

PANNETT PARK | WHITBY | YO21 1RE
TEL: (01947) 820227 | E MAIL: info@whitbytowncouncil.gov.uk

Dear Councillor,

16 September 2021

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 21 September 2021 at 6:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple, J Harston,
G Jackson, T Jennison L Wild, and Mrs N Wilson

NOTICE OF MEETING – Public notice of the meeting is given in accordance with schedule 12, paragraph 10(2) of the Local Government Act 1972.

AGENDA

1. APOLOGIES

To receive apologies for inability to attend.

2. DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

To declare any disclosable pecuniary interests or any other interests which members may have in the following agenda items and attached planning applications and consider any dispensation requests.

3. PUBLIC PARTICIPATION

Standing Orders will be suspended for up to 15 minutes to allow for questions or statements about business items on the agenda, submitted by members of the public (limited to 3 mins per person).

General Purposes & Policy

4. NOTES OF MEETING HELD ON 13 JULY 2021

(page 3)

To note the record of the advisory meeting held on 13 July and review the list of actions taken under the scheme of delegation.

5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

Verbal update from the Clerk on items outstanding from earlier meetings.

- 6. APPROVAL OF EXPENDITURE (page 9)**
To approve payments and note receipts on behalf of the Council to 16 September 2021.
- 7. BUDGET MONITORING REPORT TO THE END OF AUGUST 2021/22 (page 11)**
Comparison of actual income and expenditure against budget for the first five months of the financial year 2021/22.
- 8. NOTICE OF COMPLETION OF LIMITED ASSURANCE REVIEW (page 15)**
To formally note the receipt of an unqualified certificate from the council's external auditor concluding the 2020/21 Annual Accountability and Governance Review, which must be published on the town council's website by 30 September 2021.
- 9. BUDGET PREPARATION 2022/23 (page 17)**

WHITBY TOWN COUNCIL

Notes of the advisory meeting of the members of the **Finance, Policy and General Purposes** Committee held via Zoom on Tuesday 13 July 2021 at 6:00pm.

Present: Councillors, H Coughlan, B Dalrymple, J Harston, G Jackson, T Jennison (as sub.), L Wild, and N Wilson.

Also: M King, Town Clerk.

NOTICE OF MEETING – Public Notice of the Meeting was given in accordance with Schedule 12, paragraph 10 (2) of the Local Government Act 1972

210713/01 APOLOGIES FOR ABSENCE

Apologies were received from Councillor Winspear.

210713/02 DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

210713/03 PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

210713/04 NOTES OF MEETING HELD ON 25 MAY 2021

MOVED by Councillor Mrs Wilson, seconded by Councillor Mrs Wild and unanimously

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| <p>ADVISED that the Notes of the Finance Policy & General Purposes Committee meeting, held 25 May 2021, be taken as read, confirmed as a correct record and signed by the Chair.</p> |
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210713/05 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk reported that there were no actions outstanding.

210713/06 APPROVAL OF EXPENDITURE

To approve payments and note receipts on behalf of the Council to 7 July (Appendix A). Members noted that other customers of one of the council's commercial water suppliers had experienced issues with inaccurate estimated bills and long gaps between meter readings. The Clerk undertook to keep this under review.

MOVED by Councillor Jennison, seconded by Councillor Mrs Coughlan and unanimously

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| <p>ADVISED that the schedule of expenditure up to 7 July 2021 in the sum of £51,756.01 (in respect WTC) is approved, that income in the sum of £7,070.01 (in respect WTC) is noted.</p> |
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210713/07 BUDGET MONITORING REPORT FOR THE FIRST QUARTER OF 2021/22

Submitted: a comparison of actual income and expenditure against the approved budget for the first three months of the financial year 2021/22.

MOVED by Councillor Mrs Coughlan, seconded by Councillor Mrs Wilson and unanimously

ADVISED that the position at the end of the first quarter be noted.

210713/08 CONSIDER THE INTERNAL AUDITOR'S REPORT ON THE 2020/21 ACCOUNTS

Members reviewed the recommendations of the internal auditor in her annual report on the 2020/21 accounts in respect of the preparation of the council's medium term financial strategy to review and implement its reserves policy.

MOVED by Councillor Jennison, seconded by Councillor Mrs Wilson and unanimously

ADVISED that a working party of Councillor Jackson, Councillor Mrs Wild and the Clerk develop recommendations on reviewing the town council's reserves policy and establishing an approach to implementing that policy through a medium-term financial plan for resolution at a later meeting.

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 24 MAY 2021
APPROVAL OF EXPENDITURE & INCOME**

Expenditure transactions - payments list – period to **7 July 2021**

2021-22 Financial Year – WTC Expenditure

| Tn no | Gross | Date | Details | Heading |
|--------------|-------------------|-------------|-------------------------------------------------------------|----------------|
| 71 | £594.30 | 25/05/2021 | Total Gas and Power Electricity - May | 5000/4/2 |
| 51 | £1,172.10 | 26/05/2021 | Everflow Limited Water Bill - May | 5001/7 |
| 54/1 | £1,038.29 | 27/05/2021 | Blackwall Green Fine Art Insurance | 5000/2/12 |
| 54/2 | £10,726.06 | 27/05/2021 | Blackwall Green Basic Premium | 5000/2/12 |
| 74 | £23.40 | 27/05/2021 | Cathedral Hygiene Supply of Hygiene Services | 5000/4/6 |
| 75 | £192.18 | 28/05/2021 | Document Solutions Telephone & Broadband | 5000/2/5 |
| 76 | £6.50 | 07/06/2021 | Barclays Bank e-payment Plan Charges - May 2021 | 5000/2/13 |
| 77 | £73.73 | 10/06/2021 | Pitney Bowes Postage - Leasing Fee Charges | 5000/2/4 |
| 57 | £78.00 | 16/06/2021 | SAGE UK Ltd | 5000/2/9 |
| 78 | £729.86 | 21/06/2021 | ENGIE Gas Limited Gas - June | 5000/4/1 |
| 81 | £18.22 | 21/06/2021 | EE Limited Mobile Telephone Contract 05 2021 | 5000/2/5 |
| 79 | £808.70 | 23/06/2021 | Total Gas and Power Electricity - May | 5000/4/2 |
| 80/1 | £13.41 | 23/06/2021 | Barclaycard Cleaning Products (Amazon) | 5000/4/11 |
| 82 | £6.00 | 25/06/2021 | Pitney Bowes Postage - paper invoice fee | 5000/2/4 |
| 83 | £1,210.15 | 28/06/2021 | Everflow Limited Water Bill - June | 5001/7 |
| 84 | £23.40 | 29/06/2021 | Cathedral Hygiene Supply of Hygiene Services | 5000/4/6 |
| 64 | £192.18 | 30/06/2021 | Document Solutions Telephone & Broadband | 5000/2/5 |
| 90 | £15.00 | 01/04/2021 | YLCA - Climate Emergency Webinar - 12 Jan 21 | 5000/3/2 |
| 67 | £1,992.73 | 01/05/2021 | ADT Fire & Security PLC - Annual Maintenance Intru | 5000/4/9 |
| 68 | £540.22 | 01/05/2021 | ADT Fire & Security PLC - Annual Maintenance eme | 5000/4/9 |
| 69 | £829.70 | 01/05/2021 | ADT Fire & Security PLC - Annual Maintenance Fire Alarm | 5000/4/9 |
| 91 | £90.00 | 10/05/2021 | Stewart Gildroy - Repairs to ceiling in passageway | 5000/4/10 |
| 89 | £165.47 | 13/05/2021 | Castle Water Limited - Rebilled Market Place | 5001/7 |
| 56 | £169.34 | 27/05/2021 | Edge It Systems Ltd - BitDefender Antivirus and Take | 5000/2/9 |
| 62 | £22.91 | 31/05/2021 | Sapphire Print Solutions - Cost per copy charges for Ma | 5000/2/2 |
| 63 | £481.50 | 31/05/2021 | Lewis Hart Security Services - Mobile Patrols (May) | 5000/4/7 |
| 55 | £11.85 | 03/06/2021 | Whitby Cobbler - Key cutting | 5001/1 |
| 58 | £180.00 | 03/06/2021 | 2 Commune Ltd - Renew Manage & host domain - 2 years | 5000/2/10 |
| 65 | £12,000.00 | 09/06/2021 | SBC - Financial Contribution East Pier Footbridge 19/20 & 2 | 5001/18 |
| 85 | £47.83 | 09/06/2021 | Rentokil Initial UK Ltd - Hygiene Contract July 2021 | 5000/4/6 |
| 66 | £123.84 | 10/06/2021 | Edge It Systems Ltd - 365 Monthly Fees (May) | 5000/2/9 |
| 93 | £85.00 | 16/06/2021 | Richard Ponter Photography - Honorary Freeman Pictures | 5000/3/6 |
| 70 | £379.25 | 18/06/2021 | PHS Group - Hygiene Supplies | 5000/4/11 |
| 99 | £6.50 | 18/06/2021 | Barclays Bank - e-payment Plan Charges - June 2021 | 5000/2/13 |
| 94 | £350.00 | 19/06/2021 | Yorkshire Internal Audit - Final Internal Audit 2020-21 | 5000/2/7 |
| 86 | £179.75 | 24/06/2021 | Business Stream - Water Charges - Pannett Gallery & Mu | 5000/4/3 |
| 87 | £404.40 | 24/06/2021 | Andrews Air Conditioning – Maint. & Delta Ts (15/04) Mu | 5000/4/15 |
| 88 | £388.34 | 24/06/2021 | Andrews Air Conditioning – Maint. & Delta Ts (15/04) Ga | 5000/4/15 |
| 96 | £12.00 | 30/06/2021 | Sapphire Print Solutions - Cost per copy charges for Jun | 5000/2/2 |
| 97 | £481.50 | 30/06/2021 | Lewis Hart Security Services - Mobile Patrols (June) | 5000/4/7 |
| 92 | £85.20 | 01/07/2021 | SAGE UK Ltd - SAGE 50 payroll subscription July | 5000/2/9 |
| 95 | £123.84 | 01/07/2021 | Edge It Systems Ltd - 365 Monthly Fees (June) | 5000/2/9 |
| 98 | £212.08 | 01/07/2021 | Grenke Leasing - Photocopier Equipment Lease Q2 | 5000/2/2 |
| 100 | £3.31 | 30/06/2021 | Wilf Nobel – Cabin Hook | 5000/4/12 |
| Sub | £36,288.04 | | | |
| | £15,467.97 | | Confidential Transactions | |
| Total | £51,756.01 | | | |

Income transactions - receipts list period to **7 July 2021**

| Tn no | Gross | Heading | Date | Details |
|--------------|------------------|----------------|-------------|---------------------------------|
| 1022 | £10.00 | 4000/18 | 25/05/2021 | School Toilet Code |
| 1023 | £1,430.70 | 4000/7 | 01/06/2021 | Whitby Lit & Phil 60% entry |
| 1024 | £15.00 | 4000/1 | 07/06/2021 | ██████ - Donation |
| 1025 | £472.80 | 4000/2 | 16/06/2021 | ██████ - Allotment Rent 2021-22 |
| 1026 | £666.61 | 4300 | 17/06/2021 | HMRC JRS GRANT |
| 1027 | £10.00 | 4000/18 | 18/06/2021 | School Toilet Code |
| 1028 | £10.00 | 4000/18 | 01/07/2021 | School Toilet Code |
| 1029 | £10.00 | 4000/18 | 05/07/2021 | School Toilet Code |
| 1030 | £40.00 | 4000/18 | 06/07/2021 | School Toilet Code |
| 1031 | £30.50 | 4000/2 | 06/07/2021 | ██████ - Allotment Rent 2021-22 |
| 1032 | £4,364.40 | 4000/7 | 06/07/2021 | Whitby Lit & Phil 60% entry |
| 1033 | £10.00 | 4000/18 | 06/07/2021 | School Toilet Code |
| Total | £7,070.01 | | | |

DECISIONS RECORDED UNDER DELEGATED POWERS

1. FINANCE, POLICY & GENERAL PURPOSES

13 July 2021

a. Income and Expenditure

That the schedule of expenditure up to 7 July 2021 in the sum of £51,756.01 (in respect WTC) is approved, that income in the sum of £7,070.01 (in respect WTC) is noted (Appendix A - above).

b. Consider the Internal Auditor's Report on the 2020/21 Accounts

That a working party of Councillor Jackson, Councillor Mrs Wild and the Clerk develop recommendations on reviewing the town council's reserves policy and establishing an approach to implementing that policy through a medium-term financial plan for resolution at a later meeting.

Whitby Town Council

Expenditure transactions - payments approval list – period to 16 September 2021

| Tn no | Gross | Date | Details | Heading |
|-------|-------------------|------------|----------------------------------------------------------------------|-----------|
| 104 | £95.85 | 15/07/2021 | Green End Electrical - Thermostat (like for like replacement) | 5000/4/10 |
| 108 | £18.22 | 21/07/2021 | EE Limited - Mobile Telephone Contract 06 2021 | 5000/2/5 |
| 110 | £369.73 | 22/07/2021 | ENGIE Gas Limited - Gas - July | 5000/4/1 |
| 109 | £25.30 | 23/07/2021 | Barclaycard - Hygiene Products - Internet | 5000/4/11 |
| 111 | £948.73 | 23/07/2021 | TotalEnergies Gas & - Electricity - June | 5000/4/2 |
| 112 | £23.40 | 27/07/2021 | Cathedral Hygiene - Supply of Hygiene Services | 5000/4/6 |
| 113 | £6.00 | 27/07/2021 | Pitney Bowes - Postage - paper invoice fee | 5000/2/4 |
| 114 | £370.78 | 28/07/2021 | Siemens Financial - Quarterly Charge (Annual Statement in | 5000/2/5 |
| 115 | £192.18 | 30/07/2021 | Document Solutions - Telephone & Broadband | 5000/2/5 |
| 116 | £788.08 | 02/08/2021 | Everflow Limited - Water Bill - June | 5001/7 |
| 117 | £37.01 | 04/08/2021 | Barclays Bank - e-payment Plan Charges - July 2021 | 5000/2/13 |
| 119 | £85.20 | 16/08/2021 | SAGE UK Ltd - SAGE 50 payroll subscription August | 5000/2/9 |
| 145 | £342.55 | 23/08/2021 | ENGIE Gas Limited - Gas - August | 5000/4/1 |
| 146 | £58.80 | 23/08/2021 | Conversion Company - New PC Power Supply | 5000/2/11 |
| 147 | £11.38 | 23/08/2021 | Amazon Services Europe - 2 Drado Meter Box Key Metal | 5000/4/12 |
| 152 | £13.91 | 23/08/2021 | EE Limited - Mobile Telephone Contract 07 2021 | 5000/2/5 |
| 139 | £1,076.21 | 24/08/2021 | TotalEnergies Gas & - Electricity - July | 5000/4/2 |
| 150 | £780.00 | 24/08/2021 | Align Property Partners Ltd - PV2111 Pannett Park, Whitby - Building | 5000/4/10 |
| 126 | £1,273.03 | 26/08/2021 | Everflow Limited - Water Bill - August | 5001/7 |
| 144 | £6.00 | 27/08/2021 | Pitney Bowes - Postage - paper invoice fee | 5000/2/4 |
| 151 | £23.40 | 27/08/2021 | Cathedral Hygiene - Supply of Hygiene Services | 5000/4/6 |
| 122 | £194.17 | 31/08/2021 | Document Solutions - Telephone & Broadband | 5000/2/5 |
| 118 | £1,235.16 | 01/09/2021 | Edge It Systems Ltd - AdvantEDGE Online Contract (5th | 5000/2/9 |
| 120 | £481.50 | 01/09/2021 | Lewis Hart Security Services - Mobile Patrols (July) - Payment | 5000/4/7 |
| 121 | £180.00 | 01/09/2021 | Brian Oakley - Windows August | 5000/4/11 |
| 123 | £123.84 | 01/09/2021 | Edge It Systems Ltd - 365 Monthly Fees (July) | 5000/2/9 |
| 124 | £5,874.00 | 01/09/2021 | Scarborough Lifts - Supplied and fitted replacement ropes | 5000/4/10 |
| 127 | £7.00 | 01/09/2021 | AGI DIY Wearhouse Ltd - Keys cut | 5000/4/12 |
| 128 | £714.00 | 01/09/2021 | Tutorcare - First Aid Training - 4 October 2021 | 6000/5 |
| 129 | £6.32 | 01/09/2021 | Normans Business Solutions - Diaries 2022 | 5000/2/1 |
| 130 | £240.00 | 01/09/2021 | UK Safety Management - PAT Testing | 5000/4/10 |
| 131 | £47.83 | 01/09/2021 | Rentokil Initial UK Ltd - Hygiene Contract August 2021 | 5000/4/6 |
| 157 | £8.00 | 07/09/2021 | Barclays Bank - e-payment Plan Charges - August 2021 | 5000/2/13 |
| 149 | -£15,966.30 | 08/09/2021 | Castle Water Limited - Rebilled New Quay Road (REFUND) | 5001/7 |
| 132 | £1,220.36 | 10/09/2021 | PHS Group - Hygiene Supplies | 5000/4/11 |
| 133 | £355.94 | 10/09/2021 | PHS Group - Hygiene Supplies | 5000/4/11 |
| 135 | £123.84 | 10/09/2021 | Edge It Systems Ltd - 365 Monthly Fees (August) | 5000/2/9 |
| 136 | £480.00 | 10/09/2021 | 2 Commune Ltd - UKLC Website hosting, support and | 5000/2/10 |
| 137 | £19.93 | 10/09/2021 | Sapphire Print Solutions - Cost per copy charges for August 2021 | 5000/2/2 |
| 138 | £336.00 | 10/09/2021 | BAUER Radio Ltd - Greatest Hits Radio (Yorkshire Coast) Stage | 5001/19 |
| 141 | £476.60 | 10/09/2021 | Society of Local Council Clerks - National Conference 2021 | 5000/2/18 |
| 142 | £118.00 | 10/09/2021 | Drain Devil - Hydro Scrubbed & unblocked foul drain | 5000/4/10 |
| 143 | £47.83 | 10/09/2021 | Rentokil Initial UK Ltd - Hygiene Contract September 2021 | 5000/4/6 |
| 156 | £73.73 | 10/09/2021 | Pitney Bowes - Postage - Leasing Fee Charges | 5000/2/4 |
| 134 | £85.20 | 16/09/2021 | SAGE UK Ltd - SAGE 50 payroll subscription | 5000/2/9 |
| | £3,028.71 | | Sub Total | |
| | £47,648.41 | | Confidential Transactions | 6000 |
| | £50,677.12 | | Total | |

APPROVAL OF EXPENDITURE

Item 6

Income transactions - payments approval list period to **16 September 2021**

| Tn No | | Gross | Heading | Date | Details |
|-------|----------|------------------|---------|------------|----------------------------------|
| 1043 | £ | 43,000.00 | 4000/17 | 12/07/2021 | Scarborough Borough Council |
| 1035 | £ | 27,431.18 | 4200 | 13/07/2021 | HM Revenue & Customs |
| 1044 | £ | 10.00 | 4000/18 | 13/07/2021 | Toilet Code |
| 1045 | £ | 23.63 | 4000/2 | 13/07/2021 | Allotment Rent |
| 1046 | £ | 55.00 | 4000/2 | 13/07/2021 | Allotment Rent |
| 1036 | £ | 337.00 | 4000/6 | 15/07/2021 | Literary & Philosophical Society |
| 1047 | £ | 20.00 | 4000/18 | 16/07/2021 | Toilet Code |
| 1048 | £ | 10.00 | 4000/18 | 03/08/2021 | Toilet Code |
| 1049 | £ | 7.63 | 4000/15 | 04/08/2021 | Barclays Bank |
| 1050 | £ | 5,733.60 | 4000/7 | 06/08/2021 | Literary & Philosophical Society |
| 1051 | £ | 200.00 | 4000/17 | 09/08/2021 | Stall-Holder |
| 1052 | £ | 435.00 | 4000/17 | 10/08/2021 | Stall-Holder |
| 1053 | £ | 260.00 | 4000/17 | 11/08/2021 | Stall-Holder |
| 1055 | £ | 1,000.00 | 4000/17 | 11/08/2021 | Scarborough Borough Council |
| 1054 | £ | 200.00 | 4000/17 | 12/08/2021 | Stall-Holder |
| 1056 | £ | 200.00 | 4000/17 | 13/08/2021 | Stall-Holder |
| 1057 | £ | 200.00 | 4000/17 | 13/08/2021 | Stall-Holder |
| 1058 | £ | 400.00 | 4000/17 | 16/08/2021 | Stall-Holder |
| 1059 | £ | 435.00 | 4000/17 | 16/08/2021 | Stall-Holder |
| 1060 | £ | 220.00 | 4000/17 | 17/08/2021 | Stall-Holder |
| 1061 | £ | 350.00 | 4000/17 | 17/08/2021 | Stall-Holder |
| 1062 | £ | 200.00 | 4000/17 | 18/08/2021 | Stall-Holder |
| 1063 | £ | 250.00 | 4000/17 | 18/08/2021 | Stall-Holder |
| 1064 | £ | 350.00 | 4000/17 | 18/08/2021 | Stall-Holder |
| 1065 | £ | 250.00 | 4000/17 | 18/08/2021 | Stall-Holder |
| 1066 | £ | 250.00 | 4000/17 | 19/08/2021 | Stall-Holder |
| 1067 | £ | 710.00 | 4000/17 | 20/08/2021 | Stall-Holder |
| 1068 | £ | 250.00 | 4000/17 | 26/08/2021 | Stall-Holder |
| 1069 | £ | 250.00 | 4000/17 | 26/08/2021 | Stall-Holder |
| 1070 | £ | 200.00 | 4000/17 | 27/08/2021 | Stall-Holder |
| 1071 | £ | 250.00 | 4000/17 | 27/08/2021 | Stall-Holder |
| 1072 | £ | 85.00 | 4000/17 | 31/08/2021 | Stall-Holder |
| 1073 | £ | 350.00 | 4000/17 | 31/08/2021 | Stall-Holder |
| 1074 | £ | 350.00 | 4000/17 | 31/08/2021 | Stall-Holder |
| 1075 | £ | 250.00 | 4000/17 | 31/08/2021 | Stall-Holder |
| 1076 | £ | 200.00 | 4000/17 | 01/09/2021 | Stall-Holder |
| 1077 | £ | 8,734.20 | 4000/7 | 07/09/2021 | Literary & Philosophical Society |
| 1078 | £ | 0.38 | 4000/15 | 07/09/2021 | Barclays Bank |
| 1079 | £ | 220.00 | 4000/17 | 07/09/2021 | Stall-Holder |
| 1080 | £ | 250.00 | 4000/17 | 13/09/2021 | Stall-Holder |
| 1081 | £ | 1,000.00 | 4000/17 | 13/09/2021 | Scarborough Borough Council |
| 1082 | £ | 350.00 | 4000/17 | 13/09/2021 | Stall-Holder |
| | £ | 95,277.62 | | | Total |

Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

| | | Budget | Actual Net | Balance |
|----------------------------|------------------------------|--------------------|--------------------|--------------|
| INCOME | | | | |
| Whitby Town Council | | | | |
| 11 | Deposit Account Interest | £0.00 | £0.49 | £0.49 |
| 4000 | Town Council Income | | | |
| 4000/1 | PAG other refunds | £0.00 | £0.00 | £0.00 |
| 4000/2 | Allotments | £1,300.00 | £950.18 | -£349.82 |
| 4000/3 | PPM Office Rental | £2,500.00 | £0.00 | -£2,500.00 |
| 4000/4 | PPM Telephone Refunds | £0.00 | £0.00 | £0.00 |
| 4000/5 | PAG Commission | £600.00 | £0.00 | -£600.00 |
| 4000/6 | Refunds Lit and Phil | £10,000.00 | £337.00 | -£9,663.00 |
| 4000/7 | Art Gallery/Museum admission | £41,000.00 | £11,528.70 | -£29,471.30 |
| 4000/8 | Armed Forces WP Income | £0.00 | £0.00 | £0.00 |
| 4000/12 | Christmas Lighting Refund | £10,000.00 | £0.00 | -£10,000.00 |
| 4000/15 | Loyalty Reward | £150.00 | £7.71 | -£142.29 |
| 4000/16 | Other Refunds | £0.00 | £25,310.24 | £25,310.24 |
| 4000/17 | Christmas Festival | £0.00 | £50,895.00 | £50,895.00 |
| 4000/18 | Public Conveniences | £35,000.00 | £1,170.00 | -£33,830.00 |
| 4000/19 | Community Donation | £6,000.00 | £15.00 | -£5,985.00 |
| 4000/20 | Yorkshire Day | £0.00 | £0.00 | £0.00 |
| 4000/21 | Capital/Heritage Grants | £5,000.00 | £0.00 | -£5,000.00 |
| 4000/24 | JRS Grant | £0.00 | £0.00 | £0.00 |
| 4050 | Tracker Account Interest | £0.00 | £0.00 | £0.00 |
| 4100 | Precept | £223,435.00 | £111,717.50 | -£111,717.50 |
| 4300 | Job Retention Scheme Grant | £0.00 | £3,916.19 | £3,916.19 |
| | Total Income | £334,985.00 | £205,848.01 | |

Financial Budget Comparison

Comparison between 01/04/21 and 31/08/21 inclusive. Includes due and unpaid transactions.

Excludes transactions with an invoice date prior to 01/04/21

| | | Budget | Actual Net | Balance |
|---------------------------------------|--------------------------------|-------------------|-------------------|-------------------|
| EXPENDITURE | | | | |
| Whitby Town Council | | | | |
| 5000/2/1 | Stationery | £750.00 | £0.00 | £750.00 |
| 5000/2/2 | Photocopying | £1,500.00 | £382.55 | £1,117.45 |
| 5000/2/3 | Adverts | £0.00 | £0.00 | £0.00 |
| 5000/2/4 | Postage | £700.00 | £96.94 | £603.06 |
| 5000/2/5 | Telephones/broadband/email | £2,500.00 | £1,332.51 | £1,167.49 |
| 5000/2/6 | Office Equipment | £500.00 | £0.00 | £500.00 |
| 5000/2/7 | Audit | £1,800.00 | £350.00 | £1,450.00 |
| 5000/2/8 | Subscriptions | £1,800.00 | £1,486.00 | £314.00 |
| 5000/2/9 | IT Hosted Applications | £1,800.00 | £986.44 | £813.56 |
| 5000/2/10 | Website | £500.00 | £150.00 | £350.00 |
| 5000/2/11 | Computer Maintenance | £200.00 | £49.00 | £151.00 |
| 5000/2/12 | Insurance | £10,750.00 | £11,870.89 | -£1,120.89 |
| 5000/2/13 | Bank Charges | £300.00 | £56.81 | £243.19 |
| 5000/2/14 | Health & Safety | £400.00 | £0.00 | £400.00 |
| 5000/2/15 | Petty Cash | £0.00 | £0.00 | £0.00 |
| 5000/2/16 | Data Protection Annual | £35.00 | £0.00 | £35.00 |
| 5000/2/17 | HR Advisory Service | £1,800.00 | £1,927.72 | -£127.72 |
| 5000/2/18 | Staff Training | £500.00 | £0.00 | £500.00 |
| 5000/2/19 | Travel Expenses | £0.00 | £0.00 | £0.00 |
| 5000/2 | Total | £25,835.00 | £18,688.86 | £7,146.14 |
| 5000/3 Civic & Councillors | | | | |
| 5000/3/1 | Mayor's Allowance | £2,000.00 | £0.00 | £2,000.00 |
| 5000/3/2 | Councillors Training | £500.00 | £15.00 | £485.00 |
| 5000/3/3 | Civic Regalia | £500.00 | £0.00 | £500.00 |
| 5000/3/4 | Election/Polls | £0.00 | £0.00 | £0.00 |
| 5000/3/5 | Mayoral Board | £100.00 | £0.00 | £100.00 |
| 5000/3/6 | Honorary Freeman | £200.00 | £260.00 | -£60.00 |
| 5000/3/7 | Annual Report | £100.00 | £0.00 | £100.00 |
| 5000/3/8 | Plaques and Pennant Gifts | £200.00 | £210.00 | -£10.00 |
| 5000/3/9 | Hospitality | £500.00 | £0.00 | £500.00 |
| 5000/3/10 | Contingencies | £4,000.00 | £0.00 | £4,000.00 |
| 5000/3/11 | Section 137 | £150.00 | £232.00 | -£82.00 |
| 5000/3/12 | Events | £6,000.00 | £0.00 | £6,000.00 |
| 5000/3/14 | Legal Costs Community Asset | £500.00 | £0.00 | £500.00 |
| 5000/3/16 | Community Event Project | £2,000.00 | £0.00 | £2,000.00 |
| 5000/3/17 | Town Plan | £0.00 | £0.00 | £0.00 |
| 5000/3/18 | Twinning | £100.00 | £0.00 | £100.00 |
| 5000/3/20 | Yorkshire Society Subscription | £0.00 | £0.00 | £0.00 |
| 5000/3 | Total | £16,850.00 | £717.00 | £16,133.00 |
| 5000/4 Building Management | | | | |

APPROVAL OF EXPENDITURE

Item 6

| | | | | |
|---------------|-----------------------------------|--------------------|--------------------|-------------------|
| 5000/4/1 | Gas | £9,000.00 | £2,854.16 | £6,145.84 |
| 5000/4/2 | Electricity | £5,000.00 | £3,246.63 | £1,753.37 |
| 5000/4/3 | Water Rates | £2,000.00 | £303.74 | £1,696.26 |
| 5000/4/4 | Refuse Collections | £500.00 | £414.07 | £85.93 |
| 5000/4/5 | Rates | £0.00 | £0.00 | £0.00 |
| 5000/4/6 | Hygiene Contracts | £1,800.00 | £440.69 | £1,359.31 |
| 5000/4/7 | Security Patrols | £5,000.00 | £1,203.75 | £3,796.25 |
| 5000/4/8 | Alarm Call Outs | £0.00 | £0.00 | £0.00 |
| 5000/4/9 | ADT Contract | £4,000.00 | £6,750.53 | -£2,750.53 |
| 5000/4/10 | Repairs and Maintenance | £7,000.00 | £1,034.34 | £5,965.66 |
| 5000/4/11 | Cleaning/Hygiene Supplies | £2,000.00 | £710.27 | £1,289.73 |
| 5000/4/12 | Fixtures and Fittings | £500.00 | £6,100.25 | -£5,600.25 |
| 5000/4/14 | Maintenance Reserve | £3,000.00 | £0.00 | £3,000.00 |
| 5000/4/15 | Air Conditioning | £0.00 | £660.62 | -£660.62 |
| 5000/4/16 | Heating System | £0.00 | £0.00 | £0.00 |
| 5000/4 | Total | £39,800.00 | £23,719.05 | £16,080.95 |
| 5000 | Total | £82,485.00 | £43,124.91 | £39,360.09 |
| 5001 | Other Services | | | |
| 5001/1 | Allotments | £3,000.00 | £9.87 | £2,990.13 |
| 5001/2 | Modern Apprentice Contribution | £3,500.00 | £4,500.00 | -£1,000.00 |
| 5001/3 | Grants | £0.00 | £0.00 | £0.00 |
| 5001/4 | Christmas Lights | £12,000.00 | £0.00 | £12,000.00 |
| 5001/5 | Notice Board | £0.00 | £0.00 | £0.00 |
| 5001/6 | East Side Facility | £0.00 | £0.00 | £0.00 |
| 5001/7 | Public Conveniences | £20,000.00 | £7,248.87 | £12,751.13 |
| 5001/8 | Spital Bridge - Residents Parking | £0.00 | £0.00 | £0.00 |
| 5001/9 | Allotment paths & Fence | £2,000.00 | £0.00 | £2,000.00 |
| 5001/10 | Abbey / Caedmon Footpath | £1,000.00 | £0.00 | £1,000.00 |
| 5001/11 | Captain Cook Statue | £0.00 | £0.00 | £0.00 |
| 5001/12 | Old Town Hall Survey | £0.00 | £0.00 | £0.00 |
| 5001/13 | War Memorial | £250.00 | £0.00 | £250.00 |
| 5001/14 | Harbour Story Boards (R&M) | £1,500.00 | £0.00 | £1,500.00 |
| 5001/15 | Welcome to Whitby Sign (R&M) | £1,500.00 | £0.00 | £1,500.00 |
| 5001/16 | Climate Emergency | £1,000.00 | £0.00 | £1,000.00 |
| 5001/17 | Victoria Spa Well (R&M) | £5,000.00 | £0.00 | £5,000.00 |
| 5001/18 | East Pier Footbridge | £6,000.00 | £0.00 | £6,000.00 |
| 5001/19 | Christmas Festival | £0.00 | £0.00 | £0.00 |
| 5001 | Total | £56,750.00 | £11,758.74 | £44,991.26 |
| 6000 | Staffing | | | |
| 6000/1 | Nett Salaries | £122,000.00 | £45,473.76 | £76,526.24 |
| 6000/2 | Tax | £12,000.00 | £6,123.74 | £5,876.26 |
| 6000/3 | NI | £22,000.00 | £10,610.56 | £11,389.44 |
| 6000/4 | Staffing Contingency | £0.00 | £0.00 | £0.00 |
| 6000/5 | Staff Training | £750.00 | £0.00 | £750.00 |
| | Total Expenditure | £334,985.00 | £200,690.78 | |

Section 3 – External Auditor Report and Certificate 2020/21

In respect of **Whitby Town Council - NY0608**

1 Respective responsibilities of the body and the auditor

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

- summarises the accounting records for the year ended 31 March 2021; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

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

2 External auditor report 2020/21

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

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

The AGAR was not accurately completed before submission for review. The AGAR had to be sent back for amendment

3 External auditor certificate 2020/21

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2021.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature



Date

12/09/2021

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

**WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 21 SEPTEMBER 2021**

BUDGET 2022/23 – TIMETABLE & BASIC ASSUMPTIONS

1. Introduction

- 1.1. This report sets out a preparation timetable for the 2022/23 budget, the major pressures to be considered in preparing the budget and seeks Members' views and direction on the principles to be adopted for 2022/23.

2. Budget Preparation Timetable

- 2.1. Preparation of the budget will follow a structured review of all current income, expenditure and investment and consider options put forward to meet current and future requirements.
- 2.2. At this meeting, Members will consider the overall budgetary position and identify growth factors to be taken into account. Individual budget headings will be examined in detail at the committee meetings scheduled up to the next meeting of this committee on 16 November, alongside proposals for additional expenditure and new projects.
- 2.3. The FP&GP Committee meeting scheduled for 16 November 2021 will examine the growth submissions from the other committees, in the context of known national controls and predicted funding levels. The recommendations formulated will then be considered alongside the Medium Term Financial Plan at the meeting scheduled for 14 December to enable FP&GP to recommend a draft budget to the Full Council meeting scheduled for 18 January 2021.

3. Inflationary/Other Factors to Be Taken Into Consideration

- 3.1. We have not received indication of the likely effect of changes in the local tax base on the town council's funding next year. The tax base is a reflection of the number of 'Band D equivalent' properties. It is increased by new build properties but will be reduced if greater numbers of council-tax payers are in receipt of universal credit. Figures are anticipated from Scarborough Borough Council as the billing authority.
- 3.2. The absolute effect of this reduction will be reported into the budget setting process, once this is finalised by the borough council.
- 3.3. The national pay award for 2021/22 is yet to be agreed between the Joint National Committee. Once agreed this will be back-dated to 1 April. The employers' current offer is 1.75%. Any further delay may lead to a conclusion of a two-year deal or may simply delay determination of the outcome for 2022-23. This year's budget was based on an assumption of 1%. Any correction to that assumption and a reasonable assessment of the effect of any future agreement will be fed into the November or

December meetings. These will then be built into the base-budget together with incremental progression for those staff not on the top of their scale.

- 3.4. The rates of the National Living Wage and the National Minimum Wage now change every April. An announcement for the rates applying from 2022 will form part of the autumn statement.
- 3.5. Non-pay inflation in the wider economy is currently running at 3% and has risen over this year, though much of this is fuelled by items which are not purchased by the town council. Members may wish to consider applying a 2% inflation factor to goods and services headings during the current budget preparation. Any specific inflationary demands in charges and subscriptions will be identified against individual budget headings.
- 3.6. The Ministry of Housing, Communities and Local Government (MHCLG) has continued to indicate that capping is unlikely to be applied to local councils for 2022/23. It is expected that this will be confirmed prior to the December local government financial settlement.

4. Unrealised Commitments and Known Underspends

- 4.1. All known variations occurring in the 2021/22 budget will be taken into account when considering the recommended figure to be put forward for 2022/23.

5. Projects and Growth

- 5.1. All Members will be contacted to indicate any projects they wish to put forward for consideration within the 2022/23 budget. This should take account of
- 5.2. All items will be considered by the relevant committee, and then by FP&GP, as part of the normal budgetary process.

6. Conclusion

- 6.1. The following recommendations are made to assist the processes and issues to be considered at the Committee meeting scheduled for 15 December when careful consideration will need to be given to any new items or projects for onward transmission to Council.

Recommendation – That the detail within sections 2 to 5 (above) be agreed:

- (a) That the budget timetable is as detailed in Section 2;
- (b) That the position on tax base be noted;
- (c) That pay inflation of 2% be assumed (subject to the outcome of JNC negotiations);
- (d) That non-pay inflation of 2% be assumed; and
- (e) That any proposals for new budget items be submitted to the relevant committee in the next cycle.

Michael King
Town Clerk & RFO