

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

Dear Councillor,

30 November 2023

You are summoned to attend a meeting of the **FINANCE POLICY & GENERAL PURPOSES COMMITTEE** to be conducted at the **Pannett Gallery**, on **Tuesday 5 December 2023 at 6:00pm**, the agenda for which is set out below.



Michael King
Town Clerk

To: Councillors Mrs H Coughlan, R Dalrymple, J Harston,
A Jones, Mrs S Turner, Mrs L Wild and Mrs N Wilson.

(Substitutes Councillors A Abbott and G Goodberry)

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

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).

4. MINUTES OF MEETING HELD ON 3 OCTOBER 2023

page 3

To approve the minutes of the last meeting.

General Purposes & Policy

5. ACTION OUTSTANDING FROM PREVIOUS MEETINGS

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

6. REVIEW OF GOVERNANCE ARRANGEMENTS

page 9

Report attached.

- 7. UTILITY CONTRACTS - WATER** **page 113**
Report attached.

Finance

- 8. INTERNAL AUDIT INTERIM REPORT – 2023-24 ACCOUNTS** **page 13**
Internal Auditor's independent report attached.
- 9. APPROVAL OF EXPENDITURE** **page 15**
To approve payments to 30 November 2023.
- 10. COST CENTRE INCOME AND EXPENDITURE TO 31 OCTOBER 2023** **page 19**
To note income and expenditure to the end of Month 10.
- 11. BUDGET PREPARATION 2024/25** **page 23**
To consider the draft budget to be recommended to Full Council.

WHITBY TOWN COUNCIL

Minutes of the meeting of the **Finance Policy & General Purposes** Committee held in Pannett Art Gallery, Whitby, on **Tuesday 3 October 2023** at 6pm.

Present Councillor Mrs L Wild (Chair) and Councillors Mrs H Coughlan, R Dalrymple, J Harston, Mrs S Turner and Mrs N Wilson.

Also Mr King, Town Clerk, and Councillor Nock.

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

208/23 APOLOGIES FOR ABSENCE

Apologies were received from Cllr Jones

MOVED by Councillor Wilson, seconded by Councillor Turner.

RESOLVED that apologies for inability to attend from Cllr Jones are accepted.

209/23 DECLARATION(S) OF INTERESTS & REQUEST FOR DISPENSATION

Cllrs Dalrymple, Coughlan, Turner and Wild declared a non-pecuniary interest in respect to item 213/23.

MOVED by Councillor Dalrymple, seconded by Councillor Harston.

RESOLVED that the information is noted.

STANDING ORDERS SUSPENDED

210/23 PUBLIC PARTICIPATION

(Cllr) Nock spoke raising concerns about the reallocation of funding from projects not progressing under the Town Deal, as approved by DLUHC and the affordability of equipment in the current financial year (item 214/23).

STANDING ORDERS REINSTATED

211/23 MINUTES OF MEETING HELD ON 8 AUGUST 2023.

MOVED by Councillor Turner, seconded by Councillor Dalrymple.

RESOLVED that minutes of the Finance Policy & General Purposes Committee held on the 8 August 2023 are approved as a correct record.

212/23 ACTION OUTSTANDING FROM PREVIOUS MEETINGS

The Clerk noted that an interim certificate had been issued by the External Auditor and displayed in line with statutory requirements. It is anticipated that the auditor will next contact the council with an assessment of any objections meeting the acceptance criteria.

It was reported that the date of a meeting with Danfo management had yet to be settled.

Progress in assessing alternative meeting venues and arrangements was reviewed.

MOVED by Councillor Harston, seconded by Councillor Wild.

RESOLVED that a portable hearing loop (costing no more than £500) be purchased against budget heading 5001/14, to test its suitability for meetings in the Gallery.

MOVED by Councillor Dalrymple, seconded by Councillor Wilson.

RESOLVED that the information is noted.

213/23

PSPO CONSULTATION

Submitted NYC consultation on reviewing the Public Space Protection Order for control of dogs in Whitby.

MOVED by Councillor Wilson, seconded by Councillor Turner

RESOLVED that the responses determined by the committee (Appendix A) be submitted on behalf of the town council.

214/23

PROVISION OF TABLET COMPUTERS CONSIDERATION OF QUOTES

Submitted: quotations for the provision of tablet computers, software and support services for members of the town council.

MOVED by Councillor Dalrymple, seconded by Councillor Coughlan

RESOLVED that due to the lack of available budget, no decision is made at this time and that a budget bid of £5,000 for 2024-25 is included in the draft budget to be considered at the December meeting.

215/23

APPROVAL OF EXPENDITURE

Submitted: a schedule of invoices dated from 1 July 2023 to 31 August 2023.

MOVED by Councillor Wilson, seconded by Councillor Turner

RESOLVED that the schedule of expenditure up to 31 August in the sum of £64,725.67 (as attached) is approved and submitted to Full Council.

216/23

COST CENTRE EXPENDITURE TO 31 AUGUST 2023

Submitted: a summary of expenditure to 31 August 2023, by budget heading.

MOVED by Councillor Dalrymple, seconded by Councillor Turner

RESOLVED that cost centre expenditure to 31 August 2023 be noted.

Appendix A – PSPO QUESTIONS

Q1 - The council uses fixed penalty notices for dog fouling. The maximum penalty for dog fouling is £100. Do you agree with this penalty amount?

No – maximum penalty should be higher, to reflect serious breaches.

Q2 - The current penalty for dogs being exercised off a lead in an area with restrictions is £75. This is lower than the £100 maximum limit to emphasise the seriousness of fouling compared to other offences. Do you agree with this penalty amount?

No, the penalty is too low and should be increased – again to reflect serious breaches.

Q3 - The current penalty for dogs being exercised in a banned area is £75. This is lower than the £100 maximum limit to emphasise the seriousness of fouling compared to other offences. Do you agree with this penalty amount?

No, the penalty is too low and should be increased – again to reflect serious breaches.

Q4 - The following areas have a year round ban:

~ children's play/recreation areas

~ tennis courts

~ skate park

~ multi-sports areas and playing fields

~ bowling greens

any other sporting or recreational facility all signed at their entrance(s).

Do you agree with this restriction?

Yes

WHITBY / SLEIGHTS / SANDSEND / ROBIN HOODS BAY / RUNSWICK BAY RESTRICTIONS ONLY

Q12 - Parts of Whitby Beach are covered by a seasonal dog ban from 1 May to 30 September. Do you agree with this restriction?

No, the duration of the restriction is too long – should be 1 June – 31 August

Q14 - The following areas are designated year-round ban on dogs.

Do you agree with this restriction?

Pannett Park

Yes

Whitby (Larpool) Cemetery

No – should be dogs on leads

White Leys Playing Fields

Yes

Q15 The following areas are designated dogs on lead from 1 May to 30 September each year. Do you agree with this restriction?

Tate Hill Beach

No (as Q12)

West Cliff Sports/Recreation Area

Yes

Q16 The following areas are designated year-round dogs on lead. Do you agree with this restriction?

Baxtergate

Yes

Bridge Street and Whitby Swing Bridge

Yes

Chubb Hill

Yes

Church Street

Yes

Ellerbeck Way Playground

Yes

Flowergate

Yes

Formal Gardens (land between Khyber Pass and East Crescent)

Yes

Haggersgate

Yes

Marion Court Amenity Area

Yes

Royal Crescent Gardens

Yes

Minutes

Item 4

South Seas Gardens (Little Park)

Yes

The Promenade at Whitby (including the whole of Battery Parade) between Whitby Pavilion (formerly the Spa) and the western end of the beach chalets

Yes

Q17

Do you think there is another area which requires a restriction, which does not have one already? Please describe the location and the type of restriction you think is required:

The duration of Summer restrictions should more closely match the school holidays (say) 1 June – 31 August.

draft

Appendix B. APPROVAL OF EXPENDITURE TO 31 AUGUST 2023

Date	Trans.	Net	Organisation	Details	Heading
05/07/2023	110	£17.61	Barclays Bank	Commission Charges	5000/1/13
06/07/2023	112	£176.73	Grenke Leasing	Photocopier Quarterly Lease Charge	5000/1/2
13/07/2023	68	£1,501.77	Edge It Systems Ltd	Microsoft 365 Annual Fee	5000/1/9
13/07/2023	84	£76.53	Green End Electrical	Dimmer module	5001/12
13/07/2023	115	£174.49	Comgas Heating Limited	Supply and fit new safety valve to	5001/16
13/07/2023	116	£150.00	2 Commune Ltd	Domain renewal	5000/1/10
13/07/2023	117	£809.88	Vistech Security Ltd	May Security	5001/7
13/07/2023	118	£35.00	YLCA	Nimble Training	5000/2/2
13/07/2023	119	£37.00	YLCA	Scarborough Branch Training Session	5000/2/2
13/07/2023	120	£39.86	Rentokil Initial UK Ltd	Service Period 30/06/2023 - 29/07/2	5001/6
13/07/2023	121	£288.00	North East Security Shutters	Call out and repair	5001/17
13/07/2023	122	£15.00	PHS Group	Glass Cleaner	5001/11
13/07/2023	123	£330.50	PHS Group	Toilet Rolls and Antibacterial hand	5001/11
13/07/2023	124	£396.86	UK Safety Management	PAT Testing	5001/17
13/07/2023	125	£200.00	Branching Out Tree Service	Footpath clearance	5002/1/2
13/07/2023	126	£253.00	Medics UK	Medical cover -Armed Forces Day	5002/20/1
13/07/2023	127	£18.14	Sapphire Print Solutions	Photocopier charges June	5000/1/2
13/07/2023	128	£78.00	Comgas Heating Limited	Repair leaking cold water pipe	5001/16
13/07/2023	129	£714.60	Vistech Security Ltd	June Security	5001/7
13/07/2023	131	£39.86	Rentokil Initial UK Ltd	Service Period 30/07/2023 - 29/08/2	5001/6
13/07/2023	133	£113.75	Wilf Noble Construction & Plant Hire Ltd	April invoices	5001/17
13/07/2023	134	£16.67	Youngs Jewellers	Repair chain of office	5000/2/3
13/07/2023	135	£524.31	Business Stream	Pannett Gallery and Whitby Museum -	5001/3
13/07/2023	136	£235.78	Business Stream	Water supply 24 March to 23 June -	5002/1/4
13/07/2023	137	£22.68	Howden Joinery Group	Archive & Sign Cleaning materials	5001/17
13/07/2023	152	£7,976.84	ADT Fire & Security PLC	Rebilled work - credited in August	5001/10
17/07/2023	138	£79.00	SAGE UK Ltd	Payroll Software Subscription - Jul	5000/1/9
21/07/2023	139	£14.99	EE Limited	Mobile phone monthly - July	5000/1/5
21/07/2023	140	£1,093.21	TotalEnergies Gas & Power	Electricity Bill Pannett - July	5001/2
24/07/2023	141	£349.05	ENGIE Gas Limited	Gas Bill Pannett - July	5001/1
24/07/2023	142	£157.70	David Lay (Penzance)	Item at auction - to be recharged t	5002/41
24/07/2023	143	£1.24	Boyes of Whitby	Stationery	5000/1/1
24/07/2023	144	£11.30	Botham's of Whitby	Refreshments (visitors)	5000/2/9
24/07/2023	145	£15.70	Costa Coffee	Refreshments (visitors)	5000/2/9
24/07/2023	146	£9.14	Trade Till Rolls	Till Roll - Pannett - To be recharge	5002/41
24/07/2023	147	£15.37	Amazon Services Europe S.A.R.L	Stationery	5000/1/1
26/07/2023	148	£3,484.12	Everflow Limited	Water Bill Toilets - June	5002/2/1

Minutes					Item 4
Date	Trans.	Net	Organisation	Details	Heading
27/07/2023	149	£71.49	Cathedral Hygiene	Monthly periodic payment (Invoice M	5001/6
27/07/2023	150	£2.07	Pitney Bowes	July Invoice - Purchase	5000/1/6/4
31/07/2023	151	£155.15	Document Solutions	July Bill	5000/1/5
04/08/2023	111	£14.83	Barclays Bank	Commission Charges	5000/1/13
08/08/2023	132	-£7,526.12	ADT Fire & Security PLC	Additional work to fire system due to	5001/10
08/08/2023	153	£721.41	Pheonix Fireworks Limited	Christmas Festival display deposit	5002/19
11/08/2023	113	£130.00	Green End Electrical	Callout to test and inspect lighting	5002/2/2
11/08/2023	130	£738.42	Vistech Security Ltd	July Security	5001/7
11/08/2023	154	£259.93	Morris Vermaport Limited	Lift call out and repair	5001/13
11/08/2023	155	£309.90	PHS Group	BULKPACK 2PLY WHT 9000 SHTS Orcha	5001/11
11/08/2023	156	£1,140.97	PHS Group	Baby Changer, Hand Drier, Soap Disp	5001/6
11/08/2023	157	£66.00	PHS Group	Orchard Fresh Soap 5 Ltr Soap	5001/11
11/08/2023	158	£26.82	Sapphire Print Solutions	Photocopier charges July	5000/1/2
11/08/2023	159	£118.93	Normans Business Solutions	Copier paper and stationery	5000/1/1
11/08/2023	160	£39.86	Rentokil Initial UK Ltd	Service Period 30/08/2023 - 29/09/2	5001/6
11/08/2023	161	£1,310.00	Edge It Systems Ltd	Finance, Assets and Allotments	5000/1/9
11/08/2023	162	£130.60	Wilf Noble Construction & Plant Hire Ltd	Syte	5000/1/9
11/08/2023	163	£180.00	Brian Oakley	June & July invoices	5001/17
11/08/2023	165	£3.29	AGI DIY Wearhouse Ltd	Window cleaning - Gallery & Museum	5001/11
11/08/2023	166	£22.99	Normans Business Solutions	New Key for New Quay Road	5002/2/2
16/08/2023	167	£79.00	SAGE UK Ltd	A3 Copier Card	5000/1/1
21/08/2023	168	£14.99	EE Limited	Payroll Software Subscription - Aug	5000/1/9
21/08/2023	169	£8.85	North Yorkshire Council	Trade Waste Charge	5000/1/5
23/08/2023	170	£295.67	Tennant's Auctioneers	Mobile phone monthly - August	5000/1/5
23/08/2023	171	£195.66	Everything Environment	Trade Waste Charge	5001/4
23/08/2023	172	£65.36	National Associations of Local Councils	additional colle	5001/4
23/08/2023	173	£1.50	Post Office	Frank Henry Mason Etching - to rech	5002/41
23/08/2023	174	£1,042.18	TotalEnergies Gas & Power	PAG Merchandise - to be recharged	5002/41
23/08/2023	175	£94.68	ENGIE Gas Limited	Member training - Engaging with Loc	5000/2/2
29/08/2023	176	£71.49	Cathedral Hygiene	Excess postage charge	5000/1/4
29/08/2023	177	£3,053.01	Everflow Limited	Electricity Bill Pannett - August	5001/2
30/08/2023	178	£1,434.14	Green End Electrical	Gas Bill Pannett - August	5001/1
31/08/2023	179	£156.51	Document Solutions	Monthly periodic payment (Invoice M	5001/6
				Water Bill Toilets - July	5002/2/1
				Replacement Lights - New Quay Toile	5002/2/2
				August Bill	5000/1/5
		£23,903.26			
		£40,822.41	Confidential Transactions		
		£64,725.67			

WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 5 DECEMBER 2023

REVIEW OF GOVERNANCE ARRANGEMENTS

1. Introduction

1.1. This report sets out a proposed means for a review of the council's constitution, which comprises documents describing its governance arrangements.

2. Constitution

2.1. The town council's published constitution comprises four parts, which are:

- a) Standing Orders
- b) Financial Regulations
- c) Terms of Reference & Scheme of Delegation
- d) Other Policies and Procedures – including Members' Code of Conduct

2.2. The relevant policies and procedures contained in Part 4 are:

- Co-option Policy
- Communications Protocol
- Access to Council Services
- Conduct of Public Sessions
- Guidance for the Effective Management of Recording of Meetings
- Media Policy
- Social Media & Electronic Communication Policy
- Equality Policy
- Complaints Procedure
- Internal Procedure for Handling Complaints
- Freedom of Information Policy
- Data Protection Policy
- The Management of Transferable Data Policy
- Retention of Documents and Records Management Policy
- Community Grants Policy
- Health & Safety Policy
- Reserves Policy
- Code of Conduct
- Protocol on Councillor/Staff Relations
- Protocol on Bullying & Harassment
- Protocol on Gifts and Hospitality
- Councillor Integrity in Planning Matters

2.3. These policies and procedures are reviewed every year (or earlier if required by changes to legislation or additional documentation) and amended as necessary based on good practice or evidence taken forward. The council's constitution, including its Standing Orders, Financial Regulations, Terms of Reference, Scheme of

Delegation and its policies and procedures are formally readopted at its Annual Meeting in May each year.

2.4. The committee will note that the policies relating to the council as an employer, are reviewed and recommended to Council by the Human Resources Committee. These are:

- Appraisals and Supervision Procedure
- Child Protection Policy
- Disciplinary Procedure
- Grievance Procedure
- Lone Working Policy
- Recruitment Procedure
- Training & Development Policy
- Whistleblowing Policy

3. Review of the 2024-25 Constitution

3.1. It is proposed that this committee undertakes a formal review of the elements of the constitution within its remit at its meeting on 6 February 2024.

3.2. Changes arising from decisions of council in 2023-24 will be made to the base documents submitted to that meeting. New legislative requirements, advice issued by YLCA, NALC, or others, or any recommendations received by other statutory agencies will be drafted as recommended amendments to the constitution.

3.3. All members are encouraged to review the current documents, which are available on the town council's website:

<https://www.whitbytowncouncil.gov.uk/documents.html?tag=Constitution>.

3.4. Any questions relating to the documents can be raised with the clerk in the first instance. Any proposed changes by members will be included for consideration by the committee. The FP&GP committee will be in a position, following its meeting in February, or if additional research is required, following the April meeting, to finalise revisions for recommendation to the Annual Meeting of Council for adoption in May 2024.

4. Recommendation

4.1. That the following procedure for review of the town council's constitution is set:

- a) Questions or suggested amendments to the council's constitution are raised with the clerk no later than Monday 22 January 2024;
- b) A draft constitution, with marked revisions and any proposed amendments arising from a), above, is considered by FP&GP Committee on 6 February 2024; and
- c) A final recommended constitution is submitted to Annual Council on 14 May 2024 for adoption.

Michael King
Town Clerk & RFO

**WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 5 DECEMBER 2023**

UTILITY CONTRACTS - WATER

1. Introduction

- 1.1. This report seeks a decision to set up water supply contracts for the next three years, starting in January 2024.

2. Review of Current Contracts

- 2.1. Following significant price increases for water suppliers, starting from April 2023, the town council's utilities broker, Direct Business Solutions (DBS), has liaised with the account manager at Everflow, the council's current retailer, for the bulk of its water usage – which relates to the public conveniences.
- 2.2. In the next 12-months they anticipate substantial water rate increases, and by securing the rates outlined below, our retail rates will remain fixed for the next three years, safeguarding the town council from the expected price hikes during that time. Retail prices with some suppliers have increased by as much as 37% earlier this year, and DBS expect similar increases over the next 12-months. Everflow, which is based in Teesside, has been the council's supplier for the past three years and has provided a far superior service in terms of transparency, responsiveness and accuracy of billing that the supplier inherited from SBC.
- 2.3. The current supplier for the Stakesby Vale allotment site and the Pannett building is Business Stream. Moving these contracts to Everflow is projected to result in an annual saving, based on current consumption.

PUBLIC CONVENIENCES

Current contract (based on last year's consumption):

Supplier – Everflow (current contract ends on 17/01/2024)

Annual spend 2022/2023 - £40,741.19

Recommended contract (based on last year's consumption):

Supplier – Everflow (3 year fixed) Annual spend – £43,879.53

ART GALLERY & ALLOTMENTS

Current contract (based on last year's consumption):

Supplier – Business Stream (currently on variable out of contract rates)

Annual spend 2022/2023 - £3,846.24

Recommended contract (based on last year's consumption):

Supplier – Everflow (3 year fixed) Annual spend – £3,770.01

3. Recommendation

- 3.1. That the council's water supply contracts for public conveniences, Pannett Art Gallery and Whitby Museum, and Stakesby Vale Allotment are let to Everflow and that the contract terms run for three years from January 2024.

**Michael King
Town Clerk & RFO**

WHITBY TOWN COUNCIL INTERNAL AUDIT REPORT 2023/2024 INTERIM AUDIT

1. Background

1.1 Following the 2022/23 annual audit it was recommended, that a detailed interim audit on Accounts Payable and income collection and banking would be carried out to give further assurance to the Town Clerk and Councillors'

2. Objectives of the Audit

2.1. To examine the system of internal controls to ensure that the Town Council may obtain an adequate level of assurance for its activities for the year.

3. Scope of the Work and the areas of Audit Work examined.

3.1 The Scope of Work covers the key control tests identified in the internal audit section of the AGAR, relating to the payment of accounts and the income collected and Banking and these were examined.

3.2. The audit findings of this report have been discussed with the Town Clerk and any audit recommendations have been agreed with him.

3.3. The Council uses EDGE financial systems and the Council has given me read-only access to the system so as I can produce reports to examine the records and carry out this audit.

4. Findings

4.1. Creditors (Accounts Payable)

4.1.1. Every cycle the Finance Policy and General Purposes committee receive expenditure transactions payments approval list for Whitby Town Council which shows transaction numbers and details of invoices to be approved (Income transactions approval list is also reported).

4.1.2 This audit covered all payments from April 2023 to September 2023. I produced a transaction list from EDGE, which enabled me to examine all invoices to the finance system, and all were confirmed to the Finance, Policy and General Purposes Committee reports, and to the bank statements.

4.1.3. All payments had been properly approved and found online.

4.1.4. All donations (section 137) paid had been properly recorded in the expenditure records and checked to a report from EDGE.

4.1.5. Any tenders/quotes are reported to Town Council and contracts are made in accordance with the Council's Standing Orders.

4.1.6 Travel and subsistence forms are completed when staff or Councillors travel and stay at hotels which are carried out in performance of their duties.

4.1.7. There are 2 Barclay cardholders, (Town Clerk and Deputy Town Clerk) with the payments made from the business current account. Individual amounts are input into the finance system and given a transaction number. These were checked and the payments confirmed.

4.2. Petty Cash

4.2.1. The Council does not have any petty cash, as small purchases are reimbursed by staff through the payments system, usually by card.

4.3. Income collection and Banking arrangements

4.3.1. Income is received mainly from the precept, toilets, allotment rents, stall holders, vat claim and any grants received, the Council also has an agreement whereby they receive 60% of Museum admission income.

4.3.2 The Income Transaction detail report records all transactions between tweeken April 2023 and September 2023, was examined to identify all income to that date, to the Income ledger where

details examined to confirm the amounts, and confirmed to the Bank statements from EDGE (Account reconciled statement).

- 4.3.3. Income from the Museum admissions is shown on a monthly remittance advice from the Museum which shows the total amount of admission money taken and the 60% amount which is paid to the Council and the bill payment is attached.
- 4.3.4. VAT is recorded within the finance system (vat control a/c), and a report was produced from EDGE. Claims are completed every quarter from the finance system, and the income paid is confirmed in the bank account. As at the date of this audit 1 quarters vat refunds have been submitted and this was examined (April to June) which was correctly paid into the bank account (21st July 2023) and correctly recorded in the Councils accounts.
- 4.3.5. Income from the toilets is received from an annual report from the Company who manages the toilets who then pay the Council an annual agreed fee on production of an invoice.
- 4.3.6. Income is received from allotment holders. There are 3 allotment sites and the allotment holders were examined to the latest income ledger from EDGE, with the income received and correctly recorded in the accounts.
- 4.4. A transaction list was produced from EDGE which enabled me to verify that all income received as shown on the associated records were correctly recorded in the accounts and in the Councils bank account.

5. Conclusions

- 5.1. The Internal Controls were satisfactory for the Council which were confirmed by the checks carried out.

5.2. Recommendations

- 5.2.1. There are no recommendations.



**Gordon Fletcher (C.M.I.I.A.)
Internal Auditor,
Date: 28th November 2023**

APPROVAL OF EXPENDITURE TO 30 NOVEMBER 2023

Date	Tran	Net	Organisation	Details	Heading
05/09/2023	181	£14.68	Barclays Bank	Commission Charges	5000/1/13
12/09/2023	183	£6,100.00	PAS Scaffolding Ltd	Scaffold for external decorating	5001/17
13/09/2023	182	£14,042.57	Mark Hunter - Painter &	Exterior painting - Museum and Gall	5001/17
14/09/2023	114	£67.00	East Coast Fire Services	Call out to fire panel fault - New	5002/2/2
18/09/2023	192	£79.00	SAGE UK Ltd	Payroll Software Subscription - Sep	5000/1/9
21/09/2023	193	£288.00	Siemens Financial	Telephone Lease Charge (Quarterly)	5000/1/5
21/09/2023	194	£1,182.67	TotalEnergies Gas &	Electricity Bill Pannett - September	5001/2
21/09/2023	195	£14.99	EE Limited	Mobile phone monthly - September	5000/1/5
22/09/2023	196	£233.09	ENGIE Gas Limited	Gas Bill Pannett - September	5001/1
25/09/2023	197	£320.00	SurveyMonkey Europe UC	Advantage Annual Plan	5000/1/9
25/09/2023	198	£36.16	Amazon Services Europe	Tripod, battery and memory card for	5000/1/6/4
25/09/2023	199	£46.90	Imagine Products Ltd	ID Badges	5000/1/6/4
25/09/2023	200	£11.05	Boyes of Whitby	Stationary	5000/1/1
26/09/2023	201	£2,134.76	Everflow Limited	Water Bill Toilets - August	5002/2/1
27/09/2023	180	£71.49	Cathedral Hygiene	Monthly periodic payment (Invoice M	5001/6
27/09/2023	202	£50.68	Pitney Bowes	August Invoice - Finance	5000/1/6/4
28/09/2023	203	£35.00	Information Commissioners	Registration Fee 2023/24	5000/1/14
29/09/2023	204	£155.97	Document Solutions	September Bill	5000/1/5
04/10/2023	205	£176.73	Grenke Leasing	Photocopier Quarterly Lease Charge	5000/1/2
05/10/2023	206	£8.80	Barclays Bank	Commission Charges	5000/1/13
16/10/2023	207	£79.00	SAGE UK Ltd	Payroll Software Subscription - Oct	5000/1/9
23/10/2023	208	£14.99	EE Limited	Mobile phone monthly - October	5000/1/5
23/10/2023	209	£23.99	NextGen Retail Ltd	Union flag	5002/13
24/10/2023	210	£160.53	ENGIE Gas Limited	Gas Bill Pannett - October	5001/1
24/10/2023	211	£1,034.65	TotalEnergies Gas &	Electricity Bill Pannett - October	5001/2
25/10/2023	212	£523.60	Green End Electrical	Replacement emergency lighting as s	5001/17
25/10/2023	213	£226.55	Laughing Whale Print &	Uniform polos & fleeces	5000/1/6/4
25/10/2023	214	£172.25	Morris Vermaport Limited	Lift call out and repair	5001/13
25/10/2023	215	£75.00	Whitby Area Development	Town Meeting (3 September)	5000/2/15
25/10/2023	216	£75.00	Whitby Area Development	Town Meeting (18 September)	5000/2/15
25/10/2023	217	£762.23	Vistech Security Ltd	August Security	5001/7
25/10/2023	218	£11,747.83	Nordic Forsaking &	Toilets Insurance 2023-24	5002/2/2
25/10/2023	219	£42.33	Rentokil Initial UK Ltd	Service Period 30/09/2023 - 29/10/2	5001/6
25/10/2023	220	£35.00	East Coast Fire Services	Call out to fire panel fault - New	5002/2/2
25/10/2023	221	£10,182.45	Blachere Illumination UK	Whitby Town Council - Bio-print	5002/4

Report – Approval of Expenditure

Item 9

Date	Tran	Net	Organisation	Details	Heading
25/10/2023	222	£488.82	Comgas Heating Limited	Replace leaking galvanised cold fee	5001/16
25/10/2023	223	£70.00	Dan Close CCTV & Fire Ltd	1 x Standard Call Out Whitby Area	5001/17
25/10/2023	224	£125.00	Vinyl Signs of Whitby	To print/supply 3 x new pvc banners	5002/19
25/10/2023	225	£714.60	Vistech Security Ltd	September Security	5001/7
25/10/2023	226	£42.33	Rentokil Initial UK Ltd	Service Period 30/10/2023 - 29/11/2	5001/6
25/10/2023	227	£50.00	Society of Local Council	Water Compliance and Legionella Con	5000/1/18
25/10/2023	228	£376.67	Society of Local Council	National Conference 2023	5000/1/18
25/10/2023	229	£434.20	Comgas Heating Limited	Install mixer valves in toilets	5001/17
25/10/2023	230	£180.00	Brian Oakley	Window cleaning - Gallery & Museum	5001/11
25/10/2023	231	£135.20	Wilf Noble Construction	August & September invoices	5001/17
25/10/2023	232	£798.87	Business Stream	Pannett Gallery and Whitby Museum -	5001/3
25/10/2023	233	£173.00	Business Stream	Water supply 24 June to 23 September	5002/1/4
25/10/2023	234	£242.00	ADT Fire & Security PLC	Work on fire system due to faulty e	5001/10
25/10/2023	235	£344.72	ADT Fire & Security PLC	Work on fire system due to false al	5001/10
26/10/2023	236	£2,051.09	Everflow Limited	Water Bill Toilets - September	5002/2/1
27/10/2023	237	£89.17	Pitney Bowes	September Invoice - Finance	5000/1/6/4
27/10/2023	238	£71.49	Cathedral Hygiene	Monthly periodic payment (Invoice M	5001/6
31/10/2023	239	£155.15	Document Solutions	October Bill	5000/1/5
06/11/2023	TBC	£8.50	Barclays Bank	Commission Charges	5000/1/13
07/11/2023	TBC	£1,860.00	Maybank Buildings Surveyors	Museum Floor	5001/17
07/11/2023	TBC	£298.96	Vinyl Signs of Whitby	Signage	5001/17
07/11/2023	TBC	£630.00	Wellers Law Group	Legal Work	5000/1/14
07/11/2023	TBC	£217.76	Green End Electrical	Replacement isolator switch	5001/17
08/11/2023	TBC	£354.00	Whitby Advertiser	Christmas Festival Advertising	5002/19
15/11/2023	TBC	£2,199.46	Everflow Limited	Water Bill Toilets - October	5002/2/1
16/11/2023	TBC	£94.80	SAGE UK Ltd	Payroll Software Subscription - Nov	5000/1/9
21/11/2023	TBC	£1,261.33	TotalEnergies Gas &	Electricity Bill Pannett - November	5001/2
21/11/2023	TBC	£11.99	EE Limited	Mobile phone monthly - November	5000/1/5
21/11/2023	TBC	£938.08	ENGIE Gas Limited	Gas Bill Pannett - November	5001/1
22/11/2023	TBC	£168.00	Grenke Leasing	Photocopier Termination Charge	5000/1/2
23/11/2023	TBC	£19.99	eBay	CCTV Camera	5001/17
23/11/2023	TBC	£41.98	Amazon Services Europe	Union flag (2 off)	5002/21
23/11/2023	TBC	£159.99	Amazon Services Europe	Portable loop	5000/1/14
23/11/2023	TBC	£181.96	Amazon Services Europe	Christmas tree Lights (4 off)	5002/19
23/11/2023	TBC	£28.99	Amazon Services Europe	Bankers Boxes	5002/19

Report – Approval of Expenditure

Item 9

Date	Tran	Net	Organisation	Details	Heading
23/11/2023	TBC	£24.80	Boyes of Whitby	Stationery	5002/19
23/11/2023	TBC	£65.00	Hedleys Book Shop	Prizes	5002/19
27/11/2023	TBC	£3,372.80	Everflow Limited	Water Bill Toilets - November	5002/2/1
27/11/2023	TBC	£85.79	Cathedral Hygiene	Monthly periodic payment (Invoice M	5001/6
30/11/2023	TBC	195.73	Document Solutions	November Bill	5000/1/5
		£62,561.30	Confidential Transactions		
Total		£131,548.46			

Budget Headings Summary to 31 October 2023

	Net (£)	Vat (£)	Gross (£)
Whitby Town Council Income			
4000 Town Council Income	0.00	0.00	0.00
4000/1 PAG Recharges	0.00	0.00	0.00
4000/3 PPM Office Rental	0.00	0.00	0.00
4000/4 PPM Telephone Refunds	0.00	0.00	0.00
4000/5 PAG Commission	0.00	0.00	0.00
4000/6 Recharges (Lit & Phil)	0.00	0.00	0.00
4000/7 60% Admission (Lit & Phil)	33,449.40	0.00	33,449.40
4000/9 Locality Grants	0.00	0.00	0.00
4000/10 Capital/Heritage Grants	0.00	0.00	0.00
4000/11 Other Grants	282.00	0.00	282.00
4000/12 Christmas Lighting Grant	0.00	0.00	0.00
4000/13 Recharges/SLAs	16.85	0.00	16.85
4000/20 Christmas Festival	10,200.00	0.00	10,200.00
4000/21 Armed Forces Day	0.00	0.00	0.00
4000/30 Public Conveniences	452.50	0.00	452.50
4000/31 Community Donation	50.00	0.00	50.00
4000/32 Neighbourhood Plan	0.00	0.00	0.00
4010 Allotments	1,177.60	0.00	1,177.60
4050 Tracker Account Interest	0.00	0.00	0.00
4050/1 Interest	164.41	0.00	164.41
4050/2 Loyalty Reward	0.00	0.00	0.00
4050 Tracker Account Interest Total	164.41	0.00	164.41
4051 Current Account Interest	0.00	0.00	0.00
4051/1 Interest	0.00	0.00	0.00
4051/2 Loyalty Reward	12.56	0.00	12.56
4051 Current Account Interest Total	12.56	0.00	12.56
4100 Precept	283,560.00	0.00	283,560.00
4200 VAT Refund	17,739.40	0.00	17,739.40
Whitby Town Council Income Total	347,104.72	0.00	347,104.72

Report – Cost Centre Income and Expenditure

Item 10

	Net (£)	Vat (£)	Gross (£)
Whitby Town Council Expenditure			
5000 Core & Democratic Expenditure	0.00	0.00	0.00
5000/1 Administration	0.00	0.00	0.00
5000/1/1 Stationery	173.06	34.62	207.68
5000/1/2 Photocopying	644.01	128.81	772.82
5000/1/3 Adverts	0.00	0.00	0.00
5000/1/4 Postage	8.76	0.83	9.59
5000/1/5 Telephones/broadband/email	1,709.16	341.84	2,051.00
5000/1/6 Office Equipment	0.00	0.00	0.00
5000/1/6/1 Computing	0.00	0.00	0.00
5000/1/6/2 Furniture	0.00	0.00	0.00
5000/1/6/3 Consumables	0.00	0.00	0.00
5000/1/6/4 Operational Equipment	411.33	82.24	493.57
5000/1/7 Audit	350.00	0.00	350.00
5000/1/9 IT Hosted Applications	4,189.27	837.86	5,027.13
5000/1/10 Website	150.00	30.00	180.00
5000/1/11 Computer Maintenance	0.00	0.00	0.00
5000/1/12 Insurance	15,598.50	168.40	15,766.90
5000/1/13 Bank Charges	82.97	0.00	82.97
5000/1/14 Professional Fees	38.00	423.93	461.93
5000/1/15 Legal Costs	0.00	0.00	0.00
5000/1/16 Data Protection Annual Fee	0.00	0.00	0.00
5000/1/17 HR Advisory Service	2,119.67	0.00	2,119.67
5000/1/18 Staff Training	50.00	10.00	60.00
5000/1/19 Staff Travel Expenses	33.85	0.00	33.85
5000/1/20 Subscriptions	0.00	0.00	0.00
5000/1/20/1 YLCA/NALC	1,520.00	0.00	1,520.00
5000/1/20/2 SLCC	0.00	0.00	0.00
5000/1/20/3 Yorkshire Society	0.00	0.00	0.00
5000/1/20/4 Rural Services Network	133.00	26.60	159.60
5000/1/21 Room Hire	0.00	0.00	0.00
5000/1/22 Health & Safety	0.00	0.00	0.00
5000/1/23 Publications	0.00	0.00	0.00
5000/2 Civic & Councillors	0.00	0.00	0.00
5000/2/1 Mayor's Allowance	59.78	6.67	66.45
5000/2/2 Councillors' Training	187.36	13.08	200.44
5000/2/3 Civic Regalia	16.67	3.33	20.00
5000/2/4 Election/Polls	0.00	0.00	0.00
5000/2/5 Mayoral Board	0.00	0.00	0.00
5000/2/6 Honorary Freeman	0.00	0.00	0.00
5000/2/7 Annual Report	0.00	0.00	0.00
5000/2/8 Plaques and Pennant Gifts	0.00	0.00	0.00
5000/2/9 Hospitality	108.85	0.00	108.85
5000/2/10 Contingencies	0.00	0.00	0.00
5000/2/11 Section 137	0.00	0.00	0.00
5000/2/12 Civic Events	0.00	0.00	0.00
5000/2/13 Twinning	0.00	0.00	0.00
5000/2/14 Councillors' Travel & Subsistence	0.00	0.00	0.00
5000/2/15 Parish Meeting	150.00	30.00	180.00

Report – Cost Centre Income and Expenditure

Item 10

	Net (£)	Vat (£)	Gross (£)
5001 Facilities Management	0.00	0.00	0.00
5001/1 Gas	2,816.75	563.36	3,380.11
5001/2 Electricity	7,320.99	1,464.21	8,785.20
5001/3 Water Charges	1,323.18	0.00	1,323.18
5001/4 Trade Waste	679.65	0.00	679.65
5001/5 Business Rates	0.00	0.00	0.00
5001/6 Hygiene Contracts	1,925.36	385.08	2,310.44
5001/7 Security Patrols	5,629.21	1,125.83	6,755.04
5001/8 Alarm Call Outs	0.00	0.00	0.00
5001/9 ADT Contracts	7,899.34	1,579.87	9,479.21
5001/10 ADT Repairs and Maintenance	5,619.44	1,123.88	6,743.32
5001/11 Cleaning/Hygiene Supplies	1,472.30	186.46	1,658.76
5001/12 Fixtures and Fittings (R&M)	98.39	19.68	118.07
5001/13 Lift Maintenance	562.18	112.44	674.62
5001/14 Operational Equipment (New)	0.00	0.00	0.00
5001/15 Air Conditioning	1,030.22	206.04	1,236.26
5001/16 Heating System	2,630.33	526.07	3,156.40
5001/17 Repairs & Maintenance (General)	26,610.24	2,500.15	29,110.39
5001/99 Maintenance Reserve	0.00	0.00	0.00
5002 Services	0.00	0.00	0.00
5002/1 Allotments	0.00	0.00	0.00
5002/1/1 Infrastructure	0.00	0.00	0.00
5002/1/2 Grounds Maintenance	200.00	0.00	200.00
5002/1/3 Clearance	0.00	0.00	0.00
5002/1/4 Water Charges	408.78	0.00	408.78
5002/1 Allotments Total	608.78	0.00	608.78
5002/2 Public Conveniences	0.00	0.00	0.00
5002/2/1 Water Charges	22,683.38	0.00	22,683.38
5002/2/2 Additional Works	13,771.11	584.97	14,356.08
5002/4 Christmas Lights	23,930.86	4,786.17	28,717.03
5002/5 Notice Board	0.00	0.00	0.00
5002/8 Spital Bridge - Residents Parking site	0.00	0.00	0.00
5002/10 Abbey / Caedmon Footpath	0.00	0.00	0.00
5002/11 Twinning	0.00	0.00	0.00
5002/12 Old Town Hall Survey	0.00	0.00	0.00
5002/13 War Memorial	23.99	0.00	23.99
5002/14 Harbour Story Boards (R&M)	0.00	0.00	0.00
5002/15 Welcome to Whitby Sign (R&M)	0.00	0.00	0.00
5002/16 Climate Emergency Engagement	0.00	0.00	0.00
5002/17 Victoria Spa Well (R&M)	0.00	0.00	0.00
5002/18 East Pier Footbridge	6,000.00	0.00	6,000.00
5002/19 Christmas Festival	846.41	169.28	1,015.69
5002/20 Other Events	0.00	0.00	0.00
5002/20/1 Armed Forces	1,248.00	169.00	1,417.00
5002/20/2 Coronation	173.10	12.23	185.33
5002/20/3 Fossil Festival	0.00	0.00	0.00
5002/21 Armistice Day/Remembrance	0.00	0.00	0.00
5002/30 Modern Apprentice Contribution	0.00	0.00	0.00
5002/40 Grants	0.00	0.00	0.00

Report – Cost Centre Income and Expenditure**Item 10**

	Net (£)	Vat (£)	Gross (£)
5002/41 Pannett Extension	658.17	40.96	699.13
5002/42 Neighbourhood Plan	0.00	0.00	0.00
5002/43 Unitary Engagement	0.00	0.00	0.00
6000 Staffing	114,236.90	0.00	114,236.90
Whitby Town Council Expenditure Total	277,532.52	17,693.89	295,226.41

WHITBY TOWN COUNCIL
FINANCE POLICY & GENERAL PURPOSES COMMITTEE – 5 DECEMBER 2023
BUDGET PREPARATION 2024/25

1. Introduction

- 1.1. This report examines the whole of the proposed budget, including growth proposals, in the context of known national controls and predicted funding levels. The recommendations formulated will then be presented to the Full Council meeting scheduled for 9 January 2024.

2. Inflationary/Other Factors to be Taken into Consideration

- 2.1. North Yorkshire Council has confirmed the tax base for 2024-25. This is 4,972.10, which is an 0.5% increase on the current year figure of 4,947.97. This means that a precept based on a stand-still Band D charge of £57.31 would yield an additional income of just over £1,390.
- 2.2. Costs have been uprated in line with council's decision to presume inflation covering pay and non-pay of 5%. This figure has been used as a benchmark, unless there are known variations in prices from quotes provided by suppliers.

3. Projects and Growth

- 3.1. The following growth items have been identified.
- 3.2. **Provision for the costs of parish meetings and town polls.** While no bill has yet been raised by NYC for the poll carried out this year, it is estimated by officers of the unitary council that the costs may be in the region of £7-10k. Council will need to make provision to replenish any amount spent from reserves this year and to make a sensible provision for any polls called in 2024-25.

It is recommended that £15,000 is allocated (£3.02 per Band D household).

- 3.3. **Additional audit fees.** Council should make provision for the additional fees which are incurred where an objector raises questions on the accounts. The costs of this year's objections are unknown. It should be noted that the costs incurred are a fee for the work undertaken and are not a fine on the organisation. These fall on the council and on taxpayers irrespective of the findings of the auditor.

It is recommended that £20,000 is allocated (£4.02 per Band D household).

- 3.4. **Acoustic Response of the Pannett Gallery.** Install individual microphones for each councillor, mask the floor and tables for "echoing" and to have at least four, good quality speakers in each corner (or more if necessary) to improve the audibility of council meetings.

It is recommended that £5,000 is allocated (£1.01 per Band D household).

- 3.5. **Website.** Provision to redesign and host the town council website might reasonably cost in the region of between £1,000 and £3,500.

It is recommended that £2,500 is allocated (£0.50 per Band D household).

- 3.6. The Human Resources Committee resolved to recommend a staffing budget of £258,040 at its meeting on 21 November.
- 3.7. Members should note that the surplus income generated by the public toilets has fallen from £60,000 in 2022 to under £15,000 in 2023. The reasons for this are being explored with the contractor.

4. Conclusion

- 4.1. The following recommendations are made to assist the processes and issues to be considered at this Committee meeting when careful consideration will need to be given to any additional new items or projects for onward transmission to Council. The draft budget is predicated on an annual rise in the Band D equivalent council tax of £25.68 (49p per week).

Recommendation – That the draft budget attached at Appendix A is recommended to council at its meeting on 9 January 2024.

Michael King
Town Clerk & RFO

Whitby Town Council Draft Budget

	Budget 2023-24 (£)	Draft Budget 2024-25 (£)	
TOWN COUNCIL EXPENDITURE			
Staff Costs			
Gross Salaries, plus on-costs	246,000	258,040	4.89%
Staffing Contingency	-		
Staff Training	1,075	1,100	2.33%
Administration			
Stationery	550	575	4.55%
Photocopying	600	625	4.17%
Adverts (not elections)			
Postage	450	475	5.56%
Telephones/broadband/email	3,000	3,000	0.00%
Office Equipment	1,000	1,000	0.00%
Audit	1,700	21,700	1176.47%
Subscriptions	2,750	2,900	5.45%
IT/hosted applications	4,500	4,625	2.78%
Website	400	2,900	625.00%
Computer Maintenance	200	200	0.00%
Insurance	20,000	24,000	20.00%
Bank Charges	200	200	0.00%
Health & Safety	300	300	0.00%
Petty cash Misc.			
Data Protection Annual Subscription	35	35	0.00%
HR Advisory Service	1,800	2,000	11.11%
Travel training	500	500	0.00%
Civic & Councillors			
Mayors Allowance	2,000	2,000	0.00%
Councillors Training	500	550	10.00%
Civic Regalia	500	500	0.00%
Elections/Polls	-	15,000	
Mayoral Board	100	100	0.00%
Honorary Citizenship	200	100	-50.00%
Annual Report/newsletter	100	0	-100.00%
Plaques/pennants/gifts	200	100	-50.00%
Hospitality	500	500	0.00%
Contingencies	-		

Report

	Budget 2023-24 (£)	Draft Budget 2024-25 (£)	
Free Resource (Section 137)	150	150	0.00%
Events	2,000	2,000	0.00%
Legal Cost Community Asset Transfer	500	600	20.00%
Building Management			
Gas	5,000	4,000	-20.00%
Electricity	9,000	10,000	11.11%
Water Rates	1,000	3,000	200.00%
Refuse Collections	500	500	0.00%
Rates			
Hygiene contracts	1,800	2,000	11.11%
Security Patrols	10,000	10,000	0.00%
Fire, Alarms callouts			
ADT Contracts	6,000	6,500	8.33%
ADT (R&M)	2,500	2,500	0.00%
Repairs & Maintenance	12,000	18,000	50.00%
Cleaning/Hygiene Supplies	1,500	1,500	0.00%
Fixtures & Fittings	1,000	1,000	0.00%
Maintenance Reserve	500	0	-100.00%
Air Conditioning	6,000	6,300	5.00%
Heating System	5,000	5,250	5.00%
Other Services			
Allotments	2,500	2,600	4.00%
Allotment Fence Stakesby	-		
Allotment Fencing Cala Beck	1,000	1,000	0.00%
Cholmley Allotment Caedmon's Trod Project	1,000	0	
Modern apprentice	3,500	3,500	0.00%
Grants	-		
Christmas Lights	25,000	25,000	0.00%
Notice board	150	150	0.00%
Public conveniences	5,000	5,000	0.00%
Public conveniences (Water Charges)	15,000	43,000	186.67%
Spital Bridge - Residents Parking site			
Footbridge extension	-		
Contribution to Reserves			
War Memorial	250	250	0.00%
Harbour Story Board (R&M)	500	500	0.00%
Twinning	100	100	0.00%
Welcome To Whitby sign maintenance	-		

Report

	Budget 2023-24 (£)	Draft Budget 2024-25 (£)	
Climate Emergency Engagement	1,000	1,000	0.00%
Victoria Spa Well maintenance	1,000	1,000	0.00%
Neighbourhood Plan	15,000	15,000	0.00%
Unitary engagement	12,500	12,500	0.00%
Christmas Festival	50,000	50,000	0.00%
	487,110	576,925	18.44%

TOWN COUNCIL INCOME

Heading

Other refunds misc.	4,000	4,200	5.00%
Other refunds PAG	4,000	4,200	5.00%
Allotments	1,300	1,400	7.69%
PPM Office rental	2,500	2,500	0.00%
PPM Office telephone refund			
Christmas Lighting NYC	10,000	10,000	0.00%
WTC Bank Interest & Loyalty Reward	150	150	0.00%
PAG Commission	600	600	0.00%
Refunds Lit & Phil	10,000	10,500	5.00%
Art Galley/Museum - 60% Admissions	45,000	47,250	5.00%
Capital/Heritage Grants	5,000	5,000	0.00%
Armed Forces WP income			
Christmas Festival income	50,000	52,500	5.00%
Transfers from reserves			
Neighbourhood Plan	10,000	5,000	-50.00%
Community Donation Toilets	6,000	6,000	0.00%
Residents Parking			
Public Toilets	55,000	15,000	-72.73%
Total	203,550	164,300	-19.28%

Net Expenditure	487,110	576,925	
Net Income	203,550	164,300	
Precept to balance	283,560	412,625	21.50%
Tax Base	4,947.97	4,972.10	0.30%
Band D Equivalent	57.31	82.99	£25.68