



LUDLOW TOWN COUNCIL A G E N D A

To: All Members of the Council, Unitary Councillors, Press
Contact: Gina Wilding
Ludlow Town Council, The Guildhall, Mill Street, Ludlow,
SY8 1AZ
01584 871970
townclerk@ludlow.gov.uk
Despatch date: 7th June 2017

POLICY & FINANCE COMMITTEE

You are summoned to attend a meeting of the Policy & Finance Committee to be held in the Guildhall, Mill Street, Ludlow on
Monday 12th June 2017 at 7.00pm

Gina Wilding
Town Clerk

Key Agenda Items:

- **4th Quarter Income and Expenditure**
- **End of Year**

The public may speak at this meeting

In Public Open Session (15 minutes) – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.



1. **Health and Safety** – Councillors and members of the public are to note that the fire exits can be found to the rear of the building, left outside the Council Chamber and via the front door. The fire assembly point is on the pavement opposite the Guildhall. For fire safety purposes all Councillors should sign the attendance book and members of the public should sign the attendance sheet.
2. **Apologies**
3. **Declarations of Interests**
Members are reminded that they must not participate in the discussion or voting on any matter in which they have a Disclosable Pecuniary Interest and should leave the room prior to the commencement of the debate.
 - a) Disclosable Pecuniary Interest
 - b) Declaration of conflicts of Interest
 - c) Declarations of personal interest
4. **Public Open Session (15 minutes)** – Members of the public are invited to make representations to the Council on any matters relating to the work of the Council or to raise any issues of concern.
5. **Ludlow's Unitary Councillors Question and Answer Session** – Ludlow's Unitary Councillors are invited to address any questions to the Committee.
6. **Minutes** – To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **MONDAY 10th April 2017** (Open and Closed Session)
7. **Items to Action** – To note the items to action sheet from the previous Policy and Finance Committee Meeting held on 10th April 2017

	ITEM	Attachment	Page No.
8.	FINANCE INFORMATION		
	To receive:-		
a)	Payments – March & April 2017	8a	
b)	Income – March & April 2017	8b	
c)	Reconciliation – March & April 2017	8c	
d)	Barclaycard Statement – March & April 2017	8d	
e)	Paypal – Payments, Income & Reconciliation – March & April 2017	8e	
f)	Mayor's Charity – Payment, Income & Reconciliation – March & April 2017	8f	
9.	4th QUARTER		
a)	To receive the Income and Expenditure Report	9a	
b)	To receive the Exceptions Report	9b	



10.	END OF YEAR To approve end of year carried forward budgets	10
11.	POLICIES To adopt the Health and Safety Management System	11
12.	EXCLUSION OF PRESS AND PUBLIC: PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960 The Chairman will move that the public be excluded from the meeting for the following item(s) of business pursuant to section 1 of the Public Bodies (Admission to Meetings) Act 1960, on the grounds that publicity would be prejudicial to the public interest by reason of the confidential nature of the business to be transacted.	No papers
13.	CONFIDENTIAL WASTE DISPOSAL To consider the quotes and agree a contractor	13
<p style="text-align: center;">M e m b e r s h i p</p> <p style="text-align: center;">List of Members of the Policy & Finance Committee</p> <p style="text-align: center;">Councillors Cobley (Chair); Gill (Vice-Chair); Clarke; Ginger; Jones; Lyle; Parry; Perks; Pote; Sheward</p>		
<p style="text-align: center;">Notes</p> <p style="text-align: center;">The next Policy & Finance Committee meeting will be held on 24th July 2017</p>		

Agenda Item 6

Minutes



MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 10th APRIL 2017** at **7.00PM**

PF/107 PRESENT

Chairman: Councillor Cobley

Councillors: Clarke, Gill, Ginger, Jones, Perks, Sheward & Smithers

Officers: Gina Wilding, Town Clerk

PF/108 HEALTH & SAFETY

The Chairman informed Councillors and members of the public of the fire exits, fire assembly point and asked that everyone sign the attendance log.

PF/109 APOLOGIES

Apologies for absence were received from Councillors Draper, Kemp, Lyle and Parry.

PF/110 DECLARATIONS OF INTEREST

Disclosable Pecuniary Interests
None Declared

Declaration of Conflicts of Interest
None Declared

Declarations of Personal Interest

<u>Member</u>	<u>Item</u>	<u>Reason</u>
M Clarke	10	Holds membership to the Leisure Centre

PF/111 PUBLIC OPEN SESSION (15 minutes)

There was one member of the public present.

PF/112 UNITARY COUNCILLORS SESSION

There were no Unitary Councillors present.

PF/113 MINUTES

RESOLVED (unanimously) AC/JS

That the minutes of the Policy and Finance Committee meeting held on 27th February 2017, be approved as a correct record to be signed by the Chairman.

PF/114 ITEMS TO ACTION

The Chairman thanked staff for their work.

RESOLVED (unanimous) AC/JS

That the Items to Action be noted.

PF/115 FINANCIAL INFORMATION

RESOLVED (unanimous) AC/JS

That the Payments, Income, Reconciliation, Barclaycard, Paypal and Mayor's Charity reports for January and February 2017, be received.

PF/116 INSURANCE REVIEW

RESOLVED (unanimous) AC/JS

That the outcome of the risk review undertaken by Ecclesiastical Insurance which are currently being actioned by staff, be noted.

PF/117 RECOMMENDED (unanimous) AC/GG

That the insurance valuations recommended by Ecclesiastical Insurance for the Guildhall and the Cemetery Chapel, be approved.

PF/118 RECOMMENDED (unanimous) JS/GP

That the Intruder Alarm Protocol addendum to Lone Worker Policy, be adopted.

PF/119 ECONOMIC GROWTH STRATEGY CONSULTATION

RESOLVED (7:0:1) GG/AC

That the Council respond to the consultation as follows:

- i) Members are dismayed that the release of such an important strategy consultation has been timed for the end of a term of council for both the unitary authority and town and parish councils in Shropshire.
- ii) The language employed in the strategy is vague, there is plenty of urging and hoping, but little evidence of commitment to action. Whilst it is noted that setting consultation questions can be challenging, the reasoning behind some of the questions is difficult to understand.
- iii) The Town Council is aware that Shropshire Council has sold significant assets in Ludlow without reinvesting any of the money in Ludlow, which does not instil confidence in Shropshire Council's willingness to invest in Ludlow, or support the rhetoric of the strategy for Ludlow.
- iv) The strategy mentions the A49 growth corridor, but there is no management structure or consultative body identified to take any meaningful action. Research reveals that the importance of the A49 growth corridor was also identified in similar documents in 2014, but there has not been any progress, and in 2017, there is still no identifiable body under which action would be taken.
- v) Ludlow Town Council would like to work with Shropshire Council to find ways to make the strategy work for Ludlow. Ludlow Town Council has worked hard to achieve stability in this term of the Council, which will extend into the next term of the council. The majority of Councillors will be returning to the Council, there are two contested ward elections and a minimal number of co-options will take place.
- vi) Ludlow Town Council seeks to be a continuing source of strength for Ludlow and would like to invite Gemma Davies, Head of Economic Growth to a meeting on 12th June 2017 at 7.00pm at the Guildhall to have a chance to understand how Shropshire Council's Economic Growth Strategy will work for Ludlow and how Ludlow can contribute to the overall economic development of the county.

PF/120 INDOORS LEISURE FACILITIES STRATEGY

RESOLVED (unanimous) GG/RJ

That a strongly worded statement be sent to Shropshire Council in defence of the existing indoor leisure facilities in Ludlow, clearly stating the large catchment area that is served by South Shropshire leisure centre and the absolute need to maintain the existing level of facilities and access as a minimum.

PF/121 SHROPSHIRE COUNCIL STREET TRADING POLICY

RESOLVED (Unanimous) AC/GG

To note Shropshire Council's Draft Street Trading Policy.

The Chairman Councillor Cobley thanked the Committee and staff for their support over the past two years and this appreciation was returned by those present.

The meeting closed at 7.39pm

Chairman

Date

N.B. No Closed Session Minutes will be issued.

Agenda Item 7

Items to Action

Policy & Finance Committee

Items to Action

Minute No.	Resolution	Action	Staff	Status	Date
PF/138	<u>PAPERLESS AGENDAS</u> That:- a) the Council's progress and cost savings due to digital communication be noted. b) the Council is committed to fully paperless agendas. c) a report on implementation be brought back to Policy and Finance Committee for adoption	That staff work towards the introduction of paperless agendas.	Gina	Done	31/05/17
		That a further report on progress be brought back to Policy and Finance Committee	Gina	Done	12/09/16
		Purchase tablet computers for all Councillors	Gina	Done	22/02/16
PF/90	<u>RENT REVIEWS</u> That:- i) The quotation of £250 from Nock Deighton is accepted for the valuation of the Buttercross Shop ii) The Town Clerk work with a £50 budget to achieve a valuation for Cemetery House rent.	Contact Nock Deighton and accept quote Seek valuation for Cemetery House for no more than £50	Gina	In process	
PF/103	<u>FAIRTRADE STEERING GROUP</u> That Ludlow Town Council formally renews its commitment to and support for Fair Trade in Ludlow and Ludlow as a Fair	Recommend to Council Once adopted send letter to Fairtrade Steering Group confirming support	Naomi	Done	13/03/17

	Trade Town.				
PF/104	<u>FAIRTRADE STEERING GROUP</u> That:- i) the Council annually nominates a Councillor to act as representative on the Ludlow Fair Trade Town Steering Group. ii) the Council displays its commitment and support prominently on the Ludlow Town Council website to make it clear that Ludlow is a Fair Trade Town. iii) Where appropriate the Council uses Fair Trade products at its events and when the Town Council has any promotional events it liaises with the Fair Trade Steering Group for it to provide fairly traded refreshments. iv) Representatives of Ludlow Town Council continue to work with the Fairtrade Steering Group to generate ideas for how the town can celebrate the 15 th anniversary in 2018, including a larger scale Mayor's reception and also investigating the scope for signage to include the Town's Fair Trade status.	Recommend to Council Add to Representatives on Outside Bodies, to nominate representative at AGM Add to website	Naomi Naomi Naomi Ongoing Ongoing	Done Done Done Done	10/05/17 10/05/17 10/05/17
PF/106	<u>ELECTION INFORMATION</u> That the election timetable be promoted on	Promote on website	Done	Gina	11/04/17

	the Councils website and via social media.				
PF/113	<u>MINUTES</u> That the minutes of the Policy and Finance Committee meeting held on 27 th February 2017, be approved as a correct record to be signed by the Chairman.	Amend, File signed minutes and display on LTC website.	Lucy	Done	28/05/17
PF/117	<u>INSURANCE REVIEW</u> That the insurance valuations recommended by Ecclesiastical Insurance for the Guildhall and the Cemetery Chapel, be approved.	Recommend to Council Confirm valuations with Insurers	Naomi Gina	Done	10/05/17
PF/118	<u>INSURANCE REVIEW</u> That the Intruder Alarm Protocol addendum to Lone Worker Policy, be adopted.	Recommend to Council	Naomi		
PF/119	<u>ECONOMIC GROWTH STRATEGY CONSULTATION</u> That the Council respond to the consultation as follows: i) Members are dismayed that the release of such an important strategy consultation has been timed for the end of a term of council for both the unitary authority and town and parish councils	Write a letter in response to the consultation including all the Committee comments	Gina	Done	20/04/17

	<p>in Shropshire.</p> <p>ii) The language employed in the strategy is vague, there is plenty of urging and hoping, but little evidence of commitment to action. Whilst it is noted that setting consultation questions can be challenging, the reasoning behind some of the questions is difficult to understand.</p> <p>iii) The Town Council is aware that Shropshire Council has sold significant assets in Ludlow without reinvesting any of the money in Ludlow, which does not instil confidence in Shropshire Council's willingness to invest in Ludlow, or support the rhetoric of the strategy for Ludlow.</p> <p>iv) The strategy mentions the A49 growth corridor, but there is no management structure or consultative body identified to take any meaningful action. Research reveals that the importance of the A49 growth corridor was also identified in similar documents in 2014, but there has not been any progress, and in 2017, there is still no identifiable body under which action would be taken.</p> <p>v) Ludlow Town Council would like to work with Shropshire Council to find ways to make the strategy work for Ludlow. Ludlow Town Council has worked hard</p>				
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	<p>to achieve stability in this term of the Council, which will extend into the next term of the council. The majority of Councillors will be returning to the Council, there are two contested ward elections and a minimal number of co-options will take place.</p> <p>vi) Ludlow Town Council seeks to be a continuing source of strength for Ludlow and would like to invite Gemma Davies, Head of Economic Growth to a meeting on 12th June 2017 at 7.00pm at the Guildhall to have a chance to understand how Shropshire Council's Economic Growth Strategy will work for Ludlow and how Ludlow can contribute to the overall economic development of the county.</p>				
PF/120	<p><u>INDOORS LEISURE FACILITIES STRATEGY</u></p> <p>That a strongly worded statement be sent to Shropshire Council in defence of the existing indoor leisure facilities in Ludlow, clearly stating the large catchment area that is served by South Shropshire leisure centre and the absolute need to maintain the existing level of facilities and access as a minimum.</p>	Write a letter to Shropshire Council	Gina	Done	20/04/17

Agenda Item 8a & b

Payments and Income

Date: 02/06/2017

Ludlow Town Council YE 2016/17

Page No: 555

Time: 15:52

Cash Book 1

User : LJ

Barclays Combined

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		503,980.52					503,980.52	
Banked on :	01/03/2017	500.00						
Stan_Recp	J Hughes	500.00			1050	401	500.00	Cemetery House Rent
Banked on :	01/03/2017	352.15						
	Sales Recpts Page 266	352.15	352.15		101			Sales Recpts Page 266
Banked on :	01/03/2017	216.72						
	Sales Recpts Page 267	216.72	216.72		101			Sales Recpts Page 267
Banked on :	01/03/2017	487.00						
	D Hansen	10.00		1.67	1040	201	8.33	Parking Permits - 26/02/17
	M Lavers	28.00		4.67	1040	201	23.33	Parking Permits - 26/02/17
	Market Rents	410.00			1020	201	410.00	Market Rents - 01/03/17
	Parking Permits	30.00		5.00	1040	201	25.00	Parking Permits - 01/03/17
	Electricity	9.00		1.50	1022	201	7.50	Electricity - 01/03/17
Banked on :	01/03/2017	940.15						
	V Allen	762.50			1051	401	762.50	Cem Fees (AH Wear) I/6/684
	Linney Parking Meter	119.35		19.89	1075	411	99.46	Linney Parking Meter 27/02/17
	Toilet Coin Boxes	58.30		9.72	1174	303	48.58	Toilet Coin Boxes - 27/02/17
Banked on :	03/03/2017	169.00						
	L Barnes	51.00			1023	201	51.00	Market Rents - Mothers Day
	J Rawlins	21.00			1023	201	21.00	Market Rents - Mothers Day
	L Barnes	1.00		0.17	1022	201	0.83	Electricity - Mothers Day
	B Kelly	23.00			1023	201	23.00	Market Rents - Mothers Day
	B Kelly	1.00		0.17	1022	201	0.83	Electricity - Mothers Day
	M Hoare	51.00			1023	201	51.00	Market Rents - Mothers Day
	T Wood	21.00			1023	201	21.00	Moarket Rents - Mothers Day
Banked on :	03/03/2017	535.50						
	Smith	21.00			1023	201	21.00	Market Rents - Mothers Day
	Market Rents	473.50			1023	201	473.50	Market Rents - 03/03/17
	Parking Permits	32.00		5.33	1040	201	26.67	Parking Permits - 03/03/17
	Electricity	9.00		1.50	1022	201	7.50	Electricity - 03/03/17
Banked on :	03/03/2017	736.20						
	Heiron	554.00			1051	401	554.00	Cem Fees (PL Mason) E/8/606
	Linney Parking Meter	90.10		15.02	1075	411	75.08	Linney Parking Meter 03/03/17
	Toilet Coin Boxes	53.50		8.92	1174	303	44.58	Toilet Coin Boxes - 01/03/17
	Toilet Coin Boxes	38.60		6.43	1174	303	32.17	Toilet Coin Boxes - 03/03/17
Banked on :	03/03/2017	30.00						
	BX Museum	30.00			1006	119	30.00	BX Museum Tickets - 03/03/17
Banked on :	04/03/2017	896.00						
	Market Rents	826.00			1020	201	826.00	Market Rents - 04/03/17
	Market Rents	16.00			1020	201	16.00	Market Rents - Arrears
	Parking Permits	42.00		7.00	1040	201	35.00	Parking Permits - 04/03/17
	Electricity	12.00		2.00	1022	201	10.00	Electricity - 04/03/17

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Ludlow Town Council YE 2016/17

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Cash Book 1

User : LJ

Barclays Combined

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 04/03/2017		45.05						
	Toilet Coin Boxes	45.05		7.51	1174	303	37.54	Toilet Coin Boxes - 04/03/17
Banked on : 04/03/2017		40.50						
	BX Museum	40.50			1006	119	40.50	BX Museum Tickets - 04/03/17
Banked on : 05/03/2017		45.20						
	BX Museum	36.50			1006	119	36.50	BX Museum Tickets - 05/03/17
	BX Museum	8.70		0.53	1008	119	8.17	BX Museum Merchandise 05/03/17
Banked on : 06/03/2017		393.00						
	Market Rents	350.00			1020	201	350.00	Market Rents - 06/03/17
	Parking Permits	38.00		6.33	1040	201	31.67	Parking Permits - 06/03/17
	Electricity	5.00		0.83	1022	201	4.17	Electricity - 06/03/17
Banked on : 06/03/2017		130.50						
	Linney Parking Meter	82.20		13.70	1075	411	68.50	Linney Parking Meter - 06/03/17
	Toilet Coin Boxes	48.30		8.05	1174	303	40.25	Toilet Coin Boxes - 06/03/17
Banked on : 06/03/2017		60.18						
	Barclays Bank	60.18			4058	101	60.18	Loyalty Reward
Banked on : 06/03/2017		30.09						
	Barclays Bank	30.09			4058	101	30.09	Bonus Refund
Banked on : 08/03/2017		603.00						
	T Score	21.00			1023	201	21.00	Market Rents - Mothers Day
	G Hemmings	21.00			1023	201	21.00	Market Rents - Mothers Day
	Market Rents	511.00			1020	201	511.00	Market Rents - 08/03/17
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 08/03/17
	Electricity	10.00		1.67	1022	201	8.33	Electricity - 08/03/17
Banked on : 08/03/2017		660.20						
	V Allen	554.00			1051	401	554.00	Cem Fees (F Arrowsmith)F/1/833
	Linney Parking Meter	57.00		9.50	1075	411	47.50	Linney Parking Meter 08/03/17
	Toilet Coin Boxes	49.20		8.20	1174	303	41.00	Toilet Coin Boxes - 08/03/17
Banked on : 09/03/2017		55.42						
	Mayors Charity	55.42			525		55.42	Black Tie Wine - Transfer
Banked on : 10/03/2017		1,127.00						
	MI Hoare	255.00			540		51.00	Market Rents - C&C
					540		51.00	Market Rents - B&C
					540		153.00	Market Rents - C&G
	Ludlow Choral Society	16.00			540		16.00	Market Rents - F&C
	N Guy	21.00			1023	201	21.00	Market Rents - Mothers Day
	Market Rents	776.00			1020	201	776.00	Market Rents - 10/03/17
	Parking Permits	48.00		8.00	1040	201	40.00	Parking Permits - 10/03/17
	Electricity	11.00		1.83	1022	201	9.17	Electricity - 10/03/17

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Date: 02/06/2017

Ludlow Town Council YE 2016/17

Page No: 557

Time: 15:52

Cash Book 1

User : LJ

Barclays Combined

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 10/03/2017		129.40						
	Toilet Coin Boxes	61.00		10.17	1174	303	50.83	Toilet Coin Boxes - 10/03/17
	Linney Parking Meter	68.40		11.40	1075	411	57.00	Linney Parking Meter 10/03/17
Banked on : 10/03/2017		28.20						
	BX Museum	26.00			1006	119	26.00	BX Museum Tickets - 10/03/17
	BX Museum	2.20		0.37	1008	119	1.83	BX Museum Merchandise 10/03/17
Banked on : 11/03/2017		930.00						
	Market Rents	874.00			1020	201	874.00	Market Rents - 11/03/17
	Parking Permits	44.00		7.33	1040	201	36.67	Parking Permits - 11/03/17
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 11/03/17
	Parking Permits	4.00		0.67	1040	201	3.33	Parking Permits - 11/03/17
Banked on : 11/03/2017		54.80						
	Toilet Coin Boxes	54.80		9.13	1174	303	45.67	Toilet Coin Boxes - 11/03/17
Banked on : 11/03/2017		43.00						
	BX Museum	43.00			1006	119	43.00	BX Museum Tickets - 11/03/17
Banked on : 12/03/2017		35.70						
	BX Museum	33.50			1006	119	33.50	BX Museum Tickets - 12/03/17
	BX Museum	2.20		0.37	1008	119	1.83	BX Museum Merchandise 12/03/17
Banked on : 13/03/2017		514.00						
	D Hill	21.00			1023	201	21.00	Market Rents - Mothers Day
	J Score	21.00			1023	201	21.00	Market Rents - Mothers Day
	L O'Driscoll	15.00			1023	201	15.00	Market Rents - Mothers Day
	M Lavers	40.00		6.67	1040	201	33.33	Parking Permits - 12/03/17
	Market Rents	369.00			1020	201	369.00	Market Rents - 13/03/17
	Parking Permits	44.00		7.33	1040	201	36.67	Parking Permits - 13/03/17
	Electricity	4.00		0.67	1022	201	3.33	Electricity - 13/03/17
Banked on : 13/03/2017		432.00						
	Toilet Coin Boxes	54.35		9.06	1174	303	45.29	Toilet Coin Boxes - 13/03/17
	Linney Parking Meter	86.05		14.34	1075	411	71.71	Linney Parking Meter 10/03/17
	K Griffin	105.60		17.60	1051	401	88.00	Cem Fees (Passey&Bate)E/10/688
	Heiron	168.00			1051	401	168.00	Cem Fees (MR Passey) E/10/668
	Wuauqui Kuna	18.00			1018	101	18.00	Street Trading Permit
Banked on : 13/03/2017		2,000.00						
	Sales Recpts Page 269	2,000.00	2,000.00		101			Sales Recpts Page 269
Banked on : 14/03/2017		108.00						
	Pinpointer	108.00			1018	101	18.00	Street Trading Permit No. 491
					540		90.00	Street Trading Permit No. 491

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Date: 02/06/2017

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Cash Book 1

User : LJ

Barclays Combined

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 15/03/2017		1,209.00						
	Smith	100.00			540		16.00	Market Rentsm - F&C
					540		21.00	Market Rents - C&C
					540		63.00	Market Rents - C&G
	J French	310.00			540		130.00	Market Rents - F&C
					540		36.00	Market Rents - B&C
					540		36.00	Market Rents - C&C
					540		108.00	Market Rents - C&G
	Market Rents	487.00			1020	201	487.00	Market Rents - 15/03/17
	Parking Permits	36.00		6.00	1040	201	30.00	Parking Permits - 15/03/7
	Electricity	9.00		1.50	1022	201	7.50	Electricity - 15/03/17
	L Barnes	261.00			540		102.00	Market Rents - C&G
					540		51.00	Market Rents - C&C
					540		108.00	Market Rents - F&C
	L Barnes	6.00		1.00	540		5.00	Electricity
Banked on : 15/03/2017		811.85						
	V Allen	762.50			1051	401	762.50	Cem Fees (DW Humphreys))/6/678
	Toilet Coin Boxes	49.35		8.22	1174	303	41.13	Toilet Coin Boxes - 15/03/17
Banked on : 15/03/2017		54.00						
	Dix-Williams	54.00			540		54.00	Street Trading Permit No. 492
Banked on : 17/03/2017		1,010.00						
	Market Rents	746.00			1020	201	746.00	Market Rents - 17/03/17
	Parking Permits	52.00		8.67	1040	201	43.33	Parking Permits - 17/03/17
	Electricity	11.00		1.83	1022	201	9.17	Electricity - 17/03/17
	G Hartley	21.00			1023	201	21.00	Market Rents - Mothers Day
	T Score	144.00			540		108.00	Market Rents - C&G
					540		36.00	Market Rents - C&C
	T Score	36.00			540		36.00	Market Rents - B&C
Banked on : 17/03/2017		271.60						
	Linney Parking Meter	108.20		18.03	1075	411	90.17	Linney Parking Meter 17/03/17
	Toilet Coin Boxes	57.80		9.63	1174	303	48.17	Toilet Coin Boxes - 17/03/17
	K Griffin	105.60		17.60	1051	401	88.00	Cem Fees (M Spencer) E/12/771
Banked on : 17/03/2017		23.00						
	BX Museum	23.00			1006	119	23.00	BX Museum Tickets - 17/03/17
Banked on : 18/03/2017		895.00						
	Market Rents	842.00			1020	201	842.00	Market Rents - 18/03/17
	Parking Permits	42.00		7.00	1040	201	35.00	Parking Permits - 18/03/17
	Electricity	11.00		1.83	1022	201	9.17	Electricity - 18/03/17
Banked on : 18/03/2017		56.20						
	Toilet Coin Boxes	56.20		9.37	1174	303	46.83	Toilet Coin Boxes - 18/03/17

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Barclays Combined

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 18/03/2017		63.50						
	BX Museum	63.50			1006	119	63.50	BX Museum Tickets - 18/03/17
Banked on : 19/03/2017		37.50						
	BX Museum	37.50			1006	119	37.50	BX Museum Tickets - 19/03/17
Banked on : 20/03/2017		295.00						
	Market Rents	265.00			1020	201	265.00	Market Rents - 20/03/17
	Parking Permits	24.00		4.00	1040	201	20.00	Parking Permits - 20/03/17
	Electricity	6.00		1.00	1022	201	5.00	Electricity - 20/03/17
Banked on : 20/03/2017		135.60						
	Linney Parking Meter	66.10		11.02	1075	411	55.08	Linney Parking Meter 20/03/17
	Toilet Coin Boxes	69.50		11.58	1174	303	57.92	Toilet Coin Boxes - 20/03/17
Banked on : 22/03/2017		355.10						
	Sales Recpts Page 268	355.10	355.10		101			Sales Recpts Page 268
Banked on : 22/03/2017		401.00						
	NJ Gumbs	74.00			540		32.00	Market Rents - F&C
					540		42.00	Market Rents - C&G
	Market Rents	300.00			1020	201	300.00	Market Rents - 22/03/17
	Parking Permits	22.00		3.67	1040	201	18.33	Parking Permits - 22/03/17
	Electricity	5.00		0.83	1022	201	4.17	Electricity - 22/03/17
Banked on : 22/03/2017		1,545.50						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 22/03/17
	V Allen	330.00			1051	401	330.00	Cem Fees (RCartwright)23/03/17
	V Allen	762.50			1051	401	762.50	Cem Fees (MWH Tipton) I/6/679
	W L Andrews	105.60			1051	401	105.60	Cem Fees (R Andrews)
	B Strachan	216.00			1018	101	216.00	Street Trading Permit No. 493
	Cllr P Draper	40.00			1171	101	40.00	Mayors Charity Promise Auction
	Toilet Coin Boxes	53.40		8.90	1174	303	44.50	Toilet Coin Boxes - 22/03/17
Banked on : 22/03/2017		-105.60						
	Correction	-105.60			1051	401	-105.60	Correction
Banked on : 22/03/2017		105.60						
	WL Andrews	105.60		17.60	1051	401	88.00	Cem Fees (R Andrews) Mem
Banked on : 23/03/2017		18.00						
	Cool Sheepskin	18.00			540		18.00	Street Trading Permit No. 494
Banked on : 24/03/2017		962.00						
	D Hill	63.00			540		21.00	Market Rents - C&G
					540		42.00	Market Rents - B&C
	T Dockerty	40.00		6.67	1040	201	33.33	Parking Permits - Produce
	C McKenzie	21.00			1023	201	21.00	Market Rents - Mothers Day
	Market Rents	776.00			1020	201	776.00	Market Rents - 24/03/17
	Parking Permits	48.00		8.00	1040	201	40.00	Parking Permits - 24/03/17

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Barclays Combined

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Electricity	12.00		2.00	1022	201	10.00	Electricity - 24/03/17
	Parking Permits	2.00		0.33	1040	201	1.67	Parking Permits - 24/03/17
Banked on : 24/03/2017		92.20						
	Linney Parking Meter	41.00		6.83	1075	411	34.17	Linney Parking Meter 24/03/17
	Toilet Coin Boxes	51.20		8.53	1174	303	42.67	Toilet Coin Boxes - 24/03/17
Banked on : 24/03/2017		26.00						
	BX Museum	26.00			1006	119	26.00	BX Museum Tickets - 24/03/17
Banked on : 25/03/2017		4.00						
	Parking Permits	4.00		0.67	1040	201	3.33	Parking Permits - 25/03/17
Banked on : 25/03/2017		909.00						
	Market Rents	858.00			1020	201	858.00	Market Rents - 25/03/17
	Parking Permits	42.00		7.00	1040	201	35.00	Parking Permits - 25/03/17
	Electricity	9.00		1.50	1022	201	7.50	Electricity - 25/03/17
Banked on : 25/03/2017		62.10						
	Toilet Coin Boxes	62.10		10.35	1174	303	51.75	Toilet Coin Boxes - 25/03/17
Banked on : 25/03/2017		62.50						
	BX Museum	57.00			1006	119	57.00	BX Museum Tickets - 25/03/17
	BX Museum	5.50		0.92	1008	119	4.58	BX Museum Merchandise 25/03/17
Banked on : 26/03/2017		24.10						
	BX Museum	21.50			1006	119	21.50	BX Museum Tickets - 26/03/17
	BX Museum	2.60			1008	119	2.60	BX Museum Merchandise
Banked on : 27/03/2017		584.00						
	Market Rents	172.00			1023	201	172.00	Market Rents - Mothers Day
	Parking Permits	36.00		6.00	1040	201	30.00	Parking Permits - 26/03/17
	Electricity	2.00		0.33	1022	201	1.67	Electricity - 26/03/17
	Market Rents	323.00			1020	201	323.00	Market Rents - 27/03/17
	Market Rents	9.00			1020	201	9.00	Market Rents - Arrears
	Parking Permits	38.00		6.33	1040	201	31.67	Parking Permits - 27/03/17
	Electricity	4.00		0.67	1022	201	3.33	Electricity - 27/03/17
Banked on : 27/03/2017		182.00						
	Toilet Coin Boxes	71.80		11.97	1174	303	59.83	Toilet Coin Boxes - 27/03/17
	Linney Parking Meter	110.20		18.37	1075	411	91.83	Linney Parking Meter 27/03/17
Banked on : 27/03/2017		1.00						
	BX Museum	1.00			1007	119	1.00	BX Museum - Donation
Banked on : 29/03/2017		200.00						
	Sales Recpts Page 270	200.00	200.00		101			Sales Recpts Page 270
Banked on : 29/03/2017		619.00						
	G Hemming	63.00			540		42.00	Market Rents - C&G
					540		21.00	Market Rents - C&G

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Barclays Combined

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Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	L Barnes	51.00			540		51.00	Market Rents - C&G
	L Barnes	1.00		0.17	540		0.83	Electricity
	B Kelly	18.00			540		18.00	Market Rents - F&C
	B Kelly	1.00		0.17	540		0.83	Electricity
	Market Rents	439.00			1020	201	439.00	Market Rents - 29/03/17
	Parking Permits	38.00		6.33	1040	201	31.67	Parking Permits - 29/03/17
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 29/03/17
Banked on : 29/03/2017		979.50						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 29/03/17
	V Allen	554.00			1051	401	554.00	Cem Fees (M Mable) K/6/1679
	V Allen	168.00			1051	401	168.00	Cem Fees (W Weaver) G/3/45
	L Inga	18.00			1018	101	18.00	Street Trading Permit No. 495
	The Fish House	150.00			1018	101	150.00	Street Trading Permit No. 496
	Toilet Coin Boxes	51.50		8.58	1174	303	42.92	Toilet Coin Boxes - 29/03/17
Banked on : 30/03/2017		3,750.00						
	Bensons of Ludlow	3,750.00			1000	115	3,750.00	BX Shop Rent
Banked on : 31/03/2017		115.10						
	Sales Recpts Page 273	115.10	115.10		101			Sales Recpts Page 273
Banked on : 31/03/2017		400.00						
	Sales Recpts Page 274	400.00	400.00		101			Sales Recpts Page 274
Banked on : 31/03/2017		19.50						
	BX Museum	14.00			1006	119	14.00	BX Museum Tickets - 31/03/17
	BX Museum	5.50		0.92	1008	119	4.58	BX Museum Merchandise 31/03/17
Banked on : 31/03/2017		960.00						
	Market Rents	804.00			1020	201	804.00	Market Rents - 31/03/17
	Parking Permits	74.00		12.33	1040	201	61.67	Parking Permits - 31/03/17
	Electricity	12.00		2.00	1022	201	10.00	Electricity - 31/03/17
	Parking Permits	16.00		2.67	1040	201	13.33	Parking Permits - 31/03/17
	Miscellaneous	3.00			1171	201	3.00	Miscellaneous
	J Matthews	51.00			540		51.00	Market Rents - C&C
Banked on : 31/03/2017		1,098.20						
	V Allen	554.00			540		554.00	Cem Fees (VE Everall) J/8/2063
	V Allen	168.00			540		168.00	Cem Fees(DE Wainwright)GG/1/97
	V Allen	256.00			540		256.00	Cem Fees (RW Price) GG/2/113a
	Toilet Coin Boxes	60.20		10.03	1174	303	50.17	Toilet Coin Boxes - 31/03/17
	Linney Parking Meter	60.00		10.00	1075	411	50.00	Linney Parking Meter 31/03/17
Banked on : 31/03/2017		596.00						
	Sales Recpts Page 275	596.00	596.00		101			Sales Recpts Page 275
Banked on : 31/03/2017		2,628.00						

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Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Market Rents	366.00			1023	201	366.00	Market Rents - Mothers Day
	Market Rents	299.00			540		299.00	Market Rents - B&C
	Market Rents	278.00			540		278.00	Market Rents - C&C
	Market Rents	819.00			540		819.00	Market Rents - C&G
	Market Rents	866.00			540		866.00	Market Rents - F&C
Banked on : 31/03/2017		-2,628.00						
	Correction	-2,628.00			1023	201	-366.00	Wrong Cashbook
					540		-2,262.00	Wrong Cashbook
Banked on : 31/03/2017		2,551.60						
	Pay Pal Market	2,551.60			201		2,551.60	Market Rents
Total Receipts for Month		33,707.61	4,235.07	571.19			28,901.35	
Cash Book Totals		<u>537,688.13</u>	<u>4,235.07</u>	<u>571.19</u>			<u>532,881.87</u>	

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Barclays Combined

For Month No : 12

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2017	TV Licence	Std Ord	12.12			4054	101	12.12	TV Licence
01/03/2017	Screwfix	1	37.75	37.75		501			Steel Axe
01/03/2017	CF Corporate Finance Ltd	2	290.95	290.95		501			Photocopier Contract 2016/17
01/03/2017	TV Licence	DDR	0.06			4023	101	0.06	TV Licence
01/03/2017	Scottish Power (Buttercross Ma	2	1.24	1.24		501			BX Mkt Electric Jan 17
01/03/2017	Public Works Loan Board	DDR	17,091.03			4610	101	17,091.03	Loan Repayment
06/03/2017	Barclays Bank	1	200.59	200.59		501			Bank Charges - Feb 17
10/03/2017	Friends of Shropshire Hills AO	205120	50.00	50.00		501			AONB membership 2017
10/03/2017	Guild of Mace Bearers	205121	40.00	40.00		501			Guild of mace- bearers - NC
10/03/2017	The Rose & Crown Ludlow	205122	400.00	400.00		501			Catering for Remebrance 16
10/03/2017	Border Engineering & Fabricati	205123	134.70	134.70		501			Repairs to bench seat
15/03/2017	Scottish Power (Castle Street	1	315.00	315.00		501			Castle Street Toilets Acc Rec
15/03/2017	Temple Comms Ltd	3	50.93	50.93		501			GH Telephone Charges Feb 17
15/03/2017	EDF Energy	4	12.00	12.00		501			Purchase Ledger
16/03/2017	Severn Trent Water	5	400.73	400.73		501			Smithfield Toi Water Sept-Jan
16/03/2017	Barclaycard	DDR	1,208.47		36.75	4026	101	-31.65	Surge Protection Return
						4055	101	35.00	Ordnance Survey - CharltonRise
						4011	119	592.11	BX Rates - Revaluation
						4026	101	1.50	Door Wedge
						4021	101	64.00	Postage
						4319	303	52.27	Toilet Cleaning Supplies
						4022	101	26.49	BX Museum Printer Cartridges
						4319	303	7.58	Toilet Leaflet Holders x2
						4319	303	265.88	Toilet Signage Cases
						4026	101	125.84	GHSurgeProtectionP
						4022	101	16.63	BX Museum Storage Boxes
						4022	101	16.07	BX Museum Lablemaker
17/03/2017	Shropshire Association of Loca	49913	246.00	246.00		501			Cllr Smithers Cilca training
17/03/2017	Apex Market Stalls	50197	80.02	80.02		501			Removable security nuts

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Barclays Combined

For Month No : 12

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u> <u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
17/03/2017	Assembly Rooms Ludlow	51678	72.00	72.00		501		Room hire for meetings Nov
17/03/2017	Ludlow Homecare Ltd	52952	23.97	23.97		501		Wrench & telescopic wrench
17/03/2017	Councillor Draper	53212	119.00	119.00		501		Mayors expenses Jan-Feb17
17/03/2017	Tracy's Taxis	53395	140.00	140.00		501		January Cllr Dispatches x 4
17/03/2017	Kingfisher Leisure & Workwear	53771	34.63	34.63		501		Fleece & beanie hat - DS
17/03/2017	Morris, Bufton & Co Ltd	53791	891.34	891.34		501		x 2 Spark plugs
17/03/2017	Kidderminster Town Council	53816	60.00	60.00		501		Mayors ball tickets x 2
17/03/2017	Coopers	53823	84.00	84.00		501		Rabbit netting & fencing
17/03/2017	Cleveland Biotech Ltd	53830	103.74	103.74		501		Urinal treatment Smithfield
17/03/2017	Roundabout Stationery	53898	142.49	142.49		501		Stationery & Office Supplies
17/03/2017	Black Box AV	53986	38.40	38.40		501		Period phone cable & receiver
17/03/2017	Menai Foam and Board Limited	54003	134.05	134.05		501		Cloths bleach gloves bin bags
17/03/2017	Ludlow Chamber of Trade &	54031	25.00	25.00		501		Ludlow Chamber membership 17
17/03/2017	Belidere Lift Limited	54236	126.00	126.00		501		Lift testing on site
17/03/2017	Shropshire Council	54244	68.87	68.87		501		GH Telephone December 16
17/03/2017	Mr Simon Link	54517	600.00	600.00		501		26/1/17 E/7/572 Powell
17/03/2017	Bromfield Sand & Gravel Co. Lt	54662	663.90	663.90		501		Gravel - Carpark
17/03/2017	Hire Equipment (Ludlow) Ltd	54680	135.45	135.45		501		Roller & Fuel - car park works
17/03/2017	National Association of Local	54781	65.00	65.00		501		Local Councils award scheme
17/03/2017	G. E. Bright Electrical	55095	74.40	74.40		501		Power to display cabinet
17/03/2017	Teme Valley Computers	55376	250.00	250.00		501		Server/roaming set up
17/03/2017	Herefordshire Council	55475	1,000.00	1,000.00		501		Bus Service 490 contribution
17/03/2017	A Heiron	55738	80.00	80.00		501		GG/5/165 20/1/17 Pugh
17/03/2017	Internal Audit & Compliance Lt	55761	433.20	433.20		501		Interim internal audit 27/1/17
17/03/2017	JD Automotive (Ludlow) Ltd	55792	481.72	481.72		501		VU06 GUH Wing Mirror repair
17/03/2017	One Stop Print Shop	55855	2.40	2.40		501		Staff ID badges
17/03/2017	Eurofit HIQ	55956	212.17	212.17		501		Bulbs
17/03/2017	Shropshire Council	BX53816	60,076.41	60,076.41		501		Payroll Dec 2017 processing fe

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Barclays Combined

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Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/03/2017	Barclaycard	DDR	1,068.65		144.81	4023	101	18.00	Farson Digital Annual Sub
						4021	101	55.00	Postage
						4026	101	17.65	Surge Protect Plug Strip
						4200	105	40.00	Black Tie - Wine
						4009	101	76.64	Cllr Fire Tablet Cases
						4026	101	49.99	GH Office Heater
						4009	101	666.56	Cllr Fire Tablets
20/03/2017	CNG Ltd	2	59.46	59.46		501			BX Museum Gas Supply
23/03/2017	EE	DDR	182.34		24.09	4019	500	89.74	Mobile Phone Charges - DLF
						4019	201	23.64	Mobile Phone Charges - mkt
						4019	101	44.87	Mobile Phone Charges - Admin
24/03/2017	Network	3	326.20	326.20		501			Vehicle Lease Hire Mar 17
27/03/2017	Countrywide	2	7.00	7.00		501			DLF - Work Trousers
28/03/2017	Veolia Environmental Services	1	1,014.24	1,014.24		501			Mkt Waste Feb 17
28/03/2017	The Midcountries Co-operative	1	572.31	572.31		501			Fuel Feb 2017
28/03/2017	E.on	DDR	286.48		47.75	4013	121	238.73	Guildhall Electric
30/03/2017	Wyvern Ices	CANCEL2	-510.00		-2.50	1022	201	-12.50	Cancel Cheque
						1018	101	-495.00	Cancel Cheque
30/03/2017	A Vass	CANCEL4	-150.00			4200	105	-150.00	Cancel Cheque - Donation
30/03/2017	Mayors Charity	TRANSFER	150.00			4200	105	150.00	A Vass Black Tie Fee Donation
30/03/2017	Mayors Charity	TRANSFER	40.00			4200	105	40.00	Cllr Draper Black Tie Auction
30/03/2017	BT	10	113.20	113.20		501			BX Museum Broadband Mar-May
30/03/2017	BT	11	46.34	46.34		501			BX Museum Telephone Line
31/03/2017	Mayors Charity	DDR	24.00			1171	101	24.00	Donation - Paid wrong acc
31/03/2017	Mayors Charity	DDR	444.00			1028	201	444.00	Mayors Charity - Charity Mkt
31/03/2017	Alison Campbell	205124	395.00	395.00		501			difficlt situations-all staff
Total Payments for Month			90,778.95	70,931.80	250.90			19,596.25	
Balance Carried Fwd			446,909.18						
Cash Book Totals			<u>537,688.13</u>	<u>70,931.80</u>	<u>250.90</u>			<u>466,505.43</u>	

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Barclays Combined

For Month No : 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		446,909.18					446,909.18	
Banked on : 01/04/2017		39.10						
	BX Museum	39.10			1006	119	39.10	BX Museum - 01/04/17 Tickets
Banked on : 01/04/2017		1,076.00						
	Market Rents	982.00			1020	201	982.00	Market Rents - 01/04/17
	Parking Permits	84.00		14.00	1040	201	70.00	Parking Permits - 01/04/17
	Electricity	10.00		1.67	1022	201	8.33	Electricity - 01/04/17
Banked on : 01/04/2017		500.00						
Stan_Recp	J Hughes	500.00			1050	401	500.00	Cemetery House Rent
Banked on : 02/04/2017		11.00						
	BX Museum	11.00			1006	119	11.00	BX Museum - 02/04/17 Tickets
Banked on : 03/04/2017		244.50						
	B Fry	36.00			1018	101	36.00	Street Trading Permit No. 158
	Toilet Coin Boxes	127.70		21.28	1174	303	106.42	Toilet Coin Boxes - 03/04/17
	Linney Parking Meter	79.00		13.17	1075	411	65.83	Linney Parking Meter 03/04/17
	Toilet Income	1.80		0.30	1174	303	1.50	Toilet Income - Misc Sylvia
Banked on : 03/04/2017		565.00						
	Market Rents	486.00			1020	201	486.00	Market Rents - 03/04/17
	Parking Permits	76.00		12.67	1040	201	63.33	Parking Permits - 03/04/17
	Electricity	3.00		0.50	1022	201	2.50	Electricity - 03/04/17
Banked on : 03/04/2017		50.70						
	Barclays Bank	50.70			4058	101	50.70	Loyalty Reward
Banked on : 03/04/2017		25.35						
	Barclays Bank	25.35			4058	101	25.35	Bonus Refund
Banked on : 03/04/2017		385.66						
	Mayors Quiz Night	210.00			1166	105	210.00	Mayors Quiz Night - Tickets
	Mayor's Quiz Night	170.00			1166	105	170.00	Mayor's Quiz Night - Raffle
	Mayor's Quiz Night	5.66			1166	105	5.66	Mayor's Quiz Night - Donations
Banked on : 04/04/2017		35.00						
	M Wear	35.00			1018	101	35.00	Street Trading Permit No. 505
Banked on : 05/04/2017		124.15						
	Linney Parking Meter	69.00		11.50	1075	411	57.50	Linney Parking Meter 05/04/17
	Toilet Coin Boxes	55.15		9.19	1174	303	45.96	Toilet Coin Boxes - 05/04/17
Banked on : 05/04/2017		762.00						
	Market Rents	682.00			1020	201	682.00	Market Rents - 05/04/17
	Parking Permits	72.00		12.00	1040	201	60.00	Parking Permits - 05/04/17
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 05/04/17
Banked on : 05/04/2017		23.40						
	EDF	23.40		1.11	4013	401	22.29	Cemetery Electric
Banked on : 07/04/2017		763.84						

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Barclays Combined

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Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	Sales Recpts Page 277	763.84	763.84		101			Sales Recpts Page 277
Banked on : 07/04/2017	3,693.82							
	Linney Parking Meter	63.00		10.50	1075	411	52.50	Linney Parking Meter 07/04/17
	Toilet Coin Boxes	75.45		12.58	1174	303	62.87	Toilet Coin Boxes - 07/04/17
	Town Centre Residents Assoc	200.00			1166	105	200.00	Mayors Charity Donation
	EJ Wilding - Wyvern Ices	3,355.37			1018	101	3,355.37	Street Trading Permit No.502-4
Banked on : 07/04/2017	35.50							
	BX Museum	35.50			1006	119	35.50	BX Museum - 07/04/17 Tickets
Banked on : 07/04/2017	1,095.00							
	T Wood	21.00			1035	201	21.00	Market Rents - B&C
	Market Rents	968.00			1020	201	968.00	Market Rents - 07/04/17
	Parking Permits	96.00		16.00	1040	201	80.00	Parking Permits - 07/04/17
	Electricity	10.00		1.67	1022	201	8.33	Electricity - 07/04/17
Banked on : 08/04/2017	40.40							
	Toilet Coin Boxes	40.40		6.73	1174	303	33.67	Toilet Coin Boxes - 08/04/17
Banked on : 08/04/2017	60.40							
	BX Museum	55.00			1006	119	55.00	BX Museum - 08/04/17 Tickets
	BX Museum	3.20			1008	119	3.20	BX Museum - 08/04/17 Sales
	BX Museum	2.20		0.37	1008	119	1.83	BX Museum - 08/04/17 Sales
Banked on : 08/04/2017	1,191.00							
	Market Rents	1,120.00			1020	201	1,120.00	Market Rents - 08/04/17
	Parking Permits	64.00		10.67	1040	201	53.33	Parking Permits - 08/04/17
	Electricity	7.00		1.17	1022	201	5.83	Electricity - 08/04/17
Banked on : 09/04/2017	40.60							
	BX Museum	38.00			1006	119	38.00	BX Museum - 09/04/17 Tickets
	BX Museum	2.60			1008	119	2.60	BX Museum - 09/04/17 Sales
Banked on : 10/04/2017	222.40							
	Toilet Coin Boxes	70.20		11.70	1174	303	58.50	Toilet Coin Boxes - 10/04/17
	Linney Parking Meter	152.20		25.37	1075	411	126.83	Linney Parking Meter 10/04/17
Banked on : 10/04/2017	34.60							
	BX Museum	32.00			1006	119	32.00	BX Museum - 10/04/17 Tickets
	BX Museum	2.60			1008	119	2.60	BX Museum - 10/04/17 Sales
Banked on : 10/04/2017	776.00							
	Market Rents	498.00			1020	201	498.00	Market Rents - 10/04/17
	Parking Permits	48.00		8.00	1040	201	40.00	Parking Permits - 10/04/17
	Electricity	4.00		0.67	1022	201	3.33	Electricity - 10/04/17
	K Massarella	21.00			1037	201	21.00	Market Rents - C&C
	Market Rents	139.00			1039	201	139.00	Market Rents - C&G 09/04/17
	Parking Permits	64.00		10.67	1040	201	53.33	Parking Permits - 09/04/17
	Electricity	2.00		0.33	1022	201	1.67	Electricity - 09/04/17
Banked on : 10/04/2017	288.00							

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Receipts for Month 1

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<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
	R Gresko	288.00			1018	101	288.00	Street Trading Permit No. 506
Banked on : 11/04/2017		39.00						
	BX Museum	33.50			1006	119	33.50	BX Museum - 11/04/17 Tickets
	BX Museum	5.50		0.92	1008	119	4.58	BX Museum - 11/04/17 Sales
Banked on : 12/04/2017		245.00						
	Sales Recpts Page 276	245.00	245.00		101			Sales Recpts Page 276
Banked on : 12/04/2017		2,880.35						
	Linney Parking Meter	59.10		9.85	1075	411	49.25	Linney Parking Meter 12/04/17
	Toilet Coin Boxes	63.10		10.52	1174	303	52.58	Toilet Coin Boxes - 12/04/17
	V Allen	1,560.05			1051	401	1,560.05	Cem Fees (BG Pound) I/5/664
	Heiron	762.50			1051	401	762.50	Cem Fees (CT Rawlings)I/5/665
	S Astbury	435.60			1018	101	435.60	Street Trading Permit No. 506
Banked on : 12/04/2017		994.50						
	J Matthews	210.00			1035	201	51.00	Market Rents - B&C
					1038	201	108.00	Market Rents - F&C
					1039	201	51.00	Market Rents - C&G
	T Dockerty	80.00		13.33	1040	201	66.67	Parking Permits - Produce
	Bissell	16.00			1038	201	16.00	Market Rents - F&C
	Market Rents	648.50			1020	201	648.50	Market Rents - 12/04/17
	Parking Permits	32.00		5.33	1040	201	26.67	Parking Permits - 12/04/17
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 12/04/17
Banked on : 14/04/2017		222.95						
	Toilet Coin Boxes	94.50		15.75	1174	303	78.75	Toilet Coin Boxes - 14/04/17
	Linney Parking Meter	128.45		21.41	1075	411	107.04	Linney Parking Meter 14/04/17
Banked on : 14/04/2017		1,084.00						
	Market Rents	1,021.00			1020	201	1,021.00	Market Rents - 14/04/17
	Parking Permits	36.00		6.00	1040	201	30.00	Parking Permits - 14/04/17
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 14/04/17
	Market Rents	19.00			1020	201	19.00	Market Rents - Arrears
Banked on : 14/04/2017		44.00						
	BX Museum	44.00			1006	119	44.00	BX Museum - Tickets 14/04/17
Banked on : 15/04/2017		47.50						
	Toilet Coin Boxes	47.50		7.92	1174	303	39.58	Toilet Coin Boxes - 15/04/17
Banked on : 15/04/2017		1,209.00						
	Market Rents	1,098.00			1020	201	1,098.00	Market Rents - 15/04/17
	Parking Permits	104.00		17.33	1040	201	86.67	Parking Permits - 15/04/17
	Electricity	7.00		1.17	1022	201	5.83	Electricity - 15/04/17
Banked on : 15/04/2017		66.00						
	BX Museum	60.50			1006	119	60.50	BX Museum - Tickets 15/04/17
	BX Museum	5.50			1008	119	5.50	BX Museum - Sales 15/04/17
Banked on : 16/04/2017		61.00						

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Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	BX Museum	61.00			1006	119	61.00	BX Museum - Tickets 16/04/17
Banked on : 17/04/2017		571.00						
	Market Rents	522.00			1020	201	522.00	Market Rents - 17/04/17
	Parking Permits	44.00		7.33	1040	201	36.67	Parking Permits - 17/04/17
	Electricity	5.00		0.83	1022	201	4.17	Electricity - 17/04/17
Banked on : 17/04/2017		74.85						
	Toilet Coin Boxes	74.85		12.48	1174	303	62.37	Toilet Coin Boxes - 17/04/17
Banked on : 17/04/2017		59.50						
	BX Museum	59.50			1006	119	59.50	BX Museum - Tickets 17/04/17
Banked on : 18/04/2017		35.10						
	BX Museum	32.50			1006	119	32.50	BX Museum - Tickets 18/04/17
	BX Museum	2.60			1008	119	2.60	BX Museum - Sales 18/04/17
Banked on : 19/04/2017		785.50						
	S Kelsall	16.00			1038	201	16.00	Market Rents - F&C
	Market Rents	689.50			1020	201	689.50	Market Rents - 19/04/17
	Parking Permits	72.00		12.00	1040	201	60.00	Parking Permits - 19/04/17
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 19/04/17
Banked on : 19/04/2017		438.70						
	Toilet Coin Boxes	77.10		12.85	1174	303	64.25	Toilet Coin Boxes - 19/04/17
	R Morse	105.60		17.60	1051	401	88.00	Cem Fees - F/1/849
	Heiron	256.00			1051	401	256.00	Cem Fees (GA Price) GG/2/127A
Banked on : 20/04/2017		10,000.00						
	Sales Recpts Page 278	10,000.00	10,000.00		101			Sales Recpts Page 278
Banked on : 20/04/2017		18.00						
	R Gresko	18.00			1018	101	18.00	Street Trading Permit No. 508
Banked on : 20/04/2017		290.11						
	Sales Recpts Page 280	290.11	290.11		101			Sales Recpts Page 280
Banked on : 21/04/2017		1,310.50						
	Market Rents	188.00			1038	201	188.00	Market Rents - F&C 20/04/17
	Parking Permits	56.00		9.33	1040	201	46.67	Parking Permits - 20/04/17
	Electricity	1.00		0.17	1022	201	0.83	Electricity - 20/04/17
	Market Rents	977.50			1020	201	977.50	Market Rents - 21/04/17
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 21/04/17
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 21/04/17
Banked on : 21/04/2017		1,101.45						
	Toilet Coin Boxes	86.50		14.42	1174	303	72.08	Toilet Coin Boxes - 21/04/17
	Parsonage	105.60		17.60	1051	401	88.00	Cem Fees (J Parsonage) I/5/668
	V Allen	803.75			1051	401	803.75	Cem Fees (J Hiles) I/6/679
	RGR Memorials	105.60		17.60	1051	401	88.00	Cem Fees (E Carter) H/4/226

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Barclays Combined

For Month No : 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 21/04/2017		70.60						
	BX Museum	68.00			1006	119	68.00	BX Museum - Tickets 21/04/17
	BX Museum	2.60			1008	119	2.60	BX Museum - Sales 21/04/17
Banked on : 22/04/2017		1,205.00						
	Market Rents	1,098.00			1020	201	1,098.00	Market Rents - 22/04/17
	Parking Permits	100.00		16.67	1040	201	83.33	Parking Permits - 22/04/17
	Electricity	7.00		1.17	1022	201	5.83	Electricity - 22/04/17
Banked on : 22/04/2017		60.70						
	Toilet Coin Boxes	60.70		10.12	1174	303	50.58	Toilet Coin Boxes - 22/04/17
Banked on : 22/04/2017		31.00						
	BX Museum	31.00			1006	119	31.00	BX Museum - Tickets 22/04/17
Banked on : 23/04/2017		17.00						
	BX Museum	17.00			1006	119	17.00	BX Museum - Tickets 23/04/17
Banked on : 24/04/2017		749.00						
	Market Rents	374.00			1020	201	374.00	Market Rents - 24/04/17
	Parking Permits	36.00		6.00	1040	201	30.00	Parking Permits - 24/04/17
	Electricity	3.00		0.50	1022	201	2.50	Electricity - 24/04/17
	Market Rents	246.00			1037	201	246.00	Market Rents - C&C 23/04/17
	Parking Permits	88.00		14.67	1040	201	73.33	Parking Permits - 23/04/17
	Electricity	2.00		0.33	1022	201	1.67	Electricity - 23/04/17
Banked on : 24/04/2017		648.61						
	K Griffin	116.16		19.36	1051	401	96.80	Cem Fees (I Rudd) L/5/1371
	Hoskins	453.75			1051	401	453.75	Cem Fees (P Callaghan) H/5/253
	Toilet Coin Boxes	78.70		13.12	1174	303	65.58	Toilet Coin Boxes - 24/04/17
Banked on : 28/04/2017		176.80						
	H Dean	176.80			1051	401	176.80	Cem Fees (JC Paul) G/6/86
Banked on : 28/04/2017		29.50						
	BX Museum	29.50			1006	119	29.50	BX Museum - Tickets
Banked on : 28/04/2017		450,516.36						
	Shropshire Council	450,516.36			1176	101	450,020.00	Precept Payment
					1187	101	496.36	Neighbourhood Fund 2016
Banked on : 29/04/2017		80.80						
	BX Museum	73.00			1006	119	73.00	BX Museum - Tickets 29/04/17
	BX Museum	7.80			1008	119	7.80	BX Museum - Sales 29/04/17
Banked on : 30/04/2017		422.00						
	Paypal	422.00			1038	201	160.00	Market Rents - F&C
					1035	201	42.00	Market Rents - B&C
					1037	201	42.00	Market Rents - C&C
					1039	201	178.00	Market Rents - C&G

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Barclays Combined

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Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Banked on : 30/04/2017		-422.00						
	Correction	-422.00			1039	201	-178.00	Correction
					1038	201	-160.00	Correction
					1035	201	-42.00	Correction
					1037	201	-42.00	Correction
Banked on : 30/04/2017		47.00						
	BX Museum	47.00			1006	119	47.00	BX Museum - Tickets 30/04/17
Total Receipts for Month		487,293.80	11,298.95	547.48			475,447.37	
Cash Book Totals		<u>934,202.98</u>	<u>11,298.95</u>	<u>547.48</u>			<u>922,356.55</u>	

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Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2017	TV Licence	Std Ord	12.12			4054	101	12.12	TV Licence
23/03/2017	Ken Dodd & Son	205125	45.00	45.00		501			Chimney sweep - Cem House
03/04/2017	Shropshire Council	DDR	2,174.82			4011	201	2,174.82	NDR - Market
03/04/2017	Shropshire Council	DDR	117.28			4011	401	117.28	NDR - Cemetery
03/04/2017	Shropshire Council	DDR	96.36			4011	303	96.36	NDR Smithfield Toilet
03/04/2017	Shropshire Council	DDR	289.80			4011	303	289.80	NDR - Castle Street Toilets
03/04/2017	Shropshire Council	DDR	748.28			4011	121	748.28	NDR - Guildhall
03/04/2017	Shropshire Council	DDR	368.38			4011	119	368.38	NDR - Buttercross
03/04/2017	Shropshire Council	DDR	52.55			4011	411	52.55	NDR - Linney Toilets
03/04/2017	Shropshire Council	DDR	57.65			4011	411	57.65	NDR - Linney Changing Rooms
03/04/2017	Barclays Bank	1	169.00	169.00		501			Bank Charges Feb- Mar 17
03/04/2017	Severn Trent Water	DDR	25.90			4012	119	25.90	Buttercross Water Supply
04/04/2017	Apex Market Stalls	40033	1,071.60	1,071.60		501			6 Bay cover - insurance
04/04/2017	Assembly Rooms Ludlow	40773	28.80	28.80		501			S&A meeting room hire
04/04/2017	ASE Plumbing & Heating Supplie	41541	5.68	5.68		501			Latex Gloves x 100
04/04/2017	Castle Book Shop Ludlow	41943	46.97	46.97		501			History books for museum
04/04/2017	A Heiron	42080	160.00	160.00		501			GG/4/154 Bull 22/2/17
04/04/2017	Ludlow Homecare Ltd	42092	31.40	31.40		501			Bench stain
04/04/2017	County Sign Post Ltd	42143	114.00	114.00		501			County Signpost Ad 2017
04/04/2017	E.ON UK Energy Services	42155	2,802.00	2,802.00		501			X 2 Lanterns - castle sq
04/04/2017	Kingfisher Leisure & Workwear	42521	20.68	20.68		501			Fleece - ST
04/04/2017	Mr Simon Link	42533	1,650.00	1,650.00		501			F/833 Arrowsmith 10/3/17
04/04/2017	Morris, Bufton & Co Ltd	42826	25.30	25.30		501			Auto Latch
04/04/2017	JPS	43261	81.60	81.60		501			Grease gun lubricator
04/04/2017	Menai Foam and Board Limited	44169	92.77	92.77		501			toilet & cleaning supplies
04/04/2017	O'Dowd Electrical	44181	187.00	187.00		501			supply/fit thermostat cstle st
04/04/2017	Roundabout Stationery	44204	97.62	97.62		501			Stationery & Office Supplies
04/04/2017	Steve Sankey	44406	70.00	70.00		501			BX Window cleaning Mar
04/04/2017	Shropshire Association of Loca	46860	100.00	100.00		501			CilCA traininf GW
04/04/2017	Shropshire Council	46896	56,922.32	56,922.32		501			Payroll Feb 17
04/04/2017	Shropshire Council	47685	57.16	57.16		501			Telephone line Feb 17 GH
04/04/2017	SmartWater Technology Ltd	47692	72.00	72.00		501			Smartwater

Continued on Page 8

Date: 07/06/2017

Ludlow Town Council YE 2017/18

Page No: 8

Time: 11:20

Cash Book 1

User : LJ

Barclays Combined

For Month No : 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/04/2017	Petty Cash	DDR	100.45		5.04	4200	105	4.00	membership&supply Black Tie Raffle Tickets
						4200	105	5.83	Quiz Raffle Prizes
						4200	105	8.16	Motown Raffle Prizes
						4032	101	11.90	Newspapers
						4026	101	1.66	GH - Tin Opener
						4311	500	7.92	Van Bulbs & Batteries
						4015	101	5.17	GH - Tea Towels & Polish
						4319	303	41.18	Float & Cash Tins
						4017	101	2.20	Milk Money - Meetings
						4158	111	7.39	Living Nativity - Hot Choc
05/04/2017	JPS	543261	98.76	98.76		501			Cable ties x 500
13/04/2017	Mayor's Charity Account	DDR	585.66			1166	105	585.66	Paid in Current by mistake
18/04/2017	Scottish Power (Castle Street	2	385.00	385.00		501			Castle Street Toi Electric Feb
18/04/2017	EDF Energy	3	12.00	12.00		501			Cemetery Electric Jan-Feb 17
18/04/2017	Temple Comms Ltd	6	57.58	57.58		501			Guildhall Telephone Mar 2017
19/04/2017	J Braham	REFUND1	16.00			1038	201	16.00	Refund - F&C Duplication
19/04/2017	Severn Trent Water	DDR	89.77			4012	411	89.77	Water Supply Charges
20/04/2017	CNG Ltd	7	41.11	41.11		501			Buttercross Gas Supply - Mar17
21/04/2017	The Midcountries Co-operative	4	297.23	297.23		501			Fuel March 2017
24/04/2017	EE Ltd	8	180.90	180.90		501			Mobile Phone Charges - DLF
25/04/2017	E.ON UK Energy Services	9	615.52	615.52		501			Guildhall Electricity - Mar17
26/04/2017	PHS Group plc	5	113.34	113.34		501			Linney Water Manage May-Jul 17
28/04/2017	Network	10	326.20	326.20		501			Van Lease Hire
28/04/2017	Veolia Environmental Services	11	1,129.01	1,129.01		501			Market Waste Removal - Mar17
30/04/2017	Paypal	APR17	18.66			4327	201	18.66	Commision Charge
30/04/2017	Correction	CORRECTI	-34.66			1038	201	-16.00	Correction
						4327	201	-18.66	Correction
Total Payments for Month			71,826.57	67,107.55	5.04			4,713.98	
Balance Carried Fwd			862,376.41						
Cash Book Totals			<u>934,202.98</u>	<u>67,107.55</u>	<u>5.04</u>			<u>867,090.39</u>	

Agenda Item 8c

Reconciliation

Bank Reconciliation Statement as at: 31/03/2017 for Cash Book 1 Barclays Combined

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60664030 - Current Account	31/03/2017	1590	1,000.00
60949167 - Savings Account	31/03/2017	892	447,528.03
			<u>448,528.03</u>
<u>Unpresented Cheques (Minus)</u>	<u>Amount</u>		
10/03/2017 205121 Guild of Mace Bearers		40.00	
10/03/2017 205123 Border Engineering & Fabricati		134.70	
19/03/2017 DDR Barclaycard		1,068.65	
31/03/2017 205124 Alison Campbell		395.00	
			<u>1,638.35</u>
			446,889.68
<u>Receipts not Banked/Cleared (Plus)</u>			
31/03/2017		19.50	
			<u>19.50</u>
			446,909.18
Balance per Cash Book is :-			446,909.18
Difference is :-			0.00

Bank Reconciliation Statement as at: 30/04/2017 for Cash Book 1 Barclays Combined

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60664030 - Current Account	30/04/2017	1	1,000.00
60949167 - Savings Account	30/04/2017	1	861,219.11
			<u>862,219.11</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			862,219.11
<u>Receipts not Banked/Cleared (Plus)</u>			
28/04/2017		29.50	
29/04/2017		80.80	
30/04/2017		47.00	
			<u>157.30</u>
			862,376.41
		Balance per Cash Book is :-	862,376.41
		Difference is :-	0.00

Agenda Item 8d

Barclaycard Statement

STATEMENT FOR G WILDING

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 547676 09131 84282
Card number: 5476 7602 8962 6270
Statement date: 19 March 2017
Page number: 3 of 3
Monthly spend limit: £7,000.00

Date	Description	Amount
22 Feb 2017	Amazon UK Marketplace 800-279-6620 LUX <i>Office Fan Heater</i>	49.99
230255204727	BOOK STORES	
23 Feb 2017	AMAZON UK RETAIL AMAZO AMAZON.CO.UK LUX <i>CDs Tablets</i>	799.84
240285389247	MISCELLANEOUS AND RETAIL STORES	
23 Feb 2017	Amazon UK Marketplace 800-279-6620 LUX <i>CDs Tablet Cases</i>	76.64
230255204727	BOOK STORES	
27 Feb 2017	ROYAL MAIL EDINBURGH GBR <i>Postage Stamps</i>	55.00
280235425157	POSTAGE STAMPS	
28 Feb 2017	TESCO STORE 2856 LUDLOW GBR <i>Black Tie Refreshments</i>	48.00
010345377757	GROCERY STORES, SUPERMARKETS	
7 Mar 2017	FARSON DIGITAL LTD 441822860279 GBR <i>Annual Subscription</i>	18.00
080375282477	BUSINESS SERVICES NOT ELSEWHERE CLASSIFIED	
14 Mar 2017	AMAZON UK RETAIL AMAZO AMAZON.CO.UK LUX <i>Surge Protection Power Plugs x2</i>	21.18
150385389247	MISCELLANEOUS AND RETAIL STORES	
7 new purchases / cash advances.		
Total of spending.		£1,068.65

STATEMENT FOR G WILDING

BARCLAYCARD COMMERCIAL
PO BOX 4000
SAFFRON ROAD
WIGSTON, LE18 9EN

Tel: 0800 008 008
Outside UK: +44 1604 269452
Fax: 0300 020 0184
Online: www.barclaycard.co.uk/commercial

Company reference: 547676 09131 84282
Card number: 5476 7602 8962 6270
Statement date: 19 April 2017
Page number: 3 of 3
Monthly spend limit: £7,000.00

Date	Description	Amount
28 Mar 2017	PAYPAL *UKPERFORMAN 35314369001 GBR 290385130087 AUTOMOTIVE PARTS, ACCESSORIES STORES	79.99
30 Mar 2017	PAYPAL *RAINBOWSIGN 35314369001 GBR 310385130087 MISCELLANEOUS PUBLISHING & PRINTING	6.72
30 Mar 2017	PAYPAL *STICKERSHOP 35314369001 GBR 310385130087 ART DEALERS AND GALLERIES	2.98
5 Apr 2017	PLUMB CENTER NFA LUDLOW GBR 060435425157 HEATING, PLUMBING, AIR CONDITIONING CONTRACTORS	231.64
5 Apr 2017	LAND REGISTRY LONDON GBR 060455425157 GOVERNMENT SERVICES NOT ELSEWHERE CLASSIFIED	3.00
6 Apr 2017	Paylane*Cyfrowa.Fo Zaczernie 070405416127 CATALOG MERCHANTS	5.99
6 new purchases / cash advances. Total of spending.		£330.32

Cordless Impact Socket Gun

BX No Smoking Signs

Vehicle No Smoking Signs

New Toilet Bowl - Smithfield

Charlton Rise Search

Mayor's Photo Book

Agenda Item 8e

Paypal

Bank Reconciliation Statement as at: 31/03/2017 for Cash Book 4 Pay Pal Market

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/03/2017	18	300.00
			<u>300.00</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>300.00</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>300.00</u>
		Balance per Cash Book is :-	300.00
		Difference is :-	0.00

Date: 02/06/2017

Ludlow Town Council YE 2016/17

Page No: 31

Time: 15:54

Cash Book 4

User : LJ

Pay Pal Market

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		360.24					360.24	
Banked on : 31/03/2017		2,628.00						
	Market Rents	366.00			1023	201	366.00	Market Rents - Mothers Day
	Market Rents	299.00			540		299.00	Market Rents - B&C
	Market Rents	278.00			540		278.00	Market Rents - C&C
	Market Rents	819.00			540		819.00	Market Rents - C&G
	Market Rents	866.00			540		866.00	Market Rents - F&C
Banked on : 31/03/2017		0.88						
	Commision Charge refund	0.88			4327	201	0.88	Commision Charge refund
Total Receipts for Month		2,628.88	0.00	0.00			2,628.88	
Cash Book Totals		<u>2,989.12</u>	<u>0.00</u>	<u>0.00</u>			<u>2,989.12</u>	

Continued on Page 32

Date: 02/06/2017

Ludlow Town Council YE 2016/17

Page No: 32

Time: 15:54

Cash Book 4

User : LJ

Pay Pal Market

For Month No : 12

Payments for Month 12

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
23/03/2017	J Jablonski	PAYPAL6	26.00			540		26.00	Market Rents Refund - F&C
31/03/2017	Paypal	PAYPAL7	111.52			4327	201	111.52	Commission Charge
31/03/2017	Barclays Combined	Paypal	2,551.60			202		2,551.60	Market Rents
Total Payments for Month			2,689.12	0.00	0.00			2,689.12	
Balance Carried Fwd			300.00						
Cash Book Totals			<u>2,989.12</u>	<u>0.00</u>	<u>0.00</u>			<u>2,989.12</u>	

Bank Reconciliation Statement as at: 30/04/2017 for Cash Book 2 Pay Pal Market

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	30/04/2017	19	687.88
			<u>687.88</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			<u>0.00</u>
			687.88
<u>Receipts not Banked/Cleared (Plus)</u>			
			<u>0.00</u>
			687.88
		Balance per Cash Book is :-	687.88
		Difference is :-	0.00

Date: 02/06/2017

Ludlow Town Council YE 2017/18

Page No: 1

Time: 15:57

Cash Book 2

User : LJ

Pay Pal Market

For Month No : 1

Receipts for Month 1

Nominal Ledger Analysis

<u>Receipt Ref</u>	<u>Name of Payer</u>	<u>£ Amnt Received</u>	<u>£ Debtors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :		300.00					300.00	
Banked on : 30/04/2017		422.00						
Paypal		422.00			1039	201	178.00	Market Rents - C&G
					1038	201	160.00	Market Rents - F&C
					1035	201	42.00	Market Rents - B&C
					1037	201	42.00	Market Rents - C&C
Banked on : 30/04/2017		0.54						
Paypal		0.54			4327	201	0.54	Fee Credit from Refund
Total Receipts for Month		422.54	0.00	0.00			422.54	
Cash Book Totals		<u>722.54</u>	<u>0.00</u>	<u>0.00</u>			<u>722.54</u>	

Continued on Page 2

Date: 02/06/2017

Ludlow Town Council YE 2017/18

Page No: 2

Time: 15:57

Cash Book 2

User : LJ

Pay Pal Market

For Month No : 1

Payments for Month 1

Nominal Ledger

<u>Date</u>	<u>Payee Name</u>	<u>Cheque</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ V A T</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/04/2017	J Braham	1	16.00			1038	201	16.00	Refund - F&C Duplication
30/04/2017	Paypal	APR17	18.66			4327	201	18.66	Commission Charge
Total Payments for Month			34.66	0.00	0.00			34.66	
Balance Carried Fwd			687.88						
Cash Book Totals			722.54	0.00	0.00			722.54	

Agenda Item 8f

Mayor's Charity

Bank Reconciliation Statement as at: 31/03/2017 for Cash Book 1 Current Bank A/c

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/03/2017	41	3,898.13
			<u>3,898.13</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
			0.00
			<u>3,898.13</u>
<u>Receipts not Banked/Cleared (Plus)</u>			
			0.00
			<u>3,898.13</u>
	Balance per Cash Book is :-		3,898.13
	Difference is :-		0.00

Date: 21/04/2017

Mayor's Charity Account

Page No: 1

Time: 13:52

Cash Book 1

User : LJ

Current Bank A/c

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	6,050.62				6,050.62	
Banked on : 08/04/2016		180.00					
	Transfer	180.00			1000 101	180.00	Incorrectly paid into Current
Banked on : 20/04/2016		160.00					
	P Kemp	110.00			1000 101	110.00	Auction Prize payment
	Browns Joinery	50.00			1000 101	50.00	Auction Prize payment
Banked on : 30/06/2016		200.00					
	Blakemore Foundation	200.00			1000 101	200.00	Mayors Charity Donation
Banked on : 07/07/2016		16.00					
	Obrien Merrick	16.00			1000 101	16.00	Motown Event Tickets x2
Banked on : 09/07/2016		16.00					
	DP Milner	16.00			1000 101	16.00	Motown Event Tickets x2
Banked on : 05/08/2016		16.00					
	Mr J Stone	16.00			1000 101	16.00	Motown Event Tickets x2
Banked on : 24/08/2016		24.00					
	Berriman	24.00			1000 101	24.00	Motown Event Tickets x3
Banked on : 14/09/2016		48.00					
	Aitken	32.00			1000 101	32.00	Motown Event Tickets x4
	Lane	16.00			1000 101	16.00	Motown Event Tickets x2
Banked on : 15/09/2016		24.00					
	Foster	24.00			1000 101	24.00	Motown Events Tickets x3
Banked on : 16/09/2016		48.00					
	Ellis	40.00			1000 101	40.00	Motown Event Tickets x5
	Pote	8.00			1000 101	8.00	Motown Events Ticket
Banked on : 23/09/2016		94.00					
	Fielding	48.00			1000 101	48.00	Motown Events Tickets x6
	Pendleton - Leominster Council	20.00			1000 101	20.00	Donation
	Cllr Sheward	10.00			1000 101	10.00	Donation
	Prince	16.00			1000 101	16.00	Motown Event Tickets x2
Banked on : 23/09/2016		80.00					
	Gill	16.00			1000 101	16.00	Motown Event Tickets x2
	Sibbons	24.00			1000 101	24.00	Motown Event Tickets x3
	Collier	8.00			1000 101	8.00	Motown Event Ticket
	Clinch	16.00			1000 101	16.00	Motown Event Tickets x2
	Cllr Cobley	16.00			1000 101	16.00	Donation
Banked on : 26/09/2016		40.00					
	Derbyshire	24.00			1000 101	24.00	Motown Event Tickets x3
	Bishop Wyre Forest DC	16.00			1000 101	16.00	Motown Event Tickets x2
Banked on : 28/09/2016		104.00					
	Francis	16.00			1000 101	16.00	Motown Event Tickets x2

Continued on Page 2

Date: 21/04/2017

Mayor's Charity Account

Page No: 2

Time: 13:52

Cash Book 1

User : LJ

Current Bank A/c

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Motown Raffle	88.00			1000	101	88.00	Motown Raffle
Banked on : 14/10/2016		48.00						
	Aitken	32.00			1000	101	32.00	Motown Events Tickets x4
	Lane	16.00			1000	101	16.00	Motown Event Tickets x2
Banked on : 02/11/2016		17.00						
	Murray	17.00			1000	101	17.00	Mayors Mototwn Event Tickets
Banked on : 04/11/2016		10.00						
	Mr Ravenscroft - Ross on Wye	10.00			1000	101	10.00	Mayors Charity Donation
Banked on : 25/11/2016		32.00						
	Mrs Wynn	16.00			1000	101	16.00	Mayors Charity Motown Event
	S Bownes	16.00			1000	101	16.00	Mayors Motown Events Tickets
Banked on : 14/12/2016		189.30						
	Mrs Merrick	16.00			1000	101	16.00	Mayors Motown Event Tickets
	Choral Society	173.30			1000	101	173.30	Mayors Charity Collection
Banked on : 15/12/2016		24.00						
	Mayors Charity	24.00			1000	101	24.00	Donation
Banked on : 16/12/2016		16.00						
	K Scarrett	16.00			1000	101	16.00	Mayors Motown Event Tickets
Banked on : 16/12/2016		150.00						
	A Vass	150.00			1000	101	150.00	Mayors Charity Donation
Banked on : 21/12/2016		155.45						
	J Parker	32.00			1000	101	32.00	Motown Tickets x4
	Choral Society	123.45			1000	101	123.45	Donation
Banked on : 03/01/2017		16.00						
	D Little	16.00			1003	101	16.00	Motown Tickets
Banked on : 04/01/2017		32.00						
	Stone	16.00			1003	101	16.00	Motown Tickets x2
	J Murray	16.00			1003	101	16.00	Motown Tickets x2
Banked on : 08/01/2017		70.00						
	Pentabus Arts	70.00			1001	101	70.00	Black Tie
Banked on : 13/01/2017		120.00						
	Pardoe	16.00			1003	101	16.00	Motown Tickets x2
	J Dealin	64.00			1003	101	64.00	Motown Tickets x8
	A Hardacre	40.00			1003	101	40.00	Motown Tickets x5
Banked on : 16/01/2017		32.00						
	MB Brown	32.00			1003	101	32.00	Motown Tickets x4
Banked on : 18/01/2017		94.00						
	J Deakin	8.00			1003	101	8.00	Motown Ticket

Continued on Page 3

Date: 21/04/2017

Mayor's Charity Account

Page No: 3

Time: 13:52

Cash Book 1

User : LJ

Current Bank A/c

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Whitford	16.00			1003	101	16.00	Motown Tickets x2
	Ravenscroft	70.00			1001	101	70.00	Black Tie x2
Banked on : 20/01/2017		252.00						
	Gill	48.00			1002	101	48.00	Motown Tickets x6
	D Davies	40.00			1002	101	40.00	Motown Tickets x5
	V Voysey	70.00			1001	101	70.00	Black Tie x2
	J Berriman	70.00			1001	101	70.00	Black Tie x2
	Brown	24.00			1003	101	24.00	Motown Tickets x3
Banked on : 23/01/2017		48.00						
	P Mantle	16.00			1003	101	16.00	Motown Tickets x2
	Gill	8.00			1003	101	8.00	Motown Ticket
	A Derbyshire	24.00			1003	101	24.00	Motown Tickets x3
Banked on : 25/01/2017		152.00						
	C Ambrazas	16.00			1003	101	16.00	Motown Tickets x2
	Bewdley Mayor	8.00			1003	101	8.00	Motown Ticket
	R Smith	128.00			1003	101	128.00	Motown Tickets x16
Banked on : 27/01/2017		96.00						
	Macklin	16.00			1003	101	16.00	Motown Tickets x2
	P Norman	16.00			1003	101	16.00	Motown Tickets x2
	R Roberts	16.00			1003	101	16.00	Motown Tickets x2
	C Ambrazas	48.00			1003	101	48.00	Motown Tickets x6
Banked on : 30/01/2017		291.00						
	Tenbury Town Council	70.00			1001	101	70.00	Black Tie x2
	S Adams - SHA	20.00			1000	101	20.00	Donation
	Motown Income	201.00			1003	101	201.00	Motown Tickets & Raffle
Banked on : 30/01/2017		94.00						
	South Shrop Housing	94.00			1000	101	94.00	Donation
Banked on : 31/01/2017		-48.00						
	Correction	-48.00			1000	101	-48.00	Correction
Banked on : 17/02/2017		90.00						
	Donation	20.00			1000	101	20.00	Donation
	S Brown	70.00			1001	101	70.00	Black Tie x2
Banked on : 22/02/2017		290.00						
	Robinson	20.00			1000	101	20.00	Donation
	Parry	35.00			1001	101	35.00	Black Tie
	Cobley	25.00			1000	101	25.00	Donation
	Wynn	70.00			1001	101	70.00	Black Tie x2
	Pendleton	70.00			1001	101	70.00	Black Tie x2
	Gill	70.00			1001	101	70.00	Black Tie x2
Banked on : 01/03/2017		10.00						
	C Sheward	10.00			1000	101	10.00	Donation

Continued on Page 4

Date: 21/04/2017

Mayor's Charity Account

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Cash Book 1

User : LJ

Current Bank A/c

For Month No : 12

Receipts for Month 12

Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
Banked on : 03/03/2017		105.00						
	Bishop	35.00			1001	101	35.00	Black Tie
	MacKenzie	70.00			1001	101	70.00	Black Tie x2
Banked on : 06/03/2017		587.00						
	Black Tie Income	587.00			1001	101	587.00	Black Tie Income
Banked on : 08/03/2017		105.00						
	Rayner	105.00			1001	101	105.00	Black Tie x3
Banked on : 10/03/2017		175.00						
	Bridgnorth Mayor	175.00			1001	101	175.00	Black Tie Auction
Banked on : 30/03/2017		150.00						
	A Vass	150.00			1000	101	150.00	Mayor's Charity Donation
Banked on : 30/03/2017		40.00						
	Cllr Draper	40.00			1001	101	40.00	Black Tie - Auction
Banked on : 31/03/2017		24.00						
	Mayors Charity	24.00			1000	101	24.00	Mayors Charity Donations
Banked on : 31/03/2017		444.00						
	Charity Market	444.00			1004	101	444.00	Charity Market
Total Receipts for Month		4,960.75	0.00	0.00			4,960.75	
Cash Book Totals		11,011.37	0.00	0.00			11,011.37	

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Agenda Item 9

4th Quarter

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
101	General Administration							
4009	Training/Manuals	2,687	3,532	5,000	1,468		1,468	70.6 %
4015	Hygiene and Cleaning	80	43	100	57		57	42.9 %
4016	Annual Town Meeting	65	65	70	5		5	92.9 %
4017	Miscellaneous	213	379	400	21		21	94.7 %
4019	Mobile Phones	689	618	750	132		132	82.4 %
4021	Postage	1,968	1,771	1,750	-21		-21	101.2 %
4022	Stationery	1,272	1,056	1,500	444		444	70.4 %
4023	Subscriptions & Publications	869	966	1,000	34		34	96.6 %
4024	ALC Subscription	1,664	1,749	1,750	1		1	99.9 %
4025	Paper Recycling & Confidential	0	122	200	78		78	61.0 %
4026	Office Equipment	555	963	1,000	37		37	96.3 %
4028	Liability Insurance	9,386	11,778	9,500	-2,278		-2,278	124.0 %
4029	Motor Insurance	2,200	2,242	2,200	-42		-42	101.9 %
4031	Web-site	150	371	500	129		129	74.2 %
4032	Newsletter	534	1,838	2,000	162		162	91.9 %
4033	Photocopier Contract	970	970	1,000	30		30	97.0 %
4034	Photocopier Usage	3,694	5,002	4,500	-502		-502	111.2 %
4039	RBS Accounts Package	735	749	800	51		51	93.6 %
4053	HR and H&S Advice	3,870	3,845	4,000	155		155	96.1 %
4054	Licence Fees	500	467	500	33		33	93.4 %
4055	Professional Fees/Legal	18,967	1,146	20,000	18,855		18,855	5.7 %
4057	Audit Fees	2,047	2,047	2,200	153		153	93.0 %
4058	Bank Charges	580	1,566	1,500	-66		-66	104.4 %
4070	Health & Safety	505	0	750	750		750	0.0 %
4071	Fire Equipment	0	0	400	400		400	0.0 %
4120	Council Minute Book Binding	0	550	500	-50		-50	110.0 %
4610	Loan Charges	34,182	34,182	34,200	18		18	99.9 %
	General Administration :- Expenditure	88,381	78,017	98,070	20,053	0	20,053	79.6 %
1018	Street Trading Income	7,091	6,452	6,000	452			107.5 %
1058	Buttercross Bulletin	75	0	0	0			0.0 %
1065	Photocopier Income	0	54	0	54			0.0 %
1070	Insurance Claims Received	4,700	0	0	0			0.0 %
1171	Miscellaneous Income	0	63	0	63			0.0 %
1176	Precept Received	335,299	360,416	360,416	0			100.0 %
1187	Neighbourhood Fund	1,213	423	0	423			0.0 %
1196	Interest Received	1,900	2,001	1,500	501			133.4 %
	General Administration :- Income	350,279	369,408	367,916	1,492			100.4 %
	Net Expenditure over Income	-261,898	-291,391	-269,846	21,545			

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
102	Staff Costs							
4000	Salaries and Wages	293,987	336,132	323,441	-12,691		-12,691	103.9 %
4002	CC Salaries and Wages	573	1,008	800	-208		-208	125.9 %
4005	Other Costs	50	151	300	149		149	50.3 %
4056	Payroll Processing Fees	1,554	1,526	1,600	74		74	95.4 %
4060	Recruitment Costs	750	613	1,000	387		387	61.3 %
	Staff Costs :- Expenditure	296,914	339,429	327,141	-12,288	0	-12,288	103.8 %
	Net Expenditure over Income	296,914	339,429	327,141	-12,288			
105	Civic Ceremonial							
4040	Election Expenses	767	200	200	0		0	100.0 %
4199	Mayors Allowance 2014/15	651	0	0	0		0	0.0 %
4200	Mayors Allowance	3,061	2,363	3,280	917		917	72.0 %
4201	Mayor Making	1,075	992	1,000	8		8	99.2 %
4202	Mayor's Sunday	466	193	300	107		107	64.2 %
4206	Remembrance Sunday	565	596	500	-96		-96	119.1 %
4207	Seniors Party	771	202	800	598		598	25.2 %
4208	Childrens Xmas Grotto	376	184	400	216		216	45.9 %
4209	Civic Awards	180	101	200	99		99	50.5 %
4210	Civic Regalia	8	1,799	1,000	-799		-799	179.9 %
4211	Twinning	100	200	600	400		400	33.3 %
4212	Members Expenses	306	400	400	0		0	99.9 %
4213	Mayors Board Updating	0	0	500	500		500	0.0 %
4214	WW1 Service	32	0	0	0		0	0.0 %
4215	Horse Parade	501	0	0	0		0	0.0 %
	Civic Ceremonial :- Expenditure	8,859	7,229	9,180	1,951	0	1,951	78.7 %
1173	Seniors Party	60	0	0	0			0.0 %
	Civic Ceremonial :- Income	60	0	0	0			
	Net Expenditure over Income	8,799	7,229	9,180	1,951			
110	Community Grants							
4122	Homestart South Shropshire	1,000	0	600	600		600	0.0 %
4123	Crucial Crew	413	200	200	0		0	100.0 %
4144	Youth Festival	500	0	500	500		500	0.0 %
4150	Youth Forum	1,000	1,000	1,000	0		0	100.0 %
4151	Citizens Advice Bureau	3,000	1,000	1,000	0		0	100.0 %
4152	Friend of Shropshire Hill AONB	50	50	50	0		0	100.0 %
4153	Teme Weirs Trust	300	0	300	300		300	0.0 %

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4154	Ludlow College	30	0	30	30		30	0.0 %
4156	Assembly Rooms	15,000	15,000	15,000	0		0	100.0 %
4157	Friends of Whitcliffe Common	500	500	500	0		0	100.0 %
4160	Project Support Grants	822	2,005	4,000	1,995		1,995	50.1 %
4161	Ludlow Town Band	500	500	500	0		0	100.0 %
4178	St Laurences Church Grant	9,000	3,000	3,000	0		0	100.0 %
4179	Ludlow Fringe	2,000	2,000	2,000	0		0	100.0 %
4188	Ludlow Football Stadium	500	0	500	500		500	0.0 %
4190	St Laurence's Arts Festival	250	0	0	0		0	0.0 %
4191	Queens 90th Birthday	450	0	0	0		0	0.0 %
4704	Pride of Place	-300	0	0	0		0	0.0 %
Community Grants :- Expenditure		35,015	25,255	29,180	3,925	0	3,925	86.5 %
Net Expenditure over Income		35,015	25,255	29,180	3,925			
111 Community Projects								
4158	Christmas Lights	5,160	4,098	6,000	1,902		1,902	68.3 %
4181	Town Plan	0	0	1,500	1,500		1,500	0.0 %
4604	CCTV	5,200	5,400	5,400	0		0	100.0 %
4705	Skatepark	0	0	1,500	1,500		1,500	0.0 %
4706	Spaces for Sports	500	0	0	0		0	0.0 %
Community Projects :- Expenditure		10,860	9,498	14,400	4,902	0	4,902	66.0 %
1087	CCTV SC Contributions	5,400	0	0	0			0.0 %
1088	Crime Commission CCTV Funding	0	5,400	5,400	0			100.0 %
1172	Christmas Light Income	688	45	0	45			0.0 %
1181	Town Plan Grant	3,000	0	0	0			0.0 %
Community Projects :- Income		9,088	5,445	5,400	45			100.8 %
Net Expenditure over Income		1,773	4,053	9,000	4,947			
115 Property								
4222	Maintenance	176	986	1,000	14		14	98.6 %
Property :- Expenditure		176	986	1,000	14	0	14	98.6 %
1000	Buttercross Shop Rent	15,000	15,000	15,000	0			100.0 %
Property :- Income		15,000	15,000	15,000	0			100.0 %
Net Expenditure over Income		-14,824	-14,014	-14,000	14			

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
117	<u>Buttercross Market</u>							
4013	Electricity	214	107	350	243		243	30.5 %
	Buttercross Market :- Expenditure	214	107	350	243	0	243	30.5 %
	Net Expenditure over Income	214	107	350	243			
119	<u>Buttercross</u>							
4011	Rates	0	2,192	2,650	458		458	82.7 %
4012	Water Rates	211	266	250	-16		-16	106.3 %
4013	Electricity	-12	188	3,000	2,812		2,812	6.3 %
4014	Gas	293	447	1,000	553		553	44.7 %
4020	Telephone	86	466	450	-16		-16	103.6 %
4222	Maintenance	600	587	600	13		13	97.8 %
4223	Waste Management	0	0	500	500		500	0.0 %
4232	Buttercross Museum Merchandise	0	23	0	-23		-23	0.0 %
	Buttercross :- Expenditure	1,179	4,168	8,450	4,282	0	4,282	49.3 %
1006	Buttercross Museum Tickets	0	2,558	0	2,558			0.0 %
1007	Buttercross Museum Donations	0	51	0	51			0.0 %
1008	Buttercross Museum Merchandise	0	202	0	202			0.0 %
	Buttercross :- Income	0	2,811	0	2,811			
	Net Expenditure over Income	1,179	1,357	8,450	7,093			
121	<u>Guildhall</u>							
4011	Rates	6,960	7,018	7,000	-18		-18	100.3 %
4012	Water Rates	356	396	650	254		254	60.9 %
4013	Electricity	4,381	4,333	5,500	1,167		1,167	78.8 %
4020	Telephone	966	906	1,000	94		94	90.6 %
4055	Professional Fees/Legal	0	790	0	-790		-790	0.0 %
4218	Guildhall Redecoration	0	0	5,000	5,000		5,000	0.0 %
4222	Maintenance	550	925	1,000	75		75	92.5 %
4325	Dilapidation Works	1,144	0	20,356	20,356		20,356	0.0 %
4604	CCTV	0	0	500	500		500	0.0 %
4612	IT Package & cloud backup	1,771	1,569	1,429	-140		-140	109.8 %
4613	Guildhall Stair Climber	0	0	550	550		550	0.0 %
4615	War Memorial Boards	2,040	0	0	0		0	0.0 %
	Guildhall :- Expenditure	18,168	15,937	42,985	27,048	0	27,048	37.1 %
	Net Expenditure over Income	18,168	15,937	42,985	27,048			

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
122	Garden of Rest							
1021	Maintenance Grant	3,000	0	3,000	-3,000			0.0 %
	Garden of Rest :- Income	3,000	0	3,000	-3,000			0.0 %
	Net Expenditure over Income	-3,000	0	-3,000	-3,000			
201	Markets							
4011	Rates	18,734	18,886	19,000	114		114	99.4 %
4012	Water Rates	530	551	600	49		49	91.9 %
4013	Electricity	3,391	2,124	2,700	576		576	78.7 %
4017	Miscellaneous	125	0	300	300		300	0.0 %
4018	Online Booking System	1,650	0	350	350		350	0.0 %
4019	Mobile Phones	230	281	250	-31		-31	112.4 %
4030	Advertsing	4,400	1,506	5,000	3,494		3,494	30.1 %
4036	MACCs Licence & Maintenance	672	725	750	25		25	96.6 %
4220	Buttercross Storage	924	0	550	550		550	0.0 %
4222	Maintenance	4,969	1,474	1,000	-474		-474	147.4 %
4223	Waste Management	7,914	9,605	7,600	-2,005		-2,005	126.4 %
4227	Parking Permits	13,577	12,321	13,000	679		679	94.8 %
4327	Pay Pal Commission Charge	112	669	0	-669		-669	0.0 %
	Markets :- Expenditure	57,228	48,142	51,100	2,958	0	2,958	94.2 %
1003	Buttercross Market Rent	352	0	500	-500			0.0 %
1020	Market Rents	140,382	147,292	133,000	14,292			110.7 %
1022	Electricity	2,350	2,026	1,200	826			168.8 %
1023	Specialist Markets	13,971	12,714	10,000	2,714			127.1 %
1025	Antique Market	9,430	9,430	9,660	-230			97.6 %
1026	Made in Shropshire Market	1,950	2,205	1,500	705			147.0 %
1027	Food Festival	3,855	3,575	3,600	-25			99.3 %
1030	Produce Market (Ludlow 21)	8,400	8,200	8,400	-200			97.6 %
1035	Book and Craft Market	5,684	5,298	5,500	-202			96.3 %
1037	Craft and Country Market	3,252	3,321	3,000	321			110.7 %
1038	Food and Craft Market	9,523	7,169	8,500	-1,331			84.3 %
1039	Craft & Garden Market	2,862	2,688	3,000	-312			89.6 %
1040	Parking Permits	13,793	14,783	13,000	1,783			113.7 %
1042	Pay Pal Starting Balance	300	0	0	0			0.0 %
1043	Continental Market	0	666	0	666			0.0 %
1123	Snake in the Grass Events	-910	0	0	0			0.0 %
1171	Miscellaneous Income	0	53	0	53			0.0 %
	Markets :- Income	215,193	219,420	200,860	18,560			109.2 %
	Net Expenditure over Income	-157,965	-171,278	-149,760	21,518			

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
<u>202</u>	<u>Mayfair</u>							
4000	Salaries and Wages	2,049	2,005	0	-2,005		-2,005	0.0 %
4224	May Fair	4,748	6,018	7,600	1,582		1,582	79.2 %
	Mayfair :- Expenditure	6,797	8,023	7,600	-423	0	-423	105.6 %
1024	May Fair	7,600	7,638	7,600	38			100.5 %
	Mayfair :- Income	7,600	7,638	7,600	38			100.5 %
	Net Expenditure over Income	-803	385	0	-385			
<u>205</u>	<u>Tourism</u>							
4255	Events Leaflet	5,643	4,806	6,200	1,394		1,394	77.5 %
4256	Town Trails	0	790	750	-40		-40	105.3 %
	Tourism :- Expenditure	5,643	5,596	6,950	1,354	0	1,354	80.5 %
1056	Town Trails Income	0	0	750	-750			0.0 %
1057	Events Leaflet Income	5,294	4,380	5,900	-1,520			74.2 %
	Tourism :- Income	5,294	4,380	6,650	-2,270			65.9 %
	Net Expenditure over Income	349	1,216	300	-916			
<u>301</u>	<u>Street Lighting</u>							
4222	Maintenance	18	4,599	3,980	-619		-619	115.6 %
	Street Lighting :- Expenditure	18	4,599	3,980	-619	0	-619	115.6 %
	Net Expenditure over Income	18	4,599	3,980	-619			
<u>302</u>	<u>Street Furniture</u>							
4222	Maintenance	54	293	600	307		307	48.8 %
4354	Signage	1,159	468	1,500	1,032		1,032	31.2 %
4501	Street Furniture	48	0	1,500	1,500		1,500	0.0 %
4502	Lower Broad Street Sign	1,325	0	0	0		0	0.0 %
	Street Furniture :- Expenditure	2,586	760	3,600	2,840	0	2,840	21.1 %
1059	Street Furniture Income	0	815	1,500	-685			54.3 %
1060	Banner Income	392	0	350	-350			0.0 %
	Street Furniture :- Income	392	815	1,850	-1,035			44.1 %
	Net Expenditure over Income	2,194	-55	1,750	1,805			

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
303	Toilets							
4011	Rates	4,464	4,501	4,700	199		199	95.8 %
4012	Water Rates	4,610	4,506	5,200	694		694	86.6 %
4013	Electricity	2,704	4,351	3,500	-851		-851	124.3 %
4019	Mobile Phones	0	40	0	-40		-40	0.0 %
4222	Maintenance	726	1,022	500	-522		-522	204.4 %
4317	Water Management	682	715	700	-15		-15	102.2 %
4319	Consumable Goods	3,206	2,435	2,500	65		65	97.4 %
4356	Toilet Cleansing	480	500	500	0		0	100.0 %
	Toilets :- Expenditure	16,873	18,069	17,600	-469	0	-469	102.7 %
1174	Toilet Block Income	0	7,913	0	7,913			0.0 %
	Toilets :- Income	0	7,913	0	7,913			
	Net Expenditure over Income	16,873	10,156	17,600	7,444			
401	Cemetery							
4011	Rates	1,092	1,101	1,200	99		99	91.8 %
4012	Water Rates	187	229	250	21		21	91.5 %
4013	Electricity	111	115	150	35		35	76.4 %
4222	Maintenance	33	199	500	301		301	39.8 %
4230	Cemetery Registers Restoration	0	0	1,900	1,900		1,900	0.0 %
4300	Skip Hire	1,250	950	2,500	1,550		1,550	38.0 %
4306	Grave Digging	14,020	13,020	12,000	-1,020		-1,020	108.5 %
4509	Epitaph Licence & Maintenance	115	120	200	80		80	60.0 %
4510	Chapel Maintenance	28	153	500	347		347	30.5 %
4511	Cemetery House Maintenance	872	318	1,000	682		682	31.8 %
4515	Babies Memorial	0	0	100	100		100	0.0 %
4516	Cemetery Extension (Capital)	0	0	16,000	16,000		16,000	0.0 %
4606	Cemetery Paths (Capital Item)	0	0	7,000	7,000		7,000	0.0 %
4611	Electric Meter Cemetery Office	0	0	1,000	1,000		1,000	0.0 %
4616	Cemetery Health & Safety	180	0	0	0		0	0.0 %
	Cemetery :- Expenditure	17,888	16,204	44,300	28,096	0	28,096	36.6 %
1050	Cemetery House Rent	6,000	6,000	6,000	0			100.0 %
1051	Cemetery Fees	33,389	37,023	35,000	2,023			105.8 %
1052	Cemetery Health & Safety	180	0	0	0			0.0 %
	Cemetery :- Income	39,569	43,023	41,000	2,023			104.9 %
	Net Expenditure over Income	-21,681	-26,819	3,300	30,119			

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Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
402	<u>Ludlow in Bloom</u>							
4550	Ludlow in Bloom Expenditure	2,500	2,500	2,500	0		0	100.0 %
	Ludlow in Bloom :- Expenditure	2,500	2,500	2,500	0	0	0	100.0 %
	Net Expenditure over Income	2,500	2,500	2,500	0			
403	<u>Allotments</u>							
4222	Maintenance	307	1,251	2,391	1,140		1,140	52.3 %
	Allotments :- Expenditure	307	1,251	2,391	1,140	0	1,140	52.3 %
1076	Allotments Rent	740	756	755	1			100.2 %
	Allotments :- Income	740	756	755	1			100.2 %
	Net Expenditure over Income	-433	495	1,636	1,141			
410	<u>Amenities</u>							
4222	Maintenance	2,232	471	2,500	2,029		2,029	18.8 %
4303	Plants	581	0	1,500	1,500		1,500	0.0 %
4357	Pest Control	323	184	350	166		166	52.6 %
4400	Wheeler Rd Play Area Resurface	0	9,265	9,000	-265		-265	102.9 %
4401	Housman Cres Play Area Fencing	0	0	500	500		500	0.0 %
	Amenities :- Expenditure	3,136	9,919	13,850	3,931	0	3,931	71.6 %
	Net Expenditure over Income	3,136	9,919	13,850	3,931			
411	<u>Linney Park</u>							
4011	Rates	809	816	900	84		84	90.6 %
4012	Water Rates	186	190	150	-40		-40	126.9 %
4013	Electricity	464	186	450	264		264	41.4 %
4608	Linney Car Park	1,995	501	13,603	13,102	250	12,852	5.5 %
	Linney Park :- Expenditure	3,454	1,693	15,103	13,410	250	13,160	12.9 %
1075	Linney Park Car Park Meter	8,137	8,876	8,000	876			111.0 %
	Linney Park :- Income	8,137	8,876	8,000	876			111.0 %
	Net Expenditure over Income	-4,683	-7,184	7,103	14,287			
500	<u>Direct Labour Force</u>							
4013	Electricity	650	746	700	-46		-46	106.5 %
4019	Mobile Phones	1,267	1,251	1,000	-251		-251	125.1 %
4310	Tractor & Attachments	561	0	0	0		0	0.0 %

Month No : 12

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% of Budget
4311	Vans Service & Repair	1,268	1,592	500	-1,092		-1,092	318.4 %
4312	Hand Mowers and Strimmers	1,742	891	1,500	609		609	59.4 %
4313	Vehicle Lease Hire	3,262	3,000	3,300	300		300	90.9 %
4318	Vehicle Tax	460	461	600	139		139	76.9 %
4319	Consumable Goods	817	1,430	2,000	570		570	71.5 %
4320	Petrol Diesel	3,594	5,059	5,000	-59		-59	101.2 %
4322	Clothing & PPE	1,415	843	1,200	357		357	70.3 %
4323	Equipment	675	1,204	1,500	296		296	80.3 %
	Direct Labour Force :- Expenditure	15,712	16,477	17,300	823	0	823	95.2 %
	Net Expenditure over Income	15,712	16,477	17,300	823			
501	Contingencies							
4800	Contingency Fund	2,916	4,142	5,500	1,358		1,358	75.3 %
4801	Vehicle Replacement Fund	0	0	7,923	7,923		7,923	0.0 %
4803	DLF Equip Replacement Fund	0	0	12,000	12,000		12,000	0.0 %
	Contingencies :- Expenditure	2,916	4,142	25,423	21,281	0	21,281	16.3 %
	Net Expenditure over Income	2,916	4,142	25,423	21,281			
901	Earmarked Reserves							
9110	Mkt Town Revitalisation Match	16,576	7,089	13,424	6,335		6,335	52.8 %
9111	Mkt Town Revitalisation Grant	80,180	0	0	0		0	0.0 %
9116	Buttercross-Refurb Prof Fees	5,000	0	0	0		0	0.0 %
9118	EA Reserve Jetty	0	0	4,000	4,000		4,000	0.0 %
9122	Toilet Refurbishment	0	6,930	7,000	70		70	99.0 %
	Earmarked Reserves :- Expenditure	101,756	14,019	24,424	10,405	0	10,405	57.4 %
1005	Buttercross Grant Due	48,939	10,000	0	10,000			0.0 %
	Earmarked Reserves :- Income	48,939	10,000	0	10,000			
	Net Expenditure over Income	52,817	4,019	24,424	20,405			

Income and Expenditure Report Exceptions Report

Fourth Quarter (to end of month twelve) 2016/17

Please note:

In Q4 expenditure expectation is 100%.

Variations of 15% or more are reported as exceptions .

Please read in conjunction with the Income and Expenditure Report.

CODE	DESCRIPTION	EXCEPTION	%	Actual Expenditure
General Admin		Expenditure		
101/4028	Liability Insurance	New insurance contract agreed by Council	124%	£11,778.00
General Admin		Income		
101/1196	Interest Received	Annual interest received once a year	133.4%	£2,001.00
Staff Costs		Expenditure		
102/4002	CC Salaries and Wages	Additional civic events staffed – Commonwealth Day and Remembrance Day Service	125.9%	£1,008.00
Civic Ceremonial		Expenditure		
105/4206	Remembrance Sunday	Additional catering costs due to loss of the use of RBL	119.1%	£596.00
105/4210	Civic Regalia	Includes payment for Deputy Mayors Badge – Since Year End a payment of £1,000 has been received	179.9%	£1,799.00
Community Grants		Expenditure		
110/4122	Homestart South Shropshire	Grant not claimed for 2016/17 – Carried Forward requested	0%	£0.00
110/4144	Youth Festival	Grant not claimed for 2016/17 – Carried Forward requested	0%	£0.00
110/4153	Teme Weirs Trust	Grant not claimed for 2016/17 – Carried Forward requested	0%	£0.00
110/4154	Ludlow College	Grant not claimed for 2016/17 – Carried Forward requested	0%	£0.00
110/4160	Project Support Grant	Increase in budget approved by Council – insufficient grant applications received	50.1%	£2,005.00
110/4188	Ludlow Football Stadium	Grant not claimed for 2016/17 – Carried Forward requested	0%	£0.00

Buttercross		Expenditure		
119/4013	Electricity	Opened in Aug 16 - Carried Forward requested for Feb & Mar 17 bills not received	6.3%	£188.00
Garden of Rest		Income		
122/1021	Maintenance Grant	Awaiting response from SC	0%	£0.00
Markets		Expenditure		
201/4013	Electricity	Carried Forward requested for Feb & Mar 17 bills not received	78.7%	£2,124.00
201/4222	Maintenance	Replacement canopy (storm damage) – Insurance Claim received in 2017/18	147.4%	£1,474.00
201/4223	Waste Management	Price increase 2016 & 2017 report to Services Committee	126.4%	£9,605.00
201/4327	PayPal Commission	New code, previously deducted from income	No Budget	£669.00
Markets		Income		
201/1022	Electricity	On target for breakeven balance with expenditure	168.8%	£2,026.00
201/1023	Specialist Markets	Good uptake on stalls	127.1%	£12,714.00
201/1025	Antiques Market	Trader decided to only book one market in Jan 2017	97.6%	£9,430.00
201/1026	Made in Shropshire Market	More traders/stalls than anticipated	147%	£2,205.00
201/1030	Produce Market	One Market cancelled in Feb 2017 due to weather conditions	97.6%	£8,200.00
201/1038	Food & Craft Market	Overestimate of trader/market uptake, adjusted for 2017/18	84.3%	£7,169.00
201/1040	Parking Permits	See explanation attached	113.7%	£14,783.00
201/1123	Snake in the Grass	Debt written off in 2015/16 by Council – no expenditure this year	0%	£0.00
201/1043	Continental Market	Additional Event	No Budget	£666.00
Tourism		Income		
205/1056	Town Trails Income	Trails now sold through Buttercross Museum (income in Merchandise code) and VIC (charged in advance income in 2017/18)	0%	£0.00
205/1057	Events Leaflet Income	Loss of advertiser, included Museum leaflet, smaller print run,	74.2%	£4,380.00

		reflected in expenditure		
Street Lighting		Expenditure		
301/4222	Maintenance	Final outstanding streetlight repair payment – Insurance Claim received in previous years. Plus replace all bulbs (once every 3 years)	115.6%	£4,599.00
Street Furniture		Income		
302/1059	Street Furniture Income	One bench application this year – Bench purchased in 2017/18	54.3%	£815.00
302/1060	Banner Income	No chargeable banners requested	0%	£0.00
Toilets		Expenditure		
303/4013	Electricity	Underspent last year, paid off debit with supplier this year, average over 2 years within budget - Carried Forward requested for Feb & Mar 17 bills not received	124.3%	£4,531.00
303/4019	Mobile Phones	New code to track Pay As You Go phone expenditure	No Budget	£40.00
303/4222	Maintenance	Necessary maintenance spend – New hand dryers at Castle Street Toilets – Details attached	204.4%	£1,022.00
Linney Park		Expenditure		
411/4012	Water Rates	Price Increase	126.9%	£190.00
Direct Labour Force		Expenditure		
500/4019	Mobile Phones	Overspend. Increased budget set in 2017/18	125.1%	£1,251.00
500/4311	Vans Service & Repair	Repairs to Peugeot van & tipper truck – Details attached	316.8%	£1,584.00
Earmarked Reserves		Expenditure		
901/9110	Mkt Town Revitalisation Match	Capital expenditure prior to opening the Buttercross Museum. Unspent monies to revert back to general fund	52.8%	£7,089.00

A/c Code 9110		Mkt Town Revitalisation Match					Annual Budget	13,424	
Centre 901		Earmarked Reserves					Committed	0	
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit	
Opening Balance							0.00		
9110	901	3	29/06/2016	SAF001	Purchase Ledger	BX Fire extinguishers & Signs	167.00		
9110	901	3	29/06/2016	MB001	Purchase Ledger	System installed @ BX	221.00		
9110	901	3	30/06/2016	WVH001	Purchase Ledger	Museum cabinet transport to BX	82.00		
9110	901	5	03/08/2016	PHJ001	Purchase Ledger	TV & Speaker Cabinets - BX	580.00		
9110	901	5	12/08/2016	THI001	Purchase Ledger	final graphics installation BX	2,552.50		
9110	901	5	14/08/2016	BCS001	Purchase Ledger	Epsom printer	49.13		
9110	901	5	15/08/2016	DDR	Cashbook	BX Museum Cash Register	123.95		
9110	901	5	15/08/2016	DDR	Cashbook	BX Museum Office Chair	75.00		
9110	901	5	15/08/2016	DDR	Cashbook	BX Museum Office Desk	101.00		
9110	901	5	15/08/2016	DDR	Cashbook	BX Museum Till Stand	95.00		
9110	901	5	15/08/2016	DDR	Cashbook	BX Museum Fridge	58.33		
9110	901	5	18/08/2016	205021	Cashbook	BX Museum Float	50.00		
9110	901	5	24/08/2016	FLM001	Purchase Ledger	Merchandise sold Aug/Sept 16	13.00		
9110	901	5	31/08/2016	BOR001	Purchase Ledger	Buttercross Ramp	1,074.00		
9110	901	5	06/09/2016	THI001	Purchase Ledger	A Boards x 2 design & print	422.50		
9110	901	5	29/09/2016	Led No 1	Sales Ledger	Sales Day Book Summary 490		155.00	
9110	901	6	01/09/2016	DDR	Cashbook	BX Museum Hand Towels & Holder	49.99		
9110	901	6	01/09/2016	DDR	Cashbook	BX Museum Extension Cable	9.97		
9110	901	6	13/09/2016	DDR	Cashbook	BX Opening Refreshments	57.22		
9110	901	6	13/09/2016	DDR	Cashbook	BX Opening Refreshments	5.25		
9110	901	6	13/09/2016	DDR	Cashbook	BX Cash Register Spare Key	23.99		
9110	901	6	13/09/2016	DDR	Cashbook	BX Telephone	49.99		
9110	901	6	13/09/2016	DDR	Cashbook	BX Lift Isolations Keys	70.40		
9110	901	6	13/09/2016	DDR	Cashbook	BX Speaker Return Courier	8.40		
9110	901	7	03/10/2016	DDR	Cashbook	BX Museum Key Cabinet	14.99		
9110	901	7	14/10/2016	DDR	Cashbook	BX Museum Merchandise Lables	6.25		
9110	901	7	14/10/2016	DDR	Cashbook	BX Museum Merchandise Stands	14.90		
9110	901	7	14/10/2016	DDR	Cashbook	BX Musuem Staff Key Flobs	2.48		
9110	901	7	14/10/2016	DDR	Cashbook	BX Museum Evac Chair	1,100.25		
9110	901	7	14/10/2016	DDR	Cashbook	BX Museum Extension Cable	16.96		
9110	901	8	01/11/2016	106774	Cashbook	Cash Box Clock Cleaning Hooks	29.15		
9110	901	8	01/11/2016	106774	Cashbook	Memories of Ludlow CD	4.17		
9110	901	8	14/11/2016	DDR	Cashbook	BX Speakers	23.78		
9110	901	10	10/02/2017	BBAV001	Purchase Ledger	Period phone cable & receiver	32.00		
9110	901	10	16/02/2017	GEB001	Purchase Ledger	Power to display cabinet	62.00		
9110	901	12	21/03/2017	CBS001	Purchase Ledger	History books for museum	46.97		
9110	901	12	31/03/2017	507	Journal	Buttercross Til Float		50.00	
Account		Mkt Town Revitalisation Match					Account Totals	7,293.52	205.00
Centre		Earmarked Reserves					Net Balance Month 12	7,088.52	

A/c Code 4222		Maintenance					Annual Budget	500
Centre 303		Toilets					Committed	0
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance							0.00	
4222	303	1	19/04/2016	SBS001	Purchase Ledger	Replacement tiles - Smithfield	3.74	
4222	303	2	06/04/2016	SCR001	Purchase Ledger	Light Bulbs - Castle St Toilet	18.50	
4222	303	4	14/07/2016	DDR	Cashbook	Toilet Cleaning Signs	32.76	
4222	303	4	14/07/2016	CORRECT1	Cashbook	VAT Correction - Signage		32.76
4222	303	4	14/07/2016	DDR	Cashbook	Toilet Cleaning Signage	27.30	
4222	303	5	12/07/2016	HOME001	Purchase Ledger	Isolation valve - toilets	2.14	
4222	303	5	15/08/2016	DDR	Cashbook	No Smoking signs	5.44	
4222	303	5	15/08/2016	DDR	Cashbook	Toilet Cleaner Gloves	16.75	
4222	303	5	15/08/2016	DDR	Cashbook	Toilet Office Fridge	58.33	
4222	303	5	19/09/2016	ASE001	Purchase Ledger	Smithfield toilets basin tap	49.97	
4222	303	6	13/09/2016	DDR	Cashbook	Lamp Starters x25	12.92	
4222	303	6	15/09/2016	ASE001	Purchase Ledger	Chrome toilet handle	4.14	
4222	303	7	07/10/2016	ASE001	Purchase Ledger	Basin taps for toilets	18.09	
4222	303	8	30/09/2016	BOR001	Purchase Ledger	Repair to toilet door	78.00	
4222	303	8	01/11/2016	106774	Cashbook	Cut Keys Castle St Toilets	8.33	
4222	303	9	07/10/2016	JPS001	Purchase Ledger	Socket for toilet tap	12.95	
4222	303	9	14/12/2016	DDR	Cashbook	Toilet Lightbulbs	16.90	
4222	303	9	21/12/2016	ASE001	Purchase Ledger	Tap connector - smithfield	2.18	
4222	303	9	03/01/2017	ASE001	Purchase Ledger	Flexi Tap & Adapter	16.70	
4222	303	10	02/12/2016	ZOE001	Purchase Ledger	Control of waterflow-cslte st	57.69	
4222	303	10	06/12/2016	SCR001	Purchase Ledger	Replacement Handdryer	187.49	
4222	303	11	06/01/2017	SCR001	Purchase Ledger	Toilet Hand Dryer x2	374.98	
4222	303	11	06/01/2017	SCR001	Purchase Ledger	Toilet Hand Dryer	187.49	
4222	303	12	30/03/2017	490	Journal	Coding Correction - Bulbs		18.50
4222	303	12	30/03/2017	490	Journal	Coding Correction - CleanSigns		27.30
4222	303	12	30/03/2017	490	Journal	Coding Correction - SmokeSigns		5.44
4222	303	12	30/03/2017	490	Journal	Coding Correction - Gloves		16.75
4222	303	12	30/03/2017	490	Journal	Coding Correction - Lamp Start		12.92
4222	303	12	30/03/2017	490	Journal	Coding Correction - Keys		8.33
4222	303	12	30/03/2017	490	Journal	Coding Correction - Bulbs		16.90
4222	303	12	30/03/2017	490	Journal	Coding Correction - Tap Socket		12.95
4222	303	12	30/03/2017	490	Journal	Coding Correction - TapConnect		2.18
4222	303	12	30/03/2017	490	Journal	Coding Correction - TapAdapter		16.70
Account Maintenance							1,192.79	170.73
Centre Toilets							1,022.06	

A/c Code 4311 Vans Service & Repair							Annual Budget	500
Centre 500 Direct Labour Force							Committed	0
Code	Centre	Month	Date	Reference	Source	Transaction	Debit	Credit
Opening Balance							0.00	
4311	500	1	18/04/2016	LEV001	Purchase Ledger	New Airbag fit & test OV59 JHL	219.50	
4311	500	3	16/06/2016	HIQ001	Purchase Ledger	Peugeot VU06GUH MOT & repairs	220.29	
4311	500	3	30/06/2016	451	Journal	Puncture Repair & Strip refit	42.71	
4311	500	8	04/11/2016	LEV001	Purchase Ledger	new brakes- mitsubushi van	147.45	
4311	500	8	04/11/2016	LEV001	Purchase Ledger	input error		147.45
4311	500	8	04/11/2016	LEV001	Purchase Ledger	Repair brakes - mitsubushi van	147.45	
4311	500	9	09/01/2017	LEV001	Purchase Ledger	OV59 JHL MOT & Repairs	388.50	
4311	500	10	23/01/2017	JDA001	Purchase Ledger	VU06 GUH Wing Mirror repair	83.75	
4311	500	10	27/01/2017	JDA001	Purchase Ledger	VU06 GUH Tyres&ignition barrel	317.68	
4311	500	11	11/01/2017	HIQ001	Purchase Ledger	OV59JHL Repairs/wheel balancin	164.10	
4311	500	12	31/03/2017	508	Journal	PC Van Service & Repair	7.92	
Account Vans Service & Repair							Account Totals	1,739.35
Centre Direct Labour Force							Net Balance Month 12	1,591.90

Agenda Item 10

End of Year

REPORT

CARRIED FORWARDS 2017/18

Report No. PF/17/

Policy & Finance Committee
12th June 2017

1. INTRODUCTION

- 1.1 This report explains the circumstances giving rise to the need to make carry forwards at year end.

2. RECOMMENDATION

- 2.1 To approve the budget carry forwards for 2017/ 18

3. BACKGROUND

- 3.1 The Council agreed the budget and precept for 2017 /18 at Full Council at the end of January 2017.
- 3.2 At year end of the 2016/17 financial year in March 2017, there are a number of circumstances that require budgets to be carried forward.
- 3.3 In outline the key reasons for carry forwards are:
- To pay late invoices for 2016/17 financial year
 - To accumulate funds for a project or future expenditure (vehicles / machinery / cemetery paths etc ...)
 - The accumulate funds on break even agreements (Mayfair contract & allotments)
- 3.4 Some carried forward amounts are known at the time of budget setting and others such as for payment of late invoices and ongoing projects may not be known until year end.
- 3.5 Carried forward amounts are not levied as part of the precept demand.

- 3.6 Carried forward funds are accumulated and allocated reserves. It is important that the council is aware of the value of carried forward amounts so that the expenditure can be factored into future budget decisions.

4. CURRENT SITUATION

- 4.1 The budget approved in January 2017 carried forward £86,104.00 and the total proposed value of carry forwards is £101,982.00 an increase of £15,878.00. **APPENDIX 1** identifies the amount and reason for the carried forwards.

Town Clerk
June 2017

Implications

Wards Affected (All)

Financial (As described in the report)

Health & Safety (None)

Law & Order (None)

Environmental Implications (None)

Carried Forwards from Budget 2016/17 to 2017/18

Policy and Finance 12th June 2017

Code	Name	Reason	Amount
Civic Ceremonial		Expenditure	
105/4199	Mayors Allowance 2016/17	Remainder of Mayors Allowance for use until the end of term	£935.00
Community Grants		Expenditure	
110/4122	Homestart South Shropshire	Grant not claimed in 16/17	£600.00
110/4144	Youth Festival	Grant not claimed in 16/17	£500.00
110/4153	Teme Weirs Trust	Grant not claimed in 16/17	£300.00
110/4154	Ludlow College	Grant not claimed in 16/17	£30.00
110/4188	Ludlow Football Stadium	Grant not claimed in 16/17	£500.00
Community Projects		Expenditure	
111/4181	Town Plan	Grant for the production of the new Town Plan	£3,000.00
111/4705	Skatepark	Capital for skatepark path	£1,500.00
Buttercross Market		Expenditure	
117/4013	Electricity	To cover bills for Feb and Mar 2017 not yet received	£60.00
Buttercross		Expenditure	
119/4013	Electricity	To cover bills for Feb and Mar 2017 not yet received	£150.00
Guildhall		Expenditure	
121/4218	Guildhall Redecoration	Carry forward monies to enable project to be completed	£5,000.00
121/4325	Dilapidation Works		£20,356.00
Market		Expenditure	
201/4013	Electricity	To cover bills for Feb and Mar 2017 not yet received	£380.00
201/4018	Online Booking System	Funds for stage 2 of the new website	£350.00
201/4220	Buttercross Storage	Bill not yet received for 2016/17	£550.00
201/4227	Parking Permits	Final invoice for 16/17 permits from Shropshire Council for purchase of permits dated 2017/18	£2,638.00
Mayfair		Expenditure	
	Mayfair	Cost neutral across term of the agreement, therefore any debits or credits are carried forward each year	£418.00
Toilets		Expenditure	

303/4013	Electricity	To cover bills for Feb and Mar 2017 not yet received	£100.00
Cemetery		Expenditure	
401/4230	Cemetery Registers Restoration	Ongoing project for conservation of historic documents	£1,900.00
401/4516	Cemetery Extension	Accumulated funds for project	£16,000.00
401/4606	Cemetery Paths	Accumulated funds for project	£7,000.00
401/4611	Electric Meter Cemetery Office	Accumulated funds for project	£1,000.00
Allotments		Expenditure	
403/4222	Maintenance	Allotments maintenance budget – on a cost neutral basis – Debit or Credit carried forward each year	£1,140.00
Amenities		Expenditure	
410/4401	Housman Crescent Play Area Fencing	For ongoing/replacement of wooden fence	£500.00
Linney Park		Expenditure	
411/4013	Electricity	To cover bills for Feb and Mar 2017 not yet received	£50.00
411/4608	Linney Car Park	Ring fenced income for maintenance of Linney Park and Car Park	£13,102.00
Direct Labour Force		Expenditure	
501/4801	Vehicle Replacement Fund	Fund built up each year to cover the cost of replacing Council vehicle when required	£7,923.00
501/4803	DLF Equipment Replacement Fund	Fund built up each year to cover the cost of replace DLF equipment when required	£12,000
Earmarked Reserves		Expenditure	
901/9118	Environment Agency Reserve Jetty	Ringfenced funds for maintenance of jetty	£4,000
Total			£101,982

Agenda Item 11

Policies



Ludlow Town Council

Health and Safety Management System

**Re-adopted by Full Council on the
29th September 2014**

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Section 1 Policy Statement

It is the policy of Ludlow Town Council to ensure, so far as is reasonably practicable, the health, safety and welfare of all employees, visitors, contractors and members of the public who may be affected by our activities.

We will fully comply with the duties placed upon us by Statutory Legislation and at all times follow the requirements of Approved Codes of Practice and Guidance Notes to best practice issued by the Health and Safety Executive.

To achieve the highest possible standards of health and safety, our objective is to see that everything practical is undertaken to prevent injury and ill health by ensuring:

- A safe and healthy working environment;
- Safe systems and methods of work;
- Suitable and sufficient training, information, instruction and supervision;
- Completion, and regular revision, of risk assessments;
- Regular consultation with employees;
- Active participation and support of all employees;
- Adequate welfare facilities;
- Continuous improvements in health and safety standards and the annual revision of the policy;
- Access to a competent health and safety advisor.

In preparing the Health and Safety Policy, the Officers have declared that the following principles of prevention will apply to the control and management of risk within the Council:

- Where possible, risk will be avoided altogether by adopting alternative work methods;
- Unavoidable risks will be evaluated by risk assessment;
- Where possible, risks will be combated at source, removing the risk when practicable;
- Priority will be given to risk controls that protect the whole workforce; collective protection will take priority over individual control techniques.

Health and Safety is everyone's responsibility and employees must do all that is reasonably practicable to prevent injury to themselves and other persons who may be affected by their acts or omissions.

Where an employee considers that the arrangements for health and safety are inadequate, they are encouraged to report the matter to the Officers at the earliest opportunity.

Signed:

Signed:

Town Clerk

The Mayor

Date:

Date:

Section 2 Organisation and Responsibilities

The Town Clerk will:

- Retain overall responsibility for the health, safety and welfare of all employees within the Council.
- Ensure that sufficient resources are allocated for the successful implementation of the safety policy.
- Positively promote health and safety in all activities undertaken by the business.
- Supervise the implementation of the health and safety policy and monitor its adequacy.
- Ensure that adequate labour and resources are provided.
- Ensure that all members of staff are made aware of the contents of this policy and their responsibilities in relation to health and safety.

Site Supervision

Site supervision will:

- Monitor health and safety issues on site and ensure that the requirements of the Council Health and Safety Policy are implemented.
- Ensure that adequate risk assessments and method statements are prepared for all work on site.
- Ensure that the safe working procedures detailed in risk assessments and method statements are implemented.
- Ensure that all employees and sub-contractors on site are wearing all necessary personal protective equipment.
- Ensure that all employees and sub-contractors operate only plant and equipment that they are trained and authorised to use.
- Ensure that there is adequate co-operation with Principal Contractor when this is not Ludlow Town Council.
- Report any health and safety concerns to The Town Clerk.
- Report any accidents, incidents or near misses to Town Clerk.

Employees and Labour-Only Sub-contractors

Health and safety affects everyone within the Council. To achieve and maintain high standards of health and safety within the Council, all employees will:

- Be aware that they have a duty under legislation and codes of practice to take reasonable care for their own health and safety, safe practice and the safety of others who may be affected by their acts or omissions.
- Comply with the safety policy, procedures and regulations designed to protect the health, safety and welfare of everyone affected by the business' undertakings.
- Neither intentionally nor recklessly interfere with nor misuse any equipment, provided for the protection of health and safety.
- Be aware of emergency procedures including the evacuation and fire

precaution procedures.

- Conduct themselves, whilst at work, in such a manner as not to compromise themselves or others who their actions may affect.
- Co-operate with the Officers in preventing accidents or health risks to themselves, other employees and members of the public or visitors.
- Wear personal protective equipment whenever instructed to do so or in circumstances that require its use.
- Report any work conditions that they consider being unsafe at once to their Supervisor.
- Any employee who fails to comply with the health and safety policy, or who intentionally or recklessly interferes with or misuses any equipment provided for the protection of health and safety will be subject to disciplinary action.

Health and Safety Adviser Ellis Whittam Ltd

Ellis Whittam Ltd will advise on and generally co-ordinate all aspects of the Council's safety effort. They will advise on the introduction and maintenance of safe systems of work to minimise the risk of personal injury to employees and anyone affected by our activities, fire and loss of plant and property etc. Specifically they will:

- Carry out inspections, at a frequency agreed with Ludlow Town Council, of construction sites and places of work of all employees of the Council with the person immediately responsible for that section and advise on all aspects of health, safety and welfare;
- Submit reports of their findings to the Town Clerk for appropriate action;
- Ensure that all relevant safety legislation is being complied with and that statutory registers are being maintained;
- Advise on health and safety training matters and assist in identifying safety training need;
- Investigate all reportable accidents, and as far as is reasonably practicable enquire into the cause of non-reportable accidents;
- Act as liaison officer between Council's management and official bodies such as the Health and Safety Executive.

Although the Council's Health and Safety Adviser's duties are in the main of an advisory and administrative nature, they have executive authority to order the cessation of any unsafe method of working of which they become aware and to require the provision of all information necessary to carry out his duties effectively.

Section 3 Arrangements

Accident and Near Miss Reporting/Recording and Investigation

- Employees and Sub-contractors must ensure that all accidents and near misses that occur at work are reported to the Site Supervisor as soon as possible.
- The accident details will be entered onto an Accident Form by the Site Supervisor.
- Where a serious accident or dangerous occurrence occurs Ellis Whittam Ltd will be contacted for advice.
- Major injuries or occurrences (defined in RIDDOR) will be reported by the quickest available means (ie. telephone) immediately. The Town Clerk will be responsible for the reporting of accidents.
- If an accident or incident is otherwise reportable to the Enforcing Authority, they will be informed within 10 days by contacting the HSE Incident Centre by one of the following methods:
 - Telephone: 0845 300 9923
 - Fax: 08453009924
 - EMail: riddor@natbrit.com.
- Where serious accidents occur an accident investigation will be undertaken as soon as possible by the Town Clerk with a view to determining the cause(s) of the accident and to identify any remedial actions to prevent a recurrence. Ellis Whittam Ltd will provide assistance when necessary.

Alcohol and Drugs

- The use of illegal substances is forbidden whilst employed by Ludlow Town Council.
- Alcohol may not be consumed during working hours by any employee.
- Personnel who have been prescribed drugs or have any other medical condition that may affect their ability to work safely must inform the Town Clerk immediately.
- Any person found to be under the influence of illegal substances or alcohol during working hours will be removed from site and will face disciplinary action.

Asbestos

- In normal circumstances there is little likelihood of our employees or sub-contractors coming into contact with asbestos products as this will have been dealt with prior to our work commencing.
- Where asbestos is present on any site being worked on adequate information will be obtained to enable safe working procedures to be implemented that will prevent any exposure to asbestos.
- All employees will be given awareness training on asbestos including how to recognise it and the procedures to follow if suspect materials are found on any site.
- If suspect materials are found on site work will cease immediately, the work area will be evacuated and the Site Supervisor will be informed.

Confined Spaces

- Risk assessments and method statements will be completed before any person enters a confined space.
- All persons required to carry out confined space working will be given adequate training.
- All necessary safety equipment will be provided before work commences in confined spaces including gas detectors, air fed breathing apparatus and protective clothing.
- Procedures in case of emergency will be implemented before any person enters a confined space.

Demolition

- We will develop a plan detailing the arrangements for how demolition work will be carried out.
- The plan will include detailed method statements and risk assessments and will be done before demolition or dismantling work begins. This will apply to all demolition work regardless of size, duration or whether the job is notifiable under CDM.

Display Screen Equipment (DSE)

- "Display screen equipment" means any alphanumeric or graphic display screen, regardless of the display process involved.
- "User" means an employee who uses display screen equipment as a significant part of his/her work.
- Ellia Whittam Ltd will enable staff to complete an assessment for each workstation.
- Any risks identified will be addressed through good design of the workplace and the job, and by worker training and consultation.
- The Council will also fund an appropriate eye and eyesight test for users on request.
- Training will include information about when breaks should be taken, seat position and the display screen.

Driving @ Work

- Council vehicles will only be driven by authorised personnel.
- Authorised drivers will have their licences checked by the Town Clerk.
- Checks will include eligibility to drive a particular vehicle, restrictions or endorsements to the licence and will be recorded.
- The person to whom the vehicle has been allocated will remain responsible for ensuring that the vehicle is road-worthy at all times.
- Council vehicles will be routinely serviced and maintained in accordance with the manufacturer's guidelines.
- Drivers must report all driving endorsements at once to the Town Clerk.
- Drivers are required to obey all statutory obligations with regards to driving vehicles on the public highway.

Electricity @ Work

- The Site Supervisor will act as the duty holder for electrical safety.
- The Site Supervisor will compile and maintain an inventory of all portable electrical appliances.
- He will arrange for a competent person to inspect and test all portable electrical appliances in line with HSE guidelines. Test results will be kept on file.
- Employees will be given adequate information, training and instruction to enable them to inspect all portable electrical equipment before use. Employees shall not attempt to repair or modify any electrical item. Where faults occur they shall be reported to the Site Supervisor for appropriate action to be taken.
- Only equipment that is battery operated or 110 volts, centre tapped to earth, will be used on construction sites.
- No employee will bring any personal electrical equipment onto the Council premises or any construction site unless it has been inspected by the Site Supervisor and added to the inventory of equipment.

Employee Consultation

- The Council will consult with employees about health and safety matters, changes to working methods and changes to substances or equipment.
- Consultation will be informal but the items discussed, the date of the discussion and any comment will be recorded
- Additionally the Town Clerk operates an “open door” policy and employees are encouraged to discuss health and safety concerns at any reasonable time.

Employer's Liability Insurance

- The Council will, at all times, have a valid Employer's Liability Insurance Policy.
- The insurance certificate will be prominently displayed in the workplace.
- Expired certificates will be archived for a minimum of 40 years.

Excavations

- Detailed method statements and risk assessments will be completed before any excavations start.
- Reference will be made to service plans that are available and CAT scans will be carried out before excavations commence.
- All persons carrying out excavation work will be trained and competent and hold appropriate certificates for the plant they are operating.
- Appropriate means of shoring excavations will be used in line with current HSE guidance.
- All necessary statutory inspections will be carried out and recorded.

Fire and Emergency Procedures

- Ellis Whittam Ltd will complete a fire risk assessment for each premise or construction site where work activities take place. All employees will receive instructions as part of their site induction about this assessment and the action to be taken in the event of a fire or other emergency. Suitable records of such instructions will be maintained.

- Employees will be told about the location of fire extinguishers and emergency escape routes.
- Employees will be instructed not to interfere with any equipment provided to detect or fight fires.
- Employees will be instructed to report any concerns over fire safety immediately to Site Supervision.
- All emergency escape routes will be kept free from obstruction at all times.
- The Site Supervisor will ensure that adequate fire precautions are in place on each site at which our employees are likely to work.
- Suitable fire extinguishers will be positioned in close proximity to any hot work that is being undertaken on site by employees or sub-contractors.

First Aid @ Work

- An adequate number of personnel will be trained on a HSE accredited' first aid course.
- First aiders will undergo refresher training every three years.
- All employees will be told who the first aiders are and the location of first aid boxes during site induction.
- Adequately stocked first aid boxes will be provided on site and the boxes will be checked once a month by the Site Supervisor and, where necessary, the contents replenished.
- First aiders are not permitted to administer any drugs or medication under any circumstances.

Health and Safety Inspections and Audits

To check our working conditions, and ensure that our safe working practices are being followed we will:

- Carry out regular site inspections and report on the findings;
- Arrange for Ellis Whittam Ltd to carry out regular site inspections and report on the findings;
- Review risk assessments at least annually;
- Investigate safety issues or hazards raised by anyone;
- Keep up to date with relevant information on health and safety within our industry;
- Review the health and safety policy annually and update it as necessary taking into account changes in legislation etc;
- Investigate all accidents and work-related ill health occurrences;
- Carry out a detailed health and safety audit every 12 months in conjunction with Ellis Whittam Ltd.

Hazardous Substances (COSHH)

- An inventory of all hazardous substances used within the Council will be maintained.
- Manufacturer's safety data sheets will be obtained for all hazardous substances.
- Ellis Whittam Ltd will complete COSHH assessments for all hazardous substances in use.

- Wherever possible hazardous substances will be replaced with non-hazardous or less hazardous ones.
- Safe working procedures will be developed using the findings from COSHH assessments. Employees will be told about these safe working procedures by Site Supervision. This will be recorded.
- Employees will be instructed to never use or handle hazardous substances unless they have referred to the relevant COSHH assessment.

Health Surveillance

- All new employees will be required to complete a medical questionnaire before starting employment with the Council to determine if they are fit to carry out their duties. All information provided will be kept strictly confidential in line with the requirements of the Data Protection Act.
- Where necessary advice will be sought from a medical practitioner.
- Existing employees may be asked to complete a medical questionnaire if they operate dangerous machinery or equipment or carry out dangerous work, which could be adversely affected by certain medical conditions.
- Employees must report any medical condition that could affect their health and safety at work or that of other persons, to the Town Clerk at the earliest opportunity.
- In addition to asking employees to complete questionnaires the Town Clerk will review all instances of sickness absence to determine if this is work related. In particular he will try to identify complaints or conditions including those affecting mobility or physical control, skin disorders, breathing or heart conditions, fitness to wear PPE and immunity to disease. Again where necessary advice will be sought from a medical practitioner.

Hot Works

- Hot Work Permits will be used where there is a potential for work activities to cause a fire resulting in harm to people or property. The Ludlow Town Council Permit System must be used if this is included in the Construction Phase H&S Plan or alternatively another Hot Work Permit prescribed by the Client / Principal Contractor can be used.
- Site Supervision will designate a suitable Authorised Person to implement the Hot Work Permit System.

Maintenance of Work Equipment

- All work equipment provided will be serviced and maintained in good working order in line with the manufacturer's guidelines. Site Supervision will ensure that this takes place.
- Employees are prohibited from using any equipment for which they have not received adequate training. Site Supervision will check that the necessary training has taken place before allowing any equipment to be used.
- New plant and equipment will be checked before it is purchased to ensure that it meets the requirements of relevant health and safety legislation, including The Supply of Machinery (Safety) Regulations 1992 and The Provision and Use of Work Equipment Regulations 1998.
- All hired-in equipment will be obtained from reputable suppliers and will be

- accompanied by inspection and maintenance certificates.
- All plant and equipment will be inspected daily and records of inspection maintained.
- Any defective equipment will be removed from use until it has been repaired.

Managing Construction Work

- All construction work will be considered to determine whether it falls under CDM.
- Where work is notifiable under CDM the Town Clerk will establish the Council's role eg as Principal Contractor or Contractor.
- The Town Clerk will ensure that all parties know their duties under CDM where appropriate.
- Documentation, appropriate to our role, will be prepared to detail the measures the Council will take to safeguard workers and others. This documentation will be distributed to duty holders.
- Compliance with these measures will be monitored and appropriate information made available for inclusion in any health and safety plan compiled.

Manual Handling

- Manual handling will be avoided wherever possible with appropriate mechanical equipment used.
- Manual handling assessments will be carried out for all manual handling activities that are necessary and a record of each assessment will be maintained. Ellis Whittam Ltd will complete the assessments.
- Following the assessments steps will be taken to eliminate or reduce any risks of injury that are identified.
- Employees will be given adequate information, instruction and training to enable them to carry out any manual handling activities safely.

Mobile Telephones

- Employees are not permitted to use mobile telephones or other communication devices whilst driving a Council vehicle, unless they are used in conjunction with the 'hands-free' device issued by the Council. All calls must be kept as short as possible, even when using a 'hands-free' device.
- Employees are not permitted to use their personal mobile telephones in the office or on site during working hours, other than at break times. At such times mobile telephones must be used in a safe area away from moving vehicles or dangerous machinery or equipment.

Noise

- Assessments will be carried out to determine employees' noise exposure levels and these will be checked against the action levels in the Noise at Work Regulations.
- Where necessary, action will be taken to reduce exposure if the second action level is exceeded.
- Adequate hearing protection will be provided to all employees and they will be given training on its use and maintenance.

- All reasonable steps will be taken to reduce exposure to noise by using equipment that incorporates noise suppression and is well maintained.
- Where necessary following noise monitoring, employees will be sent for audiometric testing by a competent person.

Personal Protective Equipment (PPE)

- An assessment of the need for PPE will be completed for each employee and a record of the assessment maintained by the Site Supervisor.
- All necessary PPE will be provided to each employee and a record of issue made by the Site Supervisor.
- Relevant training on the use and care of PPE will be given.
- Assessments will be reviewed at least annually.
- Employees are required to maintain PPE in good condition and store it in the designated areas on site.
- Employees must tell Site Supervision about any damaged, defective or lost equipment that needs replacing. Employees will be required to pay for equipment that is damaged or lost as a result of their neglect.

Pregnant Women and Nursing Mothers

- The Council will encourage workers to tell us at an early stage if they are pregnant or a nursing mother.
- The Town Clerk will carry out an assessment of the affected worker considering their work activities and will identify appropriate controls to ensure her safety.
- Where her condition puts her at specific risk from substances or activities and this cannot be controlled by other means changes to her role will be considered
- Nursing mothers will be supported by offering suitable facilities and changes to their work pattern.

Risk Assessments

- The Town Clerk will carry out risk assessment of all work activities, locations and situations to identify significant risks within the Council's operations.
- Assessments will take into account risks to all people who may be affected by our activities.
- A central record of assessments will be maintained.
- Where significant risks are identified suitable control measures will be implemented to eliminate or reduce those risks.
- Employees will be supervised to ensure that they follow the safe methods of work identified in risk assessments.
- Where an employee or sub-contractor considers that there are uncontrolled risks within the Council they should report the matter to Site Supervision or the Town Clerk immediately.

Roadworks

- All persons responsible for road / street works will be trained in accordance with the requirements of the New Road and Street Works Act.
- Risk assessments and method statements will be completed for each job and safe working procedures implemented.

- Effective traffic management procedures will be implemented.
- The assessments and procedures will be reviewed as work progresses.

Smoking @ Work

- The Council has a no-smoking policy throughout its premises.
- Any concerns employees or visitors may have about smoking at work should be reported immediately to the Town Clerk so that appropriate action can be taken.

Stress

- The Council will ensure, so far as is reasonably practicable, that no member of staff is subjected to a level of stress due to work, which is detrimental to their health.
- All employees are encouraged to report any concerns to the Town Clerk who will take steps to deal with the matter.
- The Council aims to create an environment where, if workplace stress does occur, it can be dealt with openly and fairly.
- The Council also commits itself to investigating all claims of ill health due to workplace stress to ensure appropriate action is taken to prevent any recurrence of the situation.

Subcontractor Competence and Management

(excluding labour only sub-contractors)

- Only suitably qualified and competent sub-contractors will be appointed by the Council.
- All sub-contractors will be required to produce evidence of their competence, training and insurance provisions before being approved to work for the Council. The decision to employ a sub-contractor will be taken by the Town Clerk.
- Sub-contractors will be required to work in accordance with the Council's health and safety rules.
- Sub-contractors found to be breaching the safety rules will be asked to leave site immediately.

Training, Induction and Tool Box Talks

- All new employees will receive health and safety induction training. A record of this training will be maintained.
- The qualifications and training of all new starters will be assessed and any additional training that is deemed necessary will be arranged through the CITB or other training bodies.
- The training need of existing employees will be reviewed annually and any necessary training arranged through a suitable training organisation.
- All employees will be given any necessary training to enable them to carry out their duties safely. Training records will be maintained.
- The Council will work towards establishing a workforce with appropriate CSCS cards and recognised plant operators certificates as a minimum.

Vibration

- Ellis Whittam Ltd will assess the vibration risk to all employees and decide if they are likely to be exposed above the daily exposure action value (EAV) in the regulations.
- If the action values are exceeded a programme of controls will be introduced to eliminate risk, or reduce exposure to as low a level as is reasonably practicable.
- Health surveillance in the form of regular health checks will be provided to those employees who continue to be regularly exposed above the action value or otherwise continue to be at risk.
- If employees are likely to be exposed above the daily exposure limit value (ELV) immediate action will be taken to reduce their exposure below the limit value.
- Information and training will be provided to employees on the health risks and the actions being taken to control those risks.
- Records of risk assessments and control actions will be maintained.

Waste Management

- The Council will consider its production of waste and develop a waste management plan. The plan will be written to follow the Council's Policy to reduce, re-use and recycle where possible.
- Where the plan identifies disposal of waste we will provide suitable containers close to where the waste is produced. Waste will be taken away by a licensed carrier.
- Records of waste collection will be kept and monitored to ensure its proper disposal.
- When working under the control of others we will adopt any Site Waste Management Plan provided by them.

Welfare Provision

- The Council will maintain its workplaces, equipment, devices and systems in efficient working order and in good repair.
- An assessment of each workplace will be made and recorded. Such an assessment will be undertaken for all offices and any on site location at which a semi permanent office is provided for a period of four weeks or more. The assessments will be reviewed annually or following significant changes to the premises or circumstances.

Working @ Height

- A specific risk assessment will be completed before any work at height is carried out.
- All work at height will be properly planned and organised.
- Account will be taken of weather conditions that could endanger health and safety.
- Those involved in work at height will be adequately trained and competent.
- Steps will be taken to ensure that the place where work at height is carried out is safe.
- Any equipment used for work at height will be appropriately inspected.

- The risks from fragile surfaces will be properly controlled.
- The risks from falling objects will be properly controlled.

Working Alone

- Wherever possible lone working will be avoided.
- Where lone working is necessary a risk assessment will be completed and suitable safe working procedures will be implemented.

Young Workers and Work Experience

- All young workers will have a person specific risk assessment completed for them.
- The assessment will take into account their age, experience and physical capacity.
- Suitable controls will be identified to ensure their safety, particularly in determining suitable work tasks and supervision.
- The findings of such risk assessments will be shared with relevant third parties eg parents, schools and training organisations.