



BLANDFORD FORUM TOWN COUNCIL

To: All Members of the Finance & Staffing Committee
(Cllr S Hitchings, Cllr P Osborne, Cllr H Mieville, Cllr L Lindsay, Cllr L Hitchings, Cllr H White, Cllr C Stevens, Cllr A Cross, Cllr R Carter)

All other Members of the Town Council
Members of the Public & the Press

Dorset Council Councillors

Dear Member

FINANCE & STAFFING COMMITTEE

You are summoned to attend a meeting of the Finance & Staffing Committee which will be held **online** using Microsoft Teams on **Monday 14th September 2020 at 7.00pm** to consider the following items.

Linda Scott-Giles
Town Clerk
7th September 2020

A G E N D A

This meeting will be held in accordance with The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 ("the 2020 Regulations") which came in to force on 4th April 2020. The 2020 Regulations enable local councils to hold remote meetings (including by video and telephone conferencing) for a specified period until May 2021. The 2020 Regulations apply to local council meetings, committee and sub-committee meetings in England.

Members of the public are invited to join the meeting by [clicking here](#). If, as a member of the public, you wish to speak in the Public Session, please notify the Town Clerk prior to the meeting via admin@blandfordforum-tc.gov.uk or 01258 489490.

Members are reminded that the Council has a general duty to consider the following matters in the exercise of any of its functions: Equal Opportunities (race, gender, sexual orientation, marital status, religion, belief or disability), Crime & Disorder, Health and Safety and Human Rights.

All in attendance should be aware that filming, recording, photography or otherwise may occur during the meeting.

1. Public Session
2. Apologies
3. To receive any Declarations of Interest and Requests for Dispensations
4. Minutes of the Meeting held on 1st June 2020 ([accessible here](#))
5. Town Clerk's Report & Correspondence ([paper attached](#))
6. Analytical Review of Expenditure against Budget for the following:
 - 6.1 Administration Budget for the year to 14th August 2020 ([paper attached](#))
 - 6.2 Overall Revenue Budget for the year to 14th August 2020 ([paper attached](#))
 - 6.3 Reserves Accounts as at 19th August 2020 ([paper attached](#))

7. Review of Finance Documentation
 - 7.1 To receive and retrospectively approve the list of cheque payments 011118 – 011119 (sheets 866-867) totalling £2,172.34
 - 7.2 To receive and retrospectively approve direct debit payments for the period 1st May 2020 to 31st July 2020 (sheets 172-174) totalling £88,194.82
 - 7.3 To receive and retrospectively approve BACS payments BACS 265 to BACS 275 totalling £44,643.12
 - 7.4 To receive and retrospectively approve Online Faster Payments FP007 to FP016 comprising of 29 individual payments totalling £75,104.79.
 - 7.5 Retrospective approval of the Investment Account for the period 20th May 2020 to 20th August 2020 ([paper attached](#))
 - 7.6 Report by Chairman on Bank Reconciliation and Petty Cash checks
 - 7.7 Bank Reconciliation to 31st July 2020 ([paper attached](#))
8. Review of current banking process ([paper attached](#))
9. Review of financial position as at 31st August 2020 ([paper attached](#))
10. To receive an update on the CCLA Fund and consider how to proceed ([paper attached](#))
11. Review of Asset Register ([paper attached](#) – the full asset register, which has the breakdown for each location, can be obtained from the RFO)
12. To consider grant applications (current available balance is £13,384.20, which includes £3,384.20 from 2019/20 underspend)
 - 12.1 In Jolly Good Company ([paper attached](#) – no previous applications – deferred from June meeting, but amended application for less amount and relocating to Woodhouse Gardens pavilion)
13. To receive an update on the Youth Centre SLA and consider how to proceed ([paper attached](#))
14. To receive a report on Mark James Bankruptcy and Insolvency ([paper attached](#))
15. Confidential

The public and press may be excluded from the meeting on the grounds that publicity might be prejudicial to the public interest as per the Public Bodies (Admission to Meetings) Act 1960.

 - 15.1 Town Clerk's Report
 - 15.2 To note the Town Clerk's Appraisal (in accordance with Standing Orders). This was carried out online using Microsoft Teams on Wednesday 20th May 2020 with Cllrs Lindsay and S Hitchings.
 - 15.3 To receive a report regarding the Town Council's salaries budget and current workload and consider suggestions for the 2021-2022 budget (this is an annual item but there are no requests for the Committee to consider during budget setting for the 2021-22 financial year.)

DATES OF FUTURE MEETINGS

21st September Recreation & Amenities Committee Meeting
28th September Town Council Meeting

Minutes of the Town Council and Committee meetings are available from Blandford Library, the Town Clerk's Office and at www.blandfordforum-tc.gov.uk

Twinned with Preetz, Germany



Town Clerk's Office
Church Lane, Blandford Forum
Dorset DT11 7AD



Twinned with Mortain, France



Tel: 01258 454500 • Fax: 01258 454432
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Town Clerk's Report

1. Pay Awards

Agreement has now been reached on the national pay award. The individual basic salaries of all employees should be increased by 2.75 per cent with effect from 1st April 2020. This pay agreement covers the period 1st April 2020 to 31st March 2021 and the Town Council has budgeted for this. The pay award discussions also included an outcome for Annual Leave with the NJC agreeing that from 1st April 2020, minimum annual leave will increase from 21 to 22 days for employees with less than five years' service. The National Agreement Part 2 Para 7.2 will therefore, with effect from 1st April 2020, be amended to read as follows:

7.2 Annual Leave

The minimum paid annual leave entitlement is twenty-two days with a further three days after five years of continuous service. The entitlement as expressed applies to five day working patterns. For alternative working patterns an equivalent leave entitlement should be calculated.

As a good employer, the Town Council already has this minimum in place, and therefore no further changes will be made to annual leave allowances. This has been checked with Ellis Whittam who have confirmed that: *the Council's terms adhere to the Agreement that you cited as you offer 22 days + 8 normal bank holidays. As you say, you actually offer more generous terms as the Council provides an additional 5 days' holiday after 5 years' service (whereas the agreement only requires an additional 3 days).*

2. Office Cover – September to December

The guidance remains that people should be working from home but we are slightly different in that we are a public facing office so a rota was put in place to ensure the office is covered every day during the opening hours and we all need to print, etc. in order to do our jobs. One group is going in Monday, Wednesday and Friday the other Tuesday and Thursday, which alternates each week. The RFO is now in every day because she cannot alternate between home and office with her role. The phone remains diverted to the office mobile, but the working hours are reinstated on the voicemail. We have been monitoring out of hours calls and they are no longer from vulnerable people requiring support.

3. Updated Practitioners' Guide

The Practitioners' Guide is issued by the Joint Panel on Accountability and Governance (JPAG) to support the preparation by smaller authorities in England of statutory annual accounting and governance statements found in the Annual Governance and Accountability Return (AGAR). The Guide has been updated and the RFO has checked the documents on the DAPTC website and no changes are required to the Town Council's documents, although it is recommended that a council has a General Reserves policy. The RFO will prepare this for consideration at the December committee meeting.

4. Discretionary Business Grant

The Town Council has been awarded £5,547.17 following an application made by the RFO to the Dorset Council.

Administration Budget for the year to 14th August 2020

Agenda Item No. 6.1

N/L code		2020/21			Budget Variance	
		Annual Budget	Budget to Date	Actual to Date		
4010	Advertising	1,500	625	105	(520)	
4012	Audit	3,399	1,416	261	(1,155)	
4014	Bank Charges	824	343	50	(293)	Card Merchant Service Fees
4015	Property Fund Admin Charge	3,388	1,412	1,470	58	Timing
4018	Equipment Maintenance/Hire	515	214	255	41	Timing
4028	New Equipment	500	208	580	372	£500 Conference system for council meetings (T/C 08/06/20 Min 16)
4039	IT New Equip	155	64	289	224	£250 - 2 x new outlets in community room
4040	IT Maintenance/Software	9,548	3,978	2,230	(1,749)	
4041	IT Consumables	200	83	45	(38)	
						Timing £2,396.10 Annual Employment Services / £875 Barrister Fees for
4042	Professional Services	3,605	1,502	3,642	2,140	Allotments / £192 50% cost of survey monkey used for Persimmon & C/Exch
4050	Newsletter	3,090	1,288	1,200	(88)	consultations
4052	Publications	100	42	0	(42)	
4053	Photocopier Charges	1,538	641	112	(528)	
4054	Stationery & Printing	2,050	854	468	(387)	
4057	Subscriptions	1,958	816	1,464	648	Timing- DAPTC Annual Subs
4060	Postage	800	333	267	(66)	
4065	Telephones	1,560	650	424	(226)	
4094	Staff Training & Travel Exps	3,605	1,502	400	(1,102)	
4095	Staff Travel & Expenses	4,350	1,813	491	(1,321)	
4096	Cllrs Training & Travel Exps	6,663	2,776	0	(2,776)	
4097	Cllrs Welfare/Meeting Exps	528	220	585	365	£528 Conference system for council meetings (T/C 08/06/20 Min 16)
4099	Staff Welfare	300	125	42	(83)	
4301	Health & Safety Staffing	1,538	641	329	(312)	
	<i>Sub Total</i>	<i>51,711</i>	<i>21,546</i>	<i>14,708</i>	<i>(6,839)</i>	<i>Sub Total</i>
4701	Insurance	15,375	6,406	14,011	7,605	Timing - Annual Insurance
	<i>Sub Total</i>	<i>15,375</i>	<i>6,406</i>	<i>14,011</i>	<i>7,605</i>	
						PTO

		2020/21				
N/L code		Annual Budget	Budget to Date	Actual to Date	Budget Variance	
4800	Mayoral Expenses	2,676	1,115	0	(1,115)	
4802	Civic Expenses	5,550	2,313	1,057	(1,256)	
4805	Civic Twinning	1,000	417	0	(417)	
4806	Civic - Freedom	500	208	0	(208)	
4803	Honorarium - Town Crier	300	125	0	(125)	
4807	Honarium - Deputy Town Crier	200	83	0	(83)	
4804	Honorarium - Mace Bearer	400	167	0	(167)	
4808	Honarium - Deputy Mace Bearer	300	125	0	(125)	
4809	Membership to Guild of Mace Bearers and Town Criers	100	42	0	(42)	
	Reserves Grant Monies	0	0	714	714	£714 Grant Income received for N/Plan
	<i>Sub Total</i>	<i>11,027</i>	<i>4,595</i>	<i>1,771</i>	<i>(2,824)</i>	
	TOTAL EXPENSES	78,113	32,547	30,489	(2,058)	
INCOME						
2025	Interest	1,030	429	134	(295)	
3894	Misc Income	1,600	667	29	(638)	No Hirer's Liability
3893	Grant	0	0	714	714	£714 Groundwork UK for N/Plan
3897	Overtime Charges	528	220	51	(169)	No Venues Open
3899	Photocopying	169	70	0	(70)	Office Closed
3920	Admin Chg- Barnes for Rec	5,563	2,318	1,391	(927)	Timing
	Salary Charge out Barnes for a					
3925	Recreation	25,098	10,458	8,407	(2,051)	
	TOTAL INCOME	33,988	14,162	10,726	(3,436)	
	NET COST/ (INCOME)	44,125	18,385	19,764	1,378	

Overall Revenue Budget for the year to 14th August 2020

	2020/21					
	Annual Budget	Budget to Date	Actual to Date	Budget Variance	Status	Comments
INCOME						
Admin	33,986	14,162	10,726	(3,436)	Under-budget	Venues and Office closed - Barnes Salary lower than budgeted due to no pay increase
Admin Total	33,986	14,162	10,726	(3,436)	Under-budget	
Corn Exchange	14,744	6,143	388	(5,755)	Under-budget	Advance Payments- Venue Closed from 20/03/20 - re-opens in August (included £150 advance payment for M Boon - refunded through shambles)
Woodhouse Gardens	6,150	2,563	244	(2,318)	Under-budget	Advance Bookings -
Larksmead	1,814	756	0	(756)	Under-budget	No rental income during April - June - 50% for July to Sept - Invoice to be raised in September
Cemetery	12,300	5,125	4,258	(867)	Under-budget	Reduced Activity
Sundries	3,359	1,400	2,574	1,174	Over-Budget	Timing - Annual NDDC Grass Cutting
Skate park	0	0	0	0	Under-budget	
R & A Income	38,367	15,988	7,465	(8,521)	Under-budget	
CCTV, Planters & Markets	26,779	11,158	4,013	(7,145)	Under-budget	Planter Sponsorship - Timing - Shambles £2,298 under budget re-opened 30/07 / Indoor market £1,869 under budget, re-opened 02/07/20 / Street Market £3,294 under budget, re-opened 04/06/20
Marsh & Ham Toilets	800	333	800	467	Over-Budget	£500 Charlton Marshall PC Toilet donation / £100 South Tarrant Valley Toilet donation / E200 Tarrant Monkton & Launceston toilet donation
Tabernacle Toilets	0	0	0	0	Under-budget	
T & GP Totals	27,579	11,491	4,813	(6,678)	Under-budget	
Total Income	99,934	41,639	23,003	(18,636)	Under Budgeted Income	
EXPENDITURE						
Admin	78,113	32,547	30,489	(2,058)	Under-budget	Timing due to Annual insurance and annual employment services
Corn Exchange Project Officer / Consultant	20,000	8,333	0	(8,333)	Under-budget	
Salaries	460,230	191,763	171,453	(20,309)	Under-budget	
Admin & Payroll	558,343	232,643	201,943	(30,700)	Under-budget	
Vehicles	12,634	5,264	4,863	(401)	Under-budget	
Corn Exchange	45,375	18,906	15,865	(3,041)	Under-budget	
Woodhouse Gardens	3,652	1,522	759	(763)	Under-budget	
Larksmead	2,626	1,094	1,177	83	Over-Budget	
Recreation Ground(Trust)	35,123	14,635	2,000	(12,635)	Under-budget	
Glenmore Workshop	7,453	3,105	2,392	(714)	Under-budget	
Cemetery	6,625	2,760	2,655	(105)	Under-budget	
Langton	336	140	80	(61)	Under-budget	
Skatepark	1,473	614	200	(414)	Under-budget	
Sundries	21,365	8,902	6,461	(2,441)	Under-budget	
R & A Totals	136,661	56,942	36,451	(20,491)	Under-budget	
CCTV, Planters & Markets	25,049	10,437	3,449	(6,988)	Under-budget	
Marsh & Ham Toilets	16,927	7,053	3,287	(3,766)	Under-budget	
Tabernacle Toilets	3,696	1,540	859	(681)	Under-budget	
T & GP Totals	45,672	19,030	7,595	(11,435)	Under-budget	
Total Expenditure	740,677	308,615	245,988	(62,627)	Under-budget	
TOTAL (NET COST)	640,743	266,976	222,985	(43,991)	Within Budget	
Note						
Over budget figure positive variance						
Under budget negative variance ()						

Reserves Accounts as at 19th August 2020

Nominal Code	Standard Asset Replacement Accruals	Responsible Committee	Balances	Committed Funds	Description of Committed Funds
			£	£	
1300	IT	F & S	17,557.49		
1305	Skate park	R & A	80,369.58		
1310	General Play Equipment	R & A	65,938.06		
1315	Maintenance Equipment Replacement	R & A	8,583.94		
1320	Vehicle Replacement	R & A	13,668.00		
1325	Tractor Replacement	R & A	16,701.20		
1330	Mower Replacement	R & A	31,915.27		
1340	CCTV- Replacement Fund	T & GP	34,908.44	12,852.20	£12,852.20 CCTV Cameras
1345	Benches	T/C	12,766.65		
1350	Glenmore Depot	R & A	8,373.10		
1351	B/Heights Play Equipment	R & A	9,568.00		
1352	B/Heights Maintenance Equipment Replacement	R & A	1,879.74		
				289,377.27	
	Earmarked Accounts				
	Recreation & Amenities Funds	R & A	953,810.72	26,836.83	£16,836.83.83 B/Heights Public Arts Works / £10000 WHG Roof
	Town & General Purposes Committee	T & GP	42,973.45	974.33	£250 Interpretation board:Langton & Marsh / £341 TIC Out & About Booklet /£383.33 Christmas Lights for Street
				968,973.01	
	Other Earmarked Accounts				
1001	Earmarked Interest	F & S	9,802.70	380.00	£380 Pointing work of WHG wall
1002	Property Fund Dividend	F & S	11,355.26	1,392.00	£1392 - Path around Cricket Club
1004					
1005	Election Costs	T/C	7,683.70		
1006	Youth Services	T/C	10,726.03		
1007	Woodhouse Gardens Wall Rebuild (Moved to R & A)	R & A	-		
1008	High Street Clean Up	F & S	-		
1009	BFTC Commemoration Group	T/C	350.50		
1010	Capital Interest	F & S	2,190.52		
					£4.11 Cricket Club Refurb S106 Monies / £4,608 Path around Cricket Club / £1,157.87 Cricket Club refurb
1011	Land North of Bypass / Sport & Recreation	T/C	5,772.98	5,770.98	
1012	The Blandford Events Group	T/C	442.17		
1013	Neighbourhood Plan	T/C	4,514.39	300.39	Consultancy Fees
1015	Support for Essential Services (Earmarked)	T/C	28,049.00		
1017	Woodhouse Garden Re-build	T/C	19,981.67		
	Old Bath House / St Peter & St Paul's Churchyard				
1019	(Listed Wall & Town Pump	T & GP	52,764.49	4,242.00	£4,242 Town Pump Restoration
1335	Civic Regalia	F & S	18,949.84		
1185	Pension Deficit	F & S	20,000.00	-	
1195	Improvements to Market Place	T/C	70,000.00	-	
					£1,221.25 C/Exch Maintenance / £1,597.80 Payroll /£2,932.22 Underspend from Grant Budget 2019/20 / £452 Underspend from Grant Budget 2018/19 / £18,699 Underspend from Project Manager Salary 2019/20
1500	General Reserves	T/C	251,061.66	24,902.27	
				476,657.27	
	Capital Projects				
1104	Corn Exchange S106 Funds	T/C	82,909.40		£6,997.77 committed for Lift Installation - Donation from FOTF / £3665.70 Replacement Lantern Lights / £39,696.60 Architect Fees / £1609.60 Corn Exchange Roof / £19,402 Underspend of Salaries 2017/18 for project manager / £25,940 Underspend of Salaries for 2018/19 for Project Manager / £12,981.60 Underspend Corn Exch Maint 2019/20 Replacement of external notice boards
1105	Corn Exchange	T/C	530,384.11	110,293.27	
1110	Corn Exchange Promotions Group	T/C	2,841.93		
1115	Corn Exchange Project Development	T/C	27,028.83		
1116	Corn Exchange HLF Stage 1 Matchfunding	T/C	74,879.97		
1120	Corn Exchange & Venues Refurbishment Project	T/C	79,000.00	-	
1122	Corn Exchange Community Hall S106 Funds	T/C	103,292.81		
1125	Cemetery Field Project	R & A	1,000.00	1,000.00	£1000 Statue Contingency
1135	Railway Arches	T & GP	125.56	260.00	
1175	CCTV - New Equipment	T & GP	11,661.40		
				801,570.74	
	Total Reserves			2,536,578.29	
	Surplus from 2019/20 as at 31/03/2020			113,175.81	Due to grants & S106 funds received in 2019/20
	Total Available in Reserves			2,649,754.10	

Retrospective approval of the Investment Account for the period 20th May 2020 to 20th August 2020

Fixed Term Investments & Corporate Notice Accounts since last Finance & Staffing Committee Meeting 1st June 2020

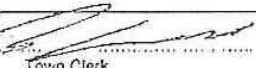

Date	Amount £	Period	Rate Gross	Interest £	Bank
21 st May 2020	32,508.57	15 Days	0.4%	4.60	Santander Business Reserve
5 th June 2020	23,508.57	7 Days	0.12%	0.54	Santander Business Reserve
11 th June 2020	19,435.88	13 Days	0.12%	1.35	Santander Business Reserve
21 st May 2020	147,653.45	32 Days	0.55% Changed to 0.3% 02/06/2020	42.77	Santander 31 Day Notice
22 nd June 2020	420,000	365 Days	0.75%	3,150.00	Hampshire Trust Bank
22 nd June 2020	95,223.53	31 Days	0.3%	30.81	Santander 31 Day Notice
24 th June 2020	20,380.88	25 Days	0.12%	1.68	Santander Business Reserve
20 th July 2020	2,772.67	3 Days	0.12%	0.03	Santander Business Reserve
23 rd July 2020	1,076.67	11 Days	0.12%	0.04	Santander Business Reserve
23 rd July 2020	70,102.46	12 Days	0.3%	6.92	Santander 31 Day Notice
4 th August 2020	71,076.67	20 Days	0.12%	4.67	Santander Business Reserve
3 rd August 2020	158,713.78	89 Days	0.45%	174.15	Santander 95 Day Notice
4 th August 2020	220,102.46	20 Days	0.3%	36.19	Santander 31 Day Notice

CCLA – Property Fund Investment Dividend – Period 1st May 2020 to 31st July 2020

No. of Units	Price per Unit As of 31st October 2013	Price per Unit (BID) As of 31st July 2020	Dividend Amount As of 30th June 2020	Management Expenses (For April -June 2020)	Net Amount Received June 2020	Total Amount of Dividends Received Net of Management Expenses	Net Asset Value of Fund As at 31st July 2020 £
	£	£	£	£	£	£	
164508	2.4315	2.7681	5,335.81	724.49	4,611.32	144,615.30	465,557.64 (down from £478,241.21as at 30/04/20)

Bank Reconciliation to 31st July 2020

<u>Bank Statement as at</u>	31st July 2020		
Current Account		£33,076.49	
Less Unpresented Cheques			
Plus uncleared receipts			£32,041.49
<u>Santander Fixed Term Deposits as at</u>	31st July 2020		
From To			
03/05/2020 03/06/2020		£0.00	£0.00
<u>Hampshire Trust Bank - A/c No: 10364802</u>	31st July 2020		
From To			
24/01/2020 10/01/2023		£411,500.00	
22/06/2020 22/06/2021		£420,000.00	
			£831,500.00
<u>Santander 95 Day Notice A/C10555310</u>	31st July 2020		
01/07/2020		£378,795.74	
Less			£378,795.74
<u>Santander 31 Day Notice A/C10555349</u>	31st July 2020		
01/07/2020		£70,132.89	
			£70,132.89
<u>Santander Business Reserve A/c 10138119</u>	31st July 2020		
01/07/2020		£1,076.67	
			£1,076.67
<u>Lloyds PLC Fixed Term Deposits as at</u>	31st July 2020		
From To			
06/01/2020 06/01/2021		£100,000.00	
29/02/2020 22/02/2021 S106		£103,942.13	
26/02/2020 26/02/2021		£120,000.00	
27/02/2020 26/02/2021		£50,000.00	
09/04/2020 09/04/2021 S106		£651,479.00	
09/04/2020 09/04/2021 S106		£179,185.49	
07/05/2020 07/05/2021		£89,000.00	
			£1,293,606.62
<u>CCLA Property Fund Account</u>	31st July 2020		
Purchased		£400,000.00	
Less Un-reconciled Item		£400,000.00	
30/10/2013 Switched to Long Term Asset			£0.00
<u>Petty Cash as at</u>	31st July 2020		
		£250.00	
Less Un-reconciled Item			£250.00
			£2,607,403.41

CHECKED BY 	Date... 31/7/20
Town Clerk	
CHECKED BY 	Date... 10/08/2020
Chairman of Finance	

Review of current banking process

At the F&S committee meeting held on 1st June 2020, the committee instructed the RFO to make recommendations as to how we can amend the banking reviews and present them to the Town Clerk, Chairman of Council and the Chairman of the F&S committee. The RFO sent the following report on 3rd July 2020:

Banks / Financial Institutions

As of today the Town Council holds money in the following institutions: -

<u>Name</u>	<u>Detail</u>
Lloyds	Main Account / Fixed Term Deposit Accounts
Santander	Business Reserve Account / Various Notice Accounts / Fixed Term Deposit Accounts
Hampshire Trust Bank	Fixed Bond Accounts
CCLA	Property Fund Account

Receipts

Receipts should be banked at least weekly. The insurance limit for the Safe is £750 for cash. All payments received are receipted with the exception of BACs.

There are 4 receipt books:-

Office receipt book - for all booking fees, invoice payments and miscellaneous payments.

Cemetery receipt book - for interment, grave purchase and memorial fees.

Market receipt book - for Indoor Market and Shambles

Street Market receipt book - for Street Market

Payments

Payments are made to suppliers, HMRC, Dorset Pension Fund and miscellaneous payments.

Methods of payments that the RFO makes are:-

Cheque

BACS

CHAPS

Online Banking faster Payments

Direct Debits

BACS payments to suppliers are made through Commercial Banking and processed as a batched payment. Regular suppliers who have been set up on Sage are paid by BACS. There is no bank charge to make BACS payments through a batched payment. (There is a charge of £0.20 if an individual BACS payment was processed, but we do not process individual BACS payments, only batched). It is recommended that we continue to use commercial online banking to process batched BACS payments.

The bank charge for a CHAPS payment is £16.00. CHAPS payments are used to transfer Council funds from Lloyds Bank to another bank.

The maximum amount that can be sent via BACS or CHAPS is £450,000 (this can be set at any limit, but currently has been set to £450,000 to enable bank transfers).

Faster payments for individual payments are made via business online banking with a maximum limit of £250,000 per transaction. There is no limit of the amount of faster payments you can make per day.

There are no bank charges for faster payments made through business online banking. As business online banking has now been set up, it is recommended that bank transfers should be made via faster payments on business online banking, instead of CHAPS payment through commercial online banking.

The RFO checks all receipts and payments in and out of the bank on a weekly basis.

A bank reconciliation is completed promptly after month end and reviewed by the Town Clerk and Chairman of Finance & Staffing. This ensures the prompt identification of any potential fraud or error.

Details of Banking Process

Payments

- **BACS Payments – Commercial Online Banking**

A BACS Payment analysis form is completed by the RFO which gives details of supplier, amount of payment and detail of payment. The invoices that are being paid are attached to the payment analysis form.

The payments are processed on commercial online banking as a supplier batched BACS payment by the RFO. The bank details are uploaded from the individual suppliers on Sage. This reduces the amount of time and the risk of manually entering the bank details each time a payment is made. The RFO is the inputter and administrator and is unable to authorise payments.

Two Councillors are requested to authorise the BACS payment. The Councillors' check the analysis payment form, the invoices and that the payments have been entered onto commercial online banking correctly. Once happy that the payments are correct and processed correctly, the payment analysis form is signed and dated by each Councillor.

Each Councillor then logs on to commercial online banking and authorises the payment. Both Councillors need to authorise the BACS payment on the same day that the payment has been entered, before 5.00pm. As each Councillor has their own bank card and card reader, the payments can be authorised on their own device.

During the "lockdown period" the office being closed and office staff working from home, the payment analysis form and proof of payments entered onto commercial online banking are emailed over to Councillors where they check the payments remotely. The Councillor then authorises the online payments and emails the RFO to confirm the payment process has been completed remembering to quote the batch reference number and the total batched amount of each payment analysis form. This email is then attached to the payment analysis form and the name and date of the authorisee is entered on to the payment analysis form. The actual invoices have not been emailed to the councillor through lockdown, although the Town Clerk has seen and authorised each payment and copies of the invoices are saved on the T : Drive, or can be requested with the RFO. As lockdown is now being eased and social distancing has been implemented, a desk has been set up in the community room where Councillors can sit and go through all the paperwork and sign the Payment Analysis Form. The Councillors' are requested to bring their own devices to log on to do online banking. Copies of the invoices will now be emailed to the councillor as the RFO is now working back in the office. The office is limiting the amount of people who come in due to social distancing and therefore remote checking is preferred.

Recommendation is that the authorisation by Councillors is to be done remotely with the confirmation email attached to the payment analysis form and financial regulations updated. See below

- **Online Banking Faster Payments - Business Online Banking**

Faster payments are paid to payees who are not regular suppliers or are not able to be set up as a supplier on Sage. Faster payments have been set up due to cheques no longer being processed due to “lockdown”. Faster payments are entered individually onto business online banking by the RFO, entering all the bank details and amounts manually. Once entered, the payee’s details are saved on the online banking portal. The RFO is the inputter and administrator only and is unable to authorise payments.

The process is the same as BACS payments although instead of a BACS Payment Analysis form being completed by the RFO, a Faster Payment Online Banking Analysis form is completed. The payment analysis form, proof of payments entered onto business online banking and invoices are emailed over to councillors, where they check the payments remotely. The councillor then emails the RFO to advise that they have authorised the payment and submitted payment online. Two authorisers are needed to submit the payment. With online business faster payments, the authorisers are also able to input a faster payment, but as two authorisers are needed then the risk of fraud is low. The Chairman of Finance & Staffing is set up as having online banking viewing access rights to all of Lloyds bank accounts. They do not have inputting or authorisation rights. The emails that are sent to councillors’ to authorise the faster payments will also be sent to the Chairman of Finance & Staffing and cc’d into the email, so that they can view what is being paid. This reduces the risk of fraud even further. Two members of the same family are not able to authorise the same payment as per the town council’s financial regulations. The email that the councillors have authorised is then attached to the payment analysis form and the name and date of the authorisee is entered on to the payment analysis form. This email is then attached to the payment analysis form and the name and date of the authorisee is entered on to the payment analysis form. The actual invoices have not been emailed to the Councillor through lockdown, when the RFO was working from home, although the Town Clerk has seen and authorised each payment. A copy of the invoices is saved on the T: Drive. As lockdown is now being eased and social distancing has been implemented, a desk has been set up in the community room where councillors can sit and go through all the paperwork and sign the Payment Analysis Form. The councillors are requested to bring their own devices to log on to do online banking. Copies of the invoices will now be emailed to the councillor as the RFO is now working back in the office.

Recommendation is that the authorisation of BACS payments and online banking faster payments are to be done remotely with the confirmation email attached to each payment analysis form. The email is to include the payment reference and the batch total amount for each payment. If agreed, the financial regulations will need to be amended.

If agreed, the financial regulations will need to be updated with following suggestions.

“5.3 A schedule of payment of money shall be prepared by the RFO and together with the relevant supporting invoices and list of payments made via BACS / Faster payments must be checked by the two members to ensure that the Town Clerk’s initials or, in his/her absence, those of the Chairman of Council are noted on the invoices as “Payment Authorised”. If the “Payment Authorised” has the signature of the Chairman of Council, then he/she cannot sign the relevant cheque. The Chairman and Vice-Chairman of the Finance & Staffing Committee should not sign cheques as they will be responsible for checking the full list of payments which shall include cheques, BACS payments, online banking faster payments, direct debits, standing orders and telepay and which will be submitted to the quarterly Finance & Staffing Committee for retrospective approval and minuted accordingly. Due to social distancing, for BACS/ faster payments, the schedule of payment, supporting invoices and list of payments entered on commercial online banking or business online banking will be emailed to two members stating the reference numbers of the payment schedule, the total amount of each payment schedule to check and to submit the online payments. The Chairman of Finance & Staffing is cc’d into the faster payments authorising email. The authorising members will email the RFO stating that they have checked and

authorise the payment reference number, and total of each payment schedule and submitted the online payment. The email will then be attached to the schedule of payment. On the payment schedule under the 1st and 2nd signatory, the RFO will write the name of the member who has authorised and “see attached email” and the date the email received. A bank reconciliation is completed promptly after month end and reviewed by the Town Clerk and Chairman of Finance & Staffing which ensures the prompt identification of any potential fraud or error.”

“6.2 Apart from petty cash payments all payments shall be effected by cheque / BACS / Online Faster payments / Direct Debits payment or other order drawn on the Council’s bankers. When possible, payments should be made through the bank online payments portal reducing the amount of cheques issued. Cheques should not be issued for less than £15.00.”

“6.8 If thought appropriate by the council, payment for certain items may be made by BACS, online faster payments or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories are retained and any payments are reported to council as made. The approval of the use of BACS / faster payments or CHAPS shall be renewed by resolution of the council as part of the annual review of these Financial Regulations. CHAPS are to be replaced with faster payments and only to be used where the amount is over daily limit threshold of the bank, currently £250,000 and must be reached with the beneficiary on the same day.

- **Cheque Payments**

Cheque payments are only made where online banking is not available for the payee. If a cheque needs raising, a cheque payment analysis form is completed. The payment paperwork is attached to the analysis form and two Councillors go through the paperwork and sign the analysis form and the cheque. The main payee who is paid by cheque is Barnes for A Recreation Ground. This can now be paid via online business faster payment from Blandford Forum Town Council bank account to Barnes for a Recreation Ground bank account. A faster payment analysis form will need to be completed and signed by two authorisers.

Recommendation is that Barnes will now be paid via online banking by faster payment.

- **CHAPS**

CHAPS payments were used for transferring monies from a BFTC account to another BFTC account and processed on commercial online banking.

RECOMMENDATION is that they will now be made via faster payments on Business Online Banking. If the amount transferred is over £250,000 (the daily limit), then transfers will have to be made over 2 days. Bank Accounts that the Town Council hold where money is transferred over to are the Santander Business Reserve and notice Accounts, Lloyds Fixed Term Deposit Accounts and Hampshire Trust Bank.

- **Direct Debits**

A list of payees paid by Direct Debit is presented to Council once a year.

A Direct Debit Payment Analysis form is completed on the last day of each month giving details of payee, description of supply and amount paid. The invoices are attached to the Analysis form. A copy of the bank statement is also attached where the direct debit payments have been highlighted showing that payment has been made. Two Councillors go through the Analysis form and the invoices and sign and date the Payment Analysis form.

Recommendation is that this remains the same so that Councillors can have sight of the invoices as there are too many to scan over and the salaries payment requires two signatures

Investments

Fixed Term Deposits / Fixed Term Bonds / Deposits into Notice Accounts

Recommendations are made to Chairman of Finance & Staffing where maturing investments and new investments should be placed, in accordance with the Town Council's Investment Policy. Interest rates, risk of investment, amount of investment and length of investment is taken into consideration.

BANKING PROCESS FOR BARNES FOR A RECREATION GROUND

Receipts

Money is received from Blandford Forum Town Council – Grant money and from Bowling Club, Cricket Club and Football Club. Income from the Sports clubs is received quarterly and the grant money from BFTC is usually bi-monthly

Payments

The only payment that is currently made is to Blandford Forum Town Council.

There is now a facility for online banking with Barnes for a Recreation Ground. Payments can be made from Barnes for a Recreation Ground bank via online business banking with a faster payment to Blandford Forum Town Council. A faster payment analysis form will need to be completed and signed by two authorisers.

Recommendation is that payments are made via online business banking with a transfer to Blandford Forum Town Council. If a payment needs to be made to a supplier, then a faster payment can be made.

Report by: Jenny Tempier
Responsible Financial Officer
12th August 2020

Review of financial position as at 31st August 2020

Loss of Income against budget from 20/03/2020 to 31/08/2020		Additional Expenses from 20/03/2020 to 11/08/2020	
Shambles (Resumed 30/07/2020)	£2,298	Grant for Age UK & Blandford Food Bank	£2,000
Indoor Market (Resumed 02/07/2020)	£1,869	Banners	£105
Corn Exchange	£5,285	Additional Training for staff	£50
Community Room	£350	Advertising	£400
Street Market (resumed 04/06/2020)	£3,295	COVID-19 related sundries	£500
Rugby Club	£659		
Woodhouse Gardens	£2,318		
Public Liability for hirers /Misc Income	£638		
Refreshments/Hire of equip	£114		
Photocopying	£153		
Rental of Pavilions at Park Road Recreation Ground (as at 30/09/2020) Labour costs have been re-charged	£1,690		
Refunds given for bookings in March '20	£1,241		
TOTAL	£19,910	TOTAL	£3,055

The venue hires are resuming as of 1st September 2020. Many of the regular hirers have booked to recommence in September. Due to a small amount of hirers resuming in August, the street market opening in June, the Shambles and indoor markets opening in July, the loss of income has not been as bad as expected.

There have been some reduced costs during the lockdown period. Dorset Council did not charge for loss of income from the street parking on the market days, utility expenditure is lower than budgeted due to the venues being closed and standing charges on the water bills being stopped until venues re-opened. As of 18th August, the actual net cost to the Council is within budget as the expected expenditure is lower than budgeted, but this may change as we come out of lockdown. So, it is difficult to know if there will be a loss at year end. It would depend if there is any further loss of income, due to localised lockdowns. It is a legal requirement to hold between 25% and 100% of the precept in the reserves and it may be that we look at the Reserves next year.

As advised by Crispin Taylor at a SLCC webinar that the RFO attended, which was reported at the Town Council meeting on 8th June, it was suggested not to include any generated income from bookings in next year's precept. However, as any future lockdowns due to the pandemic are to be localised to the area and not be a national lockdown, it may be prudent to reduce the amount expected to be received in bookings income.

Recommendation

It is recommended that Councillors note the contents of the report and the Town Council's position at this stage. Further action can be considered once the full impact is known.

Jenny Tempier
RFO
19th August 2020

To receive an update on the CCLA Fund and consider how to proceed

Update on CCLA – Property Fund

Background

At the Finance & Staffing Committee meeting held on 16th March 2020 Councillors asked that a report on the property fund be reviewed in September.

Details or Report

Since the last report and the concerns of the fund due to Brexit, the country has been in a pandemic with Covid-19.

At the start of the year, CCLA reported that the consensus expectations were that property sector returns in 2020 would be broadly flat, due to the uncertainty of Brexit. Property is the highest yielding of the major asset classed, but this positive would be offset by a decline in capital values.

The immediate impact of Covid-19 amplified these pressures. Dealing volumes, already depressed, fell further, leaving valuers short of data at a time when valuations were clearly changing. The result was that the fund valuations provided were “qualified”. This meant that the valuations were issued but without the expected confidence in their accuracy. CCLA were faced with a position where they could not be sure that prices reflected the true balance of interest of both investors and those wishing to deal, and therefore felt obliged to suspend dealings in their fund. The suspension remains the same as at 13th August 2020.

Income became an immediate challenge. Historically, a property fund would expect to receive between 80% to 90% of rental payments due for the quarter at the start of the period. As the quarter from April began, the total payments received was just 50% due to some occupiers found it difficult to pay their rents and others chose to delay. CCLA had to be sensitive with each of their tenants’ requirements and find practical ways to protect the fund. Over the course, the actual rental payments received were between 70% to 75%

The RFO has attended several webinars with CCLA and has been constantly updated by CCLA as to their position and forwarded all information on to Chairman of Finance and Staffing and councillors’. The following email was sent to Councillors on the 3rd June 2020.

The RFO attended the CCLA Webinar and reported that retail is the main problem. A large amount of tenants are not paying rent. However, only 10% of the fund is in retail. CCLA have received 70% of all rental income in in 2nd quarter, which is what was expected. CCLA will pay out in Dividends everything that they receive.

Leisure industry is in trouble. Travel lodge have announced that they have severe cashflow problems so CCLA will be looking at this closely.

Retail / high street will have to change but this has been looked at and addressed over the past few years. This is not new to them and were expecting the downturn in retail. The lockdown just made it happen quicker. Retail will have to change significantly over the next 18 months

Offices Investments is mixed. Offices will also therefore need to change. Although good offices that are in good locations will remain popular and CCLA have strong office locations

Refurbishment of offices has been happening and is mindful to the climate strategy with councils. Water efficient, heat efficient, bike parking, etc etc are being implemented.

Industrial / warehouses investment is strong.

As a landlord ccla are helping their tenants and rolling over tenant agreements for 6 months for those that are coming to an end, rather than ending contracts as companies do not know if they will be renewing or not and it is a lot of trouble to move at the current time as they have more important things to think of.

Trading was suspended as the valuation of assets could not be valued correctly as the Royal Chartered surveyors advised that all trading should be suspended as they were not comfortable with the valuations and are not confident that they are true, and therefore need to show caution.

Liquidity of the assets is very good with over £50 million held in cash. There were more investors who wanted to invest in March but were unable to due to trading being suspended. There are glimmers of hope now that the economy is moving again and retail will slowly come back.

The valuation of their assets is expected to decrease by up to 12%. The RFO asked the question if this could mean that TC fund could reduce by 12% but CCLA are confident that if it does reduce by 12%, with all their strong assets and good liquidity and prime positions for offices that Recovery is expected to be strong but may take upto 18 months. However, CCLA are hoping to play catch up in 2021. I would expect therefore to see our fund value reduce to around £439,000 by the end of the year, but this is only an estimation. It could be more it could be less.

Mark Davies said that none the investors with councils have shown that they want to sell and all are in it for the long term.

Again, if the council do want to sell, we are to flag it with them so that they can make the funds available, but Mark in the past has advised that the funds we hold are not large and would not be a problem.

Due to uncertainty of Brexit in the early part of the year and then Covid-19, the steady decline since November 2018 where the Net Asset Value was £503,098 (price per unit was £3.0582), has decreased greater. As of 31st July 2020, the Net Asset Value of the fund was £465,557.64 (price per unit was £2.83). The Council holds 164,508 units which were purchased at £400,000 in October 2013.

As at 31st July 2020 the Bid price was £2.7861 per unit, (reducing from £2.9687 in January 2020). If the Council was able to sell all 164,508 units the return as of 31/07/2020 would be £458,335.74. As all trading has temporarily ceased, we are unable to buy or sell any further units.

The last dividend that the Council received was on 31st July for the period April - June 2020 with a value of £5,355.81. This is the lowest dividend that the council has received since purchasing the units. However, the yield remains much higher than other investments.

In total, as of 31st July 2020 The Council has received £163,724.45 in Dividends less Management Expenses of £19,109.15 since January 2014.

Recommendation

It is recommended that the fund be monitored closely, reporting to Chairman of Finance and Staffing. The valuation of the fund is likely to continue to decrease. It is expected to increase and see returns similar to before by the end of 2021. When the suspension of trading is lifted, Council are asked to consider if we should sell any of the units or wait until the fund increases again.

Jenny Tempier
Responsible Financial Officer
13th August 2020

Review of Asset Register

Value as at 31st August 2020 (Excluding Trust Assets)
 Revised to Cost of Asset or Estimate of value using
 Insurance Value if needed
 All Risks

Town Hall

Corn Exchange	£26,801
Chamber	£14,325
Community Room	£1,719
Offices	£26,471
Outside Front	£1,828
Shambles	£1,510
Robes Cupboard	£9,840
Store	£28,728
Storeroom	£6,325
Under Stage	£10,910
Town Hall	£31,546

Total	<u>£160,004</u>	£160,004
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Badbury Heights	£42,808
Chapel	£6,704
Cemetery Workshop	£9,301
Cemetery	£4,994
CCTV	£53,062
Civic	£278,702
Elizabeth Road Allotments	£522
Football Club	£4,275
Allotment Compound	£163
Glenmore Workshop	£43,063
Lambert Field Allotments	£17,222
Langton	£42,328
Larksmead Pav	£627
Larksmead Tractor Garage	£840
Larksmead Playground	£63,641
Old Bath House	£268
Park Road Shed	£13,634
Park Road Play Area	£24,407
Skate Park	£132,223
Tabernacle	£978
WHG Pav	£4,556
WHG Shed	£2,895

Total	<u>£747,211</u>	£747,211
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Material Damage Insurance

Street Furniture	£117,117
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Total	<u>£117,117</u>	£117,117
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Not Insured	£72,651
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Properties (Excluding Trust Properties)	£2,848,411
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Motor Vehicles	£64,230
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Long Term Investment	£406,154
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TOTAL	<u>£4,415,780</u>
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In Jolly Good Company

APPLICATION FOR A GRANT

Name of Organisation	In Jolly Good Company CIC Ltd.
Registered Charity Number (if applicable)	Companies House Registration Number 11773921
Contact Name	Sarah Rampton
Address	
Daytime Telephone Number	
Email Address	injollygoodcompany@gmail.com
Purpose of Organisation	In Jolly Good Company, is a dementia friendly organisation, set up to alleviate the mental and physical issues caused by loneliness and isolation. www.injollygoodcompany.com
Amount Requested	£1,470 match funding. Please see separate Business Plan for breakdown of costs.
Purpose of Request	<p>We are wishing to start 'Step Outside' in Blandford, this will be a new dementia friendly gardening group based at the Woodhouse Pavilion and Gardens.</p> <p>Run by our skilled staff and local volunteer team, this group will benefit people living with dementia, their carers and other people living in and around Blandford. Once Covid allows, our guests can take part in other activities, according to their likes, needs and wishes. These can include art, craft, music, singing and other creative pursuits just like we do at our other 'Jolly Days' around Dorset.</p> <p>We will operate at all times within our Covid Safety Guidelines, which are constantly reviewed and amended to be in line with current Government guidelines. Regular risk assessments will be carried out on the premises and if needed, for individuals attending. Staff are First Aid Trained and have enhanced DBS Certificates. We also have adequate and current Public and Employers Liability Insurance and follow our safeguarding policy.</p> <p>To ensure the success of this project, we will liaise closely with Blandford Dementia Action Alliance, The</p>

	<p>wellbeing team at Blandford Surgery, the Community Mental Health Team in Blandford, Alzheimer's Society and of course the gardening team at the Woodhouse Gardens.</p> <p>The project would start initially as a 6 month pilot scheme and would be modelled on our very successful and popular 'Step Outside' gardening group based at Kingston Lacy allotments. 'Step Outside' has been running for five years and is currently funded by Wimborne Dementia Friendly Community as well as Dorset Council. We hope to extend to a 12 month pilot scheme, if additional funding can be sourced. Please visit our website at www.injollygoodcompany.com to see pictures of us having fun outside at the allotments and at our Jolly Days in various locations.</p>
How many Blandford Forum residents will benefit directly?	That depends on Covid restrictions in place at the time. But from between 5 to 15 per session. There will be two sessions per month for the first 6 - 12 months. We would hope to be able to continue with the project for the foreseeable future if adequate funding can be found.
Any further relevant information	The funding we are applying for would be match funding, we have £1500 pledged by Blandford Dementia Action Alliance. In addition we have £960 awarded by Comic Relief to help us train more staff in this very special work. This will also benefit this new Blandford Project as well as our other projects.
Signed: Sarah Rampton	Dated: 24th August 2020

I enclose (delete as applicable):
to:

1. Last set of accounts Council
2. Business plan
3. Project details
4. Supporting documents

Please return this form together with attachments

The Town Clerk, Blandford Forum Town
Town Clerk's Office, Church Lane
Blandford Forum
Dorset DT11 7AD

**Estimated Costings for 'Step Outside' - Blandford Dementia
Friendly gardening pilot project (6 months) based at the
Woodhouse Pavilion Gardens**

One off set - up costs
Flyers - design and print
Website adjustments
Social Media
Publicity and promotion TOTAL: £500

Admin, funding applications
Volunteer recruitment and training TOTAL: £600

Tools, compost, bulbs, seeds TOTAL: £470

Premises hire for 12 sessions TOTAL: £320

Facilitation Fees @£90 per session x 12 TOTAL: £1,080

(Facilitator wage £50, mileage £10
Sessional admin £20, Insurance public and employer's liability £10)
GRAND TOTAL ESTIMATE FOR 6 MONTH PILOT SCHEME £2,970
minus
Amount contributed by Blandford DAA £1,500

TOTAL APPLIED FOR FROM BLANDFORD T.C. £1,470

In Jolly Good Company has also provided their current covid guidelines for safe working at their Kingston Lacy allotments site, their full accounts, safeguarding policy and insurance certificate should Councillors wish to see them.

Additional Information provided in April 2020, requested by councillors:

Alzheimer's Society announced a new strategy for 2017 - 2022. In short, they are putting more money in to vital research, a programme called 'Side by Side' (matching newly diagnosed people with volunteers) and Dementia Friendly Communities. Dorset has a large number of support groups for people living with dementia and their carers - but as this kind of work is not in the new strategy, it is gradually being phased out. I worked for Alzheimer's Society for five years, running some of these groups - including the Blandford Memory Cafe. So I have first hand knowledge of the people who attend and the volunteers. I left the Society at Christmas to work full time for 'In Jolly Good Company' which I set up in January 2019. I still have an excellent relationship with Alzheimer's Society and collaborate with my ex colleagues there to ensure smooth continuation of a much needed service. I have already done this in Shaftesbury and will do so in Wimborne once the present crisis is over.

Any groups that become 'Jolly Days' will be open to more people, including those with memory loss. The group currently meets at the URC in Blandford on Thursday afternoons. At present, Alzheimer's Society are still committed to running the 'Singing for the Brain' which takes place on alternate Thursdays and In Jolly Good Company would like to take over the Memory Cafe group so that Blandford doesn't lose it's weekly essential offering. Please see our website for beautiful pictures of our work. www.injollygoodcompany.com.

Costings for Blandford Jolly Days

- **Initial publicity expenses** - webpage £150
- **Flyer design** £100
- **Printing 3,000 flyers** £70
- Total** £320

Costs per session - (2 sessions per month)

Venue - £30 (this cost needs to be double checked)

Travel - £10

Facilitator time at group £50

Admin, activity prep, materials, safeguarding and volunteer support

£50

Insurance £5

Refreshments £10

TOTAL: £155 per session

24 sessions per year = £3,720

£320

GRAND TOTAL £4,040 per annum

Each session could benefit up to 30 people attending.

Currently each person attending pays just £2 each. Some of our group have remarked that this is too little and should be increased.

I would suggest that £4 or £5 would be more realistic. This money could then be collected and used to pay for musicians or other entertainers visiting the group.

I would also suggest the possibility that money is collected in advance by cheque or BACS for a set of sessions. People can then be credited for sessions missed and it stops any difficult moments at the door when people have forgotten purses/wallets.

What people will get for their money

A fully engaging afternoon of person centred activities designed to meet their needs and interests. Support with staying mentally and physically active. Advice on staying safe and well.

Visiting musicians, artists, craftspeople and yoga teachers. Plus Pets as Therapy animals. A chance to enjoy all this with children from visiting schools. Tea, coffee and cake.

Feeling part of a community and a friendship group.

Connection to other services and support.

In Jolly Good Company Cic
Income and Expenditure Account
For the Period 17 January 2019 to 31 January 2020

	Notes	31 January 2020 £
TURNOVER		11,414
Cost of sales		(7,182)
		<hr/>
GROSS SURPLUS		4,232
Administrative expenses		(3,864)
		<hr/>
OPERATING SURPLUS AND SURPLUS FOR THE FINANCIAL PERIOD		<u><u>368</u></u>

The notes on pages 8 to 9 form part of these financial statements.

In Jolly Good Company Cic
Balance Sheet
As at 31 January 2020

		31 January 2020	
	Notes	£	£
CURRENT ASSETS			
Debtors	3	420	
Cash at bank and in hand		7,291	
			<u>7,711</u>
Creditors: Amounts Falling Due Within One Year	4	<u>(7,343)</u>	
NET CURRENT ASSETS (LIABILITIES)			<u>368</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>368</u>
NET ASSETS			<u>368</u>
Income and Expenditure Account			<u>368</u>
MEMBERS' FUNDS			<u>368</u>

For the period ending 31 January 2020 the company was entitled to exemption from audit under section 477 of the Companies Act 2006 relating to small companies.

Directors' responsibilities:

- The members have not required the company to obtain an audit in accordance with section 476 of the Companies Act 2006.
- The directors acknowledge their responsibilities for complying with the requirements of the Act with respect to accounting records and the preparation of accounts.
- These accounts have been prepared in accordance with the provisions applicable to companies subject to the small companies' regime.

**To receive an update on the Youth Centre SLA Grant
and consider how to proceed**

Introduction

The Youth Centre was awarded a Service Level Agreement at the Town Council meeting on 17th December 2018 to receive a grant of £15,000.00 per year for the period from 1st April 2019 to 31st March 2022. The grant to the Youth Centre is to be issued on receipt of the quarterly reports as detailed in the SLA. The grant will be held for up to one month from when the reports are to be expected.

Details of Report

During 2019/20, it was reported to the F & S Committee, that no reports were received from the Youth Centre. The Chairman of Finance and Staffing and the RFO had a meeting with Andrew Kirby in January 2020. Andrew explained the difficulty he was having with certain Trustees and obtaining the information that was required. We were assured that a new person had been appointed to send the reports and we would have them in a timely manner. The Chairman of F & S requested that the latest signed annual accounts be included with the reports and we were told that this would be done. Andrew delivered the reports required week commencing 10th February 2020. However, the signed Annual Accounts were not included with the paperwork.

The grant for 2019/20 was not issued to the Youth Centre as the requested Annual Accounts had not been submitted. The £15,000 has been accrued for in the 2019/20 accounts, on the expectation that we would have received these reports sometime after year end.

The RFO has regularly tried to contact Andrew Kirby and Jo Hutson requesting that the signed Annual Accounts be sent into us, but as of today, neither a response nor any reports for 2020/21 including the Annual Accounts have been submitted. However, since preparing the report, Chairman of Finance & Staffing and the RFO met with Andrew Kirby on the 28th August 2020. Andrew advised us that the 2018/19 accounts are due to be signed at the AGM in September 2020.

Recommendation

It is recommended that the Committee considers how to go forward with the SLA and makes a recommendation to full council that the Town Council does or does not release the 2019/20 grant and the 2020/21 grant monies of £15,000 per year.

Jenny Tempier
Responsible Finance Officer
17th August 2020

Mark James Bankruptcy and Insolvency

Outstanding Debt £69.20 Plus VAT

Background

The above sole trader has been using our Woodhouse Gardens pavilion since October 2019 and has been invoiced monthly in the name of ROKIT Choir t/as Mark James.

In 2020, invoices were issued on the 1st January £69.20 + Vat and 1st February £69.20 + Vat and 1st March £86.50 + VAT

Current Situation

On the 22nd July, the RFO received an email from Mark James advising that he had to go bankrupt due to Covid-19 and became insolvent as of 1st April 2020.

On the 16th March 2020 we received two payments from Mark James. One was for £83.04 and the other was for £103.80. The payments were allocated to the January Invoice for £83.04 (being the oldest) and the March Invoice for £103.80 which left the February invoice of £83.04 unpaid.

Mark emailed the bookings receptionist in March, advising that he had made payment for two invoices and did not require a refund for the cancelled date on 25th March 2020 due to covid-19 but would like to carry the day that he had paid for which was cancelled over for when he was able to resume the choir in the pavilion. He did ask if the account was up to date. The RFO emailed Mark James to thank him for the payments and advised that there was also a February invoice that had not been paid. Neither the RFO or the booking receptionist received a response from Mark James. The RFO has tried to make contact on several occasions, but received no response, until the last attempt on the 22nd July 2020. Mark James responded to this email who advised us that he had made payments for two invoices but will not be able to make any further payments as he has had to go into bankruptcy and is now insolvent. The RFO has responded to this email expressing our regret to hear of the sad news and advising that she has sent previous emails, the first in March to advise that there were 3 invoices outstanding at the time of the payment for 2 of them.

As ROKIT choir will not be returning, a credit has since been raised for the cancelled booking on 25th March 2020 due to COVID-19 for £17.30 + VAT. This has been applied to the outstanding February invoice which leaves a balance on his account of £62.28

In the circumstances while we will keep the issue under review, we feel it prudent to write the amount off to bad debts in line with our Financial Regulations.

Recommendation

That the Finance & Staffing Committee makes a RECOMMENDATION to Full Council that the sum of £51.90 is written off to bad debts and the VAT of £10.38 reclaimed.

Jenny Tempier
Responsible Financial Officer
3rd August 2020