

PAYMENTS LIST - 29th June to 26th July 2021

Voucher	Code	Date	Payment	Description	Supplier	Net	VAT	Total
270	IT and support	06/06/2021	CARD	Website hosting	One.com	51.87	0.00	51.87
225	Communications	01/07/2021	CARD	Postage	Post Office Limited	21.18	0.00	21.18
226	Printing/Stationery	01/07/2021	BACS	Stationery	Proactive Business Supplies	115.38	23.09	138.47
227	IT and support	01/07/2021	DD	IT consultancy	MSP Group Ltd	186.00	37.20	223.20
228	Cleaning - Office	01/07/2021	BACS	Cleaning - Office	The Core Facilities Group Ltd	157.91	31.58	189.49
229	Cleaning - Vibe	01/07/2021	BACS	Cleaning - Vibe	The Core Facilities Group Ltd	548.33	109.67	658.00
230	Telephones	01/07/2021	DD	Mobiles	EE	44.10	8.82	52.92
231	Transport/Machinery	08/07/2021	BACS	Strimmer repairs and parts	Dursley Farm & Garden Machinery	52.50	10.50	63.00
232	Transport/Machinery	08/07/2021	BACS	Grass cutter repairs	Dursley Farm & Garden Machinery	75.88	15.18	91.06
234	Town Centre Car Park	08/07/2021	BACS	Car Park - Electricity - CCTV	Southern electric	12.39	0.61	13.00
235	Town Centre Car Park	08/07/2021	BACS	Car Park - Electricity - Lighting	Southern electric	15.84	0.79	16.63
237	Land and buildings maintenance	08/07/2021	BACS	Plumbing work	Kerry Maintenance Ltd	154.63	30.93	185.56
238	Street furniture	08/07/2021	BACS	Grit Bins	Glasdon U.K. Limited	148.19	29.64	177.83
239	Utilities (gas, elec, water)	08/07/2021	DD	Gas - office	Crown Gas & Power	42.48	2.12	44.60
240	Gas and electricity	08/07/2021	DD	Gas - pavilion	Crown Gas & Power	51.70	2.59	54.29
241	Fuel	08/07/2021	BACS	Fuel	John Stavie Services	125.43	25.08	150.51
242	CCTV	08/07/2021	BACS	CCTV Maintenance	Redhand (Network Connections UK) Ltd	190.00	38.00	228.00
243	Audit and payroll	08/07/2021	BACS	Audit	GAPIC	435.00	0.00	435.00
244	Hall hire	08/07/2021	BACS	Room hire	The Chantry Centre	36.46	7.29	43.75
245	Waste & Recycling	08/07/2021	BACS	Skip hire	Valley Trading Limited	136.00	27.20	163.20
246	Printing/Stationery	08/07/2021	BACS	I.D Badges	Bademaster Ltd	14.53	2.91	17.44
247	Transport/Machinery	08/07/2021	BACS	Vehicle repairs	May Lane Motors	252.56	50.51	303.07
248	Land and buildings maintenance	08/07/2021	BACS	Various items	P J Durcan and Sons	76.15	15.24	91.39
249	Staff	13/07/2021	BACS	Salary	Staff	1,525.07	0.00	1,525.07
250	Staff	13/07/2021	BACS	Salary	Staff	1,041.26	0.00	1,041.26
251	Staff	13/07/2021	BACS	Salary	Staff	2,407.54	0.00	2,407.54
252	Staff	13/07/2021	BACS	Salary	Staff	1,417.62	0.00	1,417.62
253	Staff	13/07/2021	BACS	Salary	Staff	1,603.79	0.00	1,603.79
254	Staff	13/07/2021	BACS	Salary	Staff	1,453.94	0.00	1,453.94
255	Staff	13/07/2021	BACS	Salary	Staff	1,453.94	0.00	1,453.94
256	Staff	13/07/2021	BACS	Pensions contributions	Gloucestershire County Council	2,324.40	0.00	2,324.40
257	Staff	13/07/2021	BACS	Pensions contributions	Gloucestershire County Council	1,463.00	0.00	1,463.00
266	Sundry (office)	13/07/2021	CASH	Various items	Sainsburys	12.80	0.00	12.80
267	Sundry (office)	14/07/2021	CASH	Various items	Dursley Post Office	1.00	0.00	1.00
265	Communications	14/07/2021	CARD	Postage	Post Office Limited	16.47	0.00	16.47
268	Communications	14/07/2021	CASH	Postage	Post Office Limited	10.20	0.00	10.20
269	Sundry (office)	15/07/2021	CASH	Milk	Iceland	0.80	0.00	0.80
260	Grass Cutting	15/07/2021	BACS	Grass cutting	Stroud District Council	647.42	129.48	776.90
261	Subscriptions	15/07/2021	BACS	Registration fee	NALC	50.00	10.00	60.00
262	Audit and payroll	15/07/2021	BACS	Payroll services	Makinson and Co.	32.00	6.40	38.40
263	Waste & Recycling	15/07/2021	BACS	Waste and recycling	Smiths (Gloucester) Limited	97.92	19.58	117.50
264	Land and buildings maintenance	15/07/2021	BACS	Water Treatment Services at WMRG Pavilion	Aguasafe Environmental	790.00	158.00	948.00
271	Rent	16/07/2021	BACS	Rent - Jacob's House	Dursley Town Trust	1,514.35	324.19	1,838.54
275	Play areas	21/07/2021	BACS	Play equip, parts	Sutcliffe Play (South West) Ltd	109.70	21.94	131.64
278	Small/Urgent Grants	23/07/2021	BACS	Grant	Dursley Welcomes Walkers	500.00	0.00	500.00
279	Property maintenance (Jacobs House)	27/07/2021	BACS	Boiler repairs - Jacob's House	Kerry Maintenance Ltd	45.00	9.00	54.00
276	Communications	27/07/2021	DD	Broadband/Line Rental - Office	One.com Ltd	131.19	26.24	157.43
277	Utilities (gas, elec, water)	27/07/2021	DD	Surface Water Drainage Charge	Water Plus	289.44	57.89	347.33
272	Printing/Stationery	27/07/2021	DD	Photocopier meter reading	Apoqee	60.00	0.00	60.00
273	Pavilion (water)	27/07/2021	DD	Water - pavilion	Water Plus	51.87	10.37	62.24
274	IT and support	27/07/2021	DD	Website hosting	One.com	348.82	69.76	418.58
233	Printing/Stationery	27/07/2021	DD	Photocopier lease	BNP Paribas	1,960.80	0.00	1,960.80
258	Staff	27/07/2021	DD	PAYE	HMRC	1,276.45	0.00	1,276.45
259	Staff	27/07/2021	DD	PAYE	HMRC	1,276.45	0.00	1,276.45
					Totals	25,674.80	1,311.80	26,986.60

Dursley Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

Approved by: _____ Date: _____
Name and Role (RFO/Chair of Finance etc)

	Bank Reconciliation at 26/07/2021		
	Cash in Hand 01/04/2021		208,325.07
	ADD		
	Receipts 01/04/2021 - 26/07/2021		267,389.40
			475,714.47
	SUBTRACT		
	Payments 01/04/2021 - 26/07/2021		249,795.50
A	Cash in Hand 26/07/2021 (per Cash Book)		225,918.97
	Cash in hand per Bank Statements		
	Cash	26/07/2021	-0.85
	Lloyds Short Term Deposits	26/07/2021	0.00
	Barclays Base Rate Reward	26/07/2021	0.00
	Lloyds Bank plc Instant Access	26/07/2021	219,097.13
	Lloyds Bank plc Business Account	26/07/2021	7,242.42
			226,338.70
	Less unrepresented payments		405.73
			225,932.97
	Plus unrepresented receipts		0.00
B	Adjusted Bank Balance		225,932.97
	Error A does NOT equal B		
	ERROR IS	£-14.00	

Dursley Town Council
Uncashed payments/transfers out (All banks)
(Upto 26/07/2021)

Voucher	Date	Cheque No.	Description	Total	Bank
145	12/05/2021	DD	Electricity - Christmas lights	137.87	Lloyds Bank plc Business
146	12/05/2021	DD	Electricity - Christmas lights	44.32	Lloyds Bank plc Business
175	28/05/2021	DD	Christmas lights	91.70	Lloyds Bank plc Business
218	23/06/2021	CARD	Various Items	2.75	Lloyds Bank plc Business
219	23/06/2021	CARD	Various Items	2.75	Lloyds Bank plc Business
220	23/06/2021	CARD	Stamps	10.20	Lloyds Bank plc Business
221	23/06/2021	CARD	Picture Frames	60.00	Lloyds Bank plc Business
216	25/06/2021	CARD	Rat boxes	18.49	Lloyds Bank plc Business
225	01/07/2021	CARD	Postage	21.18	Lloyds Bank plc Business
265	14/07/2021	CARD	Postage	16.47	Lloyds Bank plc Business
Total -----				405.73	

Dursley Town Council
 RECEIPTS LIST
 29th June to 28th July 2021

Voucher	Code	Date	Receipt No.	Description	Customer	Net	VAT	Total
33	Interest/Charge	01/07/2021	BACS	Interest	Public Sector Deposit	6.45	0.00	6.45
34	Interest/Charge	09/07/2021	BACS	Bank interest	Lloyds Bank plc	1.99	0.00	1.99
35	Allotments	13/07/2021	BACS	Allotment rent	Mrs U Roloff-Standring	14.00	0.00	14.00
36	Allotments	13/07/2021	BACS	Allotment rent	Mr Robert Kenyon	14.00	0.00	14.00
37	Cemeteries	20/07/2021	BACS	Burial fees	L W Clutterbuck	635.00	0.00	635.00
38	Cemeteries	20/07/2021	BACS	Exclusive right of burial transfer	L W Clutterbuck	54.00	0.00	54.00
39	Cemeteries	20/07/2021	BACS	Burial fees	L W Clutterbuck	635.00	0.00	635.00
40	Cemeteries	20/07/2021	BACS	Interment of ashes	L W Clutterbuck	138.00	0.00	138.00
41	Cemeteries	20/07/2021	BACS	Memorial installation	L W Clutterbuck	383.00	0.00	383.00
43	WMRG	20/07/2021	BACS	Hire of WMRG	James Danter	2440.00	488.00	2928.00
42	Allotments	22/07/2021	587	Allotment rent	Mrs Christine Bye	14.00	0.00	14.00
						4,335.44	488.00	4,823.44

Dursley Town Council

Budget Income Summary - Financial Year 2021/22

Position ar 26th July 2021

Policy & Finance	Receipts	
Title	Budget	Actual
Property maintenance (Jacob's House)	0	100
Insurance	0	448
Precept	500,300	250,150
Interest/Charge	0	30
Community Infrastucture Levy	400	2,824
	500,700	253,552

Town Improvements	Receipts	
Title	Budget	Actual
Festive Dursley	500	0
	500	0

Green Spaces	Receipts	
Title	Budget	Actual
Grass Cutting	0	59
WMRG	4,500	2,505
Cemeteries	18,500	3,935
Allotments	400	70
	23,400	6,569

Totals	524,600	260,120
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VAT REFUND	Receipts
Title	Actual
2020/21 - Q4 (Jan to Mar 21)	6,720
2021/22 - Q1 (Apr to Jun 21)	2,717
2021/22 - Q2 (Jul to Sep 21)	
2021/22 - Q3 (Oct to Dec 21)	
Total	9,437

Budget Expenditure Summary - Financial Year 2021/22

Policy & Finance		Payments				Current Balance
Code	Title	Budget	Expected	Actual	+/- Variance	Budget
100	Staff	144,375	48,125	43,411	-4,714	100,964
111	Rent	6,750	2,250	2,989	739	3,761
112	Utilities (gas, elec, water)	2,450	817	679	-138	1,771
114	Cleaning - Office	1,800	600	629	29	1,171
115	Cleaning - Vibe	4,700	1,567	1,764	197	2,936
120	Property maintenance (Jacob's House)	1,000	333	45	-288	1,055
121	Jacob's House - Rates	4,750	1,583	2,370	787	2,380
130	Printing/Stationery	4,000	1,333	1,497	163	2,503
131	Communications	2,000	667	801	134	1,199
140	Insurance	4,100	4,874	4,874	0	-326
150	Security/fire	1,000	333	90	-243	910
160	IT and support	2,000	667	925	258	1,075
199	Sundry (office)	300	100	47	-53	253
200	Hall hire	500	167	133	-34	367
210	Audit and payroll	2,200	733	563	-170	1,637
220	Health and safety	2,000	667	35	-632	1,965
230	Travel	300	100	0	-100	300
240	Training	3,000	1,000	0	-1,000	3,000
250	Subscriptions	2,200	2,148	2,278	130	-78
260	Annual Town Meeting	150	50	0	-50	150
270	Mayor's allowance	500	167	0	-167	500
610	Interest/Charge	200	67	33	-34	197
510	Neighbourhood warden	2,000	667	0	-667	2,000
530	Youth services	40,000	13,333	9,046	-4,288	30,954
550	Small/Urgent Grants	5,000	1,667	500	-1,167	4,500
551	Revenue Grants	31,000	20,800	20,800	0	10,200
560	Plan & Projects	2,000	667	0	-667	2,000
924	Community Infrastructure Levy	0	0	0	0	2,824
925	Community Speedwatch	0	0	0	0	0
		270,275	105,480	93,508	-11,972	180,168

Town Improvements		Payments				Current Balance
Code	Title	Budget	Expected	Actual	+/- Variance	Budget
410	Maintenance	1,000	333	0	-333	1,000
412	Plants and planters	1,500	500	0	-500	1,500
460	Festive Dursley	7,000	2,333	1,066	-1,267	5,934
480	Street furniture	4,000	1,333	148	-1,185	3,852
491	Tourism	2,000	667	0	-667	2,000
500	CCTV	3,000	1,000	2,542	1,542	458
922	Long Street Car Park	10,000	3,333	1,310	-2,023	8,690
923	PWLB	31,478	15,739	15,739	0	15,739
		59,978	25,239	20,805	-4,434	39,173

Green Spaces		Payments				Current Balance
Code	Title	Budget	Expected	Actual	+/- Variance	Budget
300	Staff	96,198	32,066	28,305	-3,761	67,893
310	Gas and electricity	2,000	667	445	-222	1,555
311	Pavilion (security)	500	167	0	-167	500
312	Pavilion (water)	300	100	154	54	146
320	Land and buildings maintenance	9,000	3,000	1,888	-1,112	7,112
321	Tree work	2,500	833	0	-833	2,500
322	Waste & Recycling	4,000	1,333	1,078	-255	2,922
330	Rates	2,500	833	2,376	1,543	124
331	Cemetery (water)	300	100	234	134	66
350	Safety equipment	600	200	124	-76	476
360	Telephones	550	183	176	-7	374
370	Transport/Machinery	1,300	433	559	126	741
371	Fuel	1,750	583	372	-212	1,378
372	Grass Cutting	8,000	2,667	3,074	407	4,985
380	Facilities improvements	5,000	1,667	0	-1,667	5,000
385	Play areas	1,000	333	978	645	22
386	Highfields Playground Upgrade	0	0	0	0	0
395	Green Spaces - Projects	5,000	1,667	0	-1,667	5,000
399	Consumables	200	67	25	-42	176
710	WMRG	0	0	0	0	2,505
720	Cemeteries	0	0	0	0	3,935
730	Allotments	0	0	0	0	70
917	Memorial plaque purchase	0	0	139	139	-139
927	Kingshill Play Equipment	10,000	3,333	0	-3,333	10,000
		150,698	50,233	39,928	-10,305	117,339

Totals		480,951	180,952	154,241	-26,711	336,680
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Emails to/from Alun Griffiths Ltd

Hi Abbie,

Following my site meeting on 1st July with Ian, I have been looking into the history of issues relating to the overhead barrier which included video footage taken on my mobile phone at the opening ceremony on 2nd July 2019.

I have attached a screenshot from this video, which clearly shows some quite distinguished paint loss on the barrier and that the barrier does not meet correctly - a defect that was corrected by the later repositioning of the pillar on the left-hand side.

I also attach a photo of the barrier taken yesterday afternoon (13th July 2021) of the same position of the barrier. The same paint loss is quite clearly shown on the photograph and I believe this to be conclusive proof that the barrier is the original and has not been replaced as previously intimated by your contractor.

Having reported my findings to the Town Improvements committee (who oversee the car park management) at last night's meeting, the committee refused to release the retention money until the barrier has been replaced as previously agreed.

Please can you confirm that you will arrange for the barrier to be replaced at the earliest opportunity.

Regards

John

Morning John

Still at bit of a stale mate here, appreciate both parties in a difficult position for you have your position and we have ours. This have been an on going saga since we have installed the barrier for one reason or the other, what I took from the meeting was that your ground mans not happy with the quality of the barrier components i.e flimsy parts, not good quality etc, touch it the paint will chip and not the functioning and practicality on why installed.

Although the photos show quite distinguished paint loss that could be down to the way the chain is wrapped around the barriers which not ideal or recommended for this product when have a fixing point for a padlock to be installed. Griffiths have sites records & diary inputs of the days our team visited site to carry out the works, releveling, installed the old one when the new one wrong size and then when we returned to installed the new one. We have provided the invoice for the additional new barrier as proof of purchase.

I have attached an email confirming the height adjusted following the Collison and new report of having a bent bracing bar but no evidence of any vandalism or being stuck by a car on the cctv. So can only assume the new cross bar was installed at that point.

As discussed during the site meeting, although not good cosmetically paint chip loss and some bending in the cross bars and pins down possible down to wind etc this is the barrier we instructed to install as per the specification but this don't affect the functioning or barrier in any way and still fit for the purpose.

As a comprise to get this closed out Griffiths are willing to take down and re-paint the areas of chip loss and install a new cross-beam but not replace with new barrier. Ian

Emails to/from Alun Griffiths Ltd

Ian

John Davies

Projects Manager

DURSLEY TOWN COUNCIL REPORT

TITLE	Report – Street Cleaning Operative (Town Centre)
PREPARED BY	John Kay – Town Clerk
FOR MEETING OF	Council
ON	8 th July 2021
REPORT	<p>At the meeting of Council on 3rd June 2021, the Town Clerk was asked to provide a report on the possibility of employing a new employee to clean the streets of the town centre.</p> <p>The current operative who is employed by Ubico is retiring on 19th June and Stroud District Council have informed there are no plans to replace this member of staff. This will have a negative impact on the cleanliness of the town centre. The current operator is also competent at reporting adhoc issues such a fly tipping etc.</p> <p>SDC Cllrs Cornell and Patrick have been asked to confirm the status of the street cleaning provision after the current operative's retirement.</p> <p>The operative has expressed a desire to continue street cleaning in Dursley and would be willing to work two days a week. He has approached both Cllr Woodward and the Town Clerk, originally offering to volunteer.</p> <p>Ubico have confirmed that they are willing to provide the cleaning cart, ppe and will remove any litter collected.</p> <p>Any offer of employment would benefit the operative both socially and financially, he should be considered a vulnerable member of the community.</p>
LEGAL IMPLICATIONS	Any new employee would be subject to current employment and health & safety legislation.
FINANCIAL IMPLICATIONS	<p>There has been no budget allocated for this position, for the purpose of indicating potential costs the Town Clerk had estimated that the operative would work 6 hours a week, split equally on Tuesdays and Thursdays.</p> <p>Dursley Town Council are committed to paying the National Living Wage to any employee; therefore the hourly rate would be a minimum of £8.91.</p> <p>Weekly: 6 hrs @ £8.91 = £53.46 Annual: £53.46 x 52 weeks = £2,779.92</p> <p>Any income received by the individual would be subject to 20% tax (Basic Rate).</p>

	<p>There would be no national insurance or pension contributions.</p> <p>The post would accumulate 33.6 hours of annual leave per year (Using HMRC holiday calculator)</p>
EQUALITY or HUMAN RIGHTS IMPLICATIONS	The Council will need to consider the equality issues of creating and appointing a person for this position without an open recruitment process.
STAFFING/ RESOURCE IMPLICATIONS	<p>Management of a new member of staff, workload, and review.</p> <p>Any additional member of staff, duties would need to be forwarded to our insurer, it is expected any additional premium to be minimal.</p> <p>A new risk assessment would be required for the role/duties.</p>
OTHER IMPLICATIONS	There are no other implications.
RECOMMENDATION	The Town Clerk has no recommendations on this issue but would advise that Council receive an update from Stroud District Council prior to making a final decision and to consider a review period to allow for all parties to be satisfied with the arrangements should Council choose to progress.
DECISION	TBC