

EAST GRINSTEAD TOWN COUNCIL

Council Offices, East Court. College Lane, East Grinstead, RH19 3LT.
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14th September 2023

A meeting of the **FINANCE & GENERAL PURPOSES COMMITTEE** is to be held in the **COUNCIL CHAMBER** at **EAST COURT** on **THURSDAY 21ST SEPTEMBER 2023** at **7pm**.

Representations or Questions may be submitted at the beginning of the meeting during public participation. The public are welcome to attend in person at East Court or via Zoom.

A request for the zoom link should be sent via email to towncouncil@eastgrinstead.gov.uk before 12 noon on the day of the meeting.

J W Holden,
Town Clerk.

Order of Meeting

7pm Public Participation

The public are welcome to attend the meeting in person or by virtual link to observe. Before the start of the substantive agenda there is an allotted period of up to 15 minutes where the public may ask a question of the Committee on matters that are within the Committee's remit. The question should not be a statement nor in several parts and it would be appreciated to be kept short, to maximise the time for other questions; there is no right of reply.

AGENDA

To commence not later than 15 minutes from commencement of meeting.

- 1 Apologies for Absence.
- 2 To receive the Minutes of the meeting held on 15th June.
- 3 To receive any Declarations of Interest
- 4 Chairman's Announcements
- 5 To receive the list of approved payments for June 2023, July 2023 and August 2023
- 6 Town Council Finances - Position Statement
- 7 Performance Indicators & HR Update
To receive a report on the current KPI's for invoices and absence along with a staffing update.

- 8 Recommendations from Committee
Any recommendations from the other standing committees, with finance implications, will be considered here.
- 9 Delegated Decisions
Any delegated decisions since the last cycle, will be noted
- 10 Personnel Working Group/ HR update
The Committee will be advised as to any changes in the staffing and local government pension scheme members.
- 11 Economic and Sustainable Travel Sub Committee
The Committee will receive an update from the sub-committee. Committee are asked to approve the terms of reference and the proposed meeting schedule for the sub-committee.
- 12 Community Revenues Grant
Committee will be asked to consider the applications and allocate the budgeted grant
- 13 Insurance Contract
Committee will be updated on the position of the insurance contract.
- 14 Visit East Grinstead Website
The Committee will be asked whether there is appetite for the Council to take over the running of the website due to lack of available resources at the East Grinstead Business Association.
- 15 It Matters and Cyber Security
Following a report from our insurance company there are a number of recommendations to upgrade the Councils security. Committee will also be asked to approve some upgrades to resolve problems that have been experienced on the IT link to the Library.

NB The next meeting of the Committee will be held on **Thursday 14th December 2023**

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AGENDA ITEM 5: TO RECEIVE THE APPROVED PAYMENTS FOR JUNE, JULY AND AUGUST

Purpose of the Report: To present to Members the accounting entries, titled as *Appendix A* on a separate PDF document, and note the total expenditure.

The total payment amounts for the three previous months are as follows:

June 2023	£150,933.69
July 2023	£122,619.49
August 2023	£114,422.43
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Total Payments	£ 387,975.61

Recommendation: Committee are asked to note the account entries

AGENDA ITEM 6: TOWN COUNCIL FINANCES – POSITION STATEMENT

Purpose of the Report: For the Committee to note the Council's cash & investment balances as at the 31st August 2023. The amounts totalled £1,156,907 (see below) and the monthly Current Account and Business Reserve Account reconciliations are shown on a separate PDF document titled *Appendix B*.

Account and Interest Rate PA	£ Balance 31/08/23	£ Previous Year 31/08/22
NatWest Current Account	6,076	16,547
NatWest Business Reserve 1.45%	500,831	623,294
National Counties B.S. 45 Day 3.35%	175,000	175,000
Nationwide Business Savings 95 Day 3.45%	175,000	175,000
Local Authorities Property Fund <i>Est.</i> 3.60%	300,000	300,000
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Total Deposit / Bank Balances	1,156,907	1,289,841

The detailed Income & Expenditure statement as at 31st August 2023 is shown on a separate PDF document titled *Appendix C*. The year to date income (excluding precept) is £187,762 which is 53 % of the budgeted income for the year. The year to date expenditure is £780,078 which also equates to 53% of the total budgeted expenditure for the year.

An extracted summary of the I & E statement showing the current position of the revenue cost centres is shown within the table below:

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	Budgeted y-t-d net expenditure	Actual y-t-d net expenditure	y-t-d variance Favourable or Adverse
Democratic Representation (100)	£ 42,269	£ 37,730	£ 4,539 (F)
Corporate Management (200)	£ 34,833	£ 25,306	£ 9,527 (F)
East Court Estate (300)	£ 151,242	£ 126,900	£ 24,342 (F)
Community Support (400)	£ 28,476	£ 22,487	£ 5,989 (F)
Planning (500)	£ 11,780	£ 12,311	£ 531 (A)
Economic Development & Tourism (600)	£ 42,066	£ 43,371	£ 1,305 (A)
Cemetery Services (700)	£ 20,140	£ 13,169	£ 6,971 (F)
Civic Pride (999)	£ 91,648	£ 71,296	£ 20,352 (F)
TOTAL	£ 422,454	£ 352,570	£ 69,884 (F)

Recommendation: Committee are asked to note this position

AGENDA ITEM 7: PERFORMANCE INDICATORS

Purpose of the Report: To consider the Performance against the agreed indicators in respect of responsibilities falling under the purview of Finance & General Purposes Committee. The figures for June 2023 to August 2023 are shown below along with the comparable figures for the previous year which are shown in brackets.

Item	June	July	August
Invoices paid within 30 days	97% (97%)	97% (98%)	99% (99%)
Total staff sickness in days	4 / (3)	15 / (6)	27 / (2)

The relatively high sickness figures for both July & August are the result of 2 staff members having hospital operations. One staff member from the Outside Services team remains off whilst in recovery although is expected to return in September.

Recommendation: Committee are asked to note this report.

AGENDA ITEM 9: DELEGATED DECISIONS

No delegated decisions outside of those contained in reports have been made this cycle.

AGENDA ITEM 10: PERSONNEL WORKING GROUP/ HR UPDATE

Purpose of Report: The Committee are advised as to any changes in the staffing and local government pension scheme members.

1. Assistant / Deputy Town Clerk

Harry Quenault left at the end of July after 7 years with the Council. A delegated decision was taken to refill the role. The role is a training grade and was suitable for an existing clerk

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who wanted a full time role (many clerks are part time and the role of a parish clerk can be very different to a town council), or equally suitable for someone looking for a new career or change of direction. A requirement of the post is to complete the CILCA qualification. If this is already held once the post holder reaches SCP 28 they would then be Deputy Clerk rather than Assistant.

The advert drew a number of quality applicants and five were invited for interview. The post has been offered and accepted by Sarah Mamoany (currently clerk for 2 smaller parishes) and she is due to start Monday 25th September. Sarah's first tasks will be IT related as the Council has already set a project for next year and this agenda may include a further work on this area along with the sustainability agenda and support to the environmental and sustainable travel working sub-committee. The Queens Road Cemetery project which is nearing completion has been passed to Sarah Jones who would have taken responsibility for the project once the natural England badger work is complete anyway. In the absence of a deputy clerk the Town Clerk, Responsible Finance Office and Town Clerk's PA have picked up the remaining duties from the post as necessary. Sarah will be joining the LGPS.

2. Caretaker

The parttime caretaker role (25 hour) following Sue Batt's departure was initially filled, however the successful candidate was not able to make the hours work alongside their other part time role and therefore resigned after 6 weeks. The post was readvertised with a closing date of 8th September. In the meantime the caretakers have been a little short staffed especially with staff holidays occurring at this time of year and have been supplemented by The Estates Manager for call outs as necessary, the Town Clerk has closed the building after Committee meetings.

3. Maternity Leave

Jazmin Merricks will take some holiday before her maternity leave begins in Mid-November (she will return in August 2024). It is intended to provide Maternity Cover through Claire Woodcock taking on some extra hours, and some agency cover to make up the substantive post (4/5 days covered). While the Statutory maternity element of her salary can be claimed back the majority of the costs fall to the Council which will result in an overspend on the budget. Normally this type of cost would be absorbed due to staff changes in year, however as this years' cost of living rise is not as yet settled it is very difficult to make such assumptions.

4. Salary/Cost of Living Rise

The Trade Union 'Unison' (who are the local authority Union) are waiting to go back to the table regarding the Government offer of repeating the pay award of a flat £1,925 per employee from 2022. This is following the ballot of members and there being no appetite to strike. Unison work with Unite and GMB when negotiating the pay rise and Unite have also voted to accept the pay offer and not to strike. However GMB have not as yet completed their ballots. On 17th August the Government wrote to the Unions urging them to abandon the GMB ballots and return to the table. The award of £1,925 will give an average increase to the EGTC staff of 6.5%. But this varies with the lowest paid staff receiving 9.1% and the highest paid receiving just over 2.6%. The budgeted increase for this year is 5%, which will therefore be over. As Council are now in the early stages of looking at next year's budget, these figures are necessary to estimate the effect on the Council's salary bills. This Cost of

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living rise is in relation to 2023/24 and will be backdated to 1st April 2023, it does not give any indication as to the award for 2024/25.

Recommendation: Committee are asked to note the above position.

AGENDA ITEM 11: ECONOMIC AND SUSTAINABLE TRAVEL SUB COMMITTEE

The Committee will receive an update from the sub-committee. Committee are asked to approve the terms of reference and the proposed meeting schedule for the sub-committee.

The minutes of the first committee meeting on 19th July are attached as Appendix D which include the vision and the terms of reference of the Sub- Committee. Cllr Ody will give a further update on the second meeting of the group which took place on 13th September. This update will propose a change to the original proposal of the ongoing meeting day and time (as shown below).

Recommendation : The Committee approve the following Terms of reference

Terms of Reference

Environmental and Sustainable Travel Sub Committee

1. The sub-committee will report to the F&GP committees
2. The members of the Sub Committee for 2023/24 are: (Chair and Vice Chair Planning and Chair & Vice Chair F&GP, Town Mayor, Cllr Belsey, Cllr Gibbs & Cllr Mockford with support from Town Clerk/ Deputy Town Clerk
3. The Sub Committee will elect their own chair and vice chair at their first meeting each civic year.
4. The Sub Committee will review the environmental plan as approved by the Finance and General Purposes Committee 26.09.22
5. The Sub Committee will propose, design and lead on projects from the plan and recommend new projects for inclusion. They will suggest funding streams to assist the Council with their environmental plan and to reduce the carbon footprint of the Council.
6. The Sub Committee will have a specific interest in looking at the connectivity around the town working alongside WSCC and MSDC specifically with the LCWIP(local cycling and walking infrastructure plan) in order to reduce congestion, air pollution and carbon emissions and improve safety in to the East Grinstead parish.
7. The Sub committee will propose a budget to the Finance and General Purposes Committee in advance of September each year in order to appropriately allocate budgeted funds to the projects.
8. The Sub Committee will suggest observations regarding new developments and safe and active travel to the planning committee and will suggest policy inclusions or revisions for the review of the neighbourhood plan

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9. The Sub Committee will support the Councils vision for delivery of a fully inclusive Bike Week and other active travel initiatives.
10. The Sub Committee will be able to access the environmental and sustainable project allocation in the budget for agreed schemes.

Recommendation: The Committee confirm the days and time for ongoing meetings.

AGENDA ITEM 12: COMMUNITY REVENUES GRANT

Purpose of the Report: To advise Committee of the applications to assist the committee in awarding grants to community groups

1. The Town Council sets aside specific revenue funds each year to enable it to support, in a relatively modest way, a range of groups and organisations in the Town. In accordance with Members' budgetary policy some groups have ring fenced grants, details as follows for the current financial year:-

Organisation	Amount
Chequer Mead Theatre	£70,000
East Grinstead Town Museum	£3,500
Mid Sussex Voluntary Association	£2,800
East Grinstead Citizens Advice Bureau	£1,500
East Grinstead Age UK	£1,000
EG Community Bonfire	£900
East Grinstead Shopping Promotions	£600
Armed Forces Day	£550
East Grinstead In Bloom	£500
East Grinstead Town Twinning	£500
Disability Access	£500
Hope Job Club	£400
High Street Traders events	£250
East Grinstead Dementia Friendly	£250
Air Training Corp	£200
Total:	£83,450

In addition the Revenues Grant is available to community groups to supplement revenue costs to the organisation. The full applications are available to the committee prior to the meeting, please contact the Clerk for access to be arranged. A grant fund of £3000 this year has been made available. And the following applications have been received:

Organisation	Amount Req.
Evergreens of East Grinstead Pensioners Club*	£500
East Grinstead Community Bonfire*+	£1,000
Time4Children	£1,000
EG Arts Society	£500
Spun Glass Theatre	£500
Family Support Network*	£600

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St Catherines Hospice	£500
Greenaway Foundation	£2,000
Being Neighbourly *	£2,040
Arise Counselling Service	£1,000
Mycare matters 2020	£1,060
Age UK +	£2,010
East Grinstead Chess Club**	£100
Total requested	£12,710

* Denotes having been awarded a grant in 2022/23

+ Denotes receiving a budgeted grant in 2023/24

** Denotes received after closing date

Evergreens of East Grinstead Pensioners Club

Evergreens hold a monthly meeting of pensioners at which they have a speaker or entertainer, together with a time to socialise with a hot drink followed by a raffle. They have applied for £500, their costs are due to rise this year due to their current location being no longer available and have had to find another hall which costs more. They have 24 members, there is an annual subscription of £16 plus £2 per meeting.

Time 4 Children

Time 4 Children provide weekly 1:1 emotional support sessions. The sessions take place in Mid Sussex primary schools and aim to prevent children of primary school age who are suffering challenges in their lives from going on to develop serious mental health problems in later life.

East Grinstead Art Society

East Grinstead Art Society aim to promote and inspire artists in EG. The grant would be used to help with the running costs and towards professional demonstrations, hiring of Meridian Hall and Cranston Suite.

Spun Glass Theatre

Spun Glass Theatre creating accessible family theatre. The grant will be used to provide a day free access to their Christmas production Standen House for families in East Grinstead on low incomes.

Family Support Network

Family Support Network are applying for £600 to go towards the running costs of informal drop in sessions at Moat Church.

St Catherine's Hospice

St Catherine's Hospice are looking for a grant towards their core costs as they transition to a new hospice.

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East Grinstead Community Bonfire

EGCB have applied for £1,000 to manage their event and advertise the free event in EG.

Greenaway Foundation

Greenaway Foundation have applied for a grant to buy food and other necessities to ensure that every EG family referred to them can be supported.

Arise Counselling Service

The purpose of Arise is to provide affordable counselling for people in East Grinstead. They require funding to enable them to provide counselling to those who can only pay a fraction of the cost or afford anything.

Mycare matters 2020 CIC

Mycare matters are a not for profit social enterprise. They have applied for a grant to pay for 100 My Future Care Handbooks to be given to people in East Grinstead to help them plan for later and end of life with the support of buddies that have been trained by them.

Age UK

The grant of £2,010 will be used to treat 30 older people to a trip to Brick Lane Theare and an afternoon tea.

Being Neighbourly

The grant will be used for 100 Christmas Parcels, mileage costs for volunteers and taking some of their neighbours to the Christmas Panto.

East Grinstead Chess Club

The Club is launching a new tournament in honour of Sir Patrick Moore (a founder and first president). They wish to use the £100 to purchase a trophy.

Recommendation: The Committee are asked to note the standing grants as set out in the budget and to consider the Chairman's *tabled suggested allocations for award*.

AGENDA ITEM 13: INSURANCE CONTRACT

1. Purpose of Report: To advise the Council of the updated position of Insurance and the delegated decision taken in 2023.
2. Background: In August 2022 following a thorough review process of the Council's insurance, the Council entered into a 3 year rate stability agreement with Aviva Insurance Ltd. The terms of this agreement were that the rate paid in the 1st year of the agreement (Sept '22 – Aug '23) could not increase by greater than 5% + inflation (9% in July '23) as long as everything remained like for like. Following discussions in July between the RFO and the Councils insurance broker (James Hallam) the total amount payable for the period

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of (Sept '23 – Aug '24) is £ 33,674. This is a total increase of 11% on year 1, which is less than 5% + inflation and the renewal quote now includes both an additional brand new vehicle and St Barnabas Hall.

3. Valuation of Buildings: As part of the discussions this summer, it was highlighted that the Council owned buildings have not been revalued since 2019. It is therefore appropriate to ensure that we are not over nor under insured regarding our buildings to carry out a fresh valuation. The cost to do so is £150 per building which can be easily accommodated in this years budget due to the underspend on insurance.
4. Conclusion:
 - a. **Insurance Contract:** As the rate was better than had been expected and there was no suggestion of any better quotes being available via the broker, the Town Clerk in consultation with the Chair and Vice Chair agreed to remain in the current contract. We continue to be frustrated with the timelines around these reviews as there is no time to go out to another bidding process due to the contract ending in August. The RFO will continue to push to ascertain quotes earlier to allow an informed and full committee decision to be met rather than requiring a delegated decision to be made. The only financial impact is favourable as the insurance costs will be less than budgeted for this year.
 - b. **Valuation:** Again the Clerk in consultation with the Chair and Vice Chair of this committee have agreed to press ahead with a new valuation for insurance purposes.

Recommendation: To note the decisions

AGENDA ITEM 14 VISIT EAST GRINSTEAD WEBSITE

1. Purpose of the report: The Clerk has been advised that the East Grinstead Business Association no longer have the resources to run the Visit East Grinstead Website and would like to pass this over to the East Grinstead Town Council.
2. Background: The Visit East Grinstead Website was paid for back in 2012 by the Town Council as a joint initiative with EGBA. EGBA would run the site and the Town Council would look after the social media, the tourism pages and calendar. Making this a first stop site for the public to visit if wanting to find out what is on in the area. The EGBA also had pages for the businesses in the town to advise as to their presence and also advertising was able to be sold support the costs of the site. In 2018 a refresh of the site was needed and the Town Council were again asked to cover the costs of this upgrade. The site has worked well and the tourism and community team feel that the site is well worth keeping separate to the Council page so as to have a showcase site for visitors rather than looking at the civic site.
3. Costs: The East Grinstead Business Association have been asked to advise on the annual costs. We would also need to pay for some training for the community and tourism staff to update pages as this has been a stumbling block over the past year (EGBA have not had time to train the staff on changes to the website).
4. The annual maintenance will be similar to the East Grinstead Town Council website costs of circa £1500, however no specific costs have as yet been advised.

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5. Conclusion
 - a. It is understood that as the EGBA do not have the resources to keep the site going, if the Council do not take it over it will fall into disuse. The costs will be minimal but are additional to the current website costs that the Council pays, therefore the 2024/25 budget will need to make an allocation of around £3,000 to allow for the annual costs, domain registration and the training.
 - b. If the Town Council take this over, the emphasis will be for visitors to the town, not businesses advertising, therefore the business pages will be removed leaving the “Whats On” events, historical and tourism related matters, which are the areas which have been keep up to date in the past by the Council staff.

Recommendation: Committee are asked whether the Council wish to take over the running of the website and if so to make an allocation in the 2024/25 budget.

AGENDA ITEM 15: IT MATTERS AND CYBER SECURITY

1. Purpose of Report: To advise the Council of the independent review of the Council's cyber security risk and propose a course of action to improve security and connectivity.
2. Background: On the basis that incidents of Cyber Crime continue to rise, the Council instructed a specialist Cyber Insurance company, Coalition Inc, to undertake a free no-obligation review of the Council's current IT infrastructure. An extensive report was received from Coalition with the outcome that due to identified areas of weakness within the current set up they were not willing to provide Insurance cover at this time.
3. The Committee will also be aware of the reported problems of the Library based team (community and tourism) as to the connectivity reliability at the library.
4. Actions: The report has been passed to our IT support company, who having reviewed the report have provided a quote for works which will have a 2-fold benefit to the Council. The proposed work will not only increase our security and therefore reduce our level of risk, but will also alleviate the current connection issues that many staff are facing (in particular the library based staff) with regards to the speed of connectivity.
5. The quoted works would be a one-off cost of £4,955 with an additional £240 per calendar month for a 1GB leased line. The Council currently use a shared line which is shared with neighbouring properties and is at the mercy of ‘Open Reach’ if there are line issues. The proposed 1GB leased line is a dedicated line with immediate call out if problems are encountered.
6. Committee will be aware that the Council have approved for the upgrade of the PCs and tablets for next year, this work will primarily affect the hardware that we use to access the desktop applications, whereas this new proposed work focuses on the router and connectivity to enhance the security and improve speeds rather than affecting the hardware. Both projects would result in tighter security measures.
7. Finance: the IT budget is expected to come in just under budget this year, that coupled with an unused ear mark reserve for Business Support of £3,400 should meet the costs of this work. Therefore overall very little affect to the appropriate allocated budget.

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Recommendation:

- i. To proceed in this financial year with this solution to improve the security and reliability of the connections to the council network.
- ii. To approve the use of the Business Support ringfenced reserve for this project.

Environmental implications: There are none

Budgetary Implications: Minimal as this project can be resourced from the Ear marked reserve with the shortfall met from this years' current IT budget.

Community Safety Implications: there are none, the safety of the Councils IT infrastructure will be improved.

Officers report ends

EAST GRINSTEAD TOWN COUNCIL PAYMENTS - June 2023

Payments Listing - June 2023

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
16/06/2023	Net Salaries	NET SAL	40,299.25	Net Salaries June 2023
16/06/2023	West Sussex County Council	BACS Pymnt	22,504.22	Street Lighting 2022/2023
20/06/2023	HMRC	HMRC	13,437.87	HMRC PAYE - May 2023
19/06/2023	WSSC	LGPS	13,100.65	LGPS Contributions May 2023
23/06/2023	Ferring Nurseries	BACS Pymnt	6,531.72	Town Centre Hanging Baskets
19/06/2023	Chequer Mead	GRANT	5,833.33	Chq Mead Grant - June 2023
16/06/2023	Independent Memorial Inspection	BACS Pymnt	4,500.00	War Memorial Cleaning
30/06/2023	Surrey Hill Solicitors	BACS Pymnt	3,243.00	St Barnabus Legal Fees
16/06/2023	High Gain Event Services	BACS Pymnt	2,868.00	ECL June Stage & Speaker System
30/06/2023	Elan City UK	BACS Pymnt	2,697.67	Speed Indicator Device (SID)
23/06/2023	Ferring Nurseries	BACS Pymnt	2,612.40	Planting for High St Beds
16/06/2023	The Sign Co	BACS Pymnt	2,100.00	Production of 'The Line' May 23
27/06/2023	Amberol Ltd	BACS Pymnt	1,882.18	6x Bins/8x Cigarette Stubbers
23/06/2023	SSE	SSE	1,763.00	EC Electric May 2023
27/06/2023	Focus	FOCUS	1,712.72	Broadband & Rental July 2023
30/06/2023	KBS Depot Ltd	BACS Pymnt	1,202.40	Double Unit Bin EC
27/06/2023	Copycats	BACS Pymnt	1,200.00	4x Pillar Base Installation EC
01/06/2023	MSDC	NNDR	1,176.00	EC NNDR 3 of 10
23/06/2023	Surrey Hills Solicitors	NOMINAL	800.00	St. Barnabus - Stamp Duty
30/06/2023	Mulberry & Co	BACS Pymnt	780.00	Councillor Planning Training
16/06/2023	Biffa Waste Services Ltd	BACS Pymnt	773.04	2x Wheelie Bins 01/07-29/09
23/06/2023	Ferring Nurseries	BACS Pymnt	720.00	Plants for Barrels & Planters
07/06/2023	Marlows Plumbing & Heating Ltd	BACS Pymnt	665.00	EC Public WC Cisterns Labour
16/06/2023	St John Ambulance	BACS Pymnt	623.52	Kings Coronation First Aid
07/06/2023	Randy & The Rockets	NOMINAL	600.00	ECL June - The Randy Rockets
27/06/2023	John Marshall Associates	BACS Pymnt	600.00	Structural Test War Memorial
16/06/2023	Gigloo Ltd	BACS Pymnt	578.53	6x Portaloos ECL August 2023
20/06/2023	Business Stream	BUSSTREAM	566.91	King St Water 05/03 - 05/06/23
07/06/2023	Marlows Plumbing & Heating Ltd	BACS Pymnt	560.00	King St 5x Cisterns
05/06/2023	NWCC	NWCC	556.65	NWCC - see analysis below
07/06/2023	Cllr Visser	MAYORAL	553.40	Mayoral Travel Expenses
23/06/2023	Ferring Nurseries	BACS Pymnt	516.00	Hanging Baskets Delivery
14/06/2023	Octopus	OCTOPUS	499.92	OCH Electric May 2023
16/06/2023	David Edwards	BACS Pymnt	447.60	Fire Alarm Panel Upgrade
07/06/2023	UK Fuels	UK FUELS	445.71	Fuel Charges May 2023
27/06/2023	Lockhart Catering Equipment	BACS Pymnt	441.45	Plates, Bowls & Cutlery
30/06/2023	J Watson	BACS Pymnt	420.00	42 Hrs Labour June JW
16/06/2023	G Hearn	G HEARN	400.00	Cemetery Services June 2023
16/06/2023	Biffa Waste Services Ltd	BACS Pymnt	398.04	1x Wheelie Bin 15/06-29/09/23
12/06/2023	MSDC	NNDR	393.00	OCH NNDR 3 of 10
30/06/2023	Screwfix Direct Ltd	BACS Pymnt	389.99	Makita Impact Wrench
16/06/2023	J Watson	BACS Pymnt	350.00	35 Hrs Labour May 2023
01/06/2023	MSDC	NNDR	346.00	MH NNDR 3 of 10
23/06/2023	Ferring Nurseries	BACS Pymnt	330.00	Plants for Compass Bed EC
08/06/2023	Peninsula	PENINSULA	319.93	H & S Support June 2023
27/06/2023	Britaniacrest Recycling Ltd	BACS Pymnt	310.20	MNC 8 Yard Skip
07/06/2023	P Wilson Boomers	NOMINAL	300.00	ECL June - The Boomers
16/06/2023	Society of Local Council Clerks	BACS Pymnt	294.00	SLCC Membership HQ
16/06/2023	Haven Memorials	BACS Pymnt	282.00	Cyril Star - Memorial
30/06/2023	i2Comply	BACS Pymnt	268.80	16x Online Training
20/06/2023	MSDC	NNDR	251.00	MNC NNDR 3 of 10
30/06/2023	Richard Gray Window Cleaning	BACS Pymnt	250.00	Gutter Cleaning ECM
14/06/2023	Peninsula	PENINSULA	249.54	HR Support June 2023
16/06/2023	Sage UK	SAGE UK	237.00	Sage Payroll June 2023
16/06/2023	RBS Software Solutions	BACS Pymnt	225.00	RBS Data Backup 2023/2024
01/06/2023	Scottish Water	SCOT WATER	213.00	EC Water June 2023
16/06/2023	Kent County Council	BACS Pymnt	212.63	Copier Rental July-Sept 23
07/06/2023	East Grinstead ATC	GRANT	200.00	EG ATC Grant 2023/2024
12/06/2023	Siemens	SIEMENS	198.00	Office Phones 12/06 - 11/07/23
27/06/2023	St John Ambulance	BACS Pymnt	190.08	ECL June SJA First Aid
20/06/2023	Upergy Ltd	NOMINAL	187.17	Floor Cleaner Battery
16/06/2023	The Sign Co	BACS Pymnt	185.70	Sign for Flowerbed Lower EC
30/06/2023	Playdale Playgrounds Ltd	BACS Pymnt	180.00	Engineer Inspection Playpark
16/06/2023	Hey Presto	BACS Pymnt	175.00	5 Hrs Website Support
30/06/2023	Horace Fuller Ltd	BACS Pymnt	161.42	Strimmer Cord & Oil
27/06/2023	Hydraulic Plant Services	BACS Pymnt	153.83	Battery for Tipper GY14 WKN
07/06/2023	Amber T Music	NOMINAL	150.00	ECL June - Amber T Music
20/06/2023	Lauren Pratt	NOMINAL	150.00	ECL June - Lauren Pratt Music
30/06/2023	Barker	BACS Pymnt	150.00	Plumbing EC & King St WC
16/06/2023	Biffa Waste Services Ltd	BACS Pymnt	130.20	OCH Wheelie Bins 27/5-30/06
16/06/2023	The Sign Co	BACS Pymnt	124.20	Various Signs
16/06/2023	Biffa Waste Services Ltd	BACS Pymnt	120.00	ECL June Waste & Recycling
16/06/2023	Richard Gray Window Cleaning	BACS Pymnt	120.00	ECM Window Cleaning June 23
27/06/2023	Ballpoint Office Supplies	BACS Pymnt	113.75	Various Office Stationery
16/06/2023	Screwfix Direct Ltd	BACS Pymnt	109.99	Fire Door Retainer ECM

27/06/2023	The Sign Co	BACS Pymnt	109.00	200x Dementia Leaflets
27/06/2023	The Sign Co	BACS Pymnt	98.40	Whitehall Bombing Reports
16/06/2023	Amazon Business	BACS Pymnt	94.97	MNC - CCTV Monitor
27/06/2023	Ballpoint Office Supplies	BACS Pymnt	93.56	Office Paper x3
20/06/2023	British Gas Lite	BRITISHGAS	86.26	MNC Electric May 2023
16/06/2023	J Watson	BACS Pymnt	85.00	8.5 Hrs Labour May 2023
16/06/2023	Monitor Cleaning Services Ltd	BACS Pymnt	80.40	Open/Close/Clean Toilets May 23
30/06/2023	Ballpoint Office Supplies	BACS Pymnt	77.72	Printer Toner & Stationery
23/06/2023	SSE	SSE	77.59	Public Clock Elec April - May
27/06/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	74.17	Timber for Planters
15/06/2023	Nat West	BANKLINE	71.50	Bankline Charges May 2023
16/06/2023	Mid Sussex District Council	BACS Pymnt	70.00	London Rd Premises Licence Fee
27/06/2023	The Sign Co	BACS Pymnt	70.00	50x Extra Copies of 'The Line'
30/06/2023	Biteproof	BACS Pymnt	70.00	East Court Weddings Domain
30/06/2023	J Watson	BACS Pymnt	60.00	6 Hrs Labour June JW
16/06/2023	PHS Group PLC	BACS Pymnt	58.76	OCH Waste Collection July
30/06/2023	PHS Group PLC	BACS Pymnt	58.76	OCH Waste Collection August
19/06/2023	SSE	SSE	55.86	MNC Electric April 2023
30/06/2023	Peninsula	PENINSULA	55.61	EAP Support June 2023
16/06/2023	Ballpoint Office Supplies	BACS Pymnt	54.11	Toner & Magnets
27/06/2023	Screwfix Direct Ltd	BACS Pymnt	50.27	Drill Bit/Screws for Planters
30/06/2023	Jewson	BACS Pymnt	49.12	Postfix for Street Signs
30/06/2023	Nat West	NAT WEST	47.94	Nat West Charges May 2023
30/06/2023	Screwfix Direct Ltd	BACS Pymnt	47.78	Wood Treatment for Sculpture
30/06/2023	Aldridge & Trillwood	BACS Pymnt	47.50	Sadolin for Benches
30/06/2023	Aldridge & Trillwood	BACS Pymnt	47.50	Paint for Pillars ECM
30/06/2023	The Sign Co	BACS Pymnt	45.00	3x Signs-History of MNC
16/06/2023	Jewson	BACS Pymnt	44.17	Hazard Tape
30/06/2023	Toolstation Ltd	BACS Pymnt	40.84	Impact Socket Set
14/06/2023	Elavon	ELAVON	36.34	Monthly PDQ Card Fees
27/06/2023	The Sign Co	BACS Pymnt	36.00	Poster Map for Office
27/06/2023	Toolstation Ltd	BACS Pymnt	35.61	Drain Unblocker
16/06/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	34.16	Wood for Wedding Arch
06/06/2023	Homebase	NOMINAL	28.00	Masonry Smokstone Paint
13/06/2023	EG Computer Store	NOMINAL	25.00	Laptop Adapter / Charger
16/06/2023	Screwfix Direct Ltd	BACS Pymnt	23.99	Paint for Wedding Arch
16/06/2023	Amazon Business	BACS Pymnt	22.98	Tent Pegs for Wedding Arch
19/06/2023	SSE	SSE	21.55	High St Powerbox April 2023
20/06/2023	British Gas Lite	BRITISHGAS	20.28	High St Powerbox May 2023
30/06/2023	J Watson	BACS Pymnt	20.00	2 Hrs Labour June JW
30/06/2023	Mad Ideas Ltd	BACS Pymnt	18.00	ECL Banner Pouch
30/06/2023	Jewson	BACS Pymnt	13.33	Postfix for Street Signs
16/06/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	12.10	Bolts & Nuts for Planters
30/06/2023	Aldridge & Trillwood	BACS Pymnt	11.29	Paint for Library Bollards
16/06/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	8.52	Repairs to Coronation Coach
16/06/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	8.14	Nail Plate for Flowerbed EC
05/06/2023	Castle Water	CASTLEWATE	5.00	MNC Water June 2023

Total Payments 150,933.69

05/06/2023	Zoom	NWCC	143.88	NWCC - Annual Zoom Subscription
05/06/2023	Hardwick Hire	NWCC	105.00	NWCC - Transit Van Hire
05/06/2023	Stag Theatre	NWCC	98.00	NWCC - 2x Evening with G Hunniford
05/06/2023	Card Fee	NWCC	60.00	NWCC - NWCC Annual Fees
05/06/2023	Amazon	NWCC	36.99	NWCC - Life Size King Charles
05/06/2023	Amazon	NWCC	30.36	NWCC - Lint Rollers
05/06/2023	Amazon	NWCC	25.46	NWCC - Kings coronation Garden Games
05/06/2023	Lebara	NWCC	24.90	NWCC - Monthly Sim Cards
05/06/2023	Amazon	NWCC	14.56	NWCC - Laminator Carrier Pack
05/06/2023	MIB	NWCC	10.00	NWCC - Insurance Check (Barrier)
05/06/2023	Sainsburys	NWCC	7.50	NWCC - Town Events Subsistence

556.65

EAST GRINSTEAD TOWN COUNCIL PAYMENTS - July 2023

Payments Listing - July 2023

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
18/07/2023	Net Salaries	NET SAL	44,959.80	Net Salaries July 2023
21/07/2023	HMRC	HMRC	13,285.45	HMRC PAYE June 2023
19/07/2023	WSCC	LGPS	13,196.01	LGPS Contributions June 2023
28/07/2023	Sutcliffe Play Ltd	BACS Pymnt	10,808.60	Supply/Install Swings Playpark
28/07/2023	M&M Services	BACS Pymnt	6,679.90	S106 - QRC Landscaping Pathway
18/07/2023	Chequer Mead	GRANT	5,833.33	Chq Mead Grant July 2023
14/07/2023	Sutcliffe Play Ltd	BACS Pymnt	3,823.36	EC Playpark Swings
14/07/2023	High Gain Event Services	BACS Pymnt	2,688.00	ECL July Sound & Stage
24/07/2023	SSE	SSE	2,000.26	EC Electric June 2023
05/07/2023	NWCC	NWCC	1,410.80	NWCC - see analysis below
03/07/2023	MSDC	NNDR	1,176.00	EC NNDR 4 of 10
28/07/2023	M&M Services	BACS Pymnt	1,087.20	S106 - QRC Landscaping Rope
06/07/2023	J Green	NOMINAL	925.00	ECL Music July
27/07/2023	Focus	FOCUS	849.52	IT Software & Support August
28/07/2023	Screwfix Direct Ltd	BACS Pymnt	789.99	Storage Shed for ECL Equipment
21/07/2023	Two Moons Computing	NOMINAL	720.00	5 Hrs Emergency IT Support
14/07/2023	Marlows Plumbing & Heating Ltd	BACS Pymnt	550.00	King St WC Repairs Labour
26/07/2023	Armed Forces Day	GRANT	549.76	Armed Forces Day
27/07/2023	Focus	FOCUS	483.73	B'band & Rental August 2023
14/07/2023	Octopus	OCTOPUS	468.82	OCH Electric June 2023
04/07/2023	Scottish Water	SCOT WATER	447.94	OCH Water 19/03 - 19/06/23
05/07/2023	UK Fuels	UK FUELS	422.72	Fuel Charges June 2023
17/07/2023	RAM Tracking	RAM TRACK	420.00	RAM Track Disconnection
14/07/2023	G Hearn	G HEARN	400.00	Cemetery Services July 2023
10/07/2023	MSDC	NNDR	393.00	OCH NNDR 4 of 10
14/07/2023	Britaniacrest Recycling	BACS Pymnt	366.00	Skip for St Barnabus
17/07/2023	British Gas	BRITISHGAS	365.24	EC Gas June 2023
28/07/2023	Dorma UK Ltd	BACS Pymnt	356.40	Fire Door Contract 2023/24
14/07/2023	Biffa Waste Services Ltd	BACS Pymnt	348.00	ECL Waste & Recycling
03/07/2023	MSDC	NNDR	346.00	MH NNDR 4 of 10
10/07/2023	SSE	SSE	329.32	King St Electric 29/03 - 22/06
10/07/2023	SSE	SSE	321.76	EC Gas May 2023
10/07/2023	Peninsula	PENINSULA	319.93	H & S Support - July 2023
17/07/2023	British Gas	BRITISHGAS	307.60	OCH Gas June 2023
26/07/2023	MSVA	GRANT	294.00	MSVA Grant
28/07/2023	South East Employers	BACS Pymnt	289.20	SEE Membership 2023/24
28/07/2023	Identity Press	BACS Pymnt	280.00	Condolence & Minutes Book
20/07/2023	MSDC	NNDR	251.00	MNC NNDR 4 of 10
14/07/2023	Peninsula	PENINSULA	249.54	HR Support July 2023
28/07/2023	J S Locksmiths	BACS Pymnt	244.50	30x Tenant Keys ECM
17/07/2023	Sage UK	SAGE UK	237.00	Sage Payroll July 2023
28/07/2023	The Sign Co	BACS Pymnt	216.00	ECL Toilet Signage
03/07/2023	Scottish Water	SCOT WATER	213.00	EC Water July 2023
14/07/2023	Biffa Waste Services Ltd	BACS Pymnt	200.16	OCH Wheelie Bin 01/07-28/07/23
12/07/2023	Siemens	SIEMENS	198.00	Office Phones 12/07 - 11/08/23
28/07/2023	Rokill Pest Control Services	BACS Pymnt	191.10	Pest Control ECM 30/07-29/10/23
10/07/2023	SSE	SSE	161.97	OCH Gas May 2023
14/07/2023	Redland EMBT Group Limited	BACS Pymnt	153.98	Various Cleaning Supplies
28/07/2023	Ballpoint Office Supplies	BACS Pymnt	137.84	3x Printer Toners
14/07/2023	Clive Widgey Agricultural	BACS Pymnt	136.20	GU14 WKM Repairs
28/07/2023	Richard Gray Window Cleaning	BACS Pymnt	120.00	Window Cleaning July ECM
28/07/2023	ROSPA Enterprises Ltd	BACS Pymnt	111.00	Annual Inspection EC Playpark
14/07/2023	Hey Presto	BACS Pymnt	105.00	3 Hours Website Support
14/07/2023	Hydraulic Plant Services	BACS Pymnt	102.00	Battery for Floor Cleaner
28/07/2023	Screwfix Direct Ltd	BACS Pymnt	89.98	2x Work Boots ODS
28/07/2023	Monitor Cleaning Services Ltd	BACS Pymnt	80.40	Open/Close/Clean Toilets June
14/07/2023	Wighman & Parrish Limited	BACS Pymnt	73.43	Various Catering Supplies
28/07/2023	Screwfix Direct Ltd	BACS Pymnt	71.26	Guttering for Clergy Hut MNC
28/07/2023	Ballpoint Office Supplies	BACS Pymnt	65.27	Refreshments for Hirers
17/07/2023	Nat West	NATWEST	63.36	Bankline Charges June 2023
03/07/2023	EE Ltd	EE LTD	63.00	Cemetery Broadband July 2023
31/07/2023	EE Ltd	EE LTD	63.00	Cemetery Broadband August 2023
28/07/2023	Screwfix Direct Ltd	BACS Pymnt	60.67	Gutter Repair MNC Workshop
14/07/2023	Radius	RADIUS	57.60	Monthly Vehicle Tracking
24/07/2023	SSE	SSE	56.50	Public Clock Electric June '23
26/07/2023	Peninsula	PENINSULA	55.54	EAP Support July 2023
10/07/2023	Elavon	ELAVON	53.12	Monthly PDQ Card Fees
27/07/2023	Poundstrecher	NOMINAL	50.00	4x W'hall Bombing Storage Box
14/07/2023	The Sign Co	BACS Pymnt	43.80	12x Signs
28/07/2023	Imberhome Lane Nursery	BACS Pymnt	39.98	Compost & Plants MNC
06/07/2023	JJ Computers Ltd	NOMINAL	36.00	Whitehall Day Sound Equipment
14/07/2023	DT Electrical Supplies (EG) Ltd	BACS Pymnt	35.94	Cable Ties & Rubber Plugs
31/07/2023	Nat West	NAT WEST	33.67	Nat West Charges June 2023
28/07/2023	Screwfix Direct Ltd	BACS Pymnt	32.99	Hi Viz Jacket JW
28/07/2023	J S Locksmiths	BACS Pymnt	25.50	2x New Tenant Keys ECM

14/07/2023	Amazon Business	BACS Pymnt	20.99	16" 3 Speed Office Fan
28/07/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	20.65	Bolts for Bench Repairs
25/07/2023	EG Tyre Service Ltd	NOMINAL	18.00	8" Tyre Tube Filter
28/07/2023	Screwfix Direct Ltd	BACS Pymnt	17.75	Outside Tap Repair ECM
14/07/2023	J S Locksmiths	BACS Pymnt	17.60	2x Tenant Keys
28/07/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	15.74	Bolts for Bench Repair
28/07/2023	Screwfix Direct Ltd	BACS Pymnt	10.99	Welding Wire MNC Workshop
14/07/2023	J S Locksmiths	BACS Pymnt	9.91	Lock for Office Drawer
28/07/2023	Screwfix Direct Ltd	BACS Pymnt	6.98	Guttering for Clergy Hut MNC
05/07/2023	Castle Water	CASTLEWATE	5.00	MNC Water July 2023
14/07/2023	Jewson	BACS Pymnt	3.94	Cutting Discs

Total Payments 122,619.49

05/07/2023	Nisbets	NWCC	599.98	NWCC - MH Bar Fridge 208 Ltr
05/07/2023	DVLA	NWCC	322.50	NWCC - GY14 WKM Road Tax
05/07/2023	Adobe	NWCC	198.96	NWCC - Annual Adobe Licence
05/07/2023	Indeed	NWCC	108.78	NWCC - Caretaker Advert
05/07/2023	Post Office	NWCC	75.00	NWCC - 100x 2nd Class Stamps
05/07/2023	Ladderstore	NWCC	69.84	NWCC - Step Ladder Platform
05/07/2023	Aldi	NWCC	48.81	NWCC - Mayors Parlour Refreshments
05/07/2023	Lebara	NWCC	24.90	NWCC - Monthly SIM Cards
05/07/2023	Just Gloves	NWCC	23.94	NWCC - 200x Graffiti Removal Gloves
05/07/2023	MSCD	NWCC	18.00	NWCC - Permit WM Cleaning
05/07/2023	Preservation Equipment	NWCC	17.34	NWCC - Preservation Wax
05/07/2023	Inerra	NWCC	12.05	NWCC - 5x Black Flower Vases
05/07/2023	The Bookshop	NWCC	10.50	NWCC - Mayor Gift Wrapping
05/07/2023	Post Office	NWCC	6.85	NWCC - Postage for St Barnabus Paperwork
05/07/2023	WHSmith	NWCC	2.69	NWCC - Mayor Gift Wrapping
05/07/2023	Zoom	NWCC	-129.34	NWCC - Zoom Refund

1,410.80

EAST GRINSTEAD TOWN COUNCIL PAYMENTS - August 2023

Payments Listing - August 2023

Date Paid	Payee Name	Payment Ref	Amount Paid (£)	Transaction Detail
18/08/2023	Net Salaries	NET SAL	37,204.03	Net Salaries August 2023
22/08/2023	HMRC	HMRC	14,398.49	HMRC PAYE July 2023
17/08/2023	WSCC	LGPS	13,323.42	LGPS Contributions July 2023
21/08/2023	PWLB	PWLB	5,916.96	PWLB Repayment
18/08/2023	Chequer Mead	GRANT	5,833.33	Chequer Mead Grant - August
14/08/2023	Playdale Playgrounds Ltd	BACS Pymnt	3,053.62	50% deposit 'Inclusive Orbit' Playpark
31/08/2023	The Cumbria Clock Company	BACS Pymnt	3,032.40	Millunium Clock Repair 2of2
25/08/2023	High Gain Event Services	BACS Pymnt	2,748.00	ECL Aug Sound & Stage
25/08/2023	Elan City UK	BACS Pymnt	2,700.00	S106-Solar Radar SID
25/08/2023	FW Design Ltd	BACS Pymnt	2,400.00	Digital Interactive Map Licence
21/08/2023	SSE	SSE	2,068.95	EC Electric July 2023
01/08/2023	MSDC	NNDR	1,176.00	EC NNDR 5 of 10
04/08/2023	NWCC	NWCC	1,095.41	NWCC - see analysis below
31/08/2023	Biffa Waste Services Ltd	BACS Pymnt	1,015.56	3x Wheelie Bins 30/09-29/12/23
14/08/2023	South East Fire Protection Ltd	BACS Pymnt	977.05	Fire Alarm 6 mth Service
25/08/2023	Oakhurst Builders	BACS Pymnt	912.00	Repairs to Car Park Wall EC
14/08/2023	Playdale Playgrounds Ltd	BACS Pymnt	741.01	Rota Bouncer Repair Playpark
14/08/2023	Notice Board Company	BACS Pymnt	718.40	Notice Board St Barnabus
25/08/2023	J S Locksmiths	BACS Pymnt	625.69	EC Keys for Tenants
25/08/2023	S C Scaffolding	BACS Pymnt	600.00	Scaffolding Millenium Clock
25/08/2023	Oakhurst Builders	BACS Pymnt	540.00	Repointing War Memorial High St
14/08/2023	Cea Events	BACS Pymnt	537.12	Car Parking Marshalls ECL Aug
15/08/2023	Purple Heart Records	NOMINAL	500.00	ECL August - Nashville Music
31/08/2023	Elan City UK	BACS Pymnt	473.08	S106-Solar Panel Kit for SID
25/08/2023	Marmax Products Ltd	BACS Pymnt	469.32	Memorial Bench Berwick
14/08/2023	J Watson	BACS Pymnt	460.00	46 Hrs Labour July JW
16/08/2023	Octopus Energy	OCTOPUS	443.74	OCH Electric July 2023
31/08/2023	J Watson	BACS Pymnt	425.00	42.5 Hrs Labour Aug JW
09/08/2023	UK Fuels	UK FUEL	414.55	Fuel Charges July 2023
17/08/2023	G Hearn	G HEARN	400.00	Cemetery Services August 2023
10/08/2023	MSDC	NNDR	393.00	OCH NNDR 5 of 10
15/08/2023	Keith Mitchell	NOMINAL	350.00	ECL August - Time to Rock
31/08/2023	Biffa Waste Services Ltd	BACS Pymnt	348.00	ECL Waste & Recycling
01/08/2023	MSDC	NNDR	346.00	MH NNDR 5 of 10
15/08/2023	British Gas	BRITISHGAS	338.53	EC Gas July 2023
14/08/2023	Sussex Lifts Ltd	BACS Pymnt	336.00	Annual Lift Service Sep '23 - Aug '24
14/08/2023	Biffa Waste Services Ltd	BACS Pymnt	324.00	Waste & Recycling
09/08/2023	Peninsula	PENINSULA	319.93	H&S Support August 2023
14/08/2023	Timberstore Ltd	BACS Pymnt	314.11	Sleepers for Compass Bed EC
25/08/2023	Britaniacrest Recycling Ltd	BACS Pymnt	310.20	MNC 8 Yard Skip
15/08/2023	British Gas	BRITISHGAS	270.65	OCH Gas July 2023
21/08/2023	MSDC	NNDR	251.00	MNC NNDR 5 of 10
15/08/2023	Martin Dodd	NOMINAL	250.00	ECL Aug - Small Talk Band
15/08/2023	Peninsula	PENINSULA	249.54	HR Support August 2023
14/08/2023	Siemens	SIEMENS	246.00	Office Phones 12/08 - 11/09/23
16/08/2023	Sage UK	SAGE UK	237.00	Sage Payroll August 2023
31/08/2023	Sussex Lifts Ltd	BACS Pymnt	234.00	Lift Repair EC
14/08/2023	Redland EMBT Group Limited	BACS Pymnt	224.36	Various Caretaking Supplies
14/08/2023	Parker Building Supplies	BACS Pymnt	218.02	MNC Grave Border Turfing
31/08/2023	Parker Building Supplies	BACS Pymnt	218.02	MNC Artificial Grass
01/08/2023	Scottish Water	SCOT WATER	213.00	EC Water August 2023
14/08/2023	Calabash Mint Ltd	BACS Pymnt	203.04	60x Large Toilet Rolls
14/08/2023	Main Street Signs Ltd	BACS Pymnt	197.52	2x Street Nameplates
25/08/2023	St John Ambulance	BACS Pymnt	190.08	ECL Aug SJA First Aid
14/08/2023	Wealden Embroidery & Print	BACS Pymnt	151.20	4x Uniform Trousers
31/08/2023	Biffa Waste Services Ltd	BACS Pymnt	130.20	OCH Wheelie Bin 26/08-29/09/23
14/08/2023	Main Street Signs Ltd	BACS Pymnt	126.24	Nameplate Femandy Lane
21/08/2023	British Gas	BRITISHGAS	125.90	MNC Electric June 2023
21/08/2023	British Gas	BRITISHGAS	106.96	MNC Electric July 2023
14/08/2023	Hey Presto	BACS Pymnt	105.00	3 Hrs Website Support
14/08/2023	Biffa Waste Services Ltd	BACS Pymnt	104.16	OCH Wheelie Bin 29/07-25/08/23
14/08/2023	STS Tyre Pro (Central Tyre)	BACS Pymnt	88.50	Tyre for GY14 WKM
31/08/2023	Jewson	BACS Pymnt	76.00	Slabs for Memorial Bench EC
14/08/2023	Screwfix Direct Ltd	BACS Pymnt	74.97	3x Toilet Seats MH
15/08/2023	Elavon	ELAVON	72.15	Monthly PDQ Card Fees
14/08/2023	Jewson	BACS Pymnt	71.22	Sub-base for Compound MNC
14/08/2023	James Hallam Council Guard	BACS Pymnt	67.74	St Barnabus Insurance 19/06-31/08/23
15/08/2023	Nat West	NAT WEST	66.13	Bankline charges July 2023
14/08/2023	J Watson	BACS Pymnt	65.00	6.5 Hrs Labour July JW
31/08/2023	EE Ltd	EE LTD	63.00	Cemetery Broadband Sept. 2023
14/08/2023	J S Locksmiths	BACS Pymnt	62.85	14x Keys ECM
25/08/2023	Easy-Gate Ltd	BACS Pymnt	62.40	Toddler Gate Repair Playpark
21/08/2023	British Gas	BRITISHGAS	62.09	High St Powerbox June & July
14/08/2023	PHS Group PLC	BACS Pymnt	58.76	OCH Waste Collection Sept 23
31/08/2023	PHS Group PLC	BACS Pymnt	58.76	OCH Waste Collection Oct 23

21/08/2023	SSE	SSE	58.55	Public Clock Electric July '23
29/08/2023	Peninsula	PENINSULA	55.54	EAP Support August 2023
31/08/2023	The Sign Co	BACS Pymnt	54.00	EC Sign Print & Re-Cover
25/08/2023	Screwfix Direct Ltd	BACS Pymnt	50.47	Sanding Discs St Barnabus Ext.
31/08/2023	Nat West	NATWEST	50.28	Nat West Charges July 2023
25/08/2023	Jewson	BACS Pymnt	47.95	Cold Roll Playpark B/Ball
29/08/2023	C Gould	NOMINAL	42.00	Christine Gould Memorial
31/08/2023	J Watson	BACS Pymnt	40.00	4 Hrs Labour Aug JW
14/08/2023	Jewson	BACS Pymnt	38.16	Postfix for Banner Frame EC
14/08/2023	Radius	RADIUS	36.00	Monthly Vehicle Tracking
25/08/2023	Screwfix Direct Ltd	BACS Pymnt	32.99	Safety Work Boots GW
31/08/2023	SSAFA	MAYORAL	30.50	SSAFA Concert Ticket
25/08/2023	Ballpoint Office Supplies	BACS Pymnt	26.99	Printer Ink Cartridge
14/08/2023	Hydraulic Plant Services	BACS Pymnt	26.40	Clips for SID
14/08/2023	Screwfix Direct Ltd	BACS Pymnt	26.39	Door Lock OCH
14/08/2023	Biffa Waste Services Ltd	BACS Pymnt	25.20	2x Wheelie Bin Collection
14/08/2023	Ballpoint Office Supplies	BACS Pymnt	22.75	Office Paper & Scissors
25/08/2023	Screwfix Direct Ltd	BACS Pymnt	19.99	Fuel Addative for Tipper
31/08/2023	Screwfix Direct Ltd	BACS Pymnt	19.99	Screws for Workshop Stock
14/08/2023	Screwfix Direct Ltd	BACS Pymnt	19.25	Security for Shed OCH
14/08/2023	Jewson	BACS Pymnt	19.08	Postfix for Street Name Plate
14/08/2023	Amazon Business	BACS Pymnt	16.99	Toyota Waterproof Seat Covers
25/08/2023	Hydraulic Plant Services	BACS Pymnt	16.20	Fuse for Tractor
15/08/2023	A Fletcher	NOMINAL	14.35	ECL Aug - Volunteer Expenses
25/08/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	13.44	Bench Fixings
25/08/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	11.28	Bolts/Washers Bench Repairs
14/08/2023	Hydraulic Plant Services	BACS Pymnt	10.15	Repairs to Tow Bar Tractor
02/08/2023	Castle Water	CASTLE WAT	5.88	St Barnabus Water July 2023
07/08/2023	Castle Water	CASTLEWATE	5.00	MNC Water August 2023
14/08/2023	Mid Sussex Timber Co Ltd	BACS Pymnt	2.30	Repairs to Gate Playpark

Total Payments 114,422.43

04/08/2023	Lockhart Catering	NWCC	450.57	NWCC - Kitchen Equipment
04/08/2023	Green Tech	NWCC	185.83	NWCC - Organic Weed Killer
04/08/2023	Nisbets	NWCC	153.58	NWCC - Mayors Parlour Fridge
04/08/2023	Sum Up	NWCC	94.80	NWCC - Additional Sum Up Machine
04/08/2023	Ironmongery Direct	NWCC	57.85	NWCC - Window Locks & Screws
04/08/2023	Agri Gem	NWCC	52.60	NWCC - 5 Litre Weed Spray
04/08/2023	MSDC	NWCC	35.00	NWCC - QRC MSDC Parking Fine
04/08/2023	Lebara	NWCC	24.90	NWCC - Monthly SIM Cards
04/08/2023	Inerra	NWCC	14.32	NWCC - 5x Black Flower Holders
04/08/2023	Amazon	NWCC	10.99	NWCC - Cable & Cable Ties
04/08/2023	Post Office	NWCC	8.75	NWCC - Ext. Audit Postage
04/08/2023	Indeed	NWCC	3.22	NWCC - Indeed Recruitment
04/08/2023	Land Registry	NWCC	3.00	NWCC - Land Registry Search

1,095.41

Date: 04/09/2023

East Grinstead Town Council

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Time: 16:48

**Bank Reconciliation Statement as at 31/08/2023
for Cashbook 1 - Current/Reserve Account**

User: DC

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	31/08/2023	999	6,076.12
			<u>6,076.12</u>
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
31/08/2023 BACS Pymnt BACS P/L Pymnt Page 3563		683.02	
			<u>683.02</u>
			5,393.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<u>0.00</u>
			5,393.10
		Balance per Cash Book is :-	5,393.10
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/08/2023
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	31/08/2023	999	500,831.38
			<hr/> 500,831.38
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			500,831.38
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			500,831.38
		Balance per Cash Book is :-	500,831.38
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 1 - Current/Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	31/07/2023	999	22,439.10
			<hr/> 22,439.10
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			22,439.10
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			22,439.10
		Balance per Cash Book is :-	22,439.10
		Difference is :-	0.00

Bank Reconciliation Statement as at 31/07/2023
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	31/07/2023	999	561,690.06
			<hr/> 561,690.06
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			561,690.06
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			561,690.06
		Balance per Cash Book is :-	561,690.06
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 1 - Current/Reserve Account

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Nat West Current Account	30/06/2023	999	14,719.55
			<hr/> 14,719.55
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
30/06/2023 BACS Pymnt BACS P/L Pymnt Page 3545		10,350.12	
			<hr/> 10,350.12
			4,369.43
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			4,369.43
		Balance per Cash Book is :-	4,369.43
		Difference is :-	0.00

Bank Reconciliation Statement as at 30/06/2023
for Cashbook 6 - Natwest Direct Reserve

<u>Bank Statement Account Name (s)</u>	<u>Statement Date</u>	<u>Page No</u>	<u>Balances</u>
Natwest Direct Reserve	30/06/2023	999	658,244.46
			<hr/> 658,244.46
<u>Unpresented Cheques (Minus)</u>		<u>Amount</u>	
		0.00	
			<hr/> 0.00
			658,244.46
<u>Receipts not Banked/Cleared (Plus)</u>			
		0.00	
			<hr/> 0.00
			658,244.46
		Balance per Cash Book is :-	658,244.46
		Difference is :-	0.00

04/09/2023

East Grinstead Town Council

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Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
100 Democratic Representation							
4001 Salaries and Wages	2,731	16,766	44,209	27,443		27,443	37.9%
4002 Emps. NI & Superann.	827	6,493	13,271	6,778		6,778	48.9%
4012 Members Training	0	1,100	2,000	900		900	55.0%
4013 Mayors Allowance	110	663	2,019	1,356		1,356	32.8%
4014 Civic and Ceremonial	0	343	1,600	1,257		1,257	21.4%
4049 Member Expenses	0	6,196	19,041	12,845		12,845	32.5%
4050 Election Costs	0	0	4,500	4,500		4,500	0.0%
4600 Support Service Allocation-In	810	6,170	14,806	8,636		8,636	41.7%
Democratic Representation :- Indirect Expenditure	4,478	37,730	101,446	63,716	0	63,716	37.2%
Net Expenditure	(4,478)	(37,730)	(101,446)	(63,716)			
200 Corporate Management							
1190 Bank/Investment Income	2,460	12,700	14,500	1,800			87.6%
1201 Miscellaneous Income	42	5,182	750	(4,432)			690.9%
Corporate Management :- Income	2,502	17,882	15,250	(2,632)			117.3%
4001 Salaries and Wages	3,340	19,386	51,084	31,698		31,698	38.0%
4002 Emps. NI & Superann.	949	7,476	15,289	7,813		7,813	48.9%
4131 Legal Expenses	0	3,563	1,000	(2,563)		(2,563)	356.3%
4133 Internal Audit Fee	0	0	550	550		550	0.0%
4134 External Audit Fee	0	0	2,100	2,100		2,100	0.0%
4135 Treasury and Bank Charges	189	847	2,200	1,353		1,353	38.5%
4138 PWLB Capital Repayments	3,836	3,836	8,000	4,164		4,164	48.0%
4139 PWLB Interest Repayments	2,081	2,081	4,200	2,120		2,120	49.5%
4600 Support Service Allocation-In	502	5,998	14,427	8,429		8,429	41.6%
Corporate Management :- Indirect Expenditure	10,897	43,188	98,850	55,662	0	55,662	43.7%
Net Income over Expenditure	(8,395)	(25,306)	(83,600)	(58,294)			
300 East Court Estate							
1000 East Court Income	7,062	39,650	75,000	35,350			52.9%
1001 Meridian Hall Income	7,216	40,706	80,000	39,294			50.9%
1002 Old Court House Income	3,835	20,829	53,000	32,171			39.3%
1006 St Barnabus Income	0	0	18,000	18,000			0.0%
East Court Estate :- Income	18,113	101,184	226,000	124,816			44.8%
4001 Salaries and Wages	18,592	97,537	242,854	145,317		145,317	40.2%
4002 Emps. NI & Superann.	5,226	34,897	68,531	33,634		33,634	50.9%
4008 Staff Training	0	0	3,500	3,500		3,500	0.0%
4021 Uniform Business Rate	2,166	10,833	28,000	17,167		17,167	38.7%

Continued over page

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4022 Gas	593	2,358	10,500	8,142		8,142	22.5%
4023 Electricity	4,208	9,849	35,000	25,152		25,152	28.1%
4024 Water and Sewerage	219	1,464	7,400	5,936		5,936	19.8%
4030 Cleaning Materials	356	606	3,200	2,594		2,594	18.9%
4031 Waste Collection	1,241	3,779	5,335	1,556		1,556	70.8%
4041 Telephone	50	250	600	350		350	41.7%
4061 Equipment Purchases	128	1,625	7,300	5,675		5,675	22.3%
4063 Building Service Contracts	1,094	4,746	12,000	7,254		7,254	39.6%
4064 Buildings Repairs & Maint.	1,879	13,466	55,000	41,534		41,534	24.5%
4066 Protective Clothing	159	889	1,000	111		111	88.9%
4075 Grounds Maintenance	885	3,189	14,000	10,811		10,811	22.8%
4076 East Court Play Area	(8,937)	3,499	4,000	501		501	87.5%
4152 Promotions & Advertisements	0	2,753	3,000	247		247	91.8%
4201 Miscellaneous Expenses	0	545	1,800	1,255		1,255	30.3%
4600 Support Service Allocation-In	4,050	35,801	85,962	50,161		50,161	41.6%
East Court Estate :- Indirect Expenditure	<u>31,909</u>	<u>228,085</u>	<u>588,982</u>	<u>360,897</u>	<u>0</u>	<u>360,897</u>	<u>38.7%</u>
Net Income over Expenditure	<u>(13,796)</u>	<u>(126,900)</u>	<u>(362,982)</u>	<u>(236,082)</u>			
<u>400 Community Support</u>							
1080 Community Support Income	1,509	19,635	18,000	(1,635)			109.1%
Community Support :- Income	<u>1,509</u>	<u>19,635</u>	<u>18,000</u>	<u>(1,635)</u>			<u>109.1%</u>
4001 Salaries and Wages	722	4,131	10,736	6,605		6,605	38.5%
4002 Emps. NI & Superann.	219	1,588	3,229	1,641		1,641	49.2%
4091 Christmas Lights Grant	0	0	24,000	24,000		24,000	0.0%
4092 EG Twinning Grant	0	0	500	500		500	0.0%
4093 High Street Traders Events	0	0	250	250		250	0.0%
4094 CAB Grant	0	0	1,500	1,500		1,500	0.0%
4095 Age Concern Grant	0	0	1,000	1,000		1,000	0.0%
4096 EG Christmas Promotions	0	0	600	600		600	0.0%
4097 CVS Rent Grant	0	294	2,800	2,506		2,506	10.5%
4098 Community Grants-Other	0	0	3,000	3,000		3,000	0.0%
4099 Defibrillators Batteries Fund	0	0	500	500		500	0.0%
4100 East Grinstead in Bloom	0	0	500	500		500	0.0%
4101 Youth Sports Grants	0	0	3,500	3,500		3,500	0.0%
4103 Youth Services Advisor	0	0	1,000	1,000		1,000	0.0%
4104 Employment Support Initiatives	0	0	400	400		400	0.0%
4105 Town Events	12	171	825	654		654	20.8%
4107 Campaign Initiatives	2,250	4,498	1,000	(3,498)		(3,498)	449.8%
4109 EG Community Bonfire	0	900	900	0		0	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4116 Summer programme	4,580	23,698	10,000	(13,698)		(13,698)	237.0%
4117 ATC Grant	0	200	200	0		0	100.0%
4118 Speedwatch Equipment	394	394	500	106		106	78.8%
4119 Dementia Friendly East Grinste	0	105	250	145		145	42.0%
4123 EG Museum Grant	0	0	3,500	3,500		3,500	0.0%
4127 Veterans Day	0	571	550	(21)		(21)	103.9%
4128 Remembrance Day	0	0	1,000	1,000		1,000	0.0%
4129 Disability Access	0	0	500	500		500	0.0%
4137 Bluebell Heritage Project	0	0	1,000	1,000		1,000	0.0%
4600 Support Service Allocation-In	160	5,572	12,602	7,030		7,030	44.2%
Community Support :- Indirect Expenditure	<u>8,337</u>	<u>42,122</u>	<u>86,342</u>	<u>44,220</u>	<u>0</u>	<u>44,220</u>	<u>48.8%</u>
Net Income over Expenditure	<u>(6,828)</u>	<u>(22,487)</u>	<u>(68,342)</u>	<u>(45,855)</u>			
<u>500 Planning</u>							
4001 Salaries and Wages	1,029	6,181	16,230	10,049		10,049	38.1%
4002 Emps. NI & Superann.	315	2,403	4,917	2,514		2,514	48.9%
4130 Planning Consultancy	0	0	3,000	3,000		3,000	0.0%
4136 Neighbourhood Plan	2,000	2,000	0	(2,000)		(2,000)	0.0%
4600 Support Service Allocation-In	165	1,727	4,127	2,400		2,400	41.8%
Planning :- Indirect Expenditure	<u>3,509</u>	<u>12,311</u>	<u>28,274</u>	<u>15,963</u>	<u>0</u>	<u>15,963</u>	<u>43.5%</u>
Net Expenditure	<u>(3,509)</u>	<u>(12,311)</u>	<u>(28,274)</u>	<u>(15,963)</u>			
<u>600 Economic Development & Tourism</u>							
1012 Tourism Sales	109	872	1,000	128			87.2%
1070 MSDC Initiative Grants	0	0	13,635	13,635			0.0%
Economic Development & Tourism :- Income	<u>109</u>	<u>872</u>	<u>14,635</u>	<u>13,763</u>			<u>6.0%</u>
4001 Salaries and Wages	5,468	27,340	68,743	41,403		41,403	39.8%
4002 Emps. NI & Superann.	1,491	9,526	18,920	9,394		9,394	50.3%
4041 Telephone	20	100	360	260		260	27.8%
4110 Economic Development Init.	0	0	1,800	1,800		1,800	0.0%
4111 Tourism Initiatives	0	282	3,000	2,718		2,718	9.4%
4115 Business Support Initiatives	0	0	400	400		400	0.0%
4122 Mid Sussex Marathon	0	0	500	500		500	0.0%
4124 Sustainability and Enhancement	0	0	5,000	5,000		5,000	0.0%
4600 Support Service Allocation-In	690	6,995	16,871	9,876		9,876	41.5%
Economic Development & Tourism :- Indirect Expenditure	<u>7,669</u>	<u>44,242</u>	<u>115,594</u>	<u>71,352</u>	<u>0</u>	<u>71,352</u>	<u>38.3%</u>
Net Income over Expenditure	<u>(7,560)</u>	<u>(43,371)</u>	<u>(100,959)</u>	<u>(57,588)</u>			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>700 Cemetery Services</u>							
1004 Mount Noddy Lodge Rent	850	4,250	10,200	5,950			41.7%
1020 Cemetery Fees & Charges	3,235	18,880	43,000	24,120			43.9%
Cemetery Services :- Income	<u>4,085</u>	<u>23,130</u>	<u>53,200</u>	<u>30,070</u>			43.5%
4001 Salaries and Wages	3,730	18,715	47,516	28,801	28,801		39.4%
4002 Emps. NI & Superann.	1,050	6,739	13,421	6,682	6,682		50.2%
4023 Electricity	222	360	650	290	290		55.4%
4024 Water and Sewerage	5	25	560	535	535		4.5%
4031 Waste Collection	259	776	2,850	2,075	2,075		27.2%
4061 Equipment Purchases	0	314	3,000	2,686	2,686		10.5%
4064 Buildings Repairs & Maint.	59	184	8,000	7,816	7,816		2.3%
4075 Grounds Maintenance	383	421	3,500	3,079	3,079		12.0%
4080 Planting-Roundabouts/Baskets	0	0	500	500	500		0.0%
4086 Fuel-Mowers/Tractors/Digger	110	550	1,320	770	770		41.7%
4201 Miscellaneous Expenses	400	2,095	5,400	3,305	3,305		38.8%
4600 Support Service Allocation-In	910	6,121	14,818	8,697	8,697		41.3%
Cemetery Services :- Indirect Expenditure	<u>7,128</u>	<u>36,299</u>	<u>101,535</u>	<u>65,236</u>	<u>0</u>	<u>65,236</u>	35.8%
Net Income over Expenditure	<u>(3,043)</u>	<u>(13,169)</u>	<u>(48,335)</u>	<u>(35,166)</u>			
<u>999 Civic Pride</u>							
1025 Allotment Rents	0	500	1,324	824			37.8%
1026 Market income	1,075	2,171	2,250	79			96.5%
1027 Traders Hanging Baskets	0	2,480	3,500	1,020			70.9%
1050 Roundabout Sponsorship	667	3,716	6,500	2,784			57.2%
1051 Flowerbed sponsorship	0	2,737	3,000	263			91.2%
1070 MSDC Initiative Grants	0	8,776	10,000	1,224			87.8%
1072 WSCC Grant - Graffiti/ Other	0	1,700	1,700	0			100.0%
1201 Miscellaneous Income	980	2,980	650	(2,330)			458.5%
Civic Pride :- Income	<u>2,722</u>	<u>25,059</u>	<u>28,924</u>	<u>3,865</u>			86.6%
4001 Salaries and Wages	6,510	32,550	82,541	49,991	49,991		39.4%
4002 Emps. NI & Superann.	1,787	11,449	22,845	11,396	11,396		50.1%
4041 Telephone	30	150	360	210	210		41.7%
4061 Equipment Purchases	17	399	2,500	2,101	2,101		16.0%
4085 Vehicle Tax/Insurance/Maint.	542	3,782	11,200	7,418	7,418		33.8%
4171 Town Clocks	3,083	3,211	500	(2,711)	(2,711)		642.1%
4172 War Memorials	450	4,724	5,000	276	276		94.5%
4173 Public Seats	466	1,816	1,500	(316)	(316)		121.0%
4174 Litter Bins	0	1,568	2,000	432	432		78.4%
4176 Bus Shelters	0	0	200	200	200		0.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4177 Notice Boards	599	1,051	200	(851)		(851)	525.3%
4178 Turners Hill Rec Ground	0	0	1,000	1,000		1,000	0.0%
4180 Street Lighting	0	4,152	17,000	12,848		12,848	24.4%
4181 CCTV Maintenance	0	0	4,500	4,500		4,500	0.0%
4182 Graffiti Removal	0	90	500	410		410	17.9%
4183 Public Works	613	2,869	30,000	27,131		27,131	9.6%
4184 Street Scene Planting	282	10,323	16,000	5,677		5,677	64.5%
4185 Public Toilets	0	2,575	11,460	8,885		8,885	22.5%
4186 Winter Maintenance	0	0	3,000	3,000		3,000	0.0%
4201 Miscellaneous Expenses	0	0	250	250		250	0.0%
4600 Support Service Allocation-In	2,065	15,646	36,324	20,678		20,678	43.1%
Civic Pride :- Indirect Expenditure	16,442	96,356	248,880	152,524	0	152,524	38.7%
Net Income over Expenditure	(13,720)	(71,296)	(219,956)	(148,660)			
<u>1000 Charities</u>							
4120 Chequer Mead Grant	5,833	29,167	70,000	40,833		40,833	41.7%
Charities :- Indirect Expenditure	5,833	29,167	70,000	40,833	0	40,833	41.7%
Net Expenditure	(5,833)	(29,167)	(70,000)	(40,833)			
<u>1100 Central Admin & Support</u>							
4001 Salaries and Wages	6,133	32,801	84,211	51,410		51,410	39.0%
4002 Emps. NI & Superann.	1,785	12,231	24,589	12,358		12,358	49.7%
4008 Staff Training	0	3,099	4,057	958		958	76.4%
4009 Travelling	144	705	1,500	795		795	47.0%
4041 Telephone	215	3,087	6,450	3,363		3,363	47.9%
4042 Insurance	68	11,699	34,000	22,301		22,301	34.4%
4043 Printing and Stationery	41	1,349	5,000	3,651		3,651	27.0%
4044 Books and Journals	0	0	180	180		180	0.0%
4045 Postage	9	83	250	167		167	33.2%
4046 Subs to Local Authority Assns.	0	3,612	5,000	1,388		1,388	72.2%
4047 Subscriptions	0	794	1,500	706		706	52.9%
4061 Equipment Purchases	0	177	2,000	1,823		1,823	8.9%
4132 HR Consultancy	525	2,603	6,300	3,697		3,697	41.3%
4151 Civic News	0	3,045	4,800	1,755		1,755	63.4%
4152 Promotions & Advertisements	0	0	800	800		800	0.0%
4155 Webmaster/Website Costs	105	630	1,800	1,170		1,170	35.0%
4156 IT Hardware/Software	250	7,761	15,000	7,239		7,239	51.7%
4201 Miscellaneous Expenses	77	354	2,500	2,146		2,146	14.1%
4601 Support Service Allocation-Out	(9,352)	(84,029)	(199,937)	(115,908)		(115,908)	42.0%
Central Admin & Support :- Indirect Expenditure	1	0	0	(0)	0	(0)	
Net Expenditure	(1)	(0)	0	0			

Detailed Income & Expenditure by Budget Heading 31/08/2023

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>1200 Capital Fund</u>							
4209 Capital - EC Play Area	12,193	12,193	7,000	(5,193)		(5,193)	174.2%
4214 Capital - Public WC	0	0	3,000	3,000		3,000	0.0%
4222 Cemetery Fund	0	8,384	10,000	1,616		1,616	83.8%
4227 Capital - St Barnabus	0	190,000	0	(190,000)		(190,000)	0.0%
Capital Fund :- Indirect Expenditure	<u>12,193</u>	<u>210,577</u>	<u>20,000</u>	<u>(190,577)</u>	<u>0</u>	<u>(190,577)</u>	<u>1052.9%</u>
Net Expenditure	<u>(12,193)</u>	<u>(210,577)</u>	<u>(20,000)</u>	<u>190,577</u>			
<u>1300 Precept</u>							
1176 Precept	91,991	459,956	1,103,894	643,938			41.7%
Precept :- Income	<u>91,991</u>	<u>459,956</u>	<u>1,103,894</u>	<u>643,938</u>			<u>41.7%</u>
Net Income	<u>91,991</u>	<u>459,956</u>	<u>1,103,894</u>	<u>643,938</u>			
Grand Totals:- Income	121,031	647,718	1,459,903	812,185			44.4%
Expenditure	108,397	780,078	1,459,903	679,825	0	679,825	53.4%
Net Income over Expenditure	<u>12,634</u>	<u>(132,359)</u>	<u>0</u>	<u>132,359</u>			
Movement to/(from) Gen Reserve	<u>12,634</u>	<u>(132,359)</u>					

EAST GRINSTEAD TOWN COUNCIL**ENVIRONMENTAL AND SUSTAINABLE TRAVEL SUB-COMMITTEE****WEDNESDAY 19th JULY 2023 AT 4.10PM**

Committee: Cllr S Ody (Chair & Deputy Town Mayor) +
 Cllr J Belsey (Vice Chair)
 Cllr F Visser (Town Mayor)+*
 Councillors: M Belsey+*, Farren+*, Gibbs, Mockford, Pond+*,
 *= absent
 ** = present on zoom (this does not qualify as present for decision making)
 + = Ex officio membership is as virtue of another role and attendance is not mandatory
 Also Present: Town Clerk.

84 **PUBLIC PARTICIPATION**

There were no public present.

85 **ELECTION OF CHAIR**

The Deputy Town Mayor having opened the meeting asked for a nominee for Chair

RESOLVED: Cllr Ody would be Chair of the Sub Committee

86 **ELECTION OF VICE CHAIR**

The Chair nominated Cllr Belsey to be the Vice Chair.

RESOLVED: Cllr Belsey would be Chair of the Sub-Committee

87 **APOLOGIES FOR ABSENCE AND SUBSTITUTIONS**

Approved:

1) Apologies were accepted from:

Cllr F Visser	Unwell
Cllr M Belsey	Personal Commitment
Cllr H Farren	Work Commitment
Cllr C Pond	Work Commitment

88 DECLARATIONS OF PERSONAL & PREJUDICIAL INTEREST FROM MEMBERS

Cllrs J Belsey and Mockford declared they were elected member do the Mid Sussex District Council.

89 TO APPROVE THE TERMS OF REFERENCE FOR THE SUB-COMMITTEE

The Sub-Committee considered the Terms of Reference, made a slight amendment to point 5 to allow the plan to be added to by this sub-committee. Considered that point 6 gave them the flexibility to submit community highways schemes or other such improvements to WSCC Highways as was desired. There was discussion as to working with schools and also the neighbourhood plan updating, planning as a whole and how S106 should be identified and requested at the pre decision phase.

RESOLVED: The following Terms of Reference to be submitted to the Finance and General Purposes Committee in September for final approval.

Terms of Reference

Environmental and Sustainable Travel Sub Committee

1. The sub-committee will report to the F&GP committees
2. The members of the Sub Committee for 2023/24 are: (Chair and Vice Chair Planning and Chair & Vice Chair F&GP, Town Mayor, Cllr Belsey, Cllr Gibbs & Cllr Mockford with support from Town Clerk/ Deputy Town Clerk
3. The Sub Committee will elect their own chair and vice chair at their first meeting each civic year.
4. The Sub Committee will review the environmental plan as approved by the Finance and General Purposes Committee 26.09.22
5. The Sub Committee will propose, design and lead on projects from the plan and recommend new projects for inclusion. They will suggest funding streams to assist the Council with their environmental plan and to reduce the carbon footprint of the Council.
6. The Sub Committee will have a specific interest in looking at the connectivity around the town working alongside WSCC and MSDC specifically with the LCWIP(local cycling and walking infrastructure plan) in order to reduce congestion, air pollution and carbon emissions and improve safety in to the East Grinstead parish.
7. The Sub committee will propose a budget to the Finance and General Purposes Committee in advance of September each year in order to appropriately allocate budgeted funds to the projects.
8. The Sub Committee will suggest observations regarding new developments and safe and active travel to the planning committee and will suggest policy inclusions or revisions for the review of the neighbourhood plan
9. The Sub Committee will support the Councils vision for delivery of a fully inclusive Bike Week and other active travel initiatives.

10. The Sub Committee will be able to access the environmental and sustainable project allocation in the budget for agreed schemes.

90 VISION AND OBJECTIVES FOR THE SUB-COMMITTEE

RESOLVED: The Sub-Committee agreed the vision and objectives as set out in the agenda papers

91 INITIAL PROJECTS

It was suggested that it would be nice to see schools engage with the work of the sub-committee and to encourage walking and cycling to school rather than drop off and pick up.

A plan for tree planting to be explored. It was stated that the Council replaces trees on the estate but has very little land that would be suitable for tree planting so if this was desired then land would need to be identified for any orchard or larger wooded project.

The chair referred to the LCWiP papers that he had circulated. A copy of the parts that refer to East Grinstead were provided along with some maps from FLOWW (kindly supplied by MSDC) which had been commissioned for the LCWiP but not used in the final pages. They show the peak flow time journeys morning and evening in East Grinstead and also the through journeys. Work on some of these routes as to how traffic can be switched from car to more sustainable means could make a difference to the traffic flows at these peak times which would benefit all. He did ask all to go away, look at the cycle / walking routes in the LCWiP decide on their priorities for the next meeting.

Other options were:

Bike Hire, the trial is moving forward but likely to be next year. Kidicalmass bringing the bike weeks and an event will need the community teams involvement next year and Alice F will be invited to attend the meetings as necessary for this information.

Bus routes - to consider and look to see where they can be improved or supplemented

E Scooters were popular in Bristol more so than Bikes, and it was clarified that they are legal on the public highway when they are hired rather than privately owned.

92 NEXT STEPS AND ACTIONS

The Clerk will establish whether the ALDI bus is still in use in the town and if so the route it follows.

All members to consider their priorities for the LCWiP routes as shown on page 53 of the LCWiP.

93 DATES AND TIMES OF ONGOING MEETINGS

It was proposed to meet monthly however following discussion August was not looking good for many so the next meeting would be September and the recommendation to the F&GP would be for the second week in the month on a Wednesday at 4.30pm monthly thereafter. It was noted that a later time would conflict with regular hirers in the building.

RESOLVED: To recommend to Finance and General Purposes Committee that the Environmental and Sustainable Travel Sub Committee meet every month on the 2nd Wednesday starting at 4.30pm.

The Chairman thanked all for attending the meeting and closed the meeting at 5.00pm.

Signed

Chair