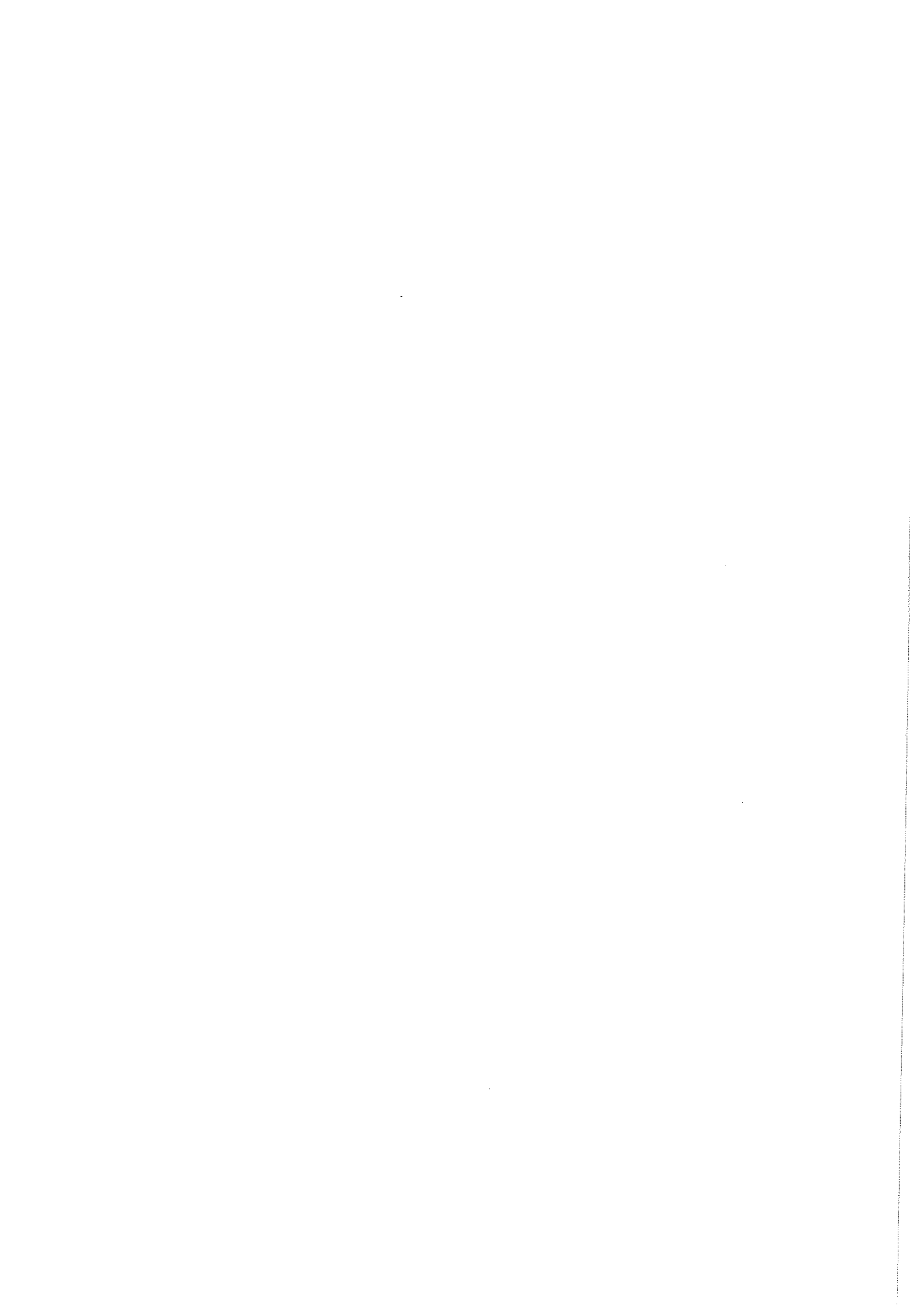


# Supporting Documentation for Finance & General Purpose Council Meeting

Tuesday 20 July 2021 following the  
Full Council Meeting at 7:00pm





## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b><u>110 INCOME - CSC</u></b>							
1076 Precept	295,625	591,250	295,625			50.0%	
1077 Council Tax Grant	5,376	10,752	5,376			50.0%	
1090 Bank Interest	3	636	633			0.5%	
<b>INCOME - CSC :- Income</b>	<b>301,004</b>	<b>602,638</b>	<b>301,634</b>			<b>49.9%</b>	<b>0</b>
<b>Net Income</b>	<b>301,004</b>	<b>602,638</b>	<b>301,634</b>				
<b><u>120 INCOME - ENVIRONMENT/LEISURE</u></b>							
1300 Market Income	802	4,088	3,286			19.6%	
1310 Misc Income: Licenses/Advert.	375	5,161	4,786			7.3%	
1350 Sale Assets	5,000	0	(5,000)			0.0%	
<b>INCOME - ENVIRONMENT/LEISURE :- Income</b>	<b>6,177</b>	<b>9,249</b>	<b>3,072</b>			<b>66.8%</b>	<b>0</b>
<b>Net Income</b>	<b>6,177</b>	<b>9,249</b>	<b>3,072</b>				
<b><u>210 STAFF - CSC</u></b>							
4000 Salary	19,006	136,200	117,194		117,194	14.0%	
4010 Pension	3,862	37,500	33,638		33,638	10.3%	
4020 PAYE/NI	1,716	25,800	24,084		24,084	6.7%	
4060 Staff Mileage and Bens	0	500	500		500	0.0%	
4070 Training	32	1,500	1,468		1,468	2.2%	
<b>STAFF - CSC :- Indirect Expenditure</b>	<b>24,617</b>	<b>201,500</b>	<b>176,883</b>	<b>0</b>	<b>176,883</b>	<b>12.2%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(24,617)</b>	<b>(201,500)</b>	<b>(176,883)</b>				
<b><u>220 GENERAL ADMIN - CSC</u></b>							
4030 Other Staff Costs	20	0	(20)		(20)	0.0%	
4100 Telephone	375	1,000	625		625	37.5%	
4110 Office Expenses	2,966	2,500	(466)		(466)	118.6%	
4120 IT Support	719	5,000	4,281		4,281	14.4%	
4130 HR Support	2,164	2,500	336		336	86.6%	
4140 Accountancy	1,400	0	(1,400)		(1,400)	0.0%	
4150 Stationery and Office Supplies	44	2,000	1,956		1,956	2.2%	
4160 Postage	220	1,000	780		780	22.0%	
4170 Office Equipment Repair	0	500	500		500	0.0%	
4180 Cleaning	396	5,000	4,604		4,604	7.9%	
4190 Fire Inspection	0	800	800		800	0.0%	
4200 Audit Fees	445	2,500	2,055		2,055	17.8%	
4210 Insurance	0	9,000	9,000		9,000	0.0%	
4220 Bank Charges	0	100	100		100	0.0%	

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4230 Affiliation	1,704	2,500	796		796	68.2%	
4260 Water	164	0	(164)		(164)	0.0%	
4710 Renewals - Provision	0	1,000	1,000		1,000	0.0%	
<b>GENERAL ADMIN - CSC :- Indirect Expenditure</b>	<b>10,616</b>	<b>35,400</b>	<b>24,784</b>	<b>0</b>	<b>24,784</b>	<b>30.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(10,616)</b>	<b>(35,400)</b>	<b>(24,784)</b>				
<b><u>230 COUNCIL OFFICES</u></b>							
1230 Council Offices Room Hire	38	8,163	8,126			0.5%	
<b>COUNCIL OFFICES :- Income</b>	<b>38</b>	<b>8,163</b>	<b>8,126</b>			<b>0.5%</b>	<b>0</b>
4250 Rates	10,604	10,600	(4)		(4)	100.0%	
4260 Water	0	500	500		500	0.0%	
4270 Heating and Electricity	556	4,500	3,944		3,944	12.4%	
4280 Refurbishment	835	1,000	165		165	83.5%	
<b>COUNCIL OFFICES :- Indirect Expenditure</b>	<b>11,995</b>	<b>16,600</b>	<b>4,605</b>	<b>0</b>	<b>4,605</b>	<b>72.3%</b>	<b>0</b>
<b>Net Income over Expenditure</b>	<b>(11,957)</b>	<b>(8,437)</b>	<b>3,520</b>				
<b><u>240 COMM ENHANCEMENT/ENGAGEMENT</u></b>							
4300 Christmas Lights	0	11,000	11,000		11,000	0.0%	
4310 Flowers and Hanging Baskets	0	8,000	8,000		8,000	0.0%	
4320 Website and Social Media	0	1,000	1,000		1,000	0.0%	
4350 Library	0	28,000	28,000		28,000	0.0%	
4380 Highworth Rec Centre	0	47,000	47,000		47,000	0.0%	
4410 Visitor Centre (Provision)	0	12,000	12,000		12,000	0.0%	
4420 Provision for Youth	0	5,000	5,000		5,000	0.0%	
<b>COMM ENHANCEMENT/ENGAGEMENT :- Indirect Expenditure</b>	<b>0</b>	<b>112,000</b>	<b>112,000</b>	<b>0</b>	<b>112,000</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(112,000)</b>	<b>(112,000)</b>				
<b><u>250 CIVIC</u></b>							
4450 Mayoral Allowance	0	2,000	2,000		2,000	0.0%	
4460 Councillor Training	0	500	500		500	0.0%	
4470 Elections	0	2,000	2,000		2,000	0.0%	
<b>CIVIC :- Indirect Expenditure</b>	<b>0</b>	<b>4,500</b>	<b>4,500</b>	<b>0</b>	<b>4,500</b>	<b>0.0%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>0</b>	<b>(4,500)</b>	<b>(4,500)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>310 STAFF - ENVIRONMENT/LEISURE</b>							
4000 Salary	20,792	118,700	97,908		97,908	17.5%	
4010 Pension	4,304	32,000	27,696		27,696	13.4%	
4020 PAYE/NI	1,676	21,250	19,574		19,574	7.9%	
4070 Training	0	1,500	1,500		1,500	0.0%	
STAFF - ENVIRONMENT/LEISURE :- Indirect Expenditure	<b>26,772</b>	<b>173,450</b>	<b>146,678</b>	<b>0</b>	<b>146,678</b>	<b>15.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(26,772)</b>	<b>(173,450)</b>	<b>(146,678)</b>				
<b>320 GENERAL ADMIN -ENVIRON/LEISURE</b>							
4530 Car Park Inspections	150	900	750		750	16.7%	
4540 Repairs and Maintenance	166	8,810	8,644		8,644	1.9%	
4550 Uniforms	582	600	18		18	97.0%	
4560 Waste Removal	832	9,350	8,518		8,518	8.9%	
4570 Football Club Cleaning	240	1,440	1,200		1,200	16.7%	
4580 Vehicle Maintenance	1,164	3,000	1,836		1,836	38.8%	
4590 Vehicle RFL	0	645	645		645	0.0%	
4600 Vehicle Trackers	0	640	640		640	0.0%	
4610 Street Cleaning	121	3,565	3,444		3,444	3.4%	
4620 Mower Lease - 1	2,100	12,700	10,600		10,600	16.5%	
4630 Mower Lease - New	900	11,600	10,700		10,700	7.8%	
4640 Spraying	0	700	700		700	0.0%	
4650 Garage Rent	1,050	1,050	0		0	100.0%	
4660 Fuel	1,838	7,000	5,162		5,162	26.3%	
4670 Mobile Phone	0	1,500	1,500		1,500	0.0%	
4680 Tools	35	500	466		466	6.9%	
4690 Machinery	0	3,000	3,000		3,000	0.0%	
4700 Dog Bins Services - Emptying	2,173	11,500	9,327		9,327	18.9%	
4710 Renewals - Provision	39	1,000	961		961	3.9%	
GENERAL ADMIN -ENVIRON/LEISURE :- Indirect Expenditure	<b>11,390</b>	<b>79,500</b>	<b>68,110</b>	<b>0</b>	<b>68,110</b>	<b>14.3%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(11,390)</b>	<b>(79,500)</b>	<b>(68,110)</b>				
<b>330 GROUNDS BUILDINGS AND LAND</b>							
4250 Rates	1,846	1,300	(546)		(546)	142.0%	
4270 Heating and Electricity	147	1,500	1,353		1,353	9.8%	
4540 Repairs and Maintenance	0	1,000	1,000		1,000	0.0%	
GROUNDS BUILDINGS AND LAND :- Indirect Expenditure	<b>1,993</b>	<b>3,800</b>	<b>1,807</b>	<b>0</b>	<b>1,807</b>	<b>52.4%</b>	<b>0</b>
<b>Net Expenditure</b>	<b>(1,993)</b>	<b>(3,800)</b>	<b>(1,807)</b>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## Cost Centre Report

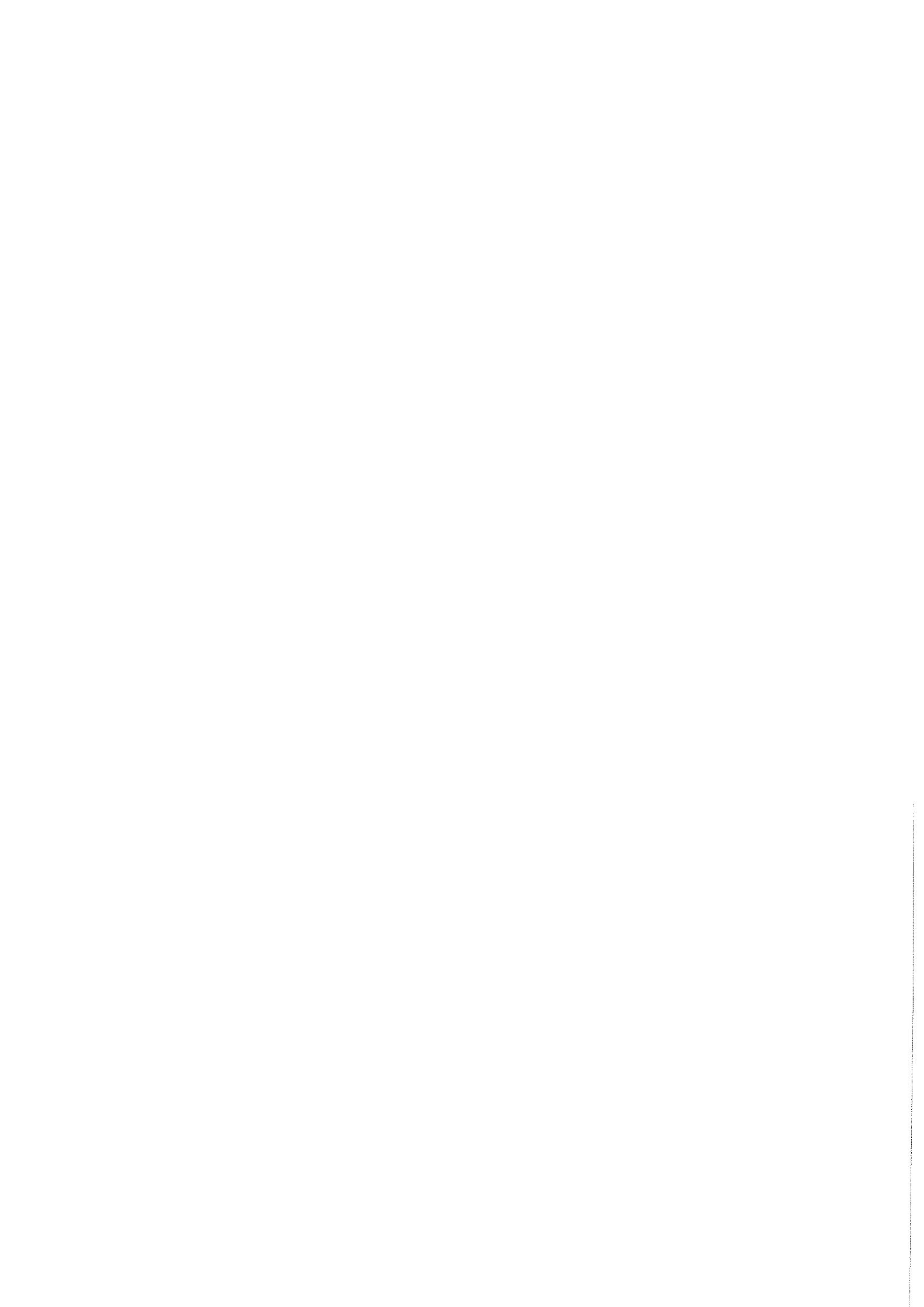
	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<b>340 CEMETERY</b>							
1210 Cemetery and Memorials Income	5,205	20,000	14,795			26.0%	
1220 Memorials	420	4,000	3,580			10.5%	
CEMETERY :- Income	<u>5,625</u>	<u>24,000</u>	<u>18,375</u>			<u>23.4%</u>	<u>0</u>
4250 Rates	2,170	2,500	330		330	86.8%	
4260 Water	90	200	110		110	45.0%	
4270 Heating and Electricity	304	1,500	1,196		1,196	20.2%	
4750 Cemetery General Administr.	80	1,000	920		920	8.0%	
CEMETERY :- Indirect Expenditure	<u>2,643</u>	<u>5,200</u>	<u>2,557</u>	<u>0</u>	<u>2,557</u>	<u>50.8%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>2,982</u>	<u>18,800</u>	<u>15,818</u>				
<b>350 ALLOTMENTS</b>							
1240 Allotments Income	50	6,000	5,950			0.8%	
ALLOTMENTS :- Income	<u>50</u>	<u>6,000</u>	<u>5,950</u>			<u>0.8%</u>	<u>0</u>
4260 Water	(57)	500	557		557	(11.3%)	
4730 Rents	153	1,100	947		947	13.9%	
ALLOTMENTS :- Indirect Expenditure	<u>96</u>	<u>1,600</u>	<u>1,504</u>	<u>0</u>	<u>1,504</u>	<u>6.0%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(46)</u>	<u>4,400</u>	<u>4,446</u>				
<b>360 BREWERY STREET WC</b>							
1250 WC Receipts	195	0	(195)			0.0%	
BREWERY STREET WC :- Income	<u>195</u>	<u>0</u>	<u>(195)</u>				<u>0</u>
4180 Cleaning	1,200	8,000	6,800		6,800	15.0%	
4250 Rates	0	3,500	3,500		3,500	0.0%	
4260 Water	674	1,000	326		326	67.4%	
4270 Heating and Electricity	118	1,500	1,382		1,382	7.9%	
4540 Repairs and Maintenance	0	1,000	1,000		1,000	0.0%	
BREWERY STREET WC :- Indirect Expenditure	<u>1,992</u>	<u>15,000</u>	<u>13,008</u>	<u>0</u>	<u>13,008</u>	<u>13.3%</u>	<u>0</u>
<b>Net Income over Expenditure</b>	<u>(1,797)</u>	<u>(15,000)</u>	<u>(13,203)</u>				
<b>370 PLAY AREAS</b>							
4770 New Play Equipment	0	1,500	1,500		1,500	0.0%	
PLAY AREAS :- Indirect Expenditure	<u>0</u>	<u>1,500</u>	<u>1,500</u>	<u>0</u>	<u>1,500</u>	<u>0.0%</u>	<u>0</u>
<b>Net Expenditure</b>	<u>0</u>	<u>(1,500)</u>	<u>(1,500)</u>				

## Detailed Income &amp; Expenditure by Budget Heading 31/05/2021

Month No: 2

## Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	313,089	650,050	336,961			48.2%	
Expenditure	92,113	650,050	557,937	0	557,937	14.2%	
<b>Net Income over Expenditure</b>	<u>220,976</u>	<u>0</u>	<u>(220,976)</u>				
<b>Movement to/(from) Gen Reserve</b>	<u>220,976</u>						





Time: 11:16

## Bank Reconciliation up to 31/05/2021 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
04/05/2021	61003	64.44		64.44		R	AMS Tracking
04/05/2021	42021	175.00		175.00		R	WorkHealth Ltd
04/05/2021	4161	186.00		186.00		R	RYAL Media Group
04/05/2021	6953	534.00		534.00		R	AUDITING SOLUTIONS LTD
04/05/2021	MHA	1,612.80		1,612.80		R	MHA Monahans
04/05/2021	6766	8.35		8.35		R	Turney Groundcare and Garden M
05/05/2021			50.00	50.00		R	Receipt(s) Banked
05/05/2021	Market		139.00	139.00		R	Receipt(s) Banked
05/05/2021	PSD Int		1.33	1.33		R	Receipt(s) Banked
05/05/2021	3081	9.85		9.85		R	BRITISH GAS
05/05/2021	14000	60.45		60.45		R	BRITISH GAS
05/05/2021	63362	83.76		83.76		R	ALLSTAR BUSINESS SOLUTIONS
06/05/2021	HMRC VAT		5,966.95	5,966.95		R	Receipt(s) Banked
07/05/2021	Allot 129		25.00	25.00		R	Receipt(s) Banked
10/05/2021	Tfr		240,000.00	240,000.00		R	Receipt(s) Banked
10/05/2021	TFR	250,000.00		250,000.00		R	Corporate Account Co-op 7150
11/05/2021	Sale Tract		2,500.00	2,500.00		R	Receipt(s) Banked
11/05/2021	Tfr	250,000.00		250,000.00		R	Corporate Account Co-op 7150
12/05/2021	63362a	138.15		138.15		R	ALLSTAR BUSINESS SOLUTIONS
12/05/2021	2	96.00		96.00		R	Ab Fab Loos Ltd
12/05/2021	3	207.00		207.00		R	SOUTH MARSTON PARISH COUNCIL
12/05/2021	5	819.00		819.00		R	Watson
12/05/2021	6	1,260.00		1,260.00		R	GEORGE BROWNS LTD
12/05/2021	7	20.84		20.84		R	BWT UK LTD
12/05/2021	4	600.00		600.00		R	GREENMAN SERVICES
13/05/2021	8	463.20		463.20		R	Select IT Ltd
14/05/2021	Toilet Mon		110.00	110.00		R	Receipt(s) Banked
14/05/2021	9	128.20		128.20		R	O2
14/05/2021	10	58.68		58.68		R	Mainstream Digital
17/05/2021	DDR	52.80		52.80		R	ASAP Stamps
17/05/2021	11	110.47		110.47		R	BRITISH GAS
17/05/2021	12	118.91		118.91		R	BRITISH GAS
19/05/2021	Market Inc		143.00	143.00		R	Receipt(s) Banked
19/05/2021	DDR	20.00		20.00		R	Porter
19/05/2021	13	89.42		89.42		R	ALLSTAR BUSINESS SOLUTIONS
19/05/2021	DDR	17,121.23		17,121.23		R	Payroll
19/05/2021	DDR	5,010.21		5,010.21		R	May 21 PAYE/NI
19/05/2021	DDR	5,792.72		5,792.72		R	Wiltshire Pension
20/05/2021	Transfer	250.00		250.00		R	Petty Cash
21/05/2021	14	61.33		61.33		R	West Mercia Energy
21/05/2021	15	18.53		18.53		R	TRAVIS PERKINS TRADING COMPANY
21/05/2021	16	28.48		28.48		R	Consortium
21/05/2021	17	36.01		36.01		R	HIGHWORTH HARDWARE
21/05/2021	18	108.82		108.82		R	HIGHWORTH HARDWARE
21/05/2021	21052021	126.96		126.96		R	Consortium
21/05/2021	20	156.00		156.00		R	JRB ENTERPRISE LTD
21/05/2021	21	588.00		588.00		R	MHA Monahans
21/05/2021	22	94.20		94.20		R	IMPERIAL TYRES LTD
21/05/2021	23	514.82		514.82		R	TENNANT UK CLEANING SOLUTIONS

Time: 11:16

## Bank Reconciliation up to 31/05/2021 for Cashbook No 1 - Current Bank A/c

<u>Date</u>	<u>Cheque/Ref</u>	<u>Amnt Paid</u>	<u>Amnt Banked</u>	<u>Stat Amnt</u>	<u>Difference</u>	<u>Cleared</u>	<u>Payee Name or Description</u>
21/05/2021	HTCJFC		375.00	375.00		R <input checked="" type="checkbox"/>	Receipt(s) Banked
25/05/2021	24	1,002.00		1,002.00		R <input checked="" type="checkbox"/>	KINGS OFFICE FURNITURE LTD
25/05/2021	DDR	50.00		50.00		R <input checked="" type="checkbox"/>	PO Stamps
26/05/2021	SCMarket		37.50	37.50		R <input checked="" type="checkbox"/>	Receipt(s) Banked
26/05/2021	25	30.18		30.18		R <input checked="" type="checkbox"/>	ALLSTAR BUSINESS SOLUTIONS
28/05/2021	26	101.20		101.20		R <input checked="" type="checkbox"/>	BRITISH GAS
31/05/2021	DDR	0.12		0.12		R <input checked="" type="checkbox"/>	Adj
		<u>538,008.13</u>	<u>249,347.78</u>				

Bank Reconciliation Statement as at 31/05/2021  
for Cashbook 2 - Corporate Account Co-op 7150

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Corporate Account 61580271	31/05/2021	141	534,461.44
			<u>534,461.44</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<u>0.00</u>
			534,461.44
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			534,461.44
		<b>Balance per Cash Book is :-</b>	<b>534,461.44</b>
		<b>Difference is :-</b>	<b>0.00</b>



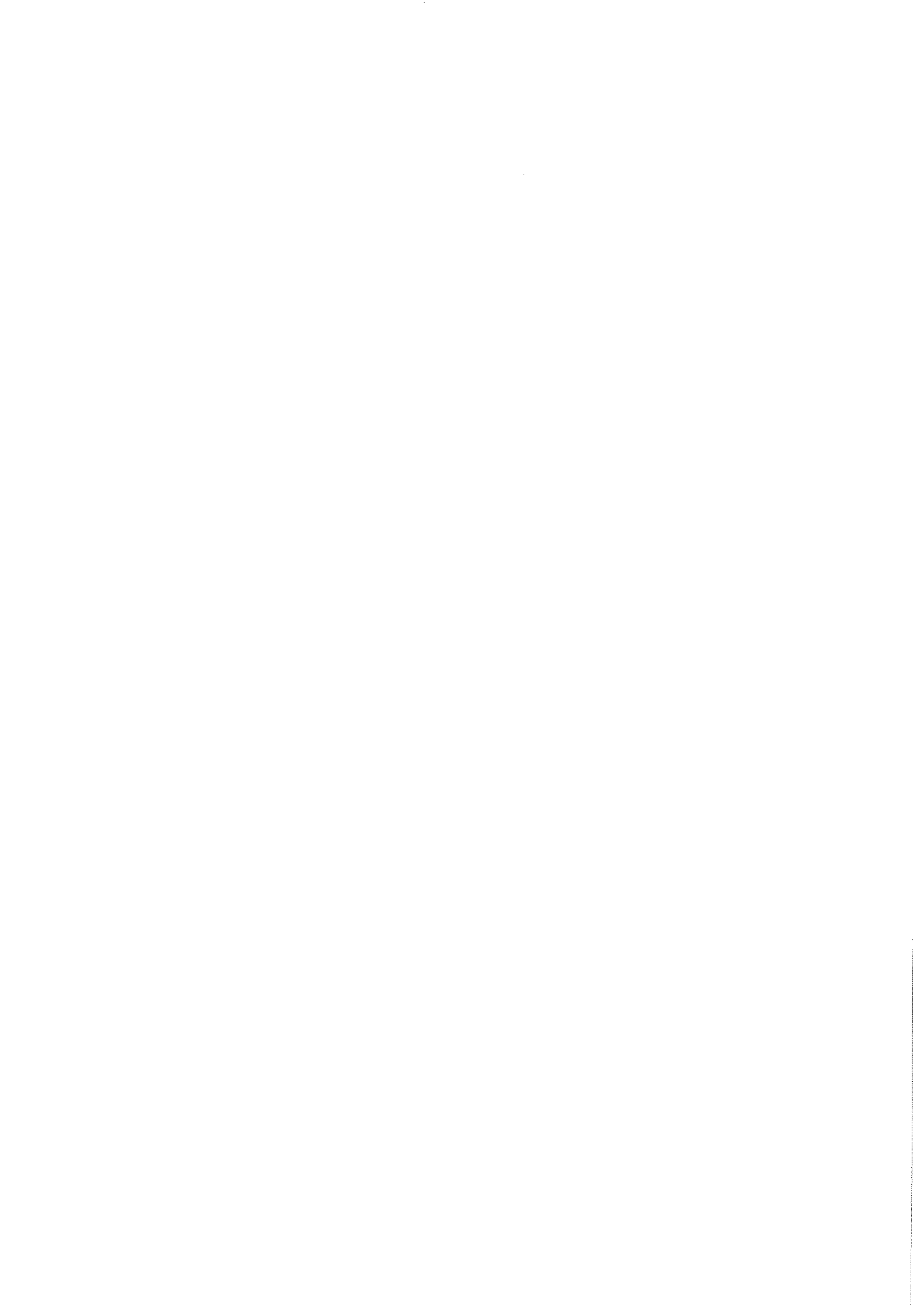
## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
101	Other Debtors				0.50
105	VAT Control A/c			3,352.15	
200	Co-op Current A/C 27100			7,383.42	
205	Corporate Account Co-op 27150			534,461.44	
210	CCLA Investment			50,000.00	
215	Petty Cash			372.38	
310	General Reserves				125,588.45
320	EMR Clerks Gratuity				34,000.00
321	EMR Cemetery Maintenance				3,122.00
322	EMR Provision Renewals				5,987.00
324	EMR Pavilion Water				3,000.00
325	EMR Brewery Street				5,000.00
326	EMR New Play Equip				72,560.00
327	EMR Mowning & Street Sweeping				7,707.00
328	EMR Rec Pavilion Changing Room				15,000.00
329	EMR New Dog Bins				1,556.00
330	EMR All Weather Sports Pitch				20,000.00
331	EMR S106/CIL				61,245.00
332	EMR Grant Fund				800.00
333	EMR Elections				3,271.00
334	EMR Neighbourhood Plan				2,000.00
500	Creditors				3,633.48
505	Deferred Income				6,008.33
510	Accruals				4,114.69
1076	Precept	110	INCOME - CSC		295,625.00
1077	Council Tax Grant	110	INCOME - CSC		5,376.00
1090	Bank Interest	110	INCOME - CSC		3.30
1210	Cemetery and Memorials Income	340	CEMETERY		5,205.00
1220	Memorials	340	CEMETERY		420.00
1230	Council Offices Room Hire	230	COUNCIL OFFICES		37.50
1240	Allotments Income	350	ALLOTMENTS		50.00
1250	WC Receipts	360	BREWERY STREET WC		195.00
1300	Market Income	120	INCOME -		802.00
1310	Misc Income: Licenses/Advert.	120	INCOME -		375.00
1350	Sale Assets	120	INCOME -		5,000.00
4000	Salary	210	STAFF - CSC	19,005.96	
4000	Salary	310	STAFF - ENVIRONMENT/LEISURE	20,791.74	
4010	Pension	210	STAFF - CSC	3,862.45	
4010	Pension	310	STAFF - ENVIRONMENT/LEISURE	4,303.89	
4020	PAYE/NI	210	STAFF - CSC	1,716.35	
4020	PAYE/NI	310	STAFF - ENVIRONMENT/LEISURE	1,675.95	
4030	Other Staff Costs	220	GENERAL ADMIN - CSC	20.00	

## Account Number Order

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
4070	Training	210	STAFF - CSC	32.44	
4100	Telephone	220	GENERAL ADMIN - CSC	374.66	
4110	Office Expenses	220	GENERAL ADMIN - CSC	2,965.69	
4120	IT Support	220	GENERAL ADMIN - CSC	719.40	
4130	HR Support	220	GENERAL ADMIN - CSC	2,164.00	
4140	Accountancy	220	GENERAL ADMIN - CSC	1,400.00	
4150	Stationery and Office Supplies	220	GENERAL ADMIN - CSC	44.00	
4160	Postage	220	GENERAL ADMIN - CSC	219.80	
4180	Cleaning	220	GENERAL ADMIN - CSC	395.75	
4180	Cleaning	360	BREWERY STREET WC	1,200.00	
4200	Audit Fees	220	GENERAL ADMIN - CSC	445.00	
4230	Affiliation	220	GENERAL ADMIN - CSC	1,703.75	
4250	Rates	230	COUNCIL OFFICES	10,603.75	
4250	Rates	330	GROUND BUILDINGS AND LAND	1,846.30	
4250	Rates	340	CEMETERY	2,169.59	
4260	Water	220	GENERAL ADMIN - CSC	163.78	
4260	Water	340	CEMETERY	89.90	
4260	Water	350	ALLOTMENTS		56.72
4260	Water	360	BREWERY STREET WC	673.65	
4270	Heating and Electricity	230	COUNCIL OFFICES	555.80	
4270	Heating and Electricity	330	GROUND BUILDINGS AND LAND	146.61	
4270	Heating and Electricity	340	CEMETERY	303.70	
4270	Heating and Electricity	360	BREWERY STREET WC	117.90	
4280	Refurbishment	230	COUNCIL OFFICES	835.00	
4530	Car Park Inspections	320	GENERAL ADMIN -	150.00	
4540	Repairs and Maintenance	320	GENERAL ADMIN -	166.11	
4550	Uniforms	320	GENERAL ADMIN -	582.00	
4560	Waste Removal	320	GENERAL ADMIN -	832.44	
4570	Football Club Cleaning	320	GENERAL ADMIN -	240.00	
4580	Vehicle Maintenance	320	GENERAL ADMIN -	1,164.48	
4610	Street Cleaning	320	GENERAL ADMIN -	120.69	
4620	Mower Lease - 1	320	GENERAL ADMIN -	2,100.00	
4630	Mower Lease - New	320	GENERAL ADMIN -	900.00	
4650	Garage Rent	320	GENERAL ADMIN -	1,049.53	
4660	Fuel	320	GENERAL ADMIN -	1,838.27	
4680	Tools	320	GENERAL ADMIN -	34.50	
4700	Dog Bins Services - Emptying	320	GENERAL ADMIN -	2,173.00	
4710	Renewals - Provision	320	GENERAL ADMIN -	39.00	
4730	Rents	350	ALLOTMENTS	152.75	
4750	Cemetery General Administr.	340	CEMETERY	80.00	

<u>A/c Code</u>	<u>Account Name</u>	<u>Centre</u>	<u>Centre Name</u>	<u>Debit</u>	<u>Credit</u>
				<b>687,738.97</b>	<b>687,738.97</b>
				<b>Difference</b>	<b>0.00</b>







## **Freedom of Information Act Publication Scheme**

Highworth Town Council (HTC) is committed to making information available to the Public as part of its normal activities. The information covered is shown below.

Highworth Town Council will proactively publish the following information which is held by the Council.

### **Who we are and what we do**

Organisation information, locations and contacts – these can be found on our Website, provided over the telephone or emailed for free.

### **How we make decisions**

Policy, Proposals and Decisions. These are all published in the Minutes and available on the Website or on request. The Minutes are also available at the Library.

### **Lists and Registers**

A list of Highworth Town Council Councillors can be found on the HTC Website, there is a link to the Swindon Borough Council Website which hosts the Register of Interests submitted by HTC Councillors.

Other items available on request (by phone, email or in person)

- Constitutional and Legal Governance.
- Financial information relating to projected and actual income and expenditure, tendering, procurement and contracts.
- Policies and Procedures.

### **The services we offer**

We can provide a signpost to advice and guidance provided by Swindon Borough Council (SBC), we may be able to download certain booklets and leaflets provided on SBC Website.

Information will not generally include:

- The disclosure of which is prevented by law, or exempt under the Freedom of Information Act, or is otherwise properly considered to be protected from disclosure.
- Information in draft form.
- Information that is no longer readily available as it is contained in files that have been placed in archive storage, or is difficult to access for similar reasons.

### **The method by which information published under this scheme will be made available**

Where it is within the capability of HTC, information will be available on the Website ([www.highworthtowncouncil.gov.uk](http://www.highworthtowncouncil.gov.uk)). If this is impractical or an individual does not wish to access the information by this means information can be provided on request by hard copy, email attachment or calling in to view.

In the exceptional instances when information is only available to view in person, please contact the Town Clerk on (01793) 762377 and an appointment can be arranged, usually within a few days.

Information will be provided in the language in which it is held.

### **Charges which may be made for information published under this Scheme**

The purpose of this Scheme is to make information readily available at minimum inconvenience and cost to the Public. Charges will not be made by the Council for routinely published material, charges of any other information will be justified and transparent and kept to a minimum.

Material which is published and accessed on the Website will be provided free of charge.

Charges may be made for actual disbursements incurred such as:

- Photocopying
- Postage and packaging
- Translating
- The costs directly incurred as a result of viewing information.
- These will be assessed and discussed on an individual basis, however in most cases the information will be provided free of charge.

If a charge is to be made, confirmation of the payment due will be given before the information is provided. Payment may be requested prior to the provision of the information.

### **Written requests**

Information held by HTC that is not published under this Scheme can be requested in writing or by telephone, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

**POLICY ADOPTION DATE:**

**MINUTE REFERENCE:**

## **AGENDA ITEM – 7**

Visit Highworth Limited - Report from Helen Lacey – Centre Manager

It has obviously been a very difficult time for tourism during the COVID pandemic where the Visitor's Centre has had to remained closed for long periods of time and when open travel was discouraged. When open there was much support from the local community.

I have attached images of the Visitors book, which could only be out for comments prior to the first lockdown, you can see we had a variety of UK and International tourists.

Historical guided walking tours of Highworth are about to commence for which there is a waiting list. Witney Historical Society will be visiting, and other history groups are being contacted. A party from a Retirement Complex outside of Bristol will be visiting in September. A number of that group plan to visit a coffee shop and they all will have lunch in the Saracens as well as visiting the shops on the High Street. There is a group from the U3A who also would like to take part. We will be building on this and will have a series of walks in place covering different aspects of Highworth history.

A Walking book was published "Local Highworth Walks", this has had a good uptake from local residents as well as those from further afield. All bar one walk commences and completes at the Market Square so would encourage use of the High Street amenities.

The Visitors Centre supports 43 local Artists and Crafts people including Highworth Art Society, Camera Club and The Highworth Historical Society.

There is a series of events to begin this month including "Meet the Maker" sessions, workshops and courses for adults and children. This will be advertised through Visit Wiltshire as well as Social media Channels and on line.

Looking at the analytics from our Social Media channels individual posts have be seen by up to 5K viewers and posted in groups with a national remit.

There is a Christmas Fair organised to take place in St. Michael's to coincide with the Christmas lights turn on and R. Williams fundraiser for his Mayoral Charity.

The Visitors Centre is a part of the Highworth Recycling Group and support sustainability with collection points for recycling.

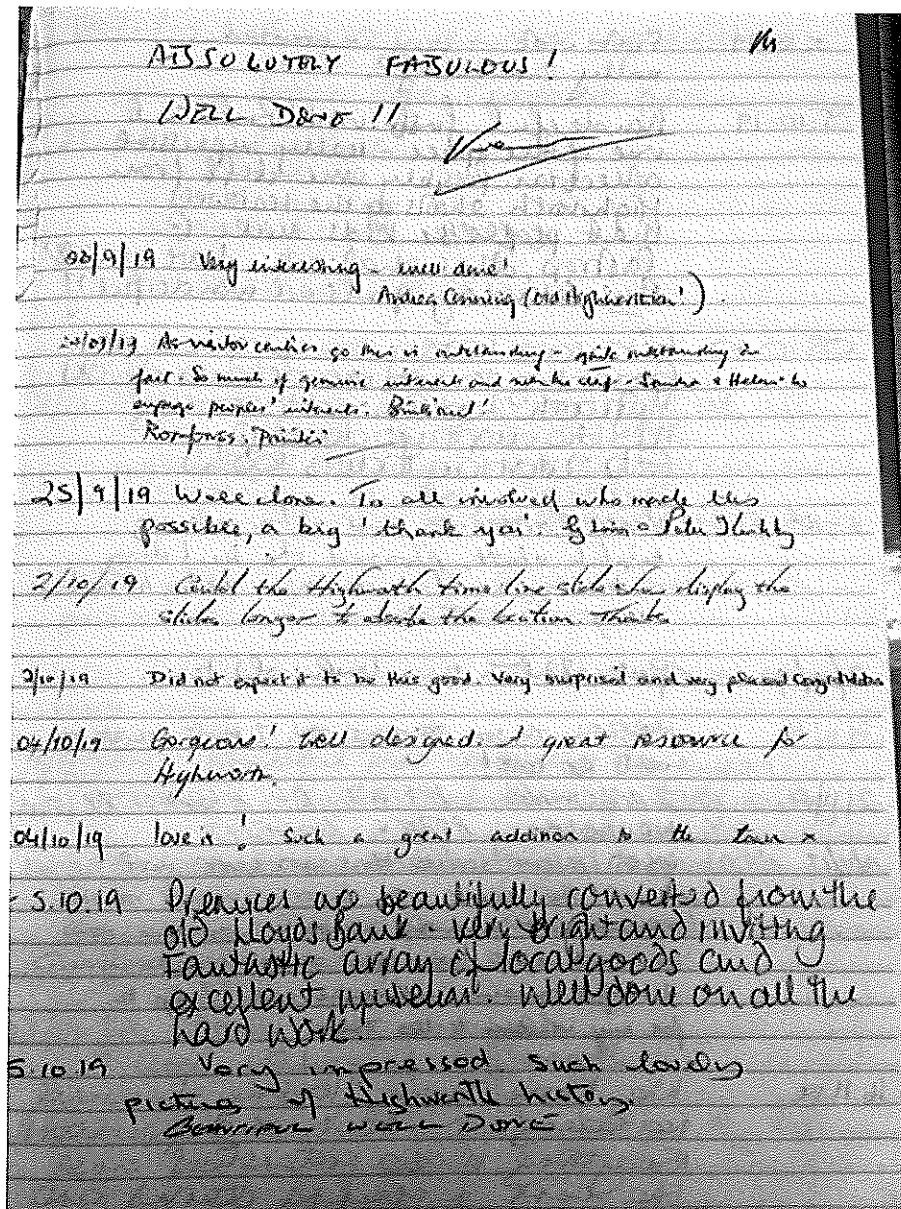
Prior to COVID Education visits were planned with Local schools which we hope to reintroduce for the next academic year.

The Visitors centre is working with the "Art on Tour" group and a pop art gallery is planned for next month which will include reproductions of works from the Swindon Collection with activities for visitors and Children, all free of charge.

Working with the "Art On Loan" initiative to have items from the Swindon Museum and Art Collection for display in the Highworth Museum.

## Visitor Figures

Visitor Figures	Number of Visitors
2019 -2020 (Opened September 21st 2019 closed 21st March 2020 )	4509
2020-2021 Only open 113 days due to Lockdowns.	3111
2021-2022 13/4/2021 - 10/7/2021	1342
<b>Total:</b>	<b>8962</b>



## AGENDA ITEM – 7

Visit Wiltshire Subscription

### Latest Stats from Visit Wiltshire

Your website listing was displayed **14,541** times

<b>Engagement on your Page</b>	
Time spent on page: <b>2min38</b>	The average time that a single user spends looking through the information provided on your page. For comparison, the average time spent on a page across the whole website is <b>1min45</b> .
Added to itinerary: <b>128</b>	The number of users who have saved your page using the "Add to my Itinerary" button, demonstrating clear intent to incorporate your business/organisation in their holiday planning.
Positive engagements: <b>3.91%</b>	Positive engagements with the Call to Actions on your page, including using the "Add to my Itinerary" button, "Visit Website" button and the location map. Note that this is a <b>minimum engagement value</b> , which does not take into account users interacting with social media or TripAdvisor feeds or independently searching for your product. The average for a <b>Towns and Villages</b> partner page is <b>4.97%</b>

We were part of their "Good To Go" accreditation during COVID which was on website/social media. This is a national campaign to give visitors the confidence to start once again going into tourist locations. Also mentioned in the reopening of businesses between lockdowns.

We have also been part of the social media campaign "Escape the Everyday" so retweets etc.

Market it listed on Market's page.

Now that we will be running events and more will be happening in Highworth they can be advised by them on their events pages and also through their Social media channels.

