



# RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087

E-mail:- [info@raunds-tc.gov.uk](mailto:info@raunds-tc.gov.uk), Website: [www.raunds-tc.gov.uk](http://www.raunds-tc.gov.uk)

22 January 2025

Dear Councillor,

You are summoned to attend a meeting of the Finance Committee of Raunds Town Council to be held in the Council Chamber at the Town Hall, Thorpe Street, Raunds on **Tuesday 28 January 2025 at 7.30pm.**

***Press and Public welcome.***

*Steve Tucker*

Mr Steve Tucker  
Clerk to the Council.

**F42.24 To receive apologies for absence.**

**F43.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

**F44.24 Notification of members questions in compliance with the council's standing orders.**

**F45.24 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM.

**F46.24 Minutes:** To confirm the minutes of the Finance Committee meeting held 26 November 2024. (Copy via link.) (Pages 3-10)

**F47.24 Bank Reconciliations:** To approve the bank reconciliations for October, November and December 2024. (Copy herewith.) (Pages 11-13)

**F48.24 Payments for Approval:** To approve the payments lists for October, November and December 2024. (Copy herewith.) (Pages 14-25)

**F49.24 Budget Review:** To review performance against budget to the end of Q3, 31/12/24. (Copy herewith.) (Pages 26-36)

**F50.24 Virement Request:** To consider a virement request from the Environment, Leisure and Recreation Committee. (Report herewith) (Pages 37-41)

- F51.24 Annual Review of Financial and Risk Management:** To review the Council's financial and risk management processes and risk assessments, for recommendations to Full Council. (Copy herewith.) (Pages 42-47)
- F52.24 Annual Review of Insurance:** To consider the Council's current arrangements for insurance cover and continuity of its business operations. (Report herewith) (Pages 48-61)
- F53.24 Policy Review:** To review the Flag Flying Policy. (Copy herewith) (Pages 62-63)

**RAUNDS TOWN COUNCIL**

**FINANCE COMMITTEE**

**Minutes 26 November 2024: Start Time 7.30pm**

**PRESENT**

Cllr P Byrne (Chairman), Cllr B Cross, Cllr H Howell, Cllr D Hughes, Cllr R Levell and Cllr L Wilkes.

**IN ATTENDANCE**

S Tucker, Clerk (Minutes)

**F28.24 To receive apologies for absence:**

None received.

**F29.24 Notification of requests from members of the public to address the meeting in compliance with adopted protocol:**

None received.

**F30.24 Notification of members questions in compliance with the council's standing orders:**

None received.

**F31.24 Declarations of Interest:**

None.

**F32.24 [Minutes](#): To confirm the minutes of the Finance Committee meeting held 24 September 2024.**

**RESOLVED to confirm the minutes of the Finance Committee meeting held on 24 September 2024.**

**F33.24 Bank Reconciliations: To approve the bank reconciliations for July, August and September 2024.**

**RESOLVED that the bank reconciliations for July, August and September 2024 be approved.**

**F34.24 Payments for Approval: To approve the payments lists for July, August and September 2024.**

**RESOLVED that the payments lists for July, August and September 2024 be approved.**

Initial \_\_\_\_\_

**F35.24 Budget Review:** To review performance against budget to the end of Q2, 30/09/24.

The Committee reviewed the performance against budget to the end of the second quarter and asked questions of the Vice-Chairman and the Clerk.

**RESOLVED that the performance against budget to the end of Q2, 30/09/24 be noted.**

**F36.24 Interim Internal Audit Report:** To review the Internal Auditor's Interim Report.

**RESOLVED that the Interim Internal Audit Report be noted.**

**F37.24 Policy Review:** To review the Financial (Internal) Controls Policy.

The Committee reviewed the Financial (Internal) Controls Policy and considered that it remained fit for purpose with no amendments required.

It was noted that there remained a number of internal control checks to be carried out before year-end, and that dates would be arranged between the Clerk and Internal Control Councillors to carry these out.

**RESOLVED that the Financial (Internal) Controls Policy, as shown at Appendix 1, be recommended to Full Council for re-adoption for a further one-year period.**

**F38.24 Policy Review:** To review the Money Handling Policy.

The Committee reviewed the Money Handling Policy and considered that it remained fit for purpose with no amendments required.

**RESOLVED that the Money Handling Policy, as shown at Appendix 2, be recommended to Full Council for re-adoption for a further one-year period.**

**F39.24 Budget Setting 2025/26:** To consider the draft budget and precept requirement for the 2025/26 financial year.

The Committee gave consideration to the draft budget, following reviews by each of the Council's Committees during the previous meeting cycle. It was noted that the overall budget reflected efforts to maintain a balanced financial position, against a backdrop of increased resource obligations, reduced income projections, and limited growth in the tax base.

Following a number of minor adjustments, the Committee proposed that the draft budget and precept requirement to be recommended to Full Council at its meeting in January, subject to any amendments to the estimated tax base:

Initial \_\_\_\_\_

	2024/25	2025/26	Increase %	Increase £/yr	Increase £/wk
<b>Precept</b>	<b>£642,229</b>	<b>£662,550</b>	3.16%	£20,321	£390.79
<b>Tax Base</b>	<b>3,499.00</b>	<b>3,505.00</b>	0.17%	-	-
Band A	£122.36	£126.02	2.99%	£3.66	£0.07
Band B	£142.76	£147.02	2.99%	£4.26	£0.08
Band C	£163.15	£168.03	2.99%	£4.87	£0.09
<b>Band D</b>	<b>£183.55</b>	<b>£189.03</b>	<b>2.99%</b>	<b>£5.48</b>	<b>£0.11</b>
Band E	£224.33	£231.04	2.99%	£6.70	£0.13
Band F	£265.12	£273.04	2.99%	£7.92	£0.15
Band G	£305.91	£315.05	2.99%	£9.14	£0.18
Band H	£367.09	£378.06	2.99%	£10.97	£0.21

**RESOLVED** that the draft budget and precept requirement be recommended to Full Council for approval at its meeting scheduled on Tuesday 14 January 2025, subject to any amendments to the provisional tax base figure.

**F40.24** *The press and public will be excluded from the following agenda item due to the confidential nature of the business under the Public Bodies (Admission to Meetings) Act 1960.*

**RESOLVED** that the press and public be excluded from the remainder of the meeting.

**F41.24 Bad Debts:** To consider actions required in respect of identified debts.

The Committee gave consideration to the confidential report.

Following a discussion, it was

**RESOLVED** that:

- (i) The debt of £517.28 in respect of Client A be written off in-year; and
- (ii) The licence agreement in respect of Client B be terminated and the debt of £4,874.61 referred to a collection agency.

There being no further business the meeting concluded at 20.50pm.

Confirmed: ..... (Chairman)

Meeting date: .....28 January 2025.....(Committee)

Initial \_\_\_\_\_



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## (FINANCIAL) INTERNAL CONTROLS

### Introduction

The Accounts and Audit Regulations 2015 defines the responsibilities of the Responsible Financial Officer (RFO) as ensuring the Council's day-to-day finances are run properly but it falls to the Council's members to exercise a proper and reasonable degree of control over financial matters.

Internal controls are the activities that the council undertakes to prevent and detect fraud and ensure that the council's finances are maintained properly.

Internal controls undertaken include:

- Adhering to Financial Regulations;
- All invoices are reviewed and approved by the RFO (or other officer as delegated by the RFO);
- Payroll function is contracted to a third party;
- Cheques and electronic payments shall be signed (physically or digitally) in accordance with bank mandate;
- Invoices are presented for review when cheques are signed;
- Cash is held securely and promptly banked; and
- Bank reconciliations are carried out promptly and presented to the Finance Committee

### Internal Control Councillor (ICC)

The Council shall appoint Internal Control Councillors, who shall have the delegated task of reviewing the internal controls on behalf of the Council.

The Internal Control Councillors may remain cheque signatories. The Internal Control Councillor with responsibility for verifying that all expenditure has been properly authorised will only sign cheques in extremis.

## **Internal Control checks**

The ICC's shall carry out the following:

- A sample check to ensure all anticipated income has been received;
- Expenses are properly authorised before payment is made;
- The record of receipts and payments is kept up to date;
- That monthly bank reconciliations are carried out.
- A sample check to ensure that wages are paid in accordance with pay scales and that pension contributions are correctly accounted for.
- That all petty cash expenditure is supported by a receipt and that the petty cash balances
- That all transactions on the procurement card are supported by a receipt or invoice.
- A sample check to ensure that cash received has been properly accounted for and promptly banked.

### **The ICC's will record the completion of their checks on the control sheets shown in Appendix 1**

All anomalies will be resolved with the Clerk/RFO and then the ICC shall present a report to Members of the Finance and Policy Committee.

### **The Council's Role:**

To meet its overarching financial responsibilities, the Council is responsible for appointing an Internal Auditor to maintain an adequate and effective system of audit. This responsibility shall be discharged through the appointment of an independent and suitably qualified auditor who is conversant with the regime of local government finance.

To receive the reports of its Internal Auditor and take appropriate action on the recommendations therein.

To oversee the arrangements for internal control, the Council shall receive reports from its Finance Committee and the Internal Control Councillor(s).

To review annually the effectiveness of its internal controls and internal audit service.

To ensure adequate arrangements are in place to assess and mitigate risks to the Council.

To operate, maintain, monitor and annually review its financial regulations.

## **The Finance Committee Role**

The Finance Committee's role is to:

- Retrospectively approve all payments made since the previous meeting; and
- Approve the monthly bank reconciliation, when completed.

## **The role of the Internal Auditor**

The Internal Audit Service is available all year round. The appointed Auditor may be contacted during this period if required.

The Internal Auditor shall visit the Council at least once a year, or more if requested by either party. The duties of the IA are set out in the Terms of Reference for the Internal Audit Service.

An important part of the role of the Auditor is to report on the Council's Annual Return (a public document) and on the effectiveness of the Council's internal controls and financial systems.

**Adopted February 2012, Reaffirmed June 2013, June 2014, Amended Mar 2015  
Amended Sept 2015, Amended March 2017, Amended February 2018  
Amended February 2019, Amended February 2020, Amended February 2021, Amended  
December 2023. Reaffirmed November 2024.**





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## **MONEY HANDLING POLICY: POLICY STATEMENT**

To ensure proper and consistent cash handling procedures, all employees who handle cash must be aware of, and show a strong commitment to controls over cash funds. Controls are required to safeguard against loss and to protect employees by defining responsibilities in the handling of cash.

### **GENERAL GUIDELINES:**

1. This policy covers both the Town Council and Mayoral accounts.
2. Money must not be left unattended.
3. Cash funds must be stored immediately in the safe, to which access is restricted to office staff and The Clerk.
4. All Cash received should be passed to a member of staff as soon as possible.
5. All monies received must be recorded in the relevant receipt book, and a copy receipt given to the payee. The monies should be kept in the safe.
6. The amount stored on the premises should not normally exceed £200.
7. Banking should be carried out as soon as practicable once the amount stored on the premises reaches £200, or at least a minimum of once per fortnight.
8. Staff are not expected to put themselves at risk in the event of robbery – there should be no resistance; the focus should be upon observing attacker(s) and memorising details to assist with any police investigation.
9. Any concerns regarding money handling should be reported to The Clerk at the earliest opportunity.

## **GUIDELINES FOR PETTY CASH FUNDS:**

1. It is the responsibility of all staff who maintain petty cash funds to adhere to this policy.
2. A petty cash float may be increased by withdrawing cash using the procurement card. All transactions from the procurement card are reviewed by the relevant Internal Control Councillor (ICC).
3. The petty cash fund must be kept in a safe under the control of the responsible staff. Only responsible staff may have access to the petty cash fund.
4. The petty cash fund must not be used for personal loans, cashing cheques, or for salaries.
5. The person responsible for the petty cash fund should follow financial regulations to establish a maximum size for the petty cash fund.
6. Petty cash should be used as a convenient method to pay small claims and is not intended for larger or frequent payments.
7. Funds received from any other source must not be added to the petty cash fund.
8. When petty cash reimbursements are made, they should normally only be made on production of a receipt from the payee.
9. If, in exceptional circumstances, petty cash is given prior to purchase, a note should be made of the amount and payee, a receipt should be presented at the earliest possible opportunity.
10. Petty cash transactions must be recorded in the petty cash book with details of the payee, amount, item(s) purchased, initial of member crediting, amount paid, balance after payment (checked).
11. Petty cash should be counted at the end of each month by the Clerk or another staff member who is not responsible for maintaining petty cash and related records. The count should be evidenced in writing and signed off by the verifier.

Updated September 2010, Revised June 2012. Re-affirmed October 2014.  
Revised October 2015, Revised October 2016, Revised February 2018  
Amended July 2020, Amended March 2022. Amended October 2023. **Reaffirmed  
November 2024.**  
To be reviewed annually.

**Raunds Town Council**

**Bank - Cash and Investment Reconciliation as at 31 October 2024**

Confirmed Bank & Investment Balances

Bank Statement Balances

25/10/2024	Unity Trust	420,328.14	
31/10/2024	NatWest Current	388,979.50	
31/10/2024	NatWest Deposit	10,925.83	
31/10/2024	Petty Cash	150.59	
31/10/2024	Public Sector Deposit Fund	175,000.00	
01/10/2024	Lloyds Card	-1,768.57	
			<b>993,615.49</b>

Receipts not on Bank Statement

**1,768.57**

**Closing Balance**

**995,384.06**

All Cash & Bank Accounts

1	Unity Trust A/C	420,328.14
2	NatWest Current/Reserve A/C	399,905.33
3	Petty Cash	150.59
5	Public Sector Deposit Fund	175,000.00
6	Lloyds Card	-200.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>995,184.06</b>

8.2  
1.3

ALL AGREED & RECONCILED TO  
STATEMENTS AND AGREED TO  
LEADER ACCOUNTS

**Raunds Town Council**

**Bank - Cash and Investment Reconciliation as at 30 November 2024**

**Confirmed Bank & Investment Balances**

Bank Statement Balances

30/11/2024	Unity Trust	354,941.04	
29/11/2024	NatWest Current	10,925.48	
29/11/2024	NatWest Deposit	389,396.72	
30/11/2024	Petty Cash	77.50	
30/11/2024	Public Sector Deposit Fund	175,000.00	
31/10/2024	Lloyds Card	0.00	
			<b>930,340.74</b>

Receipts not on Bank Statement

0.00

**Closing Balance**

930,340.74

All Cash & Bank Accounts

1	Unity Trust A/C	354,941.04
2	NatWest Current/Reserve A/C	400,322.20
3	Petty Cash	77.50
5	Public Sector Deposit Fund	175,000.00
6	Lloyds Card	0.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<u><b>930,340.74</b></u>

*ALL BALANCED AND RECONCILED TO BANK STATEMENTS & AGREED TO LEADER M.C.'S.*

**Raunds Town Council**

**Bank - Cash and Investment Reconciliation as at 31 December 2024**

**Confirmed Bank & Investment Balances**

Bank Statement Balances

06/12/2024	Unity Trust	227,887.58	
31/12/2024	NatWest Current	10,925.48	
31/12/2024	NatWest Deposit	389,857.60	
01/12/2024	Petty Cash	234.84	
31/12/2024	Public Sector Deposit Fund	175,000.00	
31/12/2024	Lloyds Card	0.00	
			<b>803,905.50</b>

Receipts not on Bank Statement

0.00

**Closing Balance**

**803,905.50**

All Cash & Bank Accounts

1	Unity Trust A/C	227,887.58
2	NatWest Current/Reserve A/C	400,783.08
3	Petty Cash	234.84
5	Public Sector Deposit Fund	175,000.00
6	Lloyds Card	-200.00
	Other Cash & Bank Balances	0.00
	<b>Total Cash &amp; Bank Balances</b>	<b>803,705.50</b>

✓  
2 ALL AGREED BANK STATEMENTS & RECONCILIATION TO BANK STATEMENTS & LEDGER A/C'S.

## List of Payments made between 01/10/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/10/2024	Arval UK Ltd	INV-0345	538.63		Van Lease October 2024
01/10/2024	Vanarama	VR/152395/	26.98		Vanarama Service Plan Annual
01/10/2024	Reids Playground Maintenance L	INV-6497	300.00		Repair Skate Unit Bassfords
01/10/2024	Entertainment Base Mobile Repa	2443	20.00		Laptop Power Lead
01/10/2024	M Routledge	BACS	16.56	Clerk	M Routledge Mileage Sept 24
01/10/2024	Turneys	23148	10,057.61		August 24 Maint/& Extra Works
01/10/2024	Espo	7460859	27.12		Black Refuse Sacks
01/10/2024	Suresafe Electrical	0893	84.00		TH Ext.Lgtng.-Timers
01/10/2024	Croft Communications Ltd	2024081712	142.85		CCTV Data Multinet SIM Sept 24
01/10/2024	Thomas Fattorini Ltd	I290991	1,682.87		Mayors Chain Repair
01/10/2024	Amazon	417WZBABEY	179.40		x6 Rubber Grass Mats
03/10/2024	YU Energy	02054838	117.47		TH-September 24
07/10/2024	Farm & Garden Central Ltd	2124	145.92		Farm & Garden Supplies Sept 24
07/10/2024	Scorpion Security Guarding Ser	44519	156.00		Engineer Call Out 24/09/24
07/10/2024	Floor to Ceiling Clean & Every	INV-31	756.00		September Cleaning - Town Hall
07/10/2024	ADY PENDRED Signwriter	2257	108.00		Cemetery Sign - Herb Garden
07/10/2024	Everyday Essentials	PO2622	632.92		Autumn/Winter Floral Displays
07/10/2024	Webb House Accountancy Ltd	114720	96.00		September Payroll Charge
07/10/2024	Countywide Catering Equipment	99277	198.00		Saxon Hall Gas Safety Test
08/10/2024	YU Energy	02009105	12.62		War Memorial-September 24
08/10/2024	YU Energy	02009106	195.06		TS-FP2-September 24
08/10/2024	YU Energy	02009149	308.15		TH Cellar-September 24
08/10/2024	YU Energy	02009150	23.90		TS.T.Block-September 24
08/10/2024	YU Energy	02009151	111.24		TH Stairs - September 24
08/10/2024	YU Energy	02009152	72.18		Inside Church-September 24
08/10/2024	YU Energy	02009153	1,120.50		SH-September 24
08/10/2024	YU Energy	02009154	72.32		TS-FP1-September 24
10/10/2024	Barclays Bank Plc	0168585409	27.49		Barclaycard 30/09/24
10/10/2024	YU Energy	02054839	223.41		SH-September 24
11/10/2024	Nene Valley Vineyard	BACS	250.00	Clerk	Grant Award - Xmas Gift Shop
11/10/2024	Raunds Tigers FC	BACS	500.00	Clerk	Grant Award - RTYFC
11/10/2024	S Tucker	BACS	154.00	Clerk	S Tucker Expenses Sept 24
11/10/2024	S Tucker	BACS	27.00	Clerk	S Tucker Expenses Oct 24
11/10/2024	Millennium Quest Ltd	MQI-2870	18,315.36		Services for Xmas Lights 24/11
11/10/2024	Fabwell Heating & Plumbing Ltd	INV5263	288.00		SH-ND Gas Safety Record
11/10/2024	Amazon	1471321815	7.99		Halloween Poster
11/10/2024	Amazon	418LTVABEY	26.24		A5 Leaflet Holder/Dispenser
11/10/2024	Amazon	41AD97ABEY	13.99		The Holdovers DVD-18/12/24
11/10/2024	Ellen Smith	BACS	41.40	Clerk	E Smith Mileage Aug/Sept 24
11/10/2024	Espo	7471305	23.88		TH T. Rolls
11/10/2024	Wisbech Town Council	BACS	25.00	Clerk	1x ticket Charity Buffet
11/10/2024	Wellingborough Town Council	BACS	35.00	Clerk	1x ticket W'boro Gala
11/10/2024	Independent Memorial Inspectio	3712	3,312.00		St.Peters-Clean War Memorial
11/10/2024	Syntec	INV10144	86.52		M/Soft Bus. Std August 24
11/10/2024	Alpine Cleaning Services	SI-2611	48.00		SH External Window Cleaning
11/10/2024	Jay Air - Air Conditioning	2105	414.00		Pump for Air Con. Unit SH
11/10/2024	HMRC	BACS	2,778.29	Clerk	PAYE & NI September 2024

## List of Payments made between 01/10/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/10/2024	Amazon	1559673005	22.98		M.Quiz-Baskets 11/10/24
11/10/2024	Neil Richardson	RTC021024	90.00		Live Singer-Coffee A'Noon 2/10
11/10/2024	Smiths Fire LLP	260396	214.80		2/9/24Srv.Visit Extin.Blnk.etc
11/10/2024	IPSA	C109	217.20		Reimburse Overpayment - Room J
15/10/2024	Hosted Connections Ltd	108255	262.70		Line Broadband September 24
15/10/2024	North Northamptonshire Council	600568418/	98.00		Non-Dom Rates Cem 2024-25
15/10/2024	North Northamptonshire Council	600647326/	735.00		Non-Dom Rates 2024-25
15/10/2024	North Northamptonshire Council	600938527/	124.00		Non-Dom Office A 2024-25
15/10/2024	North Northamptonshire Council	600938556/	193.00		Non-Dom Rates C & R1 2024-25
15/10/2024	North Northamptonshire Council	600938569/	105.00		Non-Dom Rates Office D 2024/25
15/10/2024	North Northamptonshire Council	600938572/	95.00		Non-Dom Rates Office E 2024-25
15/10/2024	North Northamptonshire Council	600938585/	196.00		Non-Dom Rates Office F 2024-25
15/10/2024	Mayor of Raunds Charity Acc	BACS	65.01	Clerk	Reimburse Mayor's Charity Acc
16/10/2024	Lloyds Card	CCARD SEPT	1,768.57		Lloyds Card September 2024
16/10/2024	LOCAL LEAFLET DROP LIMITED	INV1410240	596.45		Spotlight Leaflet Drop Oct 24
16/10/2024	Amazon	1466787875	12.99		Urinal Mats/Toilet Blocks
16/10/2024	Amazon	308374465	18.99		Digital Clock - Clerks Office
16/10/2024	A & R Print Solutions Ltd	INV-6683	61.50		A5 Stickers Keep Dogs on Leads
16/10/2024	Kettering Playsafe	2255	871.10		Replace Clim. Rope Bassfords
16/10/2024	Northants CALC Ltd	INV-3961	50.40		Canva Pt.1-Ellen Smith 15/8/24
16/10/2024	Louise Blood	BACS	91.17	Clerk	L Blood Mileage June-Sept 24
16/10/2024	SMITH SKIPS HIRE	SSH3234	210.00		SH-Yard Skip Hire
16/10/2024	Millennium Quest Ltd	MQI-2903	1,400.40		Bespoke Child motif-Comp.Win
16/10/2024	Woodbine Reindeer	1970/A	990.00		Reindeer Hire 24/11/24
16/10/2024	Spectrum Fire UK Ltd	47959	9,505.20		Fire Door Inspection SH&TH
22/10/2024	Wireless Logic Ltd	AP1542030	60.00		x2 Noticeboards Rental/Useage
25/10/2024	Three Mobile Business	9850014190	32.39		Mobile Charges
25/10/2024	Filmbankmedia	06325760	109.20		Film A'Noon Baltimore 16/10/24
25/10/2024	Smiths Fire LLP	260706	156.00		SH-Alarm&Emerg.Lgtng.Service
25/10/2024	Smiths Fire LLP	260710	156.00		TH-Alarm&Emerg.Lgtng.Service
25/10/2024	Amazon	873133225A	109.92		Herb Plants for Adopt a Grave
25/10/2024	Amazon	175518691	23.70		Seed Bomb bags-distribution
25/10/2024	Amazon	41E70RABEY	24.97		Garden Leaf Grabbers
25/10/2024	Turneys	23188	4,862.82		Maint.Wrks&Ex.Wrks Sept 24
25/10/2024	Croft Communications Ltd	2024091741	142.85		CCTV Data Multi SIM Oct 24
25/10/2024	Stephen J Pell	181024	25.00		Reattach Fire Ext.&T.Roll Hold
25/10/2024	New Earth Solutions T/A Mounta	IW1339590	234.82		Recycling Mixed/Waste/Glass
29/10/2024	Staff Salaries Month 7	BACS	14,287.82	Clerk	Staff Salaries Month 7
29/10/2024	Banana Brain Fun Shows	011124	250.00		Halloween Entertainment 1stNov
29/10/2024	DJS Entertainment	456	150.00		Uplighters H'ween 1/11/24
29/10/2024	North Northamptonshire Council	920078743	131.48		Rates Nov 24 - Feb 24
29/10/2024	Northants CALC Ltd	INV-3969	50.40		E.Smith Training Canva Pt.2
29/10/2024	Amazon	41GKACABEY	13.25		Stihl Mowing Line for Strimmer
29/10/2024	Amazon	176612341	16.25		2x 25Ltr. Water Containers
29/10/2024	S Tucker	BACS	124.50	Clerk	S Tucker Expenses Oct 24
29/10/2024	Northamptonshire Pension Fund	BACS	4,116.66	Clerk	Pension Contributions Month 6
29/10/2024	Northamptonshire Pension Fund	BACS	4,688.02	Clerk	Pension Contributions Month 7

## List of Payments made between 01/10/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/10/2024	xBert Plumbing & Heating	INV-0214	980.00		Supply/Install x2 Radiators
29/10/2024	Peterborough Mayor's Charities	BACS	12.50	Clerk	1x Ticket P Byrne Quiz 05/12
29/10/2024	Reids Playground Maintenance L	6569	120.00		Marsh.Rd. Multiunit Repair
30/10/2024	Unity Trust Bank	BACS	26.70	Clerk	Service Charge 30/10/24
01/11/2024	Arval UK Ltd	RI00126548	538.63		Van Rental 21/11/24-20/12/24
01/11/2024	Shire Leasing	0517446202	1,551.42		Toshiba E-Studio 4525AC Rental
01/11/2024	Vanarama	VR/152395/	26.98		Vanarama Service Plan Annual
08/11/2024	YU Energy	02083103	14.40		War Memorial St. Peters Oct 24
08/11/2024	YU Energy	02083104	256.81		TS - FP2 Oct 24
08/11/2024	YU Energy	02083146	394.97		TH - Cellar Oct 24
08/11/2024	YU Energy	02083147	24.69		TS - T.Block Oct 24
08/11/2024	YU Energy	02083148	247.84		TH - Stairs Oct 24
08/11/2024	YU Energy	02083149	94.76		Inside Church Oct 24
08/11/2024	YU Energy	02083150	1,334.99		SH - October 24
08/11/2024	YU Energy	02083151	68.32		TS - FP1 Oct 24
08/11/2024	Amazon	131692361	103.96		Urns for Mayors Mulled Wine
08/11/2024	Amazon	1989087155	24.68		Coffee A'Noon Wreaths 4/12
08/11/2024	Amazon	41HJMGABEY	37.96		Coffee A'Noon Wreaths 4/12
08/11/2024	Amazon	131634641	16.57		Coffee A'Noon Wreaths 4/12
08/11/2024	DJS Entertainment	459	250.00		Prof.Srvs Rem.Parade 10/11/24
08/11/2024	Floor to Ceiling Clean & Every	32	828.00		Cleaning Services Oct 24
08/11/2024	Miss N Joy	BACS	61.65	Clerk	Mileage Claim Sep-Oct 24 N Joy
08/11/2024	Carly Knight	BACS	25.00	Clerk	Pitch Fee Refund 24.11.24
08/11/2024	A & R Print Solutions Ltd	INV6726	1,527.00		Spotlight Newsletter 5K
08/11/2024	Suresafe Electrical	INV-0934	108.00		Install RCBO TH Ground Lights
08/11/2024	Kettering Playsafe	2272	582.00		Replace Pltfrm/Twr.Unit BFords
08/11/2024	Maynard Memorials	1800	3,198.00		Cemetery Remedial Works Btch 1
08/11/2024	MPL Tree consultancy Ltd	INV-0488	612.50		Tree Survey Stage 1
08/11/2024	MPL Tree consultancy Ltd	INV-0489	612.50		Tree Survey Stage 2
08/11/2024	Miss N Joy	BACS	39.83	clerk	Staff Expenses Halloween 24
08/11/2024	Royal British Legion	BACS	75.00	Clerk	Memorial Wreaths 10.11.24
08/11/2024	Wellingborough Town Council	BACS	10.00	Clerk	Tkt P.Byrne Quiz Night 28.11
08/11/2024	Peterborough Mayor's Charities	BACS	40.00	Clerk	Tkt P.Byrne Lunch 14.12.24
08/11/2024	l'borough Council T Walton	BACS	11.00	Clerk	Tkt P.Byrne Bingo 25.01.25
08/11/2024	Webb House Accountancy Ltd	114758	96.00		October Payroll 24
08/11/2024	MPL Tree consultancy Ltd	INV-0490	250.00		Full Tree Survey Pocket Park
08/11/2024	MPL Tree consultancy Ltd	INV-0490	250.00		Full Tree Survey Pocket Park
08/11/2024	Webb House Accountancy Ltd	114758	96.00		October Payroll 24
08/11/2024	MPL Tree Consultancy Ltd	BACS	-200.00		Tree Survey Pocket Park
08/11/2024	MPL Tree Consuktancy Ltd	BACS	-50.00	Clerk	Tree Survey Pocket Park
08/11/2024	Webb House Ltd	BACS	-96.00		October Payroll
11/11/2024	YU Energy	02129051	496.92		TH - Oct 24
11/11/2024	YU Energy	02129052	563.69		SH - Oct 24
11/11/2024	Barclays Bank Plc	0168585410	66.66		Barclaycard Charges Oct 24
12/11/2024	HMRC	BACS	3,503.81	Clerk	PAYE & NI Month 7
12/11/2024	NS-UK Group (Northern) Ltd	RDP-2024	460.80		Security R'Brance Day 10/11/24
12/11/2024	A & R Print Solutions Ltd	INV-6751	426.60		Christmas Lights Banners x9



## List of Payments made between 01/10/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
12/11/2024	ARK FARM	AFL21178	1,134.00		Petting Farm-Xmas Lights 24/11
12/11/2024	Alpine Cleaning Services	SI2657	48.00		Cleaning Ext. Windows SH
12/11/2024	Northants CALC Ltd	4000	12.00		Nav.Confdl.Agenda STucker
12/11/2024	Rialtas Business Solutions Ltd	32133	216.00		Training Maxine 16/10/24
12/11/2024	Syntec	INV10326	86.52		7x M/Soft Bus. Standard
12/11/2024	Smiths Fire LLP	260975	129.60		SH-Visit 30/9-Fire Ext.Sup&Dis
12/11/2024	Espo	7509588	118.44		T.Duck/H.Twls/Bleach/W.Up SH
12/11/2024	Raunds WI	BACS	50.00	Clerk	Remembrance Sunday Donation
12/11/2024	Alison Hutton	BACS	90.74	Clerk	Refund Saxon Hall 7 Dec
13/11/2024	S Tucker	BACS	1,881.24	Clerk	S Tucker Expenses Nov 24
13/11/2024	Chris Long Photography	SI-31	150.00		Photography Rem.Parade 10.11
15/11/2024	Hosted Connections Ltd	108409	262.36		Line Broadband Oct 24
15/11/2024	North Northamptonshire Council	600568418/	98.00		Non-Dom Rates Cem 2024-25
15/11/2024	North Northamptonshire Council	600647326/	735.00		Non-Dom Rates 2024-25
15/11/2024	North Northamptonshire Council	600938527/	124.00		Non-Dom Office A 2024-25
15/11/2024	North Northamptonshire Council	600938556/	193.00		Non-Dom Rates C & R1 2024-25
15/11/2024	North Northamptonshire Council	600938569/	105.00		Non-Dom Rates Office D 2024/25
15/11/2024	North Northamptonshire Council	600938572/	95.00		Non-Dom Rates Office E 2024-25
15/11/2024	North Northamptonshire Council	600938585/	196.00		Non-Dom Rates Office F 2024-25
15/11/2024	Shireen Dow	BACS	103.00	Clerk	Purchase of Cemetary Plot
18/11/2024	Lloyds Card	CCARDNOV24	1,247.59		Lloyds Card November 24
18/11/2024	Misc. Payments	BACS	333.60	Clerk	Miscellaneous Fees
20/11/2024	Huntingdon Town Council	BACS	37.50	Clerk	Tkt PByrne Charity Night 29.11
20/11/2024	Farm & Garden Central Ltd	2168	57.98		Oil,Batt,Cutters,Polyfilla
20/11/2024	Amazon	41N9FVABEY	31.99		80Ltr. Refuse Bins x2
21/11/2024	Amazon	41KWHYABEY	38.17		Bug Hotels-Canes & Bark
21/11/2024	Amazon	41LFZOABEY	37.98		13amp Plug & B'Ball Chain
21/11/2024	Amazon	180060371	49.86		Seed paper Envelopes
21/11/2024	Amazon	1407606115	23.98		Seeded Envelopes
21/11/2024	Amazon	1542666925	23.98		Pine Cones - Bug Hotels
21/11/2024	Espo	7521225	90.72		T.Roll & Paper Towels
21/11/2024	Syntec	INV-10449	802.40		Dell OptiPlex 7020 Desktop RK
21/11/2024	SMITH SKIPS HIRE	SSH3384	210.00		6 yard skip hire OS
21/11/2024	Countywide Catering Equipment	99448	48.00		Supply Air in Filter-SHKitchen
21/11/2024	DJS Entertainment	458	2,975.00		Xmas Lights Swith On 24/11/24
21/11/2024	Reids Playground Maintenance L	6609	120.00		Repair Saddlers Way Gate
21/11/2024	Capacita	201	450.00		Elf's Christmas Lights 24.11
21/11/2024	Bridgman & Bridgman LLP	3271	2,520.00		GreenRoofsMarshallsRdCarPark
21/11/2024	Turneys	23240	8,714.79		Maint.Oct 24 & Extra Works
21/11/2024	Raunds Community Centre	1083	120.00		Room Hire Xmas Lights 24/11/24
21/11/2024	MCGFM	INV-0053	2,400.00		Saxon Hall Bank Works
22/11/2024	Wireless Logic Ltd	AP1548287	60.00		x2 Noticeboards Rental/Useage
25/11/2024	Three Mobile Business	9850014190	32.39		Mobile Charges
25/11/2024	Round Table	0004	100.00		DonationsforSanta'sSleigh
27/11/2024	Croft Communications Ltd	2024101769	142.85		CCTVDataMultiSumNov24
27/11/2024	Smiths Fire LLP	261409	336.00		Attended site 31.10.24
27/11/2024	Suresafe Electrical	INV0969	342.00		EICR TS

## List of Payments made between 01/10/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
27/11/2024	Suresafe Electrical	INV0970	198.00		Intall x2 Sockets TH StoreRoom
27/11/2024	Amazon	198448053	8.94		Clr.Film Pancreatic Cancer
27/11/2024	Filmbankmedia	06328180	109.20		Film The War Below 20/11/24
27/11/2024	Amazon	1545977275	7.99		Seed Bomb Bags
27/11/2024	Northamptonshire Pension Fund	BACS	6,273.53	Clerk	Pension Contributions Month 8
27/11/2024	EUROFFICE	0004587090	68.33		Paper/Hi-Lgtrs./Diaries
27/11/2024	EUROFFICE	0004587213	1.88		Diary
27/11/2024	Suresafe Electrical	INV0972	36.00		1x Ext. Junc.Box for Tree Lgts
27/11/2024	Eco Green communities	INV14423	175.14		Dog Bags
27/11/2024	North Northamptonshire Council	920078743	131.00		Rates Nov 24 - Feb 24
27/11/2024	Suresafe Electrical	INV0971	144.00		EICR Memorial Gardens
27/11/2024	Bluefish Office Now TA Complet	SINV041404	25.82		Post Its & Paper TH
27/11/2024	Suresafe Electrical	INV0968	189.60		Sup.&Fit 2x Flat Panels Hall 2
27/11/2024	Amazon	809450155	89.99		Safety Traffic Cones
27/11/2024	E L Smith	BACS	79.86	Clerk	Staff Expenses 20.11.24
27/11/2024	Amazon	1989087155	11.99		Coffee Wreath Rings 4/12/24
28/11/2024	Big Heroes for Little Heroes	221124	430.00		Characters Xmas Lights 24/11
28/11/2024	Staff Salaries Month 8	BACS	18,308.34	Clerk	Staff Salaries Month 8
29/11/2024	Julie Metters	BACS	35.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Jade Sartain	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Mrs J Stanley	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Julie Herbert	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Mr R I Matthews	BACS	5.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Charlotte Bolton	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	F E Montali	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Angie Cuthbert	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	AMy Grant	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Claire Wilson	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Laura Curling	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Mrs A R Jordan	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	A J Coates	BACS	45.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Artlenock Artistry	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Mrs Y M Thomas	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Deborah Bell	BACS	35.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	1st Raunds Scouts	BACS	5.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	J L Cake Creations	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Dooleys Catering	BACS	75.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	PCM Services	BACS	75.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Mr B S Dhanjal	BACS	75.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Karleigh Richardson	BACS	75.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Ms Sonia J Freeman	BACS	75.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Happy Healthy Healing Ltd	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Gabs Craft Creations	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	PQA Ltd	BACS	25.00	Clerk	Refund-Christmas Lights 24.11
29/11/2024	Mayor's Charity Account	BACS	200.00	Clerk	Xmas Donations Mayor Charities
30/11/2024	Unity Bank Service Charge	BACS	29.10	Clerk	Bank Charges - Nov 24
02/12/2024	Arval UK Ltd	RI00127711	538.63		Van Lease 21/12/24-20/01/25

## List of Payments made between 01/10/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
02/12/2024	Southern Electric	IV01974212	300.05		Electricity Supply 5/8 - 4/11
02/12/2024	Vanarama	VR/152395	26.98		Vanarama Service Plan Annual
03/12/2024	Mayors Charity Account	TRANSFER	100.00	Clerk	Charity Donation - Santa 24.11
04/12/2024	A & R Print Solutions Ltd	INV6786	64.50		Street Lamp Stickers
04/12/2024	Amazon	47MEQKABEI	7.99		Screwdriver Bit Set
04/12/2024	EUROFFICE	0004588900	1.37		Fiscal Planner 2025-26
04/12/2024	Amazon	41PK8QABEY	14.99		Film A'Noon-Thelma 15/1/25
04/12/2024	MOWERMAN GROUNDS MAINT.	1459	984.00		Millfield Works - Left of Gate
04/12/2024	Amazon	130927881	11.99		Longreach Cobweb Duster
04/12/2024	Vision Talent Ltd	INV1364	1,665.00		Xmas Lights Switch-On 24/11/24
04/12/2024	Amazon	GB41Q4RGAB	38.83		Red Paint-Play equipment OS
04/12/2024	Onyx Security	100174	96.00		Refit alarm-new door
04/12/2024	S Scarlett	BACS	25.00	Clerk	Refund Xmas Lights 24
04/12/2024	Floor to Ceiling Clean & Every	33	756.00		Contract leaning Nov 24
04/12/2024	Bestfor Buying Ltd	SIV625742	13.49		Letterbox Cage
04/12/2024	Lainys Rescue	BACS	5.00	Clerk	Refund Xmas 24/11
04/12/2024	Amy Brown	BACS	111.25	Clerk	Refund SH Cancellation 11.12
04/12/2024	NS-UK Group (Northern) Ltd	CLS-2024	1,612.80		Security Lgts.Switch-On 24/11
04/12/2024	Maynard Memorials	1837	3,222.00		Cemetery works-Batch 3
04/12/2024	PPL PRS Ltd	SIN2881942	1,388.83		Music Licence
04/12/2024	Amazon	41PK80ABEY	11.98		Paper Till Rolls for Card M/C
04/12/2024	Amazon	126016921	32.02		Accessory for water bowser
04/12/2024	Amazon	2012988385	3.73		Bingo Pad for Coffee A'Noons
04/12/2024	Amazon	41OUFWABEY	69.99		Filing Cabinet - SH
04/12/2024	Big Beat Entertainment	20240626	200.00		Xmas Lights 24/11-Georgia May
04/12/2024	Webb House Accountancy Ltd	114794	96.00		November Payroll
09/12/2024	YU Energy	02157999	270.18		TS-FP1 November 24
09/12/2024	YU Energy	02158041	346.36		TH Cellar November 24
09/12/2024	YU Energy	02158042	25.20		TS T.Block November 24
09/12/2024	YU Energy	02158043	388.24		TH Stairs November 24
09/12/2024	YU Energy	02158044	127.39		Inside Church November 24
09/12/2024	YU Energy	02158045	1,551.77		SH November 24
09/12/2024	YU Energy	02158046	87.33		TS FP1 November 24
10/12/2024	Barclays Bank Plc	0168585411	35.39		Barclaycard Charges Nov 24
10/12/2024	YU Energy	02157195	26.52		War Mem/St.PetersChurch Nov 24
10/12/2024	YU Energy	02206167	1,191.17		TH November 24
10/12/2024	YU Energy	02206166	960.14		SH November 24
11/12/2024	Rushden Town Council	BACS	15.00	Clerk	Tkt PByrne Curling 01.02.25
11/12/2024	Maynard Memorials	1832	2,424.00		Cemetery Memorial Works Batch 2
11/12/2024	Latmet Fabrications Ltd	07812	16,320.00		St Peters Church Handrail
11/12/2024	Latmet Fabrications Ltd	07813	3,564.00		St Peters Church Handrail
11/12/2024	A & R Print Solutions Ltd	INV6816	63.60		Xmas Cards & Envelopes
11/12/2024	Alpine Cleaning Services	SI-2702	108.00		Ext.Window Cleaning SH&TH
11/12/2024	Online Playgrounds	SIN062300	187.00		Childs Toddler Seat/Swing Seat
11/12/2024	A Hickford Lighting Limited	4852	900.00		Sup.&Fit x2 LED Lanterns
11/12/2024	A & R Print Solutions Ltd	INV-6807	148.20		ChistmasLightBanners24.11.24
11/12/2024	MPL Tree consultancy Ltd	INV0506	550.00		TreeAsses.Cem.Deferneus

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
11/12/2024	Amazon	142187143	71.95		Black Hammerite Paint for OS
11/12/2024	H Shears	BACS	25.00	Clerk	Refund Xmas Lights 24.11.24
11/12/2024	David A.Patrick Carpentry Serv	18	1,140.00		New Side door made & fitted
11/12/2024	Mayors Charity Account	TRANSFER	5.00	Clerk	Donation to Charity Account
16/12/2024	Hosted Connections Ltd	108567	262.70		Broadband Nov 24
16/12/2024	North Northamptonshire Council	600568418/	98.00		Non-Dom Rates Cem 2024-25
16/12/2024	North Northamptonshire Council	600647326/	735.00		Non-Dom Rates 2024-25
16/12/2024	North Northamptonshire Council	600938527/	124.00		Non-Dom Office A 2024-25
16/12/2024	North Northamptonshire Council	600938556/	193.00		Non-Dom Rates C & R1 2024-25
16/12/2024	North Northamptonshire Council	600938569/	105.00		Non-Dom Rates Office D 2024/25
16/12/2024	North Northamptonshire Council	600938572/	95.00		Non-Dom Rates Office E 2024-25
16/12/2024	North Northamptonshire Council	600938585/	196.00		Non-Dom Rates Office F 2024-25
16/12/2024	Lloyds Card	CC DEC 24	907.34		Lloyds Card December 2024
17/12/2024	Wave - Anglian Water Business	14379444	49.11		TS Car Park 3/9/24 - 2/12/24
17/12/2024	Bendcrete Leisure Ltd	INV02070	54,240.00		Design/Const.Skate Park Val.1
18/12/2024	HMRC	BACS	5,351.22	Clerk	PAYE & NI Month 8
18/12/2024	Onyx Security	INV39175	1,236.00		New Intercom System
18/12/2024	Jay Air - Air Conditioning	2150	98.40		Call Out SH 28/11 No Heating
18/12/2024	Rialtas Business Solutions Ltd	32261	1,771.97		Cem.Software&Mem.Module+Supprt
18/12/2024	Style Movable Partition Specia	16267	900.00		SH Partition Door Service
18/12/2024	Scorpion Security Guarding Ser	45204	1,120.46		CCTV Maint. Jan 25 to Jan 26
18/12/2024	North Northamptonshire Council	920078743	131.00		Rates Nov 24 - Feb 24
18/12/2024	Croft Communications Ltd	31324	142.85		CCTV Data Multi Sim Dec 24
18/12/2024	B & M Waste Services	IW1401943	237.00		Recycling Mixed/Waste/Glass
18/12/2024	Contacta	6551	123.00		TH Hearing Loop Annual Service
18/12/2024	Farm & Garden Central Ltd	2212	86.37		Misc. Ties,Glue,Keys etc.
18/12/2024	Hygiene Solutions & Systems Lt	059974	216.81		Sanitory/Nappy Bin 27/12-26/03
18/12/2024	uKBride/Whitespeace Publishers	47665	1,918.80		UK Brides 1 Year Subscription
18/12/2024	Suresafe Electrical	INV0990	78.00		Emergency Call Out TS Tree
18/12/2024	A & R Print Solutions Ltd	INV6828	156.72		Hats/Fleeces/Shirts/Trousers
18/12/2024	Midland Tree Specialists	4537	576.00		Tree Works Berrister Place
18/12/2024	SMITH SKIPS HIRE	SSH3471	210.00		Skip Hire SH
18/12/2024	Midland Tree Specialists	4536	996.00		Ivy Removal Berrister Place
18/12/2024	A & R Print Solutions Ltd	INV6822	100.80		x1 Xmas Running Order Banner
18/12/2024	Espo	7544811	73.98		Hand Towels & Toilet Rolls
18/12/2024	Syntec	INV10508	86.52		x7 Microsoft Bus. Standard
18/12/2024	Millennium Quest Ltd	MQI2913	126.00		Bandstand Faulty Lights Repair
18/12/2024	Turneys	23301	5,638.84		Maint.Wrks&Wntr+Ex.Wrks Nov 24
18/12/2024	Peterborough Mayor's Charities	BACS	40.00	Clerk	P.Byrne Masked Ball 18.01.25
18/12/2024	WNC Chairman Charity Account	BACS	45.00	Clerk	P.Byrne Civic Dinner 04.04.25
18/12/2024	H Lawman	BACS	30.00	Clerk	P.Byrne Civic Dinner 13.03.25
18/12/2024	Mayor's Charity Account	TRANSFER	1,376.18	Clerk	Donations during 2024
18/12/2024	M L Routledge	BACS	21.92	Clerk	Staff Expenses
20/12/2024	Wave - Anglian Water Business	14397297	124.00		TH-6/9/24 -5/12/24
20/12/2024	Wave - Anglian Water Business	14396387	167.34		SH-6/9/24 - 5/12/24
20/12/2024	Wave - Anglian Water Business	14397790	25.13		Mkt.Trdrs 6/9/24 - 5/12/24
23/12/2024	Staff Salaries Dec 24	BACS	15,559.10	Clerk	Staff Salaries Dec 24

## Unity Trust A/C

## List of Payments made between 01/10/2024 and 31/12/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
24/12/2024	Wireless Logic Ltd	AP1567149	60.00		x2 Noticeboards Rental/Useage
27/12/2024	Three Mobile Business	9850014190	32.39		Mobile Phone Charges
31/12/2024	Unity Trust Bank	BACS	12.90	Clerk	Manual Handling Charge Dec 24
31/12/2024	Unity Trust Bank	BACS	31.50	Clerk	Service Charge Dec 24

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**Total Payments**      303,713.12

List of Payments made between 01/10/2024 and 31/12/2024

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
29/11/2024	NatWest	BACS	0.35	Clerk	Bank Charges 01 Nov

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**Total Payments**      0.35

## Lloyds Card

## List of Payments made between 01/10/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/10/2024	Spotify	L110	11.99	clerk	Spotify Premium Sept 24
16/10/2024	The Range EC27.24	L111	159.97	clerk	InflatablesH'WEEN 1/11 EC27.24
16/10/2024	B & Q Marketplace	L112	171.93	clerk	Inflatable H'WEEN EC27.24
16/10/2024	Jalex Pets	L113	135.98	clerk	Ragwort Killer
16/10/2024	QD Stores	L114	34.94	clerk	Storage Trunk & Dustpan Set
16/10/2024	Adobe	L115	16.64	clerk	Acrobat Pro 13/9-12/10
16/10/2024	Asda	L116	7.35	clerk	Fuel for Hedgecutter
16/10/2024	Roadware	L117	170.28	clerk	Dog Waste Bin OS
16/10/2024	Screwfix	L118	100.76	clerk	Pothole Repairs for Car Parks
16/10/2024	Baker Ross	L119	44.90	clerk	Coffee A'Noon 6/11/24
16/10/2024	Adobe	L120	47.48	clerk	Creative Cloud 22/9-21/10
16/10/2024	Pats About Locks	L121	120.00	clerk	Locksmith Outside Store
16/10/2024	North Northants	L122	21.00	clerk	TENS Licence 24/11/24 Xmas
16/10/2024	Screwfix	L123	342.95	clerk	Chainsaw for OS
16/10/2024	Power Tools Direct	L124	31.01	clerk	Lopper for OS
16/10/2024	Honey Brothers	L125	303.59	clerk	Battery Blower Kit OS
16/10/2024	JW Plant	L126	44.80	clerk	VE Day 80 Flag
16/10/2024	Lloyds Card	L127	3.00	clerk	Monthly Fee
23/10/2024	Petty Cash	CASH W/D	200.00		Petty Cash Top-Up Oct 24
18/11/2024	Spotify Ltd	L128	11.99	clerk	Spotify Premium Oct 24
18/11/2024	Adobe	L129	16.64	clerk	Acrobat Pro 13/10-12/11
18/11/2024	Mick George Group	L130	96.97	clerk	Top Soil-Cemetery Clean Up
18/11/2024	Vodafone Vesta TopUp SH	L131	5.00	clerk	Vodafone TopUp
18/11/2024	Post Office	L132	36.30	clerk	Postage Stamps
18/11/2024	Adobe	L133	47.48	clerk	Creative Cloud 22/10-21/11
18/11/2024	SP Hughie Willett	L134	264.00	clerk	Hedgetrimmer Full Set
18/11/2024	EBay	L135	24.19	clerk	Heavy Duty Broom OS
18/11/2024	Tooled Up	L136	47.90	clerk	Wedding Brush/Scraper Set OS
18/11/2024	Cash Fee	L137	5.00	clerk	Lloyds Card
18/11/2024	Tools Today	L138	285.00	clerk	Cordless Trimmer Full Set OS
18/11/2024	Baker Ross	L139	53.45	clerk	Coffee Wreath Making 4/12/24
18/11/2024	Asda	L140	93.16	clerk	Halloween Goods 1/11/24
18/11/2024	Asda	L141	45.52	clerk	Events Wedding/Rem.Sunday
18/11/2024	Spotify	L142	11.99	clerk	Spotify Premium Nov 24
18/11/2024	Monthly Fee	L143	3.00	clerk	Lloyds Card
10/12/2024	Lloyds Card	MATCH	691.08	Clerk	Reverse Receipt Llpoyds
16/12/2024	Co-Op Food Store	L144	64.00	clerk	Milk Chocolate-Xmas Lgts.24/11
16/12/2024	QD Raunds	L145	9.98	clerk	Chocolates Xmas Lights 24/11
16/12/2024	Co-Op Food Store	L146	25.95	clerk	Milk/Sugar/Coffee/Chocs/Tea
16/12/2024	We Print Lanyards	L147	27.91	clerk	Lanyards & Card Holders
16/12/2024	Primary Teaching	L148	11.88	clerk	Photo ID for Staff
16/12/2024	High Notes Music	L149	12.00	clerk	x1 Tkt. PByrne 011224
16/12/2024	AVS Fencing	L150	66.38	clerk	Repairs/Open Spaces
16/12/2024	Screwfix	L151	31.97	clerk	Repair Open Spaces
16/12/2024	SP Nestbox Co Ltd	L152	160.20	clerk	Bird & Bat Box Kits
16/12/2024	The Works	L153	68.40	clerk	Wooden Crate Hampers
16/12/2024	Adobe	L154	16.64	clerk	Acrobat Pro 13/11/24-12/12/24

## Lloyds Card

## List of Payments made between 01/10/2024 and 31/12/2024

---

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
16/12/2024	Ashridge Trees	L155	186.51	clerk	Ashbridge Trees-Orchard
16/12/2024	Co-Op Food Store	L156	47.81	clerk	Batt./Chocs./Bisc Xmas 24/11
16/12/2024	Asda	L157	7.02	clerk	Fuel - Water Bowser
16/12/2024	Wickes	L158	13.50	clerk	Adhesive/Knives Repair TBlock
16/12/2024	Screwfix	L159	99.22	clerk	Repair Cemetery Chapel Roof
16/12/2024	Adobe	L160	47.48	clerk	Creative Cloud 22/11-21/12
16/12/2024	Screwfix	L161	7.49	clerk	Repairs Open Spaces
16/12/2024	Lloyds Card	L162	3.00		Monthly Fee
23/12/2024	Petty Cash	CASH	200.00		Petty Cash Top-Up

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**Total Payments**      4,814.58



Time: 11:30

## Petty Cash

## List of Payments made between 01/10/2024 and 31/12/2024

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
07/10/2024	QD Stores	PV58	17.59	clerk	Cloths&Napkins M.Quiz 11/10
07/10/2024	Co-Op Food Store	PV59	15.45	clerk	Coffee/Milk/Tablets
08/10/2024	Co-Op Food Store	PV60	3.90	clerk	Coffee Mate
08/10/2024	QD Stores	PV61	14.99	clerk	Spot Mop - SH
10/10/2024	Co-Op Food Store	PV62	1.45	clerk	Milk-TH
10/10/2024	QD Stores/Asda	PV63	17.02	clerk	Cloths/C'Slaw/Bread Quz. 11/10
11/10/2024	Co-Op Food Store	PV64	32.00	clerk	Baquettes/Spoons M.Quiz 11/10
22/10/2024	Co-Op Food Store	PV65	1.45	clerk	Milk-TH
23/10/2024	Co-Op Food Store	PV66	9.75	clerk	Coffee/Tea - TH
25/10/2024	Raunds Hardware	PV67	44.98	clerk	White Emulsion-SH
25/10/2024	Co-Op Food Store	PV68	5.70	clerk	Coffee/Milk-SH
25/10/2024	Co-Op Food Store	PV69	1.55	clerk	Milk-TH
31/10/2024	Co-Op Food Store	PV70	9.65	clerk	Milk/Coffee/Sugar-TH
11/11/2024	Co-Op Food Store	PV71	3.30	clerk	Milk-Armistice Day & TH
18/11/2024	Co-Op Food Store	PV72	4.55	clerk	Milk/Dishwasher Tablets
21/11/2024	Co-Op Food Store	PV73	14.65	clerk	Milk/Coffe/Tea/Hot Choc.
24/11/2024	Co-Op Food Store	PV74	21.00	clerk	Xmas Lights Sweets 24/11/24
25/11/2024	Co-Op Food Store	PV75	8.05	clerk	Milk/Coff/Biscuits SH/WrmSpCs
27/11/2024	Co-Op Food Store	PV76	1.55	clerk	Milk
27/11/2024	Screwfix	PV77	19.99	clerk	Hose Clips
01/12/2024	Ian Matthews	PV87	20.00	clerk	Volunteer Xmas Lgts. 24/11/24
06/12/2024	QD Stores	PV78	2.99	clerk	Sponge Scourers - SH
09/12/2024	Co-Op Food Store	PV79	1.55	clerk	Milk - SH
09/12/2024	QD Stores	PV80	3.98	clerk	Recycling Bags - SH
10/12/2024	Co-Op Food Store	PV81	1.55	clerk	Milk - TH
16/12/2024	Co-Op Food Store	PV82	1.55	clerk	Milk - TH
17/12/2024	Co-Op Food Store	PV83	2.25	clerk	Biscuits-Xmas Lights 24/11/24
19/12/2024	Asda	PV84	1.30	clerk	Milk - TH
19/12/2024	QD Stores	PV85	3.49	clerk	Ribbon-OS-Sdlrs/Skate Opening
20/12/2024	Co-Op Food Store	PV86	4.00	clerk	Chocs for Saddlers Re-Opening

<b>Total Payments</b>	291.23
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## Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>100</b>	<b>Administration</b>									
1012	Miscellaneous Income	0	317	0	102	123	0	0	0	0
1030	Photocopying (Income)	0	1,396	0	39	47	0	0	0	0
1076	Precept	598,699	598,699	642,229	642,229	642,229	0	662,539	0	0
1080	Bank Interest & Dividends	77	12,859	6,500	10,749	13,746	0	4,000	0	0
	<b>Total Income</b>	<b>598,776</b>	<b>613,271</b>	<b>648,729</b>	<b>653,119</b>	<b>656,145</b>	<b>0</b>	<b>666,539</b>	<b>0</b>	<b>0</b>
4050	Meeting Costs	627	884	800	960	1,152	0	900	0	0
4100	Elections	0	0	0	0	0	0	1,500	0	0
4105	Mayor's Allowance	2,948	1,397	3,100	564	640	0	3,100	0	0
4110	Chain of Office/Mayoral Board	1,876	137	1,200	1,384	1,661	0	500	0	0
4115	Mayor's Civic Service	825	0	900	948	948	0	1,000	0	0
4120	Bank Charges	424	1,223	750	638	804	0	750	0	0
4125	Professional Fees	3,124	2,739	2,500	1,935	2,322	0	3,000	0	0
4130	Accountancy & Audit Fees	3,003	2,190	3,300	0	0	0	3,750	0	0
4135	Health & Safety	1,414	1,416	750	0	0	0	1,100	0	0
4145	Janitorial Supplies/Cleaning	0	4	0	0	0	0	0	0	0
4150	IT/Office Equip/Upgrades	3,265	4,585	5,000	6,009	7,211	0	3,000	0	0
4155	Stationery Supplies	1,249	1,277	1,500	615	767	0	1,500	0	0
4160	Postage	1,001	970	650	214	257	0	650	0	0
4165	Insurance	8,250	5,412	7,000	6,882	6,882	0	7,000	0	0
4170	Subscriptions	4,165	5,662	6,500	5,513	6,706	0	6,500	0	0
4175	Printing & Photocopying	4,160	5,997	5,000	5,171	5,171	0	5,250	0	0
4190	Cllrs Expenses	790	116	300	0	0	0	300	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4195	Civic Photograph	627	150	250	0	0	0	250	0	0
4200	Advertising (Media)	110	35	100	0	0	0	100	0	0
4205	Newsletter	3,537	2,558	4,000	2,123	2,548	0	4,000	0	0
4210	Website	627	0	500	400	480	0	500	0	0
4220	Flags/Flagpole Maintenance	187	200	0	0	0	0	0	0	0
4255	Improvements	0	1	0	0	0	0	0	0	0
4980	Bad Debts	182	50	200	517	621	0	200	0	0
4981	Contingency	1,216	855	1,300	0	0	0	0	0	0
4982	Raunds Town App	2,780	2,015	750	549	659	0	750	0	0
	<b>Overhead Expenditure</b>	<b>46,387</b>	<b>39,873</b>	<b>46,350</b>	<b>34,425</b>	<b>38,829</b>	<b>0</b>	<b>45,600</b>	<b>0</b>	<b>0</b>
	<b>100 Net Income over Expenditure</b>	<b>552,389</b>	<b>573,398</b>	<b>602,379</b>	<b>618,694</b>	<b>617,316</b>	<b>0</b>	<b>620,939</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	770	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>552,389</b>	<b>574,168</b>	<b>602,379</b>	<b>618,694</b>	<b>617,316</b>		<b>620,939</b>		
<b>120</b>	<b>Offices (The Hall)</b>									
1050	Rents The Hall	27,500	25,105	27,500	17,737	22,249	0	10,000	0	0
1060	Town Hall Other Income	2,750	6,030	0	195	253	0	0	0	0
1063	Town Hall Wedding Hire	0	0	5,000	10,571	12,685	0	10,000	0	0
	<b>Total Income</b>	<b>30,250</b>	<b>31,135</b>	<b>32,500</b>	<b>28,503</b>	<b>35,187</b>	<b>0</b>	<b>20,000</b>	<b>0</b>	<b>0</b>
4125	Professional Fees	710	472	500	0	0	0	0	0	0
4135	Health & Safety	319	776	350	937	1,124	937	0	0	0
4145	Janitorial Supplies/Cleaning	385	1,098	1,200	360	508	0	1,200	0	0
4250	Repairs & Maintenance	11,330	12,826	6,000	9,244	11,093	40	6,000	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4260	Vandalism	638	33	500	0	0	0	500	0	0
4270	Electrical Works	0	0	0	2,561	2,561	0	500	0	0
4275	General Grounds Maintenance	512	282	550	0	0	0	0	0	0
4350	Security: General	319	4	300	0	0	0	300	0	0
4355	Security: Intercom System	765	0	3,000	1,110	1,332	0	300	0	0
4360	Security: CCTV	330	273	350	523	628	0	350	0	0
4365	Security: Fire Alarm	957	813	1,000	869	1,043	0	1,000	0	0
4370	Security: Burglar Alarms	253	300	400	300	360	0	400	0	0
4400	Contract Cleaning	8,965	8,826	8,000	6,748	8,098	0	8,000	0	0
4405	Equipment	319	436	350	169	203	0	350	0	0
4410	Notice Boards	248	75	250	0	0	0	250	0	0
4500	Utility Bills: Electricity	5,466	13,150	6,000	4,215	5,844	0	6,000	0	0
4505	Utility Bills: Gas	4,470	7,215	5,000	2,685	4,436	0	5,000	0	0
4510	Utility Bills: Water Rates	638	619	700	623	748	0	1,000	0	0
4515	Utility Bills: Telephone/Inter	1,914	1,438	1,500	1,024	1,229	0	1,500	0	0
4525	Refuse/Waste Disposal	638	1,429	1,200	1,019	1,223	0	1,200	0	0
4530	Business Rates	7,073	7,082	7,500	8,974	10,768	0	8,500	0	0
4984	Weddings	275	258	300	210	280	0	300	0	0
<b>Overhead Expenditure</b>		<b>46,524</b>	<b>57,404</b>	<b>44,950</b>	<b>41,570</b>	<b>51,478</b>	<b>977</b>	<b>42,650</b>	<b>0</b>	<b>0</b>
<b>Movement to/(from) Gen Reserve</b>		<b>(16,274)</b>	<b>(26,270)</b>	<b>(12,450)</b>	<b>(13,067)</b>	<b>(16,291)</b>		<b>(22,650)</b>		
<b>140</b>	<b><u>Saxon Hall</u></b>									
1045	Funding	0	10,134	0	700	480	0	0	0	0
1065	Saxon Hall Hire	27,500	58,127	30,000	36,372	49,261	0	30,000	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

	<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>	27,500	68,261	30,000	37,072	49,741	0	30,000	0	0
4010 Salaries (Saxon Hall)	51,096	69,959	56,500	51,595	62,387	0	70,000	0	0
4015 Pension Costs Employer Cont.	9,180	11,880	10,100	11,045	14,993	0	14,000	0	0
4016 NI SH Employer Contributions	3,600	4,202	4,000	2,916	3,899	0	4,500	0	0
4020 Car & Expenses Allowances	0	1	0	47	57	0	100	0	0
4045 Protective Clothing	303	270	350	131	157	0	350	0	0
4060 Meeting Costs SH	0	0	0	40	48	0	100	0	0
4125 Professional Fees	303	23,036	350	0	0	0	350	0	0
4135 Health & Safety	605	1,209	650	6,984	8,381	6,984	650	0	0
4145 Janitorial Supplies/Cleaning	913	1,472	1,800	862	1,035	0	1,500	0	0
4215 Advertising & Marketing	1,821	581	1,900	1,599	1,919	0	1,000	0	0
4250 Repairs & Maintenance	2,382	19,252	10,000	4,928	6,348	0	10,000	0	0
4260 Vandalism	605	26	650	0	0	0	0	0	0
4275 General Grounds Maintenance	1,188	521	1,250	606	728	0	0	0	0
4350 Security: General	2,420	1,033	2,500	46	55	0	0	0	0
4360 Security: CCTV	891	273	950	523	628	0	950	0	0
4365 Security: Fire Alarm	594	810	750	881	1,057	0	750	0	0
4370 Security: Burglar Alarms	303	360	500	250	429	0	750	0	0
4400 Contract Cleaning	792	738	850	410	540	0	850	0	0
4405 Equipment	605	4,998	650	272	327	0	650	0	0
4440 Performing Rights Society	726	986	1,300	1,157	1,389	1,157	1,300	0	0
4500 Utility Bills: Electricity	6,442	13,982	8,000	7,842	11,012	0	8,000	0	0
4505 Utility Bills: Gas	8,742	5,491	9,000	2,878	4,842	0	9,000	0	0
4510 Utility Bills: Water Rates	1,210	1,078	1,300	641	769	0	1,300	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4515	Utility Bills: Telephone/Inter	605	1,438	1,300	1,024	1,229	0	1,300	0	0
4520	Utility Bills: Mobile Phones	121	329	300	249	298	0	300	0	0
4525	Refuse/Waste Disposal	3,036	1,492	3,200	1,119	1,343	0	3,200	0	0
4530	Business Rates	5,099	6,680	7,100	7,348	12,595	0	8,000	0	0
	<b>Overhead Expenditure</b>	<b>103,582</b>	<b>172,096</b>	<b>125,250</b>	<b>105,396</b>	<b>136,465</b>	<b>8,142</b>	<b>138,900</b>	<b>0</b>	<b>0</b>
	<b>140 Net Income over Expenditure</b>	<b>-76,082</b>	<b>-103,836</b>	<b>-95,250</b>	<b>-68,325</b>	<b>-86,724</b>	<b>-8,142</b>	<b>-108,900</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	22,661	0	0	0	0	0	0	0
6001	less Transfer to EMR	0	22,661	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(76,082)</b>	<b>(103,836)</b>	<b>(95,250)</b>	<b>(68,325)</b>	<b>(86,724)</b>		<b>(108,900)</b>		
<b>160</b>	<b>Open Spaces</b>									
1070	Open Spaces Hire	825	0	0	0	0	0	0	0	0
1130	Verge Mowing Reimbursement	2,640	2,333	2,330	0	0	0	2,330	0	0
	<b>Total Income</b>	<b>3,465</b>	<b>2,333</b>	<b>2,330</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>2,330</b>	<b>0</b>	<b>0</b>
4125	Professional Fees	589	434	620	608	729	0	620	0	0
4135	Health & Safety	303	441	320	265	318	0	320	0	0
4250	Repairs & Maintenance	0	21	6,000	8,378	10,054	0	6,000	0	0
4255	Improvements	3,912	4,541	1,000	1,591	1,910	0	1,000	0	0
4265	Amos Lawrence Vandalism	0	10	500	0	0	0	0	0	0
4360	Security: CCTV	0	915	6,200	3,683	5,355	0	24,150	0	0
4405	Equipment	0	0	1,000	236	283	0	1,000	0	0
4500	Utility Bills: Electricity	4,550	1,071	5,000	3,047	3,871	0	5,000	0	0
4605	Skate Park	0	0	500	0	0	0	500	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4620	Trees/Community Orchard	12,100	8,710	16,000	14,298	17,157	7,060	13,000	0	0
4622	Gardening/ Horticulture	14,740	14,353	7,500	2,830	3,334	14	3,000	0	0
4623	Floral Displays	3,000	3,106	6,500	2,806	4,799	0	5,000	0	0
4625	Grounds Maintenance/Agency	51,865	55,745	67,100	42,771	51,325	0	67,100	0	0
4630	Play Equipment	550	452	580	23,284	0	6,150	6,500	0	0
4635	Signs	0	5	500	570	684	0	500	0	0
4640	GMC Admin/supervision Charge	12,023	8,335	0	-615	-738	0	0	0	0
4695	Litter Bins	220	246	260	142	243	0	500	0	0
4715	Street Furniture	5,280	4,592	5,550	4,237	3,663	0	4,000	0	0
4716	Van Lease	0	0	6,000	3,970	5,302	0	6,000	0	0
4717	Digital Noticeboard Data/Maint	0	0	6,000	450	540	0	6,000	0	0
4718	VAS Sign Maintenance	0	0	600	0	0	0	600	0	0
	<b>Overhead Expenditure</b>	109,132	102,978	137,730	112,551	108,829	13,224	150,790	0	0
	<b>160 Net Income over Expenditure</b>	-105,667	-100,644	-135,400	-112,551	-108,829	-13,224	-148,460	0	0
6000	plus Transfer from EMR	0	520	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<u>(105,667)</u>	<u>(100,125)</u>	<u>(135,400)</u>	<u>(112,551)</u>	<u>(108,829)</u>		<u>(148,460)</u>		
<b>180</b>	<b><u>Cemeteries &amp; Church Yards</u></b>									
1200	Fees	3,465	5,583	3,800	4,749	7,286	0	4,000	0	0
1205	Interments - Income	6,798	8,834	7,000	5,689	9,377	0	8,000	0	0
	<b>Total Income</b>	10,263	14,417	10,800	10,438	16,663	0	12,000	0	0
4125	Professional Fees	319	1,713	340	0	0	0	340	0	0
4135	Health & Safety	319	328	9,590	16,570	19,884	0	340	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4250	Repairs & Maintenance	5,500	3,681	5,800	5,088	6,106	118	5,800	0	0
4255	Improvements	1,100	1,221	1,150	595	776	0	1,000	0	0
4500	Utility Bills: Electricity	500	994	530	631	718	0	700	0	0
4530	Business Rates	1,672	891	1,800	980	1,176	0	1,800	0	0
4800	Interments - Expenditure	5,060	4,108	5,300	3,756	4,507	0	5,300	0	0
4810	Memorials Testing & Repair	2,475	1,150	2,600	7,370	8,844	3,600	2,600	0	0
4815	Church Wall Maint & Repairs	627	8,100	660	0	0	0	2,000	0	0
	<b>Overhead Expenditure</b>	<b>17,572</b>	<b>22,187</b>	<b>27,770</b>	<b>34,990</b>	<b>42,011</b>	<b>3,718</b>	<b>19,880</b>	<b>0</b>	<b>0</b>
	<b>180 Net Income over Expenditure</b>	<b>-7,309</b>	<b>-7,770</b>	<b>-16,970</b>	<b>-24,552</b>	<b>-25,348</b>	<b>-3,718</b>	<b>-7,880</b>	<b>0</b>	<b>0</b>
6000	plus Transfer from EMR	0	9,663	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>(7,309)</b>	<b>1,893</b>	<b>(16,970)</b>	<b>(24,552)</b>	<b>(25,348)</b>		<b>(7,880)</b>		
<b>200</b>	<b>Market</b>									
1075	Market Rents	1,100	1,098	1,000	1,034	1,241	0	1,000	0	0
	<b>Total Income</b>	<b>1,100</b>	<b>1,098</b>	<b>1,000</b>	<b>1,034</b>	<b>1,241</b>	<b>0</b>	<b>1,000</b>	<b>0</b>	<b>0</b>
4500	Utility Bills: Electricity	710	0	750	0	0	0	750	0	0
4510	Utility Bills: Water Rates	880	1,679	930	867	1,359	0	1,000	0	0
	<b>Overhead Expenditure</b>	<b>1,590</b>	<b>1,679</b>	<b>1,680</b>	<b>867</b>	<b>1,359</b>	<b>0</b>	<b>1,750</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(490)</b>	<b>(580)</b>	<b>(680)</b>	<b>167</b>	<b>(118)</b>		<b>(750)</b>		
<b>220</b>	<b>Car Parks</b>									
1085	EV Charging Income	0	2,122	3,000	3,566	4,488	0	3,000	0	0

Continued on next page



## Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Total Income</b>		0	2,122	3,000	3,566	4,488	0	3,000	0	0
4250	Repairs & Maintenance	605	357	640	520	624	0	640	0	0
4986	Podpoint Admin	0	74	60	53	68	0	80	0	0
<b>Overhead Expenditure</b>		605	431	700	573	692	0	720	0	0
<b>Movement to/(from) Gen Reserve</b>		(605)	1,691	2,300	2,994	3,796		2,280		
<b>240</b>	<b>Public Lighting</b>									
4250	Repairs & Maintenance	550	3,110	580	804	0	0	580	0	0
4500	Utility Bills: Electricity	2,289	7,456	5,000	350	539	0	5,000	0	0
<b>Overhead Expenditure</b>		2,839	10,566	5,580	1,154	539	0	5,580	0	0
<b>Movement to/(from) Gen Reserve</b>		(2,839)	(10,566)	(5,580)	(1,154)	(539)		(5,580)		
<b>260</b>	<b>Section 137</b>									
4850	Grant Awards - S137	2,426	1,920	2,550	1,750	2,100	0	2,550	0	0
4855	Remembrance Day - S137	67	50	70	75	90	0	70	0	0
<b>Overhead Expenditure</b>		2,493	1,970	2,620	1,825	2,190	0	2,620	0	0
<b>Movement to/(from) Gen Reserve</b>		(2,493)	(1,970)	(2,620)	(1,825)	(2,190)		(2,620)		
<b>280</b>	<b>Tourism &amp; Entertainment</b>									
1000	Events Income and Sponsorship	0	5,822	500	2,473	2,701	0	2,500	0	0
1250	Christmas Sponsorship Income	0	1,167	0	800	800	0	0	0	0
<b>Total Income</b>		0	6,989	500	3,273	3,501	0	2,500	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4405	Equipment	572	539	600	626	752	0	600	0	0
4905	Christmas: Trees (Square/TH)	2,475	2,045	2,200	0	2,125	2,125	2,250	0	0
4910	Christmas Lights: Contractor	21,804	21,804	21,804	21,804	21,804	0	21,804	0	0
4915	Christmas: Switch On Event	8,085	9,524	10,000	10,363	10,363	3,285	11,000	0	0
4917	Halloween	660	630	700	610	732	150	700	0	0
4922	Remembrance Sunday	1,100	1,107	1,150	901	901	250	1,150	0	0
4923	Other Events (D-Day 80)	5,968	6,245	3,000	905	1,496	1,800	5,000	0	0
4924	Events contingency	1,100	528	1,150	432	432	0	0	0	0
4926	Mayors Show	7,700	8,937	10,000	10,501	11,179	4,400	11,000	0	0
4927	Raunds Summer Picnic	6,237	7,639	8,000	9,553	9,553	5,315	7,000	0	0
4931	Santa Tractor/Grotto	1,500	1,488	1,575	1,881	1,573	0	1,575	0	0
4932	Christmas Lt.add work repair	7,721	3,895	8,500	9,091	9,091	0	7,250	0	0
4934	Children's Xmas Light	0	0	0	0	0	0	1,250	0	0
	<b>Overhead Expenditure</b>	<b>64,922</b>	<b>64,380</b>	<b>68,679</b>	<b>66,666</b>	<b>70,001</b>	<b>17,325</b>	<b>70,579</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(64,922)</b>	<b>(57,391)</b>	<b>(68,179)</b>	<b>(63,394)</b>	<b>(66,500)</b>		<b>(68,079)</b>		
<b>300</b>	<b><u>Public Conveniences</u></b>									
4500	Utility Bills: Electricity	914	966	0	186	238	0	300	0	0
4510	Utility Bills: Water Rates	633	0	0	0	0	0	0	0	0
4530	Business Rates	1,595	0	0	0	0	0	0	0	0
4531	Decommissioning/Conversion	0	0	0	0	0	0	0	0	0
4950	Healthmatic Lease	13,431	15,491	0	0	0	0	0	0	0
	<b>Overhead Expenditure</b>	<b>16,573</b>	<b>16,458</b>	<b>0</b>	<b>186</b>	<b>238</b>	<b>0</b>	<b>300</b>	<b>0</b>	<b>0</b>

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

	<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
	Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
<b>Movement to/(from) Gen Reserve</b>	<u>(16,573)</u>	<u>(16,458)</u>	<u>0</u>	<u>(186)</u>	<u>(238)</u>		<u>(300)</u>		
<b>320 Projects</b>									
1012 Miscellaneous Income	0	1,683	0	1,521	1,825	0	0	0	0
1016 Skate Park Funding	0	6,070	0	10,497	12,597	0	0	0	0
<b>Total Income</b>	<u>0</u>	<u>7,753</u>	<u>0</u>	<u>12,018</u>	<u>14,422</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
4865 Youth Work	6,825	999	7,000	2,832	4,854	0	0	0	0
4866 Older People/Social Isolation	2,730	2,209	2,870	1,649	2,552	0	3,000	0	0
4867 Historic Raunds	4,550	1,228	1,000	0	0	0	0	0	0
4868 Raunds Goes Green inc vehicle	10,920	9,310	0	0	0	0	0	0	0
4869 Economic Development	4,550	2,204	4,780	1,963	3,365	0	5,000	0	0
4870 Digital Notice Boards	13,650	0	0	0	0	0	0	0	0
4871 General Storage	4,550	4,554	0	0	0	0	0	0	0
4872 Vehicle Activated Signs	3,185	57	0	0	0	0	0	0	0
4873 Youth Leisure Provision	18,200	3,022	70,000	45,200	0	0	20,000	0	0
4874 Biodiversity	0	0	0	0	0	0	5,000	0	0
<b>Overhead Expenditure</b>	<u>69,160</u>	<u>23,582</u>	<u>85,650</u>	<u>51,644</u>	<u>10,771</u>	<u>0</u>	<u>33,000</u>	<u>0</u>	<u>0</u>
<b>Movement to/(from) Gen Reserve</b>	<u>(69,160)</u>	<u>(15,829)</u>	<u>(85,650)</u>	<u>(39,626)</u>	<u>3,651</u>		<u>(33,000)</u>		
<b>340 Personnel</b>									
4000 Salaries (Hall)	134,691	130,395	147,000	93,525	117,449	0	159,500	0	0
4005 Salaries (Temp Staff)	0	4,748	5,000	1,595	2,734	0	2,000	0	0
4014 NI TH Employer Contributions	7,200	13,322	11,000	8,298	10,035	0	19,500	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 9)

		<u>2023/24</u>		<u>2024/25</u>				<u>2025/26</u>		
		Budget	Actual	Total	Actual YTD	Projected	Committed	Agreed	EMR	Carried Forward
4015	Pension Costs Employer Cont.	39,614	32,384	44,000	25,934	36,635	0	38,300	0	0
4020	Car & Expenses Allowances	1,100	569	750	540	698	0	750	0	0
4021	Councillor Training	0	0	500	0	0	0	500	0	0
4030	Staff Training	3,300	2,135	3,500	1,103	1,779	0	1,500	0	0
4033	Clerk's Training & Development	0	0	1,000	815	1,397	0	1,000	0	0
4035	Payroll Charges	440	880	1,050	824	1,166	0	1,200	0	0
4040	Recruitment	3,300	3,000	3,500	0	0	0	400	0	0
4045	Protective Clothing	330	280	350	122	209	0	350	0	0
	<b>Overhead Expenditure</b>	<b>189,975</b>	<b>187,714</b>	<b>217,650</b>	<b>132,756</b>	<b>172,102</b>	<b>0</b>	<b>225,000</b>	<b>0</b>	<b>0</b>
	<b>Movement to/(from) Gen Reserve</b>	<b>(189,975)</b>	<b>(187,714)</b>	<b>(217,650)</b>	<b>(132,756)</b>	<b>(172,102)</b>		<b>(225,000)</b>		
	<b>Total Budget Income</b>	<b>671,354</b>	<b>747,378</b>	<b>728,859</b>	<b>749,022</b>	<b>781,388</b>	<b>0</b>	<b>737,369</b>	<b>0</b>	<b>0</b>
	<b>Expenditure</b>	<b>671,354</b>	<b>701,317</b>	<b>764,609</b>	<b>584,604</b>	<b>635,504</b>	<b>43,385</b>	<b>737,369</b>	<b>0</b>	<b>0</b>
	<b>Net Income over Expenditure</b>	<b>0</b>	<b>46,061</b>	<b>-35,750</b>	<b>164,418</b>	<b>145,884</b>	<b>-43,385</b>	<b>0</b>	<b>0</b>	<b>0</b>
	plus Transfer from EMR	0	33,614	0	0	0	0	0	0	0
	less Transfer to EMR	0	22,661	0	0	0	0	0	0	0
	<b>Movement to/(from) Gen Reserve</b>	<b>0</b>	<b>57,013</b>	<b>(35,750)</b>	<b>164,418</b>	<b>145,884</b>		<b>0</b>		



# RAUNDS TOWN COUNCIL

Report to: Finance Committee  
28 January 2025

Virement Request  
Agenda item: F50.24

## Summary:

To consider a virement request from the Environment, Leisure, and Recreation (ELR) Committee to reallocate funds for shelter coat treatment of the war memorial at St Peter's Church.

## Attachments:

Appendix 1 – Covering Letter & Estimate

### 1.0 Summary:

At its meeting on 3 December 2024, ELR Committee approved a quote for shelter coat treatment for the war memorial at St Peter's Church. This treatment aims to stabilise the memorial's stone surface structure, ensuring its preservation.

The war memorial, a key local historical and cultural asset, was last cleaned in 2018, making this maintenance programme overdue.

The Committee does not hold a specific budget allocation for maintaining the war memorial. Given the pressing need to preserve the memorial's structural integrity, the Committee seeks permission to vire funds from an alternate budget with available underspend.

### 2.0 Proposed Virement:

The ELR Committee proposes to reallocate the sum of £3,600 from the Digital Noticeboard Maintenance budget (Budget Code 4717, Cost Centre 160), which has a forecast underspend of £5,400 for the financial year 2024/25.

The Council's two digital noticeboards are in good working order at the current time and an equivalent budget has been allocated for maintenance in 2025/26, ensuring continued provision for future needs.

As a key historical feature, the memorial's maintenance is essential to the town's heritage preservation efforts.

### 3.0 Recommendation

That the proposed virement of £3,600 from the Digital Noticeboard Maintenance budget to fund the shelter coat treatment of the war memorial at St Peter's Church be approved.

## Implications:

Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	
	There will be financial implications – see paragraph 2.0	X
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	
	Decisions may have potential for income generation	
Legal	Power: Health and Safety Act & Disability Discrimination Act	

	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score:	
	- Residual risk score:	
<b>Person originating this report: Town Clerk</b>		
<b>Date: 21 January 2025</b>		

18<sup>th</sup> October 2024

Assistant Clerk  
Raunds Town Council  
The Hall  
Thorpe Street  
Raunds  
Northants

Dear

**Re: Raunds War Memorial, St Peter's Church, High Street, Raunds, NN9 6HT  
War Memorial Archive, Imperial War Museum Ref: 14924**

Please find below a estimate for the application of a “shelter coat” on the above war memorial.

The area to be treated is the stone surface of the lantern, shaft, plinth and steps where required.

Application of “Shelter Coat” to stone surface as required, the shelter coat will be a mixture of lime and sand in a liquid form, applied to the stone surface to fill voids and pours of the stone. Two coats will be applied if required and rubbed back before setting. The colour of the stone and texture of the stone will show differences from the original as the shelter coat will be clean and smother than the original stone surface, but colour matched where possible.

Due to the location, hight and restricted access of the memorial, specialist tracked access platform will be required, to allow safe access to the whole memorial. Scaffolding could be used and may be less expensive but would inevitable leave the memorial open to antisocial behavior with the potential of additional damage.

The road at below the memorial would also need the parking to be cordoned off to allow parking for the vehicles/trailers required for the works.

The quote includes all materials, labor, equipment and any items for health and safety such as scaffolding for complying with Working at Heights regulations, Highways Chapter 8 regulations temporary works. The site will be left clean and tidy.

As part of the service photos will be taken before and after the works, a written report will be produced and the same information may be provided to the War Memorial Archive, Imperial War Museum to update their records.

Once the works have been awarded method statements, risk assessments, safe method of work and insurance details will be provided.

Please do not hesitate to contact me for further information or clarification on any issues.



# Estimate

**Customer**

Name \_\_\_\_\_  
 Title Assistant Clerk \_\_\_\_\_  
 Address Raunds Town Council \_\_\_\_\_  
 The Hall \_\_\_\_\_  
 Thorpe Street \_\_\_\_\_  
 Raunds \_\_\_\_\_  
 Northants \_\_\_\_\_

**Misc**

Date 18<sup>th</sup> October 2024

Qty	Description	Unit Price	TOTAL
	<b>Raunds War Memorial, St Peter's Church, High Street, Raunds, NN9 6HT</b> <b>War Memorial Archive, Imperial War Museum Ref No: 14924</b>		
1	Supply/apply sheltercoat	1,800.00	1,800.00
1	Specialist tracked access platform	1,800.00	1,800.00
1	written report and photos		free

SubTotal	3,600.00
Shipping	
VAT 20.00%	720.00
<b>TOTAL</b>	<b>£4,320.00</b>

IMI also undertake Memorial Safety Inspections,  
 as per industry guidance

Office Use Only

*Proud to be working with In Memoriam 2014, War Memorial Archive, Imperial War Museum*

*Thank you for your custom, I look forward to working with you in the future*

# Raunds Town Council's Risk Assessment

**Activity: Financial**

**Date of assessment: January 2025**

What are the hazards?	Who might be harmed and how?	What are you already doing?	Do you need to do anything else to control this risk?	Action by who?	Action by when?	Done
<p><b>Book Keeping - Record of the Council's income and expenditure.</b> - Inaccurate or failure to maintain records properly could lead to loss of income, overcharging by suppliers or misappropriation of Council funds</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Regular Internal Control checks, with bank reconciliation being the key control check.</p> <p>Annual Review of Financial Regulations.</p> <p>Internal controls: (see Internal Control policy) segregation of duties, compliance with Financial Regulations.</p> <p>Regular reports to Finance Committee.</p>		<p>Clerk, Council</p>		
<p><b>Purchase orders - Best value Accountability</b> Failure to observe Standing Orders and Financial Regulations could lead to improper acquisitions, work awarded incorrectly, overspend on services or breach of Code of Conduct.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Financial Regulations set out the requirements. Review of Financial regulations annually. Normal practice is to seek more than one quotation for any substantial work required to be undertaken or goods. For major contract services, formal competitive tenders would be sought. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.</p>		<p>Clerk, Finance Committee, Council</p>		

<p><b>Purchase payments - Best value Accountability</b>  Failure to observe Standing Orders and Financial Regulations could lead to overpayment, and inappropriate payments, overspend on services or breach of Code of Conduct</p>	<p>Council's Reputation  Local Tax Payers</p>	<p>Financial Regulations set out the requirements.  Review of Financial regulations annually.</p>		<p>Clerk,  Finance,  Council</p>		
<p><b>Annual Budget - Statement of Council's estimated income and expenditure for each year.</b>  Risk of failure to provide for services to be provided, over/under statement of Precept.</p>	<p>Council's Reputation  Local Tax Payers</p>	<p>Review of Budget by Finance Committee &amp; Council.  Review of Financial regulations annually.</p>		<p>Clerk,  Finance,  Council</p>		
<p><b>Year end accounts - Statement of financial activity of the Council for each year.</b>  Failure to provide an accurate statement of the Council's financial transactions for each year.</p>	<p>Council's Reputation  Local Tax Payers</p>	<p>Review of Year End Accounts by Finance Committee &amp; Council.  Review of Financial Regulations annually.</p>		<p>Clerk,  Finance,  Council</p>		

<p><b>Income Precept and other income received by Council.</b> Lack of controls could result in loss of income, misappropriation of cash.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Regular Internal Control checks. Review of Financial regulations annually.</p>		<p>Clerk, ICC Finance, Council</p>		
<p><b>Petty Cash- Minor operating expenses of the Council.</b> Lack of controls could result in loss of income, misappropriation of cash.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Operate imprest system. Reimbursement must not be carried out by person claiming the funds. Regular Internal Control checks by ICC Review of Financial regulations annually.</p>		<p>Clerk, ICC Finance, Council</p>		
<p><b>Payroll - Payment of wages and salaries to Council employees.</b> Failure to deduct, correct tax and NI contributions, failure to comply with current legislation on employment terms and conditions. Failure to pay correct remuneration.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Payroll outsourced to experts. RTC check on gross pay calculations. Regular Internal Control checks. With clerks gross salary checked monthly by ICC.  Review of Financial regulations annually. Personnel Committee to review terms and conditions.</p>		<p>Clerk, ICC Council</p>		
<p><b>Asset Control - Record of Council's Assets and investments.</b> Failure to maintain or review could result in undervaluing. e.g. insurance</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Review of Asset Register annually - to combine with Insurance review. Inventory check carried out with each payment voucher.</p>		<p>Clerk, Mayor/Deputy Chair/Vice of Finance</p>		

<p><b>Bank Reconciliation - Record of the Council's transactions in respect of income and expenditure.</b> Failure to undertake monthly reconciliation could result in loss of income, inappropriate payments or misappropriation of funds</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Regular Internal Control checks Bank Reconciliation presented to Finance Committee and all checked by ICC Review of Financial regulations annually.</p>		<p>Clerk, Finance, Council</p>		
<p><b>Insurance- Insurance cover provided for Council's financial and other activities.</b> Inadequate cover could lead to financial loss and legal claims against Council</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Review of Insurance Schedule annually &amp; approval by Council required.</p>		<p>Clerk, Mayor/Deputy Chair/Vice of Finance</p>		
<p><b>Financial Records of Council's financial transactions.</b> Failure to ensure safekeeping and updating of records.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Regular Internal Control checks Review of Financial Regulations annually.</p>		<p>Clerk, Finance, Council</p>		
<p><b>Internal Audit - Review of systems and controls implemented by Council.</b> Failure to secure independent internal audit and record audit results.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Internal Audit Review annually.</p>		<p>Clerk, Finance, Council</p>		

<p><b>External Audit - Completion of the Audit Commission process.</b> Failure to comply with statutory requirements for completion and publication of Audit.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Review of Year End Accounts by Finance Committee &amp; Council. Review of Financial Regulations annually.</p>		<p>Clerk, Finance, Council</p>		
<p><b>Business continuity - Council not being able to continue its business due to unexpected circumstances: loss of office accommodation, loss of personnel (sickness or resignation)</b> Loss of offices due to fire, flood etc. Manage loss or long term incapacity of key personnel. Loss of the Council due to resignation, election or other circumstance.</p>	<p>Council's Reputation Local Tax Payers</p>	<p>IT data backed up and held off-site.  Office staff continually inducted and involved in key aspects of Council business.  General reserves adequate to fund interim Clerk if necessary in the event of The Clerk resigning.</p>		<p>Clerk, Finance, Council</p>		
<p><b>Bank and banking</b> Inadequate checks, Bank mistakes, Loss, Charges</p>	<p>Council's Reputation Local Tax Payers</p>	<p>Cash and cheques received banked regularly. Cheques and electronic payments require two signatures from the nominated signatories. Bank errors in processing cheques would be discovered when the bank accounts are reconciled once a month and corrected immediately by informing the bank. Financial Regulations relevant. Review the bank signatory list when necessary.</p>		<p>Clerk, Finance, ICC Council</p>		

<b>Grants and support</b> Power to pay Authorisation of Council to pay	Council's Reputation Local Tax Payers	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using S137. Councillors to request a copy of S137 rules if required.		Clerk, Chair of Finance, Council		
<b>VAT</b> Re-claiming/charging	Council's Reputation Local Tax Payers	The Council has Financial Regulations which set out the requirements. Existing procedure adequate.		Clerk, Finance, Council		
<b>Data protection</b> Policy Provision	Council's Reputation Local Tax Payers	Council registered with the Information Commissioners Office..		Clerk, Council		
<b>Freedom of Information Act</b> Policy Provision	Council's Reputation Local Tax Payers	Council has a publication scheme in place. The Council is able to request a fee but the applicant also has the right to re-submit the request broken down into sections. Monitor and report any requests made under the Fol Act. Ongoing.		Clerk, Council		
<b>Council Debit Card for Purchases</b>	Council's Reputation Local Tax Payers	Policy for use of debit card in place. All transactions checked against supporting documentation by ICC		Clerk, Finance, Council		
<b>Debit/Credit Card Payments from Sales</b>	Council's Reputation Local Tax Payers	Council follow Data Protection Act for Payments received. Policies reviewed in line with GDPR regulations.		Clerk, Finance, Council		
<b>Internet Banking</b>	Council's Reputation Local Tax Payers	Segregation of duties and triple authorisation process used. Electronic authorisations from nominated signatories. All transactions checked against supporting documentation by ICC Officers cannot authorise payments				
<b>Clerks Signature:</b>			<b>Date:</b>			
<b>Mayor's Signature:</b>			<b>Date:</b>			



# RAUNDS TOWN COUNCIL

Report to: Finance Committee  
28 January 2025

Annual Review of Insurance  
Agenda item: F51.24

**Summary:**

To consider the Council’s current arrangements for insurance cover and continuity of its business operations.

**Attachments:**

Appendix 1 - Cover Schedule

**1.0**

**Background:**

The Council is required to annually review its arrangements for ensuring that all risks arising from its activities and internal processes are appropriately managed.

The Annual Governance Statement required as part of the auditing of activity undertaken at the close of each financial year requires the Council to confirm that it has complied with the following provision:

*“We carried out an assessment of the risks facing the Council and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover, where required”.*

**2.0**

**Insurance Arrangements:**

The Council currently holds an insurance policy with Zurich Municipal. The level of cover provided is set out in the Schedule attached at **Appendix 1**.

The Committee is invited to review the Schedule and consider whether the current cover is appropriate to manage the assessed level of risk.

**3.0**

**Recommendation:**

That the Committee reviews the Schedule of cover and determines whether this is sufficient to appropriately manage the assessed level of risk, or whether any additions or amendments are required.

**Implications:**

Council objectives:	Compliance with legislative requirements and good risk assessment	X
Equalities & Human Rights	There are equalities and human rights issues	
Financial	There are no financial implications at this stage	X
	There will be financial implications – see paragraph 2.0	
	There is provision within the budget	X
	Decisions may give rise to additional expenditure	X
	Decisions may have potential for income generation	
Legal	Power: Local Government Act 1972	
	Other considerations: None	
Risk Management	Material risks exist and these are currently being assessed.	
	- Inherent risk score:	
	- Residual risk score:	

**Person originating this report:** Town Clerk

**Date:** 21 January 2025



## Lines of Cover applying

### Part A – Material Damage

#### Table Headings

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

#### Sums Insured

Premises Address	Buildings Sum Insured	Loss of Rent	Contents (a)	Contents (b)	Contents (c)	Contents (d)	Contents (e)	Contents (f)	Contents (g)
1. Council Office, Address, The Hall, Raunds, Wellingborough, Northamptonshire, NN9 6LT	£3,680,735.11	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
2. The Saxon Hall, Address, Raunds, Wellingborough, Northamptonshire, NN9 6LT	£1,723,418.16	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
3. Cemetery Chapel, Address, Raunds, Wellingborough, Northamptonshire, NN9 6LT	£904,891.06	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00
4. Public Conveniences, Address, Raunds, Wellingborough, Northamptonshire, NN9 6HP	£164,354.85	N/A	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00	£0.00

**For Premises: 4**

**Insured Perils applicable to Material Damage : 1-13, 15 & 16**

**For Premises: 1, 2, 3**

**Insured Perils applicable to Material Damage: 1-16**

**Excesses Applicable to Premises 1**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£250
Theft	£250
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

**Excesses Applicable to Premises 2, 3 & 4**

The following Excesses apply to each and every loss arising in respect of each and every separate premises:

Accidental Damage	£100
Theft	£100
Riot civil commotion and Malicious Persons	£250
Storm or Flood	£250
Escape of Water	£250
Falling Trees or Branches	£250
Subsidence	£1,000

**Operative Endorsements:** 1, 2, 3, 5, 6, 7, 8 & 9 (please refer to the Endorsement section of the policy wording)

**Part B – Business Interruption**

Premises Address	Additional Expenditure	Indemnity Period (Months)	Loss of Data	Indemnity Period (Months)	Loss of Gross Revenue	Indemnity Period (Months)
All Premises	£10,000	12	N/A		£65,000	12

**For Premises: 4**

**Insured Perils applicable to Business Interruption : 1-13, 15 & 16**

**For Premises: 1, 2, 3**

**Insured Perils applicable to Business Interruption: 1-16**

**Operative Endorsements:**

None

**Part C – All Risks**

**Table Headings**

Contents (a)	Furniture, fixtures, fittings and tenants improvements
Contents (b)	Other Contents and consumable stock not specified below including printed books and unused stationery
Contents (c)	Computer Equipment, other office equipment and sports equipment
Contents (d)	Televisions, audio-visual and photographic equipment (excluding videos), beer, wine, spirits, tools and gardening equipment
Contents (e)	Tobacco
Contents (f)	Camcorders, videos and gaming machines
Contents (g)	Civic Regalia

**Additional Items:**

Where no premises address is shown, the item is not based at one location and cover is provided anywhere within the territorial limits.

Item Description	Sum Insured	Excess
Contents	£146,699.87	£250
Sports Equipment	£28,916.23	£250
Street Furniture	£70,066.25	£250
Outside Equipment	£4,813.58	£250
Playground Equipment	£284,559.92	£250
Gates & Fences	£36,661.26	£250
Unspecified including regalia.	£6,683.67	£250
Photocopier	£19,716.84	£250
Christmas lights	£22,894.20	£100
Toshiba E-Studio4525AC, with a DSDF, Saddle Stitch Finisher, Hole Punch, Wifi Lan, Large Capacity Tray. Printer - Lease agreement - Shire Leasing, Sandy Way, Tamworth, Staffs, B77 4BF. Lease number is 517446	£27,720.00	£100

The excess stated applies to each and every loss.

**Operative Endorsements:** 1, 2, 3 & 7 (please refer to the Endorsement section of the policy wording)

**Part D – Money**

	<b>Limit any one loss</b>
1. Loss of Non-Negotiable Money in the situations specified in items 2(a), 2(b), 2(c)(i) and 2(c)(ii):	£250,000
2. Loss of other Money:	
(a) in transit in the custody of any <b>Member</b> or <b>Employee</b> or in transit by registered post (limit £250), or in a Bank Night Safe	£5,000
(b) in the private residence of any <b>Member</b> or <b>Employee</b>	£500
(c) in the <b>premises</b>	
(i) in the custody of or under the actual supervision of any <b>Member</b> or <b>Employee</b>	£5,000
(ii) in locked safes or strongrooms	£5,000
(iii) in locked receptacles other than safes or strongrooms	£500

**Excess:** £50 each and every loss

**Personal Accident Assault Limits:** Stated in Section 3(c) of the policy wording

**Operative Endorsements:**

1. In respect of **Section 1 – Special Definitions**, the definition of Person Insured is extended to include any person between the ages of 16 and 90.

## Part E – Public Liability

**Limit of Indemnity:** £15,000,000

**Excess:** £100 each and every claim in respect of Section 2(d)(ii)

### Operative Endorsements:

1. Environmental Clean Up Costs. The following Special Definitions are added to Section 1:

#### Clean Up Costs

- a) Testing for or monitoring of Pollution or Contamination
- b) the costs of Remediation required by any Enforcing Authority to a standard reasonably achievable by the methods available at the time that such Remediation commences.

#### Remediation

Remedying the effects of Pollution or Contamination including primary, complementary and compensatory actions as specified in the Environmental Damage (Prevention and Remediation) Regulations 2009.

#### Enforcing Authority

Any government or statutory authority or body implementing or enforcing environmental protection legislation within the territorial limits.

#### Cover

With effect from 01 July 2009 or the inception of the policy if later, the **insurer** will indemnify the **insured** in respect of all sums including statutory debts that the **insured** is legally liable to pay in respect of Clean Up Costs arising from environmental damage caused by Pollution or Contamination where such liability arises under an environmental directive, statute or statutory instrument.

Provided always that:

- a) liability arises from Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident which takes place in its entirety at a specific time and place during the Period of Insurance. All Pollution or Contamination which arises out of one incident shall be deemed to have occurred at the same time such incident takes place
- b) the **insurer's** liability under this Extension shall not exceed £1,000,000 for any one occurrence and in the aggregate in any one Period of Insurance and will be the maximum the insurer will pay inclusive all costs and expenses. This limit will form part of and not be in addition to the Limit of Indemnity stated in the Schedule
- c) immediate loss prevention or salvage action is taken and the appropriate authorities are notified

## Exclusions

The **insurer** shall be under no liability:

1. in respect of Clean up Costs for **damage** to the **Insured's** land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
2. for **damage** connected with pre-existing contaminated property
3. for **damage** caused by a succession of several events where such individual event would not warrant immediate action
4. in respect of removal of any risk of an adverse effect on human health on the Insured's land, premises, watercourse or body of water whether owned, leased, hired, tenanted or otherwise in the **insured's** care, custody or control
5. in respect of costs in achieving an improvement or alteration in the condition of the land, atmosphere or any watercourse or body of water beyond that required under any relevant and applicable law or statutory enactment at the time Remediation commences
6. in respect of costs for prevention of imminent threat of environmental damage where such costs are incurred without there being Pollution or Contamination caused by a sudden, identifiable, unintended and unexpected incident
7. for **damage** resulting from an alteration to subterranean stores of groundwater or to flow patterns
8. in respect of costs for the reinstatement or reintroduction of flora or fauna
9. for **damage** caused deliberately or intentionally by the **insured** or where they have knowingly deviated from environmental protection rulings or where the **insured** has knowingly omitted to inspect, maintain or perform necessary repairs to plant or machinery for which they are responsible
10. in respect of fines or penalties of any kind
11. for **damage** caused by the ownership or operation on behalf of the **insured** of any mining operations or storage, treatment or disposal of waste or waste products other than caused by composting, purification or pre-treatment of waste water
12. for **damage** which is covered by a more specific insurance policy
13. for **damage** caused by persons aware of the defectiveness or harmfulness of products they have placed on the market or works or other services they have performed
14. for **damage** caused by disease in animals belonging to or kept or sold by the **insured**.

**Part F – Hirers' Liability**

**Limit of Indemnity:** £2,000,000

**Excess:** £100 each and every claim for damage to the premises or contents caused other than by fire or explosion

**Operative Endorsements**

None

**Part G – Employers Liability**

**Limit of Indemnity:** £10,000,000

**Operative Endorsements:**

None



**Part H – Libel and Slander**

**Sum Insured**

£500,000

**Excess:** 10% each and every claim or £1,000 whichever is the lower

**Operative Endorsements**

None

**Part I – Motor Vehicles**

<p><b>Insured Vehicle:</b> All as described in</p> <p><b>Persons Entitled to Drive:</b> the Certificate of</p> <p><b>Limitation as to Use:</b> Motor Insurance</p>	<p><b>Cover:</b> Section 22</p> <p>A. Comprehensive</p>
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<b>Excess : Section 23</b>	
<b>Amount</b>	<b>Description</b>
£ 150	Accidental Damage , Fire , Theft , Windscreen , Theft total loss
£ Nil	Third party
Additional to any other Excess which applies	

<b>Age and Inexperienced Driver Excess: Section 11</b>		
(a)	Under 25 years	£150
(b)	Over 25 years inexperienced	£150
Additional to any other Excess which applies		

<p><b>Repair Limit:</b> £Nil</p> <p>Section 12</p>
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<p><b>Damage to Property Limit:</b></p> <p>£5,000,000 Applicable to any Commercial Vehicle, Minibus, Agricultural Vehicle and Special Type</p> <p>£50,000,000 Applicable to any Private Motor Car</p>
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<p><b>Personal Effects Limit:</b> £150</p> <p>Section 13</p>
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<p><b>Medical Expenses Limit:</b> £250</p> <p>Section 14</p>
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**Additional Cover : Section 24**

U. Occasional Business Use	Not Operative
V. Loss of No Claim Discount/Excess	Operative

**Operative Endorsements:**

None

**Part J – Motor Legal Expenses and Uninsured Loss Recovery**

**Limit of Indemnity:**

£100,000 per insured incident

**Operative Endorsements:**

None

**Part N – Fidelity Guarantee**

**Persons Guaranteed:**

All **members** and **employees**

**Sum Guaranteed**

£1,000,000

**Excess:** £100 each and every loss

**Operative Endorsements:**

None

**Part O – Personal Accident**

Cover is limited to £500,000 any one person and £2,000,000 any one incident.

**Persons Insured:**

**Employees**

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

**Volunteers**

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

**Directors/Councillors**

Capital Sum	£100,000.00
Weekly Sum	£500.00
Cover	Sections 2 and 3 - Accident and Assault Cover

**Operative Endorsement:**

1) Special Condition 4 of Section 5 is inoperative provided always that the **insurer** will not make any payment of any benefit or in respect of any expense or loss arising from any Person Insured who has attained the age of 90 years unless such expense or loss arises during the period of insurance during which the Person Insured attains the age of 90

**Part P – Legal Expenses**

**Section:**

3. Employment Disputes and Compensation Awards	Operative
4. Legal Defence	Operative
5. Property Protection and Bodily Injury	Operative
6. Tax Protection	Operative
7. Contract Disputes	Not Operative
8. Statutory Licence Protection	Operative

**Limit of Indemnity:** £200,000

**Operative Endorsements**

None



# RAUNDS TOWN COUNCIL

Council Offices, The Hall, Raunds, Wellingborough, Northamptonshire. NN9 6LT

Telephone: (01933) 622 087

E-mail:- [info@raunds-tc.gov.uk](mailto:info@raunds-tc.gov.uk), Website: [www.raunds-tc.gov.uk](http://www.raunds-tc.gov.uk)

## Flag Flying Policy

### Town Flag

**This policy should be read in conjunction with the Town Council protocol for marking the death of a senior national figure or local holder of high office. The protocol shall always take precedence.**

The Town Flag shall be flown from the town flagpole, at full mast, at all times unless:

a) The Union flag should be flown as detailed below:

The Union flag will be flown to mark the following occasions:

- **11 March:** Commonwealth Day (second Monday in March)
- **9 April:** His Majesty The King's Wedding Anniversary
- **23 April:** St George's Day (in England)
- **6 May:** Coronation Day
- **15 June:** Official Birthday of His Majesty The King
- **21 June:** Birthday of HRH The Prince of Wales
- **17 July:** Birthday of Her Majesty The Queen
- **8 September:** His Majesty The King's Accession
- **10 November:** Remembrance Day (second Sunday in November)
- **14 November:** Birthday of His Majesty The King
- **30 November:** St Andrew's Day (in Scotland)

The flying of the Union Flag shall take precedence over all other flags.

b) Or to mark a specific occasion with the appropriate flag:

- The Cross of St. George should be flown on the 23<sup>rd</sup> April
- The Commonwealth Flag shall be flown on Commonwealth Day, normally the second Monday in March (11<sup>th</sup> March)
- The Armed Forces Day Flag should be flown on the last Saturday in June. (29<sup>th</sup> June)
- The Red Ensign shall be flown on 3<sup>rd</sup> September for Merchant Navy Day.
- The RAF flag shall be flown on Battle of Britain Day on 15<sup>th</sup> September.
- Any other flag, on any other occasion, where a majority of Councillors vote in favour for an agreed time period.

c) Or The Town Flag should be flown at half-mast

The Town Flag shall be flown half-mast in the following circumstances:

- On the death of present or former Town Councillors.
- On the death of present or former District/County/Unitary Councillors representing the town.
- On any other occasion where a simple majority of the Members of the Council agree and where this has been first indicated to the Clerk.

The period the Town Flag will fly half-mast shall be:

- For past or present Councillors: a period of seven days or until the day following the funeral (whichever period is the sooner).
- On any other occasion: for a number of days not exceeding seven, determined by a simple majority of Members of the Council.

However, the period of flying shall be reduced where the period coincides with the flying of the Union Flag (see below).

d) Or The flag may sustain damage (storm, Christmas Tree etc).

#### **Notes to the policy:**

1. Half-mast means the flag is flown two-thirds of the way up the flagpole with at least the height of the flag between the top of the flag and the top of the flagpole.
2. The Union Flag must be flown the correct way up. This is with the wider diagonal white stripe above the red diagonal stripe in the half nearest to the flagpole. The wider diagonal white stripe should be above the red diagonal stripe at the top left-hand side of the Flag nearest the flagpole.
3. It is unlawful to fly or use a flag of the arms of any local authority save on sites or premises occupied by that authority.

**Adopted May 2013**

**Reviewed and amended November 2014**

**Reviewed April 2016**

**Reviewed and amended September 2020**

**Reviewed and amended April 2022**

**Reviewed and amended March 2023**

**To be reviewed biennially**