

**RAUNDS TOWN COUNCIL**

**FINANCE AND POLICY COMMITTEE**

**Minutes 3 November 2020: Start Time 7.30pm**

**NB:** The meeting was held via Zoom video link. Details of the meeting and a link enabling members of the public to join the meeting were published on the Town Council website. The meeting was held in compliance with Regulation 5 (2) of the Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

**PRESENT**

Cllr R Levell, (Chairman), Cllr H Howell, Cllr D Hughes, Cllr S Hughes and Cllr R Beattie.

**IN ATTENDANCE**

Ms Kate Houlihan, Town Clerk (Minutes)  
Miss Joanne Coduri, Assistant to the Town Clerk

**359.20 To Receive Apologies for Absence.**

Apologies were received from Cllr O Curtis and Cllr L Wilkes

**RESOLVED to note the apologies**

**360.20 Notification of requests from members of the public to address the meeting in compliance with adopted protocol.**

**NONE RECEIVED**

**361.20 Notification of members questions in compliance with the council's standing orders.**

**NONE RECEIVED**

**362.20 Declarations of Interest.**

COUNCILLORS ARE REMINDED THAT IF THEY HAVE EITHER A DISCLOSABLE PECUNIARY INTEREST OR OTHER INTEREST IN ANY ITEM THEN THEY SHOULD DECLARE THE INTEREST AND IN THE CASE OF A PECUNIARY ITEM LEAVE THE MEETING FOR THAT ITEM

**NONE RECEIVED**

**363.20 [Minutes](#): to confirm the minutes of the Finance and Policy Committee meeting held 1 September 2020**

**RESOLVED that the minutes of the meeting held on 1 September 2020 be confirmed as a true record.**

**364.20 Payments for approval:** To approve the payments made since the last Finance and Policy Committee Meeting.

Members reviewed the payment list as shown in Appendix 1 and the Clerk answered members questions.

**RESOLVED to approve the payment lists.**

**365.20 Bank Reconciliations:** To approve the bank reconciliations for April to September 2020

Members reviewed the bank reconciliations, and it was...

**RESOLVED to receive the bank reconciliations**

**366.20 Budget Review and Planning**

a. [To review progress against the 2020/21 budget](#)

Members reviewed the income and expenditure report for the year 1 April 2020 to 30 September 2020 as shown in Appendix 2.

The following points were noted:

- A number of projects planned for 2020/21 had not been able to move forward due to Coronavirus.
- Income at Saxon Hall and for Weddings had been reduced to almost zero due to the impacts of Covid.
- There were no other items of note.

**RESOLVED to note the report and the impact of Covid on budget.**

b. To consider the process for setting the 2021/22 budget

Members reviewed the report of the Clerk as shown in Appendix 3.

The committee considered the approach that should be taken when setting the budgets and precept for 2021-2022, it was felt that the following factors should be taken into consideration:

- a) The financial impact of Covid on local residents.
- b) The effect of Covid on future income at Saxon Hall and for Weddings
- c) The council had used reserves during 2020-21 and would need to ensure that had adequate funds to move forward with other projects.

The timetable for setting the budget was considered and it was...

**RESOLVED to**

**a) approve the timescale for budget setting:**

- i. **All committees to consider and prepare their draft budgets by 18<sup>th</sup> December 2020**
- ii. **5<sup>th</sup> January 2021 the Finance and Policy Committee will review draft budgets and create overall budget, and make recommendations to the full council on the level of precept needed to fund the budget.**
- iii. **12<sup>th</sup> January 2021 the Full Council will be asked to approve a draft budget.**

**b) That all committees will be asked to be mindful of the impacts of Covid when setting their budgets**

**367.20 Electrical Works:** To consider a report on urgent electrical works needed at the Hall, Thorpe Street.

Members considered the report of the Assistant to the Clerk as shown in Appendix 4 and it was...

**RESOLVED to carry out the works to the C2 items as detailed in the report. And that further quotations would be sought for the C3 works.**

**368.20 Modern Slavery and Human Trafficking:** To note that Raunds Town Council has updated all relevant policies to note the council policy of opposing modern slavery and human trafficking.

Members considered the report of the Clerk as shown in Appendix 5 and it was...

**RESOLVED to approve the statement for inclusion in the relevant policies and that staff and councillors should receive awareness training on modern slavery.**

**369.20 On-line Payments:** To consider accepting on-line payments via the Town Council website.

**RESOLVED that the Town Council would investigate providers and arrange to take online payments.**

**370.20 Advertising on Town Council Land:** To consider the town council policy for Advertising on Town Council Land

Members reviewed the Advertising on Town Council Land Policy and it was...

**RESOLVED to recommend to the Full Council that it be adopted as shown in Appendix 6 and to recommend that the ELR committee consider the purchase of an additional digital sign at London (Warth Park end)**

There being no further business the meeting concluded at 20.32

Approved: ..... (Town Mayor)

Meeting date: ..... 10 November 2020..... (Council)

Approved: ..... (Chairman)

Meeting date: .....1 December 2020.....(Committee)

## Appendix 1

### Unity Trust

List of Payments made between 01/08/2020 and 30/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
03/08/2020	C F Corporate	DD	1,162.88		Photocopier Lease
03/08/2020	ENC	DD	85.00		Business Rates - Cemetery
03/08/2020	ENC	DD	160.00		Business Rates - Public Conven
03/08/2020	ENC	DD	107.00		Business Rates - T/H A
03/08/2020	ENC	DD	167.00		Business Rates - T/H C & R1
03/08/2020	ENC	DD	91.00		Business Rates - T/H D
03/08/2020	ENC	DD	82.00		Business Rates - T/H E
03/08/2020	ENC	DD	170.00		Business Rates - T/H F
06/08/2020	Datacenta Hosting	TRANS	60.00		Email Accounts 2020-2021
06/08/2020	Bluefish Office Products	TRANS	32.06		Office Supplies
06/08/2020	Rampchild	TRANS	900.00		Skate Park Repairs July 2020
06/08/2020	Turney Landscapes	TRANS	2,235.72		Excavate Ditch Bassfords Rec
06/08/2020	Peter Haddon & Partners	TRANS	13,159.00		Prof Fees & Applications
06/08/2020	1st Raunds Scout Group	TRANS	500.00		S137-Grant App, Minute 157.20b
06/08/2020	CS2 Ltd	TRANS	1,800.00		Chartered Surveyors - Tender
06/08/2020	RTC Charity Account	TRANS	18.00		Service Charges Reimbursed
07/08/2020	Staff Expenses	TRANS	37.80		Mileage Jan - Jul 2020
07/08/2020	Staff Expenses	TRANS	31.95		Mileage Mar - Jul 2020
07/08/2020	Webb House Ltd	TRANS	36.00		Payroll July 2020
07/08/2020	Stephen Pell	TRANS	425.00		Various Works
07/08/2020	Alpine Cleaning	TRANS	100.80		Window Cleaning
07/08/2020	Colson & Loaring	TRANS	190.80		Repairs Toilet Ground Floor
07/08/2020	Teaching 4 Business	TRANS	30.00		Training Course KH
11/08/2020	ICO	DD	35.00		Data Protection Subs
13/08/2020	Southern Electric	DD	66.49		Electric - Public Conven
13/08/2020	HMRC	TRANS	1,729.90		PAYE & NI July 2020
13/08/2020	A J Pearson	TRANS	2,170.00		Gardening Services
14/08/2020	Southern Electric	DD	201.13		Electric - Town Hall (Cellar)
17/08/2020	Go Cardless	DD	275.01		Telephone & Internet
17/08/2020	Southern Electric	DD	46.26		Electric War Memorial
17/08/2020	Northamptonshire Pension Fund	TRANS	2,569.56		Pensions - July 2020
17/08/2020	Lloyds Card	Bank Trans	1,124.97		Pay Lloyds Card
19/08/2020	World Pay	DD	25.22		Transaction Charges Jul 2020
19/08/2020	Reids Playground Maintenance	TRANS	1,302.00		Play Equipment Repairs
19/08/2020	ESPO	TRANS	37.20		Janitorial Supplies
19/08/2020	Bluefish Office Products	TRANS	81.96		Office Supplies
19/08/2020	A & R Print	TRANS	30.00		Window Stickers
19/08/2020	1st Reaction Security Limited	TRANS	72.00		Barrier Open / Close July 2020
20/08/2020	World Pay	DD	11.94		Subscription Fees Aug 2020
21/08/2020	Wireless Logic	DD	42.60		Electronic Noticeboards
21/08/2020	Southern Electric	DD	242.76		Electric T/H (Stairs)
21/08/2020	Southern Electric	DD	134.62		Gas - Town Hall
21/08/2020	Southern Electric	DD	268.53		Electric Feeder 1
21/08/2020	Southern Electric	DD	956.44		Electric Saxon Hall

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/08/2020	Southern Electric	DD	72.55		Electric Feeder 2
24/08/2020	A & R Print	TRANS	167.40		VJ Banners
24/08/2020	Crucial Environment	TRANS	474.00		Asbestos Survey Saxon Hall
24/08/2020	Reids Playground Maintenance	TRANS	636.00		Repairs to Play Equipment
24/08/2020	CS2	TRANS	600.00		Chartered Surveyors - Tender
24/08/2020	Stephen Pell	TRANS	345.00		Various Works
24/08/2020	Salaries	TRANS	7,964.49		Salaries August 2020
28/08/2020	Veolia	DD	409.20		Refuse & Waste Collection July
28/08/2020	ESPO	TRANS	50.64		Janitorial Supplies
28/08/2020	A & R Print	TRANS	114.00		Thank you Notes
28/08/2020	Staff Expenses	TRANS	9.74		Equipment
28/08/2020	Colson & Loaring	TRANS	54.00		Repairs Toilet Ground Floor
28/08/2020	A J Pearson	TRANS	1,160.00		Hanging Baskets / Planters
01/09/2020	ENC	DD	85.00		Business Rates - Cemetery
01/09/2020	ENC	DD	1,185.33		Business Rates - Saxon Hall
01/09/2020	ENC	DD	160.00		Business Rates - Public Conven
01/09/2020	ENC	DD	107.00		Business Rates - T/H A
01/09/2020	ENC	DD	167.00		Business Rates - T/H C & R1
01/09/2020	ENC	DD	91.00		Business Rates - T/H D
01/09/2020	ENC	DD	82.00		Business Rates - T/H E
01/09/2020	ENC	DD	170.00		Business Rates - T/H F
03/09/2020	Southern Electric	DD	284.89		Electric - Festive Lights
07/09/2020	Webb House Ltd	TRANS	36.00		Payroll August
07/09/2020	Stephen Pell	TRANS	730.00		Various Works
07/09/2020	Rolton Group	TRANS	4,740.00		Engineering Services - S/H Ref
07/09/2020	David Bailey	TRANS	124.80		Security Market July / Aug
07/09/2020	MPT Print	TRANS	200.00		Ad Round Up Sep 2020
07/09/2020	Millennium Quest Limited	TRANS	2,073.60		Store/Repair Christmas Lights
07/09/2020	Jhai Ltd	TRANS	1,860.00		Saxon Hall Refurb
07/09/2020	HMRC	TRANS	1,570.44		PAYE NI August 2020
07/09/2020	Farm & Garden Central Ltd	TRANS	10.58		Various Items
07/09/2020	East Northamptonshire Council	TRANS	7,043.95		Grounds Maintenance July 2020
07/09/2020	East Northamptonshire Council	TRANS	28.00		Associated Servs July 2020
07/09/2020	CS2	TRANS	600.00		Tender Report
07/09/2020	Alpine Cleaning	TRANS	40.80		Window Cleaning
07/09/2020	hmrc	BACS	-829.44		HMRC
14/09/2020	Southern Electric	DD	69.08		Unmetered Supply
14/09/2020	Royal British Legion	301252	40.00		Wreaths for VJ Day
15/09/2020	Go Cardless	DD	274.84		Telephone/Internet
16/09/2020	Lloyds Card	Bank Trans	268.36		Pay Off Lloyds Card
16/09/2020	SJ JONES	BACS	840.00		Container hire
18/09/2020	World Pay	DD	11.94		Subscription Fees Sept 2020
18/09/2020	Wireless Logic	DD	42.60		Electronic Noticeboards
18/09/2020	Anglian Water Business	DD	34.05		Water Rates - Public Conven
21/09/2020	World Pay	DD	14.95		Transaction Charges Aug 2020
21/09/2020	Zephyr	TRANS	120.00		Flag pole Maintenance
21/09/2020	Turney Landscapes	TRANS	600.00		Heritage Way Fly Tipping
21/09/2020	Tiger Print Embroidery	TRANS	127.50		Staff Uniform
21/09/2020	Smiths Fire LLP	DD	312.00		Alarm & Lights Service
21/09/2020	Metrosigns 2000	TRANS	7,350.00		Interpretation Signs Greenway

21/09/2020	ESPO	TRANS	42.12	Janitorial Supplies	
21/09/2020	Digi Comms North Ltd	TRANS	3,000.00	Raunds Town App	
Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
21/09/2020	A & R Print	TRANS	323.10		Battle of Britain Banners
21/09/2020	1st Reaction Security Limited	TRANS	57.60		Barrier Open/Close August 2020
21/09/2020	NCC Pensions	BACS	2,563.47		pensions
22/09/2020	Anglian Water Business	DD	42.51		Water Rates - The Hall
22/09/2020	Anglian Water Business	DD	133.32		Water Rates - Square
28/09/2020	Veolia	DD	316.80		Refuse Waste & Recycle
28/09/2020	Southern Electric	DD	74.33		Unmetered Supply
28/09/2020	Zurich Municipal	TRANS	791.67		Additional Insurance Cover
28/09/2020	Voyant Design	TRANS	300.00		Library Leaflet / Ann Acc
28/09/2020	RTC Charity Account	TRANSFER	18.00		Reimburse Service Charge
28/09/2020	Syntec Systems Ltd	TRANS	1,008.32		Office Visual Equipment
28/09/2020	Smith Skip Hire	TRANS	240.00		Saxon Hall Clear Out
28/09/2020	Smiths Fire LLP	TRANS	144.00		Decommission Saxon Hall Alarm
28/09/2020	Reids Playground Maintenance	TRANS	714.00		Playground Repairs
28/09/2020	Cherryfield Ecology	TRANS	478.80		Survey - Saxon Hall Refurb
28/09/2020	Bluefish Office Products	TRANS	63.10		Office Supplies
28/09/2020	A & R Print	TRANS	560.59		Library Flyer & Ann Acc
28/09/2020	Salaries	TRANS	7,545.93		Salaries Sept 2020
28/09/2020	Peter Haddon and Partners	BACS	240.00		vat
30/09/2020	Unity Trust Bank	TRANS	9.00		Manual Credit Handling Chg
30/09/2020	Unity Trust Bank	TRANS	51.30		Service Charge
<b>Total Payments</b>			94,446.85		

## NatWest

## List of Payments made between 01/04/2020 and 30/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
30/04/2020	Nat West	TRANS	0.70		Bank Charges
30/06/2020	Nat West	TRANS	0.35		Bank Charges
30/09/2020	Nat West	TRANS	0.35		Bank Charges
Total Payments			1.40		

## Petty Cash

## List of Payments made between 01/07/2020 and 30/09/2020

Date Paid	Payee Name	Reference	Amount Paid	Authorized Ref	Transaction Detail
01/07/2020	Co-op	PC91	0.90		Refreshments
01/07/2020	Co-op	PC92	0.90		Refreshments
01/07/2020	QD	PC93	9.47		Cleaning Supplies-Hand gel etc
01/07/2020	Co-op	PC94	14.80		ISO Packs
01/07/2020	Co-op	PC97	6.50		Janitorial Supplies
01/07/2020	Asda	PC98	7.47		Hand Gel
10/07/2020	Raunds Hardware	PC95	10.99		Safety Tape
10/07/2020	QD	PC96	1.99		Aloe Vera - wipes
01/08/2020	QD Stores	PC99	4.50		Cables Ties
01/08/2020	QD	PC100	1.49		Cable Ties
01/08/2020	Co-op	PC101	8.70		Care Packs
01/08/2020	Co-op	PC102	2.30		Bottled water
01/08/2020	Market Trader-P Hutchinson	PC103	30.00		Market Trader
01/08/2020	Everyday Essentials	PC104	3.99		Broom
01/08/2020	B&Q	PC105	5.27		Hazard Tape
14/08/2020	Wickes	PC106	22.95		Paint for youth shelter
30/09/2020	Coop	PC107	1.80		Coop-meeting costs
30/09/2020	Asda	PC108	0.80		Meetings Costs
30/09/2020	Cookies Bakery	PC109	9.40		Meeting Costs
Total Payments			144.22		

## Appendix 2 – Budget 2020-21

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 Administration</u>							
1012 Miscellaneous Income	(300)	382	682			(78.5%)	
1030 Photocopying (Income)	0	164	164			0.0%	
1076 Precept	501,070	501,070	0			100.0%	
1080 Bank Interest & Dividends	748	2,000	1,252			37.4%	
Administration :- Income	<b>501,518</b>	<b>503,616</b>	<b>2,098</b>			<b>99.6%</b>	<b>0</b>
4050 Meeting Costs	37	541	504		504	6.8%	
4100 Elections	0	2,550	2,550		2,550	0.0%	
4105 Mayor's Allowance	94	2,550	2,456		2,456	3.7%	
4110 Chain of Office/Mayoral Board	0	1,623	1,623		1,623	0.0%	
4115 Mayor's Civic Service	0	714	714		714	0.0%	
4120 Bank Charges	395	368	(27)		(27)	107.3%	
4125 Professional Fees	703	2,705	2,002		2,002	26.0%	
4130 Accountancy & Audit Fees	1,130	2,600	1,470		1,470	43.5%	
4135 Health & Safety	28	1,224	1,196		1,196	2.3%	
4145 Janitorial Supplies/Cleaning	(0)	0	0		0	0.0%	
4150 IT/Office Equip/Upgrades	888	1,300	412		412	68.3%	
4155 Stationery Supplies	456	1,082	626		626	42.1%	
4160 Postage	130	866	736		736	15.0%	
4165 Insurance	4,938	7,140	2,202		2,202	69.2%	
4170 Subscriptions	3,694	3,060	(634)		(634)	120.7%	
4175 Printing & Photocopying	1,512	3,152	1,640		1,640	48.0%	
4190 Cllrs Expenses	0	1,800	1,800		1,800	0.0%	
4195 Civic Photograph	0	541	541		541	0.0%	
4200 Advertising (Media)	200	0	(200)		(200)	0.0%	
4205 Newsletter	1,544	3,060	1,516		1,516	50.4%	
4210 Website	450	541	91		91	83.2%	
4220 Flags	100	163	63		63	61.3%	
4515 Utility Bills: Telephone/Inter	0	2,700	2,700		2,700	0.0%	
4980 Bad Debts	0	158	158		158	0.0%	
4981 Contingency	0	1,051	1,051		1,051	0.0%	
4982 Business Interface	0	2,051	2,051		2,051	0.0%	
Administration :- Indirect Expenditure	<b>16,298</b>	<b>43,540</b>	<b>27,242</b>	<b>0</b>	<b>27,242</b>	<b>37.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>485,220</b>	<b>460,076</b>	<b>(25,144)</b>				
<u>120 Offices (The Hall)</u>							
1050 Rents The Hall	13,622	25,000	11,378			54.5%	
1060 Hiring The Hall	683	5,000	4,317			13.7%	
Offices (The Hall) :- Income	<b>14,305</b>	<b>30,000</b>	<b>15,695</b>			<b>47.7%</b>	<b>0</b>



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4125 Professional Fees	0	612	612		612	0.0%	
4135 Health & Safety	0	276	276		276	0.0%	
4145 Janitorial Supplies/Cleaning	476	1,104	628		628	43.1%	
4250 Repairs & Maintenance	1,609	5,100	3,491		3,491	31.5%	
4260 Vandalism	0	552	552		552	0.0%	
4270 Electrical Works	0	5,100	5,100		5,100	0.0%	
4275 General Grounds Maintenance	0	442	442		442	0.0%	
4350 Security: General	0	276	276		276	0.0%	
4355 Security: Intercom System	0	662	662		662	0.0%	
4360 Security: CCTV	0	717	717		717	0.0%	
4365 Security: Fire Alarm	130	828	698		698	15.7%	
4370 Security: Burglar Alarms	0	221	221		221	0.0%	
4400 Contract Cleaning	152	276	124		124	55.0%	
4405 Equipment	132	276	144		144	47.7%	
4410 Notice Boards	0	216	216		216	0.0%	
4500 Utility Bills: Electricity	1,120	3,863	2,743		2,743	29.0%	
4505 Utility Bills: Gas	420	2,759	2,339		2,339	15.2%	
4510 Utility Bills: Water Rates	166	552	386		386	30.0%	
4515 Utility Bills: Telephone/Inter	882	1,656	774		774	53.2%	
4525 Refuse/Waste Disposal	0	552	552		552	0.0%	
4530 Business Rates	3,707	6,120	2,413		2,413	60.6%	
<b>Offices (The Hall) :- Indirect Expenditure</b>	<b>8,793</b>	<b>32,160</b>	<b>23,367</b>	<b>0</b>	<b>23,367</b>	<b>27.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>5,512</b>	<b>(2,160)</b>	<b>(7,672)</b>				
<u>140 Saxon Hall</u>							
1065 Saxon Hall Hire	846	35,000	34,154			2.4%	
<b>Saxon Hall :- Income</b>	<b>846</b>	<b>35,000</b>	<b>34,154</b>			<b>2.4%</b>	<b>0</b>
4010 Salaries (Saxon Hall)	12,272	36,050	23,778		23,778	34.0%	
4015 Pension Costs (Council Cont.)	2,766	7,725	4,959		4,959	35.8%	
4045 Protective Clothing	128	268	141		141	47.6%	
4125 Professional Fees	0	268	268		268	0.0%	
4135 Health & Safety	0	536	536		536	0.0%	
4145 Janitorial Supplies/Cleaning	10	804	794		794	1.2%	
4215 Advertising & Marketing	0	1,607	1,607		1,607	0.0%	
4250 Repairs & Maintenance	1,302	2,101	799		799	62.0%	
4260 Vandalism	0	536	536		536	0.0%	
4275 General Grounds Maintenance	0	1,051	1,051		1,051	0.0%	
4350 Security: General	432	2,143	1,711		1,711	20.2%	
4360 Security: CCTV	0	788	788		788	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4365 Security: Fire Alarm	250	525	275		275	47.6%	
4370 Security: Burglar Alarms	0	268	268		268	0.0%	
4400 Contract Cleaning	265	697	432		432	38.0%	
4405 Equipment	10	536	526		526	1.9%	
4440 Performing Rights Society	0	643	643		643	0.0%	
4500 Utility Bills: Electricity	1,596	4,286	2,690		2,690	37.2%	
4505 Utility Bills: Gas	1,709	5,358	3,649		3,649	31.9%	
4510 Utility Bills: Water Rates	23	1,072	1,049		1,049	2.1%	
4515 Utility Bills: Telephone/Inter	496	536	40		40	92.5%	
4520 Utility Bills: Mobile Phones	0	107	107		107	0.0%	
4525 Refuse/Waste Disposal	1,890	2,679	789		789	70.6%	
4530 Business Rates	1,185	4,500	3,315		3,315	26.3%	
4550 Piano	0	54	54		54	0.0%	
<b>Saxon Hall :- Indirect Expenditure</b>	<b>24,334</b>	<b>75,138</b>	<b>50,804</b>	<b>0</b>	<b>50,804</b>	<b>32.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(23,488)</b>	<b>(40,138)</b>	<b>(16,650)</b>				
<u>160 Open Spaces</u>							
1070 Open Spaces Hire	0	723	723			0.0%	
1130 Verge Mowing Reimbursement	0	2,333	2,333			0.0%	
<b>Open Spaces :- Income</b>	<b>0</b>	<b>3,056</b>	<b>3,056</b>			<b>0.0%</b>	<b>0</b>
4125 Professional Fees	320	510	190		190	62.7%	
4135 Health & Safety	0	261	261		261	0.0%	
4255 Improvements	2,753	4,641	1,888		1,888	59.3%	
4405 Equipment	181	0	(181)		(181)	0.0%	
4525 Refuse/Waste Disposal	500	0	(500)		(500)	0.0%	
4605 Skate Park	750	3,060	2,310		2,310	24.5%	
4620 Trees	2,570	10,710	8,140		8,140	24.0%	
4622 Gardening/ Horticulture	3,606	12,750	9,144		9,144	28.3%	
4625 Grounds Maintenance/Agency	25,736	44,880	19,144		19,144	57.3%	
4630 Play Equipment	3,089	4,370	1,281		1,281	70.7%	
4640 GMC Admin/supervision Charge	3,525	10,404	6,879		6,879	33.9%	
4715 Street Furniture	1,623	4,590	2,967		2,967	35.4%	
<b>Open Spaces :- Indirect Expenditure</b>	<b>44,653</b>	<b>96,176</b>	<b>51,523</b>	<b>0</b>	<b>51,523</b>	<b>46.4%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(44,653)</b>	<b>(93,120)</b>	<b>(48,467)</b>				
<u>180 Cemeteries &amp; Church Yards</u>							
1200 Fees	1,875	3,000	1,125			62.5%	
1205 Interments - Income	4,003	6,000	1,998			66.7%	
<b>Cemeteries &amp; Church Yards :- Income</b>	<b>5,878</b>	<b>9,000</b>	<b>3,123</b>			<b>65.3%</b>	<b>0</b>

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4125 Professional Fees	0	273	273		273	0.0%	
4135 Health & Safety	0	273	273		273	0.0%	
4250 Repairs & Maintenance	40	6,426	6,386		6,386	0.6%	
4530 Business Rates	508	1,449	941		941	35.1%	
4800 Interments - Expenditure	2,120	4,370	2,250		2,250	48.5%	
4810 Memorials Testing & Repair	0	2,142	2,142		2,142	0.0%	
4815 Church Wall Maint & Repairs	0	546	546		546	0.0%	
<b>Cemeteries &amp; Church Yards :- Indirect Expenditure</b>	<b>2,668</b>	<b>15,479</b>	<b>12,811</b>	<b>0</b>	<b>12,811</b>	<b>17.2%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>3,209</b>	<b>(6,479)</b>	<b>(9,688)</b>				
<u>200 Market</u>							
1075 Market Rents	240	2,000	1,760			12.0%	
Market :- Income	<b>240</b>	<b>2,000</b>	<b>1,760</b>			<b>12.0%</b>	<b>0</b>
4500 Utility Bills: Electricity	773	612	(161)		(161)	126.4%	
4510 Utility Bills: Water Rates	133	270	137		137	49.4%	
Market :- Indirect Expenditure	<b>907</b>	<b>882</b>	<b>(25)</b>	<b>0</b>	<b>(25)</b>	<b>102.8%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(667)</b>	<b>1,118</b>	<b>1,785</b>				
<u>220 Car Parks</u>							
4250 Repairs & Maintenance	40	520	480		480	7.7%	
Car Parks :- Indirect Expenditure	<b>40</b>	<b>520</b>	<b>480</b>	<b>0</b>	<b>480</b>	<b>7.7%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(40)</b>	<b>(520)</b>	<b>(480)</b>				
<u>240 Public Lighting</u>							
4250 Repairs & Maintenance	0	1,071	1,071		1,071	0.0%	
4500 Utility Bills: Electricity	355	510	155		155	69.5%	
Public Lighting :- Indirect Expenditure	<b>355</b>	<b>1,581</b>	<b>1,226</b>	<b>0</b>	<b>1,226</b>	<b>22.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(355)</b>	<b>(1,581)</b>	<b>(1,226)</b>				
<u>260 Section 137</u>							
4850 Donations - S137	1,540	2,101	561		561	73.3%	
4855 Remembrance Day - S137	0	58	58		58	0.0%	
Section 137 :- Indirect Expenditure	<b>1,540</b>	<b>2,159</b>	<b>619</b>	<b>0</b>	<b>619</b>	<b>71.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,540)</b>	<b>(2,159)</b>	<b>(619)</b>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
	To Date	Annual Bud	Annual Total	Expenditure	Available		to/from EMR
<b><u>280 Tourism &amp; Entertainment</u></b>							
1000 Income Sponsorship	(120)	0	120			0.0%	
1250 Christmas Sponsorship Income	215	0	(215)			0.0%	
<b>Tourism &amp; Entertainment :- Income</b>	<b>95</b>	<b>0</b>	<b>(95)</b>				<b>0</b>
4405 Equipment	71	500	429		429	14.3%	
4900 Floodlighting of Churches	479	750	271		271	63.9%	
4905 Christmas: Trees (Square/TH)	0	2,500	2,500		2,500	0.0%	
4910 Christmas Lights: Contractor	972	22,000	21,028		21,028	4.4%	
4915 Christmas: Switch On Event	0	7,000	7,000		7,000	0.0%	
4916 Remembrance Sunday	0	500	500		500	0.0%	
4917 Halloween	0	550	550		550	0.0%	
4918 VE Day	1,368	5,000	3,632		3,632	27.4%	
4919 Events Contingency	0	1,000	1,000		1,000	0.0%	
4920 Christmas: Repairs/ New Lights	756	0	(756)		(756)	0.0%	
4926 Mayors Show	0	6,500	6,500		6,500	0.0%	
4927 Raunds Summer Picnic	0	5,400	5,400		5,400	0.0%	
4929 Nene Valley Festival	0	1,500	1,500		1,500	0.0%	
<b>Tourism &amp; Entertainment :- Indirect Expenditure</b>	<b>3,647</b>	<b>53,200</b>	<b>49,553</b>	<b>0</b>	<b>49,553</b>	<b>6.9%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(3,552)</b>	<b>(53,200)</b>	<b>(49,648)</b>				
<b><u>300 Public Conveniences</u></b>							
4500 Utility Bills: Electricity	284	557	273		273	51.0%	
4510 Utility Bills: Water Rates	266	546	280		280	48.6%	
4530 Business Rates	957	1,393	436		436	68.7%	
4950 Healthmatic Lease	11,789	11,621	(168)		(168)	101.4%	
<b>Public Conveniences :- Indirect Expenditure</b>	<b>13,295</b>	<b>14,117</b>	<b>822</b>	<b>0</b>	<b>822</b>	<b>94.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(13,295)</b>	<b>(14,117)</b>	<b>(822)</b>				
<b><u>320 Community Development</u></b>							
1012 Miscellaneous Income	60	0	(60)			0.0%	
<b>Community Development :- Income</b>	<b>60</b>	<b>0</b>	<b>(60)</b>				<b>0</b>
4865 Youth Work	0	5,100	5,100		5,100	0.0%	
4866 Older People/Social Isolation	1,634	5,100	3,466		3,466	32.0%	
4867 Museum Services	0	1,020	1,020		1,020	0.0%	
<b>Community Development :- Indirect Expenditure</b>	<b>1,634</b>	<b>11,220</b>	<b>9,586</b>	<b>0</b>	<b>9,586</b>	<b>14.6%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(1,574)</b>	<b>(11,220)</b>	<b>(9,646)</b>				

340 Personnel

4000 Salaries (Hall)	44,816	93,905	49,089	49,089	47.7%
4005 Salaries (Temp Staff)	260	0	(260)	(260)	0.0%
4015 Pension Costs (Council Cont.)	10,386	29,174	18,788	18,788	35.6%
4020 Car & Expenses Allowances	115	0	(115)	(115)	0.0%
4030 Staff/Cllr Training	397	2,500	2,103	2,103	15.9%
4035 Payroll Charges	180	569	389	389	31.6%
4040 Personnel	159	517	358	358	30.8%

Personnel:- Indirect Expenditure	<b>56,312</b>	<b>126,665</b>	<b>70,353</b>	<b>0</b>	<b>70,353</b>	<b>44.5%</b>	<b>0</b>
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<b>Net Expenditure</b>	<b>(56,312)</b>	<b>(126,665)</b>	<b>(70,353)</b>				
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900 EMR

9000 Ear Marked Reserves	47,280	0	(47,280)	(47,280)	0.0%
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EMR :- Indirect Expenditure	<b>47,280</b>	<b>0</b>	<b>(47,280)</b>	<b>0</b>	<b>(47,280)</b>		<b>0</b>
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<b>Net Expenditure</b>	<b>(47,280)</b>	<b>0</b>	<b>47,280</b>				
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Grand Totals:- Income	<b>522,942</b>	<b>582,672</b>	<b>59,730</b>			<b>89.7%</b>	
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Expenditure	<b>221,756</b>	<b>472,837</b>	<b>251,081</b>	<b>0</b>	<b>251,081</b>	<b>46.9%</b>	
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<b>Net Income over Expenditure</b>	<b>301,185</b>	<b>109,835</b>	<b>(191,350)</b>				
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<b>Movement to/(from) Gen Reserve</b>	<b>301,185</b>						
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## Appendix 3 – Budget 2021-22

<b>Summary:</b> A report providing information Members may wish to consider when setting the Precept for 2021/2022																					
<b>Attachments:</b> None																					
<b>1.0</b>	<b>Introduction</b>																				
1.1	Each year the Council must pass a resolution to set its Precept for the following financial year.																				
1.2	The Precept is the main source of income for the Council and is calculated by taking the net estimated expenditure after deducting income streams and the use of reserves (if appropriate). East Northamptonshire Council is responsible for raising the revenue to meet the precept through the Council Tax levied on taxpayers within Raunds.																				
1.3	Each year, East Northamptonshire Council is responsible for calculating a tax base for each town and village within East Northamptonshire Council. The provisional figure for 2021/2022 will hopefully be available in time for this committee meeting.																				
1.4	The tax base is calculated by reference to the number of domestic properties in the town or parish to which is added anticipated completions (new properties) less an allowance for exemptions, discounts, the cost of the local council tax support scheme (LCTSS) and an allowance for losses on collection.																				
<b>2.0</b>	<b>Capping/Referendum</b>																				
2.1	It is not anticipated that Town Councils will be subject to capping in 2021/2022.																				
<b>3.0</b>	<b>Risk Management</b>																				
3.1	Before setting a precept for the next financial year, the Council needs to consider a number of factors from which risks emanate: <ul style="list-style-type: none"> <li>• <b>The need to set a precept which adequately meets the financial needs of the Council.</b></li> <li>• <b>The possibility (however remote) of having any increase in precept capped.</b></li> <li>• <b>The on-going impact of Covid, in particular on Saxon Hall and Weddings income.</b></li> <li>• <b>The need to ensure the Council has adequate reserves.</b></li> </ul>																				
<b>4.0</b>	<b>Financial implications - changes to tax base</b>																				
4.1	The table below illustrate changes to the Council Tax Base and precept. <table border="1" data-bbox="268 1534 805 1780"> <thead> <tr> <th>Financial Year</th> <th>Tax base</th> <th>Precept</th> <th>Band D</th> </tr> </thead> <tbody> <tr> <td>2017/18</td> <td>2,785</td> <td>£325,845</td> <td>£117</td> </tr> <tr> <td>2018/19</td> <td>2,916</td> <td>£442,912</td> <td>£152</td> </tr> <tr> <td>2019/20</td> <td>3,088</td> <td>£469,069</td> <td>£152</td> </tr> <tr> <td>2020/21</td> <td>3,234</td> <td>£501,070</td> <td>£155</td> </tr> </tbody> </table>	Financial Year	Tax base	Precept	Band D	2017/18	2,785	£325,845	£117	2018/19	2,916	£442,912	£152	2019/20	3,088	£469,069	£152	2020/21	3,234	£501,070	£155
Financial Year	Tax base	Precept	Band D																		
2017/18	2,785	£325,845	£117																		
2018/19	2,916	£442,912	£152																		
2019/20	3,088	£469,069	£152																		
2020/21	3,234	£501,070	£155																		
<b>5.0</b>	<b>Suggested Timescales</b> The following timescales are proposed. <p>All committees to consider and prepare their draft budgets by 18<sup>th</sup> December 2020</p> <p>5<sup>th</sup> January 2021 the Finance and Policy Committee will review draft budgets and create overall budget, and make recommendations to the full council on the level of precept needed to fund the budget.</p> <p>12<sup>th</sup> January 2021 the Full Council will be asked to approve a draft budget</p>																				

## Appendix 4 – Electrical Testing Repairs

<b>Summary:</b> Town Hall Electrical Testing repairs	
<b>Attachments:</b> None	
<b>1.0</b>	<b>Background</b>  J H May Electrical carries out a routine electrical installation condition report for the Town Hall.
<b>2.0</b>	<b>Outcome.</b>  Unfortunately, the report has come back 'Unsatisfactory' and immediate works will be required to make it 'Satisfactory'  Raunds Town Council's report identified the following:  No C1 items – Danger Present, Risk of injury,  Four C2 items – Potentially Dangerous – Further Investigation Required (one C2 makes a report unsatisfactory)  Twenty-eight C3 items – Improvement Recommended  There were an additional five further items noted
<b>3.0</b>	<b>Remedial Works:</b>  J H May have suggested to repair the four C2 items, an allocation of £2k - £2.5k + VAT for normal working hours and £2.5k - £3k for weekend working  They can book dates to fit in before Christmas – They advise that December is a possibility and January should be no problem
<b>4.0</b>	<b>Recommendation</b> The Finance and Policy Committee agree for the works to be carried out during the weekend for less disruption for tenants.

## Appendix 5 – Modern Slavery & Trafficking

<b>Summary:</b> To agree to update all relevant policies to state Raunds Town Council's opposition to Modern Slavery and Human Trafficking	
<b>1.0</b>	<b>Background Information:</b> At the October meeting of the personnel committee it was noted that certain personnel policies needed to be updated to incorporate requirements around Human Trafficking and Modern Slavery.  The Personnel Committee recommended that the Finance and Policy Committee consider if any other policies needed to be updated
<b>2.0</b>	<b>Recommendation:</b> <ul style="list-style-type: none"> <li>That the following wording is included in all relevant policies</li> </ul> <p><i>Raunds Town Council are committed to opposing modern slavery in all its forms and preventing it by whatever means we can. Our staff are trained to be aware of, and recognise the signs of, modern slavery and human trafficking. We demand the same attitude of all who work for us and expect it of all with whom we have business dealings. Our attitude to modern slavery is: zero tolerance.</i></p>

## Appendix 6 - Advertising on Town Council land and property

### Introduction

**This policy sets out how and when local groups and businesses may advertise on Town Council land and property.**

### Community Groups and Charities

- The Town Council is keen to support local groups and those fundraising for Charity.
- Information about events and fundraising efforts can be placed on the Town Council website, social media accounts, noticeboards and digital noticeboards. There is no charge for this service.
- Permission must be obtained from Raunds Town Council for banners or posters to be placed at The Hall, The Market Square and other open spaces owned by the Town Council.
- Space for outdoor banners is limited and priority will be given to Town Council run events and information.
- In all cases the decision of the Clerk will be final in deciding what information can be displayed.
- All advertising material must be removed within 3 days of the end of an event.

### Businesses

- The Town Council is keen to support local business. But cannot be seen to promote one business over another.
- Local businesses can be listed in the Raunds Business Directory on the Town Council website. Businesses should email their details to [info@raunds-tc.go.uk](mailto:info@raunds-tc.go.uk) for their information to be added to the website.
- No commercial advertising is permitted on Town Council noticeboards or digital noticeboards unless in exceptional circumstances agreed by the council.
- Banners or posters promoting commercial activities will only be permitted when there is some community benefit. E.g. commercial groups using Saxon Hall (such as art classes) or open spaces for fitness classes. The decision of the Clerk will be final in deciding which commercial activities may be advertised.
- A weekly charge will be made to display banners, and these will be set out in Appendix A.
- Any banners or posters displayed without the prior permission of the Clerk will be removed and disposed of if not collected within 5 working days.

**The Town Council can only give permission for banners or posters to be displayed on their land and property. Banners or posters placed in other locations will be treated as fly tipping by other local authorities.**