

PUBLIC

Dursley Town Council

PAYMENTS LIST

Voucher	Code	Date	Payment	Description	Supplier	VAT Type	Net	VAT	Total
233	Hall hire	20/07/2018	BACS	Hall Hire	Gloucestershire County Council	X	35.00	0.00	35.00
234	Land and buildings maintenance	30/07/2018	BACS	Skip hire	Valley Trading Limited	S	126.69	25.34	152.03
235	Pavilion (water)	30/07/2018	DD	Water - pavilion	Water Plus	X	69.71	0.00	69.71
236	Telephones	30/07/2018	DD	Mobiles	EE	S	41.67	8.33	50.00
237	Utilities (gas, elec, water)	30/07/2018	DD	Surface Water Drainage Charge	Water Plus	X	54.25	0.00	54.25
238	Large grants	30/07/2018	BACS	Grant Payment	Cotswold Edge Brass Festival/Cam Junior Band	X	4,000.00	0.00	4,000.00
239	Training	18/07/2018	BACS	Training	QA Ltd	S	985.00	197.00	1,182.00
240	Town Centre Car Park	01/08/2018	8750	Sewer Connection	Severn Trent Water Limited	X	224.98	0.00	224.98
241	Audit and payroll	03/08/2018	BACS	Audit	PKF Littlejohn	S	1,600.00	320.00	1,920.00
242	Town Centre Car Park	02/05/2018	BACS	Demolition works and asbestos survey	Smiths (Gloucester) Limited	S	34,532.80	6,906.56	41,439.36
243	Memorial plaque purchase	17/07/2018	BACS	Memorial plaque purchase	Falon Nameplates	S	55.90	11.18	67.08
244	Memorial plaque purchase	13/07/2018	BACS	Memorial plaque purchase	Falon Nameplates	S	55.90	11.18	67.08
245	IT and support	03/08/2018	DD	IT consultancy	Pure MSP Ltd	S	113.00	22.60	135.60
246	Printing	03/08/2018	BACS	Stationery	Proactive Business Supplies	S	91.86	18.38	110.24
247	Land and buildings maintenance	03/08/2018	BACS	Waste and recycling	Smiths (Gloucester) Limited	S	133.60	26.72	160.32
248	Health and safety	03/08/2018	DD	Health and safety consultancy	Outsource Safety Limited	S	110.00	22.00	132.00
249	Fuel	06/08/2018	BACS	Fuel	John Stayte Services	S	109.56	21.93	131.49
250	Land and buildings maintenance	06/08/2018	BACS	Waste and recycling	Smiths (Gloucester) Limited	S	41.90	8.38	50.28
251	Printing	06/08/2018	DD	Photocopier lease	Apogee	S	319.40	63.88	383.28
252	Cleaning - Office	06/08/2018	BACS	Cleaning - Office	The Core Facilities Group Ltd	S	137.11	27.42	164.53
253	Cleaning - Office	06/08/2018	BACS	Cleaning - Office	The Core Facilities Group Ltd	S	354.38	70.88	425.26
254	Tree work	12/07/2018	BACS	Tree work	Tree Management	S	328.00	65.60	393.60
255	Grass Cutting	06/08/2018	BACS	Machinery Repairs	Dursley Farm & Garden Machinery	S	350.50	70.10	420.60
256	Health and safety	06/08/2018	BACS	First aid	Seton	S	15.94	3.19	19.13
257	Utilities (gas, elec, water)	06/08/2018	DD	Gas - office	Crown Gas & Power	L	0.75	0.04	0.79
258	Staff	17/08/2018	BACS	PAYE	HMRC	X	1,748.98	0.00	1,748.98
259	Staff	17/08/2018	BACS	PAYE	HMRC	X	1,213.23	0.00	1,213.23
260	Staff	17/08/2018	BACS	Pensions contributions	Gloucestershire County Council	X	2,269.94	0.00	2,269.94
261	Staff	17/08/2018	BACS	Pensions contributions	Gloucestershire County Council	X	1,485.89	0.00	1,485.89
262	Staff	17/08/2018	BACS	Salary	Staff	X	1,194.60	0.00	1,194.60
263	Staff	17/08/2018	BACS	Salary	Staff	X	898.76	0.00	898.76
264	Staff	17/08/2018	BACS	Salary	Staff	X	1,272.17	0.00	1,272.17
265	Staff	17/08/2018	BACS	Salary	Staff	X	2,285.47	0.00	2,285.47
266	Staff	17/08/2018	BACS	Salary	Staff	X	1,390.79	0.00	1,390.79
267	Staff	17/08/2018	BACS	Salary	Staff	X	1,410.27	0.00	1,410.27
268	Staff	17/08/2018	BACS	Salary	Staff	X	1,388.57	0.00	1,388.57
269	Christmas lights	21/08/2018	8751	Road closure request (Car Park)	Stroud District Council	X	85.00	0.00	85.00
270	Security/fire	21/08/2018	BACS	Smartwater subscription	Smartwater Technology Limited	S	75.00	15.00	90.00
271	Gas and electricity	21/08/2018	DD	Gas - pavilion	Crown Gas & Power	L	23.64	1.18	24.82
272	Communications	21/08/2018	DD	Broadband/Line Rental - Office	Onecom Ltd	S	93.54	18.71	112.25
273	Land and buildings maintenance	15/08/2018	CARD	Tiles (replacement)	Buildit Gloster Ltd	S	24.25	4.85	29.10
274	Utilities (gas, elec, water)	21/08/2018	DD	Electricity - office	npower	L	160.19	8.01	168.20
275	CCTV	21/08/2018	BACS	CCTV - New Sysytem	Redhand (Network Connections UK Ltd)	S	8,597.00	1,719.40	10,316.40
276	Interest/Charge	21/08/2018	DD	Bank charge	Lloyds Bank plc	X	13.20	0.00	13.20
277	Play areas	21/08/2018	BACS	Play equip. parts	Playdale Playgrounds Ltd	S	86.78	17.36	104.14
278	Communications	31/07/2018	DD	Broadband/Line Rental - Office	Onecom Ltd	S	3.60	0.72	4.32
279	Land and buildings maintenance	07/08/2018	BACS	Various items	P J Durcan and Sons	S	127.90	25.58	153.48
				Total		Total	69,736.67	9,711.52	79,448.19

Dursley Town Council

Bank Reconciliation at 10/08/2018		
	Cash in Hand 01/04/2018	
		340,944.71
	ADD	
	Receipts 01/04/2018 - 10/08/2018	239,834.18
		580,778.89
	SUBTRACT	
	Payments 01/04/2018 - 10/08/2018	223,019.74
A	Cash in Hand 10/08/2018 (per Cash Book)	357,759.15
	Cash in hand per Bank Statements	
	Cash 10/08/2018	0.00
	Lloyds Bank plc Business Acco 10/08/2018	15,005.07
	Lloyds Bank plc Instant Access 10/07/2018	89,776.58
	Barclays Base Rate Reward 30/07/2018	254,039.45
	Lloyds Short Term Deposits 10/08/2018	0.00
		358,821.10
	Less unpresented cheques As attached	1,071.25
		357,749.85
	Plus unpresented receipts As attached	9.30
B	Adjusted Bank Balance	357,759.15
	A = B Checks out OK	

Dursley Town Council
RECEIPTS LIST

Voucher	Code	Date	Receipt No	Description	Customer	VAT Type	Net	VAT	Total
57	Interest/Charge	10/07/2018		Bank error	Lloyds Bank plc	E	50.00	0.00	50.00
58	Large grants	16/07/2018		Grant Payment	Rednock Band Account	E	4,000.00	0.00	4,000.00
59	Cemeteries	26/07/2018	493	Memorial installation	Omar L Cottle	E	365.00	0.00	365.00
60	Cemeteries	26/07/2018	Bank payment	Additional Inscription	L W Clutterbuck	X	60.00	0.00	60.00
61	Allotments	06/08/2018	494	Allotment rent	Mr & Mrs Mellerup	E	9.30	0.00	9.30
62	Cemeteries	13/08/2018	494	Interment	L W Clutterbuck	E	365.00	0.00	365.00
63	Cemeteries	13/08/2018	494	Exclusive right of burial purchase	L W Clutterbuck	E	415.00	0.00	415.00
64	Interest/Charge	06/08/2018		Bank interest	Lloyds Bank plc	E	35.93	0.00	35.93
65	Interest/Charge	09/08/2018		Bank interest	Lloyds Bank plc	E	4.19	0.00	4.19
66	Interest/Charge	30/07/2018		Bank interest	Barclays Bank PLC	E	53.93	0.00	53.93
67	Interest/Charge	02/08/2018		Bank interest	Public Sector Deposit	E	23.87	0.00	23.87
				Total		Total	5,382.22	0.00	5,382.22

Policy & Finance		Receipts		Payments				Current Balance
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
100	Staff	0	0	118,478	49,366	49,144	-222	69,334
111	Rent	0	0	6,500	2,708	1,412	-1,296	5,088
112	Utilities (gas, elec, water)	0	0	2,000	833	777	-56	1,223
114	Cleaning - Office	0	0	1,600	667	1,037	370	563
115	Cleaning - Vibe	0	0	4,000	1,667	1,408	-258	2,592
120	Property maintenance (Jacobs House)	0	0	500	208	235	27	265
130	Printing	0	0	4,500	1,875	1,620	-255	2,880
131	Communications	0	0	1,500	625	662	37	838
140	Insurance	0	0	3,750	3,814	3,814	0	-64
150	Security/fire	0	0	500	208	75	-133	425
160	IT and support	0	0	2,000	833	938	105	1,062
199	Sundry (office)	0	0	200	83	80	-3	120
200	Hall hire	0	0	500	208	182	-26	318
210	Audit and payroll	0	0	2,000	833	1,892	1,059	108
220	Health and safety	0	0	1,600	667	643	-23	957
230	Travel	0	0	300	125	0	-125	300
240	Training	0	0	2,000	833	1,663	829	338
250	Subscriptions	0	0	2,150	896	471	-425	1,679
260	Annual Town Meeting	0	0	150	63	63	0	88
270	Mayor's allowance	0	0	500	208	270	62	230
600	Precept	435,816	217,908	0	0	0	0	-217,908
610	Interest/Charge	0	554	0	0	107	107	448
510	Neighbourhood warden	0	0	2,000	833	0	-833	2,000
530	Youth services	11,500	3,863	46,000	19,167	12,156	-7,011	26,207
550	Small grants	0	0	5,000	1,000	1,000	0	4,000
551	Large grants	0	4,000	30,000	35,500	35,500	0	-1,500
560	Neighbourhood Plan	0	0	2,000	833	1,075	241	926
920	Dursley Lions Youth Reward Fund	0	0	0	0	0	0	0
924	Community Infrastructure Levy	0	412	0	0	0	0	412
925	Community Speedwatch	0	0	0	0	166	166	-166
		447,316	226,737	239,728	124,055	116,388		-97,240

Car Park Committee		Receipts		Payments				Current Balance
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
922	Town Centre Car Park	0	0	200,000	n/a	46,746		153,254
923	PWLB	0	0	30,000	14,830	14,830	0	15,170
		0	0	230,000	14,830	61,575		168,425

Green Spaces		Receipts		Payments				Current Balance
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
300	Staff	0	0	76,293	31,789	32,642	853	43,651
310	Gas and electricity	0	0	2,000	833	394	-440	1,606
311	Pavilion (security)	0	0	300	125	84	-41	216
312	Pavilion (water)	0	0	500	208	108	-100	392
320	Land and buildings maintenance	0	5	5,000	2,083	3,592	1,509	1,413
321	Tree work	0	0	2,000	833	1,753	920	247
330	Rates	0	0	1,760	1,851	1,851	0	-91
331	Cemetery (water)	0	0	300	125	170	45	130
350	Safety equipment	0	0	600	250	301	51	299
360	Telephones	0	0	750	313	206	-106	544
370	Transport	0	0	1,000	417	0	-417	1,000
371	Fuel	0	0	1,000	417	480	63	520
372	Grass Cutting	0	0	9,000	3,750	3,260	-490	5,740
380	Facilities improvements	0	0	1,000	417	0	-417	1,000
385	Play areas	0	0	500	208	756	548	-256
395	PWLB repayments	0	0	4,976	2,479	2,479	0	2,497
710	WMRG	4,800	2,560	0	0	0	0	-2,240
720	Cemeteries	22,000	7,045	0	0	0	0	-14,955
730	Allotments	200	64	0	0	0	0	-136
914	WMRG Toilet Block	0	0	0	0	0	0	0
917	Memorial plaque purchase	0	155	0	232	232	0	-77
		27,000	9,829	106,979	46,330	48,308		41,500

Town Improvements		Receipts		Payments				Current Balance
Code	Title	Budget	Actual	Budget	Expected	Actual	+/- Variance	Budget
410	Maintenance	0	0	500	208	236	28	264
412	Plants and planters	0	0	1,000	417	138	-278	862
460	Christmas lights	500	0	6,500	2,708	541	-2,167	5,459
480	Street furniture	0	0	1,000	417	222	-195	778
491	Tourism	0	0	2,000	833	0	-833	2,000
500	CCTV	0	0	3,000	1,250	8,597	7,347	-5,597
912	Notice Boards	0	0	0	0	0	0	0
		500	0	14,000	5,833	9,735	3,902	3,765

VAT REFUND		Receipts
Code	Title	Actual
901	2017/18 - Q4 (Jan to Mar 18)	3,719
	2018/19 - Q1 (Apr to Jun 18)	4,374
	2018/19 - Q2 (Jul to Sep 18)	0
	2018/19 - Q3 (Oct to Dec 18)	0
	Total	8,093

Town Clerk's Report

Staff levels return to normal in September following the school holidays.

I have arranged with the Town Trust for the light fittings in the reception and first floor office of Jacobs House to be replaced. Over recent months the lights have continually failed with starters and tubes requiring to be replaced too often. The insert fittings are becoming looser to the extent where they have fallen out of their frames and are held up by tape as temporary measure. The annual PAT testing of all electrical equipment will take place in September.

The staff appraisals will take place at the beginning of October by the Mayor, Deputy Mayor and Town Clerk.

Stroud District Council are hosting their Active for Life day on the WMRG on Saturday 8th September.

Written Correspondence (Letter).

August	Various Contractors	Contract Award – Car Park
August	Cllr Wayne Paice	Return of Keys (Carnival)

Civic Engagements

13th Oct Painting the Town Pink

Representation At Upcoming Meetings

7 September	LSP Meeting	Mayor
11 September	Vibe Users Meeting	Mayor, Deputy Mayor, Cllr Creswick
11 September	Policy & Finance (Grants) Committee	Committee Members
12 September	Future Dursley (NDP)	All Councillors Invited
13 September	Dursley Business Inclusive	Deputy Mayor
18 September	Planning Committee	Committee Members
18 September	Green Spaces	Committee Members

Training Opportunities: *please contact the office if you wish to attend. Full costs will be met by Council, but fees will be reclaimed from councillors who book a place and then fail to attend.*

Date	Provider	Course	Location	Times
2 Oct	GAPTC	Agenda & Minute Writing	Quedgeley	10am to 1pm
5 Oct	GAPTC	Budget Planning & Precept Setting	Brockworth	10am to 12pm
9 Oct	GAPTC	VAT for Town/Parish Councils	Brockworth	10am to 1pm

14 Nov	GAPTC	Being a Better Councillor	Highnam	9.30am to 4.30pm
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Publications and Correspondence Available To Councillors After The Meeting

Residents Handbook: Dursley, Cam & Wotton-under-Edge

John Kay
23rd August 2018.