



# STAVELEY TOWN COUNCIL

[www.staveleytowncouncil.gov.uk](http://www.staveleytowncouncil.gov.uk) Staveley Hall

[info@staveleytowncouncil.gov.uk](mailto:info@staveleytowncouncil.gov.uk) Hall Drive

Tel: 01246 473132

Fax: 01246 473133

Staveley  
Chesterfield  
Derbyshire  
S43 3UX

To: **Members of the Policy, Finance and Publicity Committee of  
Staveley Town Council**

11 October 2023

Dear Councillor

You are hereby summoned to attend a meeting of the Policy, Finance and Publicity Committee to be held at 6.00 pm on Tuesday 17 October 2023 in the Frecheville room at Staveley Hall.

Members are asked to sign the attendance sheet for the meeting, available in the room.

In the interests of the smooth running of the meeting, queries about any of the items on the agenda are requested to be submitted 2 days prior to the meeting to enable the Clerk to provide a comprehensive response.

Please ensure that confidential papers are kept secure prior to, and not left in the meeting room following, the meeting.

Yours sincerely

Sabrina Doherty  
Town Clerk and Financial Officer

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## RECORDING OF COUNCIL MEETINGS

Under the Openness of Local Govt. Bodies Regulations 2014, members of the public may now film, photograph and make audio recordings of the proceedings of the formal Council meeting, though not, under current legislation, of the Public Participation session, as this is not part of the formal agenda of the meeting.

Recording activity should be respectful to the conduct of the meeting and behaviour that disrupts the meeting (such as oral commentary) will not be permitted. The Clerk will record meetings for the purposes of the minutes.

## AGENDA

### 1. **To Note Apologies for Absence**

### 2. **To Receive Declarations of Interests**

Members are invited to declare disclosable pecuniary interests and other interests in items on the Agenda as required by the Staveley Town Council Code of Conduct for members and by the Localism Act 2011.

### 3. **Minutes of the Previous Meeting**

To confirm and sign the minutes of the Policy, Finance and Publicity Committee of Staveley Town Council held on Tuesday 25 July 2023 as a correct record.

### 4. **Public Participation Session**

A period of not more than 15 minutes will be made available for members of the public to ask questions or submit comments about Town Council matters on the agenda. There will be no further public participation after this item. Councillors will not debate the matters raised and no decisions can be made on any items raised in this session, they will be put forward to the next meeting.

### 5. **To determine which items if any from the remainder of the agenda should be taken with the public and press excluded.**

The following resolution to be passed at the appropriate time should confidential session be required: *That in view of the fact that publicity would be prejudicial to the public interest by reason of the confidential nature of the following matters, the public and representatives of the press be excluded from this meeting during the discussion thereof.*

### 6. **Staveley Town Council Improvement Plan**

To consider the report of the Town Clerk & RFO

### 7. **Proposal for a Community Fund**

To consider an idea submitted by Cllr P Mann for the set up of a one-off Community Fund using £15,000 of CIL monies to enable community groups from the Staveley area to apply for grants up to £500 between December 2023 and 5<sup>th</sup> April 2024.

### 8. **Draft Biodiversity Policy Statement**

To consider the report of the Town Clerk and RFO.

### 9. **Finance Update**

- a) Quarter 2 Report
- b) Budget Forecast (forecast from 30 September 2023)
- c) Reserves Balance

#### Members:

Cllr B Bingham  
Cllr C Chambers  
Cllr B Dyke  
Cllr C Jackson

Cllr P Jacobs  
Cllr P Mann  
Cllr J Ridgway  
Cllr E Tidd

## STAVELEY TOWN COUNCIL

Minutes a meeting of the Policy, Finance and Publicity Committee held at 6.00 pm on Tuesday 25 July 2023 in the Frecheville room at Staveley Hall.

Present:

Cllr B Bingham	Cllr P Jacobs
Cllr C Chambers	Cllr P Mann
Cllr B Dyke	Cllr J Ridgway
Cllr C Jackson	Cllr E Tidd

**PFP2324/1 To Elect the Chair of the Committee for the Municipal Year**

**RESOLVED:** That Councillor B Dyke be elected Chair of the Committee for the 2023-24 Municipal Year

**PFP2324/2 To Elect the Deputy Chair of the Committee for the Municipal Year**

**RESOLVED:** That Councillor J Ridgway be elected Chair of the Committee for the 2023-24 Municipal Year

**PFP2324/3 To Note Apologies for Absence**

None received.

**PFP2324/4 To Receive Declarations of Interests**

No declarations made.

**PFP2324/5 Minutes of the Previous Meeting**

**RESOLVED:** That the minutes of the meeting held on Tuesday, 24 January 2023 be confirmed and signed as a correct record.

**PFP2324/6 Public Participation Session**

There were no members of the public present.

**PFP2324/7 To determine which items if any from the remainder of the agenda should be taken with the public and press excluded.**

The Clerk advised that item 9d would be eligible for discussion in confidential session.

## STAVELEY TOWN COUNCIL

### **PFP2324/8 Framework for Improvement**

Councillors considered the report of the Town Clerk and RFO. In response to an enquiry the Town Clerk stated that the key items to address on the list were the publication scheme and the accessibility statement as these were legal requirements and the Council had not adopted either of these at the appropriate time. The new website would address most of the transparency regulations requirements and the Council had now been registered with the Information Commissioner's Office.

Councillors were also concerned that Training should be a high priority and asked the Clerk to look into this urgently. The Clerk confirmed that there was only a small budget this year of £250. She would provide some training as part of the workshops that were to be run and had asked the Monitoring Officer for training on the Code of Conduct and Standards but was awaiting to hear back. Councillors stated that training on finance, planning, safeguarding and personal safety would be important too. The Chair asked that all councillors consider training needs and feedback to the Clerk.

#### **RESOLVED:**

That the report be noted and the Clerk prioritise the tasks and report back to the next meeting of the committee.

### **PFP2324/9 Finance Update**

#### **a) Quarter 1 Report**

The Town Clerk gave a comparison to Q1 2022-23 and explained that the income was higher than this time last year which was due to the increase in the precept and rentals and an influx of CIL monies. Expenditure was down and this directly correlated to the reduction in staffing.

Discussion was held regarding the market and an update was given as to the intent to relaunch on 26 August 2023.

In response to a query it was confirmed that the town council did not directly manage the allotment sites, these were run by the local allotment associations. The Town Council did not therefore pay for the water, the associations did. It was noted that there was an intent to bring a further report to the Council about the allotments as there were a number of issues that required addressing.

In response to a query the Clerk confirmed that there was a lot of work going into sorting out the utility contracts and these were to be moved to another provider where possible. These would just be for a year to enable the council to take advantage of reducing rates as the market

## STAVELEY TOWN COUNCIL

stabilises. The main contracts would transfer in October 2023 and new contracts would be looked at in March 2024.

**RESOLVED:** That the report be noted.

### **b) Budget Forecast (forecast from 30 June 2023)**

Discussion was held regarding the roof problems at the ahll and the Speedwell Rooms. It was asked that the Clerk seek quotes for repairs and bring back to the committee/council asap.

**RESOLVED:** That the report be noted.

### **c) Reserves Balance**

Councillors considered the list of reserves. The Clerk pointed out that an additional capital reserve needed setting up to hold the money from the sale of the hedgerow land at Mastin Moor Allotments.

It was suggested that there be a markets reserve set up to help with re-establishing the market and promoting it.

The CIL balance would be updated as part of the July reconciliation to account for the recent receipt. It was discussed that the allocation of CIL should be discussed as part of the workshop that was coming up and a percentage of the funds be set aside for the earmarked reserves to spend on key assets.

Councillors were keen to ensure that the reserves were built up and in response to a query the Town Clerk confirmed that the Council should have at least 30 percent of its net expenditure in general reserves as a contingency. Earmarked Reserves are to be held in addition to the general reserves.

**RESOLVED:** That the report be noted.

### **d) Staffing Costs Estimates for a full year**

The Town Clerk provided the information requested based on the current salary rates and explained that these figures would need updating once the cost of living increase had been negotiated by the unions. The figures would become clearer in September/October and could feed into the next budget.

**RESOLVED:** That the report be noted.

The Chair declared the meeting closed at 7:15pm.

Signed: \_\_\_\_\_

**IMPROVEMENT PLAN – STAVELEY TOWN COUNCIL**

**MEETING: ORDINARY MEETING OF POLICY, FINANCE AND PUBLICITY COMMITTEE**

**DATE: 17 OCTOBER 2023**

**REPORT BY: TOWN CLERK AND FINANCIAL OFFICER**

**1.0 PURPOSE OF REPORT**

- 1.1 To seek committee approval of the Draft Improvement Plan and recommendation to Council for approval and adoption.

**2.0 BACKGROUND AND INTRODUCTION**

- 2.1 This committee considered the draft plan at Appendix 1 at its meeting held on 25<sup>th</sup> July 2023.
- 2.2 Whilst there is acknowledgement that there may be additional recommendations coming out of the Improvement Board Investigation, the Council should be looking to adopt an improvement plan for known issues that require addressing.
- 2.3 Some of the work is already in progress and will be reported back on as part of this plan once adopted. The Council has also agreed a Draft Delivery Plan for consultation with the public which contained a commitment to formally apply for the Local Council Award Scheme to show that it was meeting expected standards.
- 2.4 The Committee asked the Town Clerk to bring the plan back with priorities marked before it was recommended through to Council.

**3.0 LCAS - A PHASED APPROACH**

- 3.1 The scheme clearly sets out the required documentation to improve the Council's governance arrangements as well as criteria for its work in the community and what it should have in place for staff and councillor development.
- 3.2 There are three levels of award within the scheme: Foundation, Quality and Quality Gold. Whilst the priorities have been marked as High, Medium and Low, the Council should first work on the requirements for the Foundation level which are marked with 'F'. These items are fundamental to the basics of operating a Town Council.
- 3.3 Policies will come via the Policy, Finance and Publicity Committee for review and recommendation to Council for approval. The Committee will then be responsible for reviewing policies on a cyclical basis or as and when legal updates arise, whichever is soonest.

#### **4.0 RECOMMENDATIONS**

- 4.1 That Council be recommended to adopt the Improvement Plan, pending additional recommendations from the Improvement Board.







Sabrina Doherty  
Town Clerk and Financial Officer

# Staveley Town Council Improvement Plan

This plan is based on the Local Council Award Scheme Quality Framework and seeks to demonstrate the Council's compliance with its statutory duties and fulfilment of its role within the community.

## Governance

Criteria demonstrating good governance in managing the business and finances of a council

Level	Criteria	Priority (HML)	Current Status	Action Required	Notes/Updates
F	Standing Orders			Need adding to the Website	Current website difficult to update with documents, new website under construction
F	Financial Regulations			Need adding to the Website	Current website difficult to update with documents, new website under construction
F	Code of Conduct and link to Councillors' registers of interests	M		Requires updating, following LGA review New registers require uploading to website.	Awaiting CBC's MO to review Code of Conduct.  Registers will be added to new website.
F	A Publication Scheme	H		Adoption of a scheme and area to be set up on website	Website currently under construction and specific pages will be built to show the required information.
F	Last Annual Return			Specific area to be created on new website so easy to find	Currently posted as a news article.
F	Transparent information about council payments	H		New website required (currently under construction).	Unable to upload reports to current website, however reports can be sent to members of public upon request.



F	Calendar of all meetings including the annual meeting of electors (Annual Assembly)	L	☹️	Area for Annual Assembly required on website. Schedule to be posted on noticeboards.	Calendar for the year agreed at Council and schedules updated where they exist on the current website – unfortunately no area for the Annual Assembly – will be addressed on the new website
F	Minutes for at least one full year of Council meetings and (if relevant) all committee and sub-committee meetings		😊		
F	Current agendas		😊		
F	Budget and precept information for the current or next financial year	M	☹️	Specific area on website required so its easy to find.	Papers were uploaded with the agenda as far as was possible. Public can contact the Clerk to request information.
F	Complaints procedure	H	☹️	Requires drafting and adoption by Council	Although there is a webform to allow people to submit complaints, there does not appear to be a policy or a procedure adopted to explain how the council will deal with complaints.
F	Accessibility statement	H	☹️	Requires drafting and adoption by Council	The current website is not compliant with accessibility regulations and there is no statement adopted as is required. This will be addressed as part of the new website construction tasks.
F	Privacy notice		😊		

F	Risk Management Policy	M	☹️	Publish on website in dedicated area.	The Council has a corporate risk register which requires review. Uncertain if there is an associated policy
F	Register of assets		😊		Requires updating. Cllr is assisting the Clerk to review past minutes to identify additional assets/information for inclusion
F	Staff contracts		😊		
F	Up-to-date insurance policies that mitigate risk to public money		😊	Building valuations require updating	
Q	Draft minutes of all council and committee meetings published within four weeks of the last meeting		😊		
Q	A Health and Safety Policy	H	☹️	Review existing documentation and draft a policy	Not clear if a formal policy was adopted – should have had a written policy with having had more than 5 employees.
Q	Equality Policy	L	😊	Review required	
Q	Scheme of Delegation	H	☹️	Adoption required at Council	Scheme drafted and sent to Council but not discussed at the meeting and consequently not adopted.
QG	A business plan covering a financial forecast for at least three years linked to revenue and capital plans for the Council and its community	M	☹️	Further development with CIL and corporate planning workshops	In progress, 5 year high level plan adopted – refinement now required
QG	Ensures that the Council delivers value for money	M	☹️	Further development required	New focus on the finances and procurement processes now in

					place.
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## Community

Criteria representing a council's role in the community and how it engages with the community

Level	Criteria	Priority	Current Status	Action Required	Notes/Updates
F	Council contact details and councillor information in line with the Transparency Code		😊	New emails need to be added to website.	
F	Action plan for the current year	H	😞	Workshops to be held in September 2023 to develop new Corporate Plan.	If adopted this action list could be the interim plan.
F	Evidence of consulting the community	M	😊	Consultation on CIL and Corporate Plan due this year.	Looking through the current website there does not appear to have been much in the way of consultation from the Town Council.
F	Publicity advertising council activities		😊		Regular posting on the website and facebook.
F	Evidence of participating in town and country planning		😊		Notifications are circulated to Cllrs for comment, Planning Committee established and meets for large/controversial applications.
Q	A community engagement policy involving two-way communication between council and community	L	😞		
Q	Councillor profiles	L	😞		

Q	A grant awarding policy	M	☹️	Requires review and development	There is evidence of a grant procedure and a new CIL policy was adopted in 2022 – however these need review.
Q	Evidence showing how electors contribute to the Annual Assembly	L	☹️		
Q	Action plan and related budget responding to community engagement and setting out a timetable for action and review	H	☹️	Requires development	The previous plan has expired and now a revised one is to be drawn up in Sept 2023.
Q	Evidence of community engagement, council activities and the promotion of democratic processes in an annual report, online material and regular news bulletins	L	☹️	Requires development	
Q	Evidence of helping the community plan for its future	L	☹️		
Q	At least two-thirds of councillors who stood for election		😊		
Q	An annual report that is actively shared with the community	L	☹️		
Q	Evidence of customer service in how the council handles correspondence with the public	L	☹️	Performance Indicators need to be developed	Correspondence is dealt with as quickly as possible, however staffing issues limit timeliness on occasion.
QG	Evidence of engaging with diverse groups in the community using a variety of methods	L	☹️		Whilst many activities undertaken no formal records have been kept.
QG	Community engagement influencing council activities and priorities	L	☹️	Formal capture of influence required	Community input has been valued and had an effect on Council activities but not

					formally captured.
QG	A wide range of activities including innovative projects which produce positive outcomes for the community	L	☹️		
QG	Co-operating constructively with other organisations	L	☹️	Formal capture required	
QG	Provides leadership in planning for the future of the community	L	☹️	Explore the creation of a neighbourhood plan	
QG	Engages with the community on issues related to the environment and climate change	L	☹️	Consider declaring a climate emergency and adopting environmental policies.  Calculate the Council's carbon footprint and actively monitor reductions.  Engage community in environmental projects	

## Development

Criteria representing council improvement through the management and development of staff and councillors

Level	Criteria	Priority	Current Status	Action Required	Notes/Updates
F	Disciplinary and grievance procedures		☺️	Requires Review	
F	Policy for training and development of staff and councillors	H	☹️	Requires development and adoption by Council	
F	Record of all training undertaken by staff and councillors in the last year	L	☹️	Records for Cllrs to be established	Staff records held.
F	A clerk who has achieved 12		☺️		The Council has a qualified

	Continuing Professional Development (CPD) points in the last year				Clerk who holds Principal membership of the SLCC which requires 18 CPD points to be achieved each year.
Q	A qualified Clerk		☺		
Q	A formal appraisal process for all staff		☺	Requires review	
QG	Manages the performance of the council as a corporate body	M	☹	Requires development	
QG	Manages the performance of each individual staff member to achieve its business plan	M	☹	Requires development	

**DRAFT BIODIVERSITY POLICY STATEMENT – STAVELEY TOWN COUNCIL**

**MEETING:** ORDINARY MEETING OF POLICY, FINANCE AND PUBLICITY COMMITTEE

**DATE:** 17 OCTOBER 2023

**REPORT BY:** TOWN CLERK AND FINANCIAL OFFICER

**1.0 PURPOSE OF REPORT**

- 1.1 To seek committee approval of the Draft Biodiversity Policy Statement and recommendation to Council for approval and adoption.

**2.0 BACKGROUND AND INTRODUCTION**

- 2.1 In May 2023 the Government issued guidance for public authorities regarding their duties in relation to biodiversity. [Complying with the biodiversity duty - GOV.UK \(www.gov.uk\)](https://www.gov.uk/guidance/complying-with-the-biodiversity-duty).
- 2.2 There is a requirement for public bodies, including parish and town councils to complete their first consideration of what action to take for biodiversity by 1 January 2024. Policies and objectives must be agreed as soon as possible after this.

**3.0 DRAFT BIODIVERSITY POLICY STATEMENT**

- 3.1 Given the Council's position this has not been a top priority and there is limited capacity to develop any in depth plans at this point in time, however the Council will meet its deadline by publishing a high level policy statement (draft attached as Appendix 1).
- 3.2 There is further evidence of consideration of biodiversity with the Council's draft corporate delivery plan which will soon go out for consultation.
- 3.3 The Council must agree its policies and objectives as soon as possible after the 1 January 2024 deadline and there is an ongoing commitment to reconsider its actions within 5 years of the previous consideration. Council could commit to do this more often if it wished.
- 3.4 The Council will need to consider how any of the following strategies will affect how it complies with the biodiversity duty:
- Local nature recovery strategies
  - Species conservation strategies
  - Protected site strategies

- 3.5 It is proposed that the Council develop a Biodiversity Action Plan for the parish, linking into work that is being considered by the Borough and County Council's. This should be a priority in the new year.

#### **4.0 RECOMMENDATIONS**

- 4.1 That Council be recommended to adopt the Draft Biodiversity Policy Statement and commit to producing a Biodiversity Action Plan in the new year.

Sabrina Doherty  
Town Clerk and Financial Officer



## Draft Biodiversity Policy Statement

### Background

Under the Natural Environment and Rural Communities Act 2006 there is a duty on public authorities in England, including Parish/Town Councils to have regard to conserving biodiversity as part of their policy or decision making. This was further strengthened by the Environment Act 2021 and so public authorities must now consider what they can do to conserve and enhance biodiversity in England. This means a public authority must;

- Consider what they can do to conserve and enhance biodiversity.
- Agree policies and specific objectives based on their consideration.
- Act to deliver policies and achieve objectives.

Biodiversity refers to the variety of life on earth<sup>1</sup>. Biodiversity is everywhere: in gardens, fields, hedgerows, mountains, rivers and the sea.

### The Local Area

Staveley Town Council covers a predominantly rural area, with a considerable number of natural spaces, including hedges, ditches, farmland, woodland, a country park, a nature reserve and the River Rother and River Doe Lea with associated brooks and streams. We also have the Chesterfield Canal coming into the parish from the western boundary.

### Town Council responsibilities

The Town Council owns several pieces of land and holds leases for several more; Staveley Hall and Gardens, 8 allotment sites and the Speedwell Rooms and grounds. The Town Council is responsible for their maintenance, although some sites are leased out to allotment associations and so the Town Council no longer has responsibilities for general upkeep.

### What the Town Council will do

- Consider the impact on biodiversity in the decisions made through the Town Council, especially when commenting on planning applications.
- Develop a Biodiversity Action Plan considering and incorporating the following actions:
  - Reduce the use of pesticides and herbicides used on Town Council owned land
  - Review how each parcel of land is managed, this may include, but is not limited to.
    - Leaving standing and fallen dead wood as a habitat for invertebrates
    - Leaving leaf litter and dead vegetation wherever possible as a habitat for invertebrates
    - Removing invasive and non-invasive species that are detrimental to native flora or fauna as required.
    - The Town Council will consider reducing the number of cuts in the Staveley Hall Grounds and allowing the grasses to grow eg 'no mow May'.
    - Areas under trees will be wilded, either to grow as long grass and flowers, or to be formally managed as a wildflower area.
- Consider producing a Neighbourhood Plan and ensure that biodiversity is discussed and added to the plan as necessary.

<sup>1</sup> As defined in 'Biodiversity 2020: a strategy of England's wildlife and ecosystems' by DEFRA

- All hedges are cut outside of the bird nesting season.
- The Town Council will seek to purchase and install bat/bird boxes in the Town Council owned trees.
- The Town Council will seek to promote biodiversity via the Town Council website.
- The Town Council will seek to work with other organisations to increase tree and wildflower planting across the parish.

<sup>1</sup> As defined in 'Biodiversity 2020: a strategy of England's wildlife and ecosystems' by DEFRA

**Staveley Town Council - Quarter 2**  
**(01/07/2023 to 30/09/2023 - All Cost Centres and Codes)**

11 October 2023 (2023 - 2024)

	2nd Quarter						Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
<b>aalIncome</b>												
1 Precept	248,782.50	248,782.00	-0.50(0%)			(N/A)	497,565.00	497,565.00	(0%)			(N/A)
2 Council Tax Support Grant	2,500.00		-2,500.00(N/A)			(N/A)	5,000.00		-5,000.00(N/A)			(N/A)
3 Grants Received	5,000.00	11,801.84	6,801.84(136%)		3.27	-3.27(N/A)	5,000.00	13,301.84	8,301.84(166%)		3.27	-3.27(N/A)
4 Hall and Stables Leases	24,999.99	20,362.89	-4,637.10(-18%)			(N/A)	50,000.02	43,099.46	-6,900.56(-13%)			(N/A)
5 Hall Room Bookings	2,000.01	818.17	-1,181.84(-59%)			(N/A)	3,999.98	3,615.67	-384.31(-9%)			(N/A)
6 Speedwell Room Hire	8,595.00	5,224.50	-3,370.50(-39%)			(N/A)	17,190.00	10,089.17	-7,100.83(-41%)			(N/A)
7 Market rents	350.01	664.20	314.19(89%)			(N/A)	699.98	872.53	172.55(24%)			(N/A)
8 Allotment rents		57.54	57.54(N/A)			(N/A)	173.24	173.67	0.43(0%)			(N/A)
9 Bar Income	2,558.49	505.71	-2,052.78(-80%)			(N/A)	5,117.02	855.71	-4,261.31(-83%)			(N/A)
10 Bank Interest			(N/A)			(N/A)		62.61	62.61(N/A)			(N/A)
11 Donations Received		10.00	10.00(N/A)			(N/A)		10.00	10.00(N/A)			(N/A)
12 Functions Income	1,250.01		-1,250.01(N/A)			(N/A)	2,499.98		-2,499.98(N/A)			(N/A)
13 Misc Income	249.99	10,675.24	10,425.25(4170%)			(N/A)	500.02	12,400.15	11,900.13(2379%)			(N/A)
86 CIL Receipts			(N/A)			(N/A)	25,000.00	102,062.03	77,062.03(308%)			(N/A)
94 Outstanding Debtors	3,270.75		-3,270.75(N/A)			(N/A)	6,541.50	2,549.10	-3,992.40(-61%)			(N/A)
99 Loan Drawdown		40,000.00	40,000.00(N/A)			(N/A)		40,000.00	40,000.00(N/A)			(N/A)
100 VAT Rebate			(N/A)			(N/A)			(N/A)			(N/A)
<b>Sub Total for aalIncome</b>	<b>299,556.75</b>	<b>338,902.09</b>	<b>39,345.34(13%)</b>		<b>3.27</b>	<b>-3.27(N/A)</b>	<b>619,286.74</b>	<b>726,656.94</b>	<b>107,370.20(17%)</b>		<b>3.27</b>	<b>-3.27(N/A)</b>
<b>Administration</b>												
14 Bank Charges			(N/A)	75.00	30.00	45.00(60%)			(N/A)	150.00	60.00	90.00(60%)
15 Insurance			(N/A)			(N/A)			(N/A)	8,200.00	4,177.60	4,022.40(49%)
16 Postage			(N/A)	375.00	89.11	285.89(76%)			(N/A)	750.00	283.98	466.02(62%)
17 Stationery			(N/A)	125.01	1.49	123.52(98%)			(N/A)	249.98	70.75	179.23(71%)
18 Subscriptions			(N/A)	125.01		125.01(N/A)			(N/A)	249.98	35.00	214.98(86%)
19 Websites			(N/A)	105.00		105.00(N/A)			(N/A)	210.00	25.69	184.31(87%)
20 Professional Advice/fees			(N/A)	1,500.00	46.40	1,453.60(96%)			(N/A)	3,000.00	46.40	2,953.60(98%)
21 Accountancy/book-keeping			(N/A)			(N/A)			(N/A)	1,761.00	1,761.00	(0%)
22 Audit			(N/A)	557.49	560.00	-2.51(-0%)			(N/A)	1,115.02	560.00	555.02(49%)
23 Refreshments			(N/A)	37.50		37.50(N/A)			(N/A)	75.00	10.18	64.82(86%)
24 IT/Software licences			(N/A)	387.60	418.05	-30.45(-7%)			(N/A)	775.20	783.59	-8.39(-1%)
25 Late/Non DD Payment Fees/charges			(N/A)	2,499.99	565.00	1,934.99(77%)			(N/A)	5,000.02	3,189.38	1,810.64(36%)
26 Office Equipment			(N/A)	999.99	524.10	475.89(47%)			(N/A)	2,000.02	858.50	1,141.52(57%)
27 Advertising & Publicity			(N/A)			(N/A)			(N/A)			(N/A)
28 Office-NNDR			(N/A)	829.38	1,047.00	-217.62(-26%)			(N/A)	1,658.79	2,088.27	-429.48(-25%)
29 Councillor Training			(N/A)	62.49		62.49(N/A)			(N/A)	125.02		125.02(N/A)
72 Contingency			(N/A)	3,750.00	11.30	3,738.70(99%)			(N/A)	7,500.00	11.30	7,488.70(99%)
101 VAT owed			(N/A)			(N/A)			(N/A)			(N/A)
<b>Sub Total for Administration</b>			<b>(N/A)</b>	<b>11,429.46</b>	<b>3,292.45</b>	<b>8,137.01(71%)</b>			<b>(N/A)</b>	<b>32,820.03</b>	<b>13,961.64</b>	<b>18,858.39(57%)</b>
<b>Allotments</b>												

**Staveley Town Council - Quarter 2**  
**(01/07/2023 to 30/09/2023 - All Cost Centres and Codes)**

11 October 2023 (2023 - 2024)

2nd Quarter							Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
49 Legal Fees			(N/A)	62.49		62.49(N/A)			(N/A)	125.02		125.02(N/A)
50 Land Rent			(N/A)		1.00	-1.00(N/A)			(N/A)	3.00	4.00	-1.00(-33%)
<b>Sub Total for Allotments</b>			<b>(N/A)</b>	<b>62.49</b>	<b>1.00</b>	<b>61.49(98%)</b>			<b>(N/A)</b>	<b>128.02</b>	<b>4.00</b>	<b>124.02(96%)</b>
<b>Civic Costs</b>												
55 Chairman's Allowance			(N/A)			(N/A)			(N/A)			(N/A)
56 Civic functions			(N/A)			(N/A)			(N/A)			(N/A)
57 Elections			(N/A)	16,000.00	11,275.22	4,724.78(29%)			(N/A)	16,000.00	11,275.22	4,724.78(29%)
58 By-Elections			(N/A)			(N/A)			(N/A)			(N/A)
<b>Sub Total for Civic Costs</b>			<b>(N/A)</b>	<b>16,000.00</b>	<b>11,275.22</b>	<b>4,724.78(29%)</b>			<b>(N/A)</b>	<b>16,000.00</b>	<b>11,275.22</b>	<b>4,724.78(29%)</b>
<b>Community Services</b>												
51 Community Grants			(N/A)			(N/A)			(N/A)			(N/A)
52 Events/Entertainment			(N/A)			(N/A)			(N/A)			(N/A)
53 Christmas Lights			(N/A)			(N/A)			(N/A)			(N/A)
54 Hanging Baskets			(N/A)			(N/A)			(N/A)			(N/A)
<b>Sub Total for Community Services</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>			<b>(N/A)</b>
<b>Loans</b>												
69 PWLB			(N/A)			(N/A)			(N/A)	27,500.00	27,285.67	214.33(0%)
70 CBC Loan 1			(N/A)	7,986.16	7,986.16	(0%)			(N/A)	16,072.76	16,072.76	(0%)
71 CBC Loan 2			(N/A)	45,000.00	35,998.29	9,001.71(20%)			(N/A)	45,000.00	35,998.29	9,001.71(20%)
<b>Sub Total for Loans</b>			<b>(N/A)</b>	<b>52,986.16</b>	<b>43,984.45</b>	<b>9,001.71(16%)</b>			<b>(N/A)</b>	<b>88,572.76</b>	<b>79,356.72</b>	<b>9,216.04(10%)</b>
<b>Market Place</b>												
59 CBC Electric charges			(N/A)	125.01		125.01(N/A)			(N/A)	249.98		249.98(N/A)
60 Market-NNDR			(N/A)	586.32	345.00	241.32(41%)			(N/A)	1,172.66	687.70	484.96(41%)
87 CBC Insurance			(N/A)			(N/A)			(N/A)	500.00		500.00(N/A)
<b>Sub Total for Market Place</b>			<b>(N/A)</b>	<b>711.33</b>	<b>345.00</b>	<b>366.33(51%)</b>			<b>(N/A)</b>	<b>1,922.64</b>	<b>687.70</b>	<b>1,234.94(64%)</b>
<b>Speedwell Rooms</b>												
61 Bldg Maint - Speedwell			(N/A)	624.99	763.62	-138.63(-22%)			(N/A)	1,250.02	1,393.09	-143.07(-11%)
62 SWell - Licences/permits			(N/A)	423.99		423.99(N/A)			(N/A)	848.02	1,256.43	-408.41(-48%)
63 Bar Stock			(N/A)	1,875.00	6.68	1,868.32(99%)			(N/A)	3,750.00	6.68	3,743.32(99%)
64 Gas/Electric - Speedwell			(N/A)	2,499.99	1,308.97	1,191.02(47%)			(N/A)	5,000.02	2,730.40	2,269.62(45%)
65 SWell-Water Rates			(N/A)	375.00	351.17	23.83(6%)			(N/A)	750.00	492.12	257.88(34%)
66 Speedwell - NNDR			(N/A)	1,902.45	2,625.00	-722.55(-37%)			(N/A)	3,804.85	5,251.21	-1,446.36(-38%)
67 SWell - EPOS			(N/A)	425.34	85.55	339.79(79%)			(N/A)	850.68	236.28	614.40(72%)
68 SWell - Telephone/BBand			(N/A)	906.78	156.33	750.45(82%)			(N/A)	1,813.56	305.79	1,507.77(83%)
97 Waste Removal			(N/A)			(N/A)			(N/A)		795.00	-795.00(N/A)
<b>Sub Total for Speedwell Rooms</b>			<b>(N/A)</b>	<b>9,033.54</b>	<b>5,297.32</b>	<b>3,736.22(41%)</b>			<b>(N/A)</b>	<b>18,067.15</b>	<b>12,467.00</b>	<b>5,600.15(31%)</b>
<b>Staffing Costs</b>												

**Staveley Town Council - Quarter 2**  
**(01/07/2023 to 30/09/2023 - All Cost Centres and Codes)**

11 October 2023 (2023 - 2024)

2nd Quarter							Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
73 Salaries/Wages Gross			(N/A)	22,107.57	21,449.75	657.82(2%)			(N/A)	44,215.19	38,298.42	5,916.77(13%)
74 Employer NI			(N/A)	1,597.80	1,696.54	-98.74(-6%)			(N/A)	3,195.60	2,911.20	284.40(8%)
75 Employer Pension			(N/A)	3,971.97	2,617.26	1,354.71(34%)			(N/A)	7,943.94	4,719.87	3,224.07(40%)
76 Mileage Claims			(N/A)	24.99		24.99(N/A)			(N/A)	50.02		50.02(N/A)
77 Uniforms/PPE			(N/A)	37.50		37.50(N/A)			(N/A)	75.00		75.00(N/A)
78 Staff Training			(N/A)	125.01		125.01(N/A)			(N/A)	249.98		249.98(N/A)
79 Staff Expenses			(N/A)	37.50		37.50(N/A)			(N/A)	75.00		75.00(N/A)
80 Recruitment Advertising			(N/A)			(N/A)			(N/A)			(N/A)
81 Conference fees			(N/A)	75.00		75.00(N/A)			(N/A)	150.00		150.00(N/A)
82 Conference Expenses			(N/A)	75.00		75.00(N/A)			(N/A)	150.00		150.00(N/A)
98 Redundancy Cost			(N/A)			(N/A)			(N/A)		4,927.35	-4,927.35(N/A)
<b>Sub Total for Staffing Costs</b>			(N/A)	<b>28,052.34</b>	<b>25,763.55</b>	<b>2,288.79(8%)</b>			(N/A)	<b>56,104.73</b>	<b>50,856.84</b>	<b>5,247.89(9%)</b>
<b>Staveley Hall &amp; Stables</b>												
30 Telephone/Broadband			(N/A)	2,406.54	5,234.92	-2,828.38(-117%)			(N/A)	4,813.08	8,399.69	-3,586.61(-74%)
31 Other phone lines			(N/A)	150.00	22.50	127.50(85%)			(N/A)	300.00	45.00	255.00(85%)
32 Cleaning Contract			(N/A)	7,385.31	7,053.15	332.16(4%)			(N/A)	14,770.58	13,605.00	1,165.58(7%)
33 Building Maintenance			(N/A)	5,000.01	5,117.09	-117.08(-2%)			(N/A)	9,999.98	9,058.84	941.14(9%)
34 Grounds Maintenance			(N/A)			(N/A)			(N/A)			(N/A)
35 Security Alarm - Hall			(N/A)			(N/A)			(N/A)	1,500.00	817.50	682.50(45%)
36 Fire Alarm - Hall			(N/A)	624.99		624.99(N/A)			(N/A)	1,250.02	152.00	1,098.02(87%)
37 Licences/Permits-Hall			(N/A)	624.99	23.00	601.99(96%)			(N/A)	1,250.02	23.00	1,227.02(98%)
38 Gas/Electric-Hall/Stables			(N/A)	7,500.00	2,342.85	5,157.15(68%)			(N/A)	15,000.00	29,179.91	-14,179.91(-94%)
39 Water Rates - Hall/Stables			(N/A)	1,250.01	767.88	482.13(38%)			(N/A)	2,499.98	1,166.12	1,333.86(53%)
40 Equipment Purchase			(N/A)		200.00	-200.00(N/A)			(N/A)		200.00	-200.00(N/A)
41 Equipment Maintenance			(N/A)	999.99		999.99(N/A)			(N/A)	2,000.02	5.39	1,994.63(99%)
42 Carpark-NNDR			(N/A)	311.88	375.00	-63.12(-20%)			(N/A)	623.74	747.50	-123.76(-19%)
43 Reception-NNDR			(N/A)	227.67	288.00	-60.33(-26%)			(N/A)	455.34	572.22	-116.88(-25%)
44 Air Hall-NNDR			(N/A)	380.49	480.00	-99.51(-26%)			(N/A)	760.97	958.05	-197.08(-25%)
45 Devonshire-Frecheville NNDR			(N/A)	898.20	1,515.00	-616.80(-68%)			(N/A)	1,796.40	3,032.37	-1,235.97(-68%)
46 Waste Collection			(N/A)			(N/A)			(N/A)	3,786.00	1,115.00	2,671.00(70%)
47 Working Budget			(N/A)	1,500.00	54.91	1,445.09(96%)			(N/A)	3,000.00	284.81	2,715.19(90%)
48 Bad Debt Provision			(N/A)	2,499.99		2,499.99(N/A)			(N/A)	5,000.02		5,000.02(N/A)
88 Cleaning Supplies			(N/A)			(N/A)			(N/A)		117.00	-117.00(N/A)
<b>Sub Total for Staveley Hall &amp; Stables</b>			(N/A)	<b>31,760.07</b>	<b>23,474.30</b>	<b>8,285.77(26%)</b>			(N/A)	<b>68,806.15</b>	<b>69,479.40</b>	<b>-673.25(-0%)</b>
<b>Vehicle</b>												
83 Van Maintenance			(N/A)	249.99	93.26	156.73(62%)			(N/A)	500.02	93.26	406.76(81%)
84 Van Tax/Insurance			(N/A)	300.00	320.00	-20.00(-6%)			(N/A)	300.00	320.00	-20.00(-6%)
85 Fuel and Oil (Van)			(N/A)	624.99	8.34	616.65(98%)			(N/A)	1,250.02	25.02	1,225.00(98%)
<b>Sub Total for Vehicle</b>			(N/A)	<b>1,174.98</b>	<b>421.60</b>	<b>753.38(64%)</b>			(N/A)	<b>2,050.04</b>	<b>438.28</b>	<b>1,611.76(78%)</b>

2nd Quarter							Accumulative to end of 2nd quarter					
	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance	Budgeted receipts	Actual receipts	Receipts Variance	Budgeted payments	Actual payments	Payments Variance
zOutstanding bills												
89 2020-21			(N/A)		681.34	-681.34(N/A)			(N/A)		8,283.52	-8,283.52(N/A)
90 2021-22			(N/A)		10,588.99	-10,588.99(N/A)			(N/A)		42,818.07	-42,818.07(N/A)
91 2022-23			(N/A)		30,128.98	-30,128.98(N/A)			(N/A)	357,339.00	276,290.64	81,048.36(22%)
92 2019-20			(N/A)		507.97	-507.97(N/A)			(N/A)		797.97	-797.97(N/A)
Sub Total for zOutstanding bills			(N/A)		41,907.28	-41,907.28(N/A)			(N/A)	357,339.00	328,190.20	29,148.80(8%)
TOTALS.....	299,556.75	338,902.09	39,345.34(13%)	151,210.37	155,765.44	-4,555.07(-3%)	619,286.74	726,656.94	107,370.20(142%)	641,810.52	566,720.27	75,090.25(-274%)
NET Variance Quarter 2 .....						34,790.27	NET accumulative variance to END of Quarter 2.....					182,460.45

## Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

## Income

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
1	Precept	497,565.00	248,783.00	248,782.00	497,565.00							
2	Council Tax Support Gi	5,000.00				-5,000.00						-5,000.00
3	Grants Received	5,000.00	1,700.00	5,000.00	6,700.00	1,700.00		3.27		3.27	-3.27	1,696.73
4	Hall and Stables Lease	100,000.00	35,666.84	49,933.58	85,600.42	-14,399.58						-14,399.58
5	Hall Room Bookings	8,000.00	3,481.50	4,874.10	8,355.60	355.60						355.60
6	Speedwell Room Hire	34,380.00	8,849.17	12,388.84	21,238.01	-13,141.99						-13,141.99
7	Market rents	1,400.00	465.00	651.00	1,116.00	-284.00						-284.00
8	Allotment rents	173.24	173.67		173.67	0.43						0.43
9	Bar Income	10,234.00	855.71	1,197.99	2,053.70	-8,180.30						-8,180.30
10	Bank Interest		62.61	87.65	150.26	150.26						150.26
11	Donations Received		10.00	14.00	24.00	24.00						24.00
12	Functions Income	5,000.00				-5,000.00						-5,000.00
13	Misc Income	1,000.00	2,553.54	3,574.96	6,128.50	5,128.50						5,128.50
86	CIL Receipts	50,000.00	102,062.03	25,000.00	127,062.03	77,062.03						77,062.03
94	Outstanding Debtors	13,083.00	2,549.10		2,549.10	-10,533.90						-10,533.90
99	Loan Drawdown		40,000.00		40,000.00	40,000.00						40,000.00
100	VAT Rebate											
SUB TOTAL		730,835.24	447,212.17	351,504.12	798,716.29	67,881.05		3.27		3.27	-3.27	67,877.78

## Administration

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
14	Bank Charges						300.00	60.00	84.00	144.00	156.00	156.00
15	Insurance						8,200.00	4,177.60		4,177.60	4,022.40	4,022.40
16	Postage						1,500.00	283.98	397.57	681.55	818.45	818.45
17	Stationery						500.00	70.75	99.05	169.80	330.20	330.20
18	Subscriptions						500.00	35.00	49.00	84.00	416.00	416.00
19	Websites						420.00	25.69	35.97	61.66	358.34	358.34
20	Professional Advice/fee						6,000.00	46.40	6,000.00	6,046.40	-46.40	-46.40
21	Accountancy/book-keep						1,761.00	1,761.00		1,761.00		
22	Audit						2,230.00	560.00	1,670.00	2,230.00		
23	Refreshments						150.00	10.18	14.25	24.43	125.57	125.57
24	IT/Software licences						1,550.40	644.25	901.95	1,546.20	4.20	4.20
25	Late/Non DD Payment						10,000.00	2,999.38	4,199.13	7,198.51	2,801.49	2,801.49
26	Office Equipment						4,000.00	380.50	532.70	913.20	3,086.80	3,086.80
27	Advertising & Publicity											
28	Office-NNDR						3,317.55	1,739.27	2,434.98	4,174.25	-856.70	-856.70
29	Councillor Training						250.00				250.00	250.00

# Staveley Town Council

11 October 2023 (2023 - 2024)

## Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

72	Contingency	15,000.00	11.30	15.82	27.12	14,972.88	14,972.88
101	VAT owed						

### SUB TOTAL

55,678.95 12,805.30 16,434.42 29,239.72 26,439.23 26,439.23

## Allotments

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
49	Legal Fees						250.00				250.00	250.00
50	Land Rent						3.00	3.00		3.00		
SUB TOTAL							253.00	3.00		3.00	250.00	250.00

## Civic Costs

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
55	Chairman's Allowance											
56	Civic functions											
57	Elections						16,000.00		16,000.00	16,000.00		
58	By-Elections											
SUB TOTAL							16,000.00		16,000.00	16,000.00		

## Community Services

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
51	Community Grants											
52	Events/Entertainment											
53	Christmas Lights											
54	Hanging Baskets											
SUB TOTAL												

## Loans

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
69	PWLB						55,000.00	27,285.67	27,285.67	54,571.34	428.66	428.66
70	CBC Loan 1						16,072.76	8,086.60	7,986.16	16,072.76		
71	CBC Loan 2						45,000.00		45,000.00	45,000.00		
SUB TOTAL							116,072.76	35,372.27	80,271.83	115,644.10	428.66	428.66

## Market Place

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position



# Staveley Town Council

11 October 2023 (2023 - 2024)

## Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

59	CBC Electric charges	500.00		200.00	200.00	300.00	300.00
60	Market-NNDR	2,345.30	572.70	801.78	1,374.48	970.82	970.82
87	CBC Insurance	500.00		500.00	500.00		
<b>SUB TOTAL</b>		<b>3,345.30</b>	<b>572.70</b>	<b>1,501.78</b>	<b>2,074.48</b>	<b>1,270.82</b>	<b>1,270.82</b>

### Speedwell Rooms

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
61	Bldg Maint - Speedwell						2,500.00	1,393.09	1,458.31	2,851.40	-351.40	-351.40
62	SWell - Licences/permits						1,696.00	1,256.43		1,256.43	439.57	439.57
63	Bar Stock						7,500.00				7,500.00	7,500.00
64	Gas/Electric - Speedwell						10,000.00	2,280.44	5,833.31	8,113.75	1,886.25	1,886.25
65	SWell-Water Rates						1,500.00	492.12	688.97	1,181.09	318.91	318.91
66	Speedwell - NNDR						7,609.75	4,376.21	6,126.69	10,502.90	-2,893.15	-2,893.15
67	SWell - EPOS						1,701.36	211.97	296.76	508.73	1,192.63	1,192.63
68	SWell - Telephone/BBans						3,627.12	253.60	355.04	608.64	3,018.48	3,018.48
97	Waste Removal							795.00		795.00	-795.00	-795.00
<b>SUB TOTAL</b>							<b>36,134.23</b>	<b>11,058.86</b>	<b>14,759.08</b>	<b>25,817.94</b>	<b>10,316.29</b>	<b>10,316.29</b>

### Staffing Costs

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
73	Salaries/Wages Gross						88,430.33	30,986.96	43,381.74	74,368.70	14,061.63	14,061.63
74	Employer NI						6,391.20	2,328.89	3,260.45	5,589.34	801.86	801.86
75	Employer Pension						15,887.88	3,847.45	5,386.43	9,233.88	6,654.00	6,654.00
76	Mileage Claims						100.00				100.00	100.00
77	Uniforms/PPE						150.00				150.00	150.00
78	Staff Training						500.00				500.00	500.00
79	Staff Expenses						150.00				150.00	150.00
80	Recruitment Advertising											
81	Conference fees						300.00				300.00	300.00
82	Conference Expenses						300.00				300.00	300.00
98	Redundancy Cost							4,927.35		4,927.35	-4,927.35	-4,927.35
<b>SUB TOTAL</b>							<b>112,209.41</b>	<b>42,090.65</b>	<b>52,028.62</b>	<b>94,119.27</b>	<b>18,090.14</b>	<b>18,090.14</b>

### Staveley Hall & Stables

		Receipts					Payments					Net Position
Code	Title	Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
30	Telephone/Broadband						9,626.16	8,036.27	11,250.78	19,287.05	-9,660.89	-9,660.89
31	Other phone lines						600.00	45.00	63.00	108.00	492.00	492.00
32	Cleaning Contract						29,541.20	11,249.45	15,749.23	26,998.68	2,542.52	2,542.52

## Receipts and Payments Forecast

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

33	Building Maintenance	20,000.00	7,300.67	10,220.94	17,521.61	2,478.39	2,478.39
34	Grounds Maintenance						
35	Security Alarm - Hall	1,500.00	817.50		817.50	682.50	682.50
36	Fire Alarm - Hall	2,500.00	152.00	890.00	1,042.00	1,458.00	1,458.00
37	Licences/Permits-Hall	2,500.00	23.00	32.20	55.20	2,444.80	2,444.80
38	Gas/Electric-Hall/Stabl	30,000.00	28,343.00	17,500.00	45,843.00	-15,843.00	-15,843.00
39	Water Rates - Hall/Stal	5,000.00	1,059.89	1,483.85	2,543.74	2,456.26	2,456.26
40	Equipment Purchase						
41	Equipment Maintenanc	4,000.00	5.39	7.55	12.94	3,987.06	3,987.06
42	Carpark-NNDR	1,247.50	622.50	871.50	1,494.00	-246.50	-246.50
43	Reception-NNDR	910.68	476.22	666.71	1,142.93	-232.25	-232.25
44	Air Hall-NNDR	1,521.95	798.05	1,117.27	1,915.32	-393.37	-393.37
45	Devonshire-Frecheville	3,592.80	2,527.37	3,538.32	6,065.69	-2,472.89	-2,472.89
46	Waste Collection	3,786.00	1,115.00		1,115.00	2,671.00	2,671.00
47	Working Budget	6,000.00	255.24	357.34	612.58	5,387.42	5,387.42
48	Bad Debt Provision	10,000.00				10,000.00	10,000.00
88	Cleaning Supplies		117.00		117.00	-117.00	-117.00
SUB TOTAL		132,326.29	62,943.55	63,748.69	126,692.24	5,634.05	5,634.05

## Vehicle

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
83	Van Maintenance						1,000.00	93.26	130.56	223.82	776.18	776.18
84	Van Tax/Insurance						300.00	320.00	300.00	620.00	-320.00	-320.00
85	Fuel and Oil (Van)						2,500.00	25.02	35.03	60.05	2,439.95	2,439.95
SUB TOTAL							3,800.00	438.28	465.59	903.87	2,896.13	2,896.13

## zOutstanding bills

Code	Title	Receipts					Payments					Net Position
		Budget	Actual	Forecast	Total	Variance	Budget	Actual	Forecast	Total	Variance	Net Position
89	2020-21							8,027.68		8,027.68	-8,027.68	-8,027.68
90	2021-22							41,800.01		41,800.01	-41,800.01	-41,800.01
91	2022-23						357,339.00	272,314.87		272,314.87	85,024.13	85,024.13
92	2019-20							797.97		797.97	-797.97	-797.97
SUB TOTAL							357,339.00	322,940.53		322,940.53	34,398.47	34,398.47

**Staveley Town Council**  
**Receipts and Payments Forecast**

11 October 2023 (2023 - 2024)

All Cost Centres and Codes (Between 01/04/2023 and 31/03/2024)

**Summary**

NET TOTAL	730,835.24	447,212.17	351,504.12	798,716.29	67,881.05	833,158.94	488,228.41	245,210.01	733,438.42	99,720.52	167,601.57
V.A.T.				13,250.66					17,405.67		
GROSS TOTAL				811,966.95					750,844.09		

**Staveley Town Council**  
**Reserves Balance**  
**2023 - 2024**

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<u>Reserve</u>	<u>OpeningBalance</u>	<u>Transfers</u>	<u>Spend</u>	<u>Receipts</u>	<u>CurrentBalance</u>
<b>Capital</b>					
Allotment Capital Fund		9,580.00			9,580.00
<b>Total Capital</b>	<b>0.00</b>	<b>9,580.00</b>			<b>9,580.00</b>
<b>Earmarked</b>					
CIL		137,156.03			137,156.03
Hall & Stables Maintenance					0.00
Speedwell Maintenance					0.00
Elections Fund					0.00
Van Replacement					0.00
Computer Replacement					0.00
Special Projects		5,200.00			5,200.00
<b>Total Earmarked</b>	<b>0.00</b>	<b>142,356.03</b>			<b>142,356.03</b>
<b>TOTAL RESERVE</b>		<b>151,936.03</b>			<b>151,936.03</b>
<b>GENERAL FUND</b>					190,370.70
<b>TOTAL FUNDS</b>					342,306.73