

CROWBOROUGH TOWN COUNCIL

To all Members of the **FINANCE and GENERAL PURPOSES** Committee (with copies to all other Members for information).

You are summoned to attend a meeting of the **FINANCE and GENERAL PURPOSES** Committee to be held at the Council Offices, Pine Grove, Crowborough on **Tuesday 7th September 2021** at 7.30 pm when it is proposed to transact the following business:

Caroline Miles, Town Clerk
1st September 2021

MEETINGS OF THE COUNCIL ARE OPEN TO THE PUBLIC.

Questions from members of the public (15 minutes maximum)

IN VIEW OF THE CONFIDENTIAL NATURE OF THE DISCUSSION OF SOME ITEMS ON THIS AGENDA, THE PRESS AND PUBLIC MAY BE EXCLUDED UNDER THE PUBLIC BODIES (ADMISSION TO MEETINGS) ACT 1960

1. APOLOGIES

2. DECLARATIONS OF INTEREST

3. MINUTES

3.1 To **adopt** the minutes of 29th June 2021 as true record of the meetings

4. REVIEW OF F & G P POLICIES

4.1 To review the following policies and agree any action/changes

Grant Awarding

Freedom of Information

5. FINANCIAL MATTERS

5.1 To **note** the Finance Report and supporting appendices and **agree** any action

5.2 To **approve** Financial Regulations and Risk Management Register

5.3 To **review** current Accountancy package

5.4 To **note** and **agree** energy contract renewal

5.5 To **note** the update on Biffa contract and renewal

5.6 To **note** the latest figures from Basepoint

5.7 To **note** the current cash and investment situation

5.8 To **note** the latest loan summary

5.9 To **note** the **Confidential** Aged Debtor Report

6. URGENT MATTERS AT THE DISCRETION OF THE CHAIRMAN FOR NOTING AND/OR INCLUSION ON A FUTURE AGENDA



Grant Awarding Policy

Responsibility: F & GP committee

Review Cycle: Every three years, or earlier in the event of legislative changes

| <u>Date of Adoption / Renewal</u> | <u>Resolution Number</u> |
|-----------------------------------|--------------------------|
| 5 July 2011 | 6193 |
| 3 July 2012 | 6546 |
| 9 July 2013 | |
| 8 September 2015 | |
| 4 July 2017 | 8122 |
| 23 October 2018 | 8580/1/2/3 |
| | |
| | |
| | |
| | |

GRANT AWARDING POLICY

1. Introduction

- 1.1 Crowborough Town Council welcomes and values the work of local voluntary groups and organisations. The council has a policy for making grants to groups and organisations which contribute to the welfare of the community by improving or supporting facilities and/or activities. Applicants must be able to demonstrate a clear need for financial support.

2. Guidelines

- 2.1 An overall limit for the annual provision of grant aid will be determined as part of the budget setting process, and applications will be invited to be assessed once during the year.
- 2.2 Applicants must complete a grant application and return it, together with the required financial information, to the council to meet the following deadline:
- By 20 February, for decision at March committee meeting
- 2.3 Grants awarded at the March meeting will be paid by the end of April.
- 2.4 Grants will not routinely exceed 50% of the cost of the project or activity.
- 2.5 Applicants will provide details of the project/activity and the number of Crowborough residents expected to benefit.
- 2.6 ~~Organisations must provide a report of how the money has been spent.~~ Any unspent money must be returned to the council.
- 2.7 As a condition of receiving a grant, organisations will be required to acknowledge the council's support in publicity material.
- 2.8 Further grant applications will not be considered if conditions in ~~2.6 and~~ 2.7 are not met.
- 2.9 Applications will not be considered if not accompanied by the most recent accounts, or in the case of new organisations a budget forecast.
- 2.10 The council will not normally support commercial organisations, major charities, bodies considered to be self-funded or provided for by other authorities.
- 2.11 In exceptional circumstances, a grant may be awarded outside the grant timetable at the discretion of the Full Council. The council reserves the right to refuse any grant application, or offer an alternate amount to that originally requested.

Information available from CROWBOROUGH TOWN COUNCIL under the model publication scheme

| Information to be published | How the information can be obtained | Cost |
|---|-------------------------------------|---------------------------------------|
| Class 1 – Who we are and what we do (Organisational information, structures, locations and contacts) | | |
| Who's who on the council and its committees | Hard copy Website | Charged at cost 10p per sheet Free |
| Contact details for the Town Clerk and council members | Hard copy Website | Charged at cost 10p per sheet Free |
| Location of main council office and accessibility details | Hard copy Website | Charged at cost 10p per sheet Free |
| Staffing structure | Hard copy Website | Charged at cost 10p per sheet Free |
| Class 2 – What we spend and how we spend it (Financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit) | | |
| Full accounts and audit report | Hard copy Website | Charged at cost 10p per sheet Free |
| Finalised budget | Hard copy Website | Charged at cost 10p per sheet Free |
| Precept | Hard copy Website | Charged at cost 10p per sheet Free |
| Borrowing Approval letter | Hard copy Website | Charged at cost 10p per sheet Free |
| Financial Standing Orders and Regulations | Hard copy Website | Charged at cost 10p per sheet Free |
| Grants given and received | Hard copy Website | Charged at cost 10p per sheet Free |
| List of current contracts awarded and value of contract | Hard copy Website | Charged at cost 10p per sheet Free |
| Members' allowances and expenses | Hard copy Website | Charged at cost 10p per sheet Free |
| Class 3 – What our priorities are and how we are doing (Strategies and plans, performance indicators, audits, inspections) | | |

| | | |
|---|-----------------------|--|
| Business Plan / Vision Document | Hard copy Website | Charged at cost 10p per sheet Free |
| Annual report to Town Conference | Hard copy Website | Charged at cost Free Free |
| Class 4 – How we make decisions (Decision making processes and records of decisions) | | |
| Timetable of meetings (Council, any committee/sub-committee meetings and parish meetings) | Hard copy Web site | Charged at cost 10p per sheet Free |
| Agendas of meetings (as above) | Hard copy Web site | Charged at cost 10p per sheet Free |
| Minutes of meetings (as above) – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i> | Hard copy Web site | Charged at cost 10p per sheet Free |
| Reports presented to council meetings – <i>n.b. this will exclude information that is properly regarded as private to the meeting</i> | Hard copy Web site | Charged at cost 10p per sheet Free |
| Responses to consultation papers | Hard copy | Charged at cost 10p per sheet |
| Responses to planning applications | Hard copy Web site | Charged at cost 10p per sheet Free |
| Bye-laws | Hard copy | 10p per sheet |
| Class 5 – Our policies and procedures (Current written protocols, policies and procedures for delivering our services and responsibilities) | | |
| <u>Policies and procedures for the conduct of council business:</u> Procedural standing orders Committee and sub-committee terms of reference Delegated authority in respect of officers Code of Conduct Policy statements | Hard copy Web site | Charged at cost 10p per sheet Free |
| <u>Policies and procedures about the employment of staff:</u> Equal Opportunities Statement Health and Safety Policy Recruitment policies (including current vacancies) Policies and procedures for handling requests for information Complaints procedures (including those covering requests for information and operating the publication scheme) | Hard copy Web site | Charged at cost 10p per sheet Free |
| Record management policies (records retention, destruction and archive) | Hard copy website | Charged at cost 10p per sheet Free |
| | | |
| Schedule of charges (for the publication of information) | Hard copy | Charged at cost |

| | | |
|--|--|--|
| | website | 10p per sheet Free |
| All other policies | Hard copy website | Charged at cost 10p per sheet Free |
| Class 6 – Lists and Registers (Currently maintained lists and registers) | | |
| Any publicly available register or list (if any are held this should be publicised; in most circumstances existing access provisions will suffice) | Hard copy – some information may be available for inspection only | Charged at cost 10p per sheet |
| Assets Register | Hard copy Web site | Charged at cost 10p per sheet Free |
| Register of members' interests | Hard copy Web site | Charged at cost 10p per sheet Free |
| Register of gifts and hospitality | Hard copy Web site | Charged at cost 10p per sheet Free |
| Disclosure log (indicating the information that has been provided in response to requests; recommended as good practice, but may not be held by parish councils) | Hard copy | Charged at cost 10p per sheet |
| Class 7 – The services we offer (information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses) | | |
| Allotments | Available for inspection Hard copy booking form/maps etc Web site | Free of charge Free |
| Burial grounds i.e maps and closed churchyards | Available for inspection | Free of charge |
| Community centres and village halls | Hard copy booking form | Free of charge |
| Parks, playing fields and recreational facilities | Hard copy booking form | Free of charge |
| Seating, litter bins, clocks, memorials and lighting | Available for inspection Hard copy | Free of charge 10p per sheet |
| Poster boards | Hard copy booking form | Free of charge |

| | | |
|---|---|---|
| Bus shelters | Available for inspection Hard copy | Free of charge 10p per sheet |
| Newsletters | Delivered to all properties in the parish | Free of charge |
| Foreign Pension Signing | | £10.00 per appointment and sign off. |
| A summary of services for which the council is entitled to recover a fee, together with those fees (e.g. burial fees) | Hard copy Web site | Charged at cost 10p per sheet Free |

Postage costs incurred. Actual cost of Royal Mail 2nd class.

FREEDOM OF INFORMATION

1. Introduction

The Freedom of Information Act 2000

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways:

1.1 Public authorities are obliged to publish certain information about their activities

1.2 Members of the public are entitled to request information from public authorities

The Act covers any recorded information that is held by the Council. Recorded information includes printed documents, computer files, letters, emails, photographs, and sound or video recordings.

The Act does not give people access to their own personal data (information about themselves). Individuals wishing to see information about themselves need to make a Subject Access Request under the Data Protection Act.

2. What can be requested?

2.1 The right to ask for information only relates to information held by the Council at the time the request is made.

2.2 A request under the Freedom of Information Act gives a right to 'information' rather than specific records or documents.

2.3 The Council publishes a wide range of information on its website and as per the Council's Publication Scheme. Before submitting a request for information, the Council would urge individuals to visit the Council's website or check the Council's Publication Scheme (available on the website) as the information required may already be published.

3. How to make a request

3.1 A request must be made in writing. As much information as possible must be given to enable the Council to identify and locate the information being requested.

3.2 Requests may be made to the Town Clerk, Crowborough Town Council, Council Offices, Pine Grove, Crowborough, East Sussex, TN6 1DA or by email to clerk@crowboroughtowncouncil.gov.uk

3.3 Where an individual is not able to make a request in writing, perhaps as a result of illiteracy, disability or illness, they may ask another person or agency (such as the Citizen's Advice Bureau) to help them or make the request of their behalf.

4. Response

4.1 The request will be dealt with by the Town Clerk or in their absence, the Assistant Town Clerk. The Town Clerk will do so in accordance with this policy and the guidance set by the Information Commissioners Office for dealing with requests.

4.2 Response to requests for information will be made promptly and within 20 working days after the day of receipt. Where we are unable to adhere to this time timeline, we will inform requesters of the reasons and will keep them updated.

4.3 The requester is entitled to say how they wish the information to be communicated to them. This may be by letter, email, in the form of a summary of the information or by inspection at the Council's

offices. Where an inspection of documents is required, this will be arranged with the Town Clerk for a mutually convenient date and time.

5. Charges

- 5.1 In certain circumstances the Council may charge a fee for any retrieval and provision of information. Full details of any charges will be notified to the requester by the Town Clerk before the request is processed.
- 5.2 The Council's Publication Scheme has full details of charges for the provision of hard copies of documents which is available on the Town Council's website.

6. Refusal of a Request

- 6.2 In certain circumstances the Council may refuse a request for information.
- 6.3 Vexatious and repeated requests and/or applications made with the aim of frustrating the operations of the Council may be refused.
- 6.4 The Council may also refuse to accede to a request for information where the information is considered to be exempted under the Freedom of Information Act. Information on exemptions can be found on the ICO website. <https://ico.org.uk>
Some parts of a request response may be redacted where the release would breach the Data Protection Act.
- 6.5 All requests will be considered on their merits and with the aim that information should be made available unless it is clearly not in public interest to do so.
- 6.6 A written explanation for any refusal of a request for information will always be given.

7. Recording requests

- 7.1 All requests under the Freedom of Information Act will be recorded on a central log.

Appeals

If you are not happy with the way your request has been handled or your review response you may appeal to:

The Information Commissioner
Wycliffe House
Water Lane
Wilmslow
Cheshire
SK9 5AF
Tel: 01625 545745
Fax: 01625 524510
website: <https://ico.org.uk>

Further information about your rights under the Freedom of Information Act is available from our website of the [Information Commissioner's Office](#).



- AGENDA ITEM NUMBER:** 5.1
- MEETING DATE:** 7th September 2021
- COUNCIL/COMMITTEE:** F&GP Committee
- TITLE:** Finance Report
- PURPOSE OF REPORT:**
- 5.1 This report covers F&GPE's current income and expenditure against budget and Earmarked Reserves (EMR) position.
 - 5.2 To approve Financial Regulations and Risk Management Policy and Risk Register
 - 5.3 To note and decide on Accounting Software
 - 5.4 To note the latest situation regarding energy renewal
 - 5.5 To note the update on Biffa contract and renewal
 - 5.6 To note the update and the latest situation regarding Basepoint.
 - 5.7 To note the current cash and investment position and to decide on fixed term deposit and new bank accounts
 - 5.8 To note the latest Loan Summary
 - 5.9 To note the aged debtor balances
- SUPPORTING DOCUMENTS:**
- Appendix 1 – Income & Expenditure Report
 - Appendix 2 - Earmarked Reserves
 - Appendix 3 – Financial Regulations Policy
 - Appendix 4 – Risk Management Policy and Risk Register
 - Appendix 5 – Purchase Order Module Costing
 - Appendix 6A & B – Energy Renewal Prices
 - Appendix 7 – Basepoint Latest Figures
 - Appendix 8 – Loan Summary as at 31.08.21
 - Appendix 9 – Aged Debt Report
- CONTACT OFFICER:** RFO

OFFICER RECOMMENDATIONS:

The Committee is RECOMMENDED to:

- (1) **Note** the Committee's current income and expenditure position. Appendix 1
- (2) **Note** this Committee's Earmarked Reserves. Appendix 2
- (3) **Approve** the recommendation to take the financial regulations and Risk Management Policy and Risk Register to Full Council – Appendix 3 and 4
- (4) **Review** the accounting software costs and **decide** on next steps – Appendix 5
- (5) To **approve** the renewal of energy contracts – Appendix 6
- (6) To **note** the update regarding the Biffa contract and renewal
- (7) To **note** the update on Basepoint – Appendix 7
- (8) To **note** the current cash and investment position and decide on next steps regarding fixed term deposit and new accounts
- (9) To **note** the latest Loan summary
- (10) To **note** the confidential aged debt report – Appendix 8

5.1 Income and Expenditure

5.1.1 Attached as Appendix 1 is the Income & Expenditure report for this Committee for the financial year 2021/2022.

There are no significant variances to report.

5.1.2 Earmarked Reserves

5.1.2 This Committee's EMR's are attached as Appendix 2.

5.2 Review of Financial Regulations and Risk Management Policy

5.2.1 The Financial Regulations were last reviewed in January 2021. Attached as Appendix 3 shows the existing approved regulations with all proposed changes highlighted in red.

5.2.2 Paragraphs with no highlighting, deletions or colour have not been changed, they are as the previous financial regulations but the order may have changed slightly.

5.2.3 Members are asked to review and comment on the revised Financial Regulations before recommending them to Full Council for approval.

5.2.4 The risk management policy and risk register has been reviewed. Any changes have been highlighted – Appendix 4

5.2.5 Members are asked to review and comment on the revised Risk Management Policy and Register before recommending them to Full Council for approval.

5.3 Accounting Software

5.3.1 The RFO regularly reports on the budgeted and actual spend for each budget code. Councillors have requested to see committed expenditure on the income and expenditure reports.

I have looked at how this is possible and have the following solutions:

- a) Add a purchase order module to the current package or
- b) RFO to manually keep a spread sheet of large items of agreed expenditure i.e those where a resolution number has been passed and include these in the written finance report for each committee meeting or
- c) Accruals to be put through for large items of expenditure expenditure i.e those where a resolution number has been passed so that this spend will show in the 'Actual Spend' column

a) The purchase order module is a direct add on to our existing Rialtus Omega software and would supersede our current manual digital purchase order system.

Currently those officers authorised to raise purchase orders, complete a digital purchase order form for any purchases that do not form part of a contract. Under the new purchase order system, this would be raised on Rialtus.

Rialtus is not currently a cloud based software so each officer would need to have access to their desktop meaning that we would need to subscribe to additional licenses.

Once a purchase order has been raised, it would appear on the income and expenditure report under committed spend.

This would work well for one off purchases where costs are known in advance but would not cover any costs coming through under a contract i.e Biffa, utility charges, rates etc.

We also have many instances when actual costs are not known and when estimated amounts are provided.

This is a time consuming process.

These costs wouldn't be showing in the committed column, meaning that the committed expenditure is never accurate and often out of date.

The only way round this is for purchase orders to be raised for each predicted spend annually at the start of the year which would be a time consuming and inaccurate process and also duplicates the budgeting procedure.

The purchase order module cost is an additional £265 for the first year and ongoing annual costs of £165. This is a 3 year subscription package.

b) When resolutions are passed for major expenditure from a budget (normally over £5,000 as per the financial regulations), the RFO can manually commit to this on a manual spread sheet. This will **not** be seen on the income and expenditure reports.

When an invoice is received and the cost shown in actual spend, the RFO would manually have to remove the committed expenditure from the spread sheet. This is a very basic manual process.

c) When resolutions are passed for major expenditure from a budget (normally over £5,000 as per the financial regulations), the RFO can manually post an accruals journal in the accounting software. This will then include the amount of expenditure that has been agreed under spend to date. When the invoice is received, the accruals journal will then need to be reversed.

None of the above solutions are ideal.

5.4 Energy Contracts Renewal

5.4.1 We have approached energy company renewal companies as some of our current energy contracts are due to expire. Prices are quite unstable at the moment. I approached two energy bureaus to obtain quotes on our behalf.

Please refer to Appendix 6A and 6B for proposed new prices.

With reference to Appendix 6 A, you will see that for the 5 smaller sites the cheapest option is the two year fixed price with Eon Energy. For electricity at Pine Grove; the cheapest option is the two year renewal with British Gas and for The Pavilion; the cheapest is the two year fixed price with Eon Energy. Overall, this would mean an overall increase of £7,868.21 per annum.

The cheapest offer for the gas is the British Gas Lite 3 year option for all- British Gas Lite is an online-only arm of British Gas Business. This would see an increase of £445.29

Appendix 6 B shows pricing through the Green Power Advice company who do work with other local councils and only offer pricing from companies with 100% renewable energy. These prices are with the energy supplier ENGIE, who are the Green Power Advice Companies preferred supplier due to price and customer service. The prices show a very small increase for the electricity supplies of £25.51 per annum and an increase to costs of £2,107.56 for the gas. This is based on a 5 year contract. Please note that the gas supply for Pine Grove contract does not expire until September 2022 but the prices quoted are based on this supply moving over at that point. The prices are based on a blend and extend package so the rates can be blended down but the commodity costs will not go up. Therefore if prices drop, our costs will also go down but won't increase from these rates for 5 years.

Green Power Advice Company would manage all of our accounts and liaise with ENGIE on our behalf.

I would recommend moving from our existing utilities advice bureau to Green Power Advice Company. Not only are the prices cheaper, they also offer the fully green energy option which the other suppliers do not.

5.5 Biffa Contracts

- 5.5.1 When I approached Biffa to give notice on our three existing refuse contracts, they offered lower prices which came in very comparable to Better Waste. As there was a small charge to move to Better Waste, financially it would be better to stay with Biffa. This does mean a further years contract with Biffa. I will schedule this to be reviewed in June next year.

5.5 Bank Signatories

- 5.5.1 Updates to our bank mandates are in process for Peter Bucklitsch, Tracey Lovewell and Natalie Whittle to be added to our signatory list and Greg Rose removed. We are still experiencing issues on a regular basis when asking Councillors to approve invoices for payment. We normally only have the offer from about 3 councillors to do this and we are sometimes time bound to pay invoices by specific dates. This in turn means that payment runs are not being processed weekly and if only every other week, the total can often exceed the banking daily authorisation limit. If councillors are experiencing issues with the authorisation process, this limit will need to be increased.

5.6 Update on Basepoint

Appendix 7 shows the latest report from Basepoint. It is pleasing to note that the income has increased quarter on quarter for the last year and that a profit is showing to the end of quarter 2 for 2021. There is a loss carried forward that offsets most of this profit but this loss is now nearly fully covered and any profits moving forward should be subject to a profit share as per the tenancy agreement.

5.7 Investments & Bank Reconciliations

- 5.7.1 As at 31st July the Council had the following investments totalling £2,231,225

| | |
|--------------------------------------|----------|
| NatWest Business Reserve | £934,334 |
| NatWest Current Account | £ 150 |
| NatWest 95 day Notice Account | £855,855 |
| Lloyds Current Account | £190,887 |
| Lloyds Fixed Term Deposit (17/09/21) | £250,000 |

- 5.7.2 The NatWest 95 day Notice Account currently offers an interest rate of 0.05%
- 5.7.3 Bank Reconciliations and bank statements have been checked by the Chair up until 31st July 2021.
- 5.7.4 Committee previously requested that the RFO looks into other financial institutions who currently offer higher interest rates than our current banks. As per our Annual Investment Policy, any undertakings with new financial institutions must only be with

those rated A or higher by Moodys “UK banks and financial institutions, with a minimum long-term Moody’s (or equivalent) credit rating of ‘A’, may be used if offering a higher rate of interest”.

In order to obtain these credit ratings we would need to subscribe with Moodys at a cost of £14,422 which is more than any potential gain through interest.

We will need to look at an alternative method of obtaining credit ratings.

5.7.5 The fixed term deposit with Lloyds is due to mature 17.09.21. Current interest rates are : 0.5% for a 12 month fixed period or 0.5% for a 95 day notice account.

My proposal would be to place the money from the maturing fixed rate deposit account into a 95 day notice account and also transfer £250,000 from Natwest Reserve account to the 95 day notice account so that the Councils funds are spread across two banks.

5.8 Loan Review

5.8.1 Appendix 8 shows the latest loan summary as at 31.08.21

5.9 Confidential Aged Debt Report

5.9.1 Appendix 9 shows the Aged Debt Report – no current issues to report.

RFO

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|---|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| Finance and General Purposes | | | | | | | | |
| 101 Corporate Management | | | | | | | | |
| 4055 Stripe Charges | 11 | 2 | 100 | 98 | | 98 | 1.7% | |
| 4056 Bank Charges | 758 | 310 | 1,650 | 1,340 | | 1,340 | 18.8% | |
| 4057 Audit Fees | 3,170 | (2,415) | 3,750 | 6,165 | | 6,165 | (64.4%) | |
| 4058 Legal & Professional Fees | 6,579 | 0 | 12,000 | 12,000 | | 12,000 | 0.0% | |
| 4060 Accounting Support | 1,568 | 1,062 | 2,300 | 1,238 | | 1,238 | 46.2% | |
| 4062 Professional Fees | 447 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4065 Bad Debt Write Off | 83 | 0 | 0 | 0 | | 0 | 0.0% | |
| Corporate Management :- Indirect Expenditure | 12,615 | (1,042) | 19,800 | 20,842 | 0 | 20,842 | (5.3%) | 0 |
| Net Expenditure | (12,615) | 1,042 | (19,800) | (20,842) | | | | |
| 102 Democratic Representation | | | | | | | | |
| 4119 Members Allowances | 18,954 | 4,523 | 23,321 | 18,798 | | 18,798 | 19.4% | |
| 4120 Members Expenses | 0 | 0 | 200 | 200 | | 200 | 0.0% | |
| 4121 Members Courses | 62 | 0 | 1,000 | 1,000 | | 1,000 | 0.0% | |
| 4122 Civic Expenses | 74 | 85 | 1,000 | 915 | | 915 | 8.5% | |
| Democratic Representation :- Indirect Expenditure | 19,090 | 4,607 | 25,521 | 20,914 | 0 | 20,914 | 18.1% | 0 |
| Net Expenditure | (19,090) | (4,607) | (25,521) | (20,914) | | | | |
| 105 Central Support-Admin Costs | | | | | | | | |
| 1050 Income-Pension Forms | 0 | 10 | 0 | (10) | | | 0.0% | |
| Central Support-Admin Costs :- Income | 0 | 10 | 0 | (10) | | | | 0 |
| 4015 IT Support | 6,688 | 2,433 | 7,140 | 4,707 | | 4,707 | 34.1% | |
| 4020 Telephone & Postage | 5,762 | 2,007 | 5,665 | 3,658 | | 3,658 | 35.4% | |
| 4021 Stationery and Printing | 2,584 | 1,469 | 3,775 | 2,306 | | 2,306 | 38.9% | |
| 4022 Insurance | 17,724 | 0 | 17,905 | 17,905 | | 17,905 | 0.0% | |
| 4023 Subscriptions | 4,456 | 3,911 | 5,000 | 1,089 | | 1,089 | 78.2% | |
| 4024 Equipment rental/Lease | 1,713 | 857 | 1,760 | 903 | | 903 | 48.7% | |
| 4110 New IT Equipment | 945 | 17 | 1,000 | 983 | | 983 | 1.7% | |
| 4255 Equipment | 715 | 400 | 1,000 | 600 | | 600 | 40.0% | |
| Central Support-Admin Costs :- Indirect Expenditure | 40,587 | 11,093 | 43,245 | 32,152 | 0 | 32,152 | 25.7% | 0 |
| Net Income over Expenditure | (40,587) | (11,083) | (43,245) | (32,162) | | | | |
| 109 Other Operating Income & Exp. | | | | | | | | |
| 1176 Precept Received | 1,454,171 | 753,717 | 0 | (753,717) | | | 0.0% | |

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|----------------|-------------------------|
| 1190 Income-Interest Received | 7,167 | 457 | 0 | (457) | | | 0.0% | |
| 1191 Income-Loan-Capital/Interest R | 2,700 | 2,700 | 2,700 | 0 | | | 100.0% | |
| 1196 Income-CIL receipts | 72,041 | 6,543 | 0 | (6,543) | | | 0.0% | 6,543 |
| Other Operating Income & Exp. :- Income | 1,536,079 | 763,416 | 2,700 | (760,716) | | | 28274.7 | 6,543 |
| 4175 PWLB - CCA Hall | 99,371 | 0 | 99,370 | 99,370 | | 99,370 | 0.0% | |
| 4949 ESCC Loan Repayment | 259,790 | 0 | 0 | 0 | | 0 | 0.0% | |
| 4950 PWLB -G/MOD/GS/S/OA | 46,238 | 0 | 46,240 | 46,240 | | 46,240 | 0.0% | |
| 4951 PWLB - Pine Grove | 169,734 | 84,867 | 169,735 | 84,868 | | 84,868 | 50.0% | |
| Other Operating Income & Exp. :- Indirect Expenditure | 575,133 | 84,867 | 315,345 | 230,478 | 0 | 230,478 | 26.9% | 0 |
| Net Income over Expenditure | 960,946 | 678,549 | (312,645) | (991,194) | | | | |
| 6001 plus Transfer from EMR | 257,915 | 0 | | | | | | |
| 6002 less Transfer to EMR | 72,041 | 6,543 | | | | | | |
| Movement to/(from) Gen Reserve | 1,146,819 | 672,006 | | | | | | |
| <u>112 Pine Grove-Capital Project</u> | | | | | | | | |
| 4039 Capital Purchases | (43,000) | 0 | 0 | 0 | | 0 | 0.0% | |
| Pine Grove-Capital Project :- Indirect Expenditure | (43,000) | 0 | 0 | 0 | 0 | 0 | | 0 |
| Net Expenditure | 43,000 | 0 | 0 | 0 | | | | |
| <u>113 Pine Grove-Revenue Costs</u> | | | | | | | | |
| 1115 Income-Library Rechargeable | 7,753 | 1,028 | 4,500 | 3,472 | | | 22.8% | |
| 1116 Income-Basepoint Rechargeable | 24,575 | 12,856 | 34,720 | 21,864 | | | 37.0% | |
| 1117 Income-Basepoint Rent | 49,167 | 25,000 | 60,000 | 35,000 | | | 41.7% | |
| Pine Grove-Revenue Costs :- Income | 81,495 | 38,884 | 99,220 | 60,336 | | | 39.2% | 0 |
| 4012 Rates | 13,024 | 5,166 | 13,390 | 8,224 | | 8,224 | 38.6% | |
| 4017 Health & Safety | 1,407 | 14 | 2,550 | 2,536 | | 2,536 | 0.6% | |
| 4041 Grounds Maintenance | 93 | 631 | 1,500 | 869 | | 869 | 42.1% | |
| 4250 Buildings Maintenance | 17,096 | 3,754 | 40,000 | 36,246 | | 36,246 | 9.4% | |
| 4335 Security, Fire & Alarms | 4,150 | 3,191 | 6,120 | 2,929 | | 2,929 | 52.1% | |
| 4800 Caretaking/ Cleaning | 9,878 | 5,650 | 11,690 | 6,040 | | 6,040 | 48.3% | |
| 4801 Refuse & Hygiene | 3,280 | 628 | 3,617 | 2,989 | | 2,989 | 17.4% | |
| 4805 Electricity | 17,808 | 7,329 | 19,000 | 11,671 | | 11,671 | 38.6% | |
| 4806 Gas | 9,083 | 4,116 | 15,450 | 11,334 | | 11,334 | 26.6% | |
| 4807 Water and Sewerage | (1,155) | 559 | 3,500 | 2,941 | | 2,941 | 16.0% | |
| Pine Grove-Revenue Costs :- Indirect Expenditure | 74,664 | 31,038 | 116,817 | 85,779 | 0 | 85,779 | 26.6% | 0 |
| Net Income over Expenditure | 6,831 | 7,846 | (17,597) | (25,443) | | | | |
| 6001 plus Transfer from EMR | (82,000) | 0 | | | | | | |
| Movement to/(from) Gen Reserve | (75,169) | 7,846 | | | | | | |

Detailed Income & Expenditure by Budget Heading 31/07/2021

Month No: 4

Committee Report

| | Actual Last Year | Actual Year To Date | Current Annual Bud | Variance Annual Total | Committed Expenditure | Funds Available | % Spent | Transfer to/from EMR |
|--|---------------------|------------------------|-----------------------|--------------------------|--------------------------|--------------------|---------------|-------------------------|
| <u>115 Other Services to the Public</u> | | | | | | | | |
| 4112 Service Level Agreements | 43,000 | 45,150 | 45,150 | 0 | | 0 | 100.0% | |
| 4145 Covid Grants | 0 | 0 | 5,000 | 5,000 | | 5,000 | 0.0% | |
| 4150 Grants | 11,290 | 3,165 | 14,000 | 10,835 | | 10,835 | 22.6% | |
| Other Services to the Public :- Indirect Expenditure | 54,290 | 48,315 | 64,150 | 15,835 | 0 | 15,835 | 75.3% | 0 |
| Net Expenditure | (54,290) | (48,315) | (64,150) | (15,835) | | | | |
| 6001 plus Transfer from EMR | (4,710) | 0 | | | | | | |
| Movement to/(from) Gen Reserve | (59,000) | (48,315) | | | | | | |
| <u>309 Civic & Community Centres</u> | | | | | | | | |
| 1010 Income-Toilet Scheme | 617 | 309 | 617 | 309 | | | 50.0% | |
| Civic & Community Centres :- Income | 617 | 309 | 617 | 309 | | | 50.0% | 0 |
| Net Income | 617 | 309 | 617 | 309 | | | | |
| <u>901 Earmarked F & GP</u> | | | | | | | | |
| | 0 | 0 | 0 | 0 | | 0 | 0.0% | |
| Net Expenditure | 0 | 0 | 0 | 0 | | | | |
| 6001 plus Transfer from EMR | 5,019 | 0 | | | | | | |
| Movement to/(from) Gen Reserve | 5,019 | 0 | | | | | | |
| Finance and General Purposes :- Income | 1,618,191 | 802,619 | 102,537 | (700,082) | | | 782.8% | |
| Expenditure | 733,380 | 178,879 | 584,878 | 405,999 | 0 | 405,999 | 30.6% | |
| Net Income over Expenditure | 884,811 | 623,740 | (482,341) | (1,106,081) | | | | |
| plus Transfer from EMR | 176,224 | 0 | | | | | | |
| less Transfer to EMR | 72,041 | 6,543 | | | | | | |
| Movement to/(from) Gen Reserve | 988,994 | 617,197 | | | | | | |
| Grand Totals:- Income | 1,618,191 | 802,619 | 102,537 | (700,082) | | | 782.8% | |
| Expenditure | 733,380 | 178,879 | 584,878 | 405,999 | 0 | 405,999 | 30.6% | |
| Net Income over Expenditure | 884,811 | 623,740 | (482,341) | (1,106,081) | | | | |
| plus Transfer from EMR | 176,224 | 0 | | | | | | |
| less Transfer to EMR | 72,041 | 6,543 | | | | | | |
| Movement to/(from) Gen Reserve | 988,994 | 617,197 | | | | | | |

| <u>Nominal Code</u> | <u>Cost Centre</u> | <u>Earmarked Reserves</u> | <u>Opening Balance</u> | <u>In</u> | <u>Out</u> | <u>Balance as at</u> | <u>Committed</u> | <u>Projected</u> |
|---------------------|--------------------|--|------------------------|-----------|------------|----------------------|------------------|------------------|
| | | | <u>01/04/2021</u> | | | <u>04/08/2021</u> | | |
| 314 | | <u>Finance & General Purposes</u> | | | | | | |
| 9009 | 901 | Election Reserve | 34,786 | | | 34,786 | | 34,786 |
| 9022 | 901 | Training | 1,545 | | | 1,545 | | 1,545 |
| 9075 | 901 | Grants | 4,710 | | | 4,710 | | 4,710 |
| 314 | | F & GP Total | 41,041 | 0 | 0 | 41,041 | 0 | 41,041 |



Financial Regulations

Responsibility: Full Council

Review Cycle: Annually, or earlier in the event of legislative changes

| <u>Date of Adoption / Renewal</u> | <u>Resolution Number</u> |
|--|---------------------------------|
| 18 January 2011 | 6047 |
| 10 January 2012 | 6367 |
| 8 January 2013 | 6683 |
| 16 September 2014 | 7269 |
| 21 March 2017 | 8019 |
| 23 May 2017 | 8070 |
| 21 November 2017 | 8236 |
| 23 January 2018 | 8287 |
| 22 May 2018 | 8391 |
| 14 May 2019 | 8738 |
| 12 November 2019 | 8920 |
| 27 October 2020 | 9155 |
| 15 December 2020 - revoked | 9208 |
| 12 th January 2021 | 9216 |

15th December 2020

FINANCIAL REGULATIONS**Index**

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1. GENERAL

- 1.1. These financial regulations govern the conduct of financial management by the council and may only be amended or varied by resolution of the council. Financial Regulations are one of the council's three governing policy documents (along with Standing Orders and Members Code of Conduct) providing procedural guidance for members and officers. Financial Regulations must be observed in conjunction with the council's standing orders and any individual Financial Regulations relating to contracts.
- 1.2. The council is responsible in law for ensuring that its financial management is adequate and effective and that the council has a sound system of internal control which facilitates the effective exercise of the council's functions, including arrangements for the management of risk.
- 1.3. The Council's accounting control systems must include measures:
 - for the timely production of accounts;
 - that provide for the safe and efficient safeguarding of public money;
 - to prevent and detect inaccuracy and fraud; and
 - identifying the duties of officers.
- 1.4. These Financial Regulations demonstrate how the Council meets these responsibilities and requirements.
- 1.5. At least once a year, prior to approving the Annual Governance Statement, the Council must review the effectiveness of its system of internal control which shall be in accordance with proper practices.
- 1.6. Deliberate or wilful breach of these Regulations by an employee may give rise to disciplinary proceedings.
- 1.7. Members of Council are expected to follow the instructions within these Regulations and not to entice employees to breach them. Failure to follow instructions within these Regulations brings the officer of Councillor into disrepute.
- 1.8. The Responsible Financial Officer (RFO) holds a statutory office to be appointed by the Council.
- 1.9. The RFO;
 - acts under the policy direction of the Council;
 - administers the Council's financial affairs in accordance with all Acts, Regulations and proper practices;
 - determines on behalf of the Council its accounting records and accounting control systems;
 - ensures the accounting control systems are observed;

- maintains the accounting records of the Council are up to date in accordance with proper practices;
- assists the Council to secure economy, efficiency and effectiveness in the use of its resources; and
- produces financial management information as required by the Council.

1.10. The accounting records determined by the RFO shall be sufficient to show and explain the Council's transactions and to enable the RFO to ensure that any income and expenditure account and statement of balances, or record of receipts and payments and additional information, as the case may be, or management information prepared for the Council from time to time complies with the Accounts and Audit Regulations.

1.11. The accounting records determined by the RFO shall in particular contain:

- entries from day to day of all sums of money received and expended by the Council and the matters to which the income and expenditure or receipts and payments account relate;
- a record of the assets and liabilities of the Council; and
- wherever relevant, a record of the Council's income and expenditure in relation to claims made, or to be made, for any contribution, grant or subsidy.

1.12. The accounting control systems determined by the RFO shall include:

- procedures to ensure that the financial transactions of the Council are recorded as soon as reasonably practicable and as accurately and reasonably as possible;
- procedures to enable the prevention and detection of inaccuracies and fraud and the ability to reconstruct any lost records;
- identification of the duties of officers dealing with financial transactions and division of responsibilities of those officers in relation to significant transactions;
- procedures to ensure that uncollectable amounts, including any bad debts are not submitted to the Council for approval to be written off except with the approval of the RFO and that the approvals are shown in the accounting records; and
- measures to ensure that risk is properly managed.

1.13. The Council is not empowered by these Regulations or otherwise to delegate certain specified decisions. In particular any decision regarding:

- setting the final budget or the Precept (Council Tax Requirement);
- approving accounting statements;
- approving an annual governance statement;
- borrowing;
- writing off bad debts;
- declaring eligibility for the General Power of Competence; and
- addressing recommendations in any report from the internal or external auditors,

shall be a matter for the full Council only.

1.14. In addition the Council must:

- determine and keep under regular review the bank mandate for all Council bank accounts;
- approve any grant or a single commitment in excess of £10,000; and
- in respect of the annual salary for any employee have regard to recommendations about annual salaries of employees made by the relevant Committee in accordance with its terms of reference.

1.15. In these Financial Regulations, references to the Accounts and Audit Regulations or 'the Regulations' shall mean the Regulations issued under the provisions of section 27 of the Audit Commission Act 1998, or any superseding legislation, and then in force unless otherwise specified.

In these Financial Regulations the term 'proper practice' or 'proper practices' shall refer to guidance issued in *Governance and Accountability for Local Councils – a Practitioners' Guide (England)* issued by the Joint Practitioners Advisory Group (JPAG), available from the websites of NALC and the Society for Local Council Clerks (SLCC).

2. ACCOUNTING AND AUDIT (INTERNAL AND EXTERNAL)

2.1. All accounting procedures and financial records of the Council shall be determined by the RFO in accordance with the Accounts and Audit Regulations, appropriate Guidance and proper practices.

2.2. On a regular basis, at least once in each quarter and at each financial year end, the Chair of the Finance and General Purposes Committee (or the Deputy), shall verify the monthly bank reconciliations (for all accounts) produced by the RFO. The Chair/Deputy shall sign the reconciliations and the bank statements (or similar document) as evidence of verification. This activity shall on conclusion be reported, including any exceptions, to and noted by the Finance and General Purposes Committee.

2.3. The RFO shall complete the annual statement of accounts, annual report, and any related documents of the Council contained in the Annual Return (as specified in proper practices) as soon as practicable after the end of the financial year and having certified the accounts shall submit them and report thereon to the Council within the timescales set by the Accounts and Audit Regulations.

2.4. The Council shall ensure that there is an adequate and effective system of internal audit of its accounting records, and of its system of internal control in accordance with proper practices. Any officer or member of the Council shall make available such documents and records as appear to the Council to be necessary for the purpose of the audit and shall, as directed by the Council, supply the RFO, internal auditor, or external auditor with such information and explanation as the Council considers necessary for that purpose.

2.5. The internal auditor shall be appointed by, and shall carry out the work in relation to, the internal controls required by the Council in accordance with proper practices.

2.6. The internal auditor shall:

- be competent and independent of the financial operations of the Council;
- report to Council in writing, or in person, on a regular basis with a minimum of one annual written report during each financial year;

- to demonstrate competence, objectivity and independence, be free from any actual or perceived conflicts of interest, including those arising from family relationships; and
 - have no involvement in the financial decision making, management or control of the Council.
- 2.7. Internal or external auditors may not under any circumstances:
- perform any operational duties for the Council;
 - initiate or approve accounting transactions; or
 - direct the activities of any Council employee, except to the extent that such employees have been appropriately assigned to assist the internal auditor.
- 2.8. For the avoidance of doubt, in relation to internal audit the terms ‘independent’ and ‘independence’ shall have the same meaning as is described in proper practices.
- 2.9. The RFO shall make arrangements for the exercise of electors’ rights in relation to the accounts including the opportunity to inspect the accounts, books, and vouchers and display or publish any notices and statements of account required by Audit Commission Act 1998, or any superseding legislation, and the Accounts and Audit Regulations.
- 2.10. The RFO shall, without undue delay, bring to the attention of all Councillors any correspondence or report from internal or external auditors.

3. ANNUAL ESTIMATES (BUDGET) AND FORWARD PLANNING

- 3.1. Each Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall thereafter formulate and submit proposals for the following financial year to the Council not later than the end of January each year including any proposals for revising the forecast.
- 3.2. The RFO must each year, by no later than the end of November, prepare detailed estimates of all receipts and payments including the use of reserves and all sources of funding for the following financial year in the form of a budget to be considered by the relevant committees and the Council.
- 3.3. Each Standing Committee shall review its three year forecast of revenue and capital receipts and payments. Having regard to the forecast, it shall therefore formulate and submit proposals for the following financial year to the Finance & General Purposes Committee not later than the end of December.
- 3.4. The Council shall consider annual budget proposals in relation to the Council’s three year forecast of revenue and capital receipts and payments including recommendations for the use of reserves and sources of funding and update the forecast accordingly.
- 3.5. The Council shall fix the Precept (Council tax requirement), and relevant basic amount of Council tax to be levied for the ensuing financial year not later than by the end of January each year. The RFO shall issue the Precept to the billing authority and shall supply each member with a copy of the approved annual budget.
- 3.6. The approved annual budget shall form the basis of financial control for the ensuing year.

- 3.7. CiL Receipts and any grants received that are unspent at the financial year end should be transferred to an Earmarked Reserve, clearly annotated for the correct purpose.

4. BUDGETARY CONTROL AND AUTHORITY TO SPEND

- 4.1. Expenditure on revenue items may be authorised up to the amounts included for that class of expenditure in the approved budget, subject to the requirements of Standing Orders and Financial Regulations. This authority is to be determined by:

- the Council for all items over £10,000;
- a duly delegated Committee of the Council for items over £5,000; or
- the Clerk, for any items below £5,000.

Such authority is to be evidenced by a minute or by an authorisation slip duly signed by the Clerk, and where necessary also by the appropriate Chairman.

Contracts may not be disaggregated to avoid controls imposed by these Regulations.

- 4.2. No expenditure may be authorised that will exceed the amount provided in the revenue budget for that class of expenditure other than by resolution of the Council, or duly delegated Committee. During the budget year and with the approval of the relevant spending Committee having considered fully the implications for public services, unspent and available amounts may be moved to other budget headings or to an earmarked reserve as appropriate ('virement').
- 4.3. Unspent provisions in the revenue or capital budgets shall not be carried forward to a subsequent year, unless placed in an Earmarked Reserve by resolution of the relevant spending Committee.
- 4.4. The salary budgets are to be reviewed at least annually in November for the following financial year and such review shall be evidenced by a hard copy schedule signed by the Clerk and the Chairman of Council or relevant Committee. The RFO will inform Committees of any changes impacting on their budget requirement for the coming year in good time.
- 4.5. In cases of extreme or immediate risk to the delivery of Council services, the Clerk may authorise revenue expenditure on behalf of the Council which in the Clerk's judgement it is necessary to carry out. Such expenditure includes repair, replacement or other work, whether or not there is any budgetary provision for the expenditure, subject to a limit of £5,000. The Clerk shall report such action to the chairman of the relevant Committee as soon as possible and to the Council as soon as practicable thereafter.
- 4.6. No expenditure shall be authorised in relation to any capital project and no contract entered into or tender accepted involving capital expenditure unless the Council is satisfied that the necessary funds are available, or the requisite borrowing approval has been obtained.
- 4.7. All capital works shall be administered in accordance with the Council's Standing Orders and Financial Regulations relating to contracts.

- 4.8. The RFO shall regularly provide the Council and duly delegated Committees with a statement of income and expenditure to date under each head of the budgets, comparing actual expenditure to the appropriate date against that planned as shown in the budget. These statements are to be prepared at least at the end of each financial quarter and shall show explanations of material variances. For this purpose “material” shall be in excess of £1,000 or 15% of the budget, whichever is the lower amount.
- 4.9. Changes in earmarked reserves shall be reported to Council as part of the budgetary control process.

5. BANKING ARRANGEMENTS AND AUTHORISATION OF PAYMENTS

- 5.1. The Council's banking arrangements, including the bank mandate, shall be made by the RFO and approved by the Council; banking arrangements may not be delegated to a Committee. They shall be regularly reviewed for safety and efficiency.
- 5.2. The RFO shall prepare a schedule of payments, forming part of the agenda for the meeting and present the schedule to Council. Personal payments (including salaries, wages, expenses and any payment made in relation to the termination of a contract of employment) may be summarised to remove public access to any personal information.
- 5.3. All invoices for payment shall be examined, verified and certified by the RFO to confirm that the work, goods or services to which each invoice relates has been received, carried out, examined and represents expenditure previously approved by the Council or duly delegated Committee.
- 5.4. The RFO shall examine invoices for arithmetical accuracy and analyse them to the appropriate expenditure heading.
- 5.5. The Clerk, Assistant Town Clerk and RFO shall have delegated authority to authorise the payment of items in the following circumstances:
- a) If a payment is necessary to avoid a charge to interest under the Late Payment of Commercial Debts (Interest) Act 1998, and the due date for payment is before the next scheduled Meeting of Council, where the Clerk and RFO certify that there is no dispute or other reason to delay payment, provided that a list of such payments shall be submitted to the next meeting of Council;
 - b) An expenditure item authorised under 5.6 below (continuing contracts and obligations) provided that a list of such payments shall be submitted to the next appropriate meeting of Council; or
 - c) fund transfers within the Councils banking arrangements up to the sum of £10,000, provided that a list of such payments shall be submitted to the next appropriate meeting of Council.
- 5.6. For each financial year the Clerk and RFO shall draw up a list of due payments which arise on a regular basis as the result of a continuing contract, statutory duty, or obligation (such as but not exclusively, Salaries, PAYE and NI, Superannuation Fund and regular maintenance contracts) and the like for which Council, or a duly authorised Committee, may authorise payment for the year provided that the requirements of Regulation 4.1 (Budgetary Controls) are adhered to, provided also that a list of such payments shall be submitted to the next appropriate meeting of Council.

- 5.7. A record of regular payments made under 5.6 above shall be drawn up and be signed by two members on each and every occasion when payment is authorised - thus controlling the risk of duplicated payments being authorised and / or made.
- 5.8. In respect of grants, a duly authorised Committee shall approve expenditure within any limits set by Council and in accordance with any policy statement approved by Council. Any revenue or capital grant in excess of £10,000 shall before payment, be subject to ratification by resolution of the Council.
- 5.9. Members are subject to the Code of Conduct that has been adopted by the Council and shall comply with the Code and Standing Orders when a decision to authorise or instruct payment is made in respect of a matter in which they have a disclosable pecuniary or other interest, unless a dispensation has been granted.
- 5.10. The Council will aim to rotate the duties of members in these Regulations so that onerous duties are shared out as evenly as possible over time.
- 5.11. Authority to deal with the bank accounts on a daily basis to be delegated to the RFO, Town Clerk and Assistant Town Clerk.

6. INSTRUCTIONS FOR THE MAKING OF PAYMENTS

- 6.1. The Council will make safe and efficient arrangements for the making of its payments.
- 6.2. Following authorisation under Financial Regulation 5 above, the Council, a duly delegated Committee or, if so delegated, the Clerk or RFO shall give instruction that a payment shall be made.
- 6.3. All payments shall be effected by cheque or other instructions to the Council's bankers, or otherwise, in accordance with a resolution of Council.
- 6.4. Cheques or orders for payment drawn on the bank account in accordance with the schedule shall be presented to and signed by two members of Council. A member who is also a bank signatory and that has declared a disclosable pecuniary interest, or who has a connection with the payment beneficiary by virtue of family or business relationships, must not be a signatory to the payment in question.
- 6.5. Cheques or orders for payment shall be prepared for signature and signatories will be informed via email of the need for two to **either review remotely**, or call into the Council Office to sign at their earliest convenience. To indicate agreement of the details shown on the cheque or order for payment with the counterfoil and the invoice or similar documentation, the signatories shall each also initial the cheque counterfoil.
- 6.6. If thought appropriate by the council payment for supplies (e.g. energy, telephone, water and Non-Domestic Rates) may be made by variable or fixed Direct Debit provided that the instructions are signed by two members and any payments are reported to Council as made. The approval of the use of a variable Direct Debit shall be renewed by resolution of the Council at least every two years.
- 6.7. If thought appropriate by the council, payment for certain items (principally salaries) may be made by banker's standing order provided that the instructions are signed, or otherwise evidenced by a

council member are retained and any payments are reported to council as made. Banker's Standing Orders shall be renewed by resolution of the Council at least every two years.

- 6.8. Payment may be made by Banker's Standing Order, internet banking transfer, BACS or CHAPS methods provided that the instructions for each payment are signed, or otherwise evidenced, by two authorised bank signatories and records retained. Any payments are reported to Council as made.
- 6.9. The BACS procedure will be as follows:
- a) two Councillors (authorised signatories) to sign the appropriate paper documentation **or approve by email** e.g. BACs form.
 - b) Finance Administrator to input the payments on to Bankline.
 - c) RFO to authorise the payment on Bankline.
 - d) The Town Clerk or Assistant Town Clerk to perform step c) in the absence of the RFO.
 - e) The RFO, Town Clerk or Assistant Town Clerk to perform step b) in the absence of the Finance Administrator.
 - f) Steps b) & c) must be carried out by separate Officers.
- 6.10. Where internet banking arrangements are made with any bank, the Clerk, Assistant Town Clerk and RFO shall be appointed as Service Administrators with authority to input BACS payments, print bank statements, add and delete users, authorise payments and transfer between accounts. The Finance Administrator shall be authorised to input BACS payments and to print bank statements. The Bank Mandate approved by the Council shall identify a number of Councillors who will be authorised to approve transactions on those accounts.
- 6.11. No employee or Councillor shall disclose any PIN or password, relevant to the working of the Council or its bank accounts, to any person unless authorised in writing by the Council or a duly delegated Committee.
- 6.12. Regular back-up copies of the records on any computer shall be made and encrypted and shall be stored securely away from the computer in question, and preferably off site.
- 6.13. The Council, and any members using computers for the Council's financial business, shall ensure that anti-virus, anti-spyware and firewall, software with automatic updates, together with a high level of security, is used.
- 6.14. Where internet banking arrangements are made with any bank, the RFO shall be appointed as the Service Administrator. The bank mandate approved by the council shall identify a number of councillors who will be authorised to approve transactions on those accounts. The bank mandate will state clearly the amounts of payments that can be instructed by the use of the Service Administrator alone, or by the Service Administrator with a stated number of approval.
- 6.15. Access to any internet banking accounts will be directly to the access page (which may be saved under "favourites"), and not through a search engine or e-mail link. Remembered or saved passwords facilities must not be used for Council banking work. Breach of this Regulation will be treated as a very serious matter under these regulations.

- 6.16. Changes to account details for suppliers, which are used for internet banking may only be changed on written hard copy or e-mail notification by the supplier and supported by hard copy authority for change signed by the RFO. A programme of regular checks of standing data with suppliers will be followed
- 6.17. Any Debit Card issued will be specifically restricted to the Clerk and will also be restricted to a single transaction maximum value of £5,000 unless authorised by Council or appropriate Committee in writing before any order is placed. The maximum amount which can be withdrawn in cash by the Clerk using the debit card is £500 in any three month period. Any amount in excess of this figure must be authorised in advance by Council or the appropriate Committee. If the debit card is used for purchases, then the Procedures in 6.16 & 6.17 (a-d) should be followed.
- 6.18. A pre-paid debit card may be issued to employees with varying limits. These limits will be set by the Finance Committee. Transactions and purchases made will be reported to the relevant committee and authority for topping-up shall be at the discretion of the relevant committee.
- 6.19. Any corporate credit card or trade card account opened by the council will be specifically restricted to the Clerk and will be limited to a maximum of £3,000 per month unless authorised by Council or appropriate Committee in writing before any order is placed and shall be subject to automatic payment in full at each month-end. Personal credit or debit cards of members or staff shall not be used under any circumstances.
- 6.20. The Charge Card purchase procedures will be as follows:
- a) Monthly expenditure on the Business Charge Card shall be limited to £3,000.
 - b) Only the Town Clerk shall be authorised to use the Business Charge Card. With his/her written instructions the use of the card may be delegated to the RFO or Finance Administrator up to the value of £500 per week.
 - c) The Town Clerk (or as above) shall be authorised to purchase any one item that is identified in the budget (e.g. stationery) or has previously been approved by Committee up to the value of £500.
 - d) Prior to a purchase being made or an order placed;
 - i. An official purchase order shall be raised and signed by the Town Clerk.
 - ii. A Business Charge Card authorisation form shall be completed with purchase details attached.
 - iii. The expenditure must be authorised by:-
 - The RFO, or in his/her absence, an officer designated by him/her, up to £500, or
 - any two of the Members who are authorised cheque signatories, £501 - £3,000.
 - e) When the monthly Business Charge Card statement is received it shall be included with the schedule of payments to be signed by the authorised cheque signatories.
- 6.21. The RFO may provide petty cash to officers for the purpose of defraying operational and other expenses. Vouchers for payments made shall be forwarded to the RFO with a claim for reimbursement.

- a) The RFO shall maintain a petty cash float of £250 for the purpose of defraying operational and other expenses. Vouchers for payments made from petty cash shall be kept to substantiate the payment.
- b) Income received must not be paid into the petty cash float but must be separately banked, as provided elsewhere in these Regulations.
- c) Payments to maintain the petty cash float shall be shown separately on the schedule of payments presented to council under 5.2 above.

7. PAYMENT OF SALARIES

- 7.1. As an employer, the Council shall make arrangements to meet fully the statutory requirements placed on all employers by PAYE and National Insurance legislation. The payment of all salaries shall be made in accordance with payroll records and the rules of PAYE and National Insurance currently operating, and salary rates shall be as agreed by Council, or duly delegated Committee.
- 7.2. Payment of salaries and payment of deductions from salary such as may be required to be made for tax, national insurance and pension contributions, or similar statutory or discretionary deductions must be made in accordance with the payroll records and on the appropriate dates stipulated in employment contracts, provided that each payment is reported to the next available Council meeting, as set out in these Regulations above.
- 7.3. No changes shall be made to any employee's pay, emoluments, or terms and conditions of employment without the prior consent of the Council or duly delegated Committee.
- 7.4. Each and every payment to employees of net salary and to the appropriate creditor of the statutory and discretionary deductions shall be recorded in a separate confidential record. This confidential record is not open to inspection or review (under the Freedom of Information Act 2000 or otherwise) other than:
 - by any Councillor who can demonstrate a need to know;
 - by the internal auditor;
 - by the external auditor; or
 - by any person authorised under Audit Commission Act 1998, or any superseding legislation.
- 7.5. The total of such payments in each calendar month shall be reported to Council with all other payments as made as may be required under these Financial Regulations, to ensure that only payments due for the period have actually been paid.
- 7.6. An effective system of personal performance management should be maintained for the senior officers.
- 7.7. Any termination payments shall be supported by a clear business case and reported to the Council. Termination payments shall only be authorised by Council.
- 7.8. Before employing interim staff the Council or duly delegated Committee must consider and approve a full business case.

- 7.9. The Chair (or Deputy) of the Personnel Committee will check the payroll every month after it has been run and countersign the BACs submission form.

8. LOANS AND INVESTMENTS

- 8.1. All borrowings shall be effected in the name of the Council, after obtaining any necessary borrowing approval. Any application for borrowing approval shall be approved by Council as to terms and purpose. The application for borrowing approval and subsequent arrangements for the loan shall only be approved by full Council.
- 8.2. Any financial arrangement which does not require formal borrowing approval from the Secretary of State (such as hire purchase or leasing of tangible assets) shall be subject to approval by the full Council. In each case a report in writing shall be provided to Council in respect of value for money for the proposed transaction.
- 8.3. All loans and investments shall be negotiated in the name of the Council and shall be for a set period in accordance with Council policy.
- 8.4. The Council shall agree an investment strategy which, shall be in accordance with relevant Regulations, proper practices and guidance. The strategy shall be reviewed by the Finance & General Purposes Committee at least annually.
- 8.5. All investments of money under the control of the Council shall be in the name of the Council.
- 8.6. All investment certificates and other documents relating thereto shall be retained in the custody of the RFO.
- 8.7. Payments in respect of short term or long term investments, including transfers between bank accounts held in the same bank, or branch, shall be made in accordance with Regulation 5 (Authorisation of payments) and Regulation 6 (Instructions for payments). The RFO (or in their absence the Town Clerk) shall be authorised to make all necessary transfers between the Council's bank accounts and investments to achieve the best possible interest within the guidance of the annual investment strategy.

9. INCOME

- 9.1. The collection of all sums due to the Council shall be the responsibility of and under the supervision of the RFO.
- 9.2. Particulars of all charges to be made for work done, services rendered, or goods supplied shall be agreed annually by the Council or duly delegated Committee and notified to the RFO and the RFO shall be responsible for the collection of all accounts due to the council.
- 9.3. The Council or duly delegated Committee will review all fees and charges at least annually, following a report of the Clerk.

- 9.4. Any sums found to be irrecoverable and any bad debts shall be reported to and agreed by the Council and shall be written off in the year.
- 9.5. All sums received on behalf of the Council shall be banked intact as directed by the RFO. In all cases, all receipts shall be deposited with the Council's bankers with such frequency as the RFO considers necessary.
- 9.6. The origin of each receipt shall be entered on the paying-in slip.
- 9.7. Personal cheques shall not be cashed out of money held on behalf of the Council.
- 9.8. The RFO shall promptly complete any VAT return that is required. Any repayment claim due in accordance with VAT Act 1994 section 33 shall be made at least annually coinciding with the financial year end.
- 9.9. Where any significant sums of cash are regularly received by the Council, the RFO shall take such steps as are agreed by the Council to ensure that more than one person is present when the cash is counted in the first instance, that there is a reconciliation to some form of control such as ticket issues, and that appropriate care is taken in the security and safety of individuals banking such cash.
- 9.10. Any income arising which is the property of a charitable trust shall be paid into a charitable bank account. Instructions for the payment of funds due from the charitable trust to the Council (to meet expenditure already incurred by the authority) will be given by the Managing Trustees of the charity meeting separately from any Council meeting (see also Regulation 16 below).

10. ORDERS FOR WORK, GOODS AND SERVICES

- 10.1. An official order or letter shall be issued for all work, goods and services unless a formal contract is to be prepared or an official order would be inappropriate. Copies of orders shall be retained.
- 10.2. All orders should be signed by a duly authorised officer who shall be
 - The Town Clerk – must sign all orders over £500
 - The Assistant Town Clerk - can sign all orders over £500 (in the TCs absence)
 - The RFO – only in the absence of another duly authorised officer.
 - The following staff up to £500 on set budgets for which they have day to day responsibility.
 - **Operations Manager**
 - Assistant Town Clerk
 - **Head Grounds Person**
 - **Events Co-Ordinator**
 - Ranger
 - Customer Services Officer
- 10.3. All members and officers are responsible for obtaining value for money at all times. An officer issuing an official order shall ensure as far as reasonable and practicable that the best available terms are obtained in respect of each transaction, usually by obtaining three or more quotations or estimates from appropriate suppliers, subject to any *de minimis* provisions in Regulation 11 below.

- 10.4. A member may not issue an official order or make any contract on behalf of the Council.
- 10.5. The RFO shall verify the lawful nature of any proposed purchase before the issue of any order, and in the case of new or infrequent purchases or payments, the RFO shall ensure that the statutory authority shall be reported to the meeting at which the order is approved so that the minutes can record the power being used.
- 10.6. Each Order raised shall conform with Standing Orders and Financial Regulations.

11. CONTRACTS

- 11.1. Procedures as to contracts are laid down as follows:
- a. Every contract shall comply with these Financial Regulations, and no exceptions shall be made otherwise than in an emergency provided that Regulation 11 need not apply to contracts which relate to items (i) to (vii) below:
 - i. contracts of employment;
 - ii. for the supply of gas, electricity, water, sewerage and telephone services;
 - iii. for specialist services such as are provided by solicitors, accountants, surveyors, architects and planning consultants;
 - iv. for work to be executed or goods or materials to be supplied which consist of repairs to or parts for existing machinery or equipment or plant;
 - v. for work to be executed or goods or materials to be supplied which constitute an extension of an existing contract by the Council;
 - vi. for additional audit work of the external auditor up to an estimated value of £500 (in excess of this sum the Clerk and RFO shall act after consultation with the Chairman and Vice Chairman of Council); and
 - vii. for goods or materials proposed to be purchased which are proprietary articles and / or are only sold at a fixed price.
 - b. Where the Council intends to procure or award a public supply contract, public service contract or public works contract as defined by The Public Contracts Regulations 2015 (“the Regulations”) which is valued at £25,000 or more, the Council shall comply with the relevant requirements of the Regulations¹. (See also Standing Orders 18c/f/g)
 - c. The full requirements of The Regulations, as applicable, shall be followed in respect of the tendering and award of a public supply contract, public service contract or public works contract which exceed thresholds in The Regulations set by the Public Contracts Directive 2014/24/EU (which may change from time to time). (See also Standing Orders 18c/f/g)

¹ The Regulations require Councils to use the Contracts Finder website to advertise contract opportunities, set out the procedures to be followed in awarding new contracts and to publicise the award of new contracts

- d. When applications are made to waive Financial Regulations relating to contracts to enable a price to be negotiated without competition the reason shall be embodied in a recommendation to the Council or duly delegated Committee.
- e. Such invitation to tender shall state the general nature of the intended contract and the Clerk shall obtain the necessary technical assistance to prepare a specification in appropriate cases. The invitation shall in addition state that tenders must be addressed to the Clerk and detail the last date by which such tenders should reach the Clerk in the ordinary course of post. Each tendering firm shall be supplied with a specifically marked envelope in which the tender is to be sealed and remain sealed until the prescribed date for opening tenders for that contract.
- f. All sealed tenders shall be opened at the same time on the prescribed date by the Clerk in the presence of at least two members of Council.
- g. Any invitation to tender issued under this Regulation shall be subject to Standing Orders and shall refer to the terms of the Bribery Act 2010.
- h. When the Council is to enter into a contract of less than £25,000 in value for the supply of goods or materials or for the execution of works or specialist services other than such goods, materials, works or specialist services as are excepted as set out in paragraph (a) the Clerk, Assistant Town Clerk, **Operations Manager, Head Groundsperson** or RFO shall obtain 3 quotations (priced descriptions of the proposed supply); where the value is below £3,000 and above £1,000 the Clerk or RFO shall strive to obtain 3 estimates. Otherwise, Regulation 10.4 above shall apply.
- i. The Council shall not be obliged to accept the lowest or any tender, quote or estimate.
- j. Should it occur that the Council, or duly delegated Committee, does not accept any tender, quote or estimate, the work is not allocated and the Council requires further pricing, provided that the specification does not change, no person shall be permitted to submit a later tender, estimate or quote who was present when the original decision making process was being undertaken.
- k. For each estimated value of cost of works, goods, materials or services as set about below, and the provision has been made in the budget, the arrangements for quotations and tenders are as the following table.

| Estimated Value | | | Method of Invitation | Acceptance by |
|-----------------|----|---------|---|--|
| 0 | to | £1,000 | Best Practice to be followed. | Town Clerk |
| £1,000 | to | £3,000 | the Clerk or RFO shall strive to obtain three estimates | Town Clerk |
| £3,000 | to | £25,000 | Minimum of three invitations for quotations | Town Clerk |
| £25,000 | to | £60,000 | Minimum of three invitations for quotations with discretion to invite tenders by public advertisement | Chair of the appropriate Committee or nominee and Town Clerk |

| | | | |
|-------|--|---------|--|
| | | | <u>Advertise contracts over £25,000 on contract finder website within 24 hours of advertising elsewhere.</u> |
| above | | £60,000 | Invite tenders by public advertisement <u>Advertise contracts over £25,000 on contract finder website within 24 hours of advertising elsewhere.</u> |

12. PAYMENTS UNDER CONTRACTS FOR BUILDING OR OTHER CONSTRUCTION WORKS

- 12.1. Payments on account of the contract sum shall be made within the time specified in the contract by the RFO upon authorised certificates of the architect or other consultants engaged to supervise the contract (subject to any percentage withholding as may be agreed in the particular contract).
- 12.2. Where contracts provide for payment by instalments the RFO shall maintain a record of all such payments. In any case where it is estimated that the total cost of work carried out under a contract, excluding agreed variations, will exceed the contract sum of 5% or more a report shall be submitted to the Council or duly delegated Committee.
- 12.3. Any variation to a contract or addition to or omission from a contract must be approved by the Council, or duly delegated Committee, and Clerk to the contractor in writing, the Council being informed where the final cost is likely to exceed the financial provision.

13. STORES AND EQUIPMENT

- 13.1. The officer in charge of each section shall be responsible for the care and custody of stores and equipment in that section.
- 13.2. Delivery notes shall be obtained in respect of all goods received into store or otherwise delivered and goods must be checked as to order and quality at the time delivery is made.
- 13.3. Stocks shall be kept at the minimum levels consistent with operational requirements.
- 13.4. The Clerk shall be responsible for periodic checks of stocks and stores at least annually.

14. ASSETS, PROPERTIES AND ESTATES

- 14.1. The Clerk shall make appropriate arrangements for the custody of all title deeds and Land Registry Certificates of properties held by the Council. The RFO shall ensure a record is maintained of all properties held by the Council, recording the location, extent, plan, reference, purchase details, nature of the interest, tenancies granted, rents payable and purpose for which held in accordance with Accounts and Audit Regulations.

- 14.2. No tangible moveable property shall be purchased or otherwise acquired, sold, leased or otherwise disposed of, without the authority of the Council, together with any other consents required by law, save where the estimated value of any one item of tangible movable property does not exceed £1,000. All items of historic significance shall be referred to the Council prior to any disposal.
- 14.3. No real property (interests in land) shall be sold, leased or otherwise disposed of without the authority of the Council, together with any other consents required by law. In each case a report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.4. No real property (interests in land) shall be purchased or acquired without the authority of the full Council. In each case a Report in writing shall be provided to Council in respect of valuation and surveyed condition of the property (including matters such as planning permissions and covenants) together with a proper business case (including an adequate level of consultation with the electorate).
- 14.5. The RFO shall ensure that an appropriate and accurate Register of Assets and Investments is kept up to date. The continued existence of tangible assets shown in the register shall be verified at least annually, possibly in conjunction with a health and safety inspection of assets.
- 14.6. Subject only to the limit set in Regulation 14.2 above, no tangible moveable property shall be purchased or acquired without the authority of the full council. In each case a report in writing shall be provided to council with a full business case
- 14.7. Capital receipts from the disposal of fixed assets cannot be used for revenue purposes and can only be used for capital purposes – that is the purchase of fixed assets, the making of capital grants or the repayment of long-term loans. The Council will keep a separate record to demonstrate compliance of this requirement.

15. INSURANCE

- 15.1. Following the annual risk assessment (per Financial Regulation 17), in consultation with the Clerk, the RFO shall effect all insurances and negotiate all claims on the Council's insurers,
- 15.2. The Clerk shall give prompt notification to the RFO of all new risks, properties or vehicles which require to be insured and of any alterations effecting existing insurances.
- 15.3. The RFO shall keep a record of all insurances effected by the Council and the property and risks covered thereby and annually review it, reporting on its suitability to the Council at the next appropriate meeting.
- 15.4. The RFO shall be notified of any loss liability or damage or of any event likely to lead to a claim and shall report these to Council at the next available meeting.
- 15.5. All appropriate members and employees of the Council shall be included in a suitable form of security or fidelity guarantee insurance which shall cover the maximum risk exposure as determined by the Council, or duly delegated Committee.

16. CHARITIES

- 16.1. Where the Council is sole managing trustee of a charitable body the Clerk and RFO shall ensure that separate accounts are kept (if required) of the funds held on charitable trusts and separate financial reports made in such form as shall be appropriate, in accordance with Charity Law and legislation, or as determined by the Charity Commission. The Clerk and RFO shall arrange for any Audit or Independent Examination as may be required by Charity Law or any Governing Document.

17. RISK MANAGEMENT

- 17.1. The Council is responsible for putting in place arrangements for the management of risk. The Clerk and the RFO shall prepare, for approval by the Council, risk management policy statements in respect of all activities of the Council. Risk policy statements and consequential risk management arrangements shall be reviewed by the Council at least annually.
- 17.2. When considering any new activity, the Clerk and RFO shall prepare a draft risk assessment including risk management proposals for consideration and adoption by the Council.

18. EARMARKED RESERVES POLICY

- 18.1 Reserves will only be earmarked in line with CIPFA code of practice on Local Authority Accounting in the UK (the Statement of Recommended Practice). The amount earmarked in any one financial year will not exceed the difference (surplus) between the budgeted net expenditure and the actual net expenditure.
- 18.2 Reserves can be spent or earmarked at the discretion of the Council. They can result from:
- Events which have allowed money to be set aside
 - Surpluses
 - Decisions causing anticipated expenditure to have been postponed or cancelled
 - Money set aside for major anticipated capital schemes, projects or service arrangements the Town council wish to carry out,
 - A working balance to help cushion the impact of uneven cash flows e.g. election expenses
 - To avoid unnecessary temporary borrowing
 - A contingency to cushion the impact of unexpected events or emergencies
 - A means of building up funds to meet known or predicted liabilities
- 18.3 Expenditure will not be charged direct to Earmarked reserves (EMR) and transfers to and from EMR will be clearly itemised in the accounts.
- 18.4 For each reserve the following will be clearly documented
- The reason for or purpose of the EMR
 - The type of expenditure the EMR will be used for
 - Any circumstances the EMR cannot be used for.

- 18.5 Reserves will be managed controlled and reviewed by the RFO
- On a transaction by transaction basis to ensure the correct expenditure is being taken from the correct reserve and no reserve is being over spent.
 - Twice per year, once during the budget review and once at the year end, in consultation with the Town Clerk, the RFO will review the appropriateness of each reserve, making recommendations to the relevant Committee as to which reserves should be earmarked next financial year. At such time any reserves considered no longer appropriate will be transferred back to the General Reserve.
- 18.6 At the yearend, the RFO will earmark underspends from previously agreed budgets e.g. building maintenance, election costs and asset purchases.

19. SUSPENSION AND REVISION OF FINANCIAL REGULATIONS

- 19.1. It shall be the duty of the Council to review the Financial Regulations of the Council on an annual basis. The RFO shall make arrangements to monitor changes in legislation or proper practices and shall advise the Clerk and Council of any requirement for a consequential amendment to these Financial Regulations.
- 19.2. The Council may, by resolution of the Council duly notified prior to the relevant meeting of Council, suspend any part of these Financial Regulations provided that reasons for the suspension are recorded and that an assessment of the risks arising has been drawn up and presented in advance to all members of Council.



Risk Management Policy

Responsibility: Full Council

Review Cycle: Annually, or earlier in the event of legislative changes

| Date of Adoption / Renewal | Resolution Number |
|-----------------------------------|--------------------------|
| 7 January 2014 | 7051 |
| 6 January 2015 | |
| 4 January 2016 | |
| 10 January 2017 | |
| 3 July 2018 | 8463 |
| 18 June 2019 | 8797 |
| 16 March 2021 | 9290 |
| 7 September | |
| | |
| | |

RISK MANAGEMENT POLICY

1. Introduction

- 1.1 Corporate Risk Management is defined as the threat that an event or action will adversely affect the Council's ability to achieve its objectives or to successfully execute its strategies.
- 1.2 The council recognises that it has a responsibility to take all reasonable and practical measures to safeguard its employees, the people it works with and provides services for; and to protect the natural and built environments for which it is responsible.
- 1.3 The council is aware that some risks cannot be eliminated fully and has in place a strategy that provides a structured, systematic and focused approach to managing risk.

2. Objectives

- 2.1 The objectives of the risk management policy are to:
 - Integrate risk management into the culture of the council
 - Manage risk in accordance with best practice and legislative requirements
 - Minimise loss, disruption, injury and damages
 - Inform policy and operational decisions by identifying risks and their likely impact
 - Raise awareness of the need for risk management

3. Undertaking

- 3.1 Council will undertake to follow the control measures identified in the risk register in the timeframes mentioned.

Risk Register

Crowborough Town Council Corporate Risk Register 2021

General and Financial Risk Assessment

| Area | Risk | Level | Control Measures | Frequency months |
|--------|--|-------|---|------------------|
| | | | | |
| Assets | Protection of physical assets detailed in the Councils Asset Register. | M | All assets over a value of £1000 are insured through Zurich Municipal. As new assets are purchased over £1000 in value they are added to the policy. Any new purchase over the value of £500 will be added to the Asset Register | Annual |
| | | M | All leases and land registration details that are in the Council possession are with The Town Clerk. | Annual |
| Assets | Security of buildings, equipment etc. | M | Where possible buildings have alarm systems and one has CCTV installed. All offices routinely locked overnight. All assets in sites are securely locked away. | Daily |
| Assets | Maintenance of buildings etc. | M | Planned maintenance schedule is worked to, with a view to developing a five-year maintenance plan in due course. | Annual |
| | | M | Planned programme of testing electrical and safety equipment in place. Reactive repair allocations included in revenue budget, a small pool of suitable contractors to carry out works is in place but is an area for growth | Monthly |
| | | M | 5 yearly fixed appliance and electrical system checks are carried out at all buildings we are responsible for | Annual |
| | | | | |

| Area | Risk | Level | Control Measures | Frequency months |
|---------|--|-------|--|--------------------|
| Finance | Cash – Loss through Theft | L | Receipts are issued for all cash received at the Town Hall. Cash is locked in the safe until the Finance Administrator is able to take it to the bank, which is as soon as practical. A small petty cash float is retained, balanced regularly by the Finance Administrator and checked by the Town Clerk/ RFO. | Monthly |
| Finance | Risk of consequential loss of income. | L | Insurance cover in place for insurable risks | Annual |
| | | L | Aim for Bank account reserves to be 50% of the precept. | Annual |
| | | M | Financial performance of all activity reviewed monthly to enable any issues to be speedily addressed | Monthly |
| | | L | All electronic records backed-up on the cloud supported by two external providers | Weekly |
| | | M | Committees consider in detail draft budgets. Finance and General Purpose Committee review all potential financial issues to ensure all relevant information is present at the Full Council where the annual budget and precept are determined. | Annual |
| | | L | Finance Officer runs regular bank reconciliations and checks bank statements to ensure all payments are received. | Monthly |
| Finance | Management of Cash Flow | L | RFO should effectively manage cash flow and ensure that funds are readily available to cover three months' worth of expenses. F& GP Committee should regularly monitor the cash and investment situation | Bi-Annual / Annual |
| Finance | Banking - Lack of authorised signatories for payments. Possible Errors | L | Banking requirements are included in the council's financial regulations. All Council bank accounts are in place with Natwest and Lloyds. Bank reconciliations are completed at the end of each month to identify any errors and checked by the Chair of F&GP. All councillors can be signatories ensuring a sufficient number are always available. | Monthly |

| Area | Risk | Level | Control Measures | Frequency months |
|---------|-----------------------------------|-------|--|------------------|
| Finance | Financial controls and records. | L | Strict internal controls in place to separate functions. Two Councillors required to sign as approval | Daily |
| | | L | Internal Audit to be carried out twice per annum, External Audit 12 monthly. | Bi-Annual |
| | | L | Audit Reports to be presented to the next available Finance & General Purposes Committee meeting, all recommendations acted upon as soon as practical and reported back to F & GP Committee. Full Council will also be updated. | Bi-Annual |
| | | L | Tenders secured for contracts when required in accordance with Financial regulations. | As req'd |
| | | L | All financial records stored and saved in accordance with Councils document retention policy which outlines the requirements for the retention of paper and other records. Archive materials are stored off site at the ESCC records office. | Annual |
| | | L | Financial Regulations to be reviewed annually | Annual |
| Finance | Comply with HMRC VAT Regulations. | M | VAT payments and reclaims to be calculated by the RFO. | Quarterly |
| | | L | Advice notes from HMRC followed at all times, use external advice where necessary. | Annual |
| | | L | Internal auditor reviews VAT on a regular basis. | Annual |
| | | L | VAT reconciled monthly and claimed quarterly. | Quarterly |

| Area | Risk | Level | Control Measures | Frequency months |
|---------|---|-------|---|---------------------|
| Finance | Sound budgeting to underlie annual precept. Adequacy of precept in order for the council to carry out its statutory duties. | M | RFO develops committee budgets based on previous performance and plans for the future ensuring that adequate budgets are in place and available resources to cover the running costs of the Council and maintaining Council Services. Presented to the relevant committee for consideration and recommendation to Council. A briefing meeting is held with all Councillors to assess Committee proposals and ensure that all potential contingencies are addressed in the final report and draft figures for the Full Council meeting which sets the precept. | Annual |
| | | L | The precept is received in two parts evenly spread throughout the year to assist with cash flow. | Bi-Annual |
| | Lack of forward planning and budgetary controls | L | Expenditure against budget reported to relevant committee every quarter. | Quarterly |
| | | L | Thorough Budget preparation process. Income & Expenditure is reviewed by each Committee's chair, Town Clerk, RFO & relevant Officers. Forward Budgets prepared for 3 years. | Bi-Annual / Annual |
| Finance | Complying with borrowing restrictions. | L | All current loans are either paid automatically via Direct debit or by receipt of invoice bi-annually. | Bi-Annual |
| | | L | Any new loans require full Council approval after presenting a full business case. | As req'd |
| Finance | Ensure outstanding debts are paid. | L | The council issues invoices for all amounts due and diarises to chase for payment. A list of all amounts outstanding over 30 days is reviewed by the Finance and General Purposes committee at each meeting. A bad debt policy is in place and will be reviewed every two years. | Monthly / Quarterly |
| Finance | Contracts to be awarded in accordance with procedures. | L | The council's financial regulations determine the process for awarding contracts, including financial limits for obtaining at least three quotes and for entering formal tendering exercises. | As req'd |

| Area | Risk | Level | Control Measures | Frequency months |
|-----------|---|-------|--|-------------------------|
| Finance | Salaries – ensure payments are made in accordance with contracts and Government Legislation | L | Payroll services are outsourced by the Council. Each staff member is appointed on the NJC salary scales, and has an annual salary based on their contracted hours. Managers authorise overtime and/or additional payments prior to payroll being processed, and the summary sheet is checked by the Chair of the Personnel Committee. The outsourced company use specialist software for the calculation of tax and NI payments. | Monthly |
| Finance | Loss of key staff members. Fraud or theft by staff members. Health and safety risks. | L | All staff members receive annual appraisals with agreed objectives to support their development. The council's insurance includes a fidelity guarantee in respect of staff fraud or theft. Internal audit and financial regulations and procedures mitigate the opportunities for fraud to be undetected. The council has a health and safety at work policy to mitigate the potential threats to staff wellbeing. | Annually |
| | | | | |
| Liability | Risk to third party, property, or individuals. Risk of being sued by a member of the public. | L | Insurance in place Zurich Municipal. The council's insurance includes public liability insurance to cover genuine claims where a member of the public may have been injured. There remains a risk of frivolous and/or spurious claims. | Annually |
| | | M | Full health and safety programme of inspections of all property and land is in place. Qualified Health and Safety Officer undertakes inspections including a Fire Risk Assessment | Weekly |
| | | M | Risk assessments of all the buildings individual events are routinely undertaken by a qualified officer. An external audit has been completed although many items have been identified and we are now dealing with these in order of priority | As req'd |
| | | L | Legionella risk assessment to be <u>have been</u> completed for all of the buildings <u>and will be reviewed annually</u> . All buildings, <u>with low usage</u> to have water systems flushed on a weekly basis, with temperature testing being incorporated to the weekly <u>monthly</u> tests. | Weekly / <u>Monthly</u> |

| Area | Risk | Level | Control Measures | Frequency months |
|---------------------------|--|-------|---|----------------------|
| Liability | Legal liability as consequence of asset ownership. | L | Insurance in place with Zurich Municipal. | Annually |
| | | M | Full health and safety programme of inspections of all property and land is place. Qualified Health and Safety Officer undertakes inspections. | Annually |
| | | M | Annual checks by ROSPA of all play equipment takes place and report is acted on. Play areas also inspected weekly. | Weekly |
| | | M | The council has a wide programme of events throughout the year. Each event has an individual risk assessment completed and action is taken to mitigate the risks wherever possible. | As req'd |
| | | | | |
| Employer Liability | Comply with Employment Law. | L | Membership of various national and regional bodies including NALC, CALC, SALC, AAT to ensure employees are kept up to date with all relevant employment requirements and legislation as well as best practice. An external HR consultant helps to ensure employees terms & conditions comply with employment law. | As req'd |
| | | L | Annual Appraisals take place with all employees. | Annually |
| | | L | Central records retained of all employee sickness absence and holidays. Hard copies of all employee's records are stored in a locked filing cabinet | As req'd |
| | | L | All digital records can only be accessed by managers to ensure compliance with the Data Protection legislation. | As req'd |
| | | L | Routine reviews of Employment terms and conditions acted on or where necessary reported to Personnel committee for action. | Annually |
| Employer Liability | Comply with Inland Revenue requirements. | L | Regular review of current legislative requirements undertaken by RFO. Internal auditor undertakes regular review. | As req'd Annually |

| Area | Risk | Level | Control Measures | Frequency months |
|---------------------------|--|-------|--|------------------|
| Employer Liability | Safety of staff and visitors. | M | Risk assessments carried out for all premises and activities undertaken by employees. These will include checks for adequate heating, slippery floors, cleaning procedures, legislative requirements. Staff also have access to health and safety training packages for all to complete (H&S awareness, Manual Handling, DSE etc), | As req'd |
| | | L | Internal training undertaken on the job and on a regular basis formally when need arises. | As req'd |
| Employer Liability | Data Protection and Freedom of Information – Risk of being non-compliant | L | The council has a publication scheme for freedom of information requests on its website and is registered with the Information Commissioners Office (ICO) for data protection requirements. | Annually |
| Employer Liability | Lack of adequate training leads to poor quality decisions | M | The council sets an annual budget for both staff and councillor training and subscribes to the local CALC as a training provider. The Town Clerk is also a member of the SLCC. Details of all available training courses are circulated to all staff and councillors. Staff training requirements are identified during the appraisal process. | Annually |
| | | | | |
| Legal Liability | Ensuring activities are within legal powers. | M | Town Clerk to clarify legal position on any new proposal. | As req'd |
| | | M | Legal advice to be sought where necessary. | As req'd |
| Legal Liability | Proper and timely reporting via the minutes. | L | All agendas are issued and displayed in accordance with the Local Government Act 1972. | As req'd |
| | | L | Council meets regularly and always receives and approves Minutes of meetings held since the last meeting including all committee minutes. | Quarterly |
| | | L | Minutes made available to press and public via Town council website, social media, notice boards, and in the Tourist information Office. | As req'd |

| Area | Risk | Level | Control Measures | Frequency months |
|------------------------|---|-------|---|----------------------|
| Legal Liability | Proper document control. | L | Document Retention policy adopted in 2017 and reviewed annually. | Annually |
| Councillors | Registers of Interests and gifts and hospitality in place. | L | Register of Disclosable Pecuniary Interest, retained in Council Offices by the Town Clerk. | Annually |
| | | L | Declaration of interest is on the agenda at every meeting. | Monthly |
| | | L | Update declarations of interest by councillors is Councillors responsibility when circumstances change. Emailed out annually to all Councillors to ensure up to date. | Monthly |
| | | L | Register of Gifts & Hospitality retained in Council Offices by the Town Clerk for use by Councillors and Council employees. Published annually on website. | Annually |
| Councillors | Adequate Training is in place | M | Councillors are offered relevant training when newly elected or when roles are altered. Details of all available training courses are circulated to all councillors. | Annually or As req'd |
| Councillors | Risk of cost of an election | L | In the event of a councillor resigning during their term, the electorate have a statutory right to request an election. The council budgets for the potential of an election each year and retains a sum in reserves in the event of an unexpectedly large number being called in any one year. Scheduled elections are budgeted for. | As req'd |
| Councillors | Risk of agenda not being legally accurate &/or not being published at sufficient notice. Risk of Councillors bringing the council into disrepute through their conduct. | M | Minutes and agendas are produced in accordance with legal requirements and best practice guidance. Agendas are published at least three clear days prior to the meetings on noticeboards and the council's website. The council has a code of conduct outlining acceptable councillor behaviour and each councillor has a responsibility to adhere to the code. | As req'd |

| Area | Risk | Level | Control Measures | Frequency months |
|----------------------------|---|-------|---|------------------|
| Councillors | Risk of a conflict of interests. Risk of a councillor not declaring an interest. | M | Declarations of interest are a standard agenda item for each meeting of the council or committees. A register of members' interests is published on the town council's website and held by the District Council. | As req'd |
| Councillors | Risk of being inquorate in the event of councillors resigning their position. | L | The council has sixteen councillors, so needs to retain eleven to be quorate. In the event of five or more vacancies, the District Council would support the town council in the short-term to fulfil its statutory duties. | As req'd |
| | | | | |
| Major Incident | The risk of business disruption e.g. flooding, civil unrest, fire, postal bomb, pandemics | M | Emergency Plan and Crisis Management Protocol Policy to be created <u>is in place for incidents such as flooding, fire, gas leaks etc.</u> Work with neighbouring parishes. Good relationship with Police and Fire and Rescue. Staff can have access to work from home with remote access into the office. Virtual meetings to take place as and when required | As req'd |
| Cyber Attack / IT Security | Reliability of Firewall and security of IT systems could compromise security | L | Firewall and security on IT equipment are regularly updated. Regular updates provided from outside IT consultants | As req'd |



QUOTATION

Prepared for Crowborough Town Council

Dated 5th August 2021

1a. Purchase of Additional Purchase Order Processing Module

To purchase this module, you must also have the Purchase Ledger Module

Purchase Installation of the following:

| | |
|---|--------------|
| Purchase Order Processing Module | £ FOC |
| Online set up/training of software | £ 100 |
| Outright Purchase of Software | £ 100 |
| 1 st Year Annual Support and Maintenance Multi 10 User Licence | £165 |
| Total Costs 1st Year for Outright Purchase of Software | £ 265 |

1b. Ongoing costs for Outright Purchase

| | |
|---|------------------|
| Annual Support and Maintenance Single User Licence | £123** per annum |
| Or | |
| Annual Support and Maintenance Multi 5 User Licence | £143** per annum |

** this is in addition to the basic Omega support fee.

All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.

If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:



Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.

Company: **Crowborough Town Council**

Site Address: **Pine Grove Council Offices
Crowborough
East Sussex
TN6 1DH**

MPAN No: **1900000385196**

| | | | |
|-------------------|----------------|-----------------------------|-------------|
| Current Supplier: | | British Gas Business | |
| | Est Annual Con | RATES | Annual cost |
| S/Charge | 365 | 59.370 | £216.70 |
| kVA | 125 | 3.770 | £1,720.06 |
| Day Units | 103387 | 14.820 | £15,321.95 |
| Nigt Units | 29212 | 10.180 | £2,973.78 |
| DD Discount | 0 | 0.0000 | £0.00 |
| FIT Charge | 132599 | 0.0000 | £0.00 |
| CCL | 132599 | 0.0000 | £0.00 |
| VAT @ | 5.0% | £20,232.50 | £1,011.62 |

SUPPLY START DATE: **01/10/2021**

| OFFERS | 1 Year Fixed | 2 Year Fixed | 3 Year Fixed | 1 Year Fixed | 2 Year Fixed |
|--------------------|-------------------|-------------------|-------------------|-------------------|-------------------|
| | | | | | |
| S/Charge | 128.590 | 241.52 | 341.73 | 1418.81 | 1556.00 |
| kVA | 3.800 | 3.800 | 3.800 | 121.000 | 120.000 |
| Day Units | 19.270 | 18.300 | 18.270 | 16.279 | 17.051 |
| Night Units | 13.800 | 12.970 | 13.340 | 12.727 | 12.467 |
| DD Discount | 0.000 | 0% | 0% | 0% | 0% |
| FIT Charge | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Annual cost | £1,307.85 | £1,266.20 | £1,288.34 | £1,377.09 | £1,437.49 |
| Annual inc CCL | £26,157.03 | £25,323.92 | £25,766.75 | £27,541.85 | £28,749.78 |
| Annual inc CCL&VAT | £27,464.89 | £26,590.11 | £27,055.09 | £28,918.94 | £30,187.27 |
| ANNUAL SAVING | -£6,220.76 | -£5,345.99 | -£5,810.96 | -£7,674.82 | -£8,943.14 |

| OFFERS | 1 Year Fixed | 1 Year Fixed | 2 Year Fixed | 1 Year Fixed | 2 Year Fixed |
|--------------------|--------------------|-------------------|-------------------|-------------------|-------------------|
| | | | | | |
| S/Charge | 412.05 | 421.79 | 678.26 | 421.90 | 621.90 |
| kVA | 124.000 | 2.990 | 3.012 | 2.530 | 2.580 |
| Day Units | 22.345 | 18.972 | 17.984 | 19.850 | 19.990 |
| Night Units | 14.646 | 13.079 | 13.252 | 15.230 | 15.910 |
| DD Discount | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| FIT Charge | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Annual cost | £1,537.18 | £1,316.95 | £1,315.71 | £1,383.28 | £1,438.09 |
| Annual inc CCL | £30,743.70 | £26,338.91 | £26,314.11 | £27,665.55 | £28,761.75 |
| Annual inc CCL&VAT | £32,280.88 | £27,655.86 | £27,629.82 | £29,048.83 | £30,199.84 |
| ANNUAL SAVING | -£11,036.76 | -£6,411.73 | -£6,385.69 | -£7,804.71 | -£8,955.72 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|------------|
| Current Annual Spend | £21,244.12 |
| British Gas 1 Year Fixed | -£6,220.76 |
| British Gas 2 Year Fixed | -£5,345.99 |
| British Gas 3 Year Fixed | -£5,810.96 |
| Scottish Power 1 Year Fixed | -£7,674.82 |
| Scottish Power 2 Year Fixed | -£8,943.14 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|-------------|
| Current Annual Spend | £21,244.12 |
| Haven Power 1 Year Fixed | -£11,036.76 |
| EDF 1 Year Fixed | -£6,411.73 |
| EDF 2 Year Fixed | -£6,385.69 |
| Eon Energy 1 Year Fixed | -£7,804.71 |
| Eon Energy 2 Year Fixed | -£8,955.72 |

Company: **Crowborough Town Council**

Site Address: **The Pavilion
Crowborough
East Sussex
TN6 2PE**

MPAN No: **1900046384035**

| | | | |
|-------------------|----------------|-----------------------------|-------------|
| Current Supplier: | | British Gas Business | |
| | Est Annual Con | RATES | Annual cost |
| S/Charge | 365 | 42.410 | £154.80 |
| kVA | 125 | 0.000 | £0.00 |
| Day Units | 12651 | 16.120 | £2,039.34 |
| Night Units | 4228 | 10.700 | £452.40 |
| DD Discount | 0 | 0.0000 | £0.00 |
| FiT Charge | 16879 | 0.0000 | £0.00 |
| CCL | 16879 | 0.0000 | £0.00 |
| VAT @ | 5.0% | £2,646.53 | £132.33 |

SUPPLY START DATE: **05/10/2021**

OFFERS: 1 Year Fixed, 2 Year Fixed, 3 Year Fixed, 1 Year Fixed, 2 Year Fixed

| | British Gas | | British Gas | | British Gas | | SCOTTISHPOWER | | SCOTTISHPOWER | |
|--------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-------------------|-------------|-------------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 42.450 | £154.94 | 43.59 | £159.10 | 45.28 | £165.27 | 141.81 | £517.62 | 169.11 | £617.26 |
| kVA | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 21.490 | £2,718.70 | 20.540 | £2,598.52 | 20.460 | £2,588.39 | 21.279 | £2,692.01 | 20.661 | £2,613.85 |
| Night Units | 14.980 | £633.35 | 14.490 | £612.64 | 14.860 | £628.28 | 12.727 | £538.10 | 12.467 | £527.10 |
| DD Discount | 0.000 | £0.00 | 0% | £0.00 | 0% | £0.00 | 0% | £0.00 | 0% | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| Annual cost | £3,507.00 | | £3,370.26 | | £3,381.95 | | £3,747.72 | | £3,758.21 | |
| Annual inc CCL | £3,507.00 | | £3,370.26 | | £3,381.95 | | £3,747.72 | | £3,758.21 | |
| Annual inc CCL&VAT | £3,682.35 | | £3,538.77 | | £3,551.04 | | £3,935.11 | | £3,946.12 | |
| ANNUAL SAVING | -£903.49 | | -£759.91 | | -£772.18 | | -£1,156.25 | | -£1,167.26 | |

| | havenpower | | edfENERGY | | edfENERGY | | e-on | | e-on | |
|--------------------|-------------------|-------------|-------------------|-------------|-------------------|-------------|-----------------|-------------|-----------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 412.05 | £1,504.00 | 121.79 | £444.53 | 378.26 | £1,380.64 | 103.30 | £377.05 | 103.30 | £377.05 |
| kVA | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 16.354 | £2,068.94 | 19.981 | £2,527.80 | 19.984 | £2,528.16 | 18.160 | £2,297.42 | 17.720 | £2,241.76 |
| Night Units | 12.646 | £534.67 | 14.890 | £629.55 | 14.388 | £608.33 | 11.970 | £506.09 | 11.680 | £493.83 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| Annual cost | £4,107.62 | | £3,601.88 | | £4,517.13 | | £3,180.56 | | £3,112.63 | |
| Annual inc CCL | £4,107.62 | | £3,601.88 | | £4,517.13 | | £3,180.56 | | £3,112.63 | |
| Annual inc CCL&VAT | £4,313.00 | | £3,781.97 | | £4,742.99 | | £3,339.59 | | £3,268.26 | |
| ANNUAL SAVING | -£1,534.14 | | -£1,003.11 | | -£1,964.13 | | -£560.73 | | -£489.40 | |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|------------|
| Current Annual Spend | £2,778.86 |
| British Gas 1 Year Fixed | -£903.49 |
| British Gas 2 Year Fixed | -£759.91 |
| British Gas 3 Year Fixed | -£772.18 |
| Scottish Power 1 Year Fixed | -£1,156.25 |
| Scottish Power 2 Year Fixed | -£1,167.26 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|------------|
| Current Annual Spend | £2,778.86 |
| Haven Power 1 Year Fixed | -£1,534.14 |
| EDF 1 Year Fixed | -£1,003.11 |
| EDF 2 Year Fixed | -£1,964.13 |
| Eon Energy 1 Year Fixed | -£560.73 |
| Eon Energy 2 Year Fixed | -£489.40 |



UTILITY ADVICE BUREAU OVERVIEW FOR
Crowborough Town Council

| Site Name | BG 1 Year Fixed | BG 2 Year Fixed | Eon 1 Year Fixed | Eon 2 Year Fixed | Haven 1 Year Fixed | Current Costs |
|---|-------------------|-------------------|-------------------|-------------------|--------------------|------------------|
| | | | | | | |
| Burial Ground | £4,150.38 | £3,910.62 | £3,760.82 | £3,644.05 | £4,698.74 | £3,116.32 |
| Changing Room Block | £924.83 | £876.41 | £871.87 | £843.92 | £1,049.54 | £806.42 |
| Garden | £2,547.88 | £2,399.85 | £2,306.53 | £2,242.22 | £2,876.38 | £1,877.10 |
| Meter Cabinet | £2,547.88 | £2,399.85 | £2,306.53 | £2,242.22 | £2,876.38 | £1,877.10 |
| The Whitehill Centre | £582.70 | £526.80 | £527.35 | £512.19 | £630.81 | £330.98 |
| Toilet Block | £2,547.88 | £2,399.85 | £2,306.53 | £2,242.22 | £2,876.38 | £1,877.10 |
| Overall Annual Spend Including CCL & VAT | £13,277.54 | £12,511.45 | £12,088.63 | £11,728.82 | £14,996.31 | £9,694.01 |
| Total Saving/Increase | -£3,683.63 | -£2,817.44 | -£2,375.62 | -£2,022.82 | -£5,302.21 | |

| Site Name | Haven 2 Year Fixed | SSE 1 Year Fixed | SSE 2 Year Fixed | EDF 1 Year Fixed | EDF 2 Year Fixed | Current Costs |
|---|--------------------|-------------------|-------------------|-------------------|-------------------|------------------|
| | | | | | | |
| Burial Ground | £4,553.39 | £4,009.12 | £3,966.63 | £4,245.53 | £4,054.37 | £3,116.32 |
| Changing Room Block | £1,028.95 | £901.52 | £900.74 | £930.30 | £897.99 | £806.42 |
| Garden | £2,799.10 | £2,492.18 | £2,459.90 | £2,596.38 | £2,493.30 | £1,877.10 |
| Meter Cabinet | £2,799.10 | £2,492.18 | £2,459.90 | £2,596.38 | £2,493.30 | £1,877.10 |
| The Whitehill Centre | £523.09 | £510.57 | £604.72 | £546.53 | £530.55 | £330.98 |
| Toilet Block | £2,799.10 | £2,492.20 | £2,459.92 | £2,596.38 | £2,493.30 | £1,877.10 |
| Overall Annual Spend Including CCL & VAT | £14,622.74 | £13,057.75 | £12,890.72 | £13,510.48 | £13,008.13 | £9,694.01 |
| Total Saving/Increase | -£4,008.74 | -£3,383.74 | -£3,195.71 | -£3,816.47 | -£3,314.12 | |

Company: **Crowborough Town Council**

Site Address: **Burial Ground
Crowborough
East Sussex
TN6 2NT**

MPAN No: **1900000261082**

SUPPLY START DATE: **01/10/2021**

| Current Supplier: | | British Gas Business | |
|-------------------|----------------|----------------------|-------------|
| S/Charge | Est Annual Con | RATES | Annual cost |
| | 365 | 0.000 | £0.00 |
| | 0 | 0.000 | £0.00 |
| Day Units | 19185 | 15.470 | £2,967.92 |
| Night Units | | 0.000 | £0.00 |
| DD Discount | 0 | 0.000 | £0.00 |
| FIT Charge | 19185 | 0.000 | £0.00 |
| CCL | 19185 | 0.0000 | £0.00 |
| VAT @ | 5.0% | £2,967.92 | £148.40 |

OFFERS: 1 Year Fixed, 2 Year Fixed, 1 Year Fixed, 2 Year Fixed, 1 Year Fixed

| | British Gas | | British Gas | | e-on | | e-on | | HAVEN | |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| S/Charge | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 29.070 | £106.11 | 29.070 | £106.11 | 31.000 | £113.15 | 31.000 | £113.15 | 35.000 | £127.75 |
| Day Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Night Units | 20.080 | £3,852.35 | 18.860 | £3,618.29 | 18.030 | £3,459.06 | 17.500 | £3,357.38 | 22.600 | £4,335.81 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| Annual cost | | £197.92 | | £186.22 | | £178.61 | | £173.53 | | £223.18 |
| Annual inc CCL | | £3,958.45 | | £3,724.40 | | £3,572.21 | | £3,470.53 | | £4,463.56 |
| Annual inc CCL&VAT | | £3,958.45 | | £3,724.40 | | £3,572.21 | | £3,470.53 | | £4,463.56 |
| Annual inc CCL&VAT | | £4,156.38 | | £3,910.62 | | £3,750.82 | | £3,644.05 | | £4,686.74 |
| ANNUAL SAVING | | -£1,040.06 | | -£794.30 | | -£634.50 | | -£527.74 | | -£1,570.42 |

OFFERS: 2 Year Fixed, 1 Year Fixed, 2 Year Fixed, 1 Year Fixed, 2 Year Fixed

| | HAVEN | | Scottish and Southern Energy | | Scottish and Southern Energy | | EDF | | EDF | |
|--------------------|-------------|-------------|------------------------------|-------------|------------------------------|-------------|-------------|-------------|-------------|-------------|
| S/Charge | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 37.000 | £135.05 | 50.724 | £185.14 | 50.724 | £185.14 | 25.000 | £91.25 | 25.000 | £91.25 |
| Day Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Night Units | 21.900 | £4,201.52 | 18.286 | £3,508.17 | 18.127 | £3,477.66 | 20.600 | £3,952.11 | 19.800 | £3,798.63 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.651 | £124.89 | 0.544 | £104.37 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| Annual cost | | £216.83 | | £190.91 | | £188.36 | | £202.17 | | £194.49 |
| Annual inc CCL | | £4,336.57 | | £3,818.21 | | £3,767.17 | | £4,043.36 | | £3,889.88 |
| Annual inc CCL&VAT | | £4,336.57 | | £3,818.21 | | £3,767.17 | | £4,043.36 | | £3,889.88 |
| Annual inc CCL&VAT | | £4,553.39 | | £4,009.12 | | £3,955.53 | | £4,245.53 | | £4,084.37 |
| ANNUAL SAVING | | -£1,437.08 | | -£892.80 | | -£839.22 | | -£1,129.21 | | -£968.06 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|------------|
| Current Annual Spend | £3,116.32 |
| British Gas 1 Year Fixed | -£1,040.06 |
| British Gas 2 Year Fixed | -£794.30 |
| Eon Energy 1 Year Fixed | -£634.50 |
| Eon Energy 2 Year Fixed | -£527.74 |
| Haven Power 1 Year Fixed | -£1,570.42 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|------------|
| Current Annual Spend | £3,116.32 |
| Haven Power 2 Year Fixed | -£1,437.08 |
| Scottish & Southern 1 Year Fixed | -£892.80 |
| Scottish & Southern 2 Year Fixed | -£839.22 |
| EDF 1 Year Fixed | -£1,129.21 |
| EDF 2 Year Fixed | -£968.06 |

Company **Crowborough Town Council**

Site **Changing Room Block**
 Address: **Elridge Road**
Crowborough
TN6 2TN

MPAN No: **1900017289115**

SUPPLY START DATE **01/10/2021**

| Current Supplier: | | British Gas Business | |
|-------------------|----------------|----------------------|-------------|
| | Est Annual Con | RATES | Annual cost |
| S/Charge | 365 | 0.000 | £0.00 |
| | 0 | 0.000 | £0.00 |
| Day Units | 3858 | 14.970 | £577.54 |
| Night Units | 0 | 0.000 | £0.00 |
| DD Discount | 0 | 0.000 | £0.00 |
| FIT Charge | 3858 | 0.000 | £0.00 |
| CCL | 3858 | 0.0000 | £0.00 |
| VAT | @ | 5.0% | £577.54 |
| | | | £28.88 |

OFFERS 1 Year Fixed 2 Year Fixed 1 Year Fixed 2 Year Fixed 1 Year Fixed

| | British Gas | | British Gas | | e-on | | e-on | | HAVEN POWER | |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 29.070 | £106.11 | 29.070 | £106.11 | 31.000 | £113.15 | 31.000 | £113.15 | 35.000 | £127.75 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 20.080 | £774.69 | 18.860 | £727.62 | 18.590 | £717.20 | 17.900 | £690.58 | 22.600 | £871.91 |
| Night Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0% | £0.00 | 0% | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £44.04 | | £41.69 | | £41.52 | | £40.19 | | £49.98 |
| Annual cost | £880.79 | | £833.72 | | £830.35 | | £803.73 | | £999.66 | |
| Annual inc CCL | £880.79 | | £833.72 | | £830.35 | | £803.73 | | £999.66 | |
| Annual inc CCL&VAT | £924.83 | | £875.41 | | £871.87 | | £843.92 | | £1,049.64 | |
| ANNUAL SAVING | -£318.41 | | -£268.99 | | -£265.45 | | -£237.50 | | -£443.22 | |

OFFERS 2 Year Fixed 1 Year Fixed 2 Year Fixed 1 Year Fixed 2 Year Fixed

| | HAVEN POWER | | Scottish and Southern Energy | | Scottish and Southern Energy | | EDF | | EDF | |
|--------------------|-------------|-------------|------------------------------|-------------|------------------------------|-------------|-------------|-------------|-------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 37.000 | £135.05 | 50.724 | £185.14 | 50.724 | £185.14 | 25.000 | £91.25 | 25.000 | £91.25 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 21.900 | £844.90 | 18.286 | £705.47 | 18.127 | £699.34 | 20.600 | £794.75 | 19.800 | £763.88 |
| Night Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.651 | £25.12 | 0.544 | £20.99 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £49.00 | | £45.79 | | £45.27 | | £44.30 | | £42.76 |
| Annual cost | £979.95 | | £915.73 | | £905.47 | | £886.00 | | £855.13 | |
| Annual inc CCL | £979.95 | | £915.73 | | £905.47 | | £886.00 | | £855.13 | |
| Annual inc CCL&VAT | £1,028.95 | | £961.52 | | £950.74 | | £930.30 | | £897.89 | |
| ANNUAL SAVING | -£422.53 | | -£355.10 | | -£344.32 | | -£323.88 | | -£291.47 | |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|----------|
| Current Annual Spend | £606.42 |
| British Gas 1 Year Fixed | -£318.41 |
| British Gas 2 Year Fixed | -£268.99 |
| Eon Energy 1 Year Fixed | -£265.45 |
| Eon Energy 2 Year Fixed | -£237.50 |
| Haven Power 1 Year Fixed | -£443.22 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|----------|
| Current Annual Spend | £606.42 |
| Haven Power 2 Year Fixed | -£422.53 |
| Scottish & Southern 1 Year Fixed | -£355.10 |
| Scottish & Southern 2 Year Fixed | -£344.32 |
| EDF 1 Year Fixed | -£323.88 |
| EDF 2 Year Fixed | -£291.47 |

Company: **Crowborough Town Council**

Site Address: **Garden
Chapel Green N/S
Crowborough
TN6 2LB**

MPAN No: **1900060795919**

SUPPLY START DATE: **01/10/2021**

| Current Supplier: | | British Gas Business | |
|-------------------|----------------|----------------------|-------------|
| | Est Annual Con | RATES | Annual cost |
| S/Charge | 365 | 0.000 | £0.00 |
| | 0 | 0.000 | £0.00 |
| Day Units | 11556 | 15.470 | £1,787.71 |
| Night Units | 0 | 0.000 | £0.00 |
| DD Discount | 0 | 0.000 | £0.00 |
| FIT Charge | 11556 | 0.000 | £0.00 |
| CCL | 11556 | 0.0000 | £0.00 |
| VAT @ | 5.0% | £1,787.71 | £89.39 |

OFFERS: 1 Year Fixed, 2 Year Fixed, 1 Year Fixed, 2 Year Fixed, 1 Year Fixed

| | British Gas | | British Gas | | e-on | | e-on | | HAVEN | |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 29.070 | £106.11 | 29.070 | £106.11 | 31.000 | £113.15 | 31.000 | £113.15 | 35.000 | £127.75 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 20.080 | £2,320.44 | 18.860 | £2,179.46 | 18.000 | £2,083.55 | 17.500 | £2,022.30 | 22.600 | £2,611.66 |
| Night Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0% | £0.00 | 0% | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £121.33 | | £114.28 | | £109.83 | | £106.77 | | £136.97 |
| Annual cost | £2,426.55 | | £2,285.57 | | £2,196.70 | | £2,135.45 | | £2,739.41 | |
| Annual inc CCL | £2,426.55 | | £2,285.57 | | £2,196.70 | | £2,135.45 | | £2,739.41 | |
| Annual inc CCL&VAT | £2,547.88 | | £2,399.85 | | £2,306.53 | | £2,242.22 | | £2,876.38 | |
| ANNUAL SAVING | -£670.78 | | -£522.75 | | -£429.43 | | -£365.12 | | -£999.28 | |

OFFERS: 2 Year Fixed, 1 Year Fixed, 2 Year Fixed, 1 Year Fixed, 2 Year Fixed

| | HAVEN | | Scottish and Southern Energy | | Scottish and Southern Energy | | EDF | | EDF | |
|--------------------|-------------|-------------|------------------------------|-------------|------------------------------|-------------|-------------|-------------|-------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 37.000 | £135.05 | 50.724 | £185.14 | 50.724 | £185.14 | 25.000 | £91.25 | 25.000 | £91.25 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 21.900 | £2,530.76 | 18.286 | £2,113.13 | 18.127 | £2,094.76 | 20.600 | £2,380.54 | 19.800 | £2,288.09 |
| Night Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.651 | £75.23 | 0.544 | £62.86 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £133.29 | | £118.68 | | £117.14 | | £123.59 | | £118.97 |
| Annual cost | £2,665.81 | | £2,373.50 | | £2,342.76 | | £2,471.79 | | £2,379.34 | |
| Annual inc CCL | £2,665.81 | | £2,373.50 | | £2,342.76 | | £2,471.79 | | £2,379.34 | |
| Annual inc CCL&VAT | £2,799.10 | | £2,492.18 | | £2,459.90 | | £2,595.38 | | £2,498.30 | |
| ANNUAL SAVING | -£922.01 | | -£615.08 | | -£582.80 | | -£718.28 | | -£621.21 | |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|-----------|
| Current Annual Spend | £1,877.10 |
| British Gas 1 Year Fixed | -£670.78 |
| British Gas 2 Year Fixed | -£522.75 |
| Eon Energy 1 Year Fixed | -£429.43 |
| Eon Energy 2 Year Fixed | -£365.12 |
| Haven Power 1 Year Fixed | -£999.28 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|-----------|
| Current Annual Spend | £1,877.10 |
| Haven Power 2 Year Fixed | -£922.01 |
| Scottish & Southern 1 Year Fixed | -£615.08 |
| Scottish & Southern 2 Year Fixed | -£582.80 |
| EDF 1 Year Fixed | -£718.28 |
| EDF 2 Year Fixed | -£621.21 |

Company **Crowborough Town Council**

Site **Meter Cabinet**
Address: **NoN-PAF De Church Road**
Crowborough
TN6 1ED

MPAN No: **1900032289490**

SUPPLY START DATE **01/10/2021**

| Current Supplier: | | British Gas Business | |
|-------------------|----------------|----------------------|-------------|
| | Est Annual Con | RATES | Annual cost |
| S/Charge | 365 | 0.000 | £0.00 |
| | 0 | 0.000 | £0.00 |
| Day Units | 11556 | 15.470 | £1,787.71 |
| Night Units | 0 | 0.000 | £0.00 |
| DD Discount | 0 | 0.000 | £0.00 |
| FIT Charge | 11556 | 0.000 | £0.00 |
| CCL | 11556 | 0.0000 | £0.00 |
| VAT @ | 5.0% | £1,787.71 | £89.39 |

OFFERS **1 Year Fixed** **2 Year Fixed** **1 Year Fixed** **2 Year Fixed** **1 Year Fixed**

| | British Gas | | British Gas | | e-on | | e-on | | HAVEN POWER | |
|--------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 29.070 | £106.11 | 29.070 | £106.11 | 31.000 | £113.15 | 31.000 | £113.15 | 35.000 | £127.75 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 20.080 | £2,320.44 | 18.860 | £2,179.46 | 18.030 | £2,083.55 | 17.500 | £2,022.30 | 22.600 | £2,611.66 |
| Night Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0% | £0.00 | 0% | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.000 | £0.00 | 0.040 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £121.33 | | £114.28 | | £109.83 | | £106.77 | | £136.97 |
| Annual cost | £2,426.55 | | £2,285.57 | | £2,196.70 | | £2,135.45 | | £2,739.41 | |
| Annual inc CCL | £2,426.55 | | £2,285.57 | | £2,196.70 | | £2,135.45 | | £2,739.41 | |
| Annual inc CCL&VAT | £2,547.88 | | £2,399.85 | | £2,306.53 | | £2,242.22 | | £2,876.38 | |
| ANNUAL SAVING | -£670.78 | | -£522.75 | | -£429.43 | | -£365.12 | | -£999.28 | |

OFFERS **2 Year Fixed** **1 Year Fixed** **2 Year Fixed** **1 Year Fixed** **2 Year Fixed**

| | HAVEN POWER | | Scottish and Southern Energy | | Scottish and Southern Energy | | edf | | edf | |
|--------------------|-----------------|-------------|------------------------------|-------------|------------------------------|-------------|-----------------|-------------|-----------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 37.000 | £135.05 | 50.724 | £185.14 | 50.724 | £185.14 | 25.000 | £91.25 | 25.000 | £91.25 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 21.900 | £2,530.76 | 18.286 | £2,113.13 | 18.127 | £2,094.76 | 20.600 | £2,380.54 | 19.800 | £2,288.09 |
| Night Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.651 | £75.23 | 0.544 | £62.86 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £133.29 | | £118.68 | | £117.14 | | £123.59 | | £118.97 |
| Annual cost | £2,665.81 | | £2,373.50 | | £2,342.76 | | £2,471.79 | | £2,379.34 | |
| Annual inc CCL | £2,665.81 | | £2,373.50 | | £2,342.76 | | £2,471.79 | | £2,379.34 | |
| Annual inc CCL&VAT | £2,799.10 | | £2,492.18 | | £2,459.90 | | £2,595.38 | | £2,498.30 | |
| ANNUAL SAVING | -£922.01 | | -£615.08 | | -£582.80 | | -£718.28 | | -£621.21 | |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|------------------|
| Current Annual Spend | £1,877.10 |
| British Gas 1 Year Fixed | -£670.78 |
| British Gas 2 Year Fixed | -£522.75 |
| Eon Energy 1 Year Fixed | -£429.43 |
| Eon Energy 2 Year Fixed | -£365.12 |
| Haven Power 1 Year Fixed | -£999.28 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|------------------|
| Current Annual Spend | £1,877.10 |
| Haven Power 2 Year Fixed | -£922.01 |
| Scottish & Southern 1 Year Fixed | -£615.08 |
| Scottish & Southern 2 Year Fixed | -£582.80 |
| EDF 1 Year Fixed | -£718.28 |
| EDF 2 Year Fixed | -£621.21 |

Company **Crowborough Town Council**

Site **The Whitehill Centre**
 Address: **Whitehill Road**
Crowborough
TN6 1NT

MPAN No: **1900008288090**

SUPPLY START DATE **01/10/2021**

| Current Supplier: | | British Gas Business | |
|-------------------|----------------|----------------------|-------------|
| | Est Annual Con | RATES | Annual cost |
| S/Charge | 365 | 0.000 | £0.00 |
| | 0 | 0.000 | £0.00 |
| Day Units | 2093 | 15.470 | £323.79 |
| Night Units | 0 | 0.000 | £0.00 |
| DD Discount | 0 | 0.000 | £0.00 |
| FIT Charge | 2093 | 0.000 | £0.00 |
| CCL | 2093 | 0.0000 | £0.00 |
| VAT | @ | 5.0% | £323.79 |
| | | | £16.19 |

OFFERS **1 Year Fixed** **2 Year Fixed** **1 Year Fixed** **2 Year Fixed** **1 Year Fixed**

| | British Gas | | British Gas | | e-on | | e-on | | HAVEN POWER | |
|--------------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 29.070 | £106.11 | 29.070 | £106.11 | 31.000 | £113.15 | 31.000 | £113.15 | 35.000 | £127.75 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 20.080 | £420.27 | 18.860 | £394.74 | 18.590 | £389.09 | 17.900 | £374.65 | 22.600 | £473.02 |
| Night Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0% | £0.00 | 0% | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.000 | £0.00 | 0.040 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £26.32 | | £25.04 | | £25.11 | | £24.39 | | £30.04 |
| Annual cost | £526.38 | | £500.85 | | £502.24 | | £487.80 | | £600.77 | |
| Annual inc CCL | £526.38 | | £500.85 | | £502.24 | | £487.80 | | £600.77 | |
| Annual inc CCL&VAT | £552.70 | | £525.89 | | £527.35 | | £512.19 | | £630.81 | |
| ANNUAL SAVING | -£212.72 | | -£185.91 | | -£187.37 | | -£172.21 | | -£290.83 | |

OFFERS **2 Year Fixed** **1 Year Fixed** **2 Year Fixed** **1 Year Fixed** **2 Year Fixed**

| | HAVEN POWER | | Scottish and Southern Energy | | Scottish and Southern Energy | | EDF ENERGY | | EDF ENERGY | |
|--------------------|-------------|-------------|------------------------------|-------------|------------------------------|-------------|-------------|-------------|-------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 37.000 | £135.05 | 50.724 | £185.14 | 50.724 | £185.14 | 25.000 | £91.25 | 25.000 | £91.25 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Day Units | 21.900 | £458.37 | 18.286 | £362.73 | 18.127 | £379.40 | 20.600 | £431.16 | 19.800 | £414.41 |
| Night Units | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| FIT Charge | 0.000 | £0.00 | 0.651 | £13.63 | 0.544 | £11.39 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £29.67 | | £29.07 | | £28.80 | | £26.12 | | £25.28 |
| Annual cost | £593.42 | | £581.49 | | £575.93 | | £522.41 | | £505.66 | |
| Annual inc CCL | £593.42 | | £581.49 | | £575.93 | | £522.41 | | £505.66 | |
| Annual inc CCL&VAT | £623.09 | | £610.57 | | £604.72 | | £548.53 | | £530.95 | |
| ANNUAL SAVING | -£283.11 | | -£270.59 | | -£264.75 | | -£208.55 | | -£190.97 | |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|----------|
| Current Annual Spend | £339.98 |
| British Gas 1 Year Fixed | -£212.72 |
| British Gas 2 Year Fixed | -£185.91 |
| Eon Energy 1 Year Fixed | -£187.37 |
| Eon Energy 2 Year Fixed | -£172.21 |
| Haven Power 1 Year Fixed | -£290.83 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|----------|
| Current Annual Spend | £339.98 |
| Haven Power 2 Year Fixed | -£283.11 |
| Scottish & Southern 1 Year Fixed | -£270.59 |
| Scottish & Southern 2 Year Fixed | -£264.75 |
| EDF 1 Year Fixed | -£208.55 |
| EDF 2 Year Fixed | -£190.97 |

Company: Crowborough Town Council

Site Address: Toilet Block
4 Market Place
Driffield
YO25 6AW

MPAN No: 1900070309879

SUPPLY START DATE: 01/10/2021

| Current Supplier: | | British Gas Business | |
|-------------------|----------------|----------------------|-------------|
| S/Charge | Est Annual Con | RATES | Annual cost |
| | 365 | 0.000 | £0.00 |
| | 0 | 0.000 | £0.00 |
| Day Units | 11556 | 15.470 | £1,787.71 |
| Night Units | 3 | 0.000 | £0.00 |
| DD Discount | 0 | 0.000 | £0.00 |
| FIT Charge | 11559 | 0.000 | £0.00 |
| CCL | 11559 | 0.0000 | £0.00 |
| VAT @ | 5.0% | £1,787.71 | £89.39 |

| OFFERS | 1 Year Fixed | 2 Year Fixed | 1 Year Fixed | 2 Year Fixed | 1 Year Fixed |
|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | | | | |
| S/Charge | 29.070 0.000 | 29.070 0.000 | 31.000 0.000 | 31.000 0.000 | 35.000 0.000 |
| Day Units | 20.080 | 18.860 | 18.030 | 17.500 | 22.600 |
| Night Units | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| DD Discount | 0.000 | 0.000 | 0% | 0% | 0.000 |
| FIT Charge | 0.000 | 0.000 | 0.040 | 0.000 | 0.000 |
| | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Annual cost | £121.33 | £114.28 | £109.83 | £106.77 | £136.97 |
| Annual cost | £2,426.55 | £2,285.57 | £2,196.70 | £2,135.45 | £2,739.41 |
| Annual inc CCL | £2,426.55 | £2,285.57 | £2,196.70 | £2,135.45 | £2,739.41 |
| Annual inc CCL&VAT | £2,547.88 | £2,399.85 | £2,306.53 | £2,242.22 | £2,876.38 |
| ANNUAL SAVING | -£670.78 | -£522.75 | -£429.43 | -£365.12 | -£999.28 |

| OFFERS | 2 Year Fixed | 1 Year Fixed | 2 Year Fixed | 1 Year Fixed | 2 Year Fixed |
|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | | | | |
| S/Charge | 37.000 0.000 | 50.724 0.000 | 50.724 0.000 | 25.000 0.000 | 25.000 0.000 |
| Day Units | 21.900 | 18.286 | 18.127 | 20.600 | 19.800 |
| Night Units | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| DD Discount | 0.000 | 0.000 | 0.000 | 0.000 | 0.000 |
| FIT Charge | 0.000 | 0.651 | 0.544 | 0.000 | 0.000 |
| | 0.0000 | 0.0000 | 0.0000 | 0.0000 | 0.0000 |
| Annual cost | £133.29 | £118.68 | £117.14 | £123.59 | £118.97 |
| Annual cost | £2,665.81 | £2,373.52 | £2,342.78 | £2,471.79 | £2,379.34 |
| Annual inc CCL | £2,665.81 | £2,373.52 | £2,342.78 | £2,471.79 | £2,379.34 |
| Annual inc CCL&VAT | £2,799.10 | £2,492.20 | £2,459.92 | £2,595.38 | £2,498.30 |
| ANNUAL SAVING | -£922.01 | -£615.10 | -£582.82 | -£718.28 | -£621.21 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|-----------|
| Current Annual Spend | £1,877.10 |
| British Gas 1 Year Fixed | -£670.78 |
| British Gas 2 Year Fixed | -£522.75 |
| Eon Energy 1 Year Fixed | -£429.43 |
| Eon Energy 2 Year Fixed | -£365.12 |
| Haven Power 1 Year Fixed | -£999.28 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|-----------|
| Current Annual Spend | £1,877.10 |
| Haven Power 2 Year Fixed | -£922.01 |
| Scottish & Southern 1 Year Fixed | -£615.10 |
| Scottish & Southern 2 Year Fixed | -£582.82 |
| EDF 1 Year Fixed | -£718.28 |
| EDF 2 Year Fixed | -£621.21 |

Company: **Crowborough Town Council**

Site Address: **The Pavilion
Blackness Road
Crowborough
TN6 2NA**

MPR No: **680185007**

SUPPLY START DATE: **01/10/2021**

OFFERS

1 Year Fixed 2 Year Fixed 3 Year Fixed 1 Year Fixed 1 Year Fixed

| | British Gas | | British Gas | | British Gas | | e-on | | CNG | |
|--------------------|-----------------|-------------|-----------------|-------------|----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 45.000 | £164.25 | 45.000 | £164.25 | 45.000 | £164.25 | 27.000 | £98.55 | 85.000 | £310.25 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Unit Charge | 5.3400 | £580.40 | 4.6200 | £502.15 | 4.1500 | £451.06 | 6.9300 | £753.22 | 4.1074 | £446.43 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0% | £0.00 | 0.000 | £0.00 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £37.23 | | £33.32 | | £30.77 | | £42.59 | | £37.83 |
| Annual cost | £744.65 | | £666.40 | | £615.31 | | £851.77 | | £756.68 | |
| Annual inc CCL | £744.65 | | £666.40 | | £615.31 | | £851.77 | | £756.68 | |
| Annual inc CCL&VAT | £781.89 | | £699.72 | | £646.08 | | £894.36 | | £794.52 | |
| ANNUAL SAVING | -£223.52 | | -£141.35 | | -£87.71 | | -£335.99 | | -£236.15 | |

OFFERS

2 Year Fixed 3 Year Fixed 1 Year Fixed 2 Year Fixed 3 Year Fixed

| | CNG | | CNG | | GAZPROM | | GAZPROM | | GAZPROM | |
|--------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 89.000 | £324.85 | 95.000 | £346.75 | 50.000 | £182.50 | 50.000 | £182.50 | 50.000 | £182.50 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Unit Charge | 3.6434 | £396.01 | 3.4347 | £373.32 | 5.9664 | £648.49 | 5.3483 | £581.31 | 4.9746 | £540.69 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £36.04 | | £36.00 | | £41.55 | | £38.19 | | £36.16 |
| Annual cost | £720.86 | | £720.07 | | £830.99 | | £763.81 | | £723.19 | |
| Annual inc CCL | £720.86 | | £720.07 | | £830.99 | | £763.81 | | £723.19 | |
| Annual inc CCL&VAT | £756.90 | | £756.07 | | £872.54 | | £802.00 | | £759.35 | |
| ANNUAL SAVING | -£198.53 | | -£197.70 | | -£314.17 | | -£243.62 | | -£200.98 | |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|----------|
| Current Annual Spend | £558.37 |
| British Gas Lite 1 Year Fixed | -£223.52 |
| British Gas Lite 2 Year Fixed | -£141.35 |
| British Gas Lite 3 Year Fixed | -£87.71 |
| Eon 1 Year Fixed | -£335.99 |
| CNG 1 Year Fixed | -£236.15 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|----------|
| Current Annual Spend | £558.37 |
| CNG 2 Year Fixed | -£198.53 |
| CNG 3 Year Fixed | -£197.70 |
| Gazprom 1 Year Fixed | -£314.17 |
| Gazprom 2 Year Fixed | -£243.62 |
| Gazprom 3 Year Fixed | -£200.98 |

Company: **Crowborough Town Council**

Site Address: **Whitehill Hall
Whitehill Road
Crowborough
TN6 1NT**

MPR No: **680252703**

| | | | |
|-------------------|----------------|--------------------|-------------|
| Current Supplier: | | Good Energy | |
| | Est Annual Con | RATES | Annual cost |
| S/Charge | 365 | 28.860 | £105.34 |
| | 0 | 0.000 | £0.00 |
| Unit Charge | 16519 | 3.6100 | £596.34 |
| | 0 | 0.0000 | £0.00 |
| | 0 | 0.0000 | £0.00 |
| | 0 | 0.0000 | £0.00 |
| CCL | 16519 | 0.0000 | £0.00 |
| VAT @ | 5.0% | £701.67 | £35.08 |

SUPPLY START DATE: **01/10/2021**

| OFFERS | 1 Year Fixed | 2 Year Fixed | 3 Year Fixed | 1 Year Fixed | 1 Year Fixed |
|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | | | | |
| S/Charge | 45.000 0.000 | 45.000 0.000 | 45.000 0.000 | 27.000 0.000 | 85.000 0.000 |
| Unit Charge | 5.3400 0.000 | 4.6200 0.000 | 4.1500 0.000 | 6.9300 0.000 | 4.1074 0.000 |
| DD Discount | 0.000 0.000 | 0.000 0.000 | 0.000 0.000 | 0% 0.000 | 0.000 0.000 |
| Annual cost | £1,046.36 | £927.43 | £849.79 | £1,243.32 | £988.75 |
| Annual inc CCL | £1,046.36 | £927.43 | £849.79 | £1,243.32 | £988.75 |
| Annual inc CCL&VAT | £1,098.68 | £973.80 | £892.28 | £1,305.48 | £1,038.19 |
| ANNUAL SAVING | -£361.92 | -£237.04 | -£155.52 | -£568.72 | -£301.43 |

| OFFERS | 2 Year Fixed | 3 Year Fixed | 1 Year Fixed | 2 Year Fixed | 3 Year Fixed |
|--------------------|-----------------|-----------------|-----------------|-----------------|-----------------|
| | | | | | |
| S/Charge | 89.000 0.000 | 95.000 0.000 | 50.000 0.000 | 50.000 0.000 | 50.000 0.000 |
| Unit Charge | 3.6434 0.000 | 3.4347 0.000 | 5.9664 0.000 | 5.3483 0.000 | 4.9746 0.000 |
| Annual cost | £926.71 | £914.13 | £1,168.09 | £1,065.99 | £1,004.25 |
| Annual inc CCL | £926.71 | £914.13 | £1,168.09 | £1,065.99 | £1,004.25 |
| Annual inc CCL&VAT | £973.05 | £959.83 | £1,226.49 | £1,119.28 | £1,054.47 |
| ANNUAL SAVING | -£236.29 | -£223.08 | -£489.74 | -£382.53 | -£317.71 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|----------|
| Current Annual Spend | £736.76 |
| British Gas Lite 1 Year Fixed | -£361.92 |
| British Gas Lite 2 Year Fixed | -£237.04 |
| British Gas Lite 3 Year Fixed | -£155.52 |
| Eon 1 Year Fixed | -£568.72 |
| CNG 1 Year Fixed | -£301.43 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|----------|
| Current Annual Spend | £736.76 |
| CNG 2 Year Fixed | -£236.29 |
| CNG 3 Year Fixed | -£223.08 |
| Gazprom 1 Year Fixed | -£489.74 |
| Gazprom 2 Year Fixed | -£382.53 |
| Gazprom 3 Year Fixed | -£317.71 |

Company: **Crowborough Town Council**

Site Address: **Changing Rooms
Eldridge Road
Crowborough
TN6 2TN**

MPR No: **9338413808**

| | | | |
|-------------------|----------------|--------------------|-------------|
| Current Supplier: | | Good Energy | |
| | Est Annual Con | RATES | Annual cost |
| S/Charge | 365 | 28.860 | £105.34 |
| | 0 | 0.000 | £0.00 |
| Unit Charge | 24728 | 3.6100 | £892.68 |
| | 0 | 0.0000 | £0.00 |
| | 0 | 0.0000 | £0.00 |
| | 0 | 0.0000 | £0.00 |
| CCL | 24728 | 0.0000 | £0.00 |
| VAT @ | 5.0% | £998.02 | £49.90 |

SUPPLY START DATE: **01/10/2021**

OFFERS: **1 Year Fixed** **2 Year Fixed** **3 Year Fixed** **1 Year Fixed** **1 Year Fixed**

| | British Gas | | British Gas | | British Gas | | e-on | | CNG | |
|--------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 45.000 | £164.25 | 45.000 | £164.25 | 45.000 | £164.25 | 27.000 | £98.55 | 85.000 | £310.25 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Unit Charge | 5.3400 | £1,320.48 | 4.6200 | £1,142.43 | 4.1500 | £1,026.21 | 6.9300 | £1,713.65 | 4.1074 | £1,015.68 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| DD Discount | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0% | £0.00 | 0.000 | £0.00 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £74.24 | | £65.33 | | £59.52 | | £90.61 | | £66.30 |
| Annual cost | £1,484.73 | | £1,306.68 | | £1,190.46 | | £1,812.20 | | £1,325.93 | |
| Annual inc CCL | £1,484.73 | | £1,306.68 | | £1,190.46 | | £1,812.20 | | £1,325.93 | |
| Annual inc CCL&VAT | £1,558.96 | | £1,372.02 | | £1,249.99 | | £1,902.81 | | £1,392.22 | |
| ANNUAL SAVING | -£511.04 | | -£324.10 | | -£202.06 | | -£854.89 | | -£344.30 | |

OFFERS: **2 Year Fixed** **3 Year Fixed** **1 Year Fixed** **2 Year Fixed** **3 Year Fixed**

| | CNG | | CNG | | GAZPROM | | GAZPROM | | GAZPROM | |
|--------------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|-----------------|-------------|
| | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost | Offer rates | Annual cost |
| S/Charge | 89.000 | £324.85 | 95.000 | £346.75 | 50.000 | £182.50 | 50.000 | £182.50 | 50.000 | £182.50 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| Unit Charge | 3.6434 | £900.95 | 3.4347 | £849.33 | 5.9664 | £1,475.37 | 5.3483 | £1,322.53 | 4.9746 | £1,230.12 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 | 0.000 | £0.00 |
| | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 | 0.0000 | £0.00 |
| | | £61.29 | | £59.80 | | £82.89 | | £75.25 | | £70.63 |
| Annual cost | £1,225.80 | | £1,196.08 | | £1,657.87 | | £1,505.03 | | £1,412.62 | |
| Annual inc CCL | £1,225.80 | | £1,196.08 | | £1,657.87 | | £1,505.03 | | £1,412.62 | |
| Annual inc CCL&VAT | £1,287.09 | | £1,255.89 | | £1,740.76 | | £1,580.28 | | £1,483.25 | |
| ANNUAL SAVING | -£239.17 | | -£207.97 | | -£692.84 | | -£532.36 | | -£435.33 | |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|-----------|
| Current Annual Spend | £1,047.92 |
| British Gas Lite 1 Year Fixed | -£511.04 |
| British Gas Lite 2 Year Fixed | -£324.10 |
| British Gas Lite 3 Year Fixed | -£202.06 |
| Eon 1 Year Fixed | -£854.89 |
| CNG 1 Year Fixed | -£344.30 |

| Total Summary Saving inc CCL & VAT | |
|------------------------------------|-----------|
| Current Annual Spend | £1,047.92 |
| CNG 2 Year Fixed | -£239.17 |
| CNG 3 Year Fixed | -£207.97 |
| Gazprom 1 Year Fixed | -£692.84 |
| Gazprom 2 Year Fixed | -£532.36 |
| Gazprom 3 Year Fixed | -£435.33 |

| Site Address | MPAN/MPR | Current Day Rate | Current Night Rate | Current Standing Charge | Proposed Day Rate | Proposed Night Rate | Standing Charge | Annual Usage | | Current total | Proposed Total | Increase/ (Decrease) |
|---|---------------|------------------|--------------------|-------------------------|-------------------|---------------------|-----------------|--------------|-------|---------------|----------------|----------------------|
| Electricity | | | | | | | | | | | | |
| Council Offices, Pine Grove | 1900000385196 | 16.12 | 10.70 | 0.4241 | 15.9848 | 13.9653 | 0.1131 | 102844 | | £16,733.25 | £16,480.69 | £252.56 |
| Pavillion | 1900046384035 | 16.12 | 10.70 | 0.4241 | 15.9458 | 13.9653 | 0.4140 | 13203 | | £2,283.12 | £2,256.43 | £26.69 |
| Changing Room Block | 1900017289115 | 14.97 | NA | 0.0000 | 16.6300 | | 0.2988 | 3290 | | £492.51 | £656.19 | £163.68 |
| Goldsmith Recreation Ground Eridge | 1900070309879 | 15.47 | NA | 0.2500 | 19.3200 | | 0.2500 | 4216 | | £743.47 | £905.78 | £162.32 |
| Chapel Green | 1900060795919 | 15.47 | NA | 0 | 14.4700 | | 0 | 2 | | £0.31 | £0.29 | £0.02 |
| Meter Cabinet Church Road | 1900032289490 | 15.47 | NA | 0 | 14.4700 | | 0 | 29 | | £4.49 | £4.20 | £0.29 |
| Whitehill Centre Whitehill Road | 1900008288090 | 15.47 | NA | 0 | 14.4700 | | 0 | 2093 | | £323.79 | £302.86 | £20.93 |
| | | | | | | | | | Total | £20,580.93 | £20,606.44 | £25.51 |
| Gas | | | | | | | | | | | | |
| Council Offices, Pine Grove | 48776509 | 2.96 | NA | 0.3600 | 3.5546 | NA | 0.6500 | 361242 | | £10,833.56 | £13,077.96 | £2,244.40 |
| The Pavilion Wolfe Recreation Ground Cottage Blackness Road | 680185007 | 3.54 | NA | 0.4022 | 3.9580 | NA | 0.3806 | 12530 | | £590.62 | £634.86 | £44.24 |
| Council Offices, Pine Grove | 8336413806 | 3.54 | NA | 0.4022 | 3.5200 | NA | 0.3200 | 33274 | | £1,325.37 | £1,288.04 | £37.32 |
| Council Offices, Pine Grove | 580252703 | 3.54 | NA | 0.4022 | 3.2500 | NA | 0.3200 | 38957 | | £1,526.66 | £1,382.90 | £143.76 |
| | | | | | | | | | Total | £3,442.64 | £3,305.80 | £1,107.56 |

All supplies to be with ENGIE for a five year period on a blend and extend package

BUILDING OWNER CERTIFICATE

Basepoint Crowborough , United Kingdom

| | ACTUAL Q1 2021 | ACTUAL Q2 2021 | ACTUAL FY 2021 |
|---|---------------------------|---------------------------|---------------------------|
| 1.3.1 Gross Revenue | 109,522 | 115,582 | 225,103 |
| Costs of food, beverage and other supplies | 681 | 2,013 | 2,694 |
| Staff payroll costs | 18,029 | 15,379 | 33,408 |
| Property costs (including but not limited to taxes, service charges, utility costs) | 32,992 | (8,371) | 24,621 |
| Insurance premiums in connection with provision of services at the Premises | 1,189 | 1,612 | 2,801 |
| Fees and costs of subcontractors engaged for provision of services at the Premises | 278 | 958 | 1,235 |
| Advertising and marketing costs | - | - | - |
| Accounting costs | 912 | 4,593 | 5,505 |
| Credit card and banking charges | 341 | 456 | 797 |
| Introduction, sales commission, brokerage and agent's fees | 356 | 578 | 934 |
| Bad debts | 1,484 | (1,404) | 80 |
| Cost of refurbishment at or works to the premises (amortised) and lease payments | 6,929 | 6,949 | 13,878 |
| IT hardware, equipment, software licence and maintenance fees | 9,974 | 7,999 | 17,973 |
| Goods and services purchased in connection with Services rendered at the Premises | 12,590 | 14,189 | 26,779 |
| Irrecoverable VAT | - | - | - |
| 1.3.2 Costs | 85,755 | 44,951 | 130,706 |
| Cashflow available after Costs | 23,767 | 70,631 | 94,397 |
| Unpaid Costs Balance from previous period | 79,422 | 55,655 | 79,422 |
| Unpaid Costs Balance to be carried forward from current period | - | - | - |
| 1.3.3 Unpaid Costs Balance reduction from current period cash flow | (23,767) | (55,655) | (79,422) |
| Cashflow available after discharging any Unpaid Costs Balance | - | 14,976 | 14,976 |
| 1.3.4 Guaranteed Rent - £5,000 per month (will start 6 June 2020) | 15,000 | 15,000 | 30,000 |
| 1.3.5 Profit Share to Landlord (50% of available proceeds) | - | - | - |
| 1.3.6 Tenant's Profit Incentive (50% of available proceeds) | - | - | - |

I certify that the above is in accordance with the accounting records of Regus and as per our lease agreement.

SIGNED on behalf of IWG



CHRISTOFFER LLOYD LIBUIT, CPA
FINANCIAL ACCOUNTING MANAGER
RENT & LANDLORD
GLOBAL SERVICE CENTRE

Crowborough Town Council Loan Summary

ESCC

PWLB

| Purpose | Nominal Code | Loan Number | Date Borrowed | Interest Rate | Maturity Date | Original Amount | Balance Outstanding 31/08/2021 | Payments | Dates paid |
|---|-----------------|-------------|---------------|---------------|---------------|-----------------|--------------------------------|--------------------|-----------------------------|
| | | | | | | | | Capital & Interest | |
| Purchase of Summersales and development of land | 4950/109 | 495348 | 18/02/2009 | 4.06% | 18/02/2029 | £200,000 | £92,205.27 | £14,699.34 | 18th February & 18th August |
| Community Centre 1 | 4175/109 | 498941 | 18/08/2011 | 3.75% | 18/08/2031 | £1,000,000 | £580,277.36 | 71,518.26 | |
| Community Centre 2 | 4175/109 | 499357 | 18/02/2012 | 3.45% | 18/02/2032 | £400,000 | £239,233.32 | 27,852.68 | |
| Purchase of land at the Ghyll and MOD | 4950/109 | 491397 | 2006 | 4.50% | 27/03/2026 | £120,000 | £40,618.77 | £9,162.56 | 27th March & 27th September |
| Purchase of Owsbury land | 4950/109 | 494541 | 2008 | 4.53% | 27/03/2028 | £115,000 | £52,307.71 | £8,803.46 | |
| Development of Goldsmiths including public toilets, play area, skate park, running track & perimeter path | 4950/109 | 496912 | 27/03/2010 | 4.62% | 27/03/2035 | £200,000 | £138,786.95 | £13,572.74 | |
| Pine Grove 1 | 4951/109 | 504938 | 13/05/2016 | 2.57% | 13/05/2036 | £1,100,000 | £863,676.37 | £70,685.60 | 26th April & 26th October |
| Pine Grove - development of former Council Offices | 4951/109 | 507949 | 26/10/2018 | 2.51% | 25/10/2038 | £1,550,000 | £1,377,905.24 | £99,048.54 | 13th May & 13th November |
| | | | | | | | £3,385,010.99 | | |
| Pine Grove | 4949/109 | | 23/04/2018 | 3.00% | 23/03/2028 | £250,000 | £0.00 | £1,875.00 | monthly |
| | | | | | Total | | £3,385,010.99 | £317,218.18 | |

Outstanding Balances by Due Date as at 31/07/2021

| A/C Code | Customer Name | Balance | Current | Up To 30 Days | Up To 60 Days | Over 60 Days | On A/c Pymnts |
|-----------------------------|----------------------|-----------|-----------|---------------|---------------|--------------|---------------|
| Ledger No 1, Sales Ledger | | | | | | | |
| AFC | AFC BOROUGH | 135.00 | 0.00 | 135.00 | 0.00 | 0.00 | 0.00 |
| BASEPOINT | BASEPOINT | 11,549.60 | 8,786.46 | 11,578.39 | 9,259.54 | 68,728.50 | -86,803.29 |
| BEACONCO | BEACON ACADEMY | 259.20 | 259.20 | 0.00 | 0.00 | 0.00 | 0.00 |
| BYSOUTHFU | BYSOUTH-DIGNITY | 2,980.00 | 2,980.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| CAFC | CAFC | 2,400.00 | 0.00 | 0.00 | 2,400.00 | 0.00 | 0.00 |
| DOVES | DOVES FUNERAL DIRECT | 2,580.00 | 2,580.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| NETBALL | CROWBOROUGH NETBALL | 426.00 | 426.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| SUSANNAC | SUSANNA COX | 195.00 | 195.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| TESTERJON | TESTER & JONES | 2,910.00 | 2,910.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| WEBB, L | MS L WEBB MR A MUNDA | 25.00 | 25.00 | 0.00 | 0.00 | 0.00 | 0.00 |
| Total Sales Ledger No 1 | | 23,459.80 | 18,161.66 | 11,713.39 | 11,659.54 | 68,728.50 | -86,803.29 |
| TOTAL SALES LEDGER BALANCES | | 23,459.80 | 18,161.66 | 11,713.39 | 11,659.54 | 68,728.50 | -86,803.29 |