

A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL
to be held in the Council Chamber, Belle Vue Terrace, Malvern
on Wednesday 25 May 2022 at 6.00 pm

**QUARTERLY MANAGEMENT ACCOUNTS FOR THE
FOURTH AND FINAL QUARTER ENDING 31 MARCH 2022**

1. Purpose of Report

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the Council's financial activities for the fourth and final quarter (January to March) of the financial year which ends on 31 March 2022. Explanations of the significant variances for the quarter ending 31 March 2022 are set out within the main Management Account figures; some comments are also included on the position for the financial year as a whole.
- 1.2. Included within the Quarterly Papers at Appendix B is a schedule detailing cash movements and debtor and creditor statistics for January, February and March 2022 and Internet banking payment schedules for the same period.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider, note, and approve the Quarterly Accounts for the quarter ending 31 March 2022 and make a recommendation that Full Council should approve the accounts at its next meeting.

3. Background

- 3.1. Council approved the budget for 2021/22 in December 2020.
- 3.2. Actual accounts for the quarter ending 31 March 2022 are now submitted to enable the Committee and Council to review the actual outturn of income and expenditure against the budget for the fourth quarter of the 2021/22 financial year.

4. Financial Implications

4.1. Fourth quarter ending 31 March 2022

For the fourth quarter ended 31 March 2022, the deficit balance being taken from General Reserves is £63,822. This is behind the budgeted deficit for the quarter of £7,662 by £56,160 after taking account of any transfers to or from Earmarked Reserves. In summary, there is an **overspend against budget of £56,160** for the final quarter of the 2021/22 financial year.

The Council's budget is allocated over the four quarters of the year and there can be either budgeted surpluses or deficits in each quarter which combine to make up the overall balanced budget.

The Management Accounts for the fourth quarter show variances of approximately £12,000 over budget against Administration and £1,300 over budget against Operational Costs. There is an underspend of £14,258 against Asset Refurbishment/Renewal and a small deficit in interest received of £13. The budget contingency fund has not been utilised during this quarter.

There have been both releases and additions to Earmarked Reserves during the quarter, with the net outcome, an addition of £59,738 of reserves which includes the adjustments agreed by committee for Year End. There has also been the quarterly addition of £3,750 into the Vehicle and Machinery Replacement Fund as included in the budget.

4.2. The Administration variance of £11,871 over budget is made up of a number of underspends and overspends, the main points of which are outlined below:

- i. Income has been lower than expected in the fourth quarter. This is due to the middle flat at the rear of Belle Vue Terrace being vacant throughout the period. The ground floor annexe also remains vacant whilst the Council decide on the future of the Belle Vue Building.
- ii. Salary costs have been above the budget for the quarter because of the Local Government cost of living increase of 1.75% on all salaries agreed during the quarter but also backdated to 1 April 2021.
- iii. There have been no recruitment costs required during the quarter because the Council have had a full complement of staff during this time.
- iv. Both electricity and gas charges have been higher than anticipated for the building on Belle Vue Terrace and in addition there have been charges incurred in respect of the rear annexe and middle flat which are both currently unlet.
- v. A public consultation was conducted during the fourth quarter to ask for resident's views on the proposed new building at Victoria Park. These costs were not included in the original budget, but the consultation had been agreed by Full Council as an important part of the project process.
- vi. Expenditure on grants had been well below budget in the third quarter, but there is an overspend in the fourth and final quarter. This is due to an emergency grant application being agreed by Council during the period. There is no specific budget allocated to emergency grants, but if agreed by Full Council, these amounts are accounted for as an overspend from General Reserves.
- vii. During the third quarter, £15,000 of funds were accrued to cover the costs of three by-elections. Following a breakdown of actual costs received from Malvern Hills District Council, it became clear that these funds are not going to be sufficient. Further funds have therefore been accrued during the final quarter, resulting in a further overspend.
- viii. There is an underspend against professional fees in the fourth quarter because of year-end adjustments. Actual costs incurred during the year were less than anticipated.

4.3. The Operational variance of £1,321 over budget includes the following main variances:

- i. Although some savings have been made against operational salaries following a staffing restructure and reallocation of certain duties and roles, there is an overall overspend for the quarter because of the Local Government cost of living increase of 1.75% on all salaries being agreed during the quarter and also backdated to 1 April 2021

- ii. Employment related costs are also above budget for the quarter due to the salary increases explained above and due to a new member of staff joining the pension scheme, which was not anticipated in the budget.
 - iii. National Non-Domestic Rates (NNDR) have been higher than expected at Victoria Park during the quarter. The original budget for 2021/22 assumed that costs would only be incurred at this site for part of the year with a new building planned to replace the current pavilion. Delays with this project have meant that the current pavilion is still in place and NNDR costs are still being incurred.
 - iv. Grounds Maintenance Costs have been 39% under budget during the final quarter. This relates to funding for a Covid-19 memorial project which has not been pursued by Council, as well as low costs in respect of play area maintenance and skip hire / rubbish removal.
 - v. Finally, following a delay in conducting the play area risk assessments, costs have now been incurred one quarter later than anticipated.
- 4.4. Asset Refurbishment and Renewal is £14,258 under budget for the final quarter; however, there were quite a number of items making up this variance:
- i. There is an underspend against the purchase of recycling bins in the final quarter as only five were purchased to allow for a trial to see how effective this scheme would be.
 - ii. Play Area Refurbishment works took place at Victoria Park, Lower Howsell and Jamaica Crescent. These works had been delayed by approximately six months due to supply issues but have now been completed in the final quarter and savings against budget have been achieved.
 - iii. The project to replace the pavilion doors at Lower Howsell was delayed from the third quarter and costs are now seen in the fourth quarter.
 - iv. Fencing works at Townsend Way was delayed due to issues with the contractor completing the works, with extra panels being required. These costs are now seen a quarter later than expected, in the final quarter, with significant savings against budget achieved due to a change in project specification caused by operational needs.
 - v. The project to install new basketball courts at Victoria Park was finally completed during the fourth quarter and the final invoice was paid. Section 106 monies have been received to help fund this large project. These funds have covered the final invoice costs in this quarter, but there has also been an allocation of funds into reserves to offset costs initially covered by the Town Council ahead of the grant funding being transferred.
 - vi. Initial project costs have been incurred in respect of the new Community Hub Project at Victoria Park. These relate to surveys needed for the planning application and form part of the first order stage agreed by Full Council.
 - vii. There has been an underspend of £15,000 against refurbishment costs for the bus shelter outside Rose Bank Gardens. These works will now take place in the next financial year and funds have been earmarked to carry them forward.

- viii. There have been costs incurred in respect of the refurbishment of Barnards Green Bus Shelter. These costs appear as an overspend as they are later than anticipated, but they have been significantly reduced by the fact that Town Council operational staff have carried out most of this work.
- ix. Two further items of expenditure, replacement sleepers for the cemetery composting area and the purchase of an electric bike for the Bike 2 Work scheme were not included in the original budget but were agreed by Council during the year.

4.5. Financial Year to 31 March 2022

For the **Financial Year as a whole**, there is a deficit balance of £22,844 being taken from general reserves. This is £22,984 behind the budgeted year surplus of £140. For the financial year as a whole, Administration is approximately £2,000 under budget, Operational areas are £768 over budget and Asset Renewal is £35,239 under budget.

Net additions to Earmarked Reserves have amounted to £54,509 with a net gain of £5,250 being placed into the Vehicle and Machinery Replacement Reserve.

In summary there is an **overspend against budget of £22,984** for the year to date.

- 4.6. The variances for the quarter ending 31 March 2022 are all explained and are considered acceptable in the circumstances.
- 4.7. A “project” summary sheet has been included at QUA 5aii. This attempts to explain the movements and completion of scheduled projects as they progress during the year.
- 4.8. At present, the Council has sufficient cash resources including that required to support the Earmarked Reserves. The total cash balance on **31 March 2022 was £799,458.**
- 4.9. The total cash balance should be considered as allocated into four parts as of 31 March 2022 subject to end of year movements on Earmarked Reserves.

| | |
|---|-----------------|
| Supporting specific funds: Townsend Way & Cemetery | £66,484 |
| Supporting Capital Receipt Reserves | £98,250 |
| Supporting other earmarked funds | <u>£189,674</u> |
| Total allocated to supporting specific purpose funds | £354,408 |
| Available to support general activities | <u>£445,050</u> |
| Total bank balances as detailed on attached schedules | <u>£799,458</u> |

5. Legal Implications

- 5.1. The Council is required to make arrangements for the proper administration of its financial affairs. This includes regular financial reporting.

End

Linda Blake
Town Clerk

MALVERN TOWN COUNCIL - MANAGEMENT ACCOUNTS

QUARTER ENDED 31 MARCH 2022

| | | Schedule |
|---|---|-----------------|
| Summary of Key figures & Ratios | Quarter and YTD Ending 31 March 2022 | QUA 1 |
| Summary | Quarter and YTD Ending 31 March 2022 | QUA 2 |
| Administration: Summary | Quarter and YTD Ending 31 March 2022 | QUA 3 |
| Operations: Summary | Quarter and YTD Ending 31 March 2022 | QUA 4 |
| Operations: Analysis By Service – re-stated with Paycost Allocated by Department | Quarter and YTD Ending 31 March 2022 | QUA 4a |
| Asset Refurbishment & Renewal | Quarter and YTD Ending 31 March 2022 | QUA 5 |
| Analysis of Transfers to Earmarked Reserves | Quarter and YTD Ending 31 March 2022 | QUA5Ai |
| Asset Project Programme | Quarter and YTD Ending 31 March 2022 | QUA5Aii |
| <u>APPENDIX A</u> | | |
| Time Analysis Pie chart | January to March 2022 | |
| <u>APPENDIX B</u> | | |
| Cash Report & Movement in Bank Accounts. | January to March 2022 | CR 1 |
| Monthly Statistics on Debtor & Supplier Days | January to March 2022 | |
| Internet Banking Payments Schedules | January to March 2022 | |

SUMMARY OF KEY FIGURES AND RATIOS

Quarter to:
31-Mar-22

| | Half Year to 30-Sep-21 | Quarter to 31-Dec-21 | Quarter to 31-Mar-22 | Total year | Prior year |
|------------------------------|---------------------------|-------------------------|-------------------------|---------------|---------------|
| Income | | | | | |
| Budget | 71,297 | 37,261 | 39,344 | 147,902 | 146,621 |
| Actual | 65,128 | 30,594 | 37,155 | 132,877 | 132,601 |
| Revenue Costs (Gross) | | | | | |
| Budget | 369,352 | 195,122 | 192,330 | 756,804 | 744,845 |
| Actual | 339,807 | 197,332 | 203,333 | 740,472 | 703,290 |
| Asset Programme | | | | | |
| Budget | 28,000 | 22,750 | 18,000 | 68,750 | 71,000 |
| Actual | 21,669 | 8,100 | 3,742 | 33,511 | 138,221 |
| (Surplus) / Deficit | | | | | |
| Budget | (25,091) | 17,289 | 7,662 | (140) | (191) |
| Actual | (50,122) | 9,144 | 63,822 | 22,844 | 6,252 |
| Total Manning | | | | | |
| Budget | 13.25 | 12.75 | 12.75 | 13.1 | 13.1 |
| Actual/Forecast | 12.25 | 12.75 | 12.75 | 12.5 | 13.1 |
| Overtime Hours | | | | | |
| Administration Staff | | | | | |
| Budget | 20.0 | 0.0 | 0.0 | 20.0 | 12.0 |
| Actual/Forecast | 14.6 | 0.0 | 2.7 | 17.3 | 5.7 |
| Operating Staff | | | | | |
| Budget | 277.2 | 156.3 | 77.3 | 510.8 | 577.0 |
| Actual/Forecast | 292.8 | 102.8 | 73.3 | 468.9 | 164.0 |
| Absenteesm - Days | | | | | |
| Administration Staff | 8.0 | 12.5 | 4.5 | 25.0 | 22.5 |
| Operating Staff | 54.0 | 20.0 | 20.0 | 94.0 | 324.0 |
| Bank Balances | | | | | |
| Actual | 720,949 | 969,564 | 799,458 | | |
| Debtor Days | | | | | |
| Budget | 30.0 | 30.0 | 30.0 | 30.0 | 30.0 |
| Actual/Forecast | 14.7 | 18.7 | 13.5 | 15.4 | 28.2 |
| Creditor Days | | | | | |
| Budget | 30.0 | 30.0 | 30.0 | 30.0 | 30.0 |
| Actual/Forecast | 19.7 | 17.9 | 28.2 | 21.4 | 15.5 |

QUA 2

MALVERN TOWN COUNCIL

MARCH 2022

QUARTER ENDED 31 MARCH 2022

| | Quarter to 31 March 2022 | | | Financial Year to 31 March 2022 | | | Budget Year 2021-2022 |
|--|--------------------------|-------------------------|---------------------|---------------------------------|----------------------|---------------------|-----------------------|
| | Actual Quarter Mar.2022 | Budget Quarter Mar.2022 | Under/ (Over) spend | Actual Year Mar.2022 | Budget Year Mar.2022 | Under/ (Over) spend | |
| SUMMARY | | | | | | | |
| EXPENDITURE | | | | | | | |
| Ongoing revenue costs | | | | | | | |
| Administration (net) | 108,809 | 96,938 | (11,871) | 362,779 | 364,853 | 2,074 | 364,853 |
| Operations (net) | 57,369 | 56,048 | (1,321) | 244,816 | 244,048 | (768) | 244,048 |
| | 3,742 | 18,000 | 14,258 | 33,511 | 68,750 | 35,239 | 68,750 |
| Asset Refurbishment / Renewal | - | 2,500 | 2,500 | - | 10,000 | 10,000 | 10,000 |
| Budget Contingency | 1,874 | 1,899 | 25 | 7,495 | 7,599 | 104 | 7,599 |
| Special Pensions / Employment Costs | | | | | | | |
| TOTAL EXPENDITURE | 171,794 | 175,385 | 3,591 | 648,601 | 695,250 | 46,649 | 695,250 |
| FINANCING | | | | | | | |
| Interest received | (737) | (750) | (13) | (2,626) | (3,000) | (374) | (3,000) |
| TOTAL FINANCING EXPENSES | (737) | (750) | (13) | (2,626) | (3,000) | (374) | (3,000) |
| TOTAL EXPENDITURE after financing | 171,057 | 174,635 | 3,578 | 645,975 | 692,250 | 46,275 | 692,250 |
| TRANSFER FROM EARMARKED RESERVES | | | | | | | |
| QUA 5ai | 59,738 | - | (59,738) | 54,509 | (12,500) | (67,009) | (12,500) |
| TRANSFER INTO RESERVES - Vehicle / Machinery Replacement Fund | | | | | | | |
| QUA 3. | 3,750 | 3,750 | - | 15,000 | 15,000 | - | 15,000 |
| QUA 4. | - | - | - | (9,750) | (12,000) | (2,250) | (12,000) |
| TRANSFER FROM RESERVES - Vehicle / Machinery Replacement Fund | | | | | | | |
| QUA 5. | (170,723) | (170,723) | - | (682,890) | (682,890) | - | (682,890) |
| PRECEPT | | | | | | | |
| BALANCE (TO) FROM RESERVES | 63,822 | 7,662 | (56,160) | 22,844 | (140) | (22,984) | (140) |

MARCH 2022

QUARTER ENDED 31 MARCH 2022

SUMMARY: ADMINISTRATION COSTS

| | Quarter to 31 March 2022 | | | Financial Year to 31 March 2022 | | | Budget Year 2021-2022 |
|------------------------------------|-------------------------------|-------------------------------|---------------------------|---------------------------------|----------------------------|---------------------------|-----------------------------|
| | Actual Quarter Mar.2022 | Budget Quarter Mar.2022 | Under/ (Over) spend | Actual Year Mar.2022 | Budget Year Mar.2022 | Under/ (Over) spend | |
| INCOME | 12,749 | 15,194 | 2,445 | 54,464 | 64,027 | 9,563 | 64,027 |
| EXPENDITURE | | | | | | | |
| Salaries | 41,388 | 39,150 | (2,238) | 158,925 | 156,600 | (2,325) | 156,600 |
| Overtime | 54 | - | (54) | 268 | 300 | 32 | 300 |
| Employment related | 14,656 | 13,916 | (740) | 56,066 | 55,664 | (402) | 55,664 |
| Temporary staff | 574 | - | (574) | 574 | - | (574) | - |
| Recruitment | - | 1,450 | 1,450 | 500 | 1,450 | 950 | 1,450 |
| OCCUPANCY | | | | | | | |
| Electricity, gas & water | 4,800 | 2,657 | (2,143) | 10,036 | 8,501 | (1,535) | 8,501 |
| Cleaning | 2,058 | 2,793 | 735 | 8,069 | 10,722 | 2,653 | 10,722 |
| Rates | 2,568 | 2,246 | (322) | 9,723 | 8,983 | (740) | 8,983 |
| Maintenance of Buildings | 716 | 920 | 204 | 2,305 | 4,180 | 1,875 | 4,180 |
| COMMUNICATION COSTS | | | | | | | |
| Telephones | 1,769 | 954 | (815) | 3,436 | 3,816 | 380 | 3,816 |
| P & S, Postage | 2,201 | 901 | (1,300) | 4,438 | 3,555 | (883) | 3,555 |
| Publicity / Displays | 1,396 | 825 | (571) | 5,113 | 5,450 | 337 | 5,450 |
| INSURANCE | 4,352 | 5,000 | 648 | 17,520 | 20,000 | 2,480 | 20,000 |
| GRANTS & DONATIONS | 29,927 | 27,525 | (2,402) | 47,586 | 55,050 | 7,464 | 55,050 |
| CIVIC EVENTS | 4,871 | 4,800 | (71) | 39,763 | 58,325 | 18,562 | 58,325 |
| OTHER COSTS | | | | | | | |
| Election costs | 4,619 | - | (4,619) | 19,619 | - | (19,619) | - |
| Training | 182 | 250 | 68 | 516 | 1,000 | 484 | 1,000 |
| Professional fees | 233 | 2,313 | 2,080 | 7,800 | 8,500 | 700 | 8,500 |
| Consultancy Fees | - | 500 | 500 | - | 750 | 750 | 750 |
| Leasing | 379 | 350 | (29) | 1,429 | 1,400 | (29) | 1,400 |
| IT expenses | 2,145 | 1,705 | (440) | 8,232 | 6,820 | (1,412) | 6,820 |
| Office equipment | 149 | 238 | 89 | 526 | 1,100 | 574 | 1,100 |
| Other costs | 2,231 | 2,389 | 158 | 13,592 | 11,215 | (2,377) | 11,215 |
| Chairman & Councillors' expenses | 290 | 1,250 | 960 | 1,207 | 5,500 | 4,293 | 5,500 |
| TOTAL ADMINISTRATION COSTS | 121,558 | 112,132 | (9,426) | 417,243 | 428,880 | 11,638 | 428,880 |
| NET COSTS OF ADMINISTRATION | 108,809 | 96,938 | (11,871) | 362,779 | 364,853 | 2,074 | 364,853 |

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

**Under/(Over)
budget**

DETAIL TOTAL

FIGURES IN BRACKETS REPRESENT AN OVERSPEND OR SURPLUS INCOME
FIGURES WITHOUT BRACKETS REPRESENT AN UNDERSPEND.

The major factors contributing to the variance of actual from budget for the QUARTER, are as follows:

ADMINISTRATION / EVENTS

| | | |
|---|---------|----------------|
| Income: | | 2,445 |
| After a refurbishment project, the middle flat to the rear of Belle Vue Terrace was successfully let in February 2021. The tenant then moved out in July 2021 and the flat has been unoccupied since this time whilst decisions are made as to the future of the Council's ownership of Belle Vue Terrace. Income is therefore under the amount anticipated in the budget. | 1,950 | |
| The monthly rental received for the top flat has slightly exceeded the amount included in the budget for 2021/22 | (150) | |
| The tenant of the rear ground floor annexe submitted notice in September 2020 and therefore there has been no income received during the financial year to date whilst decisions are made relating to the future use of this part of the building. | 1,233 | |
| Additional Malvern in Bloom Sponsorship was secured for Rose Bank Gardens in January 2021 and the sponsor has decided to continue with another year of sponsorship in 2022. | (500) | |
| Other Minor Variances | (88) | |
| Paycost (budget assumed all posts filled) | | (2,156) |
| Salaries | | |
| A pay freeze had been anticipated and therefore the budget included a small pay increase for those employees below the median wage limit of £24,000. In February 2022, an actual increase of 1.75% on all salaries was announced and backdated to 1 April 2021. This has resulted in an overspend against administration salaries of approximately 1.5% for the 2021/22 financial year. | (2,238) | |
| Overtime - a small amount of overtime was incurred during the fourth quarter. | (54) | |
| Employment Related | | |
| The overspend against employment related costs in the final quarter relates to the salary increase outlined above. | (740) | |
| Temporary Staff | | |
| A member of temporary staff was engaged to help with the analysis of public consultation results for the Victoria Park Pavilion project, this had not been included in the original budget. | (574) | |
| Staff Recruitment | 1,450 | |
| There were no recruitment costs incurred during the fourth and final quarter as the Town Council was fully staffed. | | |
| Other Minor Variances | - | |
| Occupancy: | | (1,526) |
| Utility Charges | | |
| Electricity Charges have been over budget during the fourth quarter and are higher than expected for the year as a whole. | (851) | |
| A renewal of contract took place in September and as a result costs have increased by more than the amount included in the budget. In addition there have been costs incurred for electricity in the middle flat and rear annexe whilst they are empty. | | |
| Gas charges have also been higher than expected during the fourth quarter. This is due to slightly higher usage than anticipated as well as some backdated charges for the middle flat which has been empty since July 2021. | (1,154) | |
| Cleaning | | |
| There has been a slight underspend against cleaning contract costs in the final quarter and also for the year to date. Cleaning hours have been slightly reduced from that originally budgeted, resulting in a saving against budget in every quarter. | 231 | |
| No window cleaning has taken place during the final quarter | 300 | |
| Rates | | |
| The middle flat at the rear of Belle Vue Terrace was vacated in July 2021 and has remained empty. Council tax was due in both January and February 2022 resulting in expenditure over the budgeted level. | (366) | |
| Maintenance of Buildings | | |
| Slight underspend in general building maintenance costs in the final quarter | 195 | |
| Other Minor Variances | 119 | |
| Communication Costs: | | (2,686) |
| Telephones | | |
| There has been an overspend in respect of the landlines and broadband at Belle Vue Terrace following a billing error being investigated in the third quarter, when no charges were paid. The query was resolved during the fourth quarter, with the outstanding charges being paid a quarter later than anticipated. | (773) | |
| Public Consultation | | |
| Costs were incurred in respect of the public consultation on the new building at Victoria Park. This expenditure was not included within the original budget but were approved by Full Council as an important part of the project. | (1,289) | |
| Website Costs | (519) | |
| An overspend has occurred against website related costs in the final quarter but this is a timing difference in the receipt of charges during the year and costs to date are very close to the 2021/22 budget. | | |
| Other Minor Variances | (105) | |

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

Under/(Over)
budget

DETAIL TOTAL

| | | |
|--|---------|----------------|
| Insurance: | | 648 |
| The Council's Insurance contract renewed in August 2021 with very little change to the premium. There have been no claims requiring an excess payment and a loyalty rebate has also been received. | 648 | |
| Grants and Donations: | | (2,402) |
| The budget for small grants in 2021/22 is £10,000, split into two halves. Grants awarded during the second half of the scheme only totalled £979, which is under the budget allocation. Costs for the year to date are also well under budget and therefore there are savings against budget for the year. | 4,021 | |
| The budget for large grants in 2021/22 is £18,000, split into two halves. Grants awarded during the second round of the scheme totalled £12,687, which was higher than the £9,000 allocated. However as payments in the first round of grant approvals only totalled £2,500, expenditure remains under budget for the financial year as a whole and this overspend is a timing difference against budget. | (3,687) | |
| An emergency grant was awarded to Malvern Hills Foodbank during the fourth quarter. Emergency grants are not given a budget but are awarded by Council to be taken from general reserves, should the need arise. | (2,500) | |
| Other Minor Variances | (236) | |
| Civic Events: Minor overspend | | (71) |
| Other costs: | | (1,233) |
| Election Costs | | |
| An accrual was made in the third quarter to cover the costs of three by-elections not yet invoiced. These were managed by MHDC in Chase Ward, Dyson Perrins Ward and Pickersleigh Ward and were not anticipated within the original budget. An indication of actual costs has now been received and therefore further costs have needed to be accrued resulting in an even higher overspend. | (4,619) | |
| Staff and Councillor Training | | 68 |
| Following underspends in previous quarters, costs have been incurred during the fourth and final quarter, leaving just a small underspend. | | |
| Legal Fees | | 1,704 |
| The costs of legal fees are accrued throughout the year and reviewed and adjusted at year end. An underspend has occurred during the final quarter as a result of year end adjustments to the legal accrual. Legal costs have been lower than anticipated during the year, with expenditure of approximately £3,000 against a budget of £4,500. | | |
| Land Registry Fees | | 375 |
| None incurred in the fourth quarter or year to date | | |
| Consultancy Fees - none required in the fourth and final quarter | | 500 |
| Leasing - Minor overspend | | (29) |
| IT Expenses | | (297) |
| An overspend against IT expenses has been caused both by the switch to a new IT contractor and the need to update IT systems in early 2021. These exact costs were not known when the budget was set and therefore the quarterly overspend has occurred throughout this financial year. | | |
| Additional software costs were also incurred during the fourth quarter due to the purchase of a license for Adobe Creative Cloud, not included in the original budget but purchased due to operational requirements. | (167) | |
| Office Equipment | | 89 |
| Savings have been achieved as a result of a new franking machine lease with lower costs than those included in the budget. | | |
| Other Costs | | (289) |
| A year end adjustment has been required for subscription costs as these have been slightly above the budgeted level across the year. This appears as an overspend in the final quarter but relates to the year as a whole. | | |
| Costs have been incurred to hire meeting rooms to allow adequate social distancing space at Council meetings. These costs were not anticipated in the original budget and so appear as an overspend against budget. | (180) | |
| The Operations Team received their allocation of health and safety protective clothing in the third quarter, one quarter later than expected, and there has been very limited expenditure required in the fourth quarter | 185 | |
| There has been no health and safety training required in the final quarter. Training is undertaken as and when required. | 212 | |
| Mayoral Allowance | | 1,010 |
| The Mayoral allowance was increased to £5,000 as part of the 2018/19 budget. There has been little expenditure in the fourth quarter and for the year as a whole. Mayoral engagements have become more frequent in the final quarter but only one small expense claim has been submitted leading to budget savings being achieved. | | |
| A members printing allowance has been claimed in the final quarter although the budget anticipated claims earlier in the year | (50) | |
| Other Minor Variances | | 255 |

Net Overspend: Administration

(11,871)

MALVERN TOWN COUNCIL

QUA 4

MARCH 2022

QUARTER ENDED 31 MARCH 2022

OPERATIONS: SUMMARY

| | Quarter to 31 March 2022 | | | Financial Year to 31 March 2022 | | | Budget Year 2021-2022 |
|--------------------------------|--------------------------|-------------------------|---------------------|---------------------------------|----------------------|---------------------|-----------------------|
| | Actual Quarter Mar.2022 | Budget Quarter Mar.2022 | Under/ (Over) spend | Actual Year Mar.2022 | Budget Year Mar.2022 | Under/ (Over) spend | |
| INCOME | 24,406 | 24,150 | (256) | 78,413 | 83,875 | 5,462 | 83,875 |
| EXPENDITURE | | | | | | | |
| PAYROLL | | | | | | | |
| Basic pay | 49,782 | 47,176 | (2,606) | 186,153 | 189,262 | 3,109 | 189,262 |
| Overtime | 1,319 | 1,210 | (109) | 7,515 | 8,000 | 485 | 8,000 |
| Temporary staff | - | - | - | 4,511 | 1,500 | (3,011) | 1,500 |
| Employment related | 12,785 | 11,069 | (1,716) | 46,728 | 44,759 | (1,969) | 44,759 |
| Staff Travelling | 359 | 400 | 41 | 1,522 | 1,600 | 78 | 1,600 |
| OCCUPANCY | | | | | | | |
| Rates | 2,838 | 1,956 | (882) | 11,352 | 7,823 | (3,529) | 7,823 |
| Utilities | 3,285 | 2,652 | (633) | 11,967 | 8,946 | (3,021) | 8,946 |
| Cleaning | 29 | 31 | 2 | 118 | 122 | 4 | 122 |
| Maintenance of buildings | 146 | 475 | 329 | 588 | 2,200 | 1,612 | 2,200 |
| COMMUNICATIONS | | | | | | | |
| Telephone/radios | 533 | 550 | 17 | 1,797 | 2,200 | 403 | 2,200 |
| Printing & Stationery | - | - | - | - | - | - | - |
| GROUNDS MAINTENANCE | 6,358 | 10,485 | 4,127 | 29,391 | 41,450 | 12,059 | 41,450 |
| EQUIPMENT RUNNING COSTS | 1,726 | 2,340 | 614 | 11,658 | 10,800 | (858) | 10,800 |
| VEHICLE RUNNING COSTS | 1,638 | 1,305 | (333) | 7,807 | 6,030 | (1,777) | 6,030 |
| OTHER COSTS | | | | | | | |
| Training costs | - | 250 | 250 | 730 | 1,000 | 270 | 1,000 |
| Risk Assessment | 836 | - | (836) | 836 | 935 | 99 | 935 |
| Other Expenses | 141 | 299 | 158 | 556 | 1,296 | 740 | 1,296 |
| TOTAL OPERATING COSTS | 81,775 | 80,198 | (1,577) | 323,229 | 327,923 | 4,694 | 327,923 |
| NET OPERATING COSTS | 57,369 | 56,048 | (1,321) | 244,816 | 244,048 | (768) | 244,048 |

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

OPERATIONS:

**Under/(Over)
budget**

DETAIL TOTAL

| | | |
|---|---------|----------------|
| Income: | | (256) |
| Cemetery Income | | |
| Cemetery income has been very slightly over the amount budgeted for the final quarter. It is difficult to accurately predict the level of income in each year and the timing of when it will be received but income for the year to date is approximately 10% under the annual target. | (247) | |
| Other Minor Variances | | (9) |
| Paycost: | | (4,390) |
| Basic Paycost | | |
| There is an underspend against operational salaries as the result of changes made within the operational staffing structure. When the head gardener left, it was agreed that this position would not be replaced, but that a general grounds maintenance operative would be employed and the remaining gardening duties allocated to two other members of staff. This new staffing structure has resulted in savings against budget which have continued throughout the financial year. | 710 | |
| A pay freeze had been anticipated and therefore the budget included a small pay increase for those employees below the median wage limit of £24,000. In February 2022, an actual increase of 1.75% on all salaries was announced and backdated to 1 April 2022. For the financial year as a whole, operational salaries remain under budgeted levels due to staffing changes and the time taken to fill vacant positions. | (3,315) | |
| Overtime | | (109) |
| There has been a small overspend against operational overtime during the final quarter but costs for the year as a whole remain within the budgeted level. | | |
| Employment Related | | (1,716) |
| The overspend against employment related costs in the final quarter relates to the salary increase outlined above. In addition, a new member of operational staff who replaced the head gardener opted to join the pension scheme and thus employer pension payments are now due. This has not been foreseen in the budget as other members of staff had chosen to opt out. | | |
| Staff Travelling | | 41 |
| Costs have been lower than anticipated during the fourth quarter. | | |
| Other Minor Variances | | (1) |
| Occupancy: | | (1,184) |
| Rates | | |
| The 2021/22 budget had anticipated that NNDR would only be payable for a small part of the year for Victoria Park Pavilion due to plans to construct a new community hub. Unfortunately this project has been delayed and an application has only just been submitted for the demolition of the current building. As a result, NNDR payments are still due and an overspend against budget has occurred. | (882) | |
| Utilities | | |
| Allotment Water Charges | | |
| Water charges at allotment sites have been lower than anticipated in the final quarter and for the year to date. | 173 | |
| Cemetery | | |
| Water charges have been higher than anticipated in the period. This is due to some billing issues following the installation of a new water meter at the cemetery. | (472) | |
| Victoria Park | | (740) |
| The 2021/22 budget had anticipated that utility costs at Victoria Park would be at a minimum level whilst the new building was being constructed, however the water drainage charges are still applicable and are still being billed. This has resulted in an overspend in this final quarter and for the year to date. | | |
| Barnards Green Bus Shelter | | |
| There have been no costs incurred for the electricity at the bus shelter in the final quarter. This is due to a change in billing period following completion of the refurbishment works. | 371 | |
| Maintenance of Buildings / Property | | |
| Minimal repair works have been required at cemetery buildings during the period. | 115 | |
| There have been minimal maintenance works required at any of the sports pavilions during the quarter. This is partly because only one pavilion has been in use during this year. | 198 | |
| Other Minor Variances | | 53 |
| Communication Costs: | | |
| Telephones | | |
| Minor overspend against telephone costs | 17 | |

17

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

**Under/(Over)
budget**

DETAIL TOTAL

| | | | |
|---|--|-------|----------------|
| Grounds Maintenance: | | | 4,127 |
| Skip Hire and Rubbish Removal | | 137 | |
| Costs for the final quarter are slightly under the budgeted level, with costs for the year as a whole being 10% under budget. | | | |
| Play Areas | | 710 | |
| Expenditure has been below budget in the fourth quarter. Regular inspections of all play areas take place to identify any works that are required and these are then actioned. Repair works have taken place at Adam Lea and Dukes Meadow during the quarter, but costs may be being reduced by the ongoing asset refurbishment programme which is scheduled annually and ensures that equipment is regularly updated at Town Council play areas. | | | |
| Memorial Project | | 2,500 | |
| A budget was included in 2021/22 for a memorial project connected to the Covid-19 pandemic however no ideas or works have been actioned and this represents a budget saving. | | | |
| Gas Lamps | | 455 | |
| A year end adjustment has been required to gas lamp accruals with maintenance costs not being as high as anticipated. This has resulted in an underspend for the final quarter and for the financial year as a whole. | | | |
| Other Minor Variances | | 325 | |
| | | | 281 |
| Equipment / Vehicle Running Costs | | | |
| Repairs to Machinery | | 500 | |
| Following an overspend in the third quarter, there has been no expenditure incurred on machinery repairs during the fourth quarter. Machinery has been serviced and repaired as necessary throughout the year, but costs are often reduced as operational staff are able to undertake some general maintenance themselves. | | | |
| Maintenance of Operational Vehicles | | (331) | |
| Costs for maintaining town council vehicles have been above budget in the final quarter due to a service required for the Kawasaki buggy along with new tyres for one of the vehicles. | | | |
| Other Minor Variances | | 112 | |
| | | | (428) |
| Other Costs: | | | |
| Training Costs | | 250 | |
| None incurred in the final quarter. An operational training matrix is held to ensure training is undertaken as and when required. | | | |
| Risk Assessment | | (836) | |
| The Council's play areas must be inspected by an independent and qualified person at least once a year. This overspend relates to a delay in getting the works completed with costs being seen in the fourth quarter, rather than the third quarter. Costs remain within budget for the year. | | | |
| Security Costs at Victoria Park | | 153 | |
| Security costs at Victoria Park have now been substantially reduced in view of the forthcoming demolition of the pavilion. | | | |
| Minor variance against other costs | | 5 | |
| Net Overspend: Operations | | | (1,321) |

QUA4a

MALVERN TOWN COUNCIL

MARCH 2021

QUARTER ENDED 31 MARCH 2022

ACCOUNTS RESTATED WITH PAYCOST ALLOCATED BY DEPARTMENT

| | Quarter to 31 March 2022 | | | Financial Year to 31 March 2022 | | |
|--|---|---|----------------------------|--|--|----------------------------|
| | Actual Quarter Mar.2022 Paycost Allocated by department | Actual Quarter Mar.2022 Unallocated As per Management Accounts | Difference under (over) | Actual Year Mar.2022 Paycost Allocated by department | Actual Year Mar.2022 Unallocated As per Management Accounts | Difference under (over) |
| ADMINISTRATION AND EVENTS | 93,572 | 108,809 | 15,237 | 323,679 | 362,779 | 39,100 |
| ALLOTMENTS | 65 | (5,247) | (5,312) | 16,801 | (5,074) | (21,875) |
| CEMETERY | 12,644 | (11,774) | (24,418) | 45,947 | (30,677) | (76,624) |
| GROUNDS MAINTENANCE | 43,734 | 69,193 | 25,459 | 165,304 | 269,657 | 104,353 |
| LEISURE AND RECREATION | 13,742 | 4,493 | (9,249) | 43,886 | 6,490 | (37,396) |
| MISCELLANEOUS SERVICES | 2,421 | 704 | (1,717) | 11,978 | 4,420 | (7,558) |
| TOTAL OPERATION COST BY SERVICE | 72,606 | 57,369 | (15,237) | 283,916 | 244,816 | (39,100) |
| TOTAL COSTS BY SERVICE | 166,178 | 166,178 | 0 | 607,595 | 607,595 | 0 |

QUA 5

MALVERN TOWN COUNCIL

MARCH 2022

QUARTER ENDED 31 MARCH 2022

ASSET REFURBISHMENT / RENEWAL

| | Quarter to 31 March 2022 | | | Financial Year to 31 March 2022 | | | Budget Year 2021-2022 |
|--|--------------------------|-------------------------|---------------------|---------------------------------|----------------------|---------------------|-----------------------|
| | Actual Quarter Mar.2022 | Budget Quarter Mar.2022 | Under/ (Over) spend | Actual Year Mar.2022 | Budget Year Mar.2022 | Under/ (Over) spend | |
| | | | | | | | |
| LITTER BINS | | | | | | | |
| Victoria Park - Replacement of two springers | 995 | - | (995) | 995 | 2,000 | 1,005 | 2,000 |
| Fencing at Lower Howsell | - | - | - | 4,095 | 8,000 | 3,905 | 8,000 |
| Lower Howsell - Replacement of two springers | 1,680 | - | (1,680) | 1,680 | 2,000 | 320 | 2,000 |
| Replacement of pavilion doors at Lower Howsell | 4,750 | - | (4,750) | 4,750 | 5,000 | 250 | 5,000 |
| Replacement fencing at Townsend Way | 3,960 | - | (3,960) | 3,960 | 6,000 | 2,040 | 6,000 |
| Refurbishment of Jamaica Crescent Play Area | 8,000 | - | (8,000) | 8,000 | 8,000 | - | 8,000 |
| Victoria Park - Project to install New Basketball Courts | (35,312) | - | 35,312 | (32,989) | - | 32,989 | # |
| Victoria Park - Pavilion Project | 13,068 | - | (13,068) | 13,068 | - | (13,068) | # |
| GROUPS MAINTENANCE PROJECTS | | | | | | | |
| Fountain in Rose Bank Gardens | - | - | - | - | 3,750 | 3,750 | 3,750 |
| Refurbishment of Bus Shelter Outside Rose Bank Gardens | - | 15,000 | 15,000 | - | 15,000 | 15,000 | 15,000 |
| Path Edging Works in Rose Bank Gardens | - | - | - | 2,906 | - | (2,906) | - |
| Works to investigate land slippage | - | - | - | 9,695 | - | (9,695) | - |
| Refurbishment of Barnards Green Bus Shelter | 1,026 | - | (1,026) | 1,026 | - | (1,026) | - |
| CEMETERY | | | | | | | |
| Replacement sleepers for composting area refurbishment | 1,167 | - | (1,167) | 1,167 | - | (1,167) | - |
| Repairs to roof at cemetery lodge | - | - | - | 1,000 | 4,000 | 3,000 | 4,000 |
| BELLE VUE - Overhaul of drainage top floor | | | | | | | |
| Refurbishment of rear flats | - | - | - | - | - | - | - |
| New IT Equipment | - | - | - | - | - | - | - |
| CHRISTMAS LIGHTS | | | | | | | |
| CAPITAL EQUIPMENT: | | | | | | | |
| Purchase of Wood Chipper | - | - | - | 9,750 | 12,000 | 2,250 | 12,000 |
| Bike 2 Work - Electric Bike | 2,249 | - | (2,249) | 2,249 | - | (2,249) | - |
| Replacement Mowers | - | - | - | - | - | - | - |
| TOTAL ASSET RENEWAL | 3,742 | 18,000 | 14,258 | 33,511 | 68,750 | 35,239 | 68,750 |

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

**Under/(Over)
budget**

ASSET REFURBISHMENT:

| | |
|--|----------|
| Litter Bins | 841 |
| 5 Derby recycling bins were purchased in the final quarter. Savings have been made against budget as it was decided to purchase five initially as part of a trial to see if the recycling scheme would be followed and therefore be effective. | |
| Victoria Park - replacement of two springers | (995) |
| New play equipment has been purchased for Victoria Park, two quarters later than anticipated due to supply issues. The original budget was £2,000 so savings have been made against budget. | |
| Lower Howsell - replacement of two springers | (1,680) |
| New play equipment has been purchased for Lower Howsell, two quarters later than anticipated due to supply issues. The original budget was £2,000 so small savings have been made against budget. | |
| Replacement of Pavilion Doors at Lower Howsell | (4,750) |
| This project was scheduled for the third quarter, but was delayed due to problems with finding a competitive contractor. Costs are now seen in the fourth quarter, later than anticipated but still within budget. | |
| Replacement Fencing at Townsend Way | (3,960) |
| Fencing works at Townsend Way were delayed into the final quarter. The contractor was not able to complete the works earlier because extra panels were required. Final expenditure is below budget due to a slight amendment in the project specification based on operational needs for the site. | |
| Refurbishment of Jamaica Crescent Play Area | (8,000) |
| Jamaica Crescent Play Area has been refurbished, two quarters later than anticipated due to supplier issues, works have now been completed with expenditure directly in line with budget. | |
| Victoria Park - project to install new basketball courts | 35,312 |
| The final costs for the basketball project were incurred in the final quarter of 2021/22 when the installation of the new netball hoops was completed. These final costs have been covered by the receipt of section 106 funding with the remainder being transferred into Town Council reserves to offset earlier costs which were covered by the Town Council ahead of the grant being received. | |
| Victoria Park - New Pavilion Project | (13,068) |
| Costs have been incurred during the final quarter for the first stages of the new pavilion project at Victoria Park, including completion of the surveys required for the planning application and the disconnection of the gas supply to the current pavilion. | |
| Refurbishment of Bus Shelter outside of Rose Bank Gardens | 15,000 |
| Originally scheduled for the final quarter, expenditure on this project has now been earmarked and carried forward into the next financial year due to delays in sourcing a contractor for this specialised work. This appears as an underspend in the final quarter, but costs will be seen in full early in the next financial year. | |
| Refurbishment of Barnards Green Bus Shelter | (1,026) |
| Due to issues with planning permission, this project had been carried forward from the 2020/21 financial year. Works were completed in the fourth quarter of 2021/22, but costs have been significantly reduced as most of the work was carried out by Town Council operational staff. | |
| Refurbishment of composting area at Great Malvern Cemetery | (1,167) |
| Following committee approval, works have taken place to replace sleepers in the composting area at Great Malvern Cemetery. This was not included in the original budget, but was approved by Council during the year. | |
| Bike 2 Work - electric bike | (2,249) |
| One member of staff has opted to enter the Bike 2 Work scheme and the electric bike has been purchased in the final quarter. | |

| | |
|--|---------------|
| Asset Refurbishment: net underspend & total variances explained | 14,258 |
|--|---------------|

| | |
|--|-------|
| Budget Contingency - no specific allocation in the fourth quarter | 2,500 |
|--|-------|

MALVERN TOWN COUNCIL

MARCH 2022

QUARTER ENDED 31 MARCH 2022

ANALYSIS OF TRANSFERS TO / (FROM) EARMARKED RESERVES

| | Quarter to 31 March 2022 | | | Financial Year to 31 March 2022 | | | Budget Year 2020-21 |
|---|--------------------------|-------------------------|---------------------|---------------------------------|----------------------|---------------------|---------------------|
| | Actual Quarter Mar.2022 | Budget Quarter Mar.2022 | Under/ (Over) spend | Actual Year Mar.2022 | Budget Year Mar.2022 | Under/ (Over) spend | |
| <u>ADMINISTRATION</u> | | | | | | | |
| Town Council Elections | 2,500 | - | (2,500) | 2,500 | - | (2,500) | - |
| Town Council Events | - | - | - | - | (12,500) | (12,500) | (12,500) |
| Belle Vue Building Works | - | - | - | - | - | - | - |
| Lower Howsell - Works to complete Car Park | - | - | - | - | - | - | # |
| Victoria Park Works to Install Basketball Courts | 32,988 | - | (32,988) | 30,665 | - | (30,665) | # |
| Victoria Park Pavilion Planning | - | - | - | - | - | - | # |
| <u>ASSET REFURBISHMENT / RENEWAL</u> | | | | | | | |
| LITTER BINS | - | - | - | - | - | - | - |
| ROSE BANK GARDENS | - | - | - | (2,906) | - | 2,906 | # |
| BARNARDS GREEN BUS SHELTER | (8,000) | - | 8,000 | (8,000) | - | 8,000 | - |
| REFURBISHMENT OF BUS SHELTER OUTSIDE OF ROSE BANK GARDENS | 15,000 | - | (15,000) | 15,000 | - | (15,000) | - |
| GREAT MALVERN CEMETERY | 15,000 | - | (15,000) | 15,000 | - | (15,000) | - |
| PLAY AREAS | - | - | - | - | - | - | - |
| VEHICLE / MACHINERY REPLACEMENT FUND | 3,750 | 3,750 | - | 15,000 | 15,000 | - | 15,000 |
| Additions | - | - | - | (9,750) | (12,000) | (2,250) | (12,000) |
| Releases | - | - | - | - | - | - | - |
| Release of Surplus Earmarked Reserves | 2,250 | - | (2,250) | 2,250 | - | (2,250) | - |
| | 63,488 | 3,750 | (59,738) | 69,759 | (9,500) | (69,259) | (9,500) |

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 MARCH 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

**Under/(Over)
budget**

EARMARKED RESERVES:

| | | |
|---|-------------------------------------|-----------------|
| Town Council Elections | | (2,500) |
| Council agreed as part of the Year End review of Earmarked Reserves to add £2,500 to the Elections Reserve to continue building up funds towards the cost of the next full Town Council elections in May 2023 | | |
| New Basketball Courts at Victoria Park | | (32,988) |
| The final works to complete the basketball courts project took place during the fourth quarter when the netball hoops were installed. The receipt of section 106 funding has covered this final payment with the remainder of these funds being transferred into reserves to balance out previous payments made by the Town Council ahead of this funding being received. | | |
| Barnards Green Bus Shelter | | 8,000 |
| Council agreed as part of the Year End review of Earmarked Reserves to release £8,000 previously earmarked for the refurbishment of Barnards Green Bus Shelter. This funding was no longer required, because the project costs have been significantly reduced with most of the works being undertaken by Town Council operational staff. | | |
| Refurbishment of Bus Shelter Outside of Rose Bank Gardens | | (15,000) |
| It was agreed at Year End to earmark £15,000 for the refurbishment of the bus shelter outside of Rose Bank Gardens. This project originally scheduled for the 2021/22 financial year has been delayed due to the difficulties in finding a contractor for this specialised work and now costs will be seen in the next financial year. | | |
| Tarmacking at Great Malvern Cemetery | | (15,000) |
| An order was placed for this work in February 2022, but due to contractor availability, works have not been able to take place during the current financial year. An earmarked reserve has now been created to carry these funds forward. | | |
| Release of Surplus Funds | | (2,250) |
| The new woodchipper was purchased with savings achieved against budget and therefore there are now surplus funds needing to be released from the vehicle / machinery replacement fund | | |
| Giving a Variance against Budget of | | <u>(59,738)</u> |
| SPECIAL PENSIONS / EMPLOYMENT COSTS: | | |
| Minor Underspend against other pension costs | | <u>25</u> |
| Interest Received : | | |
| Minor variance | | (13) |
| Net deficit from financing | | (13) |
| | | |
| Net Surplus / (Deficit) | | |
| Before Earmarked Movements | | 3,578 |
| After Earmarked Transfers | | (56,160) |
| Original budget for the Quarter | Balance (TO) / From Reserves | 7,662 |
| Actual for the quarter, net of earmarked transfers | Balance (TO) / From Reserves | 63,822 |

ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 MARCH 2022

| Programme Description | Accounts Code | Asset Programme | Earmark / Budget or Reserves | Budgeted / Earmark Cost | Latest Estimate of Cost | Planned Start date | Planned Finish Date | Actual Finish Date | Actual Expenditure to 31/3/2022 | Comments: |
|--|---------------|-----------------|------------------------------|-------------------------|-------------------------|--------------------|---------------------|--------------------|---------------------------------|--|
| Litter Bins | 5-3103 | Asset Programme | b | 3,000 | 2,200 | 01/02/2021 | 31/03/2021 | 28/02/2022 | 2,159 | Five new recycling bins have been installed as part of a pilot project to trial recycling bins outside schools and community centres. Malvern Hills District Council have agreed to work in partnership with the Town Council and will empty the bins. |
| LEISURE AND RECREATION | | | | | | | | | | |
| Victoria Park Play Area Replacement of two springers | 5-3671 | Asset Programme | b | 2,000 | 2,000 | 01/10/2021 | 31/10/2021 | 15/03/2022 | 995 | This project originally scheduled for the second quarter was delayed due to supply issues, with equipment being installed in the final quarter. |
| Fencing at Lower Howsell | 5-0662 | Asset Programme | b | 8,000 | 4,095 | 01/10/2020 | 30/11/2021 | 20/12/2021 | 4,095 | Fencing works at Lower Howsell were completed in December 2021 with savings achieved against the original budget, as a result of some changes to project specifications based on operational needs. |
| Lower Howsell Replacement of two springers | 5-3631 | Asset Programme | b | 2,000 | 2,000 | 01/10/2021 | 31/10/2021 | 15/03/2022 | 1,680 | This project originally scheduled for the second quarter was delayed due to supply issues, with equipment being installed in the final quarter. |
| Replacement of Pavilion Doors at Lower Howsell | 5-1630 | Asset Programme | b | 5,000 | 5,000 | 01/10/2021 | 31/10/2021 | 10/02/2022 | 4,750 | There were difficulties in finding a competitive contractor and therefore these replacement doors were not fitted until February 2022. |

ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 MARCH 2022

| Programme Description | Accounts Code | Asset Programme | Earmark / Budget or Reserves | Budgeted / Earmark Cost | Latest Estimate of Cost | Planned Start date | Planned Finish Date | Actual Finish Date | Actual Expenditure to 31/3/2022 | Comments: |
|--|---------------|-----------------|------------------------------|-------------------------|-------------------------|--------------------|---------------------|--------------------|---------------------------------|---|
| Replacement Fencing at Townsend Way | 5-0602 | Asset Programme | b | 6,000 | 6,000 | 01/10/2020 | 30/11/2021 | 20/01/2022 | 3,960 | This project was scheduled for the third quarter but was delayed due to extra panels being needed. Works were completed in the final quarter with savings achieved against the original budget, as a result of some changes to project specifications based on operational needs. |
| Refurbishment of Jamaica Crescent Play Area | 5-3531 | Asset Programme | b | 8,000 | 8,000 | 01/02/2021 | 28/02/2021 | 15/03/2022 | 8,000 | Works to refurbish the play area at Jamaica Crescent were completed in the final quarter and were directly in line with budget. |
| Installation of New Basketball Courts at Victoria Park | 5-1703 | Asset Programme | e | 50,000 | 50,000 | 01/04/2020 | 30/06/2020 | 18/03/2022 | 32,989 | The long awaited project to install two basketball courts finally began in July 2020 and the groundworks, concrete pad and surrounding fencing were completed. The surfacing was provided by a Belgian supplier and travel restrictions in relation to Covid-19 meant that there were delays with the installation of the flex court surfacing. The surface was shipped and stored in Worcester before being fitted in August 2021. The final works to install new netball goals were completed in March 2022 with section 106 funds being allocated against this expenditure and also transferred to offset Town Council reserves previously used for the project. |
| Pavilion Project at Victoria Park | 5-1703 | Asset Programme | e / r | unknown | unknown | 01/04/2020 | 31/12/2022 | | 13,068 | Full Council have now agreed to build a new two storey community hub at Victoria Park, to sell the Belle Vue Terrace premises and to move the Council offices and administration base to Victoria Park. A public consultation was completed in January / February 2022 and a prior approval application for demolition has now been submitted. These costs incurred during the final quarter of 2021/22 relate to surveys required for planning permission. |

ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 MARCH 2022

| Programme Description | Accounts Code | Asset Programme | Earmark / Budget or Reserves | Budgeted / Earmark Cost | Latest Estimate of Cost | Planned Start date | Planned Finish Date | Actual Finish Date | Actual Expenditure to 31/3/2022 | Comments: |
|---|---------------|---------------------------------|------------------------------|-------------------------|-------------------------|--------------------|---------------------|--------------------|---------------------------------|---|
| GROUND MAINTENANCE PROJECTS | | | | | | | | | | |
| Jenny Lind Fountain, Rose Bank Gardens | 5-0905 | Asset Programme | b | 3,750 | 3,750 | 01/06/2021 | 30/09/2021 | | | This project has had a number of setbacks surrounding the covid-19 pandemic and availability of the contractor. Works were scheduled to begin in the fourth quarter of 2021/22, but contractor issues have once again delayed this project. |
| Refurbishment of Bus Shelter Outside of Rose Bank Gardens | 5-4052 | Asset Programme | b | 15,000 | 15,000 | 01/06/2021 | 30/09/2021 | | | Due to the specialised nature of the work involved in this project, finding a suitable contractor, who was available proved to be difficult. A contractor has now been selected and works have commenced. Funds have been earmarked for this project as costs will now be seen in the 2022/23 financial year. |
| Refurbishment of Barnards Green Bus Shelter | 5-4051 | Asset Programme | b | 8,000 | 1,026 | 01/06/2021 | 30/09/2021 | 28/02/2022 | 1,026 | The need to obtain planning permission caused delays with this project with work not commencing until early 2022. Significant savings were achieved as most of the works were completed by Town Council Operations staff. |
| Path Edging Works at Rose Bank Gardens | 5-0905 | Asset Programme | e | 7,000 | 3,000 | 1/4/21 | 30/06/2021 | 30/09/2021 | 2,906 | The original project scope resulted in costs that far exceeded budget and therefore a new specification was developed. This delayed the start date and funds needed to be earmarked and carried into the 2021/22 financial year. Works commenced in May 2021 and were completed in September 2021 after some supply issues with oak sleepers. Savings have been achieved against this budget. |
| Works to investigate Land Slippage in Rose Bank Gardens | 5-0905 | Emergency Project from reserves | r | unknown | unknown | 01/04/2021 | Unknown | unknown | 9,695 | Following a land slippage in Rose Bank Gardens, it has been necessary to commission ground investigation works. This work was not included in the original budget, but Full Council have considered the matter and agreed expenditure. |

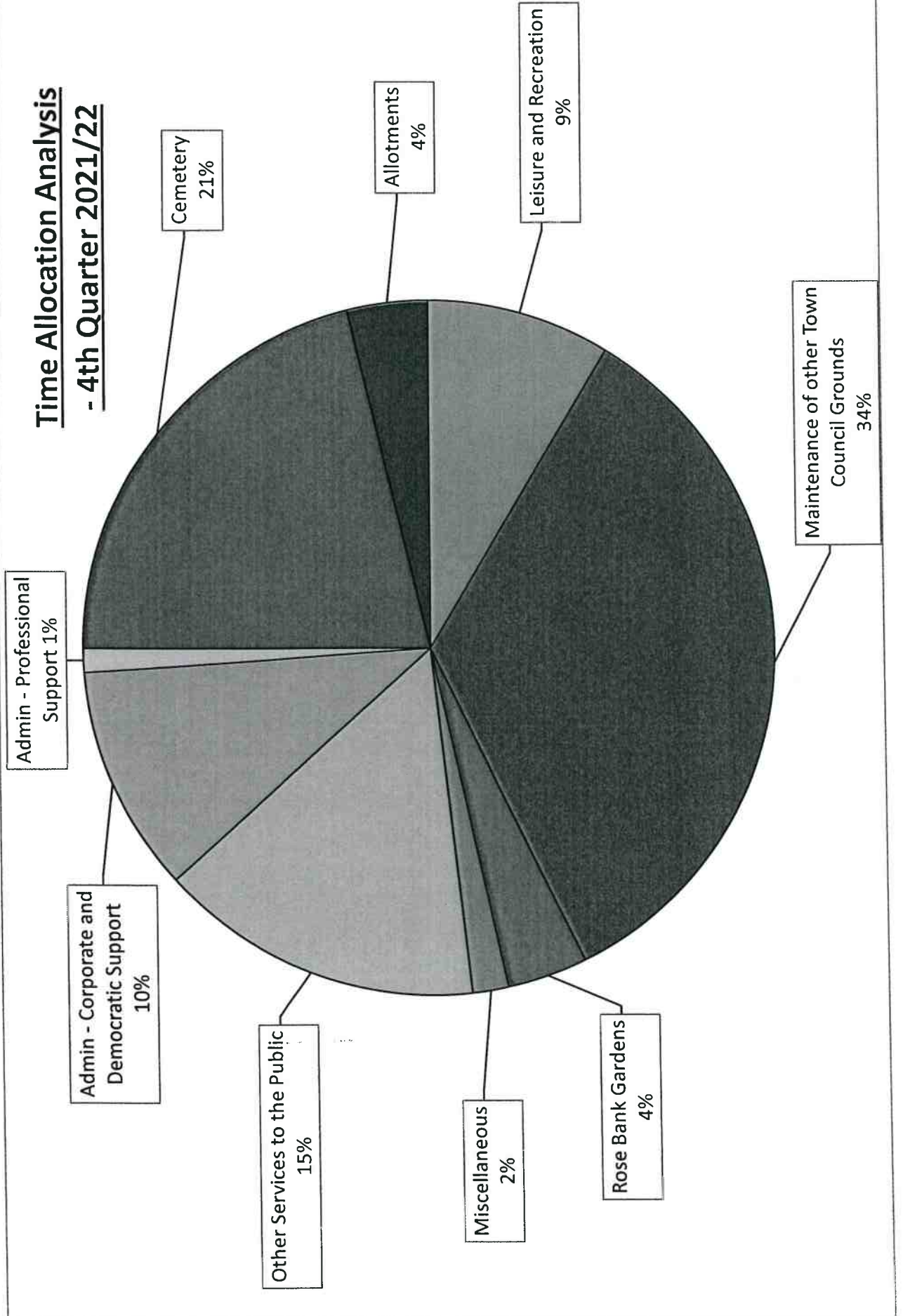
ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 MARCH 2022

| Programme Description | Accounts Code | Asset Programme | Earmark / Budget or Reserves | Budgeted / Earmark Cost | Latest Estimate of Cost | Planned Start date | Planned Finish Date | Actual Finish Date | Actual Expenditure to 31/3/2022 | Comments: | |
|--|---------------|----------------------------|------------------------------|-------------------------|-------------------------|--------------------|---------------------|--------------------|---------------------------------|---|-----------------------|
| CEMETERY | | | | | | | | | | | |
| Repairs to roof at cemetery lodge | 5-0057 | Asset Programme | b | 4,000 | 1,000 | 01/07/2021 | 31/08/2022 | 25/08/2022 | 1,000 | This project was completed during the second quarter with savings against budget being achieved. | |
| Replacement Sleepers for composting area | 5-0058 | Asset Programme | b | 1,200 | 1,167 | 01/03/2022 | 31/03/2022 | 31/03/2022 | 1,167 | This project was not in the original budget, but was approved by Operations and Planning Committee in February 2022 as necessary works to repair this area. | |
| CAPITAL EXPENDITURE | | | | | | | | | | | |
| Bike 2 Work Electric Bike | 9-0512 | New Town Council Policy | b | 2,500 | 2,249 | 01/01/2022 | 31/01/2022 | 03/02/2022 | 2,249 | Council agreed a new Bike 2 Work Scheme for employees and the first member of staff took up the scheme during the final quarter of 2021/22. | |
| Purchase of Wood Chipper | 9-0515 | Machinery Replacement Fund | b | 12,000 | 9,750 | 01/04/2021 | 30/04/2021 | 27/04/2021 | 9,750 | A new wood chipper was purchased in April 2021 with savings made against the budgeted cost. | |
| | | | | | | | | | <u>£137,450</u> | <u>£116,237</u> | <u>£33,511</u> |

APPENDIX A

Time Allocation Analysis - 4th Quarter 2021/22



APPENDIX B

FINANCIAL REPORTS

CR1 – JANUARY, FEBRUARY AND MARCH 2022

Cash Movements

1. Total bank balances at the end of March 2022 amounted to £799,458. This is approximately £84,951 higher than at the same period last year.
2. The Council opened an account with The Public Sector Deposit Fund in January 2017 in order to obtain better rates of interest on deposit:
 - The balance on account at the end of March 2022 was £258,516 and interest received on 31 March 2022 was £103.74.
3. The Council has also invested £66,484 of funds with the Local Authorities Property Fund. This is a long-term investment of funds and the latest dividend payments for the period January to March 2022 was £597.39

Debtor Days Outstanding

Debtor days were 12.66 in January 2022 and increased slightly to 14.16 by the end of March 2022 with two small debts which were outstanding for over 30 days. These were settled in early April.

Creditor Days Outstanding

Creditor days remained at around the 28-day mark during the final quarter and were 27.81 days at 31 March 2022. This is within the council's target payment terms of 30 days.

SCHEDULE OF CHEQUE PAYMENTS AND ONLINE PAYMENTS: JANUARY, FEBRUARY AND MARCH 2022

Scheduled Payments (excluding Non-Cheque Payments and other payments) for this period totalled:

| | |
|------------------------|------------|
| ONLINE – JANUARY 2022 | £18,868.10 |
| ONLINE – FEBRUARY 2022 | £25,636.12 |
| ONLINE – MARCH 2022 | £38,360.71 |

| | |
|--------------|-------------------|
| Total | £82,864.93 |
|--------------|-------------------|

January 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 January 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

| Transaction | Unity Trust Bank Account | Public Sector Deposit Account | Local Authorities Property Fund | Total |
|--|-----------------------------|----------------------------------|------------------------------------|----------------|
| | £ | | £ | £ |
| Balance: | | | | |
| 31 December 2021 | 644,564 | 258,516 | 66,484 | 969,564 |
| Receipts | | | | |
| Interest | 636 | | - | 636 |
| Precept | 12,647 | | | 12,647 |
| Grants or VAT refunds | | | | - |
| Other | | | | - |
| Cancelled / (Bounced Cheque) | | | | - |
| External payments | | | | |
| Cheque / Online Payments | (18,868) | | | (18,868) |
| Non - Cheque Payments | (42,523) | | | (42,523) |
| Transfers between accounts: | | | | |
| Inwards | | | | - |
| Outwards | | | | - |
| Balances: | | | | |
| 31 January 2022 | 596,455 | 258,516 | 66,484 | 921,455 |
| Balances at start of financial year | 389,507 | 258,516 | 66,484 | 714,507 |

DEBTOR AGEING

| | Jan-22 | Feb-22 | Mar-22 | Pre-Mar | Prepaid amounts | Total debtors |
|-------|--------|----------|----------|---------|-----------------|---------------|
| Value | 753.10 | 1,910.00 | 1,318.00 | - | - | 3,981.10 |

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

| | Debtors | | | Suppliers | |
|----------------|-----------|-------|-----------|-----------|-------|
| | Value | Days | | Value | Days |
| March 2021 | 7,011.68 | 17.99 | | 11,306.31 | 13.85 |
| April 2021 | 10,640.14 | 30.75 | | 42,771.47 | 12.89 |
| May 2021 | 3,148.60 | 9.05 | | 53,277.78 | 27.40 |
| June 2021 | 7,940.00 | 15.67 | | 31,975.25 | 23.50 |
| July 2021 | 1,667.70 | 6.89 | | 28,296.82 | 19.32 |
| August 2021 | 3,735.00 | 12.50 | | 28,029.97 | 17.05 |
| September 2021 | 4,882.27 | 13.20 | | 18,475.36 | 18.25 |
| October 2021 | 6,901.27 | 19.12 | | 19,686.66 | 19.65 |
| November 2021 | 6,263.00 | 22.43 | | 13,469.57 | 13.13 |
| December 2021 | 4,385.27 | 14.94 | re-stated | 26,402.60 | 20.82 |
| January 2022 | 3,981.10 | 12.33 | | 22,883.37 | 28.04 |
| February 2022 | | | | | |
| March 2022 | | | | | |

February 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 28 February 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

| Transaction | Unity Trust Bank Account | Public Sector Deposit Account | Local Authorities Property Fund | Total |
|--|-----------------------------|----------------------------------|------------------------------------|----------------|
| | £ | | £ | £ |
| Balance: | | | | |
| 31 January 2022 | 596,455 | 258,516 | 66,484 | 921,455 |
| Receipts | | | | |
| Interest | 36 | | - | 36 |
| Precept | | | | - |
| Grants or VAT refunds | 8,688 | | | 8,688 |
| Other | 9,169 | | | 9,169 |
| Cancelled / (Bounced Cheque) | | | | - |
| External payments | | | | |
| Cheque / Online Payments | (25,636) | | | (25,636) |
| Non - Cheque Payments | (42,842) | | | (42,842) |
| Transfers between accounts: | | | | |
| Inwards | | | | - |
| Outwards | | | | - |
| Balances: | | | | |
| 28 February 2022 | 545,870 | 258,516 | 66,484 | 870,870 |
| Balances at start of financial year | 389,507 | 258,516 | 66,484 | 714,507 |

DEBTOR AGEING

| | Feb-22 | Mar-22 | Apr-22 | Pre-Apr | Prepaid amounts | Total debtors |
|-------|----------|--------|--------|---------|-----------------|---------------|
| Value | 3,075.00 | - | 192.00 | - | - | 3,267.00 |

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

| | Debtors | | | Suppliers | |
|----------------|-----------|-------|-----------|-----------|-------|
| | Value | Days | | Value | Days |
| March 2021 | 7,011.68 | 17.99 | | 11,306.31 | 13.85 |
| April 2021 | 10,640.14 | 30.75 | | 42,771.47 | 12.89 |
| May 2021 | 3,148.60 | 9.05 | | 53,277.78 | 27.40 |
| June 2021 | 7,940.00 | 15.67 | | 31,975.25 | 23.50 |
| July 2021 | 1,667.70 | 6.89 | | 28,296.82 | 19.32 |
| August 2021 | 3,735.00 | 12.50 | | 28,029.97 | 17.05 |
| September 2021 | 4,882.27 | 13.20 | | 18,475.36 | 18.25 |
| October 2021 | 6,901.27 | 19.12 | | 19,686.66 | 19.65 |
| November 2021 | 6,263.00 | 22.43 | | 13,469.57 | 13.13 |
| December 2021 | 4,385.27 | 14.94 | re-stated | 26,402.60 | 20.82 |
| January 2022 | 3,981.10 | 12.33 | | 22,883.37 | 28.04 |
| February 2022 | 3,267.00 | 13.97 | | 39,658.40 | 28.89 |
| March 2022 | | | | | |

March 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 March 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

| Transaction | Unity Trust Bank Account | Public Sector Deposit Account | Local Authorities Property Fund | Total |
|--|-----------------------------|----------------------------------|------------------------------------|----------------|
| | £ | | £ | £ |
| Balance: | | | | |
| 28 February 2022 | 545,870 | 258,516 | 66,484 | 870,870 |
| Receipts | | | | |
| Interest | 65 | | - | 65 |
| Precept | | | | - |
| Grants or VAT refunds | | | | - |
| Other | 15,831 | | | 15,831 |
| Cancelled / (Bounced Cheque) | | | | - |
| External payments | | | | |
| Cheque / Online Payments | (38,361) | | | (38,361) |
| Non - Cheque Payments | (48,948) | | | (48,948) |
| Transfers between accounts: | | | | |
| Inwards | | | | - |
| Outwards | | | | - |
| Balances: | | | | |
| 31 March 2022 | 474,458 | 258,516 | 66,484 | 799,458 |
| Balances at start of financial year | 389,507 | 258,516 | 66,484 | 714,507 |

DEBTOR AGEING

| | Mar-22 | Feb-22 | Jan-22 | Pre-Jan | Prepaid amounts | Total debtors |
|-------|----------|--------|--------|---------|-----------------|---------------|
| Value | 9,558.00 | 230.27 | | - | - | 9,788.27 |

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

| | Debtors | | | Suppliers | |
|----------------|-----------|-------|-----------|-----------|-------|
| | Value | Days | | Value | Days |
| March 2021 | 7,011.68 | 17.99 | | 11,306.31 | 13.85 |
| April 2021 | 10,640.14 | 30.75 | | 42,771.47 | 12.89 |
| May 2021 | 3,148.60 | 9.05 | | 53,277.78 | 27.40 |
| June 2021 | 7,940.00 | 15.67 | | 31,975.25 | 23.50 |
| July 2021 | 1,667.70 | 6.89 | | 28,296.82 | 19.32 |
| August 2021 | 3,735.00 | 12.50 | | 28,029.97 | 17.05 |
| September 2021 | 4,882.27 | 13.20 | | 18,475.36 | 18.25 |
| October 2021 | 6,901.27 | 19.12 | | 19,686.66 | 19.65 |
| November 2021 | 6,263.00 | 22.43 | | 13,469.57 | 13.13 |
| December 2021 | 4,385.27 | 14.94 | re-stated | 26,402.60 | 20.82 |
| January 2022 | 3,981.10 | 12.33 | | 22,883.37 | 28.04 |
| February 2022 | 3,267.00 | 13.97 | | 39,658.40 | 28.89 |
| March 2022 | 9,788.27 | 14.16 | | 55,416.80 | 27.81 |

Malvern Town Council
Online Banking Payment Schedule

14 JANUARY 2022

| IB No. | Date | Supplier Name | Payments | Description | Record of Invoices Checked Clir 1 | Record of Invoices Checked Clir 2 | Payment Posted (initials) | Authorisation Given (initials) |
|--------|------------|-------------------------------------|----------|---|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 1373 | 14/01/2022 | ALLIANCE PAYROLL SERVICE LTD | 118.94 | Payroll charges December 2021 | fw | fw | DF | RB |
| 1374 | 14/01/2022 | AMBEROL LTD | 510.62 | 14 x self watering hanging baskets for Malvern in Bloom | fw | fw | DF | RB |
| 1375 | 14/01/2022 | A L B SERVICES | 13332.00 | Installation of Christmas lights in Great Malvern - £8,760. Installation of new permanent Christmas Lights in trees at Malvern Link and Barnards Green - £2,640. Collection of Christmas Trees for Malvern Link and Belle Vue Island, Installation of lights on trees in on Belle Vue Island and Malvern Link - £1020. Hire of a cherry picker and repairs to lights following storm damage - £912 | fw | fw | DF | RB |
| 1376 | 14/01/2022 | BROADLEAF TREE CARE | 500.00 | Remove one Ash tree and one Sycamore tree from Lower Howsell | fw | fw | DF | RB |
| 1377 | 14/01/2022 | BRITISH GAS | 17.92 | Electricity charges Link Church Clock 21/11/21 - 21/12/21 | fw | fw | DF | RB |
| 1378 | 14/01/2022 | COLEMANS | 8.95 | Gold spray paint for plunger at Christmas Light Switch on event 1/12/21 | fw | fw | DF | RB |
| 1379 | 14/01/2022 | BWT UK LIMITED | 112.88 | 13 large bottles of water for MTC offices November and December 2021 | fw | fw | DF | RB |
| 1380 | 14/01/2022 | EDEN CHURCH | 78.00 | Hire of auditorium for Full Council Meeting 21/12/21 | fw | fw | DF | RB |
| 1381 | 14/01/2022 | EDF ENERGY | 52.85 | Electricity charges North Malvern Clock 24/9/21 - 27/12/21 | fw | fw | DF | RB |
| 1382 | 14/01/2022 | EE | 154.70 | Mobile phone charges December 2021 - Events/admin phone and Operations Team | fw | fw | DF | RB |
| 1383 | 14/01/2022 | IP SKIPP AGRICULTURAL ENGINEERS LTD | 1118.92 | Repairs to Flail Topper and 2 John Deere Mowers | fw | fw | DF | RB |
| 1384 | 14/01/2022 | LEIGH SINTON GARDEN MACHINERY LTD | 38.00 | Chainsaw guide bar | fw | fw | DF | RB |
| 1385 | 14/01/2022 | LINK TOOLS | 74.70 | Nuts and bolts and drill set for repairs to climbing wall in Lower Howsell Play Area, Playweb equipment in Victoria Park and fixing bike racks in Barnards Green | fw | fw | DF | RB |
| 1386 | 14/01/2022 | MALVERN HILLS DISTRICT COUNCIL | 1056.64 | Wheelee bin hire 28-30 Belle Vue Terrace and Cemetery 1/1/22 - 31/3/22 | fw | fw | DF | RB |
| 1387 | 14/01/2022 | PLAYSAFETY LTD | 999.60 | Annual inspection of 11 MTC play areas | fw | fw | DF | RB |
| 1388 | 14/01/2022 | PURCHASE POWER | 172.74 | 2 ink cartridges for the franking machine | fw | fw | DF | RB |

Bank
statement
checked

| IB No. | Date | Supplier Name | Payments | Description | Record of Invoices Checked Cllr 1 | Record of Invoices Checked Cllr 2 | Payment Posted (Initials) | Authorisation Given (Initials) |
|--------|------------|------------------------------------|----------|---|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 1389 | 14/01/2022 | SCREWFIX (Trade Uk) | 81.97 | Trailer light board and 2 Hi-Vis Jackets for the Operations Team | hw. | hw. | DP | RB |
| 1390 | 14/01/2022 | WATER PLUS LTD | 177.60 | Water charges Lower Howsell 16/3/20 - 29/12/21 | hw. | hw. | DP | RB |
| 1391 | 14/01/2022 | WATER PLUS LTD | 19.62 | Water charges Dukes Meadow 3/10/21 - 3/1/22 | hw. | hw. | DP | RB |
| 1392 | 14/01/2022 | WATER PLUS LTD | 36.00 | Water/drainage charges rear stores 28-30 Belle Vue Terrace 4/10/21 - 4/1/22 | hw. | hw. | DP | RB |
| 1393 | 14/01/2022 | TRAVIS PERKING TRADING COMPANY LTD | 37.45 | Wood, nuts, bolts, paint brushes to repair seats in bus shelter at Link Top | hw. | hw. | DP | RB |
| 1394 | 14/01/2022 | WORCESTERSHIRE CALC | 144.00 | Chairmanship training for 4 Councillors | hw. | hw. | DP | RB |
| 1395 | 14/01/2022 | SIGNS CENTRAL | 24.00 | Polycarbonate sheet to repair clock on Barnards Green Bus Shelter | hw. | hw. | DP | RB |

Total Payments:

18,868.10

Councillor Authorisation for Payment

- 1) Authorisation 17/1/22
- 2) Authorisation 17/1/22

| IB No. | Date | Supplier Name | Payments | Description | Record of Invoices Checked Cllr 1 | Record of Invoices Checked Cllr 2 | Payment Posted (initials) | Authorisation Given (initials) |
|--------|------------|------------------------------------|----------|---|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 1413 | 04/02/2022 | N POWER | 28.05 | Electricity charges former water feature Hampden Road - December 2021 | fw | AP | DP | PS |
| 1414 | 04/02/2022 | PAPERSTATION LTD | 411.76 | Stationery - December 2021 | fw | AP | DP | PS |
| 1415 | 04/02/2022 | PARKER BELL INSTRUMENTS LTD | 88.80 | Annual calibration of the portable appliance tester | fw | AP | DP | PS |
| 1416 | 04/02/2022 | PRINTED BANNERS AND SIGNS | 55.20 | Banner for Victoria Park - Public Consultation on Victoria Park Community Hub | fw | AP | DP | PS |
| 1417 | 04/02/2022 | PURCHASE POWER | 57.00 | £50 credit for the franking machine | fw | AP | DP | PS |
| 1418 | 04/02/2022 | SEVERN TRENT WATER | 140.89 | Water charges 28-30 Belle Vue Terrace 28/6/19 - 6/12/21 (following new meter installation) | fw | AP | DP | PS |
| 1419 | 04/02/2022 | WATER PLUS LTD | 24.12 | Water drainage charges 28-30 Belle Vue Terrace 15/10/21 - 15/1/22 | fw | AP | DP | PS |
| 1420 | 04/02/2022 | LINDA BLAKE | 343.50 | Reimbursement of money paid for CIPFA Membership 2022 as agreed at Annual Council as part of annual subscriptions | fw | AP | DP | PS |
| 1421 | 04/02/2022 | TRAVIS PERKINS TRADING COMPANY LTD | 148.67 | Wood, ply wood, caulk, screws and allen keys for Barnards Green Bus Shelter refurbishment | fw | AP | DP | PS |
| 1422 | 04/02/2022 | V8 MEDIA | 162.00 | Website support December 2021 | fw | AP | DP | PS |
| 1423 | 04/02/2022 | DEAN GROOME | 36.00 | Refund of allotment rent paid twice in error | fw | AP | DP | PS |

Total Payments:

8,979.07

Councillor Authorisation for Payment

1) *Andrew Price, 2/2/22*

2) *Richard Jackson 3/2/22*

Back dated entries PS

Malvern Town Council
Online Banking Payment Schedule
18 FEBRUARY 2022

| IB No. | Date | Supplier Name | Payments | Description | Record of Invoices Checked Cilir 1 | Record of Invoices Checked Cilir 2 | Payment Posted (Initials) | Authorisation Given (Initials) |
|--------|------------|---------------------------------|----------|--|------------------------------------|------------------------------------|---------------------------|--------------------------------|
| 1424 | 18/02/2022 | ALLIANCE PAYROLL SERVICES LTD | 118.94 | Payroll charges January 2022 | fw. | fw. | | RTB |
| 1425 | 18/02/2022 | BRITISH GAS | 18.31 | Electricity charges Lower Howsell 21/1/22 - 1/2/22 | fw. | fw. | | RTB |
| 1426 | 18/02/2022 | CADENT | 1470.00 | Disconnection of gas at Victoria Park Pavilion | fw. | fw. | | RTB |
| 1427 | 18/02/2022 | CHARLES PORTER | 28.35 | Mileage claim Operations Manager November and December 2022 | fw. | fw. | | RTB |
| 1428 | 18/02/2022 | DULUX DECORATOR CENTRE | 80.45 | Paint, brushes, rollers and masking tape for Barnards Green Bus Shelter Refurbishment | fw. | fw. | | RTB |
| 1429 | 18/02/2022 | EDEN CHURCH | 165.60 | Hire of auditorium for Public Consultation Event 10/2/22 | fw. | fw. | | RTB |
| 1430 | 18/02/2022 | EE | 154.13 | Mobile phone charges Operations Team and Events/Admin phone - January 2022 | fw. | fw. | | RTB |
| 431 | 18/02/2022 | MHDC-NNDR | 366.00 | Council tax middle flat 28-30 Belle Vue Terrace January and February 2022 (currently vacant) | fw. | fw. | | RTB |
| 1432 | 18/02/2022 | NETWORK FENCING AND LANDSCAPING | 9666.00 | Supply and fit replacement fencing at Townsend Way and Lower Howsell as part of the Asset renewal programme 2021/22 | fw. | fw. | | RTB |
| 1433 | 18/02/2022 | NEWSQUEST MEDIA GROUP | 372.00 | Advert for Small and Large Grants Scheme in the Malvern Gazette 28/1/22 and 4/2/22 | fw. | fw. | | RTB |
| 1434 | 18/02/2022 | P & R ALARMS | 1031.30 | Alarm maintenance contract 28-30 Belle Vue Terrace, Cemetery and Victoria Park (Victoria Park being paid monthly) | fw. | fw. | | RTB |
| 1435 | 18/02/2022 | WATER PLUS LTD | 15.05 | Water charges Knapp Way Allotments 29/6/21 - 14/1/22 | fw. | fw. | | RTB |
| 1436 | 18/02/2022 | V8 MEDIA | 162.00 | Website support - January 2022 | fw. | fw. | | RTB |
| 1437 | 18/02/2022 | MALVERN HILLS FOODBANK | 2500.00 | Emergency Grant as agreed at Full Council 3/2/22 | fw. | fw. | | RTB |
| 1438 | 18/02/2022 | THE MALVERN WELL LTD | 60.00 | Return of money paid for 2 stalls at the Health and Wellbeing Event 2/5/20 which was cancelled due to Covid. Refund now requested. | fw. | fw. | | RTB |
| 1439 | 18/02/2022 | BRITISH GAS | 446.92 | Gas charges middle flat at rear 28-30 Belle Vue Terrace 22/7/21 6/1/22 | fw. | fw. | | RTB |

Total Payments:

16,657.05

Councillor Authorisation for Payment

1) *[Signature]*
2) *[Signature]*

Malvern Town Council
Online Banking Payment Schedule
18 FEBRUARY 2022

| IB No. | Date | Supplier Name | Payments | Description | Record of Invoices Checked Clir 1 | Record of Invoices Checked Clir 2 | Payment Posted (initials) | Authorisation Given (initials) |
|--------|------------|---------------------------------|----------|--|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 1424 | 18/02/2022 | ALLIANCE PAYROLL SERVICES LTD | 118.94 | Payroll charges January 2022 | | | DP | |
| 1425 | 18/02/2022 | BRITISH GAS | 18.31 | Electricity charges Lower Howsell 21/1/22 - 1/2/22 | | ✓ | DP | |
| 1426 | 18/02/2022 | CADENT | 1470.00 | Disconnection of gas at Victoria Park Pavilion | | | DP | |
| 1427 | 18/02/2022 | CHARLES PORTER | 28.35 | Mileage claim Operations Manager November and December 2022 | | | DP | |
| 1428 | 18/02/2022 | DULUX DECORATOR CENTRE | 80.45 | Paint, brushes, rollers and masking tape for Barnards Green Bus Shelter Refurbishment | | | DP | |
| 1429 | 18/02/2022 | EDEN CHURCH | 165.60 | Hire of auditorium for Public Consultation Event 10/2/22 | | | DP | |
| 1430 | 18/02/2022 | EE | 154.13 | Mobile phone charges Operations Team and Events/Admin phone - January 2022 | | | DP | |
| 431 | 18/02/2022 | MHDC-NNDR | 366.00 | Council tax middle flat 28-30 Belle Vue Terrace January and February 2022 (currently vacant) | | | DP | |
| 1432 | 18/02/2022 | NETWORK FENCING AND LANDSCAPING | 9666.00 | Supply and fit replacement fencing at Townsend Way and Lower Howsell as part of the Asset renewal programme 2021/22 | | | DP | |
| 1433 | 18/02/2022 | NEWSQUEST MEDIA GROUP | 372.00 | Advert for Small and Large Grants Scheme in the Malvern Gazette 28/1/22 and 4/2/22 | | | DP | |
| 1434 | 18/02/2022 | P & R ALARMS | 1031.30 | Alarm maintenance contract 28-30 Belle Vue Terrace, Cemetery and Victoria Park (Victoria Park being paid monthly) | | | DP | |
| 1435 | 18/02/2022 | WATER PLUS LTD | 15.05 | Water charges Knapp Way Allotments 29/6/21 - 14/1/22 | | | DP | |
| 1436 | 18/02/2022 | V8 MEDIA | 162.00 | Website support - January 2022 | | | DP | |
| 1437 | 18/02/2022 | MALVERN HILLS FOODBANK | 2500.00 | Emergency Grant as agreed at Full Council 3/2/22 | | | DP | |
| 1438 | 18/02/2022 | THE MALVERN WELL LTD | 60.00 | Return of money paid for 2 stalls at the Health and Wellbeing Event 2/5/20 which was cancelled due to Covid. Refund now requested. | | | DP | |
| 1439 | 18/02/2022 | BRITISH GAS | 448.92 | Gas charges middle flat at rear 28-30 Belle Vue Terrace 22/7/21 - 6/1/22 | | | DP | |

Total Payments:

16,657.05

Councillor Authorisation for Payment

1)

2)

Malvern Town Council
Online Banking Payment Schedule
10 MARCH 2022

| IB No. | Date | Supplier Name | Payments | Description | Record of Invoices Checked Clir-1 | Record of Invoices Checked Clir-2 | Payment Posted (Initials) | Authorisation Given (initials) |
|--------|------------|----------------------------------|----------|---|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 1440 | 10/03/2022 | ALBION LANDSCAPES | 5700.00 | Supply and fit 3 new doors to Lower Howsell Pavilion | fw | CA | DP | RB |
| 1441 | 10/03/2022 | ALLIANCE PAYROLL SERVICES LTD | 118.94 | Payroll charges February 2022 | fw | CA | DP | RB |
| 1442 | 10/03/2022 | A L B SERVICES | 5142.00 | Dismantling of Christmas lights and installation of lights in Barnards Green Bus Shelter as part of refurbishment project | fw | CA | DP | RB |
| 1443 | 10/03/2022 | BIKE 2 WORK SCHEME | 2699.00 | 1 Specialized Turbo Vado Electric Bike for Lyndsey Davies as part of the bike 2 work scheme agreed by Council | fw | CA | DP | RB |
| 1444 | 10/03/2022 | BRADFORDS BUILDING SUPPLIES LTD | 16.73 | Glue and gaffer tape for the cemetery | fw | CA | DP | RB |
| 1445 | 10/03/2022 | BROXAP LTD | 2590.50 | 5 x Derby Recycling bins as part of a trial in various locations within Malvern | fw | CA | DP | RB |
| 1446 | 10/03/2022 | BRITISH GAS | 17.74 | Electricity charges Link Church Clock 22/1/22 - 21/2/22 | fw | CA | DP | RB |
| 1447 | 10/03/2022 | CAPLE LIMITED | 600.00 | Supply decorative Obelisk for entrance bed at Rose Bank Gardens to mark The Queens Platinum Jubilee | fw | CA | DP | RB |
| 1448 | 10/03/2022 | COMMUNITY ACTION | 5450.00 | Community support grant 2021/22 2nd instalment of 2 | fw | CA | DP | RB |
| 1449 | 10/03/2022 | COUNTY POWDER COATING | 300.00 | Powder coating of seats for bus shelter in Barnards Green as part of refurbishment project | fw | CA | DP | RB |
| 1450 | 10/03/2022 | BWT UK LIMITED | 244.92 | 6 large bottles of water and annual cooler rental for 2 water coolers at 28-30 Belle Vue Terrace | fw | CA | DP | RB |
| 1451 | 10/03/2022 | DULUX DECORATOR CENTRE | 78.68 | Paint for refurbishment of Barnards Green Bus Shelter | fw | CA | DP | RB |
| 1452 | 10/03/2022 | EE | 154.13 | Mobile phone charges February 2022 - admin/events phone and Operations Team | fw | CA | DP | RB |
| 1453 | 10/03/2022 | FUELGENIE BUSINESS ACCOUNT | 337.97 | Fuel account January 2022 | fw | CA | DP | RB |
| 1454 | 10/03/2022 | HEATING MAINTENANCE SERVICES LTD | 97.99 | Service of boiler and gas safety certificate for middle flat at rear 28-30 Belle Vue Terrace | fw | CA | DP | RB |
| 1455 | 10/03/2022 | HOUSEKEEPERS OF MALVERN LTD | 640.00 | Cleaning contract 17/1/22 - 16/2/22 | fw | CA | DP | RB |
| 1456 | 10/03/2022 | JOHN PANES | 360.00 | Hire of crane to lift Christmas Tree onto Belle Vue Island | fw | CA | DP | RB |
| 1457 | 10/03/2022 | LANDSCAPE SUPPLY COMPANY | 166.42 | 3 strimmer cords, 5 litres of 2 stroke oil, 7 pairs of safety specs and 4 pairs of ear defenders for the Operations Team | fw | CA | DP | RB |

Bank details checked RB

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| IB No. | Date | Supplier Name | Payments | Description | Record of Invoices Checked Cllr 1 | Record of Invoices Checked Cllr 2 | Payment Posted (Initials) | Authorisation Given (Initials) |
|--------|------------|-----------------------------------|----------|--|-----------------------------------|-----------------------------------|---------------------------|--------------------------------|
| 1458 | 10/03/2022 | LEIGH SINTON GARDEN MACHINERY LTD | 36.00 | 2 x 5 litres of engine oil | JWS | CA | DP | RBS |
| 1459 | 10/03/2022 | MALVERN ELECTRICAL WHOLESALE LTD | 139.20 | 2 x Brass Bulkhead lights with lamps for Barnards Green Bus Shelter | JWS | CA | DP | RBS |
| 1460 | 10/03/2022 | MCL LIMITED | 29.09 | Photocopy charges 18/1/22 - 16/2/22 | JWS | CA | DP | RBS |
| 1461 | 10/03/2022 | MODULEK LTD | 11842.80 | Victoria Park Pavilion Project - site surveys and reports already completed | JWS | CA | DP | RBS |
| 1462 | 10/03/2022 | NPOWER | 28.05 | Electricity charges former water feature Hampden Road - January 2022 | JWS | CA | DP | RBS |
| 1463 | 10/03/2022 | ORILLO Cambobest | 11.80 | Pipes and fittings to repair standiaps at the cemetery | JWS | CA | DP | RBS |
| 1464 | 10/03/2022 | PAPERSTATION LTD | 269.07 | Stationery January and February 2022 | JWS | CA | DP | RBS |
| 1465 | 10/03/2022 | PURCHASE POWER | 107.00 | £100 credit for the franking machine | JWS | CA | DP | RBS |
| 1466 | 10/03/2022 | READY RENT LTD | 22.50 | Hire of a cement mixer for 3 days - grounds work for the new fountain in Rose Bank Gardens | JWS | CA | DP | RBS |
| 1467 | 10/03/2022 | SCREWFIX (TRADE UK) | 13.69 | 10 x bin bolts for fixing bins | JWS | CA | DP | RBS |
| 1468 | 10/03/2022 | WATER PLUS LTD | 264.60 | Water/drainage charges cemetery 11/1/21 - 11/2/22 | JWS | CA | DP | RBS |
| 1469 | 10/03/2022 | UNITED REFORM CHURCH | 35.00 | Hire of room for Victoria Park Public Consultation Event - 14/2/22 | JWS | CA | DP | RBS |
| 1470 | 10/03/2022 | J Widdas | 16446.00 | New play equipment for repairs to play areas: Dukes Meadow £340, Victoria Park £995, Lower Howsell £1,680, Adam Lea £190 and Jamaica Crescent Refurbishment Project £8,000 | JWS | CA | DP | RBS |
| 1471 | 10/03/2022 | WFL (UK) LTD | 776.89 | 1,000 litres of red diesel | JWS | CA | DP | RBS |
| 1472 | 10/03/2022 | SUSAN JAROSZWESKI | 40.00 | Return of allotment deposit at end of tenancy | JWS | CA | DP | RBS |
| 1473 | 10/03/2022 | MALCOLM SCOTT | 30.00 | Return of allotment deposit at end of tenancy | JWS | CA | DP | RBS |

1) Shirley King 10/3/22
 2) Cheryl Hoopes 16 March, 2022

Total Payments: **51,806.71** Councillor Authorisation for Payment

New Total 38,360.71

Bank details checked RZ

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CANCELLED INCREASE SUPPOSE DETAIL

Bank details checked RZ

Bank details checked RZ