

A REPORT OF THE TOWN CLERK TO
A MEETING OF THE POLICY AND RESOURCES COMMITTEE
MALVERN TOWN COUNCIL

to be held in the Council Chamber, Belle Vue Terrace, Malvern
on Tuesday 21 February 2023 at 6.00 pm

MANAGEMENT ACCOUNTS FOR THE 3RD QUARTER
ENDING 31 DECEMBER 2022

1. Purpose of Report

- 1.1. The purpose of this report is to present to Policy and Resources Committee a summary of the Council's financial activities for the third quarter (October to December) of the financial year which ends on 31 March 2023. Explanations of the significant variances for the quarter ending 31 December 2022 are set out within the main Management Account figures; some comments are also included on the position for the financial year as a whole.
- 1.2. Included within the Quarterly Papers at Appendix B is a schedule detailing cash movements and debtor and creditor statistics for October, November and December 2022 and Internet banking payment schedules for the same period.

2. Recommendation

- 2.1. Policy and Resources Committee is recommended to consider, note and approve the Quarterly Accounts for the quarter ending 31 December 2022 and make a recommendation that Full Council should approve the accounts at its next meeting.

3. Background

- 3.1. Council approved the budget for 2022/23 in December 2021.
- 3.2. Actual accounts for the quarter ending 31 December 2022 are now submitted to enable the Committee and Council to review the actual outturn of income and expenditure against the budget for the third quarter of the 2022/23 financial year.

4. Financial Implications

4.1. Third quarter ending 31 December 2022

For the third quarter ended 31 December 2022, the deficit balance being taken from General Reserves is £7,574. This is ahead of the budgeted deficit for the quarter of £26,202 by £18,628 after taking account of any transfers to or from Earmarked Reserves. In summary, there is an **underspend against budget of £18,628** for the third quarter of the 2022/23 financial year.

The Council's budget is allocated over the four quarters of the year and there can be either budgeted surpluses or deficits in each quarter which combine to make up the overall balanced budget.

The Management Accounts for the third quarter show variances of approximately £12,000 under budget against Administration and £9,000 over budget against Operational Costs. There is an underspend of £431 against Asset Refurbishment/Renewal and a surplus against financing income / costs of £2,841. The budget contingency fund has not been utilised during this quarter.

£7,544 has been released from Earmarked Reserves for a project carried over from the 2021/22 financial year and there has also been the quarterly addition of £3,750 into the Vehicle and Machinery Replacement Fund as included in the budget.

4.2. The Administration variance of £12,087 under budget is made up of a number of underspends and overspends, the main points of which are outlined below:

- i. Income has been higher than expected in the third quarter. The budget for 2022/23 assumed that the Council building on Belle Vue Terrace would be sold by the end of June 2022 and therefore that no further income would be received from tenants of this building. The sale did not happen in this time period and therefore there is a surplus in income received relating to rental payments continuing to be received from tenants of the building.
- ii. Salary costs and employment related costs are both above budget in this quarter. An increase of 2% had been included in the budget to cover salary increases in the year, but when agreed by The National Employers for Local Government in November 2022, the increase was approximately 7% when averaged out across all staff. This salary increase was paid in November 2022 and backdated to April, causing an overspend in the third quarter.
- iii. Utility costs, cleaning costs and business rates for Belle Vue Building are all over budget. The budget assumption was that this building would be sold by the end of June 2022 and therefore there would be no costs in this quarter relating to these items. The building was not sold in this period and therefore the Town Council has continued to incur costs.
- iv. Expenditure on grants has been well below budget in the third quarter. This is due to very few applications being received for the first round of the 2022/23 grants scheme. A budget of £9,000 was allocated for small and large grants during the third quarter, but awards were only made of £1,000 due to a low number of applications.
- v. Lower than anticipated expenditure on events has occurred in the third quarter. A number of savings were made in connection with new Christmas Lights, the Christmas Light Switch On Event and repairs required to existing Christmas lights.
- vi. Minimal costs have also been incurred in respect of the Mayoral Allowance during the third quarter and year to date. This is due to the fact that the mayor has chosen not to submit many expense claims.

4.3. The Operational variance of £9,250 over budget includes the following main variances:

- i. Salary costs and employment related costs are both above budget in this quarter. An increase of 2% had been included in the budget to cover salary increases in the year, but when agreed by The National Employers for Local Government in November 2022, the increase was approximately 7% when averaged out across all staff. This salary increase was paid in November 2022 and backdated to April, causing an overspend in the third quarter.
- ii. Operational overtime levels have been approximately 37% above the budgeted level for the third quarter. Most operational staff were required to assist with road closures on Remembrance Sunday as well as to work at the Christmas Light Switch on, which is an all-day event.

- iii. The budget for water charges at Victoria Park for the third quarter was nil. Following demolition of the pavilion in July 2022, there was a dispute about water readings and charges incurred. This has only recently been settled and has resulted in costs being received in the third quarter. In addition, the Council are still required to pay drainage costs for the hard standing car park areas at Victoria Park, something which was not anticipated in the original budget.
- iv. Grounds Maintenance costs have been 2.7% above budget during the third quarter. This is due to a number of underspends and overspends against various headings including: an increase in fuel and oil costs due to rising prices, essential works required to repair and maintain play area equipment in the quarter, lower expenditure on annual bedding as a result of a switch to more perennials and shrubs as part of longer-term planting, as well as some grounds maintenance costs incurred in Rose Bank Gardens.
- v. Finally, vehicle running costs have been higher than expected due to rising costs of fuel, essential repairs to the Ford Transit van and the need to replace two trailer sides.

4.4. Asset Refurbishment and Renewal is £431 under budget for the third quarter; however, there were several items making up this variance:

- i. Tarmac works to the pathway between Dukes Meadow and Sherrards Green took place ahead of schedule in the third quarter. Cost savings made were approximately 50% against budget due to the availability of a contractor at this time.
- ii. Works to install the new canopy as part of the refurbishment of the bus shelter outside of Rose Bank Gardens took place during the third quarter. This project appears as an overspend but has been carried over as an Earmarked Reserve from the previous financial year. Further works to install cladding on the back wall and to glaze the canopy will take place during the fourth quarter.
- iii. Fencing and footpath works to the pathway along the western boundary of Rose Bank Gardens will now take place a quarter later than anticipated in the fourth quarter.

4.5. Year to Date to 31 December 2022

For the **Year to Date**, there is a surplus balance of £37,502 being placed into reserves. This is £31,331 ahead of the budgeted year to date surplus of £6,171. For the year-to-date, Administration is approximately £31,000 under budget, Operational areas are £14,000 under budget and Asset Refurbishment / Renewal is £21,881 over budget.

Releases from Earmarked Reserves amount to £18,517 with a net loss of £3,437 being taken from the Vehicle and Machinery Replacement Reserve.

Income received amounts to £4,511 for the year and there have been no interest payments incurred in respect of any loans or borrowing.

In summary there is an **underspend against budget of £31,331** for the year to date.

4.6. The variances for the quarter ending 31 December 2022 are all explained and are considered acceptable in the circumstances. It should be noted that due to the uncertainty at budget time in respect of the sale of Belle Vue Terrace and the Council

resolution to build a new two-storey building at Victoria Park, certain assumptions had to be made about what would happen in the financial year in order to complete the budget. These assumptions were the “best guess” based on factors known at the time, but in this particular year there will be a number of ongoing variances as the project has not progressed as quickly as anticipated. Despite this, the outturn at the end of the third quarter shows the management accounts in a favourable position.

- 4.7. A “project” summary sheet has been included at QUA 5aii. This attempts to explain the movements and completion of scheduled projects as they progress during the year.
- 4.8. At present, the Council has sufficient cash resources including that required to support the Earmarked Reserves. The total cash balance at **31 December was £922,458**. The second half of the precept was credited to the Council’s bank account during December 2022.
- 4.9. The total cash balance should be considered as allocated into four parts as at 31 December 2022 subject to end of year movements on Earmarked Reserves.

Supporting specific funds: Townsend Way & Cemetery	£66,484
Supporting Capital Receipt Reserves	£98,250
Supporting other earmarked funds	<u>£142,561</u>
Total allocated to supporting specific purpose funds	<u>£307,295</u>
Available to support general activities	<u>£615,163</u>
Total bank balances as detailed on attached schedules	<u>£922,458</u>

5. Legal Implications

- 5.1. The Council is required to make arrangements for the proper administration of its financial affairs. This includes regular financial reporting.

End

Linda Blake
Town Clerk

MALVERN TOWN COUNCIL - MANAGEMENT ACCOUNTS

QUARTER ENDED 31 DECEMBER 2022

Actual / Budget Comparison		Schedule
Variance Report (within Summary Figures)	Quarter and YTD Ending 31 December 2022	
Summary of Key figures & Ratios	Quarter and YTD Ending 31 December 2022	QUA 1
Summary	Quarter and YTD Ending 31 December 2022	QUA 2
Administration: Summary	Quarter and YTD Ending 31 December 2022	QUA 3
Operations: Summary	Quarter and YTD Ending 31 December 2022	QUA 4
Operations: Analysis By Service – re-stated with Paycost Allocated by Department	Quarter and YTD Ending 31 December 2022	QUA 4a
Asset Refurbishment & Renewal	Quarter and YTD Ending 31 December 2022	QUA 5
Analysis of Transfers to Earmarked Reserves	Quarter and YTD Ending 31 December 2022	QUA5Ai
Asset Project Programme	Quarter and YTD Ending 31 December 2022	QUA5Aii
<u>APPENDIX A</u> Time Analysis Pie chart	October to December 2022	
<u>APPENDIX B</u> Cash Report & Movement in Bank Accounts. Monthly Statistics on Debtor & Supplier Days Internet Banking Payments Schedules	October to December 2022 October to December 2022 October to December 2022	CR 1

SUMMARY OF KEY FIGURES AND RATIOS

Quarter to:
31-Dec-22

	Half Year to 30-Sep-22	Quarter to 31-Dec-22	Quarter to 31-Mar-23	Total year	Prior year
Income					
Budget	59,411	22,741	32,670	114,822	147,902
Actual	74,325	35,586		109,911	132,877
Revenue Costs (Gross)					
Budget	367,462	185,906	184,553	737,921	756,804
Actual	339,914	195,914		535,828	740,472
Asset Programme					
Budget	34,500	27,000	18,000	79,500	68,750
Actual	56,812	26,569		83,381	33,511
(Surplus) / Deficit					
Budget	(32,373)	26,202	5,923	(248)	(140)
Actual	(45,076)	7,574		(37,502)	22,844
Total Manning					
Budget	12.75	12.75	12.75	12.8	13.1
Actual/Forecast	11.75	11.75		11.8	12.5
Overtime Hours					
Administration Staff					
Budget	15.0	0.0	0.0	15.0	20.0
Actual/Forecast	32.0	5.0		37.0	17.3
Operating Staff					
Budget	249.0	131.0	92.0	472.0	510.8
Actual/Forecast	299.0	179.0		478.0	468.9
Absenteesm - Days					
Administration Staff	42.0	7.0		49.0	25.0
Operating Staff	12.0	16.0		28.0	94.0
Bank Balances					
Actual	759,297	922,458			
Debtor Days					
Budget	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	11.5	18.4		13.8	15.4
Creditor Days					
Budget	30.0	30.0	30.0	30.0	30.0
Actual/Forecast	20.0	20.0		20.0	21.4

MALVERN TOWN COUNCIL

QUA 2

DECEMBER 2022

QUARTER ENDED 31 DECEMBER 2022

SUMMARY

EXPENDITURE

Ongoing revenue costs

Administration (net)

Operations (net)

Asset Refurbishment / Renewal

Budget Contingency

Special Pensions / Employment Costs

TOTAL EXPENDITURE

FINANCING

Interest received

Loan Repayments

TOTAL FINANCING EXPENSES

TOTAL EXPENDITURE after financing

TRANSFER FROM EARMARKED RESERVES

QUA 5ai

TRANSFER INTO RESERVES - Vehicle / Machinery Replacement Fund

TRANSFER FROM RESERVES - Vehicle / Machinery Replacement Fund

PRECEPT

BALANCE (TO) FROM RESERVES

Quarter to 31 December 2022			Year to Date 31 December 2022			Budget Year 2022-2023
Actual Quarter Dec.2022	Budget Quarter Dec.2022	Under/ (Over) spend	Actual Year Dec.2022	Budget Year Dec.2022	Under/ (Over) spend	
90,698	102,785	12,087	254,923	285,817	30,894	388,741
69,630	60,380	(9,250)	170,994	185,399	14,405	234,358
26,569	27,000	431	83,381	61,500	(21,881)	79,500
-	5,000	5,000	-	15,000	15,000	20,000
1,932	1,907	(25)	5,790	5,721	(69)	7,629
188,829	197,072	8,243	515,088	553,437	38,349	730,228
(2,086)	(688)	1,398	(4,511)	(2,063)	2,448	(2,750)
-	1,443	1,443	-	4,330	4,330	5,774
(2,086)	755	2,841	(4,511)	2,267	6,778	3,024
186,743	197,827	11,084	510,577	555,704	45,127	733,252
(7,544)	-	7,544	(18,517)	(12,500)	6,017	(12,500)
3,750	3,750	-	11,250	11,250	-	15,000
-	-	-	(14,687)	(34,500)	(19,813)	(34,500)
(175,375)	(175,375)	-	(526,125)	(526,125)	-	(701,500)
7,574	26,202	18,628	(37,502)	(6,171)	31,331	(248)

MALVERN TOWN COUNCIL

QUA 3

DECEMBER 2022

QUARTER ENDED 31 DECEMBER 2022

SUMMARY: ADMINISTRATION COSTS

	Quarter to 31 December 2022			Year to Date 31 December 2022			Budget Year 2022-2023
	Actual Quarter Dec.2022	Budget Quarter Dec.2022	Under/ (Over) spend	Actual Year Dec.2022	Budget Year Dec.2022	Under/ (Over) spend	
INCOME	12,352	-	(12,352)	39,422	15,611	(23,811)	18,111
EXPENDITURE							
Salaries	46,329	40,686	(5,643)	124,776	122,058	(2,718)	162,745
Overtime	116	-	(116)	752	300	(452)	300
Employment related	16,130	14,491	(1,639)	44,552	43,473	(1,079)	57,964
Temporary staff	-	-	-	-	-	-	-
Recruitment	-	-	-	25	-	(25)	-
OCCUPANCY							
Electricity, gas & water	3,765	-	(3,765)	7,425	2,081	(5,344)	4,081
Cleaning	1,497	138	(1,359)	4,973	2,862	(2,111)	4,983
Rates	2,672	-	(2,672)	8,018	2,246	(5,772)	4,492
Maintenance of Buildings	654	1,500	846	2,236	3,605	1,369	4,115
COMMUNICATION COSTS							
Telephones	928	651	(277)	2,723	2,167	(556)	3,032
P & S, Postage	886	701	(185)	2,450	1,999	(451)	2,600
Publicity / Displays	531	1,350	819	2,471	4,050	1,579	5,400
INSURANCE	4,638	4,500	(138)	13,503	13,500	(3)	18,000
GRANTS & DONATIONS	1,000	9,000	8,000	7,750	22,775	15,025	45,550
CIVIC EVENTS	16,174	19,650	3,476	41,601	52,300	10,699	56,675
OTHER COSTS							
Election costs	-	-	-	8,213	-	(8,213)	-
Training	10	333	323	70	1,000	930	1,000
Professional fees	1,938	2,125	187	5,813	6,375	562	8,500
Public Consultation	-	500	500	-	750	750	750
Leasing	350	350	-	1,050	1,050	-	1,400
IT expenses	2,437	2,080	(357)	7,656	6,240	(1,416)	8,320
Office equipment	291	231	(60)	542	618	76	775
Other costs	2,405	3,124	719	6,484	7,854	1,370	10,670
Chairman & Councillors' expenses	299	1,375	1,076	1,262	4,125	2,863	5,500
TOTAL ADMINISTRATION COSTS	103,050	102,785	(265)	294,345	301,428	7,083	406,852
NET COSTS OF ADMINISTRATION	90,698	102,785	12,087	254,923	285,817	30,894	388,741

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

Under/(Over)
budget

DETAIL TOTAL

FIGURES IN BRACKETS REPRESENT AN OVERSPEND OR SURPLUS INCOME

FIGURES WITHOUT BRACKETS REPRESENT AN UNDERSPEND.

The major factors contributing to the variance of actual from budget for the QUARTER, are as follows:

ADMINISTRATION / EVENTS

Income:

The budget for 2022/23 assumed that the Council building on Belle Vue Terrace would be sold by the end of June 2022 and therefore no further rental income would be received from tenants of this building. The surplus in income received relates to the continuing income being received as rent for areas of Belle Vue Terrace. This includes the ground floor shop, second and third floor offices and the top flat to the rear of the main building.

(12,239) (12,352)

Other Minor Variances

(113)

Paycost (budget assumed all posts filled)

Salaries

An increase of 2% had been anticipated against salaries for the financial year, but when agreed by The National Employers for Local Government in November 2022, it was approximately 7% averaged out across all staff. This salary increase was paid in November 2022 and backdated to April, causing a 3.9% overspend in the third quarter and an overspend of 2.2% against administrative staff salaries for the year to date.

(5,643)

Overtime

There was no administrative overtime included in the budget for the third quarter, but a small amount of overtime was incurred for staff working in the Christmas grotto. Expenditure is also above budget for the year as a whole due to the overtime requirements for bands in the park.

(116)

Employment Related

The overspend against employment related costs is linked to the backdated pay increase from November 2022, which has also caused above budgeted rises in employer NI and superannuation costs

(1,639)

Other Minor Variances

-

Occupancy:

Utility Charges

The budget for 2022/23 assumed that the Council building on Belle Vue Terrace would be sold by the end of June 2022. As a result, there were no costs for utilities included within the third quarter as it was anticipated that the Council offices would either be temporarily situated at Great Malvern cemetery or in rented premises at this time.

(3,765)

Cleaning Costs

Whilst a small budget was included for rubbish removal during the third quarter, again it was anticipated that there would be no cleaning costs incurred whilst the administration offices were transitioning to the new site at Victoria Park.

(1,359)

Rates

As per the comments for utilities and cleaning above, no charges were anticipated for the third quarter.

(2,672)

Maintenance of Buildings / Hire of Premises

The budget of £1,500 for the third quarter related to the possible costs for hiring offices. The underspend reflects the fact that no leasing of office space has been required, but the £1,500 has been slightly offset by some ongoing maintenance costs at Belle Vue building.

846

Other Minor Variances

-

Communication Costs:

Security Telephone Line Costs

Ongoing costs have been incurred for the lift and fire monitoring lines at Belle Vue Terrace. These were not anticipated in the original budget as the assumption was that the building would have been sold.

(214)

Mobile Phone Charges

Minor underspend due to new contract being required.

(25)

Public Consultation Costs

There has been an overspend on advertisements for public consultation due to the need to place an advert for two consecutive weeks in the local paper which advertised the proposed sale of some land at Dukes Meadow.

(292)

Council Newsletter

The budget included provision for one edition of the Town Council newsletter to be sent in each quarter but due to delivery timings, there was no newsletter in the third quarter, whilst two are planned for the final quarter. This giving a slight timing difference of expenditure against budget.

850

Other Minor Variances

38

Insurance:

The Council's Insurance contract renewed in August 2022 with a relatively small increase in the annual premium. There have been no claims requiring an excess payment and a loyalty rebate has also been received.

(138)

(138)

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

		Under/(Over) budget	
		DETAIL	TOTAL
Grants and Donations:			8,000
The budget for small grants in 2022/23 is £5,000, split into two halves. Grants awarded during the first half of the scheme totalled £1,000, leaving savings against budget. These could be utilised during the final quarter if the next round of the grants scheme receives a large number of applicants.		1,500	
The budget for large grants in 2022/23 is £13,000, split into two halves. There were no grants awarded during the first round of the scheme leaving an underspend against budget for the quarter. Again this may be utilised in the final quarter if the second round receives a large number of applicants.		6,500	
Other Minor Variances		-	
Civic Events:			3,476
Christmas Light Switch on Event			
The costs for the Christmas Event were lower than anticipated as a result of the decision by Barnards Green Traders not to claim £1,000 for a Christmas event in Barnards Green. This amount will now be carried forward to pay for Christmas lights for a Christmas Tree in 2023. Expenditure against the main "Switch On" budget was also slightly under the budgeted amount.		1,311	
New Christmas Lights			
Although a budget was allocated to purchase new Christmas Lights, these were not thought to be essential this year.		4,000	
Erection of Christmas Lights			
Following a tendering process in 2022, a new three-year tender was awarded for the erection and dismantling of Christmas Lights in Malvern. Costs have increased and therefore there is an overspend against this budget for the erection of the lights.		(2,200)	
Repairs to Christmas Lights			
It is difficult to accurately anticipate the annual requirement for repairs, but this expenditure to date in 2022/23 has been below budget.		950	
Christmas Window Competition			
Limited costs were incurred in the third quarter as some of the prizes were sponsored.		275	
Remembrance			
There has been an overspend against Remembrance Costs in 2022 as the result of the Council decision to hold another Field of Remembrance commemoration and the costs for the wooden crosses associated with this. Council approved the additional expenditure during the year and it was a well received event.		(887)	
Other Minor Variances		27	
Other costs:			2,388
Staff and Councillor Training			
There has been an underspend against training in the third quarter. The Town Council is committed to full training being made available to all staff and councillors, but other than election training for the Town Clerk, there have been no costs in the third quarter.		323	
Professional Fees			
There were no fees incurred in respect of the sale or purchase of land in the third quarter.		187	
Public Consultation			
An amount was included in the 2022/23 budget for a public consultation in connection with either land at Mill lane or the Skateboard Park at Victoria Park. No consultation has been required to date, but a public consultation on the future use of recreational land at Mill Lane consultation is now scheduled for February / March 2023.		500	
IT Expenses			
There has been an overspend in the third quarter as the result of a new printer being required for the office at Great Malvern Cemetery.		(259)	
Office Equipment - minor overspend			
		(60)	
Other Costs			
Costs have been incurred to hire meeting rooms to allow adequate social distancing space at Council meetings. These costs were not anticipated in the original budget and so appear as an overspend against budget.		(240)	
The budget anticipated the third quarter as the period when the Operational Team would receive their allocation of Health and Safety Clothing, but costs were lower than anticipated, some items having been purchased in the second quarter. Costs for the financial year to date are also well within the budgeted levels.		708	
Mayoral Allowance			
The Mayoral allowance was increased to £5,000 as part of the 2018/19 budget. There has been little expenditure in the third quarter and very little expenditure for the year as a whole. This is due to a low levels of claims being submitted by the current mayor.		996	
Councillor Expenses			
A small amount of travelling expenses have been claimed in the third quarter		155	
Other Minor Variances		78	
Net Underspend: Administration			12,087

MALVERN TOWN COUNCIL

QUA 4

DECEMBER 2022

QUARTER ENDED 31 DECEMBER 2022

OPERATIONS: SUMMARY

	Quarter to 31 December 2022			Year to Date 31 December 2022			Budget Year 2022-2023
	Actual Quarter Dec.2022	Budget Quarter Dec.2022	Under/ (Over) spend	Actual Year Dec.2022	Budget Year Dec.2022	Under/ (Over) spend	
INCOME	23,234	22,741	(493)	70,489	66,541	(3,948)	96,711
EXPENDITURE							
PAYROLL							
Basic pay	51,746	48,715	(3,031)	137,374	146,145	8,771	194,860
Overtime	3,416	2,500	(916)	9,122	7,250	(1,872)	9,000
Temporary staff	-	-	-	-	1,500	1,500	1,500
Employment related	14,421	12,580	(1,841)	38,907	37,739	(1,168)	50,319
Staff Travelling	395	400	5	1,012	1,200	188	1,600
OCCUPANCY							
Rates	2,453	2,160	(293)	7,741	6,480	(1,261)	8,640
Utilities	4,570	1,825	(2,745)	8,441	6,645	(1,796)	8,358
Cleaning	30	30	-	92	90	(2)	120
Maintenance of buildings	256	414	158	521	1,236	715	1,650
COMMUNICATIONS							
Telephone/radios	528	563	35	1,669	1,687	18	2,250
Printing & Stationery	-	-	-	-	-	-	-
GROUPS MAINTENANCE	10,096	8,959	(1,137)	23,013	26,853	3,840	33,290
EQUIPMENT RUNNING COSTS	1,694	2,376	682	6,043	8,366	2,323	10,742
VEHICLE RUNNING COSTS	2,339	1,166	(1,173)	6,378	5,066	(1,312)	6,482
OTHER COSTS							
Training costs	-	500	500	-	500	500	1,000
Risk Assessment	880	858	(22)	880	858	(22)	858
Other Expenses	40	75	35	290	325	35	400
TOTAL OPERATING COSTS	92,864	83,121	(9,743)	241,483	251,940	10,457	331,069
NET OPERATING COSTS	69,630	60,380	(9,250)	170,994	185,399	14,405	234,358

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

OPERATIONS:

Under/(Over)
budget

DETAIL	TOTAL
	(493)
Income:	
Cemetery Income	
Minor surplus in income against a budget for the third quarter of £16,000.	(116)
Football Income	
Football income has been slightly higher than expected in the third quarter. A junior team have started using Dukes Meadow on a regular basis, thus increasing the amount of income being received.	(183)
Mowing Income	
Mowing has recommenced at Newlands roundabout on behalf of the Madresfield Estate, resulting in additional income being received.	(200)
Other Minor Variances	6
Paycost:	(5,783)
Basic Paycost	
An increase of 2% had been anticipated against salaries for the financial year, but when agreed by The National Employers for Local Government in November 2022, it was approximately 7% averaged out across all staff. This salary increase was paid in November 2022 and backdated to April, causing a 6.2% overspend against operational salaries in the third quarter. Salary costs for the year to date are under budget as the result of one ongoing staffing vacancy.	(3,031)
Overtime	
There is an overspend against overtime requirements due to the need for the majority of operational team members to assist with both Remembrance road closures and the Christmas Light Switch On event.	(916)
Employment Related	
The overspend against employment related costs is linked to the backdated pay increase from November 2022, which has also caused above budgeted rises in employer NI and superannuation costs	(1,841)
Staff Travelling - minor underspend	5
Other Minor Variances	-
Occupancy:	(2,880)
Rates	
The 2022/23 budget had anticipated that NNDR would still be payable for the car park at Victoria Park in line with business rates rules. These charges have been slightly higher than expected in the third quarter and year to date. The year to date also shows an overspend against NNDR as the pavilion at Victoria Park was not demolished until July 2022 and business rates were still applicable until this date.	(323)
Utilities	
Cemetery	
Electricity Charges have been above budget during the third quarter of the year and also for the year as a whole due to the large rises in energy prices seen in 2022 as a result of increasing demand and limited supplies.	(342)
Victoria Park	
Following a dispute over water charges, final bills for water usage as well as ongoing water drainage costs have been incurred in the third quarter against a budgeted cost of nil.	(2,675)
General	
There have been limited costs in respect of electricity for bus shelters and clocks in the third quarter. This is likely to be a timing delay in the receipt of invoices with costs being seen in the final quarter.	161
Dukes Meadow Pavilion	
The junior football team now using this pavilion are required to cover energy costs as incurred in each quarter, thus reducing Town Council expenditure to nil.	85
Maintenance of Buildings / Property	
There have been minimal maintenance works required at any of the sports pavilions during the quarter.	126
Other Minor Variances	88
Communication Costs:	35
Telephones	
Minor underspend against telephone costs	35

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2022

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

Under/(Over)
budget

DETAIL	TOTAL
	(1,137)

Grounds Maintenance:

Cemetery Fuel and Oil

Changes in the law have meant that the Town Council must now use white diesel in machinery instead of red diesel. This, alongside the inflationary increases in fuel has meant that the cost to refill the tank at Great Malvern Cemetery has nearly doubled within the last year. (596)

Bedding Plants

Spring bedding has been purchased for all sites with cost savings made against budget. The Council decision to move to 80% perennials and shrubs as part of the Environmental Policy will reduce expenditure on annual bedding and this will be reflected in future budgets. 554

Rose Bank Gardens Projects

There have been some costs incurred for planting and a sponsorship sign in Rose Bank Gardens, not originally included in the budget for 2022/23. This overspend partially offsets an underspend from the second quarter. (502)

Play Areas

Essential works were required to replace and repair Town Council play area equipment in the third quarter. Although this appears as an overspend in the third quarter, costs for the year to date remain well within budget. Play areas are inspected regularly by trained Town Council staff and repairs and replacements scheduled as necessary. (510)

Other Minor Variances

(83)

Equipment / Vehicle Running Costs

(491)

Short Term Hire of Machinery

Costs to hire the gravedigger are as part of a contract but there have been no other hire charges in this quarter. 120

Repairs to Machinery

There have been no repair or maintenance works required to machinery in the third quarter. Costs are also under budget for the year to date. Machinery has been serviced and repaired as necessary throughout the year, but costs are often reduced as operational staff are able to undertake some general maintenance themselves. 500

Fuel for Operational Vehicles

Fuel costs for operational vehicles have been above budget in the third quarter. This is due to the rises in fuel prices which have been above the 8% inflationary increase included in the budget. (413)

Maintenance of Vehicles

Maintenance costs for vehicles are above budget in the third quarter due to repairs to the Ford Transit Van and the need to replace two stolen sides for a trailer. (759)

Other Minor Variances

61

Other Costs:

Staff Training

Due to pressures on operational staff, no training has been undertaken in the third quarter. Training needs are regularly reviewed and courses planned for the final quarter. 500

Risk Assessment

The Council's play areas must be inspected by an independent and qualified person at least once a year. This overspend relates to a minor increase in price per site visited. (22)

Organist Fees

Funeral bookings have been slightly less than expected in the third quarter resulted in an underspend against this cost code. 35

Minor variance against other costs -

513

Net Overspend: Operations

(9,250)

MALVERN TOWN COUNCIL

QUA4a

DECEMBER 2022

QUARTER ENDED 31 DECEMBER 2022

ACCOUNTS RESTATED WITH PAYCOST ALLOCATED BY DEPARTMENT

	Quarter to 31 December 2022			Year to Date 31 December 2022		
	Actual Quarter Dec.2022 Paycost Allocated by department	Actual Quarter Dec.2022 Unallocated As per Management Accounts	Difference under (over)	Actual Year Dec.2022 Paycost Allocated by department	Actual Year Dec.2022 Unallocated As per Management Accounts	Difference under (over)
ADMINISTRATION AND EVENTS	76,058	90,698	14,640	225,581	254,923	29,342
ALLOTMENTS	9,758	347	(9,411)	19,699	91	(19,608)
CEMETERY	13,160	(9,565)	(22,725)	29,508	(36,771)	(66,279)
GROUNDS MAINTENANCE	46,920	75,933	29,013	112,195	197,564	85,369
LEISURE AND RECREATION	11,502	1,866	(9,636)	29,810	5,890	(23,920)
MISCELLANEOUS SERVICES	2,930	1,049	(1,881)	9,125	4,220	(4,905)
TOTAL OPERATION COST BY SERVICE	84,270	69,630	(14,640)	200,336	170,994	(29,342)
TOTAL COSTS BY SERVICE	160,328	160,328	0	425,917	425,917	0

MALVERN TOWN COUNCIL

QUA 5

DECEMBER 2022

QUARTER ENDED 31 DECEMBER 2022

ASSET REFURBISHMENT / RENEWAL

LITTER BINS

LEISURE & RECREATION - PLAY AREAS

Replacement of Trim Trail - Victoria Park

Refurbishment of Michael Crescent Play Area

Victoria Park - Pavilion Project

GROUNDS MAINTENANCE PROJECTS

Tarmacking of path at Dukes Meadow

Fountain in Rose Bank Gardens

Refurbishment of Bus Shelter Outside Rose Bank Gardens

Fencing and Footpath Works along Western Boundary of

Rose Bank Gardens

Works to investigate land slippage - Rose Bank Gardens

CEMETERY

Repairs and resurfacing of roads at Great Malvern Cemetery

BELLE VUE - Overhaul of drainage top floor

Refurbishment of rear flats

CHRISTMAS LIGHTS

CAPITAL EQUIPMENT:

Replacement Vehicle

Replacement Mowers

TOTAL ASSET RENEWAL

Quarter to 31 December 2022			Year to Date 31 December 2022			Budget Year 2022-2023
Actual Quarter Dec.2022	Budget Quarter Dec.2022	Under/ (Over) spend	Actual Year Dec.2022	Budget Year Dec.2022	Under/ (Over) spend	
-	-	-	-	-	-	-
-	-	-	-	-	-	10,000
15,120	15,000	(120)	15,120	15,000	(120)	15,000
-	-	-	30,252	-	(30,252)	#
3,905	-	(3,905)	3,905	-	(3,905)	8,000
-	-	-	-	-	-	#
7,544	-	(7,544)	7,544	-	(7,544)	#
-	12,000	12,000	-	12,000	12,000	12,000
-	-	-	900	-	(900)	
-	-	-	10,973	-	(10,973)	#
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	-	-	-
-	-	-	-	22,000	22,000	22,000
-	-	-	14,687	12,500	(2,187)	12,500
26,569	27,000	431	83,381	61,500	(21,881)	79,500

- Although not included in the annual budget, Council have made a provision by way of reserves for this project

MALVERN TOWN COUNCIL

ACCOUNTS: QUARTER ENDED 31 DECEMBER 2022

Under/(Over)
budget

REVIEW OF VARIANCES BETWEEN ACTUAL & BUDGET

ASSET REFURBISHMENT:

Refurbishment of Michael Crescent Play Area

Refurbishment works at this play area have taken place on schedule and with a minor overspend against the original budget. (120)

Tarmaccking of Path from Dukes Meadow to Sherrard's Green

This project was originally scheduled for the final quarter, but due to the availability of a contractor has actually been completed ahead of schedule and with savings of approximately 50% against the original budget. Although this project appears as an overspend in this quarter, it will have budget savings for the year as a whole after the fourth quarter reporting. (3,905)

Refurbishment of Bus Shelter Outside of Rose Bank Gardens

This project has suffered a number of delays but works commenced on installing the newly fabricated canopy in December 2022. Although this project appears as an overspend, it has been carried forward from the previous financial year and therefore costs will be offset by a release from earmarked reserves. (7,544)

Fencing and Footpath Works - Western Boundary of Rose Bank Gardens

These fencing works have been delayed from the original budget timetable and will now be completed in the final quarter of the 2022/23 financial year. 12,000

Asset Refurbishment: net underspend & total variances explained	431
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Budget Contingency - no specific allocation in the third quarter	5,000
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EARMARKED RESERVES:

Refurbishment of Bus Shelter Outside of Rose Bank Gardens

Works to fit the canopy commenced in the third quarter and a corresponding release from Earmarked Reserves has been made accordingly. This project was carried over from the last financial year and is therefore not included within the original budget. 7,544

Giving a Variance against Budget of	7,544
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SPECIAL PENSIONS / EMPLOYMENT COSTS:

Minor overspend against other pension costs	(25)
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Interest Received :

Following the recent increases in interest rates, Town Council investments with the CCLA have been attracting a higher rate of interest than was anticipated at the time that the budget was set. 1,398

Loan Payments

As part of the financing for the new building at Victoria Park, it was anticipated that a PWLB loan would be taken out and interest payments incurred. This project has not yet progressed to this stage and therefore no loan has been taken out. 1,443

Net surplus from financing	2,841
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Net Surplus / (Deficit)	
Before Earmarked Movements	11,084
After Earmarked Transfers	18,628

Original budget for the Quarter	Balance (TO) / From Reserves	26,202
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Actual for the quarter, net of earmarked transfers	Balance (TO) / From Reserves	7,574
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MALVERN TOWN COUNCIL

QUA 5ai

DECEMBER 2022

QUARTER ENDED 31 DECEMBER 2022

ANALYSIS OF TRANSFERS TO / (FROM) EARMARKED RESERVES

	Quarter to 31 December 2022			Year to Date 31 December 2022			Budget Year 2022-23
	Actual Quarter Dec.2022	Budget Quarter Dec.2022	Under/ (Over) spend	Actual Year Dec.2022	Budget Year Dec.2022	Under/ (Over) spend	
<u>ADMINISTRATION</u>							
Town Council Elections	-	-	-	-	-	-	
Town Council Events	-	-	-	-	(12,500)	(12,500)	(12,500)
Special Grants Reserve	-	-	-	-	-	-	-
Belle Vue Building Works	-	-	-	-	-	-	-
Refurbishment of Bus Shelter outside of Rose Bank Gardens	(7,544)	-	7,544	(7,544)	-	7,544	#
Fountain in Rose Bank Gardens	-	-	-	-	-	-	#
Victoria Park - Pavilion Project	-	-	-	-	-	-	-
<u>ASSET REFURBISHMENT / RENEWAL</u>							
LITTER BINS	-	-	-	-	-	-	-
GREAT MALVERN CEMETERY	-	-	-	(10,973)	-	10,973	#
PLAY AREAS	-	-	-	-	-	-	-
VEHICLE / MACHINERY REPLACEMENT FUND							
Additions	3,750	3,750	-	11,250	11,250	-	15,000
Releases	-	-	-	(14,687)	(34,500)	(19,813)	(34,500)
Release of Surplus Earmarked Reserves	-	-	-	-	-	-	-
	(3,794)	3,750	7,544	(21,954)	(35,750)	(13,796)	(32,000)

#

Although there were certain Earmarked reserves agreed as part of the original budget, other funds were Earmarked by Full Council at Year End to utilise under spends. Other Earmarked Reserves may be longstanding funds which are now being utilised.

ASSET PROJECT PROGRAMME

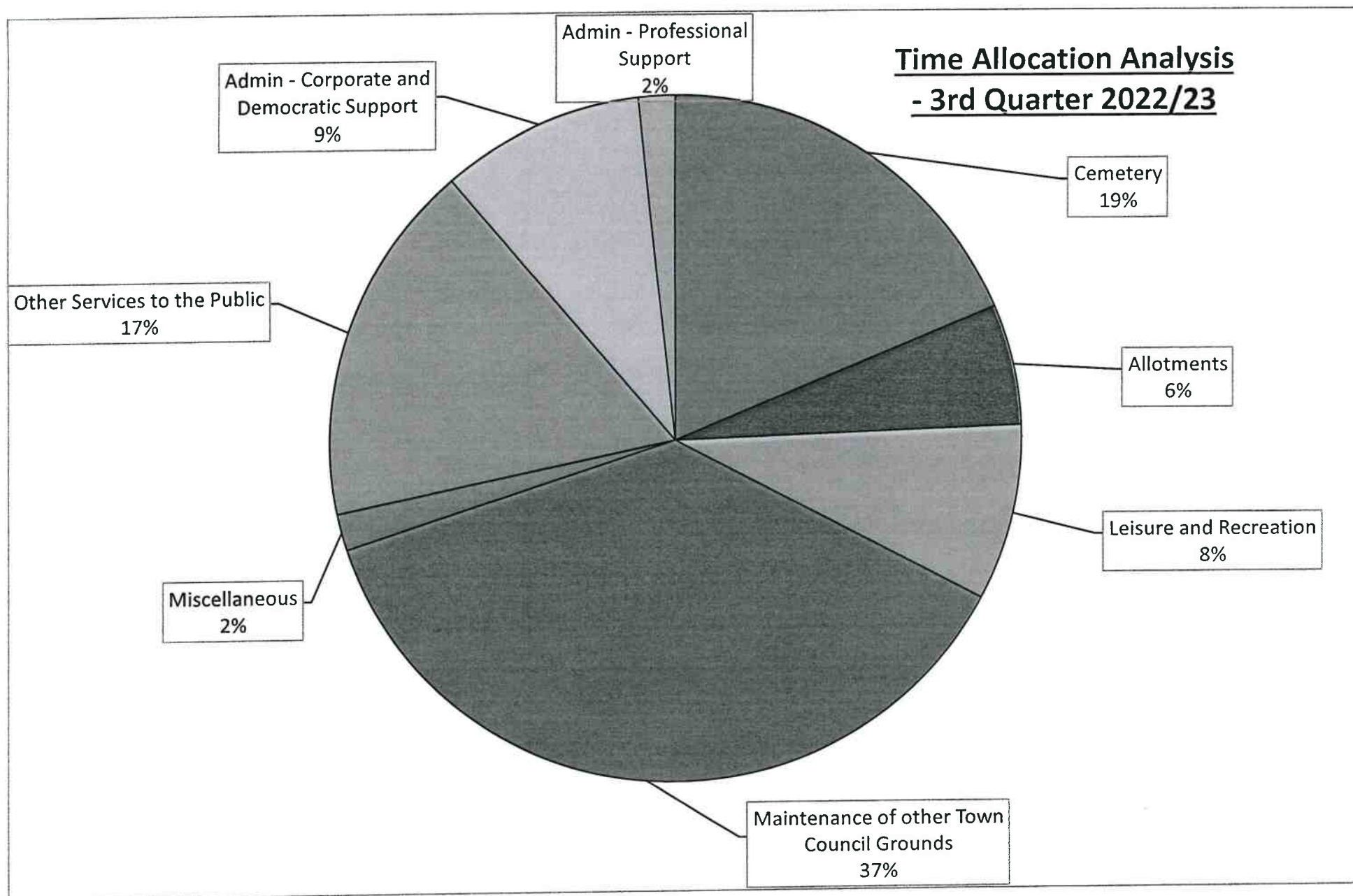
EXPENDITURE FOR THE PERIOD ENDED 31 DECEMBER 2022

Programme Description	Accounts Code	Asset Programme	Earmark / Budget or Reserves	Budgeted / Earmark Cost	Latest Estimate of Cost	Planned Start date	Planned Finish Date	Actual Finish Date	Actual Expenditure to 31/12/2022	Comments:
LEISURE AND RECREATION										
Replacement of Trim Trail - Victoria Park	5-1701	Asset Programme	b	10,000	-	-	-	-	-	This project will be deferred until a future financial year, whilst plans for a new building and associated facilities are being agreed. The current trail will remain in place until the size and location of area for the new trim trail is known.
Refurbishment of Michael Crescent Play Area	5-3511	Asset Programme	b	15,000	15,120	01/10/2022	31/10/2022	31/10/2022	15,120	Works to refurbish the play area at Michael Crescent were completed in the third quarter. Works remaining are to agree new DDA swings.
Pavilion Project at Victoria Park	5-1703	Asset Programme	e / r	unknown	unknown	01/04/2020	31/12/2022	unknown	30,252	Full Council have now agreed to build a new two storey community hub at Victoria Park, to sell the Belle Vue Terrace premises and to move the Council offices and administration base to Victoria Park. Costs incurred during the year have been for the demolition of the old pavilion building and a new task and finish group has been formed to review this project and make recommendations for the next steps.
GROUNDS MAINTENANCE PROJECTS										
Tarmac of path at Dukes Meadow	5-1580	Asset Programme	b	8,000	3,905	01/03/2023	01/11/2022	30/11/2022	3,905	Due to the availability of a suitable contractor, Tarmac works were completed ahead of schedule in the third quarter with costs amounting to 50% of the original budget.
Fountain in Rose Bank Gardens	5-0905	Asset Programme	b	3,750	3,750	01/06/2021	31/03/2023			This project has had a number of setbacks surrounding the covid-19 pandemic and availability of the contractor. A new tender has been issued for the installation of the new fountain as part of this project and it is hoped that works will commence in April 2023.

ASSET PROJECT PROGRAMME

EXPENDITURE FOR THE PERIOD ENDED 31 DECEMBER 2022

Programme Description	Accounts Code	Asset Programme	Earmark / Budget or Reserves	Budgeted / Earmark Cost	Latest Estimate of Cost	Planned Start date	Planned Finish Date	Actual Finish Date	Actual Expenditure to 31/12/2022	Comments:
Refurbishment of Bus Shelter Outside of Rose Bank Gardens	5-4052	Asset Programme	b	15,000	23,000	01/06/2021	31/03/2023		7,544	This project was carried forward from the 2021/22 financial year with funds earmarked accordingly. Works to install the new bus shelter canopy were completed in the third quarter and an order placed for cladding sheets for the back wall. Works to install the cladding and glaze the canopy will take place in the final quarter of the year.
Fencing and Footpath Works - western boundary of Rose Bank Gardens	5-0905	Asset Programme	e	12,000	6,950	01/02/2022	28/02/2022			Works to install fencing on the western boundary of Rose Bank Gardens have been delayed into the fourth quarter. An order has been placed and works are scheduled for February 2023.
Works to investigate Land Slippage in Rose Bank Gardens	5-0905	Emergency Project from reserves	r	unknown	unknown	01/04/2021	Unknown	unknown	900	Following a land slippage in Rose Bank Gardens, it was been necessary to commission ground investigation works. Costs seen in this year relate to a delayed invoice.
CEMETERY										
Repairs and resurfacing of roads at Great Malvern Cemetery	5-0058	Asset Programme	b	15,000	10,973	01/07/2021	31/03/2022	31/05/2022	10,973	A contractor delay resulted in this project being deferred into the 2022/23 financial year and funds being earmarked accordingly. Works were completed in the first quarter.
CAPITAL EXPENDITURE										
Replacement Vehicle	9-0516	Machinery Replacement Fund	b	34,500	nil	01/04/2022	30/04/2022	-	-	Due to issues with sourcing a suitable vehicle in line with the Council's environmental policy, this acquisition of a new vehicle has been deferred into the next financial year and will be purchased in April 2023.
Replacement Mower	9-0515	Machinery Replacement Fund	b	12,500	14,687	01/08/2022	31/08/2022	15/08/2022	14,687	A new wood chipper was purchased in April 2021 with savings made against the budgeted cost.
				£125,750	£78,385					£83,381



FINANCIAL REPORTS**CR1 – OCTOBER, NOVEMBER & DECEMBER 2022****Cash Movements**

1. Total bank balances were £922,458 at the end of December following receipt of the second half of the annual precept. This is one of two points during the year when bank balances are at their highest. The bank balances at 31 December 2022 were £47,106 lower than at 31 December 2021.
2. The Council opened an account with The Public Sector Deposit Fund in January 2017 in order to obtain better rates of interest on deposit:
 - The balance on account at the end of December 2022 was £258,516 and interest received in December 2022 was £570.
3. The Council has also invested £66,484 of funds with the Local Authorities Property Fund. This is a long-term investment of funds and the latest dividend payments for the period October to December 2022 was £699.

Debtor Days Outstanding

Debtor days at the end of December were 20.22, with one small debt, which has now been paid. This is well within the Council's target of 30 days and indicates that debtors are paying within an acceptable amount of time.

Creditor Days Outstanding

Creditor days were 16.52 at the end of December 2022. This is within the council's target payment terms of 30 days, although there is a policy to try and pay creditors within their stated payment terms as far as possible to help support the cash flow needs of smaller businesses.

SCHEDULE OF CHEQUE PAYMENTS AND ONLINE PAYMENTS: OCTOBER, NOVEMBER, AND DECEMBER 2022

Scheduled Payments (excluding Non-Cheque Payments and other payments) for this period totalled:

ONLINE – OCTOBER 2022	£25,893.46
ONLINE – NOVEMBER 2022	£22,683.73
ONLINE – DECEMBER 2022	£50,038.86

Total	£98,616.05
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October 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 October 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
30 September 2022	434,297	258,516	66,484	759,297
Receipts				
Interest	699			699
Precept				-
Grants or VAT refunds				-
Other	16,113			16,113
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(25,893)			(25,893)
Non - Cheque Payments	(42,456)			(42,456)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 October 2022	382,760	258,516	66,484	707,760
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Oct-22	Sep-22	Aug-22	Pre-Aug	Prepaid amounts	Total debtors
Value	4,979.00	666.00	-	-	-	5,645.00

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2022	9,788.27	14.16	55,416.80	27.81
April 2022	4,915.93	12.77	27,996.16	23.14
May 2022	5,510.26	13.50	33,616.07	24.03
June 2022	3,466.19	9.76	28,627.20	15.88
July 2022	3,329.06	12.88	61,972.04	24.13
August 2022	6,819.93	16.16	24,891.78	6.91
September 2022	1,744.13	4.12	32,683.85	25.66
October 2022	5,645.00	10.47	22,102.61	22.16
November 2022				
December 2022				
January 2023				
February 2023				
March 2023				

November 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 30 November 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
31 October 2022	382,760	258,516	66,484	707,760
Receipts				
Interest	445			445
Precept				-
Grants or VAT refunds	14,962			14,962
Other	8,855			8,855
Cancelled / (Bounced Cheque)	(118)			(118)
External payments				
Cheque / Online Payments	(22,684)			(22,684)
Non - Cheque Payments	(56,105)			(56,105)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
30 November 2022	328,116	258,516	66,484	653,116
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Nov-22	Oct-22	Sep-22	Pre-Sep	Prepaid amounts	Total debtors
Value	4,792.14	4,464.00	666.00	-	-	9,922.14

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors			Suppliers	
	Value	Days		Value	Days
March 2022	9,788.27	14.16		55,416.80	27.81
April 2022	4,915.93	12.77		27,996.16	23.14
May 2022	5,510.26	13.50		33,616.07	24.03
June 2022	3,466.19	9.76		28,627.20	15.88
July 2022	3,329.06	12.88		61,972.04	24.13
August 2022	6,819.93	16.16		24,891.78	6.91
September 2022	1,744.13	4.12		32,683.85	25.66
October 2022	5,645.00	12.64		22,102.61	16.73
November 2022	9,922.14	22.21		36,773.73	38.65
December 2022					
January 2023					
February 2023					
March 2023					

December 2022

CASH REPORT

MOVEMENT IN BANK ACCOUNTS

The position as at 31 December 2022 is set out below. All balances have been confirmed by reconciliation with bank statements.

Transaction	Unity Trust Bank Account	Public Sector Deposit Account	Local Authorities Property Fund	Total
	£		£	£
Balance:				
30 November 2022	328,116	258,516	66,484	653,116
Receipts				
Interest	570			570
Precept	350,750			350,750
Grants or VAT refunds				-
Other	16,546			16,546
Cancelled / (Bounced Cheque)				-
External payments				
Cheque / Online Payments	(50,039)			(50,039)
Non - Cheque Payments	(48,485)			(48,485)
Transfers between accounts:				
Inwards				-
Outwards				-
Balances:				
31 December 2022	597,458	258,516	66,484	922,458
Balances at start of financial year	475,157	258,516	66,484	799,458

DEBTOR AGEING

	Dec-22	Nov-22	Oct-22	Pre-Oct	Prepaid amounts	Total debtors
Value	1,915.40	6,926.77	224.00	-	-	9,066.17

MONTHLY STATISTICS ON DEBTOR DAYS AND SUPPLIER DAYS OUTSTANDING

	Debtors		Suppliers	
	Value	Days	Value	Days
March 2022	9,788.27	14.16	55,416.80	27.81
April 2022	4,915.93	12.77	27,996.16	23.14
May 2022	5,510.26	13.50	33,616.07	24.03
June 2022	3,466.19	9.76	28,627.20	15.88
July 2022	3,329.06	12.88	61,972.04	24.13
August 2022	6,819.93	16.16	24,891.78	6.91
September 2022	1,744.13	4.12	32,683.85	25.66
October 2022	5,645.00	10.47	22,102.61	22.16
November 2022	9,922.14	24.54	36,773.73	21.45
December 2022	9,066.17	20.22	23,544.33	16.52
January 2023				
February 2023				
March 2023				

**Malvern Town Council
Online Banking Payment Schedule**

3 OCTOBER 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
1777	03/10/2022	ACE ATV & EQUIPMENT	213.86	Repairs to Kawasaki Pro Buggy - repairs to faulty oil sensor, change oil and filter	DEM	JA	JP	KB
1778	03/10/2022	ALLIANCE PAYROLL SERVICES LTD	133.69	Payroll charges August 2022	DEM	AD	JP	KB
1779	03/10/2022	B & G LOCK & TOOL CO. LTD	95.34	12 padlocks for general use	DEM	AD	JP	KB
1780	03/10/2022	B C PARTRIDGE	DEM. 1024.53	Mitsubishi VN15 JZK - service MOT and fix faulty exhaust sensor. Ford Transit WF16 ZHN - MOT and fit new wiper blades and indicator light. Isuzu VU17 JKY - MOT and fix washers.	DEM	AD	JP	KB
1781	03/10/2022	BOURBON ALLEY BAND (MR M ARCHER)	200.00	Bands in the Park 21/8/22	DEM	AD	JP	KB
-25 1782	03/10/2022	BROADLEAF TREE CARE	740.00	Remove Oak tree and limbs at Dukes Meadow. Remove fallen Oak tree and remove remainder at Tomato Land	DEM	AD	JP	KB
1783	03/10/2022	BROMSGROVE HOG ROAST	500.00	Provide 200 cupcakes for the Queen's Jubilee event 5/6/22	DEM	AD	JP	KB
1784	03/10/2022	BRITISH GAS	31.68	Electricity charges Lower Howsell 2/8/22 - 1/9/22	DEM	AD	JP	KB
1785	03/10/2022	BRITISH GAS	15.68	Electricity charges Link Church Clock 21/8/22 - 14/9/22	DEM	AD	JP	KB
1786	03/10/2022	COLCARDS	453.60	29 desktop calendars and 79 wall calendars to be sold in aid of the Mayor's charity, Guide Dogs	DEM	AD	JP	KB
1787	03/10/2022	BWT UK LIMITED	37.26	5 large bottles of water for MTC offices	DEM	AD	JP	KB
1788	03/10/2022	DESIGN IN THE SHIRES	298.80	Website support September and quarterly webhosting	DEM	AD	JP	KB
1789	03/10/2022	DH PHILLIPS SAND & GRAVEL	370.08	2 ton of aggregate and 4 ton of gravel for Rose Bank Gardens fountain project	DEM	AD	JP	KB
1790	03/10/2022	FLORAL ARTS DESIGN	65.00	Bouquet of 10 Lilies for the Mayor to lay on the bandstand in Priory Park to pay respects to Queen Elizabeth II	DEM	AD	JP	KB
1791	03/10/2022	HEART OF ENGLAND IN BLOOM	30.00	2 tickets for Heart of England in Bloom awards presentation 22/9/22	DEM	AD	JP	KB

Bank details checked
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Bank details checked
KB

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
1792	03/10/2022	HOUSEKEEPERS OF MALVERN	432.00	Cleaning contract 22/8/22 - 14/9/22	DEM		DP	KB
1793	03/10/2022	MALVERN HILLS DISTRICT COUNCIL	96.00	Hire of Council Chamber for Full Council Meeting 7/9/22	DEM		DP	KB
1794	03/10/2022	MHDC-NNDR	157.00	Council tax middle flat - September 2022 (unoccupied)	DEM		DP	KB
1795	03/10/2022	MILLERS TYRE CENTRE	24.00	Puncture repair on the Ford Transit Pickup WF16 ZHN	DEM		DP	KB
1796	03/10/2022	NEWSQUEST MEDIA GROUP	240.00	Quarter page advert advertising the Mayor's Bonanza in the Malvern Gazette 26/8/22	DEM		DP	KB
1797	03/10/2022	ORILLO LTD (CAMBESST LTD)	22.00	Replacement toilet seat for top flat at rear of 28-30 Belle Vue Terrace	DEM		DP	KB
1798	03/10/2022	PAPERSTATION LTD	162.12	Stationery August 2022	DEM		DP	KB
1799	03/10/2022	PITNEY BOWES LTD	150.85	Lease of the franking machine 1/10/22 - 31/12/22	DEM		DP	KB
1800	03/10/2022	WATER PLUS LIMITED	97.99	Water charges cemetery office 11/8/22 - 11/9/22	DEM		DP	KB
1801	03/10/2022	TRAVIS PERKINS TRADING COMPANY LTD	311.32	3 sheets of marine ply for general use & 1x tube of glue for plaques in Great Malvern Cemetery and 2 sheets of plywood for Rose Bank Gardens Fountain Project	DEM		DP	KB
1802	03/10/2022	BHGS LTD	193.00	1kg of grass seed for Rose Bank Gardens and weed matting for various - Malvern in Bloom	DEM		DP	KB
1803	03/10/2022	BRITISH TELECOMMUNICATIONS PLC	1082.30	Quarterly telephone, internet and line charges	DEM		DP	KB
1804	03/10/2022	EON NEXT	106.14	Electricity (standing) charges middle flat - January, February and August 2022 (charges delayed due to billing dispute)	DEM		DP	KB
1805	03/10/2022	ANDREW STICK	35.00	Refund of money paid for charity ball ticket as event cancelled (payment sent on 2/9/22 was rejected as wrong bank details given)	DEM		DP	KB
		Total Payments:						

7,319.24

Councillor Authorisation for Payment

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Bank details checked KB

**Malvern Town Council
Online Banking Payment Schedule**

21 OCTOBER 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1806	21/10/2022	A4 APPAREL LTD	131.46	Clothing for new operations staff member and other replacement clothing	PWS	fw.	DP	KJB
1807	21/10/2022	ALLIANCE PAYROLL SERVICES LTD	126.06	Payroll charges September 2022	PWS	fw.	DP	KJB
1808	21/10/2022	BRADFORDS BUILDING SUPPLIES LTD	471.69	Post crete, sand, ballast and line marking paint for Rose Bank Gardens Fountain Project. 1 bag of sand for 28-30 Belle Vue Terrace and 2 tubes of glue for the cemetery	PWS	fw.	DP	KJB
1809	21/10/2022	BRITISH GAS TRADING - CENTRICA SAR AR	457.38	Gas charges gas lamps 1/7/22 - 30/9/22	PWS	fw.	DP	KJB
1810	21/10/2022	BRITISH GAS	33.27	Electricity charges Lower Howsell 2/9/22 - 1/10/22	PWS	fw.	DP	KJB
1811	21/10/2022	BWT UK LIMITED	37.26	5 large bottles of water for MTC offices	PWS	fw.	DP	KJB
1812	21/10/2022	EE	159.36	Mobile phone charges - September 2022	PWS	fw.	DP	KJB
1813	21/10/2022	FLEET LINE MARKERS LTD	1421.70	35 tins of white line marking paint for football pitches	PWS	fw.	DP	KJB
1814	21/10/2022	FUELGENIE BUSINESS ACCOUNT	510.01	Fuel account August 2022	PWS	fw.	DP	KJB
1815	21/10/2022	CLIVE HOOPER	54.00	Mileage claim for attendance at civic functions - Deputy Mayor 19/6 - 25/9/22	PWS	fw.	DP	KJB
1816	21/10/2022	MALVERN HILLS DISTRICT COUNCIL	9269.82	Wheelie bin hire cemetery and 28-30 Belle Vue terrace 1/10/22 - 31/12/22 - £1,056.64 and costs of running by-elections for Link and Chase Ward - £8,213.18	PWS	fw.	DP	KJB
1817	21/10/2022	MHDC-NNDR	157.00	Council tax middle flat 28-30 Belle Vue Terrace - October 2022	PWS	fw.	DP	KJB
1818	21/10/2022	MILLERS TYRE CENTRE	20.34	Puncture repair on the John Deere Mower	PWS	fw.	DP	KJB
1819	21/10/2022	P & R ALARMS	29.90	Intruder alarm monitoring 28-30 Belle Vue Terrace 9/9/22 - 8/10/22	PWS	fw.	DP	KJB
1820	21/10/2022	PKF LITTLEJOHN LLP	1920.00	External Auditor - Limited assurance review of AGAR year ended 31/3/22	PWS	fw.	DP	KJB

Bank details checked
KJB

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1821	21/10/2022	PRINTED BANNERS AND SIGNS	62.40	2 roundabout sponsor signs for Hollins Landscapes	PWS	hw	DP	KJB
1822	21/10/2022	PRINTWASTE RECYCLING	10.08	Collection of 12 bags of recycling paper and card	PWS	hw	DP	KJB
1823	21/10/2022	READY RENT LTD	30.00	Hire of a tower to take down hanging baskets from bandstand in Priory Park	PWS	hw	DP	KJB
1824	21/10/2022	THE ROYAL BRITISH LEGION PWS	1200.00	800 wooden crosses for field of remembrance at Great Malvern library	PWS	hw	DP	KJB
1825	21/10/2022	WATER PLUS LTD	33.06	Water charges Lower Howsell 29/6/22 - 29/9/22	PWS	hw	DP	KJB
1826	21/10/2022	WATER PLUS LTD	95.28	Water/drainage charges Cemetery Office 11/9/22 - 11/10/22	PWS	hw	DP	KJB
1827	21/10/2022	WATER PLUS LTD	37.78	Water/drainage charges rear stores 28-30 Belle Vue Terrace 4/7/22 - 4/10/22	PWS	hw	DP	KJB
1828	21/10/2022	WATER PLUS LTD	20.05	Water charges Dukes Meadow 3/7/22 - 3/10/22	PWS	hw	DP	KJB
1829	21/10/2022	TUDOR ENVIRONMENTAL	60.91	2 medium brooms and 1 heavy duty dustpan and brush	PWS	hw	DP	KJB
1830	21/10/2022	ANGEL WHOLESALE (Wk Shopping Mall)	574.55	175 sparkle characters and 16 baby rattles for the Christmas Grotto	PWS	hw	DP	KJB
1831	21/10/2022	MALVERN GOLDSMITHS	1631.07	Refund of overpayment of rent in September 2022	PWS	hw	DP	KJB
1832	21/10/2022	BRITISH GAS	19.79	Electricity charges Link Church Clock 15/9 - 10/10/22	PWS	hw	DP	KJB
Total Payments:								

18,574.22

Councillor Authorisation for Payment

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11 NOVEMBER 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
1833	11/11/2022	BROADLEAF TREE CARE	1440.00	Reduce 2 mature Ash trees and pollard 1 Sycamore tree at Great Malvern Cemetery and removal of 3 Ash Trees from woodland corridor at Townsend Way	PWS	DEM	DP	KB
1834	11/11/2022	BRITISH GAS	39.91	Gas standing charges middle flat 5/7/22 - 4/11/22 (unoccupied)	PWS	DEM	DP	KB
1835	11/11/2022	CANDY AND THE SOUND (Nicola Saunders)	300.00	Band performance at The Mayor's Bonanza 28/8/22	PWS	DEM	DP	KB
1836	11/11/2022	CAPLE LTD	3826.80	6m Curved bench as part of the fountain project in Rose Bank Gardens and sponsored by Charles Hinnitt	PWS	DEM	DP	KB
1837	11/11/2022	EE	152.51	Mobile phone charges October 2022 - Operations Team and Admin/events phone	PWS	DEM	DP	KB
1838	11/11/2022	EON NEXT	56.67	Electricity standing charges middle flat September 2022 (unoccupied)	PWS	DEM	DP	KB
1839	11/11/2022	FUELGENIE BUSINESS ACCOUNT	506.10	Fuel account September 2022	PWS	DEM	DP	KB
1840	11/11/2022	HOUSEKEEPERS OF MALVERN	592.00	Cleaning contract 20/9/22 - 17/10/22	PWS	DEM	DP	KB
1841	11/11/2022	LINK UP MALVERN	1000.00	Grant funding for Malvern Link Christmas Event 2/12/22	PWS	DEM	DP	KB
1842	11/11/2022	MALVERN HILLS DISTRICT COUNCIL	96.00	Hire of Council Chamber for Full Council Meeting 6/10/22	PWS	DEM	DP	KB
1843	11/11/2022	PAPERSTATION LTD	317.23	Stationery - September 2022	PWS	DEM	DP	KB
1844	11/11/2022	ROYAL BRITISH LEGION POPPY APPEAL	62.50	25 Denominational crosses for Armistice Day and 1 wreath for Remembrance Sunday	PWS	DEM	DP	KB
1845	11/11/2022	PRINCIPAL HYGIENE SYSTEMS LTD	367.88	10 boxes of black sacks, 5 boxes of toilet rolls and 4 boxes of hand towels	PWS	DEM	DP	KB
1846	11/11/2022	RON WARD	40.00	Organist fees for 1 funeral 20/10/22	PWS	DEM	DP	KB
1847	11/11/2022	WATER PLUS LTD	25.37	Water drainage charges 28-30 Belle Vue Terrace 15/7/22 - 15/10/22	PWS	DEM	DP	KB

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (initials)	Authorisation Given (initials)
1848	11/11/2022	SIGHT DESIGNS LTD	3189.96	Ongoing maintenance, servicing and repairs to gas lamps 1/11/19 - 31/1/21 plus service and cleaning of gas lamps in Rose Bank Gardens - July 2022	PWS	DIEM	DP	PJB
1849	11/11/2022	THE MOUNT PLEASANT HOTEL	840.00	84 meals provided at the Mayor's Charity Quiz Night 14/10/22 (covered by ticket price)	PWS	REM	PP	PJB
1850	11/11/2022	BRADFORD'S BUILDING SUPPLIES LTD	34.49	1 sheet of ply wood to repair bus shelter at Whiteacres	PWS	DIEM	DP	PJB
		Total Payments:						

12,887.42

Councillor Authorisation for Payment

1)

P. W. Smith

2)

D. E. Mead

For details checked PJB

Malvern Town Council
Online Banking Payment Schedule
29 NOVEMBER 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
1851	29/11/2022	ALLIANCE PAYROLL SERVICES LTD	130.74	Payroll charges October 2022	DEM	PWS	DP	KB
1852	29/11/2022	BLUE BIRD CATERING	120.00	100 cakes for Armistice Day reception 11/11/22	DEM	PWS	DP	KB
1853	29/11/2022	BROADLEAF TREE CARE	370.00	Removal of one Oak Tree on boundary fence line at Regency Road	DEM	PWS	DP	KB
1854	29/11/2022	BULLET LIFT SERVICES LTD	264.00	New Lift Maintenance Contract, 28-30 Belle Vue Terrace - 21/11/22 - 20/11/23	DEM	PWS	DP	KB
1855	29/11/2022	CARRIER BAG SHOP	299.04	100 natural jute bags for the Festive Cheer Campaign	DEM	PWS	DP	KB
1856	29/11/2022	COLCARDS	105.00	25 Guide Dog Charity Calendars	DEM	PWS	DP	KB
1857	29/11/2022	DESIGN IN THE SHIRES	324.00	Website support November and December 2022	DEM	PWS	DP	KB
1858	29/11/2022	DJR FARM SERVICES (D Reynolds)	540.00	Hedge trimming in various locations	DEM	PWS	DP	KB
1859	29/11/2022	EON NEXT	71.40	Electricity standing charges middle flat 28-30 Belle Vue Terrace 1/10/22 - 16/11/22	DEM	PWS	DP	KB
1860	29/11/2022	FBC MANBY BOWDLER LLP	780.00	Professional fees for works relating to land slippage at Rose Bank Gardens	DEM	PWS	DP	KB
1861	29/11/2022	FUELGENIE BUSINESS ACCOUNT	455.02	Fuel account October 2022	DEM	PWS	DP	KB
1862	29/11/2022	GAK	198.00	Zoom H4n portable recorder for meetings	DEM	PWS	DP	KB
1863	29/11/2022	HAZLEWOOD TRAILERS	470.40	2 replacement sides for the trailer	DEM	PWS	DP	KB
1864	29/11/2022	HOUSEKEEPERS OF MALVERN	560.00	Cleaning contract 19/10/22 - 16/11/22	DEM	PWS	DP	KB
1865	29/11/2022	LEDBURY PLANT HIRE	348.00	Repairs to the Ford Transit Van - WF16 ZHN	DEM	PWS	DP	KB
1866	29/11/2022	LEIGH SINTON GARDEN MACHINERY LTD	213.60	1 EGO Blower	DEM	PWS	DP	KB
1867	29/11/2022	LEIGH SINTON FARM & NURSERIES LTD	150.00	14ft Norway Spruce Christmas Tree for Malvern (The large tree on Belle Vue Island is supplied free of charge)	DEM	PWS	DP	KB

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IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
1868	29/11/2022	LINK TOOLS	51.63	Box of rivets for sponsor sign in Rose Bank Gardens, drill bits, cutting disks and screws for repairs to the small trailer	DEM	PWS	PP	KB
1869	29/11/2022	MALVERN ELECTRICAL WHOLESALE LTD	86.56	2 tube lights for MTC offices and cable ties, universal starter, clips, plugs, tape, connectors, flex and screwdriver for repairs to Christmas Lights above shops in Great Malvern, Malvern Link and Barnards Green	DEM	PWS	PP	KB
1870	29/11/2022	MHDC-NNDR	157.00	Council tax middle flat November 2022 (unoccupied)	DEM	PWS	PP	KB
1871	29/11/2022	NPOWER	27.96	Electricity charges ex water feature Hampden Road October 2022	DEM	PWS	PP	KB
1872	29/11/2022	SCREWFIX (TRADE UK)	293.87	6 pairs of safety boots, 6 pairs of safety goggles and 1 safety helmet for the Operations Team	DEM	PWS	PP	KB
1873	29/11/2022	WATER PLUS LTD	97.99	Water drainage charges cemetery office 11/10 - 11/11/22	DEM	PWS	PP	KB
1874	29/11/2022	YARD HOUSE PLANTS	2335.50	Spring Bedding	DEM	PWS	PP	KB
1875	29/11/2022	TRADE ROOTS HORTICULTURAL SALES LTD	309.60	60 plants for the Rose Bank Gardens Fountain Project	DEM	PWS	PP	KB
1876	29/11/2022	WORCESTERSHIRE CALC	12.00	Election training for the Town Clerk	DEM	PWS	PP	KB
1877	29/11/2022	ST RICHARDS HOSPICE	500.00	Small Grant awarded 2 November by P&R Committee	DEM	PWS	PP	KB
1878	29/11/2022	PHOENIX COLLECTIVE (KIRSTY-MAY CUBBERLEY LOB)	500.00	Small Grant awarded 2 November by P&R Committee	DEM	PWS	PP	KB
1879	29/11/2022	DIANE CHARTERIS	25.00	Return of allotment deposit less rent owing of £15 at the end of tenancy	DEM	PWS	PP	KB

Total Payments:

9,796.31

Councillor Authorisation for Payment

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Malvern Town Council
Online Banking Payment Schedule

8 DECEMBER 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
1880	08/12/2022	ALLIANCE PAYROLL SERVICES LTD	126.06	Payroll charges November 2022	PWS	DEM	DP	PB.
1881	08/12/2022	A L B SERVICES	12240.00	Installation of Christmas Lights 2022	PWS	DEM	DP	PB
1882	08/12/2022	APPLEYARD DANCERS	100.00	2 Morris Dance performances at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1883	08/12/2022	DUKES JAZZ SOCIETY (PETER JOHNSON)	350.00	2 Jazz Band performances at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1884	08/12/2022	FIRESTORM PYRO FX LTD	420.00	Hire of a snow machine for the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1885	08/12/2022	HEIDI'S TREASURE TROVE LTD	450.00	50 Four in a row games and 50 draughts games for the Festive Cheer boxes	PWS	DEM	DP	PB
1886	08/12/2022	THE LYTTTELTON WELL LTD	20.00	Hire of prayer room as performers changing room at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1887	08/12/2022	MITZY (MELISSA BUTLER)	100.00	1 solo singing performance at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1888	08/12/2022	OLD MEG	100.00	2 Morris Dance performances at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1889	08/12/2022	MALVERN SAMBA BAND (SCRAP TO INSTRUMENTS GROUP)	200.00	2 performances at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1890	08/12/2022	SOLO CIRCUS & CO (MARK RUSSELL)	375.00	Victorian Gent performances and part of the parade at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1891	08/12/2022	SOUTH WORCESTERSHIRE LIFEGUARDS & LIFESAVING	250.00	5 first aiders and 1 emergency vehicle at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1892	08/12/2022	THE CREATION STATION	375.00	Art and Craft workshop at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1893	08/12/2022	THE JAZZ COLLECTIVE	150.00	3 saxophone performances at the Christmas Festival 26/11/22	PWS	DEM	DP	PB
1894	08/12/2022	EE	99.84	Mobile phone charges November 2022	PWS	DEM	DP	PB
			17820.00	Refurbishment of Michael Crescent Play Area - Asset Refurbishment Project 2022/23	PWS	DEM	DP	PB

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IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
1896	08/12/2022	LOST CAT (J N HARRIS) PWS	240.00	2 Jazz Band performances at the Christmas Festival 26/11/22	PWS	DEBY	DP	KJB
1897	08/12/2022	NEWSQUEST MEDIA GROUP PWS	471.55	Public Notice in the Malvern Gazette 18 and 25 November (sale of land at Dukes Meadow)	PWS	DEBY	DP	KJB
1898	08/12/2022	P & R ALARMS	521.30	Intruder alarm maintenance and monitoring at Belle Vue Offices 9/10/22 - 8/5/23	PWS	DEBY	DP	KJB
1899	08/12/2022	WATER PLUS LTD	263.19	Water charges Knapp Way Allotments 29/7/22 - 29/10/22	PWS	DEBY	DP	KJB
1900	08/12/2022	WFL (UK) LTD PWS	1732.92	996 litres of white diesel for machinery	PWS	DEBY	DP	KJB
1901	08/12/2022	AMELIA K ACADEMY PWS	100.00	Donation for workshop and performance at Great Malvern Library for the Christmas Festival 26/11/22	PWS	DEBY	DP	KJB
1902	08/12/2022	DANCE IN MOTION PWS	100.00	Donation for dance performance and parade at the Christmas Festival 26/11/22	PWS	DEBY	DP	KJB

Total Payments:

36,604.86

Councillor Authorisation for Payment

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**Malvern Town Council
Online Banking Payment Schedule**

22 DECEMBER 2022

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)	
1903	22/12/2022	BARNARDS GREEN POST OFFICE <i>JENNY CAIN</i>	83.00	Additional gifts required for Santas Grotto at the Christmas Festival 26/11/22	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	<i>Bank details checked 1903</i>
1904	22/12/2022	BRADFORDS BUILDING SUPPLIES LTD <i>fw</i>	630.38	Guttering for Rose Bank Gardens Bus Shelter Project	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1905	22/12/2022	BULLET LIFT SERVICES LTD <i>fw</i>	237.60	Lift call out charges - removed blockage and put back into operation	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1906	22/12/2022	BRITISH GAS	78.45	Electricity charges Link Church Clock 15/9/22 - 10/12/22	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1907	22/12/2022	BRITISH GAS	59.85	Electricity charges Lower Howsell 2/10/22 - 1/12/22	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1908	22/12/2022	CHARLES PORTER	86.40	Mileage claim Operations Manager 1/7/22 - 30/11/22	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
-35-	22/12/2022	COLCARDS	124.20	230 Bespoke Christmas Cards to be delivered to care homes around Malvern	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1910	22/12/2022	BWT UK LTD	65.96	7 large bottles of water for MTC offices	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1911	22/12/2022	DESIGN IN THE SHIRES	162.00	Website support December 2022	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1912	22/12/2022	DULUX DECORATOR CENTRE	21.82	Paint and brushes for Rose Bank Gardens Bus Shelter	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1913	22/12/2022	ELLIS DAWE & SON LTD	174.73	Wooden gate for Michael Crescent and wooden board and 20 stakes for Jenny Lind Fountain Project in Rose Bank Gardens	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1914	22/12/2022	EON NEXT	56.70	Electricity standing charge middle flat at rear 28-30 Belle Vue Terrace 4/11/22 - 1/12/22 (unoccupied)	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1915	22/12/2022	E PURSLOW & SON LTD <i>DEM</i>	4686.00	Project 2022/23 - Tarmac footpath at Dukes Meadow	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1916	22/12/2022	FUELGENIE BUSINESS ACCOUNT	632.85	Fuel account November 2022	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	
1917	22/12/2022	THE HILLS SINGERS	100.00	Performance at the Christmas Charity Concert 17/12/22	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	<i>Bank details checked 1917</i>
1918	22/12/2022	CLIVE HOOPER	44.75	Mileage and parking claim Deputy Mayor 25/10/22 - 1/12/22	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	<i>Bank details checked 1918</i>
				Reimbursement of money paid for food for Festive Cheer Box campaign 2022	<i>DEM</i>	<i>fw</i>	<i>dy</i>	<i>KB</i>	

IB No.	Date	Supplier Name	Payments	Description	Record of Invoices Checked Cllr 1	Record of Invoices Checked Cllr 2	Payment Posted (Initials)	Authorisation Given (Initials)
1920	22/12/2022	JERRY WIDDAS	2334.00	Repairs and parts for play areas: Jamaica Crescent - £852, Victoria Park £834, Michael Crescent - £324 and Adam Lea - £324	DEM	fw	DP	PB
1921	22/12/2022	MALVERN HILLS DISTRICT BRASS BAND	200.00	2 Brass Band performances at the Christmas Festival 26/11/22	DEM	fw	DP	PB
1922	22/12/2022	MHDC-NNDR	157.00	Council tax middle flat - December 2022 (unoccupied)	DEM	fw	DP	PB
1923	22/12/2022	MIKE SKILBECK	60.00	Singing performance on Belle Vue Island at the Christmas Festival 26/11/22	DEM	fw	DP	PB
1924	22/12/2022	MILLERS TYRE CENTRE LTD	119.88	2 new tyres for the trailer	DEM	fw	DP	PB
1925	22/12/2022	NPOWER	27.25	Electricity charges former water feature Hampden Road - November 2022	DEM	fw	DP	PB
1926	22/12/2022	PAPERSTATION LTD	206.05	Stationery - November 2022	DEM	fw	DP	PB
1927	22/12/2022	PITNEY BOWES LTD	150.85	Quarterly rental of the franking machine 1/1/23 - 31/3/23	DEM	fw	DP	PB
1928	22/12/2022	PLAYSAFETY LTD	1050.00	Annual inspection of 11 play areas	DEM	fw	DP	PB
1929	22/12/2022	SCREWFIX (TRADE UK)	59.99	Step ladders - operational equipment	DEM	fw	DP	PB
1930	22/12/2022	WATER PLUS LTD	89.63	Water charges cemetery office 11/11/22 - 11/12/22	DEM	fw	DP	PB
1931	22/12/2022	WHATLEY RECORDON SOLICITORS	1023.60	Professional fees - adverse possession claim and renewal of lease, ground floor shop, Belle Vue Terrace	DEM	fw	DP	PB
1932	22/12/2022	JAMES HALLAM LTD	120.13	Addition of driver under the age of 25 on motor insurance for the period 5/9/22 - 12/12/22	DEM	fw	DP	PB
1933	22/12/2022	GRAHAME GIBBINS	216.24	Payment of November overtime omitted from December Salary run in error	DEM	fw	DP	PB
Total Payments:			13,434.00					

13,434.00

Councillor Authorisation for Payment

1) D J Marshall
2) J H Gibbins

Bank details checked PB

Bank details checked PB

Bank details checked PB