

HUNTINGDON TOWN COUNCIL
FINANCE COMMITTEE

To; All Members of Huntingdon Town Council.

YOU ARE HEREBY SUMMONSED TO ATTEND
a meeting of the
FINANCE COMMITTEE
to be held in the
TOWN HALL, MARKET HILL, HUNTINGDON
on
THURSDAY 9th MARCH 2023 at 7pm

REMOTE ACCESS VIA ZOOM AVAILABLE

2nd March 2023

Philip Peacock

Town Hall
Market Hill
Huntingdon
PE29 3PJ

PHILIP PEACOCK
TOWN CLERK

AGENDA

61. **APOLOGIES FOR ABSENCE**

To receive any apologies for absence

62. **DECLARATIONS OF INTEREST**

To hear any declarations of interest in items on this agenda (see notes attached)

63. **PUBLIC ADDRESS**

To hear any address to the Committee from members of the public on matters within its responsibility.

64. **MINUTES**

To receive and approve the minutes of the meeting of the Finance Committee held on 24th January 2023 (M4) (attached)

65. **RECOMMENDATION OF SUB COMMITTEES**

To receive and approve recommendations in the minutes of:

- i. Finance Sub Committee, held on 9th February 2023 (attached in a private and confidential appendix)

66. **MONTHLY EXPENDITURE**

To receive and approve the monthly expenditure for January and February 2023 (attached) (Members to email any questions in advance of the meeting to the Finance Officer, Town Clerk and Chairman of the Finance Committee)

67. **BANK RECONCILIATION**

To receive and approve the bank reconciliation for months ending 31st January 2023 and 28th February 2023 (attached)

68. **INCOME AND EXPENDITURE**

- i. To receive and note the income and expenditure report from January – February (attached)
- ii. To receive and note the Balance Sheet summary (attached)

69. **EXCLUSION OF PRESS AND PUBLIC**

To move that the public and the press be excluded from the meeting in accordance with the Public Bodies (Admissions to Meetings) Act 1960 as matters which should be regarded as confidential are to be discussed

70. **STAFFING MATTERS**

To receive and discuss a written report from the Town Clerk on staffing matters (report attached in a private and confidential appendix)

71. **READMITTANCE OF PRESS AND PUBLIC**

To move that the public and the press be readmitted to the meeting

72. **DATE AND AGENDA OF THE NEXT MEETING**

Date TBC, at Town Hall, Market Hill, Huntingdon, PE29 3PJ.

This meeting will be serviced by the Town Clerk – 01480 410380

Copies for information to:

District Councillors; County Councillors; The Chairman and Chief Executive of Huntingdonshire District Council; The Press; Huntingdon Public Library and the Police.

(1) Members are required to declare any disclosable pecuniary interests and unless you have

obtained dispensation, cannot discuss or vote on the matter at the meeting and must also leave the room whilst the matter is being debated or voted on.

(2) A Member has a disclosable pecuniary interest if it

(a) relates to you, or

(b) is an interest of -

(i) your spouse or civil partner; or (ii) a person with whom you are living as husband and wife; or (iii) a person with whom you are living as if you were civil partners and you are aware that the other person has the interest.

(3) Disclosable pecuniary interests includes -

(a) any employment or profession carried out for profit or gain;

(b) any financial benefit received by the Member in respect of expenses incurred carrying out his or her duties as a Member (except from the Council);

(c) any current contracts with the Council;

(d) any beneficial interest in land/property within the Council's area;

(e) any licence for a month or longer to occupy land in the Council's area;

(f) any tenancy where the Council is landlord and the Member (or person in (2)(b) above) has a beneficial interest; or

(g) a beneficial interest (above the specified level) in the shares of anybody which has a place of business or land in the Council's area.

B. Other Interests

(4) If a Member has a non-disclosable pecuniary interest or a non-pecuniary interest then you are required to declare that interest, but may remain to discuss and vote.

(5) A Member has a non-disclosable pecuniary interest or a non-pecuniary interest where -

(a) a decision in relation to the business being considered might reasonably be regarded as affecting the well-being or financial standing of you or a member of your family or a person with whom you have a close association to a greater extent than it would affect the majority of the council tax payers, rate payers or inhabitants of the ward or electoral area for which you have been elected or otherwise of the Council's administrative area, or

(b) it relates to or is likely to affect any of the descriptions referred to above, but in respect of a member of your family (other than specified in (2)(b) above) or a person with whom you have a close association and that interest is not a disclosable pecuniary interest.

HUNTINGDON TOWN COUNCIL**FINANCE COMMITTEE**

A meeting of the Finance Committee was held at Huntingdon Town Hall on Thursday 26th January 2023 at 7:00pm.

MINUTES

Present: Councillors A Blackwell; K Brockett; J Cole; D Cole; S Gifford; M Kadewere; P Kadewere; P Kennington; B Luckham; A McAdam; S McAdam; A Norton; P Pearce (Chairman); and K Webb.

Absent: G Sheils and S Sweek

In Attendance: 3 members of the public

44. APOLOGIES FOR ABSENCE

Apologies were received from Councillors: M Baker; C Doyle and T Sanderson. It was also noted that Councillor P Kadewere would be joining the meeting late after attending another meeting.

45. DECLARATIONS OF INTEREST

Cllr K Brockett declared that he sits on the committee for Huntingdon Carnival, to be discussed in item 48.

46. PUBLIC ADDRESS

A member of the public indicated that they wished to speak. It was therefore proposed, seconded and

RESOLVED to adjourn the meeting.

The Chairman of Huntingdon Carnival and Paddy Swallow from Kanazawa Security were in attendance to present the Carnival event management plan, as requested at the previous Finance Committee meeting. A copy of the plan had also been submitted to the Office.

It was explained that the event management plan included all the necessary arrangements for health and safety, safeguarding and emergency management across both days of the event. A road closure application would be submitted for the Carnival parade. All stallholders and traders at the event would be required to submit risk assessments, insurance and any required licences and certificates in advance.

A Member questioned if a Safety Advisory Group (SAG) meeting had been

scheduled. It was explained that the event management plan had been submitted, and the Carnival Committee were awaiting confirmation of a meeting date.

A Member asked if any other income sources for the Carnival had been explored since the last meeting. It was noted that a funding application had been submitted to Huntingdon Freeman's Trust. The event would also receive income from the fairground ride provider, traders and stallholders. It was questioned if this income reduced the amount of additional funding requested from HTC, and it was noted that it did not.

The Chairman thanked the speakers for their time and noted this would be discussed by Members further under agenda item 48. It was then proposed, seconded and

RESOLVED to reconvene.

47. **MINUTES**

The minutes of the Finance Committee meeting held on the 17th November 2023 (M3) were presented to Members. The Chairman asked Members if there were any comments and with no questions raised, it was then proposed, seconded and

RESOLVED to approve the minutes.

48. **HUNTINGDON CARNIVAL**

Following the information provided by the Carnival Committee, Members further discussed the request for HTC to provide funding for the event. It was suggested that the request be referred to the Finance Sub Committee to assess if funding was available and what budget heading it should come from. It was then proposed, seconded and

RESOLVED to refer the funding request to the Finance Sub Committee meeting on Thursday 9th February 2023.

1 Member abstained.

Recommendations from the Sub Committee would go to the Finance Committee meeting on Thursday 9th March 2023. A Member asked the Chairman of the Carnival Committee if this timescale would give enough time for the event to be organised, and it was noted that it would.

49. **RECOMMENDATION OF SUB COMMITTEES**

Members had before them the minutes of the Finance Sub Committee meetings held on 8th November 2022 (M2), 22nd November 2022 (M3) and 6th December 2022 (M4) (P&C).

The Chairman of the Finance Sub Committee noted that it had been a particularly challenging budget setting process, and thanked Members and staff

for the hard work that had gone into producing the 2023/24 budget. It was then proposed, seconded and

RESOLVED to receive, approve, and adopt the recommendations contained herein.

1 Member voted against the proposal.

2 Members abstained.

50. **MONTHLY EXPENDITURE**

Members had before them a copy of the monthly expenditure of Huntingdon Town Council for November and December 2022

The Chairman asked if there were any questions.

A Member had emailed in advance of the meeting concerning some entries, with an email response given by the Finance Manager and Communications Officer.

Expenditure	Further Details
Medical Referee payment	A service provided at the Crematorium before cremations can take place.
Archant Q3 Leaflet	Distribution of the Huntingdon magazine to 10,000 houses.
Stafford Borough Training	Training for a member of staff at the Crematorium.
Star Radio Christmas Marketing Campaign	Christmas Market radio promotion covering Huntingdon, Cambridge, Ely, St Ives, Royston, St Neots, Saffron Walden and Newmarket. Includes radio advert, studio reads, website listing and presenter in attendance at switch on event.
Huntingdon Community Radio Commercial Broadcast	Production and broadcast of radio advert for the Christmas Market.
Style Midlands Partition Specialist	Maintenance for Crematorium doors.
Shopsafe Radio Rental Coneygear	Monthly fee for HBAC radio rental.
Teleshore Green Rigid Box purchase	Purchase of items required at the Crematorium.

A Member further queried the Archant distribution payment, and it was noted this could be clarified with the Communications Officer.

With no further comments or questions, it was proposed, seconded and

RESOLVED to approve the monthly expenditure for November 2022 and December 2022.

51. **BANK RECONCILIATION**

Members received a copy of the bank reconciliation for months ending 30th November and 31st December 2022.

The Chairman asked members whether there were any questions. There were none.

It was then proposed, seconded and

RESOLVED to approve the bank reconciliation for months ending 30th November and 31st December 2022.

52. **INCOME AND EXPENDITURE**

Members had before them

- i. The income and expenditure report from November – December 2022
- ii. The Balance Sheet summary

The Finance Manager gave an overview of the reports and explained that an overspend of £352,981 had been highlighted. It was noted that this had reduced from the previous projected overspend of £479,174 after ongoing work to reduce expenditure where possible. The Council's general reserves were forecast to be £2,060,293 at the end of the financial year.

The Chairman thanked Officers for their work to monitor expenditure and reduce the Council's deficit. Members also noted the improvement in the clarity of financial reports and additional information included to better enable Members to monitor expenditure, and thanked the Finance Manager for her work.

With no further comments, Members noted the reports.

53. **INTERNAL AUDIT**

Members had before them a report from the Internal Auditor's visit in December 2022. Members were pleased to see no recommended improvements, and noted the improvements highlighted at the previous visit had been implemented.

With no further comments, Members noted the reports with thanks to the Finance Manager.

54. **FIXED ASSET REGISTER POLICY**

Members had before them copies of Huntingdon Town Council's fixed asset policy. It was noted the date of adoption should be amended from 2022 to 2023.

With no further comments, it was proposed, seconded and

RESOLVED to adopt the fixed asset policy.

55. **GRANTS REVIEW**

Members had before them a report from the Democratic Officer reviewing the grants application form and conditions. Members agreed that the old forms were in need of improvements. Some Members felt that the new forms were excessively long and complicated for grants of up to £500. Concerns were also raised about the amount of paperwork being requested for the supporting documents.

The Town Clerk explained that expenditure of public money must be properly accounted for, and money awarded for grants could be challenged during audit. It was also noted that in the past, grant applications were often deferred due to Members requesting additional information. Therefore, extra questions had been added to the application form to request this information in advance to avoid delays.

It was also pointed out that part of the form was to be completed after a grant had been awarded to update the Council on how the money had been spent.

Members were also informed that most grant applications were sent out and returned via email so did not generate excessive paper waste. It was requested that the application form should specify that the requested supporting documents should be provided electronically instead of paper copies where possible.

A Member also noted some inconsistencies in referring to both 'Huntingdon Town Council' and 'HTC' and requested this be made uniform throughout the document.

It was then proposed, seconded and

RESOLVED to approve the reviewed community grants application form and grants conditions form, subject to the requested amendments.

56. **LORD PROTECTOR (MAYFIELD ROAD) ATM PROTECTION**

The Chairman informed Members that he had been working with Cambridgeshire Constabulary on protecting ATMs from ram raids and other damage. Several local ATMs had been identified as at risk by the police. The machine at Mayfield Road was very exposed and had previously been targeted multiple times.

HTC had previously donated a concrete planter to help protect the ATM at Tesco in Stukeley Meadows. It was requested that HTC provide additional concrete planters to help protect the Mayfield Road ATM. Dobbies Garden Centre had agreed to provide the peat for the planters, and Cambs Constabulary would fund the flowers to be planted.

A Member noted that the last time the Mayfield Road ATM was targeted, gas was used to explode the machine instead of ram raiding. It was agreed that planters would not protect the machine from an explosion, but it would still provide some additional protection, as recommended by the police.

Members questioned who owns the ATM and suggested the owner should be responsible for protecting the machine. It was noted that the owner had been contacted by the police but had not responded. Some Members felt that this was a private issue for the ATM provider to address, and that the Council money should not be used.

Members noted that in addition to the benefit of additional protection for the ATM, it would be good to have more flowers planted in the area generally.

Concerns were noted about the location of the planters, and it was questioned if installing planters around the ATM would block the footpath and cause problems for those with pushchairs or wheelchairs.

A Member pointed out that there were no banks in this area of the town, so it was important to ensure nearby residents had access to ATMs. Although planters would not protect the machine from all attacks, providing any additional protection would be beneficial.

Some Members had concerns about the planters attracting litter and vandalism. It was pointed out that the existing planting in the area was not vandalised.

It was noted that the planter provided at Stukeley Meadows had been relocated from another area in the town. Members questioned if the Estates Team had any additional planters that could be reused at Mayfield Road instead of purchasing new ones.

The Town Clerk advised that the Head Groundsman had identified 4 concrete planters on the Ring Road to be replaced with new self-watering planters to match the others in the Town Centre. It was noted this would be beneficial for the upcoming Britain In Bloom entry. The existing concrete planters could then be relocated to Mayfield Road. The cost for 4 new self-watering planters would be approximately £2000.

It was then proposed, seconded and

RESOLVED to approve the expenditure of £2000 to purchase 4 new self-watering planters, and

RESOLVED to relocate the existing concrete planters to the Mayfield Road ATM.

2 Members voted against the proposal.

1 Member abstained.

Clerk's Note: *Cllr Kadewere arrived at 19:57*

57. **NOTICE BOARDS**

Members had before them a report from the Amenities Officer regarding the Town Centre noticeboards. It was noted that £10,000 had been allocated in the 2023/24 budget for noticeboards, but that amount was also to cover noticeboards at other sites in the town.

Members felt that some of the quotes were very expensive. The longevity of the different noticeboards was also questioned, as it was felt that it may be better to invest in a more expensive option if the lifespan was significantly longer.

Members questioned if all of the noticeboards identified were replacement were still needed. It was pointed out that some of the noticeboards were not regularly updated and did not have much footfall. The Town Clerk advised that the noticeboards were initially installed to publish meeting notifications. As this was now mostly done electronically, the amount of noticeboards could potentially be reduced.

It was suggested that a Working Group be formed to visit the noticeboard sites and undertake an audit of what is required. The Working Group would then make recommendations to the Finance Committee for noticeboards to be replaced.

It was then proposed, seconded and

RESOLVED to form a Noticeboards Working Group.

Members nominated to sit on the Working Group were:

- Cllr J Cole
- Cllr P Kadewere
- Cllr B Luckham
- Cllr A McAdam
- Cllr S McAdam
- Cllr A Norton

58. **ENERGY CONTRACT 2023**

Members had before them a report from the Estates Manager regarding HTC's utilities contacts. It was explained that of the Council's 15 sites, 14 were now out of contract with its electricity suppliers. Due to the ongoing fluctuations in energy prices, the Council had been unable to secure new contracts as normal. Two brokers had been approached to supply quotations. ESPO, who currently supply both HDC and CCC under an energy framework agreement, were also approached for a quotation.

Previous contacts had been put in place for 3 years to ensure stability. Due to the constantly changing energy costs, suppliers had been reluctant to enter into contracts longer than 12 months at this time.

It was noted that the Council would see an increase in energy prices regardless of what contract was selected, but that it was important to secure new contracts as soon as possible to avoid the more expensive variable rates. Work was also ongoing to reduce the Council's energy usage as much as possible.

A Member questioned the amount of lighting left on overnight at the Crematorium site. It was explained that the Council could consider using timers to reduce the time the lights were on, but noted that due to the remote location, the lights were on to deter crime, and ensure visibility for the CCTV. It was also

pointed out that the lights were energy efficient LED bulbs, and reducing their usage would have a negligible impact on energy costs.

A Members questioned if the quotes provided were all from green energy suppliers, and it was confirmed that they were.

Members noted that the ESPO rates appeared to be the lowest, but noted it was the only provider with standing charges. It was explained that all the providers had standing charges, but the others had not included this in their quotes.

ESPO would only recruit new users to the framework in January and October. HTC had not been in a position to agree the contract in January, so the quotation obtained would be effective until the end of September 2023. At this point, a new longer-term contract would be negotiated. Additional quotes would also be investigated at this time to review if the ESPO framework was still the best option.

It was then proposed, seconded and

RESOLVED to receive and adopt the report, and

RESOLVED to enter into an energy contract incorporating all 14 sites, and

RESOLVED to enter into a contract with ESPO until the end of September 2023.

59. **PRECEPT PROMOTION**

Members had before them a press release and infographic produced by the Communications Officer regarding the 2023-24 precept. Following the Council's resolution to increase the precept by 14%, these documents had been produced to inform residents about the increase and explain how the income was used.

Members thanked the Communications Officer for her work, and noted the information presented was clear and easy to understand. It was understood that some residents would be unhappy with the increase, but noted it was important to be transparent and explain what the increase would cover.

A Member highlighted some accessibility issues with the infographic, as some of the colours and backgrounds used made the text hard to read. It was noted this would be reviewed before the graphic was published.

It was then proposed seconded and

RESOLVED to approve the release of the press release and infographic regarding the 2023-24 precept.

2 Members voted against the proposal.

1 Member abstained.

60. **DATE AND AGENDA OF THE NEXT MEETING**

Before closing the meeting, the Town Clerk informed Members that HMRC had now confirmed that the Council would receive a VAT refund of £804,568. Members acknowledged the hard work and time that had gone into pursuing the claim and expressed their thanks to the Finance Manager and Town Clerk.

The date of the next meeting was noted as Thursday 9th March 2023.

Payments made between 01/01/2023 and 31/01/2023

Date	Payee Name	Description	Reference	£ Total Amnt
01/01/2023	Cambridgeshire County Council	CCC/LICENCE/3662/WEDDING LICENCE		1,800.00
03/01/2023	Public work Loans	Public work Loans	DD	116,404.92
03/01/2023	Barclays Mixed Payments	TRF to Business card	HTC Card	3,000.00
03/01/2023	Fuel Card Services Ltd	Fuel Card	Fuel paid	165.36
03/01/2023	Investec Asset Finance Plc	FRANKING MACHINE LEASING (Investec		198
03/01/2023	DFW Europe B V	2201197/3596/MAINTENANCE Two invoic		3,209.57
03/01/2023	ABBOTS RIPTON FARMIN	CCTV LICENCE RENT	SI25466	20
03/01/2023	AGORA BUSINESS	HEALTH & SAFETY SUBS	Health Pub	96.78
03/01/2023	APM WINDOW CLEANING	WINDOW CLEANING 21/12/2022	1745 APM	165
03/01/2023	British Telecom	CREM FIBRE TEL CHARGES	BT Q002	3,130.15
03/01/2023	Chubb Fire & Security Ltd	ANNUAL CHARGE 02/23-02/24	9666062	1,079.54
03/01/2023	HAGS-SMP LTD	086512/3558/HAGS-SMP	86512	778.08
03/01/2023	Huntingdonshire District Council	BIN COLLECTIONS JAN-	70057646	553.8
03/01/2023	J AND J MAINTENANCE	COFFIN LIFTER SERVIC	14374	474
03/01/2023	Pitney Bowes Ltd	PRINTING CARTRIDGES	Pitneybowe	246.83
03/01/2023	PRO-SERVICING LIMITED	Coneygear Serv 10/10/22	26761	580.8
03/01/2023	Screwfix Direct	BULLDOZER BROOM & SHOVEL	Scwefix	41.98
03/01/2023	SHOPSAFE	CONYGEAR RADIO MONTHLY	Shopsafe	36.3
03/01/2023	The Artworks	POLICE MEMORIAL SERVICE	Artworks	639
03/01/2023	HMRC Dec Pay	HMRC Dec Pay	BACS	28,641.19
03/01/2023	HTC PENSION DEC	HTC PENSION DEC	BACS	27,070.07
05/01/2023	Computer Network Services Ltd	43529/3589/MSP OFFICE	Various	1,028.63
05/01/2023	Housden's Outside Catering	1747/3590/HODGKINS WAKE02	1747	210
05/01/2023	VIVEDIA LTD	2022 012/3592/WEBCAST DEC	Dec Inv	955.2
05/01/2023	MEDICAL REFREE	DEC 2022/3597/MEDICAL REFERENCE	Dec-22	1,091.50
05/01/2023	MARIA ALITA CAPUNI	MARIA ALITA CAPUNI	BACS	100
09/01/2023	Fuel Card Services Ltd	Fuel Card	42	42
09/01/2023	bank charges	bank charges	DD	27.27
09/01/2023	Barclays	Barclays Bank Charges	DD	14.5
10/01/2023	DEBRA COSSEY-MOWLE	22 23 010/3609/SENIORS 11/01	22 23 010	33
10/01/2023	ESPO	6799750/3599/WALL CALENDAR	ESPO	123.24

10/01/2023	Housden's Outside Catering	2108/3607/MAJORIE WALKER \ Housden	1,882.50
10/01/2023	Huntingdonshire District Council	70057647/3602/REFUSE COLLE 70057647	269.75
10/01/2023	KEN BOOTH & CO LTD	408452/3601/CLEANING MAT (408328 452	2,785.99
10/01/2023	NG BAILEY FACILITIES	110292/3608/MAINTENANCE 110292	290.4
10/01/2023	Society of Local Council Clerks	BK208716 1/3613/THEME SUM SLCC	180
10/01/2023	Team Plant Ltd	53277/3614/EXCAVATOR 2 TOP 53277	291.06
10/01/2023	British Telecom	Q061 MI/3619/TEL CHAR AUG- Q061MI	170.18
10/01/2023	Vodafone Ltd	103109969/3594/MOBILE Vodafone	8.43
10/01/2023	STEELWAY FENSECURE LTD	INF14267/3591/SAREPLLO INF14267	9,409.80
10/01/2023	RV Electrical	MAINTENANCE TO THE BUILDING RV Inv	1,463.58
13/01/2023	Imprest Staffing Account	TRF-JAN Staff wages Imprest wages	65,000.00
16/01/2023	BANK CHARGES	BANK CHARGES DD	46.85
16/01/2023	Fuel Card Services Ltd	9004496682/3629/FUEL 08/01, Fuel card	461.78
16/01/2023	PAYNETWORK	PDQ Ann FEE JUNE 2022-MAY 2 Paynet	28.79
16/01/2023	Sage (UK) Ltd	16049233/3641/SAGE PAYROLL 16049233	103.8
16/01/2023	Huntingdonshire District Council	DEPOT RATES MAY-MAR HUNT INV	6,319.00
17/01/2023	A C Commercials	INV0020672/3633/TITAN TRUCK INV 20672	247.39
17/01/2023	FIRE PROTECTION ONLINE	REPLACEMENT OF FIRE EXTING Proforma	1,056.07
17/01/2023	Huntingdonshire District Council	CR275/3637/LICENCE SUSPENSION Var Inv	372.8
17/01/2023	Gibbs & Dandy	00184101/3643/SAWN BATTEN Jewson	98.78
17/01/2023	Screwfix Direct	MATERIALS screwfix	10.98
17/01/2023	2Commune Ltd	4184/3653/UKLC WEBSITE LICENCE inv 4184	480
17/01/2023	Berrycroft Stores	73147/3658/ROLL FLEECE inv 73147	48.82
17/01/2023	BRITANNIA FIRE &	301794/3657/FIRE ALARM FAU inv 301794	148.8
17/01/2023	CDT ENGINEERING LTD	26452/3655/PARKLETS FOR HU inv 26452	20,184.00
17/01/2023	ESPO	6805764/3647/CLEANING MAT espo	28.44
17/01/2023	Arthur Ibbett Ltd	144302/3654/DRAG LINK inv144302	80.59
17/01/2023	Institute of Cemetery & Crematoria	15641/3656/TRAININGSSMITH inv 15641	613.6
17/01/2023	Mailcoms Ltd	INV 085121/3652/ANNUAL FRA 85121	316.3
17/01/2023	Pitney Bowes Ltd	107422821/3649/COLOUR CAT pitney	68.34
17/01/2023	Phonographic Performance Ltd	SIN2278938/3632/THALL MUSIC sin2278938	438.97
17/01/2023	Willowbrook Plant Ltd	189625/3651/AIR FILTER OIL inv 189625	73.31
17/01/2023	Southern Electric	SSE/0017/3646/ELEC DEC 5 421862025	262.21

18/01/2023	Society of Local Council Clerk	TRAINING FEE	SLCC	390
18/01/2023	EARLEY ORNAMENTALS LTD	FLOWERS FOR GROUND OPERA	Early Orna	107.57
19/01/2023	Crown Gas and Power	2712228/3663/GAS TH 28/11-3	2712228	1,748.72
20/01/2023	Virgin Media Business	TEL CHARGRE VIRGIN	Jan Bill	7.08
20/01/2023	Avena Environmental Ltd	INV 73305/3668/DUTY OF CARE	INV 73305	150
23/01/2023	Southern Electric	SSE/0017/3620/CREM ELEC	211844000	6,239.44
23/01/2023	Southern Electric	SSE/0092/3618/STREET LIG	SSE INV	71.45
23/01/2023	Fuel Card Services Ltd	9004532453/3675/FUEL	9004532453	87.3
24/01/2023	Southern Electric	SSE/0019/3698/DEPOT DEC	611845942	5,128.71
24/01/2023	UK Wholesale Direct	TEL CHARGES CONEYGEAR	UKWHOLESA	86.4
25/01/2023	MICK GEORGE LTD	TOPSOIL DELIVERY	25	25
25/01/2023	Chubb Fire & Security Ltd	9696175/3667/FIRE SAFETY	969175	321.35
25/01/2023	SHOPSAFE	INV009086/3708/RADIO RENT#	9086	36.3
25/01/2023	Screwfix Direct	1337447552/3674/MULT JIGSA	1337447552	30.22
25/01/2023	Gibbs & Dandy	0940 00184799/3707/PLY WOC	184799	195.41
25/01/2023	WALKER GRAHAM ARCHITECTS	022498/3666/FEASIBILITY	INV022498	1,782.00
25/01/2023	JAN HMRC PAYE	JAN HMRC PAYE	BACS	24,890.23
25/01/2023	HTC PENSION JAN	HTC PENSION JAN	BACS	24,781.74
25/01/2023	ESPO	6811860/3712/OFFICE SUPPLIE	espo	105.39
26/01/2023	Acorn Transport & Plant Hire L	117924/3719/SKIP HIRE 25/01/	117924	444
26/01/2023	ACTIVE8 MANAGED	SINV62248/3717/CREM FEE 24,	62248 6621	135.96
26/01/2023	Ian's Tyre & Exhaust Centre	INV 3379/3715/VALVES & BALA	3379	120
30/01/2023	Fuel Card Services Ltd	Fuel Card	fuel card	284.87
31/01/2023	BID HUNTINGDON LTD	INV 1971/3761/TOWN BUILDIN	1971	705.6
31/01/2023	STARK CONNECT WPD SMART	11530/3724/METERING SER DE	11530	1,285.60
31/01/2023	Screwfix Direct	1338781529/3730/SQUIRE PAC	1338781529	71.22
31/01/2023	RUNNING IMP LTD	PROFORMA/3762/PANCA MED	Pancake	116.99
31/01/2023	Ray's Garage Ltd	050410/3732/MOT DONE	50410	58.6
31/01/2023	ISEE ACCESS SOLUTIONS	2470/3720/CALLOUT CONEYGE	2470	186
31/01/2023	Housden's Outside Catering	2220/3741/MAY SMOKER 30/0	Housden	3,343.90
31/01/2023	CamAlarms Ltd	103544/3722/FIRE ALARM 6 M	3544 3923	270.44
31/01/2023	ACTIVE8 MANAGED	SINV65425/3718/CREM PRINTE	SIN65425	742.01
03/01/2023	HUNTINGDON TOWN	ADOBE JAN/3677/ADOBE	VARIOUS	14.32

05/01/2023 HUNTINGDON TOWN	TESCO SOPP	tesco 0501	78.08
09/01/2023 Bank Commssion	Bank Commssion	DD	23.40
10/01/2023 HUNTINGDON TOWN	304976/3679/ADOBE JAN-	Adobe	12.64
12/01/2023 HUNTINGDON TOWN	TESCO	tesco 1201	80.07
18/01/2023 HUNTINGDON TOWN	ONETRAINING/3669/HYGE	foodsafety	12.00
18/01/2023 HUNTINGDON TOWN	TESCO	Tesco 1801	81.18
19/01/2023 HUNTINGDON TOWN	AMAZ 180123/3743/SIGNS	amaz 1901	17.35
24/01/2023 HUNTINGDON TOWN	P/Ledger Electronic	Amz Print	50.38
24/01/2023 HUNTINGDON TOWN	23948/3749/KITCHEN	Var Trans	113.27
25/01/2023 HUNTINGDON TOWN	TESCO	Amaz 25012	82.64
26/01/2023 HUNTINGDON TOWN	AMAZ25810/3750/WATER	Amaz 2501	42.00
27/01/2023 HUNTINGDON TOWN	AMAZ	AMAZ 26012	70.78
31/01/2023 HUNTINGDON TOWN	310123/3752/SOPP	Tesc 3101	109.17
03/01/2023 STAFF EXPENSES	CR EXP/3661/B& Q FAN	CR Exp	248
05/01/2023 STAFF EXPENSES	NP EXP/3593/STAFF	60	60
09/01/2023 Current Account E Payments	Bank Charges	Bank Charg	14.5
10/01/2023 STAFF EXPENSES	EXP PHAYNES/3621/EXP-	PH Exp	32
17/01/2023 HTC	HTC JAN PAYROLL	BACS	66,834.52
17/01/2023 STAFF EXPENSES	MB CIMA/3638/MB CIMA	MB Subs	130
18/01/2023 MAYORS EXPENSES	JAN 2023/3650/MAYORS	Mayor Exp	163.89
26/01/2023 STAFF EXPENSES	JM	JM Exp	236.97
31/01/2023 STAFF EXPENSES	P/Ledger Electronic	Sally Marc	43.55

total	447,698.23
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Total Expenditure	447,698.23
Signed by Chairman of Finance	
Date	

Payments made between 01/02/2023 and 23/02/2023

Date	Payee Name	Description	Reference	£ Total Amnt
01/02/2023	Institute of Groundmanship	P/Ledger Electronic	157.5	157.5
01/02/2023	Barclays Mixed Payments	Monthly Transfer	Mixed STO	3,000.00
02/02/2023	Southern Electric	SSE/73/3685/KGV	6113133330	13.13
03/02/2023	Southern Electric	SSE/0001/3706/THALL	461902012	1,782.35
03/02/2023	Southern Electric	SSE/0066/3697/KGV	551902324	1,436.12
03/02/2023	Southern Electric	SSE/0001/3694/KGV	621904820	283.81
03/02/2023	Southern Electric	SSE/0060/3693/BAND STAND	751903376	131.5
06/02/2023	Bank Charges	Commission 13/12-12/01/23	DD	19.6
06/02/2023	Fuel Card Services Ltd	Fuel card Usage	fuel card	344.69
06/02/2023	Southern Electric	SSE/0060/3728/PRIMOS	sse	1,611.17
07/02/2023	BANNOLD SUPPLIES &	022807/3765/TOPS LANDSCAPE	22807	48.3
07/02/2023	BARLEYLANDS GLASSWORKS	183865/3759/HEAR Pendant	183865	221.25
07/02/2023	CDT ENGINEERING LTD	26483/3766/BASKET TREES	26483	1,739.88
07/02/2023	KEN BOOTH & CO LTD	410741/3771/CLEA COLTHES	410741	38.09
07/02/2023	ESPO	6831813/3769/OFFICE SUPPLIES	6831813	224.34
07/02/2023	Ernest Doe & Sons Ltd	769639/3777/SCRE BOTTOM BLADE	769639	307.3
07/02/2023	Chubb Fire & Security Ltd	9725270/3767/CALL 20/01/23	9725270	67.39
07/02/2023	CCLA deposit account	CCLA INVESTMENT	CCLA Inves	500,000.00
07/02/2023	Computer Network Services Ltd	43544/3756/CREM 12/12/22	CNS INV	1,051.50
07/02/2023	MEDICAL REFREE	2023/3770/MEDICA/JAN	Jan Inv	1,554.00
07/02/2023	NG BAILEY FACILITIES	109924/3758/TH MAINT NOV 2022	NG Bailey	580.8
07/02/2023	VIVEDIA LTD	2023 01/3773/JAN WEBCAST CREM	Obitus	1,791.60
07/02/2023	MUSICSTREET	PROFORMA/3772/	Pancake	138.99
07/02/2023	Vodafone Ltd	103285896/3775/Q TEL	Various	196.66
08/02/2023	NPOWER BUSINESS	IN06024943/3742/C ELEC DEC	6024943	1,493.63
09/02/2023	Screwfix Direct	1341279472/3792/D BOSLSTER	79472	69.98
09/02/2023	APM WINDOW CLEANING LTD	CREM APM WINDOW CLEANING	APM	380
09/02/2023	Bank Charges	Bank Charges	BACS	25
09/02/2023	Ernest Doe & Sons Ltd	Ernest Doe Tools	Inv 769674	192.36
09/02/2023	NG BAILEY FACILITIES	110160/3790/TH HATING CALLOUT	Various	1,071.04
13/02/2023	Fuel Card Services Ltd	Fuel card Usage	Fuel	272.18

13/02/2023	Imprest Staffing Account	Staffing transfer Feb	Staffing	65,000.00
14/02/2023	Beverley Porter	0190/3801/JAN HUNTS BK	190	156
14/02/2023	NG BAILEY FACILITIES	110714/3799/CALLTHALL 2201	110714	424.92
14/02/2023	HAMPTONS GROUND CARE &	1287/3803/WASPS CALLOUT ALLOTMEI	1287	84
14/02/2023	Arthur Ibbett Ltd	144228/3795/STIGA PARK PART	144228	475.14
14/02/2023	BRITANNIA FIRE & SECURITY	302319/3805/REBODUAL COM	302319	91.2
14/02/2023	Society of Local Council Clerk	1/3802/CLERKS	508795	73.9
14/02/2023	THE RESOURCEFUL WOOD	6684/3794/ENGRA PLAQUE	6684	192
14/02/2023	R Macas	R Macas allotment	BACS	16.25
14/02/2023	FDMS	FDMS BANK CHARGES	DD	36.91
14/02/2023	CAMBRIDGE DRAIN AND	INV0220/3806/UNB DRAINS	INV0220	235
14/02/2023	GARTEC LTD	S020498/3798/SER CONTRACT	S020498	468.06
14/02/2023	Custom Clothing Ltd	7703/3791/PROTEC CLOTHING	SI7703	376.7
15/02/2023	Huntingdonshire District Council	DEPOT RATES MAY_MAR 2023	Buss rate	3,278.00
15/02/2023	PAYNETWORX	PDQ Ann FEE JUN 2022	Paynetworx	28.79
16/02/2023	Crown Gas and Power	2737251/3836/TH GAS USAGE	2737251	1,434.83
16/02/2023	Sage (UK) Ltd	SAGE FEE MONTHLY	sage fee	88.22
20/02/2023	Anglian Water	11583178/3870/PRI	11583178	51.98
20/02/2023	Anglian Water	11583015/3841/ALL	Anglian	441.47
20/02/2023	Fuel Card Services Ltd	Fuel card Usage	Fuel card	250.15
20/02/2023	Pitney Bowes Ltd	PITNEY BOWES	Pitney	200
20/02/2023	Virgin Media Business	VIRGIN MEDIA BUSINESS	Virgin	6.9
21/02/2023	Anglian Water	11596061/3838/WA	11596061	307.99
21/02/2023	Anglian Water	11597472/3840/ALL	11597472	11.21
21/02/2023	Arthur Ibbett Ltd	146070/3860/OIL CHANGE 14022023	146070	63.07
21/02/2023	TELESHORE UK LTD	38787/3865/SHORI EQUIP MAINTENAN	38787	465.24
21/02/2023	ESPO	6850952/3854/OFFICE SUPPLIES	6850952	228.11
21/02/2023	Anglian Water	ANGLIAN WATER	Anglian	42.74
21/02/2023	Society of Local Council Clerk	BK209434 /1/3847/TRAINING C RIGDEN	BK209434	126
21/02/2023	MARKTEK	303328158/3846/AL SIGNS	Marktek	73.89
21/02/2023	CF CORPORATE	0579277/3855/CREM COPIER	MI 0579277	116.5
21/02/2023	Pitney Bowes Ltd	BL06430670/3863/L AGREEMENT	Pit Feb	454.97
21/02/2023	Pitney Bowes Ltd	PITNEY/107474297/3862/CA THALL	Pitney	194.4

21/02/2023	Southern Electric	0018/3864/SSE/SAPLEY LODGE	SSE 0018	321.42
21/02/2023	Chubb Fire & Security Ltd	9759998/3859/CCT ANNUAL FEE	various	1,025.32
01/02/2023	HUNTINGDON TOWN	21948/3825/WARMUP	Various	705.63
02/02/2023	HUNTINGDON TOWN	8459/3814/CONEY LIB COOKING BOOK	Var	24.98
06/02/2023	Bank	Commission 13/12-12/01/23	DD	10.45
07/02/2023	Petty Cash Account	Cash Withdrawn For Pettycash	Petty Cash	150
08/02/2023	HUNTINGDON TOWN	SUMUP/3812/SOL/BUNDLE CRADLE	Others	109.98
09/02/2023	HUNTINGDON TOWN	1123/3811/50 2ND STAMP	Amaz	102.08
09/02/2023	HUNTINGDON TOWN	AMAZ PURCHASE	Amz 0902	15.98
13/02/2023	HUNTINGDON TOWN	ADOBE/FEB/3800/SUB	Adob	12.64
15/02/2023	HUNTINGDON TOWN	TESCO/200223/3853/SOPP	Tesco 20	66.21
02/02/2023	STAFF EXPENSES	A BUNDLE /EXP/3793/TUBS	abuddle	20.8
02/02/2023	STAFF EXPENSES	PHASLOP/EXP/3670/CLOCK	PHaslop	14.49
07/02/2023	STAFF EXPENSES	J MUIR EXP/3779/EYE TEST	JMuir	25
07/02/2023	STAFF EXPENSES	SDS/3780/SOPP /TESCO	SD	94.43
07/02/2023	STAFF EXPENSES	EXPENSES/3778/SJ	SJ exp	31.96
09/02/2023	STAFF EXPENSES	TRAINING/3781/C	SD Exp	15.99
09/02/2023	STAFF EXPENSES	FLOWERSS/3783/	smarchant	39.92
17/02/2023	HTC	Staff Wages Feb	BACS	67,119.02

TOTAL	597,085.44
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Total Expenditure	597,085.44
Signed by Chairman of Finance	
Date	

THE OFFICIALS
HUNTINGDON TOWN COUNCIL
TOWN HALL
MARKET HILL
HUNTINGDON
PE29 3PJ

Your Business accounts – at a glance

Up-to-date account information

To get your current balances or find out about other accounts you have that aren't listed here, log on to online banking (if you're registered), or call us on 0345 605 2345.

Your balances on 31 January 2023

Business Current Accounts

Business Current Account Statement	£48,707.21
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Business Current Account Statement	£21,676.58
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Business Current Account Statement	£1.00
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Business Savings Accounts

Business Premium Account	£1,228,818.69
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Business Premium Account	£0.02
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This is the end of your account summary.

Huntingdon Town Council
Bank - Cash and Investment Reconciliation
as at 31 Jan 2023

Bank Statement Balances	Account Description	Balance
1	01/01/2023 HTC E PAYMENTS ACCOUNT 2134	£ 1,228,818.69
2	01/01/2023 HTC DEPOSIT ACCOUNT 0873	1.00
3	01/01/2023 Mixed Payments	£ 48,707.21
4	01/01/2023 Debit card	£ -
5	01/01/2023 Staffing	£ 21,676.58
6	01/01/2023 PETTY CASH COUNTED	£ 139.97
7	01/01/2023 Saver Account	£ 0.02
8	01/01/2023 CCLA deposit account	£ 1,561,651.50
		£ 2,860,994.97
Unpresented Payments		
		-£ 109.17
Closing Balance		£ 2,860,885.80
All Cash & Bank Accounts Omega		
1	01/01/2023 Current Bank Account	£ 1,228,818.69
2	01/01/2023 Barclays under £1000 Account	1.00
3	01/01/2023 Credit Card	£ 48,707.21
4	01/01/2023 Imprest Staffing Account	£ -
5	01/01/2023 Petty Cash Account	£ 21,676.58
6	01/01/2023 Saver Account	£ 139.97
7	01/01/2023 CCLA deposit account	£ 0.02
8	01/01/2023 Other Cash & Bank Balances	£ 1,561,651.50
Total Cash & Bank Balances		£ 2,860,994.97

CHECK	0.00
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Huntingdon Town Council
Bank - Cash and Investment Reconciliation
as at 23 Feb 2023

	Bank Statement Balances	Account Description	Balance	
1	23/02/2023	HTC E PAYMENTS ACCOUNT 2134	£ 738,469.48	
2	23/02/2023	HTC DEPOSIT ACCOUNT 0873	1.00	
3	23/02/2023	Mixed Payments	£ 50,401.32	
4	23/02/2023	Debit card	£ -	
5	23/02/2023	Staffing	£ 19,314.97	
6	23/02/2023	PETTY CASH COUNTED	£ 290.00	
7	23/02/2023	Saver Account	£ 0.02	
8	23/02/2023	CCLA deposit account	£ 2,065,684.54	
			£ 2,874,161.33	
 Unpresented Payments				
			£ 2,874,161.33	
 Closing Balance				
All Cash & Bank Accounts			£ 2,874,161.33	
Omega				
1	23/02/2023	Current Bank Account	£ 738,469.48	£ -
2	23/02/2023	Barclays under £1000 Account	1.00	
3	23/02/2023	Credit Card	£ 50,401.32	
4	23/02/2023	Imprest Staffing Account	£ -	
5	23/02/2023	Petty Cash Account	£ 19,314.97	
6	23/02/2023	Saver Account	£ 290.00	
7	23/02/2023	CCLA deposit account	£ 0.02	
8	23/02/2023	Other Cash & Bank Balances	£ 2,065,684.54	
Total Cash & Bank Balances			£ 2,874,161.33	

CHECK	0.00
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REPORT TO THE FINANCE COMMITTEE – 9TH MARCH. 2023**AGENDA ITEM – INCOME & EXPENDITURE APR-FEB 2023****1. PURPOSE OF THE REPORT**

- 1.1 This report outlines the account from April to the end of February 2023. It highlights the key performance areas of the Council's account and provide forecast at the end of the financial year 2022/23.

2 SUMMARY

- 2.1 The total revenue received from April 2022 to February 2023 is **£2,403,780** compared to the budget of **£2,723,321**. Income forecast to the end of the year is **£2,479,254**. The difference between actual and forecast is **£75,474**, expected by the end of the year. See table below.
- 2.2 Total expenditure between April-February 2023 is **£2,521,778** compared to budget of **£2,723,321**. The expenditure figure likely to finish at **£2,963,536** by the end of the financial year 2022/23. The difference between actual and forecast at the end of February is **£441,758**, which is yet to spend.
- 2.3 The net expenditure forecast is **£366,284** deficit, shown in table below, and it is likely to change by the end of the budget year depending on additional income.

Summary Forecast	
Forecast Income at the end of the year	3,279,822.00
Income received @ Feb 2023	3,204,348.00
TRF from Reserves	
Total Income yet to receive	75,474.00
Forecast Expenditure	3,471,601.50
Transfer from EMR CCLA	(508,065.00)
Expenditure @ Feb. 2022	(2,521,778.00)
Total Expenditure yet to come	441,758.50
Net Expenditure from Apr 2022-Feb 2023	(366,284.50)
Balance Sheet @ 23/02/23	3,070,118.00
Less Net Expenditure forecast @ Mar 2023	(366,284.50)
Total balance Expected in General Reserves	2,703,833.50

- 2.4 The balance sheet is currently **£3,070,118** in the table below, which includes the Earmarks. The overall Reserves is forecast **at £2,703,833** at the end of the financial year because of the overspending (£366K). Please note the budget monitoring continues throughout the fiscal year, and Chairs of Committees are updated regularly.

Summary of Reserves Expected Mar 2023			
General Reserves			190,708.00
Capital Project			470,165.50
S106			276,382.00
CIL 2022/23			63,205.00
Election Reserves			95,653.00
Forecast CCLA Investment/Bank @ Mar 2023			1,798,428.00
Total			2,703,833.50

2.5 The table below summarises all the committee's income and expenditure and indicates the key performance areas.

COMMITTEES INCOME	Actual	Current Budget	Actual Budget	Proposed Budget	Budget Variance	Commentary
Dates	31/03/21	2022/23	23/02/23	2023/24	2022/23	
Finance & Salaries Income	1,427,436	1,437,470	2,290,849	1,651,643	853,379	Precept paid to date CIL money received in April & Sept 2022
Grants & Donations	25,250	1,250	61,183	1,425	59,933	
Comm & Sports Income	60,731	59,157	58,123	68,789	- 1,034	Income to date Revenue is down than expected
Comm Halls	90,783	100,000	77,224	72,300	- 22,776	
Allot, Cem & Crem	224,605	953,000	670,608	829,210	- 282,392	Crem income has improved but will not meet target
Amenity Activities	45,661	7,250	46,361	19,545	39,111	
						Income from Huntingdon in Bloom
TOTAL INCOME	1,874,466	2,558,127	3,204,348	2,642,912	646,221	

COMMITTEES EXPENDITURE	Actual	Current Budget	Actual	Proposed Budget	Budget Variance	Commentary
Dates	31/03/21	2022/23	23/02/23	2023/24	2022/23	
Finance & Salaries Expenditure	- 1,225,943	- 1,451,455	- 1,239,289	- 1,550,416	212,166	2 months salary is due favourable because of Elections, Civic exp & others
Democratic & corporate	- 55,601	- 78,679	- 25,221	- 69,070	53,458	
Grants & Donations Exp	- 56,732	- 92,512	- 84,259	- 115,445	8,253	Savings on Cromwell Expenditure
Communities & Sports Expend	- 77,812	- 88,850	- 90,752	- 128,987	- 1,902	Unfavourable by 2K Favourable because of the Health project on budget code 4427/700 will be carried forward.
Communities Halls Expend	- 85,517	- 140,560	- 90,601	- 128,446	49,959	
Allotments, Cemetery & Crematorium	- 143,082	- 684,215	- 597,784	- 617,918	86,431	favourable but yet to pay the last loan in March £126K
Amenity Activities Expend	- 134,929	- 134,550	- 103,596	- 141,239	30,954	Favourable & within budget
Other Capital Projects		- 52,500	- 290,276	- 461,533	- 237,776	Overspent due to church wall repairs & Retention fees due
COMM TOTAL EXPENDS	(1,779,616)	(2,723,321)	(2,521,778)	(3,213,054)	201,543	
COMMITTEES NET EXPENDS Surplus/(Deficit)	94,850	(165,194)	682,570	(570,142)	847,764	

Revenue Budget & Capital Reserves	Actual	Current Budget	Actual		Budget Variance	Commentary
	31/03/21	2021/22	23/02/23	2023/24	2021/22	
Asset Sold (Sallowbush Road)	611,952.00	-	-	-	-	
Transfer from EMR	3,005,720	-	-	508,065		
Capital Projects & Reserves Expenditure	(3,675,836)				-	
Capital & Reserves Net Expend.	(58,164)	-	-	508,065	-	-
Net Exp + Capital Net Expd.	36,686	(165,194)	682,570	(62,077)	847,764	

HUNTINGDON TOWN COUNCIL BALANCE SHEET		
31.03.22		23.02.23
	CURRENT ASSETS	
1,105,338	Cash & Bank Balances	808,475
1,546,015	CCLA deposit Acct	2,065,685
589	Stock	589
106,591	Debtors	139,630
668	Payments in Advance	3,775
	Accrued Income	
60,157	VAT control acct	4,230
2,819,358	TOTAL ASSETS	3,022,384
	CURRENT LIABILITIES	
50,413	PAYE & PENSION	0
0.00	Salary Control Account	-67,119
99,569	Creditors	18,692
372	Deferred Income	693
232,007	Accruals	0
382,362	TOTAL LIABILITIES	-47,734
2,436,997	NET ASSETS	3,070,118
	REPRESENTED BY:	
785,415	General Reserve	1,027,158
930,050	Capital Receipts Reserve	1,542,002
289,179	Earmarked Reserve	31,160
0	Elections Reserve	64,493
0	Repairs & Renewals Reserves	126,829
276,382	S106 Reserve	276,382
155,971	CIL Reserve	2,094
2,436,996	TOTAL EQUITY	3,070,118

12. RECOMMENDATIONS

It is RECOMMENDED that:

- a) The Committee notes the income and expenditure budget for the period April to February 2023

Report by Muibat Babayemi – Finance Manager