	PA	10/04/2019	1200	DD	Payment on Account	26.39	0.00	26.39
96593	PA	07/02/2019	1200	DD	Payment on Account	28.80	0.00	28.80
97039	PA	12/03/2019	1200	DD	Payment on Account	28.80	0.00	28.80
97813	PA	09/04/2019	1200	DD	Payment on Account	28.80	0.00	28.80
97360	PA	25/03/2019	1200	DD	Payment on Account	35.00	0.00	35.00
97358	PP	29/03/2019	1200	DD	Purchase Payment	42.72	0.00	42.72
96814	PP	25/02/2019	1200	DD	Purchase Payment	49.06	0.00	49.06
97830	PP	23/04/2019	1200	DD	Purchase Payment	51.60	0.00	51.60
97357	PP	25/03/2019	1200	DD	Purchase Payment	51.62	0.00	51.62
97258	PA	18/03/2019	1200	DD	Payment on Account	61.53	0.00	61.53
97825	PP	16/04/2019	1200	DD	Purchase Payment	63.16	0.00	63.16
98148	PP	30/04/2019	1200	DD	Purchase Payment	64.08	0.00	64.08
96805	PA	18/02/2019	1200	DD	Payment on Account	65.70	0.00	65.70
96918	PP	06/03/2019	1200	DD	Purchase Payment	77.68	0.00	77.68
97256	PA	18/03/2019	1200	DD	Payment on Account	81.00	0.00	81.00
97823	PA	16/04/2019	1200	DD	Payment on Account	81.00	0.00	81.00
97257	PA	18/03/2019	1200	DD	Payment on Account	103.37	0.00	103.37
97824	PP	16/04/2019	1200	DD	Purchase Payment	115.27	0.00	115.27
97810	PA	01/04/2019	1200	DD	Payment on Account	120.00	0.00	120.00
96806	PP	18/02/2019	1200	DD	Purchase Payment	147.97	0.00	147.97
96855	PP	28/02/2019	1200	DD	Purchase Payment	160.66	0.00	160.66
97828	PP	18/04/2019	1200	DD	Purchase Payment	171.63	0.00	171.63
96811	PP	20/02/2019	1200	DD	Purchase Payment	282.60	0.00	282.60
97811	PP	03/04/2019	1200	DD	Purchase Payment	309.67	0.00	309.67

97829	PP	23/04/2019	1200 DD	Purchase Payment	612.00	0.00	612.00
97036	PP	08/03/2019	1200 DD	Purchase Payment	999.97	0.00	999.97
				TOTAL DIRECT DEBIT			4,098.79
97826	PA	16/04/2019	1200 DD	Credit Card	1450.17	0.00	1450.17
96591	PA	14/02/2019	1200 DD	Credit Card	1481.54	0.00	1481.54
97878	PP	26/04/2019	1200 DD	Credit Card	1602.39	0.00	1602.39
97254	PA	14/03/2019	1200 DD	Credit Card	1978.71	0.00	1978.71
				Total Credit Card			6,512.81
96598	BP	15/02/2019	2400 Feb Payroll	HTC Feb 2019 Net Wages	34148.18	0.00	34148.18
97255	BP	15/03/2019	2400 Mar 19 Salary	MTH 12 Net Wages March 2019	32403.62	0.00	32403.62
97822	BP	15/04/2019	2400 nET WAGES	Net wages April 2019 Payroll	33022.56	0.00	33022.56
				TOTAL NET WAGES			99,574.36
96808	BP	20/02/2019	2410 PAYE	HMRC PAYE Feb MTH 11	11560.84	0.00	11560.84
97261	BP	21/03/2019	2410 PAYE	HMRC PAYE Mar MTH 12	10350.18	0.00	10350.18
98147	BP	30/04/2019	2410 HMRC	HMRC-PAYE MTH-1 Apr-2019	10350.18	0.00	10350.18
				TOTAL HMRC PAYE			32,261.20
96809	BP	20/02/2019	2420 Pension	HTC Pension Feb Mth 11	12622.31	0.00	12622.31
97260	BP	21/03/2019	2420 Pension	Pension paid Mar 2019	11757.47	0.00	11757.47
98146	BP	30/04/2019	2420 Pension	HCC Pension paid MTH-1 (Apr 2019)	12020.44	0.00	12020.44
				TOTAL PENSION			36,400.22
96592	BP	14/02/2019	2430 Unison	Unison Feb mth 11 paid	55.60	0.00	55.60
97117	BP	19/03/2019	2430 Unison	Unison short posted	0.10	0.00	0.10
97115	BP	19/03/2019	2430 Unison Feb	Unison Underpaid Feb	1.00	0.00	1.00
97116	BP	19/03/2019	2430 UnisonMarch	Unison march payroll MTH 12	56.50	0.00	56.50
				TOTAL UNISON			113.20

SUB TOTAL	445,229.36
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Opening Balance in Bank @ 01/02/19	2,114,430.80
Receipts from Sales	33494.1
Sales Payment	- 277.50
Bank Receipts from Sales	627,190.83
Less Payments Feb-Apr 2019	- 456,005.05
Less Customer paid in account	- 278.72
Add Customer paid in wrong Bank Acct	2,976.60
Add Customer paid in wrong Bank Acct	5,119.12
Add supplier Refund	529.64
Refund 12/04	683.00
Refund 16/04/19	1,746.05
Receipts on account	
Balance as at 30/04/19	2,329,608.87

Bank Statement	2,329,608.86
DIFF	0.01

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Name	Account	SupplierRecord.AccountName	TransNuml Type	Date	Reference	Details	Amount
HERTFORD AUTO2		AUTOGATE SERVICES	97436 PI	31/03/19	1756	Autogate-Repairs to Cemetery Gate on call Out	114 ✓
HERTFORD BEN01		F.BENTLEY & CO	97437 PI	31/03/19	7632	F Bentley -Water repairs to Cromwell Rd Allotment	222 ✓
HERTFORD BRA01		BRADZONE LIMITED	97669 PI	31/03/19	3468	Bradzone-Taxi Marshals Mar 2019	1872 ✓
HERTFORD CAS03		CASTLE WATER LTD	97439 PI	31/03/19	1894265	Castle Water-SW Waste 01/03/19-31/03/19	41.94 ✓
HERTFORD CLE05		CLEAR IT SOLUTIONS	97441 PI	01/04/19	SI-4036	Clear IT Support Apr 2019 for Councillors	646.86 ?
HERTFORD CLE05		CLEAR IT SOLUTIONS	97710 PI	31/03/19	SI-4036	Clear IT Backup Storage Mar 2019	195.05 ?
							<u>841.91</u> ✓
HERTFORD COR02		CORDEE	97444 PI	31/03/19	1221154	Cordee-Herts & Beds Pathfinder 54	38.97 ✓
HERTFORD DEA01		DEAD CERT PEST CONTROL	97663 PI	01/04/19	2754	Dead Cert-Site vist quarterly Apr-Jun 19	202.5 ✓
HERTFORD DEA01		DEAD CERT PEST CONTROL	97664 PI	01/04/19	2753	Dead Cert-Site vist quarterly Apr-Jun 19	435.00 ✓
							<u>637.5</u>
HERTFORD DOE01		ERNEST DOE & SONS LTD	97450 PI	31/03/19	B54055	Ernest DOE-Shield Pro Drive Wheel supplied	48.36 ✓
HERTFORD EAS02		EAST HERTS SIGNS & ENGRAVING	97446 PI	31/03/19	7396	East Herts signs-Name strip Tognon	7.74 ✓
HERTFORD EHD01		EAST HERTS DISTRICT COUNCIL	97445 PI	31/03/19	INV0038045	East Herts CCTV Charges Jan-Mar 2019	6398.4 ✓
HERTFORD EHD01		EAST HERTS DISTRICT COUNCIL	97658 PI	31/03/19	INV0036740	East Herts Clinical Waste Charged	25.29 ✓
							<u>6423.69</u>
HERTFORD ESS02		Essential Water Services UK Ltd	97438 PI	31/03/19	1004188	Essential Water Serv-Sele rd Allotment 2 Troughs	3474.29 ✓
HERTFORD FIN02		FINGERPRINT DESIGN LTD	97666 PI	03/04/19	FP1469	Fingerprint-Table tennis Stickers bought	29.98 ✓
HERTFORD FORE3		FORE STREET EMPLOYMENT AGENCY	97451 PI	31/03/19	10549	Fore Street-Victoria Sheffield cover 17/03/19	113.09 ✓
HERTFORD FORE3		FORE STREET EMPLOYMENT AGENCY	97665 PI	09/04/19	10634	Fore Street-Victoria Sheffield Sat cover	129.24 ✓
							<u>242.33</u>
HERTFORD FRO01		FROOM	97452 PI	31/03/19	36069	Froom-North Rd Cemetery Skip 18 & 28/03/19	1764 ✓
HERTFORD GOV02		GOVRESOURCES LTD	97458 PI	31/03/19	GOV190331i	GOv Resources-Sele Neighbourhood Plan Jan-Mar 2019	1800 ✓
HERTFORD GOV02		GOVRESOURCES LTD	97459 PI	31/03/19	GOV190331g	GOv Resources-Bengeo Neighbourhood Plan Jan-Mar 2019	1500 ✓
							<u>3300</u>
HERTFORD HCC01		HERTS COUNTY COUNCIL	97460 PI	31/03/19	H031905892	HCC-Staionaries-TTIC supplies	85.85 ✓
HERTFORD HER33		HERTFORD ST ANDREW COMMUNITY TRUST	97705 PI	31/03/19	F028	St Andrews Church-Hall hire 05/03/19	9.5 ✓
HERTFORD INS05		Institute of Cemetery and Crematorium Mana	97671 PI	01/04/19	4202	Institute of Cemetery-Annual Subs 2019/20	95 ✓
HERTFORD ITV01		ITVET	97661 PI	03/04/19	636032	ITVET-WIFI Cover 01/04/19 to 30/04/19	1409.2 ✓
HERTFORD LAN01		LANDSCAPE SUPPLY COMPANY	97461 PI	31/03/19	82936	Landscape-Supplies to Ground Staff	474.87 ✓
HERTFORD LAN01		LANDSCAPE SUPPLY COMPANY	97462 PI	31/03/19	83149	Landscape-Supplies to Ground Staff	21.46 ✓
							<u>496.33</u>
HERTFORD MIN01		MINTPRINT	97667 PI	01/04/19	23421	Mintprint-A5 EasterTrail Leaflets	79 ✓

HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97683 PI	25/04/19 Lorenzo rizzi	TTIC-Lorenzo Rizzi-St Leonards Prints sold	300 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97701 PC	25/04/19 Lorenzo Rizzi	TTIC Comms-Lorenzo Rizzi	-45 ✓
					255 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97697 PC	25/04/19 Lynn Andrews	TTIC Comm-Lynn Andrews coasters Sold	-12.7 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97679 PI	25/04/19 Lynn Andrews	TTIC-Lynn Andrews Coasters Sold	63.5 ✓
					50.8 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97680 PI	25/04/19 Melanie Hart	TTIC-Melanie Hart-Single Reed Heart sold	1.5 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97698 PC	25/04/19 Melanie Hart	TTIC Comm-Reed Heart	-0.3 ✓
					1.2 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97681 PI	25/04/19 Melinda Scarborough	TTIC-Melinda Scarborough-Silver Necklace Sold	39 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97699 PC	25/04/19 Melinda Scarborough	TTIC Comm-Melinda Scarborough Silver Necklace	-7.8 ✓
					31.2 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97682 PI	25/04/19 Nina Jaffa	TTIC-Nina Jaffa-Glass Pendant Stand sold	43 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97700 PC	25/04/19 Nina Jaffa	TTIC Comms-Nina Jaffa-Glass Pendant Stand	-8.6 ✓
					34.4 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97684 PI	25/04/19 Sarah Lamb	TTIC-Sarah Lamb-Green Enamel Pendant sold	42 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97702 PC	25/04/19 Sarah Lamb	TTIC Comms-Sarah Lamb-Pendant sold	-8.4 ✓
					33.6 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97685 PI	25/04/19 Su Shippin	TTIC-Su Shippin-Maematite Earrings	15 ✓
HERTFORD TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97703 PC	25/04/19 Su Shippin	TTIC Comms Su Ship[pin-Haematite Earrings	-3 ✓
					12 ✓
HERTFORD TXU01	TXU / POWERGEN / E-ON	97447 PI	31/03/19 H16FCEB217	E-ON-TTIC Electricity Usage 27/02/19-28/03/19	111.02 ✓
HERTFORD TXU01	TXU / POWERGEN / E-ON	97448 PI	31/03/19 H1701FCDA	E-On-Cemetery Flood Light Mar 2019	158.4 ✓
HERTFORD TXU01	TXU / POWERGEN / E-ON	97449 PI	31/03/19 H1701FAOC3	E-ON-CCTV Camera's Electricity Usage 01/01/19 to 31/03/1	142.67 ✓
					412.09 ✓
HERTFORD NTL01	NTL-Virgin media business	97657 PI	04/04/19 238306501/001/0419	Virgin-CCTV Annual Charge 2019/20	6482.1 ✓

TOTAL 41389.71

Name:
Muibat Babayemi

Prepared By.....

Name: ✓

Seen by.....

Name:
Peter Ruffles

Signatory-1..

Name:
Sally Newton

Signatory-2.....

Account	Supplier Name	Transactio Type	Date	Reference	Details	Amount
Ben	R W Bennett & Son	PI	30/03/2019	FB40	Grave Digging-Humpreys	260.00 ✓
CAN02	CANNON TRAVEL LTD	97372 PI	20/03/2019	5803	Cannon Travel-Tickets to Buckingham & Eltham palace	187.20 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	97371 PI	27/03/2019	INV0037695	East Herts-HR Advice given 09/01/19 & 22/03/19	300.00 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	97379 PI	31/03/2019	INV0037811	EAST Herts-Civic Manager cover 4/03/19 to 30/03/19	3,693.52 ✓
						3,993.52
Gates	Gates	PI	31/03/2019	1685587	Tansit Van check	74.87 ✓
HAP01	Hertfordshire Association of Parish & Town Councils	97370 PI	31/03/2019	1920/43	HAPTC-Annual Subscription Apr 19 to 31/03/20	2,824.93 ✓
JCD01	JCDECAUX UK LTD	97374 PI	19/03/2019	RA/1073593	JCDecaux-Hertford Arts Festival posters	180.00 ✓
KON01	Koncept Productions	97363 PI	30/03/2019	HTC01001-1	Koncept Productions-rock @the Castle event 4/08/19	819.72 ✓
MAY02	MAYFLOWER PLACE LTD	97362 PI	05/03/2019	20180303	Mayflower Place Civic Dinner supplier Mar 2019	2,640.00 ✓
MAY03	MAYORAL EXPENSES	97364 PI	31/03/2019	Expenses	Mayors Expenses Mar 19 for Civic dinner Stevenage	80.00 ✓
MUS01	HERTFORD MUSEUM	97400 PI	31/03/2019	0416	Hertford Museum-3 images of hertford castle model	720.00 ✓
PET01	AMY PETTINGILL	97373 PI	29/03/2019	472019	Amy Pettingill-Tourist gifts stag images	160.00 ✓
PRI02	PRISITNE WASHROOM SERVICES	97377 PI	31/03/2019	027371	Pristine-Ladycare white 27/04/19-26/07/19	49.50 ✓
PUR01	PURE CHOICE CATERING LTD	97367 PI	25/03/2019	2720	Pure Choice Sandwiches 15/03/19	82.80 ✓
PUR01	PURE CHOICE CATERING LTD	97368 PI	28/03/2019	2759	Pure Choice Sandwiches 28/03/19	139.20 ✓
						222.00
SHR01	SHRED-IT	97378 PI	26/03/2019	9503545819	Shred It-Service charge 26/03/19	146.98 ✓
SPA01	SPARKX	97369 PI	29/03/2019	2147	Sparkx-Repair building & Install eyebolt plate	456.00 ✓
STA08	STAFF EXPENSES	97361 PI	31/03/2019	Richard Darby Exp	Richard Darby Expenses on Mace Training Mar 2019	430.00 ✓
STA09	STAFF EXPENSES	PI	31/03/2019	Josephine Potter	Josephine Potter Expenses on Mace Training Mar 2019	320.00 ✓
TOT04	TOTAL GAS & POWER	97376 PI	08/03/2019	187010390/19	Total Gas-Gas uasage 31/01/19 to 28/02/19	391.46 ✓
VIS02	VISION (OFFICE AUTOMATION) LTD	97366 PI	29/03/2019	100086176	Vision-Meter reading on TTIC Printer-March 19	214.71 ✓
WEB01	R D WEBB	97375 PI	01/03/2019	923	R D Webb TTIC Cleaning Feb 2019	24.00 ✓
				NHB Grant	Active in the Community CIC	19,500.00 ✓
				NHB Grant	2nd Bengeo Scouts	30,000.00 ✓
TOTAL PAYMENT						63,694.89

3,993.52
 2,620.00
 sams?
 2620.00

(20) = 63,694.89
 This was due to VAT on Mayflower

Name:
 Muibat Babayemi

Prepared By.....

Name:

Seen by....

Name:
 Peter Ruffles

Signatory-1.....

Name:
 Sally Newton

Signatory-2....

Account Reference	Account Name	Number	Type	Date	Reference	Details	Amount
AFF01	AFFINITY WATER	97126	PI	08/03/19	76	Affinity-Frampton Street Allotment 01/10/18 to 31/03/19	101.06 ✓
AFF01	AFFINITY WATER	97183	PI	14/03/19	35	Affinity-Bramfield Road-Oct 18-Mar 2019	29.1 ✓
AFF01	AFFINITY WATER	97184	PI	14/03/19	120	Affinity-North road Road-Oct 18-Mar 2019	51.3 ✓
AFF01	AFFINITY WATER		PI	01/04/19	31	Affinity-North road Road-Apr-Mar 2020	127.34 ✓
AFF02	AFFINITY WATER		PI		118	Affinity-Wadessmill Sacombe 24/09 to 17/03/19	293.62 ✓
AFF03	AFFINITY WATER		PI		17	Affinity-St Leonards Gardens 14/09 to 17/03/19	17.76 ✓
AFF04	AFFINITY WATER		PI		77	Affinity-St Leonards Gardens 15/11 to 15/03/19	315.26 ✓
TOTAL							935.44
CJK01	CJK ELECTRICAL (UK) LTD.	97202	PI	18/03/19	1380	CJK Electrical-Supply of lighting @Hertford Cemetery	✓ 138 ✓
COV01	Cove Security Syst Ltd			15/03/19		29812 Cove Security-Annual Charge 2019/20	✓ 420 ✓
CVR01	CVR-Commercial Vehicle Repairs	97187	PI	21/03/19	13032019	CVR-Cemetery van Quote Valuation	✓ 35 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	97169	PI	13/03/19	INV0035020	East Herts-Civic Manager Temp NKirby-18-28/02/19	785.41 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	97171	PI	21/03/19	INV0035020	East Herts-Civic Manager Temp NKirby-18-28/02/19	1178.13 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	97180	PI	18/03/19	INV0035714	EAST Herts-Water Recharge Castle 05/09/18 to 05/03/19	199.74 ✓
TOTAL							2163.28
	East Herts Signs		PI	19/03/19	INV7385	East Herts Sign-Interpretations bords, post	-2338.84 ✓
FIN02	FINGERPRINT DESIGN LTD	97178	PI	01/03/19	FP1302	Fingerprints-Hi vests purchased Feb 2019	✓ 96 ✓
FIR03	FIRST CLASS BUSIESS SOLUTIONS	97182	PI	14/03/19	231397	FCBS-Toner replacement	✓ 9.6 ✓
Hur	Hurford Salvi Carr Property		PI	01/04/19		TTIC Rent Apr-Jun 2019	✓ 4000 ✓
HY04	HY Professionals		PI	01/03/19		523 HY Professionals-Annual Data charge	✓ 1440 ✓
NEW01	P.R.NEWSON LIMITED	97205	PI	12/03/19	10580	P R Newson-Tree work done @ North Rd Cemetery	✓ 600 ✓
PAR03	BOB PARKER	97189	PI	09/03/19	March 2019	Bob Parker-Toastmaster Civic Dinner March 2019	✓ 250 ✓
PUR02	PURELY CLEAR PRESERVES	97190	PI	01/03/19	PCP190301	Purely Clear Resev.=Goods for sale	✓ 33.8 ✓
SOC01	SOCIETY OF LONDON THEATRE	97177	PI	01/03/19	OP/0065495	Soc of Lon Theatre-Gift cards Feb 2019	✓ 100 ✓
SOC01	SOCIETY OF LONDON THEATRE	97191	PC	01/03/19	OP/0065495	SOC Theatrtre-Gift cards comm	✓ -6 ✓
SPA01	SPARKX	97176	PI	01/03/19	1936	Sparkx-Install Electrical Infrastructure @ St Andrews St	✓ 960 ✓
STA08	STAFF EXPENSES	97127	PI	15/03/19	EXPENSES	Staff Expenses during Mayors Civic Dinner KG	✓ 24.35 ✓
STA08	STAFF EXPENSES	97181	PI	21/03/19	Expenses	Staff Expenses-Flower for a staff-MD Jackie	✓ 30 ✓
T&J01	T & J FIRE LIMITED	97203	PI	18/03/19	39973	T & J Fire-Fire Alarm 18/03/19	✓ 144.26 ✓
T&J01	T & J FIRE LIMITED	97204	PI	18/03/19	39974	T & J Fire-Fire Alarm Service 18/03/19	✓ 118.02 ✓
Total							262.28
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97118	PI	15/03/19	Chris Addison	TTIC- Corn Exchange-tickets Linehouse -Chris Addison	485.1 ✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97118	PC	15/03/19	Chris Addison	TTIC- Corn Exchange-tickets Linehouse -Chris Addison	-48.51 ✓
							436.59
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97120	PI	15/03/19	Rowena calvert	TTIC-Hertford Int. Concert-Rowena Calvert	294 ✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97120	PC	15/03/19	Rowena calvert	TTIC-Hertford Int. Concert-Rowena Calvert	-29.4 ✓
							264.6
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97121	PI	15/03/19	Cards for Good course	TTIC-cards for Good Causes-SHOP19/0080	3503.95 ✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97121	PC	15/03/19	Cards for Good course	TTIC-cards for Good Causes-SHOP19/0080	-350.4 ✓
							3153.55
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97122	PI	15/03/19	Lynn Andrews	TTIC-Textile, glass flowers-Lynn Andrews	30 ✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	97122	PC	15/03/19	Lynn Andrews	TTIC-Textile, glass flowers-Lynn Andrews	-6 ✓
							24
TAL01	Talk Talk	97123	PI	09/03/19	06521787	Talktalk-Broadband Castle March 2019	261.19 ✓

Handwritten notes and calculations:

- 1963.54 ? → 1963.54
- 207.90 ✓
- 228.69 ✓
- RR

76

TXU01
VIK02

TXU / POWERGEN / E-ON
Vikki Lince Photograph

97175 PJ
97188 PJ

01/03/19 H16E303F3A
12/03/19 056
Marie Stevens

EON-Flood Lights Cemetery Feb 2019
Vikki Lince Photography-Civic Dinner
Refund to a customer

143.07 ✓
138.9 ✓
5 ✓

GROSS TOTAL 18,257.49

COMMUNITY GRANT

Rotary Club	1200 ✓
Secret Society of Hertford	250 ✓
Herts Boat rescue	500 ✓
Hertford Choral Society	900 ✓
Herts District Scout Council	377 ✓
St Andrews School	837.56 ✓
Total Grant	4,064.56

SUM Payment 22,322.05

Name:
Muibat Babayemi

Prepared By: *MB*

Name:

Seen by.....

Name:
Peter Ruffles

Signatory-1.....

Name:
Sally Newton

Signatory-2.....

PAPER G

Account Ref	Account Name	Number	Type	Date	Reference	Transaction Overview.Details	Amount	SUM	
AFF01	AFFINITY WATER	96976	PI	06/03/2019	68	Affinity Water-Sele Rd Allotment 5th Sept- Mar 19	16.68	✓	✓
AFF01	AFFINITY WATER	96977	PI	05/03/2019	10	Affinity Water-The Wash-6th Sept-4th mar 19	37.24	✓	✓
AFF01	AFFINITY WATER	96978	PI	04/03/2019	65	Affinity Water Sw 4/09/18 to 01/03/19	260.38	✓	✓
Total									314.3
ALD001	ALDEHAM PARISH COUNCIL	96897	PI	06/03/2019	5865	Aldenham-Temp cover Monika- W/E 08/02-01/03	1182.08	✓	✓
ALD001	ALDEHAM PARISH COUNCIL	96905	PI	06/03/2019	5866	Aldenham-Temp cover Monika- W/E 08/03-15/03	591.04	✓	✓
Total									1773.12
AUD01	AUDITING SOLUTIONS LTD	96941	PI	06/03/2019	A5739	Auditing Solutions-first Interim Audit Nov 2018	1032	✓	✓
BEN02	R.W.BENNETT & SON	96895	PI	01/03/2019	89	Bennett - Graves dug at Hertford Cemetery	530	✓	✓
BRA01	BRADZONE LIMITED	96887	PI	01/03/2019	010319	Bradzone - Taxi Marshals	1536	✓	✓
BRO06	BROADMEAD LEISURE LTD	96886	PI	01/03/2019	1946	Broadmead- Maintenance inspection for Pinehurst Play Area	90	✓	✓
CLE05	CLEAR IT SOLUTIONS LTD	96882	PI	04/03/2019	SI-3927	clear - Project work 50%	1080	✓	✓
CLE05	CLEAR IT SOLUTIONS LTD	96932	PI	01/03/2019	SI3983	Clear It- March 2019 monthly Support	666.05	✓	✓
Total									1746.05
COR02	CORDEE	96904	PI	01/03/2019	1218911	Cordee - TIC Stock purchases	14.39	✓	✓
EAS02	EAST HERTS SIGNS & ENGRAVING	96889	PI	01/03/2019	INV-7317	East Herts Signs - Name Strip	7.74	✓	✓
EHD01	EAST HERTS DISTRICT COUNCIL	96916	PI	01/03/2019	INV0033004	EHC - 07/11/2018-31/01/2019 - charges for sewage at the Cast	91.22	✓	✓
EHD01	EAST HERTS DISTRICT COUNCIL	96984	PI	07/03/2019	Cemetery	EAST Herts Business rates Cemetery 01/04/19 to 01/04/20	5102.43	✓	✓
EHD01	EAST HERTS DISTRICT COUNCIL	96985	PI	07/03/2019	The Wash	EAST Herts Business rates The Wash 01/04/19 to 01/04/20	6464.83	✓	✓
EHD01	EAST HERTS DISTRICT COUNCIL	96986	PI	07/03/2019	Castle	EAST Herts Business rates Castle 01/04/19 to 01/04/20	19517.25	✓	✓
EHD01	EAST HERTS DISTRICT COUNCIL	96987	PI	07/03/2019	Seedware House	EAST Herts Business rates SW 01/04/19 to 01/04/20	1350.25	✓	✓
Total									32525.98
FIN02	FINGERPRINT DESIGN LTD	96903	PI	01/03/2019	FP1321	Fingerprints - leaslets for Bengoe Neighbourhood Plan	110	✓	✓
FIN02	FINGERPRINT DESIGN LTD	96982	PI	08/03/2019	FP1380	Fingerprints-Order placed by email 07/03/19	238	✓	✓
Total									348
FRO01	FROOM	96981	PI	01/03/2019	36020	Froom-North Rd Cemetery 7Yd Skip	252	✓	✓
GAB01	GABRIEL'S HONEY FARM LTD	96885	PI	01/03/2019	1291	Gabriels - Stock items for the TIC	110	✓	✓
GAS01	GASCOYNE CECIL ESTATES	96970	PI	11/03/2019	104162	Gascoyne Estates-Rent 25/03/19 to 23/06/19	16458.39	✓	✓
HCC01	HERTS COUNTY COUNCIL	96880	PI	01/03/2019	H021906320	Hcc - Office stationery	192.42	✓	✓
HUR01	HURFORD SALVI CARR PROPERTY	96979	PI	07/03/2019	HBM132/63	Hurford Salvi-Building Insurance 06/03/19-5/03/20	597.15	✓	✓
ITV01	ITVET	96881	PI	03/03/2019	635531	Itvet - Town Wi-fi	1409.2	✓	✓
KGD01	KG DRAIN SERVICES	96912	PI	01/03/2019	166882	KG Drain - Porta loos cleaned and recharged at all ot sites	480	✓	✓
NAL01	NALC	96883	PI	01/02/2019	401051	Nalc -Membership fees	600	✓	✓
NEW01	P.R.NEWSON LIMITED	96879	PI	05/03/2019	10574	Newson - Tree Work carried out at Hertford Cemetery	480	✓	✓

PLO01	PLOWRIGHT HINTON LIMITED	96892 PI	01/03/2019 149757	Plowright - PAT Testing at Seed Warehouse (Zoocha)	462	✓	✓
PLO01	PLOWRIGHT HINTON LIMITED	96893 PI	01/03/2019 149816	Plowright - PAT Testing at the Castle	180	✓	✓
Total					642		
REC01	RECOGNITION EXPRESS	96890 PI	01/03/2019 WY25531	Recognition - Staff Name Badges	11.81	✓	✓
REC01	RECOGNITION EXPRESS	96891 PI	01/03/2019 WY25536	Recognition - Staff Name Badges	8.7	✓	✓
Total					20.51		
SHR01	SHRED-IT	96911 PI	01/03/2019 9503486831	Shred-it - Feb - Recycling collection service	146.98	✓	✓
SLC01	SLCC	96943 PI	06/03/2019 2019 Membership	SLCC membership Jan -Dec 2019	480	✓	✓
SOU02	SOUTH WEST COMMUNICATIONS LTD	96944 PI	06/03/2019 469926	SW Tel Charges March 2019	186.34	✓	✓
TIN01	TINDAL	96931 PI	06/03/2019 T6226	Tindall-Poppy Garland Hanging Remembrance Nov 11th 2018	5460	✓	✓
TIN01	TINDAL	96935 PC	06/03/2019 T6329	Partly Credit Inv-T6226 for Poppy Ganging Nov 2018	-4860		
Total					600		
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96837 PI	27/02/2019 Eastwood	Elizabeth Eastwood posted incorrectly	1654.8	✓	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96838 PC	28/02/2019 E Eastwood	Eliz Eastwood posted incorrectly	-1103.2		
Total					551.6		
TXU01	TXU / POWERGEN / E-ON	96894 PI	01/03/2019 H16DDF732F	e.on - Electricity charges for the TIC	147.06	✓	✓
VIS02	VISION (OFFICE AUTOMATION) LTD	96896 PI	01/03/2019 100084919	Vision - TIC - copier charges	158.38	✓	✓
WEB01	R D WEBB	96884 PI	01/03/2019 845	Webb - Windows cleaned at TIC	24	✓	✓
TOTAL					63,453.61		
				UNISON-March	56.6	✓	✓
				Underpaid Feb Unison	1	X	X
				Customer Refund-WoodHouse Property	218.72	✓	✓
				Staff Expenses JW	45.5	✓	✓
TOTAL DUE TO BE PAID THROUGH BANK					63,775.43		

Name:
Muibat Babayemi

Prepared By:

Name:

Seen by.....

Name:
Peter Ruffles

Signatory-1.....

Name:
Linda Radford

Signatory-2.....

Account	Account Name	Number	Type	Date	Reference	Details	Amount
ARCO2	ARCO LIMITED	95914	PC	01/01/2019	934633961	Arco - Ground staff clothing	-19.19 ✓
ARCO2	ARCO LIMITED	96495	PI	12/02/2019	171176	Arco-Protective clothing for Facilities staff	220.01 ✓
						Total	200.82
BES01	BESTCO SURFACING LIMITED	96494	PI	08/02/2019	17642	Bestco-St Andrews Church work carried out	1652.4 ✓
BOR01	BOROUGH OF BROXBORNE	96706	PI	21/02/2019	Mayor's Tickets	2 Tickets for the Mayor's Civic Lunch	50 ✓
CAS03	CASTLE WATER LTD	96712	PI	13/02/2019	1685790	Castle Water - Seed Warehouse - 01/01/19-31/01/19	28.74 ✓
CLE05	CLEAR IT SOLUTIONS LTD	96667	PC	18/02/2019	SI-3835	Clear It posted twice-Feb Services	-737.78 ✓
CLE05	CLEAR IT SOLUTIONS LTD	96670	PI	18/02/2019	SI-3926	Clear It-50% project work on a new server	1080 ✓
						Total	342.22 ✓
COV02	COVE DESIGN STUDIO	96684	PI	20/02/2019	0010	Bengeo public consultation leaflet	120 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	96498	PI	12/02/2019	INV0027777	East Hert-SW Trade Refuse 01/10/18-31/12/18	107.52 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	96499	PI	05/02/2019	INV0031150	East Hert-Cas Trade Refuse 28/08/18-11/12/18	301.44 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	96720	PI	21/02/2019	INV0032276	EAST Herts-Hartham Skate Park Annual fee 2018/19	6126.64 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	96500	PI	12/02/2019	Tickets	East Hert-2 tickets for chairman of east Herts Spring ball	100 ✓
						Total	6635.6
FIN02	FINGERPRINT DESIGN LTD	96493	PI	13/02/2019	FP1303	Finger Print-Allotment Booklets	86.4 ✓
FIR03	FIRST CLASS BUSIENS SOLUTIONS	96674	PI	18/02/2019	230876	Quarterly print charge - 19/11/18-18/02/19	664.78 ✓
GIL01	GILLET & JOHNSTON LTD	96671	PI	01/02/2019	27054	Annual service od Shire Hall dock	202.8 ✓
GTT01	GT TOWING LTD	96496	PI	06/02/2019	191458	GT Towing-Service to the trailer	155.34 ✓
HAY03	IR HAYTER SERVICES	96716	PI	13/02/2019	31	IR Hayter Castle carpets cleaned	275 ✓
HER31	HERTFORD SHELIVING LTD	96681	PI	01/02/2019	5007	White shelves for TTIC	456 ✓
ITV01	ITVET	96501	PI	03/02/2019	635020	ITVeT-CCTV covered 01/02/19-28/02/19	1409.2 ✓
NPO01	NPOWER	95175	PI	11/12/2018	LGU94S87	NPower- Castle M1 Usage 25/7/18 to 30/09/18	451.44 ✓
NPO01	NPOWER	95176	PI	11/12/2018	LGU94S89	NPower- Castle M1 Usage 01/10/18 to 30/10/18	116.99 ✓
NPO01	NPOWER	95177	PI	11/12/2018	LGU94S88	NPower-SW Usage 01/10/18 to 15/10/18	179.16 ✓
NPO01	NPOWER	95178	PI	11/12/2018	LGU94S9B	NPower-TTIC Usage 01/10/18 to 15/10/18	58.37 ✓
NPO01	NPOWER	95179	PC	11/12/2018	LGU938ZX	NPower SW refund 01/10/18 to 26/10/18	-367.02 ✓
NPO01	NPOWER	95180	PC	11/12/2018	LGU939KS	NPower TTIC refund 01/10/18 to 31/10/18	-75.2 ✓
NPO01	NPOWER	95181	PC	11/12/2018	LGU938ZZ	NPower Castle M1 refund 01/10/18 to 31/10/18	-1105 ✓
NPO01	NPOWER	95182	PC	11/12/2018	LGU938ZY	NPower Castle M1 refund 25/07/18 to 30/09/18	-2066.36 ✓
NPO01	NPOWER	96486	PI	12/02/2019	LGWBCNVT	Npower-Castle Elec 16/10/18-31/01/19	5316.88 ✓
NPO01	NPOWER	96487	PI	12/02/2019	LGWBCNVR	Npower-Castle Elec 01/11/18-31/01/19	1892.04 ✓
NPO01	NPOWER	96488	PI	12/02/2019	LGWBCNVS	Npower-SW Elec 16/10/18-31/01/19	2210.02 ✓
NPO01	NPOWER	96489	PI	12/02/2019	LGWBCNVW	Npower-TTIC Elec 16/10/18-31/01/19	347.74 ✓
NPO01	NPOWER	96490	PI	12/02/2019	LGWBCNVV	Npower-Cemetery Elec 01/11/18-22/01/19	85.64 ✓
						Total	7044.7
O'DU01	ROWANO'DUFFY	96492	PI	14/02/2019	Civic Dinner	Rowan O'Duffy Entertainment Civic Dinner	325 ✓
SAF01	SAFFRON APPAREL	96683	PI	13/02/2019	8181	Purchase of staff fleeces	103.2 ✓
SOU02	SOUTH WEST COMMUNICATIONS LTD	96502	PI	01/02/2019	467649	SW Comms-Tel Charges Feb 2019	182.12 ✓
STA08	STAFF EXPENSES	96510	PI	14/02/2019	Expenses-JW	Staff Mileage Expenses-JW Conference	75.4 ✓
STA08	STAFF EXPENSES	96718	PI	25/02/2019	Travel	Staff Expenses-MB training in London	17.1 ✓
STE08	STEVENAGE COUNCIL	96707	PI	19/02/2019	Stevenage Council	Tickets x2 for the Mayor od stevenage ball	100 ✓
T&J01	T & J FIRE LIMITED	96673	PI	05/02/2019	39352	Attend site to investigate fault on system	208.89 ✓
TAB01	TABLE TENNIS ENGLAND	96682	PI	19/02/2019	80001246	Purchase of Table Tennis Tables	683 ✓
TAL01	TALK TALK BUSINESS	96666	PI	09/02/2019	06500241	Talktalk-Service charge 09/02/19-08/03/19	261.19 ✓
TOT04	TOTAL GAS & POWER	96491	PI	11/02/2019	185731419/19	Total Gas-SW Gas Usage 31/12/18-31/01/19	416.29 ✓

08

(64)

TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96685	PI	19/02/2019	Lynn Andrews	Lynn Andrews - Gold Platter	65	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96695	PC	19/02/2019	Lynn Andrews	Lynn Andrews - Shallow Platter	-13	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96688	PI	19/02/2019	Lynn Andrews	Lynn Andrews - Gold Platter - 4 Glass Coasters	30	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96698	PC	19/02/2019	Lynn Andrews	Lynn Andrews 4 Coasters	-6	✓
						Total	76	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96686	PI	19/02/2019	Lorenzo Rizzi	Lorenzo Rizzi - Paintings sold	340	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96696	PC	19/02/2019	Lorenzo Rizzi	Lorenzo Rizzi - Paintings Sold	-68	
						Total	272	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96687	PI	19/02/2019	Su Shippin	Su Shippin - Necklace.Shawl pin	68	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96697	PC	19/02/2019	Su Shippin	Su Shippin - Shawl Pin	-13.6	✓
						Total	54.4	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96689	PI	19/02/2019	Sarah Lamb	Sarah Lamb - Blue Heart sold	28	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96699	PC	19/02/2019	Sarah Lamb	Sarah Lamb	-5.6	
						Total	22.4	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96690	PI	19/02/2019	Melinda Scarborough	SMelinda Scarborough - Silver Bracelet	89	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96700	PC	19/02/2019	Melinda Scarborough	Melinda Scarborough - Silver Bracelet	-17.8	
						Total	71.2	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96691	PI	16/02/2019	International Conc	Herts International Concert Series	728	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96701	PC	16/02/2019	International Conc	Herts International Concert Series - 52 tickets sold	-72.8	
						Total	655.2	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96693	PI	19/02/2019	Nina Jaffa	Nina Jaffa - 6 Hearts - 7 fridge magnets	69	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96703	PC	19/02/2019	Nina Jaffa	Nina Jaffa - 6 Hearts 7 Fidge Magnets sold	-13.8	
						Total	55.2	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96694	PI	19/02/2019	Melanie Hart	Melanie Hart - 10 Hearts sold	28	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96704	PC	19/02/2019	Melanie Hart	Melanie Hart - 10 Hearts sold	-5.6	
						Total	22.4	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96713	PI	20/02/2019	Herts Corn Exchan	Herts Corn Exchange - 37 tickets sold for AC/DC concert	610.5	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96714	PC	20/02/2019	Herts Corn Exchang	Herts Corn Exchange - 37 tickets sold for AC/DC concert	-61.05	
						Total	549.45	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96692	PI	20/02/2019	E.A. Eastwood	E.A. Eastwood - Guided walks - 470 tickets sold	2758	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96702	PC	20/02/2019	E.A. Eastwood	E.A. Eastwood - 470 Tickets sold for guided walks	-1654.8	
						Total	1103.2	✓
WAR01	WARE BRASS	96497	PI	14/02/2019	HTC03	Ware Brass-Parade for Remembrance day 11/11/18	150	
	Sallie Walker					Refund- for a stall holder	55	
						Mayor Expenses	25.8	
May						Total	24,808.44	

Name:
Muibat Babayemi

Prepared By.....

Name:

Seen by.....

Name:
Peter Ruffles

Signatory-1.....

Name
Linda Radford

Signatory-2.....

Account	Account Name	Number	Type	Date	Reference	Details	Amount
ARCO2	ARCO LIMITED	95914	PC	01/01/2019	934633961	Arco - Ground staff clothing	-19.19 ✓
ARCO2	ARCO LIMITED	96495	PI	12/02/2019	171176	Arco-Protective clothing for Facilities staff	220.01 ✓
						Total	200.82
BES01	BESTCO SURFACING LIMITED	96494	PI	08/02/2019	17642	Bestco-St Andrews Church work carried out	1652.4 ✓
BOR01	BOROUGH OF BROXBOURNE	96706	PI	21/02/2019	Mayor's Tickets	2 Tickets for the Mayor's Civic Lunch	50 ✓
CAS03	CASTLE WATER LTD	96712	PI	13/02/2019	1685790	Castle Water - Seed Warehouse - 01/01/19-31/01/19	28.74 ✓
CLE05	CLEAR IT SOLUTIONS LTD	96667	PC	18/02/2019	SI-3835	Clear It posted twice-Feb Services	-737.78 ✓
CLE05	CLEAR IT SOLUTIONS LTD	96670	PI	18/02/2019	SI-3926	Clear It-50% project work on a new server	1080 ✓
						Total	342.22
COV02	COVE DESIGN STUDIO	96684	PI	20/02/2019	0010	Bengeo public consultation leaflet	120 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	96498	PI	12/02/2019	INV0027777	EAsT Hert-SW Trade Refuse 01/10/18-31/12/18	107.52 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	96499	PI	05/02/2019	INV0031150	EAsT Hert-Cas Trade Refuse 28/08/18-11/12/18	301.44 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	96720	PI	21/02/2019	INV0032276	EAST HertS-Hartham Skate Park Annual fee 2018/19	6126.64 ✓
EHD01	EAST HERTS DISTRICT COUNCIL	96500	PI	12/02/2019	Tickets	East Herst-2 tickets for chairman of east HertS Spring ball	100 ✓
						Total	6635.6
FIN02	FINGERPRINT DESIGN LTD	96493	PI	13/02/2019	FP1303	Finger Print-Allotment Booklets	86.4 ✓
FIR03	FIRST CLASS BUSIESS SOLUTIONS	96674	PI	18/02/2019	230876	Quarterly print charge - 19/11/18-18/02/19	664.78 ✓
GIL01	GILLETT & JOHNSTON LTD	96671	PI	01/02/2019	27054	Annual service od Shire Hall clock	202.8 ✓
GTT01	GT TOWING LTD	96496	PI	06/02/2019	191458	GT Towing-Service to the trailer	155.34 ✓
HAY03	IR HAYTER SERVICES	96716	PI	13/02/2019	31	IR Hayter Castle carpets cleaned	275 ✓
HER31	HERTFORD SHELIVING LTD	96681	PI	01/02/2019	5007	White shelves for TTIC	456 ✓
ITV01	ITVET	96501	PI	03/02/2019	635020	ITVeT-CCTV covered 01/02/19-28/02/19	1409.2 ✓
NPO01	NPOWER	95175	PI	11/12/2018	LGU94S87	NPower- Castle M1 Usage 25/7/18 to 30/09/18	451.44 ✓
NPO01	NPOWER	95176	PI	11/12/2018	LGU94S89	NPower- Castle M1 Usage 01/10/18 to 30/10/18	116.99 ✓
NPO01	NPOWER	95177	PI	11/12/2018	LGU94S88	NPower-SW Usage 01/10/18 to 15/10/18	179.16 ✓
NPO01	NPOWER	95178	PI	11/12/2018	LGU94S9B	NPower-TTIC Usage 01/10/18 to 15/10/18	58.37 ✓
NPO01	NPOWER	95179	PC	11/12/2018	LGU9382X	NPower SW refund 01/10/18 to 26/10/18	-367.02 ✓
NPO01	NPOWER	95180	PC	11/12/2018	LGU939KS	NPower TTIC refund 01/10/18 to 31/10/18	-75.2 ✓
NPO01	NPOWER	95181	PC	11/12/2018	LGU938ZZ	NPower Castle M1 refund 01/10/18 to 31/10/18	-1105 ✓
NPO01	NPOWER	95182	PC	11/12/2018	LGU938ZY	NPower Castle M1 refund 25/07/18 to 30/09/18	-2066.36 ✓
NPO01	NPOWER	96486	PI	12/02/2019	LGWBCNVT	Npower-Castle Elec 16/10/18-31/01/19	5316.88 ✓
NPO01	NPOWER	96487	PI	12/02/2019	LGWBCNVR	Npower-Castle Elec 01/11/18-31/01/19	1892.04 ✓
NPO01	NPOWER	96488	PI	12/02/2019	LGWBCNVS	Npower-SW Elec 16/10/18-31/01/19	2210.02 ✓
NPO01	NPOWER	96489	PI	12/02/2019	LGWBCNVW	Npower-TTIC Elec 16/10/18-31/01/19	347.74 ✓
NPO01	NPOWER	96490	PI	12/02/2019	LGWBCNVV	Npower-Cemetery Elec 01/11/18-22/01/19	85.64 ✓
						Total	7044.7
O'DU01	ROWANO'DUFFY	96492	PI	14/02/2019	Civic Dinner	Rowan O'Duffy Entertainment Civic Dinner	325 ✓
SAF01	SAFFRON APPAREL	96683	PI	13/02/2019	8181	Purchase of staff fleeces	103.2 ✓
SOU02	SOUTH WEST COMMUNICATIONS LTD	96502	PI	01/02/2019	467649	SW Comms-Tel Charges Feb 2019	182.12 ✓
STA08	STAFF EXPENSES	96510	PI	14/02/2019	Expenses-JW	Staff Mileage Expenses-JW Conference	75.4 ✓
STA08	STAFF EXPENSES	96718	PI	25/02/2019	Travel	Staff Expenses-MB training in London	17.1 ✓
STE08	STEVENAGE COUNCIL	96707	PI	19/02/2019	Stevenage Council	Tickets x2 for the Mayor od stevenage ball	100 ✓
T&J01	T & J FIRE LIMITED	96673	PI	05/02/2019	39352	Attend site to investigate fault on system	208.89 ✓
TAB01	TABLE TENNIS ENGLAND	96682	PI	19/02/2019	80001246	Purchase of Table Tennis Tables	683 ✓
TAL01	TALK TALK BUSINESS	96666	PI	09/02/2019	06500241	Talktalk-Service charge 09/02/19-08/03/19	261.19 ✓
TOT04	TOTAL GAS & POWER	96491	PI	11/02/2019	185731419/19	Total Gas-SW Gas Usage 31/12/18-31/01/19	416.29 ✓

(64)

TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96685	PI	19/02/2019	Lynn Andrews	Lynn Andrews - Gold Platter	65	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96695	PC	19/02/2019	Lynn Andrews	Lynn Andrews - Shallow Platter	-13	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96688	PI	19/02/2019	Lynn Andrews	Lynn Andrews - Gold Platter - 4 Glass Coasters	30	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96698	PC	19/02/2019	Lynn Andrews	Lynn Andrews 4 Coasters	-6	✓
						Total	76	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96686	PI	19/02/2019	Lorenzo Rizzi	Lorenzo Rizzi - Paintings sold	340	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96696	PC	19/02/2019	Lorenzo Rizzi	Lorenzo Rizzi - Paintings Sold	-68	
						Total	272	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96687	PI	19/02/2019	Su Shippin	Su Shippin - Necklace.Shawl pin	68	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96697	PC	19/02/2019	Su Shippin	Su Shippin - Shawl Pin	-13.6	✓
						Total	54.4	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96689	PI	19/02/2019	Sarah Lamb	Sarah Lamb - Blue Heart sold	28	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96699	PC	19/02/2019	Sarah Lamb	Sarah Lamb	-5.6	
						Total	22.4	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96690	PI	19/02/2019	Melinda Scarborough	SMelinda Scarborough - Silver Bracelet	89	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96700	PC	19/02/2019	Melinda Scarborough	Melinda Scarborough - Silver Bracelet	-17.8	
						Total	71.2	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96691	PI	16/02/2019	International Conc	Herts International Concert Series	728	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96701	PC	16/02/2019	International Conc	Herts International Concert Series - 52 tickets sold	-72.8	
						Total	655.2	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96693	PI	19/02/2019	Nina Jaffa	Nina Jaffa - 6 Hearts - 7 fridge magnets	69	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96703	PC	19/02/2019	Nina Jaffa	Nina Jaffa - 6 Hearts 7 Fidge Magnets sold	-13.8	
						Total	55.2	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96694	PI	19/02/2019	Melanie Hart	Melanie Hart - 10 Hearts sold	28	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96704	PC	19/02/2019	Melanie Hart	Melanie Hart - 10 Hearts sold	-5.6	
						Total	22.4	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96713	PI	20/02/2019	Herts Corn Exchang	Herts Corn Exchange - 37 tickets sold for AC/DC concert	610.5	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96714	PC	20/02/2019	Herts Corn Exchang	Herts Corn Exchange - 37 tickets sold for AC/DC concert	-61.05	
						Total	549.45	✓
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96692	PI	20/02/2019	E.A. Eastwood	E.A. Eastwood - Guided walks - 470 tickets sold	2758	
TTI01	TRAVEL & TOURIST INFORMATION CENTRE	96702	PC	20/02/2019	E.A. Eastwood	E.A. Eastwood - 470 Tickets sold for guided walks	-1654.8	
						Total	1103.2	✓
WAR01	WARE BRASS	96497	PI	14/02/2019	HTC03	Ware Brass-Parade for Remembrance day 11/11/18	150	
	Sallie Walker					Refund- for a stall holder	55	
May						Mayor Expenses	25.8	
Total							24,808.44	

Name:
 Muibat Babayemi
 Prepared By.....
 Name:
 Seen by.....

Name:
 Peter Ruffles
 Signatory-1.....
 Name
 Linda Radford
 Signatory-2.....

.Acct Ref	Account Name	Type	Date	Reference	Details	Amount
ACA01	ACAS	PI	05/02/2019	05/15977	Acas-Managing difficult behavious pt2 JW	245
ADV01	ADVANCED WEB DESIGNS	PI	05/02/2019	4427	Advanced Web Designs-Website redesign	2904
AFF01	AFFINITY WATER	PC	01/11/2018	73	Fully Credit Bill 72 that was paid 19/10/18	-52.37
AFF01	AFFINITY WATER	PI	05/02/2019	114	Affinity-Water charge@ cromwel-Oct 18-Mar 19	138.14
AFF01	AFFINITY WATER	PI	05/02/2019	87	Affinity-Water charge@ Off cromwel-Oct 18-Mar 19	157.32
						243.09
ALD001	ALDEHAM PARISH COUNCIL	PI	11/01/2019	5852	ALDEHAM-MONIKA COVER 11/01/19-01/02/19	3309.9
AUT02	AUTOGATE SERVICES	PI	05/02/2019	1456	Autogate-Bi Annual Serv for Castle Gate	420
BEN02	R.W.BENNETT & SON	PI	01/02/2019	81	R W Bennett-Digging 5 Graves Jan 2019@ 260 Each	1300
BRA01	BRADZONE LIMITED	PI	01/02/2019	3230	Bradzone-Dec taxi marshal	2880
BRA01	BRADZONE LIMITED	PI	01/02/2019	3308	Bradzone-January Taxi Marshall	1468.8
						4348.8
CLE05	CLEAR IT SOLUTIONS LTD	PI	01/01/2019	SI 3835	Clear It-365 emails support for 16 CLlrs Feb 19	737.78
CLE05	CLEAR IT SOLUTIONS LTD	PI	05/02/2019	SI-3908	Clear It-Support & Backup Serv Jan 2019	232.6
CLE05	CLEAR IT SOLUTIONS LTD	PI	05/02/2019	SI-3925	Clear IT-New Server and 2 HP PC	3480
						4450.38
CLE07	Clear Advantag				Clear Advantage	420
COO01	L.H. COOK PLUMBING & HEATING	PI	01/02/2019	80484	L H Cook-Supply & Replace Cisterniser at the castle	403.57
COR02	CORDEE	PI	01/02/2019	I218018	Cordee-3 qty of Lee Valley Walk	23.31
COR02	CORDEE	PI	01/02/2019	I217196	Cordee-50 Herts Walks, Cycle Tours & Lee Vally Walk	76.09
						99.4
DAY02	J.DAY & SON LTD	PI	01/02/2019	1019856	J Day & Sons-Work done at Hertford Churchyard	738
DAY02	J.DAY & SON LTD	PI	01/02/2019	1019857	JDay Sons-Drill & Dowel @ Hertford Churchyard	300
						1038
DEA01	DEAD CERT PEST CONTROL	PI	05/02/2019	2713	Deadcert-Install 4 Tamperproof boxes	500
E-DA01	E-Days Absence Management Ltd	PI	01/02/2019	9951	B-days-Staff record Management Licence and Installation	768
FAR01	Farrahs of Harrogate Ltd	PI	01/02/2019	38705	Farrah's-9 Drum Stem Assorted Bisquits	223.2
FIR03	FIRST CLASS BUSIESS SOLUTIONS	PI	05/02/2019	230625	FCBS-Blacl Toner deliveryJan 2019	9.6
FRI03	FRIENDS OF THE HERTFORDSHIRE	PI	11/02/2019	Jan Inv.	Friends of Herts-10 Copies of Herts Guide	50
FRO01	FROOM	PI	01/02/2019	35949	Froom-North Road Cemetery	252
GBC	GBC Learning				Training	450
GOV02	GOVRESOURCES LTD	PI	12/01/2019	120119	GovResources-NAP-Bengeo Dec meeting	1500
GOV02	GOVRESOURCES LTD	PI	27/01/2019	27012019	GovResources-NAP-SeleOct- Dec meeting	3300
						4800
HCC01	HERTS COUNTY COUNCIL	PI	01/02/2019	H011907247	HCC-Stationaries Jan Supplies	60.23
HCC01	HERTS COUNTY COUNCIL	PI	01/02/2019	H011906859	HCC Stationaries 10/01/19	61.38
						121.61
HER16	HERTS TREE CARE	PI	15/01/2019	12862	Herts Tree-Allotments hedges-Beng,Cromwell, Rowleys& Hert	3307.2
ITV01	ITVET	PI	03/01/2019	634527	ITVET-Town Centre CCTV Jan 2019	1411.5
LIS01	LISA MOSS DESIGN	PI	29/01/2019	LMD143	Lisa Moss design-Pre submission doc design	1365

LOG02	LOGIFORCE LTD	PI	31/01/2019 9242	Logiforce-Leaflet distribution sele NP	352.37
MOB01	MOBILE STATIONERY PRINTING CE	PI	31/01/2019 1110461187	Mobile stationary-Sele Summary Books printed	548
MUD01	MUDLARKS	PI	06/02/2019 3735	Mudlarks-Castle Ground, St Leonards & Trinity Ground Jan	90
NEW01	P.R.NEWSOON LIMITED	PI	16/01/2019 10527	Newson-Tree Survey @ St Andrews,Trinity, Bengeo & Leonard	714
NEW01	P.R.NEWSOON LIMITED	PI	01/01/2019 10414	Newson-Tree workscarried out at All Sts Churchyard	390
NEW01	P.R.NEWSOON LIMITED	PI	16/01/2019 10528	Hewson-Tres work @ Hertford Town Football Car Park	1500
					2604
PRI02	PRISITNE WASHROOM SERVICES	PI	04/02/2019 027151	Pristine-Ladycare & Tea Towels 01/02/19-30/04/19	211.58
PRI04	PRINTERLAND	PI	01/02/2019 SSINV491794	Printerland-Kyocera MFP Printer for Reception	79.91
RIC03	RICKY TYLER LANDSCAPES	PI	01/02/2019 12697	Ricky Tyler-Castle ground maintenance-Feb 2019	801.59
RIC03	RICKY TYLER LANDSCAPES	PI	01/02/2019 12700	Ricky Tyler-Pinehurst ground maintenance-Feb 2019	192
					993.59
RIX01	A RIXON CLEANING	PI	01/02/2019 Jan 2019	Rixon Cleaning January Charge-Castle Window	300
SHR01	SHRED-IT	PI	01/02/2019 9503432455	Shred It-Onsite Collection-Jan 2019	147.66
SOC01	SOCIETY OF LONDON THEATRE	PI	01/02/2019 OP/0064774	Society of Lon Theartre-Gift Card	70
SOC02	SOCIETY OF LONDON THEATRE	PC	01/02/2019 OP/0064774	SOC-Commision on gtheartre gift card	-4.2
					65.8
STA08	STAFF EXPENSES	PI	11/02/2019 Expenses	Staff Expenses JL Mileage	2.86
STA08	STAFF EXPENSES	PI	11/02/2019 MR-Expebses	Staff Expenses -Train Ticket to Training-MR	121.5
T&J01	T & J FIRE LIMITED	PI	08/01/2019 38624	T & J Fire-Annual Monitoring @ the Castle	145.38
TTI01	TRAVEL & TOURIST INFORMATION	PI	31/01/2019 Lorenzo Rizzi	TTIC Chq request-Lorenzo Rizzi	50
TTI01	TRAVEL & TOURIST INFORMATION	PC	31/01/2019 Lorenzo Rizzi	TTIC CCommision on Lorenzo Rizzi	-10
TXU01	TXU / POWERGEN / E-ON	PI	05/02/2019 H16C2AFBCE	EON-Electricity from Aug 2016-14th Jan 2019	1271.11
TXU01	TXU / POWERGEN / E-ON	PI	01/02/2019 H16C784E7A	EON-Cemetery Flood Light Jan 2019	138.99
					1410.1
Unison	Unison			Unison	55.6
VIN03	Vine House Farm Ltd	PI	11/02/2019 98686	Vine House-Duck & Swan Food	18
VIS02	VISION (OFFICE AUTOMATION) LTI	PI	25/01/2019 6705	Vision-TTIC Copier cost charges-21/12/18 -22/01/19	60.4
WEB01	R D WEBB	PI	01/01/2019 742	RD Webb-TTIC Window cleaning Dec 2018	24

40

56.60

will pay the balance next month (£1000).

Grand Total 39711

Name:
Muibat Babayemi

Prepared By.....

Name:

Seen by.....

Name:
Peter Ruffles

Signatory-1..

Name
Linda Radford

Signatory-2.....

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Hertford Town Council

Internal Audit Report 2018-19 (Final)

Diane Holland and Nigel Archer

Auditing Solutions Ltd

Background

Statute requires all town and parish councils to arrange for an independent internal audit examination of their accounting records and system of internal control and for the conclusions to be reported each year in the Annual Governance and Accountability Return (AGAR in short).

This report sets out the work undertaken in relation to the 2018-19 financial year, during our final visit to the Council, which took place on 28th May 2019 and supplements the interim work undertaken on 26th November 2018 and 25th April 2019.

Internal Audit Approach

In concluding our review for the year, we have again had regard to the materiality of transactions and their susceptibility to potential mis recording or misrepresentation in the year-end Statement of Accounts and AGAR. Our programme of cover has been designed to afford assurance that the Council's financial systems remain robust and operate in a manner to ensure effective probity of transactions and to afford a reasonable probability of identifying any material errors or possible abuse of the Council's own and the national statutory regulatory framework.

Overall Conclusion

We are again pleased to conclude that, based on the work undertaken this year, the Council continues to maintain sound and effective internal control arrangements. We are again pleased to acknowledge the excellent quality of records maintained by the Clerk, Finance Manager and their colleagues and thank them again for their assistance, which has ensured the smooth progress of our review process.

We are also pleased to record that no significant matters have been identified during our review process to warrant formal recommendation and have duly signed off the Internal Audit Report at Page 3 within the AGAR, assigning positive assurances in all categories.

Detailed Report

Maintenance of Accounting Records & Bank Reconciliations

Our objective has been to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers. We have:

- Checked and agreed the opening trial balance with the 2017-18 closing Statement of Accounts and certified AGAR detail;
- Ensured that a full and effective cost centre and nominal account coding structure remains appropriate for purpose and continues to be operated;
- Ensured that the accounts remain 'in balance' at the present date;
- Noted that the Council holds two bank accounts with the main working accounts held with HSBC;
- Checked and agreed details of transactions in the cashbook to bank statement detail for cash books in April & September 2018 and January & March 2019, including the inter-account "sweep" transfers, noting that all were complete and accurate and had been prepared in a timely manner;
- Checked that bank reconciliations are prepared routinely each month utilising the appropriate software facility; and
- Verified the accuracy of detail in the bank reconciliations for April & September 2018 and January & March 2019 also by reference to supporting bank statements ensuring that no long-standing uncleared cheques or other anomalous entries exist.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Review of Corporate Governance

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

- Reviewed the Full Council and Finance, Policy & Administration committee's minutes for the financial year, examining those published on the Council's website to ensure that no issues exist or may be being considered by the Council that may have an adverse effect, through litigation or other causes, on the Council's future financial stability: no such issues were identified; and
- Noted that Standing Orders and Financial Regulations were reviewed and re-adopted by Council at their meeting on 11th March 2019.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Review of Expenditure

Our aim here is to ensure that: -

- Council resources are released in accordance with the Council's approved procedures and budgets;
- Payments are supported by appropriate documentation, either in the form of an original trade invoice or other appropriate form of document confirming the payment as due and/or an acknowledgement of receipt, where no other form of invoice is available;
- Members have met their fiduciary duties approving release of each payment in accordance with extant legislation;
- An appropriate order has been placed in each case where one would be anticipated;
- All discounts have been taken;
- The correct expense codes have been applied to invoices when processed; and
- VAT has been appropriately identified and coded to the control account for periodic recovery and that submissions have been returned to HMR&C in a timely manner.

We have concluded our testing in this area, selecting a sample of payments including those individually in excess of £4,000, plus every 40th cashbook transaction, irrespective of value, for compliance with the above criteria. Our test sample of more than payments totalled just under £498,000 and represented 54% of the value of non-salary related expenditure during the year.

With regard to VAT, we note that the Finance Manager continues to make timely, electronic return submissions: we have previously examined the detail of the March 2018 debtor and return and verified the disclosure in the Statement of Accounts and at this final visit we have noted the appropriate conclusion of the March 2019 submission in accord with the underlying Sage control account balances as required.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place appropriate arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks identified and to minimise the opportunity for their coming to fruition. We have:

- Examined the Council's insurance policy with Zurich, with cover being provided to 31st March 2020, to ensure that appropriate cover is in place, noting that Public Liability and Employer's Liability stand at £15 million and £10 million respectively together with Fidelity Guarantee cover at £2 million, Loss of Revenue at £194,000 and Hirer's Liability at £2 million;
- Noted that all Council owned playgrounds continue to be inspected regularly with quarterly inspections undertaken by independent professional contractors; and

- Further noted that Financial Risk Assessments are presented to members annually and are pleased to note that those for 2018-19 were duly reconsidered and agreed by the F,P&A Committee in October 2018.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Budgetary Control and Reserves

Our objective here is to ensure that the Council has a robust procedure in place for identifying and approving its future budgetary requirements and level of precept to be drawn down from the District Council: also, that an effective reporting and monitoring process is in place. Additionally, we aim to ensure that the Council retains appropriate funds in general and earmarked reserves to finance its ongoing spending plans, whilst retaining appropriate sums to cover any unplanned expenditure that might arise.

We are pleased to note at a Council meeting held on 14th January 2019 members formally deliberated on the budgetary and precept requirements for 2019-20 and agreed a Precept of £1,187,116.00 equating to a 4.0% increase in overall terms and a Band D equivalent of £98.95.

Finally, in this area, we note that Total Reserves as at 31st March 2019 stood at £1,846,000 and comprised of specific Earmarked balances of £1,231,000 and the residual General Fund of £615,000, which is considered to be more than adequate to meet the Council's needs at present.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Review of Income

In this area of our review, we aim to ensure that income due to the Council is identified, invoiced (where applicable) and recovered at the appropriate rate and within a reasonable time scale; also, that it is banked promptly in accordance with the Council's Financial Regulations.

- We are pleased to note that members continue to review the Council's scales of fees and charges annually;
- In addition to the annual precept, the Council receives income from a variety of sources including burial and associated fees, allotment rents, T&TIC, Mill Bridge Room hire Events, Downshire Suite, Seed Warehouse, Castle rent and bank interest;
- We have checked and agreed four sample months' receipts/transactions from cashbooks to relevant bank statement for April & September 2018 and January & March 2019;
- We have, at the previous interim visit, checked a sample number of invoices for the hire of Mill Bridge rooms from October 2018 to March 2019. We have also ensured that invoices are raised promptly, with payment received and duly reconciled to the bank account in a timely manner, again with no issues arising;

- We note from our examination of minutes that the Council's aged Debtor balances are regularly considered: inspection of the 31st March 2019 year-end position did not identify any significant matters requiring further explanation by officers; and
- We have visually examined all income code, nominal ledger transaction reports for the year to March 2019 to ensure that there are no error or omissions where receipts would ordinarily have been expected, such as periodic rentals from tenants at the Castle, car parking charges, Museum rents, quarterly bank deposit interest with no such issues noted.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Petty Cash Account and Credit / Debit Cards

We are required, as part of the Internal Audit Certification process in the AGAR to assess and give a view on the effectiveness of control over any petty cash account in use by the Council.

- The Council operates a very limited petty cash scheme in the Administration office, "topped up" as and when required. We have examined three sample months' transactions (September & October 2018 and February 2019) to ensure that each payment was properly supported by an appropriate supplier invoice and/till receipt and that any recoverable VAT was separately identified. No issues arise from this testing with sequentially numbered vouchers continuing to be maintained, all payments were properly authorised, and officers undertake independent, periodic reconciliations from Sage control account to the cash balances held; and
- We also note that a HSBC charge card is in place, with a monthly credit limit of £500 settled by automatic monthly direct debit. The card is retained in the office and is generally used for emergency purposes or to take advantage of internet supplier deals. We have examined a sample of transactions (those for July 2018) to ensure that each was appropriate for the Council's activities and properly supported by suppliers' invoices and/or till receipts.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Review of Staff Salaries and Wages

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the requirements of HM Revenue and Customs (HMRC) with regard to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme. To meet this objective, we have at this visit:

- Reviewed the Council's payroll preparation procedures;
- Checked to ensure that the Council has reviewed and approved appropriate pay scales for staff;
- Checked that any overtime paid is properly supported by authorised timesheets;

- Checked and agreed the computation of staff gross and net pay and salary deductions for October 2018 and in addition February 2019 as compiled using Sage payroll software;
- Checked to ensure that the appropriate tax codes have been applied for the year and that the correct taxation and NI deduction tables have been applied with payments to HMRC processed appropriately;
- Checked to ensure that the appropriate percentage pension deductions for staff contributing to the Local Government Scheme are being applied;
- Verified the accurate payment of net pay to employees in relation to the referenced month's payroll, also ensuring the accuracy of payments made to HMRC and the Pension Fund Administrators; and
- Noted that returns are being submitted monthly with no problems in relation to the HMRC Real Time Initiative.

Conclusions

We previously noted at the interim update visit that it appeared that indirect staff costs such as agency staff or temporary staff provided from other Councils, were currently being entered into the control account code used to build up the overall "Staff Costs " to be reported at Box 4 within the AGAR but now consider this matter to have been resolved prior to the final completion of the Accounting Statements for the year, noting also that contractual liabilities are in place for payments of a seconded employee.

Asset Registers

The Accounts and Audit Regulations 1996 required all councils to develop and maintain a register of assets identifying detail of all land, buildings, vehicles, furniture and equipment owned by the Council.

We have been pleased to note compliance with the previous revisions in accounting practice requiring asset values to be disclosed in the AGAR at purchase cost or, where that value is unknown, the best approximation to that value and that subsequent years' Returns should, consequently, identify that same value and not be subject to depreciation or inflationary increases as included in the annual insurance schedule. A comprehensive register remains in place at Hertford with only limited movement in the year for occasional acquisitions and disposals and as a result we have verified the values recorded at Box 9, Page 5 of the AGAR to the supporting registers at cost.

Conclusions

There are no matters arising in this area to warrant formal recommendation currently.

Investments and Loans

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

Conclusion

The Council does not have any long-term investments or loans, either repayable to or by it, at present.

Statement of Account and Annual Return

The 1996 Accounts and Audit Regulations (as amended from time to time) require all Councils to prepare annually a detailed Statement of Accounts, together with supporting statements identifying other aspects of the Council's financial affairs.

We are pleased to note the comprehensive file of working papers prepared by the Finance Manager for this purpose and have checked and agreed the content of the Council's Accounts by reference to the underlying year-end Sage Trial Balance to such workings, also ensuring the accurate transfer of resultant data to Page 5 of the revised AGAR.

Conclusions

There are no matters arising in this area to warrant formal comment or recommendation, and we have, as noted in the opening preamble to this report, duly signed off the Internal Audit Report at Page 3 of the AGAR.

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION
COMMITTEE – 24TH JUNE 2019**

**AGENDA ITEM 11– COMMUNITY GRANT APPLICATION – HERTFORD ST
ANDREW COMMUNITY TRUST**

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.

There is a budget of £16,000 for Community Grants in 2019/20.

The Committee is asked to decide:

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

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

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

The criteria for the award of Community Grants can be found in the Grants Policy that can be viewed at <https://www.hertford.gov.uk/constitution/>

3 GRANT APPLICATION – HERTFORD ST ANDREW COMMUNITY TRUST

An application for £856 towards an afternoon trip to Hatfield House in August as part of a 'Holiday at Home' initiative intended to give opportunities to combat loneliness and encourage senior citizens to enjoy days out overcoming barriers such as mobility issues or cost.

4. RECOMMENDATIONS

It is recommended that:

PAPER I

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

Report by Nick Kirby – Interim Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION
COMMITTEE – 24TH JUNE 2019**

**AGENDA ITEM 12– COMMUNITY GRANT APPLICATION – HERTFORD MUSIC
FESTIVAL**

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.

There is a budget of £16,000 for Community Grants in 2019/20.

The Committee is asked to decide:

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

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

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

The criteria for the award of Community Grants can be found in the Grants Policy that can be viewed at <https://www.hertford.gov.uk/constitution/>

3 GRANT APPLICATION – HERTFORD MUSIC FESTIVAL

An application for £1200 towards the cost of promotion for the Music Festival.

4. RECOMMENDATIONS

It is recommended that:

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

PAPER J

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

Report by Nick Kirby – Interim Civic Administration Manager

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 24 JUNE 2019

AGENDA ITEM 13– COMMUNITY GRANT APPLICATION – EAST HERTS DIVERSIONARY ACTIVITIES GROUP

1. PURPOSE OF THE REPORT

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

2. BACKGROUND

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

There is a budget of £16,000 for Community Grants in 2019/20.

The Committee is asked to decide:

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

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

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

3 GRANT APPLICATION – EAST HERTS DIVERSIONARY ACTIVITIES

An application for £1000 towards the cost of the summer activities programme.

This Group has been awarded a grant annually by the Town Council.

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 Nick Kirby – Interim Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION
COMMITTEE – 24TH JUNE 2019**

AGENDA ITEM 14– COMMUNITY GRANT APPLICATION – C4URSELVES

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.

There is a budget of £16,000 for Community Grants in 2019/20 with an additional £3799 rolled forward from 2018/19.

The Committee is asked to decide:

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

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

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

The criteria for the award of Community Grants can be found in the Grants Policy that can be viewed at <https://www.hertford.gov.uk/constitution/>

3 GRANT APPLICATION – C4URSELVES

An application for up to £1,200 towards a project to encourage residents of Hertford and surrounding areas to discover their local heritage by exploring Hertford and compiling a video repository of walking along the Heritage Trail.

4. RECOMMENDATIONS

It is recommended that:

PAPER L

- 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 Nick Kirby – Interim Civic Administration Manager

REPORT TO A MEETING OF THE FINANCE POLICY AND ADMINISTRATION COMMITTEE – 24 JUNE 2019

AGENDA ITEM 15 – NEW HOMES BONUS GRANT APPLICATIONS

1. PURPOSE OF THE REPORT

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

2. BACKGROUND

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

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

The Criteria for the Award of New Homes Bonus Grants can be found on the New Home Bonus Grants application form that can be viewed at <https://www.hertford.gov.uk/page-new-homes-bonus-grant-funding-90/>

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

3 GRANT APPLICATIONS

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

Hertford St Andrew C of E Primary School

An application for funding of £27,852.67 towards developing the early years play area into a stimulating play environment.

The applications is included in the Appendices bundle.

Committee are asked to note that there is a capital underspend noted in the accounts provided in support of this application. Officers discussed this underspend with the applicant and are advised that the underspend is not available as part funding for the early years play scheme. The underspend has been committed to undertake urgent work elsewhere within the school to repair the existing perimeter fence and resurfacing part of a playground and path.

4. RECOMMENDATIONS

It is recommended that:

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

PAPER M

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

Report by Nick Kirby – Interim Civic Administration Manager

**REPORT TO A MEETING OF THE FINANCE, POLICY AND ADMINISTRATION
COMMITTEE – 24 JUNE 2019**

AGENDA ITEM 16 – MILITIA COLOURS

1. PURPOSE OF THE REPORT

To present to the Committee the current status of the Militia Colours and to seek a resolution after their movement from current location, following the request of Hertford Museum.

2. BACKGROUND

Hertford Town Council (HTC) owned five historical military colours of the early 1800s. These were:

1. Regimental Colour of the Hoddesdon and Stanstead Volunteers
2. King's Colour of the Tottenham Volunteers
3. The Union Flag
4. Union Flag with painted Cartouche bearing the GR Cypher
5. Colour of the East Hertfordshire Regiment of Local Militia

The case of the militia colours has been previously considered by the Committee. In October 2014 a Textile Conservationist examined the five colours and recommended several options for conservation. Her report was discussed by the Committee in October 2016. Back then, the full cost of restoration was not approved and the Members requested the search for other options. In spring-summer 2017 a number of approaches have been made to museums, auction houses, historical memorabilia experts and churches, to seek advice about the future care and options for the ownership of the colours.

In October 2017 a report was presented to the Committee, offering two preferred options for the colours: either donating them to churches or selling them to the free market via an auction house. The decision then was to continue to approach churches, especially in regards to flags that have inscribed on them the name of a locality. Searches have been carried out and solutions have been found for three of them (two colours were donated to All Saints Church and another one will soon be donated to Hoddesdon Parish Church).

Currently only three colours (colour 1, 4 and 5) are still in the storage at Hertford Museum. Following the Committee's approval in March 2018, colours number 2 and 3 were donated to All Saints Church Hertford. It is expected that colour number 1 (Regimental Colour of the Hoddesdon and Stanstead Volunteers) will soon be donated to Hoddesdon Parish Church. The Hoddesdon Church is willing to accept and display the colour and is currently awaiting approval to do so from the Diocese.

3. CURRENT STATUS OF THE REMAINING COLOURS

The colours have been in the storage of Hertford Museum since they were acquired by HTC in the 1980s. Recently the Museum requested that these are

removed from their storage space at The Seed Warehouse. It needs to be noted the sheer size of colours and of their storage box (183x183x55cm).

Following the donation of the three colours to the two churches, further investigations were made among other churches in the area. However, there was no interest and search options have now been exhausted.

Yet in the discussions with All Saints Church representatives it was mentioned that the Church would consider the possibility to take over the remaining flags, should no other solution be found. Officers have approached the Church to confirm whether this offer is still open.

4. OPTIONS FOR THE REMAINING COLOURS

Three possible options are discussed in this report for the remaining colours after they are removed from Hertford Museum:

- a) *Continue enquiries at Hertford All Saints Church.* A response is being sought from All Saints Church to confirm whether there is still interest in the items.
- b) *Temporary or permanent storage in the Castle Vault.* Hertford Town Council may be able to store the colours in the Castle Vault, in the basement of the building. This would be a temporary solution until colour number 1 can be donated to Hoddesdon Parish Church, while the remaining two colours (number 4 and 5) may be kept there for a limited time or indefinitely. The Castle Vault location allows the colours to be kept safely as they would be out of visitors' reach and on public display only during Castle Open days.
- c) *Selling the remaining colours.* This option was presented in the Committee report of October 2017. In this case the colours would be moved to an auction house until a seller is found and the auction house would take a 10 to 20% commission on the sale. Given the poor state of the colours and their large size, the value of the colours is not significant and it is not expected to exceed a few hundred pounds. However, the Committee may decide that the proceeds following the sale go towards the Mayor's chosen charities for the year.

5. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee **notes** the report.
- b) The Committee **decides** which option to pursue for the remaining colours following their transfer from Hertford Museum.

Report by Maria Iancu – Project Officer

MINUTES OF THE PERSONNEL SUB COMMITTEE MEETING HELD ON TUESDAY 28 MAY 2019 IN THE ROBIN ROOM, THE CASTLE, HERTFORD

PRESENT: Councillor Mrs R Bolton, in the Chair

Councillors: Mrs A Daar, B Deering, Mrs S Newton, R Pinkham and Miss J Sartin

IN ATTENDANCE: Mr J Whelan, Town Clerk

31. ELECTION OF CHAIRMAN

It was RESOLVED that:

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

32. ELECTION OF VICE CHAIRMAN

It was RESOLVED that:

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

33. RECORDING OF MEETING

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

34. APOLOGIES FOR ABSENCE

Cllr Porrer (prior commitment)

35. DECLARATION OF INTERESTS

None.

36. MINUTES

It was **RESOLVED** that:

The minutes of the last meeting held on 28 January 2019 be confirmed as a correct record of the proceedings and signed by the Chairman.

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

There were no members of the public wishing to speak.

38. SICKNESS STATISTICS

The Committee received an up to date report on staff sickness for the year to date January to mid May 2019.

It was noted that the number of total days recorded sick leave is high and that this was due to long term sickness of staff.

It was **RESOLVED** that:

(a) The Committee notes the report.

39. STAFF OVERTIME AND TOIL REPORT

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

It was noted that the current accumulation of TOIL for one member of staff was causing concern. Committee noted that the line manager of staff had discussed the accumulation and also discussed actions required to reduce it.

It was **RESOLVED** that:

The Committee notes the report.

40. 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.

41. STAFF TRAINING AND DEVELOPMENT 2018/19

The Committee received a report on the proposed training and development programme for 2019/20.

A brief discussion took place about the Council looking at the option of employing an apprentice should staff vacancies arise.

It was **RESOLVED** that:

The Committee **notes** the report.

42. 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.

43. DISCIPLINE AND GRIEVANCE ACTIONS

The Town Clerk provide an oral report explaining the current position.

There being no further business the meeting ended at 8:30 p.m.

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REPORT TO POLICY, FINANCE & ADMINISTRATION COMMITTEE – 24 JUNE 2019

AGENDA ITEM 18 - HERTFORD MUSEUM

1. PURPOSE OF THE REPORT

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

2. CONTEXT

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

The Council is very supportive of the Museum and agreed to approve the grant request received in December 2018 for the Financial Year 2019/20.

In reaching the decision to grant Hertford Museum for the financial year 2019/20 the Finance Policy and Administration Committee noted that it should not be presupposed that the amount of the grant agreed for 2019/20 should form the basis of any grant application for the next or any following year.

Hertford Museum have been providing the following information as requested by Hertford Town Council. For the Financial Year 2019/20

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

3 INFORMATION RECEIVED

The following information is enclosed at Appendix 1:

- Balance sheet for the year ended 31st March 2019
- Profit & Loss for the year ended 31st March 2019

The Hertford Museum comments below provide a helpful summary of the financial position of the Museum reflecting on the work done to drive down costs and increase income.

- Hertford Museum has a total income of **£190,128** of which **£140,423** is provided as a grant by Hertford Town Council.

During the financial year 2018/19 the Museum has reduced expenditure by £5 000 when compared to the previous year expenditure.

The total net profit for the financial year 2018/19 is **£4,605**

The following points are worth noting:

- The turnover for the Museum has gone up by **£8,662** when compared to the financial year 2017/18.
- The operating profit is **£4,605** for the year 2018/19.

4 RECOMMENDATIONS

It is recommended that:

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

Report by: Muibat Babayemi, Finance Manager

Balance Sheet
Hertford Museum
As at 31 March 2019

	31 Mar 2019	31 Mar 2018	31 Mar 2017	31 Mar 2016
Assets				
Bank				
Current Account	£993.80	£911.80	-£390.95	£1,000.00
Deposit Account	£74,393.99	£49,584.89	£33,995.18	£41,804.87
Petty Cash	£88.14	£21.71	£22.31	£259.14
Super 100 Club	£0.00	£0.00	£0.00	£2,382.84
Total Bank	£75,475.93	£50,518.40	£33,626.54	£45,446.85
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Current Assets				
Accounts Receivable	£1,732.50	£3,381.02	£3,744.74	£2,118.54
Income in Advance	£3,594.12	£0.00	£0.00	£5,133.96
Premium Bonds held on behalf of HM	£0.00	£0.00	£1,000.00	£1,000.00
Total Current Assets	£5,326.62	£3,381.02	£4,744.74	£8,252.50
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Fixed Assets				
Fixtures and Fittings	£20,984.00	£20,984.00	£23,660.00	£26,633.00
Total Fixed Assets	£20,984.00	£20,984.00	£23,660.00	£26,633.00
<hr/>				
Non-current Assets				
Portfolio of shares	£376,352.00	£400,076.00	£414,555.00	£375,086.00
Total Non-current Assets	£376,352.00	£400,076.00	£414,555.00	£375,086.00
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Total Assets	£478,138.55	£474,959.42	£476,586.28	£455,418.35
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Liabilities				
Current Liabilities				
Accounts Payable	£171.81	£13,091.21	£6,417.36	£21,240.58
Accruals	£12,950.00	£7,150.00	£0.00	£5,525.01
HSBC Credit Card	£369.00	£644.97	£146.25	£56.61
Total Current Liabilities	£13,490.81	£20,886.18	£6,563.61	£26,822.20
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Total Liabilities	£13,490.81	£20,886.18	£6,563.61	£26,822.20
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Net Assets	£464,647.74	£454,073.24	£470,022.67	£428,596.15
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Profit & Loss
Hertford Museum
April 2018 to March 2019

	Actual	Budget	Var GBP	Mar-19	Mar-18	Mar-17
Income						
Grants	£140,423	£140,424	-£1	£140,423	£135,493	£134,264
Other Income						
East Herts Lottery	£29	£0	£29	£29	£0	£0
Museum Business Supporters	£50	£0	£50	£50	£0	£0
Other Income				£0	£0	£391
Super 100 Club Revenue	£1,200	£1,500	-£300	£1,200	£1,492	£1,680
Total Other Income	£1,279	£1,500	-£221	£1,279	£1,492	£2,071
Donations						
Donations: other	£418	£1,000	-£582	£418	£582	£740
Gift Aid	£2,000	£2,000	£0	£2,000	£2,303	£2,684
Patron donations	£6,590	£6,500	£90	£6,590	£5,050	£6,600
Visitor Donations	£1,440	£1,000	£440	£1,440	£937	£1,303
Total Donations	£10,447	£10,500	-£53	£10,447	£8,872	£11,328
Education income						
Educational loan boxes (4072)	£1,100	£1,000	£100	£1,100	£1,189	£967
Schools work	£4,937	£5,000	-£64	£4,937	£4,335	£5,980
Total Education income	£6,037	£6,000	£37	£6,037	£5,524	£6,947
Income from Assets						
Image library income	£1,135	£1,500	-£365	£1,135	£1,338	£1,834
Income from collection	£4,440	£300	£4,140	£4,440	£567	£589
Income from curatorial fees	£0	£300	-£300	£0	£150	£107
Income from Kid's parties	£1,245	£0	£1,245	£1,245	£0	£145
Other rental income	£4	£300	-£296	£4	£270	£20
Photocopies and other office income	£92	£100	-£8	£92	£94	£229
Room rental	£2,300	£3,500	-£1,200	£2,300	£4,744	£3,499
Total Income from Assets	£9,215	£6,000	£3,215	£9,215	£7,161	£6,423
Income from Events and Exhibitions						
Children activities	£2,103	£1,800	£303	£2,103	£2,074	£1,506
Museum Events	£4,298	£1,800	£2,498	£4,298	£1,967	£1,240
Touring exhibition revenue				£0	£120	£0
Total Income from Events and Exhibitions	£6,401	£3,600	£2,801	£6,401	£4,161	£2,746
Trading						
Trading Non VAT stock	£5,065	£6,500	-£1,435	£5,065	£7,913	£6,994
Trading VAT stock	£11,261	£11,500	-£239	£11,261	£10,851	£10,025
Total Trading	£16,326	£18,000	-£1,674	£16,326	£18,764	£17,019
Total Income	£190,128	£186,024	£4,104	£190,128	£181,466	£180,798
Less Cost of Sales						
Super 100 Club expenditure	£180	£400	-£220	£180	£337	£464
Education expenditure						
Education mileage	£259	£400	-£141	£259	£309	£517
Total Education expenditure	£259	£400	-£141	£259	£309	£517
Events and Exhibitions Expenditure						
Children activities expenditure	£288	£1,000	-£712	£288	£552	£1,009
Expenditure related to kid's parties	£270	£0	£270	£270	£0	£53
In house exhibitions	£1,339	£2,600	-£1,261	£1,339	£1,871	£1,816
Museum events expenditure	£1,988	£1,700	£288	£1,988	£1,467	£1,674
Total Events and Exhibitions Expenditure	£3,884	£5,300	-£1,416	£3,884	£3,890	£4,551
Trading expenditure						
Merchant charges	£273	£300	-£27	£273	£300	£273
No VAT stock	£717	£3,000	-£2,283	£717	£2,618	£1,424
Shop fixtures and fittings	£294	£176	£118	£294	£37	£138
VAT stock	£5,311	£5,500	-£189	£5,311	£5,203	£3,502
Total Trading expenditure	£6,595	£8,976	-£2,381	£6,595	£8,158	£5,338

Total Cost of Sales	£10,919	£15,076	-£4,157	£10,919	£12,694	£10,869
Gross Profit	£179,209	£170,948	£8,261	£179,209	£168,772	£169,929
Less Operating Expenses						
Collections						
Acquisitions for collections	£0	£200	-£200	£879	£1,426	£968
Collections conservation	£879	£1,300	-£421			
Total Collections	£879	£1,500	-£621	£879	£1,426	£968
Expenses						
Training	£25	£300	-£275	£25	£45	£129
Travel expenses	£139	£300	-£161	£139	£70	£193
Total Expenses	£164	£600	-£436	£164	£115	£322
Office expenditure						
Bank charges	£141	£100	£41	£141	£75	£79
Furniture and IT equipment	£295	£600	-£305	£295	£796	£730
Marketing and Advertising	£37	£200	-£163	£37	£90	£324
Office and meeting provisions	£138	£250	-£112	£138	£218	£212
Photocopier	£3,741	£4,200	-£459	£3,741	£5,536	£5,390
Postage	£79	£156	-£77	£79	£83	£170
Stationary and Printing	£215	£200	£15	£215	£343	£297
Total Office expenditure	£4,647	£5,706	-£1,059	£4,647	£7,142	£7,202
Professional Fees						
Audit and Accounting	£2,025	£1,020	£1,005	£2,025	£1,020	£2,100
Legal and HR Advise				£0	£0	£1,868
Professional Subscription	£678	£1,000	-£322	£678	£1,065	£881
Total Professional Fees	£2,703	£2,020	£683	£2,703	£2,085	£4,849
Salaries						
Salaries	£115,265	£125,246	-£9,981	£115,265	£117,545	£121,109
Legacy Pension Contributions	£5,000	£5,000	£0	£5,000	£5,000	£5,000
Total Salaries	£120,265	£130,246	-£9,981	£120,265	£122,545	£126,109
Utilities and Maintenance						
Cleaning supplies and services	£5,313	£5,900	-£588	£5,313	£6,239	£4,929
Insurance	£2,615	£2,500	£115	£2,615	£2,459	£2,626
Repairs and Maintenance	£5,137	£6,000	-£863	£5,137	£6,206	£5,849
Seed warehouse rent	£11,355	£11,356	-£1	£11,355	£11,355	£11,355
Seed warehouse utilities	£6,000	£6,000	£0	£6,000	£6,483	£5,648
Telecoms	£2,903	£2,652	£251	£2,903	£3,106	£3,357
Utilities	£12,622	£9,000	£3,622	£12,622	£10,642	£9,325
Total Utilities and Maintenance	£45,945	£43,408	£2,537	£45,945	£46,489	£43,090
Total Operating Expenses	£174,604	£183,480	-£8,876	£174,604	£179,802	£182,539
Operating Profit	£4,605	-£12,532	£17,137	£4,605	-£11,030	-£12,611
Non-operating Income						
Investments and banking						
Bank interest	£78	£20	£58	£78	£15	£19
Investment income	£18,726	£16,000	£2,726	£18,726	£17,047	£15,354
Total Investments and banking	£18,803	£16,020	£2,783	£18,803	£17,062	£15,373
Total Non-operating Income	£18,803	£16,020	£2,783	£18,803	£17,062	£15,373
Non-operating Expenses						
Investment expenditure	£2,500	£3,000	-£500	£2,500	£4,432	£2,913
Total Non-operating Expenses	£2,500	£3,000	-£500	£2,500	£4,432	£2,913
Net Profit	£20,908	£488	£20,420	£20,908	£1,601	-£151