Nelson Town Council

Town Hall, Market Street, Nelson,
Lancashire, BB9 7LG
Tel: 01282 697079 Mob: 07735 350735

Email: info@nelsontowncouncil.gov.uk
Website: www.nelsontowncouncil.gov.uk

COMMITTEE: **FINANCE AND GENERAL PURPOSES**

MEETING DATE: **23rd January 2019**

SUBJECT: **REPORTS AND MEETING DOCUMENTS**

Reports and Correspondence enclosed.

Agenda item number	Reference
5	• RFO report • Internal Audit report
6.1	Schedule of Payments – November 2018
6.2	November 2018 – Payments over £500 (website)
6.3	Finance and GP committee payments – November 2018
6.4	Finance and General Purposes monthly financial committee report
7.1	Bank reconciliation statement –November 2018
7.2	Bank statement – sheet number 38
8	Grant application – Friends of Bradley Primary School
9	Draft Budget 2019/20

5

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COMMITTEE:	**FINANCE & GENERAL PURPOSES**
MEETING DATE:	**23rd January 2019**
SUBJECT:	**RFO REPORT**
REPORT BY:	**RESPONSIBLE FINANCIAL OFFICER**

AGENDA ITEM NUMBER 5: To receive and consider the report from the RFO including any correspondence

1. **Update on VAT Registration**
We have been advised that the actual registration needs to be done through the council's Government Gateway account (which you will then be used to submit the VAT returns) therefore an accountant cannot submit a registration on our behalf. Time will be set aside this month for the RFO to complete and submit the VAT registration.

The Accountants will then be able to advise us on competing the online form and ensure that we tick all the right boxes. They will also assist with the first, backdated claim to ensure that we reclaim everything we are entitled to and assist in preparing a partial exemption calculation at the year-end (which can then be used as a base for next year and future years). The VAT registration will be back-dated from 01 April 2018.The fee for the accountants including aftercare in the event of any queries when we submit the VAT return from 31 March VAT will be £375.

A VAT update will be provided to the Unity Management committee as it effects the café and catering sales.

2. **Interim Internal Audit Report**
The head of internal audit has informed us that the auditor Howard Millar has not been able to write up his report from the visit in November. Howard Millar is no longer contactable. As the audit has been carried out, the company 'Yorkshire Internal Audit Services' have provided a basic report to ensure that we meet out statutory obligations in terms of internal audit. It is unfortunate that Howard Millar has not provided a report, as he had verbally expressed that the council had made significant progress since his last internal audit visit carried out in early 2018.

3. **Update on the Yorkshire Bank Account Closure**
The letter requesting closure of the Yorkshire Bank account has now been completed and signed by the authorised signatories. This will now be submitted for processing. The balance of funds will be transferred to the Lloyds bank account, and coded against the Unity Management committee cost centre.

4. **Review of the business charge limit**
The current limit is set to a maximum of £1,000 in accordance with the financial regulations which outlines the use of the card. We are currently in the process of confirming a mail distribution with Royal Mail and they require payment via bacs or bank transfer and cannot accept cheques. The committee is requested to approve the limit to £2,000 to enable the Royal Mail transaction to be paid via the charge card on a one-off basis.

YORKSHIRE INTERNAL AUDIT SERVICES
26 STOCKWELL ROAD, KNARESBOROUGH,
NORTH YORKSHIRE. HG5 OJZ
TELEPHONE 01423 79781

Mz S Kauser.
Clerk to Nelson Town Council,
Town Hall,
Market Street,
Nelson. BB9 7LG
,

18th January 2019

Dear Mz Kauser,,

To the Mayor and Members of Nelson Town Council,
Internal Audit of Accounts for the Financial Year ending
31 March 2019, first visit.

I am pleased to inform you that my interim account audit of Nelson Town Council is complete. There are no significant issues to report.

The following tests and checks were carried out at audit:-

Receipts and Payments and Bookkeeping
- Receipts and payments received in the year were tested into the cash book and bank to ensure that the accounting system was working correctly. Invoices were checked for authenticity and approval for payment. A full audit trail through to the cash book and bank statement was evident. Bank statement entries were cleared into the cash book and the cash book was reconciled to the bank. All tests were satisfactory.

VAT
- the VAT claims for the year were checked and agreed and payment has been received from HMR&C

Minutes
- the Councils` minutes were reviewed and found to be in order. They are fully signed and paginated.

Allotments
- allotment income of £10,929 has been received from the allotments central society who collect rents and water charges from the allotment holders. It was noted the Council have not reviewed the rental charges for a number of years and it is difficult to audit the income against any allotment records which are retained by the allotment societies.
I recommend therefore that the Council undertake a review of allotment rents to ensure that allotment holders are being charged appropriately and that the correct income is received.

Risk Management
The insurance policy is due to be reviewed in the next couple of months and we would recommend that the asset register is brought up to date and that your insurers receive a copy. Additionally the level of cover for Fidelity Guarantee is considered to be low as the Council now has a larger precept. In discussion with your insurers this should now be increased.

Annual Governance and Accountability Return 2017/2018
-the External Auditor has signed off the Return without comment.

Internal Controls
I confirm I have carried out appropriate tests and checks on the accounts and systems of internal control, selected from our YIAS Internal Audit Plan and found them to be satisfactory.

Yours sincerely,

H Miller

PARTNERS :- K C Stephenson Tel:- 0113 2585610
R F Entwistle Tel:- 01423 797817
Email – yias2002@gmail.com

Treasurers Account

Nelson Town Council

Schedule of Authorised Payments - November 2018

Schedule 08
November 2018

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
DD	Borough of Pendle	Monthly removal of refuse at Unity	£92.31	£0.00	£92.31	-	Trade Waste Services	UWB
DD	Peninsula Business	Fixed fee - September - HR & H&S support services (Year 1 of 5) inc insurance	£192.83	£36.42	£229.25	FR 6.12 (Contract)	HR & H&S Support Services	F&GP
DD	Peninsula Business	Fixed fee - October - HR & H&S support services (Year 1 of 5) inc insurance	£192.83	£36.42	£229.25	FR 6.12 (Contract)	HR & H&S Support Services	F&GP
DD	Peninsula Business	Fixed fee - November - HR & H&S support services (Year 1 of 5) inc insurance	£192.83	£36.42	£229.25	FR 6.12 (Contract)	HR & H&S Support Services	F&GP
DD	Borough of Pendle	Monthly O2 mobile broadband charges	£10.00	£2.00	£12.00	FR 6.12	Telephone & Mobile Broadband	F&GP
DD	Borough of Pendle	Monthly O2 mobile -refund fee	-£8.29	£0.00	-£8.29	FR 6.12	Telephone & Mobile Broadband	F&GP
DD	E.on Energy	Games Area - Kickabout Area, Netherfield RD - Electricity charges 28/09-07/11	£25.82	£1.29	£27.11	FR 6.12	MUGAS	F&GP
DD	E.on Energy	Games Area - Lomeshaye Road - Electricity charges 28/09-07/11	£89.58	£4.48	£94.06	FR 6.12	MUGAS	F&GP
DD	Vodaphone	Town Clerk Office mobile - monthly charges	£67.81	£13.56	£81.37	FR 6.12	Telephone & Mobile Broadband	F&GP
DD	Vodaphone	Caretaker mobile - monthly charges	£26.60	£5.32	£31.92	FR 6.12	Utilities	UWB
DD	Vodaphone	Office landline and broadband (monthly)	£29.41	£5.88	£35.29	FR 6.13	Telephone, Mobile & Broadband	F&GP
DD	NEST	Pension contributions	£259.35	£0.00	£259.35	-	Employer Pension	F&GP
DD	British Gas	Unity Centre - electricity charges July-Sept 2018	£976.28	£195.25	£1,171.53	FR 6.12	Utilities	UWB
BACS	BACS - Payroll	Payroll bacs salaries - various	£5,114.25	£0.00	£5,114.25	FR 7	Salaries (Various)	F&GP
BACS	HM Revenue & Customs	Tax and NI payment - October 2018	£1,533.99	£0.00	£1,533.99	FR 7	Tax & NI Salaries (various)	F&GP
Ser Charges	Lloyds	Bacs set-up service charge	£150.00	£0.00	£150.00	2018/014 (FGP)	Payroll Service	F&GP

Signed: ..... Chair / Vice Chair

Treasurers Account

Nelson Town Council

Schedule of Authorised Payments - November 2018

Schedule 08
November 2018

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
Bus Card	Abbey Access Ltd	Aluminium Safety platform step ladder with handrail, tool tray, 8 tread	£77.49	£15.50	£92.99	FR 4.7 & 5.11	Equipment/Furniture Costs UWB	UWB
Bus Card	Mixam print	x2500 A5 flyers, 130gsm	£51.27	£0.00	£51.27	2018/022 (EPM) + FR 5.11	Lancashire Day & Xmas Switch On	EPM
Bus Card	Amazon	Sticky back laminating pouches	£20.52	£0.00	£20.52	FR 4.7 & 5.11	Stationary/Office Administration	F&GP
Bus Card	Morrisons	Refreshments for the artists 2BR	£60.40	£0.00	£60.40	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
1645	Cheque error	Destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1646	Leisure Skate Ltd	Ice rink hire - 9x8 (25 skaters) 11-6pm	£2,395.00	£479.00	£2,874.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
1647	G Gordon	Crash' band artist	£1,000.00	£0.00	£1,000.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
1648	Pennine Fire & Safety Ltd	Fire alarm system re-wired (emergency works) to comply with BS Standards	£935.00	£187.00	£1,122.00	2018/072 (TC)	Building Compliance Costs	UWB
1649	A.B.C Electrical Ltd	Installation of 30w LED flood light; wire and fit RJ45 internet point to hub	£475.00	£0.00	£475.00	FR 4.7	Repairs & Renewals	UWB
1650	Vision ICT Ltd	x2 hosted email accounts	£43.20	£0.00	£43.20	FR 4.7	Website	F&GP
1651	Borough of Pendle	CCTV charges April 2018 £1555.87; CCTV electricity charges April-September'18	£1,879.15	£375.83	£2,254.98	FR 6.12	CCTV Charges	F&GP
1652	Saleem Raja	Reimbursement of keys cut and various materials for Unity Centre	£36.11	£0.00	£36.11	FR 4.7	Repairs & Renewals	UWB
1653	Cheque error	Destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1654	REDACTED	Casual catering assistance	£126.63	£0.00	£126.63	FR 7	Casual Work Catering	UWB
1655	Nationwide Marquee Hire	Open fronted marquee 6x12 (72 sq metres)	£760.00	£152.00	£912.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
1656	Pennine Fire & Safety Ltd	VAT payment only - missed off invoice 36198	£0.00	£187.00	£187.00	-	-	UWB

Signed: ..... Chair / Vice Chair

Treasurers Account

Nelson Town Council

Schedule of Authorised Payments - November 2018

Schedule 08
November 2018

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
1657	Pennine Fire & Safety Ltd	Fire risk assessment	£325.00	£65.00	£390.00	FR 4.7	Building Compliance Costs	UWB
1658	Lighting & Illumination Technology Experience Limited	Installation of festival lighting displays	£11,576.25	£2,315.25	£13,891.50	FR 6.12 (Contract)	Town Centre Christmas Lights	EPM
1659	Blackburn with Darwen Borough Council	CCTV monitoring costs - November 2018 - 10 cameras x30 days x daily rate per camera	£1,556.67	£311.33	£1,868.00	FR 6.12	CCTV	F&GP
1660	Vodaphone	Mobile delivery costs	£4.12	£0.82	£4.94	FR 6.12	Miscellaneous	F&GP
1661	Daisy Communications Ltd	Unity Centre -telephone and broadband charges	£39.00	£7.80	£46.80	FR 6.12	Utilities	UWB
1662	Galaxy Design & Print Limited t/a Star Print	5 x 8ft x 3ft banners; x100 A3 posters; x500 A4 posters	£355.00	£0.00	£355.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
1663	Cash	Petty cash reimbursement - see schedule breakdown	£199.24	£0.00	£199.24	FR 6.13	Catering Supplies	UWB
1664	Yo Promotions	x250 personalised keyrings	£134.00	£26.80	£160.80	FR 4.7	Publicity & Marketing	EPM
1665	Maxigene Environmental Services Ltd	Legionella risk assessment	£200.00	£40.00	£240.00	FR 4.7	Building Compliance Costs	UWB
1666	Cheque error	Destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1667	Pennine Fire & Safety Ltd	Annual fire extinguisher service; annual emergency lighting service; signage and fire accessories ie blankets + dorguard	£353.90	£70.78	£424.68	FR 4.7	Building Compliance Costs	UWB
1668	David Barnes (Dave B Handyman)	Remove town centre hanging baskets (156)	£220.00	£0.00	£220.00	2018/017 (P)	Handyman Labour	F&GP
1669	Cheque error	Destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1670	Leanne Furness (LJS Funfairs & Catering)	x2 children's rides (12-6); hook a duck, candy/sweet stall, burger van, novelty lights trolley	£700.00	£0.00	£700.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
1671	Brian Gore	Punch and Judy (12-4); and balloon modelling	£330.00	£0.00	£330.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM

Signed: ..... Chair / Vice Chair

Nelson Town Council

Schedule of Authorised Payments - November 2018

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
1672	David Barnes (Dave B Handyman)	Pick up and erect gazebos, hang bunting and put back into storage	£150.00	£0.00	£150.00	2018/017 (P)	Handyman Labour	F&GP
1673	Oakenhoof Voluntary Arts Organisation	x2 performances of clog, morris and sword dancing	£250.00	£0.00	£250.00	2018/022 (P)	Lancashire Day & Xmas Switch On	EPM
		TOTALS	**£33,198.55**	**£4,571.15**	**£37,769.70**			

Signed: ..... Chair / Vice Chair

Treasurers Account
Nelson Town Council

RECIEPTS / INCOME LIST

Schedule Number 08
November 2018

Receipt Re	Customer	Description	Net	VAT	Total	Budget	Ctte
BGC	The Calico Group	Inv UWB3 + UWB1 - meeting room hire April to June 2018	£735.00	£0.00	£735.00	Unity Hall/Room/Café Hire	UWB
Lloyds	Lloyds Bank	Lloyds bank complaint - payment submitted as a result of inconvenience to the TC	£150.00	£0.00	£150.00	Miscellaneous Income	F&GP
Transfer	Istanbul Grill	Stall holder hire fees	£30.00	£0.00	£30.00	Events Income	EP&M
500031	Nelson Town Council	Revive café sales w/c 28/08 to 24/09/18	£1,632.10	£0.00	£1,632.10	Café & Catering Income	UWB
500032	Nelson Town Council	Revive café sales w/c 01/10 - 26/10/18	£1,544.85	£0.00	£1,544.85	Café & Catering Income	UWB
500033	Nelson Town Council	PSPA monies raised at Chapel House Road	£58.13	£0.00	£58.13	Charitable Funds	F&GP
500034	Nelson Town Council	Room and hall hire bookings September & October 2018	£960.00	£0.00	£960.00	Unity Hall room/café hire	UWB
500035	Unite NW 127404 Branch	Merseyside Area Civil Engineering	£100.00	£0.00	£100.00	HLF-History of Selina Cooper	UWB
500036	Pendle Primary Academy	Provision of a buffet as agreed with the Catering Co-ordinator	£450.00	£0.00	£450.00	Café & Catering Income	UWB
500036	Cue Foundation	Room hire January and March 2018	£240.00	£0.00	£240.00	Unity Hall room/café hire	UWB
500036	Cue Foundation	Room hire October, Nov + Dec	£195.00	£0.00	£195.00	Unity Hall room/café hire	UWB
500036	Cue Foundation	Room hire July 2018	£120.00	£0.00	£120.00	Unity Hall room/café hire	UWB
500036	Community Wellbeing	Hall hire August 2018	£110.00	£0.00	£110.00	Unity Hall room/café hire	UWB
500037	WHSmith Group Charitable Trust	WHS community grant - payable to nominated charity/school	£100.00	£0.00	£100.00	Charitable Funds	F&GP
		TOTALS	£6,425.08	£0.00	£6,425.08		

Treasurers Account
Nelson Town Council

Petty Cash Cafe Breakdown
04/09/18 - 19/11/18

Schedule Number 08
November 2018

Chq No	Expenditure Detail	Description	Net	VAT	Total	Budget	Ctte
1663	Global foods	Café supplies	£4.00	£0.00	£4.00	Catering Supplies	UWB
1663	Corner shop	Café supplies	£9.08	£0.00	£9.08	Catering Supplies	UWB
1663	Morrisons	Café supplies	£51.45	£0.00	£51.45	Catering Supplies	UWB
1663	B&M	Café supplies	£3.99	£0.00	£3.99	Catering Supplies	UWB
1663	Clarks	Café supplies	£5.50	£0.00	£5.50	Catering Supplies	UWB
1663	Veg Shop	Café supplies	£23.20	£0.00	£23.20	Catering Supplies	UWB
1663	Home Bargains	Café supplies	£0.59	£0.00	£0.59	Catering Supplies	UWB
1663	Wilkinson's	Café supplies	£2.50	£0.00	£2.50	Catering Supplies	UWB
1663	Sainsburys	Café supplies	£55.75	£0.00	£55.75	Catering Supplies	UWB
1663	Milk shop	Café supplies	£43.94	£0.00	£43.94	Catering Supplies	UWB
		TOTALS	**£200.00**	**£0.00**	**£200.00**		

Treasurers Account

Nelson Town Council

Payments Over £500.00 - November 2018 - Publication for the Website

Schedule 08
November 2018

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
1646	Leisure Skate Ltd	Ice rink hire - 9x8 (25 skaters) 11-6pm	£2,395.00	£479.00	£2,874.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
1647	G Gordon	Crash' band artist	£1,000.00	£0.00	£1,000.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
1648	Pennine Fire & Safety Ltd	Fire alarm system re-wired (emergency works) to comply with BS Standards	£935.00	£187.00	£1,122.00	2018/072 (TC)	Building Compliance Costs	UWB
1651	Borough of Pendle	CCTV charges April 2018 £1555.87; CCTV electricity charges April-September'18	£1,879.15	£375.83	£2,254.98	FR 6.12	CCTV Charges	F&GP
1655	Nationwide Marquee Hire	Open fronted marquee 6x12 (72 sq metres)	£760.00	£152.00	£912.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
1658	Lighting & Illumination Technology Experience Limited	Installation of festival lighting displays	£11,576.25	£2,315.25	£13,891.50	FR 6.12 (Contract)	Town Centre Christmas Lights	EPM
1659	Blackburn with Darwen Borough Council	CCTV monitoring costs - November 2018 - 10 cameras x30 days x daily rate per camera	£1,556.67	£311.33	£1,868.00	FR 6.12	CCTV	F&GP
1670	Leanne Furness (LJS Funfairs & Catering)	x2 children's rides (12-6); hook a duck, candy/sweet stall, burger van, novelty lights trolley	£700.00	£0.00	£700.00	2018/022 (EPM)	Lancashire Day & Xmas Switch On	EPM
		TOTALS	**£20,802.07**	**£3,820.41**	**£24,622.48**			

Personal Data relating to staff and salaries is witheld from the list of published payments over £500.00 due to confidentiality

6.2

Treasurers Account

Nelson Town Council

Schedule of Authorised Payments - November 2018

Schedule 08
November 2018

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
DD	Peninsula Business	Fixed fee - September - HR & H&S support services (Year 1 of 5) inc insurance	£192.83	£36.42	£229.25	FR 6.12 (Contract)	HR & H&S Support Services	F&GP
DD	Peninsula Business	Fixed fee - October - HR & H&S support services (Year 1 of 5) inc insurance	£192.83	£36.42	£229.25	FR 6.12 (Contract)	HR & H&S Support Services	F&GP
DD	Peninsula Business	Fixed fee - November - HR & H&S support services (Year 1 of 5) inc insurance	£192.83	£36.42	£229.25	FR 6.12 (Contract)	HR & H&S Support Services	F&GP
DD	Borough of Pendle	Monthly O2 mobile broadband charges	£10.00	£2.00	£12.00	FR 6.12	Telephone & Mobile Broadband	F&GP
DD	Borough of Pendle	Monthly O2 mobile -refund fee	-£8.29	£0.00	-£8.29	FR 6.12	Telephone & Mobile Broadband	F&GP
DD	E.on Energy	Games Area - Kickabout Area, Netherfield RD - Electricity charges 28/09-07/11	£25.82	£1.29	£27.11	FR 6.12	MUGAS	F&GP
DD	E.on Energy	Games Area - Lomeshaye Road - Electricity charges 28/09-07/11	£89.58	£4.48	£94.06	FR 6.12	MUGAS	F&GP
DD	Vodaphone	Town Clerk Office mobile - monthly charges	£67.81	£13.56	£81.37	FR 6.12	Telephone & Mobile Broadband	F&GP
DD	Vodaphone	Office landline and broadband (monthly)	£29.41	£5.88	£35.29	FR 6.13	Telephone, Mobile & Broadband	F&GP
DD	NEST	Pension contributions	£259.35	£0.00	£259.35	-	Employer Pension	F&GP
BACS	BACS - Payroll	Payroll bacs salaries - various	£5,114.25	£0.00	£5,114.25	FR 7	Salaries (Various)	F&GP
BACS	HM Revenue & Customs	Tax and NI payment - October 2018	£1,533.99	£0.00	£1,533.99	FR 7	Tax & NI Salaries (various)	F&GP
Ser Charges	Lloyds	Bacs set-up service charge	£150.00	£0.00	£150.00	2018/014 (FGP)	Payroll Service	F&GP
Bus Card	Amazon	Sticky back laminating pouches	£20.52	£0.00	£20.52	FR 4.7 & 5.11	Stationary/Office Administration	F&GP
1645	Cheque error	Destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1650	Vision ICT Ltd	x2 hosted email accounts	£43.20	£0.00	£43.20	FR 4.7	Website	F&GP

Signed: ..... **Chair / Vice Chair**

Treasurers Account

Nelson Town Council

Schedule of Authorised Payments - November 2018

Schedule 08
November 2018

Chq No	Payee	Description	Net	VAT	Total	Auth Ref	Budget	Ctte
1651	Borough of Pendle	CCTV charges April 2018 £1555.87; CCTV electricity charges April-September'18	£1,879.15	£375.83	£2,254.98	FR 6.12	CCTV Charges	F&GP
1653	Cheque error	Destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1659	Blackburn with Darwen Borough Council	CCTV monitoring costs - November 2018 - 10 cameras x30 days x daily rate per camera	£1,556.67	£311.33	£1,868.00	FR 6.12	CCTV	F&GP
1660	Vodaphone	Mobile delivery costs	£4.12	£0.82	£4.94	FR 6.12	Miscellaneous	F&GP
1666	Cheque error	Destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1668	David Barnes (Dave B Handyman)	Remove town centre hanging baskets (156)	£220.00	£0.00	£220.00	2018/017 (P)	Handyman Labour	F&GP
1669	Cheque error	Destroyed	£0.00	£0.00	£0.00	-	-	F&GP
1672	David Barnes (Dave B Handyman)	Pick up and erect gazebos, hang bunting and put back into storage	£150.00	£0.00	£150.00	2018/017 (P)	Handyman Labour	F&GP
		TOTALS	£11,724.07	£824.45	£12,548.52			

INCOME / RECIEPTS

Receipt F	Customer	Description	Net	VAT	Total	Budget	Ctte
Lloyds	Lloyds Bank	Lloyds bank complaint - payment submitted as a result of inconvenience to the TC	£150.00	£0.00	£150.00	Miscellaneous Income	F&GP
500033	Nelson Town Council	PSPA monies raised at Chapel House Road	£58.13	£0.00	£58.13	Charitable Fur	F&GP
500037	WHSmith Group Charitable Trust	WHS community grant - payable to nominated charity/school	£100.00	£0.00	£100.00	Charitable Fur	F&GP
		TOTALS	£308.13	£0.00	£308.13		

Signed: ..... Chair / Vice Chair

Nelson Town Council

Detailed Income & Expenditure by Budget Heading 30/11/2018

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
FINANCE & GENERAL PURPOSE							
100	Income						
1076	Precept	452,421	452,421	0			100.0 %
1080	Employer Apprenticeship Fund	500	0	500			0.0 %
1081	Miscellenous Income F&GP	150	0	150			0.0 %
	Income :- Income	453,071	452,421	650			100.1 %
	Net Expenditure over Income	-453,071	-452,421	650			
110	Administration						
4000	Clerk/RFO Salary Tax + NI	16,851	25,000	8,149		8,149	67.4 %
4010	Employer Pension	2,190	1,740	-450		-450	125.9 %
4020	Assistant Clerk Salary Tax+ NI	1,964	6,620	4,656		4,656	29.7 %
4110	Postage	216	100	-116		-116	215.7 %
4120	Stationery/Office Administrati	1,073	600	-473		-473	178.9 %
4121	Miscellenous	326	0	-326		-326	0.0 %
4125	Website & Email Hosting Accs	1,905	0	-1,905		-1,905	0.0 %
4130	Room Hire	0	100	100		100	0.0 %
4140	Computer Equipment & Software	2,432	600	-1,832		-1,832	405.4 %
4142	Office Furniture	769	0	-769		-769	0.0 %
4150	Telephone, Mobile & Broadband	458	500	42		42	91.6 %
4160	Clerk Expenses	0	100	100		100	0.0 %
4170	Election Costs	0	20,000	20,000		20,000	0.0 %
	Administration :- Expenditure	28,183	55,360	27,177	0	27,177	50.9 %
	Net Expenditure over Income	28,183	55,360	27,177			
130	Ward Initiative & Small Grants						
4210	WIF Bradley	0	1,000	1,000		1,000	0.0 %
4215	WIF Clover Hill	0	1,000	1,000		1,000	0.0 %
4220	WIF Marsden	600	1,000	400		400	60.0 %
4225	WIF Southfield	0	1,000	1,000		1,000	0.0 %
4230	WIF Walverden	0	1,000	1,000		1,000	0.0 %
4235	WIF Whitefield	0	1,000	1,000		1,000	0.0 %
4240	Small Grants Awarded	3,490	10,000	6,510		6,510	34.9 %
	Ward Initiative & Small Grants :- Expenditure	4,090	16,000	11,910	0	11,910	25.6 %
	Net Expenditure over Income	4,090	16,000	11,910			

Continued on Page No 2

Nelson Town Council

Detailed Income & Expenditure by Budget Heading 30/11/2018

Committee Report

		Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
150	Transferred Services						
4380	MUGAs-Maintenance & Inspection	22,419	30,000	7,581		7,581	74.7 %
4390	CCTV monitering	23,582	25,000	1,418		1,418	94.3 %
4400	Parks	65,327	65,327	0		0	100.0 %
	Transferred Services :- Expenditure	111,328	120,327	8,999	0	8,999	92.5 %
	Net Expenditure over Income	111,328	120,327	8,999			
170	Projects						
4500	Special Projects/ Other	48	35,000	34,952		34,952	0.1 %
4510	Highways Projects	0	60,000	60,000	27,000	33,000	45.0 %
4520	Hanging Baskets	2,000	3,420	1,420		1,420	58.5 %
	Projects :- Expenditure	2,048	98,420	96,372	27,000	69,372	29.5 %
	Net Expenditure over Income	2,048	98,420	96,372			
180	Handyman Scheme						
4600	Handyman Labour	3,251	17,000	13,749		13,749	19.1 %
4610	Handyman Materials	253	2,000	1,747		1,747	12.7 %
4620	Handyman Equipment	0	2,000	2,000		2,000	0.0 %
	Handyman Scheme :- Expenditure	3,505	21,000	17,495	0	17,495	16.7 %
	Net Expenditure over Income	3,505	21,000	17,495			
190	Professional Fees						
4650	Insurance	374	2,400	2,026		2,026	15.6 %
4660	Audit (Internal & External)	1,100	960	-140		-140	114.6 %
4665	Accountancy Fees	92	0	-92		-92	0.0 %
4670	Legal Fees	600	1,200	600		600	50.0 %
4680	HR & H&S Support Services	670	3,000	2,330		2,330	22.3 %
4690	Subscriptions	223	0	-223		-223	0.0 %
4695	Payroll Service	150	0	-150		-150	0.0 %
	Professional Fees :- Expenditure	3,209	7,560	4,351	0	4,351	42.4 %
	Net Expenditure over Income	3,209	7,560	4,351			
210	Training & Travel Costs						
4750	Training Expenses inc travel	0	75	75		75	0.0 %
4760	Travel Costs (outside parish)	0	75	75		75	0.0 %
	Training & Travel Costs :- Expenditure	0	150	150	0	150	0.0 %
	Net Expenditure over Income	0	150	150			

Continued on Page No 3

Nelson Town Council

Detailed Income & Expenditure by Budget Heading 30/11/2018

Committee Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
FINANCE & GENERAL PURPOSE :- Expenditure	**152,363**	**318,817**	**166,454**	**27,000**	**139,454**	**56.3 %**
Income	**453,071**	**452,421**	**650**			**100.1 %**
Net Expenditure over Income	**-300,708**	**-133,604**	**167,104**			

Committed Expenditure

£10,000 Every Street bloc Jul-18
£6,000 Seedhill Terrace Sep-18
£1,000 Residents only parking scheme; £1,000 from ward initiative; £2k total allocated Oct-18
£10,000 Leonards Street to Vernon Street Dec-18

£27,000 Total Committed

7.1

Bank Reconciliation Statement as at: 30/11/2018 for Cash Book 1 Current Bank Account

Bank Statement Account Name (s)	Statement Date	Page No	Balances
LLoyds Bank	30/11/2018	41	402,648.99
			402,648.99

Unpresented Cheques (Minus)			Amount	
24/04/2018	001423	Adrian Barrett (Councillor)	5.50	
03/07/2018	001526	Townson & Son Ltd	40.75	
03/07/2018	001531	Manor Street Allotment Society	132.00	
11/07/2018	001534	Alzhiemes Society	65.77	
17/09/2018	001600	Friends of Marsden Park	350.00	
03/07/2018	001531	Manor Street Allotment Society	22.00	
12/07/2018	DDR	Borough of Pendle (PBC)	7.63	
22/10/2018	001622	Sunshine Events UK Ltd	714.00	
30/10/2018	001644	Home-Start Pendle & Ribble Val	500.00	
05/11/2018	001646	Leisure Skate Ltd	2,874.00	
13/11/2018	BUS CARD	Mixam Print	51.27	
15/11/2018	BUS CARD	Abbey access ltd	92.99	
19/11/2018	BUS CARD	Amazon	20.52	
21/11/2018	001664	YO Promotions	160.80	
21/11/2018	001665	Maxigene Enviromental Services	240.00	
21/11/2018	001667	Pennine Fire & Safety Limited	424.68	
21/11/2018	001670	Leanne Furness (LJS Funfairs)	700.00	
23/11/2018	BUS CARD	Morrisons	60.40	
28/11/2018	001671	Brian Gore	330.00	
28/11/2018	006172	David Barnes (Dave B Handyma	150.00	
28/11/2018	001673	Oakenhoof VAO	250.00	
				7,192.31
				395,456.68

Receipts not Banked/Cleared (Plus)

	0.00
	395,456.68
Balance per Cash Book is :-	**395,257.48**
Difference Excluding Adjustments is :-	**199.20**

Adjustments to Reconcillation

17/03/2018	001395	Unpresent Cheque	199.20
			199.20
		Unreconciled Difference is :-	**0.00**

7.2

LLOYDS BANK

RECEIVED
17 DEC 2018

Your account statement
Statement sheet number: **38**
Issue date: **30 November 2018**
Page: **1 of 5**

NELSON TOWN COUNCIL
[redacted]
NELSON TOWN HALL
MARKET STREET
NELSON
LANCASHIRE
BB9 7LG

Write to us at:
PO Box 1000
Andover
BX1 1LT

Call us on: **0345 072 5555** (from UK)
+44 1733 347338 (from Overseas)
Visit us online: **www.lloydsbank.com**

J318C100KIMMAA0000002752001005320000

Your branch: **BURNLEY (301148)**
Sort code: [redacted]
Account number: [redacted]
BIC: **LOYDGB21325**
IBAN: **GB73 LOYD 3011 4800 3103 06**

TREASURERS ACCOUNT
NELSON TOWN COUNCIL

PGL107D0000000

Account Summary

Balance On 30 October 2018	£540,262.22
Total Paid In	£6,448.37
Total Paid Out	£144,061.60
Balance On 30 November 2018	**£402,648.99**

Account Activity

Date	*Payment type*	*Details*	*Paid out (£)*	*Paid in (£)*	*Balance (£)*
30 Oct 18		**BALANCE BROUGHT FORWARD**			**540,262.22**
31 Oct 18	Deposit	500031		1,632.10	541,894.32
31 Oct 18	Deposit	500032		1,544.85	543,439.17
31 Oct 18	Deposit	500033		53.13	543,492.30
31 Oct 18	Deposit	500034		930.00	544,422.30
31 Oct 18	Deposit	500035		150.00	544,572.30
31 Oct 18	Deposit	500036		1,115.00	545,687.30
31 Oct 18	Deposit	500037		100.00	545,787.30
1 Nov 18	Cheque	001635	1,272.62		544,514.68
1 Nov 18	Cheque	001636	2,218.73		542,295.95
2 Nov 18	Cheque	001631	180.00		542,115.95
2 Nov 18	Direct Debit	PENINSULA BUSINESS 000NEL031	458.50		541,657.45
2 Nov 18	Cheque	001639	685.19		540,972.26
2 Nov 18	Cheque	001632	1,868.00		539,104.26
5 Nov 18	Cheque	001638	523.12		538,581.14
5 Nov 18	Cheque	001627	800.00		537,781.14
5 Nov 18	Cheque	001626	7,870.32		529,910.82
5 Nov 18	Cheque	001624	1,122.00		528,788.82
5 Nov 18	Cheque	001625	25.88		528,762.94
5 Nov 18	Cheque	001630	64.00		528,698.94
6 Nov 18	Cheque	001613	67.73		528,631.21
6 Nov 18	Cheque	001628	1,500.00		527,131.21
6 Nov 18		**BALANCE CARRIED FORWARD**			**527,131.21**

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LOY-COM-P-000226-T400-250409

[redacted]

[redacted]

[redacted]

8

NELSON TOWN COUNCIL

Town Hall,
Market Street
Nelson,
Lancashire,
BB9 7LG

RECEIVED
17 DEC 2018

SMALL GRANTS APPLICATION

(For grants up to £1000)

Please answer all the questions as failure to do so may result in a delay in the determination of your application.

PART 1 - CONTACT DETAILS:

Organisation Name FRIENDS OF BRADLEY.

Organisation Address BRADLEY PRIMARY SCHOOL
DOVER STREET
NELSON Postcode BB9 7RF.

Name of Contact MIKE HULL

Address of Contact as above.

Postcode

Telephone 01282 615772

E-mail head@bradley-pri.lancs.sch.uk

PART 2 – ORGANISATION APPLYING

What Type of organisation are you? Please Tick.

- [ ] Private individual trading for profit.
- [ ] Private individual not trading.
- [ ] Registered charity. Charity registration number:
- [ ] Other voluntary organisation, state type: PTA.
- [ ] Company limited by guarantee, Company registration number
- [ ] Company trading for

PART 2– ORGANISATION APPLYING

When was the organisation established? 2005.

How many members do you have locally? 20

What is the age range of the Members From 20 to 65

If the organisation for which the application is made is a branch or subsidiary of a larger organisation, please state the name and address of that larger organisation:

Postcode

PART 2– ORGANISATION APPLYING

Please briefly describe the activities or services you provide or intend to provide:

Friends of Bradley is an established PTA group who raise funds to support school and all activities linked to school.

PART 3 - THE PROJECT OR ACTIVITY:

Giving as much detail as possible (on a separate sheet if necessary) please describe the project or activity you are planning and how you propose to deliver it:

Both in class and with our Adult groups, we use mini-ipads for the children / adults to use and access teaching programmes, and the Internet. Ours are now ten years old and need replacing. In order to replace all of them, the cost is over £2000.

What is the proposed time scale for the project/ activity?

Start Date: Oct 2018 Finish Date: July 2020

Please explain how you know that the people in your community want this project or activity and what difference you hope the grant will make to the community:

We have a number of adult groups working in school, from ESOL classes to Refugee mothers, all of whom use our iPads – and of course, so do our children (in this case Y5 & Y6 pupils).

Describe the anticipated benefits to the inhabitants of Nelson if this project goes ahead.

Our help to parents and to the refugees is significant; we improve their English skills, both spoken + written, we improve their IT skills and their employability. For our pupils, they are an essential teaching tool.

How many people do you expect will benefit from this project or activity? 200 ~~150~~ 120 children each year + 80 adults

When completed, this application should be submitted to the Town Clerk, Nelson Town Hall, Market Street, Nelson, Lancashire, BB9 7LG.

PART 4 - FUNDING OF THE PROJECT OR ACTIVITY:

What is the anticipated cost of the project or activity? £ 2100

How much grant are you applying for? £ 1000.

How will the remaining cost be raised?

Through school funds and through FoB.

PART 4 - FUNDING OF THE PROJECT OR ACTIVITY:

Other Funding Sources Applied for/Secured:

Organisation	FoB	Amount	500	Secured Yes/~~No~~
Organisation	BRADLEY	Amount	500	Secured Yes/~~No~~
Organisation		Amount		Secured Yes/No
Organisation		Amount		Secured Yes/No
Organisation		Amount		Secured Yes/No

PART 5 - ACCOUNT DETAILS:

Please give the name of the organisation that the cheque is to be made payable to:

FRIENDS OF BRADLEY.

PART 6 - SUPPORTING DOCUMENTS:

Please supply copies of any of the following documents which are relevant to the application:-

All estimates or quotations received in respect of your project, YES/N~~O/NA~~
All consents obtained for the use of land or property, ~~YES/NO~~/NA
All offers of grant aid received from other organisations. ~~YES/NO~~/NA

It is essential that the following documents are supplied:-

	Enclosed
A copy of its Constitution or Memorandum of Association,	✓
A certified copy of the resolution of the organisation to apply for the grant; and	
A copy of the organisation's most recently audited annual accounts or, if newly established, the projected income and expenditure for the next twelve months.	

PART 7 – DECLARATIONS

We confirm on behalf of the applicant named in Part 2 of this application that:-
We are authorised to sign this declaration on its behalf,
To the best of our knowledge and belief, all replies are true and accurate,
We have read and understand the Council's criteria for its small grants scheme,
This application is made on the basis that, if successful, the organisation will be bound to use the grant awarded only for the purpose specified in the application,
Any funds not used within the terms of the criteria must be returned to the Council on demand; and
We will have to comply with any terms and conditions which the Council may attach to the grant.

Full Name MIKE HUTT Position HEADTEACHER Signature MHutt

Full Name Michelle Sparks Position Parental Liaison officer Signature M Sparks

NELSON TOWN COUNCIL
SMALL GRANTS SCHEME - GRANTS CRITERIA

1. It is a prime objective of the Council to encourage local groups to undertake work or projects which are considered to be for the benefit of the residents of Nelson and in a manner commensurate with the expenditure. Grants cannot be made to individuals.
2. The Council will only give to activities specifically designed to benefit Nelson and its residents.
3. Grant aid up to a maximum of £1,000 will be considered to help towards:
   - Capital cost or new or improved facilities or equipment,
   - Providing a public service,
   - Supporting a specific event,
   - Improving the environment,
   - Enhancing quality of life, or
   - Creating employment opportunities.
4. Grants will be considered once a month
5. Applications will be considered by the Finance and General Purposes Committee. Each application will be considered on its own merits and will be considered with other applications at the meeting. To ensure as fair a distribution as possible, the Committee will take into account:
   - The amount and frequency of other awards,
   - The Ward (s) which will benefit for the grant, and
   - The amount of income and capital of the applicant.
6. Applications are to be made on a form specified by the Council.
7. Applications will not be considered from:
   a) Organisations or individuals intending to support any particular political party or to discriminate on any grounds,
   b) Private businesses run for profit unless taking part in an event supported by the Council,
   c) Local groups whose fundraising is sent to their central headquarters for redistribution.
8. Applications will not be considered for:
   - Activities that are part of a statutory duty,
   - Loan repayments,
   - The funding of an activity or project retrospectively, or
   - Projects where the work has no benefit to the community.
9. Ongoing commitments to fund future years will not be made. A fresh application will be required each year.
10. Organisations applying for a grant must have a constitution, a managing Committee and a bank account with at least two signatories. Details must be supplied with the application.
11. The Committee considering the application may request further information including details of the membership, location of the organisation, the age range of the membership, the nature and activities of the organisation, full details of how the grant will be applied and the source of other funding.
12. If the Committee, when considering an application for a grant, considers that it requires additional information or documentation, it may refer its decision to the next meeting of the Committee, but if that information or documentation is not available at that subsequent meeting, the application will be rejected. For this reason applicants are encouraged to attend the meeting at which the application will be considered.
13. The Council will expect applicants to use companies trading in Nelson for the supply of goods and services and may give preference to those applicants who do so.
14. Grants will be subject to the following conditions:
    a) Applicants will be required to supply on request evidence of the expenditure to which a grant has been applied and the Council may demand a refund of the grant from the applicant or, in the case of an organisation, its Committee, if the grant is not used within twelve months or for the purpose for which it was made.
    b) Recognition of the grant from the Council must be made in any publicity.
    Within three months of the grant being awarded the applicant may be required to submit a feedback form detailing how the grant was used.
15. Grants to private businesses will not be paid until evidence of the expenditure to which the grant will be applied has been produced to the Town Clerk.
16. Only one grant will be considered for an organisation or individual in each Municipal year unless:
    There are exceptional circumstances, in respect of which the decision of the Committee shall be final; or
    b) The grant is for an individual event supported by the Council and the organisation or individual applying for the grant received a grant previously in respect of another event.
17. The offer of any grant will be published in some form by the Town Council.
18. The decision of the Committee will be subject to confirmation at the next meeting of the full Council but otherwise final in all other respects and will not be reconsidered.

Parents of Bradley (POB)
Steering Group Constitution

Background History

Parents of Bradley came about as a result of Bradley schools parent's plea for some form of interactive group in their locality. Although parents groups existed at other schools many parents felt that this was out of their comfort zone and that transport and timing was a major issue for them. Therefore POB was set up to help plug the gaps in services that parents felt they lacked in accessing in their locality.

Mission

The "Parents of Bradley" group aims to enrich the lives of the Bradley parents, both within our school and community. We are a multicultural and multiracial group of parents, and guardians who have come together to form a volunteer led, non-profit organisation that aims to assist parents in developing the skills in health, education and social issues they need to be able to make confident choices about the community in which they live in. Our overall aim is to create a welcoming and vibrant community group where individuals feel well respected and equal amongst themselves without the pressure of a hierarchy.

Aims and Objectives

POB aims to provide opportunities to parents to broaden their life skills and experiences.

It also aims to act as a forum to support and advocate for those individuals who are less articulate, in accessing services independently.

We also aim to promote active citizenship and provide motivation to individuals to become more independent and gain confidence through a variety of stimulus, guest facilitators and physical activities.

To be involved with planning and organising fun and innovative programs and activities to help meet the needs of the Bradley community.

Powers

In all cases the chair or vice chair will be notified before any decisions are confirmed regarding monies, dates of meeting, arrangement of events, membership and termination of membership. No decision will be finalised without the chair or vice chair present.

Subscriptions

There are no subscriptions required for people wishing to join the steering group.

Membership

Members from the wider community who have an interest in enriching the lives of the local families in the Bradley ward are encouraged to join.

Committee members joining the steering group should be available to attend meetings and take a role within the constitution. Members can join at any time and must agree to comply with the constitution in all instances.

Membership of the steering group shall compromise of:

- Chair x1
- Vice chair x1
- Secretaries x2
- Treasures x2
- Officers/ Committee members

Terminating membership

As long as the steering group members continue to regularly attend meeting they can keep their role for life. Individuals cease to be member in the following cases:

- If they fail to attend 3 consecutive meetings or by not giving apologies
- decide to resign from their position within the committee

Any member wishing to resign will need to put this in writing explaining their reason(s) and from which date to terminate their membership.

Management Committees

Management committee consists of the chair, vice chair and secretary who will have a key role to manage the group's affairs between general meetings. The constitution allows the management committee to appoint sub committees to deal with specific topics.

Election of management

The chair and vice chair shall be nominated by members of the steering group at the last meeting before the Annual General meeting (AGM).All members of the steering group shall have voting rights.

Dismissing Committee members

Should a member purposely go against the rules of the constitution, committee members will have the right to vote for the dismissal of a committee member.

Officers

Officers will be elected by members who are present at the general meeting. The secretary should keep minutes and be responsible for the preparation and distribution of agendas. The treasurer is responsible for keeping accounts and reporting back any changes made to the bank balance. In case of equality of votes, the chair of the meeting shall have a casting vote.

Voting

The voting procedure for both committee and general meetings will include all of those actually present. The chair has the casting vote. A motion has to be agreed by a majority of those able to vote.

Committee Members

The committee will meet fortnightly and the chair has the main responsibility to call meetings. The length of notice should be no less than 3 days before a meeting is called. The notice will include the place, date and time, together with the agenda.

Minutes

Minutes of the meetings will be recorded in the book and the task will generally be the responsibility of the secretary.

Quorum

A minimum of 2 members and the chair attending a meeting can take decisions on behalf of the organisation. Any meeting with no less than one third of voting members present cannot make any decisions, other than to decide the date of the next meeting (if that has not already been done) and arrange for those details to be circulated

Guests/observers at committee meetings

The chair may invite such other people, as he/she shall deem appropriate for a particular meeting or agenda item.

Accounts

Any funds raised would be used only for the purpose of meeting the objectives. The steering group consists of two treasurers who have a joint bank account and have the responsibility of maintaining proper books and records and prepare feedback of the account at AGM.

Annual General Meetings (AGMs)

One formal meeting of all members will be held annually. At the AGM the officers will report to members, work carried out by the steering group. The

treasurers will report on the auditing of the accounts. Elections will be held for committee members and the officers for the following year.

The agenda for the AGM will include:

- minutes of the previous AGM
- report of the committee of the year
- accounts for the year and the auditor's report
- elections of management committee any other business

Payments and Expenses

Management committee members cannot make financial gain from their position and must follow the "rule of equity". There will be provision, however, allowing for the payment of reasonable out of pocket expenses covered, such as stationary, travel, shopping for events. Receipts should be forwarded to the treasurer and the claim for any expenses will need to be authorised by the chair.

Dissolution of a committee

The steering group have the power to decide the dissolution or termination of the committee at a general meeting. The groups remaining assets should be used to pay any debts and then transfer the final income to an organisation with similar objectives. It is forbidden for the distribution of the final amount of profits or property to be shared among members.

NELSON TOWN COUNCIL
Draft Budget 2019/20 (version one)
See budget breakdown attached

PREPARED BY THE RESPONSIBLE FINANCE OFFICER

	Budget Last Year 2017/18	Budget Current Year 2018/19	Budget Next Year 2019/20
Income less precept	£10,929	£28,429	£32,229
Expenditure - cont to res	£368,091	£520,850	£548,554
Net Expenditure over Income	£357,162	£492,421	£516,325
Contribution to Reserves & Contingency	£0	£0	£0
Contribution from Reserves & Contingency	£27,000	£40,000	£52,678
Budget	**£330,162**	**£452,421**	**£463,647**
Precept	**£330,162**	£452,421	£463,647
Precept Received	£330,162	£452,421	£0
Total Budget Requirement	**£330,162**	**£452,421**	**£463,647**
Precept Calculated	**£330,162**	**£452,421**	**£463,647**
Increase	**£0**	**£0**	**£0**
Percentage Increase	**0.00%**	**0.00%**	**0.00%**

Tax Base Change

Financial Year	**2017/18**	**2018/19**	**2019/20**	**Variance**
Council Tax Base	**5815.2**	**5884.3**	**6030**	**Cash Difference**
Council precept Band A	£37.85	£51.26	£51.26	**£0.00**
Council precept Band B	£44.16	£59.80	£59.80	**£0.00**
Council precept Band C	£50.47	£68.34	£68.35	**£0.00**
Council precept Band D	£56.78	£76.89	£76.89	**£0.00**
Council precept Band E	£69.39	£93.97	£93.98	**£0.00**
Council precept Band F	£82.01	£111.06	£111.06	**-£0.01**
Council precept Band G	£94.63	£128.14	£128.15	**-£0.01**
Council precept Band H	£113.55	£153.77	£153.78	**-£0.01**

NB Approx £4,636 of expenditure = 1% on the council tax for 2019/20

Opening Balances 01 April 2018

Opening Balance 01 April 2018		£197,005	
Precept Received		£452,421	
			£649,426
General Fund Reserves		£174,610	
Earmarked Reserves			
EM Reserve - Allotments	£2,395		
Contingencies	£20,000		
		£22,395	
Total Reserves		**£197,005**	

Projected Balances 31st March 2019

Opening Balance 01 April 2018	£197,005	
Precept Received	£452,421	
		£649,426
Projected Net Expenditure to 31st March 2019		£376,456
Earmarked Reserves		
Election Costs (May 2019)	£40,000	
EM Reserve Allotments	£2,395	
Unity Centre Building Contingency	£20,000	
Contingencies	£20,000	
Total Earmarked Reserves		£82,395
Projected General Fund		
Reserves minus contribution built into the budget		£137,897

Un-marked reserves usually lie within the range of three to twelve months of gross expenditure. A minimum of 25% is advisable to be retained as a un-marked reserve. The proposed earmarked reserve is 25%. This equates to £137,897. A surplus balance of £52,678 has been built into the budget to retain the level of the precept taking out a contingency of £20,000

*Projected Reserves Balance at 31 March 2019 excludes earmarked reserves at 31/03/19 - This projected figure reflects the Councils General Fund Balance

Nelson Town Council (month 7)

Note : BUDGET 2019/20

Note: (-) Net Expenditure means Income is greater than Expenditure

Cttee Key			Agreed Budget 2017/18		Current Year Budget 2018/19			Current Year Actual			Next Year 19/20
			Agreed Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp	Projected Actual	Budget
			£	£	£	£	£	£	£	£	£
	Finance and General Purposes Committee										
fgp	4000	Clerk/RFO Salary Tax + NI	17,300	-	25,000	-	25,000	13,560	14,000	27,560	37,450
fgp	4010	Employer Pension	-	-	1,740	-	1,740	1,212	1,128	2,340	2,590
fgp	4020	Assistant Clerk Salary Tax + NI	-	-	6,620	-	6,620	1,964	1,314	3,278	15,800
fgp	4110	Postage	100	-	100	-	100	216	-	216	250
fgp	4120	Stationary/Office Administration	500	-	600	-	600	1,053	100	1,153	1,000
fgp	4121	Miscellenous	3,000	-	-	-	-	322	178	500	500
fgp	4125	Website	-	-	-	-	-	1,869	-	1,869	1,000
fgp	4130	Room Hire	100	-	100	-	100	-	-	-	100
fgp	4140	Computer Equipment & Software	603	-	600	-	600	2,432	100	2,532	1,000
fgp	4142	Office Furniture	-	-	-	-	-	769	-	769	1,000
fgp	4150	Telephone, Mobile & Broadband	250	-	500	-	500	359	256	615	650
fgp	4160	Clerk Expenses	100	-	100	-	100	-	-	-	100
fgp	4921	Election Costs	15,000	-	20,000	-	20,000	-	-	-	20,000
fgp	4210	WIF Bradley	1,000	-	1,000	-	1,000	-	1,000	1,000	1,000
fgp	4215	WIF Clover Hill	1,000	-	1,000	-	1,000	-	1,000	1,000	1,000
fgp	4220	WIF Marsden	1,000	-	1,000	-	1,000	600	400	1,000	1,000
fgp	4225	WIF Southfield	1,000	-	1,000	-	1,000	-	1,000	1,000	1,000
fgp	4230	WIF Walverden	1,000	-	1,000	-	1,000	-	1,000	1,000	1,000
fgp	4235	WIF Whitefield	1,000	-	1,000	-	1,000	-	1,000	1,000	1,000
fgp	4240	Small Grants Awarded	10,000	-	10,000	-	10,000	3,490	6,510	10,000	10,000
fgp	4380	MUGA's-Maintenance & Inspection	20,688	-	30,000	-	30,000	22,303	1,000	23,303	20,000
fgp	4381	MUGA's-Improvements/renewals	-	-	-	-	-	-	-	-	30,000
fgp	4390	CCTV Monitoring	18,147	-	25,000	-	25,000	20,147	9,340	29,487	18,500
fgp	4400	Parks	32,664	-	65,327	-	65,327	65,327	-	65,327	50,000
fgp	4410	Roadside seats - Maint & Inspection	-	-	-	-	-	-	-	-	10,000
fgp	4411	Roadside seats - Renewals	-	-	-	-	-	-	-	-	5,000
fgp	4500	Special Projects/Other	33,580	-	35,000	-	35,000	48	15,000	15,048	35,000
fgp	4510	Highways Projects	-	-	60,000	-	60,000	-	50,000	50,000	60,000
fgp	4520	Hanging Baskets	3,420	-	3,420	-	3,420	2,400	-	2,400	3,000
fgp	4600	Handyman Labour	15,000	-	17,000	-	17,000	2,881	500	3,381	5,000

Nelson Town Council (month 7)

Note : BUDGET 2019/20

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Cttee Key			Agreed Budget 2017/18		Current Year Budget 2018/19			Current Year Actual			Next Year 19/20
			Agreed Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp	Projected Actual	Budget
			£	£	£	£	£	£	£	£	£
fgp	4610	Handyman Materials	2,000	-	2,000	-	2,000	253	100	353	1,000
fgp	4620	Handyman Equipment	2,000	-	2,000	-	2,000	-	100	100	1,000
fgp	4650	Insurance	2,400	-	2,400	-	2,400	374	2,166	2,540	2,500
fgp	4660	Audit (Internal & External)	960	-	960	-	960	1,100	300	1,400	1,500
fgp	4665	Accountancy Fees	-	-	-	-	-	92	-	92	500
fgp	4670	Legal Fees	1,200	-	1,200	-	1,200	600	-	600	1,200
fgp	4680	HR & H&S Support Services	9,000	-	3,000	-	3,000	91	1,605	1,696	3,000
fgp	4690	Subscriptions	-	-	-	-	-	223	-	223	225
fgp	4695	Payroll Service	-	-	-	-	-	-	220	220	220
fgp	4750	Training Expenses inc travel	75	-	75	-	75	-	75	75	1,750
fgp	4760	Travel Costs (outside the parish)	75	-	75	-	75	-	-	-	250
	Total Finance and General Purposes Expenditure		**194,162**	**-**	**318,817**	**-**	**318,817**	**143,685**	**109,392**	**253,077**	**347,085**
	Events / Promotional & Marketing Committee										
epm	4280	Easter Event	-	-	5,000	-	5,000	2,809	-	2,809	5,000
epm	4290	Summer Event Football Marathon	-	-	5,000	-	5,000	3,615	-	3,615	5,000
epm	4300	Food Festival	5,000	-	5,000	-	5,000	5,000	-	5,000	5,000
epm	4310	Lancashire Day & Xmas Lights Switch On	10,000	-	10,000	-	10,000	2,764	13,236	16,000	18,000
epm	4330	Town Centre Christmas Lights	27,000	-	31,000	-	31,000	13,498	17,502	31,000	31,000
epm	4340	Community Cohesion	10,000	-	10,000	-	10,000	5,951	-	5,951	10,000
epm	4350	Events General	34,000	-	20,000	-	20,000	855	-	855	10,000
epm	4710	Uniform	-	-	2,400	-	2,400	-	-	-	1,000
epm	4530	Annual Newsletter	2,000	-	2,000	-	2,000	-	2,000	2,000	2,500
epm	4540	Publicity and Marketing	-	-	15,000	-	15,000	4,073	-	4,073	7,500
	Total Events/Promotional & Marketing Expenditure		**88,000**	**-**	**105,400**	**-**	**105,400**	**38,565**	**32,738**	**71,303**	**95,000**
	Enviromental Improvements Committee										
ei	4200	Allotments Maintenance	10,929	-	10,929	-	10,929	132	10,797	10,929	10,929
ei	4800	Enviromental Projects	-	-	2,400	-	2,400	-	400	400	2,400
	Total Enviromental Improvements Expenditure		**10,929**	**-**	**13,329**	**-**	**13,329**	**132**	**11,197**	**11,329**	**13,329**

Nelson Town Council (month 7)

Note : BUDGET 2019/20

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Cttee Key			Agreed Budget 2017/18		Current Year Budget 2018/19			Current Year Actual			Next Year 19/20
			Agreed Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp	Projected Actual	Budget
			£	£	£	£	£	£	£	£	£
	Unity Wellbeing Centre Committee										
uwb	4100	Utilities - Unity Centre	10,000	-	10,000	-	10,000	2,837	4,500	7,337	10,000
uwb	4101	Trade Waste & Sanitory/Nappy disposal	-	-	-	-	-	772	550	1,322	1,400
uwb	4105	Hard Wire Test & Elec Call Out	-	-	-	-	-	46	-	46	500
uwb	4106	Building Compliance Costs	-	-	-	-	-	624	200	824	1,000
uwb	4107	Lift Maintenance & Costs	-	-	-	-	-	6,909	14,100	21,009	500
uwb	4108	Boiler Maintenance & Gas Safety	-	-	-	-	-	-	500	500	1,000
uwb	4110	Music License	-	-	-	-	-	-	1,500	1,500	2,000
uwb	4430	Renovation/Proj/Match Funding	50,000	-	30,000	-	30,000	- 126	-	- 126	15,000
uwb	4431	Repairs & Renewals	-	-	-	-	-	574	300	874	1,500
uwb	4439	Caretakers Salary Tax & NI	-	-	-	-	-	1,309	1,309	2,618	12,500
uwb	4440	Caretaking/Management-Contractor	15,000	-	15,000	-	15,000	4,708	-	4,708	1,500
uwb	4441	Cleaning Supplies & Equipment	-	-	-	-	-	1,309	200	1,509	1,500
uwb	4453	Professional fess - UWB Centre	-	-	-	-	-	-	400	400	1,000
uwb	4445	Equipment/Furntiure Costs UWB	-	-	-	-	-	-	-	-	1,000
uwb	4450	CCTV & Burgler Alarm System	-	-	-	-	-	-	800	800	500
uwb	4455	Miscellenous - UWB Centre	-	-	-	-	-	1,900	-	1,900	1,500
uwb	4030	Cater Co-ordinator Salary Tax & NI	-	-	18,304	-	18,304	10,289	10,000	20,289	20,000
uwb	4031	Catering Assistant Salry Tax & NI	-	-	-	-	-	2,490	625	3,115	7,740
uwb	4032	Casual work (catering)	-	-	-	-	-	163	250	413	500
uwb	4035	Volunteer Expenses	-	-	-	-	-	182	100	282	200
uwb	4460	Café & Catering supplies	-	-	8,000	-	8,000	5,781	5,500	11,281	11,300
uwb	4470	Catering Equipment Repairs & Renewals	-	-	2,000	-	2,000	-	-	-	1,000
	Total Unity Wellbeing Centre Expenditure		**75,000**	**-**	**83,304**	**-**	**83,304**	**39,767**	**40,834**	**80,601**	**93,140**
	Total Council OverHead Expenditure		**368,091**	**-**	**520,850**	**-**	**520,850**	**222,149**	**194,161**	**416,310**	**548,554**
	Finance and General Purposes Committee										
fgp	1076	Precept	330,162		452,421	-	452,421	452,421	-	452,421	463,647
fgp	1080	Employer Apprenticeship Fund			-			500	-	500	-
	Total Finance & General Purposes Income		**330,162**	**-**	**452,421**	**-**	**452,421**	**452,921**	**-**	**452,921**	**463,647**

Prepared by the Responsible Finance Officer

Draft Budget - Version One

Nelson Town Council (month 7)

Note : BUDGET 2019/20

Note: (-) Net Expenditure means Income is greater than Expenditure

			Agreed Budget 2017/18		Current Year Budget 2018/19			Current Year Actual			Next Year 19/20
			Agreed Budget	Actual	Agreed Budget	Fwd/Rev Budget	Revised Budget	Actual YTD	Committed Exp	Projected Actual	Budget
Cttee Key			£	£	£	£	£	£	£	£	£
	Enviromental Improvements Committee										
ei	1240	Allotments Rents & Water income	10,929		10,929	-	10,929	10,929	-	10,929	10,929
	Total Enviromenal Improvements Income		**10,929**	**-**	**10,929**	**-**	**10,929**	**10,929**	**-**	**10,929**	**10,929**
	Unity Wellbeing Centre Committee										
uwb	1210	Unity Hall Room/Café Hire			7,500	-	7,500	7,200	5,000	12,200	7,500
uwb	1213	Music System Hire			-	-	-	-	100	100	300
uwb	1200	Café & Catering Income			10,000	-	10,000	7,125	9,000	16,125	13,500
	Total Unity Wellbeing Centre Income		**-**	**-**	**17,500**	**-**	**17,500**	**14,325**	**14,100**	**28,425**	**21,300**
									-		
	Total Council Income		**341,091**	**-**	**480,850**	**-**	**480,850**	**478,175**	**14,100**	**492,275**	**495,876**
	Total Net Expenditure		27,000	-	40,000	-	40,000	- 256,026	180,061	- 75,965	52,678