

	<b>PAYEE</b>	<b>REF</b>	<b>AMOUNT</b>	<b>DETAILS</b>
06-Jan-17	A. McEwen	402869	£956.09	Building work - 11 Corn Square
06-Jan-17	Paul Williams	402870	£583.37	Electrical work - 11 Corn Square
06-Jan-17	A. McEwen	402871	£700.00	Building work - 11 Corn Square
06-Jan-17	Bits, Bytes & Boxes Ltd	402872	£3,168.00	Network set-up & cabling - 11 Corn Square
06-Jan-17	Alice Oxenham	402873	£100.00	Leominster News spread - Dec 2016
06-Jan-17	Julie Debbage	402874	£25.64	Travel expenses
06-Jan-17	Lloyd Richards Ltd	402875	£209.10	Payroll Services
06-Jan-17	Ellis Whittam Ltd	402876	£3,054.50	Insurance and health & safety services
06-Jan-17	C. Townsend Ltd	402877	£44.98	Heaters - 11 Corn Square
06-Jan-17	Border Scaffold Services Ltd	402878	£134.40	Boards for raised allotment beds
06-Jan-17	Broxap Limited	402879	£796.80	Bollards - The Grange
06-Jan-17	D C Gardening Services	402880	£1,728.00	Lengthsman duties - Dec 2016
09-Jan-17	B.O.S.S	402881	£49.83	Copier charges
09-Jan-17	Leominster Choral Society	402882	£394.20	Ticket Sales
09-Jan-17	Jenny Shutler	402883	£260.30	Stock - TIC
09-Jan-17	Homespun Bears	402884	£196.08	Stock - TIC
09-Jan-17	Jan Card	402885	£68.40	Stock - TIC
09-Jan-17	Walkers are Welcome	402886	£43.20	Ticket Sales
09-Jan-17	June Coveney	402887	£26.60	Stock - TIC
09-Jan-17	Naturiol	402888	£111.34	Stock - TIC
09-Jan-17	Marie Redding	402889	£39.51	Stock - TIC
09-Jan-17	HVOSS	402890	£66.00	Community transport - 427 bus replace service (Sept - Nov 2016)
09-Jan-17	HVOSS	402891	£100.00	Community transport - 427 bus replacement service (Dec 2016)
09-Jan-17	Leominster Building Supplies	402892	£508.24	Keys, safety clothing, tools & equipment.
09-Jan-17	Hereford Waste Paper	402893	£12.00	Paper recycling - 17 West St
09-Jan-17	Mike James	402894	£591.95	Ticket Sales
09-Jan-17	Arrow Plant & Tool Hire Ltd	402895	£245.34	Equipment hire & protective clothing
09-Jan-17	Pure Cleans Ltd	402896	£65.00	Window Cleaning - 11 Corn Square
09-Jan-17	L.I.T.E Ltd	402897	£14,400.00	Christmas Lights - Leominster town centre
09-Jan-17	A. McEwen	402898	£640.00	Building work - 11 Corn Square

09-Jan-17	ATS Euromaster Ltd	402899	£720.00	Vehicle repairs - WF54 VKM
09-Jan-17	Worcester County Council Pension Fund	402900	£1,265.53	Pensions - Dec 2016
09-Jan-17	Post Office Ltd	402901	£1,754.78	HMRC - Dec 2016
	<b>TOTAL</b>		<b>£33,059.18</b>	
12-Jan-17	English Salvage	402902	£1,632.00	Fireplace & insert - 11 Corn Square
16-Jan-17	Precious Earth Ltd	402903	£1,112.40	Design work - 11 Corn Square
16-Jan-17	Paul Williams	402904	£1,634.00	Electrical work - 11 Corn Square
16-Jan-17	Yeomans Canyon Tours Ltd	402905	£121.75	Ticket Sales
16-Jan-17	C.Townsend Ltd	402906	£39.98	Heaters
16-Jan-17	Microshade Business Consultants	402907	£269.05	Hosting Services
16-Jan-17	Jenni Stuart-Anderson	402908	£17.32	Stock - TIC
16-Jan-17	Roundabout Stationery	402909	£38.38	Stationery
16-Jan-17	Herefordshire Fire Alarm Services Ltd	402910	£219.60	Fire Alarm checks - 1 Corn Square
16-Jan-17	H.F.W.I	402911	£120.00	Stock - TIC
16-Jan-17	Peter Hadley	402912	£250.00	Shop Front Grant
16-Jan-17	Richard Brookman	402913	£360.00	Market Services
16-Jan-17	J Erskine	402914	£196.08	Stock - TIC (replacement cheque)
16-Jan-17	A. McEwen	402915	£800.00	Building work - 11 Corn Square
	<b>TOTAL</b>		<b>£6,810.56</b>	
17-Jan-17	Staff Salaries	402916-25	£9,953.29	Staff Salaries - Jan 2017
17-Jan-17	Simon Davey	402926	£21,814.80	Deposit - TIC building works, 11 Corn Square
			<b>£31,768.09</b>	
27-Jan-17	miEnterprise Herefordshire	402927	£150.00	Refreshments - civic guests. Funeral for P.McCaull
27-Jan-17	A. McEwen	402928	£800.00	Building work - 11 Corn Square
27-Jan-17	J.J. Historical Plasterers	402929	£1,560.00	Plastering - 11 Corn Square
27-Jan-17	Stan's the Man	402930	£2,145.62	Decorating - 11 Corn Square
27-Jan-17	Paul Williams	402931	£1,495.00	Electrical work - 11 Corn Square
27-Jan-17	Talbot Hotel	402932	£40.00	Room Hire - Herefordshire Cultural Partnership

**AGENDA ITEM: 10(a)**

27-Jan-17	HVOSS	402933	£4,340.00	Youth services. Oct 16 - April 17.
27-Jan-17	G&V Smith and R&G Franklin	402934	£490.56	Rent - 1 Corn Square
27-Jan-17	National Express Ltd	402935	£196.50	Ticket Sales
27-Jan-17	Historyonics	402936	£12.00	Wordworm treatment
27-Jan-17	T.A. Matthews Solicitors Ltd.	402937	£900.00	Legal Services - 11 Corn Square leases
27-Jan-17	Travis Perkins Trading Co. Ltd.	402938	£437.26	Building supplies - 11 Corn Square
27-Jan-17	Arrow Plant & Tool Hire Ltd	402939	£50.40	Equipment hire - 11 Corn Square
27-Jan-17	Diversified Business Communications UK Ltd	402940	£150.00	CDC Tourism Yearbook listing
27-Jan-17	Toye, Kenning & Spencer Ltd	402941	£73.92	Black mourning rosettes
27-Jan-17	S. Lloyd	402942	£265.95	Stock - TIC
27-Jan-17	Bridget Middleton	402943	£31.98	Stock - TIC
27-Jan-17	Ann Ashley	402944	£8.40	Stock - TIC
27-Jan-17	Mike James	402945	£273.00	Ticket Sales
27-Jan-17	Risbury Rapeseed Oil	402946	£93.00	Stock - TIC
27-Jan-17	Michelle Flight	402947	£37.50	Stock - TIC
27-Jan-17	Fran Collins	402948	£84.50	Stock - TIC
30-Jan-17	Dwr Cymru Cyf (Welsh Water)	402949	£6.95	Water - 11 Corn Square
30-Jan-17	Dwr Cymru Cyf (Welsh Water)	402950	£635.76	Water - Grange public toilets
30-Jan-17	Interserve FS (UK) Ltd	402951	£809.86	Cleaning Services - Central & Grange Toilets
30-Jan-17	Hereford Waste Paper	402952	£18.00	Paper recycling - 17 West St & TIC
30-Jan-17	Bits, Bytes & Boxes Ltd	402953	£948.00	Projector equipment - 11 Corn Square
30-Jan-17	Dwr Cymru Cyf (Welsh Water)	402954	£976.84	Water - Central public toilets
30-Jan-17	Herefordshire Council	402955	£2,609.66	CCTV
30-Jan-17	Travis Perkins Trading Co. Ltd.	402956	£246.50	Building supplies - 11 Corn Square
30-Jan-17	Worcester County Council Pension Fund	402957	£2,826.77	Pensions - Jan 2017
30-Jan-17	Post Office Ltd	402958	£1,622.07	HMRC - Jan 2017
30-Jan-17	A. McEwen	402959	£885.00	Building work - 11 Corn Square
30-Jan-17	Balfour Beatty Living Places Ltd	402960	£250.00	Road Closure - Farmers Markets
30-Jan-17	Mike James	402961	£298.45	Ticket Sales
	<b>TOTAL</b>		<b>£25,769.45</b>	
	<b>JANUARY TOTAL</b>		<b>£97,407.28</b>	

**Full Council**

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**Date:** 25<sup>th</sup> January 2017**Title:** Quarter Three Financial Report**Purpose of the Report:** To provide Members with a full Financial Report for the third Quarter of the 2016/17 financial year.**Contact Officers:** Paul Russell

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**1. RECOMMENDATION**

- 1.1 That the report be noted;
- 1.2 To ratify the payments for Quarter Three amounting to £120,718 exclusive of VAT;
- 1.3 To note income received and current balances for the 2016/17 financial year as outlined in the report

**2. INTRODUCTION**

- 2.1 This Financial Report provides details of Leominster Town Council's financial activities for Quarter Three of the 2016/17 financial year.
- 2.2 The report provides details of current balances held at the bank and estimated projected expenditure for the remainder of the financial year based on current monthly income and expenditure.
- 2.3 All account transactions detailed below exclude VAT. VAT is claimed back every quarter by the Town Council. The Town Council has registered for VAT during this financial year.

**3. PAYMENTS MADE**

- 3.1 The table below outlines expenditure and income for Quarter One and Quarter Two, with monthly details for Quarter Three:

CODE	COST CENTRE	QUARTER 1	QUARTER 2	OCT	NOV	DEC
101	Administration Expenditure	£12,469	£4,148	£3,925	£1,784	£1,608
101	Administration Income	£215,027	£211,576	£85	£615	£558
105	Corporate Management	£22,130	£31,747	£10,791	£9,949	£4,995
110	Democratic Services	£2,179	£226	£345	£1,806	£67
115	Grants	£13,650	£11,214	£907	£4,340	£5,225
120	West Street Expenditure	-£7,884	£15,591	£169	£493	£372
120	West Street Income	£0	£0	£0	£0	£0

**AGENDA ITEM: 10(b)**

125	Corn Square Expenditure	£0	£1,094	£1,261	£1,964	£1,148
125	Corn Square Income	£0	£0	£0	£0	£0
130	TIC Spend	£14,328	£13,206	£9,435	£6,471	£7,556
130	TIC Income	£6,598	£6,728	£2,722	£3,610	£3,662
201	Open Spaces Expenditure	£19,727	£18,594	£7,353	£5,666	£6,216
201	Open Spaces Income	£5,789	£0	£0	£0	£0
203	Allotments Expenditure	£923	£915	£319	£515	£328
203	Allotments Income	£4,498	£242	£88	£0	£115
205	Markets/Events Expend	£1,404	£1,404	£540	£453	£540
205	Markets/Events Income	£4,677	£5,082	£1,808	£1,452	£1,126
220	Central Toilets	£2,535	£1,247	£734	£509	£509
225	Grange Toilets	£1,507	£1,270	£562	£337	£337
230	Westbury Street Toilets	£0	£0	£0	£0	£0
235	Toilet Investments	£42	£40	£0	£252	£0
250	Economic Development	£4,878	£3,024	£370	£3,466	£242
260	Capital Projects	£6,225	£283,239	£1,513	£5,089	£8,400
260	Capital Projects Income	£0	£350,000	£150,000	£0	£0
300	Transport Fund	£0	£0	£791	£66	£1,000
	<b>TOTAL EXPENDITURE</b>	<b>£94,113</b>	<b>£386,959</b>	<b>£39,015</b>	<b>£43,160</b>	<b>£38,543</b>
	<b>TOTAL INCOME</b>	<b>£236,589</b>	<b>£573,628</b>	<b>£154,703</b>	<b>£5,677</b>	<b>£5,461</b>

3.3 The table below provides the net totals for each cost centre for quarters 1, 2 and 3 with year to date totals:

CODE	COST CENTRE	QUARTER 1	QUARTER 2	QUARTER 3	TOTAL
101	Administration Expenditure	£12,469	£4,148	£7,317	£23,934
101	Administration Income	£215,027	£211,576	£1,258	£427,861
105	Corporate Management	£22,130	£31,747	£25,735	£79,612
110	Democratic Services	£2,179	£226	£2,218	£4,623
115	Grants	£13,650	£11,214	£10,472	£35,336
120	West Street Expenditure	<b>-£7,884</b>	£15,591	£1,034	£8,741
120	West Street Income	£0	£0	£0	£0
125	Corn Square Expenditure	£0	£1,094	£4,373	£5,467
125	Corn Square Income	£0	£0	£0	£0
130	TIC Spend	£14,328	£13,206	£23,462	£50,996
130	TIC Income	£6,598	£6,728	£9,994	£23,320
201	Open Spaces Expenditure	£19,727	£18,594	£19,235	£57,556
201	Open Spaces Income	£5,789	£0	£0	£5,789
203	Allotments Expenditure	£923	£915	£1,162	£3,000
203	Allotments Income	£4,498	£242	£203	£4,943
205	Markets/Events Expenditure	£1,404	£1,404	£1,533	£4,341
205	Markets/Events Income	£4,677	£5,082	£4,386	£14,145

**AGENDA ITEM: 10(b)**

220	Central Toilets	£2,535	£1,247	£1,752	£5,534
225	Grange Toilets	£1,507	£1,270	£1,236	£4,013
230	Westbury Street Toilets	£0	£0	£0	£0
235	Toilet Investments	£42	£40	£252	£334
250	Economic Development	£4,878	£3,024	£4,078	£11,980
260	Capital Projects	£6,225	£283,239	£15,002	£304,466
260	Capital Projects Income	£0	£350,000	£150,000	£500,000
300	Transport Fund	£0	£0	£1,857	£1,857
	<b>EXPENDITURE</b>	<b>£94,113</b>	<b>£386,959</b>	<b>£120,718</b>	<b>£601,790</b>
	<b>INCOME</b>	<b>£236,589</b>	<b>£573,628</b>	<b>£165,841</b>	<b>£976,058</b>

3.4 Listed below are the balances at the bank as at 31<sup>st</sup> December 2016:

<b>Bank Balances</b>	
As at 31st December 2016	
Current Account	£521,562
Petty Cash	£544
TIC Petty Cash	£912
Control A/C	£1,179
Creditors	-£9,031
Events Control	-£261
Membership Control	-£75
TIC Control	-£9,948
	£504,882
Outstanding VAT Claim	£6,056
<b>Total Balances</b>	<b>£510,938</b>
Represented by:	
General Reserves	£456,438
Earmarked Reserves	£54,500
<b>Total Balances</b>	<b>£510,938</b>

3.5 Outlined below is the current and projected income for 2016/17:

	<b>Actual</b>	<b>Projected</b>	<b>Budget</b>
<b>Income</b>	<b>Q1, Q2 &amp; Q3</b>	<b>Q4</b>	<b>2016/17</b>
Precept	£386,069	£386,069	£386,069
Transitional Grant	£35,986	£35,986	£35,986
Interest	£428	£500	£200
Misc	£5,378	£5,400	£0
Corn Square	£0	£5,000	£20,000
TIC	£23,320	£26,400	£27,500
Open Spaces	£5,789	£6,000	£0
Allotments	£4,943	£5,000	£5,000

Markets	£14,144	£17,500	£25,000
PWLB	£500,000	£500,000	£500,000
<b>TOTAL</b>	<b>£976,057</b>	<b>£987,855</b>	<b>£999,755</b>

3.6 Outlined below is the current and projected expenditure for 2016/17.

	<b>Actual</b>	<b>Projected</b>	<b>Budget 16/17</b>
<b>Expenditure</b>	<b>Q1, Q2 &amp; Q3</b>	<b>Q4</b>	<b>2016/17</b>
Administration	£23,934	£28,000	£28,160
Corporate Management	£79,612	£110,000	£110,800
Democratic	£4,623	£10,000	£10,700
Grants	£35,336	£41,000	£41,000
West Street	£8,741	£11,000	£0
Corn Square	£5,467	£18,000	£45,526
TIC	£50,996	£60,000	£42,000
Open Spaces	£57,556	£85,000	£86,780
Allotments	£3,000	£4,100	£4,100
Markets/Events	£4,341	£8,000	£15,950
Central Toilets	£5,534	£7,215	£3,393
Grange Toiles	£4,013	£6,915	£4,138
Westbury St Toilets	£0	£13,000	£13,800
Investment Toilets	£334	£27,000	£27,070
Economic Development	£11,980	£29,000	£29,739
Capital Projects Equi	£304,466	£520,000	£520,000
Planning & Highways	£1,857	£6,000	£10,000
<b>TOTAL</b>	<b>£601,790</b>	<b>£984,230</b>	<b>£993,156</b>

3.7 Initial end of year estimates suggest that there will be an underspend of approximately £3,000 against revised budget projections. This includes a full spend against the Public Works Loan Board borrowing of £500,000, full spend on the public convenience refurbishments and a potential reduction in income from the specialised markets and projected Corn Square income of approximately £10,000.

3.8 Budgets will continue to be monitored and savings made where possible to ensure that expenditure does not exceed that budgeted, bearing in mind relevant adjustments being made for a fall in income generation.