

Dronfield Town Council

Town Clerk:
Andrew Tristram



Dronfield Civic Hall
Dronfield Civic Centre
Dronfield
S18 1PD

Telephone: 01246 418573

Fax: 01246 290702

Email: townclerk@dronfield.gov.uk

Website: www.dronfield.gov.uk

1st October 2019

To: The Chairman and Members of Dronfield Town Council

Dear Councillor,

You are summoned to attend the meeting of Dronfield Town Council to be held on

**MONDAY 7th OCTOBER 2019 AT 7.30pm IN THE
COUNCIL CHAMBER, CIVIC HALL, DRONFIELD**

Yours sincerely



Andrew Tristram
Town Clerk

Please be aware that meetings open to the public may be recorded by representatives of the media or by members of the public. Any persons intending to record this meeting are:

1. Requested not to film the public seating area and to respect the wishes of members of the public who have come to speak at a meeting but do not wish to be filmed.
2. Reminded that it is not permitted for oral commentary to be provided during a meeting. The Chairman may ask people to stop recording and leave the meeting if they act in a disruptive manner.

AGENDA

1. **Apologies**

To receive apologies and reasons for absence from the meeting.

2. **To consider a variation of order of business**

To consider request to change the order of the items on the agenda.

3. **Declarations of Interest**

To enable Members to declare the existence and nature of any Disclosable Pecuniary Interests they have in subsequent agenda items, in accordance with the Parish Council's Code of Conduct. Interests that become apparent at a later stage in the proceedings may be declared at that time. To receive and approve request for dispensations from members on matters in which they have a Disclosable Pecuniary Interest.

4. **Public Speaking**

4.1 Planning Matters

An opportunity for members of the public to raise any planning matter that members may be considering at the planning item of the following agenda.

4.2 General Matters

A fifteen-minute session when members of the public and local residents can raise issues affecting the town. Any issues raised may be noted and a request by members for that matter to be placed on a future agenda for discussion and debate.

4.3 Police Matters

If the Police Liaison Officer is in attendance they will be given the opportunity to raise any relevant matters.

5. **Council Minutes**

To receive and consider adopting as a true and accurate record, the draft Minutes of the Ordinary Meeting of the Council held on 2nd September 2019 (pages 293 – 309).

6. **Items for exclusion of public**

To determine what items on the agenda, if any, should be taken with public excluded.

7. **Planning Matters**
 - 7.1 **Planning Applications (Appendix 1)**

To consider the attached schedule of planning applications submitted by North East Derbyshire District Council for comment and discussion. Further details of any application can be found at: <http://planapps-online.ne-derbyshire.gov.uk/online-applications/> and then by inputting the application reference number.
 - 7.2 **Planning Decisions (Appendix 2)**

To receive the attached schedule of planning decisions submitted by North East Derbyshire District Council for information.
8. **Outside Services Report (Appendix 3)**

To consider the written report submitted by the Outside Services Manager.
9. **Meeting Reports (Appendix 4)**

To receive the meeting reports on various matters:-

 - 9.1 Grants Committee held on 12th September 2019
 - 9.2 Christmas Advisory Committee held on 19th September 2019
 - 9.3 Environmental Committee held on 24th September 2019
 - 9.4 Christmas Advisory Committee held on 7th October 2019 (minutes to be distributed at meeting)
10. **Town Clerk's Report (Appendix 5)**

To consider the written report submitted by the Town Clerk.
11. **External Auditor (Appendix 6)**

To receive the Annual Governance and Financial Statements for 2018-19 and the External Auditors report.
12. **Financial Regulations (Appendix 7)**

To review and approve the updated Financial Regulations as advised by NALC.
13. **Financial Report (Appendix 8)**
 - 13.1 Schedule of Payments including BACS breakdown for August 2019
 - 13.2 Schedule of Receipts for August 2019
 - 13.3 Bank Reconciliation at 31st August 2019
 - 13.4 Income and Expenditure to 31st August 2019
14. **Exclusion of the Press and the Public**

To move the following resolution – That in view of the confidential nature of the business about to be transacted it is advisable in the public interest, that the press and public be temporarily excluded and they are instructed to withdraw.
15. **Meeting Report**

To receive the report from the Properties Committee meeting held on 16th September 2019

DRONFIELD TOWN COUNCIL
PLANNING APPLICATIONS
SUBMITTED TO COUNCIL ON MONDAY 7 OCTOBER 2019

No	Reference	Applicant	Location	Details
1.	19/00600/FL	I & R Purdy	1 Stone Close	Erection of one detached stone dwelling (with attached garage) (revised scheme of 18/00309/FL) on land to the east (Conservation Area) (Affecting the setting of a listed building)
2.	19/00745/FLH	R Lake	11 Gosforth Green	Application for two storey rear extension, conversion of flat roofs to lean-to roofs and internal alterations
3.	19/00764/FL	Mrs D Greenhough	24 Caldey Road	Application for the construction of a new dwelling (revised scheme of 18/00848/FL)
4.	19/00838/FL	Mr T Lee	Land On The West Side Of Kilner Vaccumation Co Ltd At The West End Of Callywhite Lane	Construction of 10 flexible small business units of mixed use (B1, B2 & B8) as well as new Offices and Workshop for Jarvale Construction Ltd including associated access from Local Highway and on site car parking (Major Development)
5.	19/00840/FL	Mr Ball	63-65 Pentland Road	Application for change of use from A1 (retail) to A5 (hot food takeaway)
6.	19/00855/FLH	Mr & Mrs C Turner	6 Draycott Place	Single-storey extension to rear of detached bungalow
7.	19/00857/ CATPO	Mr D Brown	Holly Tree Cottage 2 - 4 Dyche Lane	Notification of intention to fell 1no tree within Coal Aston Conservation Area
8.	19/00863/FL	Mr N Vaughan	116 Eckington Road	Application of dormer bungalow (revised scheme of 18/01023/FL)
9.	19/00867/FLH	Mr T Rimmington	18 Quoit Green	Application to reduce height of conifers within Dronfield conservation area
10.	19/00875/TPO	Mr S Burkhill	72A Coniston Road	Application for crown reduction by 2-3 metres of 1no Oak tree (T1) covered by TPO98
11.	19/00877/ CATPO	Mr & Mrs Lee	41 Chesterfield Road	Application for maintenance for 1no Pear tree, and 2no Ash trees. Felling of a group of Damson trees and a group of Hawthorn within Dronfield Conservation Area

Agenda Item 7 – Appendix 1

12.	19/00885/TPO	Miss C Harris	Dronfield Library Manor House High Street	Application for the crown lift, and to tip back from the War Memorial 1no Copper Beech (T20) protected by DUDC TPO No 7.
13.	19/00886/FLH	Mr & Mrs Roberts	4 Northern Common	Application for two storey extension to provide annexe
14.	19/00891/FL	Miss A Biggen	Over 7 Church Street	Application for change of use from offices (A2) to beauty rooms (sui generis) to expand existing salon below (Listed Building/Conservation Area)
15.	19/00896/FLH	Mr L Parkin	11 Gosforth Crescent	First floor front and rear extensions. raising of ridge height and construction of a garage/office to rear
16.	19/00909/LB	Dr.Ruth Dils	Dronfield Woodhouse Hall, 183 Carr Lane	Application for Listed Building consent for stonework repairs, replacement of 1990s timber window frames and reinstatement of the nineteenth century geometry steel casements. (Listed Building/Conservation Area)
17.	19/00913/LB	Miss A Biggen	Over 7 Church Street	Application for listed building consent for change of use from offices (A2) to beauty rooms (sui generis) to expand existing salon below (Listed Building) (Conservation Area))
18.	19/00934/FLH	Mr Kistell	92 Hilltop Road	Application for demolition of a conservatory and replacement with a single storey rear extension
19.	19/00939/FLH	P Kapranos	3 Wingfield Close	Proposed single storey rear and side extension, removing rear conservatory and existing side canopy/Utility. Block paving the front garden
20.	19/00940/FL	Mr A Khayere	135 Cemetery Road	Application for change of use from A4 to A3 with part single storey/part two storey rear extensions, single storey front extension with roof terrace above and internal and external alterations
21.	19/00950/FLH	Mr S Baker	2 Snape Hill Close	Application for garage to rear of dwelling

DRONFIELD TOWN COUNCIL
SCHEDULE OF PLANNING DECISIONS
SUBMITTED TO COUNCIL MONDAY 7 OCTOBER 2019

No	Reference	Location	Details	Decision
1.	19/00695/FLH	23 Hallowes Drive	Construction of orangery to rear	Conditionally Approve
2.	19/00699/FLH	39 Gosforth Drive	Demolition of existing conservatory and construction of single-storey rear extension	Conditionally Approve
3.	19/00722/ HRN	Hall Farm, Holmesfield Road	Application for hedgerow removal at Hall Farm Holmesfield Road	Refused
4.	19/00728/FLH	80 Eckington Road	Application for retention of a detached garage to the rear	Conditionally Approve
5.	19/00734/AD	Toby Carvery Sheffield Road	Installation of Replacement illuminated and non-illuminated signs to the exterior of the building	Conditionally Approve
6.	19/00757/FLH	39 Victoria Street	Single storey front / two storey side and rear extension to existing dwelling house	Conditionally Approved
7.	19/00805/TPO	47 Alexandra Road	TPO	Not required
8.	19/00831//FL	Toby Carvery Sheffield Road	Erection of a new timber pergola entrance canopy, installation of new kitchen air extract/intake to replace existing. Removal of an existing tree and proposed landscaping works. New building and site lighting. Minor works to existing surfaces in the car park to remove 2no. raised kerbs	Conditionally Approved

**Dronfield Town Council
October 2019
Outside Services Managers Report**

The following tasks have been carried out during the month of September 2019.

Litter/Dog Bins - The litter and dog bins continue to be emptied on a weekly basis, this is carried out every Thursday and consists of 2 men doing the whole route, and they also inspect the play areas/equipment at the same time. New dog bins have been ordered to replace some of the existing ones that require replacing.

Play Areas – Maintenance continues on the play areas. The new swings at Lundy Road have had a new frame replaced, one of the posts had become loose and you could see movement when the basket swing was being used.

Cemetery - The baskets are emptied around the Cemetery on a Monday and Friday. The toilets are checked and cleaned and opened before any funeral or Garden of Rest takes place. The grass is being cut twice a month and will be cut on the alternate weeks from when we cut the DTC areas.

Cliffe Park – The Outside Services team open the park in the mornings and check the lodge is set up and ready for any users when required. The park is maintained by Outside Services and the maintenance is being done on a fortnightly basis. The grass has been cut and will continue to be cut on a fortnightly basis as we do all other DTC areas.

Grass Cutting – All DTC areas are being cut twice a month; this includes all large open spaces, play areas and all smaller owned areas.

Flower Beds – The flower beds are checked over on a fortnightly basis and deweeded and dug over when required. The flower beds will start to be emptied from next week, 30th September and made ready for the winter plants.

Hanging Baskets – The hanging baskets have all been removed with the exception of the window boxes on the Civic Hall, which will be emptied shortly. We have purchased the liners for the hanging baskets which will enable us to install the baskets at any time, with the liners being sent to be filled and grown on, this will enable us to just slot in the liners without the need of trying to put baskets up which are already filled and heavy and trying to tie wrap them together on to the post, the liners will be easier and quicker. We have also purchased new liners for the window boxes at the Civic Hall.

Hedges and Shrubbery – The Outside Services team have cut back a few more areas that had over grown shrubbery including Poplar/Chestnut, Hilltop and around the Alma plus the overhanging growth from the wall on to Chesterfield Road. We have also cleared the area around Fanshawe Bank next to the culvert. The area around the Football changing rooms has also been tidied up before the football season started.

Noticeboards – All the notice boards have been cleaned of any old notices and any non-charity notices removed. Agendas have also been put up when required.

Tree works – There are a few areas where some tree works will be done, they include the (a) cemetery, where two Cherry trees will be felled, (b) Hilltop, where Holly bushes and self-setters will be removed (c) Great Croft where a reduction and cut back of overhanging branches will

be carried out (d) Wreakes Lane where two trees next to the railway line will be felled (e) Sheffield Road, where a dead tree will be removed.

There are a few more locations to look at with Underwood's Tree Surgeon to establish if any work is required at the other locations.

I have given a list of the 24 areas where DTC have trees on our land along with an individual map of each area to Underwoods Tree Surgeons to go round and assess all of the trees and to give a written report back to DTC with recommendations of any works required on any of the trees within the locations. We will also be issued with a risk assessment when they have been inspected.

Football – The goal posts have been installed at Dronfield Woodhouse and Coal Aston pitches. There is only one set of goals that has been installed at Coal Aston this year as we are having a problem with some subsidence on pitch one, the cause of the subsidence is being investigated. We have put one set of goals up on pitch one so that the general public will be able to use the goals to have a kick around instead of using the goals on pitch two as it tends to wear out the goal mouth for the teams playing on a Sunday.

Banners - The Outside Services team have renewed some of the frames that are used for installing DTC temporary banners around the Town, these banners are placed around the Town in strategic locations, within areas that DTC own/maintain noticeably around the flower beds, we have put out 7 banners for the Neighbourhood Plan and one on the Civic Hall.

Remembrance Sunday – Letters have been delivered to all house owners around the area of School Lane explaining the road closure times for the Sunday parade.

Boiler Servicing – All gas boilers in DTC buildings have been serviced including the LPG boilers at Coal Aston Football pavilion.

Vehicles – All vehicles have had their MOTs and servicing done.

Civic Hall – The Outside Services team have been helping out by setting up the Civic Hall when required, this is usually on a Monday afternoon between group bookings.

Other Tasks - Various reports have been actioned around the Town.

Ronnie Dick
Outside Services Manager

Minutes of the Meeting of the Grant Awards Panel

Held in the Town Council Offices on 12th September 2019 at 3.00pm

Present: Councillors: Cllr M Hanrahan

Also Present: Amanda Hunt (RFO)

1 **Apologies**
Cllr T Collins

2 **Letter of Thanks received**
i) Letter of Thanks received and noted from:
Dronfield Badminton Association

3 **Award of Grants under 'general power of competence' (Localism Act 2011)**
Applications were considered from the following:-

Derbyshire Childrens Holiday Centre are requesting a grant of £341, for funding of a place for one disadvantaged child from Derbyshire, with a holiday at their centre in Skegness.

Gosforth Pre School are requesting a grant of £2,800 to fund the landscaping of gardens to enable the 2 year old children to learn about nature, and also the request is for impact absorbing materials around the existing play area.

Guidacre Committee are requesting a grant of £1,500 or any other amount towards the project. This is to fund surfacing works at the Outdoor Activity Zone, this will enable the site to be useable for outdoor activities for the first time in many years.

Dronfield2gether are requesting a grant of £273 to support the cost of room hire and refreshments of the bi-monthly Dronfield2gether champions meetings.

Dronfield Parish Young Voices are requesting a grant of £500 plus reduced rent for Dronfield Civic Hall. This is to fund room hire and running costs for the choir, this is a community choir open to school years 3-7. The group is accessible to everyone and that this can remain of no charge to the children who attend each week.

- i) Derbyshire Childrens Holiday Centre
Resolved: To recommend to council that no funds be awarded..
- ii) Gosforth Pre School
Resolved: To recommend for discussion by full Council.
- iii) Guidacre 'Committee'
Resolved: To recommend that a grant of £400 be awarded.
- iv) Dronfield2gether
Resolved: To recommend for discussion by full Council.

v) Dronfield Parish Young Voices

Resolved: To recommend that a grant of £500 be awarded, and for full council to discuss the reduce hire charge request.

The remaining budget for future applications is £2,243, for the financial year 2019/20. Unallocated funds will be carried forward to 2020/21 financial year.

Meeting closed 4.15pm

**Dronfield Town Council
Christmas Advisory Committee
Minutes of the meeting held on 13 February 2019 at 9:15am
in the Town Clerk's Office**

Present: Cllr. S. Burkitt, Cllr. A. Hutchinson and Cllr. A. Powell

In attendance: J. Mitchell (Office Manager & PA to Town Clerk), C. Dick (Office Admin) and R. Dick (Outside Services Manager)

Cllr M. Emmens was not present so the meeting was Chaired by Cllr. A. Powell.

1. Christmas Lights

It was reported that the usual Christmas Lights would be installed around the Library Gardens and there were also plans to install the Christmas Trees on the High Street again. There is still the possibility of wrapping one of the trees in the Library Gardens in lights, if NEDDC can arrange for the tree to be pruned beforehand.

It was RESOLVED to contact the owners of the shops on the High Street to confirm they were happy to have the Christmas trees up again and to continue to work with NEDDC with regards to the tree wrap.

2. Entertainment for Lights Switch-On

It was reported that Dronfield Genquip Band have confirmed they are available to play at the event again. However a school choir needs to be approached to perform at the event. Members also discussed a request from a dance and theatre group called Razzamataz to see if they could perform on the night. The possibility of borrowing or renting a sound system was also discussed and having a compere for the night.

It was RESOLVED to check which school choirs had performed over the previous years and approach one which hadn't performed for a while.

It was RESOLVED to decline the request from Razzamataz to perform to perform at the event due lack of performance space.

It was RESOLVED that Cllr Hutchinson would compere the evening's event and lead the carol singing.

It was RESOLVED to approach the technicians used at the Civic Hall to see if they had a sound system that could be used of approach Henry Fanshawe School.

3. Christmas Fest

It was reported that stalls at the Christmas Fest event would be put on sale in the coming weeks to local groups and organisations and that Rotary had confirmed they would provide Santa and his grotto.

It was RESOLVED to note this update.

4. Use of car park

It was reported that a request had been made to NEDDC for use of the car parking spaces in front of the Civic Hall but there was no feedback to report at this meeting. Members then discussed what would be put in the car parking spaces if permission were to be granted.

It was RESOLVED to continue to work with NEDDC to try and confirm use of the car parking spaces in the Civic Hall and also check about the possibility of the car parks behind the Library

and to gain feedback on whether the spaces in front of the Civic Hall would be big enough to place some children's rides there.

5. Provision of Refreshments

Members discussed a request from Cllr Wright and his wife to host the refreshments in the Civic Hall during the Christmas Fest to raise funds for a Christmas dinner they are providing for elderly and lonely people on Christmas Day at Coal Aston Village Hall.

It was RESOLVED to check with the Mayor of Dronfield to see if she would like to host the refreshments and if not then the committee were happy for Cllr Wright and his wife to host.

6. Christmas Decorations

Members discussed an amount to spend on new Christmas decorations of use within the Civic Hall.

It was RESOLVED to spend up to £500 on new Christmas decorations for use within the Civic Hall.

7. Promotion of the event

It was reported that adverts, flyers, banners and Twitter would be used to promote the event. Members also discussed issuing a press release.

It was RESOLVED to booked two half page adverts in the November and December issues of the Dronfield Eye and to also issue a press release to local press contacts.

8. Any other business

Members discussed the possibility of applying for a road closure of the High Street in 2020.

It was RESOLVED to note this request.

Meeting closed 10.10am

**Notes of the meeting of the Environmental Committee
Held in the Town Clerks Office on Tuesday 24th September 2019 at 10:00am**

Present: Cllr. A. Foster (Chair), Cllr. M. Ireland, Cllr. P. Parkin, Cllr. R. Spooner, Cllr. M. Hanrahan

In attendance: J. Mitchell (Office Manager & PA to Town Clerk) and R. Dick (Outside Services Manager), G. Parker (BP Chargemaster), R. Lovell (Derbyshire County Council) and J. Sweeney (Go Electric)

1. Apologies

Cllr L Deighton sent her apologies.

2. Declaration of Interests

None

3. BP Chargemasters

Cllr A Foster joined the meeting at 10:10am

Members questioned the representative regarding the viability and costs of installing electrical charging points in town council owned car parks. The representative explained the difference between the charging points available and the speed at which they charge. The approximate cost to install a charging point would be £7,500 depending on proximity to the required electrical supply. This compared with an approximate cost of £500 to install a charge point at home, which could all be covered by grant funding. The costs to fully charge a vehicle would range from £6 - £12 and there are various ways to pay. There would also be ongoing maintenance costs and the framework on offer from them is open to all parish and town councils.

It was RESOLVED to note this information.

Gary Parker and Richard Lovell left the meeting at 10:30am

Jim Sweeney joined the meeting at 10:30am

4. Go Electric

Members questioned the representative, who explained about the different types of charging available and how long it would take to fully charge a vehicle. Members then discussed the possible locations they were considering and an approximate cost of £2,500 - £3,000 was given for a double socket pedestal to be installed with a cost of £70 per socket for annual maintenance. He gave a rough cost of £1,000 per socket for installation costs. From requesting a survey to installing the socket would take 5 – 6 weeks.

It was RESOLVED to request three quotes to install double electrical vehicle charging points in the Gorseybrigg and Cliffe Park car park and a single socket at the councils works unit on Callywhite Lane.

Jim Sweeney left the meeting at 11:00am

5. North East Derbyshire District Council

Members were informed that an electrical charging point would be installed in the Civic Centre car park and it will be funded by North East Derbyshire District Council.

It was RESOLVED to note this update.

6. Ferndale Garden Centre

Cllr Foster gave feedback from a meeting that she'd had with Ferndale Garden Centre regarding a tree planting scheme. Members discussed a number of options which included Ferndale supplying trees either free of charge or at a cost to the Town Council to pass on to local residents to plant in their own gardens. Ferndale also offered to run a workshop to guide people on where to plant the trees and how to look after them.

It was RESOLVED to recommend to council that the Town Council purchase five trees to plant near Birches Fold play area at a cost of no more than £100.

It was RESOLVED to contact local estate agents and to include details in the newsletter in the Dronfield Eye to request ten families that have recently moved into the area to come forward to claim a free tree.

7. Any other business

Electrical Vehicles – Members reviewed three quotes for an electrical vehicle to replace one of the current work vehicles.

It was RESOLVED to investigate leasing options available and to check the cost of any end of lease charges and bring back to the next committee meeting.

Budget – Members discussed a possible budget for the Environmental Committee.

It was RESOLVED to recommend to council that a budget of £9,000 be set for the Environmental Committee.

Wildflower Meadow – Following the agreement by council to create wild flower meadows at Jubilee Park and the Alma members discussed the best way to go about creating the meadows.

It was RESOLVED to contact Pictorial Meadows to gain a quote for the creation of the wild flower meadows for Spring/Summer 2020.

Virgin Media Boxes – Members discussed a query raised by Cllr W Jones regarding the installation of numerous Virgin Media boxes across town.

It was RESOLVED to write to North East Derbyshire District Council to request whether or not an environmental and engineering overview had been carried out before Virgin installed the boxes and whether there was any possibility of Virgin Media agreeing to paint the boxes so they blended into the environment more.

Carbon Literacy Workshop – Members were asked whether they would like attend a carbon literacy workshop.

It was RESOLVED to contact North East Derbyshire District Council to see if the workshop being held there on 8th October could be opened up to local town and parish councillors too.

8. Date of next meeting

It was RESOLVED the committee would meet again in October or November with a date yet to be agreed.

Meeting closed at 12:25pm

Town Clerk's Report

Council Meeting to be held on 7th October 2019

Items for Decision

Dronfield 10K – The organisers of the 2020 Dronfield 10K and Fun Run have announced the date as Sunday 15th March 2020 and they would like to request approval from the Town Council for the event and;

- To use Sindelfingen Park on the day of the race
- To use the car park in front of the Scout Headquarters at Gorsey Brigg to locate the portable public toilets and ensure access for the support services provided by the police, St John Ambulance and communication suppliers - as in the past we will ensure access to the houses that are built adjacent to the car park.

Items for Information

Derbyshire Building Control Partnership – Street naming and numbering – two new dwellings 82 and 84 Hilltop Road.

Correspondence Received

Kelham Island and Neepsend Neighbourhood Plan – initial pre-submission consultation (circulated electronically)

Joanne Mitchell

Subject: FW: Dronfield 10K 2020

From: Peter

Sent: 18 September 2019 14:10

To: Carole Dick ; Joanne Mitchell

Subject: Dronfield 10K 2020

Good Afternoon Carole and Joanne,

Hope you are both well ,I was unsure who to send the e mail to so went for the both of you. We have set the date of the 2020 Dronfield 10K and Fun Run they will be held on Sunday 15th March 2020.

As in the past we would like to invite the Dronfield mayor to attend the event ,start the race and help with presenting medals etc. We will continue to support the Mayor's charities . Please advise if the Mayor will be available.

We would also like to request approval from the Dronfield Town Council for the event and also

1, To use Sindelfingen Park on the day of the race

2, To use the car park in front of our Scout Headquarters at Goprsey Brigg on Pentland Road. We would also request approval to close the car park to locate the portable public toilets and ensure access for the support services provided by the police, St John Ambulance and our communication suppliers. As in the past we will ensure access to the houses that are built adjacent to the car park.

If you require any further details please let me know.

Thank you for your help I look forward to hearing from you,

Regards

Peter



Derbyshire
Building Control
Partnership

Dunston Innovation Centre
Dunston Road, Chesterfield
S41 8NG

Our ref: 19/0141

Enquiries to: Lynn Miles

Direct Line: 0333 880 2000

Date: - 26 September 2019

Email : info@dbcp.co.uk

Dear Sir/Madam

Re: Street Naming and Numbering

I enclose herewith a plan and site location plan for two new dwellings

The addresses are:-

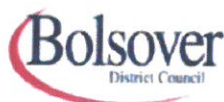
82 and 84 Hilltop Road, Dronfield

Please add/amend the address on your systems.

Yours faithfully

Stuart Franklin
Senior Building Control Officer

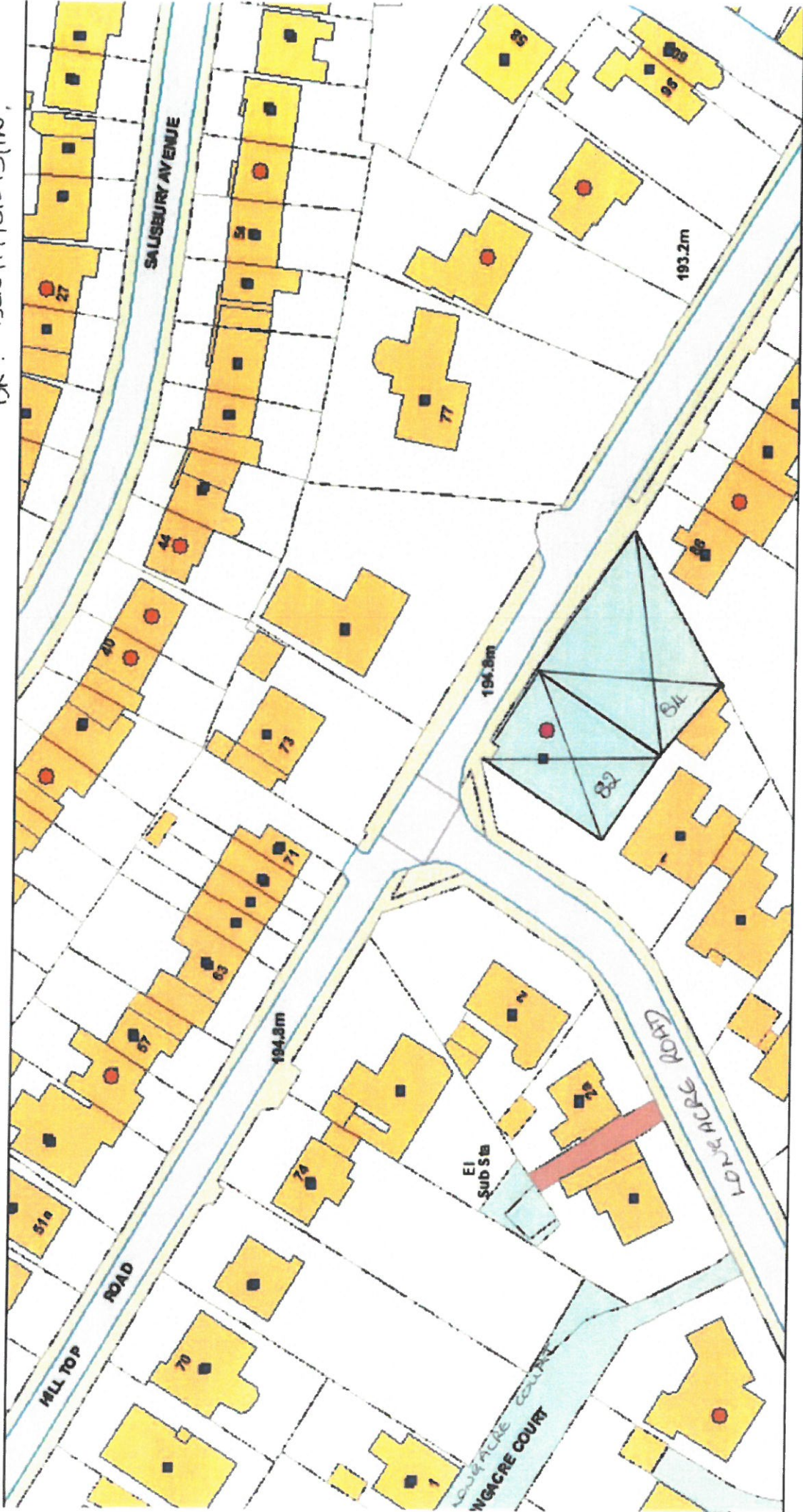
Enc



Hilltop Road, Dronfield nos 82 + 84

Ref: 19/01/14

BR: BCU/17/01513/W



Agenda Item 11 – Appendix 6

External Auditor

- Annual Governance Statement
- Financial Statements
- External Auditors Report for year ending March 2019

Section 1 – Annual Governance Statement 2018/19

We acknowledge as the members of:

Dronfield Town Council

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

	Agreed		
	Yes	No*	
1. We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	✓		<i>prepared its accounting statements in accordance with the Accounts and Audit Regulations.</i>
2. We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	✓		<i>made proper arrangements and accepted responsibility for safeguarding the public money and resources in its charge.</i>
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	✓		<i>has only done what it has the legal power to do and has complied with Proper Practices in doing so.</i>
4. We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	✓		<i>during the year gave all persons interested the opportunity to inspect and ask questions about this authority's accounts.</i>
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	✓		<i>considered and documented the financial and other risks it faces and dealt with them properly.</i>
6. We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	✓		<i>arranged for a competent person, independent of the financial controls and procedures, to give an objective view on whether internal controls meet the needs of this smaller authority.</i>
7. We took appropriate action on all matters raised in reports from internal and external audit.	✓		<i>responded to matters brought to its attention by internal and external audit.</i>
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	✓		<i>disclosed everything it should have about its business activity during the year including events taking place after the year end if relevant.</i>
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A
	✓		

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

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

03/06/19

and recorded as minute reference:

053 /19-20

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

Chairman



Clerk



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

www.dronfield.gov.uk


Section 2 – Accounting Statements 2018/19 for

Dronfield Town Council

	Year ending		Notes and guidance
	31 March 2018 £	31 March 2019 £	
1. Balances brought forward	800,129	873,289	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.
2. (+) Precept or Rates and Levies	805,411	808,956	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.
3. (+) Total other receipts	261,359	190,169	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.
4. (-) Staff costs	322,461	339,225	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers), pension contributions and employment expenses.
5. (-) Loan interest/capital repayments	51,850	50,633	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any).
6. (-) All other payments	619,299	593,324	Total expenditure or payments as recorded in the cashbook less staff costs (line 4) and loan interest/capital repayments (line 5).
7. (=) Balances carried forward	873,289	889,232	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).
8. Total value of cash and short term investments	954,161	1,001,635	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March – To agree with bank reconciliation.
9. Total fixed assets plus long term investments and assets	3,667,546	3,672,124	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.
10. Total borrowings	220,133	180,096	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).
11. (For Local Councils Only) Disclosure note re Trust funds (including charitable)	Yes	No	The Council, as a body corporate, acts as sole trustee for and is responsible for managing Trust funds or assets. N.B. The figures in the accounting statements above do not include any Trust transactions.
	✓		

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

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



Date

21/05/19

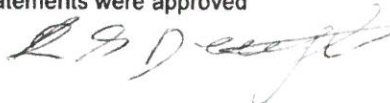
I confirm that these Accounting Statements were approved by this authority on this date:

03/06/19

as recorded in minute reference:

054/19-20

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



Section 3 – External Auditor Report and Certificate 2018/19

In respect of **DRONFIELD TOWN COUNCIL - DE0248**

1 Respective responsibilities of the body and the auditor

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

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

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

2 External auditor report 2018/19

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:

None

3 External auditor certificate 2018/19

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 2019.

External Auditor Name

PKF LITTLEJOHN LLP

External Auditor Signature

PKF Littlejohn LLP RED

Date

16/09/2019

* Note: the NAO issued guidance applicable to external auditors' work on limited assurance reviews for 2018/19 in Auditor Guidance Note AGN/02. The AGN is available from the NAO website (www.nao.org.uk)

Agenda Item 12 – Appendix 7

Changes to Financial Regulations

NALC have recently published revised Model Financial Regulations which contains some minor changes to ensure that the Council are up-to-date with the current legislation and regulations.

The changes are minor covering:

1. Restriction added to Regulation 11.1.a.ii
Clarifying disapplication of contract regulations to legal professionals limited to those acting in disputes only – not general legal work.
2. Update to limits under Public Contract Regulations – footnote to Regulation 11.1.b
3. Minor change to heading Regulation 12

These changes have been incorporated in our Financial Regulations (following)

Council are asked to consider the changes and approve the amended Financial Regulations.

DRONFIELD TOWN COUNCIL

Financial Regulations

Version History

Adopted 7 th April 2015	(Minute reference 271-14/15)
Updated and approved 6 th November 2017	(Minute reference 147-17/18)
Approved 13 th May 2019	(Minute reference 014-19/20)

Amendments for consideration at Council Meeting on 7th October 2019 highlighted in yellow.

1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial regulations are one of the council's three governing policy documents providing procedural guidance for members and officers. Financial regulations must be observed in conjunction with the council's standing orders and any individual financial regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These financial regulations demonstrate how the council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the office of councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the council

- 1.9. The RFO;
- acts under the policy direction of the council;
 - administers the council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;
 - maintains the accounting records of the council up to date in accordance with proper practices;
 - assists the council to secure economy, efficiency and effectiveness in the use of its resources; and
 - produces financial management information as required by the council.
- 1.10. The accounting records determined by the RFO shall be sufficient to show and explain the council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the council from time to time comply with the Accounts and Audit Regulations.
- 1.11. The accounting records determined by the RFO shall in particular contain:
- entries from day to day of all sums of money received and expended by the council and the matters to which the income and expenditure or receipts and payments account relate;
 - a record of the assets and liabilities of the council; and
 - wherever relevant, a record of the council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.
- 1.12. The accounting control systems determined by the RFO shall include:
- procedures to ensure that the financial transactions of the council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
 - procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
 - identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
 - procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
 - measures to ensure that risk is properly managed.
- 1.13. The council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:
- setting the final budget or the precept (council tax requirement);
 - approving accounting statements;
 - approving an annual governance statement;
 - borrowing;
 - writing off bad debts;
 - declaring eligibility for the General Power of Competence; and

- addressing recommendations in any report from the internal or external auditors shall be a matter for the full council only.
- 1.14. In addition the council must:
- determine and keep under regular review the bank mandate for all council bank accounts;
 - approve any grant or a single commitment delegated to a Committee or Officer if in excess the amount in the annual budget; and
 - in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant committee in accordance with its terms of reference.
- 1.15. In these financial regulations, references to the Accounts and Audit Regulations or 'the regulations' shall mean the regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these financial regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in Governance and Accountability for Local Councils - a Practitioners' Guide (England) issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

- 2.1. All accounting procedures and financial records of the council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate guidance and proper practices.
- 2.2. On a regular basis, at least once in each quarter, and at each financial year end, a member other than the Chairman or a cheque signatory shall be appointed to verify bank reconciliations produced by the RFO. The member shall sign the reconciliations and the original bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Council.
- 2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the council within the timescales set by the Accounts and Audit Regulations.
- 2.4. The council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the council shall make available such documents and records as appear to the council to be necessary for the purpose of the audit and shall, as directed by the council, supply the RFO, internal auditor, or external auditor with such information and explanation as the council considers necessary for that purpose.

- 2.5. The internal auditor shall be appointed by and shall carry out the work in relation to internal controls required by the council in accordance with proper practices.
- 2.6. The internal auditor shall:
- be competent and independent of the financial operations of the council;
 - report to council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;
 - to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the council;
 - initiate or approve accounting transactions; or
 - direct the activities of any council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. The RFO must each year, by no later than December, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the Budget Advisory Committee and Council.
- 3.2. The Council shall consider annual budget proposals in relation to the forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.3. The Council shall fix the precept (council tax requirement), and relevant basic amount of council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.4. The approved annual budget shall form the basis of financial control for the ensuing year.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items must be authorised by Full Council except when authorised by
- a duly delegated committee of the Council for items between £5000 and the amount in the annual budget; or
 - the Clerk for any items below £5000-provided that the item is budgeted for. Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the council, or duly delegated committee. During the budget year and with the approval of council having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets for completed projects shall not be carried forward to a subsequent year other than by resolution of the Council.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant committee. The RFO will inform committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme risk to the delivery of council services, the clerk may authorise revenue expenditure on behalf of the council which in the clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. Expenditure in excess of this figure can be authorised by the Leader and/or Deputy Leader. The Clerk shall report such action to the Leader as soon as possible and to the council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the council is satisfied that the necessary funds are available and the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the council's standing orders and financial regulations relating to contracts.
- 4.8. The RFO shall regularly provide the council with a statement of receipts and payments to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose "material" shall be in excess of £100 or 15% of the budget (whichever is the greater).
- 4.9. Changes in earmarked reserves shall be approved by council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the council; banking arrangements may not be delegated to a committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments requiring authorisation, forming part of the Agenda for the Meeting and, together with the relevant invoices, present the schedule to council. The Council shall review the schedule for compliance and, having satisfied itself shall authorise payment by a resolution of the Council . The approved schedule shall be initialled by the Chairman of the Meeting. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of the meeting at which payment was authorised. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the council.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading. The RFO shall take all steps to pay all invoices submitted, and which are in order, at the next available council meeting.
- 5.5. The Clerk and RFO shall have delegated authority to authorise the following payments by cheque or BACS transfer prior to authorisation at a Council meeting.
 - a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of council ; or
 - c) fund transfers within the councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.6. Payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, salaries, PAYE and NI, pension fund and regular maintenance contracts and the like) provided that the requirements of regulation 4.1 (Budgetary controls) are adhered to and also that a list of such payments shall be submitted to the next appropriate meeting of council.
- 5.7. In respect of grants a duly authorised committee shall approve expenditure within any limits set by council and in accordance with any policy statement approved by council. Any Revenue or Capital Grant in excess of £5,000 shall before payment, be subject to ratification by resolution of the council.

- 5.8. Members are subject to the Code of Conduct that has been adopted by the council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.9. Any changes in the recorded details of suppliers, such as bank account records, shall be approved in writing by a Member.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the council, a duly delegated committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque internet banking and direct debit or other instructions to the council's bankers, or otherwise, in accordance with a resolution of council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule as presented to council or committee shall be signed by two members of Council, and countersigned by the Clerk or RFO, in accordance with a resolution instructing that payment. If a member who is also a bank signatory has declared a disclosable pecuniary interest, or has any other interest, in the matter in respect of which the payment is being made, that councillor shall be required to consider Standing Orders, and thereby determine whether it is appropriate and / or permissible to be a signatory to the transaction in question.
- 6.5. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. Cheques or orders for payment shall not normally be presented for signature at a council or committee meeting. Any signatures obtained away from such meetings shall be reported to the council at the next convenient meeting.
- 6.7. Payment for utility supplies (energy, telephone and water) and any National Non-Domestic Rates may be made by variable direct debit provided that the instructions are signed by two members and any payments are reported to council as made. The approval of the use of a variable direct debit shall be renewed by resolution of the council at least every two years.
- 6.8. Payment for certain items may be made by BACS or standing order provided that the instructions are signed, or otherwise evidenced by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS or standing order shall be renewed by resolution of the council at least every two years.
- 6.9. Payment for certain items may be made by internet banking transfer provided evidence is retained showing which members approved the payment.

- 6.10. Where a computer requires use of a personal identification number (PIN) or other password(s), for access to the council's records on that computer, a note shall be made of the PIN and Passwords and shall be handed to and retained in a sealed, dated envelope in a secure location. This envelope may not be opened other than in the presence of two other councillors. After the envelope has been opened, in any circumstances, the PIN and / or passwords shall be changed as soon as practicable. The fact that the sealed envelope has been opened, in whatever circumstances, shall be reported to all members immediately and formally to the next available meeting of the council. This will not be required for a member's personal computer used only for remote authorisation of bank payments.
- 6.11. No employee or councillor shall disclose any PIN or password, relevant to the working of the council or its bank accounts, to any person not authorised in writing by the council or a duly delegated committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The council, and any members using computers for the council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the Clerk and RFO- shall be appointed as the Administrators. The bank mandate approved by the council shall identify the members who will be authorised to approve transactions on those accounts.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used on any computer used for council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.
- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy notification by the supplier and supported by hard copy authority for change signed by two of the Clerk, the RFO or a member. A programme of regular checks of standing data with suppliers will be followed.
- 6.17. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the council. Transactions and purchases made will be reported to the council and authority for topping-up shall be at the discretion of the council.
- 6.18. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.
- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
 - b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these regulations.
 - c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by council, or duly delegated committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available council meeting, as set out in these regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the council.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - a) by any councillor who can demonstrate a need to know;
 - b) by the internal auditor;
 - c) by the external auditor; or
 - d) by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the council. Termination payments shall only be authorised by council.
- 7.8. Before employing interim staff the council must consider a full business case.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval, and subsequent arrangements for the loan shall only be approved by full council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase or Leasing of tangible assets) shall be subject to

approval by the full council. In each case a report in writing shall be provided to council in respect of value for money for the proposed transaction.

- 8.3. All loans and investments shall be negotiated in the name of the council and shall be for a set period in accordance with council policy.
- 8.4. The council shall consider the need for an Investment Strategy and Policy which, if drawn up, shall be in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the council at least annually.
- 8.5. All investments of money under the control of the council shall be in the name of the council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments).

9. INCOME

- 9.1. The collection of all sums due to the council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered or goods supplied shall be agreed annually by the council, notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The Council will review all fees and charges at least annually, following a report of the Clerk.
- 9.4. Any sums found to be irrecoverable and any bad debts in excess of £500 shall be reported to the council and shall be written off in the year.
- 9.5. All sums received on behalf of the council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the council.
- 9.8. The RFO shall promptly complete any VAT Return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the council, the RFO shall take such steps as are agreed by the council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of

individuals banking such cash.

- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. Order books shall be controlled by the RFO.
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any de minimis provisions in Regulation 11.1 below.
- 10.4. A member may not issue an official order or make any contract on behalf of the council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these financial regulations, and no exceptions shall be made otherwise than in an emergency provided that this regulation need not apply to contracts which relate to items (i) to (vi) below:
- i. for the supply of gas, electricity, water, sewerage and telephone services;
 - ii. for specialist services such as are provided by legal professionals acting in disputes;
 - iii. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - iv. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the council;
 - v. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Leader and Chairman of council); and
 - vi. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - vii. for goods or services purchased under a framework agreement to which the

Council can lawfully join.

- b. Where the council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the council shall comply with the relevant requirements of the Regulations¹.
- c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time)².
- d. When applications are made to waive financial regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the council.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one member of council.
- g. Any invitation to tender issued under this regulation shall be subject to Standing Order 18d, and shall refer to the terms of the Bribery Act 2010.
- h. When it is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £5,000 and above £1000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10 (3) above shall apply.
- i. The council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the council, or duly delegated committee, does not accept any tender, quote or estimate, the work is not allocated and the council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.

1 The Regulations require councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts.

2 Thresholds currently applicable are:

a) For public supply and public service contracts 209,000 Euros (£181,302)

b) For public works contracts 5,225,000 Euros (£4,551,413)

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the council.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the council and Clerk to the contractor in writing, the council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The RFO shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the council. The RFO shall ensure a record is maintained of all properties held by the council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.
- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £250.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the council, together with any other consents required by law, In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).

- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. Subject only to the limit set in Reg. 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case.
- 14.6. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), the RFO shall effect all insurances and negotiate all claims on the council's insurers in consultation with the Clerk.
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the council and the property and risks covered thereby and annually review it.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim, and shall report these to council at the next available meeting.
- 15.5. All appropriate members and employees of the council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the council, or duly delegated committee.

16. CHARITIES

- 16.1. Where the council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any audit or independent examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The council is responsible for putting in place arrangements for the management of risk. The Clerk with the RFO shall prepare, for approval by the council, risk management policy statements in respect of all activities of the council. Risk policy statements and consequential risk management arrangements shall be reviewed by the council at least annually.

- 17.2. When considering any new activity, the Clerk with the RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the council.

18. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 18.1. It shall be the duty of the council to review the Financial Regulations of the council from time to time. The Clerk shall make arrangements to monitor changes in legislation or proper practices and shall advise the council of any requirement for a consequential amendment to these financial regulations.
- 18.2. The council may, by resolution of the council duly notified prior to the relevant meeting of council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of council.

Agenda Item 13 – Appendix 8

Financial Reports

13.1 Schedule for payments including BACS breakdown for August 2019

13.2 Schedule of Receipts for August 2019

13.3 Bank Reconciliation at 31st August 2019

13.4 Income and Expenditure to 31st August 2019

Month No : 5

Committee Report

Dronfield Town Council

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	<u>CIVIC HALL</u>							
4001	STAFF COSTS	24,628	10,552	40,911	30,359		30,359	25.8 %
4011	RATES	24,000	24,550	24,676	126		126	99.5 %
4012	WATER	2,302	1,899	3,500	1,601		1,601	54.3 %
4014	ELECTRICITY	5,870	2,576	6,000	3,424		3,424	42.9 %
4015	GAS	4,694	1,063	5,000	3,937		3,937	21.3 %
4018	WASTE DISPOSAL	2,277	1,069	2,500	1,431		1,431	42.8 %
4020	MISCELLANEOUS EXPENSES	485	867	1,000	133		133	86.7 %
4021	TELEPHONE COSTS	0	11	0	-11		-11	0.0 %
4025	INSURANCE	906	0	1,000	1,000		1,000	0.0 %
4036	PROPERTY MAINTENANCE	2,725	1,370	1,500	130		130	91.3 %
4038	MAINTENANCE CTRCTS	1,735	672	2,000	1,328		1,328	33.6 %
4040	EQUIPMENT REPLACEMENT	184	574	0	-574		-574	0.0 %
4042	EQUIPMENT MAINTCE	442	429	1,200	771		771	35.7 %
4062	LICENCES (PREMISES)	350	155	400	245		245	38.8 %
4100	RENT - CIVIC HALL	164,132	41,033	164,132	123,099		123,099	25.0 %
	CIVIC HALL :- Expenditure	234,732	86,820	253,819	166,999	0	166,999	34.2 %
1001	RENT RECEIVED	1,953	1,044	1,800	-756			58.0 %
1010	LETTING INCOME(Community)	26,809	12,536	25,000	-12,464			50.1 %
1080	MISC INCOME	175	0	0	0			0.0 %
	CIVIC HALL :- Income	28,937	13,580	26,800	-13,220			50.7 %
	Net Expenditure over Income	205,794	73,240	227,019	153,779			
102	<u>PARKS & OPEN SPACES</u>							
4011	RATES	1,062	1,195	1,087	-108		-108	109.9 %
4019	LITTER & DOG BIN EMPTYING	2,036	-1,018	2,100	3,118		3,118	-48.5 %
4034	ENVIRONMENTAL	3,587	0	2,000	2,000		2,000	0.0 %
4037	GROUNDS MAINTENANCE	108,497	-63,269	0	63,269		63,269	0.0 %
4046	TREE WORKS MAINTENANCE	4,420	680	10,000	9,320		9,320	6.8 %
	PARKS & OPEN SPACES :- Expenditure	119,602	-62,412	15,187	77,599	0	77,599	-411.0 %
1001	RENT RECEIVED	90	0	90	-90			0.0 %
1077	GRANTS RECEIVED	495	0	495	-495			0.0 %
1080	MISC INCOME	1,057	706	0	706			0.0 %
	PARKS & OPEN SPACES :- Income	1,642	706	585	121			120.7 %
	Net Expenditure over Income	117,960	-63,118	14,602	77,720			

Month No : 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>103</u>	<u>ALLOTMENTS</u>							
1001	RENT RECEIVED	-95	5	400	-395			1.3 %
	ALLOTMENTS :- Income	-95	5	400	-395			1.2 %
	Net Expenditure over Income	95	-5	-400	-395			
<u>104</u>	<u>PLAY AREAS</u>							
4042	EQUIPMENT MAINTCE	2,666	66,028	2,500	-63,528		-63,528	2641.1
	PLAY AREAS :- Expenditure	2,666	66,028	2,500	-63,528	0	-63,528	2641.1
	Net Expenditure over Income	2,666	66,028	2,500	-63,528			
<u>105</u>	<u>GOSFORTH LODGE</u>							
4001	STAFF COSTS	17,396	6,355	18,282	11,927		11,927	34.8 %
4011	RATES	4,752	4,861	4,897	36		36	99.3 %
4015	GAS	2,585	1,113	2,800	1,687		1,687	39.8 %
4020	MISCELLANEOUS EXPENSES	1,025	408	1,200	792		792	34.0 %
4021	TELEPHONE COSTS	287	117	600	483		483	19.5 %
4036	PROPERTY MAINTENANCE	951	11,080	500	-10,580		-10,580	2216.0
4038	MAINTENANCE CTRCTS	981	367	1,000	633		633	36.7 %
4042	EQUIPMENT MAINTCE	334	7	900	893		893	0.8 %
	GOSFORTH LODGE :- Expenditure	28,312	24,308	30,179	5,871	0	5,871	80.5 %
1010	LETTING INCOME(Community)	11,616	5,439	12,000	-6,562			45.3 %
1077	GRANTS RECEIVED	10,000	0	0	0			0.0 %
	GOSFORTH LODGE :- Income	21,616	5,439	12,000	-6,562			45.3 %
	Net Expenditure over Income	6,695	18,870	18,179	-691			
<u>106</u>	<u>CLIFFE PARK</u>							
4001	STAFF COSTS	24,916	5,161	14,463	9,302		9,302	35.7 %
4012	WATER	4,178	478	2,300	1,822		1,822	20.8 %
4014	ELECTRICITY	6,650	2,222	5,300	3,078		3,078	41.9 %
4018	WASTE DISPOSAL	2,937	1,604	3,100	1,496		1,496	51.7 %
4020	MISCELLANEOUS EXPENSES	166	0	0	0		0	0.0 %
4036	PROPERTY MAINTENANCE	1,518	754	1,500	746		746	50.3 %
4037	GROUNDS MAINTENANCE	190	0	0	0		0	0.0 %
	CLIFFE PARK :- Expenditure	40,555	10,220	26,663	16,443	0	16,443	38.3 %
1001	RENT RECEIVED	80	81	80	1			101.3 %
1020	PITCH FEES	26,277	11,284	22,000	-10,716			51.3 %

Month No : 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1080	MISC INCOME	169	350	0	350			0.0 %
	CLIFFE PARK :- Income	26,526	11,715	22,080	-10,365			53.1 %
	Net Expenditure over Income	14,030	-1,495	4,583	6,078			
<u>107</u>	<u>THE KIOSK</u>							
1015	KIOSK RENTAL INCOME	12,000	5,000	12,000	-7,000			41.7 %
	THE KIOSK :- Income	12,000	5,000	12,000	-7,000			41.7 %
	Net Expenditure over Income	-12,000	-5,000	-12,000	-7,000			
<u>109</u>	<u>COAL ASTON</u>							
4011	RATES	4,224	4,321	4,325	4		4	99.9 %
4012	WATER	305	86	200	114		114	43.1 %
4014	ELECTRICITY	592	106	400	294		294	26.4 %
4015	GAS	1,592	82	1,500	1,418		1,418	5.5 %
4036	PROPERTY MAINTENANCE	201	240	1,000	760		760	24.0 %
4037	GROUNDS MAINTENANCE	191	-618	250	868		868	-247.0 %
4038	MAINTENANCE CTRCTS	541	101	500	400		400	20.1 %
4042	EQUIPMENT MAINTCE	0	144	500	356		356	28.8 %
	COAL ASTON :- Expenditure	7,645	4,462	8,675	4,213	0	4,213	51.4 %
1001	RENT RECEIVED	80	81	80	1			101.3 %
1020	PITCH FEES	2,150	0	2,200	-2,200			0.0 %
	COAL ASTON :- Income	2,230	81	2,280	-2,199			3.6 %
	Net Expenditure over Income	5,415	4,381	6,395	2,014			
<u>110</u>	<u>STONELOW REC</u>							
4012	WATER	10,144	509	1,500	991		991	33.9 %
4014	ELECTRICITY	1,819	662	1,800	1,138		1,138	36.8 %
4015	GAS	1,190	275	700	425		425	39.2 %
4036	PROPERTY MAINTENANCE	480	649	500	-149		-149	129.7 %
4037	GROUNDS MAINTENANCE	2,693	104	300	196		196	34.7 %
4038	MAINTENANCE CTRCTS	590	129	250	122		122	51.4 %
4042	EQUIPMENT MAINTCE	299	32	750	718		718	4.3 %
	STONELOW REC :- Expenditure	17,214	2,358	5,800	3,442	0	3,442	40.7 %
1001	RENT RECEIVED	45	45	45	0			100.0 %
1020	PITCH FEES	2,040	2,300	2,400	-100			95.8 %
	STONELOW REC :- Income	2,085	2,345	2,445	-100			95.9 %
	Net Expenditure over Income	15,129	13	3,355	3,342			

Month No : 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
111	<u>DRONFIELD WOODHOUSE REC</u>							
4011	RATES	1,440	1,473	1,475	2		2	99.9 %
4036	PROPERTY MAINTENANCE	0	213	1,000	787		787	21.3 %
4038	MAINTENANCE CTRCTS	48	11	0	-11		-11	0.0 %
4042	EQUIPMENT MAINTCE	1,015	0	200	200		200	0.0 %
	DRONFIELD WOODHOUSE REC :- Expenditure	2,503	1,697	2,675	979	0	979	63.4 %
1001	RENT RECEIVED	400	161	400	-239			40.2 %
1020	PITCH FEES	1,200	500	1,200	-700			41.7 %
1080	MISC INCOME	1,015	0	0	0			0.0 %
	DRONFIELD WOODHOUSE REC :- Income	2,615	661	1,600	-939			41.3 %
	Net Expenditure over Income	-112	1,036	1,075	39			
118	<u>HIGHWAYS & ST FURNITURE</u>							
4035	BUS SHELTER REPAIRS	6,434	0	11,000	11,000		11,000	0.0 %
4045	SEATS, SIGNS & N'BDS	2	1	3,000	2,999		2,999	0.0 %
	HIGHWAYS & ST FURNITURE :- Expenditure	6,436	1	14,000	13,999	0	13,999	0.0 %
	Net Expenditure over Income	6,436	1	14,000	13,999			
119	<u>CEMETERY</u>							
4001	STAFF COSTS	59,943	25,441	70,246	44,805		44,805	36.2 %
4005	GRAVEDIGGING	3,300	1,950	4,500	2,550		2,550	43.3 %
4011	RATES	5,760	6,136	5,253	-883		-883	116.8 %
4012	WATER	965	115	750	635		635	15.3 %
4014	ELECTRICITY	2,207	1,030	850	-180		-180	121.1 %
4015	GAS	969	0	0	0		0	0.0 %
4018	WASTE DISPOSAL	2,820	1,020	3,000	1,980		1,980	34.0 %
4021	TELEPHONE COSTS	185	52	180	128		128	28.9 %
4024	SUBSCRIPTIONS	90	95	90	-5		-5	105.6 %
4036	PROPERTY MAINTENANCE	9,491	293	1,500	1,207		1,207	19.5 %
4037	GROUNDS MAINTENANCE	500	324	2,500	2,176		2,176	13.0 %
4040	EQUIPMENT REPLACEMENT	93	0	1,000	1,000		1,000	0.0 %
4044	VEHICLE COSTS & FUEL	783	0	1,500	1,500		1,500	0.0 %
4046	TREE WORKS MAINTENANCE	3,210	0	1,750	1,750		1,750	0.0 %
4051	BANK CHARGES	13	0	0	0		0	0.0 %
4059	LETTING AGENT FEES	362	330	0	-330		-330	0.0 %
	CEMETERY :- Expenditure	90,693	36,785	93,119	56,334	0	56,334	39.5 %
1002	GRANT OF RIGHTS FEES	11,463	7,115	15,000	-7,885			47.4 %
1003	MEMORIAL FEES	5,400	3,015	5,000	-1,985			60.3 %

Month No : 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
1004 INTERMENT FEES	23,820	13,895	18,000	-4,105			77.2 %
1005 CHAPEL FEES	635	240	400	-160			60.0 %
1006 SEARCH FEES	20	0	0	0			0.0 %
1011 LODGE - RENT RECEIVED	4,050	4,125	9,600	-5,475			43.0 %
1012 LODGE - WATER RECEIVED	100	313	0	313			0.0 %
1073 UNSTONE - CONTRIBUTION	2,893	0	2,893	-2,893			0.0 %
1093 Interest Received RBS Cemetery	4	0	0	0			0.0 %
1105 VAT Refunds	2,559	0	0	0			0.0 %
CEMETERY :- Income	50,943	28,703	50,893	-22,191			56.4 %
Net Expenditure over Income	39,750	8,083	42,226	34,143			
121 CORPORATE MANAGEMENT							
4057 AUDIT FEES	2,020	-1,615	2,400	4,015		4,015	-67.3 %
CORPORATE MANAGEMENT :- Expenditure	2,020	-1,615	2,400	4,015	0	4,015	-67.3 %
1075 PRECEPT SUPPORT GRANT	25,226	6,307	12,613	-6,307			50.0 %
1076 PRECEPT	808,956	405,185	810,369	-405,184			50.0 %
1091 INTEREST RECEIVED HSBC	70	353	0	353			0.0 %
1092 INTEREST RECEIVED CCLA	1,587	330	1,000	-670			33.0 %
CORPORATE MANAGEMENT :- Income	835,839	412,174	823,982	-411,808			50.0 %
Net Expenditure over Income	-833,819	-413,789	-821,582	-407,793			
122 DEM REPRESENTATION & MGT							
4008 TRAINING	150	100	500	400		400	20.0 %
4027 TWINNING COSTS	0	0	2,300	2,300		2,300	0.0 %
4028 ELECTION COSTS	0	0	7,500	7,500		7,500	0.0 %
4201 MAYOR'S ALLOWANCE	3,000	1,000	3,000	2,000		2,000	33.3 %
4211 CIVIC REGALIA	0	362	500	138		138	72.4 %
4221 CHRISTMAS EVENT COSTS	2,224	0	3,000	3,000		3,000	0.0 %
4231 REMEMBRANCE SERVICE	2,260	120	2,000	1,880		1,880	6.0 %
4232 CIVIC SERVICE	15	15	100	85		85	14.9 %
4233 DRONFIELD GALA	2,840	2,509	3,000	491		491	83.6 %
4235 ROAD SAFETY	0	0	250	250		250	0.0 %
4714 CHURCH & CIVIC CLOCK	163	0	1,000	1,000		1,000	0.0 %
DEM REPRESENTATION & MGT :- Expenditure	10,652	4,107	23,150	19,043	0	19,043	17.7 %
1080 MISC INCOME	1,475	640	0	640			0.0 %
DEM REPRESENTATION & MGT :- Income	1,475	640	0	640			
Net Expenditure over Income	9,177	3,467	23,150	19,683			

Month No : 5

Committee Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>123</u> GRANTS							
4701 CRICKET CLUB GRANT	2,000	0	2,000	2,000		2,000	0.0 %
4711 GRANT AWARDS	1,900	0	3,143	3,143		3,143	0.0 %
4713 COMMUNITY BUS	4,000	-4,000	4,000	8,000		8,000	-100.0
GRANTS :- Expenditure	7,900	-4,000	9,143	13,143	0	13,143	-43.7 %
Net Expenditure over Income	7,900	-4,000	9,143	13,143			
<u>125</u> CAPITAL PROGRAMME							
4053 LOAN INTEREST NEDDC	403	0	0	0		0	0.0 %
4054 LOAN INTEREST PWLB	10,193	3,645	12,000	8,355		8,355	30.4 %
4055 LOAN CAPITAL REPAID	40,037	10,327	27,000	16,673		16,673	38.2 %
4913 CAP VEHICLES & PLANT	18,019	0	0	0		0	0.0 %
4933 CAPITAL - EQUIPMENT	4,946	0	0	0		0	0.0 %
4981 Assets Funded from Rolling Fd	0	0	41,600	41,600		41,600	0.0 %
CAPITAL PROGRAMME :- Expenditure	73,598	13,972	80,600	66,628	0	66,628	17.3 %
Net Expenditure over Income	73,598	13,972	80,600	66,628			
<u>126</u> NEIGHBOURHOOD PLAN							
4023 STATIONERY/PRINTING	230	0	500	500		500	0.0 %
4060 OTHER PROF FEES	7,275	0	5,000	5,000		5,000	0.0 %
NEIGHBOURHOOD PLAN :- Expenditure	7,505	0	5,500	5,500	0	5,500	0.0 %
1077 GRANTS RECEIVED	3,325	0	0	0			0.0 %
NEIGHBOURHOOD PLAN :- Income	3,325	0	0	0			
Net Expenditure over Income	4,180	0	5,500	5,500			
<u>131</u> OUTSIDE SERVICES							
4001 STAFF COSTS	118,565	48,769	140,343	91,574		91,574	34.7 %
4006 PROTECTIVE CLOTHING	1,749	749	2,000	1,251		1,251	37.4 %
4008 TRAINING	1,582	384	2,500	2,116		2,116	15.4 %
4011 RATES	4,929	4,763	5,100	337		337	93.4 %
4012 WATER	374	26	300	274		274	8.6 %
4013 RENT	11,000	3,667	11,000	7,333		7,333	33.3 %
4014 ELECTRICITY	3,578	1,277	2,500	1,223		1,223	51.1 %
4015 GAS	161	35	250	215		215	13.8 %
4018 WASTE DISPOSAL	1,259	1,069	2,100	1,031		1,031	50.9 %
4020 MISCELLANEOUS EXPENSES	397	125	1,300	1,175		1,175	9.6 %
4021 TELEPHONE COSTS	1,072	382	1,200	818		818	31.8 %

Month No : 5

Committee Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4036	PROPERTY MAINTENANCE	672	242	2,000	1,758		1,758	12.1 %
4037	GROUNDS MAINTENANCE	40,867	15,817	47,000	31,183		31,183	33.7 %
4038	MAINTENANCE CTRCTS	992	844	1,500	656		656	56.3 %
4040	EQUIPMENT REPLACEMENT	4,667	2,211	5,000	2,789		2,789	44.2 %
4041	EQUIPMENT HIRE	0	0	1,000	1,000		1,000	0.0 %
4042	EQUIPMENT MAINTCE	1,161	688	2,500	1,812		1,812	27.5 %
4044	VEHICLE COSTS & FUEL	6,409	2,733	8,000	5,267		5,267	34.2 %
4060	OTHER PROF FEES	0	1,308	0	-1,308		-1,308	0.0 %
	OUTSIDE SERVICES :- Expenditure	199,433	85,087	235,593	150,506	0	150,506	36.1 %
1001	RENT RECEIVED	10	100	0	100			0.0 %
1025	INSURANCE CLAIMS	0	683	0	683			0.0 %
1080	MISC INCOME	250	240	0	240			0.0 %
	OUTSIDE SERVICES :- Income	260	1,024	0	1,024			
	Net Expenditure over Income	199,173	84,063	235,593	151,530			
<u>132</u>	<u>CENTRAL SERVICES</u>							
4001	STAFF COSTS	93,777	40,173	96,905	56,732		56,732	41.5 %
4008	TRAINING	962	75	2,000	1,925		1,925	3.8 %
4009	TRAVEL	11	0	0	0		0	0.0 %
4016	JANITORIAL	2,550	1,595	2,500	905		905	63.8 %
4020	MISCELLANEOUS EXPENSES	102	153	400	247		247	38.2 %
4021	TELEPHONE COSTS	1,985	590	1,700	1,110		1,110	34.7 %
4022	POSTAGE	1,031	333	1,200	867		867	27.8 %
4023	STATIONERY/PRINTING	881	454	1,400	946		946	32.4 %
4024	SUBSCRIPTIONS	2,306	1,681	2,300	619		619	73.1 %
4025	INSURANCE	13,436	13,928	14,000	72		72	99.5 %
4026	PHOTOCOPY CHARGES	566	115	800	685		685	14.3 %
4030	RECRUITMENT ADVTG	299	0	500	500		500	0.0 %
4032	PUBLICITY	5,215	2,000	5,500	3,500		3,500	36.4 %
4033	COMPUTER MAINTENANCE	4,598	3,769	4,800	1,031		1,031	78.5 %
4042	EQUIPMENT MAINTCE	0	0	1,500	1,500		1,500	0.0 %
4051	BANK CHARGES	1,024	224	1,100	876		876	20.4 %
4058	ACCOUNTANCY FEES	643	3	600	597		597	0.5 %
4060	OTHER PROF FEES	2,332	663	10,000	9,337		9,337	6.6 %
	CENTRAL SERVICES :- Expenditure	131,716	65,755	147,205	81,450	0	81,450	44.7 %
1080	MISC INCOME	9,726	519	0	519			0.0 %
	CENTRAL SERVICES :- Income	9,726	519	0	519			
	Net Expenditure over Income	121,990	65,236	147,205	81,969			
	Dronfield Town Council :- Expenditure	983,181	333,573	956,208	622,635	0	622,635	34.9 %
	Income	999,124	482,591	955,065	-472,474			50.5 %
	Net Expenditure over Income	-15,943	-149,018	1,143	150,161			

At : 11:41

BANK ACCOUNT-NO 1

List of Payments made between 01/08/2019 and 31/08/2019

<u>Date Paid</u>	<u>Payee Name</u>	<u>Cheque Ref</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
01/08/2019	BACS B/L Pymnt Page 2433	BACS Pymnt	155.00		BACS B/L Pymnt Page 2433
06/08/2019	OPUS - Cliffe Park	ddr2	526.27		Electric - Cliffe Park - July
06/08/2019	OPUS - Main Pavillion Stonelow	ddr3	155.21		Electric -Main Pav S/Low -July
07/08/2019	Gamma Business Communications	ddr	117.41		Telephones - July
08/08/2019	HSBC Bank Plc	ddr2	31.24		HSBC Bank charges - Jun/Jul
08/08/2019	Water Plus	ddr3	62.42		Water -Stonelow - 15.4-24.7.19
08/08/2019	Yorkshire Water	ddr4	100.53		Water S/Low fields - Mar-Jul
09/08/2019	OPUS - 42 Cemetery Road (Lodge	ddr6	137.07		Electric - Cemetery - July
09/08/2019	PHS Group Plc	ddr7	66.22		Nappy disp G/L 14.8-13.11.19
09/08/2019	Plusnet PLC	ddr	52.43		Boradband - Civic Hall
12/08/2019	PHS Group Plc	ddr8	136.08		Sanitary G/Lodge 15.8-14.11.19
12/08/2019	TALKTALK DIRECTDEBIT	ddr2	27.00		Broadband - Works Unit
13/08/2019	O2 Direct Debit	ddr10	93.25		Mobile Phones contract
13/08/2019	Water Plus	ddr11	265.79		Water - S/Low Cricket Apr-Jul
13/08/2019	HSBC Bank Plc	ddr9	41.44		HSBC - Electronic Bank Chges
15/08/2019	NEDDC - WORKS UNIT	ddr	476.00		Rates 2019/20 - Works Unit
15/08/2019	NEDDC Cemetery Lodge	ddr2	614.00		Rates 2019/20-Cemetery/Chapel
15/08/2019	BACS Salaries - August	BACSAUG	17,978.62		BACS Salaries - August
15/08/2019	Information Commissioner's Off	ddr12	35.00		ICO - Data Protection Subs
16/08/2019	FuelGenie	ddr13	331.63		Vehicle/Machinery fuel - July
20/08/2019	Contract Natural Gas Ltd	ddr6	155.84		Gas - Gosforth Lodge - July
21/08/2019	Spitfire Network Services Ltd	ddr3	39.60		Alarm Line Rental - August
21/08/2019	British Gas Trading Ltd	ddr7	289.21		Gas - Civic Hall - July
21/08/2019	IRIS Payroll Solutions Ltd	ddr	22.85		Auto enrolment package-July
21/08/2019	OPUS - Small Pavillion Stone	ddr10	23.36		Electric - Sml Pav S/Low-July
21/08/2019	OPUS - Coal Aston Pavilion	ddr4	27.66		Electric - C/A Pavilion - July
21/08/2019	OPUS - Unit Callywhite Lane	ddr6	137.78		Electric - Works Unit - July
21/08/2019	OPUS - Church Street	ddr7	9.89		Electric - Church Street - Jul
21/08/2019	OPUS - Civic Hall	ddr9	678.83		Electric - Civic Hall - July
21/08/2019	O2	DDR	3.75		Cem Mobile device - Final Inv
22/08/2019	Personnel Advice & Solutions L	ddr14	120.00		Purchase Ledger Payment
27/08/2019	Booker Cash & Carry	600583	509.39		Janitorial-Variou Items-Stock
27/08/2019	The Post Office Ltd	600584	260.00		Vehicle Tax - 12mnths YT63 XFN
27/08/2019	Water Plus	ddr5	21.93		Water - Works unit - May-Jul
28/08/2019	Westfield Health Direct D	ddr8	66.15		Westfield deductions - August
29/08/2019	NEDDC - CIVIC HALL	ddr	2,455.00		Rates 2019/20 - Civic Hall
29/08/2019	NEDDC - CHURCH ST CAR PARK	ddr2	119.00		Rates - 2019/20 - Church Stree
29/08/2019	NEDDC CLIFF PARK	ddr3	486.00		Rates 2019/20 - Gosforth Lodge
29/08/2019	NEDDC - DRONFIELD	ddr4	147.00		Rates 2019/20 - Dron Woodhouse
29/08/2019	NEDDC - COAL ASTON	ddr5	432.00		Rates 2019/20 - Coal Aston
29/08/2019	Post Office Ltd	ddr	4,671.71		Tax & NI - July 2019
29/08/2019	BACS B/L Pymnt Page 2443	BACS Pymnt	18,693.06		BACS B/L Pymnt Page 2443
29/08/2019	IDMobile	ddr9	5.00		Sim Card for Tablet - August
30/08/2019	NEST	DDR	282.35		NEST - Payment Jul/Aug
30/08/2019	Cathedral Leasing Ltd	ddr10	187.20		Nappy Waste disposal Qtr 3
30/08/2019	Yorkshire Water	ddr11	367.22		Water - C/Hall - 24.5-15.8.19
31/08/2019	BACS B/L Pymnt Page 2448	BACS Pymnt	78,000.00		BACS B/L Pymnt Page 2448

List of Purchase Ledger BACS PAYMENTS Entered

Ledger : 1

Month : 5

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
		Supplier : Wicksteed Leisure Ltd	WICKSTEED				
31/08/2019	ON ACC 0	BACS B/Pymnt P		0.00	0.00	78,000.00	-78,000.00
					0.00	78,000.00	
				Above paid on :	31/08/2019	By BACS No	WICKSTEED
				PAYMENT TOTALS		0.00	78,000.00

(Payment on account as per email attached)

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 5

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
Supplier : PHS Group Plc			PHS				
22/06/2019	66769097	Sanitary Disposal - Jul 19-20		97.20	0.00	97.20	0.00
					0.00	97.20	
			Above paid on : 29/08/2019			BACS No PHS	
Supplier : Platts Harris Ltd			PLATTSHARR				
30/06/2019	433264	Mower Repairs - Belt/Blades		154.76	0.00	154.76	0.00
31/07/2019	433940	Pivot Pin - Vehicle Repair		44.60	0.00	44.60	0.00
31/08/2019	434422	Pivot Pin - Triple Mower		47.18	0.00	47.18	0.00
					0.00	246.54	
			Above paid on : 29/08/2019			BACS No PLATTSHAR	
Supplier : Procheck Electrical Ltd			PROCHECK				
04/05/2019	1810	Installation Defib - D/W Rec		186.00	0.00	186.00	0.00
19/06/2019	1880	LED Replace/Extinguishers		494.04	0.00	494.04	0.00
19/06/2019	1881	C/Park - LED Fittings		656.64	0.00	656.64	0.00
19/06/2019	1882	Emergency light/Extinguisher		226.08	0.00	226.08	0.00
19/06/2019	1883	C/A Pav-LED Light/Extinguisher		288.00	0.00	288.00	0.00
19/06/2019	1884	Stonelow-LED Exit boxes/Fire		284.40	0.00	284.40	0.00
19/06/2019	1885	D/W Rec - Fire Extinguisher		69.60	0.00	69.60	0.00
03/07/2019	1879	Fire Alarm/Lights Testing		832.20	0.00	832.20	0.00
11/07/2019	1911	Civic - Additional Sockets		576.00	0.00	576.00	0.00
06/08/2019	1937	Gos Lodge - LED Upgrades		1,077.00	0.00	1,077.00	0.00
					0.00	4,689.96	
			Above paid on : 29/08/2019			BACS No PROCHECK	
Supplier : Ronnie Dick			RONNIE				
29/07/2019	JULY2019	Phone Cases/Screen Protectors		33.49	0.00	33.49	0.00
					0.00	33.49	
			Above paid on : 29/08/2019			BACS No RONNIE	
Supplier : E D Steel Ltd			STEEL				
01/07/2019	439	Brush Set/Ant Bait/Boxes		53.90	0.00	53.90	0.00
					0.00	53.90	
			Above paid on : 29/08/2019			BACS No STEEL	
Supplier : St John Ambulance			STJOHNAMEBU				

List of Purchase Ledger BACS Payments

Ledger : 1

Month : 5

Linked to Cash Book : 1

Invoice Date	Invoice No	Supplier Name and Invoice Details	Authorized Ref	Amount Due	Discount Taken	Amount Paid	Invoice Balance
23/08/2019	5367429	Janitorial / Stationery Items		294.83	0.00	294.83	0.00
					0.00	537.64	
				Above paid on : 29/08/2019		BACS No ESPO	
Supplier : Hopkinson Waste Management Ltd				HOPKINSON			
26/07/2019	71595	Skips x 2 - Cemetery		504.00	0.00	504.00	0.00
					0.00	504.00	
				Above paid on : 29/08/2019		BACS No HOPKINSON	
Supplier : Intruder Alarm Systems				IAS			
01/08/2019	10174	Cemetery Alarm-1.8.19-31.7.20		117.60	0.00	117.60	0.00
					0.00	117.60	
				Above paid on : 29/08/2019		BACS No IAS	
Supplier : IRIS Payroll Solutions Ltd				IRISPAYROL			
23/09/2019	SJI094365	Payroll - Licence - Sep19-20		595.20	0.00	595.20	0.00
					0.00	595.20	
				Above paid on : 29/08/2019		BACS No IRISPAYROL	
Supplier : Laver Mr Chris				LAVER			
08/08/2019	JUN/JUL	Grave digging x 4 Jun/Jul		720.00	0.00	720.00	0.00
					0.00	720.00	
				Above paid on : 29/08/2019		BACS No LAVER	
Supplier : Lightwood Sports Groundcare Ltd				LIGHTWOOD			
15/07/2019	2968	Bowling / Football Maint		324.00	0.00	324.00	0.00
12/08/2019	2967	Monthly Grounds Maint - August		2,196.00	0.00	2,196.00	0.00
					0.00	2,520.00	
				Above paid on : 29/08/2019		BACS No LIGHTWOOD	
Supplier : Moss Valley Nurseries				MOSSVALLEY			
24/07/2019	JULY2019	Hanging Baskets x 63		885.00	0.00	885.00	0.00
					0.00	885.00	
				Above paid on : 29/08/2019		BACS No MOSSVALLE	

Bank Reconciliation Statement as at: 31/08/2019 for Cash Book 1 BANK ACCOUNT-NO 1

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Current Account HSBC	30/08/2019		860,543.03
			<u>860,543.03</u>
<u>Unpresented Cheques (Minus)</u>			<u>Amount</u>
27/08/2019 600583	Booker Cash & Carry	509.39	
27/08/2019 600584	The Post Office Ltd	260.00	
29/08/2019 BACS Pymnt	BACS B/L Pymnt Page 2443	18,693.06	
31/08/2019 BACS Pymnt	BACS B/L Pymnt Page 2448	78,000.00	
			<u>97,462.45</u>
			763,080.58
<u>Receipts not Banked/Cleared (Plus)</u>			
19/08/2019		102.50	
19/08/2019		917.92	
19/08/2019		77.30	
27/08/2019		107.50	
27/08/2019		874.30	
27/08/2019		20.00	
			<u>2,099.52</u>
			765,180.10
	Balance per Cash Book is :-		765,180.10
	Difference is :-		0.00



Account name Dronfield Town Council
 Account number 401951-41550632
 Bank name HSBC UK Bank PLC
 Currency GBP
 Location United Kingdom
 BIC HBUKGB4B
 IBAN GB89HBUK40195141550632
 Account status Active
 Account type Current account

Closing ledger balance brought forward
 From 05 Sep 2019 853,544.97
 Closing available balance brought forward
 From 05 Sep 2019 853,544.97
 Current ledger balance
 As at 06 Sep 2019 11:34 853,533.40
 Current available balance
 As at 06 Sep 2019 11:34 853,533.40

Bank reference	Narrative	Customer reference	TRN type	Value date	Credit amount	Debit amount	Balance	Time	Post date
NONREF	YORKSHIRE WATER	YORKSHIRE WATER	BACS	30 Aug 2019		-367.22	861,012.58	00:00	30 Aug 2019
NONREF	CATHEDRAL LEASING	CATHEDRAL LEASING	BACS	30 Aug 2019		-187.20	860,825.38	00:00	30 Aug 2019
NONREF	NEST	NEST	BACS	30 Aug 2019		-282.35	860,543.03	00:00	30 Aug 2019

At : 11:41

BANK ACCOUNT-NO 1**Cash Received between 01/08/2019 and 31/08/2019**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
01/08/2019	Sales Recpts Page 4107		Sales Recpts Page 4107	2,450.00
02/08/2019	Sales Recpts Page 4095		Sales Recpts Page 4095	30.00
02/08/2019	Sales Recpts Page 4096		Sales Recpts Page 4096	10.00
02/08/2019	Sales Recpts Page 4099		Sales Recpts Page 4099	364.32
06/08/2019	Sales Recpts Page 4100		Sales Recpts Page 4100	62.40
07/08/2019	Sales Recpts Page 4106		Sales Recpts Page 4106	23.22
08/08/2019	Sales Recpts Page 4101		Sales Recpts Page 4101	307.00
08/08/2019	Sales Recpts Page 4105		Sales Recpts Page 4105	1,000.00
10/08/2019	Sales Recpts Page 4102		Sales Recpts Page 4102	73.68
12/08/2019	Sales Recpts Page 4103		Sales Recpts Page 4103	10.00
13/08/2019	HS2	bacs	HS2 - land access May 19	690.00
14/08/2019	Sales Recpts Page 4104		Sales Recpts Page 4104	23.22
15/08/2019	Sales Recpts Page 4119		Sales Recpts Page 4119	105.00
19/08/2019	Mr Giles	Cash	Market Rent Civic 1 & 8.8.19	102.50
19/08/2019	Sales Recpts Page 4097		Sales Recpts Page 4097	917.92
19/08/2019	Sales Recpts Page 4098		Sales Recpts Page 4098	77.30
19/08/2019	Sales Recpts Page 4117		Sales Recpts Page 4117	361.50
20/08/2019	Sales Recpts Page 4116		Sales Recpts Page 4116	307.00
21/08/2019	Sales Recpts Page 4115		Sales Recpts Page 4115	23.22
23/08/2019	Sales Recpts Page 4113		Sales Recpts Page 4113	56.78
23/08/2019	Sales Recpts Page 4114		Sales Recpts Page 4114	10.92
23/08/2019	Saxton Mee	bacs	Lodge Rent/Water/Fees	795.80
27/08/2019	Mr Giles	Cash	Market Rent 15 & 22.8.19	107.50
27/08/2019	Sales Recpts Page 4108		Sales Recpts Page 4108	874.30
27/08/2019	Sales Recpts Page 4109		Sales Recpts Page 4109	20.00
27/08/2019	Sales Recpts Page 4111		Sales Recpts Page 4111	36.50
27/08/2019	Sales Recpts Page 4112		Sales Recpts Page 4112	52.30
27/08/2019	Sales Recpts Page 4118		Sales Recpts Page 4118	100.00
29/08/2019	Sales Recpts Page 4110		Sales Recpts Page 4110	62.40
Total Receipts				9,054.78