

Dursley Town Council  
PAYMENTS LIST

| Voucher | Code                           | Date       | Payment | Description                        | Supplier                            | Net              | VAT             | Total            |
|---------|--------------------------------|------------|---------|------------------------------------|-------------------------------------|------------------|-----------------|------------------|
| 595     | Fuel                           | 09/01/2020 | BACS    | Fuel                               | John Stayte Services                | 41.63            | 8.33            | 49.96            |
| 574     | Gas and electricity            | 14/01/2020 | DD      | Gas - pavilion                     | Crown Gas & Power                   | 93.97            | 4.70            | 98.67            |
| 575     | Utilities (gas, elec, water)   | 14/01/2020 | DD      | Gas - office                       | Crown Gas & Power                   | 160.35           | 8.02            | 168.37           |
| 576     | Grass Cutting                  | 14/01/2020 | BACS    | Hedge trimming WMRG & St Marks     | H G Workman and Son                 | 365.00           | 73.00           | 438.00           |
| 577     | Pavilion (water)               | 15/01/2020 | DD      | Water - pavilion                   | Water Plus                          | 71.73            | 0.00            | 71.73            |
| 578     | Security/fire                  | 15/01/2020 | BACS    | ID Badges                          | Badgmaster Ltd                      | 11.33            | 2.27            | 13.60            |
| 579     | Communications                 | 15/01/2020 | DD      | Broadband/Line Rental - Office     | Onecom Ltd                          | 122.48           | 24.50           | 146.98           |
| 580     | Rent                           | 16/01/2020 | BACS    | Rent - Jacob's House               | Dursley Town Trust                  | 1,478.18         | 312.83          | 1,791.01         |
| 581     | Training                       | 16/01/2020 | CARD    | Training                           | High Speed Training (online)        | 175.00           | 35.00           | 210.00           |
| 582     | Festive Dursley                | 21/01/2020 | 8779    | Road closure request               | Stroud District Council             | 85.00            | 0.00            | 85.00            |
| 583     | Maintenance                    | 21/01/2020 | BACS    | Lease of amenity land at Broadwell | Stroud District Council             | 5.00             | 0.00            | 5.00             |
| 584     | Utilities (gas, elec, water)   | 21/01/2020 | DD      | Surface Water Drainage Charge      | Water Plus                          | 77.35            | 0.00            | 77.35            |
| 585     | Interest/Charge                | 21/01/2020 | DD      | Bank charge                        | Lloyds Bank plc                     | 8.45             | 0.00            | 8.45             |
| 586     | Play areas                     | 21/01/2020 | BACS    | Play equip. repairs                | Greenfields Garden Services Limited | 371.00           | 74.20           | 445.20           |
| 587     | Transport/Machinery            | 21/01/2020 | BACS    | Vehicle repairs                    | May Lane Motors                     | 160.50           | 32.10           | 192.60           |
| 588     | Waste & Recycling              | 23/01/2020 | BACS    | Skip hire                          | Valley Trading Limited              | 130.49           | 26.10           | 156.59           |
| 589     | Festive Dursley                | 23/01/2020 | BACS    | PA system and Lights               | Stage Lighting Services             | 500.00           | 0.00            | 500.00           |
| 590     | Printing/Stationery            | 27/01/2020 | DD      | Photocopier meter reading          | Apogee                              | 222.61           | 44.52           | 267.13           |
| 591     | Youth services                 | 27/01/2020 | CARD    | TV License                         | TV Licensing                        | 154.50           | 0.00            | 154.50           |
| 592     | IT and support                 | 29/01/2020 | DD      | Domain name                        | One.com                             | 41.43            | 8.29            | 49.72            |
| 593     | Telephones                     | 29/01/2020 | DD      | Mobiles                            | EE                                  | 42.73            | 8.55            | 51.28            |
| 594     | Street furniture               | 29/01/2020 | BACS    | Donation                           | Breakheart Community Project        | 800.00           | 0.00            | 800.00           |
| 625     | Interest/Charge                | 05/02/2020 | BACS    | Annual fee for Credit Card         | Lloyds Bank plc                     | 32.00            | 0.00            | 32.00            |
| 626     | IT and support                 | 06/02/2020 | DD      | IT consultancy                     | MSP Group Ltd                       | 114.00           | 22.80           | 136.80           |
| 596     | Printing/Stationery            | 07/02/2020 | BACS    | Stationery                         | Proactive Business Supplies         | 46.70            | 9.34            | 56.04            |
| 597     | Land and buildings maintenance | 07/02/2020 | BACS    | Various items                      | P J Durcan and Sons                 | 53.28            | 10.66           | 63.94            |
| 598     | Training                       | 07/02/2020 | BACS    | Training                           | SLCC Enterprises Limited            | 25.00            | 0.00            | 25.00            |
| 599     | Land and buildings maintenance | 07/02/2020 | CARD    | Various items                      | Builitd Gloster Ltd                 | 110.17           | 22.03           | 132.20           |
| 600     | Festive Dursley                | 07/02/2020 | BACS    | Xmas Lights                        | Sky's The Limit                     | 3,630.00         | 0.00            | 3,630.00         |
| 601     | Memorial plaque purchase       | 07/02/2020 | BACS    | Memorial plaque purchase           | Falon Nameplates                    | 61.62            | 12.32           | 73.94            |
| 602     | Security/fire                  | 07/02/2020 | BACS    | Alarm Fobs                         | Eke Security Ltd                    | 20.00            | 4.00            | 24.00            |
| 603     | Health and safety              | 07/02/2020 | DD      | Health and safety consultancy      | Outsource Safety Limited            | 110.00           | 22.00           | 132.00           |
| 604     | CCTV                           | 07/02/2020 | BACS    | Annual Maintenance for CCTV        | Redhand (Network Connections UK Lt  | 2,300.00         | 460.00          | 2,760.00         |
| 605     | Waste & Recycling              | 07/02/2020 | BACS    | Waste and recycling                | Smiths (Gloucester) Limited         | 45.32            | 9.06            | 54.38            |
| 606     | Town Centre Car Park           | 07/02/2020 | DD      | Car Park - Electricity - Lighting  | Southern electric                   | 17.02            | 0.85            | 17.87            |
| 607     | Town Centre Car Park           | 07/02/2020 | DD      | Car Park - Electricity - CCTV      | Southern electric                   | 11.02            | 0.55            | 11.57            |
| 608     | Fuel                           | 07/02/2020 | BACS    | Fuel                               | John Stayte Services                | 59.21            | 11.85           | 71.06            |
| 609     | Cleaning - Office              | 07/02/2020 | BACS    | Cleaning - Office                  | The Core Facilities Group Ltd       | 147.33           | 29.47           | 176.80           |
| 610     | Cleaning - Vibe                | 07/02/2020 | BACS    | Cleaning - Vibe                    | The Core Facilities Group Ltd       | 520.00           | 104.00          | 624.00           |
| 611     | Gas and electricity            | 07/02/2020 | DD      | Gas - pavilion                     | Crown Gas & Power                   | 71.70            | 3.59            | 75.29            |
| 612     | Utilities (gas, elec, water)   | 07/02/2020 | DD      | Gas - office                       | Crown Gas & Power                   | 155.82           | 7.79            | 163.61           |
| 613     | Staff                          | 11/02/2020 | BACS    | Pensions contributions             | Gloucestershire County Council      | 2,353.80         | 0.00            | 2,353.80         |
| 614     | Staff                          | 11/02/2020 | BACS    | Pensions contributions             | Gloucestershire County Council      | 1,582.13         | 0.00            | 1,582.13         |
| 615     | Staff                          | 11/02/2020 | DD      | PAYE                               | HMRC                                | 1,772.78         | 0.00            | 1,772.78         |
| 616     | Staff                          | 11/02/2020 | DD      | PAYE                               | HMRC                                | 1,299.28         | 0.00            | 1,299.28         |
| 617     | Staff                          | 11/02/2020 | BACS    | Salary                             | Staff                               | 1,259.41         | 0.00            | 1,259.41         |
| 618     | Staff                          | 11/02/2020 | BACS    | Salary                             | Staff                               | 989.00           | 0.00            | 989.00           |
| 619     | Staff                          | 11/02/2020 | BACS    | Salary                             | Staff                               | 2,311.48         | 0.00            | 2,311.48         |
| 621     | Staff                          | 11/02/2020 | BACS    | Salary                             | Staff                               | 1,347.72         | 0.00            | 1,347.72         |
| 622     | Staff                          | 11/02/2020 | BACS    | Salary                             | Staff                               | 1,498.29         | 0.00            | 1,498.29         |
| 623     | Staff                          | 11/02/2020 | BACS    | Salary                             | Staff                               | 1,481.50         | 0.00            | 1,481.50         |
| 624     | Staff                          | 11/02/2020 | BACS    | Salary                             | Staff                               | 1,481.50         | 0.00            | 1,481.50         |
| 628     | Sundry (office)                | 12/02/2020 | 8780    | Sundry                             | Petty cash                          | 49.77            | 0.00            | 49.77            |
| 629     | Communications                 | 12/02/2020 | 8780    | Postage and Stamps                 | Petty cash                          | 90.87            | 0.00            | 90.87            |
| 630     | Festive Dursley                | 12/02/2020 | 8780    | Various items                      | Petty cash                          | 18.75            | 0.00            | 18.75            |
|         |                                |            |         |                                    | <b>Totals</b>                       | <b>30,185.20</b> | <b>1,392.72</b> | <b>31,577.92</b> |

## Dursley Town Council

Prepared by: \_\_\_\_\_  
*Name and Role (Clerk/RFO etc)*

Date: \_\_\_\_\_

Approved by: \_\_\_\_\_  
*Name and Role (RFO/Chair of Finance etc)*

Date: \_\_\_\_\_

| <b>Bank Reconciliation at 14/02/2020</b> |   |            |                   |
|--|---|------------|-------------------|
|  | Cash in Hand 01/04/2019                             |            | 214,910.42        |
|  | <b>ADD</b><br>Receipts 01/04/2019 - 14/02/2020      |            | 574,374.23        |
|  | <b>SUBTRACT</b><br>Payments 01/04/2019 - 14/02/2020 |            | 789,284.65        |
|  |   |            | 511,616.25        |
| <b>A</b>                                 | <b>Cash in Hand 14/02/2020</b><br>(per Cash Book)   |            | <b>277,668.40</b> |
| <b>Cash in hand per Bank Statements</b>  |   |            |                   |
|  | Cash  | 13/02/2020 | 0.00              |
|  | Lloyds Short Term Deposits                          | 13/02/2020 | 100,000.00        |
|  | Barclays Base Rate Reward                           | 30/01/2020 | 104,931.83        |
|  | Lloyds Bank plc Instant Access                      | 13/02/2020 | 73,564.14         |
|  | Lloyds Bank plc Business Account                    | 14/02/2020 | 6,036.34          |
|  |   |            | <b>284,532.31</b> |
|  | Less unrepresented payments                         |            | 7,236.91          |
|  |   |            | 277,295.40        |
|  | Plus unrepresented receipts                         |            | 373.00            |
| <b>B</b>                                 | <b>Adjusted Bank Balance</b>                        |            | <b>277,668.40</b> |
| <b>A = B Checks out OK</b>               |   |            |                   |

**Dursley Town Council**  
**Uncashed payments/transfers out (All banks)**  
**(Upto 14/02/2020)**

| Voucher            | Date       | Cheque No. | Description                       | Total           | Bank                     |
|--------------------|------------|------------|-----------------------------------|-----------------|--------------------------|
| 439                | 05/11/2019 | BACS       | Stationery                        | 127.99          | Lloyds Bank plc Business |
| 465                | 14/11/2019 | BACS       | Rubber Cable Extension Leads      | 27.00           | Lloyds Bank plc Business |
| 482                | 22/11/2019 | 8777       | Vibe - Microsoft Office           | 30.00           | Lloyds Bank plc Business |
| 571                | 09/01/2020 | DD         | PAYE                              | 1,780.38        | Lloyds Bank plc Business |
| 572                | 09/01/2020 | DD         | PAYE                              | 1,256.53        | Lloyds Bank plc Business |
| 590                | 27/01/2020 | DD         | Photocopier meter reading         | 267.13          | Lloyds Bank plc Business |
| 591                | 27/01/2020 | CARD       | TV License                        | 154.50          | Lloyds Bank plc Business |
| 592                | 29/01/2020 | DD         | Domain name                       | 49.72           | Lloyds Bank plc Business |
| 599                | 07/02/2020 | CARD       | Various Items                     | 132.20          | Lloyds Bank plc Business |
| 606                | 07/02/2020 | DD         | Car Park - Electricity - Lighting | 17.87           | Lloyds Bank plc Business |
| 607                | 07/02/2020 | DD         | Car Park - Electricity - CCTV     | 11.57           | Barclays Base Rate Rew.  |
| 608                | 07/02/2020 | BACS       | Fuel                              | 71.06           | Lloyds Bank plc Business |
| 611                | 07/02/2020 | DD         | Gas - pavilion                    | 75.29           | Lloyds Bank plc Business |
| 612                | 07/02/2020 | DD         | Gas - office                      | 163.61          | Lloyds Bank plc Business |
| 615                | 11/02/2020 | DD         | PAYE                              | 1,772.78        | Lloyds Bank plc Business |
| 616                | 11/02/2020 | DD         | PAYE                              | 1,299.28        | Lloyds Bank plc Business |
| <b>Total</b> _____ |            |            |                                   | <b>7,236.91</b> |                          |

**Dursley Town Council**  
**Uncashed receipts/transfers in (All banks)**  
**(Upto 14/02/2020)**

| Voucher            | Date       | Cheque No. | Description           | Total         | Bank                     |
|--------------------|------------|------------|-----------------------|---------------|--------------------------|
| 120                | 19/12/2019 | 545        | Memorial installation | 373.00        | Lloyds Bank plc Business |
| <b>Total</b> ----- |            |            |                       | <b>373.00</b> |                          |

Dursley Town Council

RECEIPTS LIST

| Voucher | Code                         | Date       | Receipt No.  | Description                        | Customer                        | Net              | VAT             | Total            |
|---------|------------------------------|------------|--------------|------------------------------------|---------------------------------|------------------|-----------------|------------------|
| 126     | Interest/Charge              | 02/12/2019 | BACS         | Bank interest                      | Barclays Bank PLC               | 35.62            | 0.00            | 35.62            |
| 128     | Cemeteries                   | 16/12/2019 | BACS         | Burial fees                        | L W Clutterbuck                 | 247.00           | 0.00            | 247.00           |
| 127     | Utilities (gas, elec, water) | 18/12/2019 | BACS         | Rebate                             | Southern electric               | 401.75           | 20.10           | 421.85           |
| 125     | Cemeteries                   | 20/12/2019 | 550          | Exclusive right of burial transfer | Red Kite Law LLP                | 52.00            | 0.00            | 52.00            |
| 136     | Interest/Charge              | 02/01/2020 | BACS         | Bank interest                      | Barclays Bank PLC               | 35.64            | 0.00            | 35.64            |
| 129     | Interest/Charge              | 03/01/2020 | BACS         | Bank interest                      | Public Sector Deposit           | 31.43            | 0.00            | 31.43            |
| 132     | Festive Dursley              | 07/01/2020 | BACS         | Contribution to Xmas Event         | Festive Dursley                 | 752.00           | 0.00            | 752.00           |
| 131     | Interest/Charge              | 09/01/2020 | DD           | Bank interest                      | Lloyds Bank plc                 | 4.75             | 0.00            | 4.75             |
| 137     | VAT refund                   | 15/01/2020 | BACS         | VAT refund                         | HMRC                            | 0.00             | 4,188.65        | 4,188.65         |
| 130     | Cemeteries                   | 16/01/2020 | Bank payment | Interment of ashes                 | L W Clutterbuck                 | 129.00           | 0.00            | 129.00           |
| 133     | Cemeteries                   | 20/01/2020 | 551          | Memorial plaque installation       | Mrs Dorothy Thomas              | 107.90           | 21.58           | 129.48           |
| 134     | Youth services               | 27/01/2020 | BACS         | TV License                         | The Vibe Youth Centre           | 154.50           | 0.00            | 154.50           |
| 138     | WMRG                         | 29/01/2020 | Cheque       | Wayleave payment                   | Western Power Distribution      | 27.39            | 0.00            | 27.39            |
| 139     | Pentag Court                 | 30/01/2020 | BACS         | S106 contribution                  | Stroud District Council         | 7,952.00         | 0.00            | 7,952.00         |
| 140     | Interest/Charge              | 31/01/2020 | BACS         | Bank interest                      | Public Sector Deposit           | 30.31            | 0.00            | 30.31            |
| 141     | Interest/Charge              | 03/02/2020 | BACS         | Bank interest                      | Lloyds Bank plc                 | 117.21           | 0.00            | 117.21           |
| 135     | Cemeteries                   | 03/02/2020 | 553          | Exclusive right of burial purchase | Mr & Mrs A Rose                 | 760.00           | 0.00            | 760.00           |
| 148     | Interest/Charge              | 10/02/2020 | BACS         | Bank interest                      | Lloyds Bank plc                 | 5.08             | 0.00            | 5.08             |
| 145     | Cemeteries                   | 12/02/2020 | Bank payment | Interment of ashes                 | Michael Gamble Ltd. Funeral Dir | 129.00           | 0.00            | 129.00           |
| 146     | Memorial plaque purchase     | 13/02/2020 | Bank payment | Memorial plaque installation       | Michael Gamble Ltd. Funeral Dir | 107.90           | 21.58           | 129.48           |
| 143     | Cemeteries                   | 13/02/2020 | Bank payment | Interment of ashes                 | L W Clutterbuck                 | 150.00           | 0.00            | 150.00           |
| 144     | Cemeteries                   | 13/02/2020 | Bank payment | Exclusive right of burial purchase | L W Clutterbuck                 | 170.00           | 0.00            | 170.00           |
| 142     | Allotments                   | 19/02/2020 | 554          | Allotment rent                     | Mrs Christine Bye               | 14.00            | 0.00            | 14.00            |
| 147     | Allotments                   | 25/02/2020 | 555          | Allotment rent                     | Mrs S Davies                    | 14.00            | 0.00            | 14.00            |
|         |                              |            |              | <b>Total</b>                       | <b>Total</b>                    | <b>11,428.48</b> | <b>4,251.91</b> | <b>15,680.39</b> |

| Policy & Finance |                                     | Receipts       |                | Payments       |                |                | Current Balance |               |
|------------------|-------------------------------------|----------------|----------------|----------------|----------------|----------------|-----------------|---------------|
| Code             | Title                               | Budget         | Actual         | Budget         | Expected       | Actual         | +/- Variance    | Budget        |
| 100              | Staff                               | 0              | 0              | 126,408        | 115,874        | 115,678        | -196            | 10,730        |
| 111              | Rent                                | 0              | 0              | 6,500          | 5,958          | 4,295          | -1,664          | 2,205         |
| 112              | Utilities (gas, elec, water)        | 0              | 402            | 2,300          | 2,108          | 2,003          | -105            | 698           |
| 114              | Cleaning - Office                   | 0              | 0              | 1,600          | 1,467          | 1,589          | 123             | 11            |
| 115              | Cleaning - Vibe                     | 0              | 0              | 4,000          | 3,667          | 4,157          | 490             | -157          |
| 120              | Property maintenance (Jacobs House) | 0              | 0              | 1,000          | 917            | 819            | -98             | 181           |
| 130              | Printing/Stationery                 | 0              | 0              | 4,500          | 4,125          | 3,491          | -634            | 1,009         |
| 131              | Communications                      | 0              | 0              | 1,600          | 1,467          | 1,693          | 227             | -93           |
| 140              | Insurance                           | 0              | 0              | 4,000          | 3,571          | 3,571          | 0               | 429           |
| 150              | Security/fire                       | 0              | 0              | 1,000          | 917            | 964            | 47              | 36            |
| 160              | IT and support                      | 0              | 109            | 2,000          | 1,833          | 2,835          | 1,001           | -725          |
| 199              | Sundry (office)                     | 0              | 0              | 300            | 275            | 210            | -65             | 90            |
| 200              | Hall hire                           | 0              | 0              | 500            | 458            | 307            | -152            | 193           |
| 210              | Audit and payroll                   | 0              | 38             | 2,000          | 1,833          | 1,852          | 19              | 186           |
| 220              | Health and safety                   | 0              | 0              | 1,600          | 1,467          | 1,527          | 60              | 73            |
| 230              | Travel                              | 0              | 0              | 300            | 275            | 28             | -247            | 272           |
| 240              | Training                            | 0              | 0              | 4,000          | 3,667          | 911            | -2,756          | 3,090         |
| 250              | Subscriptions                       | 0              | 0              | 2,150          | 1,971          | 2,487          | 516             | -337          |
| 260              | Annual Town Meeting                 | 0              | 0              | 150            | 138            | 109            | -29             | 41            |
| 270              | Mayor's allowance                   | 0              | 0              | 500            | 458            | 359            | -99             | 141           |
| 600              | Precept                             | 477,100        | 477,100        | 0              | 0              | 0              | 0               | 0             |
| 610              | Interest/Charge                     | 0              | 1,084          | 200            | 117            | 114            | -3              | 1,170         |
| 510              | Neighbourhood warden                | 0              | 0              | 2,000          | 2,000          | 2,000          | 0               | 0             |
| 530              | Youth services                      | 0              | 2,347          | 40,000         | 36,667         | 37,133         | 466             | 5,214         |
| 550              | Small/Urgent Grants                 | 0              | 0              | 5,000          | 4,975          | 4,975          | 0               | 25            |
| 551              | Revenue Grants                      | 0              | 0              | 30,000         | 23,735         | 23,735         | 0               | 6,265         |
| 560              | Plan & Projects                     | 0              | 0              | 2,000          | 1,833          | 0              | -1,833          | 2,000         |
| 920              | Dursley Lions Youth Reward Fund     | 0              | 0              | 0              | 0              | 0              | 0               | 0             |
| 924              | Community Infrastructure Levy       | 1,100          | 119            | 0              | 0              | 0              | 0               | -981          |
| 925              | Community Speedwatch                | 0              | 0              | 200            | 183            | 0              | -183            | 200           |
|                  |                                     | <b>478,200</b> | <b>481,200</b> | <b>245,808</b> | <b>221,955</b> | <b>216,841</b> | <b>-5,114</b>   | <b>31,966</b> |

| Car Park Committee |                      | Receipts |          | Payments      |               |                | Current Balance |                |
|--------------------|----------------------|----------|----------|---------------|---------------|----------------|-----------------|----------------|
| Code               | Title                | Budget   | Actual   | Budget        | Expected      | Actual         | +/- Variance    | Budget         |
| 922                | Town Centre Car Park | 0        | 0        | 20,000        | n/a           | 96,438         | n/a             | -76,438        |
| 923                | PWLB                 | 0        | 0        | 30,569        | 31,477        | 31,477         | 0               | -908           |
|                    |                      | <b>0</b> | <b>0</b> | <b>50,569</b> | <b>31,477</b> | <b>127,915</b> |                 | <b>-77,346</b> |

| Green Spaces |                                | Receipts      |               | Payments       |                |                |                | Current Balance |
|--------------|--------------------------------|---------------|---------------|----------------|----------------|----------------|----------------|-----------------|
| Code         | Title                          | Budget        | Actual        | Budget         | Expected       | Actual         | +/- Variance   | Budget          |
| 300          | Staff                          | 0             | 0             | 90,754         | 83,191         | 82,179         | -1,012         | 8,575           |
| 310          | Gas and electricity            | 0             | 0             | 2,000          | 1,833          | 1,158          | -675           | 842             |
| 311          | Pavilion (security)            | 0             | 0             | 500            | 458            | 258            | -200           | 242             |
| 312          | Pavilion (water)               | 0             | 0             | 500            | 458            | 214            | -245           | 286             |
| 320          | Land and buildings maintenance | 0             | 0             | 9,000          | 8,250          | 2,617          | -5,633         | 6,383           |
| 321          | Tree work                      | 0             | 0             | 2,500          | 2,292          | 1,076          | -1,216         | 1,424           |
| 322          | Waste & Recycling              | 0             | 0             | 3,000          | 2,750          | 2,577          | -173           | 423             |
| 330          | Rates                          | 0             | 0             | 1,850          | 1,696          | 2,083          | 387            | -233            |
| 331          | Cemetery (water)               | 0             | 0             | 300            | 275            | 180            | -95            | 120             |
| 350          | Safety equipment               | 0             | 0             | 600            | 550            | 237            | -313           | 363             |
| 360          | Telephones                     | 0             | 0             | 750            | 688            | 470            | -217           | 280             |
| 370          | Transport/Machinery            | 0             | 0             | 1,300          | 1,192          | 1,245          | 54             | 55              |
| 371          | Fuel                           | 0             | 0             | 1,100          | 1,008          | 1,125          | 117            | -25             |
| 372          | Grass Cutting                  | 0             | 0             | 8,000          | 7,333          | 8,584          | 1,251          | -584            |
| 380          | Facilities improvements        | 0             | 0             | 5,000          | 4,583          | 0              | -4,583         | 5,000           |
| 385          | Play areas                     | 0             | 0             | 1,000          | 917            | 3,161          | 2,245          | -2,161          |
| 386          | Highfields Playground Upgrade  | 0             | 0             | 0              | 0              | 0              | 0              | 0               |
| 395          | PWLB repayments                | 0             | 0             | 2,488          | 2,479          | 2,479          | 0              | 9               |
| 399          | Consumables                    | 0             | 0             | 200            | 183            | 132            | -52            | 68              |
| 710          | WMRG                           | 5,000         | 2,543         | 0              | 0              | 183            | 183            | 2,360           |
| 720          | Cemeteries                     | 18,000        | 15,370        | 0              | 0              | 0              | 0              | 15,370          |
| 730          | Allotments                     | 400           | 89            | 0              | 0              | 0              | 0              | 89              |
| 917          | Memorial plaque purchase       | 0             | 216           | 0              | 0              | 179            | 179            | 37              |
| 926          | WMRG Pentanque Court           | 0             | 11,442        | 6,000          | 8,844          | 8,844          | 0              | 8,598           |
| 927          | Kingshill Play Equipment       | 0             | 0             | 10,000         | 9,167          | 0              | -9,167         | 10,000          |
|              |                                | <b>23,400</b> | <b>29,659</b> | <b>146,842</b> | <b>138,147</b> | <b>118,982</b> | <b>-19,166</b> | <b>57,520</b>   |

| Town Improvements |                       | Receipts   |              | Payments      |               |               |              | Current Balance |
|-------------------|-----------------------|------------|--------------|---------------|---------------|---------------|--------------|-----------------|
| Code              | Title                 | Budget     | Actual       | Budget        | Expected      | Actual        | +/- Variance | Budget          |
| 410               | Maintenance           | 0          | 0            | 1,000         | 917           | 695           | -222         | 305             |
| 412               | Plants and planters   | 0          | 0            | 1,500         | 1,375         | 870           | -505         | 630             |
| 460               | Christmas lights      | 500        | 2,369        | 6,500         | 5,958         | 9,943         | 3,985        | -1,074          |
| 470               | Castle Street upgrade | 0          | 0            | 0             | 0             | 0             | 0            | 0               |
| 480               | Street furniture      | 0          | 0            | 1,000         | 917           | 899           | -18          | 101             |
| 491               | Tourism               | 0          | 2,625        | 2,000         | 1,833         | 0             | -1,833       | 4,625           |
| 500               | CCTV                  | 0          | 0            | 3,000         | 2,750         | 2,300         | -450         | 700             |
| 912               | Notice Boards         | 0          | 0            | 1,500         | 1,375         | 0             | -1,375       | 1,500           |
|                   |                       | <b>500</b> | <b>4,994</b> | <b>16,500</b> | <b>15,125</b> | <b>14,706</b> | <b>-419</b>  | <b>6,787</b>    |

| VAT REFUND |                              | Receipts      |
|------------|------------------------------|---------------|
| Code       | Title                        | Actual        |
| 901        | 2018/19 - Q4 (Jan to Mar 19) | 27,276        |
|            | 2019/20 - Q1 (Apr to Jun 19) | 14,406        |
|            | 2019/20 - Q2 (Jul to Sep 19) | 11,832        |
|            | 2019/20 - Q3 (Oct to Dec 19) | 4,189         |
|            | <b>Total</b>                 | <b>57,703</b> |

# Petty Cash - Reconciliation

Date: Dec 2019 to Feb 2020

Voucher Nos: 1274 to 1305

| A199 - Sundry (office) |                | A131 - Postage stamps |                | Other Codes |                |                 |
|------------------------|----------------|-----------------------|----------------|-------------|----------------|-----------------|
| Voucher                | Amount         | Voucher               | Amount         | Voucher     | Amount         | Code            |
| 1277                   | £ 1.25         | 1276                  | £ 3.00         | 1274        | £ 7.00         | TI 460          |
| 1278                   | £ 1.25         | 1282                  | £ 8.40         | 1275        | £ 6.75         | TI 460          |
| 1279                   | £ 1.25         | 1283                  | £ 14.64        | 1300        | £ 5.00         | TI 460          |
| 1280                   | £ 3.40         | 1288                  | £ 8.48         |             |                |                 |
| 1281                   | £ 1.00         | 1291                  | £ 17.87        |             |                |                 |
| 1284                   | £ 1.25         | 1293                  | £ 6.60         |             |                |                 |
| 1285                   | £ 2.99         | 1296                  | £ 12.00        |             |                |                 |
| 1286                   | £ 1.55         | 1302                  | £ 16.88        |             |                |                 |
| 1287                   | £ 1.25         | 1305                  | £ 3.00         |             |                |                 |
| 1289                   | £ 1.25         |                       |                |             |                |                 |
| 1290                   | £ 4.80         |                       |                |             |                |                 |
| 1292                   | £ 1.80         |                       |                |             |                |                 |
| 1294                   | £ 1.25         |                       |                |             |                |                 |
| 1295                   | £ 6.74         |                       |                |             |                |                 |
| 1297                   | £ 1.25         |                       |                |             |                |                 |
| 1298                   | £ 4.00         |                       |                |             |                |                 |
| 1299                   | £ 1.25         |                       |                |             |                |                 |
| 1301                   | £ 0.79         |                       |                |             |                |                 |
| 1303                   | £ 9.45         |                       |                |             |                |                 |
| 1304                   | £ 2.00         |                       |                |             |                |                 |
|                        | <u>£ 49.77</u> |                       | <u>£ 90.87</u> |             | <u>£ 18.75</u> | <u>£ 159.39</u> |

Total at last reconciliation = £ 208.03 02/12/2019  
 Balance (in tin) = £ 48.64  
 Replenishment = £ 159.39 07/02/2020  
 New Cash Total = £ 208.03



## Proposed WW2 Plaque – St James War Memorial

I have some update of the proposed plaque for WW2 names to be added to the War Memorial Gate pillar at St James Church. There are 44 names in total, so this has meant the plaque size is quite large (almost full height of pillar), if we do an exact match with the existing plaques as agreed at the recent Town Improvements Committee meeting.

I have had some difficulty obtaining quotes due to the size of the plaque. The one quote I have is :

*Our price for a sign 450mm wide x 1600mm high approx. Cast in gun metal (LG2 bronze) with letters in relief and polished. Fixings on the reverse for attaching to your pillar.*

*1 No. £3,966.53 + carriage and VAT*

I have also confirmed that a Listed Building Consent is required via SDC Planning for permission to erect. As yet I haven't spoken to anyone at the Church to see if they would support the proposal.



**Town Clerk's Report**

The repairs of Jacobs House that were scheduled to recommence in January on the outside of the building have been arranged to start on 9<sup>th</sup> March 2020.

Thank you to the Councillors who were able to attend and assist at the Pancake Race. The number of entrants was similar to previous years with a number of local groups and businesses represented.

A reminder that all Councillors wishing to remain on Council from May 2020 are required to submit nomination forms by hand to Stroud District Council at some point between 24<sup>th</sup> March and 8<sup>th</sup> April. You will need to contact the office for electoral role numbers to complete the form. I will bring nomination forms to the March Council meeting for those that have not yet received them.

**Written Correspondence (Letter).**

|          |             |                                  |
|----------|-------------|----------------------------------|
| Feb 2020 | PC Lay      | Thank you.                       |
| Jan 2020 | Stroud DC   | Local Plan Consultation Response |
| Jan 2020 | Stroud DC   | Air Monitoring Enquiry           |
| Jan 2020 | Lloyds Bank | Branch Closure Response          |

**Civic Engagements (upcoming)**

Apr 2020 Chair the Annual Assembly meeting.

**Representation At Upcoming Meetings**

|                        |                                   |   |
|------------------------|-----------------------------------|---|
| 5 <sup>th</sup> March  | SLCC Branch Meeting               | Town Clerk  |
| 9 <sup>th</sup> March  | Dursley in Bloom                  | Deputy Mayor                                      |
| 9 <sup>th</sup> March  | Vale Vision                       | Deputy Clerk                                      |
| 10 <sup>th</sup> March | Staff Committee                   | Committee Members                                 |
| 12 <sup>th</sup> March | Youth Service Review              | Mayor, Deputy Mayor, Cllr Creswick and Town Clerk |
| 12 <sup>th</sup> March | Dursley Town Trust                | Council Appointed Trustees                        |
| 17 <sup>th</sup> March | Planning and Green Spaces         | Committee Members                                 |
| 18 <sup>th</sup> March | Festive Dursley Community Meeting | All Councillors Invited                           |
| 19 <sup>th</sup> March | Dursley Welcomes Walkers          | Mayor   |

**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.*

| <b>Date</b> | <b>Provider</b> | <b>Course</b>             | <b>Location</b>  | <b>Times</b>     |
|-------------|-----------------|---------------------------|------------------|------------------|
| 25/3/20     | GAPTC           | Being a Better Councillor | Bourton-on-Water | 9:30am to 4:30pm |
| 29/4/20     | GAPTC           | Being a Better Councillor | Highnam          | 9:30am to 4:30pm |

**Publications and Correspondence Available To Councillors After The Meeting**

Punchline Gloucester.com – 2020 Annual.

John Kay  
25<sup>th</sup> February 2020.