

7a)

PAYMENTS 11 JANUARY 2021						
PAID TO	DESCRIPTION	SERVICE	NET	VAT	TOTAL	BACS/CHQ NO
ARROWCLEAN	DECEMBER & JANUARY WINDOW CLEANING	TH	£ 90.00	£ -	£ 90.00	BACS
ATT TOWN LANDS CHARITY	ANNUAL RENT DECOY COMMON	OPENSACES	£ 50.00	£ -	£ 50.00	BACS
BOLD DIRECTORIES	MEMBERSHIP	ADMIN	£ 210.00	£ 42.00	£ 252.00	BACS
COLLIER TURF	LINE MARKER, HARD SURFACE CLEANER	OPENSACES	£ 700.80	£ 140.16	£ 840.96	BACS
AT COOMBES	OCT TREE WORK ELIZABETH CLOSE	OPENSACES	£ 300.00	£ 60.00	£ 360.00	BACS
ERNEST DOE	GUARD BENZI TRIMAX, HIGH LEG BOOTS, TROUSERS	OPENSACES	£ 227.27	£ 45.46	£ 272.73	BACS
J&L ELECTRICAL	INSTALL CHRISTMAS LIGHTS	CHRISTMAS LIGHTS	£ 5,102.35	£ 1,020.47	£ 6,122.82	BACS
MAYDAY	PHOTOCOPY USAGE COLOUR	ADMIN	£ 35.02	£ 7.00	£ 42.02	BACS
MICROSHADE	HOSTED APPLICATION SERVICE DEC/JAN	ADMIN	£ 816.40	£ 163.28	£ 979.68	BACS
NALC	COUNCILLOR TRAINING HEALTH & WELL BEING	ADMIN	£ 32.44	£ 6.49	£ 38.93	BACS
NETCENTRAL	ICT SUPPORT & ZOOM SUBSCRIPTION CHARGE DEC/JAN	ADMIN	£ 311.94	£ 62.38	£ 374.32	BACS
NORFOLK GEEKS	WEBSITE MAINTENANCE & SUPPORT	ADMIN	£ 60.00	£ -	£ 60.00	BACS
NUTS N BOLTS	WALLPLUGS, BRACKETS, TWINE, KEY CYLINDER, NAIL BRUSH	OPENSACES	£ 35.59	£ 7.13	£ 42.72	BACS
PPL PRS LTD	ANNUAL MUSIC LICENCE TOWN HALL	ADMIN	£ 441.46	£ 88.30	£ 529.76	BACS
NEIL THOMAS	ERECT XMAS TREE, STAR ON CHURCH	CHRISTMAS LIGHTS	£ 1,100.00	£ -	£ 1,100.00	BACS
THURLOW NUNN	PLUG SOCKET ADAP, PLUG 7 PIN, SHUTTER LOCK, SET- AIR LINE,	OPENSACES	£ 71.61	£ 14.31	£ 85.92	BACS
VIKING	DIARY, COPIER PAPER, USB, A5 PADS	ADMIN	£ 80.33	£ 16.06	£ 96.39	BACS
VIKING	DISINFECTANT, MASKS, SANITISER, BIN BAGS	TH	£ 102.90	£ 20.59	£ 123.49	BACS
VIKING	TOILET ROLLS, HAND TOWELS	PUBLIC TOILETS	£ 146.94	£ 29.39	£ 176.33	BACS
VIKING	EYE WASH, ASSTD PLASTERS	OPENSACES	£ 40.33	£ 8.07	£ 48.40	BACS
PETTY CASH	CASH TOP UP	ADMIN	£ 60.00	£ -	£ 60.00	CHEQUE 000075
			£ 10,015.38	£ 1,731.09	£ 11,746.47	

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DD JANUARY 2021

Name	Description	Service	Bill Freq	Net	Vat	Total
British Gas	Electricity	Chapel	Quarterly			
Vodafone	mobiles	Admin	Monthly	£ 118.50	£ 23.73	£142.23
Bank Charges	Barclays	TH	Monthly	£ 6.40	£ -	£6.40
Bank Charges	Lloyds	TH	Monthly	£ 16.35	£ -	£16.35
Viridor	Waste collection	Rec	Monthly	£ 94.48	£ 18.90	£113.38
Viridor	Waste collection	TH	Monthly	£ 153.64	£ 30.73	£184.37
Anglian Water	Water	Cemetery	Quarterly	£ 177.83	£ -	£177.83
Anglian Water	Water	Recreation Ground	Quarterly			
Anglian Water	Water	Chapel Road	Quarterly	£ 89.51	£ -	£89.51
Breckland Council	Rates	TH	Monthly	£ 1,235.00	£ -	£1,235.00
Breckland Council	Rates	Public Toilets	Monthly	£ 192.00	£ -	£192.00
Breckland Council	Rates	Cemetery	Monthly	£ 75.00	£ -	£75.00
BT	Telephones	TH	Quarterly			
Total Gas & Power	Electricity	Public Toilets	Quarterly			
British Gas	Elect Skate Park	OS	Quarterly			
Total Gas & Power	Gas	TH	Quarterly			
Total Gas & Power	Electricity	TH	Quarterly			
Siemens	Photocopier	TH	Quarterly			
Phs	Sanitary disposal	Cemetery	Annually			
Phs	Sanitary disposal	TH	Annually			
Fuel Genie	Fuel Dec & Jan	OS	Monthly	£ 255.90	£ 51.17	£307.07
						£2,539.14
HMRC Tax/Nic	BACS		Monthly	£ 4,567.44	£ -	£4,567.44
Norfolk Pension	BACS		Monthly	£ 4,299.74	£ -	£ 4,299.74
Staff Salary	BACS		Monthly	£ 13,126.46	£ -	£ 13,126.46
						£21,993.64
TOTAL						£24,532.78

7c)

INCOME DECEMBER 2020		
Banked Monies		
Burials	£	180.00
Total	£	180.00

DATE	DETAILS	REC'D	OUT	BALANCE	MISC	POSTAGE	TOWN HALL
1.12.	20 B.F.W.D.	1892	18 83 04	316 96	351 56	45 84	24 98
14.12	20 Cash cheque 000074	83	04	400 00			
31.12	20 Staff Subsistence 26 Nov - 31 Dec		60 00	340 00			
			60 00	340 00	—	—	—
		1975	22 60 00	340 00	351 56	45 84	24 98

4230	4010	4230	4230
4230	4010	4230	4230
OPEN	MEETING	MEETING	MEETING
ARCHIVE SPACES	STATIONERY	RENEWED	MILEAGE
		ADMIN	TIC
			VAT

129 82 8 13	168 30	768 00	78 59 ¹⁰
		60 00	-
		60 00	-
129 82 8 13	168 36	828 00	78 59

7e)

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
<u>101 Administration</u>							
1050 Income	0	410	410			0.0%	
1171 London Road Play Area Section	94,043	0	(94,043)			0.0%	
1376 Precept	581,199	581,200	1			100.0%	
1378 Grant payment Community Cars	1,667	4,500	2,833			37.0%	
1390 Interest Received (Bond)	67	249	182			26.8%	
1391 interest received on saving ac	119	600	481			19.9%	
Administration :- Income	677,095	586,959	(90,136)			115.4%	0
4000 Staff Costs	204,643	359,135	154,492	154,492		57.0%	
4001 Other Employment Costs	774	10,000	9,226	9,226		7.7%	
4002 website	875	1,986	1,111	1,111		44.1%	
4004 Health & Safety	1,282	2,101	819	819		61.0%	
4005 Training	0	7,000	7,000	7,000		0.0%	
4010 Travelling Expenses	168	1,104	936	936		15.2%	
4020 Miscellaneous Expenses	1,119	2,050	931	931		54.6%	
4023 Subscriptions	679	3,500	2,821	2,821		19.4%	
4025 Insurances	8,372	8,500	128	128		98.5%	
4027 Bookkeeping	585	1,336	751	751		43.8%	
4028 Office Internet	0	386	386	386		0.0%	
4029 Photocopier Usage Fee	153	3,500	3,347	3,347		4.4%	
4031 Computer	5,322	3,500	(1,822)	(1,822)		152.0%	
4040 Community Car Scheme	1,250	9,738	8,488	8,488		12.8%	
4041 Grants S137	0	1,025	1,025	1,025		0.0%	
4042 Local Grants	1,800	3,075	1,275	1,275		58.5%	
4044 Highway Improvements	0	1,025	1,025	1,025		0.0%	
4051 Bank Charges	280	500	220	220		56.0%	
4055 Judicial Review Claim	5,000	0	(5,000)	(5,000)		0.0%	
4056 Consultancy	1,327	10,000	8,673	8,673		13.3%	
4057 Audit Fees	(186)	2,165	2,351	2,351		(8.6%)	
4058 Legal Fees	8,840	13,000	4,160	4,160		68.0%	
4059 Civic Reception	0	1,230	1,230	1,230		0.0%	
4060 Civic Allowances	0	1,125	1,125	1,125		0.0%	
4099 Contingency	0	2,000	2,000	2,000		0.0%	
4121 Telephone	2,842	2,428	(414)	(414)		117.1%	
4122 Postages	320	918	598	598		34.9%	
4123 Stationery	1,726	2,460	734	734		70.2%	
4147 Photocopier Lease payments	1,095	2,165	1,070	1,070		50.6%	
4190 Equipment Purchase	630	2,760	2,130	2,130		22.8%	
4230 Supplies	505	220	(285)	(285)		229.5%	
4231 Advertising	699	2,000	1,301	1,301		35.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4298 Covid General Expenses	466	0	(466)		(466)	0.0%	
Administration :- Indirect Expenditure	<u>250,567</u>	<u>461,932</u>	<u>211,365</u>	<u>0</u>	<u>211,365</u>	<u>54.2%</u>	<u>0</u>
Net Income over Expenditure	<u>426,527</u>	<u>125,027</u>	<u>(301,500)</u>				
112 Street Lights							
4400 Expenditure	(1,712)	30,000	31,712		31,712	(5.7%)	
4402 Public Lighting	9,061	0	(9,061)		(9,061)	0.0%	
Street Lights :- Indirect Expenditure	<u>7,349</u>	<u>30,000</u>	<u>22,651</u>	<u>0</u>	<u>22,651</u>	<u>24.5%</u>	<u>0</u>
Net Expenditure	<u>(7,349)</u>	<u>(30,000)</u>	<u>(22,651)</u>				
113 Toilets							
4110 Rates	1,537	2,508	971		971	61.3%	
4112 Water	517	1,025	508		508	50.4%	
4113 Electricity	424	1,025	601		601	41.4%	
4145 Maintenance/Repairs	0	974	974		974	0.0%	
4190 Equipment Purchase	0	111	111		111	0.0%	
4230 Supplies	221	866	645		645	25.5%	
4255 Safety Checks	30	180	150		150	16.7%	
Toilets :- Indirect Expenditure	<u>2,729</u>	<u>6,689</u>	<u>3,960</u>	<u>0</u>	<u>3,960</u>	<u>40.8%</u>	<u>0</u>
Net Expenditure	<u>(2,729)</u>	<u>(6,689)</u>	<u>(3,960)</u>				
114 Christmas Lights							
1050 Income	0	3,075	3,075			0.0%	
Christmas Lights :- Income	<u>0</u>	<u>3,075</u>	<u>3,075</u>			<u>0.0%</u>	<u>0</u>
4230 Supplies	0	2,208	2,208		2,208	0.0%	
4255 Safety Checks	0	1,986	1,986		1,986	0.0%	
4400 Expenditure	4,640	16,557	11,917		11,917	28.0%	
Christmas Lights :- Indirect Expenditure	<u>4,640</u>	<u>20,751</u>	<u>16,111</u>	<u>0</u>	<u>16,111</u>	<u>22.4%</u>	<u>0</u>
Net Income over Expenditure	<u>(4,640)</u>	<u>(17,676)</u>	<u>(13,036)</u>				
115 Archive							
4010 Travelling Expenses	0	113	113		113	0.0%	
4023 Subscriptions	0	34	34		34	0.0%	
4121 Telephone	0	337	337		337	0.0%	
4122 Postages	0	56	56		56	0.0%	
4123 Stationery	0	262	262		262	0.0%	

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4230 Supplies	0	316	316		316	0.0%	
Archive :- Indirect Expenditure	0	1,118	1,118	0	1,118	0.0%	0
Net Expenditure	0	(1,118)	(1,118)				
<u>116 Attleborough Neighbourhood Pla</u>							
4400 Expenditure	0	10,506	10,506		10,506	0.0%	
Attleborough Neighbourhood Pla :- Indirect Expenditure	0	10,506	10,506	0	10,506	0.0%	0
Net Expenditure	0	(10,506)	(10,506)				
<u>180 Restricted Funds</u>							
1383 Covid-19 Community Response Fu	1,000	0	(1,000)			0.0%	
1384 VE Day Grant	500	0	(500)			0.0%	
Restricted Funds :- Income	1,500	0	(1,500)				0
4500 Covid-19 Community Response Fu	525	0	(525)		(525)	0.0%	
4502 VE Day Grant	1,179	0	(1,179)		(1,179)	0.0%	
Restricted Funds :- Indirect Expenditure	1,704	0	(1,704)	0	(1,704)		0
Net Income over Expenditure	(204)	0	204				
<u>201 Open Spaces</u>							
1000 Booking Fees	0	641	641			0.0%	
1050 Income	212	3,075	2,863			6.9%	
1100 Allotment Income	0	1,313	1,313			0.0%	
1105 Burial Fees	10,665	15,000	4,335			71.1%	
1106 Sports Letting	910	1,396	486			65.2%	
1150 Re-imburement of Utilities	57	0	(57)			0.0%	
1152 Repayment church wall damage	100	0	(100)			0.0%	
Open Spaces :- Income	11,945	21,425	9,480			55.8%	0
4020 Miscellaneous Expenses	45	433	388		388	10.4%	
4110 Rates	605	757	152		152	79.9%	
4112 Water	869	410	(459)		(459)	211.8%	
4113 Electricity	333	615	282		282	54.1%	
4123 Stationery	0	55	55		55	0.0%	
4140 Fuel	1,650	2,300	650		650	71.7%	
4143 Equipment Hire	58	800	742		742	7.3%	
4144 Tree Work	724	2,000	1,276		1,276	36.2%	
4145 Maintenance/Repairs	14,773	30,000	15,227		15,227	49.2%	

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
4146 Play Equipment	0	6,304	6,304		6,304	0.0%	
4190 Equipment Purchase	775	3,152	2,377		2,377	24.6%	
4225 Refuse Collections	1,116	1,891	775		775	59.0%	
4230 Supplies	5,087	8,657	3,570		3,570	58.8%	
4255 Safety Checks	575	2,050	1,476		1,476	28.0%	
4295 Cemetery expenses	8,735	0	(8,735)		(8,735)	0.0%	
4296 Van	938	1,500	562		562	62.6%	
4298 Covid General Expenses	4,422	0	(4,422)		(4,422)	0.0%	
4300 Premises Licence	180	325	145		145	55.4%	
4400 Expenditure	1,240	841	(399)		(399)	147.4%	
4501 Play Areas Consultancy	18,993	0	(18,993)		(18,993)	0.0%	
Open Spaces :- Indirect Expenditure	61,117	62,090	973	0	973	98.4%	0
Net Income over Expenditure	(49,172)	(40,665)	8,507				
<u>210 Attleborough in Bloom</u>							
1050 Income	50	892	842			5.6%	
Attleborough in Bloom :- Income	50	892	842			5.6%	0
4230 Supplies	(42)	442	484		484	(9.5%)	
4400 Expenditure	0	526	526		526	0.0%	
Attleborough in Bloom :- Indirect Expenditure	(42)	968	1,010	0	1,010	(4.3%)	0
Net Income over Expenditure	92	(76)	(168)				
<u>211 Markets</u>							
1050 Income	0	1,200	1,200			0.0%	
Markets :- Income	0	1,200	1,200			0.0%	0
4001 Other Employment Costs	0	630	630		630	0.0%	
4123 Stationery	0	55	55		55	0.0%	
4230 Supplies	0	55	55		55	0.0%	
4298 Covid General Expenses	187	0	(187)		(187)	0.0%	
4400 Expenditure	0	1,104	1,104		1,104	0.0%	
Markets :- Indirect Expenditure	187	1,844	1,657	0	1,657	10.1%	0
Net Income over Expenditure	(187)	(644)	(457)				
<u>290 Open Spaces Capital Exps.</u>							
4190 Equipment Purchase	0	48,310	48,310		48,310	0.0%	
4194 Litter bins	478	2,627	2,149		2,149	18.2%	
Open Spaces Capital Exps. :- Indirect Expenditure	478	50,937	50,459	0	50,459	0.9%	0
Net Expenditure	(478)	(50,937)	(50,459)				

Detailed Income & Expenditure by Budget Heading 30/11/2020

Month No: 8

Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
301 Town Hall							
1000 Booking Fees	2,422	8,000	5,578			30.3%	
1005 Office Rents	0	4,203	4,203			0.0%	
1007 Bar Rent	0	820	820			0.0%	
Town Hall :- Income	2,422	13,023	10,601			18.6%	0
4050 Refund of Hall Hire monies	288	0	(288)		(288)	0.0%	
4110 Rates	9,880	15,375	5,495		5,495	64.3%	
4111 Gas	1,202	2,101	899		899	57.2%	
4112 Water	235	1,051	816		816	22.3%	
4113 Electricity	1,444	3,075	1,631		1,631	47.0%	
4145 Maintenance/Repairs	5,949	3,678	(2,271)		(2,271)	161.7%	
4190 Equipment Purchase	0	2,311	2,311		2,311	0.0%	
4220 Cleaning	315	2,000	1,685		1,685	15.8%	
4225 Refuse Collections	1,255	1,932	677		677	64.9%	
4230 Supplies	1,000	1,624	624		624	61.6%	
4231 Advertising	0	106	106		106	0.0%	
4255 Safety Checks	396	550	154		154	72.0%	
4257 Major Repairs	0	1,051	1,051		1,051	0.0%	
4298 Covid General Expenses	1,119	0	(1,119)		(1,119)	0.0%	
4300 Premises Licence	180	497	317		317	36.2%	
Town Hall :- Indirect Expenditure	23,262	35,351	12,089	0	12,089	65.8%	0
Net Income over Expenditure	(20,840)	(22,328)	(1,488)				
311 TIC							
4122 Postages	0	10	10		10	0.0%	
4123 Stationery	0	84	84		84	0.0%	
4127 Gifts	0	22	22		22	0.0%	
4230 Supplies	0	103	103		103	0.0%	
TIC :- Indirect Expenditure	0	219	219	0	219	0.0%	0
Net Expenditure	0	(219)	(219)				
501 Contingency							
4400 Expenditure	22,605	27,270	4,665		4,665	82.9%	
Contingency :- Indirect Expenditure	22,605	27,270	4,665	0	4,665	82.9%	0
Net Expenditure	(22,605)	(27,270)	(4,665)				

Detailed Income & Expenditure by Budget Heading 30/11/2020

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Cost Centre Report

	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent	Transfer to/from EMR
Grand Totals:- Income	693,012	626,574	(66,438)			110.6%	
Expenditure	374,596	709,675	335,079	0	335,079	52.8%	
Net Income over Expenditure	<u>318,416</u>	<u>(83,101)</u>	<u>(401,517)</u>				
Movement to/(from) Gen Reserve	<u>318,416</u>						