

# Dronfield Town Council

Town Clerk: Andrew Tristram



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25<sup>th</sup> February 2020

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 2<sup>nd</sup> MARCH 2020 AT 7.30pm IN THE  
COUNCIL CHAMBER, CIVIC HALL, DRONFIELD**

Yours sincerely

A handwritten signature in blue ink, appearing to read 'Andrew Tristram'.

Andrew Tristram  
Town Clerk

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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 3<sup>rd</sup> February 2020 (pages 356 – 367).
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 **Risk Management Schedule (Appendix 3)**

To review and approve the Council's Risk Management Schedule.
- 9 **Outside Services Report (Appendix 4)**

To consider the written report submitted by the Outside Services Manager.
- 10 **Sindelfingen Festival**

To nominate official council representatives to attend the Sindelfingen Festival on behalf of Dronfield Town Council.
- 11 **Meeting Reports (Appendix 5)**

To receive the meeting reports on various matters:-
  - 11.1 Environmental Committee meeting held on 17<sup>th</sup> February 2020
- 12 **Town Clerk's Report (Appendix 6)**

To consider the written report submitted by the Town Clerk.
- 13 **Financial Report (Appendix 7)**
  - 13.1 Schedule of Payments including BACS breakdown for January 2020
  - 13.2 Schedule of Receipts for January 2020
  - 13.3 Bank Reconciliation at 31<sup>st</sup> January 2020
  - 13.4 Income and Expenditure to 31<sup>st</sup> January 2020
- 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 **Properties Committee Meeting Minutes held on 10<sup>th</sup> February 2020**

To receive the minutes of the Properties Committee Meeting
- 16 **Cliffe Park Café Applications**

To receive a recommendation on the successful applicant for the Cliffe Park café lease.

**DRONFIELD TOWN COUNCIL**  
**PLANNING APPLICATIONS**  
**SUBMITTED TO COUNCIL ON MONDAY 2 MARCH 2020**

No	Reference	Applicant	Location	Details
1.	20/00024/FL	Mr C Stewart	11 Grasmere Road	Change of use of land to garden and retention of fencing (amended title)
2.	20/00075/FLH	Mr & Mrs Lee and K Deakin Clements	20 Chaddesden Close	Application for a single storey rear/side extension to an existing detached dwelling
3.	20/00076/FLH	Mrs M Mason	25 Hazel Close	Application for single storey rear extension and two storey side extension
4.	20/00082/FLH	Mr & Mrs Alexandra	22 Longcroft	Proposed single storey replacement porch, single storey replacement rear extension and two storey side extension (revised scheme of 19/00329/FLH)
5.	20/00083/FLH	Mr & Mrs Cowden	56 Holmesdale Road	Application to demolish side garage and replace with single storey front and rear extension and two-storey side extension
6.	20/00115/FLH	Mr M Petty	57 Longacre Road	Variation of condition 2 of approved 18/00880/FLH to move basement under garage
7.	20/00117/FLH	Mrs E Basford	Aston End Barn 144 Green Lane	Conversion of garage into dependant relative accommodation (Conservation Area) (Affecting setting of a listed building)
8.	20/00118/FLH	Mr N Ashby-Senior	11A Romney Drive	Two storey extension to front, first floor extension over existing side and conversion of garage
9.	20/00123/FLH	Mrs S Bourne	15 Devonshire Close	Single and two storey extension to existing dwelling
10.	20/00126/ CATPO	Mr D Brown	Holly Tree Cottage 2 - 4 Dyche Lane	Notification of intention to prune 1 holly tree within the Coal Aston Conservation Area
11.	20/00127/FLH	T Childs	62 Firthwood Road	Proposed single storey side extension
12.	20/00133/FL	Mr Mathew Jones	Land South East Of Steel House Callywhite Lane	Erection of a Flexible Electricity Generation Unit

**DRONFIELD TOWN COUNCIL**  
**SCHEDULE OF PLANNING DECISIONS**  
**SUBMITTED TO COUNCIL MONDAY 2 MARCH 2020**

No	Reference	Location	Details	Decision
1.	19/00956FL	49 Barnard Avenue	Change of Use from gift shop (A1) to dog grooming salon (sui generis)	Conditionally Approved
2.	19/01067/FL	37 Chesterfield Road	Application for single storey rear extension for use as chiropractic clinic (Conservation Area)(Affecting the setting of a listed building)(Revised scheme of 18/01048/FL)	Conditionally Approved
3.	19/01088/FL	The Pines, Marsh Avenue	Proposed removal of existing garage/ancillary building, removal of existing trees and construction of detached dormer bungalow	Conditionally Approved
4.	19/01144/AD	37 Chesterfield Road	Application for advertisement consent for two city taxi signs, consisting of City Taxis Logo and telephone number. Each sign to be situated centrally beneath the two upstairs windows level with the existing Dronfield Chiropractic Clinic sign (Conservation area)	Conditionally Approved
5.	19/01145/TPO	32 Coniston Road	Application to crown lift to 6 metres, reduce crown by 20% and crown clean deadwood plus removal of lower branch on Oat Tree (T2) covered by NEDDC TPO103 part 2	Conditionally Approved
6.	19/01168/FL	The Old Town Hall High Street	Reordering and extension of Dronfield parish office and Dronfield Parish Hall to provide new community meeting rooms, a community cafe and an accessible changing room (Listed Building/ Conservation Area)	Conditionally Approved
7.	19/01169/LB	The Old Town Hall High Street	Application for listed building consent for reordering and extension of Dronfield parish office and Dronfield parish hall to provide new community meeting rooms, a community cafe and an accessible changing room (Listed building / Conservation area)	Conditionally Approved
8.	19/01192/FLH	17 Ennerdale Close	Demolition of garage and construction of two-storey side extension with single-storey front and rear extensions (Amended plans)	Conditionally Approved
9.	19/01195/TPO	The Pines, Marsh	Application to remove 5 Pine trees covered by NEDDC TPO 13 (A1)	Conditionally Approved
10.	19/01203/FLH	34 Holmesfield Road	Conversion of integral garage to living space	Conditionally Approved
11.	19/01207FLH	61 Hallows Lane	Single-storey rear extension + raised decking	Conditionally Approved
12.	19/01210/FLH	41 Chesterfield Road	Detached single storey garden room to rear (Listed Building/Conservation Area)	Refused
13.	19/01222/TPO	at Land To The East Of 9 Buckingham Close	Application to prune 1no Lime tree covered by NEDDC TPO 103 Part 2 (G3)	Conditionally Approved

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14.	19/01239/TPO	32 Coniston Road	Application to crown lift to 6 metres, reduce crown by 20% and crown clean deadwood plus removal of lower branch on Oak tree (T2) covered by NEDDC TPO 103 (part 4)	Conditionally Approved
15.	19/01246/LDC	11A Romney Drive	Construction of a single-storey rear extension	Certificate Issued
16.	20/00005FLH	6 Gosforth Close	Application to demolish detached side garage and rear conservatory and replace with single-storey front and rear extensions and two-storey side extension	Conditionally Approved

**Dronfield Town Council - Risk Assessment**  
**Last approved by council 1<sup>st</sup> April 2019 – Minute Reference 289/18-19**

<b>FINANCIAL AND MANAGEMENT</b>			
Topic	Risk	H/M/L	Management/control of risk
Precept	<p>Adequacy of precept</p> <p>Requirements not submitted to District Council</p> <p>Amount not received by District Council</p>	<p>L</p> <p>L</p> <p>L</p>	<p>To determine the precept amount required, the Town Council regularly receives budget update information and the precept is an agenda item at full Council. At the Precept meeting Council receives a budget update report, including actual position and projected position to end the year and indicative figures or costings obtained by the Responsible Finance Officer.</p> <p>With this information the Council maps out the required monies for standing costs and projects for the following year and applies specific figures to budget headings, the total of which is resolved to be the precept amount to be requested from the District Council. This figure is submitted by the RFO in writing to the District Council.</p> <p>The Council receive reports at all Council meetings of receipts. (The precept is usually received in April and October).</p> <p>The Council has Financial Regulations which set out the requirements.</p>
Financial Records	Inadequate records Financial irregularities	L L	Existing procedure adequate. Review the Financial Regulations when necessary.
Bank and Banking	Inadequate checks Bank mistakes Loss Charges	L L L L	Existing procedure adequate. Review the Financial Regulations when necessary and bank signatory list when necessary, especially after an AGM and an election. Monitor the bank statements monthly.
Cash	Loss through theft or dishonesty	L	Existing procedure adequate. Review the Financial Regulations when necessary.

Reporting and Auditing	Information communication	L	A monitoring statement is produced regularly before each Council meeting with the agenda, discussed and approved at the meeting. This statement includes, bank reconciliation, and a breakdown of receipts and payments. Monitor performance of actual compared to budgets and investigate any discrepancies or unusual items.	Existing communication procedures adequate.
	Compliance	M		Budget Advisory Committee to meet to review budget reports. Council receive the information at each meeting.
Direct costs Overhead expenses Debts	Goods not supplied but billed Incorrect invoicing Cheque payable incorrect BACS Payments Loss of stock Unpaid invoices	L L L L L L	The Council has Financial Regulations which set out the requirements. All invoices are authorised by two Councillors prior to payments being made. Two Councillors are nominated to check each invoice against the cheque book and associated paperwork and initials the invoices Two councillors are nominated to check each invoice against the BACS payment run and initial the invoices prior to payment. The Council has minimal stocks, these are checked and monitored by the Clerk. Unpaid invoices to the Council for room hire are pursued and where possible, payment is obtained in advance.	Existing procedure adequate. Review the Financial Regulations when necessary.
Grants and support - payable	Power to pay Authorisation of Council to pay	L	All such expenditure goes through the required Council process of approval, minuted and listed accordingly if a payment is made using the general power of competence.	Existing procedure adequate.
Grants - receivable	Receipts of Grant	L	The Council presently receives every year a Council Tax support grant. One off grants would come with terms and conditions to be satisfied.	Procedure would need to be formed, if required.
Charges – rentals payable	Payments of charges, leases, rentals	L	The leases the Civic Hall and an Industrial Unit - invoices payable for the rental amounts are entered into the normal payment system for authorisation.	Existing procedure adequate.
Charges – rentals receivable	Receipt of rental Insurance implication	L M	Football Pitches/Cricket Pitches/Bowling Greens/Room Hire etc - The Office staff issue booking forms for usage and an invoice. The Council copy is held in the Council records. The cheque or BACS payment is received and banked and Council is notified accordingly. The respective Clubs arrange their own insurance.	Existing procedure adequate. Review agreement and fees annually. Ensure payment and copy of insurance document received.

Best value Accountability	Work awarded incorrectly	L	Normal Council practice would be to seek, if possible, at least three quotations for any substantial work required to be undertaken or goods. Contracts valued at £25,000 or greater will comply with the Public Contract Regulations 2015 legislation. If a problem is encountered with a contract the Clerk would investigate the situation, check the quotation/tender, research the problem and report to Council.	Existing procedure adequate. Include when reviewing Financial Regulations and Standing Orders.
Salaries and associated costs	Overspend on services	M	The Council authorises the appointment of all employees through a Personnel Committee. Salary rates are assessed annually by the same Committee and applied on 1 <sup>st</sup> April each year in accordance with NJC terms and conditions. Salary analysis and slips are produced by the RFO monthly together with a schedule of payments to the Inland Revenue (for Tax and NI). The Tax and NI is worked out using HMRC approved payroll software. All Tax and NI payments are submitted automatically by electronic transfer (RTI) monthly. All staff each submit a weekly time sheet containing hours and tasks. These are checked and initialled by the relevant Line Manager or the Clerk and submitted into the records. Each has a contract of employment and job description. All contracts of employment contain a section on overpayment and recoup.	Existing appointment and payment system is adequate.
Employees	Salary paid incorrectly Wrong hours paid Wrong rate paid False employee Wrong deductions of NI or Tax Unpaid Tax & NI contributions to the Inland Revenue	L L L L L L	Reference to the Continuity Plan should be made in case of loss of key personnel. The requirements of the Fidelity Guarantee insurance to be adhered to with regards to Fraud. The Clerk should be provided with relevant training, reference books, access to assistance and legal advice required to undertake the role. The Maintenance staff should be provided with adequate direction, training and safety equipment needed to undertake the roles. No allowances are allocated to Councillors, just a monthly allowance to the Town Mayor.	Existing procedure adequate. Purchase revised books. Membership of the SLCC & Derbyshire Association of Local Councils (DALC). Monitor working conditions, safety requirements and insurance regularly. No procedure required
Councillor allowances	Loss of key personnel Fraud by staff Actions undertaken by staff Health & Safety Councillors over-paid Income tax deduction	L L L L L		



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Election costs	Risk of an election cost	L/M	Risk is higher in an election year. There are no measures which can be adopted to minimise the risk of having a contested election as this is a democratic process and should not be stifled. An annual allocation is added an earmarked reserve for Election Costs.	Existing procedure adequate
VAT	Re-claiming/charging	L	The Council has Financial Regulations which set out the requirements	Existing procedure adequate
Annual Return	Submit within time limits	L	Employer's Monthly and Annual Returns are completed and submitted online through the payroll software and to the Inland Revenue within the prescribed time frame by the RFO.  The Council's Annual Return is completed and signed by the Council, submitted to the internal auditor for completion and signing then checked and sent on to the External Auditor within time limit.	Existing procedures adequate
Legal Powers	Illegal activity or payments	L	All activity and payments within the powers of the Council to be resolved and minuted at Full Council Meetings, including a reference to the power used.	Powers minuted when invoked
Minutes/Agendas/Notices Statutory Documents	Accuracy and legality	L	Minutes and agenda are produced in the prescribed method by the Clerk and adhere to the legal requirements. Minutes are approved and signed at the next Council meeting. Minutes and agenda are displayed according to the legal requirements.	Existing procedure adequate. Guidance/training to Chair should be given (if required).
Members interests	Business conduct	L	Business conducted at Council meetings should be managed by the Chairman.	Members to adhere to Code of Conduct.
	Conflict of interest	L	Although not a requirement, the declaring of interests by members at a meeting should be an obvious process to remind Councillors of their duty and should remain on the agenda. Register of Members Interest forms should be reviewed regularly by Councillors.	Existing procedure adequate.
	Register of Members interests	M		Members take responsibility to update their Register.

Insurance	Adequacy	L	An annual review is undertaken (before the time of the policy renewal) of all insurance arrangements in place. Employers and Employee liability insurance is a necessity and must be paid for.	Existing procedure adequate.
	Cost	L		Review insurance provision annually.
	Compliance Fidelity Guarantee	L	Ensure compliance measures are in place.	Review of compliance.
Data protection	Policy Provision	M	Ensure Fidelity checks are in place.	Ensure annual review of registration
	Policy	L	The Council are registered with the Data Protection Agency	
Freedom of Information Act	Policy	L	The Council has a model publication scheme for Local Councils in place.	Monitor and report any impacts of requests made under the Freedom of Information Act 2000.
	Provision	M	There have been requests for information to date and the Clerk is aware that if a substantial request arrives then this may require many hours of additional work. The Council is able to request a fee if the work will take more than 15 hours but the applicant also has the right to re-submit the request broken down into sections, thus negating the payment of a fee. The Clerk is aware of the requirement in the Freedom of Information Act 2000 to provide the information within twenty working days following receipt.	

**PHYSICAL EQUIPMENT OR AREAS**

Subject	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Assets	Loss or Damage	L	An annual review of assets is undertaken for insurance provision, storage and maintenance provisions.	Existing procedure adequate.
	Risk/damage to third party(ies)/property	L		
Maintenance	Poor performance of assets or amenities	L	All assets owned by the Town Council are regularly reviewed and maintained. All repairs and relevant expenditure for these repairs are actioned/authorised in accordance with the correct procedures of the Town Council.	Existing procedure adequate. Ensure inspections carried out.
	Loss of income or performance	L	All assets are insured and reviewed annually.	
	Risk to third parties	L	All public amenity land is inspected regularly by town council employees.	
Play Areas	Risk/Damage/Injury to third parties	L	The Town Council has 10 play areas which are inspected on a weekly basis by Outside Services and are subject to an annual independent inspection.	Existing procedures adequate. Ensure inspections are carried out.

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Cemetery	Risk/Damage/Injury to third party	L	The Town Council manages one Cemetery which is inspected and maintained on a fortnightly basis by the Outside Services team. All paper work and plot numbers to be double checked before plot is dug and remains interred.	Existing procedures adequate. Ensure adequate staff training is carried out. Ensure inspections are carried out.
Notice boards	Risk of wrong plot number being used Risk/damage/injury to third parties Road side safety	L L	The Town Council has 17 notice boards sited around the town. All locations have approval by relevant parties, insurance cover, inspected regularly by the Outside Services Staff - any repairs/maintenance requirements brought to the attention of the Council.	Existing procedure adequate.
Benches, Bus Shelters, Grit Bins, etc.	Risk/damage/injury to third parties	L	The Council is responsible for some benches, bus shelters and grit bins around the town and are covered by insurance. No formalised programme of inspections is carried out, all reports of damage or faults are reported to Council and/or dealt with.	Existing procedure adequate.
Meeting location	Adequacy Health & Safety	L M	The Town Council Meetings are held in The Council Chamber at the Civic Hall The premises and the facilities are considered to be adequate for the Clerk, Councillors and Public who attend from Health and Safety and comfort aspects.	Existing locations adequate.
Council records – paper	Loss through: theft fire damage	L M L	The Council records are stored at the offices in the Civic Hall. Records include historical correspondence, minute books and copies, leases for land or property, records such as personnel, insurance, salaries etc. Recent materials are in a (metal filing cabinet (not fire proof) and older more historical records at the Derbyshire Records Office.	Damage (apart from fire) and theft is unlikely and so provision is deemed adequate. Deeds/leases and old minute books to be copied and deposited off-site. (County Archive)
Council records - electronic	Loss through: Theft, fire, damage corruption of computer	LM	The Council's electronic records are stored on the Server. Back-ups of the files are taken every day and a copy is kept in the safe in the kitchen.	Electronic Backups taken on a series of external hard drives. These need to be ensure files can be retrieved and opened.

<b>CIVIC HALL, GOSFORTH LODGE &amp; PAVILIONS</b>				
<b>Hazard</b>	<b>Risk(s) Identified</b>	<b>H/M/L</b>	<b>Management/control of risk</b>	<b>Review/Assess/Revise</b>
Slips, Trips and Falls	Injuries to users from spillages and tripping hazards	M	Users hire agreement – clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check Hire Agreements and Users Risk Assessments
Working at height	Injuries, possibly serious, from falling from height	M	Appropriate equipment and ladders to be used at all times Hirers to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height	Check Hire Agreements and Users Risk Assessments Ensure training is up to date.
Vehicle Movement	Injury caused by vehicle impact	L	The Town Council own a number of car parks which should be clearly marked and well lit 5mph speed limit in car parks owned by the Town Council.	Check markings, lighting and signage
Hazardous Substances	Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties	L	Use correct cleaning equipment and wear rubber gloves. Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely.	Ongoing training programme. Caretakers to check for dry, red or itchy skin on hands and seek medical advice if necessary.
Electricity	Risk of shocks or burns from faulty installations	L	Fixed installations correctly installed and inspected regularly by qualified electrician. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site	Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches.
Stored equipment and Manual Handling	Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward.	L	Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance	Training of staff in correct procedures.
Fire	Fatal injuries from smoke inhalation and/or burns	M	Ensure fire exits are clearly marked and illuminated Ensure fire exits are kept clear at all times. Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly points.	Ensure that Users and staff are made aware of issues. Check User's risk assessments.

OUTSIDE SERVICES				
Hazard	Risk(s) Identified	H/M/L	Management/control of risk	Review/Assess/Revise
Slips, Trips and Falls	Injuries to users from spillages and tripping hazards	M	Clear up spillages immediately and know where equipment is kept. No storage in corridors No trailing electrical leads/cables	Check and review separate Risk Assessments.
Working at height	Injuries, possibly serious, from falling from height	M	Appropriate equipment and ladders to be used at all times Employees to be made aware that they are responsible for stepladder safety. Employees know safety issues when working at height	Check and review Risk Assessments
Vehicle Movement	Injury caused by vehicle impact	L	Car parks clearly marked and well lit 5mph Speed limit in the unit car park.	Ensure training is up to date. Check markings, lighting and signage
Hazardous Substances	Skin problems, eye damage from direct contact with cleaning chemicals. Vapour may cause breathing difficulties	L	Use correct cleaning equipment and wear rubber gloves. Observe COSHH regulations and follow instructions on labels in accordance with manufacturer's recommendations. Cleaning products marked irritant be replaced with milder alternatives. Store cleaning products securely.	Ongoing training programme. Caretakers to check for dry, red or itchy skin on hands and seek medical advice if necessary.
Electricity	Risk of shocks or burns from faulty installations	L	Fixed installations correctly installed and inspected regularly by qualified electrician. All portable equipment to be PAT tested. Users to be made aware that they are responsible for any equipment used on site	Annual inspection. User agreement to include PAT testing of user's equipment. Users to be made aware of fuse box and isolation switches.
Stored equipment and Manual Handling	Injury caused by collapsing stacks or by trying to lift objects that are too heavy or awkward.	L	Caretakers and Users know to stack chairs and tables carefully Caretakers to follow HSE manual handling guidance	Training of staff in correct procedures.
Fire	Fatal injuries from smoke inhalation and/or burns	M	Ensure fire exits are clearly marked and illuminated Ensure fire exits are kept clear at all times Test fire alarm weekly. Fire extinguishers maintained in accordance with manufacturer's recommendations. Instructions clearly visible. Staff and Users to know evacuation procedures and assembly points.	Ensure that Users and staff are made aware of issues. Check User's risk assessments.
Electrical and Mechanical Equipment	Injury caused by blades and other machine parts. Flying stones from strimmers etc.	M	Ensure that every job undertaken by Outside Services has a Risk Assessment and that all employees are provided with the correct Personal Protective Equipment and clothing.	Ensure that all jobs have an up to date Risk Assessment

**Dronfield Town Council**  
**March 2020**  
**Outside Services Managers Report**

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

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. If there are any issues with the bins or play equipment this is noted and entered into the folder for any action to be done. 5 new Dog bins have been installed this month.

Play Areas – Maintenance has continued on the 10 play areas owned by Dronfield Town Council. We have replaced 2 swing seats at Sindlefigen Park. A new swing seat for the toddlers was replaced at Stonelow Play area.

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. Outside Services Staff have again this month been clearing all fallen twigs, debris from around the Cemetery due to the winds and weather.

Cliffe Park – The Outside Services team open up Cliffe Park main gates in the mornings, we also open up the outside toilets and the tennis court. We also check the lodge is set up and ready for any users when required, and return for when the users require entry into the building.

Noticeboards – All the notice boards have been cleaned of any old notices and any non-charity notices removed. There is a notice placed on each board stating what the boards are to be used for and what notices and sizes should be placed on the boards.

Garden Machinery - All the hand held machinery- blowers, strimmers, hedge cutters and chain saw have been sent in for service.

Lucas Gardens – The area along the fence line has been cleared off all overgrown vegetation, any loose or dangerous branches have also been removed.

High Street – A new bench has been installed outside the Barn on the High street.

Grit Bins – We have replaced 2 grit bins with new ones as the old ones had broken lids.

Parks and open spaces – Over the last few weeks we have been busy removing some trees that have come down due to the high winds, the areas that trees had come down were Cliffe Park, Jubilee Park, over flow car park in Civic Centre, Coal Aston and Nature Park.

Cliffe Park – New lights have been installed in both the Ladies and Men's Outside toilets. The old lights have been replaced with new LED lights with sensors that are activated when anyone enters the toilets and stay on for a certain period of time.

Other Tasks - Agendas and other DTC material placed on notice boards and are removed when meetings/events have taken place. Banners removed/replaced on from the front of the Civic Hall when required. Various reports have been actioned around the Town.

Ronnie Dick  
Outside Services Manager

**Notes of the meeting of the Environmental Committee  
Held in the Town Clerks Office on Monday 17<sup>th</sup> February 2020 at 10:00am**

**Present:** Cllr L. Deighton, Cllr. R. Spooner (Chair) and Cllr M. Hanrahan

**In attendance:** J. Mitchell (Office Manager & PA to Town Clerk) and J. Sorrill (Business Development Manager – Pictorial Meadows)

**Please note - this meeting was not quorate and was chaired by Cllr R. Spooner in Cllr A. Foster's absence.**

**1. Apologies**

Cllr A. Foster and Cllr P. Parkin sent their apologies and Cllr M. Ireland was absent.

**2. Declaration of Interests**

There were no declarations of interest.

**3. Wildflower Meadows**

Members received a report from Pictorial Meadows regarding the possible creation of two wildflower meadows - one at Sindelfingen Park and the other on the road verge next to the balancing ponds on Gosforth Drive. The representative from Pictorial Meadows explained that timing is key and preparation and planting would need to take place in March/April and results would be seen six to eight weeks after that. He also advised that planting once every two years was ideal to allow the ground time to recover.

Members were informed that the land on the road verge next to the Lea Brook Valley is owned by North East Derbyshire District Council.

It was RESOLVED to recommend to council that the creation of a wild flower meadow in Sindelfingen Park is approved at a cost of £1,125 + VAT and that the classic flower mix is used and the planting is conducted once every two years.

It was RESOLVED to make further enquiries with regards to the possibility of gaining permission to plant the wild flower meadow on land owned by NEDDC near the Lea Brook Valley, with a view to implementing this wildflower meadow in the future.

**4. Severn Trent Community Fund**

The Severn Trent Community Fund was discussed as a potential funding option for the wildflower meadow, however there are three sizes of grants available and the lowest option is £2,000 - £10,000. Match funding is a requirement for grants over £10,001 but not mandatory for grants less than this amount.

It was RESOLVED to pass this information onto Lea Brook Valley with a view to the council potentially match-funding any grant application they make to Severn Trent.

**5. Tree Planting Project**

a) Members were informed that a further six applications had been received from residents for a free tree.

It was RESOLVED to note this update and coordinate a date with Ferndale Garden Centre for the applicants to collect their trees.

b) Members discussed an offer from a local resident to purchase a tree and donate it to the council.

It was RESOLVED to accept the offer from the resident in principle, subject to the type of native tree and location for it to be planted, being agreed with the Outside Services Manager.

c) Members discussed an email regarding a tree planting project proposal.

It was RESOLVED to reply to the email to inform them that the council were already looking at working with a local group with regards to a tree growing and planting project.

## **6. Electrical Charging Points**

Members were informed of a quote to install a single charging point at the works unit on Callywhite Lane and of a Government funding scheme which would allow the council to install four double charging points in a number of car parks in Dronfield.

It was RESOLVED to note the quote and defer a decision until the next meeting.

## **7. Paperless Council**

It was RESOLVED to defer this item to the next meeting.

## **8. Civic Society**

Members discussed the Civic Voice Assessment Tool Development Plan from the Civic Society, with regards to the council producing a reporting procedure around non-compliance with the signage and posters policy of the Civic Society.

It was RESOLVED to support the Civic Society's aim to reduce fly posting around the town but to inform the Civic Society that reporting needs to be made to the Highways department at Derbyshire County Council.

## **9. No Idle Signs**

Members received a verbal update on the request to install 'No Idle' signs on School Lane. Members were informed that Derbyshire County Council had been thinking about the request and they agreed that they would like to take this project forward. However, they want the school to be much more proactive. Derbyshire County Council will therefore work with Dronfield Infant and Junior School. If there is a successful partnership with the school, Derbyshire County Council will then provide and erect approved 'No Idle' signs in the most appropriate locations – they want to use Dronfield as a Pilot project.

It was RESOLVED to note this update and to request a representative from Derbyshire County Council attend the next Environmental Committee Meeting.



**10. Any other business**

A request had been received from a resident about what actions had been undertaken by the Town Council since they declared a climate emergency and the Town Clerk had proposed creating a website page to list the environmental activities undertaken by the Town Council.

It was RESOLVED to create a website page to list the environmental activities undertaken by the Town Council.

**11. Date of next meeting**

It was RESOLVED to hold the next meeting in the next three months' on a date to be agreed.

Meeting closed at 10:55am

**Town Clerk's Report**

**Council Meeting to be held on 2<sup>nd</sup> March 2020**

**Items for Decision**

Thomas Taylor Charity - request from the trustees for the Town Council to provide the admin and meeting support for the charity.

**Items for Information**

Derbyshire County Council – invitation to the Liaison Forum taking place on Monday 30<sup>th</sup> March 2020 6pm – 8pm at County Hall, Matlock.

Derbyshire County Council – temporary footpath closure of public footpath number 7 from Longcroft Road to its junction with public footpath number 8 from 1<sup>st</sup> March 2020 to 1<sup>st</sup> August 2020 to allow for construction along the path.

Derbyshire County Council – temporary road closure of Snape Hill Lane from its junction with Sheffield Road to its junction with Snape Hill from 9<sup>th</sup> April 2020 to 20<sup>th</sup> April 2020 to facilitate electricity substation renewal work.

**Correspondence Received**

None.

Dear Colleagues

As Chair of my local Parish Council I understand the vital role they play in local communities, providing the first point of contact on many issues of local concern, along with involvement in planning decisions, representing communities and general management of town and village centres. With this in mind I would like to further develop the relationship between Parish and Town Councils and the County Council, building upon the good work that I know already exists, and utilising local skills and knowledge to deliver better services for communities.

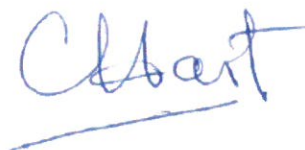
I would like to invite all Parish and Town Councils to the next Liaison Forum which will take place on:

**Date: Monday 30 March 2020**  
**Time: 6pm – 8pm**  
**Location: County Hall, Matlock, DE4 3AG**

There will be an opportunity to talk to officers about County Council services, hear about recent projects and get involved in our Question and Answer session. The agenda will be confirmed nearer the event. Other relevant agenda items are very welcome and can be forwarded along with confirmation of your attendance by emailing [cath.walker@derbyshire.gov.uk](mailto:cath.walker@derbyshire.gov.uk) or calling 01629 538359 by Monday 16 March 2020.

I look forward to seeing as many Parish and Town Council representatives as possible on the night.

Yours sincerely



Councillor Carol Hart  
Cabinet Member for Health and Communities

**DERBYSHIRE COUNTY COUNCIL**

**TEMPORARY FOOTPATH CLOSURE**

**PUBLIC FOOTPATH NO.7 DRONFIELD**

**WHEN: 01<sup>st</sup> March 2020 to 01<sup>st</sup> August 2020**

**WHERE: Close Public Footpath No.7 from Longcroft Road to its junction with Public Footpath No.8.**

**REASON: To allow for construction along the path.**

**ALTERNATIVE ROUTE: From the south take Longcroft Road east to Barnes Lane then north along Public Footpath No.8. Vice Versa from the north.**

**Access will be maintained, whenever reasonably possible, on the affected length of footpath. The footpath will re-open as soon as the work is finished. This may be earlier than advertised.**

**Derbyshire County Council apologises for any inconvenience caused while work takes place. Anyone needing further information should ring Call Derbyshire 01629 533190.**

**The County Council intends to make an Order under Section 14 of the Road Traffic Regulation Act 1984 (as amended) to prohibit its use by traffic.**

**Mike Ashworth, Executive Director – Economy, Transport and Environment, County Hall, MATLOCK DE4 3AG**

**DERBYSHIRE COUNTY COUNCIL**  
**TEMPORARY ROAD CLOSURE**  
**Snape Hill Lane Dronfield**

WHEN: 9th April 2020 & 20th April 2020

WHERE: Snape Hill Lane Dronfield from **its junction with Sheffield Rd to its junction with Snape Hill**.

REASON: To facilitate electricity sustation renewal works.

ALTERNATIVE ROUTE: Snape Hill Lane (from point of closure), B6158 Green Lane, Callywhite Lane, Chesterfield Road, Sheffield Road Dronfield and vice versa

Access will be maintained, whenever reasonably possible, on the affected length of road. The road will re-open as soon as the work is finished. This may be earlier than advertised.

Derbyshire County Council apologises for any inconvenience caused while work takes place. Anyone needing further information should ring Call Derbyshire 01629 533190.

The County Council intends to make/has made an Order under Section 14 of the Road Traffic Regulation Act 1984 (as amended) to prohibit its use by traffic.

Mike Ashworth, Strategic Director - Economy, Transport and Environment, County Hall, MATLOCK DE4 3AG

## **Agenda Item 13 – Appendix 7**

### **Financial Reports**

13.1 Schedule of Payments including BACS breakdown for January 2020

13.2 Schedule of Receipts for January 2020

13.3 Bank Reconciliation at 31<sup>st</sup> January 2020

13.4 Income and Expenditure to 31<sup>st</sup> January 2020

## BANK ACCOUNT-NO 1

## List of Payments made between 01/01/2020 and 31/01/2020

<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
06/01/2020	Water Plus	ddr	447.37		Water-CivicHall 28.8-19.12.19
06/01/2020	NEDDC - CHURCH ST CAR PARK	ddr2	119.00		Rates - 2019/20 - Church Stree
06/01/2020	NEDDC - DRONFIELD	ddr3	147.00		Rates 2019/20 - Dron Woodhouse
06/01/2020	NEDDC - CIVIC HALL	ddr4	2,455.00		Rates 2019/20 - Civic Hall
06/01/2020	NEDDC CLIFF PARK	ddr5	486.00		Rates 2019/20 - Gosforth Lodge
06/01/2020	NEDDC - COAL ASTON	ddr6	432.00		Rates 2019/20 - Coal Aston
06/01/2020	Gamma Business Communications	ddr7	117.04		Telephone contract- Dec 2019
07/01/2020	Peel Centre	BACS	145.88		Peel Centre payment refund
08/01/2020	HSBC Bank Plc	ddr8	35.01		Bank charges HSBC-Nov/Dec
09/01/2020	BACS P/L Pymnt Page 2523	BACS Pymnt	185.28		BACS P/L Pymnt Page 2523
09/01/2020	OPUS - 42 Cemetery Road (Lodge	ddr9	152.29		Electric-Cem Lodge Dec
09/01/2020	Plusnet PLC	ddr10	52.33		Boradband - Civic Hall-Jan 20
10/01/2020	TALKTALK DIRECTDEBIT	ddr11	27.00		Broadband - Works Unit - Jan
13/01/2020	Post Office Ltd	ddr12	4,963.47		Tax & NI - December
13/01/2020	O2 Direct Debit	ddr13	81.00		Mobile Phones - Dec
13/01/2020	HSBC Bank Plc	ddr14	41.68		Electronic bank charges-Nov
13/01/2020	NEDDC Cemetery Lodge	ddr15	614.00		Rates 2019/20-Cemetery/Chapel
15/01/2020	HSBC Bacs Salaries Jan	BACS	16,586.99		HSBC Bacs Salaries Jan
15/01/2020	NEDDC - WORKS UNIT	ddr16	476.00		Rates 2019/20 - Works Unit
16/01/2020	FuelGenie	ddr17	161.94		Fuel for Vehicles - Dec 19
17/01/2020	Dunhams	CHQ200135	80.00		Refund chapel fee - Dunhams
20/01/2020	Peel Centre	BACS	145.88		Refund payment - not DTC
20/01/2020	Contract Natural Gas Ltd	ddr18	218.96		Stonelow Gas - Dec 2019
20/01/2020	Contract Natural Gas Ltd	ddr19	509.74		Gas-Gos Lodge-Dec 19
20/01/2020	Business Stream	ddr20	118.25		Water- C/Park 12.9-24.12.19
20/01/2020	Business Stream	ddr21	83.79		Water-Stonelow-12.9-24.12.19
21/01/2020	DEA	DD	127.48		Attachment order - final
21/01/2020	OPUS - Small Pavillion Stone	ddr22	158.64		Electric-Stonelow - Dec
21/01/2020	OPUS - Civic Hall	ddr23	1,238.04		Electric-Civic Hall-Dec
21/01/2020	OPUS - Church Street	ddr24	20.49		Electric-Church Street-Dec
21/01/2020	OPUS - Unit Callywhite Lane	ddr25	941.02		Electric-Works Unit-Dec
21/01/2020	OPUS - Coal Aston Pavilion	ddr27	47.58		Electric-C/Aston Pav-Dec
21/01/2020	OPUS - Main Pavillion Stonelow	ddr26	191.78		Electric-Main Pav S/Low-Dec
21/01/2020	OPUS - Cliffe Park	ddr28	1,431.46		Electric-Cliffe Park-Dec
21/01/2020	British Gas Trading Ltd	ddr29	829.92		Gas - Civic Hall - Dec
21/01/2020	Spitfire Network Services Ltd	ddr30	39.60		Alarm line rental-Jan 20
21/01/2020	IRIS Payroll Solutions Ltd	ddr31	22.85		auto enrolment package-Dec
22/01/2020	Water Plus	ddr32	35.93		Water-CAston pv-5.10.19-6.1.20
22/01/2020	Personnel Advice & Solutions L	ddr33	120.00		Purchase Ledger DDR Payment
22/01/2020	Business Stream	ddr34	14.26		Water CP Bowls 30.10.19-9.1.20
24/01/2020	Public Works Loan Board	ddr35	13,698.54		PWLB Loan rinterest/repayment
27/01/2020	BACS P/L Pymnt Page 2524	BACS Pymnt	14,380.16		BACS P/L Pymnt Page 2524
27/01/2020	BACS P/L Pymnt Page 2527	BACS Pymnt	70.80		BACS P/L Pymnt Page 2527
27/01/2020	Mr S Temple	CHQ200136	24.00		Xmas Crafts - 50% cost DTC
28/01/2020	IDMobile	ddr36	5.00		Sim card for tablet - Jan 20
28/01/2020	Westfield Health Direct D	ddr37	70.65		Westfield deducitons-Jan 20
31/01/2020	BACS P/L Pymnt Page 2534	BACS Pymnt	200.00		BACS P/L Pymnt Page 2534

Date: 03/02/2020

Dronfield Town Council 2019/20

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Time: 11:38

BANK ACCOUNT-NO 1

List of Payments made between 01/01/2020 and 31/01/2020

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<u>Date Paid</u>	<u>Payee Name</u>	<u>Reference</u>	<u>Amount Paid</u>	<u>Authorized Ref</u>	<u>Transaction Detail</u>
<b>Total Payments</b>			<u>62,551.10</u>		

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27/01/2020

Dronfield Town Council 2019/20

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12:00

List of Purchase Ledger Payments

User: AH

Linked to Cashbook 1

Entered Month 10  
by user AH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>TURNERHIRE Turner Hire &amp; Sales Ltd</b>							
<i>Hydraulic Platform Hire</i>	16/01/2020	2001/11638	1	432.00	0.00	432.00	0.00
					<b>0.00</b>	<b>432.00</b>	
Above paid on 27/01/2020 by Online Payment Ref TURNERHIRE							
<b>UNITETHEUN Unite The Union</b>							
<i>union deductions - Jan</i>	15/01/2020	JAN2020	1	43.41	0.00	43.41	0.00
					<b>0.00</b>	<b>43.41</b>	
Above paid on 27/01/2020 by Online Payment Ref UNITETHEUN							
<b>VIKING Viking Direct</b>							
<i>Inkjet Cartridges x 3</i>	19/12/2019	821717	1	104.36	0.00	104.36	0.00
					<b>0.00</b>	<b>104.36</b>	
Above paid on 27/01/2020 by Online Payment Ref VIKING							
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>14,380.16</b>	

Handwritten signatures and initials are present on the right side of the page, corresponding to the entries in the table. There are several large, stylized signatures, likely belonging to the user AH mentioned in the header.

## List of Purchase Ledger Payments

Linked to Cashbook 1

Entered Month 10  
by user AH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>LIGHTWOOD Lightwood Sports Groundcare Ltd</b>							
Grounds Maintenance - January	15/01/2020	3050	1	2,196.00	0.00	2,196.00	0.00
Cricket/football maintenance	15/01/2020	3051	1	300.00	0.00	300.00	0.00
					<b>0.00</b>	<b>2,496.00</b>	
Above paid on 27/01/2020 by Online Payment Ref LIGHTWOOD							
<b>LIMECRAFT Limecraft</b>							
Interim Payment - Chapel works	13/01/2020	CHAPEL	1	1,500.00	0.00	1,500.00	0.00
					<b>0.00</b>	<b>1,500.00</b>	
Above paid on 27/01/2020 by Online Payment Ref LIMECRAFT							
<b>PEAKOIL Peak Oil</b>							
Gas Oil - Cemetery tank	20/01/2020	197108	1	518.85	0.00	518.85	0.00
					<b>0.00</b>	<b>518.85</b>	
Above paid on 27/01/2020 by Online Payment Ref PEAKOIL							
<b>PROCHECK Procheck Electrical Ltd</b>							
Fire/electrical 6 month tests	19/12/2019	2084	1	576.00	0.00	576.00	0.00
					<b>0.00</b>	<b>576.00</b>	
Above paid on 27/01/2020 by Online Payment Ref PROCHECK							
<b>SCREWFIX Trade UK Account</b>							
Electric compressor - 24ltr	06/12/2019	1033883913	1	99.99	0.00	99.99	0.00
					<b>0.00</b>	<b>99.99</b>	
Above paid on 27/01/2020 by Online Payment Ref SCREWFIX							
<b>STEEL E D Steel Ltd</b>							
storage boxes/mop/bucket	17/12/2019	531	1	76.95	0.00	76.95	0.00
					<b>0.00</b>	<b>76.95</b>	
Above paid on 27/01/2020 by Online Payment Ref STEEL							
<b>SUN Sun Rehabilitation Ltd</b>							
workplace assesment 4.12.19	09/01/2020	3297	1	130.00	0.00	130.00	0.00
workplace assesment 4.12.19	09/01/2020	3309	1	250.00	0.00	250.00	0.00
					<b>0.00</b>	<b>380.00</b>	
Above paid on 27/01/2020 by Online Payment Ref SUN							

## List of Purchase Ledger Payments

## Linked to Cashbook 1

Entered Month 10  
by user AH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>CLASSICLIF Classic Lifts</b>							
<i>Civic Lift - Annual contract</i>	22/01/2020	182704	1	275.08	0.00	275.08	0.00
<i>Disabled Lift -annual contract</i>	22/01/2020	182705	1	137.86	0.00	137.86	0.00
					<b>0.00</b>	<b>412.94</b>	
Above paid on 27/01/2020 by Online Payment Ref CLASSICLIF							
<b>DALC Derbyshire Association Of Local Councils</b>							
<i>Credit note - grant funding</i>	09/01/2020	SCN-16	1	-50.00	0.00	-50.00	0.00
<i>Grant funding training x 2</i>	09/01/2020	SI-2038	1	150.00	0.00	150.00	0.00
					<b>0.00</b>	<b>100.00</b>	
Above paid on 27/01/2020 by Online Payment Ref DALC							
<b>DCCSUPER DCC Superannuation Fund</b>							
<i>Jan 20 - Superannuation</i>	15/01/2020	P920172	1	5,912.37	0.00	5,912.37	0.00
					<b>0.00</b>	<b>5,912.37</b>	
Above paid on 27/01/2020 by Online Payment Ref DCCSUPER							
<b>ESPO ESPO</b>							
<i>Urinal blocks / A4 Paper</i>	02/01/2020	5521923	1	243.30	0.00	243.30	0.00
					<b>0.00</b>	<b>243.30</b>	
Above paid on 27/01/2020 by Online Payment Ref ESPO							
<b>G &amp; L FLET G &amp; L Fletcher</b>							
<i>Lease works unit - January</i>	31/01/2020	GF/PM/536	1	1,099.99	0.00	1,099.99	0.00
					<b>0.00</b>	<b>1,099.99</b>	
Above paid on 27/01/2020 by Online Payment Ref G&LFLET							
<b>HOPKINSON Hopkinson Waste Management Ltd</b>							
<i>20 Tonne x Top Soil Cemetery</i>	23/01/2020	73763	1	384.00	0.00	384.00	0.00
					<b>0.00</b>	<b>384.00</b>	
Above paid on 27/01/2020 by Online Payment Ref HOPKINSON							

27/01/2020

Dronfield Town Council 2019/20

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12:09

List of Purchase Ledger Payments

User: AH

Linked to Cashbook 1

Entered Month 10  
by user AH

Supplier and Invoice Details	Invoice Date	Invoice No	Ledger	Amount Due	Discount	Amount Paid	Balance
<b>RIALTAS</b> <b>Rialtas Business Solutions Ltd</b>							
<i>making tax digital-support fee</i>	27/01/2020	27554	1	70.80	0.00	70.80	0.00
					<b>0.00</b>	<b>70.80</b>	
				Above paid on 27/01/2020 by Online Payment Ref RIALTAS			
<b>Total Purchase Ledger Payments</b>					<b>0.00</b>	<b>70.80</b>	

A handwritten signature and scribble, possibly initials 'AH', is present over the 'Amount Paid' and 'Balance' columns of the table.

## BANK ACCOUNT-NO 1

## Cash Received between 01/01/2020 and 31/01/2020

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
27/01/2020	Business Stream	bacs	Stonelow- Water Refund 2018/19	4,802.98
02/01/2020	Dunhams	bacs	Payment in error -refund due	80.00
30/01/2020	HMRC - VAT Repayment Qtr 3	bacs	HMRC - VAT Repayment Qtr 3	17,264.95
09/01/2020	Peel Centre	bacs	Peel centre payment trf	145.88
31/01/2020	Receipt corrections	correction	receipt BACS corrections	-0.70
07/01/2020	Sales Recpts Page 4260		Sales Recpts Page 4260	0.00
07/01/2020	Sales Recpts Page 4261		Sales Recpts Page 4261	0.00
07/01/2020	Sales Recpts Page 4262		Sales Recpts Page 4262	0.00
01/01/2020	Sales Recpts Page 4263		Sales Recpts Page 4263	50.50
01/01/2020	Sales Recpts Page 4264		Sales Recpts Page 4264	50.50
13/01/2020	Sales Recpts Page 4265		Sales Recpts Page 4265	307.00
13/01/2020	Sales Recpts Page 4266		Sales Recpts Page 4266	208.26
10/01/2020	Sales Recpts Page 4267		Sales Recpts Page 4267	425.34
10/01/2020	Sales Recpts Page 4268		Sales Recpts Page 4268	305.05
09/01/2020	Sales Recpts Page 4269		Sales Recpts Page 4269	50.50
09/01/2020	Sales Recpts Page 4270		Sales Recpts Page 4270	50.50
08/01/2020	Sales Recpts Page 4271		Sales Recpts Page 4271	499.14
08/01/2020	Sales Recpts Page 4272		Sales Recpts Page 4272	23.22
13/01/2020	Sales Recpts Page 4273		Sales Recpts Page 4273	307.00
16/01/2020	Sales Recpts Page 4274		Sales Recpts Page 4274	3,240.89
16/01/2020	Sales Recpts Page 4276		Sales Recpts Page 4276	302.14
16/01/2020	Sales Recpts Page 4277		Sales Recpts Page 4277	205.44
16/01/2020	Sales Recpts Page 4278		Sales Recpts Page 4278	111.20
16/01/2020	Sales Recpts Page 4279		Sales Recpts Page 4279	50.50
16/01/2020	Sales Recpts Page 4280		Sales Recpts Page 4280	1,000.00
07/01/2020	Sales Recpts Page 4281		Sales Recpts Page 4281	2,250.00
02/01/2020	Sales Recpts Page 4282		Sales Recpts Page 4282	845.00
06/01/2020	Sales Recpts Page 4283		Sales Recpts Page 4283	30.00
22/01/2020	Sales Recpts Page 4284		Sales Recpts Page 4284	36.84
22/01/2020	Sales Recpts Page 4285		Sales Recpts Page 4285	307.00
21/01/2020	Sales Recpts Page 4286		Sales Recpts Page 4286	50.50
20/01/2020	Sales Recpts Page 4287		Sales Recpts Page 4287	307.00
19/01/2020	Sales Recpts Page 4288		Sales Recpts Page 4288	54.60
17/01/2020	Sales Recpts Page 4289		Sales Recpts Page 4289	23.22

**BANK ACCOUNT-NO 1****Cash Received between 01/01/2020 and 31/01/2020**

<u>Date</u>	<u>Cash Received from</u>	<u>Receipt No</u>	<u>Receipt Description</u>	<u>Receipt Total</u>
17/01/2020	Sales Recpts Page 4290		Sales Recpts Page 4290	50.50
16/01/2020	Sales Recpts Page 4291		Sales Recpts Page 4291	64.26
16/01/2020	Sales Recpts Page 4292		Sales Recpts Page 4292	193.14
30/01/2020	Sales Recpts Page 4293		Sales Recpts Page 4293	5,213.79
30/01/2020	Sales Recpts Page 4294		Sales Recpts Page 4294	86.30
31/01/2020	Sales Recpts Page 4295		Sales Recpts Page 4295	1,230.00
31/01/2020	Sales Recpts Page 4296		Sales Recpts Page 4296	122.40
31/01/2020	Sales Recpts Page 4297		Sales Recpts Page 4297	10.00
31/01/2020	Sales Recpts Page 4298		Sales Recpts Page 4298	307.00
27/01/2020	Sales Recpts Page 4299		Sales Recpts Page 4299	100.00
27/01/2020	Sales Recpts Page 4300		Sales Recpts Page 4300	267.84
07/01/2020	Sales Recpts Page 4301		Sales Recpts Page 4301	135.60
07/01/2020	Sales Recpts Page 4302		Sales Recpts Page 4302	226.00
07/01/2020	Sales Recpts Page 4303		Sales Recpts Page 4303	8.70
31/01/2020	Sales Recpts Page 4304		Sales Recpts Page 4304	23.22
31/01/2020	Saxton Mee	bacs	Lodge Rent/ Water/Commission	795.80
<b>Total Receipts</b>				<b>42,219.00</b>

**Bank Reconciliation Statement as at 31/01/2020  
for Cashbook 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	31/01/2020		856,066.39
			<u>856,066.39</u>
<b><u>Unpresented Cheques (Minus)</u></b>			
		<b><u>Amount</u></b>	
04/11/2019 CHQ 200128 Royal British Legion		17.00	
17/01/2020 CHQ200135 Dunhams		80.00	
27/01/2020 CHQ200136 Mr S Temple		24.00	
			<u>121.00</u>
			855,945.39
<b><u>Receipts not Banked/Cleared (Plus)</u></b>			
30/01/2020 chqs		5,213.79	
			<u>5,213.79</u>
			861,159.18
		<b>Balance per Cash Book is :-</b>	<b>861,159.18</b>
		<b>Difference is :-</b>	<b>0.00</b>





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 02 Feb 2020 856,066.39

Closing available balance brought forward  
 From 02 Feb 2020 856,066.39

Current ledger balance  
 As at 03 Feb 2020 11:03 857,109.89

Current available balance  
 As at 03 Feb 2020 11:03 857,109.89

Specified date range 31 Jan 2020 to 31 Jan 2020

Bank reference	Narrative	Customer reference	TRN type	Value date	Credit amount	Debit amount	Balance	Time	Post date
NONREF	RI		BACS	31 Jan 2020			869,184.63	00:00	31 Jan 2020
NONREF	BA		BACS	31 Jan 2020			<del>14,360.16</del>	00:00	31 Jan 2020
NONREF	FR		BACS	31 Jan 2020			<del>200.00</del>	00:00	31 Jan 2020
243198	TI		BACS	31 Jan 2020	1,230.00		855,834.47	00:00	31 Jan 2020
243197	SF		BACS	31 Jan 2020	122.40		855,956.87	00:00	31 Jan 2020
81305830641113	FA		FBP	31 Jan 2020	23.22		855,980.09	00:00	31 Jan 2020
10019020200131	FF								
826404761	DD								
	FF								
	02								
73-75	CC		CREDIT	31 Jan 2020	86.30		856,066.39	00:00	31 Jan 2020
CHESTE@11:	CF								

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>101 CIVIC HALL</b>								
1001 RENT RECEIVED	1,953	1,757	1,800	43			97.6%	
1010 LETTING INCOME	26,809	26,685	25,000	(1,685)			106.7%	
1080 MISC INCOME	175	45	0	(45)			0.0%	
<b>CIVIC HALL :- Income</b>	<b>28,937</b>	<b>28,487</b>	<b>26,800</b>	<b>(1,687)</b>			<b>106.3%</b>	<b>0</b>
4001 STAFF COSTS	24,628	21,242	40,911	19,669		19,669	51.9%	
4011 RATES	24,000	24,550	24,676	126		126	99.5%	
4012 WATER	2,302	3,288	3,500	212		212	93.9%	
4014 ELECTRICITY	5,870	6,824	6,000	(824)		(824)	113.7%	
4015 GAS	4,694	2,801	5,000	2,199		2,199	56.0%	
4018 WASTE DISPOSAL	2,277	1,706	2,500	794		794	68.3%	
4020 MISCELLANEOUS EXPENSES	485	424	1,000	576		576	42.4%	
4025 INSURANCE	906	0	1,000	1,000		1,000	0.0%	
4036 PROPERTY MAINTENANCE	2,725	6,159	1,500	(4,659)		(4,659)	410.6%	
4038 MAINTENANCE CTRCTS	1,735	2,274	2,000	(274)		(274)	113.7%	
4040 EQUIPMENT REPLACEMENT	184	1,210	0	(1,210)		(1,210)	0.0%	
4042 EQUIPMENT MAINTCE	442	468	1,200	732		732	39.0%	
4061 EXTERNAL CONTRACTOR FEES	0	520	0	(520)		(520)	0.0%	
4062 LICENCES (PREMISES)	350	155	400	245		245	38.8%	
4100 RENT - CIVIC HALL	164,132	123,099	164,132	41,033		41,033	75.0%	
<b>CIVIC HALL :- Indirect Expenditure</b>	<b>234,732</b>	<b>194,720</b>	<b>253,819</b>	<b>59,099</b>	<b>0</b>	<b>59,099</b>	<b>76.7%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(205,794)</b>	<b>(166,233)</b>	<b>(227,019)</b>	<b>(60,786)</b>				
<b>102 PARKS &amp; OPEN SPACES</b>								
1001 RENT RECEIVED	90	0	90	90			0.0%	
1077 GRANTS RECEIVED	495	495	495	0			100.0%	
1080 MISC INCOME	1,057	2,436	0	(2,436)			0.0%	
<b>PARKS &amp; OPEN SPACES :- Income</b>	<b>1,642</b>	<b>2,931</b>	<b>585</b>	<b>(2,346)</b>			<b>501.0%</b>	<b>0</b>
4011 RATES	1,062	1,195	1,087	(108)		(108)	109.9%	
4019 LITTER & DOG BIN EMPTYING	2,036	1,120	2,100	980		980	53.3%	
4034 ENVIRONMENTAL IMPROVEMENTS	3,587	4,540	2,000	(2,540)		(2,540)	227.0%	
4037 GROUNDS MAINTENANCE	108,497	(595)	0	595		595	0.0%	
4046 TREE WORKS MAINTENANCE	4,420	1,960	10,000	8,040		8,040	19.6%	
<b>PARKS &amp; OPEN SPACES :- Indirect Expenditure</b>	<b>119,602</b>	<b>8,220</b>	<b>15,187</b>	<b>6,967</b>	<b>0</b>	<b>6,967</b>	<b>54.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(117,960)</b>	<b>(5,289)</b>	<b>(14,602)</b>	<b>(9,313)</b>				

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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>103 ALLOTMENTS</b>								
1001 RENT RECEIVED	(95)	5	400	395			1.3%	
ALLOTMENTS :- Income	<u>(95)</u>	<u>5</u>	<u>400</u>	<u>395</u>			<u>1.2%</u>	<u>0</u>
Net Income	<u>(95)</u>	<u>5</u>	<u>400</u>	<u>395</u>				
<b>104 PLAY AREAS</b>								
4042 EQUIPMENT MAINTCE	2,666	410	2,500	2,090		2,090	16.4%	
PLAY AREAS :- Indirect Expenditure	<u>2,666</u>	<u>410</u>	<u>2,500</u>	<u>2,090</u>	<u>0</u>	<u>2,090</u>	<u>16.4%</u>	<u>0</u>
Net Expenditure	<u>(2,666)</u>	<u>(410)</u>	<u>(2,500)</u>	<u>(2,090)</u>				
<b>105 GOSFORTH LODGE</b>								
1010 LETTING INCOME	11,616	10,489	12,000	1,511			87.4%	
1077 GRANTS RECEIVED	10,000	0	0	0			0.0%	
GOSFORTH LODGE :- Income	<u>21,616</u>	<u>10,489</u>	<u>12,000</u>	<u>1,511</u>			<u>87.4%</u>	<u>0</u>
4001 STAFF COSTS	17,396	12,484	18,282	5,798		5,798	68.3%	
4011 RATES	4,752	4,861	4,897	36		36	99.3%	
4015 GAS	2,585	2,582	2,800	218		218	92.2%	
4020 MISCELLANEOUS EXPENSES	1,025	802	1,200	398		398	66.9%	
4021 TELEPHONE COSTS	287	222	600	378		378	37.0%	
4036 PROPERTY MAINTENANCE	951	13,748	500	(13,248)		(13,248)	2749.6%	
4038 MAINTENANCE CTRCTS	981	1,187	1,000	(187)		(187)	118.7%	
4042 EQUIPMENT MAINTCE	334	237	900	663		663	26.3%	
GOSFORTH LODGE :- Indirect Expenditure	<u>28,312</u>	<u>36,123</u>	<u>30,179</u>	<u>(5,944)</u>	<u>0</u>	<u>(5,944)</u>	<u>119.7%</u>	<u>0</u>
Net Income over Expenditure	<u>(6,695)</u>	<u>(25,634)</u>	<u>(18,179)</u>	<u>7,455</u>				
<b>106 CLIFFE PARK</b>								
1001 RENT RECEIVED	80	81	80	(1)			101.3%	
1020 PITCH FEES	26,277	23,175	22,000	(1,175)			105.3%	
1080 MISC INCOME	169	315	0	(315)			0.0%	
CLIFFE PARK :- Income	<u>26,526</u>	<u>23,571</u>	<u>22,080</u>	<u>(1,491)</u>			<u>106.8%</u>	<u>0</u>
4001 STAFF COSTS	24,916	10,348	14,463	4,115		4,115	71.5%	
4012 WATER	4,178	652	2,300	1,648		1,648	28.4%	
4014 ELECTRICITY	6,650	6,879	5,300	(1,579)		(1,579)	129.8%	
4018 WASTE DISPOSAL	2,937	2,673	3,100	427		427	86.2%	
4020 MISCELLANEOUS EXPENSES	166	0	0	0		0	0.0%	
4036 PROPERTY MAINTENANCE	1,518	1,075	1,500	425		425	71.7%	
4037 GROUNDS MAINTENANCE	190	2,380	0	(2,380)		(2,380)	0.0%	
CLIFFE PARK :- Indirect Expenditure	<u>40,555</u>	<u>24,006</u>	<u>26,663</u>	<u>2,657</u>	<u>0</u>	<u>2,657</u>	<u>90.0%</u>	<u>0</u>
Net Income over Expenditure	<u>(14,030)</u>	<u>(435)</u>	<u>(4,583)</u>	<u>(4,148)</u>				

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>107 THE KIOSK</b>								
1015 KIOSK RENTAL INCOME	12,000	10,000	12,000	2,000			83.3%	
THE KIOSK :- Income	<b>12,000</b>	<b>10,000</b>	<b>12,000</b>	<b>2,000</b>			<b>83.3%</b>	<b>0</b>
4015 GAS	0	692	0	(692)		(692)	0.0%	
THE KIOSK :- Indirect Expenditure	<b>0</b>	<b>692</b>	<b>0</b>	<b>(692)</b>	<b>0</b>	<b>(692)</b>		<b>0</b>
<b>Net Income over Expenditure</b>	<b>12,000</b>	<b>9,308</b>	<b>12,000</b>	<b>2,692</b>				
<b>109 COAL ASTON</b>								
1001 RENT RECEIVED	80	81	80	(1)			101.3%	
1020 PITCH FEES	2,150	1,300	2,200	900			59.1%	
COAL ASTON :- Income	<b>2,230</b>	<b>1,381</b>	<b>2,280</b>	<b>899</b>			<b>60.6%</b>	<b>0</b>
4011 RATES	4,224	4,321	4,325	4		4	99.9%	
4012 WATER	305	246	200	(46)		(46)	122.8%	
4014 ELECTRICITY	592	295	400	105		105	73.8%	
4015 GAS	1,592	208	1,500	1,292		1,292	13.8%	
4036 PROPERTY MAINTENANCE	201	805	1,000	195		195	80.5%	
4037 GROUNDS MAINTENANCE	191	(303)	250	553		553	(121.3%)	
4038 MAINTENANCE CTRCTS	541	519	500	(19)		(19)	103.7%	
4042 EQUIPMENT MAINTCE	0	596	500	(96)		(96)	119.1%	
COAL ASTON :- Indirect Expenditure	<b>7,645</b>	<b>6,685</b>	<b>8,675</b>	<b>1,990</b>	<b>0</b>	<b>1,990</b>	<b>77.1%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(5,415)</b>	<b>(5,304)</b>	<b>(6,395)</b>	<b>(1,091)</b>				
<b>110 STONELOW REC</b>								
1001 RENT RECEIVED	45	45	45	0			100.0%	
1020 PITCH FEES	2,040	2,300	2,400	100			95.8%	
STONELOW REC :- Income	<b>2,085</b>	<b>2,345</b>	<b>2,445</b>	<b>100</b>			<b>95.9%</b>	<b>0</b>
4012 WATER	10,144	(3,974)	1,500	5,474		5,474	(264.9%)	
4014 ELECTRICITY	1,819	2,011	1,800	(211)		(211)	111.7%	
4015 GAS	1,190	843	700	(143)		(143)	120.4%	
4036 PROPERTY MAINTENANCE	480	865	500	(365)		(365)	172.9%	
4037 GROUNDS MAINTENANCE	2,693	230	300	70		70	76.7%	
4038 MAINTENANCE CTRCTS	590	414	250	(164)		(164)	165.4%	
4042 EQUIPMENT MAINTCE	299	32	750	718		718	4.3%	
STONELOW REC :- Indirect Expenditure	<b>17,214</b>	<b>420</b>	<b>5,800</b>	<b>5,380</b>	<b>0</b>	<b>5,380</b>	<b>7.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(15,129)</b>	<b>1,925</b>	<b>(3,355)</b>	<b>(5,280)</b>				

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## Cost Centre Report

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<b>111 DRONFIELD WOODHOUSE REC</b>								
1001 RENT RECEIVED	400	321	400	79			80.2%	
1020 PITCH FEES	1,200	1,700	1,200	(500)			141.7%	
1080 MISC INCOME	1,015	0	0	0			0.0%	
DRONFIELD WOODHOUSE REC :- Income	<b>2,615</b>	<b>2,021</b>	<b>1,600</b>	<b>(421)</b>			<b>126.3%</b>	<b>0</b>
4011 RATES	1,440	1,473	1,475	2		2	99.9%	
4036 PROPERTY MAINTENANCE	0	688	1,000	312		312	68.8%	
4038 MAINTENANCE CTRCTS	48	11	0	(11)		(11)	0.0%	
4042 EQUIPMENT MAINTCE	1,015	0	200	200		200	0.0%	
DRONFIELD WOODHOUSE REC :- Indirect Expenditure	<b>2,503</b>	<b>2,172</b>	<b>2,675</b>	<b>504</b>	<b>0</b>	<b>504</b>	<b>81.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>112</b>	<b>(151)</b>	<b>(1,075)</b>	<b>(924)</b>				
<b>118 HIGHWAYS &amp; ST FURNITURE</b>								
1081 DONATIONS RECEIVED	0	300	0	(300)			0.0%	
HIGHWAYS & ST FURNITURE :- Income	<b>0</b>	<b>300</b>	<b>0</b>	<b>(300)</b>				<b>0</b>
4035 BUS SHELTER REPAIRS	6,434	399	11,000	10,601		10,601	3.6%	
4045 NOTICEBOARDS/SEATS/SIGNS	2	548	3,000	2,452		2,452	18.3%	
HIGHWAYS & ST FURNITURE :- Indirect Expenditure	<b>6,436</b>	<b>947</b>	<b>14,000</b>	<b>13,053</b>	<b>0</b>	<b>13,053</b>	<b>6.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(6,436)</b>	<b>(647)</b>	<b>(14,000)</b>	<b>(13,353)</b>				
<b>119 CEMETERY</b>								
1002 GRANT OF RIGHTS FEES	11,463	14,770	15,000	230			98.5%	
1003 MEMORIAL FEES	5,400	5,050	5,000	(50)			101.0%	
1004 INTERMENT FEES	23,820	23,870	18,000	(5,870)			132.6%	
1005 CHAPEL FEES	635	160	400	240			40.0%	
1006 SEARCH FEES	20	0	0	0			0.0%	
1011 LODGE - RENT RECEIVED	4,050	8,250	9,600	1,350			85.9%	
1012 LODGE - WATER RECEIVED	100	513	0	(513)			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	<b>50,943</b>	<b>52,613</b>	<b>50,893</b>	<b>(1,720)</b>			<b>103.4%</b>	<b>0</b>
4001 STAFF COSTS	59,943	50,811	70,246	19,435		19,435	72.3%	
4005 GRAVEDIGGING	3,300	2,700	4,500	1,800		1,800	60.0%	
4011 RATES	5,760	6,136	5,253	(883)		(883)	116.8%	
4012 WATER	965	593	750	157		157	79.1%	
4014 ELECTRICITY	2,207	1,317	850	(467)		(467)	154.9%	

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4015 GAS	969	0	0	0		0	0.0%	
4018 WASTE DISPOSAL	2,820	1,860	3,000	1,140		1,140	62.0%	
4021 TELEPHONE COSTS	185	56	180	124		124	31.0%	
4024 SUBSCRIPTIONS	90	95	90	(5)		(5)	105.6%	
4034 ENVIRONMENTAL IMPROVEMENTS	0	90	0	(90)		(90)	0.0%	
4036 PROPERTY MAINTENANCE	9,491	5,770	1,500	(4,270)		(4,270)	384.7%	
4037 GROUNDS MAINTENANCE	500	644	2,500	1,856		1,856	25.8%	
4040 EQUIPMENT REPLACEMENT	93	0	1,000	1,000		1,000	0.0%	
4044 VEHICLE COSTS & FUEL	783	432	1,500	1,068		1,068	28.8%	
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	734	0	(734)		(734)	0.0%	
CEMETERY :- Indirect Expenditure	<b>90,693</b>	<b>71,238</b>	<b>93,119</b>	<b>21,881</b>	<b>0</b>	<b>21,881</b>	<b>76.5%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(39,750)</b>	<b>(18,625)</b>	<b>(42,226)</b>	<b>(23,601)</b>				
<b>121 CORPORATE MANAGEMENT</b>								
1075 PRECEPT SUPPORT GRANT	25,226	12,613	12,613	0			100.0%	
1076 PRECEPT	808,956	810,369	810,369	(0)			100.0%	
1091 INTEREST RECEIVED HSBC BOND	70	375	0	(375)			0.0%	
1092 INTEREST RECEIVED CCLA FUND	1,587	1,113	1,000	(113)			111.3%	
CORPORATE MANAGEMENT :- Income	<b>835,839</b>	<b>824,470</b>	<b>823,982</b>	<b>(488)</b>			<b>100.1%</b>	<b>0</b>
4057 AUDIT FEES	2,020	(15)	2,400	2,415		2,415	(0.6%)	
CORPORATE MANAGEMENT :- Indirect Expenditure	<b>2,020</b>	<b>(15)</b>	<b>2,400</b>	<b>2,415</b>	<b>0</b>	<b>2,415</b>	<b>(0.6%)</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>833,819</b>	<b>824,485</b>	<b>821,582</b>	<b>(2,903)</b>				
<b>122 DEM REPRESENTATION &amp; MGT</b>								
1080 MISC INCOME	1,475	1,160	0	(1,160)			0.0%	
DEM REPRESENTATION & MGT :- Income	<b>1,475</b>	<b>1,160</b>	<b>0</b>	<b>(1,160)</b>				<b>0</b>
4008 TRAINING	150	150	500	350		350	30.0%	
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	2,250	3,000	750		750	75.0%	
4211 CIVIC REGALIA	0	362	500	138		138	72.4%	
4221 CHRISTMAS EVENT COSTS	2,224	3,885	3,000	(885)		(885)	129.5%	
4231 REMEMBRANCE SERVICE	2,260	735	2,000	1,265		1,265	36.8%	
4232 CIVIC SERVICE	15	15	100	85		85	14.9%	
4233 DRONFIELD GALA	2,840	3,204	3,000	(204)		(204)	106.8%	
4235 ROAD SAFETY	0	212	250	38		38	84.9%	

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4714 CHURCH & CIVIC CLOCK	163	250	1,000	750		750	25.0%	
REPRESENTATION & MGT :- Indirect Expenditure	<u>10,652</u>	<u>11,064</u>	<u>23,150</u>	<u>12,086</u>	<u>0</u>	<u>12,086</u>	<u>47.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(9,177)</u></b>	<b><u>(9,904)</u></b>	<b><u>(23,150)</u></b>	<b><u>(13,246)</u></b>				
<b>123 GRANTS</b>								
4701 CRICKET CLUB GRANT	2,000	2,000	2,000	0		0	100.0%	
4711 GRANT AWARDS	1,900	1,453	3,143	1,690		1,690	46.2%	
4713 COMMUNITY BUS	4,000	(4,000)	4,000	8,000		8,000	(100.0%)	
GRANTS :- Indirect Expenditure	<u>7,900</u>	<u>(547)</u>	<u>9,143</u>	<u>9,690</u>	<u>0</u>	<u>9,690</u>	<u>(6.0%)</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(7,900)</u></b>	<b><u>547</u></b>	<b><u>(9,143)</u></b>	<b><u>(9,690)</u></b>				
<b>125 CAPITAL PROGRAMME</b>								
4053 LOAN INTEREST NEDDC	403	0	0	0		0	0.0%	
4054 LOAN INTEREST PWLB	10,193	7,973	12,000	4,027		4,027	66.4%	
4055 LOAN CAPITAL REPAID	40,037	23,154	27,000	3,846		3,846	85.8%	
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 :- Indirect Expenditure	<u>73,598</u>	<u>31,127</u>	<u>80,600</u>	<u>49,473</u>	<u>0</u>	<u>49,473</u>	<u>38.6%</u>	<u>0</u>
<b>Net Expenditure</b>	<b><u>(73,598)</u></b>	<b><u>(31,127)</u></b>	<b><u>(80,600)</u></b>	<b><u>(49,473)</u></b>				
<b>126 NEIGHBOURHOOD PLAN</b>								
1077 GRANTS RECEIVED	3,325	0	0	0			0.0%	
NEIGHBOURHOOD PLAN :- Income	<u>3,325</u>	<u>0</u>	<u>0</u>	<u>0</u>				<u>0</u>
4023 STATIONERY/PRINTING	230	995	500	(495)		(495)	199.0%	
4060 OTHER PROF FEES	7,275	800	5,000	4,200		4,200	16.0%	
NEIGHBOURHOOD PLAN :- Indirect Expenditure	<u>7,505</u>	<u>1,795</u>	<u>5,500</u>	<u>3,705</u>	<u>0</u>	<u>3,705</u>	<u>32.6%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<b><u>(4,180)</u></b>	<b><u>(1,795)</u></b>	<b><u>(5,500)</u></b>	<b><u>(3,705)</u></b>				
<b>131 OUTSIDE SERVICES</b>								
1001 RENT RECEIVED	10	100	0	(100)			0.0%	
1025 INSURANCE CLAIMS	0	683	0	(683)			0.0%	
1080 MISC INCOME	250	331	0	(331)			0.0%	
OUTSIDE SERVICES :- Income	<u>260</u>	<u>1,115</u>	<u>0</u>	<u>(1,115)</u>				<u>0</u>
4001 STAFF COSTS	118,565	97,438	140,343	42,905		42,905	69.4%	
4006 PROTECTIVE CLOTHING	1,749	1,158	2,000	842		842	57.9%	

## Detailed Income &amp; Expenditure by Budget Heading 31/01/2020

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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4008 TRAINING	1,582	628	2,500	1,872		1,872	25.1%	
4011 RATES	4,929	4,763	5,100	337		337	93.4%	
4012 WATER	374	134	300	166		166	44.6%	
4013 RENT	11,000	9,167	11,000	1,833		1,833	83.3%	
4014 ELECTRICITY	3,578	4,817	2,500	(2,317)		(2,317)	192.7%	
4015 GAS	161	66	250	184		184	26.4%	
4018 WASTE DISPOSAL	1,259	337	2,100	1,763		1,763	16.1%	
4020 MISCELLANEOUS EXPENSES	397	239	1,300	1,061		1,061	18.4%	
4021 TELEPHONE COSTS	1,072	705	1,200	495		495	58.8%	
4036 PROPERTY MAINTENANCE	672	242	2,000	1,758		1,758	12.1%	
4037 GROUNDS MAINTENANCE	40,867	33,908	47,000	13,092		13,092	72.1%	
4038 MAINTENANCE CTRCTS	992	934	1,500	566		566	62.3%	
4040 EQUIPMENT REPLACEMENT	4,667	3,374	5,000	1,626		1,626	67.5%	
4041 EQUIPMENT HIRE	0	360	1,000	640		640	36.0%	
4042 EQUIPMENT MAINTCE	1,161	688	2,500	1,812		1,812	27.5%	
4044 VEHICLE COSTS & FUEL	6,409	4,911	8,000	3,089		3,089	61.4%	
OUTSIDE SERVICES :- Indirect Expenditure	<b>199,433</b>	<b>163,868</b>	<b>235,593</b>	<b>71,725</b>	<b>0</b>	<b>71,725</b>	<b>69.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(199,173)</b>	<b>(162,753)</b>	<b>(235,593)</b>	<b>(72,840)</b>				
<b>132 CENTRAL SERVICES</b>								
1080 MISC INCOME	9,726	1,015	0	(1,015)			0.0%	
CENTRAL SERVICES :- Income	<b>9,726</b>	<b>1,015</b>	<b>0</b>	<b>(1,015)</b>				<b>0</b>
4001 STAFF COSTS	93,777	81,019	96,905	15,886		15,886	83.6%	
4008 TRAINING	962	175	2,000	1,825		1,825	8.8%	
4009 TRAVEL	11	0	0	0		0	0.0%	
4015 GAS	0	13	0	(13)		(13)	0.0%	
4016 JANITORIAL	2,550	2,541	2,500	(41)		(41)	101.6%	
4020 MISCELLANEOUS EXPENSES	102	185	400	215		215	46.3%	
4021 TELEPHONE COSTS	1,985	1,544	1,700	156		156	90.8%	
4022 POSTAGE	1,031	947	1,200	253		253	78.9%	
4023 STATIONERY/PRINTING	881	720	1,400	680		680	51.5%	
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	362	800	438		438	45.3%	
4030 RECRUITMENT ADVTG	299	112	500	388		388	22.4%	
4032 PUBLICITY	5,215	2,150	5,500	3,350		3,350	39.1%	
4033 COMPUTER MAINTENANCE	4,598	5,484	4,800	(684)		(684)	114.3%	
4042 EQUIPMENT MAINTCE	0	0	1,500	1,500		1,500	0.0%	
4044 VEHICLE COSTS & FUEL	0	260	0	(260)		(260)	0.0%	



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## Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4051 BANK CHARGES	1,024	601	1,100	499		499	54.7%	
4058 ACCOUNTANCY FEES	643	3	600	597		597	0.5%	
4060 OTHER PROF FEES	2,332	3,614	10,000	6,386		6,386	36.1%	
CENTRAL SERVICES :- Indirect Expenditure	<u>131,716</u>	<u>115,341</u>	<u>147,205</u>	<u>31,864</u>	<u>0</u>	<u>31,864</u>	<u>78.4%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(121,990)</u>	<u>(114,326)</u>	<u>(147,205)</u>	<u>(32,879)</u>				
Grand Totals:- Income	999,124	961,903	955,065	(6,838)			100.7%	
Expenditure	983,181	668,265	956,208	287,943	0	287,943	69.9%	
<b>Net Income over Expenditure</b>	<u>15,943</u>	<u>293,638</u>	<u>(1,143)</u>	<u>(294,781)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>15,943</u>	<u>293,638</u>						