



## **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,**  
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**Despatch date: 11<sup>th</sup> June 2025**

### **POLICY & FINANCE COMMITTEE**

You are summoned to attend a meeting of the Policy & Finance Committee to be held in The Guildhall, Mill Street, Ludlow SY8 1AZ on Monday 16<sup>th</sup> June 2025 at 7.00pm

*Gina Wilding*

Gina Wilding  
Town Clerk

### **Key Agenda Items:**

- **Q4 AND Q1 FINANCIAL INFORMATION**
- **Q4 INCOME & EXPENDITURE EXCEPTIONS REPORT**
- **POLICY REVIEW**
- **INSURANCE**
- **CLIMATE ACTION**

*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. Welcome from the Chairman and essential housekeeping information.**

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. Recording of Meetings**

Under the Openness of Local Government Regulations 2014, recording and broadcasting including blogging, tweeting and other social media is permitted during public sessions of Council meetings. The act of recording and broadcasting must not interfere with the meeting.

The Council understands that some members of the public may not wish to be recorded and asks that they make this known immediately.

**3. Election of a Vice Chair**

To receive nominations and elect a Vice Chair.

**4. Apologies**

To note apologies for absence from members of the Committee.

**5. Declarations of Interests**

To receive the declarations of interests from Members of the Committee.

- a) Disclosable Pecuniary Interest
- b) Declaration of conflicts of Interest
- c) Declarations of personal interest

*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.*

**6. 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.

**7. Ludlow's Unitary Councillors Session** – Ludlow's Unitary Councillors are invited to provide a short update on Shropshire Council matters relating to Ludlow.

**8. Minutes**

To approve the minutes of the **POLICY & FINANCE COMMITTEE** meeting held on **Monday 7<sup>th</sup> April 2025**.

**9. Items to Action**

To note the items to action sheet from the previous Policy and Finance Committee Meeting held on **7<sup>th</sup> April 2025**.



	<b>ITEM</b>	<b>Attachment</b>
<b>10.</b>	<b>FINANCE INFORMATION</b> To receive:-	
a)	Cash Book – Payments and Income for March and April 2025.	<b>10a</b>
b)	Reconciliation for March and April 2025.	<b>10b</b>
c)	Barclaycard - Payments, Income & Reconciliation for January, February, March and April 2025.	<b>10c</b>
d)	PayPal – Payments, Income & Reconciliation for January, February, March and April 2025.	<b>10d</b>
e)	Petty Cash – Payments, Income & Reconciliation for January, February, March and April 2025.	<b>10e</b>
f)	Public Sector Deposit Fund – Payments, Income & Reconciliation for January, February, March and April 2025.	<b>10f</b>
g)	Income - Payments, Income & Reconciliation for January, February, March and April 2025.	<b>10g</b>
h)	Electric Vehicle Charging - Payments, Income & Reconciliation for January, February, March and April 2025.	<b>10h</b>
i)	Mayor's Charity Account - Payments, Income & Reconciliation for October, November, December 2024, January and February 2025.	<b>10i</b>
j)	Mayor's Charity Account Income Payments, Income & Reconciliation for October, November, December 2024, January and February 2025.	<b>10j</b>
<b>11.</b>	<b>DEBTORS</b>	
a)	To receive a report of debtors.	<b>11a</b>
b)	To consider an explanation report on debtors.	<b>11b</b>
c)	To consider writing off a debtor	<b>11c</b>
<b>12.</b>	<b>INSURANCE</b>	
a)	To recommend that Full Council sets up of a task and finish group from the membership of Policy and Finance to review the council's insurance requirements.	<b>No papers</b>
b)	To approve seeking quotations from three insurance brokers for buildings, all insured risks, and motor insurance for consideration at the next committee meeting to make a recommendation to the Full Council meeting on Monday 28th July.	<b>No papers</b>
<b>13.</b>	<b>POLICY REVIEW</b>	
a)	To consider the report and review the Financial Regulations.	<b>13a</b>
b)	To review the Council's Safeguarding Policy and approve amendments that ensure all Councillors and staff are required to undertake DBS checks.	<b>13b</b>
c)	To note the Safeguarding Confidential Reporting Protocol.	<b>13b</b>



<b>14.</b>	<b>CLIMATE ACTION TASK AND FINISH GROUP</b>	
a)	To receive the minutes of the Climate Action Task and Finish Group meeting held on the 5 <sup>th</sup> June 2025	<b>14a</b>
b)	To reconsider the recommendations from the Climate Action Task and Finish Group meeting held on the 27 <sup>th</sup> March 2025	<b>14b</b>
c)	To consider the recommendations from the Climate Action Task and Finish Group meeting held on the 5 <sup>th</sup> June 2025	<b>14c</b>
<b>15.</b>	<b>4<sup>th</sup> QUARTER INCOME &amp; EXPENDITURE</b>	
a)	To note the 4 <sup>th</sup> Quarter Income and Expenditure Report	<b>15a</b>
b)	To receive the 4 <sup>th</sup> Quarter Exceptions Report	<b>15b</b>
c)	To note that the 2025 / 26 budget was set in January 2025, and subsequent operational variations required some budgets, or partial budgets, to be carried forward into 2025 / 26.	<b>No papers</b>
d)	To approve the carried forward funds from the 2024/25 budget into the 2025/26 budget.	<b>See 15b final column</b>
e)	To note the 2025 / 26 budget at yearend.	<b>15d</b>
f)	To note the current earmarked reserves.	<b>15e</b>
<b>16.</b>	<b>CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT</b>	
	To note the March and April 2025 statements	<b>16</b>
<b>17.</b>	<b>CIVIC EVENTS</b>	
	To note the Mayoral Events attended by the past Mayor and past Deputy Mayor from February to May 2025.	<b>17</b>
<b>18.</b>	<b>WEST MERCIA ENERGY</b>	
	To note the annual pricing update.	<b>18</b>
<p style="text-align: center;"><b>M e m b e r s h i p</b></p> <p style="text-align: center;"><b>Members of the Policy &amp; Finance Committee</b></p> <p style="text-align: center;"><b>Councillors Owen (Chair); Childs; Cowell; Gill; Ginger; Harris; Hepworth; Lyle; Parry; Scott-Bell; and Taylor</b></p>		
<p style="text-align: center;"><b>Notes</b></p> <p style="text-align: center;"><b>The next Policy &amp; Finance Committee meeting will be held on the 21<sup>st</sup> July 2025</b></p>		

# **Item 8**

## **Minutes**

## MINUTES

Minutes of a meeting of the **POLICY AND FINANCE COMMITTEE** held in the Guildhall, Mill Street, Ludlow on **MONDAY 7<sup>th</sup> APRIL 2025** at **7.00PM**

**PF/197     PRESENT**

Chair: Councillor S. Waite  
Councillors: Garner; Ginger; B Waite.  
Officers: Gina Wilding, Town Clerk  
Lucy Jones, Senior Finance Assistant

**PF/198     ABSENT**

Councillors Gill, Miller, and Parry were absent.

**PF/199     WELCOME**

The Chair, Councillor S Waite, welcomed everyone to the Policy and Finance Committee meeting and advised on essential housekeeping information.

**PF/200     RECORDING OF MEETINGS**

The Chair notified those present that under the Openness of Local Government Regulations 2014, recording and broadcasting is permitted during public session of Council Meetings.

**PF/201     APOLOGIES**

Apologies for absence were received from Councillor Gill (family ill-health).

**PF/202     DECLARATIONS OF INTEREST**

**Disclosable Pecuniary Interests**

None declared.

**Declaration of Conflicts of Interest**

None declared.

**Declarations of Personal Interest**

None declared.

**PF/203    PUBLIC OPEN SESSION (15 minutes)**

There were no members of the public or press present at the meeting.

**PF/204    UNITARY COUNCILLORS' SESSION**

There were no Unitary Councillors present.

**PF/205    MINUTES**

**RESOLVED SW/GG (Unanimous)**

That the minutes of the Policy and Finance Committee meeting held on the 24<sup>th</sup> February 2025, be approved as a correct record, and signed by the Chair.

**PF/206    ITEMS TO ACTION**

**RESOLVED SW/EG (Unanimous)**

That the items to action from the Policy and Finance Committee meeting held on the 24<sup>th</sup> February 2025, be noted.

**PF/207    FINANCE INFORMATION**

**a) Payments & Income**

**RESOLVED SW/EG (Unanimous)**

That the Cash Book Payments and Income for January and February 2025 be received.

**PF/208    b) Payments & Income Reconciliation**

**RESOLVED SW/EG (Unanimous)**

That the Cash Book Reconciliation for January and February 2025 be received.

**PF/209    c) Barclaycard**

**RESOLVED SW/EG (Unanimous)**

That the Barclaycard Reconciliation for January and February 2025 be received.

**PF/210 d) PayPal**

**RESOLVED SW/EG (Unanimous)**

That the PayPal Reconciliation for January and February 2025 be received.

**PF/211 e) Petty Cash**

**RESOLVED SW/EG (Unanimous)**

That the Petty Cash Reconciliation for January and February 2025 be received.

**PF/212 f) Pubic Sector Deposit Fund**

**RESOLVED SW/BW (Unanimous)**

That the Public Sector Deposit Fund Reconciliation for January and February 2025 be received.

**PF/213 g) Income**

**RESOLVED SW/EG (Unanimous)**

That the Income Cash Book Reconciliation for January and February 2025 be received.

**PF/214 h) Electric Vehicle Charging**

**RESOLVED SW/GG (Unanimous)**

That the Electric Vehicle Charging Reconciliation for January and February 2025 be received.

**PF/215 i) Mayor's Charity Account & Income**

**RESOLVED SW/EG (Unanimous)**

That the Mayor's Charity Account and Income Cash Book Reconciliation for October, November, December 2024, January and February 2025 be received.

**PF/216 AGED DEBTORS**

**RESOLVED GG/EG (2:0:2)**

That chasing the Ludlow Pride debt be placed on hold until the group is reestablished.



**PF/217    RESOLVED SW/EG (Unanimous)**

That the Current and Aged Debtors report be received.

**PF/218    POLICY REVIEW**

**RECOMMENDED SW/EG (Unanimous)**

That the Neonatal Care Leave Policy amendment to the Staff handbook and new Contract of Employment, be adopted.

**PF/219    CLIMATE ACTION TASK AND FINISH GROUP**

**a)   Minutes**

**RESOLVED SW/EG (Unanimous)**

That the minutes of the Climate Action Task and Finish Group meeting held on the 27<sup>th</sup> March 2025 be received.

**PF/220    b)   Task and Finish Group Recommendations**

**RESOLVED SW/GG (Unanimous)**

That the recommendations from the Climate Action Task and Finish Group meeting held on the 27<sup>th</sup> March 2025, be deferred to the next Policy and Finance Committee meeting so that a member of the group could present the recommendations with more detailed information and explain why donations had not been sought for the seemingly disproportionate proposed expenditure.

**PF/221    NON-DOMESTIC RATES**

**RESOLVED SW/EG (Unanimous)**

That a virement of £549.00 be made from budget 501/4800 Contingency Fund to 411/4011 Linney Riverside Park Rates for the Linney Boat Shed Non-Domestic Rates charge in 2025/26.

**PF/222    CIL NEIGHBOURHOOD**

**RESOLVED GG/EG (Unanimous)**

That it be noted that Shropshire Council hopes to notify the CIL Neighbourhood figures around the start of April. The figures have been collated but are currently being checked by finance for their accuracy, and once that process is complete details will be sent out to all Councils.

**PF/223    CCLA PUBLIC SECTOR DEPOSIT FUND INVESTMENT**

**RESOLVED SW/BW (Unanimous)**

That the CCLA Public Sector Deposit Fund Investment contract subscription, and statements for January and February 2025 be noted.

**PF/224    WEST MERCIA ENERGY**

**RESOLVED SW/EG (Unanimous)**

That the annual pricing update from West Mercia Energy, be noted.

The meeting closed at 7.40 pm

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

N.B. Closed Session Minutes will NOT be issued for this meeting.

## **Item 9**

### **Items to Action**

## **Policy & Finance Committee**

### **Items to Action**

<b>Minute No.</b>	<b>Resolution</b>	<b>Action</b>	<b>Status</b>	<b>Date</b>
<b>DA/PF/26/07/21/23</b> <b>26/07/21</b>	<b><u>BARCLAYS.NET</u></b>  <b><u>RECOMMENDED (Unanimous) GG/PA</u></b>  a) To open an additional Barclays Bank current account as part of the council's combined accounts, and to use the account solely for Barclays.net payments. b) To make a virement of £75.00 from the Contingencies Fund (501/4800) budget to the Bank Charges for the new account (101/4058). c) To investigate other payments options with Barclays Bank.	Open bank account  Set up new account on Barclays.net  Virement  Investigate payment options	Done   Complete  Done	07/05/25   02/08/21  02/08/21
<b>PF/140</b> <b>28/11/22</b>	<b><u>POLICY REVIEW</u></b>  <b>a) <u>Proposals from Councillor Adams</u></b>  That:- a) a standard format and style template be adopted for use by all Committees for their policies, protocols and procedure documents. b) an electronic Policy Library be set up from a master list of such documents.	Create template  Set up electronic policy library	Done	11/01/23

	<p>c) the library is structured to reflects the Council's Executive and Service functions.</p> <p>d) Standing Orders retain their existing standard format.</p> <p>e) the format and style of up to three policies per meeting of existing documents is reviewed by Policy and Finance within a timing plan to review the format and style all policies.</p> <p>f) Staff produce a draft template for the next meeting.</p>			
<b>PF/20</b> <b>05/06/23</b>	<p><b><u>POLICY REVIEW</u></b></p> <p>a) <b><u>Policy Numbering</u></b></p> <p><b><u>RESOLVED</u> (Unanimous) GG/EG</b></p> <p>That the policy categorising and indexing system be adopted and applied to all Council Policies.</p>	Implement numbering policy	In process	
<b>PF/193</b> <b>15/04/24</b>	<p><b><u>ELECTRIC VEHICLE CHARGING</u></b></p> <p>To request that a report be brought to Council to scope out the project, timeframe and costs for installing an electric vehicle charging compound.</p>			

<b>PF/190</b> <b>24/02/25</b>	<u><b>ALLSTAR CHARGEPASS</b></u>  <u><b>RECOMMENDED SW/EG (Unanimous)</b></u>  That the Council apply for an Allstar Chargepass fuel account (Electric, Diesel and Petrol) with two cards.	Recommend Policy to Full Council  Apply for fuel cards	Done  In Process	03/03/25
<b>PF/218</b> <b>07/04/25</b>	<u><b>POLICY REVIEW</b></u>  <u><b>RECOMMENDED SW/EG (Unanimous)</b></u>  That the Neonatal Care Leave Policy amendment to the Staff handbook and new Contract of Employment, be adopted.	Recommend Policy to Full Council  Update and move to Adopted Policies Folder  Circulate to Staff	Done  Done	14/04/25  11/06/25
<b>PF/221</b>	<u><b>NON-DOMESTIC RATES</b></u>  That a virement of £549.00 be made from budget 501/4800 Contingency Fund to 411/4011 Linney Riverside Park Rates to cover the Non-Domestic Rates charge for the Linney Boat Shed in 2025/26.	Virement	Done	11/06/25
<b>PF/135</b>	<b>b) <u>Reserve Policy</u></b>  <u><b>RECOMMENDED SW/EG (Unanimous)</b></u>  That:- the amended Reserves Policy be adopted.  <b>a) <u>Annual Review of Reserves:</u></b>	Recommend actions to Full Council  Transfer funds to EMR  Recommend Policy to Full Council	Done  Done  Done	09/12/24  09/04/25  20/01/25

	To continue to monitor income trends, asset conditions, and expenditure to adjust reserves as necessary.	Move to Adopted Policies Folder	Done	19/02/25
	<p>b) <b>Income Diversification:</b> To reduce reliance on precept by exploring grants, and sponsorships.</p> <p>c) <b>Proactive Asset Management:</b> To conduct regular inspections of listed buildings, play areas, and other high-risk assets to prevent unexpected costs.</p> <p>d) <b>Cost Monitoring:</b> To continuously monitor operating expenses to ensure reserves remain adequate and proportionate to risks through Policy and Finance Committee.</p> <p>e) <b>Reserve Levels</b> To approve a General Reserve of £300,000 or equivalent to 3 months of operating expenditure, providing a balance between flexibility and prudent risk management.</p> <p>f) <b>Earmarked Reserves:</b> To approve total earmarked reserves of £600,000 - £800,000.</p> <p>g) <b>Breakdown:</b> Listed buildings maintenance: £200,000 Play areas and public toilets: £75,000.</p>	Circulate to Staff/ Councillors	Done	19/02/25

	<p>Market infrastructure: £50,000.  Staffing contingencies: £50,000.  Legal and regulatory compliance: £30,000.  Other projects / devolution costs: £350,000</p> <p>h) To approve building total reserves of £900,000 to £1.1 million to ensure the council can handle both short-term operational risks and long-term capital obligations.</p>			
PF/115	<p><b><u>WEST MERCIA ENERGY</u></b></p> <p>That the green energy proposal be noted and reviewed at a future meeting.</p>	Green options to be considered during energy contract review	Done	11/06/25
PF/205	<p><b><u>MINUTES</u></b></p> <p>That the minutes of the Policy and Finance Committee meeting held on the 24<sup>th</sup> February 2025, be approved as a correct record, and signed by the Chair.</p>	<p>Sign minute  File minutes  Put online</p>	<p>Done  Done  Done</p>	<p>07/04/25  09/04/25  09/04/25</p>
PF/193	<p><b><u>Transaction Fees Cost Centre</u></b></p> <p><b><u>RECOMMENDED BW/SW (Unanimous)</u></b></p> <p>That a new cost centre (104) Transaction Fees be created and the following codes</p>	<p>Recommend Policy to Full Council</p> <p>Create Cost Centre and move Budget Codes</p>	<p>Done    Done</p>	<p>03/03/25    09/04/25</p>



	be moved from their current cost centre to:- <b>Old Code                      New Code</b> 101/4058 – Bank Charges 104/4058 119/4523 – Buttercross Card Payment Fees 104/4523 201/4327 – PayPal Commission Charge 104/4327 201/4524 – Market Card Payment Fees 104/4524 411/4075 – Linney Parking Meter Fees 104/4075 New code – Guildhall Card Payment Fees			
PF/192	<b><u>BUDGETS</u></b>  <b><u>Combining of Budgets</u></b>  <b><u>RECOMMENDED SW/EG (Unanimous)</u></b>  That the Subscriptions and Publications (101/4023), and Licence Fees (101/4054) budgets be amalgamated into budget 101/4023 – Subscription and Licence Fees.	Recommend Policy to Full Council  Combine budgets	Done  Done	03/03/25  09/04/25
PF/220	<b><u>Task and Finish Group Recommendations</u></b>  That the recommendations from the	Bring back to next meeting	Done	16/06/25

	Climate Action Task and Finish Group meeting held on the 27 <sup>th</sup> March 2025, be deferred to the next Policy and Finance Committee meeting.			
PF/216	<p><b><u>AGED DEBTORS</u></b></p> <p>That the Ludlow Pride debt be placed on hold until the group reestablishes.</p>	Update debtors report	Done	09/04/25

## **Items 10a**

### **Payments & Income – March 2025**

## 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 :		676,749.72					676,749.72	
	Banked: 01/03/2025	1,666.66						
Std Rec	Bensons of Ludlow Ltd	1,666.66			1000	115	1,666.66	BX Shop Rent
	Banked: 01/03/2025	500.00						
Std Rec	J Hughes	500.00			1050	401	500.00	Cemetery House Rent
	Banked: 01/03/2025	26.00						
	Linney Parking Meter	26.00		4.33	1075	411	21.67	Linney Parking Meter 01/03/25
	Banked: 02/03/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 02/03/25
	Banked: 03/03/2025	1,470.00						
1	Income Cashbook	1,470.00			205		1,470.00	Income
	Banked: 03/03/2025	42.77						
	BX Museum Sales	4.25		0.71	1008	119	3.54	BX Museum Sales - 02/03/25
	BX Museum Tickets	11.25			1006	119	11.25	BX Museum Tickets - 02/03/25
	BX Museum Sales	9.25		1.04	1008	119	8.21	BX Museum Sales - 01/03/25
	BX Museum Donations	5.00			1007	119	5.00	BX Museum Donations - 01/03/25
	BX Museum Tickets	8.95			1006	119	8.95	BX Museum Tickets - 01/03/25
	BX Museum Sales	1.75		0.29	1008	119	1.46	BX Museum Sales - 28/02/25
	BX Museum Tickets	3.05			1006	119	3.05	BX Museum Tickets - 28/02/25
	SumUp	-0.73			4523	104	-0.73	BX Museum Card Payment Fees
	Banked: 03/03/2025	749.14						
	Market Rents	385.50			1020	201	385.50	Market Rents - 01/03/25
	Market Rents	358.50			1020	201	358.50	Market Rents - 28/02/25
	SumUp	-12.86			4524	104	-12.86	Mkt Card Payment Fees
	Market Rents	18.00			1038	201	18.00	Market Rents - F&C
	Banked: 03/03/2025	44.00						
	Linney Parking Meter	44.00		7.33	1075	411	36.67	Linney Parking Meter 03/03/25
	Banked: 03/03/2025	5,467.33						
	Barclays Bank	5,467.33			1196	101	5,467.33	Interest Paid - Dec-Mar
	Banked: 04/03/2025	96.34						
	Market Rents	98.00			1020	201	98.00	Market Rents - 03/03/25
	SumUp	-1.66			4524	104	-1.66	Mkt Card Payment Fee
	Banked: 04/03/2025	6.00						
	Linney Parking Meter	6.00		1.00	1075	411	5.00	Linney Parking Meter 04/03/25
	Banked: 05/03/2025	80.00						
	J Evans	80.00			1018	101	80.00	Street Trading Permit No. 883
	Banked: 05/03/2025	12.00						
	Linney Parking Meter	12.00		2.00	1075	411	10.00	Linney Parking Meter 05/03/25
	Banked: 06/03/2025	112.50						
	Taste at No. 1 Ltd	112.50			110		112.50	Street Trading Permit No. 882
	Banked: 06/03/2025	14.20						

Receipts for Month 12				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Barclays Bank	14.20			4058	104	14.20 Bank Fees Refund - Jan-Feb 25
	Banked: 06/03/2025	284.60					
	Market Rents	289.50			1020	201	289.50 Market Rents - 05/03/25
	SumUp	-4.90			4524	104	-4.90 Mkt Card Payment Fee
	Banked: 06/03/2025	6.00					
	Linney Parking Meter	6.00		1.00	1075	411	5.00 Linney Parking Meter 06/03/25
	Banked: 07/03/2025	14.00					
	Linney Parking Meter	14.00		2.33	1075	411	11.67 Linney Parking Meter 07/03/25
	Banked: 08/03/2025	12.00					
	Linney Parking Meter	12.00		2.00	1075	411	10.00 Linney Parking Meter 08/03/25
	Banked: 09/03/2025	40.00					
	Linney Parking Meter	40.00		6.67	1075	411	33.33 Linney Parking Meter 09/03/25
	Banked: 10/03/2025	1,820.00					
2	Income Cashbook	1,820.00			205		1,820.00 Income
	Banked: 10/03/2025	42.48					
	BX Museum Sales	6.00			1008	119	6.00 BX Museum Sales - 04/03/25
	BX Museum Donations	1.20			1007	119	1.20 BX Museum Donations - 07/03/25
	BX Museum Tickets	15.60			1006	119	15.60 BX Museum Tickets - 07/03/25
	BX Museum Donations	4.00			1006	119	4.00 BX Museum Donations - 08/03/25
	BX Museum Tickets	5.60			1006	119	5.60 BX Museum Tickets - 08/03/25
	BX Museum Sales	2.50		0.42	1008	119	2.08 BX Museum Sales - 09/03/25
	BX Museum Tickets	8.30			1006	119	8.30 BX Museum Tickets - 09/03/25
	SumUp	-0.72			4523	104	-0.72 BX Museum Card Payment Fees
	Banked: 10/03/2025	842.52					
	Market Rents	386.50			1020	201	386.50 Market Rents - 07/03/25
	Market Rents	399.50			1020	201	399.50 Market Rents - 08/03/25
	Market Rents	71.00			1037	201	71.00 Market Rents - 09/03/25 C&C
	SumUp	-14.48			4524	104	-14.48 Mkt Card Payment Fee
	Banked: 10/03/2025	40.00					
	Linney Parking Meter	40.00		6.67	1075	411	33.33 Linney Parking Meter 10/03/25
	Banked: 11/03/2025	60.95					
	Market Rents	62.00			1020	201	62.00 Market Rents - 10/03/25
	SumUp	-1.05			4524	104	-1.05 Mkt Card Payment Fee
	Banked: 11/03/2025	12.00					
	Linney Parking Meter	12.00		2.00	1075	411	10.00 Linney Parking Meter 11/03/25
	Banked: 12/03/2025	18.00					
	Linney Parking Meter	18.00		3.00	1075	411	15.00 Linney Parking Meter 12/03/25
	Banked: 13/03/2025	740.00					
3	Income Cashbook	740.00			205		740.00 Income
	Banked: 13/03/2025	256.59					

Date: 01/05/2025

Ludlow Town Council Current Year - 2024/25

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Barclays Combined

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
	Market Rents	261.00			1020	201	261.00	Market Rents - 12/03/25
	SumUp	-4.41			4524	104	-4.41	Mkt Card Payment Fee
	Banked: 13/03/2025	8.00						
	Linney Parking Meter	8.00		1.33	1075	411	6.67	Linney Parking Meter 13/03/25
	Banked: 14/03/2025	10.00						
	Linney Parking Meter	10.00		1.67	1075	411	8.33	Linney Parking Meter 14/03/25
	Banked: 14/03/2025	36.20						
	Mayor's Charity	36.20			1166	105	36.20	Wear it Red Day
	Banked: 15/03/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 15/03/25
	Banked: 16/03/2025	32.00						
	Linney Parking Meter	32.00		5.33	1075	411	26.67	Linney Parking Meter 16/03/25
	Banked: 17/03/2025	449.50						
	Sales Recpts Page 722	449.50	449.50		101			Sales Recpts Page 722
	Banked: 17/03/2025	1,330.00						
4	Income Cashbook	1,330.00			205		1,330.00	Income
	Banked: 17/03/2025	56.98						
	BX Museum Sales	14.45		2.41	1008	119	12.04	BX Museum Sales - 14/03/25
	BX Museum Donations	5.00			1007	119	5.00	BX Museum Donations - 14/03/25
	BX Museum Tickets	-11.90			1006	119	-11.90	BX Museum Tickets - 14/03/25
	BX Museum Sales	21.95		3.66	1008	119	18.29	BX Museum Sales - 15/03/25
	BX Museum Tickets	11.85			1006	119	11.85	BX Museum Tickets - 15/03/25
	BX Museum Donations	3.45			1007	119	3.45	BX Museum Donations - 16/03/25
	BX Museum Sales	2.75		0.46	1008	119	2.29	BX Museum Sales - 16/03/25
	BX Museum Tickets	10.40			1006	119	10.40	BX Museum Tickets - 16/03/25
	SumUp	-0.97			4523	104	-0.97	BX Museum Card Payment Fee
	Banked: 17/03/2025	672.44						
	Market Rents	358.50			1020	201	358.50	Market Rents - 15/03/25
	Market Rents	325.50			1020	201	325.50	Market Rents - 14/03/25
	SumUp	-11.56			4524	104	-11.56	Mkt Card Payment Fee
	Banked: 17/03/2025	28.00						
	Linney Parking Meter	28.00		4.67	1075	411	23.33	Linney Parking Meter 17/03/25
	Banked: 17/03/2025	140.00						
	Sales Recpts Page 726	140.00	140.00		101			Sales Recpts Page 726
	Banked: 17/03/2025	218.00						
	Sales Recpts Page 727	218.00	218.00		101			Sales Recpts Page 727
	Banked: 18/03/2025	131.00						
5	Income Cashbook	131.00			205		131.00	Income
	Banked: 18/03/2025	16.00						
	Linney Parking Meter	16.00		2.67	1075	411	13.33	Linney Parking Meter 18/03/25

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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
	Banked: 18/03/2025	45.23						
	SumUp	-0.77			4524	104	-0.77	Mkt Card Payment Fees
	Market Rents	46.00			1020	201	46.00	Market Rents - 17/03/25
	Banked: 19/03/2025	24.00						
	Linney Parking Meter	24.00		4.00	1075	411	20.00	Linney Parking Meter 19/03/25
	Banked: 20/03/2025	650.00						
6	Income Cashbook	650.00			205		650.00	Income
	Banked: 20/03/2025	1,512.14						
9	Pay Pal Market	1,512.14			202		1,512.14	PayPal Withdrawal
	Banked: 20/03/2025	24.00						
	Linney Parking Meter	24.00		4.00	1075	411	20.00	Linney Parking Meter 20/03/25
	Banked: 20/03/2025	286.57						
	SumUp	-4.93			4524	104	-4.93	Mkt Card Payment Fees
	Market Rents	291.50			1020	201	291.50	Market Rents - 19/03/25
	Banked: 21/03/2025	20.00						
	Linney Parking Meter	20.00		3.33	1075	411	16.67	Linney Parking Meter 21/03/25
	Banked: 22/03/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 22/03/25
	Banked: 23/03/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 23/03/25
	Banked: 24/03/2025	52.31						
	BX Museum Donations	1.60			1007	119	1.60	BX Museum Donations - 21/03/25
	BX Museum Sales	10.00		1.17	1008	119	8.83	BX Museum Sales - 21/03/25
	BX Museum Tickets	-2.20			1006	119	-2.20	BX Museum Tickets - 21/03/25
	BX Museum Sales	15.75		2.62	1008	119	13.13	BX Museum Sales - 22/03/25
	BX Museum Sales	8.40		1.40	1008	119	7.00	BX Museum Sales - 23/03/25
	BX Museum Tickets	19.40			1006	119	19.40	BX Museum Tickets - 23/03/25
	SumUp	-0.89			4523	104	-0.89	BX Museum Card Payment Fee
	BX Museum Tickets	0.25			1006	119	0.25	BX Museum Tickets - 22/03/25
	Banked: 24/03/2025	8.00						
	Linney Parking Meter	8.00		1.33	1075	411	6.67	Linney Parking Meter 24/03/25
	Banked: 24/03/2025	789.44						
	SumUp	-13.56			4524	104	-13.56	Mkt Card Payment Fees
	Market Rents	414.00			1020	201	414.00	Market Rents - 22/03/25
	Market Rents	389.00			1020	201	389.00	Market Rents - 21/03/25
	Banked: 25/03/2025	10.00						
	Linney Parking Meter	10.00		1.67	1075	411	8.33	Linney Parking Meter 25/03/25
	Banked: 25/03/2025	116.50						
	Market Rents	118.50			1020	201	118.50	Market Rents - 24/03/25
	SumUp	-2.00			4524	104	-2.00	Mkt Card Payment Fee

Receipts for Month 12				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 26/03/2025	1,062.00						
	Sales Recpts Page 723	1,062.00	1,062.00		101			Sales Recpts Page 723
	Banked: 26/03/2025	523.00						
	Sales Recpts Page 724	523.00	523.00		101			Sales Recpts Page 724
	Banked: 26/03/2025	6.00						
	Linney Parking Meter	6.00		1.00	1075	411	5.00	Linney Parking Meter 26/03/25
	Banked: 27/03/2025	1,585.00						
7	Income Cashbook	1,585.00			205		1,585.00	Income
	Banked: 27/03/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 27/03/25
	Banked: 27/03/2025	250.69						
	Market Rents	255.00			1020	201	255.00	Market Rents - 26/03/25
	SumUp	-4.31			4524	104	-4.31	Mkt Card Payment Fees
	Banked: 28/03/2025	1,233.00						
8	Income Cashbook	1,233.00			205		1,233.00	Income
	Banked: 28/03/2025	945.00						
	Sales Recpts Page 725	945.00	945.00		101			Sales Recpts Page 725
	Banked: 28/03/2025	38.00						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 28/03/25
	Banked: 29/03/2025	24.00						
	Linney Parking Meter	24.00		4.00	1075	411	20.00	Linney Parking Meter 29/03/25
	Banked: 30/03/2025	58.00						
	Linney Parking Meter	58.00		9.67	1075	411	48.33	Linney Parking Meter 30/03/25
	Banked: 31/03/2025	32.25						
	BX Museum Tickets	6.00			1006	119	6.00	BX Museum Tickets - 28/03/25
	BX Museum Tickets	24.40			1006	119	24.40	BX Museum Tickets - 28/03/25
	BX Museum Tickets	2.40			1006	119	2.40	BX Museum Tickets - 30/03/25
	SumUp	-0.55			4523	104	-0.55	BX Museum Card Payment Fee
	Banked: 31/03/2025	72.00						
	Linney Parking Meter	72.00		12.00	1075	411	60.00	Linney Parking Meter 31/03/25
	Banked: 31/03/2025	927.06						
	SumUp	-15.94			4524	104	-15.94	Mkt Card Payment Fees
	Market Rents	167.50			1037	201	167.50	Market Rents - Mothers Day
	Market Rents	380.00			1020	201	380.00	Market Rents - 29/03/25
	Market Rents	395.50			1020	201	395.50	Market Rents - 28/03/25
Total Receipts for Month		28,038.39	3,337.50	138.84			24,562.05	
Cashbook Totals		704,788.11	3,337.50	138.84			701,311.77	



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Ludlow Town Council Current Year - 2024/25

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Barclays Combined

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/03/2025	TV Licence	Std Ord	15.00			4054	101	15.00	TV Licence
07/03/2025	Waste Managed Ltd	1	142.80	142.80		501			Depot Waste Removal - Feb 25
07/03/2025	Barclays Bank	2	65.67	65.67		501			Bank Charges - Jan-Feb 25
14/03/2025	Mayor's Charity Account	TNSFR	40.00			1166	105	40.00	Black Tie Refund
17/03/2025	Plusnet plc	3	29.12	29.12		501			GH Broadband
17/03/2025	AIB Merchant Services	4	34.12	34.12		501			Linney Meter Card Fee - Feb 25
17/03/2025	Barclaycard	1	2,293.13			204		2,293.13	Barclaycard
17/03/2025	Alphabet (UK) Ltd	11	539.99	539.99		501			Van Leasehire - MJ73 VZY
17/03/2025	Alphabet (UK) Ltd	12	403.19	403.19		501			Van Leasehire - LD23 TLT
17/03/2025	Alphabet (UK) Ltd	13	539.99	539.99		501			Van Leasehire - MJ736 ZGH
19/03/2025	Water Plus	10	112.73	112.73		501			Smithfield Toi Water - Feb 25
20/03/2025	West Mercia Energy	2	3,475.96	3,475.96		501			BX Gas - Jan 25
20/03/2025	Water Plus	9	109.07	109.07		501			GH Water - Feb 25
21/03/2025	Ludlow Town Council Payroll	15	7,942.64	7,942.64		501			Payroll - Feb 25
21/03/2025	Cheaper Waste Ltd	18	836.63	836.63		501			Mkt Waste Removal
24/03/2025	Water Plus	8	73.25	73.25		501			Mkt Water - Feb 25
24/03/2025	EE Ltd	14	349.46	349.46		501			Mobile Phone Charges
25/03/2025	Ludlow Town Council Payroll	16	30,668.68	30,668.68		501			Payroll - Mar 25
25/03/2025	Ludlow Town Council Payroll	17	10,132.51	10,132.51		501			Payroll - Mar 25
26/03/2025	SCG Together	5	32.76	32.76		501			GH Telephone - Feb 25
27/03/2025	Siemens Financial Servcies Ltd	19	226.80	226.80		501			Photocopier Rental
28/03/2025	West Mercia Energy	1	127.46	127.46		501			Xmas Lights Electric - Jan 25
28/03/2025	Geldards LLP	2036938460	9,547.20	9,547.20		501			Churchyard Wall Legal Advice
28/03/2025	Flowbird Smart City UK Limited	2036940357	48.48	48.48		501			Linney Meter Fee
28/03/2025	Guild of Mace Bearers	2036938469	10.00	10.00		501			Guild Mace Bearers Membership
28/03/2025	A Heiron	2637496060	140.00	140.00		501			Grave Dig - JL Smith GG/7/188
28/03/2025	Bromfield Sand & Gravel Co. Lt	2036933711	23.52	23.52		501			Cem Bench Base Sand/Gravel
28/03/2025	Border Engineering & Fabricati	2637498592	42.00	42.00		501			Lamp Cover/Stop Valve Handle
28/03/2025	Derek Bufton	2036933493	1,260.00	1,260.00		501			St John Fell Pine/Plant Birch
28/03/2025	Assembly Rooms Ludlow	2036933698	480.00	480.00		501			Project Support Grant - LAR
28/03/2025	TFM Farm & Country Superstore	2036940401	598.05	598.05		501			SIN7720730/TFM Farm & Country
28/03/2025	Links Electrical Supplies Ltd	2036939335	201.12	201.12		501			Castle St Toi - Mortice Strike
28/03/2025	Ludlow Homecare Ltd	2036938018	266.29	266.29		501			281278/281531/Ludlow Homecare
28/03/2025	Morris, Bufton & Co Ltd	2036938538	16.94	16.94		501			Handsaw

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Payments for Month 12					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
28/03/2025	Stephen J Weaver (Wooferton) L	2036940408	60.00	60.00		501			Town Walls Storage - Apr 25
28/03/2025	National World Publishing Ltd	2637503715	696.70	696.70		501			Comms Officer Recruitment Ad
28/03/2025	Sharon Field Photography	2036939645	56.50	56.50		501			BX Museum Merch - Cards/Magnet
28/03/2025	Print Resource	2036940370	185.00	185.00		501			BX Museum Stickers x200
28/03/2025	Menai Foam and Board Limited	2036940059	139.46	139.46		501			Toilet Cleaning Supplies
28/03/2025	WorkNest Limited	2036940127	2,729.40	2,729.40		501			Case Support
28/03/2025	Travis Perkins Trading Co Ltd	2036940111	267.86	267.86		501			Smithfield Window Repair Mould
28/03/2025	Mark Bishop Fire & Security	2036939776	564.00	564.00		501			BX Intruder/Fire Alarm Monitor
28/03/2025	Huws Gray Ltd	2036937986	119.88	119.88		501			Housman Fence Posts x10
28/03/2025	Expert Locksmiths	2036936948	274.74	274.74		501			GH Front Door Replace Lock
28/03/2025	Hire Equipment (Ludlow) Ltd	2036937248	318.00	318.00		501			Xmas Lights - Boom Hire
28/03/2025	Shropshire Council	2036940644	154.16	154.16		501			Training - Assertive Comm - KA
28/03/2025	Water Plus	7	21.09	21.09		501			Linney Toi Water - Feb-Mar 25
31/03/2025	Water Plus	6	22.48	22.48		501			Cem Water - Feb-Mar 25
Total Payments for Month			76,433.83	74,085.70	0.00			2,348.13	
Balance Carried Fwd			628,354.28						
Cashbook Totals			704,788.11	74,085.70	0.00			630,702.41	

## **Items 10a**

### **Payments & Income – April 2025**

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	628,162.28					628,162.28	
	Banked: 28/03/2025	38.00						
	Linney Parking Meter	38.00			130		38.00	Linney Parking Meter 28/03/25
	Banked: 29/03/2025	24.00						
	Linney Parking Meter	24.00			130		24.00	Linney Parking Meter 29/03/25
	Banked: 30/03/2025	58.00						
	Linney Parking Meter	58.00			130		58.00	Linney Parking Meter 30/03/25
	Banked: 31/03/2025	72.00						
	Linney Parking Meter	72.00			130		72.00	Linney Parking Meter 31/03/25
	Banked: 01/04/2025	1,666.66						
Std Rec	Bensons of Ludlow Ltd	1,666.66			1000	115	1,666.66	BX Shop Rent
	Banked: 01/04/2025	500.00						
Std Rec	J Hughes	500.00			1050	401	500.00	Cemetery House Rent
	Banked: 01/04/2025	40.00						
	Linney Parking Meter	40.00		6.67	1075	411	33.33	Linney Parking Meter 01/04/25
	Banked: 01/04/2025	162.71						
	Market Rents	165.50			1020	201	165.50	Market Rents - 31/03/25
	SumUp	-2.79			4524	104	-2.79	Mkt Card Payment Fee
	Banked: 02/04/2025	32.00						
	Linney Parking Meter	32.00		5.33	1075	411	26.67	Linney Parking Meter 02/04/25
	Banked: 03/04/2025	2,440.00						
1	Income Cashbook	2,440.00			205		2,440.00	Income
	Banked: 03/04/2025	18.00						
	Linney Parking Meter	18.00		3.00	1075	411	15.00	Linney Parking Meter 03/04/25
	Banked: 03/04/2025	390.32						
	Market Rents	397.00			1020	201	397.00	Market Rents - 02/04/25
	SumUp	-6.68			4524	104	-6.68	Market Card Payment Fee
	Banked: 03/04/2025	80.00						
	J Evans	80.00			1018	101	80.00	Street Trading Permit No. 885
	Banked: 04/04/2025	2,491.00						
2	Income Cashbook	2,491.00			205		2,491.00	Income
	Banked: 04/04/2025	457.00						
	Sales Recpts Page 728	457.00	457.00		101			Sales Recpts Page 728
	Banked: 04/04/2025	28.00						
	Linney Parking Meter	28.00		4.67	1075	411	23.33	Linney Parking Meter 04/04/25
	Banked: 04/04/2025	110.11						
	Market Rents	112.00			1038	201	112.00	Market Rents - 03/04/25 F&C
	SumUp	-1.89			4524	104	-1.89	Market Card Payment Fee
	Banked: 05/04/2025	48.00						

## 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>
	Linney Parking Meter	48.00		8.00	1075	411	40.00	Linney Parking Meter 05/04/25
	Banked: 06/04/2025	54.00						
	Linney Parking Meter	54.00		9.00	1075	411	45.00	Linney Parking Meter 06/04/25
	Banked: 07/04/2025	1,900.00						
3	Income Cashbook	1,900.00			205		1,900.00	Income
	Banked: 07/04/2025	64.00						
	Linney Parking Meter	64.00		10.67	1075	411	53.33	Linney Parking Meter 07/04/25
	Banked: 07/04/2025	1,148.26						
	Market Rents	702.00			1020	201	702.00	Market Rents - 04/04/25
	Market Rents	466.00			1020	201	466.00	Market Rents - 05/04/25
	SumUp	-19.74			4524	104	-19.74	Market Card Payment Fee
	Banked: 07/04/2025	25.13						
	BX Museum Tickets	9.80			1006	119	9.80	BX Museum Tickets - 04/04/25
	BX Museum Tickets	4.80			1006	119	4.80	BX Museum Tickets - 05/04/25
	BX Museum Tickets	10.95			1006	119	10.95	BX Museum Tickets - 06/04/25
	SumUp	-0.42			4523	104	-0.42	BX Card Payment Fee
	Banked: 08/04/2025	174.00						
4	Income Cashbook	174.00			205		174.00	Income
	Banked: 08/04/2025	1,206.00						
	Sales Recpts Page 729	1,206.00	1,206.00		101			Sales Recpts Page 729
	Banked: 08/04/2025	36.00						
	Linney Parking Meter	36.00		6.00	1075	411	30.00	Linney Parking Meter 08/04/25
	Banked: 08/04/2025	57.01						
	Market Rents	58.00			1020	201	58.00	Market Rents - 07/04/25
	SumUp	-0.99			4524	104	-0.99	Market Card Payment Fee
	Banked: 09/04/2025	38.00						
	Linney Parking Meter	38.00		6.33	1075	411	31.67	Linney Parking Meter 09/04/25
	Banked: 10/04/2025	50.00						
	Linney Parking Meter	50.00		8.33	1075	411	41.67	Linney Parking Meter 10/04/25
	Banked: 10/04/2025	358.35						
	Market Rents	364.50			1020	201	364.50	Market Rents - 09/04/25
	SumUp	-6.15			4524	104	-6.15	Market Card Payment Fee
	Banked: 10/04/2025	289.00						
	Sales Recpts Page 736	289.00	289.00		101			Sales Recpts Page 736
	Banked: 11/04/2025	42.00						
	Linney Parking Meter	42.00		7.00	1075	411	35.00	Linney Parking Meter 11/04/25
	Banked: 11/04/2025	38.99						
	James Hallam Ltd	38.99			4028	101	38.99	Insurance Refund
	Banked: 12/04/2025	40.00						

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Linney Parking Meter	40.00		6.67	1075	411	33.33	Linney Parking Meter 12/04/25
	Banked: 13/04/2025	30.00						
	Linney Parking Meter	30.00		5.00	1075	411	25.00	Linney Parking Meter 13/04/25
	Banked: 14/04/2025	2,560.00						
5	Income Cashbook	2,560.00			205		2,560.00	Income
	Banked: 14/04/2025	76.00						
	Linney Parking Meter	76.00		12.67	1075	411	63.33	Linney Parking Meter 14/04/25
	Banked: 14/04/2025	1,300.40						
	Market Rents	641.00			1020	201	641.00	Market Rents - 11/04/25
	Market Rents	350.75			1020	201	350.75	Market Rents - 12/04/25
	Market Rents	226.00			1037	201	226.00	Market Rents - 13/04/25 C&C
	K Biddle	105.00			1037	201	105.00	Market Rents - C&C
	SumUp	-22.35			4524	104	-22.35	Market Card Payment Fee
	Banked: 14/04/2025	50.78						
	BX Museum Tickets	11.30			1006	119	11.30	BX Museum Tickets - 11/04/25
	BX Museum Tickets	31.40			1006	119	31.40	BX Museum Tickets - 12/04/25
	BX Museum Tickets	8.95			1006	119	8.95	BX Museum Tickets - 13/04/25
	SumUp	-0.87			4523	104	-0.87	BX Card Payment Fee
	Banked: 14/04/2025	25.00						
	Sales Recpts Page 737	25.00	25.00		101			Sales Recpts Page 737
	Banked: 15/04/2025	44.00						
	Linney Parking Meter	44.00		7.33	1075	411	36.67	Linney Parking Meter 15/04/25
	Banked: 15/04/2025	183.83						
	Market Rents	187.00			1020	201	187.00	Market Rents - 14/04/25
	SumUp	-3.17			4524	104	-3.17	Market Card Payment Fee
	Banked: 16/04/2025	26.00						
	Linney Parking Meter	26.00		4.33	1075	411	21.67	Linney Parking Meter 16/04/25
	Banked: 17/04/2025	820.00						
6	Income Cashbook	820.00			205		820.00	Income
	Banked: 17/04/2025	42.00						
	Linney Parking Meter	42.00		7.00	1075	411	35.00	Linney Parking Meter 17/04/25
	Banked: 17/04/2025	259.56						
	Market Rents	264.00			1020	201	264.00	Market Rents - 16/04/25
	SumUp	-4.44			4524	104	-4.44	Market Card Payment Fee
	Banked: 17/04/2025	77.66						
	A Siddons	39.00			1018	101	39.00	Street Trading Permit No. 887
	A Siddons	40.00			1018	101	40.00	Street Trading Permit No. 888
	SumUp	-1.34			4525	104	-1.34	GH Card Payment Fee
	Banked: 18/04/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 18/04/25

Date: 11/06/2025

Ludlow Town Council Current Year - 2025-26

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Cashbook 1

User: LJ

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: 19/04/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 19/04/25
	Banked: 20/04/2025	52.00						
	Linney Parking Meter	52.00		8.67	1075	411	43.33	Linney Parking Meter 20/04/25
	Banked: 21/04/2025	64.00						
	Linney Parking Meter	64.00		10.67	1075	411	53.33	Linney Parking Meter 21/04/25
	Banked: 22/04/2025	834.00						
	Sales Recpts Page 730	834.00	834.00		101			Sales Recpts Page 730
	Banked: 22/04/2025	24.00						
	Linney Parking Meter	24.00		4.00	1075	411	20.00	Linney Parking Meter 22/04/25
	Banked: 22/04/2025	1,734.93						
	G Hemming	160.00			1037	201	160.00	Market Rents - C&C
	G Hemming	116.00			1038	201	116.00	Market Rents - F&C
	Market Rents	143.00			1038	201	143.00	Market Rents - 17/04/25 F&C
	Market Rents	607.50			1020	201	607.50	Market Rents - 18/04/25
	Market Rents	561.25			1020	201	561.25	Market Rents - 19/04/25
	Market Rents	177.00			1020	201	177.00	Market Rents - 21/04/25
	SumUp	-29.82			4524	104	-29.82	Market Card Payment Fee
	Banked: 22/04/2025	134.12						
	BX Museum Tickets	44.00			1006	119	44.00	BX Museum Tickets - 18/04/25
	BX Museum Tickets	57.60			1006	119	57.60	BX Museum Tickets - 19/04/25
	BX Museum Tickets	4.80			1006	119	4.80	BX Museum Tickets - 20/04/25
	BX Museum Tickets	30.00			1006	119	30.00	BX Museum Tickets - 21/04/25
	SumUp	-2.28			4523	104	-2.28	BX Card Payment Fee
	Banked: 23/04/2025	42.00						
	Linney Parking Meter	42.00		7.00	1075	411	35.00	Linney Parking Meter 23/04/25
	Banked: 24/04/2025	2,565.00						
7	Income Cashbook	2,565.00			205		2,565.00	Income
	Banked: 24/04/2025	289.00						
	Sales Recpts Page 731	289.00	289.00		101			Sales Recpts Page 731
	Banked: 24/04/2025	289.00						
	Sales Recpts Page 732	289.00	289.00		101			Sales Recpts Page 732
	Banked: 24/04/2025	507.00						
	Sales Recpts Page 733	507.00	507.00		101			Sales Recpts Page 733
	Banked: 24/04/2025	1,206.00						
	Sales Recpts Page 734	1,206.00	1,206.00		101			Sales Recpts Page 734
	Banked: 24/04/2025	26.00						
	Linney Parking Meter	26.00		4.33	1075	411	21.67	Linney Parking Meter 24/04/25
	Banked: 24/04/2025	341.65						
	Market Rents	347.50			1020	201	347.50	Market Rents - 23/04/25

Continued on Page 5

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	SumUp	-5.85			4524	104	-5.85	Market Card Payment Fee
	Banked: 25/04/2025	262.00						
8	Income Cashbook	262.00			205		262.00	Income
	Banked: 25/04/2025	946,000.00						
	Shropshire Council	946,000.00			1176	101	946,000.00	Precept 2025/26
	Banked: 25/04/2025	52.00						
	Linney Parking Meter	52.00		8.67	1075	411	43.33	Linney Parking Meter 25/04/25
	Banked: 25/04/2025	214.32						
	J M Cash	218.00			1051	401	218.00	Cem Fee - Purchase Ashes Plot
	SumUp	-3.68			4525	104	-3.68	GH Card Payment Fee
	Banked: 26/04/2025	46.00						
	Linney Parking Meter	46.00		7.67	1075	411	38.33	Linney Parking Meter 26/04/25
	Banked: 27/04/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 27/04/25
	Banked: 28/04/2025	56.00						
	Linney Parking Meter	56.00		9.33	1075	411	46.67	Linney Parking Meter 28/04/25
	Banked: 28/04/2025	1,164.48						
	Market Rents	529.00			1020	201	529.00	Market Rents - 25/04/25
	Market Rents	414.50			1020	201	414.50	Market Rents - 26/04/25
	Market Rents	241.00			1037	201	241.00	Market Rents - 27/04/25 C&C
	SumUp	-20.02			4524	104	-20.02	Market Card Payment Fee
	Banked: 28/04/2025	30.58						
	BX Museum Tickets	14.40			1006	119	14.40	BX Museum Tickets - 25/04/25
	BX Museum Tickets	9.90			1006	119	9.90	BX Museum Tickets - 26/04/25
	BX Museum Tickets	6.80			1006	119	6.80	BX Museum Tickets - 27/04/25
	SumUp	-0.52			4523	104	-0.52	BX Card Payment Fee
	Banked: 29/04/2025	34.00						
	Linney Parking Meter	34.00		5.67	1075	411	28.33	Linney Parking Meter 29/04/25
	Banked: 29/04/2025	179.00						
	Market Rents	179.00			1020	201	179.00	Market Rents - 28/04/25
	Banked: 29/04/2025	-3.03						
	SumUp	-3.03			4524	104	-3.03	Market Card Payment Fee
	Banked: 30/04/2025	42.00						
	Linney Parking Meter	42.00		7.00	1075	411	35.00	Linney Parking Meter 30/04/25
Total Receipts for Month		976,025.82	5,102.00	219.00			970,704.82	
Cashbook Totals		1,604,188.10	5,102.00	219.00			1,598,867.10	



Date: 11/06/2025

Ludlow Town Council Current Year - 2025-26

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Cashbook 1

User: LJ

Barclays Combined

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/04/2025	Shropshire Council	Std Ord	2,495.00			4011	201	2,495.00	NDR Market
01/04/2025	Shropshire Council	Std Ord	217.32			4011	401	217.32	NDR Cemetery
01/04/2025	Shropshire Council	Std Ord	638.25			4011	119	638.25	NDR Buttercross
01/04/2025	Shropshire Council	Std Ord	53.90			4011	411	53.90	NDR Linney Boat house
01/04/2025	Shropshire Council	Std Ord	1,039.25			4011	121	1,039.25	NDR Guildhall
01/04/2025	TV Licence	Std Ord	15.00			4054	101	15.00	TV Licence
01/04/2025	Screwfix	1	11.97	11.97		501			Cloth Tape
01/04/2025	Water Plus	2	57.40	57.40		501			BX Water - 2025/26
04/04/2025	Barclays Bank	3	68.48	68.48		501			Bank Charges - Feb-Mar 25
07/04/2025	Waste Managed Ltd	4	18.00	18.00		501			Depot Waste Service Charge
14/04/2025	Barclaycard	BCARD	1,724.65			204		1,724.65	Barclaycard
15/04/2025	AIB Merchant Services	5	37.05	37.05		501			Linney Parking Meter Fees
16/04/2025	Alphabet (UK) Ltd	6	539.99	539.99		501			Van Leasehire - MJ73 VZY
16/04/2025	Alphabet (UK) Ltd	7	539.99	539.99		501			Van Leasehire - MJ73 ZGH
16/04/2025	Alphabet (UK) Ltd	8	403.19	403.19		501			Van Leasehire - LD23 TLT
17/04/2025	Plusnet plc	9	30.98	30.98		501			GH BroadBand
17/04/2025	West Mercia Energy	11	2,019.16	2,019.16		501			Xmas Lights Electric - Feb 25
22/04/2025	Cheaper Waste Ltd	12	981.20	981.20		501			Mkt Waste Removal
22/04/2025	Waste Managed Ltd	13	142.80	142.80		501			Depot Waste Removal - Apr 25
22/04/2025	Ludlow Town Council Payroll	22	8,474.67	8,474.67		501			Payroll - Mar 25
23/04/2025	EE Ltd	24	377.53	377.53		501			Mobile Phone Charges
23/04/2025	Water Plus	26	91.73	91.73		501			Smithfield Water - Mar 25
24/04/2025	SCG Together	14	38.12	38.12		501			GH Telephone - Mar 25
24/04/2025	Water Plus	25	60.88	60.88		501			Mkt Water - Mar 25
25/04/2025	Ludlow Town Council Payroll	21	29,943.29	29,943.29		501			Payroll - Apr 25
25/04/2025	Ludlow Town Council Payroll	23	10,112.88	10,112.88		501			Payroll - Apr 25
28/04/2025	West Mercia Energy	15	636.32	636.32		501			Smithfield Electric - Feb 25
28/04/2025	Waste Managed Ltd	16	90.00	90.00		501			Depot Waste Removal
28/04/2025	PHS Group plc	17	428.69	428.69		501			Linney Sanitary Bins May-Jul
29/04/2025	Siemens Financial Servcies Ltd	18	226.80	226.80		501			Photocopier Rental
29/04/2025	Water Plus	19	21.09	21.09		501			Linney Toilets Water - Mar-Apr
29/04/2025	Water Plus	20	22.73	22.73		501			Cem Water - Mar-Apr 25
30/04/2025	Vision ICT Ltd	2540453429	8.00	8.00		501			New Staff Email Address
30/04/2025	NABMA	2540448860	484.00	484.00		501			NABMA Annual Subscription
30/04/2025	Flowbird Smart City UK Limited	2540448223	767.52	767.52		501			Linney Parking Meter Fees
30/04/2025	Hire Equipment (Ludlow) Ltd	2540448635	291.00	291.00		501			Mem Bench - Cement Mixer
30/04/2025	L Fensome Groundworks	2540446698	3,551.00	3,551.00		501			Grave Digging
30/04/2025	Steve Sankey	2540451188	147.00	147.00		501			Corve St Bus Stop

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Payments for Month 1					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
									Window Clean
30/04/2025	RBS Software Solutions	2540448989	2,432.40	2,432.40		501			Accounts Package
30/04/2025	James Bridge	2540448838	1,702.50	1,702.50		501			Electrical Repairs
30/04/2025	Shropshire Association of Loca	2540452634	2,643.81	2,643.81		501			ALC Affiliation Fees 25/26
30/04/2025	Ludlow Homecare Ltd	2540448912	111.52	111.52		501			281610/281983/Ludlow Homecare
30/04/2025	Stephen J Weaver (Wooferton) L	2540454621	75.00	75.00		501			Town Walls Storage - May 25
30/04/2025	Roundabout Stationery	2540451644	63.00	63.00		501			Stationery
30/04/2025	Cleveland Biotech Ltd	2540448335	106.85	106.85		501			Smithfield Urinal Dosing
30/04/2025	A Heiron	2540449131	360.00	360.00		501			Grave Digging
30/04/2025	RKS Plumbing & Heating Solutio	2540451129	333.48	333.48		501			Cem House - Stop Tap
30/04/2025	ICCM	2540448919	105.00	105.00		501			ICCM Annual Membership
30/04/2025	Trees Direct	2540453044	48.00	48.00		501			English Oak - Sidney Rd Green
30/04/2025	ASE Plumbing & Heating Supplie	2540446647	2.34	2.34		501			Allotment Valve
30/04/2025	Projacks Tree Services	2940745236	420.00	420.00		501			Remove Chruch Wall Trees
30/04/2025	Belidere Lift Limited	2540446509	1,506.00	1,506.00		501			BX Lift - Spare Keys x5
30/04/2025	WorkNest Limited	2540453470	957.00	957.00		501			Support Case 477696
30/04/2025	Geldards LLP	2540449122	3,477.60	3,477.60		501			Churchyard Wall Prof Fees
30/04/2025	Trevor Brooke Grab Services Lt	2540452701	288.00	288.00		501			Depot Green Waste Removal
30/04/2025	Morris, Bufton & Co Ltd	2540448857	518.52	518.52		501			Visor x2
30/04/2025	Trustees of Plymouth Settled E	2540449217	5.00	5.00		501			River Boating Permit
30/04/2025	TFM Farm & Country Superstore	2540453029	185.47	185.47		501			SIN7783595/TFM Farm & Country
30/04/2025	Border Computer Services Ltd	2540447613	489.87	489.87		501			Repair Communications PC
30/04/2025	South Shropshire Glass Ltd.	2540451691	25.02	25.02		501			Smithfield Replacement Glass
30/04/2025	Ludlow Baptist Church	2940745221	30.00	30.00		501			Hall Hire - 09/04/25
30/04/2025	North Shropshire Scaffolding	2540448878	1,310.40	1,310.40		501			Town Wall Scaffolding Sept-Mar
30/04/2025	Ludlow Concert Band	2540446509	1,050.00	1,050.00		501			Town Band Grant 25/26
30/04/2025	Ludlow French Twinning Associa	2540474246	300.00	300.00		501			French Twinning Grant 25/26
30/04/2025	Menai Foam and Board Limited	2540448933	134.82	134.82		501			White Correx Board
30/04/2025	Border Engineering & Fabricati	3040844020	240.00	240.00		501			Cem Gate Install
30/04/2025	Ludlow Town Council Payroll	10	537.43	537.43		501			Payroll - Apr 25
Total Payments for Month			86,265.86	80,082.49	0.00			6,183.37	
Balance Carried Fwd			1,517,922.24						
Cashbook Totals			1,604,188.10	80,082.49	0.00			1,524,105.61	

## **Item 10b**

### **Reconciliation – March 2025**

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 1 - Barclays Combined

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60949167 - Savings Account	31/03/2025	12	627,162.28
60664030 - Current Account	31/03/2025	12	1,000.00
			<u>628,162.28</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			628,162.28
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			628,162.28
		Balance per Cash Book is :-	628,162.28
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10b**

### **Reconciliation – April 2025**

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
60949167 - Savings Account	30/04/2025	1	1,516,846.24
60664030 - Current Account	30/04/2025	1	1,000.00
			<u>1,517,846.24</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			1,517,846.24
<u>Unpresented Receipts (Plus)</u>			
29/04/2025		34.00	
30/04/2025		42.00	
			<u>76.00</u>
			1,517,922.24
		Balance per Cash Book is :-	1,517,922.24
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10c**

### **Barclaycard Payments, Income & Reconciliation – January 2025**

Receipts for Month 10				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: 13/01/2025	3,189.06						
5	Barclays Combined	3,189.06			201		3,189.06	Barclaycard
Total Receipts for Month		3,189.06	0.00	0.00			3,189.06	
Balance Carried Fwd		305.83						
Cashbook Totals		3,494.89	0.00	0.00			3,494.89	



## Payments for Month 10

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
		Balance Brought Fwd :	565.23					565.23	
26/10/2024	Shropshire Council	CORRECTION	-80.00		-13.33	4227	201	-66.67	Duplicate Parking Permit 25/10
19/11/2024	Shropshire Council	DDR	56.00		9.33	4227	201	46.67	Parking Permits - 18/11/24
21/11/2024	Shropshire Council	DDR	32.00		5.33	4227	201	26.67	Parking Permits - 20/11/24
22/11/2024	Shropshire Council	DDR	48.00		8.00	4227	201	40.00	Parking Permits - 21/11/24
23/11/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 22/11/24
23/11/2024	Shropshire Council	DDR	76.00		12.67	4227	201	63.33	Parking Permits - 23/11/24
23/11/2024	GMH Interiors	DDR	25.00			4207	105	25.00	Santas Grotto Blanket
25/11/2024	Amazon	DDR	129.99		21.67	4207	105	108.32	Seniors Party Xmas Arch
25/11/2024	Amazon	DDR	11.49		1.92	4207	105	9.57	Seniors Party Welcome Easel
26/11/2024	Printed.com	DDR	32.68		5.45	4207	105	27.23	Senior's Party Welcome Board
26/11/2024	Shropshire Council	DDR	68.00		11.33	4227	201	56.67	Parking Permits - 25/11/24
27/11/2024	Sumup	DDR	321.60		53.60	4026	101	268.00	BX Museum Digital Till
28/11/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 27/11/24
29/11/2024	Shropshire Council	DDR	76.00		12.67	4227	201	63.33	Parking Permits - 28/11/24
30/11/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 29/11/24
01/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 30/11/24
03/12/2024	Shropshire Council	DDR	68.00		11.33	4227	201	56.67	Parking Permits - 02/12/24
04/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 03/12/24
04/12/2024	Aldi Stores	DDR	80.58		13.43	4207	105	67.15	Seniors Party Refreshments
05/12/2024	Dulux	DDR	10.40		1.74	4222	119	8.66	BX Museum Paint Testers
05/12/2024	Shropshire Council	DDR	76.00		12.67	4227	201	63.33	Parking Permits - 04/12/24
06/12/2024	Shropshire Council	DDR	76.00		12.67	4227	201	63.33	Parking Permits - 05/12/24
07/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 06/12/24
08/12/2024	Shropshire Council	DDR	4.00		0.67	4227	201	3.33	Parking Permits - 07/12/24
09/12/2024	Lights 4 Fun	DDR	310.32		51.72	4158	111	258.60	Xmas Lights 5mx20 & Connector
09/12/2024	Amazon	DDR	20.99		3.50	4222	119	17.49	BX Museum - Floor Oil
09/12/2024	Amazon	DDR	17.95		2.99	4022	101	14.96	BX Museum Crayons
09/12/2024	Amazon	DDR	6.99		1.17	4022	101	5.82	Coin Bags
09/12/2024	Amazon	DDR	11.63		1.94	4026	101	9.69	Legionairs Water Thermometer
10/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 09/12/24

Payments for Month 10				Nominal Ledger Analysis					
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
11/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 10/12/24
12/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 11/12/24
13/12/2024	Royal Mail	DDR	3.50			4021	101	3.50	Postage
13/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 12/12/24
13/12/2024	Adobe Systems Software Ireland	DD	47.48			4023	101	47.48	Creative Cloud Monthly Fee
14/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 13/12/24
15/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 14/12/24
16/12/2024	Zoom Video Communications Inc.	DDR	15.59		2.60	4023	101	12.99	Zoom Monthly Fee
17/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 16/12/24
18/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 17/12/24
18/12/2024	Post Office Ltd	DDR	19.17			4021	101	19.17	Postage
03/01/2025	Electric Vehicle Charging	30	41.57			203		41.57	EV Charging
03/01/2025	Electric Vehicle Charging	31	27.78			203		27.78	EV Charging
08/01/2025	Electric Vehicle Charging	32	27.60			203		27.60	EV Charging
09/01/2025	Electric Vehicle Charging	33	16.55			203		16.55	EV Charging
13/01/2025	Electric Vehicle Charging	34	30.71			203		30.71	EV Charging
15/01/2025	Electric Vehicle Charging	35	3.68			203		3.68	EV Charging
16/01/2025	Electric Vehicle Charging	40	21.22			203		21.22	EV Charging
23/01/2025	Electric Vehicle Charging	36	20.19			203		20.19	EV Charging
24/01/2025	Electric Vehicle Charging	37	10.59			203		10.59	EV Charging
25/01/2025	Electric Vehicle Charging	38	20.05			203		20.05	EV Charging
30/01/2025	Electric Vehicle Charging	39	24.36			203		24.36	EV Charging
Total Payments for Month			2,929.66	0.00	431.69			2,497.97	
Cashbook Totals			3,494.89	0.00	431.69			3,063.20	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/01/2025	10	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
20/12/2024 28	Electric Vehicle Charging	38.50	
23/12/2024 29	Electric Vehicle Charging	23.03	
03/01/2025 30	Electric Vehicle Charging	41.57	
03/01/2025 31	Electric Vehicle Charging	27.78	
08/01/2025 32	Electric Vehicle Charging	27.60	
09/01/2025 33	Electric Vehicle Charging	16.55	
13/01/2025 34	Electric Vehicle Charging	30.71	
15/01/2025 35	Electric Vehicle Charging	3.68	
16/01/2025 40	Electric Vehicle Charging	21.22	
23/01/2025 36	Electric Vehicle Charging	20.19	
24/01/2025 37	Electric Vehicle Charging	10.59	
25/01/2025 38	Electric Vehicle Charging	20.05	
30/01/2025 39	Electric Vehicle Charging	24.36	
			<u>305.83</u>
			-305.83
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-305.83
		Balance per Cash Book is :-	-305.83
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10c**

### **Barclaycard Payments, Income & Reconciliation – February 2025**

Receipts for Month 11				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: 13/02/2025	1,899.18						
6	Barclays Combined	1,899.18			201		1,899.18	Barclaycard
Total Receipts for Month		1,899.18	0.00	0.00			1,899.18	
Balance Carried Fwd		276.13						
Cashbook Totals		2,175.31	0.00	0.00			2,175.31	

## Payments for Month 11

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
		Balance Brought Fwd :	305.83					305.83	
04/01/2024	Shropshire Council	DDR	22.00		3.67	4227	201	18.33	Parking Permits - 03/01/25
19/12/2024	Red Equipment	DDR	149.85		24.98	4323	500	124.87	DLF Personal Flotation Device
19/12/2024	Shropshire Council	DDR	56.00		9.33	4227	201	46.67	Parking Permits - 18/12/24
20/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 19/12/24
21/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 20/12/24
22/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 21/12/24
24/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 23/12/24
25/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 24/12/24
29/12/2024	Shropshire Council	DDR	80.00		13.33	4227	201	66.67	Parking Permits - 28/12/24
05/01/2025	Shropshire Council	DDR	30.00		5.00	4227	201	25.00	Parking Permits - 04/01/25
07/01/2025	Shropshire Council	DDR	8.00		1.33	4227	201	6.67	Parking Permits - 06/01/25
08/01/2025	Castle Bookshop	DDR	20.00			4232	119	20.00	BX Museum - Broad St Book x4
09/01/2025	Amazon	DDR	79.38		13.23	4522	119	4.17	BX Museum Felt Tip Pens
						4026	101	53.65	BX Museum Mini Fridge
						4222	119	8.33	BX Museum Door Mat
09/01/2025	Ebay	DDR	61.18			4026	101	61.18	GH Storage Boxes x5
09/01/2025	Shropshire Council	DDR	12.00		2.00	4227	201	10.00	Parking Permits - 08/01/25
09/01/2025	The Midcounties Co-Op	DDR	81.00		13.50	4320	500	67.50	Fuel - LD23 TLT
10/01/2025	Shropshire Council	DDR	10.00		1.67	4227	201	8.33	Parking Permits - 09/01/25
11/01/2025	Shropshire Council	DDR	20.00		3.33	4227	201	16.67	Parking Permits - 10/01/25
12/01/2025	Shropshire Council	DDR	34.00		5.67	4227	201	28.33	Parking Permits - 11/01/25
13/01/2025	Adobe Systems Software Ireland	DDR	47.48			4023	101	47.48	Creative Cloud Monthly Sub
14/01/2025	Corel	DDR	37.49			4612	121	37.49	PDF Fusion Software
14/01/2025	Shropshire Council	DDR	14.00		2.33	4227	201	11.67	Parking Permits - 13/01/25
15/01/2025	Ebay	DDR	8.90		1.48	4017	101	7.42	Vacuum Cleaner Replace Handle
16/01/2025	Shropshire Council	DDR	16.00		2.67	4227	201	13.33	Parking Permits - 15/01/25
16/01/2025	Friend Growers	DDR	217.60			4303	410	217.60	Plants
16/01/2025	Viking Office UK Ltd	DDR	91.13		15.19	4026	101	75.94	GH Office 3 Drawer Pedastal
16/01/2025	Zoom Video Communications Inc.	DDR	15.59		2.60	4023	101	12.99	Zoom Monthly Sub
25/01/2025	Zafety Supplies	DDR	156.94		26.11	4017	101	130.83	First Aid Supplies
04/02/2025	Electric Vehicle Charging	40	9.46			203		9.46	Electric Vehicle Charging

Continued on Page 3

Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
05/02/2025	Electric Vehicle Charging	41	26.67			203		26.67	Electric Vehicle Charging
07/02/2025	Electric Vehicle Charging	42	24.62			203		24.62	Electric Vehicle Charging
10/02/2025	Electric Vehicle Charging	43	24.41			203		24.41	Electric Vehicle Charging
12/02/2025	Electric Vehicle Charging	44	25.23			203		25.23	Electric Vehicle Charging
14/02/2025	Electric Vehicle Charging	45	4.11			203		4.11	Electric Vehicle Charging
14/02/2025	Electric Vehicle Charging	45	25.85			203		25.85	Electric Vehicle Charging
18/02/2025	Electric Vehicle Charging	46	23.24			203		23.24	Electric Vehicle Charging
19/02/2025	Electric Vehicle Charging	47	8.08			203		8.08	Electric Vehicle Charging
27/02/2025	Electric Vehicle Charging	48	29.27			203		29.27	Electric Vehicle Charging
Total Payments for Month			1,869.48	0.00	214.07			1,655.41	
Cashbook Totals			2,175.31	0.00	214.07			1,961.24	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	28/02/2025	11	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
23/01/2025 36	Electric Vehicle Charging	20.19	
24/01/2025 37	Electric Vehicle Charging	10.59	
25/01/2025 38	Electric Vehicle Charging	20.05	
30/01/2025 39	Electric Vehicle Charging	24.36	
04/02/2025 40	Electric Vehicle Charging	9.46	
05/02/2025 41	Electric Vehicle Charging	26.67	
07/02/2025 42	Electric Vehicle Charging	24.62	
10/02/2025 43	Electric Vehicle Charging	24.41	
12/02/2025 44	Electric Vehicle Charging	25.23	
14/02/2025 45	Electric Vehicle Charging	4.11	
14/02/2025 45	Electric Vehicle Charging	25.85	
18/02/2025 46	Electric Vehicle Charging	23.24	
19/02/2025 47	Electric Vehicle Charging	8.08	
27/02/2025 48	Electric Vehicle Charging	29.27	
			<u>276.13</u>
			-276.13
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-276.13
	Balance per Cash Book is :-		-276.13
	Difference is :-		0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



## **Item 10c**

### **Barclaycard Payments, Income & Reconciliation – March 2025**

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: 17/03/2025	2,293.13						
1	Barclays Combined	2,293.13			201		2,293.13	Barclaycard
Total Receipts for Month		2,293.13	0.00	0.00			2,293.13	
Balance Carried Fwd		195.72						
Cashbook Totals		2,488.85	0.00	0.00			2,488.85	

Date: 01/05/2025

Ludlow Town Council Current Year - 2024/25

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Time: 11:26

Cashbook 5

User: LJ

Barclaycard

For Month No: 12

## Payments for Month 12

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			276.13					276.13	
18/01/2025	Shropshire Council	1	40.00		6.67	4227	201	33.33	Parking Permits - 17/01/25
19/01/2025	Shropshire Council	2	40.00		6.67	4227	201	33.33	Parking Permits - 18/01/25
21/01/2025	Shropshire Council	3	16.00		2.67	4227	201	13.33	Parking Permits - 20/01/25
23/01/2025	Applegreen Ludlow	5	111.00		18.50	4320	500	92.50	Fuel - LD23 TLT
23/01/2025	Lloyds Online	6	34.40			4064	102	34.40	Hep B Immunity Test
23/01/2025	Lloyds Online	7	34.40			4064	102	34.40	Hep B Immunity Test
23/01/2025	Shropshire Council	8	18.00		3.00	4227	201	15.00	Parking Permits - 22/01/25
24/01/2025	Shropshire Council	10	18.00		3.00	4227	201	15.00	Parking Permits - 23/01/25
25/01/2025	Shropshire Council	12	20.00		3.33	4227	201	16.67	Parking Permits - 24/01/25
27/01/2025	Bluebell Arboretum & Nursery	15	460.50		76.74	4303	410	383.76	Castle Gardens Plants
27/01/2025	Amazon	16	8.99		1.50	4022	101	7.49	Staff Lanyards x5
28/01/2025	Shropshire Council	17	10.00		1.67	4227	201	8.33	Parking Permits - 27/01/25
30/01/2025	Shropshire Council	19	24.00		4.00	4227	201	20.00	Parking Permits - 29/01/25
01/02/2025	Shropshire Council	20	40.00		6.67	4227	201	33.33	Parking Permits - 31/01/25
02/02/2025	Shropshire Council	21	40.00		6.67	4227	201	33.33	Parking Permits - 01/02/25
04/02/2025	Shropshire Council	23	22.00		3.67	4227	201	18.33	Parking Permits - 03/02/25
05/02/2025	Land Registry	25	14.00			4055	101	14.00	Land Reg Search Xmas Lights
05/02/2025	Medisave (UK) Ltd	26	67.82		11.30	4319	303	56.52	Toilet Cleaning Nitrile Gloves
05/02/2025	Engraving Studios	27	18.90		3.15	4501	302	15.75	Brass Engraved MemBench Plaque
06/02/2025	GT Access Ltd	28	288.00			4009	101	288.00	Cherrypicker Training
06/02/2025	Shropshire Council	29	18.00		3.00	4227	201	15.00	Parking Permits - 05/02/25
07/02/2025	Applegreen Ludlow	30	77.85		12.97	4320	500	64.88	Fuel - LD23 TLT
08/02/2025	Shropshire Council	32	38.00		6.33	4227	201	31.67	Parking Permits - 07/02/25
08/02/2025	Shropshire Council	32	38.00		6.33	4227	201	31.67	Parking Permits - 07/02/25
08/02/2025	Shropshire Council	CORRECTION	-38.00		-6.33	4227	201	-31.67	Correction
09/02/2025	Shropshire Council	33	40.00		6.67	4227	201	33.33	Parking Permits - 08/02/25
10/02/2025	Shrewsbury Town Council	35	40.00			4200	105	40.00	Mayor's Curry Night Tickets
10/02/2025	Screwfix	36	88.69		14.78	4222	201	73.91	Mkt Standpipe
11/02/2025	Shropshire Council	37	18.00		3.00	4227	201	15.00	Parking Permits - 10/02/25
12/02/2025	Jax First Aid	39	116.83		19.48	4319	500	97.35	First Aid Kit Restock
13/02/2025	Adobe Systems Software Ireland	40	47.48			4612	121	47.48	Creative Cloud Monthly Sub

Continued on Page 3

Payments for Month 12					Nominal Ledger Analysis				
Date	Payee Name	Reference	£ Total Amnt	£ Creditors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
13/02/2025	Shropshire Council	41	26.00		4.33	4227	201	21.67	Parking Permits - 12/02/25
14/02/2025	Shropshire Council	44	26.00		4.33	4227	201	21.67	Parking Permits - 13/02/25
16/02/2025	Shropshire Council	47	42.00		7.00	4227	201	35.00	Parking Permits - 15/02/25
16/02/2025	Zoom Video Communications Inc.	46	15.59		2.60	4023	101	12.99	Zoom Monthly Sub
18/02/2025	Shropshire Council	49	18.00		3.00	4227	201	15.00	Parking Permits - 17/02/25
11/03/2025	Electric Vehicle Charging	1	28.30			203		28.30	EV Charging`
12/03/2025	Electric Vehicle Charging	2	3.11			203		3.11	EV Charging
13/03/2025	Electric Vehicle Charging	3	6.77			203		6.77	EV Charging
13/03/2025	Electric Vehicle Charging	4	12.33			203		12.33	EV Charging
14/03/2025	Electric Vehicle Charging	5	10.83			203		10.83	EV Charging
15/03/2025	Shropshire Council	45	40.00		6.67	4227	201	33.33	Parking Permits - 14/02/25
20/03/2025	Electric Vehicle Charging	6	11.65			203		11.65	EV Charging
26/03/2025	Shropshire Council	13	40.00		6.67	4227	201	33.33	Parking Permits - 25/01/25
26/03/2025	Electric Vehicle Charging	7	36.75			203		36.75	EV Charging
27/03/2025	uCheck Ltd	14	35.90			4009	101	35.90	DBS Check
28/03/2025	Electric Vehicle Charging	8	21.87			203		21.87	EV Charging
31/03/2025	Electric Vehicle Charging	9	26.76			203		26.76	EV Charging
Total Payments for Month			2,212.72	0.00	260.04			1,952.68	
Cashbook Totals			2,488.85	0.00	260.04			2,228.81	

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 5 - Barclaycard

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	31/03/2025		0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10c**

### **Barclaycard Payments, Income & Reconciliation – April 2025**

Receipts for Month 1				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 20/03/2025	11.65						
Correction	Electric Vehicle Charging	11.65			203		11.65	Correction
	Banked: 14/04/2025	1,724.65						
BCARD	Barclays Combined	1,724.65			201		1,724.65	Barclaycard
Total Receipts for Month		1,736.30	0.00	0.00			1,736.30	
Balance Carried Fwd		390.76						
Cashbook Totals		2,127.06	0.00	0.00			2,127.06	

Date: 11/06/2025

## Ludlow Town Council Current Year - 2025-26

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Time: 10:33

Cashbook 5

User: LJ

Barclaycard

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/02/2025	EV Charging	YE	8.08			504		8.08	EV Charging
19/02/2025	Go Fund Me	DDR	20.00			4200	105	20.00	Mayor's 100 Mile for May
20/02/2025	Staples.co.uk	DDR	24.08		4.01	4022	101	20.07	Heavy Duty Stapler & Staples
20/02/2025	Shropshire Council	DDR	26.00		4.33	4227	201	21.67	Parking Permits - 19/02/25
22/02/2025	Shropshire Council	DDR	34.00		5.67	4227	201	28.33	Parking Permits - 21/02/25
23/02/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 22/02/25
24/02/2025	Midlands Air Ambulance	DDR	36.20			1166	105	36.20	Wear It Red Day Donation
24/02/2025	Ayra Group Ltd	DDR	79.00		13.17	4320	500	65.83	Fuel - LD23 TLT
25/02/2025	Shropshire Council	DDR	24.00		4.00	4227	201	20.00	Parking Permits - 24/02/25
27/02/2025	EV Charging	YE	29.27			504		29.27	EV Charging
27/02/2025	GT Access Ltd	DDR	90.00		15.00	4009	101	75.00	Cherrypicker Harness
27/02/2025	Shropshire Council	DDR	32.00		5.33	4227	201	26.67	Parking Permits - 26/02/25
28/02/2025	Ebay	DDR	3.19			4026	101	3.19	Telephone Spiral Cord
28/02/2025	Ebay	DDR	4.17		0.69	4026	101	3.48	Telephone Cord Detangler
28/02/2025	Ebay	DDR	7.40			4522	119	7.40	BX Museum Halloween Decoration
28/02/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 27/02/25
01/03/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 28/02/25
02/03/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 01/03/25
03/03/2025	Refractory Ltd	DDR	168.00		28.00	4062	101	140.00	Blister Pack Recycling Box
04/03/2025	Shropshire Council	DDR	26.00		4.33	4227	201	21.67	Parking Permits - 03/03/25
06/03/2025	Ebay	DDR	3.19			4026	101	3.19	Telephone Spiral Cord
06/03/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 05/03/25
07/03/2025	Farson Digital Ltd	DDR	24.00			4023	101	24.00	River Monitoring System
08/03/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 07/03/25
09/03/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 08/03/25
10/03/2025	Ayra Group Ltd	DDR	165.00		27.50	4320	500	137.50	Fuel - LD23 TLT & Plant
10/03/2025	Shropshire Council	DDR	38.00		6.33	4227	201	31.67	Parking Permits - 09/03/25
11/03/2025	EV Charging	YE	28.30			504		28.30	EV Charging
11/03/2025	Tesco	DDR	58.30			4091	110	58.30	Tesco
11/03/2025	Shropshire Council	DDR	38.00		6.33	4227	201	31.67	Parking Permits - 10/03/25
12/03/2025	EV Charging	YE	3.11			504		3.11	EV Charging
12/03/2025	Timpson Ltd	DDR	70.00		11.67	4222	121	58.33	GH Cut Keys Replacement Lock
12/03/2025	Amazon	DDR	12.98		2.16	4210	105	10.82	VE Day Flag

Continued on Page 3



Date: 11/06/2025

Ludlow Town Council Current Year - 2025-26

Page: 3

Time: 10:33

Cashbook 5

User: LJ

Barclaycard

For Month No: 1

## Payments for Month 1

## Nominal Ledger Analysis

<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
12/03/2025	Land Registry	DDR	14.00			4055	101	14.00	Land Reg Search - Xmas Lights
12/03/2025	Land Registry	DDR	14.00			4055	101	14.00	Land Reg Search - Xmas Lights
12/03/2025	Adobe Systems Software Ireland	DDR	47.48			4023	101	47.48	Creative Cloud Monthly Fee
13/03/2025	EV Charging	YE	6.77			504		6.77	EV Charging
13/03/2025	EV Charging	YE	12.33			504		12.33	EV Charging
13/03/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 12/03/25
14/03/2025	EV Charging	YE	10.83			504		10.83	EV Charging
14/03/2025	Amazon	DDR	26.96		4.49	4022	101	22.47	Archive Boxes
14/03/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 13/03/25
15/03/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 14/03/25
16/03/2025	Shropshire Council	DDR	40.00		6.67	4227	201	33.33	Parking Permits - 15/03/25
16/03/2025	Zoom Video Communications Inc.	DDR	15.59		2.60	4023	101	12.99	Zoom Monthly Fee
17/03/2025	Ebay	DDR	8.95			4026	101	8.95	Keyboard
17/03/2025	Amazon	DDR	24.99		4.17	4222	410	20.82	Housman Play Area Wood Chips
17/03/2025	Amazon	DDR	20.48		3.41	4402	410	17.07	Tree Guards x10
18/03/2025	Shropshire Council	DDR	30.00		5.00	4227	201	25.00	Parking Permits - 17/03/25
20/03/2025	EV Charging	YE	11.65			504		11.65	EV Charging
26/03/2025	EV Charging	YE	36.75			504		36.75	EV Charging
28/03/2025	EV Charging	YE	21.87			504		21.87	EV Charging
31/03/2025	EV Charging	YE	26.76			504		26.76	EV Charging
01/04/2025	Electric Vehicle Charging	7	25.80			203		25.80	EV Charging
01/04/2025	Electric Vehicle Charging	8	6.39			203		6.39	EV Charging
02/04/2025	Electric Vehicle Charging	9	11.17			203		11.17	EV Charging
04/04/2025	Electric Vehicle Charging	1	27.50			203		27.50	EV Charging
08/04/2025	Electric Vehicle Charging	9	37.51			203		37.51	EV Charging
10/04/2025	Electric Vehicle Charging	2	46.48			203		46.48	EV Charging
15/04/2025	Electric Vehicle Charging	3	47.46			203		47.46	EV Charging
15/04/2025	Electric Vehicle Charging	4	37.66			203		37.66	EV Charging
23/04/2025	Electric Vehicle Charging	5	39.66			203		39.66	EV Charging
30/04/2025	Electric Vehicle Charging	1	11.65			203		11.65	EV Charging
30/04/2025	Electric Vehicle Charging	6	14.10			203		14.10	EV Charging

Total Payments for Month

2,127.06

0.00

231.56

1,895.50

Cashbook Totals

2,127.06

0.00

231.56

1,895.50

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Barclaycard	30/04/2025	1	0.00
			<u>0.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
20/03/2025 YE EV Charging		11.65	
26/03/2025 YE EV Charging		36.75	
28/03/2025 YE EV Charging		21.87	
31/03/2025 YE EV Charging		26.76	
01/04/2025 7 Electric Vehicle Charging		25.80	
01/04/2025 8 Electric Vehicle Charging		6.39	
02/04/2025 9 Electric Vehicle Charging		11.17	
04/04/2025 1 Electric Vehicle Charging		27.50	
08/04/2025 9 Electric Vehicle Charging		37.51	
10/04/2025 2 Electric Vehicle Charging		46.48	
15/04/2025 3 Electric Vehicle Charging		47.46	
15/04/2025 4 Electric Vehicle Charging		37.66	
23/04/2025 5 Electric Vehicle Charging		39.66	
30/04/2025 6 Electric Vehicle Charging		14.10	
			<u>390.76</u>
			-390.76
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			-390.76
		Balance per Cash Book is :-	-390.76
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10d**

### **PayPal Payments, Income & Reconciliation – January 2025**

Receipts for Month 10				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 :	416.90					416.90	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		416.90	0.00	0.00			416.90	

Payments for Month 10				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
17/01/2025	Cancelled Mkt Refunds - Xmas	BACS	340.50			1037	201	340.50	Cancelled Mkt Refunds - Xmas
17/01/2025	Cancelled Mkt Refunds - Winter	BACS	70.50			1023	201	70.50	Cancelled Mkt Refunds - Winter
Total Payments for Month			411.00	0.00	0.00			411.00	
Balance Carried Fwd			5.90						
Cashbook Totals			416.90	0.00	0.00			416.90	

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 2 - Pay Pal Market

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/01/2025	10	5.90
			<hr/> 5.90
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			5.90
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			5.90
		Balance per Cash Book is :-	5.90
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10d**

### **PayPal Payments, Income & Reconciliation– February 2025**

Receipts for Month 11				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 :	5.90					5.90	
	Banked: 28/02/2025	653.50						
	Market Rents	197.50			1037	201	197.50	Market Rents - C&C
	Market Rents	456.00			1037	201	456.00	Market Rents - Mothers Day
Total Receipts for Month		653.50	0.00	0.00			653.50	
Cashbook Totals		659.40	0.00	0.00			659.40	



Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
28/02/2025	PayPal	DDR	26.42			4327	201	26.42	Commission Charge - Feb 25
28/02/2025	Cancelled Market Refunds Xmas	DDR	613.50			1037	201	613.50	Cancelled Market Refunds Xmas
28/02/2025	Correction	DDR	-613.50			1037	201	-613.50	Correction
28/02/2025	Cancelled Mkt Refunds Xmas	DDR	425.50			1037	201	425.50	Cancelled Mkt Refunds Xmas
28/02/2025	Cancelled Mkt Refunds Winter	DDR	188.00			1037	201	188.00	Cancelled Mkt Refunds Winter
Total Payments for Month			639.92	0.00	0.00			639.92	
Balance Carried Fwd			19.48						
Cashbook Totals			659.40	0.00	0.00			659.40	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	28/02/2025	11	19.48
			<u>19.48</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			19.48
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			19.48
		Balance per Cash Book is :-	19.48
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10d**

### **PayPal Payments, Income & Reconciliation – March 2025**

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 :	19.48					19.48	
	Banked: 06/03/2025	23.50						
	H Hadron	23.50			1037	201	23.50	Market Rents Refund - Xmas
	Banked: 06/03/2025	-47.00						
	Correction	-47.00			1037	201	-47.00	Correction
	Banked: 07/03/2025	23.50						
	M Judd	23.50			1037	201	23.50	Market Rents Refund - Mothers
	Banked: 31/03/2025	2,496.00						
	Market Rents	2,496.00			1037	201	94.00	Market Rents - Mothers Day
					1037	201	110.50	Market Rents - C&C
					110		880.00	Market Rents - F&C
					110		680.00	Market Rents - Spring
					110		731.50	Market Rents - C&C
Total Receipts for Month		2,496.00	0.00	0.00			2,496.00	
Cashbook Totals		2,515.48	0.00	0.00			2,515.48	

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/03/2025	H Hadron	DDR	23.50			1037	201	23.50	Market Rents Refund - Xmas
07/03/2025	M Judd	DDR	23.50			1037	201	23.50	Market Rents Refund - Mothers
20/03/2025	Barclays Combined	9	1,512.14			201		1,512.14	PayPal Withdrawal
31/03/2025	PayPal	DDR	95.42			4327	104	95.42	Commision Fee
Total Payments for Month			1,654.56	0.00	0.00			1,654.56	
Balance Carried Fwd			860.92						
Cashbook Totals			2,515.48	0.00	0.00			2,515.48	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	31/03/2025	12	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10d**

### **PayPal Payments, Income & Reconciliation – April 2025**

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: 30/04/2025	1,476.00						
	Market Rents	1,476.00			1037	201	400.00	Market Rents - Spring Fest
					1038	201	375.00	Market Rents - F&C
					1037	201	701.00	Market Rents - C&C
Total Receipts for Month		1,476.00	0.00	0.00			1,476.00	
Cashbook Totals		1,476.00	0.00	0.00			1,476.00	



Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
01/04/2025	PayPal	YE	-860.92			140		-860.92	PayPal Balance
30/04/2025	PayPal	DDR	57.46			4327	104	57.46	Commission Charge
Total Payments for Month			-803.46	0.00	0.00			-803.46	
Balance Carried Fwd			2,279.46						
Cashbook Totals			1,476.00	0.00	0.00			1,476.00	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
PayPal	30/04/2025	1	2,279.46
			<u>2,279.46</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,279.46
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,279.46
		Balance per Cash Book is :-	2,279.46
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10e**

### **Petty Cash Payments, Income & Reconciliation – January 2025**

Receipts for Month 10				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 :	195.60					195.60	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>195.60</u>	<u>0.00</u>	<u>0.00</u>			<u>195.60</u>	

Payments for Month 10				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/01/2025	Spar	3	2.20			4032	101	2.20	Newspapers
09/01/2025	Tesco	4	21.00		3.50	4222	121	17.50	GH Cleaning Supplies
15/01/2025	Spar	5	2.20			4032	101	2.20	Newspapers
20/01/2025	Sainsbury's	6	0.59		0.10	4222	121	0.49	GH Cleaning Supplies
20/01/2025	Spar	7	2.20			4032	101	2.20	Newspapers
24/01/2025	Abakhan Fabrics	8	4.70		0.78	4522	119	3.92	BX Museum Events CraftSupplies
27/01/2025	B&M	9	8.00		1.33	4522	119	6.67	BX Museum Valentines Trail
27/01/2025	Spar	10	2.20			4032	101	2.20	Newspapers
Total Payments for Month			43.09	0.00	5.71			37.38	
Balance Carried Fwd			152.51						
Cashbook Totals			195.60	0.00	5.71			189.89	

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/01/2025	10	152.51
			<u>152.51</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			152.51
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			152.51
		Balance per Cash Book is :-	152.51
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10e**

### **Petty Cash Payments, Income & Reconciliation – February 2025**

Receipts for Month 11				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 :	152.51					152.51	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		152.51	0.00	0.00			152.51	



Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/02/2025	Spar	11	2.20			4032	101	2.20	Newspapers
10/02/2025	Spar	12	2.20			4032	101	2.20	Newspapers
13/02/2025	Sainsbury's	13	9.00		1.50	4030	201	7.50	Mkt Fairy Trail Sweets
17/02/2025	Spar	14	2.20			4032	101	2.20	Newspapers
27/02/2025	The Range	15	7.77		1.30	4522	119	6.47	BX Museum Easter Trail Basket
27/02/2025	Councillors Refreshment Float	16	9.00			4017	101	9.00	Councillors Refreshment Float
28/02/2025	Spar	17	2.20			4032	101	2.20	Newspapers
28/02/2025	Spar	18	1.40			4032	101	1.40	Newspapers
28/02/2025	WH Smith	19	0.90			4032	101	0.90	Newspapers
Total Payments for Month			36.87	0.00	2.80			34.07	
Balance Carried Fwd			115.64						
Cashbook Totals			152.51	0.00	2.80			149.71	

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	28/02/2025	11	115.64
			<u>115.64</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			115.64
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			115.64
		Balance per Cash Book is :-	115.64
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10e**

### **Petty Cash Payments, Income & Reconciliation – March 2025**

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 :	115.64					115.64	
	Banked:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>115.64</u>	<u>0.00</u>	<u>0.00</u>			<u>115.64</u>	

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/03/2025	Timpson Ltd	20	30.00		5.00	4017	101	25.00	GH Front Door Keys
13/03/2025	Spar	21	2.30			4032	101	2.30	Newspapers
17/03/2025	Spar	22	2.30			4032	101	2.30	Newspapers
26/03/2025	Peter Meredith Optometrist	23	35.00			4005	102	35.00	Eye Exam - CA
26/03/2025	Tesco	24	3.20			4017	101	3.20	Food Caddy Liners
27/03/2025	Spar	25	4.99		0.83	4017	101	4.16	Batteries
Total Payments for Month			77.79	0.00	5.83			71.96	
Balance Carried Fwd			37.85						
Cashbook Totals			115.64	0.00	5.83			109.81	

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	31/03/2025	12	37.85
			<u>37.85</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			37.85
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			37.85
		Balance per Cash Book is :-	37.85
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10e**

### **Petty Cash Payments, Income & Reconciliation – April 2025**

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 :		37.85					37.85	
Banked: 10/04/2025		198.11						
1	Income Cashbook	198.11			205		198.11	Petty Cash Restore
Total Receipts for Month		198.11	0.00	0.00			198.11	
Cashbook Totals		235.96	0.00	0.00			235.96	



Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
02/04/2025	Spar	26	13.17		1.03	4222	401	12.14	Henley Rd Helpers Refreshments
03/04/2025	Spar	27	2.30			4032	101	2.30	Newspapers
03/04/2025	Spar	28	2.30			4032	101	2.30	Newspapers
04/04/2025	Wm Morrison Supermarkets Ltd	29	5.00		0.83	4017	101	4.17	GH Kitchen Knife
04/04/2025	Tesco	30	13.19			4222	119	13.19	BX Cleaning Supplies
10/04/2025	Taste	1	3.10		0.52	4017	101	2.58	BXMuseum Volunteer Refreshment
10/04/2025	Bill's Kitchen	2	21.50		2.17	4060	102	19.33	Comm Off Interview Refreshment
10/04/2025	Home Bargains	3	6.25		1.04	4522	119	5.21	BX Museum Easter Trail Prizes
10/04/2025	Tesco	4	1.80		0.30	4522	119	1.50	BX Museum Easter Trail Prizes
14/04/2025	Spar	5	2.50			4032	101	2.50	Newspapers
14/04/2025	Spar	6	2.30			4032	101	2.30	Newspapers
14/04/2025	Correction	5	-0.20			4032	101	-0.20	Correction
17/04/2025	Spar	7	2.30			4032	101	2.30	Newspapers
Total Payments for Month			75.51	0.00	5.89			69.62	
Balance Carried Fwd			160.45						
Cashbook Totals			235.96	0.00	5.89			230.07	

Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 3 - Petty Cash

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Petty Cash	30/04/2025	1	160.45
			<u>160.45</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			160.45
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			160.45
		Balance per Cash Book is :-	160.45
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10f**

### **Public Sector Deposit Fund Payments, Income & Reconciliation – January 2025**

Receipts for Month 10					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 :		331,303.23					331,303.23	
	Banked: 03/01/2025	1,336.64						
	CCLA - PSDF	1,336.64			1196	101	1,336.64	Income Reinvested
Total Receipts for Month		1,336.64	0.00	0.00			1,336.64	
Cashbook Totals		<u>332,639.87</u>	<u>0.00</u>	<u>0.00</u>			<u>332,639.87</u>	

Payments for Month 10				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		332,639.87						
	Cashbook Totals		332,639.87	0.00	0.00			332,639.87	

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 4 - Public Sector Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	31/01/2025	10	332,639.87
			<u>332,639.87</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			332,639.87
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			332,639.87
		Balance per Cash Book is :-	332,639.87
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10f**

### **Public Sector Deposit Fund Payments, Income & Reconciliation – February 2025**

Receipts for Month 11				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 :	332,639.87					332,639.87	
	Banked: 04/02/2025	1,332.13						
	CCLA - PSDF	1,332.13			1196	101	1,332.13	Income Reinvested
	Banked: 28/02/2025	500,000.00						
1	Barclays Combined	500,000.00			201		500,000.00	Transfer to PSDF
Total Receipts for Month		501,332.13	0.00	0.00			501,332.13	
Cashbook Totals		833,972.00	0.00	0.00			833,972.00	



Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		833,972.00						
	Cashbook Totals		833,972.00	0.00	0.00			833,972.00	

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 4 - Public Sector Deposit Fund

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	28/02/2025	11	833,972.00
			<u>833,972.00</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			833,972.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			833,972.00
		Balance per Cash Book is :-	833,972.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10f**

### **Public Sector Deposit Fund Payments, Income & Reconciliation – March 2025**

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 :		833,972.00					833,972.00	
Banked: 04/03/2025		1,231.54						
Public Sector Deposit Fund		1,231.54			1196	101	1,231.54	Income Reinvested
Total Receipts for Month		1,231.54	0.00	0.00			1,231.54	
Cashbook Totals		835,203.54	0.00	0.00			835,203.54	

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00	0.00			
Balance Carried Fwd			835,203.54						
Cashbook Totals			835,203.54	0.00	0.00	835,203.54			

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	31/03/2025	12	835,203.54
			<u>835,203.54</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			835,203.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			835,203.54
		Balance per Cash Book is :-	835,203.54
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10f**

### **Public Sector Deposit Fund Payments, Income & Reconciliation – April 2025**

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 :		835,203.54					835,203.54	
Banked: 02/04/2025		3,191.51						
Public Sector Deposit Fund		3,191.51			1196	101	3,191.51	Income Reinvested
Total Receipts for Month		3,191.51	0.00	0.00			3,191.51	
Cashbook Totals		838,395.05	0.00	0.00			838,395.05	



Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
Total Payments for Month			0.00	0.00	0.00			0.00	
Balance Carried Fwd			838,395.05						
Cashbook Totals			838,395.05	0.00	0.00			838,395.05	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Public Sector Deposit Fund	30/04/2025	1	838,395.05
			<u>838,395.05</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			838,395.05
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			838,395.05
		Balance per Cash Book is :-	838,395.05
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10g**

### **Income Payments, Income & Reconciliation – January 2025**

## Receipts for Month 10

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 02/01/2025	1,947.20						
	Market Rents	283.00			1020	201	283.00	Market Rents - 23/12/24
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 23/12/24
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 23/12/24
	Electricity	12.50		2.08	1022	201	10.42	Electricity - 23/12/24
	Market Rents	229.50			1036	201	229.50	Market Rents - 24/12/24 Xmas
	Electricity	11.00		1.83	1022	201	9.17	Electricity - 24/12/24
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 24/12/24
	W Woodward	228.50	228.50		101			Sales Recpts Page 711
	Market Rents	465.00			1020	201	465.00	Market Rents - 28/12/24
	Electricity	13.00		2.17	1022	201	10.83	Electricity - 28/12/24
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 28/12/24
	Linney Parking Meter	146.00		24.33	1075	411	121.67	Linney Parking Meter 02/01/25
	W Griffin	131.00			1051	401	131.00	Mem Fee - Hall GG/1/102
	Toilet Coin Boxes	173.20		28.87	1174	303	144.33	Toilet Coin Boxes - 02/01/25
	Banked: 09/01/2025	1,488.20						
	Stretton Memorials	131.00			1051	401	131.00	Mem Fee - Maddox I/4/497
	Stretton Memorials	131.00			1051	401	131.00	Mem Fee - Smith I/4/630
	Market Rents	237.00			1020	201	237.00	Market Rents - 03/01/25
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 03/01/25
	Parking Permits	22.00		3.67	1040	201	18.33	Parking Permits - 03/01/25
	Market Rents	299.50			1020	201	299.50	Market Rents - 04/01/25
	Electricity	14.50		2.42	1022	201	12.08	Electricity - 04/01/25
	Parking Permits	30.00		5.00	1040	201	25.00	Parking Permits - 04/01/25
	Market Rents	41.50			1020	201	41.50	Market Rents - 06/01/25
	Market Rents	92.00			1020	201	92.00	Market Rents - 08/01/25
	Electricity	4.00		0.67	1022	201	3.33	Electricity - 06/01/25
	Parking Permits	8.00		1.33	1040	201	6.67	Parking Permits - 06/01/25
	Electricity	10.00		1.67	1022	201	8.33	Electricity - 08/01/25
	Parking Permits	12.00		2.00	1040	201	10.00	Parking Permits - 08/01/25
	T Docherty	392.00	392.00		101			Sales Recpts Page 712
	BX Museum Donations	5.00			1007	119	5.00	BX Museum Donations - 04/01/25
	BX Museum Sales	20.45		3.41	1008	119	17.04	BX Museum Sales - 04/01/25
	BX Museum Tickets	12.55			1006	119	12.55	BX Museum Tickets - 04/01/25
	BX Museum Sales	1.50		0.25	1008	119	1.25	BX Museum Sales - 05/01/25
	BX Museum Tickets	7.20			1006	119	7.20	BX Museum Tickets - 05/01/25
	Banked: 16/01/2025	879.95						
	Linney Parking Meter	62.00		10.33	1075	411	51.67	Linney Parking Meter 09/01/25
	Market Rents	120.00			1020	201	120.00	Market Rents - 10/01/25
	Electricity	11.50		1.92	1022	201	9.58	Electricity - 10/01/25
	Parking Permits	20.00		3.33	1040	201	16.67	Parking Permits - 10/01/25
	Market Rents	237.50			1020	201	237.50	Market Rents - 11/01/25
	Electricity	14.50		2.42	1022	201	12.08	Electricity - 11/01/25
	Parking Permits	34.00		5.67	1040	201	28.33	Parking Permits - 11/01/25
	Linney Parking Meter	12.00		2.00	1075	411	10.00	Linney Parking Meter 13/01/25
	Toilet Coin Boxes	81.70		13.62	1174	303	68.08	Toilet Coin Boxes - 13/01/25
	Market Rents	44.50			1020	201	44.50	Market Rents - 13/01/25
	Electricity	4.50		0.75	1022	201	3.75	Electricity - 13/01/25

## Receipts for Month 10

## 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>
	Parking Permits	14.00		2.33	1040	201	11.67	Parking Permits - 13/01/25
	Market Rents	133.50			1020	201	133.50	Market Rents - 15/01/25
	Electricity	7.00		1.17	1022	201	5.83	Electricity - 15/01/25
	Parking Permits	16.00		2.67	1040	201	13.33	Parking Permits - 15/01/25
	Linney Parking Meter	20.00		3.33	1075	411	16.67	Linney Parking Meter 15/01/25
	BX Museum Sales	8.00		1.33	1008	119	6.67	BX Museum Sales - 10/01/25
	BX Museum Tickets	7.80			1006	119	7.80	BX Museum Tickets - 10/01/25
	BX Museum Sales	18.20		3.03	1008	119	15.17	BX Museum Sales - 11/01/25
	BX Museum Sales	7.25		1.21	1008	119	6.04	BX Museum Sales - 12/01/25
	BX Museum Tickets	6.00			1006	119	6.00	BX Museum Tickets - 12/01/25
	Banked: 20/01/2025	964.50						
	Market Rents	349.00			1020	201	349.00	Market Rents - 17/01/25
	Electricity	20.00		3.33	1022	201	16.67	Electricity - 17/01/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 17/01/25
	Market Rents	495.50			1020	201	495.50	Market Rents - 18/01/25
	Electricity	20.00		3.33	1022	201	16.67	Electricity - 18/01/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 18/01/25
	Banked: 23/01/2025	1,462.30						
	Market Rents	60.50			1020	201	60.50	Market Rents - 20/01/25
	Electricity	5.50		0.92	1022	201	4.58	Electricity - 20/01/25
	Parking Permits	16.00		2.67	1040	201	13.33	Parking Permits - 20/01/25
	T Gilchrist	1,071.50			1059	302	1,071.50	Mem Bench Fee - Gilchrist
	Market Rents	118.50			1020	201	118.50	Market Rents - 22/01/25
	Electricity	8.50		1.42	1022	201	7.08	Electricity - 22/01/25
	Parking Permits	18.00		3.00	1040	201	15.00	Parking Permits - 22/01/25
	Toilet Coin Boxes	69.80		11.63	1174	303	58.17	Toilet Coin Boxes - 22/01/25
	BX Museum Sales	4.40		0.73	1008	119	3.67	BX Museum Sales - 17/01/25
	BX Museum Donations	2.40			1007	119	2.40	BX Museum Donations - 17/01/25
	BX Museum Tickets	13.20			1006	119	13.20	BX Museum Tickets - 17/01/25
	BX Museum Sales	8.00		1.33	1008	119	6.67	BX Museum Sales - 18/01/25
	BX Museum Donations	6.40			1007	119	6.40	BX Museum Donations - 18/01/25
	BX Museum Tickets	19.60			1006	119	19.60	BX Museum Tickets - 18/01/25
	BX Museum Sales	12.75		1.63	1008	119	11.12	BX Museum Sales - 19/01/25
	BX Museum Donations	11.05			1007	119	11.05	BX Museum Donations - 19/01/25
	BX Museum Tickets	16.20			1006	119	16.20	BX Museum Tickets - 19/01/25
	Banked: 30/01/2025	1,350.00						
	Linney Parking Meter	104.00		17.33	1075	411	86.67	Linney Parking Meter 23/01/25
	Market Rents	213.50			1020	201	213.50	Market Rents - 24/01/25
	Electricity	17.50		2.92	1022	201	14.58	Electricity - 24/01/25
	Parking Permits	20.00		3.33	1040	201	16.67	Parking Permits - 24/01/25
	Market Rents	560.00			1020	201	560.00	Market Rents - 25/01/25
	Electricity	20.00		3.33	1022	201	16.67	Electricity - 25/01/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 25/01/25
	Market Rents	48.00			1020	201	48.00	Market Rents - 27/01/25
	Electricity	5.50		0.92	1022	201	4.58	Electricity - 27/01/25
	Parking Permits	10.00		1.67	1040	201	8.33	Parking Permits - 27/01/25
	Toilet Coin Boxes	46.50		7.75	1174	303	38.75	Toilet Coin Boxes - 29/01/25
	Market Rents	168.50			1020	201	168.50	Market Rents - 29/01/25

Receipts for Month 10				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>
	BX Market Rents	25.00			1003	201	25.00	BX Market Rents - 29/01/25
	Electricity	11.00		1.83	1022	201	9.17	Electricity - 29/01/25
	Parking Permits	24.00		4.00	1040	201	20.00	Parking Permits - 29/01/25
	BX Museum Sales	4.00		0.67	1008	119	3.33	BX Museum Sales - 24/01/25
	BX Museum Tickets	9.60			1006	119	9.60	BX Museum Tickets - 24/01/25
	BX Museum Sales	10.20		1.20	1008	119	9.00	BX Museum Sales - 25/01/25
	BX Museum Tickets	5.00			1006	119	5.00	BX Museum Tickets - 25/01/25
	BX Museum Sales	0.50		0.08	1008	119	0.42	BX Museum Sales - 26/01/25
	BX Museum Tickets	7.20			1006	119	7.20	BX Museum Tickets - 26/01/25
	Banked: 30/01/2025	-0.20						
	Miscellaneous	-0.20			4017	201	-0.20	Miscellaneous
Total Receipts for Month		8,091.95	620.50	272.66			7,198.79	
Cashbook Totals		8,091.95	620.50	272.66			7,198.79	

Payments for Month 10					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
Balance Brought Fwd :			122.41					122.41	
02/01/2025	Barclays Combined	1	1,625.00			201		1,625.00	Income
03/01/2025	Barclays Combined	2	131.00			201		131.00	Income
09/01/2025	Barclays Combined	3	730.00			201		730.00	Income
10/01/2025	Barclays Combined	4	654.00			201		654.00	Income
16/01/2025	Barclays Combined	5	915.00			201		915.00	Income
20/01/2025	Barclays Combined	6	1,075.00			201		1,075.00	Income
23/01/2025	Barclays Combined	7	1,450.00			201		1,450.00	Income
30/01/2025	Barclays Combined	8	1,335.00			201		1,335.00	Income
Total Payments for Month			7,915.00	0.00	0.00			7,915.00	
Balance Carried Fwd			54.54						
Cashbook Totals			8,091.95	0.00	0.00			8,091.95	

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 6 - Income Cashbook

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income Cashbook	31/01/2025	10	54.54
			<hr/> 54.54
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			54.54
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			54.54
		Balance per Cash Book is :-	54.54
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....



## **Item 10g**

### **Income Payments, Income & Reconciliation – February 2025**

## Receipts for Month 11

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	54.54					54.54	
	Banked: 06/02/2025	1,837.85						
	Linney Parking Meter	70.00		11.67	1075	411	58.33	Linney Parking Meter 30/01/25
	Market Rents	378.50			1020	201	378.50	Market Rents - 31/01/25
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 31/01/25
	Electricity	19.00		3.17	1022	201	15.83	Electricity - 31/01/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 31/01/25
	Market Rents	521.50			1020	201	521.50	Market Rents - 01/02/25
	BX Market Rents	15.50			1003	201	15.50	BX Market Rents - 01/02/25
	Electricity	15.50		2.58	1022	201	12.92	Electricity - 01/02/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 01/02/25
	Market Rents	65.50			1020	201	65.50	Market Rents - 03/02/25
	Electricity	9.50		1.58	1022	201	7.92	Electricity - 03/02/25
	Parking Permits	22.00		3.67	1040	201	18.33	Parking Permits - 03/02/25
	Toilet Coin Boxes	78.85		13.14	1174	303	65.71	Toilet Coin Boxes - 05/02/25
	A Siddons	170.00			1018	101	170.00	Street Trading Permit No. 879
	J Siddons	140.00			1018	101	140.00	Street Trading Permit No. 881
	Market Rents	140.50			1020	201	140.50	Market Rents - 05/02/25
	Electricity	11.00		1.83	1022	201	9.17	Electricity - 05/02/25
	Parking Permits	18.00		3.00	1040	201	15.00	Parking Permits - 05/02/25
	BX Museum Tickets	24.00			1006	119	24.00	BX Museum Tickets - 31/01/25
	BX Museum Sales	26.40		4.40	1008	119	22.00	BX Museum Sales - 01/02/25
	BX Museum Sales	2.00		0.33	1008	119	1.67	BX Museum Sales - 02/02/25
	BX Museum Tickets	15.60			1006	119	15.60	BX Museum Tickets - 02/02/25
	Banked: 13/02/2025	1,279.65						
	Linney Parking Meter	72.00		12.00	1075	411	60.00	Linney Parking Meter 06/02/25
	Market Rents	286.50			1020	201	286.50	Market Rents - 07/02/25
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 07/02/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 07/02/25
	Parking Permits	38.00		6.33	1040	201	31.67	Parking Permits - 07/02/25
	Market Rents	454.00			1020	201	454.00	Market Rents - 08/02/25
	BX Market Rents	31.00			1003	201	31.00	BX Market Rents - 08/02/25
	Electricity	20.00		3.33	1022	201	16.67	Electricity - 08/02/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 08/02/25
	Market Rents	65.50			1020	201	65.50	Market Rents - 10/02/25
	Electricity	11.00		1.83	1022	201	9.17	Electricity - 10/02/25
	Parking Permits	18.00		3.00	1040	201	15.00	Parking Permits - 10/02/25
	Market Rents	87.50			1020	201	87.50	Market Rents - 12/02/25
	BX Market Rents	12.50			1003	201	12.50	BX Market Rents - 12/02/25
	Electricity	15.00		2.50	1022	201	12.50	Electricity - 12/02/25
	Parking Permits	26.00		4.33	1040	201	21.67	Parking Permits - 12/02/25
	BX Museum Sales	4.45		0.74	1008	119	3.71	BX Museum Sales - 07/02/25
	BX Museum Tickets	21.60			1006	119	21.60	BX Museum Tickets - 07/02/25
	BX Museum Sales	8.50		1.42	1008	119	7.08	BX Museum Sales - 08/02/25
	BX Museum Donations	2.60			1007	119	2.60	BX Museum Donations - 08/02/25
	BX Museum Tickets	13.00			1006	119	13.00	BX Museum Tickets - 08/02/25
	BX Museum Sales	15.00		2.50	1008	119	12.50	BX Museum Sales - 09/02/25
	BX Museum Donations	5.00		0.83	1007	119	4.17	BX Museum Donations - 09/02/25
	Banked: 17/02/2025	1,674.55						

## Receipts for Month 11

## 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>
	Toilet Coin Boxes	112.30		18.72	1174	303	93.58	Toilet Coin Boxes - 17/02/25
	Market Rents	336.00			1020	201	336.00	Market Rents - 15/02/25
	BX Market Rents	31.00			1003	201	31.00	BX Market Rents - 15/02/25
	Electricity	23.50		3.92	1022	201	19.58	Electricity - 15/02/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 15/02/25
	Market Rents	346.50			1020	201	346.50	Market Rents - 14/02/25
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 14/02/25
	Electricity	22.50		3.75	1022	201	18.75	Electricity - 14/02/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 14/02/25
	Linney Parking Meter	76.00		12.67	1075	411	63.33	Linney Parking Meter 13/02/25
	PJ Bufton	511.00	511.00		101			Sales Recpts Page 720
	BX Museum Donations	0.80			1007	119	0.80	BX Museum Donations - 14/02/25
	BX Museum Sales	4.40		0.73	1008	119	3.67	BX Museum Sales - 14/02/25
	BX Museum Tickets	44.80			1006	119	44.80	BX Museum Tickets - 14/02/25
	BX Museum Sales	23.25		3.37	1008	119	19.88	BX Museum Sales - 15/02/25
	BX Museum Donations	5.20			1007	119	5.20	BX Museum Donations - 15/02/25
	BX Museum Tickets	14.90			1006	119	14.90	BX Museum Tickets - 15/02/25
	BX Museum Sales	3.00		0.50	1008	119	2.50	BX Museum Sales - 16/02/25
	BX Museum Tickets	24.90			1006	119	24.90	BX Museum Tickets - 16/02/25
	Banked: 24/02/2025	1,385.90						
	Market Rents	64.00			1020	201	64.00	Market Rents - 17/02/25
	Electricity	23.50		3.92	1022	201	19.58	Electricity - 17/02/25
	Parking Permits	18.00		3.00	1040	201	15.00	Parking Permits - 17/02/25
	Market Rents	164.00			1020	201	164.00	Market Rents - 19/02/25
	Electricity	15.00		2.50	1022	201	12.50	Electricity - 19/02/25
	Parking Permits	26.00		4.33	1040	201	21.67	Parking Permits - 19/02/25
	Linney Parking Meter	80.00		13.33	1075	411	66.67	Linney Parking Meter 20/02/25
	Market Rents	146.00			1020	201	146.00	Market Rents - 21/02/25
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 21/02/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 21/02/25
	Parking Permits	34.00		5.67	1040	201	28.33	Parking Permits - 21/02/25
	Market Rents	628.50			1020	201	628.50	Market Rents - 22/02/25
	BX Market Rents	15.50			1003	201	15.50	BX Market Rents - 22/02/25
	Electricity	26.00		4.33	1022	201	21.67	Electricity - 22/02/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 22/02/25
	Toilet Coin Boxes	72.90		12.15	1174	303	60.75	Toilet Coin Boxes - 24/02/25
Total Receipts for Month		6,177.95	511.00	223.09			5,443.86	
Cashbook Totals		6,232.49	511.00	223.09			5,498.40	

Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
06/02/2025	Barclays Combined	5	1,845.00			201		1,845.00	Income
13/02/2025	Barclays Combined	4	1,285.00			201		1,285.00	Income
17/02/2025	Barclays Combined	3	1,150.00			201		1,150.00	Income
24/02/2025	Barclays Combined	2	1,415.00			201		1,415.00	Income
Total Payments for Month			5,695.00	0.00	0.00			5,695.00	
Balance Carried Fwd			537.49						
Cashbook Totals			6,232.49	0.00	0.00			6,232.49	

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 6 - Income Cashbook

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income Cashbook	28/02/2025	11	537.49
			<u>537.49</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			537.49
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			537.49
		Balance per Cash Book is :-	537.49
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10g**

### **Income Payments, Income & Reconciliation – March 2025**

## 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 :	537.49					537.49	
	Banked: 03/03/2025	1,477.90						
	Market Rents	537.00			1020	201	537.00	Market Rents - 01/03/25
	BX Market Rents	15.50			1003	201	15.50	BX Market Rents - 01/03/25
	Electricity	20.50		3.42	1022	201	17.08	Electricity - 01/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 01/03/25
	Market Rents	276.00			1020	201	276.00	Market Rents - 28/02/25
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 28/02/25
	Electricity	19.00		3.17	1022	201	15.83	Electricity - 28/02/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 28/02/25
	Market Rents	145.00			1020	201	145.00	Market Rents - 26/02/25
	Electricity	15.00		2.50	1022	201	12.50	Electricity - 26/02/25
	Parking Permits	32.00		5.33	1040	201	26.67	Parking Permits - 26/02/25
	Linney Parking Meter	70.00		11.67	1075	411	58.33	Linney Parking Meter 26/02/25
	Market Rents	104.00			1020	201	104.00	Market Rents - 24/02/25
	Electricity	25.00		4.17	1022	201	20.83	Electricity - 24/02/25
	Parking Permits	24.00		4.00	1040	201	20.00	Parking Permits - 24/02/25
	BX Museum Tickets	40.00			1006	119	40.00	BX Museum Tickets - 21/02/25
	BX Museum Tickets	31.75			1006	119	31.75	BX Museum Tickets - 22/02/25
	BX Museum Tickets	28.65			1006	119	28.65	BX Museum Tickets - 23/02/25
	Banked: 10/03/2025	1,799.75						
	Market Rents	116.00			1037	201	116.00	Market Rents - 09/03/25 C&C
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 09/03/25
	Parking Permits	38.00		6.33	1040	201	31.67	Parking Permits - 09/03/25
	Market Rents	535.50			1020	201	535.50	Market Rents - 08/03/25
	BX Market Rents	31.00			1003	201	31.00	BX Market Rents - 08/03/25
	Electricity	27.00		4.50	1022	201	22.50	Electricity - 08/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 08/03/25
	Market Rents	326.50			1020	201	326.50	Market Rents - 07/03/25
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 07/03/25
	Electricity	17.50		2.92	1022	201	14.58	Electricity - 07/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 07/03/25
	Linney Parking Meter	124.00		20.67	1075	411	103.33	Linney Parking Meter 06/03/25
	Market Rents	185.50			1020	201	185.50	Market Rents - 05/03/25
	Electricity	19.50		3.25	1022	201	16.25	Electricity - 05/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 05/03/25
	Market Rents	100.00			1020	201	100.00	Market Rents - 03/03/25
	Electricity	25.00		4.17	1022	201	20.83	Electricity - 03/03/25
	Parking Permits	26.00		4.33	1040	201	21.67	Parking Permits - 03/03/25
	BX Museum Tickets	23.35			1006	119	23.35	BX Museum Tickets - 28/02/25
	BX Museum Tickets	31.05			1006	119	31.05	BX Museum Tickets - 01/03/25
	BX Museum Tickets	22.35			1006	119	22.35	BX Museum Tickets - 02/03/25
	Banked: 13/03/2025	799.80						
	Market Rents	160.00			1020	201	160.00	Market Rents - 12/03/25
	Electricity	13.50		2.25	1022	201	11.25	Electricity - 12/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 12/03/25
	BX Museum Tickets	30.00			1006	119	30.00	BX Museum Tickets - 07/03/25
	BX Museum Tickets	26.80			1006	119	26.80	BX Museum Tickets - 08/03/25
	BX Museum Tickets	26.50			1006	119	26.50	BX Museum Tickets - 09/03/25

## 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>
	N Gumbs	87.00			1037	201	47.00	Market Rents - C&C
					1037	201	40.00	Market Rents - Spring
	Toilet Coin Boxes	195.00		32.50	1174	303	162.50	Toilet Coin Boxes - 10/03/25
	Market Rents	166.00			1020	201	166.00	Market Rents - 10/03/25
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 10/03/25
	Parking Permits	38.00		6.33	1040	201	31.67	Parking Permits - 10/03/25
	Banked: 17/03/2025	1,404.00						
	Market Rents	601.00			1020	201	601.00	Market Rents - 15/03/25
	BX Market Rents	15.50			1003	201	15.50	BX Market Rents - 15/03/25
	Electricity	27.00		4.50	1022	201	22.50	Electricity - 15/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 15/03/25
	Market Rents	354.50			1020	201	354.50	Market Rents - 14/03/25
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 14/03/25
	Electricity	24.50		4.08	1022	201	20.42	Electricity - 14/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 14/03/25
	Market PAT Testing	102.00		17.00	1171	201	85.00	Market PAT Testing
	Linney Parking Meter	54.00		9.00	1075	411	45.00	Linney Parking Meter 13/03/25
	Stretton Memorials	131.00			1051	401	131.00	Mem Fee - GG/7/190
	Banked: 20/03/2025	747.25						
	Linney Parking Meter	50.00		8.33	1075	411	41.67	Linney Parking Meter 20/03/25
	J Foale	12.00		2.00	1171	201	10.00	Market PAT Testing
	Market Rents	191.50			1020	201	191.50	Market Rents - 19/03/25
	BX Market Rents	12.50			1003	201	12.50	BX Market Rents - 19/03/25
	Electricity	14.00		2.33	1022	201	11.67	Electricity - 19/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 19/03/25
	Market Rents	163.00			1020	201	163.00	Market Rents - 17/03/25
	Electricity	15.00		2.50	1022	201	12.50	Electricity - 17/03/25
	Parking Permits	30.00		5.00	1040	201	25.00	Parking Permits - 17/03/25
	Linney Parking Meter	109.60		18.27	1075	411	91.33	Linney Parking Meter 17/03/25
	BX Museum Tickets	28.70			1006	119	28.70	BX Museum Tickets - 14/03/25
	BX Museum Tickets	40.95			1006	119	40.95	BX Museum Tickets - 15/03/25
	BX Museum Tickets	40.00			1006	119	40.00	BX Museum Tickets - 16/03/25
	Banked: 27/03/2025	2,733.95						
	Toilet Coin Boxes	119.80		19.97	1174	303	99.83	Toilet Coin Boxes - 24/03/25
	Market Rents	159.50			1020	201	159.50	Market Rents - 24/03/25
	Electricity	12.00		2.00	1022	201	10.00	Electricity - 24/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 24/03/25
	BX Museum Tickets	25.00			1006	119	25.00	BX Museum Tickets - 21/03/25
	BX Museum Tickets	35.75			1006	119	35.75	BX Museum Tickets - 22/03/25
	BX Museum Tickets	15.40			1006	119	15.40	BX Museum Tickets - 23/03/25
	Market PAT Testing	9.00		1.50	1171	201	7.50	Market PAT Testing
	Market Rents	509.50			1020	201	509.50	Market Rents - 22/03/25
	BX Market Rents	31.00			1003	201	31.00	BX Market Rents - 22/03/25
	Electricity	27.00		4.50	1022	201	22.50	Electricity - 22/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 22/03/25
	Market Rents	393.00			1020	201	393.00	Market Rents - 21/03/25
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 21/03/25
	Electricity	19.50		3.25	1022	201	16.25	Electricity - 21/03/25



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>
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 21/03/25
	D Collier - Dignity	1,233.00			1051	401	1,233.00	Cem Fee - D Collier J/7/2006
	Market Rents	10.00			1020	201	10.00	Market Rents - 17/03/25
Total Receipts for Month		8,962.65	0.00	311.44			8,651.21	
Cashbook Totals		9,500.14	0.00	311.44			9,188.70	

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/03/2025	Barclays Combined	1	1,470.00			201		1,470.00	Income
10/03/2025	Barclays Combined	2	1,820.00			201		1,820.00	Income
13/03/2025	Barclays Combined	3	740.00			201		740.00	Income
17/03/2025	Barclays Combined	4	1,330.00			201		1,330.00	Income
18/03/2025	Barclays Combined	5	131.00			201		131.00	Income
20/03/2025	Barclays Combined	6	650.00			201		650.00	Income
27/03/2025	Barclays Combined	7	1,585.00			201		1,585.00	Income
28/03/2025	Barclays Combined	8	1,233.00			201		1,233.00	Income
Total Payments for Month			8,959.00	0.00	0.00			8,959.00	
Balance Carried Fwd			541.14						
Cashbook Totals			9,500.14	0.00	0.00			9,500.14	

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 6 - Income Cashbook

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income Cashbook	31/03/2025	12	541.14
			<hr/> 541.14
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			541.14
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			541.14
		Balance per Cash Book is :-	541.14
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10g**

### **Income Payments, Income & Reconciliation – April 2025**

## Receipts for Month 1

## Nominal Ledger Analysis

Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	541.14					541.14	
	Banked: 01/04/2025	-511.00						
	V Allen	-511.00			1051	401	-511.00	Lost Chq - PJ Bufton H/10/387
	Banked: 03/04/2025	5,167.00						
	Linney Parking Meter	200.00		33.33	1075	411	166.67	Linney Parking Meter 03/04/25
	BX Museum Sales	3.95		0.66	1008	119	3.29	BX Museum Sales - 28/03/25
	BX Museum Tickets	26.40			1006	119	26.40	BX Museum Tickets - 28/03/25
	BX Museum Sales	9.75		1.62	1008	119	8.13	BX Museum Sales - 29/03/25
	BX Museum Tickets	14.00			1006	119	14.00	BX Museum Tickets - 29/03/25
	BX Museum Sales	0.75		0.12	1008	119	0.63	BX Museum Sales - 30/03/25
	BX Museum Tickets	13.20			1006	119	13.20	BX Museum Tickets - 30/03/25
	Market Rents	228.00			1020	201	228.00	Market Rents - 26/03/25
	BX Market Rents	12.50			1003	201	12.50	BX Market Rents - 26/03/25
	Electricity	12.50		2.08	1022	201	10.42	Electricity - 26/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 26/03/25
	Mkt PAT Testing	45.00		7.50	1171	201	37.50	Mkt PAT Testing
	Linney Parking Meter	90.10		15.02	1075	411	75.08	Linney Parking Meter 27/03/25
	Market Rents	342.00			1020	201	342.00	Market Rents - 28/03/25
	BX Market Rents	14.50			1003	201	14.50	BX Market Rents - 28/03/25
	Electricity	23.50		3.92	1022	201	19.58	Electricity - 28/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 28/03/25
	Market Rents	543.50			1020	201	543.50	Market Rents - 29/03/25
	BX Market Rents	31.00			1003	201	31.00	BX Market Rents - 29/03/25
	Electricity	27.00		4.50	1022	201	22.50	Electricity - 29/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 29/03/25
	Stretton Memorials	131.00			1051	401	131.00	Mem Fee - McNally H/11/414
	Market Rents	153.50			1037	201	153.50	Market Rents -30/03/25 Mothers
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 30/03/25
	Parking Permits	40.00		6.67	1040	201	33.33	Parking Permits - 30/03/25
	Market Rents	127.50			1020	201	127.50	Market Rents - 31/03/25
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 31/03/25
	Parking Permits	36.00		6.00	1040	201	30.00	Parking Permits - 31/03/25
	Market Rents	251.00			1020	201	251.00	Market Rents - 02/04/25
	BX Market Rents	31.00			1003	201	31.00	BX Market Rents - 02/04/25
	Electricity	11.00		1.83	1022	201	9.17	Electricity - 02/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 02/04/25
	Toilet Coin Boxes	154.35		25.72	1174	303	128.63	Toilet Coin Boxes - 02/04/25
	R W Mann & Son	931.00	931.00		101			Sales Recpts Page 738
	R W Mann & Son	1,429.00	1,429.00		101			Sales Recpts Page 738
	Banked: 07/04/2025	1,841.50						
	Market Rents	116.00			1038	201	116.00	Market Rents - 03/04/25 F&C
	Electricity	9.50		1.58	1022	201	7.92	Electricity - 03/04/25
	Parking Permits	60.00		10.00	1040	201	50.00	Parking Permits - 03/04/25
	Market Rents	320.50			1020	201	320.50	Market Rents - 04/04/25
	BX Market Rents	19.00			1003	201	19.00	BX Market Rents - 04/04/25
	Electricity	23.50		3.92	1022	201	19.58	Electricity - 04/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 04/04/25
	Market Rents	697.00			1020	201	697.00	Market Rents - 05/04/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 05/04/25

## 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>
	Electricity	25.50		4.25	1022	201	21.25	Electricity - 05/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 05/04/25
	Toilet Coin Boxes	117.85		19.64	1174	303	98.21	Toilet Coin Boxes - 07/04/25
	BX Museum Donations	3.80			1007	119	3.80	BX Museum Donations - 04/04/25
	BX Museum Tickets	23.80			1006	119	23.80	BX Museum Tickets - 04/04/25
	BX Museum Sales	4.45		0.74	1008	119	3.71	BX Museum Sales - 05/04/25
	BX Museum Tickets	24.00		4.00	1006	119	20.00	BX Museum Tickets - 05/04/25
	BX Museum Sales	8.75		1.46	1008	119	7.29	BX Museum Sales - 06/04/25
	BX Museum Donations	2.00			1007	119	2.00	BX Museum Donations - 06/04/25
	BX Museum Tickets	11.85			1006	119	11.85	BX Museum Tickets - 06/04/25
	Produce Market	174.00	174.00		101			Sales Recpts Page 735
	Banked: 14/04/2025	2,742.25						
	Market Rents	307.00			1020	201	307.00	Market Rents - 07/04/25
	Electricity	22.00		3.67	1022	201	18.33	Electricity - 07/04/25
	Parking Permits	76.00		12.67	1040	201	63.33	Parking Permits - 07/04/25
	Market Rents	232.50			1020	201	232.50	Market Rents - 09/04/25
	Electricity	16.50		2.75	1022	201	13.75	Electricity - 09/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 09/04/25
	Linney Parking Meter	236.00		39.33	1075	411	196.67	Linney Parking Meter 10/04/25
	Market Rents	424.50			1020	201	424.50	Market Rents - 11/04/25
	BX Market Rents	19.00			1003	201	19.00	BX Market Rents - 11/04/25
	Electricity	22.00		3.67	1022	201	18.33	Electricity - 11/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 11/04/25
	Market Rents	857.25			1020	201	857.25	Market Rents - 12/04/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 12/04/25
	Electricity	27.00		4.50	1022	201	22.50	Electricity - 12/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 12/04/25
	Market Rents	125.50			1037	201	125.50	Market Rents - 13/04/25 C&C
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 13/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 13/04/25
	Banked: 17/04/2025	1,042.70						
	Market Rents	218.50			1020	201	218.50	Market Rents - 14/04/25
	Electricity	17.00		2.83	1022	201	14.17	Electricity - 14/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 14/04/25
	Toilet Coin Boxes	188.85		31.48	1174	303	157.37	Toilet Coin Boxes - 16/04/25
	Market Rents	164.00			1020	201	164.00	Market Rents - 16/04/25
	BX Market Rents	15.50			1003	201	15.50	BX Market Rents - 16/04/25
	Electricity	16.50		2.75	1022	201	13.75	Electricity - 16/04/25
	Parking Permits	68.00		11.33	1040	201	56.67	Parking Permits - 16/04/25
	J Siddons	20.00			1018	101	20.00	Street Trading Permit No. 881
	Linney Parking Meter	192.00		32.00	1075	411	160.00	Linney Parking Meter 17/04/25
	BX Museum Sales	8.90		1.48	1008	119	7.42	BX Museum Sales - 11/04/25
	BX Museum Tickets	5.50			1006	119	5.50	BX Museum Tickets - 11/04/25
	BX Museum Sales	18.80		3.13	1008	119	15.67	BX Museum Sales - 12/04/25
	BX Museum Tickets	15.40			1006	119	15.40	BX Museum Tickets - 12/04/25
	BX Museum Sales	1.75		0.29	1008	119	1.46	BX Museum Sales - 13/04/25
	BX Museum Tickets	12.00			1006	119	12.00	BX Museum Tickets - 13/04/25
	Banked: 24/04/2025	2,830.90						

## 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>
	Linney Parking Meter	168.00		28.00	1075	411	140.00	Linney Parking Meter 24/04/25
	Toilet Coin Boxes	181.15		30.19	1174	303	150.96	Toilet Coin Boxes - 23/04/25
	BX Museum Sales	13.60		1.76	1008	119	11.84	BX Museum Sales - 18/04/25
	BX Museum Donations	0.80			1007	119	0.80	BX Museum Donations - 18/04/25
	BX Museum Tickets	46.00			1006	119	46.00	BX Museum Tickets - 18/04/25
	BX Museum Sales	33.25		5.54	1008	119	27.71	BX Museum Sales - 19/04/25
	BX Museum Donations	3.80			1007	119	3.80	BX Museum Donations - 19/04/25
	BX Museum Tickets	4.80			1006	119	4.80	BX Museum Tickets - 19/04/25
	BX Museum Donations	1.20			1007	119	1.20	BX Museum Donations - 20/04/25
	BX Museum Tickets	6.00			1006	119	6.00	BX Museum Tickets - 20/04/25
	BX Museum Sales	7.75		1.29	1008	119	6.46	BX Museum Sales - 21/04/25
	BX Museum Tickets	22.80			1006	119	22.80	BX Museum Tickets - 21/04/25
	Stretton Memorials	131.00			1051	401	131.00	Mem Fee - MM Davies L/8/1444
	Monmouth Memorials	131.00			1051	401	131.00	Mem Fee - D Hatfield K/8/1761
	Market Rents	262.00			1038	201	262.00	Market Rents - 17/04/25 F&C
	Electricity	8.00		1.33	1022	201	6.67	Electricity - 17/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 17/04/25
	Market Rents	393.50			1020	201	393.50	Market Rents - 18/04/25
	BX Market Rents	19.00			1003	201	19.00	BX Market Rents - 18/04/25
	Electricity	18.00		3.00	1022	201	15.00	Electricity - 18/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 18/04/25
	Market Rents	624.25			1020	201	624.25	Market Rents - 19/04/25
	BX Market Rents	40.00			1003	201	40.00	BX Market Rents - 19/04/25
	Electricity	27.00		4.50	1022	201	22.50	Electricity - 19/04/25
	Parking Permits	80.00		13.33	1040	201	66.67	Parking Permits - 19/04/25
	Market Rents	120.50			1020	201	120.50	Market Rents - 21/04/25
	Electricity	18.50		3.08	1022	201	15.42	Electricity - 21/04/25
	Parking Permits	60.00		10.00	1040	201	50.00	Parking Permits - 21/04/25
	Market Rents	129.50			1020	201	129.50	Market Rents - 23/04/25
	BX Market Rents	31.00			1003	201	31.00	BX Market Rents - 23/04/25
	Electricity	12.50		2.08	1022	201	10.42	Electricity - 23/04/25
	Parking Permits	76.00		12.67	1040	201	63.33	Parking Permits - 23/04/25
Total Receipts for Month		13,113.35	2,534.00	585.01			9,994.34	
Cashbook Totals		<u>13,654.49</u>	<u>2,534.00</u>	<u>585.01</u>			<u>10,535.48</u>	

Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/04/2025	Barclays Combined	1	2,440.00			201		2,440.00	Income
04/04/2025	Barclays Combined	2	2,491.00			201		2,491.00	Income
07/04/2025	Barclays Combined	3	1,900.00			201		1,900.00	Income
08/04/2025	Barclays Combined	4	174.00			201		174.00	Income
10/04/2025	Petty Cash	1	198.11			220		198.11	Petty Cash Restore
14/04/2025	Barclays Combined	5	2,560.00			201		2,560.00	Income
17/04/2025	Barclays Combined	6	820.00			201		820.00	Income
24/04/2025	Barclays Combined	7	2,565.00			201		2,565.00	Income
25/04/2025	Barclays Combined	8	262.00			201		262.00	Income
Total Payments for Month			13,410.11	0.00	0.00			13,410.11	
Balance Carried Fwd			244.38						
Cashbook Totals			13,654.49	0.00	0.00			13,654.49	



<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income Cashbook	30/04/2025	1	244.38
			<u>244.38</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			244.38
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			244.38
		Balance per Cash Book is :-	244.38
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10h**

### **Electric Vehicle Charging Payments, Income & Reconciliation – January 2025**

Receipts for Month 10				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
Balance Brought Fwd :		12.33					12.33
	Banked: 03/01/2025	41.57					
30	Barclaycard	41.57			204		41.57 EV Charging
	Banked: 03/01/2025	27.78					
31	Barclaycard	27.78			204		27.78 EV Charging
	Banked: 08/01/2025	27.60					
32	Barclaycard	27.60			204		27.60 EV Charging
	Banked: 09/01/2025	16.55					
33	Barclaycard	16.55			204		16.55 EV Charging
	Banked: 13/01/2025	30.71					
34	Barclaycard	30.71			204		30.71 EV Charging
	Banked: 15/01/2025	3.68					
35	Barclaycard	3.68			204		3.68 EV Charging
	Banked: 16/01/2025	21.22					
40	Barclaycard	21.22			204		21.22 EV Charging
	Banked: 23/01/2025	20.19					
36	Barclaycard	20.19			204		20.19 EV Charging
	Banked: 24/01/2025	10.59					
37	Barclaycard	10.59			204		10.59 EV Charging
	Banked: 25/01/2025	20.05					
38	Barclaycard	20.05			204		20.05 EV Charging
	Banked: 30/01/2025	24.36					
39	Barclaycard	24.36			204		24.36 EV Charging
Total Receipts for Month		244.30	0.00	0.00			244.30
Cashbook Totals		256.63	0.00	0.00			256.63

Payments for Month 10				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/01/2025	Zapmap	DDR	41.57		6.93	4320	500	34.64	EV Charging
03/01/2025	Zapmap	DDR	27.78		4.63	4320	500	23.15	EV Charging
08/01/2025	Zapmap	DDR	27.60		4.60	4320	500	23.00	EV Charging
09/01/2025	Zapmap	DDR	16.55		2.76	4320	500	13.79	EV Charging
13/01/2025	Zapmap	DDR	30.71		5.12	4320	500	25.59	EV Charging
15/01/2025	Clenergy EV	DDR	2.36		0.39	4320	500	1.97	EV Charging
15/01/2025	Clenergy EV	DDR	3.68		0.61	4320	500	3.07	EV Charging
16/01/2025	Zapmap	DDR	21.22		3.53	4320	500	17.69	EV Charging
23/01/2025	Clenergy EV	DDR	20.19		3.36	4320	500	16.83	EV Charging
24/01/2025	Zapmap	DDR	10.59		1.76	4320	500	8.83	EV Charging
25/01/2025	Zapmap	DDR	20.05		3.34	4320	500	16.71	EV Charging
30/01/2025	Zapmap	DDR	24.36		4.06	4320	500	20.30	EV Charging
Total Payments for Month			246.66	0.00	41.09			205.57	
Balance Carried Fwd			9.97						
Cashbook Totals			256.63	0.00	41.09			215.54	

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 7 - Electric Vehicle Charging

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clenergy EV Balance	31/01/2025	10	9.97
			<u>9.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9.97
		Balance per Cash Book is :-	9.97
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10h**

### **Electric Vehicle Charging Payments, Income & Reconciliation – February 2025**

Receipts for Month 11				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	9.97					9.97	
	Banked: 04/02/2025	9.46						
40	Barclaycard	9.46			204		9.46	Electric Vehicle Charging
	Banked: 05/02/2025	26.67						
41	Barclaycard	26.67			204		26.67	Electric Vehicle Charging
	Banked: 07/02/2025	24.62						
42	Barclaycard	24.62			204		24.62	Electric Vehicle Charging
	Banked: 10/02/2025	24.41						
43	Barclaycard	24.41			204		24.41	Electric Vehicle Charging
	Banked: 12/02/2025	25.23						
44	Barclaycard	25.23			204		25.23	Electric Vehicle Charging
	Banked: 14/02/2025	4.11						
45	Barclaycard	4.11			204		4.11	Electric Vehicle Charging
	Banked: 14/02/2025	25.85						
45	Barclaycard	25.85			204		25.85	Electric Vehicle Charging
	Banked: 18/02/2025	23.24						
46	Barclaycard	23.24			204		23.24	Electric Vehicle Charging
	Banked: 19/02/2025	8.08						
47	Barclaycard	8.08			204		8.08	Electric Vehicle Charging
	Banked: 27/02/2025	29.27						
48	Barclaycard	29.27			204		29.27	Electric Vehicle Charging
Total Receipts for Month		200.94	0.00	0.00			200.94	
Cashbook Totals		210.91	0.00	0.00			210.91	

Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/02/2025	Zapmap	DDR	9.46		1.57	4320	500	7.89	Electric Vehicle Charging
05/02/2025	Zapmap	DDR	26.67		4.44	4320	500	22.23	Electric Vehicle Charging
07/02/2025	Zapmap	DDR	24.62		4.10	4320	500	20.52	Electric Vehicle Charging
10/02/2025	Zapmap	DDR	24.41		4.07	4320	500	20.34	Electric Vehicle Charging
12/02/2025	Zapmap	DDR	25.23		4.21	4320	500	21.02	Electric Vehicle Charging
14/02/2025	Clenergy EV	DDR	25.85		4.31	4320	500	21.54	Electric Vehicle Charging
14/02/2025	Clenergy EV	DDR	4.11		0.68	4320	500	3.43	Electric Vehicle Charging
18/02/2025	Zapmap	DDR	23.24		3.87	4320	500	19.37	Electric Vehicle Charging
19/02/2025	Zapmap	DDR	8.08		1.35	4320	500	6.73	Electric Vehicle Charging
27/02/2025	Zapmap	DDR	29.27		4.88	4320	500	24.39	Electric Vehicle Charging
Total Payments for Month			200.94	0.00	33.48			167.46	
Balance Carried Fwd			9.97						
Cashbook Totals			210.91	0.00	33.48			177.43	



Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 7 - Electric Vehicle Charging

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clenergy EV Balance	28/02/2025	11	9.97
			<u>9.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9.97
		Balance per Cash Book is :-	9.97
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10h**

### **Electric Vehicle Charging Payments, Income & Reconciliation – March 2025**

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 :	9.97					9.97	
	Banked: 11/03/2025	28.30						
1	Barclaycard	28.30			204		28.30	EV Charging`
	Banked: 12/03/2025	3.11						
2	Barclaycard	3.11			204		3.11	EV Charging
	Banked: 13/03/2025	6.77						
3	Barclaycard	6.77			204		6.77	EV Charging
	Banked: 13/03/2025	12.33						
4	Barclaycard	12.33			204		12.33	EV Charging
	Banked: 14/03/2025	10.83						
5	Barclaycard	10.83			204		10.83	EV Charging
	Banked: 20/03/2025	11.65						
6	Barclaycard	11.65			204		11.65	EV Charging
	Banked: 26/03/2025	36.75						
7	Barclaycard	36.75			204		36.75	EV Charging
	Banked: 28/03/2025	21.87						
8	Barclaycard	21.87			204		21.87	EV Charging
	Banked: 31/03/2025	26.76						
9	Barclaycard	26.76			204		26.76	EV Charging
Total Receipts for Month		158.37	0.00	0.00			158.37	
Cashbook Totals		168.34	0.00	0.00			168.34	

Payments for Month 12				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
11/03/2025	Zapmap	DDR	28.30		4.71	4320	500	23.59	Fuel
13/03/2025	Zapmap	DDR	12.33		2.05	4320	500	10.28	Fuel
13/03/2025	Zapmap	DDR	6.77		1.13	4320	500	5.64	Fuel
14/03/2025	Zapmap	DDR	10.83		1.80	4320	500	9.03	Fuel
20/03/2025	Zapmap	DDR	11.65		1.94	4320	500	9.71	Fuel
26/03/2025	Zapmap	DDR	3.11		0.52	4320	500	2.59	EV Charging
26/03/2025	Zapmap	DDR	36.75		6.12	4320	500	30.63	EV Charging
28/03/2025	Zapmap	DDR	21.87		3.65	4320	500	18.22	Fuel
31/03/2025	Zapmap	DDR	26.76		4.46	4320	500	22.30	Fuel
Total Payments for Month			158.37	0.00	26.38			131.99	
Balance Carried Fwd			9.97						
Cashbook Totals			168.34	0.00	26.38			141.96	

Bank Reconciliation Statement as at 31/03/2025  
for Cashbook 7 - Electric Vehicle Charging

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clenergy EV Balance	31/03/2025	12	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10h**

### **Electric Vehicle Charging Payments, Income & Reconciliation – April 2025**

Receipts for Month 1				Nominal Ledger Analysis			
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount Transaction Detail
	Banked: 01/04/2025	25.80					
7	Barclaycard	25.80			204		25.80 EV Charging
	Banked: 01/04/2025	6.39					
8	Barclaycard	6.39			204		6.39 EV Charging
	Banked: 02/04/2025	11.17					
9	Barclaycard	11.17			204		11.17 EV Charging
	Banked: 04/04/2025	27.50					
1	Barclaycard	27.50			204		27.50 EV Charging
	Banked: 08/04/2025	37.51					
9	Barclaycard	37.51			204		37.51 EV Charging
	Banked: 10/04/2025	46.48					
2	Barclaycard	46.48			204		46.48 EV Charging
	Banked: 15/04/2025	47.46					
3	Barclaycard	47.46			204		47.46 EV Charging
	Banked: 15/04/2025	37.66					
4	Barclaycard	37.66			204		37.66 EV Charging
	Banked: 23/04/2025	39.66					
5	Barclaycard	39.66			204		39.66 EV Charging
	Banked: 30/04/2025	11.65					
1	Barclaycard	11.65			204		11.65 EV Charging
	Banked: 30/04/2025	14.10					
6	Barclaycard	14.10			204		14.10 EV Charging
Total Receipts for Month		305.38	0.00	0.00			305.38
Cashbook Totals		305.38	0.00	0.00			305.38

Payments for Month 1				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/03/2025	Barclaycard	Correction	11.65			204		11.65	Correction
01/04/2025	EV Charging Balance	YE	-9.97			503		-9.97	EV Charging Balance
01/04/2025	Zapmap	BACS	25.80		4.30	4320	500	21.50	Fuel - EV Charging
01/04/2025	Zapmap	BACS	6.39		1.07	4320	500	5.32	Fuel - EV Charging
02/04/2025	Zapmap	BACS	11.17		1.86	4320	500	9.31	Fuel - EV Charging
04/04/2025	Zapmap	DDR	27.50		4.58	4320	500	22.92	Fuel - EV Charging
08/04/2025	Zapmap	BACS	37.51		6.25	4320	500	31.26	Fuel - EV Charging
10/04/2025	Zapmap	DDR	46.48		7.75	4320	500	38.73	Fuel - EV Charging
15/04/2025	Zapmap	DDR	37.66		6.27	4320	500	31.39	Fuel - EV Charging
15/04/2025	Zapmap	DDR	47.46		7.91	4320	500	39.55	Fuel - EV Charging
23/04/2025	Zapmap	DDR	39.66		6.61	4320	500	33.05	Fuel - EV Charging
30/04/2025	Zapmap	DDR	14.10		2.35	4320	500	11.75	Fuel - EV Charging
Total Payments for Month			295.41	0.00	48.95			246.46	
Balance Carried Fwd			9.97						
Cashbook Totals			305.38	0.00	48.95			256.43	



Bank Reconciliation Statement as at 30/04/2025  
for Cashbook 7 - Electric Vehicle Charging

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Clenergy EV Balance	30/04/2025	1	9.97
			<u>9.97</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			9.97
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			9.97
		Balance per Cash Book is :-	9.97
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10i**

### **Mayor's Charity Account Payments, Income & Reconciliation – October 2024**

Date: 09/04/2025

## Mayor's Charity Account

Page: 1

Time: 10:08

Cashbook 1

User: LJ

Current Bank A/c

For Month No: 7

## Receipts for Month 7

## 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 :	696.19					696.19	
	Banked: 03/10/2024	60.00						
	R Pote	60.00			1001	101	60.00	Black Tie Tkt
	Banked: 07/10/2024	1.26						
	Barclays Bank	1.26			4008	101	1.26	Loyalty Reward - Aug-Sept 24
	Banked: 09/10/2024	15.00						
	T Onslow	15.00			1000	101	15.00	Donation
	Banked: 15/10/2024	120.00						
	A Handley	120.00			1001	101	120.00	Black Tie Tkts x2
	Banked: 17/10/2024	60.00						
	D Thompson	60.00			1001	101	60.00	Black Tie Tkt
	Banked: 17/10/2024	253.00						
	Mayor's Charity Mkt Rents	253.00			1004	101	253.00	Mayor's Charity Mkt Rents
	Banked: 21/10/2024	120.00						
	O Stevens	120.00			1001	101	120.00	Black Tie Dinner Tickets
	Banked: 28/10/2024	60.00						
	S Ripley	60.00			1001	101	60.00	Black Tie Dinner Tickets
	Banked: 28/10/2024	120.00						
	SP & AM Allison	120.00			4002	101	120.00	Black Tie Dinner Tickets
	Banked: 28/10/2024	540.00						
	J Deakin	180.00			1001	101	180.00	Black Tie Dinner Tickets
	T Gill	120.00			1001	101	120.00	Black Tie Dinner Tickets
	Baucher	120.00			1001	101	120.00	Black Tie Dinner Tickets
	Bremner	120.00			1001	101	120.00	Black Tie Dinner Tickets
	Banked: 28/10/2024	120.00						
	V & A Munro	120.00			1001	101	120.00	Black Tie Dinner Tickets
	Banked: 29/10/2024	120.00						
	PJ & AM Pitts	120.00			1001	101	120.00	Black Tie Dinner Tickets
	Banked: 30/10/2024	120.00						
	JI Deakin	120.00			1001	101	120.00	Black Tie Dinner Tickets
	Banked: 30/10/2024	120.00						
	H Salwey	120.00			1001	101	120.00	Black Tie Dinner Tickets
	Banked: 31/10/2024	327.69						
	J Ruckers	120.00			1001	101	120.00	Black Tie Dinner Tickets
	Mayor's Charity Collection Tin	137.98			1000	101	137.98	Mayor's Charity Collection Tin
	S Harris	60.00			1001	101	60.00	Black Tie Dinner Tickets
	Donation	9.71			1000	101	9.71	Donation

Continued on Page 2

Total Receipts for Month	2,156.95	0.00	0.00	2,156.95
Cashbook Totals	<u>2,853.14</u>	<u>0.00</u>	<u>0.00</u>	<u>2,853.14</u>

Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
07/10/2024	Barclays Bank	DDR	12.30			4008	101	12.30	Bank Charges - Aug-Sept 24
Total Payments for Month			12.30	0.00	0.00			12.30	
Balance Carried Fwd			2,840.84						
Cashbook Totals			2,853.14	0.00	0.00			2,853.14	

Date:14/03/2025

Mayor's Charity Account

Page 1

Time:09:27

Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 1 - Current Bank A/c

User: LJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/10/2024	7	2,840.84
			<u>2,840.84</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			2,840.84
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			2,840.84
		Balance per Cash Book is :-	2,840.84
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10i**

### **Mayor's Charity Account Payments, Income & Reconciliation – November 2024**

Receipts for Month 8				Nominal Ledger Analysis				
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Balance Brought Fwd :	2,840.84					2,840.84	
	Banked: 01/11/2024	60.00						
	P Harrison	60.00			1001	101	60.00	Black Tie Dinner Tickets
	Banked: 04/11/2024	1,131.00						
1	Income	1,131.00			201		1,131.00	Income
	Banked: 11/11/2024	270.00						
2	Income	270.00			201		270.00	Income
	Banked: 11/11/2024	40.00						
	V & A Munron	40.00			1001	101	40.00	Black Tie Dinner
	Banked: 12/11/2024	60.00						
3	Income	60.00			201		60.00	Income
	Banked: 13/11/2024	250.00						
	I Jones	250.00			1001	101	250.00	Black Tie Dinner
	Banked: 18/11/2024	50.00						
4	Income	50.00			201		50.00	Income
	Banked: 28/11/2024	360.00						
5	Income	360.00			201		360.00	Income
Total Receipts for Month		2,221.00	0.00	0.00			2,221.00	
Cashbook Totals		5,061.84	0.00	0.00			5,061.84	



Payments for Month 8				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/11/2024	Barclays Bank	DDR	9.10			4008	101	9.10	Bank Charges - Sept-Oct 24
Total Payments for Month			9.10	0.00	0.00			9.10	
Balance Carried Fwd			5,052.74						
Cashbook Totals			5,061.84	0.00	0.00			5,061.84	

Date:14/03/2025

Mayor's Charity Account

Page 1

Time:09:47

Bank Reconciliation Statement as at 30/11/2024  
for Cashbook 1 - Current Bank A/c

User: LJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	30/11/2024	8	5,052.74
			<u>5,052.74</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,052.74
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,052.74
		Balance per Cash Book is :-	5,052.74
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10i**

### **Mayor's Charity Account Payments, Income & Reconciliation – December 2024**

Receipts for Month 9				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 :	5,052.74					5,052.74
	Banked: 16/12/2024	48.17					
1	Income	48.17			201		48.17 Income
Total Receipts for Month		48.17	0.00	0.00			48.17
Cashbook Totals		<u>5,100.91</u>	<u>0.00</u>	<u>0.00</u>			<u>5,100.91</u>

Payments for Month 9				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
19/11/2024	Barclays Bank	DDR	24.93			4008	101	24.93	Bank Charges - Oct-Nov 24
Total Payments for Month			24.93	0.00	0.00			24.93	
Balance Carried Fwd			5,075.98						
Cashbook Totals			5,100.91	0.00	0.00			5,100.91	

Date:14/03/2025

Mayor's Charity Account

Page 1

Time:09:54

Bank Reconciliation Statement as at 31/12/2024  
for Cashbook 1 - Current Bank A/c

User: LJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/12/2024	9	5,075.98
			<u>5,075.98</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			5,075.98
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,075.98
		Balance per Cash Book is :-	5,075.98
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10i**

### **Mayor's Charity Account Payments, Income & Reconciliation – January 2025**

Receipts for Month 10				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 :	5,075.98					5,075.98
	Banked: 02/01/2025	10.00					
	S Harris	10.00			1015	101	10.00 Teddy Bear Adoption
	Banked: 20/01/2025	22.30					
1	Income	22.30			201		22.30 Income
Total Receipts for Month		32.30	0.00	0.00			32.30
Cashbook Totals		5,108.28	0.00	0.00			5,108.28



Payments for Month 10					Nominal Ledger Analysis				
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
09/01/2025	Barclays Bank	DDR	11.86			4008	101	11.86	Bank Charges - Nov-Dec 24
13/01/2025	Feathers Hotel	TNSFR	1,275.00			4002	101	1,275.00	Black Tie Dinner
Total Payments for Month			1,286.86	0.00	0.00			1,286.86	
Balance Carried Fwd			3,821.42						
Cashbook Totals			5,108.28	0.00	0.00			5,108.28	

Date:14/03/2025

Mayor's Charity Account

Page 1

Time: 10:09

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 1 - Current Bank A/c

User: LJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	31/01/2025	10	3,821.42
			<u>3,821.42</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,821.42
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,821.42
		Balance per Cash Book is :-	3,821.42
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10i**

### **Mayor's Charity Account Payments, Income & Reconciliation – February 2025**

Receipts for Month 11				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 :	3,821.42					3,821.42	
	Banked: 06/02/2025	136.00						
	Donations	100.00			1000	101	100.00	Donations
	Teddy Bear Adoption	36.00			1015	101	36.00	Teddy Bear Adoption
	Banked: 13/02/2025	50.00						
1	Income	50.00			201		50.00	Income
Total Receipts for Month		186.00	0.00	0.00			186.00	
Cashbook Totals		4,007.42	0.00	0.00			4,007.42	

Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
03/02/2025	Barclays Bank	DDR	9.39			4008	101	9.39	Bank Charges - Dec-Jan 25
Total Payments for Month			9.39	0.00	0.00			9.39	
Balance Carried Fwd			3,998.03						
Cashbook Totals			4,007.42	0.00	0.00			4,007.42	

Date:14/03/2025

Mayor's Charity Account

Page 1

Time: 10:21

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 1 - Current Bank A/c

User: LJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Mayors Charity Account	28/02/2025	11	3,998.03
			<u>3,998.03</u>
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			3,998.03
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<u>0.00</u>
			3,998.03
		Balance per Cash Book is :-	3,998.03
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10j**

### **Mayor's Charity Account Income Payments, Income & Reconciliation – October 2024**

Receipts for Month 7			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:	0.00						
			0.00				0.00	
Total Receipts for Month		0.00	0.00	0.00			0.00	
Cashbook Totals		<u>0.00</u>	<u>0.00</u>	<u>0.00</u>			<u>0.00</u>	



Payments for Month 7				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
			0.00						
	Total Payments for Month		0.00	0.00	0.00			0.00	
	Balance Carried Fwd		0.00						
	Cashbook Totals		0.00	0.00	0.00			0.00	

Bank Reconciliation Statement as at 31/10/2024  
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	31/10/2024	7	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10j**

### **Mayor's Charity Account Income Payments, Income & Reconciliation – November 2024**

Receipts for Month 8			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 04/11/2024	1,130.00						
	E Miller	60.00			1001	101	60.00	Black Tie Dinner Tickets
	80's Night	1,070.00			1014	101	1,070.00	80's Night
	Banked: 04/11/2024	1.00						
	Donation	1.00			1000	101	1.00	Donation
	Banked: 07/11/2024	60.00						
	LJ Mahalski	60.00			1001	101	60.00	Black Tie Dinner Tickets
	Banked: 11/11/2024	270.00						
	Black Tie Dinner Raffle	270.00			1001	101	270.00	Black Tie Dinner Raffle
	Banked: 18/11/2024	50.00						
	R Hall	50.00			1001	101	50.00	Black Tie Dinner Auction
	Banked: 28/11/2024	360.00						
	Teddy Bear Adoption	360.00			1015	101	360.00	Teddy Bear Adoption
Total Receipts for Month		1,871.00	0.00	0.00			1,871.00	
Cashbook Totals		1,871.00	0.00	0.00			1,871.00	

Payments for Month 8				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
04/11/2024	Current Bank A/c	1	1,131.00			200		1,131.00	Income
11/11/2024	Current Bank A/c	2	270.00			200		270.00	Income
12/11/2024	Current Bank A/c	3	60.00			200		60.00	Income
18/11/2024	Current Bank A/c	4	50.00			200		50.00	Income
28/11/2024	Current Bank A/c	5	360.00			200		360.00	Income
Total Payments for Month			1,871.00	0.00	0.00			1,871.00	
Balance Carried Fwd			0.00						
Cashbook Totals			1,871.00	0.00	0.00			1,871.00	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	30/11/2024	8	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10j**

### **Mayor's Charity Account Income Payments, Income & Reconciliation – December 2024**

Receipts for Month 9			Nominal Ledger Analysis					
Receipt Ref	Name of Payer	£ Amnt Received	£ Debtors	£ VAT	A/c	Centre	£ Amount	Transaction Detail
	Banked: 16/12/2024	48.17						
	Teddy Bear Adoption	9.17			1015	101	9.17	Teddy Bear Adoption
	Teddy Bear Adoption	10.00			1015	101	10.00	Teddy Bear Adoption
	Donation	2.00			1000	101	2.00	Donation
	Teddy Bear Adoption	7.00			1015	101	7.00	Teddy Bear Adoption
	Teddy Bear Adoption	20.00			1015	101	20.00	Teddy Bear Adoption
Total Receipts for Month		48.17	0.00	0.00			48.17	
Cashbook Totals		48.17	0.00	0.00			48.17	



Payments for Month 9				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
16/12/2024	Current Bank A/c	1	48.17			200		48.17	Income
Total Payments for Month			48.17	0.00	0.00			48.17	
Balance Carried Fwd			0.00						
Cashbook Totals			48.17	0.00	0.00			48.17	

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	31/12/2024	9	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10j**

### **Mayor's Charity Account Income Payments, Income & Reconciliation – January 2025**

Receipts for Month 10				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: 20/01/2025	22.30						
	Donations	22.30			1000	101	22.30	Donations
Total Receipts for Month		22.30	0.00	0.00			22.30	
Cashbook Totals		22.30	0.00	0.00			22.30	

Payments for Month 10				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
20/01/2025	Current Bank A/c	1	22.30			200		22.30	Income
Total Payments for Month			22.30	0.00	0.00			22.30	
Balance Carried Fwd			0.00						
Cashbook Totals			22.30	0.00	0.00			22.30	

Bank Reconciliation Statement as at 31/01/2025  
for Cashbook 2 - Income

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	31/01/2025	10	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

## **Item 10j**

### **Mayor's Charity Account Income Payments, Income & Reconciliation – February 2025**

Receipts for Month 11				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: 13/02/2025	50.00						
	J Farley	50.00			1000	101	50.00	Donation
Total Receipts for Month		50.00	0.00	0.00			50.00	
Cashbook Totals		50.00	0.00	0.00			50.00	



Payments for Month 11				Nominal Ledger Analysis					
<u>Date</u>	<u>Payee Name</u>	<u>Reference</u>	<u>£ Total Amnt</u>	<u>£ Creditors</u>	<u>£ VAT</u>	<u>A/c</u>	<u>Centre</u>	<u>£ Amount</u>	<u>Transaction Detail</u>
13/02/2025	Current Bank A/c	1	50.00			200		50.00	Income
Total Payments for Month			50.00	0.00	0.00			50.00	
Balance Carried Fwd			0.00						
Cashbook Totals			50.00	0.00	0.00			50.00	

Date:14/03/2025

Mayor's Charity Account

Page 1

Time: 10:12

Bank Reconciliation Statement as at 28/02/2025  
for Cashbook 2 - Income

User: LJ

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Income	28/02/2025	11	0.00
			<hr/> 0.00
<u>Unpresented Payments (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			0.00
<u>Unpresented Receipts (Plus)</u>			
		0.00	
			<hr/> 0.00
			0.00
		Balance per Cash Book is :-	0.00
		Difference is :-	0.00

Signatory 1:

Name .....Signed .....Date .....

Signatory 2:

Name .....Signed .....Date .....

# **Item 11a**

## **Debtors**

## Outstanding Balances by Month as at 01/05/2025

A/C Code	Customer Name	Balance	May 2025	Apr 2025	Mar 2025	Prior Months	On A/c Pymnts
Ledger No 1: Sales Ledger							
CAM001	CRAVEN ARMS MEM	0.30	0.00	0.00	0.00	0.30	0.00
CEMCASJ00	CEMCASJ001	218.00	0.00	218.00	0.00	0.00	0.00
CEMHARH00	CEMHARH001	511.00	0.00	0.00	0.00	511.00	0.00
CEMSMIC001	CEMSMIC001	209.38	0.00	0.00	0.00	209.38	0.00
FLM001	FRIENDS OF MUSEUM	181.00	0.00	0.00	181.00	0.00	0.00
FS001	FUTURE	1,086.36	0.00	0.00	0.00	1,086.36	0.00
HSK001	HOSKINS	2,412.00	0.00	1,206.00	1,206.00	0.00	0.00
MBC001	M AND B CRAMP	1,546.50	515.50	1,031.00	0.00	0.00	0.00
PET001	PRODUCE	1,798.00	899.00	899.00	0.00	0.00	0.00
PPP001	PRODUCE PARKING	324.00	320.00	0.00	0.00	4.00	0.00
PRI001	PRIDE	54.00	0.00	0.00	0.00	54.00	0.00
SCPARKS	SC	201.60	0.00	0.00	0.00	201.60	0.00
VAL001	ALLEN	1,448.00	937.00	0.00	511.00	0.00	0.00
Total Sales Ledger No 1		9,990.14	2,671.50	3,354.00	1,898.00	2,066.64	0.00
TOTAL SALES LEDGER BALANCES		9,990.14	2,671.50	3,354.00	1,898.00	2,066.64	0.00

**Item 11b**  
**Debtors - Report**

Debtor	Invoice Date	Invoice No.	Invoice Amount	Description	Action Taken	Date
Mr JM Cash	30/04/2025	CEM99	£218.00	Cem Fee - I/5/652		
Miss L Clayton	30/04/2025	CEM105	£511.00	Cem Fee - K/8/1762	Paid	23/05/2025
M & B Cramp	30/04/2025	1185	£1,031.00	Whole Market Let - April 2025		
	23/05/2025	1186	£515.50	Whole Market Let - May 2025		
Craven Arms Memorials	23/09/2024	1139	£131.00	Memorial Fee - Evans K/7/1719	Part Paid - 30p outstanding	23/09/2024
Friends of Ludlow Museum	31/03/2024	1178	£181.00	Ludlow Museum Child Entry		
Futuresound	22/01/2025	1146	£1,086.36	Use of Castle Square		
Ms H Harwood	31/10/2024	CEM69	£511.00	Cem Fee - K/8/1765	Referred to the Cemetery Officer	08/01/2025
Mr S Hatfield	30/11/2024	CEM71	£1,429.00	Cem Fee - K/8/1761	Paid	02/04/2025
Graham Heiron Funerals	30/04/2025	CEM98	£695.00	Cem Fee - K/8/1758	Paid	08/04/2025
	30/04/2025	CEM106	£834.00	Cem Fee - GG/7/189	Paid	22/04/2025
	30/04/2025	CEM109	£289.00	Cem Fee - GG/2/127A	Paid	10/04/2025
Hoskins Family Funeral Services	31/03/2025	CEM95	£1,206.00	Cem Fee - L/8/1452		
	30/04/2025	CEM100	£1,206.00	Cem Fee - K/8/1756		
Ms R Jones	30/04/2025	CEM97	£511.00	Cem Fee - K/8/1760	Paid	24/04/2025
R W Mann & Son Funeral Directors	30/11/2024	CEM73	£931.00	Cem Fee - K/8/1761	Paid	02/04/2025
B F Owen & Son	30/04/2025	CEM107	£695.00	Cem Fee - K/8/1762	Paid	23/05/2025
Miss L Price	30/04/2025	CEM96	£511.00	Cem Fee - K/8/1758	Paid	08/04/2025
Produce Market	12/02/2025	1167	£457.00	Whole Market Let - March 2025	Paid	04/04/2025
	30/04/2025	1181	£899.00	Whole Market Let - April 2025		
	23/05/2025	1182	£899.00	Whole Market Let - May 2025		
Produce Market Parking	09/01/2025	1163	£10.00	Parking Permits - 09/01/25	Paid	02/04/2025
	12/02/2025	1171	£18.00	Parking Permits - 23/01/25	Paid	02/04/2025
	27/02/2025	1172	£26.00	Parking Permits - 13/02/25	Paid	02/04/2025
	27/02/2025	1173	£40.00	Parking Permits - 27/02/25	Paid	02/04/2025
	13/03/2025	1177	£40.00	Parking Permits - 13/03/25	Paid	02/04/2025
	27/03/2025	1176	£40.00	Parking Permits - 27/03/25	Paid	02/04/2025
	23/05/2025	1184	£320.00	Parking Permits - 10/04/25, 24/04/25, 08/05/25, 22/05/25		
Ludlow Pride	27/10/2023	1063	£54.00	Repairs to damaged gazebo	PF/216 - Debt on hold, if/when organisation reestablish	07/04/2025
Shropshire Council	17/01/2019	801	£201.60	Play Area Transfer - Legal Fees		
Mr C Smith	31/01/2025	CEM80	£209.38	Cem Fee - GG/5/155B		
Mr G Smith	28/02/2025	CEM90	£218.00	Cem Fee - GG/7/188	Paid	17/03/2025
Victoria Allen Funeral Services	31/03/2025	CEM93	£140.00	Cem Fee - GG/7/188	Paid	17/03/2025
	31/03/2025	1179	£511.00	Cem Fee - H/10/387		
	30/04/2025	CEM101	£289.00	Cem Fee - I/3/592	Paid	24/04/2025
	30/04/2025	CEM102	£507.00	Cem Fee - G/4/63A	Paid	24/04/2025
	30/04/2025	CEM103	£695.00	Cem Fee - K/8/1760	Paid	24/04/2025
	30/04/2025	CEM104	£289.00	Cem Fee - E/9/652	Paid	24/04/2025
	30/04/2025	CEM108	£1,010.00	Cem Fee - I/6/697	Paid	16/05/2025
	31/05/2025	CEM110	£937.00	Cem Fee - H/1/167		
Ms C Wood	31/03/2025	CEM94	£25.00	Cem Transfer Fee - L/8/1444	Paid	14/04/2025
Mrs C Wynn	30/04/2025	1180	£9,632.00	Mayfair 2025	Paid	12/05/2025

**Item 11c**  
**Debtors Write Off - Report**

## **WRITE OFF DEBTOR**

### **Report No. PF/25/06**

## **Policy & Finance Committee**

### **16<sup>th</sup> June 2025**

#### **1. INTRODUCTION**

- 1.1 Policy and Finance Committee monitors the council's income and expenditure and receives regular reports from staff regarding debts owed to the council.
- 1.2 A copy of the council's debt recovery policy is attached to this report for information.

#### **2. RECOMMENDATION**

- 2.1 To accept that the Pride organisation that incurred the debt is no longer in existence and to recommend that Full Council write off the debt of £45.00 plus VAT.

#### **3. BACKGROUND**

- 3.1 In 2023 Ludlow Pride community group held an event for which they borrowed the Town Council's gazebos, when they were returned the gazebos were found to be damaged.
- 3.2 The Council commissioned the necessary repairs at a cost of £45.00 plus VAT, and recharged this cost to the Ludlow Pride organisation.

#### **4. CURRENT SITUATION**

- 4.1 The key organiser moved out of the area soon afterwards, and, in the interim, numerous attempts have been made to collect the debt without success. It seems that the organisation has been wound up as there has been no known activity in Ludlow or on social media since the end of 2023.



- 4.2 In April 2025, Policy and Finance Committee resolved to put the debt on hold in case the organisation became active again.
- 4.3 In May 2025, the Council received an enquiry to hold Ludlow Pride Remix event of Events Square in September 2025. The organiser is a different person and has confirmed that 'I am not associated with Ludlow Pride at all! My Pride is not "Ludlow Pride" it is 2 Queens 1 Cabaret Show, Therefore, I am not liable to pay the fees that were not incurred by me, The show is ran under a business "Two Queens 1 Cabaret" Not Ludlow Pride.'
- 4.4 In these circumstances, the Council may conclude that it is not likely to recoup the debt.

Town Clerk  
June 2025

### **Implications**

**Wards Affected (All)**

**Financial (as stated in the report)**

**Health & Safety (Not stated)**

**Law & Order (Not stated)**

**Environmental Implications (Not stated)**



## **DEBT RECOVERY POLICY**

Invoices are raised for sundry income due to the authority.

All staff must raise orders for goods and services as orders are placed and to settle invoices promptly after the goods have been received or the service has been provided.

We aim to raise invoices for monies due to the Council as soon as practicable to maximise the Council's cash flow.

Cash flow for Market traders is managed by the Market Manager who will ensure that there is no more than a three week recovery period before action is taken by way of letters before action and if necessary to terminate the Licence agreement and take legal proceedings.

Invoices can be raised up to the statutory limit of six years from the date the service was provided.

Invoices that remain unpaid pass through an automatic recovery process of reminders and letters and are then passed to an external Solicitor to commence legal recovery.

A 2% charge per month will be imposed on all unpaid invoices outside the 28 day payment period.

In cases of hardship, arrangements can be made for payment of an invoice in instalments. Instalment plans for a period of more than 6 months may be agreed in certain circumstances, but will only be authorised once the customer has completed and returned an application form making a suitable commitment to the satisfaction of the Town Clerk.

Policy and Finance Committee will receive a list of all the Council's outstanding debts each time a meeting is held.

Invoice To  
Ludlow Pride

Ludlow Town Council  
The Guildhall  
Mill Street  
Ludlow  
Shropshire  
SY8 1AZ

INVOICE

VAT Reg Number:489 2772 86

Telephone:01584 871970

Fax:

Invoice No1063

Invoice Date 27/10/2023

Customer A/c No:PRI001

Customer Ord No

Code	Item Description	Dis %	Qty Unit	Qty	Unit Price	Total Price	Vat
	Repairs to damaged gazebo			1	45.00	45.00	20%

Payment DUE DATE24/11/2023

Net 45.00

VAT 9.00

Gross 54.00

Ludlow Town Council  
Sort Code: 20-53-22  
Acc. No.: 60664030

## **Item 13a**

### **Policy Review – Financial Regulations**



# **FINANCIAL REGULATIONS**

## **Report No. PF/25/06**

**Policy & Finance Committee**  
**16<sup>th</sup> June 2025**

### **1. INTRODUCTION**

- 1.1 The National Association of Local Councils (NALC) released its latest edition of Model Financial Regulations for Parish and Town Councils on the 5<sup>th</sup> March 2025, and the updates were approved by Council in April 2025.
- 1.2 The updated Model Financial Regulations compile essential procedures and financial guidelines for Councils to ensure efficient and transparent financial management.
- 1.3 The regulations are designed with flexibility, to allow Councils to adapt them according to their requirements. This adaptability ensures that Councils of all sizes and operational scopes can benefit from them.

### **2. RECOMMENDATION**

- 2.1 To clarify the regulations in terms of budgeted and emergency payments, and to adjust the expenditure limits in line with inflationary costs, the regulations should be amended as shown at **6.6 and 6.9**
- 2.2 To note that the emergency expenditure authority is covered in **5.18**.
- 2.2 The regulations should be amended at **5.15** to reflect council's practice that only council approves grants, and the current criteria set the limit for core and project grants.

### **3. BACKGROUND**

- 3.1 The new four-year term of Council began on the 6<sup>th</sup> May 2025. The newly elected Council asked for a review of the Council's Financial Regulations at the Annual Meeting held on the 14<sup>th</sup> May 2025.

- 3.2 This report focuses on spending thresholds in relation to queries raised by Councillors.
- 3.3 The Financial Regulations with draft amendments in red is appended to this report.

#### **4. SPENDING THRESHOLDS**

- 4.1 Financial Regulations specify spending thresholds in relation to Council activities. These spending thresholds are structured around Routine Administration, Project/Capital Spending, Emergency/Unforeseen Works, and Regular Obligations.

##### **4.2 Routine Administration:**

Individual purchases within an agreed budget for that type of expenditure may be authorised by:

- the Clerk, under delegated authority, for any items below £2,500 excluding VAT.
- the Clerk, in consultation with the Chair of the Council or Chair of the appropriate Committee, for any items below £5,000 excluding VAT.

**Objective:** To ensure streamlined for efficiency while maintaining oversight.

##### **4.3 Project/Capital Spending:**

Larger items (over £5,000) like capital works or IT systems must go to full Council.

**Objective:** To ensure significant financial decisions are subject to democratic oversight.

##### **4.4 Emergency/Unforeseen Works**

In an emergency, the Clerk has delegated authority for expenditure up to £30,000.

**Objective:** Allows urgent repairs (e.g. to buildings or safety infrastructure) without waiting for a formal meeting but must be transparently reported.

##### **4.5 Regular Obligations**

For recurring obligations (e.g. staff salaries, utilities), the Clerk has higher delegated limits up to £50,000 (amended to £60,000 in the revised document).

**Objective:** Enabling predictable and budgeted outflows.

To reflect inflationary costs and ensure clarity, the regulations should be amended as outlined in sections **6.6 and 6.9** of the financial regulations.

These amendments clarify the rules around expenditure for identified continuing contracts (as approved by Council) and increase the maximum allowable payment to £60,000. This increase would apply only to salaries,

as no other budget lines could not accommodate such expenditure. The amendments also make clear that any expenditure must not exceed the specific budget allocation to which it relates.

- 4.6 The operation of the Council will create areas that require monitoring. There are three areas that fall into this category, specifically, the overlap of limits, emergency verses regular authority, and Committee delegation of grants.

4.7 **Emergency Spending vs Regular Authority:**

In summary, the Clerk can authorise up to £30,000 in emergencies and also up to £50,000 in regular payments.

Again, to clarify the regulations and adjust the expenditure limits in line with inflationary costs, the regulations should be amended as shown at **6.6 and 6.9** with the addition that emergency expenditure authority is covered in **5.18** of the financial regulations.

4.8 **Committee Delegation for Grants:**

The regulations state that Committees could approve grants within pre-set limits, but no specific threshold is stated apart from the overarching £5,000 Council limit.

In practice, it is only the council that approves grants and the current criteria sets a limit of £5,000 for core grants, so the regulations should be amended to reflect this at **5.15** of the financial regulations.

Town Clerk  
June 2025

**Implications**

**Wards Affected (All)**

**Financial (as stated in the report)**

**Health & Safety (Not stated)**

**Law & Order (Not stated)**

**Environmental Implications (Not stated)**



## **NALC**

### **MODEL FINANCIAL REGULATIONS FOR LOCAL COUNCILS**

**Approved by FC – 8<sup>th</sup> May 2024.**

**Amended and approved by FC – 20<sup>th</sup> January 2025**

**Amended in line with NALC template changes and re-adopted by  
FC - 14 April 2025**



## LUDLOW TOWN COUNCIL FINANCIAL REGULATIONS

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These Financial Regulations were adopted by the Council at its meeting held on the **20<sup>TH</sup> January 2025.**

## 1. General

- 1.1. These Financial Regulations govern the financial management of the Council and may only be amended or varied by resolution of the Council. They are one of the Council's governing documents and shall be observed in conjunction with the Council's Standing Orders.
- 1.2. Councillors are expected to follow these regulations and not to entice employees to breach them. Failure to follow these regulations brings the office of Councillor into disrepute.
- 1.3. Wilful breach of these regulations by an employee may result in disciplinary proceedings.
- 1.4. In these Financial Regulations:
  - 'Accounts and Audit Regulations' means the regulations issued under Sections 32, 43(2) and 46 of the Local Audit and Accountability Act 2014, or any superseding legislation, and then in force, unless otherwise specified.
  - "Approve" refers to an online action, allowing an electronic transaction to take place.
  - "Authorise" refers to a decision by the Council, or a Committee or an officer, to allow something to happen.
  - 'Proper practices' means those set out in *The Practitioners' Guide*
  - *Practitioners' Guide* refers to the guide issued by the Joint Panel on Accountability and Governance (JPAG) and published by NALC in England or Governance and Accountability for Local Councils in Wales – A Practitioners Guide jointly published by One Voice Wales and the Society of Local Council Clerks in Wales.
  - 'Must' and **bold text** refer to a statutory obligation the Council cannot change.
  - 'Shall' refers to a non-statutory instruction by the Council to its Members and staff.
- 1.5. The Responsible Financial Officer (RFO) holds a statutory office, appointed by the Council. The Clerk has been appointed as RFO and these regulations apply accordingly.

The RFO:

  - acts under the policy direction of the Council;
  - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
  - determines on behalf of the Council its accounting records and control systems;
  - ensures the accounting control systems are observed;
  - ensures the accounting records are kept up to date;
  - seeks economy, efficiency and effectiveness in the use of Council resources; and
  - produces financial management information as required by the Council.

- 1.6. **The Council must not delegate any decision regarding:**
- **setting the final budget or the precept (Council tax requirement);**
  - **the outcome of a review of the effectiveness of its internal controls**
  - **approving accounting statements;**
  - **approving an annual governance statement;**
  - **borrowing;**
  - **declaring eligibility for the General Power of Competence; and**
  - **addressing recommendations from the internal or external auditors**
- 1.7. In addition, the Council shall:
- determine and regularly review the bank mandate for all Council bank accounts;
  - authorise any grant or single commitment in excess of £5,000; and
- 2. Risk management and internal control**
- 2.1. **The Council must ensure that it has a sound system of internal control, which delivers effective financial, operational and risk management.**
- 2.2. The Clerk shall prepare, for approval by the Council, a risk management policy covering all activities of the Council. This policy and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 2.3. When considering any new activity, the Clerk shall prepare a draft risk assessment including risk management proposals for consideration by the Council.
- 2.4. **At least once a year, the Council must review the effectiveness of its system of internal control, before approving the Annual Governance Statement.**
- 2.5. **The accounting control systems determined by the RFO must include measures to:**
- **ensure that risk is appropriately managed;**
  - **ensure the prompt, accurate recording of financial transactions;**
  - **prevent and detect inaccuracy or fraud; and**
  - **allow the reconstitution of any lost records;**
  - **identify the duties of officers dealing with transactions and**
  - **ensure division of responsibilities.**
- 2.6. At least once in each quarter, and at each financial year end, a Member other than the Chair or a signatory shall be appointed to verify bank reconciliations for all accounts produced by the RFO. The Member shall sign and date the reconciliations and the original bank statements as evidence of this. This activity, including any exceptions, shall be reported to and noted by Policy & Finance Committee.

- 2.7. Regular back-up copies shall be made of the records on any Council computer and stored either online or in a separate location from the computer. The Council shall put measures in place to ensure that the ability to access any Council computer is not lost if an employee leaves or is incapacitated for any reason.

### **3. Accounts and audit**

- 3.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations.
- 3.2. **The accounting records determined by the RFO must be sufficient to explain the Council's transactions and to disclose its financial position with reasonably accuracy at any time. In particular, they must contain:**
- **day-to-day entries of all sums of money received and expended by the Council and the matters to which they relate;**
  - **a record of the assets and liabilities of the Council;**
- 3.3. The accounting records shall be designed to facilitate the efficient preparation of the accounting statements in the Annual Governance and Accountability Return.
- 3.4. The RFO shall complete and certify the annual Accounting Statements of the Council contained in the Annual Governance and Accountability Return in accordance with proper practices, as soon as practicable after the end of the financial year. Having certified the Accounting Statements, the RFO shall submit them to the Council, within the timescales required by the Accounts and Audit Regulations.
- 3.5. **The Council must ensure that there is an adequate and effective system of internal audit of its accounting records and internal control system in accordance with proper practices.**
- 3.6. **Any officer or Member of the Council must make available such documents and records as the internal or external auditor consider necessary for the purpose of the audit** and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary.
- 3.7. The internal auditor shall be appointed by the Council and shall carry out their work to evaluate the effectiveness of the Council's risk management, control and governance processes in accordance with proper practices specified in the Practitioners' Guide.
- 3.8. The Council shall ensure that the internal auditor:
- is competent and independent of the financial operations of the Council;
  - reports to Council in writing, or in person, on a regular basis with a minimum of one written report during each financial year;

- can demonstrate competence, objectivity and independence, free from any actual or perceived conflicts of interest, including those arising from family relationships; and
  - has no involvement in the management or control of the Council
- 3.9. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
  - initiate or approve accounting transactions;
  - provide financial, legal or other advice including in relation to any future transactions; or
  - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 3.10. For the avoidance of doubt, in relation to internal audit the terms 'independent' and 'independence' shall have the same meaning as described in The Practitioners Guide.
- 3.11. The RFO shall make arrangements for the exercise of electors' rights in relation to the accounts, including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and documents required by the Local Audit and Accountability Act 2014, or any superseding legislation, and the Accounts and Audit Regulations.
- 3.12. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

#### **4. Budget and precept**

- 4.1. **Before setting a precept, the Council must calculate its Council tax requirement for each financial year by preparing and approving a budget, in accordance with The Local Government Finance Act 1992 or succeeding legislation.**
- 4.2. Budgets for salaries and wages, including employer contributions shall be reviewed by the Council at least annually in January for the following financial year and the final version shall be evidenced by a hard copy schedule signed by the Clerk and the Chair of the Council.
- 4.3. No later than December each year, the RFO shall prepare a draft budget with detailed estimates of all income and expenditure for the following financial year, taking account of the lifespan of assets and cost implications of repair or replacement.
- 4.4. Unspent budgets for completed projects shall not be carried forward to a subsequent year. Unspent funds for partially completed projects may only be carried forward (by placing them in an earmarked reserve) with the formal approval of the full Council.
- 4.5. Each Committee shall review its draft budget and submit any proposed amendments to the Council not later than the end of November each year.

- 4.6. The draft budget with any Committee proposals and forecast, including any recommendations for the use or accumulation of reserves, shall be considered by the Budget Taks & Finish Group and a recommendation made to the Council.
- 4.7. Having considered the proposed budget and forecast, the Council shall determine its Council tax requirement by setting a budget. The Council shall set a precept for this amount no later than the end of January for the ensuing financial year.
- 4.8. **Any Member with Council tax unpaid for more than two months is prohibited from voting on the budget or precept by Section 106 of the Local Government Finance Act 1992 and must and must disclose at the start of the meeting that Section 106 applies to them.**
- 4.9. The RFO shall **issue the precept to the billing authority no later than the end of February** and supply each Member with a copy of the agreed annual budget.
- 4.10. The agreed budget provides a basis for monitoring progress during the year by comparing actual spending and income against what was planned.
- 4.11. Any addition to, or withdrawal from, any earmarked reserve shall be agreed by the Council or Policy & Finance Committee.

## **5. Procurement**

- 5.1. **Members and officers are responsible for obtaining value for money at all times.** Any officer procuring goods, services or works should ensure, as far as practicable, that the best available terms are obtained, usually by obtaining prices from several suppliers.
- 5.2. The RFO should verify the lawful nature of any proposed purchase before it is made and in the case of new or infrequent purchases, should ensure that the legal power being used is reported to the meeting at which the order is authorised and also recorded in the minutes.
- 5.3. Every contract shall comply with these the Council's Standing Orders and these Financial Regulations and no exceptions shall be made, except in an emergency.
- 5.4. For a contract for the supply of goods, services or works where the estimated value will exceed the thresholds set by Parliament, the full requirements of The Procurement Act 2023 and The Procurement Regulations 2024 or any superseding legislation ("the Legislation"), must be followed in respect of the tendering, award and notification of that contract.
- 5.5. Where the estimated value is below the Government threshold, the Council shall (with the exception of items listed in paragraph 6.12) obtain prices as follows:

- 5.6. For contracts estimated to exceed £60,000 including VAT, the Clerk shall seek formal tenders from at least three suppliers agreed by the Council OR advertise an open invitation for tenders in compliance with any relevant provisions of the Legislation. Tenders shall be invited in accordance with Appendix 1.
- 5.7. For contracts estimated to be over £30,000 including VAT, the council must comply with any requirements of the Legislation regarding the publication of invitations and notices.
- 5.8. For contracts greater than £4,000 excluding VAT the Clerk shall seek at least 3 fixed-price quotes;
- 5.9. Where the value is between £500 and £4,000 excluding VAT, the Clerk shall try to obtain 3 estimates which might include evidence of online prices, or recent prices from regular suppliers.
- 5.10. For smaller purchases, the clerk shall seek to achieve value for money.
- 5.11. Contracts must not be split to avoid compliance with these rules.
- 5.12. The requirement to obtain competitive prices in these regulations need not apply to contracts that relate to items (i) to (iv) below:
- i. specialist services, such as legal professionals acting in disputes;
  - ii. repairs to, or parts for, existing machinery or equipment;
  - iii. works, goods or services that constitute an extension of an existing contract;
  - iv. goods or services that are only available from one supplier or are sold at a fixed price.
- 5.13. When applications are made to waive this financial regulation to enable a price to be negotiated without competition, the reason should be set out in a recommendation to the Council. Avoidance of competition is not a valid reason.
- 5.14. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- 5.15. Individual purchases of goods or services (or series of payments for the same service) within an agreed budget for that type of expenditure may be authorised by:
- the Clerk, under delegated authority, for any items below £2,500 excluding VAT.
  - the Clerk, in consultation with the Chair of the Council or Chair of the appropriate Committee, for any items below £5,000 excluding VAT.
  - in respect of grants, ~~Council a duly authorised Committee~~ within any limits set by the grant giving criteria, and in accordance with any policy statement agreed by the Council.
  - the Council for all items over £5,000;
- Such authorisation must be supported by a minute (in the case of Council or Committee decisions) or other auditable evidence trail.

- 5.16. No individual Member, or informal group of Members may issue an official order or make any contract on behalf of the Council.
- 5.17. No expenditure may be authorised that will exceed the budget for that type of expenditure other than by resolution of the Council or a duly delegated Committee acting within its Terms of Reference except in an emergency.
- 5.18. In cases of serious risk to the delivery of Council services or to public safety on Council premises, the clerk may authorise expenditure of up to £30,000 excluding VAT on repair, replacement or other work that in their judgement is necessary, whether or not there is any budget for such expenditure. The Clerk shall report such action to the Chair as soon as possible and to the Council as soon as practicable thereafter.
- 5.19. No expenditure shall be authorised, no contract entered into or tender accepted in relation to any major project, unless the Council is satisfied that the necessary funds are available and that where a loan is required, Government borrowing approval has been obtained first.
- 5.20. An official order or letter shall be issued for all work, goods and services above £250 excluding VAT unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained, along with evidence of receipt of goods.
- 5.21. Any ordering system can be misused and access to them shall be controlled by the RFO.

## **6. Banking and payments**

- 6.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and authorised by the Council; banking arrangements shall not be delegated to a Committee. The Council has resolved to bank with Barclays bank. The arrangements shall be reviewed annually for security and efficiency.
- 6.2. The Council must have safe and efficient arrangements for making payments, to safeguard against the possibility of fraud or error. Wherever possible, more than one person should be involved in any payment, for example by dual online authorisation or dual cheque signing. Even where a purchase has been authorised, the payment must also be authorised, and only authorised payments shall be approved or signed to allow the funds to leave the Council's bank.
- 6.3. All invoices for payment should be examined for arithmetical accuracy, analysed to the appropriate expenditure heading and verified to confirm that the work, goods or services were received, checked and represent expenditure previously authorised by the Council before being certified by the RFO. Where the certification of invoices is done as a batch, this shall include a dated



signature by the RFO that all invoices listed have been 'examined, verified and certified' by the RFO.

- 6.4. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of employment) may be summarised to avoid disclosing any personal information.
- 6.5. All payments shall be made by online banking or cheque, in accordance with a resolution of the Council or a delegated decision by the clerk, unless the Council resolves to use a different payment method.
- 6.6. For each financial year the RFO may draw up a schedule of regular payments due in relation to a continuing contract or obligation (such as Salaries, PAYE, National Insurance, pension contributions, rent, rates, regular maintenance contracts and similar items), which the Council ~~or a duly delegated Committee~~ may authorise in advance for the year. The Clerk / RFO shall have delegated authority to authorise payments up to £60,000 excluding VAT ~~within an agreed budget as long as the payment does not exceed the limits of the agreed budget.~~
- 6.7. A copy of this schedule of regular payments shall be approved by Policy & Finance Committee - to reduce the risk of duplicate payments.
- 6.8. A list of such payments shall be reported to the next appropriate meeting of the Policy & Finance Committee for information only.
- 6.9. The Clerk and RFO shall have delegated authority to authorise payments in the following circumstances:
  - i. ~~any payment necessary to avoid a charge under the Late Payment of Commercial Debts (Interest) Act 1998 or to comply with contractual terms, where the due date for payment is before the next scheduled meeting of [the Council], where the Clerk certifies that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee.~~
  - ii. ~~Fund transfers within the Councils banking arrangements up to the sum of £100,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Policy & Finance Committee.~~
  - iii. ~~any payments of up to £50,000 excluding VAT, within an agreed budget.~~
  - iv. ~~payments of up to £30,000 excluding VAT in cases of serious risk to the delivery of Council services or to public safety on Council premises.~~
- 6.10. The RFO shall present a schedule of payments made, or requiring authorisation, forming part of the agenda for the Policy & Finance Committee meeting. The Committee shall review the schedule for compliance and, having satisfied itself, shall approve payments made, or requiring authorisation, by resolution. A detailed list of all payments shall be disclosed within or as an attachment to the minutes of that meeting.

## **7. Electronic payments**

- 7.1. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate agreed by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts and a minimum of two people will be involved in any online approval process.
- 7.2. All authorised signatories shall have access to view the Council's bank statements.
- 7.3. No employee or Councillor shall disclose any PIN or password, relevant to the Council or its banking, to anyone not authorised in writing by the Council.
- 7.4. The Service Administrator shall approve all items due for payment online. A list of payments for approval shall be provided to all Councillors by email; and together with copies of the relevant invoices, shall be provided by email or as a paper copy to two authorised signatories.
- 7.5. If the prolonged absence of the Service Administrator delays online payment of invoices, the invoices shall be approved by the deputy clerk paid by cheque before the return of the Service Administrator.
- 7.6. Two Councillors who are authorised signatories shall check the payment details against the invoices before approving each payment using the online banking system or by cheque.
- 7.7. Evidence shall be retained showing which Members approved the payment online and the transaction reference confirming that the payment has been made shall be appended to the invoice for audit purposes.
- 7.8. A full list of all payments made in a month shall be provided to the next Policy & Finance meeting.
- 7.9. With the approval of the Town Clerk in each case, regular payments (such as gas, electricity, telephone, broadband, water, National Non-Domestic Rates, refuse collection, pension contributions and HMRC payments) may be made by variable direct debit, provided that the instructions are signed/approved by two authorised Members or the RFO. All direct debits payments are reported retrospectively in a timely manner to Policy and Finance Committee as part of their financial monitoring remit. The approval of the use of each variable direct debit shall be reviewed by the Council at least annually.
- 7.10. Payment may be made by BACS or CHAPS by resolution of the Council or Policy & Finance Committee provided that each payment is approved online by two authorised bank signatories, evidence is retained, and any payments are reported to Policy & Finance Committee at the next meeting. The approval of the use of BACS or CHAPS shall be renewed by resolution of the Council at least every two years.

- 7.11. If thought appropriate by the Council, regular payments of fixed sums may be made by banker's standing order, provided that the instructions are signed or approved by two Members, evidence of this is retained and any payments are reported to Council when made. The approval of the use of a banker's standing order shall be reviewed by the Council at least every two years.
- 7.12. Account details for suppliers may only be changed upon written notification by the supplier verified by the Clerk. This is a potential area for fraud and the clerk should ensure that any change is genuine. Data held should be checked with suppliers every two years.
- 7.13. Members and officers shall ensure that any computer used for the Council's financial business has adequate security, with anti-virus, anti-spyware and firewall software installed and regularly updated.
- 7.14. Remembered password facilities other than secure password stores requiring separate identity verification should not be used on any computer used for Council banking.

## **8. Cheque payments**

- 8.1. Cheques or orders for payment in accordance with a resolution or delegated decision shall be signed by two Members and countersigned by the Clerk.
- 8.2. A signatory having a family or business relationship with the beneficiary of a payment shall not, under normal circumstances, be a signatory to that payment.
- 8.3. To indicate agreement of the details on the cheque with the counterfoil and the invoice or similar documentation, the signatories shall also initial the cheque counterfoil and invoice.

## **9. Payment cards**

- 9.1. Any Debit Card issued for use will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £5,000 unless authorised by Council or Policy and Finance Committee in writing before any order is placed.
- 9.2. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Council. Transactions and purchases made will be reported to Policy & Finance Committee and authority for topping-up shall be at the discretion of the clerk.
- 9.3. Any corporate credit card or trade card account opened by the Council will be specifically restricted to use by the clerk and officers authorised by the clerk and any balance shall be paid in full each month.

- 9.4. Personal credit or debit cards of Members or staff shall not be used except for expenses of up to £250 including VAT, authorised by the clerk and incurred in accordance with Council policy.

## **10. Petty Cash**

- 10.1. The RFO shall maintain a petty cash imprest account of £200 and may provide petty cash to officers for the purpose of defraying operational and other expenses. In addition, approved cash floats for providing change for service users are £50 for museum till, £20 for the market, and £30 for the toilet coin, and are recorded on the balance sheet.
- a) Vouchers for payments made from petty cash shall be kept, along with receipts to substantiate every payment. Replenishment of floats is recorded in writing on each occurrence.
  - b) Cash income received must not be paid into the petty cash float without being separately recorded on the banking record, to ensure there is an audit trail for all income as provided elsewhere in these regulations.
  - c) Payments to maintain the petty cash float shall be shown separately on any schedule of payments presented for approval.

## **11. Payment of salaries and allowances**

- 11.1. **As an employer, the Council must make arrangements to comply with the statutory requirements of PAYE legislation.**
- 11.2. **Councillors allowances (where paid) are also liable to deduction of tax under PAYE rules and must be taxed correctly before payment.**
- 11.3. Salary rates shall be agreed by the Council or Staffing Committee. No changes shall be made to any employee's gross pay, emoluments, or terms and conditions of employment without the prior consent of the Council or Staffing Committee.
- 11.4. Payment of salaries shall be made, after deduction of tax, national insurance, pension contributions and any similar statutory or discretionary deductions, on the dates stipulated in employment contracts.
- 11.5. Deductions from salary shall be paid to the relevant bodies within the required timescales, provided that each payment is reported, as set out in these regulations above.
- 11.6. Each payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a payroll control account or other separate confidential record, with the total of such payments each calendar month reported in the cashbook. The Establishment list will be reviewed annually by the Staffing Committee to ensure that the correct payments have been made.

11.7. Any termination payments shall be supported by a report to the Council, setting out a clear business case. Termination payments shall only be authorised by the full Council.

11.8. Before employing interim staff, the Council must consider a full business case.

## **12. Loans and investments**

12.1. Any application for Government approval to borrow money and subsequent arrangements for a loan must be authorised by the full Council and recorded in the minutes. All borrowing shall be in the name of the Council, after obtaining any necessary approval.

12.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as Hire Purchase, Leasing of tangible assets or loans to be repaid within the financial year) must be authorised by the full Council, following a written report on the value for money of the proposed transaction.

12.3. The Council shall consider the requirement for an Investment Strategy and Policy in accordance with Statutory Guidance on Local Government Investments, which must be written in accordance with relevant regulations, proper practices and guidance. Any Strategy and Policy shall be reviewed by the Council at least annually.

12.4. All investment of money under the control of the Council shall be in the name of the Council.

12.5. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.

12.6. Payments in respect of short term or long-term investments, including transfers between bank accounts held in the same bank, shall be made in accordance with these regulations.

## **13. Income**

13.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.

13.2. The Council will review all fees and charges for work done, services provided, or goods sold at least annually as part of the budget-setting process, following a report of the Clerk. The Clerk shall be responsible for the collection of all amounts due to the Council.

13.3. Any sums found to be irrecoverable and any bad debts shall be reported to the Council by the Clerk / RFO and shall be written off in the year. The Council's approval shall be shown in the accounting records.

- 13.4. All sums received on behalf of the Council shall be recorded for audit trail purposes deposited with the Council's bankers, with such frequency as the RFO considers necessary. The origin of each receipt shall clearly be recorded on the paying-in slip or other record.
- 13.5. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 13.6. Any repayment claim under section 33 of the VAT Act 1994 shall be made quarterly where the claim exceeds £100 and at least annually at the end of the financial year.
- 13.7. Where significant sums of cash are regularly received by the Council, the RFO shall ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control record such as ticket issues, and that appropriate care is taken for the security and safety of individuals banking such cash.

#### **14. Payments under contracts for building or other construction works**

- 14.1. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments, which shall be made within the time specified in the contract based on signed certificates from the architect or other consultant engaged to supervise the works.
- 14.2. Any variation of, addition to or omission from a contract must be authorised by the Clerk to the contractor in writing, with the Council being informed where the final cost is likely to exceed the contract sum by 15% or more, or likely to exceed the budget available.

#### **15. Stores and equipment**

- 15.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 15.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 15.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 15.4. The RFO shall be responsible for periodic checks of stocks and stores, at least annually.

#### **16. Assets, properties and estates**

- 16.1. The Clerk shall make arrangements for the safe custody of all title deeds and Land Registry Certificates of properties held by the Council.

- 16.2. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date, with a record of all properties held by the Council, their location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held, in accordance with Accounts and Audit Regulations.
- 16.3. The continued existence of tangible assets shown in the Register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 16.4. No interest in land shall be purchased or otherwise acquired, sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a written report shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate where required by law).
- 16.5 No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, except where the estimated value of any one item does not exceed the values stated in the Council's asset disposal policy. In each case a written report shall be provided to Council with a full business case.

## **17. Insurance**

- 17.1. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered, reviewing these annually before the renewal date in conjunction with the Council's review of risk management.
- 17.2. The Clerk shall give prompt notification to insurers of all new risks, properties or vehicles which require to be insured and of any alterations affecting existing insurances.
- 17.3. The RFO shall be notified of any loss, liability, damage or event likely to lead to a claim, and shall report these to the Council at the next available meeting. The RFO shall negotiate all claims on the Council's insurers.
- 17.4. All appropriate Members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined annually by the Council.

## **18. Suspension and revision of Financial Regulations**

- 18.1. The Council shall review these Financial Regulations annually and following any change of clerk / RFO. The Clerk shall monitor changes in legislation or proper practices and advise the Council of any need to amend these Financial Regulations.

- 18.2. The Council may, by resolution duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations, provided that reasons for the suspension are recorded and that an assessment of the risks arising has been presented to all Members. Suspension does not disapply any legislation or permit the Council to act unlawfully.
- 18.3. The Council may temporarily amend these Financial Regulations by a duly notified resolution, to cope with periods of absence, local government reorganisation, national restrictions or other exceptional circumstances.



## **Appendix 1 - Tender process**

- 1) Any invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases.
- 2) The invitation shall in addition state that tenders must be addressed to the Clerk in the ordinary course of post, unless an electronic tendering process has been agreed by the Council.
- 3) Where a postal process is used, each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least one Member of Council.
- 4) Where an electronic tendering process is used, the Council shall use a specific email address that will be monitored to ensure that nobody accesses any tender before the expiry of the deadline for submission.
- 5) Any invitation to tender issued under this regulation shall be subject to Standing Order 18 and shall refer to the terms of the Bribery Act 2010.
- 6) Where the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision-making process was being undertaken.

## **Item 13b**

### **Policy Review – Safeguarding Policy**

<b>POLICY:</b>	<b>SAFEGUARDING - CHILDREN AND VULNERABLE ADULTS PROTECTION POLICY</b>
<b>Policy number:</b>	SGP 24 / v.4
<b>Available to:</b>	All Staff, Councillors, Event participants and the Public.
<b>Supersedes Version:</b>	Children and Vulnerable Adults Protection Policy – Adopted 29 <sup>th</sup> July 2019
<b>Approved by:</b>	Full Council
<b>Approval date</b>	22.01.24
<b>Review due:</b>	January 2025

## 1. Policy Statement

Ludlow Town Council is committed to creating and maintaining a safe and secure environment for all individuals involved in its activities, especially children, young people, and vulnerable adults.

This policy aims to create a culture that values integrity, transparency, and fairness, promoting an environment where employees feel safe reporting concerns without fear of reprisal.

## 2. Purpose of this policy

The purpose of this safeguarding policy is to:

- Protect individuals from harm, abuse, neglect, or exploitation.
- Establish a clear framework for the prevention, identification, and reporting of safeguarding concerns.
- Ensure that all staff, volunteers, and participants are aware of their responsibilities and obligations regarding safeguarding.

## 3. Scope

This policy outlines the procedures and responsibilities that will be adhered to in order to safeguard the welfare of all participants.

Key Principles:

- All individuals have the right to be treated with dignity and respect.
- Safeguarding is everyone's responsibility; it is not limited to those working directly with children, young people, or vulnerable adults.
- Open communication and collaboration are essential to create a safe environment.

## 4. Procedure

### 4.1 Roles and Responsibilities

- The Town Clerk is responsible for coordinating safeguarding efforts, providing guidance, and being the main point of contact for safeguarding concerns.
- All staff and volunteers have a responsibility to report concerns promptly to the Town Clerk.

#### 4.2 Recruitment and Training

- ~~Thorough background checks, including~~ Disclosure and Barring Service (DBS) checks, will be conducted for all staff, and councillors. ~~working with children, young people, or vulnerable adults.~~
- Disclosure and Barring Service (DBS) checks will be conducted for volunteers working with children, young people, or vulnerable adults.
- Staff, councillors and volunteers will receive regular training on safeguarding policies and procedures.

#### 4.3 Recognising and Responding to Concerns

- All concerns or suspicions of abuse or neglect will be taken seriously and addressed promptly (within 24 hours).
- **An appropriate and confidential reporting mechanism** is in place for staff, volunteers, and participants to report safeguarding concerns.

#### 4.4 Confidentiality

Information related to safeguarding concerns will be treated confidentially and shared only with those who need to know for the purpose of safeguarding.

#### 4.5 Communication

Ludlow Town Council will communicate its commitment to safeguarding through various channels, ensuring that all stakeholders are aware of the policy.

#### 4.6 Review and Evaluation

- This safeguarding policy will be reviewed annually or as needed, considering changes in legislation or organisational structure.
- Incidents and concerns will be analysed to continually improve safeguarding measures.

#### 4.7 Implementation

This safeguarding policy will be distributed to all staff, councillors volunteers, and participants. Compliance with the policy is a condition of involvement with Ludlow Town Council.

## 5. Legal

This policy is in accordance with the legal obligations outlined in relevant UK legislation, including but not limited to the Children Act 1989, the Protection of Vulnerable Adults (POVA) Scheme, and the Safeguarding Vulnerable Groups Act 2006.

Other Acts and Statutory Guidance include:

- **Children and Young Persons Act 1933** – Prevention of cruelty or exposure to moral and physical damage of any child or young persons.
- **Sexual Offences Act 1956** (Section 6) it is an offence to have a sexual relationship with a child under the age of sixteen.
- **Health and Safety at Work Act 1974**, Duty of care - The duty of care is a general legal duty on all individuals and organisations to avoid carelessly causing injury to persons.
- **Protection of Children Act 1978** – offence to take or publish indecent photographs of a child under 16.
- **Criminal and Court Justice Act 2000** – persons having committed certain offences are disqualified from working with children.
- **Sexual Offences Act 2003** creates an offence of sexual activity with a child, abuses of positions of trust and sexual activity, sexual activity with a person with mental disorders and the taking of indecent photographs of children 16 or 17.
- **The Children Act 2004** - Section 11 of the Children Act 2004 places a duty on a range of public sector bodies to make arrangements for ensuring that their functions are discharged having regard to the need to safeguard and promote the welfare of children.
- **Working Together to Safeguard Children 2023 Statutory Guidance** - Statutory guidance on multi-agency working to help, protect and promote the welfare of children.

## 6. Other relevant policies

Safeguarding Confidential Reporting Protocol.
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Lost Child Policy
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## **Item 13c**

# **Policy Review – Safeguarding Confidential Reporting Protocol**

<b>POLICY:</b>	<b>SAFEGUARDING POLICY AND CONFIDENTIAL REPORTING PROTOCOL</b>
<b>Policy number:</b>	SGCRP/ 24 / v.1.
<b>Available to:</b>	All Staff, Councillors, Event Participants, and Public
<b>Supersedes Version:</b>	New separate protocol
<b>Approved by:</b>	Full Council
<b>Approval date:</b>	22.01.24
<b>Review due:</b>	January 2025

## 1. Policy Statement

Ludlow Town Council is committed to creating and maintaining a safe and secure environment for all individuals involved in its activities, especially children, young people, and vulnerable adults.

This policy aims to create a culture that values integrity, transparency, and fairness, promoting an environment where employees feel safe reporting concerns without fear of reprisal.

## 2. Purpose of this protocol

The purpose of this reporting mechanism is to provide a confidential and secure channel for staff, volunteers, and participants to report any safeguarding concerns within Ludlow Town Council.

It aims to ensure the prompt and appropriate response to such concerns while respecting the privacy of all individuals involved.

## 3. Scope

This policy outlines the procedures and responsibilities that will be adhered to in order to safeguard the welfare of all participants.

Key Principles:

- All individuals have the right to be treated with dignity and respect.
- Safeguarding is everyone's responsibility; it is not limited to those working directly with children, young people, or vulnerable adults.
- Open communication and collaboration are essential to create a safe environment.

## **4. Reporting Options**

### **4.1 Direct Contact with Town Clerk**

Individuals can report safeguarding concerns directly to the Town Clerk either in person during office hours at the Guildhall, Mill Street, Ludlow SY8 1AZ, via phone on 01584 871 970, or by email – [townclerk@ludlow.gov.uk](mailto:townclerk@ludlow.gov.uk)

### **4.2 Anonymous Reporting Box**

Ludlow Town Council will provide an anonymous reporting box located in a discreet and accessible area of the Guildhall reception area. Individuals can submit written concerns anonymously.

## **5. Procedures for Reporting**

5.1 Depending on your chosen reporting method provide the information in writing or verbally during a scheduled private meeting.

5.2 All reports will be treated with the utmost confidentiality and handled discreetly. Please provide as much information as possible including:

### **5.3 Identify the Concern**

- Clearly identify and document the specific safeguarding concern. Be as detailed as possible in noting incidents, behaviours, or conditions that raise concern.
- Provide names and any identifiable information about the individuals involved, including the alleged victim and perpetrator(s).
- Specify the location where the concern occurred and the timeframe during which it took place.
- Include information about any witnesses to the safeguarding concern and their contact details, if known.
- Attach any supporting evidence, such as photos, documents, or relevant materials, if available and appropriate.
- If you are willing to be identified, provide contact information for follow-up or clarification.
- If applicable, mention if there have been previous reports or concerns related to the same issue.
- Include any preferences regarding the desired outcome or resolution, if applicable.

### **5.4 Response and Follow-up**

- The Town Clerk will acknowledge receipt of the report within three working days of receipt.
- A thorough investigation will be conducted, and appropriate action will be taken based on the findings.



- Regular updates on the status of the investigation (without compromising confidentiality) may be provided to the reporter, as appropriate.

## 5.5 Protection Against Retaliation

- Retaliation includes but is not limited to adverse employment actions, harassment, or any form of mistreatment directed at whistleblowers.
- The Council unequivocally prohibits any form of retaliation against individuals who report concerns or participate in investigations. Retaliation is a serious violation of our values and will not be tolerated, and may result in disciplinary actions, up to and including termination of employment.

## 6. **Legal**

This policy is in accordance with the legal obligations outlined in relevant UK legislation, including but not limited to the Children Act 1989, the Protection of Vulnerable Adults (POVA) Scheme, the Safeguarding Vulnerable Groups Act 2006 and relevant whistleblower protection laws.

## 7. **Other relevant policies and contacts**

<b>Policies</b>
Safeguarding Children and Vulnerable Adults Policy
Whistleblower Policy

<b>Contacts</b>
In an emergency dial 999, but for other calls to the police please ring 101.
To report a safeguarding concern by phone ring Shropshire Council's First Point of Contact team on <b>0345 678 9044</b> Monday to Thursday, 9am to 5pm, and Friday 9am to 4pm.
For emergency calls, customers can still call Shropshire Council's out of hours service on <b>0345 678 9040</b> .
If you have urgent adult safeguarding concerns outside of these hours, please phone Shropshire Council's Emergency Social Work Duty Team on 0345 678 9040.

## **Item 14a**

### **Climate Action Task and Finish Group – Minutes 5<sup>th</sup> June 2025**

# CLIMATE ACTION TASK & FINISH GROUP

Thursday 5<sup>th</sup> June 2025

Staff present: K Adams (Notes)

Committee: D Lyle (temporary chair), V Parry, K Cowell

Non Committee Attendee: I Maxwell-Muller

Apologies: None

Items discussed:

1. Cllr Lyle was appointed temporary Chair for this meeting only.
2. The verbal updates from the last meeting were considered.
3. The latest edition of the SSCA Newsletter was discussed.  
It was agreed that we should try to get an article from LTC in the Newsletter as it rarely features anything from the south of the County.
4. The Flower Box Volunteers Group was discussed and concluded that joint planting currently taking place is very positive, but more co-ordination will be needed in future between volunteers and LTC. A meeting should be taking place in the autumn.
5. LTCs presence at this years Green Festival was discussed along side what we can learn from last years efforts.
6. The most recent version of the Climate Action Plan (CAP) was considered. Some changes were agreed upon (see actions below).

Actions for next meeting:

1. KA to find out deadlines for upcoming editions of the SSCA newsletter so that articles relating to Ludlow Town Council can be submitted.
2. KA to liaise with the Communications and Marketing Officer to produce an article relating to Ludlow's climate actions such as Henley Road Helpers, Green Festival, Repair Café.
3. Actions for Green Festival:
  - Key information leaflets to be produced but only in a small number.
  - A QR code to be displayed linking to the information on our website.
  - Councillors who assist with 'manning' the stall will be provided with a script of information.
  - Councillors to be emailed asking for assistance in 'manning' the stall.
  - DL and KC will arrange obtaining free flower seeds to be given away.
  - To ask P&F to approve expenditure for labels and seed envelopes.
4. Updates to the Climate Action Plan as follows:
  - Working Group to consider what criteria could be included in 4 – *We will aim to include Climate Emergency referens in all new contract specifications and*

*Invitations to Tender and we will include these references in the evaluation process; and 11 – We will aim to ensure all contractors have a ‘Zero to Landfill’ policy which is regularly reviewed and updated.*

- 20 – To approach SC to ensure they have found alternatives to using toxic weedkillers throughout the county.
  - 21 – KA to progress the Hedgerow Maintenance and Management plan to be brought to the next CAWG as a first draft document.
  - 22 – Could a DLF member be invited to a future meeting of the CAWG to discuss? KA to produce a draft document similar to a Toolbox Talk for the DLF.
  - 23 – KA to confirm if SC have been contacted regarding reducing non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow.
  - 24 – To consider before the next meeting ideas for a climate action award draft criteria.
  - 25 – To look at the Grant Funding criteria and make suggestions regarding how climate-related criteria could be included.
  - 26 – To recommend to P&F that LTC facilitates a community meeting to discuss environmental issues and climate change. The location should be easily accessible for all to attend.
  - 29 – Could we embrace the current volunteer interest in Ludlow and hold a volunteer day/morning (possibly a Saturday) at St Johns Gardens to begin interest in the site start tidying up the beds.
  - 32 – Flood Action Group. DL to feedback to the CAWGs next meeting.
5. Action outstanding from previous meeting - KA to discuss with the DLF Supervisor ideas for mowing equipment and green waste disposal. To look at a local more environmentally friendly way of disposal (Jonathan Lewis, Priors Halton Farm aka Overton Energy Ltd)

## **Item 14b**

### **Climate Action Task and Finish Group – Recommendations 27<sup>th</sup> March 2025**



**Please refer to recommendations made by the Climate Action Task and Finish Group on the 5<sup>th</sup> June 2025 that supersede these recommendations.**

**RECOMMENDATIONS FROM CLIMATE  
ACTION TASK & FINISH GROUP 27<sup>TH</sup> MARCH  
TO  
POLICY & FINANCE COMMITTEE 7<sup>TH</sup> APRIL  
2025**

That:-

- a) Shropshire Council planning team are made aware of the 'Wild Justice Lost Nature Summary' document in the hope that more enforcement will be carried out in Shropshire to ensure housing developers in Shropshire follow through with their environmental promises.

Summary of the document and full document attached for information.

**(Referred to Representational Committee)**

- b) That the following items are purchased for a seed giveaway at Ludlow's Green Festival: £63.60 for 400 seed balls, £3.99 for 100 envelopes (6 x 10cm), 100 Labels off: £25.51 plus vat TOTAL £93.10  
Expenditure from budget code 101 4062 (climate action) which has a budget of £500.

**(Superseded by recommendations from the meeting on the 5<sup>th</sup> June 2025)**

## **Item 14c**

### **Climate Action Task and Finish Group – Recommendations 5<sup>th</sup> June 2025**



## **RECOMMENDATIONS FROM CLIMATE ACTION WORKING GROUP 5<sup>TH</sup> JUNE TO POLICY & FINANCE COMMITTEE 16<sup>TH</sup> JUNE 2025**

That:-

1. The Committee considers the following actions in preparation for Ludlow Green Festival:
  - Key information leaflets to be produced but only in a small number.
  - A QR code to be displayed linking to the information on our website.
  - Councillors who assist with 'manning' the stall will be provided with a script of information.
  - Councillors to be emailed asking for assistance in 'manning' the stall.
  - DL and KC will arrange obtaining free flower seeds to be given away. To ask P&F to approve expenditure for labels and seed envelopes (£3.99 for 100 envelopes (6 x 10cm), 100 Labels off: £25.51 plus vat). Expenditure from budget code 101 4062 (climate action) which has a budget of £500.
2. The Committee considers the following updates to be made to the Climate Action Plan:
  - Working Group to consider what criteria could be included in 4 – *We will aim to include Climate Emergency reference in all new contract specifications and Invitations to Tender and we will include these references in the evaluation process*; and 11 – *We will aim to ensure all contractors have a 'Zero to Landfill' policy which is regularly reviewed and updated.*
  - 20 – To approach SC to ensure they have found alternatives to using toxic weedkillers throughout the county.
  - 21 – KA to progress the Hedgerow Maintenance and Management plan to be brought to the next CAWG as a first draft document.
  - 22 – Could a DLF member be invited to a future meeting of the CAWG to discuss? KA to produce a draft document similar to a Toolbox Talk for the DLF.
  - 23 – KA to confirm if SC have been contacted regarding reducing non-essential grass cutting of verges throughout Ludlow to allow native wildflowers to grow.



- 24 – To consider before the next meeting ideas for a climate action award draft criteria.
- 25 – To look at the Grant Funding criteria and make suggestions regarding how climate-related criteria could be included.
- 26 – To recommend to P&F that LTC facilitates a community meeting to discuss environmental issues and climate change. The location should be easily accessible for all to attend.
- 29 – Could we embrace the current volunteer interest in Ludlow and hold a volunteer day/morning (possibly a Saturday) at St Johns Gardens to begin interest in the site start tidying up the beds.

**Item 15a**  
**Fourth Quarter Income and Expenditure**  
**Report**

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 General Administration</u>							
1018 Street Trading Income	10,965	6,000	(4,965)			182.7%	
1171 Miscellaneous Income	209	0	(209)			0.0%	
1176 Precept Received	823,696	823,696	0			100.0%	
1187 Neighbourhood Fund	1,665	0	(1,665)			0.0%	1,665
1196 Interest Received	40,393	20,000	(20,393)			202.0%	
General Administration :- Income	<u>876,928</u>	<u>849,696</u>	<u>(27,232)</u>			<u>103.2%</u>	<u>1,665</u>
4009 Training/Manuals	5,907	7,000	1,093		1,093	84.4%	
4016 Annual Town Meeting	75	50	(25)		(25)	150.0%	
4017 Miscellaneous	154	150	(4)		(4)	102.6%	
4019 Mobile Phones	3,514	3,300	(214)		(214)	106.5%	
4021 Postage	273	300	27		27	91.0%	
4022 Stationery	917	900	(17)		(17)	101.9%	
4023 Subscriptions & Licence Fees	2,491	3,400	909		909	73.3%	
4024 ALC Subscription	2,386	2,400	15		15	99.4%	
4025 Paper Recycling & Confidential	258	300	42		42	85.9%	
4026 Office Equipment	1,546	1,500	(46)		(46)	103.0%	
4028 Liability Insurance	29,898	29,000	(898)		(898)	103.1%	
4029 Motor Insurance	2,852	2,500	(352)		(352)	114.1%	
4031 Web-site	1,433	1,400	(33)		(33)	102.4%	
4032 Newsletter	1,147	3,000	1,853		1,853	38.2%	
4034 Photocopier	5,869	2,500	(3,369)		(3,369)	234.8%	
4039 RBS Accounts Package	1,911	2,500	589		589	76.4%	
4053 HR and H&S Advice	7,237	4,400	(2,837)		(2,837)	164.5%	
4055 Professional Fees/Legal	19,747	10,000	(9,747)		(9,747)	197.5%	
4057 Audit Fees	3,676	3,600	(76)		(76)	102.1%	
4062 Climate Action	140	500	360		360	28.0%	
4070 Fire Safety	1,402	1,200	(202)		(202)	116.8%	
4072 Bus Shelter	0	5,200	5,200		5,200	0.0%	
4102 Risk Assessment Software	0	700	700		700	0.0%	
4120 Council Minute Book Binding	0	1,660	1,660		1,660	0.0%	
4610 Loan Charges	1,990	156,292	154,302		154,302	1.3%	(150,000)
General Administration :- Indirect Expenditure	<u>94,821</u>	<u>243,752</u>	<u>148,931</u>	<u>0</u>	<u>148,931</u>	<u>38.9%</u>	<u>(150,000)</u>
Net Income over Expenditure	<u>782,107</u>	<u>605,944</u>	<u>(176,163)</u>				
6000 plus Transfer from EMR	(150,000)	0	150,000				
6001 less Transfer to EMR	1,665	0	(1,665)				
Movement to/(from) Gen Reserve	<u>630,442</u>	<u>605,944</u>	<u>(24,498)</u>				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>102 Staff Costs</u>							
4000 Salaries and Wages	593,430	616,300	22,870		22,870	96.3%	
4001 Actuarial Pension Fund Deficit	7,000	7,000	0		0	100.0%	
4002 CC Salaries and Wages	775	638	(137)		(137)	121.5%	
4005 Other Costs	646	500	(146)		(146)	129.1%	
4056 Payroll Processing Fees	1,800	2,000	200		200	90.0%	
4060 Recruitment Costs	1,742	1,000	(742)		(742)	174.2%	
4063 Staff Counselling	595	1,800	1,205		1,205	33.1%	
4064 Staff Medicals	166	700	534		534	23.7%	
Staff Costs :- Indirect Expenditure	606,153	629,938	23,785	0	23,785	96.2%	0
Net Expenditure	(606,153)	(629,938)	(23,785)				
<u>103 Insurance Claims</u>							
1070 Insurance Claims Received	14,421	0	(14,421)			0.0%	
Insurance Claims :- Income	14,421	0	(14,421)				0
4059 Insurance Claims Expenditure	15,237	0	(15,237)		(15,237)	0.0%	
Insurance Claims :- Indirect Expenditure	15,237	0	(15,237)	0	(15,237)		0
Net Income over Expenditure	(816)	0	816				
<u>104 Transaction Fees</u>							
4058 Bank Charges	1,487	1,900	413		413	78.2%	
4075 Linney Parking Meter Fees	1,725	0	(1,725)		(1,725)	0.0%	
4327 Pay Pal Commission Charge	488	700	212		212	69.7%	
4523 Buttercross Card Payment Fees	54	0	(54)		(54)	0.0%	
4524 Market Card Payment Fees	701	0	(701)		(701)	0.0%	
Transaction Fees :- Indirect Expenditure	4,456	2,600	(1,856)	0	(1,856)	171.4%	0
Net Expenditure	(4,456)	(2,600)	1,856				
<u>105 Civic Ceremonial</u>							
1160 Civic Regalia Income	34	0	(34)			0.0%	
Civic Ceremonial :- Income	34	0	(34)				0
4200 Mayors Allowance	3,630	6,476	2,846		2,846	56.1%	(2,846)
4201 Mayor Making	1,282	1,500	218		218	85.4%	
4202 Mayor's Sunday	161	550	389		389	29.2%	
4206 Remembrance Sunday	498	800	302		302	62.3%	
4207 Seniors Party	1,481	1,200	(281)		(281)	123.4%	
4208 Childrens Xmas Grotto	307	300	(7)		(7)	102.2%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4209 Civic Awards	88	150	62		62	58.7%	
4210 Civic Regalia	693	500	(193)		(193)	138.6%	193
4211 Twinning	0	300	300		300	0.0%	
4212 Members Expenses	72	400	328		328	17.9%	
4213 Mayors Board Updating	834	500	(334)		(334)	166.8%	
Civic Ceremonial :- Indirect Expenditure	9,045	12,676	3,631	0	3,631	71.4%	(2,653)
Net Income over Expenditure	(9,012)	(12,676)	(3,664)				
6000 plus Transfer from EMR	(2,653)	0	2,653				
Movement to/(from) Gen Reserve	(11,665)	(12,676)	(1,011)				
<u>110 Community Grants</u>							
1123 Bathing Water Signage	431	0	(431)			0.0%	
1191 ShapingPlacesforHealthy Lives	15,000	0	(15,000)			0.0%	
Community Grants :- Income	15,431	0	(15,431)				0
4091 Shaping Places Project Expend	3,618	0	(3,618)		(3,618)	0.0%	
4109 Market Town Support Fund	1,483	1,096	(387)		(387)	135.3%	
4144 SYA	1,500	1,500	0		0	100.0%	
4150 Youth Forum	2,000	2,000	0		0	100.0%	
4159 Ludlow Piano Festival	500	500	0		0	100.0%	
4160 Project Support Grants	3,050	10,000	6,950		6,950	30.5%	
4161 Ludlow Town Band	1,050	1,050	0		0	100.0%	
4167 Ludlow Town Colts FootballClub	750	750	0		0	100.0%	
Community Grants :- Indirect Expenditure	13,951	16,896	2,945	0	2,945	82.6%	0
Net Income over Expenditure	1,480	(16,896)	(18,376)				
<u>111 Community Projects</u>							
4158 Christmas Lights	12,013	12,000	(13)		(13)	100.1%	
4181 Town Plan	0	1,500	1,500		1,500	0.0%	
4182 Churchyard Wall Loan Expenditu	900	2,152	1,252		1,252	41.8%	
4604 CCTV	0	4,000	4,000		4,000	0.0%	(4,000)
4705 Skatepark	3	1,000	997		997	0.3%	(997)
Community Projects :- Indirect Expenditure	12,916	20,652	7,736	0	7,736	62.5%	(4,997)
Net Expenditure	(12,916)	(20,652)	(7,736)				
6000 plus Transfer from EMR	(4,997)	0	4,997				
Movement to/(from) Gen Reserve	(17,913)	(20,652)	(2,739)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>115 Property</u>							
1000 Buttercross Shop Rent	20,000	20,000	0			100.0%	
Property :- Income	20,000	20,000	0			100.0%	0
4222 Maintenance	167	3,400	3,233		3,233	4.9%	
Property :- Indirect Expenditure	167	3,400	3,233	0	3,233	4.9%	0
Net Income over Expenditure	19,833	16,600	(3,233)				
<u>117 Buttercross Market</u>							
4013 Electricity	385	400	15		15	96.3%	
Buttercross Market :- Indirect Expenditure	385	400	15	0	15	96.3%	0
Net Expenditure	(385)	(400)	(15)				
<u>119 Buttercross</u>							
1006 Buttercross Museum Tickets	6,395	6,000	(395)			106.6%	
1007 Buttercross Museum Donations	177	0	(177)			0.0%	
1008 Buttercross Museum Merchandise	1,361	1,200	(161)			113.4%	
Buttercross :- Income	7,934	7,200	(734)			110.2%	0
4011 Rates	5,763	5,400	(363)		(363)	106.7%	
4012 Water Rates	492	550	58		58	89.4%	
4013 Electricity	1,247	1,400	153		153	89.1%	
4014 Gas	1,193	1,300	107		107	91.8%	
4020 Telephone	0	550	550		550	0.0%	
4222 Maintenance	2,352	1,000	(1,352)		(1,352)	235.2%	
4232 Buttercross Museum Merchandise	690	750	60		60	92.0%	
4233 Buttercross Lift Contract	200	600	400		400	33.3%	
4234 Clock Service	359	320	(39)		(39)	112.2%	
4522 Buttercross Museum Events	133	150	17		17	88.9%	
Buttercross :- Indirect Expenditure	12,431	12,020	(411)	0	(411)	103.4%	0
Net Income over Expenditure	(4,497)	(4,820)	(323)				
<u>121 Guildhall</u>							
4011 Rates	10,354	9,500	(854)		(854)	109.0%	
4012 Water Rates	1,179	1,500	321		321	78.6%	
4013 Electricity	7,296	6,300	(996)		(996)	115.8%	
4020 Telephone	1,702	2,200	498		498	77.4%	
4218 Guildhall Redecoration	0	1,000	1,000		1,000	0.0%	(1,000)
4222 Maintenance	985	1,500	515		515	65.7%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4604 CCTV	0	700	700		700	0.0%	
4612 IT Package & cloud backup	2,816	3,000	184		184	93.9%	
Guildhall :- Indirect Expenditure	24,334	25,700	1,366	0	1,366	94.7%	(1,000)
Net Expenditure	(24,334)	(25,700)	(1,366)				
6000 plus Transfer from EMR	(1,000)	0	1,000				
Movement to/(from) Gen Reserve	(25,334)	(25,700)	(366)				
<u>201 Markets</u>							
1003 Buttercross Market Rent	3,752	1,400	(2,352)			268.0%	
1020 Market Rents	139,081	130,000	(9,081)			107.0%	
1022 Electricity	3,707	3,500	(207)			105.9%	
1023 Specialist Markets	693	0	(693)			0.0%	
1025 Antique Market	9,906	10,200	294			97.1%	
1027 Food Festival	0	1,500	1,500			0.0%	
1030 Produce Market (Ludlow 21)	8,840	8,500	(340)			104.0%	
1036 Tuesday Markets	2,374	0	(2,374)			0.0%	
1037 Sunday Markets	14,278	14,750	473			96.8%	
1038 Thursday Markets	8,802	14,750	5,948			59.7%	
1040 Parking Permits	14,189	0	(14,189)			0.0%	
1171 Miscellaneous Income	198	0	(198)			0.0%	
Markets :- Income	205,818	184,600	(21,218)			111.5%	0
4011 Rates	24,950	26,200	1,250		1,250	95.2%	
4012 Water Rates	685	800	115		115	85.6%	
4013 Electricity	3,880	4,000	120		120	97.0%	
4017 Miscellaneous	334	300	(34)		(34)	111.3%	
4018 Online Booking System	0	500	500		500	0.0%	
4030 Advertsing	2,278	5,773	3,495		3,495	39.5%	(3,495)
4036 MACCs Licence & Maintenance	788	850	62		62	92.7%	
4222 Maintenance	9,914	9,817	(97)		(97)	101.0%	
4223 Waste Management	8,718	12,000	3,282		3,282	72.6%	
4227 Parking Permits	14,120	0	(14,120)		(14,120)	0.0%	
Markets :- Indirect Expenditure	65,667	60,240	(5,427)	0	(5,427)	109.0%	(3,495)
Net Income over Expenditure	140,150	124,360	(15,790)				
6000 plus Transfer from EMR	(3,495)	0	3,495				
Movement to/(from) Gen Reserve	136,655	124,360	(12,295)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>202 Mayfair</u>							
1024 May Fair	9,388	9,388	0			100.0%	
Mayfair :- Income	9,388	9,388	0			100.0%	0
4000 Salaries and Wages	2,815	0	(2,815)		(2,815)	0.0%	
4224 May Fair	5,427	9,388	3,961		3,961	57.8%	(1,146)
Mayfair :- Indirect Expenditure	8,242	9,388	1,146	0	1,146	87.8%	(1,146)
Net Income over Expenditure	1,146	0	(1,146)				
6000 plus Transfer from EMR	(1,146)	0	1,146				
Movement to/(from) Gen Reserve	(0)	0	0				
<u>205 Tourism</u>							
1056 Town Trails Income	210	0	(210)			0.0%	210
1057 Events Leaflet Income	0	3,000	3,000			0.0%	
Tourism :- Income	210	3,000	2,790			7.0%	210
4255 Events Leaflet	0	3,000	3,000		3,000	0.0%	
Tourism :- Indirect Expenditure	0	3,000	3,000	0	3,000	0.0%	0
Net Income over Expenditure	210	0	(210)				
6001 less Transfer to EMR	210	0	(210)				
Movement to/(from) Gen Reserve	0	0	0				
<u>301 Street Lighting</u>							
4222 Maintenance	6,309	2,000	(4,309)		(4,309)	315.5%	4,309
Street Lighting :- Indirect Expenditure	6,309	2,000	(4,309)	0	(4,309)	315.5%	4,309
Net Expenditure	(6,309)	(2,000)	4,309				
6000 plus Transfer from EMR	4,309	0	(4,309)				
Movement to/(from) Gen Reserve	(2,000)	(2,000)	0				
<u>302 Street Furniture</u>							
1059 Street Furniture Income	1,327	0	(1,327)			0.0%	195
Street Furniture :- Income	1,327	0	(1,327)				195
4222 Maintenance	597	1,000	403		403	59.7%	(403)
4354 Signage	503	250	(253)		(253)	201.2%	
4501 Street Furniture	1,117	1,500	383		383	74.4%	(383)
Street Furniture :- Indirect Expenditure	2,217	2,750	534	0	534	80.6%	(786)
Net Income over Expenditure	(890)	(2,750)	(1,860)				
6000 plus Transfer from EMR	(786)	0	786				
6001 less Transfer to EMR	195	0	(195)				



	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Movement to/(from) Gen Reserve	(1,871)	(2,750)	(879)				
<u>303 Toilets</u>							
1174 Toilet Block Income	5,133	10,000	4,867			51.3%	
Toilets :- Income	5,133	10,000	4,867			51.3%	0
4222 Maintenance	2,650	5,000	2,350		2,350	53.0%	(2,350)
4319 Consumable Goods	3,433	3,500	67		67	98.1%	
4356 Toilet Cleansing	1,415	2,000	585		585	70.8%	
Toilets :- Indirect Expenditure	7,498	10,500	3,002	0	3,002	71.4%	(2,350)
Net Income over Expenditure	(2,365)	(500)	1,865				
6000 plus Transfer from EMR	(2,350)	0	2,350				
Movement to/(from) Gen Reserve	(4,715)	(500)	4,215				
<u>304 Castle Street Toilets</u>							
4012 Water Rates	2,342	2,600	258		258	90.1%	
4013 Electricity	4,799	6,500	1,701		1,701	73.8%	
Castle Street Toilets :- Indirect Expenditure	7,141	9,100	1,959	0	1,959	78.5%	0
Net Expenditure	(7,141)	(9,100)	(1,959)				
<u>305 Smithfield Toilets</u>							
4012 Water Rates	1,679	1,500	(179)		(179)	111.9%	
4013 Electricity	890	900	10		10	98.9%	
4317 Water Management	356	400	44		44	89.0%	
Smithfield Toilets :- Indirect Expenditure	2,926	2,800	(126)	0	(126)	104.5%	0
Net Expenditure	(2,926)	(2,800)	126				
<u>306 Linney Toilets</u>							
4012 Water Rates	273	300	27		27	91.0%	
4013 Electricity	677	600	(77)		(77)	112.8%	
Linney Toilets :- Indirect Expenditure	950	900	(50)	0	(50)	105.6%	0
Net Expenditure	(950)	(900)	50				
<u>401 Cemetery</u>							
1050 Cemetery House Rent	6,000	6,000	0			100.0%	
1051 Cemetery Fees	22,031	15,000	(7,031)			146.9%	
1053 Grave Digging Fees	15,689	0	(15,689)			0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1171 Miscellaneous Income	49	0	(49)			0.0%	
Cemetery :- Income	43,769	21,000	(22,769)			208.4%	0
4011 Rates	1,758	1,600	(158)		(158)	109.9%	
4012 Water Rates	347	300	(47)		(47)	115.7%	
4013 Electricity	329	350	21		21	94.1%	
4222 Maintenance	1,605	2,000	395		395	80.2%	
4230 Cemetery Registers Restoration	0	500	500		500	0.0%	
4306 Grave Digging	14,327	0	(14,327)		(14,327)	0.0%	
4510 Chapel Maintenance	32	1,000	968		968	3.2%	(968)
4511 Cemetery House Maintenance	104	1,000	896		896	10.4%	(896)
4516 Cemetery Extension (Capital)	1,400	2,000	600		600	70.0%	(600)
4606 Cemetery Paths (Capital Item)	1,650	2,000	350		350	82.5%	(350)
Cemetery :- Indirect Expenditure	21,553	10,750	(10,803)	0	(10,803)	200.5%	(2,814)
Net Income over Expenditure	22,216	10,250	(11,966)				
6000 plus Transfer from EMR	(2,814)	0	2,814				
Movement to/(from) Gen Reserve	19,402	10,250	(9,152)				
<u>402 Ludlow in Bloom</u>							
4550 Ludlow in Bloom Expenditure	3,600	4,000	400		400	90.0%	
Ludlow in Bloom :- Indirect Expenditure	3,600	4,000	400	0	400	90.0%	0
Net Expenditure	(3,600)	(4,000)	(400)				
<u>403 Allotments</u>							
1076 Allotments Rent	923	923	0			100.0%	
Allotments :- Income	923	923	0			100.0%	0
4222 Maintenance	1,378	923	(455)		(455)	149.3%	453
Allotments :- Indirect Expenditure	1,378	923	(455)	0	(455)	149.3%	453
Net Income over Expenditure	(455)	0	455				
6000 plus Transfer from EMR	453	0	(453)				
Movement to/(from) Gen Reserve	(2)	0	2				
<u>410 Amenities</u>							
4222 Maintenance	3,760	5,000	1,240		1,240	75.2%	
4303 Plants	839	1,000	161		161	83.9%	
4357 Pest Control	0	300	300		300	0.0%	

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4400 Wheeler Rd Play Area Resurface	0	2,000	2,000		2,000	0.0%	(2,000)
4401 Housman Cres Play Area Fencing	0	200	200		200	0.0%	(200)
4402 Tree Survey & Works	1,450	2,000	550		550	72.5%	(550)
Amenities :- Indirect Expenditure	6,049	10,500	4,451	0	4,451	57.6%	(2,750)
Net Expenditure	(6,049)	(10,500)	(4,451)				
6000 plus Transfer from EMR	(2,750)	0	2,750				
Movement to/(from) Gen Reserve	(8,799)	(10,500)	(1,701)				
<u>411 Linney Riverside Park</u>							
1075 Linney Park Car Park Meter	15,278	15,000	(278)			101.9%	
Linney Riverside Park :- Income	15,278	15,000	(278)			101.9%	0
4011 Rates	549	620	71		71	88.5%	
4013 Electricity	291	200	(91)		(91)	145.3%	
4608 Linney Car Park	6,110	15,000	8,890		8,890	40.7%	(8,890)
Linney Riverside Park :- Indirect Expenditure	6,949	15,820	8,871	0	8,871	43.9%	(8,890)
Net Income over Expenditure	8,329	(820)	(9,149)				
6000 plus Transfer from EMR	(8,890)	0	8,890				
Movement to/(from) Gen Reserve	(561)	(820)	(259)				
<u>500 Direct Labour Force</u>							
1072 Vehicle Sale	2,000	0	(2,000)			0.0%	
Direct Labour Force :- Income	2,000	0	(2,000)				0
4013 Electricity	1,559	1,500	(59)		(59)	103.9%	
4223 Waste Management	2,239	2,500	261		261	89.6%	
4311 Vehicle Service & Repair	624	1,000	376		376	62.4%	
4312 Hand Mowers and Strimmers	873	800	(73)		(73)	109.1%	
4313 Vehicle Lease Hire	14,832	15,000	168		168	98.9%	
4318 Vehicle Tax	(38)	400	438		438	(9.6%)	
4319 Consumable Goods	1,497	1,500	3		3	99.8%	
4320 Fuel	5,114	5,200	86		86	98.3%	
4322 Clothing & PPE	1,610	1,600	(10)		(10)	100.6%	
4323 Equipment	1,601	1,600	(1)		(1)	100.1%	
Direct Labour Force :- Indirect Expenditure	29,910	31,100	1,190	0	1,190	96.2%	0
Net Income over Expenditure	(27,910)	(31,100)	(3,190)				

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>501 Contingencies</u>							
4800 Contingency Fund	6,465	16,384	9,919		9,919	39.5%	
4801 Infrastructure Fund	0	2,000	2,000		2,000	0.0%	(2,000)
4803 DLF Equip Replacement Fund	0	1,500	1,500		1,500	0.0%	(1,500)
Contingencies :- Indirect Expenditure	6,465	19,884	13,419	0	13,419	32.5%	(3,500)
Net Expenditure	(6,465)	(19,884)	(13,419)				
6000 plus Transfer from EMR	(3,500)	0	3,500				
Movement to/(from) Gen Reserve	(9,965)	(19,884)	(9,919)				
Grand Totals:- Income	1,218,592	1,120,807	(97,785)			108.7%	
Expenditure	970,748	1,161,689	190,941	0	190,941	83.6%	
Net Income over Expenditure	247,844	(40,882)	(288,726)				
plus Transfer from EMR	(179,619)	0	179,619				
less Transfer to EMR	2,070	0	(2,070)				
Movement to/(from) Gen Reserve	66,154	(40,882)	(107,036)				

## **Item 15b**

### **Fourth Quarter Exceptions Report**

## Income and Expenditure

### Exceptions Report 2024/25

**Fourth Quarter – January to March 2025** *(Tenth to Twelfth month)*

**Please note:** The financial year runs from April (month 1) to March (month 12)

**In Q4 expenditure and income expectation is 100%.**

Variations of 15% are reported as exceptions.

Some income or budgets are incremental throughout the year and others are one off amounts.

**Please read this report in conjunction with the Q4 Income and Expenditure Report.**

Key	Explanation
	Green indicates: <ul style="list-style-type: none"> <li>Income in excess of expectation.</li> <li>Expenditure below expectation.</li> </ul>
	Red indicates: <ul style="list-style-type: none"> <li>Income below expectation.</li> <li>Expenditure in excess of budget.</li> </ul>

CODE	DESCRIPTION	EXCEPTION	Budget %	Q4 Total	Budget	Movement to/from EMR	Carried Forward (C/F)
<b>General Admin</b>		<b>Income</b>					
101/1018	Street Trading Income	Income higher than expected.	182.7%	£10,965.00	£6000.00		
101/1171	Miscellaneous Income	Variable income – including disposal of scrap metal.	No Budget	£209.00	£0.00		
101/1187	Neighbourhood Fund	CIL fund amount notified by Shropshire Council after budget setting and paid in full in April 2024 – transferred to EMR.	No Budget	£1,665.00	£0.00	(£1,665.00)	
101/1196	Interest Received	Barclays bank (paid quarterly) and PSDF investment interest (paid monthly).	202.0%	£40,393.00	£20,000.00		
<b>General Admin</b>		<b>Expenditure</b>					
101/4009	Training/Manuals	Lower expenditure due to staff vacancies. C/F because higher costs expected 2025/26 for new Councillors.	84.4%	£5,907.00	£7,000.00		£1,000.00
101/4016	Annual Town Meeting	The budget was insufficient but has been increased in next year's budget.	150.0%	£75.00	£50.00		

101/4023	Subscription & Licence Fees	The budget was excessive but has been decreased in next year's budget.	73.3%	£2,491.00	£3,400.00		
101/4032	Newsletter	Only two editions were produced due to staff vacancy. Should be a quarterly publication –costs kept low due to inhouse design and low print costs. C/F to enable delivery option with local distributor.	38.2%	£1,147.00	£3,000.00		£1,000.00
101/4034	Photocopier	Includes £3,540.96 debt written off by Council due to company insolvency.	234.8%	£5,869.00	£2,500.00		
101/4039	RBS Accounts Package	Increased costs last year setting up Cemetery Management software. Budget has been reduced in 2025 / 26.	76.4%	£1,911.00	£2,500.00		
101/4053	HR and H&S Advice	Slightly increased contract costs and additional costs for case support. Budget increased in the next financial year.	164.5%	£7,237.00	£4,400.00		
101/4055	Professional Fees/ Legal	Additional legal advice required regarding FOI and threats of legal action.	197.5%	£19,747.00	£10,000.00		
101/4062	Climate Action	Expenditure agreed in 2024 / 25 has been invoiced in 2025/26 and funds have been C/F.	28.0%	£140.00	£500.00		£360.00
101/4070	Fire Safety	Additional costs for fire extinguishers that required replacing.	116.8%	£1,402.00	£1,200.00		
101/4072	Bus Shelter	Project delayed due to changed location. C/F	0.0%	£0.00	£5,200.00		£5,200.00
101/4102	Risk Assessment Software	Register created in-house. C/F	0.0%	£0.00	£700.00		£700.00
101/4120	Council Minute Book Binding	Insufficient staff time was available to complete the work. C/F	0.0%	£0.00	£1,660.00		£1,660.00
101/4610	Loan Charges	Loan repayments made, remaining budget allocated to reserves as resolved by Full Council.	1.3%	£1,990.00	£156,292.00	(£150,000.00)	

Staff Costs		Expenditure					
102/4002	CC Salaries & Wages	Additional D-Day event took place.	121.5%	£775.00	£638.00		
102/4005	Other Costs	Slightly increase milage claim / eye exam costs, and train travel costs.	129.1%	£646.00	£500.00		
102/4056	Payroll Processing Fee	Underspend carried forward for increased costs in 2025 / 26.	90.0%	£1,800.00	£2,000.00		£200.00
102/4060	Recruitment Costs	Local newspaper advertising for recruitment.	174.2%	£1,742.00	£1,000.00		
102/4063	Staff Counselling	Variable expenditure – carried forward budget to maintain budgetary level set by council.	33.1%	£595.00	£1,800.00		£1,000.00
102/4064	Staff Medicals	HSE advised health monitoring expenditure – C/F to enable DLF staff assessment in 2025 / 26.	23.7%	£166.00	£700.00		£200.00
Insurance Claims		Income					
103/1070	Insurance Claims Received	Insurance payment received for vehicle collision damage at Housman Crescent play area.	No Budget	£14,421.00	£0.00		
Insurance Claims		Expenditure					
103/4059	Insurance Claims Expenditure	Costs to replace / repair Housman play area equipment and fencing after vehicle collision -main repair/replacement costs in Q4. Includes additional fence repairs / replacement work.	No Budget	£15,237.00	£0.00		
Transaction Fees		Expenditure					
104/4058	Bank Charges	Reduced cash paying in charges due to card payments.	78.2%	£1,487.00	£1,900.00		
104/4075	Linney Parking Meter Fees	Offset by savings made following the increase in cash banking charges. Budget set in 2025/26	No Budget	£1,725.00	£0.00		
104/4327	PayPal Commission Charge	Changes to financial climate have led to more traders paying by card or on the day of the market instead of booking in advance through PayPal	69.7%	£488.00	£700.00		



104/4523	Buttercross Card Payment Fees	Card payment introduced part way through the year following increase in cash banking charges. Budget set in 2025/26	No Budget	£54.00	£0.00		
104/4524	Market Card Payment Fees	Card payment introduced part way through the year following increase in cash banking charges. Budget set in 2025/26	No Budget	£701.00	£0.00		
<b>Civic Ceremonial</b>		<b>Income</b>					
105/1160	Civic Regalia Income	Payment from Mayor's Allowance for Past Mayoress badge	No Budget	£34.00	£0.00		
<b>Civic Ceremonial</b>		<b>Expenditure</b>					
105/4200	Mayor's Allowance	Remaining budget transferred to EMR to be donated to the Mayor's Charity	56.1%	£3,630.00	£6,476.00 (includes temporary CF from 2023/24 Mayor)	(£2,846.00)	
105/4202	Mayor's Sunday	Annual event complete.	29.2%	£161.00	£550.00		
105/4206	Remembrance Sunday	Lower costs than expected	62.3%	£498.00	£800.00		
105/4207	Seniors Party	£500 grant in EMR to be allocated	123.4%	£1,481.00	£1,200.00		
105/4209	Civic Awards	Number of awards varies annually as decided by Council	58.7%	£88.00	£150.00		
105/4210	Civic Regalia	Purchase of Tricorn hat, robe cleaning. Transfer from EMR	138.6%	£693.00	£500.00	£193.00	
105/4211	Twinning	Grant paid in April 2025 – Carried Forward	0.0%	£0.00	£300.00		£300.00
105/4212	Members Expenses	Councillor milage allowance paid for attending meetings / events.	17.9%	£72.00	£400.00		
105/4213	Mayor's Board Updating	Updating for two years.	166.8%	£834.00	£500.00		
<b>Community Grants</b>		<b>Income</b>					
110/1123	Bathing Water Signage	Grant from DEFRA for cost of bathing water signage, see signage expenditure code (302/4354)	No Budget	£431.00	£0.00		

110/1191	Shaping Places for Healthy Lives Grant	Grant from Shropshire Council for partnership project with Hands Together Ludlow and the Food bank, see expenditure (110/4091)	No Budget	£15,000.00	£0.00		
<b>Community Grants</b>		<b>Expenditure</b>					
110/4091	Shaping Places Project Expend	Payment for Hands Together Ludlow for project management costs. See Income budget (110/1191)	No Budget	£3,618.00	£0.00		£11,382.00
110/4109	Market Town Support Fund	Planning permission was costed as the four sites needing one permission (as was the case for the CCTV application), but SC insisted on four separate charges.	135.3%	£1,483.00	£1,096.00		
110/4160	Project Support Grants	Low level of applications / awards.	30.5%	£3,050.00	£10,000.00		
<b>Community Projects</b>		<b>Expenditure</b>					
111/4181	Town Plan	Future Project – Carried Forward	0.0%	£0.00	£1,500.00		£1,500.00
111/4182	Churchyard Wall Loan Expenditure	Expenditure in relation to Structural engineer report. Balance of the loan carried forward.	41.8%	£900.00	£2,152.00		£1,252.00
111/4604	CCTV	Accrual of funds for future expenditure.	0.0%	£0.00	£4,000.00	(£4,000.00)	
111/4705	Skatepark	Variable expenditure, remainder transferred to EMR for future maintenance.	0.3%	£3.00	£2,450.00	(£997.00)	
<b>Property</b>		<b>Expenditure</b>					
115/4222	Maintenance	Expenditure estimate based on previous years – low expenditure in this year.	4.9%	£167.00	£3,400.00		
<b>Buttercross</b>		<b>Income</b>					
119/1007	Buttercross Museum Donations	Donations are variable.	No Budget	£177.00	£0.00		
<b>Buttercross</b>		<b>Expenditure</b>					
119/4020	Telephone	Ongoing problem with digital supply from BT – exploring alternative options to reinstate line.	0.0%	£0.00	£550.00		£150.00

119/4222	Maintenance	Exhibit monitoring sensors, electrical repairs, and redecoration. £812.78 expenditure for new video screen made on understanding that cost would be recovered from the FOLM.	235.2%	£2,352.00	£1,000.00		
119/4233	Buttercross Lift Contract	Annual Lift service complete – additional expenditure made from contingencies.	33.3%	£200.00	£600.00		
<b>Guildhall</b>		<b>Expenditure</b>					
121/4012	Water Rates	Budget increased 2024/25 due to leak, which has been fixed, and consequently usage is reduced.	78.6%	£1,179.00	£1,500.00		
121/4020	Telephone	Increased use of contract mobiles to save money.	77.4%	£1,702.00	£2,200.00		
121/4218	Guildhall Redecoration	Transferred to EMR for future project	0.0%	£0.00	£1,000.00	(£1,000.00)	
121/4222	Maintenance	Variable expenditure including heater repairs, lighting repairs, alarm maintenance, lock replacement.	65.7%	£985.00	£1,500.00		
121/4604	CCTV	Future Project – Carried Forward	0.0%	£0.00	£700.00		£700.00
<b>Markets</b>		<b>Income</b>					
201/1003	Buttercross Market Rent	Increase in frequency of trader use.	268.0%	£3,752.00	£1,400.00		
201/1023	Specialist Markets	Castle concert evening trading and Whole Market Let on 27/12/24	No Budget	£693.00	£0.00		
201/1027	Food Festival	No longer included in contract with the Food Festival. It is now an LTC market with income recorded in 201/1037.	0.0%	£0.00	£1,500.00		
201/1036	Tuesday Markets	New budget to identify markets by day instead of name	No Budget	£2,374.00	£0.00		
201/1038	Thursday Markets	Difficult economic conditions have impacted trader attendance.	59.7%	£8,802.00	£14,750.00		
201/1040	Parking Permits	At cost service for traders, see expenditure	No Budget	£14,189.00	£0.00		
201/1171	Miscellaneous Income	Market trader PAT testing fees	No Budget	£198.00	£0.00		

Markets		Expenditure					
201/4018	Online Booking System	Project underway due to be completed in 2025 / 26 Q1.	0.0%	£0.00	£500.00		£500.00
201/4030	Advertising	Remainder transferred to EMR for new online market booking system	39.5%	£2,278.00	£5,773.00	(£3,495.00)	
201/4223	Waste Management	Improved management of the market bins has led to reduced costs – budget reduced in 2025 / 26. Amendments to contract required after the budget was set to be covered by the C/F.	72.6%	£8,718.00	£12,000.00		£1,000.00
201/4227	Parking Permits	At cost service for traders, see income	No Budget	£14,120.00	£0.00		
Mayfair		Expenditure					
202/4224	Mayfair	Mayfair 2024 costs, remainder transferred to EMR to cover any additional costs during the term of the Licence to 2029.	87.8%	£8,242.00	£9,388.00	(£1,146.00)	
Tourism		Income					
205/1056	Town Trails Income	Income transferred to EMR for future reprint of trail.	No Budget	£210.00	£0.00	(210.00)	
205/1057	Events Leaflet Income	Low cost inhouse designed leaflet produced for local distribution – no advertising income.	0.0%	£0.00	£3,000.00		
Tourism		Expenditure					
205/4255	Events Leaflet	Low cost inhouse designed leaflet produced for local distribution expenditure from the market advertising budget.	0.0%	£0.00	£3,000.00		
Street Lighting		Expenditure					
301/4222	Maintenance	Market streetlight/socket works as approved by Council, transfer from EMR	315.5%	£6,309.00	£2,000.00	£4,309.00	
Street Furniture		Income					
302/1059	Street Furniture Income	Memorial Bench and plaque purchased. 5-year maintenance fee transferred to EMR	No Budget	£1,327.00	£0.00	(£195.00)	

Street Furniture		Expenditure					
302/4222	Maintenance	Materials for the refurbishment of benches and cleaning of bus shelters.	59.7%	£597.00	£1,000.00	(£403.00)	
302/4354	Signage	Bathing water signage costs including artwork changes and posts. (See Bathing Water Signage income code 110/1123 for Defra grant)	201.2%	£503.00	£250.00		
302/4501	Street Furniture	Memorial Bench Plaque (see income 302/1059), cherrypicker for hanging buckets and banner, memorial bench fixings.	74.4%	£1,117.00	£1,500.00	(£383.00)	
Toilets		Income					
303/1174	Toilet Block Income	Reduced income – partly explained by public use of LAR toilets, and partly due to maintenance issues relating to the doors locking system at castle Street toilets.	51.3%	£5,133.00	£10,000.00		
Toilets		Expenditure					
303/4222	Maintenance	Remaining budget transferred to EMR for future maintenance	53.0%	£2,650.00	£5,000.00	(£2,350.00)	
303/4356	Toilet Cleansing	Urinal cleansing contract.	70.8%	£1,415.00	£2,000.00		
Castle Street Toilets		Expenditure					
304/4013	Electricity	Underfloor heating is not working – leading to reduced costs but increased hazards of when floors become wet and slippery. Electrician has suggested air blower system – yet to be costed.	73.8%	£4,799.00	£6,500.00		
Cemetery		Income					
401/1051	Cemetery Fees	Variable Income.	146.9%	£22,031.00	£15,000.00		
401/1053	Grave Digging Fees	Cost neutral service – income and expenditure balance across the year.	No Budget	£15,689.00	£0.00		
401/1171	Miscellaneous Income	Cemetery maintenance donation.	No Budget	£49.00	£0.00		
Cemetery		Expenditure					
401/4222	Maintenance	Repairs to gates, maintenance of tools, and repairs to taps.	80.2%	£1,605.00	£2,000.00		

401/4230	Cemetery Register Maintenance	Old paper registers need occasional repair to maintain good condition – long term plan to populate the cemetery software and reduce the use of paper records.	0.0%	£0.00	£500.00		£500.00
401/4306	Grave Digging	Cost neutral service – income and expenditure balance across the year.	No Budget	£14,327.00	£0.00		
401/4510	Chapel Maintenance	Variable maintenance - unspent funds transferred to EMR for future maintenance	3.2%	£32.00	£1,000.00	(£968.00)	
401/4511	Cemetery House Maintenance	Variable maintenance - unspent funds transferred to EMR for future maintenance.	10.4%	£104.00	£1,000.00	(£896.00)	
401/4516	Cemetery Extension	Transferred to EMR for cemetery extension project.	70.0%	£1,400.00	£2,000.00	(£600.00)	
401/4606	Cemetery Paths	Transferred to EMR for cemetery extension project.	82.5%	£1,650.00	£2,000.00	(£350.00)	
<b>Allotments</b>		<b>Expenditure</b>					
403/4222	Maintenance	Drainage works; funds transferred from EMR	149.3%	£1,378.00	£923.00	£453.00	
<b>Amenities</b>		<b>Expenditure</b>					
410/4222	Maintenance	Annual play equipment inspections, play surface repairs, play area hedge cutting, and swing repairs.	75.2%	£3,760.00	£5,000.00		£1,240.00
410/4357	Pest Control	Variable expenditure.	0.0%	£0.00	£300.00		£200.00
410/4400	Wheeler Rd Play Area Resurface	Transferred to EMR for future project.	0.0%	£0.00	£2,000.00	(£2,000.00)	
410/4401	Housman Crescent Play Area Fencing	Transferred to EMR for future fence maintenance	0.0%	£0.00	£200.00	(£200.00)	
410/4402	Tree Survey & Works	Dinham Magnolia, Castle Gardens and St Johns tree works completed. Remainder transferred to EMR for future tree works	72.5%	£1,450.00	£2,000.00	(£550.00)	
<b>Linney Riverside Park</b>		<b>Expenditure</b>					
411/4013	Electricity	Insufficient budget that has been increased in 2025/26	145.3%	£291.00	£200.00		

411/4608	Linney Car Park	Replacement cradle swing and basket swing, new pontoon ladder, replacement fencing and smaller items. Remainder transferred to EMR for future replacement of play equipment.	40.7%	£6,110.00	£15,000.00	(£8,890.00)	
<b>Direct Labour Force</b>		<b>Income</b>					
500/1072	Vehicle Sale	L200 tipper truck sold as agreed under disposal policy.	No Budget	£2,000.00	£0.00		
<b>Direct Labour Force</b>		<b>Expenditure</b>					
500/4311	Vehicle Service & Repair	Lower maintenance costs for new vans. Ride-on mower and tractor service and repairs.	41.8%	£418.00	£1,000.00		
500/4318	Vehicle Tax	Road tax included in lease hire payments. Refund tax on L200 sold in 2024.	-9.6%	-£38.00	£400.00		
<b>Contingencies</b>		<b>Expenditure</b>					
501/4800	Contingency Fund	Variable expenditure including D- Day event expenditure, Visit Shropshire membership, storage and scaffolding, HR support and meeting rooms, Event display boards.	39.5%	£6,465.00	£16,384.00		
501/4801	Infrastructure Fund	Transferred to EMR for future electric vehicle charging project	0.0%	£0.00	£2,000.00	(£2,000.00)	
501/4803	DLF Equip Replacement Fund	Transferred to EMR to replace larger items of equipment as necessary (i.e. tractor)	0.0%	£0.00	£1,500.00	(£1,000.00)	

**Item 15e**  
**Budget 2025/26**



## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
101	<u>General Administration</u>											
1018	Street Trading Income	6,000	7,068	0	0	6,000	0	6,000	10,965	7,000	0	0
1171	Miscellaneous Income	250	677	0	0	0	0	0	209	0	0	0
1176	Precept Received	773,395	773,395	0	0	823,696	0	823,696	823,696	946,000	0	0
1187	Neighbourhood Fund	0	21,653	0	0	0	0	0	1,665	0	0	0
1196	Interest Received	1,000	31,820	0	0	20,000	0	20,000	40,393	50,000	0	0
	Total Income	780,645	834,613	0	0	849,696	0	849,696	876,928	1,003,000	0	0
4009	Training/Manuals	8,500	5,620	0	0	7,000	0	7,000	5,907	6,000	0	1,000
4016	Annual Town Meeting	160	40	0	0	50	0	50	75	100	0	0
4017	Miscellaneous	213	105	100	0	50	0	150	154	150	0	0
4019	Mobile Phones	3,000	3,110	0	0	3,300	0	3,300	3,514	3,500	0	0
4021	Postage	300	345	0	0	300	0	300	273	250	0	0
4022	Stationery	600	942	0	0	900	0	900	917	900	0	0
4023	Subscriptions & Licence Fees	2,200	2,094	0	1,000	2,400	0	3,400	2,491	2,600	0	0
4024	ALC Subscription	2,200	2,238	0	0	2,400	0	2,400	2,386	2,600	0	0
4025	Paper Recycling & Confidential	300	190	0	0	300	0	300	258	250	0	0
4026	Office Equipment	2,000	2,021	0	0	1,500	0	1,500	1,546	2,000	0	0
4028	Liability Insurance	26,000	28,878	0	0	29,000	0	29,000	29,898	32,000	0	0
4029	Motor Insurance	2,650	3,183	0	0	2,500	0	2,500	2,852	3,000	0	0
4031	Web-site	1,200	1,398	0	0	1,400	0	1,400	1,433	1,500	0	0
4032	Newsletter	4,095	565	3,000	0	0	0	3,000	1,147	2,000	0	1,000
4034	Photocopier	4,000	2,527	0	0	2,500	0	2,500	5,869	2,500	0	0
4039	RBS Accounts Package	2,000	2,493	0	0	2,500	0	2,500	1,911	2,200	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4053	HR and H&S Advice	4,500	4,830	0	0	4,400	0	4,400	7,237	5,500	0	0
4054	Licence Fees	600	339	0	-1,000	1,000	0	0	0	500	0	0
4055	Professional Fees/Legal	20,000	20,464	0	0	10,000	0	10,000	19,747	45,000	0	0
4057	Audit Fees	3,500	3,606	0	0	3,600	0	3,600	3,676	3,800	0	0
4058	Bank Charges	1,900	1,256	0	-1,900	1,900	0	0	0	1,700	0	0
4062	Climate Action	500	0	0	0	500	0	500	140	500	0	360
4070	Fire Safety	1,000	1,678	0	0	1,200	0	1,200	1,402	1,500	0	0
4072	Bus Shelter	5,400	4,735	0	0	5,200	0	5,200	0	16,000	0	5,200
4080	General Data Protection Reg	0	0	0	0	0	0	0	0	100	0	0
4102	Risk Assessment Software	700	0	700	0	0	0	700	0	0	0	700
4120	Council Minute Book Binding	2,600	1,440	1,160	0	500	0	1,660	0	1,000	0	1,660
4610	Loan Charges	182,000	1,990	0	0	156,292	0	156,292	1,990	2,000	0	0
	Overhead Expenditure	282,118	96,086	4,960	-1,900	240,692	0	243,752	94,821	139,150	0	9,920
	101 Net Income over Expenditure	498,527	738,527	-4,960	1,900	609,004	0	605,944	782,107	863,850	0	-9,920
6000	plus Transfer from EMR	0	0	0	0	0	0	0	-150,000	0	0	0
6001	less Transfer to EMR	0	21,653	0	0	0	0	0	1,665	0	0	0
	Movement to/(from) Gen Reserve	498,527	716,874			609,004		605,944	630,442	863,850		
<u>102</u>	<u>Staff Costs</u>											
4000	Salaries and Wages	580,445	567,488	8,300	0	608,000	0	616,300	593,430	636,915	0	0
4001	Actuarial Pension Fund Deficit	5,400	5,400	0	0	7,000	0	7,000	7,000	7,300	0	0
4002	CC Salaries and Wages	750	663	38	0	600	0	638	775	600	0	0
4005	Other Costs	500	760	0	0	500	0	500	646	500	0	0
4056	Payroll Processing Fees	2,000	1,800	0	0	2,000	0	2,000	1,800	2,000	0	200

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4060	Recruitment Costs	1,000	1,020	0	0	1,000	0	1,000	1,742	1,000	0	0
4063	Staff Counselling	3,300	0	1,800	0	0	0	1,800	595	800	0	1,000
4064	Staff Medicals	0	0	0	0	700	0	700	166	700	0	200
	Overhead Expenditure	593,395	577,130	10,138	0	619,800	0	629,938	606,153	649,815	0	1,400
	Movement to/(from) Gen Reserve	(593,395)	(577,130)			(619,800)		(629,938)	(606,153)	(649,815)		
<u>103</u>	<u>Insurance Claims</u>											
1070	Insurance Claims Received	0	0	0	0	0	0	0	14,421	0	0	0
	Total Income	0	0	0	0	0	0	0	14,421	0	0	0
4059	Insurance Claims Expenditure	1,732	708	0	0	0	0	0	15,237	0	0	0
	Overhead Expenditure	1,732	708	0	0	0	0	0	15,237	0	0	0
	Movement to/(from) Gen Reserve	(1,732)	(708)			0		0	(816)	0		
<u>104</u>	<u>Transaction Fees</u>											
4058	Bank Charges	0	0	0	1,900	0	0	1,900	1,487	0	0	0
4075	Linney Parking Meter Fees	0	0	0	0	0	0	0	1,725	0	0	0
4327	Pay Pal Commission Charge	0	0	0	700	0	0	700	488	0	0	0
4523	Buttercross Card Payment Fees	0	0	0	0	0	0	0	54	0	0	0
4524	Market Card Payment Fees	0	0	0	0	0	0	0	701	0	0	0
	Overhead Expenditure	0	0	0	2,600	0	0	2,600	4,456	0	0	0
	Movement to/(from) Gen Reserve	0	0			0		(2,600)	(4,456)	0		
<u>105</u>	<u>Civic Ceremonial</u>											

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1160	Civic Regalia Income	0	0	0	0	0	0	0	34	0	0	0
1173	Seniors Party Donations	0	560	0	0	0	0	0	0	0	0	0
Total Income		0	560	0	0	0	0	0	34	0	0	0
4040	Election Expenses	3,077	3,077	0	0	0	0	0	0	4,000	0	0
4200	Mayors Allowance	5,247	2,051	3,196	0	3,280	0	6,476	3,630	3,280	0	0
4201	Mayor Making	1,300	1,273	0	0	1,500	0	1,500	1,282	1,500	0	0
4202	Mayor's Sunday	500	512	0	0	550	0	550	161	300	0	0
4206	Remembrance Sunday	1,118	748	0	0	800	0	800	498	800	0	0
4207	Seniors Party	1,100	1,024	0	0	1,200	0	1,200	1,481	1,200	0	0
4208	Childrens Xmas Grotto	300	192	0	0	300	0	300	307	350	0	0
4209	Civic Awards	150	99	50	0	100	0	150	88	150	0	0
4210	Civic Regalia	500	199	0	0	500	0	500	693	500	0	0
4211	Twinning	900	600	300	0	0	0	300	0	300	0	300
4212	Members Expenses	400	134	0	0	400	0	400	72	400	0	0
4213	Mayors Board Updating	900	0	500	0	0	0	500	834	1,000	0	0
Overhead Expenditure		15,492	9,909	4,046	0	8,630	0	12,676	9,045	13,780	0	300
105 Net Income over Expenditure		-15,492	-9,349	-4,046	0	-8,630	0	-12,676	-9,012	-13,780	0	-300
6000	plus Transfer from EMR	0	-301	0	0	0	0	0	-2,653	0	0	0
6001	less Transfer to EMR	0	500	0	0	0	0	0	0	0	0	0
Movement to/(from) Gen Reserve		(15,492)	(10,150)			(8,630)		(12,676)	(11,665)	(13,780)		
110	<u>Community Grants</u>											
1123	Bathing Water Signage	0	0	0	0	0	0	0	431	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1169	Christmas Lights Donations	0	885	0	0	0	0	0	0	0	0	0
1191	ShapingPlacesforHealthy Lives	0	0	0	0	0	0	0	15,000	0	0	0
Total Income		0	885	0	0	0	0	0	15,431	0	0	0
4091	Shaping Places Project Expend	0	0	0	0	0	0	0	3,618	0	0	11,382
4109	Market Town Support Fund	1,096	0	1,096	0	0	0	1,096	1,483	0	0	0
4110	Visitor Information Services	0	0	0	0	0	0	0	0	5,000	0	0
4114	Ludlow Fairtrade Town Group	500	500	0	0	0	0	0	0	0	0	0
4144	SYA	6,000	6,000	0	0	1,500	0	1,500	1,500	0	0	0
4150	Youth Forum	2,000	2,000	0	0	2,000	0	2,000	2,000	1,000	0	0
4156	Assembly Rooms	5,000	5,000	0	0	0	0	0	0	5,000	0	0
4159	Ludlow Piano Festival	0	0	0	0	500	0	500	500	750	0	0
4160	Project Support Grants	10,000	1,550	0	0	10,000	0	10,000	3,050	10,000	0	0
4161	Ludlow Town Band	500	500	0	0	1,050	0	1,050	1,050	1,050	0	0
4167	Ludlow Town Colts FootballClub	0	0	0	0	750	0	750	750	0	0	0
4183	Ludlow Hockey Club	0	0	0	0	0	0	0	0	1,000	0	0
Overhead Expenditure		25,096	15,550	1,096	0	15,800	0	16,896	13,951	23,800	0	11,382
Movement to/(from) Gen Reserve		(25,096)	(14,665)			(15,800)		(16,896)	1,480	(23,800)		
<u>111</u>	<u>Community Projects</u>											
1111	Thriving Children & Families	0	10,166	0	0	0	0	0	0	0	0	0
Total Income		0	10,166	0	0	0	0	0	0	0	0	0
4088	Thriving Children/Family Grant	0	10,166	0	0	0	0	0	0	0	0	0
4158	Christmas Lights	10,000	14,145	0	0	12,000	0	12,000	12,013	20,000	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4181	Town Plan	1,500	0	1,500	0	0	0	1,500	0	0	0	1,500
4182	Churchyard Wall Loan Expenditu	2,152	0	2,152	0	0	0	2,152	900	0	0	1,252
4604	CCTV	7,000	3,360	0	0	4,000	0	4,000	0	4,000	0	0
4705	Skatepark	2,450	0	0	0	1,000	0	1,000	3	1,000	0	0
	Overhead Expenditure	23,102	27,671	3,652	0	17,000	0	20,652	12,916	25,000	0	2,752
	111 Net Income over Expenditure	-23,102	-17,505	-3,652	0	-17,000	0	-20,652	-12,916	-25,000	0	-2,752
6000	plus Transfer from EMR	0	-6,090	0	0	0	0	0	-4,997	0	0	0
	Movement to/(from) Gen Reserve	(23,102)	(23,595)			(17,000)		(20,652)	(17,913)	(25,000)		
<u>115</u>	<u>Property</u>											
1000	Buttercross Shop Rent	15,000	17,500	0	0	20,000	0	20,000	20,000	20,000	0	0
	Total Income	15,000	17,500	0	0	20,000	0	20,000	20,000	20,000	0	0
4222	Maintenance	6,000	2,593	3,400	0	0	0	3,400	167	2,000	0	0
	Overhead Expenditure	6,000	2,593	3,400	0	0	0	3,400	167	2,000	0	0
	Movement to/(from) Gen Reserve	9,000	14,907			20,000		16,600	19,833	18,000		
<u>117</u>	<u>Buttercross Market</u>											
4013	Electricity	500	371	100	0	300	0	400	385	400	0	0
	Overhead Expenditure	500	371	100	0	300	0	400	385	400	0	0
	Movement to/(from) Gen Reserve	(500)	(371)			(300)		(400)	(385)	(400)		
<u>119</u>	<u>Buttercross</u>											

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1006	Buttercross Museum Tickets	6,000	5,723	0	0	6,000	0	6,000	6,395	6,000	0	0
1007	Buttercross Museum Donations	0	257	0	0	0	0	0	177	0	0	0
1008	Buttercross Museum Merchandise	1,200	1,153	0	0	1,200	0	1,200	1,361	1,200	0	0
Total Income		7,200	7,132	0	0	7,200	0	7,200	7,934	7,200	0	0
4011	Rates	5,200	5,240	0	0	5,400	0	5,400	5,763	5,500	0	0
4012	Water Rates	400	439	0	0	550	0	550	492	800	0	0
4013	Electricity	1,500	1,330	0	0	1,400	0	1,400	1,247	1,500	0	0
4014	Gas	1,350	1,300	0	0	1,300	0	1,300	1,193	1,400	0	0
4020	Telephone	500	484	0	0	550	0	550	0	550	0	150
4222	Maintenance	1,000	999	0	0	1,000	0	1,000	2,352	1,500	0	0
4232	Buttercross Museum Merchandise	750	485	0	0	750	0	750	690	700	0	0
4233	Buttercross Lift Contract	300	0	300	0	300	0	600	200	300	0	0
4234	Clock Service	270	326	0	0	320	0	320	359	350	0	0
4522	Buttercross Museum Events	175	54	0	0	150	0	150	133	150	0	0
4523	Buttercross Card Payment Fees	0	59	0	0	0	0	0	0	80	0	0
Overhead Expenditure		11,445	10,717	300	0	11,720	0	12,020	12,431	12,830	0	150
Movement to/(from) Gen Reserve		(4,245)	(3,584)			(4,520)		(4,820)	(4,497)	(5,630)		
<u>121</u>	<u>Guildhall</u>											
4011	Rates	11,862	9,469	0	0	9,500	0	9,500	10,354	10,000	0	0
4012	Water Rates	700	2,166	0	0	1,500	0	1,500	1,179	2,200	0	0
4013	Electricity	9,000	6,157	2,800	0	3,500	0	6,300	7,296	6,500	0	0
4020	Telephone	2,000	2,034	0	0	2,200	0	2,200	1,702	2,200	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4218	Guildhall Redecoration	1,000	0	0	0	1,000	0	1,000	0	0	0	0
4222	Maintenance	1,500	1,794	0	0	1,500	0	1,500	985	3,000	0	0
4604	CCTV	700	0	700	0	0	0	700	0	0	0	700
4612	IT Package & cloud backup	3,000	2,969	0	0	3,000	0	3,000	2,816	3,000	0	0
	Overhead Expenditure	29,762	24,589	3,500	0	22,200	0	25,700	24,334	26,900	0	700
6000	plus Transfer from EMR	0	-706	0	0	0	0	0	-1,000	0	0	0
	Movement to/(from) Gen Reserve	<u>(29,762)</u>	<u>(25,295)</u>			<u>(22,200)</u>		<u>(25,700)</u>	<u>(25,334)</u>	<u>(26,900)</u>		
<u>201</u>	<u>Markets</u>											
1003	Buttercross Market Rent	1,000	2,984	0	0	1,400	0	1,400	3,752	2,000	0	0
1020	Market Rents	125,000	135,199	0	0	130,000	0	130,000	139,081	130,000	0	0
1022	Electricity	5,000	3,873	0	0	3,500	0	3,500	3,707	3,500	0	0
1023	Specialist Markets	10,400	6,967	0	0	0	0	0	693	1,200	0	0
1025	Antique Market	10,140	10,414	0	0	10,200	0	10,200	9,906	10,200	0	0
1027	Food Festival	1,500	1,893	0	0	1,500	0	1,500	0	300	0	0
1030	Produce Market (Ludlow 21)	9,048	8,398	0	0	8,500	0	8,500	8,840	8,500	0	0
1035	Book and Craft Market	4,000	2,441	0	0	0	0	0	0	0	0	0
1036	Tuesday Markets	0	0	0	0	0	0	0	2,374	0	0	0
1037	Sunday Markets	4,000	4,026	0	0	14,750	0	14,750	14,278	16,350	0	0
1038	Thursday Markets	9,000	9,545	0	0	14,750	0	14,750	8,802	10,000	0	0
1039	Craft & Garden Market	3,000	1,835	0	0	0	0	0	0	0	0	0
1040	Parking Permits	0	14,619	0	0	0	0	0	14,189	0	0	0
1171	Miscellaneous Income	0	92	0	0	0	0	0	198	0	0	0
	Total Income	182,088	202,284	0	0	184,600	0	184,600	205,818	182,050	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4011	Rates	26,200	24,950	0	0	26,200	0	26,200	24,950	26,200	0	0
4012	Water Rates	700	735	0	0	800	0	800	685	1,000	0	0
4013	Electricity	5,000	3,421	1,000	0	3,000	0	4,000	3,880	4,000	0	0
4017	Miscellaneous	300	128	0	0	300	0	300	334	300	0	0
4018	Online Booking System	500	0	0	0	500	0	500	0	0	0	500
4030	Advertsing	4,000	2,227	1,773	0	4,000	0	5,773	2,278	4,000	0	0
4036	MACCs Licence & Maintenance	800	730	0	0	850	0	850	788	850	0	0
4222	Maintenance	8,764	1,947	6,817	0	3,000	0	9,817	9,914	3,000	0	0
4223	Waste Management	11,000	10,440	0	0	12,000	0	12,000	8,718	9,500	0	1,000
4227	Parking Permits	0	14,734	0	0	0	0	0	14,120	0	0	0
4327	Pay Pal Commission Charge	700	542	0	-700	700	0	0	0	600	0	0
4524	Market Card Payment Fees	0	0	0	0	0	0	0	0	800	0	0
	Overhead Expenditure	57,964	59,854	9,590	-700	51,350	0	60,240	65,667	50,250	0	1,500
	201 Net Income over Expenditure	124,124	142,430	-9,590	700	133,250	0	124,360	140,150	131,800	0	-1,500
6000	plus Transfer from EMR	0	-500	0	0	0	0	0	-3,495	0	0	0
	Movement to/(from) Gen Reserve	124,124	141,930			133,250		124,360	136,655	131,800		
<u>202</u>	<u>Mayfair</u>											
1024	May Fair	8,857	8,857	0	0	9,388	0	9,388	9,388	9,632	0	0
	Total Income	8,857	8,857	0	0	9,388	0	9,388	9,388	9,632	0	0
4000	Salaries and Wages	0	1,344	0	0	0	0	0	2,815	0	0	0
4224	May Fair	0	6,796	0	0	9,388	0	9,388	5,427	9,632	0	0

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		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	Overhead Expenditure	0	8,140	0	0	9,388	0	9,388	8,242	9,632	0	0
	202 Net Income over Expenditure	8,857	717	0	0	0	0	0	1,146	0	0	0
6000	plus Transfer from EMR	0	-717	0	0	0	0	0	-1,146	0	0	0
	Movement to/(from) Gen Reserve	8,857	0			0		0	(0)	0		
<u>205</u>	<u>Tourism</u>											
1056	Town Trails Income	0	280	0	0	0	0	0	210	0	0	0
1057	Events Leaflet Income	3,000	0	0	0	3,000	0	3,000	0	0	0	0
	Total Income	3,000	280	0	0	3,000	0	3,000	210	0	0	0
4255	Events Leaflet	6,000	94	0	0	3,000	0	3,000	0	0	0	0
	Overhead Expenditure	6,000	94	0	0	3,000	0	3,000	0	0	0	0
	205 Net Income over Expenditure	-3,000	186	0	0	0	0	0	210	0	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	210	0	0	0
	Movement to/(from) Gen Reserve	(3,000)	186			0		0	0	0		
<u>301</u>	<u>Street Lighting</u>											
4222	Maintenance	6,000	219	0	0	2,000	0	2,000	6,309	4,000	0	0
	Overhead Expenditure	6,000	219	0	0	2,000	0	2,000	6,309	4,000	0	0
6000	plus Transfer from EMR	0	-5,781	0	0	0	0	0	4,309	0	0	0
	Movement to/(from) Gen Reserve	(6,000)	(6,000)			(2,000)		(2,000)	(2,000)	(4,000)		
<u>302</u>	<u>Street Furniture</u>											

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1059	Street Furniture Income	500	1,072	0	0	0	0	0	1,327	0	0	0
	Total Income	500	1,072	0	0	0	0	0	1,327	0	0	0
4222	Maintenance	1,679	334	0	0	1,000	0	1,000	597	1,000	0	0
4354	Signage	250	67	0	0	250	0	250	503	250	0	0
4501	Street Furniture	1,500	879	0	0	1,500	0	1,500	1,117	1,500	0	0
	Overhead Expenditure	3,429	1,281	0	0	2,750	0	2,750	2,217	2,750	0	0
	302 Net Income over Expenditure	-2,929	-209	0	0	-2,750	0	-2,750	-890	-2,750	0	0
6000	plus Transfer from EMR	0	-2,149	0	0	0	0	0	-786	0	0	0
6001	less Transfer to EMR	0	0	0	0	0	0	0	195	0	0	0
	Movement to/(from) Gen Reserve	(2,929)	(2,358)			(2,750)		(2,750)	(1,871)	(2,750)		
<u>303</u>	<u>Toilets</u>											
1174	Toilet Block Income	10,000	4,035	0	0	10,000	0	10,000	5,133	7,000	0	0
	Total Income	10,000	4,035	0	0	10,000	0	10,000	5,133	7,000	0	0
4222	Maintenance	7,385	6,920	0	0	5,000	0	5,000	2,650	5,000	0	0
4319	Consumable Goods	3,500	3,774	0	0	3,500	0	3,500	3,433	4,000	0	0
4356	Toilet Cleansing	2,000	1,402	0	0	2,000	0	2,000	1,415	2,000	0	0
	Overhead Expenditure	12,885	12,095	0	0	10,500	0	10,500	7,498	11,000	0	0
	303 Net Income over Expenditure	-2,885	-8,061	0	0	-500	0	-500	-2,365	-4,000	0	0
6000	plus Transfer from EMR	0	-466	0	0	0	0	0	-2,350	0	0	0
	Movement to/(from) Gen Reserve	(2,885)	(8,527)			(500)		(500)	(4,715)	(4,000)		

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
<u>304</u>	<u>Castle Street Toilets</u>											
4012	Water Rates	2,600	2,993	0	0	2,600	0	2,600	2,342	3,200	0	0
4013	Electricity	8,000	5,254	0	0	6,500	0	6,500	4,799	5,000	0	0
	Overhead Expenditure	10,600	8,247	0	0	9,100	0	9,100	7,141	8,200	0	0
	Movement to/(from) Gen Reserve	(10,600)	(8,247)			(9,100)		(9,100)	(7,141)	(8,200)		
<u>305</u>	<u>Smithfield Toilets</u>											
4012	Water Rates	1,300	1,536	0	0	1,500	0	1,500	1,679	1,800	0	0
4013	Electricity	1,000	895	0	0	900	0	900	890	1,000	0	0
4317	Water Management	390	356	0	0	400	0	400	356	400	0	0
	Overhead Expenditure	2,690	2,787	0	0	2,800	0	2,800	2,926	3,200	0	0
	Movement to/(from) Gen Reserve	(2,690)	(2,787)			(2,800)		(2,800)	(2,926)	(3,200)		
<u>306</u>	<u>Linney Toilets</u>											
4012	Water Rates	250	292	0	0	300	0	300	273	400	0	0
4013	Electricity	800	653	0	0	600	0	600	677	800	0	0
	Overhead Expenditure	1,050	945	0	0	900	0	900	950	1,200	0	0
	Movement to/(from) Gen Reserve	(1,050)	(945)			(900)		(900)	(950)	(1,200)		
<u>401</u>	<u>Cemetery</u>											
1050	Cemetery House Rent	6,000	6,000	0	0	6,000	0	6,000	6,000	6,000	0	0
1051	Cemetery Fees	25,000	16,619	0	0	15,000	0	15,000	22,031	15,000	0	0
1053	Grave Digging Fees	0	10,431	0	0	0	0	0	15,689	0	0	0

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## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
1171	Miscellaneous Income	0	0	0	0	0	0	0	49	0	0	0
	Total Income	31,000	33,050	0	0	21,000	0	21,000	43,769	21,000	0	0
4011	Rates	1,600	1,598	0	0	1,600	0	1,600	1,758	1,600	0	0
4012	Water Rates	500	202	0	0	300	0	300	347	500	0	0
4013	Electricity	400	451	0	0	350	0	350	329	500	0	0
4222	Maintenance	1,000	3,457	0	0	2,000	0	2,000	1,605	2,000	0	0
4230	Cemetery Registers Restoration	0	0	0	0	500	0	500	0	0	0	500
4306	Grave Digging	0	11,181	0	0	0	0	0	14,327	0	0	0
4509	Epitaph Licence & Maintenance	583	840	0	0	0	0	0	0	0	0	0
4510	Chapel Maintenance	1,542	1,553	0	0	1,000	0	1,000	32	1,000	0	0
4511	Cemetery House Maintenance	1,000	1,900	0	0	1,000	0	1,000	104	1,000	0	0
4515	Babies Memorial	200	0	0	0	0	0	0	0	200	0	0
4516	Cemetery Extension (Capital)	4,000	2,453	0	0	2,000	0	2,000	1,400	2,000	0	0
4606	Cemetery Paths (Capital Item)	2,000	3,645	0	0	2,000	0	2,000	1,650	2,000	0	0
	Overhead Expenditure	12,825	27,280	0	0	10,750	0	10,750	21,553	10,800	0	500
	401 Net Income over Expenditure	18,175	5,770	0	0	10,250	0	10,250	22,216	10,200	0	-500
6000	plus Transfer from EMR	0	797	0	0	0	0	0	-2,814	0	0	0
	Movement to/(from) Gen Reserve	18,175	6,567			10,250		10,250	19,402	10,200		
<u>402</u>	<u>Ludlow in Bloom</u>											
4550	Ludlow in Bloom Expenditure	3,500	3,500	0	0	4,000	0	4,000	3,600	0	0	0
	Overhead Expenditure	3,500	3,500	0	0	4,000	0	4,000	3,600	0	0	0

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15:43

Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Movement to/(from) Gen Reserve		(3,500)	(3,500)			(4,000)		(4,000)	(3,600)	0		
<u>403</u>	<u>Allotments</u>											
1076	Allotments Rent	871	871	0	0	923	0	923	923	945	0	0
	Total Income	871	871	0	0	923	0	923	923	945	0	0
4222	Maintenance	316	400	0	0	923	0	923	1,378	945	0	0
	Overhead Expenditure	316	400	0	0	923	0	923	1,378	945	0	0
	403 Net Income over Expenditure	555	471	0	0	0	0	0	-455	0	0	0
6000	plus Transfer from EMR	0	-787	0	0	0	0	0	453	0	0	0
	Movement to/(from) Gen Reserve	555	(316)			0		0	(2)	0		
<u>410</u>	<u>Amenities</u>											
1168	Fairtrade Bed	0	200	0	0	0	0	0	0	0	0	0
	Total Income	0	200	0	0	0	0	0	0	0	0	0
4222	Maintenance	2,500	5,716	0	0	5,000	0	5,000	3,760	6,000	0	1,240
4303	Plants	680	738	0	0	1,000	0	1,000	839	5,000	0	0
4357	Pest Control	400	64	0	0	300	0	300	0	0	0	200
4400	Wheeler Rd Play Area Resurface	2,000	0	0	0	2,000	0	2,000	0	2,000	0	0
4401	Housman Cres Play Area Fencing	100	0	100	0	100	0	200	0	200	0	0
4402	Tree Survey & Works	3,000	2,011	0	0	2,000	0	2,000	1,450	2,000	0	0
4403	Wheeler Road Shelter MUGA	0	3,419	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	8,680	11,948	100	0	10,400	0	10,500	6,049	15,200	0	1,440

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
	410 Net Income over Expenditure	-8,680	-11,748	-100	0	-10,400	0	-10,500	-6,049	-15,200	0	-1,440
6000	plus Transfer from EMR	0	430	0	0	0	0	0	-2,750	0	0	0
	Movement to/(from) Gen Reserve	<u>(8,680)</u>	<u>(11,318)</u>			<u>(10,400)</u>		<u>(10,500)</u>	<u>(8,799)</u>	<u>(15,200)</u>		
<u>411</u>	<u>Linney Riverside Park</u>											
1075	Linney Park Car Park Meter	15,000	13,617	0	0	15,000	0	15,000	15,278	15,000	0	0
	Total Income	15,000	13,617	0	0	15,000	0	15,000	15,278	15,000	0	0
4011	Rates	600	549	0	0	620	0	620	549	0	0	0
4013	Electricity	200	282	0	0	200	0	200	291	300	0	0
4075	Linney Parking Meter Fees	0	821	0	0	0	0	0	0	2,200	0	0
4608	Linney Car Park	0	6,568	0	0	15,000	0	15,000	6,110	15,000	0	0
	Overhead Expenditure	800	8,220	0	0	15,820	0	15,820	6,949	17,500	0	0
	411 Net Income over Expenditure	14,200	5,398	0	0	-820	0	-820	8,329	-2,500	0	0
6000	plus Transfer from EMR	0	6,568	0	0	0	0	0	-8,890	0	0	0
	Movement to/(from) Gen Reserve	<u>14,200</u>	<u>11,966</u>			<u>(820)</u>		<u>(820)</u>	<u>(561)</u>	<u>(2,500)</u>		
<u>500</u>	<u>Direct Labour Force</u>											
1072	Vehicle Sale	0	0	0	0	0	0	0	2,000	0	0	0
	Total Income	0	0	0	0	0	0	0	2,000	0	0	0
4013	Electricity	2,000	1,528	0	0	1,500	0	1,500	1,559	1,500	0	0
4223	Waste Management	2,000	1,806	0	0	2,500	0	2,500	2,239	2,500	0	0
4311	Vehicle Service & Repair	1,000	875	0	0	1,000	0	1,000	624	500	0	0

Continued on next page

## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4312	Hand Mowers and Strimmers	800	753	0	0	800	0	800	873	0	0	0
4313	Vehicle Lease Hire	11,060	28,986	0	0	15,000	0	15,000	14,832	15,000	0	0
4318	Vehicle Tax	500	323	0	0	400	0	400	-38	0	0	0
4319	Consumable Goods	1,800	1,162	0	0	1,500	0	1,500	1,497	1,500	0	0
4320	Fuel	5,200	5,010	0	0	5,200	0	5,200	5,114	6,000	0	0
4322	Clothing & PPE	1,400	1,633	0	0	1,600	0	1,600	1,610	1,600	0	0
4323	Equipment	1,500	1,333	0	0	1,600	0	1,600	1,601	29,623	0	0
	Overhead Expenditure	27,260	43,409	0	0	31,100	0	31,100	29,910	58,223	0	0
	500 Net Income over Expenditure	-27,260	-43,409	0	0	-31,100	0	-31,100	-27,910	-58,223	0	0
6000	plus Transfer from EMR	0	17,759	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	(27,260)	(25,649)			(31,100)		(31,100)	(27,910)	(58,223)		
<u>501</u>	<u>Contingencies</u>											
4800	Contingency Fund	18,325	14,302	0	0	16,384	0	16,384	6,465	171,252	0	0
4801	Infrastructure Fund	2,000	0	0	0	2,000	0	2,000	0	5,000	0	0
4803	DLF Equip Replacement Fund	1,400	3,895	0	0	1,500	0	1,500	0	3,000	0	0
	Overhead Expenditure	21,725	18,197	0	0	19,884	0	19,884	6,465	179,252	0	0
6000	plus Transfer from EMR	0	495	0	0	0	0	0	-3,500	0	0	0
	Movement to/(from) Gen Reserve	(21,725)	(17,702)			(19,884)		(19,884)	(9,965)	(179,252)		
<u>901</u>	<u>Earmarked Reserves</u>											
9118	EA Reserve Jetty	0	1,985	0	0	0	0	0	0	0	0	0
	Overhead Expenditure	0	1,985	0	0	0	0	0	0	0	0	0

Continued on next page



## Annual Budget - By Centre (Actual YTD Month 12)

Note: Budget for 2025 / 26

		<u>2023/ 24</u>		<u>2024/ 25</u>						<u>2025/ 26</u>		
		Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
6000	plus Transfer from EMR	0	1,985	0	0	0	0	0	0	0	0	0
	Movement to/(from) Gen Reserve	0	(0)			0		0	0	0		
	Total Budget Income	1,054,161	1,135,122	0	0	1,120,807	0	1,120,807	1,218,592	1,265,827	0	0
	Expenditure	1,164,366	973,922	40,882	0	1,120,807	0	1,161,689	970,748	1,265,827	0	30,044
	Net Income over Expenditure	-110,205	161,200	-40,882	0	0	0	-40,882	247,844	0	0	-30,044
	plus Transfer from EMR	0	10,537	0	0	0	0	0	(179,619)	0	0	0
	less Transfer to EMR	0	22,153	0	0	0	0	0	2,070	0	0	0
	Movement to/(from) Gen Reserve	(110,205)	149,584			0		(40,882)	66,154	0		

**Item 15f**  
**Earmarked Reserves**

## Earmarked Reserves

	<u>Account</u>	<u>Opening Balance</u>	<u>Net Transfers</u>	<u>Closing Balance</u>
321	Capital Reserve Henley Orchard	2,213.34		2,213.34
322	EMR Public Toilets	26,478.00		26,478.00
323	EMR Neighbourhood Fund	92,949.48		92,949.48
324	EMR Mayor's Allowance	2,846.00		2,846.00
325	EMR Play Areas Fund	51,072.00		51,072.00
326	EMR CCTV	14,796.00		14,796.00
327	EMR Skatepark	997.00		997.00
329	EMR Mkt Online Booking System	5,570.00		5,570.00
331	EMR Cemetery	48,167.16		48,167.16
334	EMR Wheeler PlayArea Resurface	2,000.00		2,000.00
335	EMR Tree Survey & Works	1,735.00		1,735.00
336	EMR Linney Riverside Park	25,402.94		25,402.94
337	EMR EV Compound Fund	32,000.00		32,000.00
339	EMR Allotments	371.60		371.60
340	EMR Streetlighting	6,442.20		6,442.20
341	EMR Signage	7,117.00		7,117.00
342	EMR Street Furniture	8,325.00		8,325.00
344	EMR Christmas Lights	10,000.00		10,000.00
345	EMR Guildhall - Grade 1 Listed	101,000.00		101,000.00
346	EMR Buttercross - Grade 1 List	100,000.00		100,000.00
347	EMR Depot - Metal Construction	10,000.00		10,000.00
351	EMR Market	50,000.00		50,000.00
352	EMR Cemetery House - Rental Pr	9,450.00		9,450.00
353	EMR Contingency Fund	55,004.00		55,004.00
354	EMR DLF Equip Replacement Fund	9,838.00		9,838.00
356	EMR GDPR	1,390.00		1,390.00
357	EMR Buttercross MuseumDonation	183.04		183.04
358	EMR Civic Regalia	794.00		794.00
359	EMR Large Project Fund	292,641.10		292,641.10
360	EMR Seniors Party Grant	500.00		500.00
361	EMR Mayfair	1,863.00		1,863.00
362	EMR Grant Match Funding	20,000.00		20,000.00
363	EMR Neighbourhood Plan	5,000.00		5,000.00
364	EMR Town Centre Planters	5,000.00		5,000.00
365	EMR Staffing Contingencies	50,000.00		50,000.00
366	EMR Legal & Reg Compliance	30,000.00		30,000.00
367	EMR SYA	18,000.00		18,000.00
368	EMR Mem Bench/Plaque Maintain	195.00		195.00
370	EMR Town Trails	490.00		490.00
		<u>1,099,830.86</u>	<u>0.00</u>	<u>1,099,830.86</u>

## **Item 16**

### **CCLA Public Sector Deposit Fund Investment – March 2025**

# Statement of Account

Ms Gina Wilding  
Ludlow Town Council  
The Guidhall  
Mill Street  
LUDLOW  
Shropshire  
SY8 1AZ

5 April 2025

Account name: **LUDLOW TOWN COUNCIL**  
Account number: **PS3078701-001**  
Statement period: **28/02/2025 to 31/03/2025**

## Account summary

Total valuation as at 31 March 2025 **£835,203.54**  
Total valuation as at last statement at 28 February 2025 **£833,972.00**

## Holdings as at 31 March 2025

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	835,203.5400	£1.00	£835,203.54
			<b>Total value</b>
			<b>£835,203.54</b>

## Transactions for the period from 28 February 2025 to 31 March 2025

### The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
28/02/2025	Deposit	500,000.0000	£1.0000	£500,000.00
04/03/2025	Income Reinvestment	1,231.5400	£1.0000	£1,231.54

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.

The average Fund yield for this period was 4.50% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Mar 2025	02/04/2025	Reinvestment	£3,191.51	PS3078701-001

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

Please keep all documents (including this statement) safe as you may need to refer to the information in the future.

If you would like to discuss any of the information on your statement please contact Client Services.

A glossary of terms used in this communication is available on [www.ccla.co.uk/glossary](http://www.ccla.co.uk/glossary). If you would like the information in an alternative format or have any queries, please call us on **0800 022 3505** or email us at [\*\*clientservices@ccla.co.uk\*\*](mailto:clientservices@ccla.co.uk).

## **Item 16**

### **CCLA Public Sector Deposit Fund Investment – April 2025**

# Statement of Account

Ms Gina Wilding  
Ludlow Town Council  
The Guidhall  
Mill Street  
LUDLOW  
Shropshire  
SY8 1AZ

5 May 2025

Account name: **LUDLOW TOWN COUNCIL**  
Account number: **PS3078701-001**  
Statement period: **31/03/2025 to 30/04/2025**

## Account summary

Total valuation as at 30 April 2025 **£838,395.05**  
Total valuation as at last statement at 31 March 2025 **£835,203.54**

## Holdings as at 30 April 2025

Fund name	Unit/share holdings	Price per unit/share	Value
<b>The Public Sector Deposit Fund SC4</b> GB00B3LDFH01	838,395.0500	£1.00	£838,395.05
			<b>Total value</b>
			<b>£838,395.05</b>

## Transactions for the period from 31 March 2025 to 30 April 2025

### The Public Sector Deposit Fund SC4

Transaction date	Transaction type	Unit/shares	Price per unit/share	Amount (GBP)
02/04/2025	Income Reinvestment	3,191.5100	£1.0000	£3,191.51

Correspondence address: PO Box 12892, Dunmow, Essex CM6 9DL

[clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk)

Freephone 0800 022 3505

[www.ccla.co.uk](http://www.ccla.co.uk)

Fund documentation is available at [www.ccla.co.uk/investments](http://www.ccla.co.uk/investments), or may be requested from our Client Services team. Telephone calls are recorded.  
CCLA Investment Management Limited (registered in England & Wales, No. 2183088) is authorised and regulated by the Financial Conduct Authority.  
Registered address: One Angel Lane, London EC4R 3AB.



The average Fund yield for this period was 4.46% p.a.

Income for the period is as follows:

Month	Date paid	Method	Amount (£)	Destination
Apr 2025	02/05/2025	Reinvestment	£3,074.59	PS3078701-001

Before making any additional investments into CCLA funds, please read the most recent version of the relevant fund's key information document (KID). KIDs can help investors understand the nature, risks, costs, potential gains and potential losses of fund, and compare the fund with other products. The KIDs for our funds are available in the investments section of our website at, [www.ccla.co.uk](http://www.ccla.co.uk). Or, you can ask us to send you copies, free of charge, by emailing our Client Services team at [clientservices@ccla.co.uk](mailto:clientservices@ccla.co.uk).

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**Item 17**  
**Civic Events**

## **MAYOR'S CIVIC EVENTS FEBRUARY – MAY 2025**

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Invitation From</b>
14 <sup>th</sup> February	High Sheriff of Shropshire's High Tea	Telford Fire Station	High Sheriff of Shropshire
12 <sup>th</sup> March	Mayor of Shrewsbury Charity Fund Curry Evening	Lea Cross Tandoori, Pontesbury, Shrewsbury	Shrewsbury Town Council
13 <sup>th</sup> March	Ludlow College Harley Centre re-opening	Ludlow College Harley Centre	Ludlow College
29 <sup>th</sup> March	Ludlow Cancer Support Group Wear a hat march	Castle Gardens	Ludlow Cancer Support Group
30 <sup>th</sup> March	High Sheriff of Shropshire's Legal Service	St Oswald's Church Oswestry	High Sheriff of Shropshire
10 <sup>th</sup> April	Mayor of Bewdley's Afternoon Tea Party	Wharton Park Bewdley	Bewdley Town Council
6 <sup>th</sup> May	Opening of Hereford May Fair	Hereford City Centre	Hereford City Council
8 <sup>th</sup> May	Ludlow VE Day Commemorations	Ludlow Peace Memorial	Ludlow Town Council
8 <sup>th</sup> May	Shrewsbury VE Day 80 Commemorations	The War Memorial Shrewsbury Quarry	Shrewsbury Town Council
12 <sup>th</sup> May	Shrewsbury Annual Council Meeting and Mayor Making	Theatre Severn Shrewsbury	Shrewsbury Town Council

## **DEPUTY MAYOR CIVIC EVENTS FEBRUARY – APRIL 2025**

<b>Date</b>	<b>Event</b>	<b>Venue</b>	<b>Invitation From</b>
21 <sup>st</sup> February	Network Rail Celebration of Accessibility of Ludlow Train Station	Ludlow Train Station	Network Rail
23 <sup>rd</sup> February	Much Wenlock Civic Service	Holy Trinity Church Much Wenlock	Much Wenlock Town Council

## **Item 18**

### **West Mercia Energy**

**From:** WME Customer Services  
**Sent:** 1 Apr 2025 09:48:24 +0000  
**To:** reception@ludlow.gov.uk  
**Subject:** West Mercia Energy – Gas and Electricity prices 1st April 2025 to 31st March 2026  
**Attachments:** Ludlow Town Council.xlsx



Dear Customer

Please find attached your new capped gas and electricity prices for the period 1st April 2025 to 31st March 2026. (Each energy type is on a separate tab.) WME have validated your prices to ensure they are correct and in line with published industry non-commodity costs. We also carry out thorough validation of all bills before we issue to customers, giving peace of mind that all invoices you receive are 100% accurate.


The estimated costs shown on the attachment are not a guarantee of your total billed energy and have been calculated using your typical annual usage. Actual usage will determine your actual billed costs, and usage can be particularly sensitive to temperature being above or below seasonal norms. Please also note these amounts do not include VAT.

We have recently sent out our latest newsletter and new prices to all gas customers; if you have not received either of these communications please contact us for copies. Additionally, our current Terms & Conditions are available on the “Billing” page of our myWME portal.

Should you have any queries regarding the above please do not hesitate to contact a member of the energy team.

Yours Faithfully

WEST MERCIA ENERGY

 0333 101 4424

 [customerservices@westmerciaenergy.co.uk](mailto:customerservices@westmerciaenergy.co.uk)



 [Chapter House South, Abbey Lawn, Shrewsbury, Shropshire SY2 5DE](#)

 [westmerciaenergy.co.uk](http://westmerciaenergy.co.uk)

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SiteName	MPAN	MSN	MeterType	No. Rates	Unit Rate 1 description	Unit Rate 2 description	Capped Unit Rate 2025/26		Climate Change Levy p/kWh	Standing Charge £/day	Expected Annual Usage (kWh)	25/26 Estimated Annual Cost
							Unit Rate 1	Unit Rate 2				
Buttercross Market	1416567502005	S88G24753	NHH METERED	1	All Units	n/a	21.018	n/a	0.775	£1.30	909	£673
Buttercross Office	1417767502008	S74G25055	NHH METERED	1	All Units	n/a	21.018	n/a	0.775	£1.54	3,884	£1,409
Castle Street Toilet Block	1415577502000	E18BG06801	NHH METERED	2	Day Units	Night Units	22.299	19.560	0.775	£3.31	18,572	£5,235
Christmas Lights UMS - Ludlow TC	1490030010588	Unmetered	NHH UNMETERED	1	All Units	n/a	24.540	n/a	0.775	£0.97	2,060	£874
Guildhall	1414597502003	E12Z115326	NHH METERED	2	Day Units	Night Units	21.045	19.187	0.775	£3.31	20,778	£5,515
Henley Road Cemetery	1413284502005	212101159	NHH METERED	1	All Units	n/a	21.018	n/a	0.775	£1.05	249	£436
Linney Recreation Ground	1417097502001	K90G08572	NHH METERED	2	Day Units	Night Units	22.461	19.721	0.775	£1.30	25	£481
Linney Toilets	1418097502003	K93G35862	NHH METERED	1	All Units	n/a	21.018	n/a	0.775	£1.30	1,525	£807
Market Square	1416226213001	K00G06805	NHH METERED	1	All Units	n/a	21.018	n/a	0.775	£2.00	12,000	£3,347
Smithfield Car Park Toilets	1419272502007	E12Z075005	NHH METERED	1	All Units	n/a	21.018	n/a	0.775	£1.05	3,211	£1,081
Workshop (Henley Road Cemetery)	1460001550500	D06G603847	NHH METERED	1	All Units	n/a	21.018	n/a	0.775	£1.54	4,037	£1,442