



UPPINGHAM TOWN COUNCIL

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LE15 9PY

13th September 2024

To: Members of the Town Council

I HEREBY SUMMON YOU TO A FINANCE AND GENERAL PURPOSE COMMITTEE MEETING which will take place on **Thursday 19th September at 7:30pm** in Uppingham Town Hall. The agenda of the business to be transacted is detailed below.

Clerk to the Council
Adam Lowe

Agenda

1. Chairman opening remarks
2. To receive apologies for absence
3. Declarations of members' interests and applications for dispensations
4. To confirm the minutes of the FGPC meeting held on 22/08/2024
5. (i) An opportunity for the public to speak, in accordance with Standing Orders 3.6 – 3.11
(ii) To receive verbal or written reports, from our County Councillors.
6. Clerks Report and Financial Overview
 - (i) Annual Budget YTD
 - (ii) Detailed income & Expenditure
7. Audit Action Plan
8. Cemetery Fees.
9. Town Hall Letting Review.
10. Skate Park.
11. Date of Next Meeting. Wednesday 6th November 2024



Uppingham Town Council
Town Hall, High Street East,
Uppingham, Rutland. LE15 9PY

Finance & General-Purpose Committee (FGPC)
Minutes recorded on Thursday 22nd August 2024 at 7pm.

MINUTES

Present: Cllr Cllr Trevor Colbourne (Chair). Cllr Barry Hobbs. Cllr Mark Shaw.
Cllrs Christine Edwards. Cllr Lindsay Cooper. Cllr David Ainslie BEM (ex officio)

Also Present: Mr Adam Lowe (Clerk to the Council).

FGPC24/154 Apologies. None

FGPC24/155 Declaration of Members' interests and applications for dispensation.
Cllr Cooper – Item 7 as advertised – Bloors Land.
Cllr Ainslie – Item 7 as advertised – dispensation.

FGPC24/156 No public present.

FGPC24/157 To confirm the minutes of the Committee's 3rd July 2024 meeting.
The Clerk gave a brief explanation of outstanding actions.
The cemetery fees should be an agenda item at the next meeting.

Proposed Cllr Hobbs. Seconded Cllr Shaw. Carried.

FGPC24/158 Item 5. The Clerk gave an overview of Financial YTD.
A discussion identified no significant concerns.
The Committee are keen for the Clerk to explore the alternative accounting package,
the recommendation was Scribe.
The Clerk was asked to explore the current Town Hall lettings review.
The investment Policy should be an agenda item at the next meeting.

FGPC24/159 Item 6. Amenities Committee spending request. Following the debate the following recommendations were made.

- (i) Cemetery Fence Repair (subject to confirmation it is 80 or 100 mtrs)
The quote from Stamford Fencing was chosen as the preferred option.
£7560.00 incl vat.

Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried with 4 in favour.
1 Against. 1 Abstention.

- (ii) Christmas Lights – purchase and installation.
The quote (£18,88.06 inc vat) from Blachere was chosen as the preferred
option to be funded by the UKSPF, with the additional electrical infrastructure
costs, also funded from the UKSPF reported to Full Council.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried.

- (iii) Skate Park Repairs – Deferred as awaiting further quotes.
The additional quote is for timber cladding. Clerk to enquire about funding.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried.

FGPC24/160 Item 7. Bloors Land – brief overview of the decision of the proposed partner has withdrawn due to a change in their circumstance. The Committee were sympathetic to the outcome. A further debate determined the need to refer this item back to the EAIC (Amenities) as the council would need to explore other options for this land.

Proposed Cllr Ainslie. Seconded Cllr Hobbs. Carried.

FGPC24/161 Item 8. The Clerk gave an update on the lighting on the landing and had purchased replacement tubes (£32.00). Future options would be to upgrade this area with LED. Cllr Ainslie made a comment to commend the Clerk for his actions and research into options, the Clerk suggested the Amenities may choose to look at this in the future.

Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.

FGPC24/162 Item 9. The Clerk gave an update on Election Costs. The decision regarding the use of Poll cards was debated, and the Committee agreed to the purchase of Poll Cards in the event of contested election for complete transparency.

Proposed Cllr Ainslie. Seconded Cllr Edwards. Carried.

FGPC24/163 Item 10. The Clerk updated the Committee that the Audit Action was work in Progress. Cllr Colbourne proposed that this remains as an recurring agenda item.

Proposed Cllr Colbourne. Seconded Cllr Shaw. Carried.

FGPC24/164 Item 11. Future meetings dates would remain monthly. The Chairman and the Clerk will produce a schedule for the next six months and advise the Committee.

Proposed Cllr Ainslie. Seconded Cllr Shaw. Carried.

The meeting closed at 7.11pm,

Signed..... Date.....

Annual Budget - By Combined Account Code (Actual YTD Month 6)

Note: Budget FY 23/24

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Budget Income											
1076 Precept	148,428	148,428	0	0	172,838	0	172,838	172,838	0	0	0
1080 Grants/Donations (Income)	0	0	0	0	0	0	0	1,500	0	0	0
1090 Interest	4,000	4,251	0	0	6,000	0	6,000	413	0	0	0
1095 Property Rent	5,750	3,602	0	0	14,083	0	14,083	0	0	0	0
1130 Town Hall Lettings	18,000	27,834	0	0	28,190	0	28,190	9,736	0	0	0
1200 Market Stall Rents	13,000	10,597	0	0	13,000	0	13,000	5,896	0	0	0
1205 Charity Stall Rents	0	10	0	0	0	0	0	25	0	0	0
1250 Allotment Rents	2,000	1,698	0	0	2,385	0	2,385	1,460	0	0	0
1300 Burial Fees (Income)	5,500	6,485	0	0	8,000	0	8,000	3,440	0	0	0
1350 Neighbourhood Plan (Grant)	0	0	0	0	0	0	0	2,500	0	0	0
1370 Miscellaneous	0	286	0	0	0	0	0	0	0	0	0
1400 S106 & CIL Received	0	26,900	0	0	0	0	0	14,646	0	0	0
1500 Lent Fair Income	500	595	0	0	500	0	500	0	0	0	0
1501 Maintenance grant RCC Toilets	8,000	8,000	0	0	6,000	0	6,000	0	0	0	0
Total Income	205,178	238,686	0	0	250,996	0	250,996	212,455	0	0	0
Overhead Expenditure											
4000 Salaries	54,000	58,340	0	0	62,513	0	62,513	4,610	0	0	0
4001 Pension Contributions	1,715	3,734	0	0	3,000	0	3,000	276	0	0	0
4002 HR Support & Advice	603	0	0	0	600	0	600	663	0	0	0
4003 Payroll admin charges	1,614	264	0	0	947	0	947	251	0	0	0
4005 Training & Meetings	750	1,387	0	0	500	0	500	215	0	0	0
4010 Office Main & Equipment	1,238	618	0	0	746	0	746	433	0	0	0

Uppingham Town Council Current Year
Annual Budget - By Combined Account Code (Actual YTD Month 6)

Note: Budget FY 23/24

	Last Year		Brought Forward	Net Virement	Current Year			Total	Actual YTD	Next Year	
	Budget	Actual			Agreed	EMR	EMR			Carried Forward	
4015 Photocopier	1,345	1,419	0	0	1,464	0	1,464	545	0	0	
4020 Publications/newsletters	108	8	0	0	150	0	150	87	0	0	
4025 Stationery	538	330	0	0	218	0	218	0	0	0	
4026 Postage	43	18	0	0	43	0	43	0	0	0	
4027 Advertising	0	0	0	0	0	0	0	211	0	0	
4030 Subscriptions	1,507	1,410	0	0	1,640	0	1,640	1,171	0	0	
4035 Insurance	3,067	5,213	0	0	4,295	0	4,295	3,513	0	0	
4040 Profession Services	13,667	12,187	0	0	10,871	0	10,871	22,844	0	0	
4042 Staff Expenses - Other	430	860	0	0	468	0	468	117	0	0	
4043 Bank Charges	161	148	0	0	175	0	175	79	0	0	
4045 Audit Fees	2,152	1,650	0	0	1,927	0	1,927	-665	0	0	
4050 Internet	1,614	6,034	0	0	4,811	0	4,811	3,859	0	0	
4100 Grants/Donations (Exp.)	6,000	21,403	0	0	6,000	0	6,000	4,000	0	0	
4110 Church Clock	215	2,000	0	0	250	0	250	0	0	0	
4115 Elections	2,691	448	0	0	488	0	488	0	0	0	
4120 Tourism & Publicity	1,076	124	0	0	1,000	0	1,000	0	0	0	
4125 Budgetary Participation	2,000	0	0	0	0	0	0	0	0	0	
4130 Miscellaneous	1,076	11,207	0	0	2,150	0	2,150	305	0	0	
4135 Event Expenses	2,633	263	0	0	2,178	0	2,178	2,820	0	0	
4181 Xmas Events	3,500	1,500	0	0	1,500	0	1,500	0	0	0	
4182 Uppingham in Bloom	0	0	0	0	2,000	0	2,000	0	0	0	
4200 Heating (Gas)	5,130	921	0	0	3,811	0	3,811	122	0	0	
4205 Electricity	14,807	30,347	0	0	20,750	0	20,750	1,024	0	0	
4210 Telephone	592	110	0	0	575	0	575	192	0	0	

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Annual Budget - By Combined Account Code (Actual YTD Month 6)

Note: Budget FY 23/24

	<u>Last Year</u>		<u>Current Year</u>				<u>Next Year</u>				
	Budget	Actual	Brought Forward	Net Viirement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
4214 Planned Maintenance	22,641	24,362	0	0	65,560	0	65,560	11,694	0	0	0
4215 Maintenance	9,825	22,970	0	0	11,181	0	11,181	6,834	0	0	0
4216 Cleaning Contractor TH	10,762	7,181	0	0	8,580	0	8,580	5,171	0	0	0
4217 Keyholding	0	750	0	0	3,120	0	3,120	1,340	0	0	0
4218 New Infrared Heating	0	6,834	0	0	0	0	0	0	0	0	0
4219 Kitchen/cellar wors	0	31,358	0	0	0	0	0	0	0	0	0
4220 Business Rates	5,758	4,399	0	0	4,785	0	4,785	-14,614	0	0	0
4225 Water Rates	2,281	2,685	0	0	3,245	0	3,245	746	0	0	0
4230 Performing Rights Licence	603	844	0	0	657	0	657	0	0	0	0
4235 Cleaning Materials	538	335	0	0	327	0	327	517	0	0	0
4245 Bin Waste Collection TH	1,399	1,516	0	0	1,586	0	1,586	1,534	0	0	0
4300 Seats (Exp.)	538	0	0	0	0	0	0	0	0	0	0
4305 Tree Work	1,883	2,743	0	0	3,386	0	3,386	180	0	0	0
4310 Play Area Inspection / Repair	2,152	741	0	0	2,343	0	2,343	0	0	0	0
4315 Christmas Lights	5,919	5,155	0	0	8,623	0	8,623	0	0	0	0
4320 CCTV	2,152	1,800	0	0	2,343	0	2,343	570	0	0	0
4325 Notice Boards	0	0	0	0	0	0	0	60	0	0	0
4335 Electric Car Charging Costs	0	532	0	0	0	0	0	0	0	0	0
4345 Skate Park	1,614	0	0	0	1,758	0	1,758	0	0	0	0
4350 New Installation	0	6,678	0	0	0	0	0	0	0	0	0
4360 Ground Rent	3,121	2,070	0	0	2,254	0	2,254	0	0	0	0
4370 Market Place Toilets Refurb	0	1,897	0	0	0	0	0	0	0	0	0
4455 Repayment of PWLB Loan	9,720	6,179	0	0	6,178	0	6,178	3,089	0	0	0
Overhead Expenditure	205,178	292,971	0	0	260,996	0	260,996	63,794	0	0	0

**Uppingham Town Council Current Year
Annual Budget - By Combined Account Code (Actual YTD Month 6)**

Note: Budget FY 23/24

	<u>Last Year</u>		<u>Current Year</u>					<u>Next Year</u>			
	Budget	Actual	Brought Forward	Net Virement	Agreed	EMR	Total	Actual YTD	Agreed	EMR	Carried Forward
Total Budget Income	205,178	238,686	0	0	250,996	0	250,996	212,455	0	0	0
Expenditure	205,178	292,971	0	0	260,996	0	260,996	63,794	0	0	0
Net Income over Expenditure	0	-54,285	0	0	-10,000	0	-10,000	148,661	0	0	0
plus Transfer from EMR	0	71,161	0	0	0	0	0	0	0	0	0
less Transfer to EMR	0	0	0	0	0	0	0	14,646	0	0	0
Movement to/(from) Gen Reserve	0	16,876			(10,000)		(10,000)	134,015		0	

Detailed Income & Expenditure by Budget Heading 13/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>100 General Administration</u>								
1080 Grants/Donations (Income)	0	1,500	0	(1,500)			0.0%	
General Administration :- Income	0	1,500	0	(1,500)				0
4000 Salaries	0	4,610	62,513	57,903		57,903	7.4%	
4001 Pension Contributions	0	276	3,000	2,724		2,724	9.2%	
4002 HR Support & Advice	0	663	600	(63)		(63)	110.4%	
4003 Payroll admin charges	20	251	947	696		696	26.5%	
4005 Training & Meetings	0	215	500	285		285	43.0%	
4010 Office Main & Equipment	0	433	746	313		313	58.1%	
4015 Photocopier	0	545	1,464	919		919	37.3%	
4020 Publications/newsletters	0	87	150	63		63	57.8%	
4025 Stationery	0	0	218	218		218	0.0%	
4026 Postage	0	0	43	43		43	0.0%	
4027 Advertising	0	211	0	(211)		(211)	0.0%	
4030 Subscriptions	0	1,171	1,640	469		469	71.4%	
4035 Insurance	3,513	3,513	4,295	782		782	81.8%	
4040 Profession Services	2,319	11,556	7,371	(4,185)		(4,185)	156.8%	
4042 Staff Expenses - Other	0	117	468	351		351	25.1%	
4043 Bank Charges	16	79	175	96		96	45.4%	
4045 Audit Fees	630	(665)	1,927	2,592		2,592	(34.5%)	
4050 Internet	90	3,859	4,811	952		952	80.2%	
4130 Miscellaneous	0	274	0	(274)		(274)	0.0%	
4135 Event Expenses	0	0	2,178	2,178		2,178	0.0%	
General Administration :- Indirect Expenditure	6,587	27,196	93,046	65,850	0	65,850	29.2%	0
Net Income over Expenditure	(6,587)	(25,696)	(93,046)	(67,350)				
<u>110 Miscellaneous (RFO)</u>								
1090 Interest	0	413	6,000	5,587			6.9%	
1095 Property Rent	0	0	14,083	14,083			0.0%	
Miscellaneous (RFO) :- Income	0	413	20,083	19,670			2.1%	0
4100 Grants/Donations (Exp.)	0	4,000	6,000	2,000		2,000	66.7%	
4110 Church Clock	0	0	250	250		250	0.0%	
4115 Elections	0	0	488	488		488	0.0%	
4120 Tourism & Publicity	0	0	1,000	1,000		1,000	0.0%	
4181 Xmas Events	0	0	1,500	1,500		1,500	0.0%	
4182 Uppingham in Bloom	0	0	2,000	2,000		2,000	0.0%	
Miscellaneous (RFO) :- Indirect Expenditure	0	4,000	11,238	7,238	0	7,238	35.6%	0
Net Income over Expenditure	0	(3,587)	8,845	12,432				

Detailed Income & Expenditure by Budget Heading 13/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>120 Town Hall</u>								
1130 Town Hall Lettings	120	9,736	28,190	18,454			34.5%	
Town Hall :- Income	120	9,736	28,190	18,454			34.5%	0
4040 Profession Services	3,213	9,656	2,500	(7,156)	(7,156)		386.2%	
4130 Miscellaneous	0	31	0	(31)	(31)		0.0%	
4200 Heating (Gas)	0	122	3,811	3,689	3,689		3.2%	
4205 Electricity	0	0	3,267	3,267	3,267		0.0%	
4210 Telephone	32	192	575	383	383		33.4%	
4214 Planned Maintenance	0	1,660	22,466	20,806	20,806		7.4%	
4215 Maintenance	32	970	2,930	1,960	1,960		33.1%	
4216 Cleaning Contractor TH	1,701	5,171	8,580	3,409	3,409		60.3%	
4217 Keyholding	220	1,340	3,120	1,780	1,780		42.9%	
4220 Business Rates	0	(15,759)	2,624	18,383	18,383		(600.6%)	
4225 Water Rates	166	353	492	139	139		71.7%	
4230 Performing Rights Licence	0	0	657	657	657		0.0%	
4235 Cleaning Materials	125	517	327	(190)	(190)		158.0%	
4245 Bin Waste Collection TH	0	1,534	1,586	52	52		96.7%	
Town Hall :- Indirect Expenditure	5,488	5,787	52,935	47,148	0	47,148	10.9%	0
Net Income over Expenditure	(5,368)	3,950	(24,745)	(28,695)				
<u>130 Parks & Open Spaces</u>								
4040 Profession Services	0	922	0	(922)	(922)		0.0%	
4130 Miscellaneous	0	0	1,150	1,150	1,150		0.0%	
4205 Electricity	0	159	0	(159)	(159)		0.0%	
4214 Planned Maintenance	1,518	8,683	11,470	2,787	2,787		75.7%	
4215 Maintenance	0	3,574	2,343	(1,231)	(1,231)		152.5%	
4225 Water Rates	0	19	0	(19)	(19)		0.0%	
4305 Tree Work	180	180	2,214	2,034	2,034		8.1%	
4310 Play Area Inspection / Repair	0	0	2,343	2,343	2,343		0.0%	
4315 Christmas Lights	0	0	8,623	8,623	8,623		0.0%	
4320 CCTV	0	570	2,343	1,773	1,773		24.3%	
4325 Notice Boards	0	60	0	(60)	(60)		0.0%	
4345 Skate Park	0	0	1,758	1,758	1,758		0.0%	
Parks & Open Spaces :- Indirect Expenditure	1,698	14,167	32,244	18,077	0	18,077	43.9%	0
Net Expenditure	(1,698)	(14,167)	(32,244)	(18,077)				
<u>140 Market Place</u>								
1200 Market Stall Rents	481	5,896	13,000	7,104			45.4%	

Detailed Income & Expenditure by Budget Heading 13/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
1205 Charity Stall Rents	0	25	0	(25)			0.0%	
1500 Lent Fair Income	0	0	500	500			0.0%	
1501 Maintenance grant RCC Toilets	0	0	6,000	6,000			0.0%	
Market Place :- Income	481	5,921	19,500	13,579			30.4%	0
4135 Event Expenses	0	2,820	0	(2,820)		(2,820)	0.0%	
4205 Electricity	198	865	2,855	1,990		1,990	30.3%	
4214 Planned Maintenance	0	747	8,624	7,878		7,878	8.7%	
4215 Maintenance	0	1,885	1,089	(796)		(796)	173.1%	
4220 Business Rates	133	802	1,466	664		664	54.7%	
4225 Water Rates	0	356	1,837	1,481		1,481	19.4%	
4360 Ground Rent	0	0	2,254	2,254		2,254	0.0%	
Market Place :- Indirect Expenditure	331	7,474	18,125	10,651	0	10,651	41.2%	0
Net Income over Expenditure	150	(1,553)	1,375	2,928				
<u>150 Allotments</u>								
1250 Allotment Rents	0	1,460	2,385	925			61.2%	
Allotments :- Income	0	1,460	2,385	925			61.2%	0
4214 Planned Maintenance	0	325	0	(325)		(325)	0.0%	
4215 Maintenance	380	405	1,655	1,250		1,250	24.5%	
4225 Water Rates	0	18	718	700		700	2.6%	
4305 Tree Work	0	0	586	586		586	0.0%	
Allotments :- Indirect Expenditure	380	748	2,959	2,211	0	2,211	25.3%	0
Net Income over Expenditure	(380)	712	(574)	(1,286)				
<u>160 Public Lighting</u>								
4205 Electricity	0	0	14,628	14,628		14,628	0.0%	
Public Lighting :- Indirect Expenditure	0	0	14,628	14,628	0	14,628	0.0%	0
Net Expenditure	0	0	(14,628)	(14,628)				
<u>170 Cemeteries</u>								
1300 Burial Fees (Income)	928	3,440	8,000	4,560			43.0%	
Cemeteries :- Income	928	3,440	8,000	4,560			43.0%	0
4214 Planned Maintenance	140	280	23,000	22,720		22,720	1.2%	
4215 Maintenance	0	0	3,164	3,164		3,164	0.0%	
4220 Business Rates	58	343	695	352		352	49.3%	
4225 Water Rates	0	0	198	198		198	0.0%	

Detailed Income & Expenditure by Budget Heading 13/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4305 Tree Work	0	0	586	586		586	0.0%	
Cemeteries :- Indirect Expenditure	198	623	27,643	27,020	0	27,020	2.3%	0
Net Income over Expenditure	730	2,817	(19,643)	(22,460)				
<u>175 Section 106 CIL</u>								
1400 S106 & CIL Received	0	14,646	0	(14,646)			0.0%	14,646
Section 106 CIL :- Income	0	14,646	0	(14,646)				14,646
Net Income	0	14,646	0	(14,646)				
6001 less Transfer to EMR	0	14,646	0	(14,646)				
Movement to/(from) Gen Reserve	0	0	0	0				
<u>180 Loans</u>								
4455 Repayment of PWLB Loan	0	3,089	6,178	3,089		3,089	50.0%	
Loans :- Indirect Expenditure	0	3,089	6,178	3,089	0	3,089	50.0%	0
Net Expenditure	0	(3,089)	(6,178)	(3,089)				
<u>190 Precept</u>								
1076 Precept	0	172,838	172,838	0			100.0%	
Precept :- Income	0	172,838	172,838	0			100.0%	0
Net Income	0	172,838	172,838	0				
<u>210 Projects</u>								
1350 Neighbourhood Plan (Grant)	0	2,500	0	(2,500)			0.0%	
Projects :- Income	0	2,500	0	(2,500)				0
Net Income	0	2,500	0	(2,500)				
<u>250 Neighbourhood Plan</u>								
4040 Profession Services	0	710	1,000	290		290	71.0%	
4130 Miscellaneous	0	0	1,000	1,000		1,000	0.0%	
Neighbourhood Plan :- Indirect Expenditure	0	710	2,000	1,290	0	1,290	35.5%	0
Net Expenditure	0	(710)	(2,000)	(1,290)				

Detailed Income & Expenditure by Budget Heading 13/09/2024

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	1,529	212,455	250,996	38,541			84.6%	
Expenditure	14,683	63,794	260,996	197,202	0	197,202	24.4%	
Net Income over Expenditure	(13,154)	148,661	(10,000)	(158,661)				
less Transfer to EMR	0	14,646	0	(14,646)				
Movement to/(from) Gen Reserve	(13,154)	134,015	(10,000)	(144,015)				

Uppingham Town Council:**ACTION PLAN for the recommendations in the Internal Audit report for yr ended 31 March 2024**

	Issue	Recommendation	Action proposed
<u>Minutes</u>	No accounts were prepared or presented to the meeting for February and March 2024.	Monthly financial reports for all months should be presented to the meeting.	1. Reports will be presented to full Council monthly.
	There is no evidence in the minutes that direct debits or other payments which arise on a regular basis have been reviewed and authorised by the Council.	Direct debits/regular payments should be reviewed and approved by the Council at least annually and on creation of any new such payments in the interim.	2. F&GP will undertake this at the first meeting of each calendar year.
<u>Payment reconciliation to minutes</u>	Financial Regulations require that amounts to be paid are approved prior to payment. It is possible for payments to be authorised by designated members of Council then ratified at the meeting <u>but</u> the Financial Regulations should reflect this process.	A list of payments should be approved either at the meeting or by an authorised member of Council prior to the meeting and the process clearly minuted. Amounts for payment should be approved prior to actually making the payment.	3. Our Financial Regulations to be amended accordingly.
	Financial Regulations require that a schedule of payments requiring authorisation, together with the invoices, is presented to Council. Between Oct 2023 and Jan 2024, there is evidence that some payments were presented to Council and there are some schedules detailing BACS payments. However, the schedules included in the minutes file have not been signed and in a number of cases the amounts minuted as approved did not agree to the list of payments in the minute file. There is no reference to the approval of invoices.	The amounts minuted should be in agreement to the supporting BACS schedules which should be signed as an integral part of the minutes.	4. Invoices pack will be sent to Council prior to each meeting. 5. BACS schedule will form part of draft minutes when latter are presented for signing.
<u>Bank and Cash (Expenses/payments)</u>	There is no evidence that the invoices have been approved by a member of council or that the BACS listing has been approved by Council prior to payment. There is no evidence that the bank account to which payment is being made has been checked.	A system of approval be developed where all invoices are signed as approved for payment by a member of council. A BACS payment schedule should be produced ahead of the payment release date which is presented with the invoice to an authorised member of Council who should sign these documents as approved. The member of Council should specifically check that the bank details for payment are correct. The bank mandate should be reviewed annually to reflect any staff changes and any changes to the Council members given authority to access the bank account.	6. Felt to be unnecessary (given action 4 above). 7. Felt to be unnecessary (given action 5 above). 8. Agreed – though changes need to be actioned as & when personnel changes happen.
	No formal orders were present for any items tested. The Financial Regulations require orders to be present and copies to be retained.	Orders should be raised and copies kept in accordance with the Financial Regulations.	9. Our Financial Regulations to be amended, such that an email will suffice, rather than a formal Order.
	Town Hall keyholding is undertaken by 4 Seasons Garden Services. Payment for this is however made to a personal account, not a business account. There is no evidence that HMRC self-employment checks have been undertaken.	Where services are procured from individuals or payment is to a personal bank account the HMRC self-employment checker should be used to verify self-employment status and a copy of the results kept.	10. The Clerk will ensure that arrangements with this particular supplier are regularised.

Uppingham Town Council:

ACTION PLAN for the recommendations in the Internal Audit report for yr ended 31 March 2024

	Procurement for flooring refurbishment was undertaken by a member of Council and there was no evidence that further quotes were received. The Financial Regulations expressly prohibit individual members of Council issuing official orders or making contracts on behalf of the Council.	If individual members of Council are involved in procurement, a transparent process should be in place whereby it is evidenced that quotes have been obtained, official orders are raised and approval obtained (subject to satisfaction with value for money) and minuted in full Council meeting.	11. We will ensure transparency of our records if this type of circumstance arises in future.
<u>Income – Cemeteries</u>	The clerk had purchased the Rialtas cemetery package and was moving all cemetery records to this system. It is unclear how far this project has progressed and other than a file of cemetery paperwork, there was nothing available to support cemetery income. There was income detailed in the cash book for which no paperwork was located. The locum Clerk has recorded and banked all cemetery receipts but due to time constraints has done no further work in this area.	Although cemetery receipts are banked promptly and intact, supporting paperwork should be produced and retained on file, particularly in respect of grave spaces and burial plots.	12. This is simply a consequence of insufficient staff time since the start of 2024. The process should work fine once the backlog of record-keeping has been recovered.
	There is evidence in the minutes that cemetery charges have been reviewed and that the new charges are to be implemented from 1 April 2024.		13. This is untrue. F&GP intends to agree increased fees to apply from Apr 2025.
<u>Income - Market Stall Rents</u>	The debtor list indicates a number of stall rents remain unpaid. In two instances, the receipt of the income could not be traced to the sales receipts listing but the invoices were not showing as unpaid on the list of debtors.	Invoices should be marked as paid and any outstanding amounts should be followed up on a regular basis.	14. We will undertake a detailed review of the debtors to ascertain which amounts are truly outstanding, as this is not currently clear.
<u>Payroll (RCC)</u>	RCC usually send their invoices quarterly rather than monthly and in some cases have to be chased for them. Thus when finance reports are presented to Council each month they may not always be complete in relation to payroll costs. RCC do not send any schedules to support the invoice, so it is not possible for the Clerk to check any elements of the payroll calculations. The locum Clerk requested a schedule to support the payroll costs in order for internal audit checks to be undertaken, which was forthcoming. For the months tested, staff were paid at the correct rates and deductions were correctly calculated. Payroll costs per the accounts and AGAR were reconciled to this schedule provided by RCC.	The Council should request that RCC provide payroll reports each month or copies of the payslips so that checks can be carried out on the Council's payroll costs and so that the monthly accounts are up to date in relation to salary costs. Periodically, confirmation of hours and rates of pay should be sought from RCC. Regular reconciliations should be undertaken between the accounts and salary schedules provided by RCC.	15. RCC have been reluctant to supply in the past, but we will try again to obtain this information. Also, consideration will be given to obtaining 3 alternative competitive supplier quotes, to achieve future audit compliance and value for money.
	Payroll costs in the accounts are understated by £2,241.10 as a result of a processing error for the quarter 2 invoice from RCC - which totalled £13,603.80, being £13,577.60 net (actual payroll costs) and £26.20 VAT, but it was entered into the system as £11,336 net (payroll costs) and		16. These incorrect entries were reversed in June 2024 and re-entered correctly. This will have the effect, in our next VAT claim,

Uppingham Town Council:

ACTION PLAN for the recommendations in the Internal Audit report for yr ended 31 March 2024

	£2,267.30 VAT - hence the payroll costs are understated, and the VAT reclaim was incorrect.		of correcting our erroneous claim.
	In April 2023, the Admin Assistant received a salary considerably in excess of her contracted grade. The locum Clerk has identified this as an honorarium paid for duties undertaken during the Clerk's previous sickness. However, there is no detail in the minutes regarding this payment, but an e-mail from the town mayor together with a note of a confidential salary matter in the March 2023 minutes suggests full approval was obtained.	Although salary details are of a confidential nature, a minute should be maintained detailing approved changes.	17. Not quite – a note should be maintained (certainly) but Parish/ Town Councils are forbidden to have confidential minutes.
<u>Insurances</u>	The insurance cover for property contents, some of the street furniture and play equipment falls short of the value on the asset registers. However, these assets are spread over several locations so it is unlikely that total loss would occur in any one instance. Fidelity Guarantee insurance is set at £250,000 which is sufficient for the year end balances but may fall short during the year at the time the precept is received and at times when CIL monies have been forthcoming. There are no transaction limits set for a single transaction.	The F&GP committee should review insurance values at least annually but more often if there are any significant changes to the insurable assets and minute any such reviews and their recommendations. A full inventory of assets owned by the Council should be drawn up for insurance purposes. The Clerk should discuss cover with the Insurers prior to the renewal date since it is not clear from the insurance schedules which assets are covered under the various categories.	18. F&GP instigated such a review in Jul 2024. 19. This already exists. 20. We will do this prior to the Aug 2024 renewal date.
<u>Risk Assessments</u>	The minutes indicate that the Financial Management & Risk Assessment document has been reviewed and adopted in May 2023, but on review of the document no changes had been made to the previous version and the following points to note still remain: <ul style="list-style-type: none"> ■ The bank and banking section makes reference only to cheque payments and does not include risks associated with BACS/online transactions. ■ The direct costs, overheads & expenses section refers only to the process of cheque payments and does not include online transactions. ■ Salaries and associated costs have been assessed on the assumption that payroll is completed 'in house'. The risks associated with outsourcing have not been assessed. 	The Financial Management & Risk Assessment document should be reviewed in detail and updated to reflect current practices.	21. This will be done at Jul 2024 full Council.
	In May 2023 the agenda included review and adoption of a number of policies, all of which were minuted as adopted but it is unclear what if any changes were made to the policies prior to adoption. The Annual Investment Policy and Investment Strategy documents state that a review should take place before the start of each year. There was no evidence of review at all during 2023/24. The opening balances were quoted as being in excess of £400,000 when in fact they were £158,045. There	There should be an annual review of the Financial Management & Risk Assessment, Financial Regulations, Standing Orders, Investment Policy and Reserves Policy, and any changes clearly minuted. In respect of other policies, I recommend a register is created of all policies detailing the last review date and when the next review should take place. Not all policies need to have an annual review but a register detailing cyclical review would help to ensure policies are	22. There already are such reviews; however their thoroughness is maybe questionable. 23. The Clerk will now publish a schedule for undertaking 2 or 3 reviews per month throughout the year, in order that each review may be more

Uppingham Town Council:

ACTION PLAN for the recommendations in the Internal Audit report for yr ended 31 March 2024

	is no evidence of review of the Investment Policy.	kept up to date. NALC should be able to provide guidance on which policies require an annual review. The Council should regularly review the level of general/earmarked reserves and minute this discussion to ensure they stay within the limits recommended by the Reserves Policy.	thorough than previously. 24: This is already done by F&GP from time to time.
	The Clerk went on long term sick in Feb 2024 and subsequently resigned. The Council has secured the temporary services of a locum clerk on a part time basis but there was no formal continuity plan in place.	A Business Continuity Plan should be developed to cover long-term absence of the Clerk, computer backup and also the procedures which would be adopted if the Town Hall was out of operation.	25: F&GP will now review the adequacy of our business-continuity arrangements.
<u>Basis of Accounts</u>	There is no evidence that the list of sales ledger balances has been reviewed for old/unrecoverable debts. A number of balances remain outstanding from the previous year.	The debtor listing should be reviewed for old/irrecoverable debts and any such items written off with the approval of Council.	See action 14 above.
	It was noted that three of the balances on the purchase ledger balances are still outstanding from the previous year. On further investigation, it was found that these invoices had been processed again in 2023/24 resulting in expenses being overstated.	The creditor listing should be reviewed. Duplicated balances should be reversed and old balances reviewed for correctness.	26: We will undertake a detailed review of the creditors to ascertain which amounts are truly outstanding, as this is not currently clear.
		The use of the sales and purchase ledger functions should be reinstated so that debtors and creditors are automatically included in the monthly accounts.	27: Yes, but we will do this in conjunction with a review of our invoicing process, to seek to eliminate our current practice of issuing invoices separately from the Rialtas system.
	Sundry debtors have not been reviewed and as a result balances have been incorrectly included which relate to 2022/23. Sundry creditors include an invoice in respect of the retention for the toilet refurbishment from Metcalf. This was provided for in 2022/23 and has been brought forward so is therefore duplicated.	Sundry debtors and creditors should be reviewed and any provisions no longer required should be reversed.	28: We will undertake a detailed review of this to ascertain which amounts are truly outstanding.
<u>Accounting Errors</u>	The following accounting errors were noted during the course of my work. <ul style="list-style-type: none"> ■ Payroll is understated by £2,241.10 ■ Market rent and hall hire debtors of £5,812.51 have not been provided for. ■ Prepayments of £3,584.00 have not been provided for but those provided for in 2022/23 had previously been reversed. ■ Sundry debtors are overstated by £1,650.93 ■ Creditors are overstated by £9,428.13 (Net = £7,856.78) 		See Action 16 above. No action needed, now that we have passed year-end. No action needed, now that we have passed year-end. No action needed, now that we have passed year-end. No action needed, now that we have passed year-end.

Uppingham Town Council:

ACTION PLAN for the recommendations in the Internal Audit report for yr ended 31 March 2024

	<ul style="list-style-type: none">■ Sundry creditors (Metcalf) overstated by £1,896.81■ Accruals were understated by £281.00. <p>The overall effect is that the balances carried forward are understated by £14,977.07.</p> <p>In addition, the Sales Ledger listing has not been reviewed for irrecoverable debts.</p>		<p>No action needed, now that we have passed year-end.</p> <p>No action needed, now that we have passed year-end.</p> <p>See action 14 above.</p>
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Uppingham Town Council Burial Fees & Charges 1st April 2019 – 31st March 2019

Contact: 01572 822681 Email: townclerk@uppinghamtowncouncil.co.uk

Interment Fees – Payable whether or not an exclusive right of burial has been granted.	Uppingham	Rutland	Outside Rutland
New born child to age 18	£0.00	£0.00	£0.00
Person aged 19 and older	£68.00	£204.00	£408.00
(Additional charge) Interment where depth is greater than 5ft	£127.00	£381.00	£760.00
Interment of cremated remains	£85.00	£255.00	£510.00

Exclusive Right of Burial- Earthen Grave	Uppingham	Rutland	Outside Rutland
Grave for person less than 18 years old	£1.00	£299.00	£598.00
Single grave (up to 5ft in depth)	£255.00	£763.00	£1,529.00
Double grave space (more than 5ft in depth)	£340.00	£1,018.00	£2,037.00
Cremated remains in earthen grave (3ft x 2ft)	£83.00	£249.00	£495.00

Other Charges at First Inscription	Uppingham	Rutland	Outside Rutland
Flat stone – single grave	£61.00	£187.00	£375.00
Flat stone- double grave	£119.00	£357.00	£712.00
Headstone up to 2ft or 3ft	£82.00	£245.00	£488.00
Vase up to 1ft height	£61.00	£187.00	£374.00
Charge for additional inscriptions	£61.00	£187.00	£374.00

Charges are based on residential addresses at the time of death, either within the parish of Uppingham, the county of Rutland or outside of Rutland, unless the deceased person was residing outside of Rutland but has been resident for the majority of their life within the county of Rutland and the reason for their absence was due to:

- The admission of that person to a nursing home outside of the county of Rutland.
- Being cared for by relatives outside the county of Rutland, but having strong family ties with the county, e.g. having a close relative buried within the County of Rutland.

9:11

Town Hall Bookings w/c 16th September 2024

Day	Class	Hirer	Time In	Time Out	Room
MONDAY	Aerobics	Sue Pegelow	09:30	11:30	
MONDAY	Curtain Upp	Helen	16:00	18:30	Chamber
MONDAY	Pilates	Stephanie	18:30	19:30	
TUESDAY	Yoga	Marilyn	10:00	11:30	Chamber
TUESDAY	Curtain Upp	Helen	16:30	20:00	Chamber
TUESDAY	Slimming World	Jess Mackenzie	16:30	20:30	
WEDNESDAY	Fit Steps	Graham	09:30	10:30	
WEDNESDAY	Aerobics	Sue Pegelow	10:45	11:45	
WEDNESDAY	Art History	Ray Sutton PhD	13:30	15:30	Chamber
WEDNESDAY	Youth Club	Liz/Rutland First	15:00	17:00	
WEDNESDAY	Pilates	Lorna	19:30	20:30	
THURSDAY	Painting Class	Barbara	10:00	12:00	Chamber
THURSDAY	Aerobics	Sue	10:00	11:00	
THURSDAY	Curtain Upp	Helen	16:00	18:45	
THURSDAY	Curtain Upp	Helen	19:00	19:30	Chamber
THURSDAY	Rutland Voices Choir	Val	19:30	20:30	
THURSDAY	Community Fridge	Deliveries	20:00	22:15	
FRIDAY	Yoga	Marilyn	09:15	10:45	
FRIDAY	Tai Chi	Norman	11:00	12:30	
FRIDAY	Root & Branch	Claire & Alex	12:35	15:00	
FRIDAY	Peppers	Pippa	12:30	16:30	TH & Chamber
FRIDAY	Curtain Upp	Helen	16:30	19:00	
SATURDAY	Curtain Upp	Helen	08:00	16:00	
SUNDAY	Curtain Upp	Helen	08:00	16:00	



UPPINGHAM TOWN COUNCIL

Town Clerk Telephone: 01572 822681 Website: uppinghamtowncouncil.co.uk
 Twitter: @uppinghamTC Address: Town Hall, High Street East Uppingham. Rutland LE15 9PY

Hiring Charges for the Town Hall (1st April 2024)PH

<u>Council Chamber</u>	<u>New</u>
Meetings/Classes	£12.50
<u>Main Hall</u>	
Charities (i.e., age concern)	£17.50
Block Bookings	£20.00
Private booking (parties)	£20.00
Weekend hire (disco's Parties)	£30.00
Deposit £150.00	
Commercial Purposes/ sales	£30.00
Deposit required 50% of the hire charge at time of booking	
Balance must be paid 7 days before the function	
Special charges agreed Elections	General
	Parish

N.B Licensed Bar allowed in the Bar area only (see booking form for details)

The Town hall premises are let on the understanding that they are left in a clean and tidy condition when vacated. If extra cleaning is required a £50.00 cleaning charge will be levied

Clerk to the Council

From: daniel marvin <marvinbuildingservices@gmail.com>
Sent: Wednesday, July 10, 2024 10:32 AM
To: Cynthia Ondeng <cynthia@uppinghamtowncouncil.co.uk>
Subject: Re: Uppingham TC - Skate Park Repairs - Quotation

Hi Cynthia

Meant to add that we recommend the stone grey as it will require less maintenance and look great.

Best Regards
Danny Marvin

Marvin Building Services Ltd
07376146249

On Tue, 9 Jul 2024 at 17:03, daniel marvin <marvinbuildingservices@gmail.com> wrote:
Hi Cynthia

Please find our quote attached.

Let me know if you have any questions.

Best Regards
Danny Marvin

Marvin Building Services Ltd
07376146249

On Tue, Jul 9, 2024 at 1:00 PM daniel marvin <marvinbuildingservices@gmail.com> wrote:
Hi Cynthia

I've just dropped a sample book of render colours by your office door, I'll have the quote over to you this afternoon.

Do you know when you'd be looking to go ahead with this? The render just needs an idea as he'll prioritise for me if needed.

From: Guy Gasper <rutlandandcotswold@gmail.com>
Sent: Wednesday, July 3, 2024 4:45 PM
To: Cynthia Ondeng <cynthia@uppinghamtowncouncil.co.uk>
Cc: James Druce <druce.james@sky.com>; tombo505@icloud.com
Subject: Rutland and Cotswold Quotation re Skate Park

Good Afternoon Cynthia

Please can I introduce myself as the accountant for Rutland and Cotswold Building Contractors Limited based at Leicester Road, Uppingham.
Thomas Druce has asked me to send you the attached quote for the Skate Park. Any queries please contact Thomas who is copied into this email.
The quote for the gates will follow.
Best Regards
Guy E K Gasper



Rutland & Cotswold Building Contractors Ltd.

Rutland & Cotswold Building Contractors Ltd

36 Leicester Road, Uppingham

Rutland, LE15 9SD

Phone: 07766778547

Email: rutlandandcotswold@gmail.com

VAT No: 942 25 91 23

UTR No: 1174903509

To: Uppingham Town Council

Date: 3rd July 2024

Quotation - Skate Park

Item	Description	Price
1	Labour	13,650.00
2	Material 160msq HP12 - Silicon based render and beads	2,560.00
3	80lm Red Quarry tile to render too and adhesive	936.00
4	Hired Equipment 1 mini digger 1 mini dumper	300.00 300.00
5	Heras Fencing 100lm - £300 per week re 4 weeks To erect and dismantle	1,200.00 500.00
6	Toilet Hire - £50 per week re 4 weeks	200.00

Project Description

Too knock off existing, spin back to prepare a smoother finish to allow a silicon render with 15 - 20 mm depth, 2 coat system.

150mm x 150 quarry tile to base to raise 150 mm as of rising damp, standing water also it is something something to render too rather than a bead and acts as a hard base.

£19,646.00

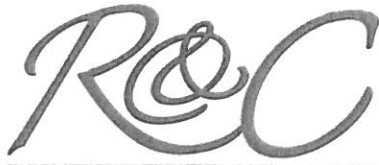
Notes:

All Costs are plus 20% VAT (or the prevailing rate)

This quotation is available up to 31st July 2024

Payment terms are 7 days from invoice date which are sent by email.

Company Registered No: 08251261



Rutland & Cotswold Building Contractors Ltd.

Rutland & Cotswold Building Contractors Ltd

36 Leicester Road, Uppingham

Rutland, LE15 9SD

Phone: 07766778547

Email: rutlandandcotswold@gmail.com

VAT No: 942 25 91 23

UTR No: 1174903509

To: Uppingham Town Council

Date: 3rd July 2024

Quotation - Skate Park

Item	Description	Price
1	Labour	13,650.00
2	Material 160msq HP12 - Silicon based render and beads	2,560.00
3	80lm Red Quarry tile to render too and adhesive	936.00
4	Hired Equipment 1 mini digger 1 mini dumper	300.00 300.00
5	Heras Fencing 100lm - £300 per week re 4 weeks To erect and dismantle	1,200.00 500.00
6	Toilet Hire - £50 per week re 4 weeks	200.00

Project Description

Too knock off existing, spin back to prepare a smoother finish to allow a silicon render with 15 - 20 mm depth, 2 coat system.

150mm x 150 quarry tile to base to raise 150 mm as of rising damp, standing water also it is something something to render too rather than a bead and acts as a hard base.

£19,646.00

Notes:

All Costs are plus 20% VAT (or the prevailing rate)

This quotation is available up to 31st July 2024

Payment terms are 7 days from invoice date which are sent by email.

Company Registered No: 08251261

Quote

Date: 09/07/2024

Uppingham Skate Park

Ref: JOB-294

Site Work

General Preliminaries

General Preliminaries.

- ✓ Supply and display construction sign boards. Keeping your construction site safe.
- ✓ Includes Health and Safety, First Aid, Protective clothing.
- ✓ We have allowed for cleaning 1 x General Labourer for 2 x Day

Site Equipment

Site Equipment.

Toilet - 1 each

- ✓ Hire 1 x Portable Toilet 5ft x 4ft for 4 weeks
- ✓ We have allowed for delivery and collection cost

Fences 1

Fences 1.

Heras Fence - 81.1 m

- ✓ Hire Heras Fence for 4 Weeks
- ✓ Hire 80m of Heras Fence Panel 3.5m x 2m
- ✓ 1 x Pedestrian gate
- ✓ We have allowed for delivery and collection cost

Removal

Removal .

- ✓ Removal of existing cladding back to blockwork
- ✓ Disposal surplus materials off site
- ✓ We have allowed for 2 x 8 Yard Skip

Finishes

Through Colour

Through Colour. Through colour K-Rend system or similar - 80m²:

- ✓ Walls to be base layered flat & meshed
- ✓ Walls to be finished in through colour K-Rend system colour tbc
- ✓ Supply and fix in position all beads
- ✓ Walls to be coated in anti graffiti sealant

Subtotal:
VAT @ 20%:
Total :

£21,423.65
£4,284.73
£25,708.38