



PANNETT PARK | WHITBY | YO21 1RE
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Dear Councillor,

24 February 2022

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 1 March 2022 at 6:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple, G Goodberry,
J Harston, G Jackson, 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 consider approval of 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 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. MINUTES OF MEETING HELD ON 14 DECEMBER 2021

(page 3)

To approve the minutes of the meeting held on 14 December 2021.

5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

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

Finance

6. APPROVAL OF EXPENDITURE

(page 13)

To approve payments and note receipts on behalf of the Council to 23 February 2022.

- 7. INCOME AND EXPENDITURE AGAINST BUDGET TO 31 JANUARY 2022** (page 17)
- 8. REVIEW OF INTERNAL CONTROLS (RISK REGISTER)** (page 19)
To review current documents and make recommendations on changes if required
- 9. REVIEW OF INTERNAL CONTROLS (ASSET REGISTER)** (page 27)
To review current documents and make recommendations on changes if required
- 10. CONSIDER QUOTATIONS FOR INTERNAL AUDIT**
To review submitted quotations to provide Internal Audit service. Verbal report of the Clerk.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance, Policy and General Purposes** Committee held in the Pannett Gallery on Tuesday 14 December 2021 at 6:00pm.

Present: Councillors G Jackson (Chair), Mrs H Coughlan, B Dalrymple, J Harston, Mrs L Wild, and Mrs 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

APOLOGIES FOR ABSENCE

None.

DECLARATION OF INTERESTS & REQUESTS FOR DISPENSATION

None.

PUBLIC PARTICIPATION

No members of the public were present.

GENERAL PURPOSES & POLICY

MINUTES OF MEETING HELD ON 16 NOVEMBER 2021

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

RESOLVED that the minutes of the meeting of the Finance Policy & General Purposes Committee meeting, held 16 November 2021 are accepted as an accurate record.

ACTION OUTSTANDING FROM PREVIOUS MEETING

The Clerk provided a verbal update on the progress of resolutions from the previous meeting, which had been referred to Council, or for action at future meetings.

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

RESOLVED that the information be received.

COVID PREVENTION MEASURES

Submitted: a paper to consider the town council's response to the additional measures introduced by Government on 8 December.

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

RESOLVED a) that as a temporary measure, to allow for effective decision making whilst Covid-19 restrictions are in place, the Proper Office may be empowered to take any and all decisions in consultation with the members of the relevant Committee or Full Council;
b) that physical meetings of Committees and Council be suspended for the time being, where allowed;
c) that virtual and informal, advisory meetings of Committees and Council, where allowed, be held on the date that would otherwise have been the dates on which full meetings would have been held.

FINANCE

APPROVAL OF EXPENDITURE

To approve payments and note receipts on behalf of the Council to 8 December (Appendix A).

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

RESOLVED that the schedule of expenditure up to 8 December 2021 in the sum of **£40,639.45** (as attached) is approved and submitted to Full Council and that the income in the sum of **-£747.35** is noted.

DRAFT BUDGET 2022/23

Submitted: a report setting out a draft budget for consideration and presentation to the Full Council meeting scheduled for 18 January 2022.

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

RESOLVED that the draft budget attached at Appendix B is recommended to council at its meeting on 18 January 2022.

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1 March 2022

**FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 14 December 2021
APPROVAL OF EXPENDITURE & NOTING OF INCOME**

Whitby Town Council

Expenditure transactions - payments approval list – period to **8 December 2021**

Tn No	Gross	Date	Details
251	180.00	17/05/2021	Rural Services Partnership Ltd - Membership 2021-22
239	960.00	12/09/2021	PKF Littlejohn - Limited Assurance Fee 2020/21
242	38.40	19/10/2021	Jetprint - Christmas Cards
231	112.70	26/10/2021	LNER - Return ticket - Sudbury Suffolk
259	481.50	27/10/2021	Lewis Hart Security Services - Mobile Patrols (October) - Payment Factored to Bibby
232	6.97	28/10/2021	Boyes of Whitby - Screws
249	25.25	28/10/2021	Sapphire Print Solutions - Cost per copy charges for October 2021
210	23.99	01/11/2021	Amazon - Union Flag
226	85.20	01/11/2021	SAGE UK Ltd - SAGE 50 payroll subscription October
241	296.58	01/11/2021	Document Solutions - Telephone & Broadband
233	21.00	02/11/2021	Scarborough Borough Council - Temporary Event Notice Application
234	97.25	03/11/2021	The Angel - Sudbury - Accommodation (curator's visit)
248	88.55	03/11/2021	Expenses relating to MDY training (10-10-21) and visit to collection in Sudbury (2&3-11-21)
250	240.00	04/11/2021	PHS Group - Hygiene Supplies
214	144.00	05/11/2021	Lawsons Builders and High Access Ltd - Clearing of all gutters, Pier Road
215	47.83	05/11/2021	Rentokil Initial UK Ltd - Hygiene Contract December 2021
230	1,179.29	07/11/2021	TotalEnergies Gas & Power - Electricity - October
235	65.00	12/11/2021	Cedar Court Hotel Huddersfield - Accommodation (Town Mayor)
238	7.14	12/11/2021	Pitney Bowes - Postage - paper invoice fee
258	215.60	15/11/2021	Fusco Ltd - Refreshments (Remembrance Day)
213	461.81	16/11/2021	ENGIE Gas Limited - Gas - November (for October)
247	3,016.36	16/11/2021	Andrews Air Conditioning - Supply Installation and Commissioning Tea Room unit
253	4,645.80	16/11/2021	H Pickup M & E Services Ltd - Servicing and Repair of Boiler
218	1,723.88	17/11/2021	ADT Fire & Security PLC - Repairs to emergency Lighting
217	10.00	18/11/2021	Barclays Bank - e-payment Plan Charges - 13 Oct - 14 Nov 2021
237	4,597.44	18/11/2021	Everflow Limited - Water Bill - November
246	28.80	18/11/2021	City Electrical Factors (Darlington) - 10x 2' Fluorescent Tubes
229	14.40	22/11/2021	EE Limited - Mobile Telephone Contract 10 2021
220	77.95	23/11/2021	Vinyl Signs of Whitby - Directional Signage (Festival)
244	645.00	25/11/2021	Broomfield House - Hotel booking for entertainers
224	369.60	27/11/2021	St George Security - Christmas market Security (22 hours)
243	288.00	27/11/2021	Emerald Hotels (Royal Whitby) - Hotel booking for entertainers
240	23.40	29/11/2021	Cathedral Hygiene - Supply of Hygiene Services
245	124.00	29/11/2021	Endeavour Café - Volunteer refreshments 24-29 November

252	33.23	29/11/2021	Sapphire Print Solutions - Cost per copy charges for November 2021
257	162.66	30/11/2021	Normans Business Solutions - Stationery
260	481.50	30/11/2021	Lewis Hart Security Services - Mobile Patrols (November) - Payment Factored to Bibby
225	2,193.77	01/12/2021	Shed Erection Contractors (Various) - Hours worked - Christmas Market
228	85.20	01/12/2021	SAGE UK Ltd - SAGE 50 payroll subscription December
254	123.84	01/12/2021	Edge It Systems Ltd - 365 Monthly Fees (October)
255	123.84	01/12/2021	Edge It Systems Ltd - 365 Monthly Fees (November)
263	-288.00	02/12/2021	Emerald Hotels (Royal Whitby) - Hotel booking for entertainers (REFUND)
256	1,092.08	06/12/2021	TotalEnergies Gas & Power - Electricity - November
262	-399.32	06/12/2021	Society of Local Council Clerks - Reimbursed hours & oncosts for SAAA
236	6.99	07/12/2021	Yorkshire Trading Company (Whitby) - Hardware
261	73.73	08/12/2021	Pitney Bowes - Postage - Leasing Fee Charges
222	391.00	01/01/2022	Society of Local Council Clerks - SLCC Subscription 2022
	24,243.21		Sub-Total
	16,396.24		Confidential Transactions
	40,639.45		Total

Income transactions - payments approval list period to **8 December 2021**

n No	Gross	Date	Detail	Heading
1132	£60.00	15/11/2021	Business (Toilet Code) Toilet Code	4000/18
1130	£10.00	25/11/2021	School (Toilet Code) Toilet Code	4000/18
1133	£3,607.20	03/12/2021	Lit & Phil 60% Admission Receipts	4000/7
1134	£0.45	06/12/2021	Barclays Bank Loyalty Reward	4000/15
1108	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1109	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1110	-£197.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1111	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1112	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1113	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1114	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1115	-£197.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1116	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1117	-£187.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1118	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1119	-£170.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1120	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1121	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1122	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1123	-£170.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1124	-£150.00	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1125	-£326.25	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1126	-£262.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1127	-£326.25	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1128	-£262.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
1129	-£262.50	07/12/2021	Stall-Holder REFUND (75%)	4000/17
	-£747.35		Total	

FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 14 December 2021
SUMMARY DRAFT BUDGET

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
TOWN COUNCIL EXPENDITURE				
Heading				
Staff Costs				
Nett Salaries, plus on-costs	195,000.00	195,000.00	220,000.00	12.82%
Staffing Contingency	-	-	-	
Staff Training	750.00	800.00	1,000.00	33.33%
Administration				
Stationery	750.00	750.00	500.00	-33.33%
Photocopying	1,500.00	1,200.00	750.00	-50.00%
Adverts (not elections)				
Postage	700.00	500.00	500.00	-28.57%
Telephones/broadband/email	2,500.00	3,000.00	3,000.00	20.00%
Office Equipment	500.00	500.00	1,000.00	100.00%
Audit	1,800.00	1,700.00	1,700.00	-5.56%
Subscriptions	1,800.00	2,500.00	2,500.00	38.89%
IT/hosted applications	1,800.00	4,000.00	4,000.00	122.22%
Website	500.00	400.00	400.00	-20.00%
Computer Maintenance	200.00	200.00	200.00	0.00%
Insurance	10,750.00	17,500.00	17,500.00	62.79%
Bank Charges	300.00	200.00	200.00	-33.33%
Health & Safety	400.00	300.00	300.00	-25.00%
Petty cash Misc.				
Data Protection Registration	35.00	35.00	35.00	0.00%
HR Advisory Service	1,800.00	1,800.00	1,800.00	0.00%
Travel training	500.00	500.00	500.00	0.00%
Civic & Councillors				
Mayors Allowance	2,000.00	2,000.00	2,000.00	0.00%
Councillors Training	500.00	500.00	500.00	0.00%
Civic Regalia	500.00	500.00	500.00	0.00%
Elections/Polls	-	-	-	
Mayoral Board	100.00	100.00	100.00	0.00%
Honorary Citizenship	200.00	200.00	200.00	0.00%
Annual Report/newsletter	100.00	100.00	100.00	0.00%
Plaques/pennants/gifts	200.00	200.00	200.00	0.00%
Hospitality	500.00	500.00	500.00	0.00%
Contingencies	4,000.00	2,000.00	2,000.00	-50.00%

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
Free Resource (Section 137)	150.00	150.00	150.00	0.00%
Events	6,000.00	2,000.00	2,000.00	-66.67%
Event project coordinator	2,000.00	-	-	-100.00%
Legal Cost Asset Transfer	500.00	500.00	500.00	0.00%
Building Management				
Gas	6,000.00	5,000.00	5,000.00	-16.67%
Electricity	8,000.00	9,000.00	9,000.00	12.50%
Water Rates	2,000.00	1,000.00	1,000.00	-50.00%
Refuse Collections	500.00	500.00	500.00	0.00%
Rates				
Hygiene contracts	1,800.00	1,800.00	1,800.00	0.00%
Security Patrols	5,000.00	5,000.00	5,000.00	0.00%
Fire, Alarms callouts				
ADT Contracts	4,000.00	4,000.00	6,000.00	50.00%
ADT (R&M)		2,500.00	2,500.00	
Repairs & Maintenance	7,000.00	7,000.00	7,500.00	7.14%
Cleaning/Hygiene Supplies	2,000.00	1,500.00	1,500.00	-25.00%
Fixtures & Fittings	500.00	2,000.00	2,000.00	300.00%
Maintenance Reserve	3,000.00	200.00	500.00	-83.33%
Air Conditioning			6,000.00	
Heating System			5,000.00	
Other Services				
Allotments	3,000.00	3,000.00	2,500.00	-16.67%
Allotment Fence Stakesby	-	-	-	
Allotment Fencing Cala Beck	2,000.00	1,000.00	1,000.00	-50.00%
Caedmon's Trod Project	1,000.00	1,000.00	1,000.00	0.00%
Modern apprentice	3,500.00	3,500.00	3,500.00	0.00%
Grants	-	-	-	0.00%
Christmas Lights	12,000.00	12,000.00	15,000.00	25.00%
Notice board	-	-	150.00	
Toilets	20,000.00	20,000.00	5,000.00	-75.00%
Toilets (Water Charges)			15,000.00	
Spital Bridge - Residents Parking				
Footbridge extension	6,000.00	6,000.00	6,000.00	0.00%
Contribution to Reserves				
War Memorial	250.00	250.00	250.00	
Harbour Story Board (R&M)	1,500.00	1,500.00	1,500.00	
Twinning	100.00	100.00	100.00	0.00%
Welcome To Whitby Sign (R&M)	1,500.00	1,500.00	1,500.00	
Climate Emergency Engagement	1,000.00	1,000.00	1,000.00	

	Budget 2021-22 £	Revised 2021-22 £	Draft 2022-23 £	Change
Victoria Spa Well maintenance	5,000.00	5,000.00	5,000.00	
Christmas Festival		50,000.00	50,000.00	
	334,985.00	384,985.00	426,435.00	24.02%
TOWN COUNCIL INCOME				
Heading				
Other refunds misc.			4,000.00	
Other refunds PAG			4,000.00	
Allotments	1,300.00	1,300.00	1,300.00	
PPM Office rental	2,500.00	2,500.00	2,500.00	
PPM Office telephone refund				
Christmas Lighting SBC	10,000.00	10,000.00	10,000.00	
Bank Interest & Loyalty Reward	150.00	150.00	150.00	
PAG Commission	600.00	600.00	600.00	
Refunds Lit & Phil	10,000.00	10,000.00	10,000.00	
Museum - 60% Admissions	41,000.00	41,000.00	41,000.00	
Capital/Heritage Grants	5,000.00	5,000.00	5,000.00	
Armed Forces WP income				
Christmas Festival income		50,000.00	50,000.00	
Transfers from reserves				
Community Donation Toilets	6,000.00	6,000.00	6,000.00	
Residents Parking				
Public Toilets	35,000.00	35,000.00	40,000.00	
Total	111,550.00	161,550.00	174,550.00	49.31%
Net Expenditure	334,985.00	384,985.00	426,435.00	
Net Income	111,550.00	161,550.00	174,550.00	
Precept to balance	223,435.00	223,435.00	251,885.00	
Tax Base	4,907.89	4,907.89	5,324.60	
Band D Equivalent	45.53	45.53	47.31	£1.78

Whitby Town Council

Expenditure transactions - payments approval list – period to **23 February 2022**

Tn No	Gross	Contractor	Detail	Heading	Date
261	£73.73	Pitney Bowes	Postage - Leasing Fee Charges	5000/2/4	10/12/2021
228	£85.20	SAGE UK Ltd	SAGE 50 payroll subscription December	5000/2/9	16/12/2021
264	£255.06	Wilf Noble Ltd	15x Tarpaulins SI0567821 &SI0568196	5001/19	17/12/2021
270	£158.40	Brandon Hire Station	4 General Stillage	5001/19	17/12/2021
272	£163.64	Harrisons Van Hire	Two days van hire	5001/19	17/12/2021
273/1	£420.00	BAUER Radio Ltd	Amplifier (8050487) 28-22-21	5001/19	17/12/2021
273/2	£3,024.00	BAUER Radio Ltd	Airtime (8052649) 30-11-21	5001/19	17/12/2021
273/3	-£420.00	BAUER Radio Ltd	Credit Note (8050487C) 10-12-21	5001/19	17/12/2021
274	£187.20	Jetprint	Christmas Cards	5000/2/1	17/12/2021
275	£82.62		Expenses & Subsistence	5000/3/1	17/12/2021
279	£14.40	EE Limited	Mobile Telephone Contract 11 2021	5000/2/5	21/12/2021
219	£945.28	ENGIE Gas Limited	Gas - December (for November) - DRAFT	5000/4/1	22/12/2021
256	£1,092.08	TotalEnergies Gas & Power	Electricity - November	5000/4/2	22/12/2021
246	£28.80	City Electrical Factors (Darlington)	10x 2' Fluorescent Tubes	5000/4/12	23/12/2021
278	£75.53	Boyes of Whitby	Christmas Card Competition Frames and prizes	5000/3/1	23/12/2021
271	£258.57	Pitney Bowes	Postage (meter reset fee £250)	5000/2/4	24/12/2021
277	£23.40	Cathedral Hygiene	Supply of Hygiene Services	5000/4/6	29/12/2021
269	£177.78	Document Solutions	Telephone & Broadband (November)	5000/2/5	30/12/2021
276	£2,658.43	Everflow Limited	Water Bill - December	5001/7	30/12/2021
265	£212.08	Grenke Leasing	Photocopier Equipment Lease Q4	5000/2/2	06/01/2022
295	£8.65	Barclays Bank	e-payment Plan Charges - 15 Nov - 12 Dec 2021	5000/2/13	06/01/2022
221	£8,022.00	Fools Paradise Ltd	Dream Engine Performance (Festival)	5001/19	11/01/2022
280	£47.83	Rentokil Initial UK Ltd	Hygiene Contract January 2022	5000/4/6	11/01/2022
284	£11.87	Normans Business Solutions	Stationery	5000/2/1	11/01/2022
285	£14,778.00	Reaction Fireworks	Low noise firework	5001/19	11/01/2022
286	£31.94	Sapphire Print Solutions	Cost per copy charges for December 2021	5000/2/2	11/01/2022
287	£5,340.00	Powercare	Christmas Festival generator and stage lighting	5001/19	11/01/2022
288	£12,324.00	Powercare	Christmas Lighting Display	5001/4	11/01/2022
290	£4,959.16	Decadent Drawing	Krampus Run	5001/19	11/01/2022
291	£90.00	Holme Valley Mountain Rescue	2x Tickets Mayor's Charity Ball - Huddesfield	5000/3/1	11/01/2022
292	£481.50	Lewis Hart Security Services	Mobile Patrols (December) - Payment Factored to Bibby	5000/4/7	11/01/2022
293	£123.84	Edge It Systems Ltd	365 Monthly Fees (December)	5000/2/9	11/01/2022
289	£85.20	SAGE UK Ltd	SAGE 50 payroll subscription January	5000/2/9	17/01/2022
294	£42.00	Vinyl Signs of Whitby	Sponsor Signage (Festival)	5001/19	17/01/2022
315	£14.40	EE Limited	Mobile Telephone Contract 12 2021	5000/2/5	21/01/2022
305	£1,177.19	ENGIE Gas Limited	Gas - December (for December)	5000/4/1	24/01/2022
306	£9.00	HM Land Registry	Registration Search - Land in Ruswarp	5001/7	24/01/2022
216/1	£50.00	Petty Cash	Bugler	5001/19	24/01/2022
216/2	£51.96	Petty Cash	Prizes	5001/19	24/01/2022
223/1	£7.96	Petty Cash	YTS Screws	5001/19	24/01/2022
223/2	£5.08	Petty Cash	Jewson - Washers	5001/19	24/01/2022
316	-£4,000.00	Decadent Drawing	Contra 205, Krampus Run	5001/19	25/01/2022

Approval of Expenditure (& Noting of Income)

Item 6

Tn No	Gross	Contractor	Detail	Heading	Date
317	£740.21	TotalEnergies Gas & Power	Electricity - December	5000/4/2	25/01/2022
309	£2.91	Pitney Bowes	Postage - Purchase Power Transaction DD	5000/2/4	27/01/2022
312	£691.24	Everflow Limited	Water Bill - January	5001/7	27/01/2022
298/1	£339.40	Siemens Financial Services	Lease Rental	5000/2/5	27/01/2022
298/2	£103.38	Siemens Financial Services	Asset protection	5000/2/12	27/01/2022
297	£23.80	Post Office	Stamps - Mayoral Christmas Cards (H Berry)	5000/2/4	31/01/2022
299	£47.83	Rentokil Initial UK Ltd	Hygiene Contract February 2022	5000/4/6	31/01/2022
300	£518.40	The Flowerpot (Whitby) Ltd	2x 18' Norway Christmas Trees (£12/ft)	5001/4	31/01/2022
302	£258.60	H E Wooley LTD	Fire Extinguisher Servicing	5000/2/14	31/01/2022
303	£86.23	Business Stream	Water Charges - Stakesby Vale	5001/1	31/01/2022
304	£303.91	Business Stream	Water Charges - Pannett Gallery & Museum	5000/4/3	31/01/2022
308	£181.38	Document Solutions	Telephone & Broadband (December)	5000/2/5	31/01/2022
310	£312.00	Scarborough Lifts		5000/4/10	31/01/2022
311/1	£215.00	Society of Local Council Clerks	Deputy Clerk's Membership	5000/2/8	31/01/2022
313	£23,842.00	Danfo Uk Ltd	VAT Only invoice - Cash Takings 2021	5001/7	31/01/2022
314	£230.00	European Water Technology	RPZ test and certification	5000/4/16	31/01/2022
296	£8.80	Barclays Bank	e-payment Plan Charges - 13 Dec - 12 Jan 2022	5000/2/13	04/02/2022
318	£66.60		Expenses & Subsistence (Mileage)	5000/3/1	07/02/2022
334	£23.40	Cathedral Hygiene	Supply of Hygiene Services	5000/4/6	07/02/2022
336	-£120.00	BAUER Radio Ltd	REFUND Greatest Hits Radio (Yorkshire Coast) Christmas 2021	5001/19	14/02/2022
333	£85.20	SAGE UK Ltd	SAGE 50 payroll subscription January	5000/2/9	16/02/2022
323	£1,151.69	ENGIE Gas Limited	Gas - February (for January)	5000/4/1	18/02/2022
332	£14.40	EE Limited	Mobile Telephone Contract 01 2022	5000/2/5	21/02/2022
307	£481.50	Lewis Hart Security Services	Mobile Patrols (January) - Payment Factored to Bibby	5000/4/7	22/02/2022
319	£180.00	Brian Oakley	Windows February	5000/4/11	22/02/2022
325	£171.19	PHS Group	Hygiene Supplies	5000/4/11	22/02/2022
326	£144.00	PHS Group	Hygiene Supplies	5000/4/11	22/02/2022
327	£155.00	Green End Electrical	LED Batten Light & Drivers	5000/4/10	22/02/2022
328	£144.00	Lawsons Builders and High Access Ltd	Clearing of all plant life from the rainwater works on the Spa, Broomfield terrace	5001/17	22/02/2022
335	£150.00	Yorkshire Society	Corporate Membership 2022	5000/3/20	22/02/2022
301	£100.00	Whitby Wildlife Sanctuary	Town Mayor's donation	5000/3/1	31/01/2022
324	£320.99	Ryedale District Council	Building Control Fee - Pannett staircase	5000/4/10	10/02/2022
329	£793.97	TotalEnergies Gas & Power	Electricity - January	5000/4/2	05/02/2022
330	£186.18	Document Solutions	Telephone & Broadband (Jan)	5000/2/5	01/02/2022
331	£516.00	Pitney Bowes	Postage - Purchase Power Transaction DD	5000/2/4	12/02/2022
	£85,646.99	Sub Total			
	£41,856.64	Confidential Transactions			
	£127,503.63	Total			

Approval of Expenditure (& Noting of Income)

Item 6

Income transactions - payments approval list period to **23 February 2022**

n No	Gross	Date	Detail	Heading
1112	-£187.50	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1135	-£187.50	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1136	-£150.00	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1137	-£160.00	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1138	-£326.25	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1139	-£150.00	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1140	-£262.50	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1141	-£150.00	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1142	-£187.50	15/12/2021	REFUND - Christmas Festival Stall	4000/17
1148	£492.00	05/01/2022	60% Admission December 2021	4000/7
1151	£0.05	06/01/2022	Loyalty Reward	4000/15
1149	£10.00	10/01/2022	Toilet Code - BACS	4000/18
1145	-£20.00	11/01/2022	REFUND - Christmas Festival Stall	4000/17
1150	£10,000.00	13/01/2022	Christmas Lights Contribution 2021/22	4000/12
1144	£5,126.18	20/01/2022	VAT refund 01/10/21 - 31/12/21	4200
1106	£220.00	25/01/2022	Christmas Festival Stall	4000/17
1107	£300.00	25/01/2022	Christmas Festival Rides	4000/17
1146	-£187.50	25/01/2022	REFUND - Christmas Festival Stall	4000/17
1147	-£300.00	25/01/2022	REFUND - Christmas Festival Stall	4000/17
1152	£0.09	04/02/2022	Loyalty Reward	4000/15
	£13,879.57		Total	

Financial Budget Comparison

Comparison between 01/04/21 and 31/01/22 inclusive. Includes due and unpaid transactions.
Excludes transactions with an invoice date prior to 01/04/21

	2021/22	Reserve Movements	Actual Net	Balance	
INCOME					
Whitby Town Council					
4000	Town Council Income	£111,550.00	£0.00	£230,465.31	£118,915.31
4050	Tracker Account Interest	£0.00	£0.00	£4.01	£4.01
4100	Precept	£223,435.00	£0.00	£223,435.00	£0.00
4300	Job Retention Scheme Grant	£0.00	£0.00	£3,916.19	£3,916.19
Total Income		£334,985.00	£0.00	£457,820.51	£122,835.51
EXPENDITURE					
Whitby Town Council					
5000	Town Council Expenditure	£82,485.00	£0.00	£90,192.79	-£7,707.79
5001	Other Services	£56,750.00	£0.00	£64,431.59	-£7,681.59
6000	Staffing	£195,750.00	£0.00	£160,677.26	£35,072.74
Total Expenditure		£334,985.00	£0.00	£315,301.64	£19,683.36
Total Income		£334,985.00	£0.00	£457,820.51	£122,835.51
Total Expenditure		£334,985.00	£0.00	£315,301.64	£19,683.36
Total Net Balance		£0.00		£142,518.87	

WHITBY TOWN COUNCIL
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE – 1 MARCH 2022
RISK REGISTER

1. Introduction

- 1.1 The Council's approach to Risk Assessment and Financial Management is submitted for review in the form of the Risk Register enclosed as Appendix A to this report. This document is submitted for review following formulation of the budget each year.

2. Background to the Report

- 2.1 The document identifies and rates potential risks facing the Town Council, so that it might be satisfied that practical and adequate steps are being taken to mitigate those risks.
- 2.2 The Risk Assessment represented in this register is a systematic general examination of working conditions, workplace activities and environmental factors that will help to identify potential risks inherent in the place or practices. Based on a recorded assessment all practical and necessary steps will be taken to reduce or eliminate the risks, insofar as is practically possible.
- 2.3 This document has been produced to enable the Town Council to assess the risks that it faces and satisfy itself that it has taken adequate steps to minimise these.
- 2.4 In conducting this exercise, the following plan was followed:
- Identify the areas to be reviewed and the apparent risks.
 - Analyse and understand the risks.
 - Evaluate the management and control of the risk and record all findings.
 - Implement mitigation, review, assess and revise if required.

3. Analysis

- 3.1 The existing controls and risk mitigation have been reviewed. The cumulative likelihood and potential impact of the identified risks have been scored to provide an overall risk score. These scores are classified as low, medium, high and severe. The 61 identified risk headings have been rated: low (47), medium (14), high (0) and severe (0). Existing controls are in place across all these risks.

4. Conclusion

- 4.1 A proper understanding of the operational risks faced by the Town Council is important to informing new decision-making and in reviewing its existing operations.

Recommendation – That the revised Risk Register (Appendix A) be approved.

Michael King
Clerk

Whitby Town Council Risk Matrix

Pre-mitigation Scores

Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
Infrastructure & Resources							
1 Protection of physical assets	2	1	2	Maintain and update asset register - buildings insured against identified risk of damage and theft at a value updated by inflation annually		Annual Meeting in May.	Clerk
2 Security of buildings	3	1	3	Custodians and security system (externally maintained) in place		Annually	Clerk
3 Maintenance of buildings	2	2	4	Maintained through contract with specialist mechanical, electrical and heating engineers.		Annually	Clerk
4 Landlord responsibilities	1	1	1	Dialogue with tenants - informally with management - formally via JMC.		Quarterly	Clerk
Governance & Financial							
5 Banking	1	1	1	Comply with bank requirements. Current and deposit accounts for WTC and (separately) for PAG.		Every FP&GP Committee Meeting	Clerk
6 Internal Control - Financial Controls and records	1	1	1	Monthly reconciliation by RFO. Two signatures on cheques. Payments approved by FP&GP Committee. Internal and external audit. Risk register and asset register subject to review.		As required	Clerk
7 VAT not properly accounted for, resulting in overclaims and large demands from HMRC	2	1	2	Ensure appropriate publications held and that the Clerk/RFO has good knowledge of regulations. All items in cash book list. Agreement of any submitted returns. Ensure use of electronic returns.		Annually	Clerk
8 Lack of effective lines of communication with other organisations	2	1	2	Establish contacts by name and wherever possible face to face. Note all communication lines which are essential or beneficial and make information available to all councillors.		As required	Clerk/ Councillors
Operations							
9 Public liability (General)	2	1	2	Regular health and safety risk assessments Regular safety checks Adequate insurance Training		As required	Clerk/ Councillors
10 Public liability (Events)	2	1	2	Health and safety risk assessments carried out for each event. Event checklist produced covering all aspects of the event including an emergency plan. Insurance policy in place		As required	Clerk/ Councillors

Risk Register

Item 8 – Appendix A

Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
11 Employer's liability	2	1	2	Ensure compliance with Employment Law through use of consultants (Ellis Whittam) Comply with Inland Revenue requirements through use of external payroll provider SAGE) Legal compliance with Council activities ensured through advice from staff, SLCC, NALC and solicitors when necessary. Advice recorded in the minutes.		As required	Clerk/ Councillors
12 Lack of confidence by Town Councillors	1	1	1	Make information available to all councillors Experienced councillors to assist newcomers to establish contacts.		As required	Clerk/ Councillors
13 Lack of Knowledge of possible culpability of councillors	1	1	1	Familiarisation with Standing Orders.		As required	Clerk/ Councillors
14 Lack of knowledge of Councillors regarding culpability	1	1	1	Include in member induction. Attend any training courses available.		As required	Clerk/ Councillor(s)
15 Inadequate insurance cover taken out - property, personal liability, employers liability.	3	1	3	Review risk assessment in relation to Insurance cover at least annually.		Annually	Clerk/ Councillors
16 Lack of knowledge of accounting requirements	2	1	2	Clerk/Clerk/RFO to take overall responsibility for financial management. Clerk/Clerk/RFO/Officers to attend any training courses available.		Annually	Clerk/ Officers
17 Lack of commitment to accounting requirements	2	1	2	As above plus Clerk/Clerk/RFO to produce financial reports to all relevant meetings. Internal audit reports to be made available to all councillors and any recommendations to be acted upon.		As required	Clerk/ Councillors
18 Bank Charges unnecessarily incurred	1	1	1	Clerk/RFO to carry out regular checks of statements.		Quarterly	Clerk
19 Inaccuracies in recording accounts, totals in books of account and bank reconciliations	2	1	2	Clerk/RFO to ensure that books of account are formatted in such a way that internal controls are included and activated. Record of bank reconciliations for all accounts available for verification by members. Internal audits to advise on internal controls required.		Quarterly	Clerk

Risk Register

Item 8 – Appendix A

Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
Third Parties							
20	Inaccuracies and interest losses caused by account transfers	1	1	1	Keep numbers of accounts to a minimum but ensure that any large balances are deposited into an interest bearing account	As required	Clerk
21	The most beneficial interest terms not being employed	1	1	1	Ensure that favourable interest rates are obtained/review against alternatives, but bear in mind any risks in changing accounts.	Quarterly	Clerk
22	Inadequate control of cash receipts (Allotments etc) and payments	3	1	3	Accurate recording and receipting of all cash receipts. Use of a properly controlled petty cash account. Provide Insurance Cover. Prioritise payments made through BACS.	Quarterly	Clerk/ Officers
23	Books of account not kept up to date/invoices not posted properly	2	1	2	Regular checks by Clerk/RFO. Financial reports to all FP&GP Committee and Council Meetings.	Quarterly	Clerk/ Officers
24	Internal controls not in place or operated	2	1	2	As above	Quarterly	Clerk/ Officers
25	Payments missed or delayed due to inadequate filing of invoices	2	1	2	As above	Quarterly	Clerk/ Officers
26	Council's computer system fails/damaged by fire/stolen etc.	3	1	3	Check insurance cover. Ensure backup procedure in place and backup kept both on and off site. Review Business Interruption cover and online backup procedures.	Annually	
27	Absence of key staff	3	1	3	Ensure adequate documentation is in place to allow effective cover. Maintain contingency provision for interim of temporary staff cover.	Annually	Clerk/ Councillor(s)
28	Lack of knowledge of wishes of residents	2	2	4	Ensure residents are consulted on all major financial issues. Take every opportunity to publicise role of Town Council. Effective use of Notice Boards/fliers, local press and Website and other social media Use key issues to raise profile of Town Council	As required	Clerk
29	Use of funds not giving value for money	1	1	1	Effective budget planning process.	Annually	Clerk/ Councillors
30	Use of funds not in accordance with the wishes of residents	1	1	1	As above plus Clerk/RFO to create effective financial management. Consultation of residents.	Every Council Cycle	Clerk
31	Charges for use of facilities inadequate	1	1	1	Effective financial Management by Clerk/RFO	Annually	Clerk

Risk Register

Item 8 – Appendix A

Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
32 Fund raising not properly controlled or not in accordance with regulations	1	1	1	All councillors to be aware of need to check regulations before commencing fund raising activities. Effective financial management by Clerk/RFO.		Annually	Clerk/ Councillor(s)
33 Lack of knowledge of budgetary process and council regulations	2	1	2	Commence budget process early. Clerk/RFO to manage budgetary process.		Annually	Clerk/ Councillors
34 Lack of commitment to budgetary process	2	1	2	As above plus Involve all councillors in the budgetary process not solely the clerk		As required	Clerk/ Councillors
35 Inadequate consideration of requirements for annual precept	3	1	3	Commence budget process early. Clerk/RFO to manage budgetary process.		Annually	Clerk
36 Calculation not in accordance with council regulations	3	1	3	Checks by Clerk/RFO		Annually	Clerk
37 Inadequate internal controls with regard to monitoring expenditure	2	2	4	Checks by Clerk/RFO Financial and budget progress reports to all FP&GP Committee meetings and Council meetings		Annually	Clerk
38 Reserves too low	1	1	1	Checks by Clerk/RFO and Internal Auditor. Practitioner's Guide recommendation for general reserve levels to be taken into account. Financial and budget progress reports to all Council meetings Comprehensive Reserves Review to be carried out.		Every Council Cycle	Clerk/ Councillors
39 Lack of knowledge of possible sources of income e.g. grants	2	2	4	Availability of grants to be explored.		As required	Clerk/ Councillors/officers
40 Lack of commitment to pursue possible sources of income	2	2	4	As above		As required	Clerk/ Councillor(s)
41 Receipts not banked or not banked promptly	2	2	4	Regular checks by Clerk/RFO		Quarterly	Clerk
42 Debts not pursued promptly	2	2	4	As above		Quarterly	Clerk/ Councillor(s)
43 VAT claims not made promptly or made incorrectly	2	1	2	Ensure Clerk/RFO has up to date VAT official publications. Regular checks by Clerk/RFO. Internal Audit checks.		Quarterly	Clerk

Risk Register

Item 8 – Appendix A

Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
44 Inappropriate rate of pay to employees (salary & hours paid etc) False employees	2	1	2	Ensure employee regulations are available and understood by Clerk. Checks by Clerk/RFO. Payment reports to FP&GP Committee and Council Meetings.		Every Committee and Council Cycle	Clerk/ Councillors
45 Tax an NI arrangements not in accordance with regulations	2	1	2	As above Check implementation of SAGE records to to PAYE/NI tables Continued use of HMRC approved software.		As required.	Clerk
46 Amounts paid to contractors not in accordance with contract and inadequately monitored	2	1	2	Checks by Clerk/RFO on goods supplied/invoice calculations/payee details. Project expenditure to be accurately monitored.		Quarterly/As required	Clerk
47 Lack of knowledge of Council regulations and procedures	2	1	2	Details laid out in Financial Regulations Section 4. Financial Regulations and Standing Orders to be read in conjunction with each other. Attend training courses where available		As required	Clerk/ Councillors
48 Late or non submission of annual accounts	2	1	2	Monitor progress against auditor's timetable and report to Council Meetings. Regular training to be undertaken to ensure up to date with changing regulations		As required Annually	Clerk/ Councillors
49 Year end accounts not prepared, inaccurate or not in accordance with council requirements	2	1	2	Checks by Clerk/RFO. Internal audit checks. Regular training to be undertaken to ensure up to date with changing regulations		As required Annually	Clerk
50 Inadequate audit trail from records to final accounts	2	1	2	Checks by Clerk/RFO Internal audit checks		Annually	Clerk
51 Lack of knowledge of assets of Town Council	1	1	1	Ascertain and record all Town Council assets in a permanent register		As required	Clerk/ Councillors
52 Assets lost or misappropriated Risk or damage to third party property or individuals	2	1	2	Establish who is responsible for security and maintenance of each asset. Review Public Liability and Insurance cover. Appoint councillor responsible for regular monitoring of location and use of assets. Carry out annual inspection.		Annually	Clerk/ Councillors
53 Inadequate or inaccurate valuation of the Council's assets	2	1	2	Periodic review of valuations and arrange professional valuations where appropriate. Ensure compliance with Audit Regulations as noted in Practitioner's Guide. Internal audit checks.		Annually/As required	Clerk
54 Asset register not established or inadequately maintained	2	1	2	Create asset register to concur with National Audit Office Guidelines.		Annually	Clerk/ Councillor(s)
55 Lack of knowledge of applicable legislation	2	1	2	Ensure appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings		As required	Clerk/ Councillors

Risk Register

Item 8 – Appendix A

Strategic Risk Identified	Impact	Likelihood	Risk Score	Existing Controls to Mitigate	Future Actions to Mitigate risk	Date to Implement actions or Review date	Responsible Person
56 Lack of public awareness of applicable legislation	1	1	1	Include details of legislation in any public consultations		As required	Clerk/ Councillors
57 Failure to comply with applicable legislation	2	1	2	Check to have all appropriate legislation available. Review liabilities and responsibilities periodically at Town Council meetings		As required	Clerk/ Councillors
58 Failure to properly identify, mitigate or manage operational risk	1	1	1	Carry out the provisions of the Council's Risk Management Policy with respect to Operational Risk to ensure that these are identified, analysed, evaluated and mitigated in relevant operational and project plans.		As required	Clerk/ Councillors
59 Lack of information on properties, buildings and equipment	2	1	2	Ensure all current legislation and advice is held by clerk. Include in asset register all properties for which Town Council is responsible		Annually	Clerk/ Councillors
60 Lack of knowledge of safety requirements	2	1	2	Ensure all current legislation and advice is held by clerk. Report to Town Council meeting as and when legislation produced. Consult relevant expertise.		As required.	Clerk/ Councillors
61 Lack of commitment to carrying out safety checks	2	1	2	As above plus carry out regular checks as agreed.		Annually	Clerk/ Councillors

Risk Matrix Definitions

Likelihood

	In One Year	
1	Low	Less than 33% chance of occurring
2	Medium	Between 33% and 66% chance
3	High	Greater than 66% chance

Impact

1	Low	Less than £1,000
2	Medium	Between £1,000 and £10,000
3	High	Greater than £10,000



**WHITBY TOWN COUNCIL
FINANCE, POLICY AND GENERAL PURPOSES COMMITTEE – 1 MARCH 2022**

ASSET REGISTER

1. Introduction

- 1.1 The Council's approach Asset Management is submitted for review in the form of the Asset Register enclosed as Appendix A to this report. This document is submitted for review following formulation of the budget each year.

2. Background to the Report

- 2.1 Authorities need to maintain a register of the fixed assets, long-term investments and other non-current assets that they hold. The value reported annually in the Annual Governance and Accountability Return (AGAR) is taken from the authority's asset register which is up to date at 31 March and includes all acquisition and disposal transactions recorded in the accounts during the year. Long term loan assets should be included at the amount originally advanced, less any subsequent repayments. Authorities need to apply a reasonable approach to asset valuation which is consistent from year to year. Where an authority changes its method of asset valuation during a financial year, it will need to restate the prior year's figure in the AGAR.

3. Conclusion

- 3.1 There has been no acquisition or disposal of material assets affecting the council's asset register in the year to date. None is projected to 31 March. Subject to any variation (which would be reported to Council on 29 March 2022) the list at Appendix A is submitted for approval.

Recommendation – That the revised Asset Register (Appendix A) be approved.

Michael King
Clerk

WHITBY TOWN COUNCIL
ASSET REGISTER 2021/22

Asset No	Description	Location	Acquisition date	Acquisition Cost	AGAR	Insurance Value Renewal	Status
COMMUNITY ASSETS							
CA1	Pannett Art Gallery Collection	YO21 1RE	1974			£ 1,526,300.00	Management Trustee only
LAND AND BUILDINGS							
LB1	Pannett Art Gallery and Whitby Museum	YO21 1RE	1974			£ 3,704,020.00	Management Trustee only
LB2	Pannett Park	YO21 1RE	1974			£ -	Custodian Trustee only Leased to SBC
LB3	Victoria Spa Well		2011			£ 114,660.00	Management Trustee only
LB4	California Beck Allotments		1974		£ 1.00		Town Council
LB5	Cholmley Allotments		1974		£ 1.00		Town Council
LB6	Stakesby Vale Allotments		1974		£ 1.00		Town Council
LB7	Abbey Toilets		2017		£ 1.00	£ 596,574.00	Freehold
LB8	Market Place Toilets		2017				leashold/Shared Building SBC
LB9	New Quay Road Toilets		2017				leashold/Shared Building SBC
LB10	Pier Road Toilets		2017		£ 1.00	£ 432,630.00	leasehold
LB11	Ruswarp Toilets		2017		£ 1.00	£ 159,390.00	Freehold
LB12	West Cliff Toilets		2017		£ 1.00	£ 818,202.00	Freehold
LB13	Spital Bridge Residents Car park		2017		£ 1.00		Freehold
Fixed Assets for AGAR							
FA1	Civic Regalia	Anywhere	1974		£ 5,322.00	£ 20,611.00	Town Council
FA2	Office Contents (see below)	YO21 1RE			£ 4,936.00	£ 4,936.00	Town Council
General Equipment							
	CCTV & security system	YO21 1RE					annual contract
	Telephone System	YO21 1RE					leased
Town Clerks Office							
	Desktop Computer	YO21 1RE					purchased
	Laser printer Kyocera ECOSYS P6026	YO21 1RE					purchased
	laptop	On & Offsite					purchased

Asset Register

Item 9 – Appendix A

Asset No	Description	Location	Acquisition date	Acquisition Cost	AGAR	Insurance Value Renewal	Status
	Deputy Clerks Office						
	Desktop computer	YO21 1RE					<i>purchased</i>
	Photocopier Kyocera Taskalfa	YO21 1RE					<i>leased</i>
	laptop	On & Offsite					<i>purchased</i>
	Gallery Curators office						
	Laptop - PAG	On & Offsite					<i>purchased</i>
	Laptop - PAG collection database	On & Offsite					<i>purchased</i>
	Reception Office						
	laptop	On & Offsite					<i>purchased</i>
	desktop	YO21 1RE					<i>purchased</i>
	Office Furniture						
	chairs, desks, cupboards, filing cabinets etc	YO21 1RE					<i>purchased</i>
	small items - fans, desktop items etc.	YO21 1RE					<i>purchased</i>
	Dyson vacuum	YO21 1RE					<i>purchased</i>
	Henry vacuum	YO21 1RE					<i>purchased</i>
FA3	Noticeboard St Hildas Terrace	YO21 1RE	2013	£ 900.00	£900.00	£ 1,719.00	Town Council
FA4	Noticeboard Church Street		2013	£ 900.00	£900.00	£ 1,719.00	Town Council
FA5	Harbour Storyboards - Tate Hill Pier		2014	£ 650.00	£650.00	£ 1,719.00	Town Council
FA6	Harbour Storyboards - New Quay Road		2015	£ 650.00	£650.00	£ 1,719.00	Town Council
FA7	Harbour Storyboards - Spital Bridge		2017	£ 650.00	£650.00	£ 1,719.00	Town Council
FA25	Harbour Story Boards - Tatle Market		2019	£ 650.00	£650.00	£ 1,719.00	Town Council
FA26	Harbour Story Boards - Coffee House Steps		2019	£ 650.00	£650.00	£ 1,719.00	Town Council
FA8	War memorial	YO21 1DN	Jul-05		£1.00	£ 28,665.00	Town Council
FA9	Safe	YO21 1RE	2016		£825.00	£ 825.00	Town Council
FA10	11 Sheds 10 x 8		2016/17	£ 4,559.00	£4,559.00	£ 6,886.00	Town Council
FA11	container		2014	£ 2,000.00	£2,000.00	£ 2,000.00	Town Council
FA27	4 new sheds		2019	£ 1,658.00	£1,658.00	£ 1,658.00	Town Council
FA12	Gazebos x 8		2016	£ 1,533.00	£ 1,533.00	£ 1,533.00	Town Council
FA13	PA System		2016	£ 678.00	£ 678.00	£ 678.00	Town Council

Asset Register

Item 9 – Appendix A

Asset No	Description	Location	Acquisition date	Acquisition Cost	AGAR	Insurance Value Renewal	Status
FA14	Banners		2016	£ 165.00	£ 165.00	£ 165.00	Town Council
FA15	Festoon Lighting		2017	£ 975.00	£ 975.00	£ 975.00	Town Council
FA16	10 Trestle tables		2016	£ 560.00	£ 560.00	£ 560.00	Town Council
FA17	Council chairs & chair trolley		2017	£ 1,050.00	£ 1,050.00	£ 1,050.00	Town Council
FA18	WW1 Seat		2017	£ 800.00	£ 895.50	£ 895.50	Town Council
FA29	WW2 bench		2019	£ 895.50	£ 895.50	£ 895.50	Town Council
FA19	Donated paintings		1974	£ 1.00	£ 1.00	£ 1.00	Town Council
FA20	Gazebos x 5 new		2019	£ 704.00	£ 704.00	£ 704.00	Town Council
FA21	trestle tables 3 small		2019	£ 105.00	£ 105.00	£ 105.00	Town Council
FA22	Vacuum Cleaner		2019	£ 90.00	£ 90.00	£ 90.00	Town Council
FA23	laptops		2019	£ 1,730.00	£ 1,730.00	£ 1,730.00	Town Council
FA24	projector		2019	£ 900.00	£ 900.00	£ 900.00	Town Council
FA30	Coffee Machine		2019	£ 879.81	£ 879.81	£ 879.81	Town Council
FA31	1 hand held megaphone		2019	£ 24.12	£ 24.12	£ 24.12	Town Council
FA32	12 crowd barriers		2019	£ 307.40	£ 307.40	£ 307.40	Town Council
FA33	8 large cable covers		2019	£ 275.28	£ 275.28	£ 275.28	Town Council
FA34	2 A2 snapframe A boards		2019	£ 77.90	£ 77.90	£ 77.90	Town Council
FA34	Christmas Lighting		2019	£ 19,000.00	£ 19,000.00	£ 19,000.00	Town Council
Total					£ 55,205.51	£ 7,460,236.51	

Review 1 March 2022