## **Community Infrastructure Levy**

to 25th Sept 2024

Cil Receipts Retain	ed so far;	Future receipts
2024-2025	131,691.25	2,040,540.00
2023-2024	448,619.03	
2022-2023	900,297.66	
2021-2022	333,999.67	
2020-2021	8,032.50	
2019-2020	0.00	

1,822,640.11

Cil Projects (completed or ongoing)		<u>Budget</u>	Expenditure	Exp in 24/25	Balance
Completed					
Cycle Racks	Approved	25,296.50	25,296.50	ı	0.00
Litten Lighting	Approved	26,798.21	26,798.21		0.00
Canal bank (£10,000)	Approved	10,000.00	10,000.00	1	0.00
Finger posts (street signage)	Approved	30,000.00	9,537.72		20,462.28
Electric van	Approved	14,355.00	14,355.00	1	0.00
St James solar panels	Approved	9,999.17	9,999.17		0.00
Ride on mower	Approved	9,587.49	9,587.49		0.00
Ongoing					
Neighbourhood Plan	Approved	100,000.00	70,314.48		29,685.52
Pavements	Approved	408,000.00	8,000.00	ı	400,000.00
Boilers (energy efficiency)	Approved	200,000.00	29,533.00		108,786.40
Air Conditioning Unit (Energy Efficience	y Approved			21,468.18	3
Secondary glazing (Energy Efficiency)	Approved			12,821.67	,
Solar Panels (Energy Efficiency)	Approved			15,632.00	)
Upgraded lighting (Energy Efficiency)	Approved			11,758.75	5
Community Grants	£50k approved	350,000.00		20,305.84	329,694.16
Cathedral Beds	Approved	60,000.00		12,996.00	47,004.00
Project Manager					
	_	1,244,036.37	213,421.57	94,982.44	935,632.36

## Future projects

Speed Indicator devices	Approved	15,000.00 speedwatch
Council house entrance project	Not approved	220,000.00 (was portico)
Tree planting £3,000	Approved	3,000.00
New Park Centre	Approved	150,000.00
Bandstand	Not approved	150,000.00
Community Noticeboards	Not approved	14,500.00
Streetlights	Not approved	112,000.00
Traffic Schemes	Not approved	64,000.00
Cathedral Green	Approved	20,000.00
Crane Street	Approved	8,000.00
Brewery Field	Approved	2,500.00
Project Manager	Approved	182,077.00
Electric van	Not approved	50,000.00
Community Hall	Not approved	1,000,000.00
Playgrounds	Not approved	400,000.00
	•	2,391,077.00



#### CHICHESTER CITY COUNCIL

#### FINANCE COMMITTEE 6th NOVEMBER 2024

## **Investment Strategy and Policy**

#### 1.0 Introduction

- 1.1 This Strategy and Policy has been produced with regard to Statutory Guidance on Local Government Investments (3rd Edition) issued by the Secretary of State for the Ministry of Housing, Communities and Local Government under Section 15(1) (a) of the Local Government Act 2003 and is effective for financial years commencing on or after 1 April 2018.
- 1.2 Where a council builds up balances these must be safeguarded by investing in an appropriate account. Investing balances by local councils should be done prudently and in accordance with the above Guidance.
- 1.3 The Guidance applies where the Council's total investments exceed or are expected to exceed £100,000 at any time during the financial year.

## 2.0 Objectives

- 2.1 The general policy objective is that Chichester City Council will invest prudently the reserves it holds on behalf of the community. Priority is given to security and liquidity.
- 2.2 The Council will seek the optimum rate of return, consistent with the proper levels of security and liquidity.
- 2.3 As investments are reviewed, the Council will also have regard to ethical and environmental considerations.

### 3.0 Specified Investments

- 3.1 Specified investments are those offering high security and high liquidity. All such investments shall be in sterling.
- 3.2 For the prudent management of its balances, maintaining sufficient levels of security and liquidity, the Council will permit funds to be invested in short term deposits with one or more of the UK major clearing banks and/or building societies.

## 4.0 Non-Specified Investments

4.1 These have greater potential risk, such as investment in stocks and shares and the Council will not participate in such investments, which are considered not to offer the level of security and liquidity required.

### 5.0 Liquidity of Investments

- 5.1 The Town Clerk and the Responsible Financial Officer, will determine the maximum period for which funds may be prudently invested, subject to para. 3.1 above, so as not to compromise liquidity.
- 5.2 The placement of investments shall be delegated to the Town Clerk and the Responsible Financial Officer in conjunction with the Chair of Finance, in accordance with the Town Council's Financial Regulations.

## 6.0 Reports

- 6.1 Investment forecasts for the coming financial year are accounted for when the budget is prepared.
- 6.2 During each financial year, the Responsible Financial Officer shall report to the Finance Committee any investments made in line with this Strategy.
- 6.3 Longer term funds are with CCLA Property Fund. The Council uses Unity Bank for its day to day banking. Balances in each account are reported at every Finance Committee meeting.
- 6.4 Chichester City Council is not a specified protected investor under the Financial Services Compensation Scheme as the scheme only protects local councils with an annual budget of up to 500,000 Euros (Approx. £440,000).

### 7.0 Review of this Strategy

- 7.1 The Investment Strategy shall be reviewed annually by the City Council for each new financial year.
- 7.2 The full Council shall be able to amend or make variations to the Strategy at any time.

Kim Martin
Deputy Town Clerk and Responsible Finance Officer

Oct 24

# CHICHESTER CITY COUNCIL FINANCE COMMITTEE 6th NOVEMBER 2024

## **Confidential**

## **CITY COUNCIL INVESTMENTS**

## **INTRODUCTION**

At the February Finance Committee, the City Council discussed the constraints regarding capital and revenue funds and various long term and short term investments. The meeting resolved to have a special meeting to consider issues related to investment of Council reserves.

We currently hold £2,692,541.39 in the Public Sector Deposit Fund and £490,000 in the Property Fund.

In 2024 we received just over £108,000 from the Public Sector Deposit Fund.

## Current Investments held - Public Sector Deposit Fund

The City Council currently has £2,692,541.39 held in the Public Sector Deposit Fund.

The fund is invested in a diversified portfolio of high-quality sterling denominated deposits and securities. All investments purchased will have the highest available short-term credit rating and a correspondingly strong long-term rating. The fund is actively managed. The fund is designed for investors who are looking for capital security and a competitive yield for short term investments.

The objective is to maximise short-term income consistent with the preservation of capital and liquidity, with instant access.

The average fund yield as April 2024 was 5.22% in October 2024 4.99%

A small working group was set up to review alternative investment possibilities. Proposals from two investment advisers were reviewed. Both offered flexible short term investments. One of the firms offered an easy to use platform, but neither could match the rates or security that the Public Sector Deposit Fund currently offers.

#### Recommendation

Recommended that the City Council continues to invest in the Public Sector Deposit Fund as it offers the best rate of return and security and liquidity that the City Council requires. Further recommended that this is reviewed quarterly and that Flagstone Group be commissioned to undertake this review due to their product being most suited for the City Council's requirements.

Puchase Order#	Asset Number CCC00017	Hammer drill	Manufacturer Bosch	Model/Description PSB 550 RES 240v	Property & Maintenance	Area Property & Maintenance	Location The Council House	Purchased From	Acquired Date P. 01-Jan-14	E75.00	Serial Number 5880003997972000	Condition SoldiReturned Satisfactory	Redundant	Current Value Date Disposed £25.00	<u>Notes</u>
n/a	CCC00010	18v hedge trimmer	Einhell	GE-CH 1846 Li	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-14	£50.00	2014/06/UK-3366	Satisfactory		£25.00	
n/a	CCC00001	Tool box & assorted small hand tools	Stanley	n/a	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-14	£75.00	na na	Satisfactory		£50.00	
n/a	CCC00024	18v battery Trailer	Einhell	X-change 1.5amp	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-14	£30.00	2014/12/EB048420	Satisfactory Sold		0.00	Sold on Guertron
n/a	CCC00013	18v sander	Einhell	TE-OS 18 Li	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-15	£35.00	2015/1/UK-14-2095	Satisfactory		£15.00	
n/a		18y battery	Einhell	X-Change 1.5amp	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-15	£30.00	2015/07/UK-15-2088 73008/262/127	Satisfactory		£0.00	
n/a	CCC00027 CCC00024	Generator (petrol) Breaker	Clarke Titan	FG2500 TTB280DRH	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	Yard Yard		01-Jan-15 01-Jan-15	£400.00 £150.00	73008/262/127 15W27 01031	Good		£250.00 £50.00	
r/a	CCC00035	Mountleid Mower	Mountfield	SPESSY	Property & Maintenance	Property & Maintenance	Redundant		01 Jan 16	2500.00	15W27 01031	Redundant £150.00		20.03	Traded in for new mowers
e/a	CCC00018	Petrol lawn mower	Mountfield	ata	Property & Maintenance	Property & Maintenance	Redundant		01 Jan 16	£0.00		Redundant	60.00	20.00	Doyond ropair
n/a	CCC00028 CCC00044	Access Tower 6.1m 18y battery	Lewis Mini-scaff Einhell	6.1m X-Change 2.0amp	Property & Maintenance Property & Maintenance	Ladders & access equipment Property & Maintenance	The Council House The Council House		01-Jan-16 01-Jan-16	£1,500.00 £45.00	na 2015/07/UK-15-2088	Good Satisfactory		£1,000.00 £0.00	
n/a	CCC00016	18v Angle Grinder	Einhell	TE-AG 18 Li	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-16	£40.00	2016/06/UK-16-2030	Satisfactory		£20.00	
n/a	CCC00015	18v chairsaw	Einhell	GE-LC 18 Li	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-16	£65.00	2016/8/UK-16-2056	Satisfactory		£30.00	
n/a	CCC00009	18v lawnmower 18v herine trimmer	Eirhell Eirhell	GE-CM 33Li GE-CH 1846 Li	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	The Council House		01-Jan-16 01-Jan-16	£150.00	2016/12/UK-16-2163 2016/12/UK-16-2165	Satisfactory Satisfactory		£50.00	
n/a		18v hedge trimmer 18v battery	Einheil Einheil	X-Change 2.0amp	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	The Council House		01-Jan-16 01-Jan-16	£45.00	2014/12/EB048420	Satisfactory		£0.00	
n/a	CCC00020	18v battery	Einhell	X-Change 3.0amp	Property & Maintenance	Property & Maintenance	The Council House		01-Jun-16	£50.00	2016/10/EB054062	Satisfactory Satisfactory		£0.00	
n/a	CCC00045	18v battery	Einhell	X-Change 3.0amp	Property & Maintenance	Property & Maintenance	The Council House		01-Jun-16	£50.00	2016/06/UK-16-2056	Satisfactory Good		£0.00	
n/a n/a	CCC00045 CCC00046	Infrared thermometer Moisture meter	Titan Faithfull	n/a 3 in 1	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	The Council House The Council House		01-Sep-16 01-Jan-17	£35.00 £15.00		Good Satisfactory		£30.00 £0.00	
n/a	CCC00041	Work bench	Clarke	nia	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-17	£80.00		Redundant	£80.00	£0.00	
n/a	CCC00025	Stud detector	Faithfull	nia	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-17	£10.00		Satisfactory		£0.00	
n/a	CCC00023	Mortar gun 4 shelf storage unit	Roughneck Clarke	n/a n/a	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	The Council House The Council House		01-Jan-17 01-Jan-17	£10.00 £65.00		Satisfactory Good		£0.00 £0.00	
n/a		Drill Bit & Screwdriver set	Faithfull	nía	Property & Maintenance	Property & Maintenance	The Council House		01-Jan-17	£35.00		Good		20.00	
n/a	CCC00030	Double barrel foot pump	Streetwise	nia	Property & Maintenance	Vehicles	The Council House		01-Jan-17	£20.00		Good		£10.00	
n/a	CCC00018 CCC00014	Socket set Petrol brushoutter	Forge Steel	n/a F994C	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	Truck Yard		01-Jan-17	£30.00	n/a e1*97/68SH2-IIA*2012/460760*01	Satisfactory Satisfactory		£0.00 £150.00	
n/a	CCC00012	Petrol brushoutter	SUN SUN	FS94C	Property & Maintenance	Property & Maintenance	Yard		01-Jan-17 01-Jan-17	£300.00 £300.00	e1*97/68SH2-IIA*2012/460760*02	Satisfactory		£150.00	
n/a	CCC00026 CCC00040	Bench grinder	Titan	TTB521GRB	Property & Maintenance	Property & Maintenance	Yard		01-Jan-17	£80.00	17W27 01031	Good		260.00	
n/a	CCC00040 CCC00003	Laser Distance Meter Border fork	Titan	n/a n/a	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	The Council House Yard		01-Feb-17 31-May-17	£20.00		Good		£15.00 £15.00	
n/a	CCC00008	18v strimmer	Einhell		Property & Maintenance	Property & Maintenance Property & Maintenance	The Council House		22 Jun 17	640.00	2016/07/UK-16-2067	Satisfactory		£20.00	
n/a	CCC00007	Petrol hedge trimmer Petrol vacuum shredder	Mountfield StiN	M54J2424	Property & Maintenance	Green Spaces	Redundant		03-Jul-17 03-Jul-17	£140.00 £245.00	4241,080,2110	Redundant	£140.00	50.00	Deyand repair
n/a	CCC00011	Petrol vacuum shredder 21° Petrol lawrenower	Stin Havter	SHB6C-E	Property & Maintenance	Property & Maintenance	Yard Redundant		03-Jul-17 01-Sep-17	£245.00	4241-080-2110	Poor Redundant	6150.00	£150.00	Second secols
n/a	CCC00038	PAT testing kit	Quick Test	n/a	Property & Maintenance	Property & Maintenance	The Council House		01-Sep-17	£150.00		Good		£100.00	
n/a	CCC00033	Tipper Truck	Ford	Transit diesel tipper	Property & Maintenance	Vehicles	Yard		30-Jan-18	£9,770.00		Good		£7,500.00	
n/a	CCC00039 CCC00032	Impact Driver 18v	Ozto (Einhell)	PXIDS-300U PXBHS-100U	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	The Council House		14-Feb-18 14-Feb-18	£55.00		Good		£35.00	
n/a	CCC00043	Hammer Drill Security driver set	Robert Dyas	n/a	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	The Council House		14-Feb-18 24-May-18	£10.00		Good		150.00	
n/a		Screwdriver set (12)	Screwfox	Forge Steel	Property & Maintenance	Property & Maintenance	The Council House		24-May-18	£10.00		Good		£0.00	
n/a	CCC00036	Long-reach telescopic cordless hedge trimmer	Einhell Mountfield	Power X-Change 18v	Property & Maintenance	Property & Maintenance	The Council House		01-Jun-18	£90.00		Good Particulars \$150.00		£50.00 £0.00	Traded in for new recovery
***	CCC00034 CCC00007 CCC00006	Petrol Hedge Trimmer  Petrol Hedge Trimmer  Petrol Hedge Trimmer	Mountfield Mountfield Mountfield	MHJ2424 (HTJ550) 61cm	Property & Maintenance	Green Spaces Green Spaces	Redundant Redundant Redundant		14 Jun 18 01 Jul 18	£500.00 £140.00		Redundant £150.00 Redundant £40.00 Redundant £40.00		£0.00	Traded in for new mouses Caught on fire
n/a	CCC00006	Petrol Herige Trimmer	Mountfield	MH12424 (HT.1550) 61cm	Property & Maintenance	Green Spaces	Bedundant.		04-10-18	£140.00		Redundant £40.00		£0.00	Caught on fire
n/a	CCC00037	Angle Grinder	Makita	GA9050	Property & Maintenance	Property & Maintenance	Yard		20-Jul-18	£85.00	2018 321056R	Good		£50.00	
2018/0106	CCC00068/69 CCC00073	Snow Plough (x2) Broadcast Spreader	Sealey Sealey	Push Along GEEmm SKU HSP 1 Walk Behind SKU SPB37W	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	Pardundant Yard		07-Aug 18 07-Aug-18	£176.00 £218.50	18W27 07031	Redundant Poor		£176.00 £218.50	Property Manager did not want them  Damaged by inexperienced staff
2018/0106	CCC00072	Broadcast Spreader Lockable grit bin	Sealey	Walk Behind SKU:SPB37W	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	Yard Yard		07-Aug-18	£218.50	18W27 07031	Poor		£218.50	Damaged by inexperienced staff Moved to yard to prevent any more damage to equipment
2018/0106		Lockable grit bin		Heavy Duty Lockable Gtrit Bin	Property & Maintenance	Property & Maintenance	Yard		07-Aug-18	£130.00	n/a	Good		£130.00	Moved to yard to prevent any more damage to equipment
n/a 2019/0022	CCC00002	Secateurs Pedestal fan	Screwfox Livivo	n/a 16" pedestal fans	Property & Maintenance Office Equipment	Property & Maintenance Council house	Truck The Council House	Amazon	01-Jan-19 23/04/2019	£17.00 £17.49	n/a	Satisfactory		£10.00 £12.24	2 purchased
2019/0022		Network switch	TP-Link	TL-SG108(UN)	IT Equipment	Property & Maintenance	The Council House	Amazon	23/04/2019	£16.75	218B986003806			£11.73	Need to double check which is which for these
2019/0022		Network switch Network switch	TP-Link TP-Link	TL-SG108(UN) TL-SG1024 24 port	IT Equipment	Reception Reception	The Council House	Amazon Amazon	23/04/2019	£16.75 £59.57	218B986003793 2189921001142			£11.73 £41.70	Need to double check which is which for these Core network switch
2019/0022		Monitor Monitor	Hannspree	TL-SG1024 24 port HSG1313+	IT Equipment IT Equipment	Staff - Gareth Bowen	The Council House The Council House		23/04/2019	£62.48	2189921001142 8517P3HT01137			£41.70 £43.74	Core network switch
2019/0022		Monitor arm													
			1home	Double twin arm desk mounted	IT Equipment	Staff - Gareth Bowen	The Council House	Amazon	23/04/2019	£21.66	NA .			£15.16	
2019/0022		Monitor	AOC	215LM00041	IT Equipment	Staff - Gareth Bowen Staff - Kim Martin	The Council House	Amazon	23/04/2019	£21.66 £49.98	NA GMFJBHA032068			£34.99	
2019/0022		Monitor Monitor arm Monitor	AOC	215LM00041 Double twin arm desk stand	IT Equipment IT Equipment	Staff - Gareth Bowen Staff - Kim Martin Staff - Kim Martin	The Council House The Council House The Council House	Amazon Amazon Amazon	23/04/2019 23/04/2019 23/04/2019	£21.66 £49.98 £19.58	NA GMFJBHA032068 NA			£34.99 £13.71	
2019/0022 2019/0023 2019/0030		Monitor Toaster	ADC 1home ADC Wahl	215LM00041 Double twin arm desk stand	IT Equipment IT Equipment	Staff - Gareth Bowen Staff - Kim Martin Staff - Kim Martin Staff - Kim Martin Kitchen Welfare	The Council House The Council House The Council House The Council House Reception	Amazon Amazon Amazon	23/04/2019 23/04/2019 23/04/2019 24/04/2019 01/05/2019	£21.66 £49.98 £19.58 £49.98 £12.16	NA GMFJBHA032068			£34.99 £13.71 £34.99 £8.51	
2019/0022 2019/0023 2019/0030 2019/0057	CCC00058	Monitor Toaster 15.6" laptop	AOC 1home AOC Wahl Lenovo	215LM00041 Double twin arm desk stand 215LM00041 XXS15 2 slice V110 80TD005JUK AMD A9-9410 8gb 128gb SSD	IT Equipment IT Equipment IT Equipment Office equipment IT equipment	Staff - Gareth Bowen Staff - Kim Martin Staff - Kim Martin Staff - Kim Martin Kitchen Welfare Staff - Kissten Easterbrook	The Council House The Council House The Council House The Council House Reception Mobile (with owner)	Amazon Amazon Amazon Amazon	23/04/2019 23/04/2019 23/04/2019 24/04/2019 01/05/2019 12-Jun-19	£21.66 £49.98 £19.58 £49.98 £12.16 £274.94	NA GMFJBHA032068 NA GMFJAHA031785	Excellent		£34.99 £13.71 £34.99 £8.51 £250.00	
2019/0022 2019/0023 2019/0030 2019/0057 2019/0057	CCC00058	Monitor Toaster 15.6" laptop	AOC 1home AOC Wehl Lenovo	215LM00041 Double twin arm desk stand 215LM00041 ZXS15 2 slice V110 80TD005JUK AMD A0-9410 8gb 128gb SSD V110-15AST	IT Equipment IT Equipment IT Equipment Office equipment IT equipment IT equipment	Staff - Gareth Bowen Staff - Kim Martin Staff - Kim Martin Staff - Kim Martin Kitchen Welfare Staff - Kissten Easterbrook	The Council House The Council House The Council House The Council House Reception Mobile (with owner) The Council House	Amazon Amazon Amazon Amazon Amazon Amazon Amazon	23/04/2019 23/04/2019 23/04/2019 24/04/2019 01/05/2019 12-Jun-19 12/06/2019 14/06/2019	£21.66 £49.98 £19.58 £49.98 £12.16 £274.94 £274.95	NA GMFJBHAD32068 NA GMFJAHA031785 R30R568A	Excellent		£34.99 £13.71 £34.99 £8.51 £250.00 £192.47	Austrace for Archive Pr. consules - supraged by latency Death is below in Receptor
2019/0022 2019/0023 2019/0030 2019/0057 2019/0057 2019/0057	CCC00058	Monitor Toaster 15.6° laptop Laptop Solid state hard drives	AOC 1home AOC Wahl Lenovo Lenovo	215LM00041 Double twin arm desk stand 215LM00041 2X515 2 since V110 80TD005JUK AMD AQ-9410 8gb 128gb SSD V110-15AST V series V V - 240/FR	IT Equipment IT Equipment IT Equipment Office equipment IT equipment IT equipment IT Equipment IT Equipment IT Equipment IT Equipment	Staff - Ganeth Bowen Staff - Kim Martin Staff - Kim Martin Staff - Kim Martin Staff - Kim Martin Klochen Weltare Staff - Kinsten Easterbrook Racception Racception Rack Office	The Council House The Council House The Council House The Council House Reception Mobile (with owner) The Council House	Amazon Amazon Amazon Amazon Amazon Amazon Amazon	23/04/2019 23/04/2019 23/04/2019 24/04/2019 01/05/2019 12-Jun-19 12/06/2019 14/06/2019	£21.66 £49.98 £19.58 £49.98 £12.16 £274.94 £274.95 £19.89	NA GMFJBHA032068 NA GMFJAHA031785 R30R568A Various - 7 bought	Excellent		£34.99 £13.71 £34.99 £8.51 £250.00 £192.47 £13.92	Purchased for disable PC (agrander - supermedied by liptops, Drives in storage in Reception
2019/0022 2019/0023 2019/0030 2019/0057 2019/0057 2019/0057 2019/0075	CCC00058	Monitor Toaster Tis.6" laptop Laptop Solid state hard drives Monitor Monitor arm	ADC Thome ADC Wahl Lenovo Lenovo Lenovo Integral ADC Duronic	215LM00041 Double their nam desk stand 215LM00041 215LM00041 ZXS15 2 alce V110 68TD0005LIK AMD A9-9410 8gb-128gb-SSD V110-15AST V2-646E V2 -240GB 215LM00041 DM051X3	IT Equipment IT Equipment IT Equipment Office equipment IT Equipment	Staff - Caneth Bowen Staff - Kim Martin Staff - Kim Martin Staff - Kim Martin Staff - Kim Martin Kohen Weltare Staff - Kinsten Easterbrook Reception Reception Back Office Finance Assistant desk	The Council House The Council House The Council House The Council House Reception Mobile (with owner) The Council House	Amazon Amazon Amazon Amazon Amazon Amazon Amazon Amazon	23/04/2019 23/04/2019 24/04/2019 24/04/2019 01/05/2019 12-Jun-19 12/06/2019 03/07/2019 03/07/2019	£21.66 £49.98 £19.58 £49.98 £12.16 £274.94 £274.95 £19.89 £48.74 £20.82	NA GMFJBHA032068 NA GMFJAHA031785 PSGR568A Various -7 bought GMHC2HA014292 NA	Excellent		£34.99 £13.71 £34.99 £8.51 £250.00 £192.47 £13.92 £34.12 £14.57	
2019/0022 2019/0023 2019/0030 2019/0057 2019/0057 2019/0057 2019/0075 2019/0075 2019/0078	CCC00058	Monitor Toaster 15.6* laptop Laptop Solid state hard drives Monitor arm Monitor arm	AOC Thome AOC Wahl Lenovo Lenovo Integral AOC Duronic VonHaus	215LM00041 Double Not nam desk stand 215LM00041 225LS 226e V110 80T0005LW K AMD A9-9410 8gb 128gb SSD V110 15ACT V seelee V2 - 240GB 215LM00041 DM051X0	IT Equipment IT Equipment IT Equipment Office equipment IT Equipment	Staff - Ganeth Bowen Staff - Kim Martin Staff - Kim Martin Staff - Kim Martin Staff - Kim Martin Klochen Weltare Staff - Kinsten Easterbrook Racception Racception Rack Office	The Council House The Council House The Council House The Council House Reception Mobile (with owner) The Council House	Amazon Amazon Amazon Amazon Amazon Amazon Amazon Amazon	23/04/2019 23/04/2019 24/04/2019 24/04/2019 01/05/2019 12-Jun-19 12/06/2019 03/07/2019 03/07/2019 03/07/2019	£21.66 £49.98 £19.58 £49.98 £12.16 £274.94 £274.95 £19.89 £48.74 £20.82 £20.82	NA GMFJBHA032068 NA GMFJAHA031785 R30R568A Various - 7 bought	Excellent		£34.99 £13.71 £34.99 £8.51 £250.00 £192.47 £13.92 £34.12 £14.57	Purchased for disable PC aggrades - superseded by lightips. Drives in storage in Reception  None working equipment
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2020/0023		Power supply Power supply	LaVolta LaVolta	45W-65W laptop charger (round connector) 45W-65W laptop charger (round connector)	IT Equipment IT Equipment	Staff - Gareth Bowen Staff - Kim Martin	The Council House The Council House		06/05/2020 06/05/2020	£18.99 £18.99				£13.29 £13.29	Equipment for ligitop use in the office  Equipment for ligitop use in the office
020/0023		Power supply Power supply	LaVolta	45W-65W laptop charger (round connector)	IT Equipment	Staff - Sam Tate	The Council House	Amazon	06/05/2020	£18.99				£13.29	Equipment for laptop use in the office Equipment for laptop use in the office
20/0023		Power supply Monitor arm	LaVolta	45W-65W larton charner (round connector)	IT Equipment	Staff - Stephen Hawkins Staff - Claire Adams	The Council House	Amazon	06/05/2020 18/05/2020	£18.99				£13.29	Equipment for laptop use in the office
0/0030		Monitor arm Monitor arm	VonHaus Duronic	Single monitor mount - desk clamp bracket DMG52 double monitor desk mount stand	IT Equipment IT Equipment	Staff - Claire Adams Back Office	The Council House The Council House	Amezon Amezon	18/05/2020 19/05/2020	£20.82 £37.49				£14.57 £26.24	
0034		Monitor arm	VonHaus	Ginals monitor mount, dark clares bracket	IT Equipment	Members Room	The Council House	Amazon	19/05/2020	£20.82				£14.57	
034 041		Monitor Security devices	Hannspree Kensington	HSG1313+ Microsaver laptop lock - 6ft	IT Equipment	Staff - Gareth Bowen Back Office	The Council House	Amazon	19/05/2020 27/05/2020	£74.98	0027P3HT00017			£52.49	8 purchased - spares in Admin office
041 041		Security devices Security devices	Kensington Kensington	Microsaver laptop lock - 6ft Microsaver laptop lock - 6ft	IT Equipment IT Equipment	Back Office Staff - Claire Adams	The Council House The Council House	Amazon	27/05/2020 27/05/2020	£16.90 £16.90				£11.83 £11.83	8 purchased - spares in Admin office 8 purchased - spares in Admin office
0041		Security devices	Kensington	Microsaver laptop lock - 6ft Microsaver laptop lock - 6ft	IT Equipment	Staff - Gareth Rowen	The Council House	Amazon	27/05/2020	£16.90				£11.83 £11.83	8 purchased - spares in Admin office
0041		Security devices	Kensington	Microsaver laptop lock - 6ft	IT Equipment	Staff - Michelle Carter Staff - Stephen Hawkins	The Council House	Amazon	27/05/2020	£16.90				£11.83	8 purchased - spares in Admin office
041	CCC00101	Security devices	Kensington	Microsaver laptop lock - 6ft	IT Equipment	Staff - Stephen Hawkins	The Council House		27/05/2020	£16.90	4228,011,2938,0332,8 20,704,163			£11.83	8 purchased - spares in Admin office
0064 0066	CCC00101	Petrol hedge trimmer Tools	Still Stanley	HS45 STHT070885 multihit screwiktver set	Property & Maintenance Property & Maintenance	Green Spaces Staff - Gareth Bowen	Yard The Council House	Amazon	30-Jun-20 02/07/2020	£197.49 £7.49	4228-011-2938 0332 8 20 704 163	Excellent Excellent		£197.49 £5.24	
0067		Network switch	TP-Link	TL-SG1024 24 port	IT Equipment	Reception	The Council House	Amazon	06/07/2020	£58.32	22020U9000508	Expensis		£40.82	Core network switch
	CCC00109	Antharterial Forming Marhine	Master Climate Solutions	s SF3 - 240V	Building & Maintenance Tools	Staff - Claire Adams	The Council House		10-Jul-20	£205.00		Excellent		£205.00	
	CCC00066	Steam Cleaner	Vax Steam	S85-CM SCSMV1SG	Office equipment	Staff - Claire Adams	The Council House		20-Jul-20	£58.32		Excellent		£58.32	
0/0079	CCC00065	Carpet Cleaner People counters	Vax YICOTA	Platinum PowerMax ECB1SPV1 Digital hand tally electronic counter	Office equipment Office Equipment	Staff - Claire Adams Council house	The Council House The Council House	Amazon	20-Jul-20 21/07/2020	£207.50 £6.66		Excellent		£207.50 £4.66	4 purchased - held in front office
	CCC00106	Makita Cordless Drill	Makita	BL1850B	Property & Maintenance	Property & Maintenance	Truck		27-Jul-20	£125.00	2020 1681851	Satisfactory		£87.50	
	CCC00105	Makita High Impact Screw gun	Makita	BL1850B	Property & Maintenance	Property & Maintenance	Truck		27-Jul-20	£125.00	2020. 3 2451275 Y	Good		£87.50	
	CCC00104 CCC00103	Makita Battery Makita Battery	Makita	BL1850B BL1850B	Property & Maintenance	Property & Maintenance	Truck		27-Jul-20 27-Jul-20	£79.99 £79.99	n/a	Excellent		£55.99 £55.99	
	CCC00103	Makita Charger	Makita Makita	DC18RC	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	Truck		27-Jul-20 27-Jul-20	£0.00	0729619	Excellent		£55.99 £0.00	
20/0082	CCC00107	Makita Storage box Portable PA	Makita QTX	MUKK02/20	Property & Maintenance Audio Equipment	Property & Maintenance Council house	Truck		27-Jul-20 19/08/2020	£0.00	209491Y GBBDLX2145DJ	Little		£0.00	
				QR12PA Portable PA speaker system	Audio Equipment		The Council House			£132.50				£92.75	Cover purchased at the same time - same PO
20/0105	CCC00110	Speaker stands Linear tile cutter	Gorilla Vitrex	Tripod PA speaker stands (pair) Manual Tile Cutter 330mm	Audio Equipment Property & Maintenance	Council House Property & Maintenance	The Council House	Amazon	19/08/2020 25-Aug-20	£24.96 £11.25		Excellent		£17.47 £11.25	For use with portable PA systems
	CCC00067	Label Maker		Letra Tag LT-100H	Office equipment	Property & Maintenance Reception	The Council House		02-Sep-20			Excellent		£14.99	
020/0142		Label Maker SD RAM card	Dymo Integral	Letra Tag LT-100H 128GB SD card	Office equipment IT Equipment	Reception	The Council House The Council House	Amazon	02-Sep-20 01/10/2020	£14.99 £13.96				£9.77	Now allocated for use with City Council camera
20/0158 120/0158		Laptop stand	FOGORY	Aluminium foldable decktop lagtop holder - cilver Aluminium foldable decktop lanton holder - silver	IT Equipment	Staff Rodney Duggus Bank Office	Redundant The Council House		14/10/2020	£19.16				£13.41 £13.41	Home working equipment—cold to RD May 2022—authorized by ST and KM
20/0158		Laptop stand	FUGURY LG	Aluminium foldable desktop laptop holder - silver	IT Equipment	Back Office	The Council House	Amazon	14/10/2020	£19.16				£13.41 £43.74	Home working equipment
20/0158		Laptop stand	FOGORY	Aluminium foldable desktop laptop holder - silver	IT Equipment	Reception	The Council House	Amezon	14/10/2020	£19.16				£13.41	Previously issued to Elaine Jones
20/0158		Leptop stand	FOGORY	Aluminium foldable desktop laptop holder - silver	IT Equipment	Staff - Claire Adams	The Council House	Amazon	14/10/2020	£19.16				£13.41	Home working equipment
20/0158		Laptop stand	FOGORY	Aluminium foldable desktop laptop holder - black	IT Equipment	Staff - Gareth Bowen Staff - Kim Martin	The Council House	Amazon Amazon	14/10/2020	£22.49				£15.74	Home working equipment
20/0158		Laptop stand Network extender	FOGORY TP-Link	Aluminium foldable desktop laptop holder - silver TL-WP44220 - 2 port powering range extender	IT Equipment IT Equipment	Reception	The Council House	Amazon	14/10/2020	£19.16 £26.65				£13.41 £18.66	Home working equipment
20/0168	CCC00087	Pressure washer	Clarke	3000A	Property & Maintenance	Property & Maintenance	Yard		26-Oct-20	£434.00 £79.16	2620 321056R	Good		£400.00	2 repairs so far. Poor quality product for its usage.
20/0181		Monitor	Hannspree	HS247HPV 23.6"	IT Founment	Staff - Gareth Bowen	The Council House	Amezon	11/11/2020	£79.16	9027A3JY00433			£55.41	Home working equipment In Property & Maintence Office kitchen
217 (Credit o	rd) CCC00076	Microwave Waterproof clipboard	Kenwood Paperdry	K20GS20 microwave with grill A4 Portrait Blue	Office equipment Property & Maintenance	Kitchen Welfare Property & Maintenance	The Council House The Council House	Currys	14/12/2020 06-Jan-21	£45.83 £19.99		Evenilant		£32.08 £19.99	In Property & Maintence Office kitchen
020/0232	CCC00076 CCC00075	Waterproof clipboard Waterproof clipboard		A4 Portrait Blue A4 Portrait Blue	Property & Maintenance	Property & Maintenance Property & Maintenance	Truck		06-Jan-21 06-Jan-21	£19.99 £19.99	21W27 06031	Excellent Excellent		£19.99 £19.99	
20/0236		Webcam	Paperdry Jelly Comb	HD USB computer webcam	IT Equipment	Back Office	The Council House	Amezon	11/01/2021	£32.40				£22.68	
020/0236 020/0236		Webcam Webcam	Jelly Comb Jelly Comb	HD USB computer webcam	IT Equipment IT Equipment	Reception Reception	The Council House The Council House	Amezon	11/01/2021	£32.40 £32.40				£22.68	
20/0236		Webcam Webcam	Jelly Comb	HD USB computer webcam HD USB computer webcam	IT Equipment IT Equipment	Reception Reception	The Council House The Council House	Amazon Amazon	11/01/2021	£32.40 £32.40				£22.68 £22.68	
120/0236		Webcam	Jely Comb	HD USB computer webcam HD USB computer webcam	IT Equipment IT Equipment	Staff - Kim Martin	The Council House The Council House	Amezon	11/01/2021	£32.40				£22.68 £22.68	
020/0236		Webcam	Jelly Comb Jelly Comb	HD USB computer webcam	IT Equipment	Staff - Sam Tate	The Council House	Amazon	11/01/2021	£32.40				£22.68	
020/0236		Webcam Webcam	Jelly Comb Microsoft	HD USB computer webcam LifeCam Studio webcam (Business)	IT Equipment IT Equipment	Staff - Stephen Hawkins Council House	The Council House The Council House	Amezon	11/01/2021	£32.40 £65.71				£22.68 £46.00	Allocated to Katle Coffey
020/0270 020/0270		Webcam Webcam	Microsoft Microsoft	LifeCam Studio webcam (Business) LifeCam Studio webcam (Business)	IT Equipment IT Equipment	Council House Council House	The Council House The Council House	Amazon	18/02/2021	£65.71 £65.71				£46.00 £46.00	Allocated to Katle Coffey Purchased for hybrid meeting setup
redit card		Monitor arm	VonHaus	Dual-arm two monitor mount (desk clamp)	IT Equipment	Staff - Stephen Hawkins	The Council House	VonHaus	24/02/2021	£19.16				£13.41	Turning and
	CCC00077	EGO 56V 5Ah Li-ion battery	EGO	56v 5.0Ah Li-ion	Property & Maintenance	Green Spaces	Truck		02-Mar-21	00.03	EBA09204103024X	Excellent		£0.00	Replacement for CCC00098 under warranty
021/0021	CCC00081	Cement Mixer 110V	Belle	110V 150 DGA452Z 18V Li-ion LXT 41/2*	Property & Maintenance	Property & Maintenance	Yard		08-Mar-21	£332.50	0821 321056R	Excellent		£332.50	
21/0021	CCC00089	Angle Grinder 18V Multi-Tool 18v	Makita	DGA452Z 18V LI-Ion LXT 41/2" DTM50Z	Property & Maintenance Property & Maintenance	Property & Maintenance Property & Maintenance	Truck		12-May-21	£99.99	21W27 12031 2451605 Y	Excellent		£99.99	
021/0021	CCC00088	Mountfield Mower	Makita Mountfield	SN 06/3021 21FA2WBH016E07	Property & Maintenance	Green Spaces	Yard Redundant		12-May-21 08-Jun-21	£99.99 £850.00	24510051	Excellent Redundant	20.0393	£99.99 £0.00	Crark shaft srapped
021/0020	CCC00111	Mountfield Mower	Mountfield	SN 06/2021 21FA2WBH016594	Property & Maintenance	Green Spaces	Redundant		09 Jun 21	6850.00		Redundant	00-0393	50.00	Faling apart
021/0048	CCC00110	Three Tread steel folding steps	Macalister	3-step FS70 C/RC	Property & Maintenance	Staff - David Jenkins	The Council House		17-Jun-21	£19.99		Excellent		£19.99	
021/0040	CCC00090 CCC00131	Strimmer Brush Cutter petrol Non slip ladder pad	StiN Ladder MBrix	FS70 C/RC Interior	Property & Maintenance Property & Maintenance	Allotments Property & Maintenance	Yard The Council House		17-Jul-21 14-Sep-21	£283.33 £69.95	SHA2/P*0068*00	Satisfactory Excellent		£283.33 £69.95	
021/0162	CCCCCISI	WiFi router	TP-Link	Archer C6 AC1300 router	IT Equipment	Council house	The Council House	Amazon	22/11/2021	£32.82	22140F5004303			F22 97	Portable guest WiFi router
021/0169		Laptop	Lenovo	V15G1 IML	IT Equipment IT equipment	Staff - Stephen Holman	The Council House Mobile (with owner)		26-Nov-21	£370.83 £370.83	PF34556R PP34596R	Excellent		£370.83	
021/0169 021/0179		Laptop LAN adapter - USB	Lenovo Atolia	V15G1 IML LISB 3.0 bub and LAN connector	IT Equipment	Staff - Stephen Holman Staff - Stephen Holman	Mobile (with owner)	Amazon	26/11/2021 03/12/2021	£370.83 £17.99	PP345S6R			£259.58 £12.59	For use connecting laptop to office network
021/0179		Power supply	Atolia LaVolta	USB 3.0 buh and LAN connector 45W-65W laptop charger (round connector)	IT Equipment IT Equipment	Staff - Stephen Holman Staff - Stephen Holman	Mobile (with owner)	Amazon	03/13/2021	£17.99 £18.79				£12.59	For use connecting saptop to omice network  Home working any inment
021/0102		Natural powerline adapter	LaVolta TP Link	Powerine AV1000 gigshit (TWIN PACK)	IT Equipment	Back Office	The Council House	Amazon	04/01/2022 09/02/2022	£22.33	22000000000000	Redundant	£22.33	£16.23	Taken out of active use July 2022
021/0218		Mouse	Anker	A7852M ergonomic mouse	IT Equipment	Back Office	The Council House	Amazon	09/02/2022	£19.99	AEAPC91215203349			£13.99	
021/0242 021/0252		Laptop WiFi router	Lenovo TP-Link	V15G1 IML Archer C50 AC1200 router	IT Equipment	Councillor - Katle Coffey Council house	Mobile (with owner) The Council House	Amazon	08/03/2022	£348.33 £32.84	PF345V87			£243.83	Assembly Room public router
12 170252	CCC00113	Masport Petrol Lawrmower	Masport	S21 Wideout	IT Equipment Property & Maintenance	Property & Maintenance	The Council House Yard	Anazon	01-Jun-22	£1 049 99	8716132	Good		£22.99 £1.049.99	Assembly Room posic room
022/0119		Network switch	TP-Link	TL-SG1005P(UN) v2.0	IT Equipment Phone & Radio	Facilities Office	The Council House		11/07/2022 13/07/2022	£34.99 £14.99	22240M2001570			£24.49	POE switch for connection of Facilities laptop and to WiFi point in Courtroom
022/0122		Phone	BT	Décor corded	Phone & Radio	Back Office	The Council House	Amazon	13/07/2022	£14.99				£10.49	
022/0122		Phone Phone	BT BT	Décor corded Décor corded	Phone & Radio Phone & Radio	Back Office Facilities Office	The Council House The Council House	Amazon	13/07/2022	£14.99 £14.99	2116098202			£10.49	
022/0122		Phone	BT	Décor corded	Phone & Radio	Facilities Office	The Council House		13/07/2022	£14.99	2116099391			£10.49	
022/0126		WiFi access point	TP-Link	EAP155(EU) v4.0	IT For inment	Old Courtroom	The Council House	Amazon	14/07/2022	£35.80	22233K3000177			£25.06	Public access (guest) WiFi access point - original ordered on 2022/0119 - returned as faulty
022/0131		Pedestal fan	Igenix TP-Link	16" pedestal fans EAP155(EU) v4.0	Office Equipment IT Equipment	Council house Assembly Room	The Council House The Council House	Amazon Amazon	19/07/2022	£20.82	22233K3002605			£14.57	4 purchased Public access (quest) WiFi access point
022/0153		WiFi access point	JVC JVC	EAP155(EU) v4.0 Fire 65" Smart TV	IT Equipment IT Equipment	Assembly Room Back Office	The Council House The Council House	Amazon	19/08/2022 19/08/2022	£39.25	22233K30U26U5			£27.48 £0.00	Public access (guest) WiFi access point
022/0152		Microphone stand	Amazon	Round base adjustable microphone stand	Audio Equipment	Council Chamber	The Council House		19/08/2022	£20.92				£14.64	
022/0152		Speakers (soundbar)	Panasonic	Round base adjustable microphone stand SC-HTB100EBK	Audio Equipment	Council Chamber	The Council House	Amazon	19/08/2022	£49.99	210703503			£34.99	
022/0152		Laptop Projector/AV stand	Lenovo Yaheetech	Thinkpad T480s Mobile TV standbrolley	IT Equipment	Council Chamber Council Chamber	The Council House	Amezon	19/08/2022 19/08/2022	£224.99 £53.82	PC-0XEAAZ 18/08			£157.49 £37.67	
122/0152 122/0152		Projector/AV stand Webcam	Yaheetech Spedal	Mobile TV stand/trolley 4K Denoising Webcam (FF391)	IT Equipment IT Equipment	Council Chamber	The Council House The Council House		19/08/2022 19/08/2022	£53.82 £82.49	B0328			£37.67 £57.74	
22/0191		Laptop	Lenovo	V15G1 IML	IT Founment	Council Chamber Staff - Kim Martin	Mobile (with owner)	Amazon	19/10/2022	£332.50	PF3JSE78			£232.75	
022/0236		Leptop	Lenovo	C15G2 ALC	IT Equipment Property & Maintenance	Staff - Sam Tate	Mobile (with owner)	Amezon	11/01/2023	£345.66	PF3932JW			£241.96	
22/0265		BCS Rotavator head - 18* BCS 710 tractor unit with Honda engine	BCS	710 710	Property & Maintenance	Allotments	Yard Yard		13-Feb-23	£645.00	A001093763	Excellent		£645.00	
23/0006		BCS 710 tractor unit with Honda engine Small electric kettle	BCS/Honda HotTopStar	304 stainless steel kettle	Property & Maintenance Property & Maintenance	Allotments Kitchen Welfare	Yard		15-Feb-23 13-Apr-23	£2,265.00 £29.99	n/a n/a	Excellent Excellent		£2,265.00 £29.99	
23/0006 23/0016	CCC00158	Laptop	Asus	304 stainless steel kettle VivoBook Go TP1400KA-EC104XA-3Y	Property & Maintenance IT Equipment	Councillor - Ann Butler Councillor - Anne Scicluna	Mobile (with owner)		13-Apr-23 21/04/2023	£29.99 £350.00 £350.00	n/a N3N0CV04T361097			£245.00	Purchased through Device Doctors as part of Councillor laptop project
23/0016	CCC00154	Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment	Councillor - Anne Scicluna	Mobile (with owner)	Decive Doctors	21/04/2023	£350.00	N3N0CV04T35109A			£245.00	Purchased through Device Doctors as part of Councillor laptop project
023/0016	CCC00142 CCC00153	Laptop	Asus Asus	VivoBook Go TP1400KA-EC104XA-3Y VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment IT Equipment	Councillor - Clare Apel Councillor - Crain Gershater	Mobile (with owner) Mobile (with owner)	Decive Doctors	21/04/2023		N3N0CV04T369099 N3N0CV04T434090			£245.00 £245.00	Purchased through Device Doctors as part of Councillor laptop project  Purchased through Device Doctors as part of Councillor lapton project
23/0016	CCC00150	Laptop Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment	Councillor - Craig Gershater Councillor - Gareth Hitchman	Mobile (with owner)	Decive Doctors	21/04/2023 21/04/2023	£350.00 £350.00	N3N0CV04T35109A			£245.00	Purchased through Device Doctors as part of Councillor laptop project Purchased through Device Doctors as part of Councillor laptop project
023/0016	CCC00151	Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment	Councillor - James Wylan	Mobile (with owner)	Decive Doctors	21/04/2023	£350.00	N3NOCV04T423098			£245.00	Purchased through Device Doctors as part of Councillor lanton project
23/0016	CCC00147 CCC00152	Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment	Councillor - Joanne Kondabeka Councillor - Judith Gershater	Mobile (with owner)		21/04/2023 21/04/2023	£350.00 £350.00	N3N0CV04T354099			£245.00	Purchased through Device Doctors as part of Councillor laptop project Purchased through Device Doctors as part of Councillor laptop project
23/0016 23/0016	CCC00152 CCC00156	Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment IT Equipment	Councillor - Judith Gershater Councillor - Kenneth Squire	Mobile (with owner) Mobile (with owner)	Decive Doctors	21/04/2023	£350.00	N3N0CV04T409095 N3N0CV04T35209B			£245.00 £245.00	Purchased through Device Doctors as part of Councillor laptop project  Purchased through Device Doctors as part of Councillor laptop project
23/0016	CCC00198	Leptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment	Councillor - Louise Pramas	Mobile (with owner)	Decive Doctors	24/04/2022	£350.00	N3N0CV04T40509D			£245.00	Purchased through Device Doctors as part of Councillor laptop project
3/0016	CCC00157	Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment	Councillor - Rhodri Moore	Mobile (with owner)	Decive Doctors	21/04/2023 21/04/2023	£350.00	N3N0CV04T408093			£245.00	Purchased through Device Doctors as part of Councillor laptop project
23/0016 23/0016	CCC00144 CCC00155	Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment IT Equipment	Councilor - Rhys Chant Councilor - Robert Mail	Mobile (with owner) Mobile (with owner)	Decive Doctors	21/04/2023	£350.00	N3N0CV04T348099 N3N0CV04T345094			£245.00 £245.00	Purchased through Device Doctors as part of Councillor laptop project  Purchased through Device Doctors as part of Councillor laptop project
-001B	CCC00155	Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment IT Equipment	Councilor - Robert Miall Councilor - Sarah Quall	Mobile (with owner) Mobile (with owner)	Decive Doctors  Decive Doctors	21/04/2023	£350.00 £350.00	N3N0CV04T345094 N3N0CV04T40209A			£245.00 £245.00	Purchased through Device Doctors as part of Councillor laptop project  Purchased through Device Doctors as part of Councillor laptop project
	CCC00149	Laptop	Asus	Www.Book Go TP1400KA-FC104XA-3V	IT Equipment	Councillor - Sean McHale	Mobile (with owner)	Decive Doctors	21/04/2023	£350.00	N3N0CV04T406097			£245.00	Purchased through Device Doctors as part of Councillor laptop project
3/0016	CCC00145	Laptop Laptop	Asus	VivoBook Go TP1400KA-EC104XA-3Y VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment IT Equipment	Councillor - Shiva Knight	Mobile (with owner) Mobile (with owner)	Decive Doctors	21/04/2023	£350.00	N3N0CV04T41409A N3N0CV04T436096			£245.00 £245.00	Purchased through Device Doctors as part of Councillor laptop project Purchased through Device Doctors as part of Councillor laptop project
3/0016	CCC00146 CCC00141	Laptop	Asus Asus	VivoBook Go TP1400KA-EC104XA-3Y VivoBook Go TP1400KA-EC104XA-3Y	IT Equipment IT Equipment	Councillor - Stuart Loxton Staff - Maureen Corfield	Mobile (with owner) Mobile (with owner)	Decive Doctors	21/04/2023 21/04/2023	£350.00 £350.00	N3N0CV04T436096 N3N0CV04T421093			£245.00 £245.00	Purchased through Device Doctors as part of Councillor laptop project  Purchased through Device Doctors as part of Councillor laptop project
3/0016 3/0016		EGO Power+ multi-port charger	Asus EGO	VivoBook Go TP1400KA-EC104XA-3Y Power+ multi-port charger CHU6000	IT Equipment Property & Maintenance	Staff - Maureen Corfield Green Spaces	Mobile (with owner) Yard	Decive Doctors	21/04/2023 21-Apr-23	£350.00 £582.50	NSNUCVU41421093	Excellent		£245.00 £582.50	Purchased involgin Device Doctors as part of Councilor laptop project
3/0016 3/0016 3/0016			EGO	Power+ charger - CHV1600E	Property & Maintenance Property & Maintenance	Green Spaces	Yard		21-Apr-23 21-Apr-23	£582.50 £215.83				£582.50 £215.83	
23/0016 23/0016 23/0016 23/0016 23/0014 23/0014	CCC00176 CCC00175	EGO Power+ charger EGO Power+ Backpack Blower	EGO		Property & Maintenance	Green Spaces	Yard		21-Anr.23	£315.83		Excellent Excellent		£0.00	
23/0016 23/0016 23/0016 23/0014 23/0014	CCC00175 CCC00130		EGO .	Power+ charger CHV1600E ZT4201E	Property & Maintenance Property & Maintenance	Green Spaces	Yard		21-Apr-23 21-Apr-23	£215.83	ECH10214579870X	Excellent		£215.83	
23/0016 23/0016 23/0016 23/0014 23/0014	CCC00175 CCC00130 CCC00129	EGO Power+ charger	EGO EGO	ZT4201E Power+ Rapid Charger CH5500E	Property & Maintenance	Green Spaces	Yard Yard		21-Apr-23	£3,884.17	FOUNDADADADADA	Excellent		£3,884.17	
3/0016 3/0016 3/0016 3/0014 3/0014 3/0014 3/0014 3/0014	CCC00175 CCC00130 CCC00129 CCC00128	EGO Power+ charger EGO Zero turn ride on mower ZT4201E		Power+ charger CH2100F	Property & Maintenance Property & Maintenance	Green Spaces Green Spaces	Yard Yard		21-Apr-23 21-Apr-23	£0.00	ECH02191003905X	Excellent		£0.00	
3/0016 3/0016 3/0016 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014	CCC00175 CCC00130 CCC00129 CCC00128 CCC00127	EGO Power+ charger EGO Zero turn ride on mower ZT4201E EGO Power+ Rapid Charger EGO Power+ charger	FGO				Yard		21-Apr-23 21-Apr-23	£357.50		Excellent		£357.50	
3/0016 3/0016 3/0016 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014	CCC00175 CCC00130 CCC00129 CCC00128 CCC00127	EGO Power+ Rapid Charger	EGO EGO	Power+ 56V 10Ah battery	Property & Maintenance	Green Spaces			21-Apr-23			Excellent			
20016 20016 20016 20014 20014 20014 20014 20014 20014 20014 20014 20014 20014	CCC00175 CCC00130 CCC00129 CCC00128 CCC00127 CCC00126 CCC00125 CCC00124	EGO Power+ Rapid Charger EGO Power+ charger EGO 10Ah battery EGO 10Ah battery	EGO EGO	Power+ 56V 10Ah battery	Property & Maintenance Property & Maintenance	Green Spaces	Yard		21-Apr-23	£357.50		Excellent		£357.50	
3/0016 3/0016 3/0016 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014	CCC00175 CCC00130 CCC00129 CCC00128 CCC00127 CCC00126 CCC00125 CCC00124 CCC00124	EGO Power+ Rapid Charger EGO Power+ charger EGO 10Ah battery EGO 10Ah battery EGO 10Ah battery	EGO EGO EGO	Power+ 56V 10Ah battery Power+ 56V 10Ah battery	Property & Maintenance	Green Spaces Green Spaces	Yard Yard		21-Apr-23	6267.60		Excellent		£357.50	
3/0016 3/0016 3/0016 8/0014 8/0014 8/0014 8/0014 8/0014 8/0014 8/0014 8/0014 8/0014 8/0014 8/0014	CCC00175 CCC00130 CCC00129 CCC00128 CCC00127 CCC00126 CCC00125 CCC00124 CCC00124	EGO Power+ Rajid Charger EGO Power+ charger EGO 10Ah battery EGO 10Ah battery EGO 10Ah battery EGO 10Ah battery	EGO EGO EGO EGO	Power+ 56V 10Ah battery Power+ 56V 10Ah battery Power+ 56V 10Ah battery	Property & Maintenance Property & Maintenance	Green Spaces Green Spaces Green Spaces	Yard Yard		21-Apr-23 21-Apr-23	6267.60		Excellent Excellent		£357.50 £357.50	
13/0016 13/0016 13/0016 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014	CCC00175 CCC00130 CCC00129 CCC00128 CCC00127 CCC00128 CCC00125 CCC00125 CCC00124 CCC00122 CCC00122 CCC00122 CCC00121 CCC00121	EGO Power-Rapid Charger EGO Power-Charger EGO 10Ah battery	EGO EGO EGO EGO EGO EGO	Power+ 56V 10Ah battery	Property & Maintenance Property & Maintenance Property & Maintenance Property & Maintenance	Green Spaces Green Spaces Green Spaces Green Spaces Green Spaces Green Spaces			21-Apr-23 21-Apr-23 21-Apr-23 21-Apr-23	£357.50 £357.50 £357.50 £357.50		Excellent Excellent Excellent Excellent		£357.50 £357.50 £357.50 £357.50	
3/0016 3/0016 3/0016 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014 3/0014	CCC00175 CCC00130 CCC00128 CCC00128 CCC00127 CCC00126 CCC00125 CCC00125 CCC00124 CCC00123 CCC00122 CCC00121 CCC00121 CCC00120 CCC00120 CCC00120 CCC00119	EGO Power-Rapid Charger EGO Tower-charger EGO 104h battery	EGO EGO EGO EGO EGO EGO EGO	Power+ 56V-10Ah battery Power+ 56V-10Ah battery Power+ 56V-10Ah battery Power+ 56V-10Ah battery Power+ 56V-10Ah battery Power+ 56V-10Ah battery BAS600T	Property & Maintenance	Green Spaces	Yard Yard Yard		21-Apr-23 21-Apr-23 21-Apr-23 21-Apr-23 21-Apr-23	£357.50 £357.50 £357.50 £357.50 £357.50	EBA11223728114X	Excellent Excellent Excellent Excellent Excellent Excellent		£357.50 £357.50 £357.50 £357.50 £357.50	
23/0016 23/0016 23/0016 23/0014	CCC00175 CCC00130 CCC00129 CCC00128 CCC00127 CCC00128 CCC00125 CCC00125 CCC00124 CCC00122 CCC00122 CCC00122 CCC00121 CCC00121	EGO Power-Rapid Charger EGO Power-Charger EGO 10Ah battery	EGO EGO EGO EGO EGO EGO	Power+ 56V 10Ah battery	Property & Maintenance Property & Maintenance Property & Maintenance Property & Maintenance	Green Spaces Green Spaces Green Spaces Green Spaces Green Spaces Green Spaces	Yard Yard Yard		21-Apr-23 21-Apr-23 21-Apr-23 21-Apr-23	£357.50 £357.50 £357.50 £357.50	EBA11223728114X EBA11223728723X EBA11223728997X	Excellent Excellent Excellent Excellent		£357.50 £357.50 £357.50 £357.50	

	CCC00115	EGO 10Ah battery	EGO	Power+ 56V 10AH battery - BA5600T	Property & Maintenance	Green Spaces	Yard		21-Apr-23	£357.50	EBA11223728693X	Excellent	£357.50	
2023/0014	CCC00114	EGO 10Ah battery	EGO	Power+ 56V 10Ah battery BA5600T	Property & Maintenance	Green Spaces	Yard		21-Apr-23	£357.50	EBA11223728105X	Excellent	£357.50	
2023/0035	CCC00177	Laptop	Lenovo	V15G2 ALC	IT Equipment	Staff - Claire Adams	Mobile (with owner)	Amazon	15/05/2023	£348.33	PF3QC61Z		£243.83	
2023/0035	C000173	Monitor	AOC	E2270SWDN	IT Equipment	Members Room	The Council House	Amazon	15/05/2023	£49.99	QLCMAHA006422		£34.99	
2023/0035		Monitor	AOC	E2270SWDN	IT Equipment	Members Room	The Council House	Amazon	15/05/2023	£49.99	QLCMAHA006421		£34.99	
2023/0035	CCC00172	Monitor	AOC	E2270SWDN	IT Equipment	Staff - Sam Tate	The Council House	Amazon	15/05/2023	£49.99	QLCMAHA006416		£34.99	
2023/0035		Monitor arm	VonHaus	Dual-arm two monitor mount (desk clamp)	IT Equipment	Staff - Sam Tate	The Council House		15/05/2023	£24.99			£17.49	
Unknown		Printer	Canon	IPF750	IT Equipment	Staff - Stephen Hawkins	The Council House	Unknown	Unknown		AALW8554		£0.00	Wide format printer (plotter) in Property & Maintence Office
2020/0006		Carry case - laptop	Targus	Classic clamshell laptop case	IT Equipment	Back Office	Mobile (with owner)	Amazon		£9.98			£6.99	
		Tough smartphone			Property & Maintenance	Back Office	Mobile (with owner)			£0.00		Good	£0.00	
2020/0006		Carry case - laptop	Targus	Classic clamshell laptop case	IT Equipment	Reception	Mobile (with owner)			£9.98			£6.99	Previously issued to Elaine Jones
2019/0288		Carry case - laptop	Amazon	Basics laptop case	IT Equipment	Staff - Anna Whitty	Mobile (with owner)	Amazon		£13.32			£9.32	
2020/0006		Carry case - laptop	Targus	Classic clamshell laptop case	IT Equipment	Staff - Claire Adams	Mobile (with owner)	Amazon		£9.98			£6.99	
		Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	IT Equipment	Staff - Claire Adams	Mobile (with owner)			£16.66			£11.66	Home working equipment
2020/0005		Carry case - laptop	Tarous	Classic clamshell lanton case	IT Equipment	Staff - Gareth Bowen	Mobile (with owner)			£10.89			F7 62	
2020/0005		Carry case - laptop	Tarous	Classic clamshell lanton case	IT Equipment	Staff - Kim Martin	Mobile (with owner)			F9.98			£6.99	
				Classic clamshell laptop case		Staff Rodney Duggus				£15.20				Home working equipment - cold to RD - May 2022 - authorized by ST and KM
2020/0020		Carry case - laptop Carry case - lanton	Targus Targus	Classic clamshell laptop case Classic clamshell laptop case	IT Equipment	Staff - Sam Tate	Mobile (with owner) Mobile (with owner)	Amazon		£12.49			£10.70	Home working equipment - code to HEL - May 2022 - Summissed by ST 202 KM
					IT Equipment								£8.74	
2020/0006		Carry case - laptop	Targus	Classic clamshell laptop case	IT Equipment	Staff - Stephen Hawkins	Mobile (with owner)	Amazon		£9.98			£6.99	
2020/0003		Audio cable	MisionSound	Microphone coble XLR to 1/4" jack 6m	Audio Equipment	Council house	Redundant	Amazon		£8.33		£9-32	£0.00	RETURNED
		Wheel clamp		nia .	Property & Maintenance	Vehicles	Redundant			60.00		Sold	20.00	Sold with Water Bouser
2019/0017		Kettle	Tower	Infinity Rapid Boil	Office Equipment	Kitchen Welfare	Reception	Amazon		£17.49			£12.24	
		Memorial Bench			Street Furniture	Benches	St Martins Garden			£300.00			£210.00	
		Stainless Steel Bike Racks			Street Furniture	Bike Racks	Street Asset			£30,000.00			£21,000.00	
2021/0187		Audio equipment	Denon	DN-312X 12 channel mixer	Audio Equipment	Assembly Room	The Council House	Amazon		£123.33	(21)BT2107193922451		£86.33	
Credit card		Audio equipment	Denon	DN-300BR Bluetooth Receiver	Audio Equipment	Assembly Room	The Council House	Thomann		£120.50	(21)A42111231706993		£84.35	
2022/0211		CD Player (rack mount)	Denon	DN-500CB	Audio Equipment	Assembly Room	The Council House	Amazon		£229.17	(21)B42207193127144		£160.42	
		Microphone	Yeti	Blue	Audio Equipment	Back Office	The Council House	Currys					£0.00	
2020/0006		Docking station	Waylink	Universal docking station	IT Equipment	Back Office	The Council House	Amazon		£67.99			£47.59	Equipment for lactop use in the office
2020/0006		Docking station	Waylink	Universal docking station	IT Equipment	Back Office	The Council House	Amazon		£67.99			£47.59	Equipment for laptop use in the office
2020/0006		Docking station	Waylink	Universal docking station Universal docking station	T Codeman	Back Office	The Council House	Amazon		£67.99 £67.99			£47.59	Equipment for lactor use in the office
		Headset			IT Equipment	Back Office	The Council House The Council House	Anne		£23.32				Equipment for laptop use in the omice 6 sets ordered - Kim, Gareth, Michelle, Claire, Katle and Mary
2022/0004			Logitech	H390 wired USB headset	IT Equipment		The Council House	Armadon					£16.32	
2020/0291		Keyboard and mouse	Microsoft	Wireless desktop 850	IT Equipment	Back Office	The Council House	Amazon		£22.43			£15.70	Replacement for dead unit
2020/0006		Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	IT Equipment	Back Office	The Council House	Amazon		£15.79			£11.05	
2020/0030		Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	IT Equipment	Back Office	The Council House	Amazon		£23.36			£16.35	
2020/0158		Keyboard and mouse	Microsoft	Wireless desktop 850	IT Equipment	Back Office	The Council House	Amazon		£22.08			£15.46	Home working equipment
2020/0158		Keyboard and mouse	Logitoch	MK270 wireless keyboard and mouse combo	IT Equipment	Back Office	The Council House	Amazon		£20.48			£14.34	RETURNED Incorrect model ordered
		Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	IT Equipment	Back Office	The Council House	Amazon		£16.66			£11.66	Home working equipment
2021/0057		Microphone	Blue	Yeti blue professional USB microphone	Audio Equipment	Council Chamber	The Council House			£99.17	2052BAB0L9T8		£69.42	1 11
		Custoard		A George III mahogany hanging corner cupboard	Antique Furniture	Council house	The Council House			£500.00		Good	£500.00	the astragal door enclosing shelves, 3ft fin high by 2ft 3in wide
2020/0096		Audio cable	X Series	Microphone cable - XLR to 1/4" lack - 8m	Audio Equipment	Council house	The Council House	Amazon		£4.99			£3.49	For use with portable PA systems
2020/0105		Audio cable	Kenable	20m 2 x RCA phone to phone lead	Audio Equipment	Council house	The Council House	Amazon		£11.63			FR 14	For use with portable PA systems
2020/0105		Audio cable	X Series	Zum 2 x HCA priono to priono tead Microphone cable - XLR to 1/4" lack - 8m	Audio Equipment Audio Equipment	Council house	The Council House			£4.99			£8.14 £3.49	For use with portable PA systems
2020/0105		Audio cable	delevCON	Microphone cable - XLH to 1/4" jack - 8m 3 Smmlank to lank 5m nable	Audo Equipment	Council House	The Council House			£6.54			£3.49 £4.58	Por use with portable PA systems
														13 purchased for Covid19 safe events
2020/0175		Banner screens	InstantPrint	Transparent pullup banners - 1000mm	Office equipment	Council house	The Council House			£32.24			£22.57	13 purchased for Covid19 sate events
2019/0226		Banners	Unknown	Roller banners - printed for wedding adverts	Office equipment	Council House	The Council House			£25.00			£17.50	2 purchased - held in front office
2019/0249		Furniture	SoBuy	Kitchen Storage Trolley	Office Equipment	Council House	The Council House			£83.29			£58.30	Council Chamber
Credit card		Camera	Nikon	VBA550K001 - D3500 VR - Digital SLR camera	Photography	Council House	The Council House			£407.50	1698KSB05G		£285.25	Accessory pack included with camera. Additional camera case purchased at the same time. PO2021/0019
2021/0179		Camera	Wansview	K5 1080P wireless camera for monitoring statue	Photography	Council House	The Council House	Amazon		£24.99	WVC85JJQKWGTPSTU		£17.49	Property & Maintenance
	CCC00074	Ladder stand-off	MacAlister	AC5A	Property & Maintenance	Property & Maintenance	The Council House			£24.99		Excellent	£24.99	
	CCC00005	18v strimmer	Einhell		Property & Maintenance	Property & Maintenance	The Council House			£40.00	2016/12/UK/-16-216	Satisfactory	£30.00	
Credit cord	0000000	Microphone	Blue	Veti blue professional USB microphone	Audio Equipment	Reception	The Council House	Cimis		£99.17	2052RAA10HT9	CHESTICALY	£69.42	
2019/0267		Carry case - projector	Yease	Padded universal projector case	IT Equipment	Reception	The Council House			£22.95	200220410119		£16.07	7FRO rated for VAT
2019/0267		Keyboard and mouse	Logitech	MKC270 witeless keyboard and mouse combo	IT Equipment	Reception	The Council House			£16.66			£16.07 £11.66	Previously issued to Elaine Jones
Credit card	CC88171	Card novment machine	Square Pay	MK2/U wireless keyboard and mouse combo Terminal		Reception				£16.66	314CS145B3001131			
	CC00171				Office Equipment		The Council House				314CS145B3001131		£104.30	Replacement for damaged unit
Credit card		Camera equipment	Hama	Star 63 Camera tripod - 3 way head - 166cm	Photography	Reception	The Council House			£17.99			£12.59	
Credit card		Camera equipment	Hama	Star 63 Camera tripod - 3 way head - 166cm	Photography	Reception	The Council House			£17.99			£12.59	
2023/0006	CCC00132	Camrea equipment - flash	Neewer	TTL on-camera flash	Photography	Reception	The Council House	Amazon		£78.32			£54.82	
2022/0259		Audio equipment	Sharp	Mini HFi - XL-B515D	Audio Equipment	Staff - Claire Adams	The Council House			£70.82	XL-B515DBKV07286479104		£49.57	For use in Council Chamber for wedding bookings audio
2020/0276		Bluetooth headset	Yamay	Bluetooth headset and charging station	Audio Equipment	Staff - Claire Adams	The Council House	Amazon		£27.99			£19.59	
2020/0006		Docking station	Waylink	Universal docking station	IT Equipment	Staff - Claire Adams	The Council House	Amazon		£67.99	DJ03HL0600168 (from 16/11/21)		£47.59	16/11/21 - original faulty - replaced - PO for replacement - 2021/0064
2020/0005		Docking station	Amazon	Basics USB 3.0 docking station	IT Equipment	Staff - Gareth Rowen	The Council House	Amazon		665.74			£46.02	Equipment for lactop use in the office
2019/0091		Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	IT Equipment	Staff - Gareth Rowen	The Council House	Amazon		£14 17	2008SY02MBC8		£9.92	
2020/0006		Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	IT Equipment	Staff - Gareth Bowen	The Council House	Amazon		£15.79	20000102112000		£11.05	
2020/0006		Keyboard and mouse Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo MK295 wireless keyboard and mouse combo	IT Equipment IT Equipment	Staff - Gareth Bowen	The Council House The Council House	Amazon		£15.79 £24.99	20258Y04VC48		£11.05 £17.49	Home working equipment
		Chair	Office Hopo			Staff - Gareth Bowen	rne Council House	America		£24.99 £75.00	20200104VC48			Home working equipment  Home working equipment
2020/0158				High back office chair	Office Equipment		The Council House						£52.50	
2020/0158		Desk	sogesfurriture	Folding office table	Office Equipment	Staff - Gareth Bowen	The Council House	Amazon		£58.20			£40.74	Home working equipment
2020/0006		Docking station	Wavlink	Universal docking station	IT Equipment		The Council House	Amazon		£67.99			£47.59	Equipment for laptop use in the office
2020/0012		Keyboard and mouse	Logitech	MK270 wireless keyboard and mouse combo	IT Equipment	Staff - Kim Martin	The Council House	Amazon		£19.17			£13.42	
2020/0167		Chair	Office Hppo	High back office chair	Office Equipment	Staff - Kim Martin	The Council House	Amazon		£75.00			£52.50	Home working equipment
		Chair	Office Hpps	High back office chair	Office Equipment Office Equipment	Staff Rodney Duggus Staff Rodney Duggus	The Council House The Council House	Amazon		£75.00			£52.50	Home working equipment - cold to RD - May 2023 - authorised by ST and KM
2020/0158							The Council House	Amazon		£58.20			£40.74	Home working equipment - sold to RD - May 2022 - authorised by ST and KM
2020/0158 2020/0158		Dock	segesfurriture	Folding office table										Equipment for laptop use in the office
2020/0006		Docking station	<del>cogosfunituro</del> Wavink	Universal docking station	IT Equipment	Staff - Sam Tate	The Council House	Amazon		£67.99			£47.59	
		Docking station Headset	segesfurriture	Universal docking station H390 wired USB headset		Staff - Sam Tate Staff - Sam Tate	The Council House The Council House	Amazon		£23.51			£47.59 £16.46	2 sets ordered - 1 spare
2020/0006		Docking station	wavink Logitech Logitech	Universal docking station	IT Equipment	Staff - Sam Tate Staff - Sam Tate Staff - Sam Tate	The Council House The Council House The Council House	Amazon Amazon		£23.51 £19.17				
2020/0006 2022/0013		Docking station Headset Keyboard and mouse Chair	eogesfuniture Wavink Logitech Logitech ITask	Universal docking station H390 wired USB headset	IT Equipment IT Equipment	Staff - Sam Tate	The Council House The Council House The Council House	Amazon Amazon		£23.51 £19.17 £260.00			£16.46	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012		Docking station Headset Keyboard and mouse Chair	eogesfuniture Wavink Logitech Logitech ITask	Universal docking station H390 wired USB headset MK270 wireless keyboard and mouse combo	IT Equipment IT Equipment IT Equipment	Staff - Sam Tate	The Council House The Council House The Council House The Council House	Amazon Amazon Amazon		£23.51 £19.17	FL16HL0400660		£16.46 £13.42	
2020/0006 2022/0013 2020/0012 2019/0093	CCCOOODA	Docking station Headset Keyboard and mouse Chair Docking station	wavink Logitech Logitech	Universal docking station H390 whed USB headset MK270 wireless keyboard and mouse combo 24 Hour High Back Engenomic Universal docking station	IT Equipment IT Equipment IT Equipment Office Equipment IT Equipment	Staff - Sam Tate Staff - Stephen Hawkins	The Council House The Council House The Council House The Council House The Council House	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99	FL16HL0400660	Good	£16.46 £13.42 £182.00 £55.99	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC00004	Docking station Headset Keyboard and mouse Chair Docking station Edge shears	cogerfuniture Wavink Logitech Logitech ITask Wavink	Universal docking station H390 wired USB headset MK270 witess keyboard and mouse combo 24 Hour High Back Ergonomic Universal docking station n/a	IT Equipment IT Equipment IT Equipment Office Equipment IT Equipment Property & Maintenance	Staff - Sam Tate Staff - Sam Hawkins Property & Maintenance	The Council House The Council House The Council House The Council House The Council House Truck	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00	n/a	Good	£16.46 £13.42 £182.00 £55.99 £10.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	ccc	Docking station Headset Keyboard and mouse Chair Docking station Edge shears Makta Battery	eogecfuniture Wavink Logitech Logitech ITask Wavink Makita	Universal docking station H390 wired USB headset MRC270 wireless sylvboard and mouse combo 24 Hour High Back Ergonomic Universal docking station Na BL1850B	IT Equipment IT Equipment IT Equipment Office Equipment IT Equipment IT Equipment Property & Maintenance Property & Maintenance	Staff - Sam Tate Staff - Stephen Hawkins Property & Maintenance Property & Maintenance	The Council House Truck Truck	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99	n/a n/a	Excellent	£16.46 £13.42 £182.00 £55.99 £10.00 £55.99	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093		Docking station Headset Keyboard and mouse Chair Docking station Edge shears Makita Battery Shibi Headset Trimmer	eogosfundura Wavink Logitach Logitach ITask Wavink Makita Sthil	Liviversal docking station H390 wired USB headset MC270 wireless keyboard and mouse combo 24 Hour High Back Ergonomie Universal docking station Nia BL 1850B H345	IT Equipment IT Equipment IT Equipment Office Equipment IT Equipment IT Equipment Property & Maintenance Property & Maintenance Property & Maintenance	Staff - Sam Tate Staff - Stephen Hawkins Property & Maintenance Property & Maintenance Green Spaces	The Council House Truck Truck Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99	n/a	Excellent Good	£16.46 £13.42 £182.00 £55.99 £10.00 £55.99 £0.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079	Docking station Headset Keyboard and mouse Chair Docking station Edge shears Makita Battery Shith Hedge Trimmer EGO Ride-On-Mover Bagging Kit	eogecfuniture Wavink Logitech Logitech ITask Wavink Makita	Universal docking station H390 wired USB headset MRC270 wireless sylvboard and mouse combo 24 Hour High Back Ergonomic Universal docking station Na BL1850B	IT Equipment IT Equipment IT Equipment Office Equipment IT Equipment IT Equipment Property & Maintenance Property & Maintenance Property & Maintenance Property & Maintenance	Staff - Sam Tate Staff - Stephen Hewkins Property & Maintenance Property & Maintenance Green Spaces Green Spaces	The Council House Truck Truck Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99	ria ria ria	Excellent Good Excellent	£16.46 £13.42 £182.00 £55.99 £10.00 £55.99 £0.00 £249.17	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86	Docking station Haidate Keylocard and mouse Chair Docking station Edge sheare Makita Battery Smil Hodge Triemer EGO Rick-On-Mower Bagging Kit Solar panels: 2 2	Kogechersture Wavink Logisech Logisech ITasik Wavink Makita Sthil EGO	Universal docting station HIDO writed LISE hassisst MACTO wireless keyboard and mouse combo 24 Hour Hold Bask Exponensis Universal docting station nia BL 1850B H3845 ZT4200E	IT Equipment IT Equipment IT Equipment Office Equipment IT Equipment IT Equipment IT Equipment Property & Maintenance	Staff - Sam Tate Staff -	The Council House Truck Truck Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00	nia nia nia	Excellent Good Excellent Excellent	£16.46 £13.42 £182.00 £55.99 £10.00 £55.99 £0.00 £249.17 £0.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084	Docking station Headest Keylocard and mouse Chair Docking station Edge silvaers Maketa Battery Shill Hodge Trimmer EGO Rido-Ch-Mower Bagging Kit Solia pranisk x 2 Leisure batteriess	eogecheriture Wavink Logitech Logitech ITasik Wavink Makita Sthil EGO Platinum	Universal docting station HIND wires USE headest MC270 wireless keyboard and mosse combo 24 Hour High Back Engoansis Universal docting station n/s BL 18508 HS45 Z74200E	IT Equipment IT Equipment IT Equipment IT Equipment Office Equipment IT Equipment Property & Maintenance	Staff - Sam Tate Staff - Stephen Hawkins Property & Maintenance Cricens Spaces Green Spaces Green Spaces Property & Maintenance Property & Maintenance Property & Maintenance	The Council House Truck Truck Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00	nia nia nia nia	Excellent Good Excellent Excellent Excellent	£16.46 £13.42 £182.00 £55.99 £10.00 £55.99 £0.00 £2.40.17 £0.00 £0.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083	Docking station Haidate Keylocard and mouse Chair Docking station Edge sheare Makita Battery Smil Hodge Triemer EGO Rick-On-Mower Bagging Kit Solar panels: 2 2	cogentrature Wavfok Logfach Logfach Logfach ITask Wavfok Makita Sini EGO Platinum Platinum	Universal decision station HEIDO week USE heads of mouse combo MC70 viviless ley board and mouse combo 24 how HEID seek Exposmic Universal decision station nin EL 18503 HEIGO LEBETIOL LEBETIOL LEBETIOL	IT Equipment Property, & Mainternance	Staff - Sam Tate Staff -	The Council House Thuck Truck Yard Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00	nia nia nia nia na na	Excellent Good Excellent Excellent Excellent Excellent	£16.46 £13.42 £182.00 £55.99 £10.00 £55.99 £0.00 £249.17 £0.00 £0.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082	Docking station Haiddet Keyboard and mouse Chair Docking station Edge sheare Materia Battery Soil Hedge Terrener EGO Priduct On Mouse Bagging Not Lesions better Lesions Control Lesions Battery Lesions Batte	cogentrature Wavink Logitech Logitech Trask Wavink Makita Sihl EGO Platinum Platinum Platinum Power Star	Universal declaries station HEIDO water GEED heads of the Heads of MICTO valentes septioned and mouse combo Live result declaries station miss III. 15508 HEIDO WATER STATIONED	IT Equipment Property & Maintenance	Staff - Sam Tate Staff - Staff - Staff - Staff Property & Markenance Property & Markenance Green Spaces Property & Markenance	The Council House Truck Truck Yard Yard Yard Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00	n/a n/a n/a n/a na 24202-M19051330007	Excellent Good Excellent Excellent Excellent Excellent Excellent Excellent	E18.46 E13.42 F182.00 F55.99 E10.00 F55.99 E0.00 E249.17 E0.00 E0.00 E0.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083	Docking station Handset Keylvoord and mouse Chair Docking station Edge shears Makita Battery Shill Hodge Trimmer EOO Rick-On-Mower Bagging Kit Booker panels y 2 Leisure batteries	cogentrature Wavfok Logfach Logfach Logfach ITask Wavfok Makita Sini EGO Platinum Platinum	Universal decision station HEIDO week USE heads of mouse combo MC70 viviless ley board and mouse combo 24 how HEID seek Exposmic Universal decision station nin EL 18503 HEIGO LEBETIOL LEBETIOL LEBETIOL	IT Equipment Property, & Mainternance	Staff - Sam Tate Staff -	The Council House Thuck Truck Yard Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00	nia nia nia nia na na	Excellent Good Excellent Excellent Excellent Excellent	£16.46 £13.42 £182.00 £55.99 £10.00 £55.99 £0.00 £249.17 £0.00 £0.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082	Docking station Haiddet Keyboard and mouse Chair Docking station Edge sheare Materia Battery Soil Hedge Terrener EGO Priduct On Mouse Bagging Not Lesions better Lesions Control Lesions Battery Lesions Batte	cogentrature Wavink Logitech Logitech Trask Wavink Makita Sihl EGO Platinum Platinum Platinum Power Star	Universal deciring station HEIDO water GEED heads of mouse combo MC770 wireless septoard and mouse combo Leversal deciring station mis EL 15008 HEIDO ZT46008 LEBS1102 LEBS1102 LEBS1103 LEBS1103 LEBS1104 LEBS1104 LEBS1104	IT Equipment Property & Maintenance	Staff - Sam Tate Staff - Staff - Staff - Staff Property & Markenance Property & Markenance Green Spaces Property & Markenance	The Council House Truck Truck Yard Yard Yard Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00	n/a n/a n/a n/a na 24202-M19051330007	Excellent Good Excellent Excellent Excellent Excellent Excellent Excellent	E18.46 E13.42 F182.00 F55.99 E10.00 F55.99 E0.00 E249.17 E0.00 E0.00 E0.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082	Doking station Heladatel Kephand and mouse Chair Doking station Edge shears Matta Sattary Sill Hedge Trimer EGO Roke On-Mower Bagging Kill Softer parels x 2 Leiture batheries Leiture batheries Inventer Jagiawa, Codeless	cogentriciture Warrink Logitech Logitech Injak Warrink Makita Sini EGO Platinum Platinum Power Star Makita	Universal disching station HSIGO werke USB hospital or House combo MACTO wineless keyboard air mouse combo Ale Mac HSIG werker USB hospital or House combo Mac HSIGO werker USB hospital or House disching station Mac HSIGO WAR H	IT Equipment Property & Maintenance	Slaff - Sam Tale Slaff - S	The Council House Thuck Thuck Yard Yard Yard Yard Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00	nía nía nía nía na na 24202-M19051330007 472407G	Excellent Good Excellent Excellent Excellent Excellent Excellent Excellent Excellent Excellent	E19.45 E19.20 E95.99 E10.00 E55.99 E00.00 E240.17 E00.00 E00.00 E00.00 E00.00 E00.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082	Dooling station Helissiset Kephond and mouse Chair Dooling station Edges stream State Heliog Transme State Heliog Transme State Heliog Transme State Heliog Transme Leavue batterios Leavue batterios Leavue batterios Leavue batterios Honorte Matta Cordeos STS Drill Matta Cordeos STS Drill Matta Cordeos STS Drill Matta Cordeos STS Drill Statisey Corpressor	cogentrative Wavfek Logisch Logisch Task Wavfek Makita Seni EOO Platinum Plestinum Power Star Makita Makita Makita Sanitey	Universal doubting station MICTO wisels EIR headed MICTO wisels set placed and mose control 244 Near Fish Base Based Universal Society and set of the set	IT Equipment IT Equipment IT Equipment Office Equipment IT Equipment IT Equipment IT Equipment IT Equipment IT Equipment Property & Maintenance	Staff - Sam Tale Staff - Saghen Hawfors Property & Mariterance	The Council House The Council	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00 £0.00	ria ria ria ria ria ria ria ria ria ria	Excellent Good Excellent Excellent Excellent Excellent Excellent Excellent Excellent Excellent Excellent	E18.45 E19.20 E192.00 E55.59 E10.00 E240.17 E0.00 E0.00 E0.00 E0.00 E0.00 E0.00 E0.00 E0.00 E0.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082	Docking station Nelsotiset Neptonal and mouse Chair Ch	cogestivation Wavink Logisch Logisch ITask Wavink Makita Sini EOO Platinum Platinum Platinum Power Star Makita Stariby Platinum	Oliverand Andrea Station MACTO windows Station and mouse control MACTO windows set flowed and mouse control MAC	IT Equipment IT Equipment IT Equipment Office Equipment Office Equipment IT Equipment IT Equipment IT Equipment IT Equipment Property & Maintenance	Staff - Sam Tale Staff	The Council House Theo Theo Theo Yard Yard Yard Yard Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £280.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00 £0.00	ria ria ria ria ria 24002.M19051330007 472407G 2021.7 1522155 Y 225140903	Excellent Clood Excellent	E18.46 E18.20 E182.00 E55.99 E10.00 E55.99 E00.00 E249.17 E00.00 E00.00 E00.00 E00.00 E00.00 E00.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082	Doubling station  Nelsoaset  Kephond and mouse  Chair  Doubling station  Editing station  E	eogeticales Work Logisch Logisch Task Work Makta Stel ECO Platinum Platinum Powe Star Makta Makta Stanley Platinum Pistinum Powe Star Makta	Oliversal Audiority attach MACTV entails septional and rinous control MACTV entails seption	IT Equipment IT Equipment IT Equipment Office Equipment IT Equipment IT Equipment IT Equipment IT Equipment IT Equipment Property & Maintenance	Staff - Sam Tale Staff - Sam Staff Staff Staff - Sam Staff Staff Staff - Sam Staff	The Council House Track Yard Yard Yard Yard Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00 £0.00 £0.00	nia nia nia nia na na na na na na na na na na na na na	Excellent Good Excellent	E19.46 E19.20 E182.00 E55.99 E10.00 E55.99 E0.000	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082	Dodiny asson Nelssiset Kephond and mouse Chair Chair Gardin Chair	cogetionistics Wardink Logisch Logisch Logisch Hasik Wardink Makita Sthi ECO Platinum	Universal doubting station and Universal doubting station (Universal doubting station and Universal doubting stational and mouse control 24 Allowards file stations and stational stations (Universal doubting stations)	IT Europment IT Europment IT Europment IT Europment Office Europment IT Europment IT Europment IT Europment IT Europment Property & Maintenance	Staff - Sam Tale Staff	The Council House Thack Yard Yard Yard Yard Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.00 £0.00 £0.00 £0.00	ria	Excellent Good Excellent	E19.46 E19.20 E1	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082 CCC	Dodring station  Negload and mouse  Vegload and mouse  Couling station  Edge means  Maketa Station  Station Foreser  Learner batteries	cogetimens Wardin Logisch Logisch Logisch Hask Wardin Makita Sitel EOO Platinum	Oliverand Andrea Station MACT'S winness betty flower and from an econtrol MACT'S winness betty flower and from an econtrol MACT'S winness bety flower and from an econtrol MACT'S winness betty flower and flower	IT Europment IT Eu	Staff - Sam Tabe Staff - Sam Stafe Property & Marketance	The Council House Track Yard Yard Yard Yard Yard Yard Yard Yard	Amazon Amazon Amazon		£23.51 £19.17 £260.00 £79.99 £17.00 £70.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00	nia nia nia nia na 24/202-M1905 1330007 472407G 2021.7 1822155 Y 225140503 na	Excellent  Good  Excellent	E19.48 F182.00 F182.00 F182.00 F185.59 F185.00 F185.59 F180.00	2 sets ordered - 1 spare
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082	Doubling station Nelsosiset Kephond and mouse Chair Chair Doubling station Doubling station St	cognitionates  Logisch Logisch Logisch Halk Waviek Strie ECO Platnum Platnum Power Star Makita Striel ECO Platnum Platnum Power Star Makita Ma	Oliversal Audioring station MCCT of enables language and misuse control MCCT of enables language and misuse control MCCT of enables language and misuse control MCCT of enables language MCCT of ena	IT Eugenmet IT Eug	Staff - Sam Take Staff - Sam Staff Staff Staff - Sam Staff Staff Staff - Sam Staff	The Council House The Council	Amazon Amazon Amazon		£23.51 £10.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.	793 793 793 794 794 795 795 795 795 795 795 795 795 795 795	Excellent Good Excellent	E19.46 E119.42 E118.20 E118.20 E119.20	2 latis colored - 1 spare 154-0201 - 20000006 - 167 59 - Staff - Stephen Healthins - replaced - 300060022
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082 CCC	Dodring station  Neptonal and mouse  Chair  Neptonal and mouse  Chair  Edge season  Makita Battery  Still House Trainmen  Japanes, Condess Trib Drift  Makita Condess STS Drift  Leave batteries	copputamenta Varian Logisch Logisch Logisch Worldik Makita Sitt EOO Platinum	Oliverand Andrea Station MACTO windows better MACTO windows M	IT Eugener IT EUGEN IT EUG	Staff - Sam Tale Staff	The Council House Thack Yard Yard Yard Yard Yard Yard Yard Yard	Amazon Amazon Amazon	21/06/2023	£23.51 £19.17 £260.00 £79.99 £17.00 £79.99 £249.17 £0.00 £0.	792 793 794 794 795 795 796 797 797 797 797 797 797 797 797 797	Excellent  Good  Excellent	E194 46 E192 00 E195 00 E195 00 E195 00 E195 00 E195 00 E195 00 E249 17 E195 00 E195 0	2 also colored - 1 spare 154/2020 - 2020/0008 - Est 769 - Staff - Stephen Headons - replaced - 30/09/2022
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082 CCC	Dodring sation  Nelssiset  Veryboard and mouse  Engine shares  Market Ballaria  Statistics  Statistics  Statistics  Statistics  Statistics  Japanes, Confesses  Market Confesses  Japanes, Confesses  Market Confesses  Japanes, Confesses  Japanes, Confesses  Leiture ballaria  Japanes, Confesses  Leiture ballaria	cognitionates  Vegetalinates  Logisch Logisch Logisch Haak  Makta Sirei EOO  Platnum  Platnum  Platnum  Power Bar  Makta  Makta  Sterie EO  Sirei	Oliverand Audioring station MACTV winnish selected and finance contino MACTV winnish selected MACTV	IT Eugener IT EUGEN	Staff - Sam Take Staff - Sampen Hawtons Property & Mariemance Cleen Bisocies Property & Mariemance Variables Staff - Sam Staff Source Variables Staff - Sam Staff Source Staff S	The Council House	Amazon Amazon Amazon	21/06/2023	E2851 E19.17 E260.00 E71.99 E17.00 E17.99 E249.17 E0.00 E0.0	793 793 793 794 795 795 797 797 797 797 797 797 797 797	Excellent  Good  Excellent	E18-46 E18-20 E1	2 latis colored - 1 spare 154/2020 - 2020/9006 - 637 59 - Staff - Stephen Hawkins - replaced - 3/006/2022  Askel Inc. COCCOSTTS Count Character Count Characte
2020/0006 2022/0013 2022/0013 2020/0012 2019/0003 2022/01/09	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082 CCC	Dodiny asson Nelsoset Nephond and mouse Chair Selection Chair Selection Sele	cognitionates Worlink Logisch Logisch Hand Logisch Hand Makita Stri EOO Platinum Platinum Platinum Platinum Platinum Platinum Platinum Platinum Platinum Strately Platinum Strately Platinum Strately	Universal dodorge station MCCT or wissels set proud and im our control MCCT or wissels set proud and im our control MCCT or wissels set proud and im our control MCCT or wissels set proud and im our control MCCT or wissels set proud MCCT or wissels set	IT Eugener	Staff - Sam Tale Staff	The Council House	Arrisano Arrisano Arrisano Arrisano	21/06/2023 21/06/2023	E2351 £19.17 £260.00 £79.99 £17.00 £17.00 £0.00 £0.00 £0.00 £0.00 £0.00 £0.00 £12.995.00 £659.20 £210.12 £210.12	792 793 794 794 795 795 796 797 797 797 797 797 797 797 797 797	Excellent Excell	E18-46 E13-42 E182-00	2 also colored - 1 spare 154/2020 - 2020/0008 - Est 769 - Staff - Stephen Headons - replaced - 30/09/2022
2020/0006 2022/0013 2020/0012 2019/0093	CCC CC00079 CCC00085/86 CCC00084 CCC00083 CCC00082 CCC	Dodring sation  Nelssiset  Veryboard and mouse  Engine shares  Market Ballaria  Statistics  Statistics  Statistics  Statistics  Statistics  Japanes, Confesses  Market Confesses  Japanes, Confesses  Market Confesses  Japanes, Confesses  Japanes, Confesses  Leiture ballaria  Japanes, Confesses  Leiture ballaria	cognitionates  Vegetalinates  Logisch Logisch Logisch Haak  Makta Sirei EOO  Platnum  Platnum  Platnum  Power Bar  Makta  Makta  Sterie EO  Sirei	Oliverand Audioring station MACTV winnish selected and finance contino MACTV winnish selected MACTV	IT Eugener IT EUGEN	Staff - Sam Take Staff - Sampen Hawtons Property & Mariemance Cleen Bisocies Property & Mariemance Variables Staff - Sam Staff Source Variables Staff - Sam Staff Source Staff S	The Council House	Amazon Amazon Amazon	21/06/2023	E2851 E19.17 E260.00 E71.99 E17.00 E17.99 E249.17 E0.00 E0.0	793 793 793 794 795 795 797 797 797 797 797 797 797 797	Excellent  Good  Excellent	E18-46 E18-20 E1	2 latis colored - 1 spare 154/2020 - 2020/9006 - 637 59 - Staff - Stephen Hawkins - replaced - 3/006/2022  Askel Inc. COCCOSTTS Count Character Count Characte

Chichester City Council Fixed Asset Register																	Yea	r Ended 31 Ma	rch 2024	
		Deprec'n Rate	01-Apr-23	Additions	COST OR Disposals			or 31-Mar-24	01-Apr-23		On disp.		31-Mar-24	BOOK V 01-Apr-23		Dep'n Total	Cost Centre	Summar	Y	
Operational Land and Buildings	0.11.11	n toer	6 DE 4 O T																****	
Council House & Assembly Rooms	Buildings Land	2.70%	685187 500000					885187 500000	357779 0	23924			381703	527408 500000	503484 500000	23924	501 501	101 103 104	3388 0 3350	
			1385187	0	0		)(	1385187	357779	23924	0	.0	381703	1027408	1003484			140 200	2129	
Non-operational Land and Buildings Butter Market	Buildings	0.00%						1308550	0	0			0	1308550	1308550	0	502	301 302	17372 240	
	Land		250000	0			-	250000	0	0			0	250000	250000	0		306 501	229 24668	
			1558550		0		) (	1558550	0	0	0	0	0	1558550	1558550				51376	
Vehicles and Equipment Office Furniture & Equipment		20.00%	16162					16162	16162	0			16162	0	9	0	101		gread	
Office Computers Council House Contents		20.00%	2862					2862 138015	1144 138015	572 0			1716 138015	1718	1146 0	572 0	101 501			
Council House Chairs (252) Council House Chair Trucks (6)		10.00%						8303 1200	8303 1200	0			6303 1200	0	0	0	501 501			
Christmas Lights CCTV Equipment		10.00%						0 4481	4481	0			4481	0	0	0	103 501			
Council House Solar Panets P A Installation		10.00%	21565					21565 1098	21565 1098	0			21565 1098	0	0	0	501 501	4		
Council House Exterior Lighting MUGA Lighting		0.00%	3800					3800 21308	19179	2129			21308	3800 2129	3800	0 2129	501 200			
Canon iPF750 Planning Printer Renault Kangoo KY 58 SXT		10.00%	2299					2299	2070	229			2299	229	0	229 D	306 101			
Council House Car Park Bollards Allotment Storage Container		20.00%	3582					3582 1225	2864 861	123			2864 984	718 364	718 241	0 123	501 104			
Ford Transil YP 61 XXA Water Bowser		20.00%	9770					9770	9770 0	0			9770	0	0	0	101			
Renault Kangoo (Elec) HN 67 XGD Electric Ride-on Mower		20.00%	14060					14080	2816	2816 959			5632 959	11264	8448	2816 959	101			
St James' Solar Panels		10.00%		9999				9587 9999		1000			1000	0	8628 8999	1000	104			
			249750	19586	0		) (	269336	229528	7828	0	0	237356	20222	31980					
Infrastructure Assets Allolments Fencing (Florence Rd)		10.00%	9200					9200	9199	0			9199	1		o	104			
Allolments Fencing (Roman Amphitheati Allolments Fencing (Whyke Road)	·e)	10.00%	4165					4165 4324	4164 4323	0		•	4164 4323	1	1	0	104			
Allotments Fencing (Kingsham Avenue) Allotments Fencing (Dumford Close)		10.00%	3692					3692 5660	3691	0			3691	1	1698	Ð	104			
Allotments Signs Allotment Gates (St James)		10.00%	2121					2121	3396 1696	566 212			3962 1908	2264 425	213	566 212	104			
Sall & Gril Bins x 9		10,00%	1377					3161 1377	1264	316			1580	1897	1581	316 0 0	104 301 301			40
Litten Gdns Interpretation Board Benches ex W S C C		0.00%	1					1304	1303	0			1303	- 1	1	0	301			
Bike Racks (41) ex CDC 8us Shellers (2+3)		10.00%	40917					40917	19272	4092			23364	21645	17553	4092	301 301			
Heritage Lighting Garden of Remembrance - Benches		10.00% 10.00%	2400					57027 2400	51327 2160	5700 240			57027 2400	5700 240	0	5700 240	301 302			
Council House Roof Lanterns Litten Gdns Lighting		10.00%	26798					7444 26798	2976 10720	744 2680			3720 13400	4468 16078	3724 13396	744 2680	501 301			
Cycle Racks Fingerposts		10.00%						19592 29407	7836 5682	1959 2941			9795 8823	11756 23525	9797 20584	1959 2941	301 301			
			218591	0	D	(	) (	218591	130585	19450	0	0	150035	88006	68556					
Community Assets Furniture, Paintings & Artefacts	(Non-Op)	0.00%	671000					671000	0	0			0	671000	671000	0				
City Cross St James Obelisk	(Non-Op) (Non-Op)	0.00%	1					1	0	0			0	1	1	0				
4 Stone Tablets St Martins Garden Wall, St Martins Squa	(Non-Op)	0.00%	1					1	0	0			0	1	1	0				
Litten War Memorial & Burial Ground Allotments Florence Road	i (Non-Op)	0.00%	1					į	0	0			0	1	1	0				
Kingsham Avenue Roman Ampitheatre		0.00%	1					1	. 0	0			0	1	1	0				
St Jame's Road St Paul's Road	1.5	0.00%	1					1	0	0			0	1	1	0				
Whyke Road Dumford Close (on 100 year	e (eara)	0.00%	1					8679	2060	0			0 2234	6619	6445	0 174	104			
Henty Field (25 years from 1/9/15)	r rease)	2.00%	1					1	0	0			0	1 .	1	0	104			
			679691	0	0	(	) (	679691	2060	174	0	0	2234	677631	677457					
TOTAL FIXED ASSETS			4091769	19586	0		) (	4111355	719952	51376	0	0	771328	3371817	3340027	51376	51376			
Deferred Grants - Applied .		Rate of Release	01-Apr-23	Rec'd	GROSS	GRANT	W/Back	31-Mar-24	01-Apr-23	DEFE Released	RRED RELE	ASE	31-Mar-24	BALANCE 01-Apr-23			_	Summar	<u>y</u>	
CDC Council House Developers Contribution - Buttermarket		2.70%		121				19688 100000	10344	532 0			10876	9344	8812 100000		501 502	301	4372	
Land Transferred to CCC Benches Tird from WSCC	,	0.00%	1					1	0	0			0	1	1		301	302 501	240 532	
WSCC Bus Shellers CDC Bike Racks		10.00%	15842					15842	14256	1585			15841	1586	1		301 301	502	0	
CDC · NHB Benches G o R WSCC Henty Field		10.00%	2400					2400	2160	240			2400	240	0		302		5144	
CDC Bike Racks CDC Fingerposts		10.00%	7500					7500 20369	3000 4074	750 2037			3750 6111	4500 16295	3750 14258		301 301			
			165803	0	0	(	) (	) 165803	33034	5144	0	0		131969	126825	*		A	greed	
Deferred Grants - Unapplied				Received	Applied			31-Mar-24		317			3375	101000	120027					
CDC Fingerposts			01-mpi-23	Keceiveo	Аррина			0											9	
			0	0	0		) (	0												
Deferred Grants - Revenue			01-Apr-23	Received	Used			31-Mar-24												
			0		0		) (	) 0												
Deferred Grants - NHB - ALL Revenue			01-Apr-23		Received	Used		VIREMENT	31-Mar.24	Debtor	O/S spend	(Memo) Rialtas								
NHB 2015/16 NHB 2016/17			0			2960		AUTHEN	0 0	0000	0	I STATE OF S					•			
NHB 2017/18 NHB 2018/19			16199	41					16199		16199	19699 5000	4699							
NHB 2019/20 NHB 2020/21	Day to 11		13346			-8346	3		5000 7003		5000 7003	5000 2003								
NHB 2021/22	Income not C Therefore Ex	/F in 21/22	5000			-5000	•		0		0	2,003								
	Revenue 23/		41548	0	0	-13346		0		0	28202	31702								
	-																			

## Annual Internal Audit Report 2023/24

CHICHESTER CITY COUNCIL

## www. chichestercity- gov. uk. MORESS

**During** the financial year ended 31 March 2024, this authority's internal auditor acting independently and on the basis of an assessment of risk, carried out a selective assessment of compliance with the relevant procedures and controls in operation and obtained appropriate evidence from the authority.

The internal audit for 2023/24 has been carried out in accordance with this authority's needs and planned coverage. On the basis of the findings in the areas examined, the internal audit conclusions are summarised in this table. Set out below are the objectives of internal control and alongside are the internal audit conclusions on whether, in all significant respects, the control objectives were being achieved throughout the financial year to a standard adequate to meet the needs of this authority.

Internal control objective	Yes	No*	Not covered**
A. Appropriate accounting records have been properly kept throughout the financial year.	1	FER	
B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT was appropriately accounted for.	/		
C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.			
D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.			
E. Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.			
F. Petty cash payments were properly supported by receipts, all petty cash expenditure was approved and VAT appropriately accounted for.			
G. Salaries to employees and allowances to members were paid in accordance with this authority's approvals, and PAYE and NI requirements were properly applied.	/		
H. Asset and investments registers were complete and accurate and properly maintained.	1		
Periodic bank account reconciliations were properly carried out during the year.		100	RET
J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cash book, supported by an adequate audit trail from underlying records and where appropriate debtors and creditors were properly recorded.			
K. If the authority certified itself as exempt from a limited assurance review in 2022/23, it met the exemption criteria and correctly declared itself exempt. (If the authority had a limited assurance review of its 2022/23 AGAR tick "not covered")			/
L. The authority published the required information on a website/webpage up to date at the time of the internal audit in accordance with the relevant legislation.			
M. In the year covered by this AGAR, the authority correctly provided for a period for the exercise of public rights as required by the Accounts and Audit Regulations (during the 2023-24 AGAR period, were public rights in relation to the 2022-23 AGAR evidenced by a notice on the website and/or authority approved minutes confirming the dates set).	/		
N. The authority has complied with the publication requirements for 2022/23 AGAR (see AGAR Page 1 Guidance Notes).			
A /6 1 1 2 2 1 3 1 3 1 3 1 4 1 4 1 4 1 4 1 4 1 4 1 4	Yes	Ma	Not applicable

			THE RESERVE THE PARTY OF THE PA
O, (For local councils only)	Yes	No	Not applicab
t w			/
Trust funds (including charitable) – The council met its responsibilities as a trustee.		1000	V

For any other risk areas identified by this authority adequate controls existed (list any other risk areas on separate sheets if needed).

Date(s) internal audit undertaken

Name of person who carried out the internal audit

1SE April 2023-31SE March 2024

STOPHEN JAMES

Signature of person who carried out the internal audit

S. James

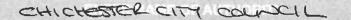
Date 3. 6. 2024

\*If the response is 'no' please state the implications and action being taken to address any weakness in control identified (add separate sheets if needed).

\*\*Note: If the response is 'not covered' please state when the most recent internal audit work was done in this area and when it is next planned; or, if coverage is not required, the annual internal audit report must explain why not (add separate sheets if needed).

## Section 1 - Annual Governance Statement 2023/24

We acknowledge as the members of:



our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2024, that:

	Agr	eed		
	Yes	No*	'Yes' me	eans that this authority:
We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements.	/			d its accounting statements in accordance Accounts and Audit Regulations.
We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness.	/			roper arrangements and accepted responsibility guarding the public money and resources in ge.
3. We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances.	/			y done what it has the legal power to do and has d with Proper Practices in doing so.
We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations.	/			he year gave all persons interested the opportunity to and ask questions about this authority's accounts.
5. We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required.	/			red and documented the financial and other risks it nd dealt with them properly.
We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems.	/		controls	d for a competent person, independent of the financial and procedures, to give an objective view on whether controls meet the needs of this smaller authority.
We took appropriate action on all matters raised in reports from internal and external audit.	V		respond externa	led to matters brought to its attention by internal and l audit.
8. We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements.	V			ed everything it should have about its business activity he year including events taking place after the year elevant.
9. (For local councils only) Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit.	Yes	No	N/A	has met all of its responsibilities where, as a body corporate, it is a sole managing trustee of a local trust or trusts.

<sup>\*</sup>Please provide explanations to the external auditor on a separate sheet for each 'No' response and describe how the authority will address the weaknesses identified. These sheets must be published with the Annual Governance Statement.

This Annual Governance Statement was approved at a meeting of the authority on:	Signed by the Chair and Clerk of the meeting where approval was given:
26/06/2024	
and recorded as minute reference:	Chair STATE

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## CHICHESTER COTY COUNCIL

	Year e	ending	Notes and guidance					
	31 March 2023 £	31 March 2024 £	Please round all figures to nearest £1. Do not leave any boxes blank and report £0 or Nil balances. All figures must agree to underlying financial records.					
Balances brought     forward	1,159,395	2,103,143	Total balances and reserves at the beginning of the year as recorded in the financial records. Value must agree to Box 7 of previous year.					
2. (+) Precept or Rates and Levies	737,615	767,615	Total amount of precept (or for IDBs rates and levies) received or receivable in the year. Exclude any grants received.					
3. (+) Total other receipts	1,083,254	758,330	Total income or receipts as recorded in the cashbook less the precept or rates/levies received (line 2). Include any grants received.					
4. (-) Staff costs	(428,568)	(466,663)	Total expenditure or payments made to and on behalf of all employees. Include gross salaries and wages, employers NI contributions, employers pension contributions, gratuities and severance payments.					
5. (-) Loan interest/capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on the authority's borrowings (if any),					
6. (-) All other payments	(448,553)	(527,129)	Total expenditure or payments as recorded in the cash- book less staff costs (line 4) and loan interest/capital repayments (line 5).					
7. (=) Balances carried _ forward	2,103,143	2,635,297	Total balances and reserves at the end of the year. Must equal (1+2+3) - (4+5+6).					
Total value of cash and short term investments	2,137,040	2,636,989	The sum of all current and deposit bank accounts, cash holdings and short term investments held as at 31 March — To agree with bank reconciliation.					
Total fixed assets plus long term investments and assets	4,581,749	4,601,355	The value of all the property the authority owns – it is made up of all its fixed assets and long term investments as at 31 March.					
10. Total borrowings	0	0	The outstanding capital balance as at 31 March of all loans from third parties (including PWLB).					

For Local Councils Only	Yes	No	N/A	
11a. Disclosure note re Trust funds (including charitable)		1		The Council, as a body corporate, acts as sole trustee and is responsible for managing Trust funds or assets.
11b. Disclosure note re Trust funds (including charitable)			20	The figures in the accounting statements above exclude any Trust transactions.

I certify that for the year ended 31 March 2024 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities – a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval

Ollst

Date

05/06/2024

I confirm that these Accounting Statements were approved by this authority on this date:

26/06/2024

as recorded in minute reference:

16 C (VI)

Signed by Chair of the meeting where the Accounting Statements were approved

8th

In respect of

**Chichester City Council** 

## 1 Respective responsibilities of the body and the auditor

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it does not provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- · summarises the accounting records for the year ended 31 March 2024; and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors

## 2 External auditor report 2023/24

Except for the matters below on the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with the Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

Section 16(1) of the Accounts and Audit Regulations 2015 requires the Notice of Conclusion of Audit to be published on the authority's website as soon as reasonably practicable after conclusion of an audit. Upon review of the website, the URL states that the Notice of Conclusion of Audit was not uploaded until 05 / 2024.

The published Notice of Public Rights requires the name, position and contact details of the person to contact to exercise public rights, usually the RFO, to be entered at line 2(b) on the form to satisfy the Accounts and Audit Regulations 2015, Paragraph 15(2)(b), suggesting that public rights have not been properly provided. The Council should ensure this is fully completed in the future. We would expect Assertion 4 to reflect this on 2024/25 AGAR.

Other matters not affecting our opinion which we draw to the attention of the authority:

Insufficient information initially received with regards to the level of reserves held by the Council. The Parish Council should in future ensure that reserves levels are considered thoroughly, and explanations provided with the AGAR when submitted to the external auditor.

#### 3 External auditor certificate 2023/24

We certify!—do not certify\* that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2024.

*We do not certify completion because:		
=		
L		11 E
xternal Auditor Name		3
	N. C.	
	MOORE	

External Auditor Signature

Date

20/09/2024

Smaller Authority Name: Chichester City Council

## NOTICE OF CONCLUSION OF ANNUAL AUDIT

## ACCOUNTS FOR THE YEAR ENDED 31 MARCH 2024 Accounts and Audit Regulations 2015

1	The audit of accounts for Chichester City Council for the year ended 31 March 2023 has been completed and the accounts have been published.
2	The Annual Return is available for inspection by any local government elector in the area of Chichester City on application to
(a)	Mrs Sam Tate Town Clerk
(b)	(Address of Clerk)
	The Council House
	North Street
	Chichester
	West Sussex PO19 1LQ
	——————————————————————————————————————
(c)	(Telephone/email, and hours and arrangements to view)
	On request between the hours of 9.30am and 4.30pm (except 1.00pm to 2.00pm lunch time) on Monday to Friday. Telephone 01243 788502
2:	Copies will be provided to any person on payment of £0.05p for each copy of the Annual Return
Ann	ouncement made by (Name of Clerk)
	Mrs Sam Tate
	Town Clerk
	25 <sup>th</sup> September 2024



## CHICHESTER CITY COUNCIL

## 2025-2026 DRAFT BUDGET REPORT

## FINANCE COMMITTEE ON 6th NOVEMBER 2024

### Introduction

The current budget proposals would result in a 9.06% increase in the precept. This does not consider any change in the tax base, which should reduce this figure.

## The City Council's budget for 2025/26.

The following items are for consideration:

- The National Joint Council pay award for 2024-2025 has been agreed at £1,290 per employee, we originally allowed for 6% in the Budget, so we had infact overbudgeted.
  - I have also allowed for a 4% pay award in 2025-2026. There have been some staff changes, including the regrading of the Property Managers position and the Council Services and Support Manager. Last year's budget also only included 6 months provision for the new Community Advice Officer position and 6 months for the new Project Officer, but these are now 12 months.
- It is proposed that the Community Grants Budget will be increased by £10,000 to £60,000 (large grants) and £50,000 small grants funded from Cil.
- The Public Realm base budget will stay increase to £57,000. 50% of the cost
  of the City Ambassadors £18,726 in 2024-25 This will continue to be funded
  from Public Realm Budget and the additional funding will assist with the
  planting of cathedral beds and similar public realm projects.
- The District Council have restructured their proposed funding model for the Wardens, there will continue to be 4 Wardens in the Chichester City area and the funding agreement is for 3 years to end of March 2026. The cost to the City Council will be increased by inflations 4% £51,030.
- Energy costs included in the Budget were doubled last year in 2023-24. The gas contract was renegotiated in 2023-24 for 36 months and electric contracts were renegotiated for 24 months. These are 100% green energy tariffs. This

year renegotiating the electricity prices, which have come down slightly for October 2025.

- The contribution towards the cost of Priory Park Public Conveniences remains at £20,000 plus RPI.
- Each year the election budget is £12,000 giving a total in reserve, after 4 years of £48,000 This should be sufficient to cover the cost of an election (approx. £22k) and any by-elections in between. The cost of the last election was £28,220 and we have £34,209 in reserve.
- Cemetery charges have been very hard to predict. In 2022-2023 we were charged £44,130, in 2023-2024 we were charged £31,469 Wages have gone up, but income has also increased quite significantly. I have kept the budget at £38,000, although this could be reduced slightly.
- Hanging baskets and planters. Windowflowers won the contract for hanging baskets and planters this year. They are also maintaining the cathedral beds, which is being funded from Cil. We have a small reserve of £5,000 in case funding from the BID isn't forthcoming.

## Income

The following assumptions have been made to budgets:

- The Market House.
   We are currently guaranteed £50,000 per annum with a 50/50 split of additional income above the base figure. Which means we should get an additional £35k more than the rent received last year, split 50/50,less management fee.
- Income from Council House bookings has increased substantially in the last year. Cards for Good causes have made a commitment to hire for 3 years. The Budget has been increased in line with forecast increased demand. We anticipate an increase in income resulting from improved kitchen facilities, this has been built into the Budget, however, there has then been an offsetting reduction, compensating for free bookings. Overall, the estimates for Wedding bookings have been increased by £7,500, this is a cautious increase, allowing for some flexibility. Charges have been increased by 2.2% for 2025-2026.

#### Risks

The risks are that other venues might have better facilities or be more popular and take our projected business.

• The City Council has £2,692,541.39 invested in the Public Sector Deposit Fund for which we are receiving a return of approximately £11,000 interest a month, plus income from the Property Fund. I have estimated the income conservatively allowing for a possible reduction in interest rates in the coming year. I have also had to take into consideration the reducing balance in the account as we spend our Cil receipts. The largest impact of this will be in 2027- 2028.

Risks AGENDA ITEM 9

That interest rates plummet.
That Cil receipts are delayed
That Cil is spent faster than predicted.

## Interest on Cil receipts and reserves

Bal 2,692,000

	Receipt	Ехр	Bal	Rate	interest
2024-25	66,000	434,000	2,324,000	4.99%	115,968
2025-26	70,000	829,000	1,565,000	4.00%	62,600
2026-27	100,000	748,000	917,000	4.00%	36,680
2027-28	320,000	1,227,685	9,315	4.00%	373
2028-29	400,000	96,000	313,315	4.00%	12,533
2029-30	500,000	96,000	717,315	4.00%	35,794
2030-31	500,000	96,000	1,121,315	4.00%	44,853

The figures in the take do not exactly match the Budgeted income because we also receive interest from the Property Fund.

## **Summary**

Overall, this Budget has allowed for the increase in salaries and staff changes.

Room booking income budgets have been increased to match estimated projections as a result of better facilities being offered that either compete or match other venues.

Fortunately, our investment income is currently good, but as we complete some of our larger projects the interest on our investments will reduce dramatically.

The estimated increase in the budget of 9.06% equates to an increase of £6.44p per Band D taxpayer per annum from £71.03 to £77.47.

This budget report is a discussion document used to identify and forecast changes to the 2025/26 budget.

The actual taxbase figure will change the final precept increase. This is currently unknown until Late November.

K. Martin

Finance Manager and Deputy Town Clerk

## Significant variances in the budget

£

Precept 24/25	851,726

## Expenditure

reduction in salaries	-45,217	(project Manager financed elsewhere)
Community Advice Worker	44,000	
Adjustments to NI	15,369	
Increase in public realm	34,000	
III health insurance	850	
Provision for vehicle replacment	10,000	
Increase in large grants	10,000	
Training	1,500	
NNDR	5,525	
Freedom Ceremony	-1,200	
Revaluation Civic Regalia	-800	
Flags	-760	
Council house cleaning	4,400	
Wardens (inflation)	1,963	
Owl trail	-3,500	
Cyclical maintenance	-1,750	
Heating and boiler	-2,000	
Space equivalent to hire	-6,000	removed budget
other		66,380
<u>Income</u>		
Hall Booking income	-7,100	
Buttermarket Income	-12,000	
Investment Income	30,000	
Allotment rental income	-473	

10,427
other minor variances 357
Precept 2025/2026 928,890 9.06%
928,890

After taking into account the taxbase

0.00

## **CHICHESTER CITY COUNCIL** FINAL BUDGET SUMMARY 2025/2026

Other   2,500   2,50		2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028B udget £
Buttermarket Allotments Sale of Goods Sale of Goods Sale of Goods Other  TOTAL INCOME (Excl. Precept)  EXPENDITURE Recharges to new cost centres Civic 1146,350 Council & Committees Community Affairs Council & Community Affairs Council & Community Affairs Council & Community Affairs Council & Community Affairs Council House Statutory Expenses Mayoralty Statutory Expenses Buttermarket City Cross St James Obelisk Hentige Henty Field TOTAL EXPENDITURE  1146,000 NET OPERATING EXPENDITURE Recharges to new cost centres 132,842 296,665 316,792 337,725 169,264 172,679 1146,350 165,923 169,264 172,679 10,670 10,67	INCOME				
Allotments Sale of Goods Sale of Goods Other  TOTAL INCOME (Excl. Precept)  EXPENDITURE Recharges to new cost centres Civic Discretionary Allotments Sagonary Council & Committees Community Affairs Community Affairs Events Events Events Events Events Buttermarket City Coss Statutory Expenses Mayoralty Council House Buttermarket City Cross St James Obelisk Henty Field City Cross St James Obelisk Henty Field Henty Field Percept on District Council Reversal of Capital Charges  AMOUNT TO BE MET FROM PRECEPT Precept on District Council  Reversal of Capital Charges  AMOUNT TO BE MET FROM PRECEPT Precept on District Council  Reversal of Capital Charges  Rest, 500 Rashows Rashow	Council House	53,300	60,400	61,564	62,753
Sale of Goods   300   300   300   300   300   300   3,500   3,500   3,500   3,500   3,500   3,500   3,500   3,500   3,500   3,500   3,500   3,500   3,500   3,500   3,500   2,500	Buttermarket	65,000	77,000	78,694	80,425
Street name change Other         3,500 2,500 2,500 2,500 2,500 2,500         3,500 2,500 2,500 2,500         3,500 2,500 2,500 2,500         3,500 2,500 2,500 2,500         2,500 2,500 2,500 2,500         2,500 2,500 2,500 2,500 2,500         2,500 2,500 2,500 2,500 2,500         2,500 2,500 2,500 2,500         172,679         169,264 172,679         172,679         172,679         169,264 172,679         172,679	Allotments	21,750	22,223	22,706	23,200
Other         2,500         2,600         3,725         2,600         2,600         2,600         3,738         39,738         30,709         2,500         2,500 <td>Sale of Goods</td> <td>300</td> <td>300</td> <td>300</td> <td>300</td>	Sale of Goods	300	300	300	300
TOTAL INCOME (Excl. Precept)	Street name change	3,500	3,500	3,500	3,500
SEXPENDITURE   Recharges to new cost centres   Civic   12,670   10,070   10,070	Other	2,500	2,500	2,500	2,500
Recharges to new cost centres         332,842         296,665         316,792         337,725           Civic         12,670         10,670         10,670         10,670           Discretionary         114,900         198,640         164,640         164,640           Allotments         39,738         39,738         39,738         39,738         39,738           Council & Committees         85,344         84,856         85,954         87,096           Community Affairs         2,750         2,250         2,250         2,250           Corime & Disorder         49,067         51,030         53,071         55,194           Events         28,020         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560	TOTAL INCOME (Excl. Precept)	146,350	165,923	169,264	172,679
Civic Discretionary         12,670 10,670 198,640 164,640 164,640 164,640 Allotments         114,900 198,640 164,640 164,640 164,640 164,640 39,738 39,738 39,738 39,738 39,738 39,738 39,738 39,738 39,738 39,738 39,738 39,738 39,738 39,738 60,000 1000 1000 1000 1000 1000 1000 10	EXPENDITURE				
Discretionary	Recharges to new cost centres	332,842	296,665	316,792	337,725
Allotments Council & Committees Community Affairs Corime & Disorder Events Statutory Expenses Mayoralty Council House St James Obelisk Henty Field Henty Field TOTAL EXPENDITURE  NET COST OF SERVICES NET OF SERVICES  NET OPERATING EXPENDITURE  NET OPERATING EXPENDITURE  AMOUNT TO BE MET FROM PRECEPT Precept on District Council  39,738 39,738 39,738 39,738 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,347 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 85,344 84,856 85,954 87,096 82,800 2,800 2,800 31,560 31,5	Civic	12,670	10,670	10,670	10,670
Council & Committees         85,344         84,856         85,954         87,096           Community Affairs         2,750         2,250         2,250         2,250           Crime & Disorder         49,067         51,030         53,071         55,194           Events         28,020         28,020         28,020         28,020           Statutory Expenses         81,020         81,820         82,652         83,517           Mayoralty         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         38,517           Buttermarket         3,840         3,840         3,840         3,840         3,840         3,840         3,840         3,840         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         1,012,474         1,064,474	Discretionary	114,900	198,640	164,640	164,640
Community Affairs         2,750         2,250         2,250         2,250           Crime & Disorder         49,067         51,030         53,071         55,194           Events         28,020         28,020         28,020         28,020           Statutory Expenses         81,020         81,820         82,652         83,517           Mayoralty         31,560         31,500         3840         3,840         3,840         3,840         3,840         3,840         3,840         3,840         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         1,010         1,010	Allotments	39,738	39,738	39,738	39,738
Crime & Disorder         49,067         51,030         53,071         55,194           Events         28,020         28,020         28,020         28,020           Statutory Expenses         81,020         81,820         82,652         83,517           Mayoralty         31,560         31,560         31,560         31,560         31,560         31,560         31,560         31,560         385,173           Buttermarket         3,840         3,840         3,840         3,840         3,840         3,840         3,840         3,840         3,840         3,840         3,840         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         4,690         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         1,216,813         1,208,884         1,237,153         NET COST OF SERVICES         1,003,726         1,050,890         1,039,620         1,064,474         Reversal of Capital Charges         (47,000)         (47,000)         (47,000)         (47,000)         (5,000)     <	Council & Committees	85,344	84,856	85,954	87,096
Events         28,020         28,000         28,000         28,000         28,000         2,000         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         2,500         <	Community Affairs	2,750	2,250	2,250	2,250
Statutory Expenses       81,020       81,820       82,652       83,517         Mayoralty       31,560       31,560       31,560       31,560         Council House       360,595       379,994       381,967       385,173         Buttermarket       3,840       3,840       3,840       3,840         City Cross       4,690       4,690       4,690       4,690         St James Obelisk       100       100       100       100         Heritage       440       440       440       440         Henty Field       2,500       2,500       2,500       2,500         TOTAL EXPENDITURE       1,150,076       1,216,813       1,208,884       1,237,153         NET COST OF SERVICES       1,003,726       1,050,890       1,039,620       1,064,474         Reversal of Capital Charges       (47,000)       (47,000)       (47,000)       (47,000)         Interest and investment income       (105,000)       (75,000)       (49,000)       (5,000)         NET OPERATING EXPENDITURE       851,726       928,890       943,620       1,012,474         Transfers (from) / to Earmarked Reserves       0       0       0       0         AMOUNT TO BE MET FROM PRECEPT <t< td=""><td>Crime &amp; Disorder</td><td>49,067</td><td>51,030</td><td>53,071</td><td>55,194</td></t<>	Crime & Disorder	49,067	51,030	53,071	55,194
Statutory Expenses       81,020       81,820       82,652       83,517         Mayoralty       31,560       31,560       31,560       31,560         Council House       360,595       379,994       381,967       385,173         Buttermarket       3,840       3,840       3,840       3,840         City Cross       4,690       4,690       4,690       4,690         St James Obelisk       100       100       100       100         Heritage       440       440       440       440         Henty Field       2,500       2,500       2,500       2,500         TOTAL EXPENDITURE       1,150,076       1,216,813       1,208,884       1,237,153         NET COST OF SERVICES       1,003,726       1,050,890       1,039,620       1,064,474         Reversal of Capital Charges       (47,000)       (47,000)       (47,000)       (47,000)         Interest and investment income       (105,000)       (75,000)       (49,000)       (5,000)         NET OPERATING EXPENDITURE       851,726       928,890       943,620       1,012,474         Transfers (from) / to Earmarked Reserves       0       0       0       0         AMOUNT TO BE MET FROM PRECEPT <t< td=""><td>Events</td><td>28,020</td><td>28,020</td><td>28,020</td><td>28,020</td></t<>	Events	28,020	28,020	28,020	28,020
Mayoralty       31,560       31,560       31,560       31,560         Council House       360,595       379,994       381,967       385,173         Buttermarket       3,840       3,840       3,840       3,840         City Cross       4,690       4,690       4,690       4,690         St James Obelisk       100       100       100       100         Heritage       440       440       440       440         Henty Field       2,500       2,500       2,500       2,500         TOTAL EXPENDITURE       1,150,076       1,216,813       1,208,884       1,237,153         NET COST OF SERVICES       1,003,726       1,050,890       1,039,620       1,064,474         Reversal of Capital Charges       (47,000)       (47,000)       (47,000)       (47,000)       (47,000)         Interest and investment income       (105,000)       (75,000)       (49,000)       (5,000)         NET OPERATING EXPENDITURE       851,726       928,890       943,620       1,012,474         Transfers (from) / to Earmarked Reserves       0       0       0       0         AMOUNT TO BE MET FROM PRECEPT       851,726       928,890       943,620       1,012,474         Pr	Statutory Expenses	81,020	81,820	82,652	
Buttermarket City Cross St James Obelisk Heritage Henty Field TOTAL EXPENDITURE  Interest and investment income NET OPERATING EXPENDITURE  AMOUNT TO BE MET FROM PRECEPT  Precept on District Council  3,840 3,840 3,840 4,690 4,690 4,690 4,690 100 100 100 100 100 100 100 100 100 1					
City Cross       4,690       4,690       4,690       4,690       4,690       4,690       4,690       4,690       100       140       140       440       440       440       440       440       440       440       440       440       440       12500       12500       2,500       2,500       2,500       2,500       1,216,813       1,208,884       1,237,153       1,012,474       1,050,890       1,039,620       1,064,474       1,064,474       1,050,890       1,039,620       1,064,474       1,064,474       1,070,000       (47,000)       (47,000)       (47,000)       (47,000)       (47,000)       (47,000)       (5,000)       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474       1,012,474	Council House	360,595	379,994	381,967	385,173
St James Obelisk       100       100       100       100       440       440       440       440       440       440       440       440       440       440       440       2,500       <	Buttermarket	3,840	3,840	3,840	3,840
Heritage	City Cross	4,690	4,690	4,690	4,690
Henty Field   2,500   2,500   2,500   2,500   1,216,813   1,208,884   1,237,153   1,003,726   1,050,890   1,039,620   1,064,474   Reversal of Capital Charges   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (105,000)   (75,000)   (49,000)   (5,000)   (5,000)   (5,000)   (75,0	St James Obelisk	100	100	100	100
TOTAL EXPENDITURE  NET COST OF SERVICES  Reversal of Capital Charges  (47,000)  Interest and investment income  NET OPERATING EXPENDITURE  Transfers (from) / to Earmarked Reserves  AMOUNT TO BE MET FROM PRECEPT  Precept on District Council  1,150,076  1,216,813  1,208,884  1,237,153  1,003,726  1,050,890  1,039,620  1,064,474  (47,000)  (47,000)  (47,000)  (47,000)  (47,000)  (47,000)  (49,000)  (5,000)  851,726  928,890  943,620  1,012,474  928,890  943,620  1,012,474  (851,726)  928,890)  (943,620)  (1,012,474)		440	440	440	440
NET COST OF SERVICES       1,003,726       1,050,890       1,039,620       1,064,474         Reversal of Capital Charges       (47,000)       (47,000)       (47,000)       (47,000)         Interest and investment income       (105,000)       (75,000)       (49,000)       (5,000)         NET OPERATING EXPENDITURE       851,726       928,890       943,620       1,012,474         Transfers (from) / to Earmarked Reserves       0       0       0       0         AMOUNT TO BE MET FROM PRECEPT       851,726       928,890       943,620       1,012,474         Precept on District Council       (851,726)       (928,890)       (943,620)       (1,012,474)	Henty Field	2,500	2,500	2,500	2,500
Reversal of Capital Charges   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (47,000)   (5,000)   (105,000)	TOTAL EXPENDITURE	1,150,076	1,216,813	1,208,884	1,237,153
Interest and investment income  (105,000)  (75,000)  (49,000)  (5,000)  NET OPERATING EXPENDITURE  Transfers (from) / to Earmarked Reserves  AMOUNT TO BE MET FROM PRECEPT  Precept on District Council  (105,000)  (75,000)  (49,000)  (49,000)  (5,000)  851,726  928,890  943,620  1,012,474  (851,726)  (928,890)  (943,620)  (1,012,474)	NET COST OF SERVICES	1,003,726	1,050,890	1,039,620	1,064,474
NET OPERATING EXPENDITURE       851,726       928,890       943,620       1,012,474         Transfers (from) / to Earmarked Reserves       0       0       0       0         AMOUNT TO BE MET FROM PRECEPT       851,726       928,890       943,620       1,012,474         Precept on District Council       (851,726)       (928,890)       (943,620)       (1,012,474)	Reversal of Capital Charges	(47,000)	(47,000)	(47,000)	(47,000)
Transfers (from) / to Earmarked Reserves       0       0       0       0         AMOUNT TO BE MET FROM PRECEPT       851,726       928,890       943,620       1,012,474         Precept on District Council       (851,726)       (928,890)       (943,620)       (1,012,474)	Interest and investment income	(105,000)	(75,000)	(49,000)	(5,000)
AMOUNT TO BE MET FROM PRECEPT 851,726 928,890 943,620 1,012,474  Precept on District Council (851,726) (928,890) (943,620) (1,012,474)	NET OPERATING EXPENDITURE	851,726	928,890	943,620	1,012,474
Precept on District Council (851,726) (928,890) (943,620) (1,012,474)	Transfers (from) / to Earmarked Reserves	0	0	0	0
	AMOUNT TO BE MET FROM PRECEPT	851,726	928,890	943,620	1,012,474
(SURPLUS) / DEFICIT FOR YEAR 0 (0) (0) 0	Precept on District Council	(851,726)	(928,890)	(943,620)	(1,012,474)
	(SURPLUS) / DEFICIT FOR YEAR	0	(0)	(0)	0

7.30% 10.96% 9.06% 1.59%

Increase in precept after taking into account the tax base

10.53%

Income headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Council House						
Hire Charges-Assembly Room	501	1001	31,500	32,193	32,901	33,625
Hire Charges-Court Room	501	1002	18,500	18,907	19,323	19,748
Wedding Income	501	1012	1,500	7,500	7,500	7,500
Solar Panel Income	501	1011	1,800	1,800	1,840	1,880
Street name change	103	1060	3,500	3,500	3,500	3,500
Hanging Basket Income	501	1013	2,500	2,500	2,500	2,500
Subtotal			59,300	66,400	67,564	68,753
Buttermarket						
Rental income	502	1120	65,000	77,000	78,694	80,425
Subtotal			65,000	77,000	78,694	80,425
Allotments						
Allotment rents	104	1020	21,500	21,973	22,456	22,950
Licence agreements	104	1028	250	250	250	250
Subtotal			21,750	22,223	22,706	
Sales of Goods / Misc. income	101	1075	300	300	300	300
Other						
Precept Received	101	1176	851,726	928,890	943,620	1,012,474
Interest Received - General	101	1196	105,000	75,000	49,000	5,000
CDC Share of grant			00,000	0,000	0,000	0,000
Subtotal			956,726	1,003,890	992,620	1,017,474
TOTAL INCOME			1,103,076	1,169,813	1,161,884	1,190,153

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Administration						
Staff Costs	101	4001	412,892	377,768	392,879	408,594
Employers NI	101	4002	49,547	48,834		52,819
Employers Superannuation	101	4003	79,275	76,309	79,361	82,536
Staff expenses	101	4004	300	300	300	
III Health Insurance	101	4005	4,150	5,000	5,000	5,000
Eye tests and corrective appliances	101	4011	300	300	300	300
Staff Recruitment	101	4007	500	500	500	500
Professional Development	101	4008	1.500	3.000	3.000	3.000
Travel and Subsistence	101	4009	100	100	100	100
General Expenses	101	4020	400	400	400	400
Telephone	101	4021	3.000	3,300	3,300	3,300
Postage	101	4022	700	700	700	700
Stationery	101	4023	800	800	800	800
SRCC Subscription	101	4024	50	50	50	50
Petty Cash Expenditure	101	4025	70	70	70	70
Printing	101	4026	300	300	300	300
Photocopying	101	4027	1,100	800	800	800
West Sussex ALC Ltd	101	4029	3,400	3,400	3,400	3,400
South East Employers	101	4030	240	240	240	240
Nat Allotment Gardens Assoc	101	4031	60	60	60	60
Walled Town Friendship	101	4032	130	130	130	130
UNA	101	4033	40	40	40	40
LCAS Subscription (Zurich Municipal)	101	4035	150	150	150	150
Shopwatch subscription/CHIBAC	101	4039	270	270	270	270
Publications	101	4036	150	150	150	150
Computer Improvement/Maint.*	101	4038	16,500	16,500	16,500	16,500
Office Equipment	101	4050	1,670	1,670	1,670	1,670
Bank Charges Payable	101	4051	400	400	400	400
Card Payment System fees	101	4010	300	300	300	300
Professional Fees*	101	4055	2,400	2,400	2,400	2,400
Professional Fees (staff)	101	4055	1,000	1,000	1,000	1,000
Audit Fees	101	4057	2,300	2,300	2,300	2,300
Payroll Admin Costs	101	4059	1,500	1,500		1,500
Cleaning Sundries	101	4216	70	70	70	70
Accommodation recharge	101	4700	53,300	53,300	53,300	53,300
Subtotal			638,864	602,411	622,527	643,449
Recharges to other services	101	1201	-638,864	-602,411	-622,527	-643,449

No. d -			£	Budget £	Budget £	Budget £
Civic						
Rememberance Sunday	102	4020	1.400	1,400	1,400	1,400
Custodian Uniforms	102	4111	600	600	600	600
Revaluation and Audit of Civic Regalia	102	4119	2.000	1,200	1,200	1,200
Robes and Hats*	102	4112	250	250	250	250
Cleaning/Repair Insignia*	102	4113	1,000	1,000	1,000	1,000
Civic and Heritage Awards	102	4114	1,000	1,000	1,000	1,000
Civic/Heritage Reception	102	4115	1,500	1,500	1,500	1,500
Official Gifts	102	4116	500	500	500	500
Guild of Mace-Bearers sub.	102	4117	60	60	60	60
Freedom Ceremony	102	4127	1,200	0	0	0
C S O'head recharge	102	4801	250	250	250	250
Administration recharge	102	4800	2,910	2,910	2,910	2.910
Subtotal	102	4000	12,670	10,670	10,670	10,670
Discretionary						
Flags and Flagpoles	103	4172	1,260	500	500	500
Chichester Tree Trail	XXX	XXXX	0	0	0	0
City Band (Gold level supporter)	XXX	4065	300	300	300	300
Keats statue	XXX	XXXX	0	0	0	0
Blue plaques	103	4182	1,200	1,200	1,200	1,200
_ocal Historic Interest plaque	xxx	xxxx	500	500	500	500
Bell Tower Clock	103	4063	500	500	500	500
Discretionary Grants	103	4260	50,000	60,000	60,000	60,000
VAAC				,	ŕ	ŕ
Community Advice Worker			0	44,000	44,000	44,000
Public Realm Projects	103	4296	23,000	57,000	23,000	23,000
Owl Trail (Chestnut tree house)			3,500	0	0	0
Environmental Initiatives	103	4188	800	800	800	800
Planters and baskets	103	4195	15,000	15,000	15,000	15,000
Walled Town Delegates	103	4204	1,000	1,000	1,000	1,000
Capital Charges	103	4900	6,600	6,600	6,600	6,600
C S O'head recharge	103	4801	890	890	890	890
Administration recharge	103	4800	10,350	10,350	10,350	10,350
Subtotal			114,900	198,640	164,640	164,640
Allotments						
Rates & Water	104	4211	1,800	1,800	1,800	1,800
Postage	104	4022	150	150	150	150
Reps/Maint. General	104	4236	6,000	6,000	6,000	6,000
Capital Charges	104	4900	1,300	1,300	1,300	1,300
C S O'head recharge	104	4801	1,450	1,450	1,450	1,450
Administration recharge	104	4800	29,038	29,038	29,038	29,038
Subtotal			39,738	39,738	39,738	39,738

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Democratic Representation						
C S O'head recharge	105	4801	5,320	5,320	5,320	5,320
Administration recharge	105	4800	64,580	64,580	64,580	64,580
Subtotal			69,900	69,900	69,900	69,900
Corporate Management						
C S O'head recharge	106	4801	25,090	25,090	25,090	25,090
Administration recharge	106	4800	236,512	200,335	220,462	241,395
Subtotal			261,602	225,425	245,552	266,485
Council & Committees						
Staff Costs (Planning)	110	4001	21,291	20,878	21,713	22,582
Employers NI	110	4002	2,555	2,351	2,445	2,543
Employers Superannuation	110	4003	4,088	4,217	4,386	4,561
Councillor Prof Development	110	4008	500	500	500	500
Councillor Travel and Subsistence	110	4009	400	400	400	400
General Expenses	110	4020	150	150	150	150
Local election Expenses *	110	4100	12,000	12,000	12,000	12,000
Refreshments	110	4102	100	100	100	100
C S O'head recharge	110	4801	1,840	1,840	1,840	1,840
Administration recharge	110	4800	21,520	21,520	21,520	21,520
Accommodation recharge	110	4700	19,800	19,800	19,800	19,800
Members expenses	110	4004	1,100	1,100	1,100	1,100
Subtotal			85,344	84,856	85,954	87,096
C S O'head recharge	111	4801	110	110	110	110
Community Develt admin	111	4800	1,230	1,230	1,230	1,230
Subtotal			1,340	1,340	1,340	1,340
Community Affairs Committee						
International Relations*	201	4185	500	500	500	500
Joint Twinning-Speyer*	201		500	500	500	500
Joint Twinning-Chartres*	201	4186	500	500	500	500
Joint Twinning-Ravenna*	201	4187	500	0	0	0
European Assoc of Historic Towns	201	xxxx	300	300	300	300
C S O'head recharge	201	4801	40	40	40	40
Administration recharge	201	4800	410	410	410	410
Subtotal			2,750	2,250	2,250	2,250

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Events						
Other Events - civic	202	4164	15,000	15,000	15,000	15,000
Italy Star Reception	202	4166	13,000	13,000	13,000	13,000
C S O'head recharge	202	4801	1,030	1,030	1,030	1,030
Administration recharge	202	4800	11,990	,	,	· · · · · · · · · · · · · · · · · · ·
Subtotal	202	4000	28,020	28,020	28,020	28,020
Cubiciai			20,020	20,020	20,020	20,020
Crime and Disorder Initiatives						
Community Wardens	203	4140	49,067	51,030	53,071	55,194
Subtotal	200	4140	49,067	51,030	53,071	55,194
Cubiciai			40,007	01,000	00,07 1	00,104
Statutory Expenses						
War Memorial R&M *	301	4148	2,000	2,000	2,000	2,000
Statues and memorials	301	xxxx	2,000			
Footpath Lighting-Energy	301	4150	3,700	3,700	3,700	3,700
Footpath Lighting Maintenance	301	4151	3,780	3,780	3,780	3,780
City Cemetery-Annual Contrib.	301	4152	38,000	38,000	38,000	38,000
Contribution to Public Conveniences	301	4144	20,000	20,800	21,632	22,497
Litten Gardens grounds maintenance contra	301	4153	2,500	2,500	2,500	2,500
Disused burial grounds*	301	4154	500	500	500	500
Misc. Grnd Mtce & Street Furn.*	301	4156	500	500	500	500
Street Naming & Signage*	301	4157	4,000	4,000	4,000	4,000
C S O'head recharge	301	4801	320	320	320	320
Administration recharge	301	4800	3,720	3,720	3,720	3,720
Subtotal			81,020	81,820	82,652	83,517

Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
Mayoralty						
Travel and Subsistence	401	4009	1,000	1,000	1,000	1,000
General Expenses	401	4020	1,000	1,000	1,000	
Mayors Allowance	401	4125	4,000	4,000	4,000	
Deputy Mayor's Allowmance	401	XXXX	0,000	500	500	500
Mayor at Home-Summer	401	4130	0	0	0	000
Mayor at Home-Christmas	401	4131	2,200	•	1,700	1,700
Receptions Other	401	4132	1,000	1,000	1,000	
Accommodation recharge	401	4700	8,900	8,900	8,900	
C S O'head recharge	401	4801	1,060	1,060	1,060	· · · · · · · · · · · · · · · · · · ·
Administration recharge	401	4800	12,400	12,400	12,400	,
Subtotal		.000	31,560	31,560	31,560	31,560
Council House						
Staff Costs (Custodians)	501	4001	39,006	40,317	41,930	43,607
Employers NI	501	4002	4,681	6,438	6,696	6,963
Employers Superannuation	501	4003	7,489	11,821	12,294	12,786
Overtime	501	4012	16,430	18,200	17,774	18,485
Professional fees (paintings)	501	4055	2,000	2,000	2,000	2,000
Publicity	501	4101	6,000	6,000	6,000	6,000
Rates and Water	501	4211	48,845	54,370	54,370	54,370
Bid membership	501	4206	1,350	1,404	1,460	1,519
Electricity	501	4214	8,000	8,000	8,000	8,000
Gas	501	4215	9,000	9,000	9,000	
General cleaning	501	4216	2,300	2,300	2,300	2,300
Cleaning and window cleaning	501	4212	5,000	9,400	9,400	
Council House equipment	501	4250	1,950	2,500	2,500	,
Alarm main servicing and monitoring	501	4217	800	850	850	850
Key holding and call outs	501	4217	700	700	700	
Lift Service Contract and R&M	501	4218	1,700	1,700	1,700	
Fire Alarm service maintenance and monitor		4219	460	180	180	180
Emergency Lighting	501	4209	1,500	750	750	750
Fire Extinguishers	501	4210	1,250	1,250	1,250	1,250
Automatic door service contract and R&M	501	4221	650	650	650	650
Insurance	501	4225	11,000	11,000	11,000	11,000
Wedding Licences*	501	4201	710	710	710	710
Premises Licence	501	4227	510	700	700	700
Council House R&M & improvements*	501	4231	8,000	8,000	8,000	8,000

Health and Safety	Expenditure headings	Cost Centre	Description Code	2024/2025 Budget £	2025/2026 Budget £	2026/2027 Budget £	2027/2028 Budget £
CCTV service contract and R&M	Cyclical maintenance budget*	501	4238	3,000	1,250	1,250	1,250
Council Chamber redecorations   Xxx   Xxxxx   Xxxx   X		501	4245	2,000	1,500	1,500	1,500
MUGA funning costs   xxx   xxxx   xxx   xxxx   xxx   xxxx   xxx   xxxx   xxxx   xxxx   xxxx   xxxx   xxxx   xxxx   xxxx   xxxx	CCTV service contract and R&M	501	4234	400	400	400	400
Provision for Vehicle replacement   Xxx   Xxxxx   Xxxx   Xxxxx   Xxxxx   Xxxxx   Xxxxx   Xxxxx   Xxxxx   Xxxxx   Xxxx   Xxxxx   Xxxx   Xxxxx		XXX	XXXX	~	~	-	0
Running costs for van		XXX	XXXX	750			750
Energy efficiency initiatives (boilers)				~	,	,	10,000
Maintenance of bus shelter				1,800		2,500	2,500
Lightning Protection service and R & M* Heating, vertilation and air conditioning         501         4241         180         220         220         22         4,500         2,50				0	•	0	0
Heating, ventilation and air conditioning   551							500
Display Energy Certificate*   501   4242   400   400   400   400   400   400   400   400   400   400   400   400   400   500							
Vedding expenditure				,			
Space equivalent to hire   501							
C S O'head recharge Administration recharge So1						500	500
Administration recharge   501   4800   38,100   39,100   30,100				,	Ü	22 772	22 772
Capital Charges         501         4900         39, 100         39, 100         39, 100         39, 100         39, 100         39, 100         467, 17           Accomm. Recharges to other services         501         1201         -82,000				,			
Subtotal   Subtotal   A42,595   461,994   463,967   467,177							
Market House         Professional fees (legal fees)         502         4055         2,500         1,000         1,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00         2,00		301	4900		·		467,173
Professional fees (legal fees)	Accomm. Recharges to other services	501	1201	-82,000	-82,000	-82,000	-82,000
C S O'head recharge							
Administration recharge Subtotal 502 4800 1,230 1,230 1,230 1,230 3,840							
Subtotal					-	-	110
City Cross         Electricity         504         4214         300         300         300         30         300         2,00         2,00         2,00         2,00         2,00         2,00         3,00         3,00         3,00         3,00         3,00         3,00         3,00         3,00         3,00		502	4800				1,230
Electricity	Subtotal			3,840	3,840	3,840	3,840
Reps/Maint. General   504   4236   500   1,0	City Cross						
City Cross Conservation *         504         4300         2,000         2,000         2,000         2,000         2,000         2,000         2,000         2,000         2,000         500         820	Electricity	504	4214	300	300	300	300
Clock service contract and R&M*   504   4302   1,000   500   500   500   C S O'head recharge   504   4801   70   70   70   70   70   70   70	Reps/Maint. General	504	4236	500	1,000	1,000	1,000
C S O'head recharge	City Cross Conservation *	504	4300	2,000	2,000	2,000	2,000
Administration recharge Subtotal 504 4800 820 4,690 4,	Clock service contract and R&M*	504	4302	1,000		500	500
Subtotal       4,690       100       100       100       100       100       100       100       100       100       100       100       100       100       100       100       100       100       100       100       30       30       30       33       30       30       30       30       30       30       30       30       30       30       410       410       410       410       410       440       440       440       440       440       440       440       440       440       440       440       440       440       440       440       440       440							70
St James Obelisk       505       4236       100 <td></td> <td>504</td> <td>4800</td> <td></td> <td></td> <td></td> <td>820</td>		504	4800				820
Reps/Maint. General*         505         4236         100	Subtotal			4,690	4,690	4,690	4,690
Subtotal         100         100         100         10           Heritage C S O'head recharge Administration recharge         506         4801         30         30         30         3           Subtotal         440         440         440         440         44           Henty Field Reps/Maint. General         508         4236         2,500         2,500         2,500         2,500           Subtotal         2,500         2,500         2,500         2,500         2,500         2,500           Transfer from Asset Mgt. Rev. Acc.         -47,000         -47,000         -47,000         -47,000         -47,000							
Heritage         506         4801         30         30         30         30         30         30         30         30         30         30         30         30         30         410         410         410         410         41         410         41         410         41         41         44		505	4236				100
C S O'head recharge       506       4801       30       30       30       30       30       410       410       410       410       41       410       41       410       41       410       41       410       41       41       410       41       41       41       41       41       41       41       41       41       44 <td>Subtotal</td> <td></td> <td></td> <td>100</td> <td>100</td> <td>100</td> <td>100</td>	Subtotal			100	100	100	100
Administration recharge       506       4800       410       410       410       41       41       41       41       41       41       41       44	1 •						
Subtotal         440         440         440         44           Henty Field Reps/Maint. General         508         4236         2,500         2,500         2,500         2,500           Subtotal         2,500         2,500         2,500         2,500         2,500           Transfer from Asset Mgt. Rev. Acc.         -47,000         -47,000         -47,000         -47,000		506	4801				30
Henty Field       508       4236       2,500	Administration recharge	506	4800	410	410	410	410
Reps/Maint. General       508       4236       2,500 <td>Subtotal</td> <td></td> <td></td> <td>440</td> <td>440</td> <td>440</td> <td>440</td>	Subtotal			440	440	440	440
Subtotal         2,500         2,500         2,500         2,50           Transfer from Asset Mgt. Rev. Acc.         -47,000         -47,000         -47,000         -47,000			40				
Transfer from Asset Mgt. Rev. Acc47,000 -47,000 -47,000 -47,000	Reps/Maint. General	508	4236	2,500	2,500	2,500	2,500
	Subtotal			2,500	2,500	2,500	2,500
TOTAL EXPENDITURE 1 100 15	Transfer from Asset Mgt. Rev. Acc.			-47,000	-47,000	-47,000	-47,000
1,103,010 1,103,014 1,105,105	TOTAL EXPENDITURE			1,103,076	1,169,813	1,161,884	1,190,153

## **Audit Plan**

Audit assertions	Recommended minimum testing
Appropriate books of accounts have been kept properly throughout the year.	<ul> <li>Ensure the correct roll forward of the prior year cashbook balances to the new financial year</li> <li>Check a sample of financial transactions in cashbooks to bank statements, etc. The sample size dependent on the size of the authority and nature of accounting records maintained</li> </ul>
The council's financial regulations have been met, payments were supported by invoices, all expenditure was approved, and VAT was appropriately accounted for.	<ul> <li>Review the procedures in place for acquisition of formal tenders and quotes, ensuring they are in line with the Standing Orders and Financial Regulations which should be based on the latest version.</li> <li>Ensure that consistent values are in place for the acquisition of formal tenders between Standing Orders and Financial Regulations (frequently different limits are recorded in the two documents)</li> <li>Review the procedures for receipt of invoices, agreement of invoice detail and confirmation of goods /services delivery and approval for payment. Ideally, a suitably designed certification stamp should be in place providing for evidencing of these checks and payment authorisation</li> <li>Check that there is effective segregation between the writing of cheques or the setting up of online payments, and physical release of payments</li> <li>Check that VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements</li> <li>Where debit / credit cards are in use, establish the total monthly and individual transaction limits and ensure appropriate controls over physical security and usage of the cards are in place</li> </ul>
The council assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.	<ul> <li>Ensure that authorities have prepared, and formally adopted, at least once annually, an appropriate and comprehensive register of assessed risks, both regular and ad hoc</li> <li>Ensure that appropriate levels of insurance cover are in place for land, buildings, public, employers' and hirers' (where applicable) liability, fidelity guarantee, business interruption and cyber security</li> <li>Ensure that appropriate arrangements are in place for monitoring play areas, open spaces and sports pitches: such reviews should be undertaken by appropriately qualified external inspectors or, if by officers or members, that they have received the appropriate training and accreditation</li> </ul>

The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

- Ensure that the full authority, not a committee, has considered, approved and adopted the annual precept in accordance with the required precepting authority timetable
- Ensure that budget reports are prepared and submitted to council / committees periodically during the year with appropriate commentary on any significant variances
- Review the budget performance either during the year or at the financial year-end seeking explanations for any significant or unanticipated variances
- Ensure that the authority has considered the establishment of specific earmarked reserves and reviews them annually as part of the budget assessment process
- Ensure that the precept in the accounts matches the submission form to the relevant authority and the public record of precepted amounts

Expected income was fully received, based on correct prices, properly recorded and promptly banked; and VAT was appropriately accounted for.

- Review "aged debtor" listings to ensure appropriate follow up action is in place
- Allotments: ensure that appropriate signed tenancy agreements exist, that an appropriate register of tenants is maintained identifying that debtors are monitored.
- Burials: ensure that a formal burial register is maintained that it is up-to-date and that a sample of interments and memorials are appropriately evidenced, that fees have been charged at the correct approved rate and been recovered within a reasonable time: (Authorities should also acquire and retain copies of Burial / Cremation certificates)
- Hall hire: ensure that an effective diary system for bookings is in place identifying the hirer, hire times and ideally cross-referenced to invoices raised
- Leases: ensure that leases are reviewed in a timely manner in accordance with the terms of the lease and rents similarly reviewed appropriately at the due time
- Other variable income streams: ensure that appropriate control procedures and documentation are in existence to provide a clear audit trail through to invoicing and recovery of all such income
- Where amounts are receivable on set dates during the year, ensure that an appropriate control record is maintained duly identifying the date(s) on which income is due and received / banked

Petty cash payments were properly supported by receipts, all petty cash expenditure was approved,  Several authorities are now running down and closing their petty cash accounts and using debit / credit cards for ad hoc purchases.
 Consequently, a "not applicable" response is frequently required in this area.

# and VAT appropriately accounted for.

- Review the systems in place for controlling any petty cash and cash floats (used for bar, catering, etc.)
- Check a sample of transactions during the financial year to ensure appropriate supporting documentation is held
- Review the existence of evidenced periodic independent verification of the petty cash and any other cash floats held
- Ensure that VAT is identified wherever incurred and appropriate
- Physically check the petty cash and other cash floats held
- Where bar or catering facilities are in place, ensure that appropriate cashing-up procedures are in place reconciling the physical cash takings to the till "Z" total readings

Salaries to employees and allowances to members were paid in accordance with council approvals, and PAYE and NI requirements were properly applied.

- Ensure that, for all staff, a formal employment contract is in place together with a confirmatory letter setting out any changes to the contract
- Ensure that appropriate procedures are in place for the payment of members allowances and deduction of any tax liability
- Ensure that, for a sample of staff salaries, gross pay due is calculated in accordance with the approved spinal point on the NJC scale or hourly rate, if off-scale, and with the contracted hours
- Ensure that appropriate tax codes are being applied to each employee
- Where free or paid software is used, ensure that it is up to date.
- For the test sample of employees, ensure that tax is calculated appropriately
- Check the correct treatment of pension contributions to either the Local Government Pension Scheme (non - taxable, deducted from the gross salary or schemes like NEST which already allow for tax deductions)
- For NI, ensure that the correct deduction and employer's contributions are applied: NB. The employers' allowance is not available to councils but may be used by other authorities
- Ensure that the correct employers' pension percentage contribution is being applied
- Ensure that for the test sample, the correct net pay is paid to the employee with tax, NI and pension contributions correctly paid to the respective agencies

Asset and investments registers were complete and accurate and properly maintained.

#### Tangible fixed assets

- Ensure that the authority is maintaining a formal asset register and updating it routinely to record new assets at original purchase price, net of VAT and removing any disposed of / no longer serviceable assets
- Physically verifying the existence and condition of high value, high risk assets may be appropriate

- Ideally, the register should identify for each asset the purchase cost and, if practicable, the replacement / insured cost, the latter being updated annually and used to assist in forward planning for asset replacement
- Additions and disposals records should allow tracking from the prior year to the current
- Ensure that the asset value to be reported in the AGAR at Section 2, Box 9 equates to the prior year reported value, adjusted for the nominal value of any new acquisitions and /or disposals
- Compare the asset register with the insurance schedule to ensure that all assets as recorded are appropriately insured or "selfinsured" by the authority

#### Fixed asset investments

Ensure that all long-term investments (i.e., those for more than 12-month terms) are covered by the "Investment Strategy" and reported as Assets in the AGAR at Section 2, Box 9.

#### **Borrowing and lending**

- Ensure that the authority has sought and obtained appropriate
   DMO approval for all loans acquired
- Ensured that the authority has accounted for the loan appropriately (i.e., recorded the full value of the loan any arrangement fee should be regarded as an admin expense) in the year of receipt
- Ensure that the combined principal loan repayment and interest for the year is correctly recorded in the AGAR at Section 2 Box 5
- Ensure that the outstanding loan liability as of 31st March each year is correctly recorded in the AGAR at Section 2, Box 10 (value should be verified via the DMO website)
- Where the authority has issued loans to local bodies, they should ideally seek signed indemnities from the recipient body, or their members, agreeing to underwrite the loan debt

# Periodic and year-end bank account reconciliations were properly carried out.

- Ensure that bank reconciliations are prepared routinely, and are subject to independent scrutiny and sign-off by members
- Verify the accuracy of the year-end bank reconciliation detail and ensure accurate disclosure of the combined cash and bank balances in the AGAR, Section 2, Box 8
- Where the authority has bank balances exceeding £100,000 it has an appropriate investment strategy

Accounting statements
prepared during the year were
prepared on the correct
accounting basis (receipts
and payments or income and
expenditure), agreed to the

- Ensure that, where annual turnover exceeds £200,000, appropriate records are maintained throughout the year on an Income and Expenditure basis to facilitate budget reporting in that vein
- Ensure that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end

cash book, were supported by	Check the AGAR for completion and accuracy
an adequate audit trail from	<ul> <li>Trace the source of the amounts entered to the AGAR</li> </ul>
underlying records, and	
where appropriate debtors	
and creditors were properly	
recorded.	The same Association and Control of the same and and action to the
If the authority certified itself	The correct exemption certificate was prepared and minuted in
as exempt from a limited assurance review in the	accordance with the statutory submission deadline
previous year, it met the	<ul> <li>That it has been published, together with all required information on the council's website and noticeboard</li> </ul>
exemption criteria and	on the council's website and noticeboard
correctly declared itself	
exempt.	
The authority publishes	This test applies only to those councils covered by the £25,000
information on a free to	External Audit exemption
access website/webpage up	<ul> <li>Internal auditors should review the authority's website ensuring</li> </ul>
to date at the time of the	that all required documentation is published in accordance with
internal audit in accordance	the Transparency Code for Smaller Authorities
with any relevant	
transparency code	
requirements	
The authority, during the	Examine a copy of the required "Public Notice" ensuring that it
previous year correctly	clearly identifies the statutory 30 working day period when the
provided for the period for the	authority's records are available for public inspection.
exercise of public rights as	Check whether councils have minuted the relevant dates at the
required by the Accounts and	same time as approving the AGAR
Audit Regulations	
The authority has complied	Confirm the Notice for the Exercise of Public Rights and Sections 1
with the publication	and 2 of the AGAR are published on the council website.
requirements for the previous	Check the External Auditor Report and Certificate and Notice of
year's AGAR	Conclusion of Audit are published on the council website.
Trust funds (including	Confirm that all charities of which the council is a Trustee are up to
charitable) The council met	date with Charity Commission filing requirements
its responsibilities as a	Confirm that the council is the sole trustee on the Charity
trustee.	Commission register
	<ul> <li>Confirm that the council is acting in accordance with the Trust deed</li> </ul>
	<ul> <li>Confirm that the charity meetings and accounts are recorded</li> </ul>
	separately from those of the council
	Review the level and activity of the charity and where a risk-based
	approach suggests such, review the Independent Examiner's report
	,