

MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks, SL7 2AG

TO:

Members of the Resources Committee:

Councillor N Mityaeva- Chairman

Councillors D Brown, R Cadman, C Funnell, R Wilson, R Scott, C Heap

A meeting of the Resources Committee will be held on Tuesday 11th November 2023 at 7pm in the Town Council office Court Gardens, Pound Lane, Marlow and you are hereby summoned to attend.

Mrs Hilary Martin
Town Clerk
02.11.2023

A G E N D A

RC.29.23	Apologies for absence	
RC.30.23	Declarations of Interest	
RC.31.23	Minutes of the previous meeting dated 12.09.2023	
RC.32.23	Management Accounts	DECISION
RC.33.23	Grants	DECISION
RC.34.23	Asbestos Removal Foxes Piece Allotments	DECISION
RC.35.23	Devolution Policy	INFORMATION
RC.36.23	Information Reports	INFORMATION
	<ul style="list-style-type: none">• Accounts Paid• Investments	
RC.37.23	Date and Time of next meeting:	INFORMATION
	Tuesday 16 th January 2024 at 7pm	

MARLOW TOWN COUNCIL

Court Garden, Pound Lane, Marlow, Bucks, SL7 2AG

MINUTES OF THE RESOURCES COMMITTEE MEETING HELD ON TUESDAY 12th SEPTEMBER 2023 AT 7.00pm IN THE TOWN COUNCIL OFFICE, COURT GARDEN, MARLOW

Present	Chairman	Cllr N Mityaeva
	Town Mayor	Cllr D Brown
		Cllr C Heap
		Cllr R Scott
		Cllr R Wilson
	Deputy Clerk	Mrs K Joy
	Also present	Cllr C Hoyle
		Cllr C Stapely
		Cllr J Towns

RC.22.23 Apologies for absence

There were no apologies for absence.

RC.23.23 Declarations of Interest

There were no declarations of interest.

RC.24.23 Minutes

RESOLVED:

THAT THE MINUTES OF THE MEETING DATED 11.07.2023 WERE AGREED AND SIGNED

RC.25.23 Management Accounts

RESOLVED:

THAT THE MANAGEMENT ACCOUNTS DATED 30.06.2023 WERE RECOMMENDED TO FULL COUNCIL FOR APPROVAL

RC.26.23 Grants

Completed Grant applications form had been received from the following organisations. The full grant applications were available to members:

➤ Marlow Camera Cub	£300
➤ Marlow Energy Group	£500
➤ Marlow Museum	£600
➤ Marlow United Churches	£500

RESOLVED

THAT MEMBERS DETERMINED THE GRANTS AS DETAILED ABOVE

RC.27.23 Information Reports

a) Accounts Paid since the last meeting

List of payments made since the last meeting.

b) Investments

Local Authorities Property Fund Statement of Account dated 30.06.2023, Public Sector Deposit Fund statement dated 31.07.2023

Members noted the reports.

RC.28.23 Date and Time of next meeting:

Tuesday 7th November 2023 at 7pm, Meeting closed at 7.30pm

Chairman **Date**

RC.32.23 Management Accounts

Click here for the following schedules:-

- A1 Commentary
- A2 Balance sheet dated 30.09.2023
- A3 Income and Expenditure schedule dated 30.09.2023
- A4 Earmarked Reserves schedule dated 30.09.2023
- A5 Reserves Income & Expenditure Movement Summary
- A6 Grants schedule dated 30.09.2023
- A7 Bank Reconciliation dated 30.09.2023
- A8 Expenditure Report 30.09.2023
- A9 Copy bank statements at 30.09.2023
- A10 Copy bank statements at 30.09.2023

Recommended

That the management accounts dated 30.09.2023 be recommended to full council for approval

RC.33.23 Grants

Completed Grant applications form have been received from the following organisations. The full grant applications can be viewed by clicking on the organisations name below. As at today's meeting date the balance available in Grants stands at £,3,900-00.

Funding Request

- Citizens Advice Bucks £2,233

Recommended

That members determine the grants as detailed above.

RC.34.23 Asbestos Removal Foxes Piece Allotments

There are two derelict sheds that have asbestos roofs at Foxes Piece Allotments, and we would like to have the sheds removed. The lowest quote from an approved contractor received for the asbestos removal is £495-00.

Recommended

That members resolve to agree to the cost £495-00 for the asbestos removal.

RC.35.23 Devolution Policy update from Buckinghamshire Council

Changes which have been made to our approach to devolution primarily in relation to council assets.

The Council has a strong commitment to localism as demonstrated through our investment in Community Boards and the Town & Parish Charter. Devolution is a feature of this, as a key element of the unitary business case.

As part of unitary transition programme in 2019 town and parish councils were asked to submit expressions of interest for assets they would like to have devolved to them, and from the expressions received we agreed initially to take forward five pilot projects. These projects were overseen by a Member Devolution Board which the Cabinet Members for Communities chairs.

Our learning from these pilot projects have shown that the process can be very complex and time consuming, with significant input required from a range of services such as legal and finance, together with the organisation wishing to take the asset over. We also find ourselves in a very different place from when we first became a unitary and the context for devolution has changed considerably. It is really important, there is a need to balance resource requirements against service pressures and ensure that value for money is provided. The time taken to ensure these projects are developed properly also creates the risk of slow progress and a negative perception of the Council's commitment to localism. It is also important we ensure we are not giving away assets which we may well need in the future, given the new demands and challenges we face.

To date, two devolution projects have been completed (Aylesbury Christmas Lights and Prestwood Recreation Ground) and two projects are in progress.

Green Street Community Centre

Quarrendon and Meadowcroft Community Centre, Haydon Hill Community Centre, Aylesbury Multi-Cultural Centre, (all within Aylesbury and being consider together).

Given the situation described above, Cabinet considered changes to the Council's approach to devolution when they met on 11th October 2023 and agreed the following to make it clearer about the process.

- An initial viability assessment to be completed upon receiving an expression of interest overseen by the Members Devolution Board with Cabinet informally consulted, so any requests which are unlikely to proceed are declined at the earliest possible opportunity.
- That there needs to be a stronger focus on those devolution opportunities that offer the most benefit to the Council.
- Applicants will be advised of the proposed Head of Terms as soon as possible to inform the required business case.
- Car parks which generate income, hold an operational benefit or retain a commercial interest will not be considered.

· There will be no negotiation over freehold of assets, although in exceptional circumstances the transfer of freehold could be considered and would be subject to approval by Cabinet.

Given the impacts on workloads and the time taken to complete projects it was also decided that no further devolution projects would be added to the programme until the current live projects are concluded. Once these are concluded, the programme proceeds with no more than two devolution cases open at any one time. The Devolution and Asset Transfer Policy is to be updated to reflect the outlined approach.

In terms of highways devolution, local councils have recently been advised that the highways service are looking to open the programme of devolving some highways services to any councils who wish to participate. This is something we have been doing successfully for many years and is a core part of the BAU activity of our Highways Services. This is an established part of the service within Highways the process is a lot smoother and doesn't create the same draw on new resources that we have experienced when looking to devolve physical assets, so there are no changes to these arrangements.

If you have any queries on the changes to the policy (assets), please do not hesitate to contact me.

Members are requested to note the changes to the Devolution Policy.

RC.36.23 Information Reports

a) Accounts Paid since the last meeting

[Click here for appendix B1 which is the list of payments made since the last meeting.](#)

b) Investments

[Click here for appendix C1 – C2 these are the Local Authorities Property Fund Statement of Account dated 30.09.2023, Public Sector Deposit Fund statement dated 31.09.2023](#)

Members are requested to note the reports.

RC.37.23 Date and time of next meeting - Tuesday 16TH January 2024 at 7.00pm

01/11/23

September 2023



MARLOW TOWN COUNCIL

Commentary

April 2023

Event spend £1,935.12 in the Earmarked Reserves is King Charles 3 Coronation celebration costs.

£11,828.31 shortfall in WDC Devolved services is due to payment being made in calendar year not financial year.

May 2023

Event spend £1,722.25 in the Earmarked Reserves is King Charles 3 Coronation celebration costs.

June 2023

Event spend £13.70 in the Earmarked Reserves is King Charles 3 Coronation celebration costs.

Town Improvements in Earmarked Reserves was made up of £228.83 for Bridge Lighting project and £410.19 paid from The Triangle surplus which was had been moved to Town Improvements.

August 2023

Town Improvements in Earmarked Reserves was made up of £170.33 for Bridge Lighting project and £2,540.00 for a new defibrillator cabinet.

The appeal against Thames Water for the direct debit taken by Water+ for Gossmore Toilets in February 2023 has been resolved, and the credit received has been included in Utilities Water.

September 2023

Confirmation that PCSO will not be billed this financial year.

An accrual for office rent has been put through for the period Jul-Sep23 as no invoice has been received from Bucks County Council to date. YTD budget includes £3200 in Sep23 for Oct-Dec as BCC would usually invoice in advance, no accrual for this has been made as the accounts.

An accrual for Marlovian Summer23 edition has been put through as no invoice has been received at point of producing accounts.

01/11/23

September 2023



MARLOWTOWNCOUNCIL

Balance Sheet

	<u>Opening</u> <u>01.04.2023</u>	<u>Movement</u> <u>Apr-23</u>	<u>Movement</u> <u>May-23</u>	<u>Movement</u> <u>Jun-23</u>	<u>Movement</u> <u>Jul-23</u>	<u>Movement</u> <u>Aug-23</u>	<u>Movement</u> <u>Sep-23</u>	<u>YTD Balance</u> <u>Sep-23</u>
Investment Stock								
Investments at valuation	177,753.05	-	-	(246.65)	-	-	(2,078.01)	175,428.39
Current Assets								
Debtors & Prepayments	7,865.05	(3,034.55)	(984.60)	1,683.67	4,747.15	(7,584.59)	13,744.21	16,436.34
Bank, Cash & Cash Holding	455,744.42	184,977.27	(26,589.77)	(38,351.35)	(32,657.96)	(4,783.25)	157,905.57	696,244.93
VAT	14,075.70	(9,673.66)	3,491.37	5,711.23	(12,040.36)	1,661.21	3,418.61	6,644.10
	<u>477,685.17</u>	<u>172,269.06</u>	<u>(24,083.00)</u>	<u>(30,956.45)</u>	<u>(39,951.17)</u>	<u>(10,706.63)</u>	<u>175,068.39</u>	<u>719,325.37</u>
Current Liabilities								
Creditors, Accruals	(23,883.02)	6,914.86	2,915.65	(11,706.15)	12,099.32	(4,844.73)	(10,020.49)	(28,524.56)
Deferred Precept & other Income	(41,216.69)	(118,705.71)	31,808.48	31,808.48	31,808.48	31,808.48	(159,042.43)	(191,730.91)
Other Taxes & SS costs	(3,078.37)	(293.54)	(178.18)	582.25	2.10	(0.21)	(19.97)	(2,985.92)
	<u>(68,178.08)</u>	<u>(112,084.39)</u>	<u>34,545.95</u>	<u>20,684.58</u>	<u>43,909.90</u>	<u>26,963.54</u>	<u>(169,082.89)</u>	<u>(223,241.39)</u>
Current Assets Less Current Liabilities	<u>409,507.09</u>	<u>60,184.67</u>	<u>10,462.95</u>	<u>(10,271.87)</u>	<u>3,958.73</u>	<u>16,256.91</u>	<u>5,985.50</u>	<u>496,083.98</u>
Total Assets Less Liabilities	<u>587,260.14</u>	<u>60,184.67</u>	<u>10,462.95</u>	<u>(10,518.52)</u>	<u>3,958.73</u>	<u>16,256.91</u>	<u>3,907.49</u>	<u>671,512.37</u>
Capital & Reserves								
Earmarked Reserves	379,544.02	-	-	-	-	-	-	379,544.02
General Reserves	29,963.07	-	-	-	-	-	-	29,963.07
Investment Reserve (at valuation)	177,753.05	-	-	(246.65)	-	-	(2,078.01)	175,428.39
EMR Movement 2023/24	-	(1,935.12)	8,257.82	(652.72)	-	(2,710.33)	14,157.00	17,116.65
Current Year Surplus/(Deficit)	-	62,119.79	2,205.13	(9,619.15)	3,958.73	18,967.24	(8,171.50)	69,460.24
	<u>587,260.14</u>	<u>60,184.67</u>	<u>10,462.95</u>	<u>(10,518.52)</u>	<u>3,958.73</u>	<u>16,256.91</u>	<u>3,907.49</u>	<u>671,512.37</u>

01/11/23

September 2023



MARLOWTOWNCOUNCIL

Income & Expenditure Summary

	Actual	Actual	Actual	Actual	Actual	Actual	Budget	Variance	YTD	YTD Budget	YTD Bud Var	Full Year
	Apr-23	May-23	Jun-23	Jul-23	Aug-23	Sep-23	Sep-23	Sep-23	Sep-23	Sep-23	Sep-23	Budget
Precept Received	31,808.50	31,808.48	31,808.48	31,808.48	31,808.48	31,808.48	31,808.00	0.48	190,850.90	190,848.00	2.90	381,701.00
Bucks CC Devolved Services	18,941.03	-	-	-	-	-	-	-	18,941.03	17,376.00	1,565.03	17,376.00
WDC Devolved Services	36,290.69	-	-	-	-	-	-	-	36,290.69	48,119.00	(11,828.31)	48,119.00
Allotment Rents	11,333.00	1,546.00	153.00	140.00	-	235.00	50.00	185.00	13,407.00	13,800.00	(393.00)	14,100.00
Cemetery Fees	5,145.00	6,800.00	5,790.00	385.00	5,720.00	1,910.00	4,858.00	(2,948.00)	25,750.00	29,156.00	(3,406.00)	58,304.00
Gossmore Recreation Ground	-	-	-	-	-	-	-	-	-	700.00	(700.00)	1,200.00
Bus Shelter Advertising	-	-	187.50	-	-	-	50.00	(50.00)	187.50	300.00	(112.50)	600.00
Banner Administration	-	-	-	-	-	-	-	-	-	-	-	-
Markets	-	-	-	-	-	-	-	-	-	-	-	-
Shopmobility Marlow	-	-	-	-	-	-	-	-	-	-	-	-
Dividend & Cash Holding Interest	812.70	763.44	3,000.67	977.23	1,095.25	3,483.58	519.00	2,964.58	10,132.87	3,116.00	7,016.87	6,231.00
Misc Income	-	-	-	6,000.00	-	-	-	-	6,000.00	-	6,000.00	-
	104,330.92	40,917.92	40,939.65	39,310.71	38,623.73	37,437.06	37,285.00	152.06	301,559.99	303,415.00	(1,855.01)	527,631.00
NB Income in Reserves	-	9,980.07	-	-	-	25,200.00	-	-	35,180.07	-	-	-
Salaries	16,847.60	17,053.97	15,463.53	15,462.94	15,462.84	17,420.81	18,769.00	1,348.19	97,711.69	112,770.00	15,058.31	225,384.00
Subcontractors	644.37	940.78	938.63	1,367.06	436.76	1,435.04	1,423.00	(12.04)	5,762.64	8,533.00	2,770.36	18,321.00
Administration	5,883.65	3,735.30	3,356.58	2,038.46	1,799.27	3,199.28	3,737.00	537.72	20,012.54	19,109.00	(903.54)	32,017.00
Waste Management	380.00	607.75	1,151.66	957.28	620.00	415.00	233.00	(182.00)	4,131.69	3,048.00	(1,083.69)	5,626.00
Health and Safety	656.40	402.65	259.40	211.55	192.04	450.40	245.00	(205.40)	2,172.44	1,700.00	(472.44)	3,950.00
Equipment, Operating and Maintenance	931.63	434.77	119.44	177.00	270.00	309.41	377.00	67.59	2,242.25	2,170.00	(72.25)	4,312.00
Community	3,263.77	6,060.69	20,476.64	6,301.10	2,741.66	11,797.30	12,678.00	880.70	50,641.16	57,628.00	6,986.84	118,242.00
Devolved	6,492.84	6,582.61	6,618.15	6,700.01	7,154.75	6,193.40	6,300.00	106.60	39,741.76	40,118.00	376.24	82,011.00
Utilities	(167.31)	1,623.57	805.55	1,268.45	(9,522.75)	655.76	1,051.00	395.24	(5,336.73)	5,731.00	11,067.73	11,359.00
Buildings	3,501.12	949.15	1,127.73	459.42	260.43	3,435.10	3,787.00	351.90	9,732.95	12,627.00	2,894.05	18,002.00
Insurance	3,506.17	-	-	-	-	-	-	-	3,506.17	3,237.00	(269.17)	3,787.00
Van	270.89	321.55	241.49	408.71	241.49	297.06	385.00	87.94	1,781.19	2,310.00	528.81	4,620.00
Investment	-	-	-	-	-	-	-	-	-	-	-	-
	42,211.13	38,712.79	50,558.80	35,351.98	19,656.49	45,608.56	48,985.00	3,376.44	232,099.75	268,981.00	36,881.25	527,631.00
NB Expenditure in Reserves	1,935.12	1,722.25	652.72	-	2,710.33	11,043.00	-	-	18,063.42	-	-	-
Surplus/(Deficit)	62,119.79	2,205.13	(9,619.15)	3,958.73	18,967.24	(8,171.50)	(11,700.00)	3,528.50	69,460.24	34,434.00	35,026.24	-

01/11/23



September 2023

MARLOW TOWN COUNCIL

Earmarked Reserves

DEPARTMENT	PURPOSE	STATUS	CODE	BALANCE start	including late prior	Transfer	EXPENDITURE	MVT	BALANCE end
				April 2023	year reserve mvt				
ADMINISTRATION									
Grants and donations	Grants to charitable causes and organastions	Ongoing	7116	5,863.40				0.00	5,863.40
Office move	Considering alternative office accommodation	Ongoing		17,400.00				0.00	17,400.00
COMMUNITY									
Elections	Local election costs	Town Council elections in May 2025	7113	11,602.28				0.00	11,602.28
Shopmobility	Maintenance of equipment	Ongoing maintenance and repairs	7123	791.80				0.00	791.80
Events, including Christmas lig	Events, Christmas lights and other activities	Committed to new 5 year lease commitment for new Christmas lights	7150	133,076.22	24,700.00		14,714.07	9,985.93	143,062.15
Environmental	Environmental and sustainability projects	Projects to be identified		21,920.00				0.00	21,920.00
Town improvements	Future improvements	Ongoing projects, including bridge lighting	7323	69,799.11			3,349.35	(3,349.35)	66,449.76
Defibrillator	Balance of previous provision	Increased to cover costs of multiple defibrillators		496.00				0.00	496.00
Causeway development	Possible enhancements to Causeway	Projects to be identified		18,160.00				0.00	18,160.00
EXTERNAL FUNDING									
CIL 2021/22	CIL funding - subject to restricted use	Projects to be identified	4999	435.75				0.00	435.75
CIL 2023/24	CIL funding - subject to restricted use	Projects to be identified	4999	0.00	9,980.07			9,980.07	9,980.07
CAPITAL WORKS									
Cemetery	Possible use of chapel as community space	Under consideration		29,226.00				0.00	29,226.00
Dedmere Rise	Possible development of site	Under consideration		10,000.00				0.00	10,000.00
RECREATION GROUNDS									
Gossmore Trust	Provision for future facilities	Ongoing	7506	9,080.13	500.00			500.00	9,580.13
Equipment replacement	Future repairs and replacement	Ongoing		51,693.33				0.00	51,693.33
				379,544.02	35,180.07	0.00	18,063.42	17,116.65	396,660.67

01/11/23
September 2023



MARLOW TOWN COUNCIL

Reserves Income & Expenditure Movement Summary

		<u>Balance</u>	including late prior year reserve mvt											<u>Balance to date</u>	YTD		
		<u>01.04.23</u>	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Oct-23</u>	<u>Nov-23</u>	<u>Dec-23</u>	<u>Jan-24</u>	<u>Feb-24</u>	<u>Mar-24</u>			
INCOME																	
ADMINISTRATION	Grants and donations	5,863.40													5,863.40	-	
	Office move	17,400.00													17,400.00	-	
COMMUNITY	Elections	11,602.28													11,602.28	-	
	Shopmobility	791.80													791.80	-	
	Events, including Christmas lights	133,076.22						24,700.00							143,062.15	24,700.00	
	Environmental	21,920.00													21,920.00	-	
	Town improvements	69,799.11													66,449.76	-	
	Defibrillator	496.00													496.00	-	
	Causeway development	18,160.00													18,160.00	-	
EXTERNAL FUNDING	CIL 2021/22	435.75													435.75	-	
	CIL 2023/24	0.00		9,980.07											9,980.07	9,980.07	
CAPITAL WORKS	Cemetery	29,226.00													29,226.00	-	
	Dedmere Rise	10,000.00													10,000.00	-	
RECREATION GROUNDS	Gossmore Trust	9,080.13						500.00							9,580.13	500.00	
	Equipment replacement	51,693.33													51,693.33	-	
		379,544.02	-	9,980.07	-	-	-	25,200.00	-	-	-	-	-	-	396,660.67	35,180.07	
		EMR Movement 2023/24														-	0.00
															YTD		
															Expenditure		
EXPENDITURE																	
ADMINISTRATION	Grants and donations															-	
	Office move															-	
COMMUNITY	Elections															-	
	Shopmobility															-	
	Events, including Christmas lights		1,935.12	1,722.25	13.70			11,043.00							14,714.07	-	
	Environmental															-	
	Town improvements				639.02		2,710.33								3,349.35	-	
	Defibrillator															-	
	Causeway development															-	
EXTERNAL FUNDING	CIL 2021/22															-	
	CIL 2023/24															-	
CAPITAL WORKS	Cemetery															-	
	Dedmere Rise															-	
RECREATION GROUNDS	Gossmore Trust															-	
	Equipment replacement															-	
		-	1,935.12	1,722.25	652.72	-	2,710.33	11,043.00	-	-	-	-	-	-	18,063.42	-	

01/11/23

September 2023



MARLOWTOWNCOUNCIL

Grants and Donations

Actuals 2022/23	2023-24	MTC Grants	Date Paid	Permissive Legislation
	BUDGET FOR THE YEAR 2023/24	8000.00		
	RESERVES	5863.40		
		13863.40		
860.00	Royal British Legion			+
500.00	Marlow Choral Society			~
	Marlow Town Regatta & Festival	500.00	Jul-23	~
	Marlow Regatta Ltd	500.00	May-23	#
300.00	Marlow Camera Club	300.00	Sep-23	~
500.00	Marlow Methodist			+
1000.00	Lighthouse Marlow			+
500.00	Marlow Museum Centre Project	600.00	Sep-23	#
400.00	Rennie Grove Hospice Care			+
500.00	Marlow Bridge Scouts			+
100.00	Bucks Scouts Council			+
350.00	Buckinghamshire Citizens Advice Bureau			+
	Marlow Energy Group	500.00	Sep-23	+
1000.00	Dementia Action Marlow			+
1000.00	Marlow Writers Society			+
2250.00	Marlow United Charities	1500.00	Jul-23, Sep-23	+
	TOTAL APPLICATIONS	3900.00		
	from reserves			
	BALANCE including reserves movement	3900.00		
	+ LGA 1972 S.137	2000.00		+
	S.137 cap for Marlow £99,251 (£8.82 x 11,253 electors (2022-23))			
	# LGA 1972 S.144	1100.00		#
	~ LGA 1972 S.145	800.00		~
	^ C and D Act 1998	0.00		^

01/11/23

Bank Reconciliation 30.09.23



MARLOWTOWNCOUNCIL

	Account		£
Deposit Account	07521063	per statement	<u>256,395.78</u>
Current Account	01581935	per statement	<u>225,641.03</u>
Cheque & Debit card Account	03049254	per statement	1,000.00
	less unrepresented chqs		<u>1,000.00</u>
Paypal			<u>-</u>
Petty Cash			<u>206.89</u>
			<u>206.89</u>
Total Bank and Cash			483,243.70
National Savings Investments	AG174600	per statement	<u>-</u>
Santander Business Account			<u>-</u>
CCLA - Public Sector Deposit Fund			<u>213,001.23</u>
CCLA - Local Authority Property Fund £200,000.00 included as Investments expenditure 2019/20			<u>-</u>
	NB mid market valuation at 30.09.23	175,428.39	
	quarterly net dividend yield to 30.09.23	2,308.80	
Short Term Cash Holdings			213,001.23
Total Bank and Short Term Cash Holdings			696,244.93

01/11/23

September 2023



MARLOWTOWNCOUNCIL

Expenditure Report

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Year to Date</u>			<u>Full Year</u>
	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Sep-23</u>	<u>Sep-23</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
Salaries												
All Staff	16,847.60	17,053.97	15,463.53	15,462.94	15,462.84	17,420.81	18,769.00	1,348.19	97,711.69	112,770.00	15,058.31	225,384.00
Salaries	16,847.60	17,053.97	15,463.53	15,462.94	15,462.84	17,420.81	18,769.00	1,348.19	97,711.69	112,770.00	15,058.31	225,384.00
Subcontractors												
Allotments	14.19	49.98	-	-	26.48	320.00	125.00	(195.00)	410.65	750.00	339.35	1,500.00
Causeway	-	-	-	-	-	-	-	-	-	-	-	350.00
Cemetery	-	670.00	395.00	395.00	275.00	240.00	155.00	(85.00)	1,975.00	925.00	(1,050.00)	1,855.00
Community Payback	126.23	183.31	365.73	571.64	135.28	875.04	500.00	(375.04)	2,257.23	3,000.00	742.77	6,000.00
Recreation Grounds	-	37.49	161.86	400.42	-	-	100.00	100.00	599.77	600.00	0.23	2,100.00
Street Furniture	153.95	-	16.04	-	-	-	50.00	50.00	169.99	300.00	130.01	600.00
Trees	350.00	-	-	-	-	-	493.00	493.00	350.00	2,958.00	2,608.00	5,916.00
Subcontractors	644.37	940.78	938.63	1,367.06	436.76	1,435.04	1,423.00	(12.04)	5,762.64	8,533.00	2,770.36	18,321.00
Administration												
Expenses	337.99	343.35	283.53	136.34	204.22	132.09	278.00	145.91	1,437.52	1,778.00	340.48	3,366.00
I.T.	813.90	357.20	414.74	398.50	474.33	406.50	300.00	(106.50)	2,865.17	1,800.00	(1,065.17)	3,600.00
Meetings	176.05	1,246.16	122.65	-	9.35	180.00	70.00	(110.00)	1,734.21	1,110.00	(624.21)	1,320.00
Merchant Trading Account and other charges	67.88	45.74	42.15	21.38	30.34	(31.21)	25.00	56.21	176.28	150.00	(26.28)	300.00
P.R./Communication	300.00	300.00	300.00	365.00	300.00	300.00	300.00	-	1,865.00	1,800.00	(65.00)	3,600.00
Photocopier	224.31	-	-	215.84	-	-	180.00	180.00	440.15	582.00	141.85	1,082.00
Postage	-	29.60	207.23	-	-	37.50	41.00	3.50	274.33	246.00	(28.33)	428.00
Printing & Stationery	19.26	243.41	126.72	81.96	(15.08)	-	58.00	58.00	456.27	348.00	(108.27)	696.00
Professional Fees	922.00	1,124.84	1,711.61	700.84	821.51	2,149.00	2,300.00	151.00	7,429.80	7,770.00	340.20	13,470.00
Staff Uniforms	-	-	147.95	-	(25.40)	25.40	100.00	74.60	147.95	350.00	202.05	470.00
Subscriptions	2,517.76	-	-	-	-	-	-	-	2,517.76	2,665.00	147.24	2,665.00
Training	504.50	45.00	-	118.60	-	-	85.00	85.00	668.10	510.00	(158.10)	1,020.00
Long Service Awards	-	-	-	-	-	-	-	-	-	-	-	-
Administration	5,883.65	3,735.30	3,356.58	2,038.46	1,799.27	3,199.28	3,737.00	537.72	20,012.54	19,109.00	(903.54)	32,017.00

01/11/23

September 2023



MARLOW TOWN COUNCIL

Expenditure Report

	<u>Actual</u> <u>Apr-23</u>	<u>Actual</u> <u>May-23</u>	<u>Actual</u> <u>Jun-23</u>	<u>Actual</u> <u>Jul-23</u>	<u>Actual</u> <u>Aug-23</u>	<u>Actual</u> <u>Sep-23</u>	<u>Budget</u> <u>Sep-23</u>	<u>Variance</u> <u>Sep-23</u>	<u>Year to Date</u>			<u>Full Year</u> <u>Budget</u>
									<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
Waste Management												
Confidential	-	227.75	-	-	-	-	-	-	227.75	-	(227.75)	-
Dog	140.00	140.00	175.00	140.00	140.00	175.00	233.00	58.00	910.00	1,398.00	488.00	2,796.00
General	240.00	240.00	976.66	817.28	480.00	240.00	-	(240.00)	2,993.94	1,440.00	(1,553.94)	2,620.00
Scanning	-	-	-	-	-	-	-	-	-	210.00	210.00	210.00
Hazardous	-	-	-	-	-	-	-	-	-	-	-	-
Waste Management	380.00	607.75	1,151.66	957.28	620.00	415.00	233.00	(182.00)	4,131.69	3,048.00	(1,083.69)	5,626.00
Health & Safety												
Alarms	230.00	-	-	-	-	-	-	-	230.00	230.00	-	230.00
Electrical	-	-	99.00	-	-	-	-	-	99.00	-	(99.00)	400.00
Equipment	199.50	242.25	-	155.80	31.64	290.00	25.00	(265.00)	919.19	150.00	(769.19)	300.00
Fire Prevention	-	-	-	-	-	-	-	-	-	-	-	380.00
Inspections - all sites	226.90	160.40	160.40	-	160.40	160.40	200.00	39.60	868.50	1,200.00	331.50	2,400.00
Locks & Keys	-	-	-	55.75	-	-	20.00	20.00	55.75	120.00	64.25	240.00
Health & Safety	656.40	402.65	259.40	211.55	192.04	450.40	245.00	(205.40)	2,172.44	1,700.00	(472.44)	3,950.00
Equipment, Operating and Maintenance												
Defibrillator Maintenance	80.00	-	-	-	270.00	-	29.00	29.00	350.00	174.00	(176.00)	348.00
Fuel	-	13.10	11.52	19.52	-	13.86	22.00	8.14	58.00	132.00	74.00	264.00
New Equipment	333.33	300.00	47.92	17.48	-	22.55	110.00	87.45	721.28	560.00	(161.28)	1,100.00
Servicing/Repairs	518.30	121.67	60.00	-	-	273.00	166.00	(107.00)	972.97	1,004.00	31.03	2,000.00
Benches/bus stop (costs)	-	-	-	140.00	-	-	50.00	50.00	140.00	300.00	160.00	600.00
Equipment, Operating and Maintenance	931.63	434.77	119.44	177.00	270.00	309.41	377.00	67.59	2,242.25	2,170.00	(72.25)	4,312.00

01/11/23

September 2023



MARLOWTOWNCOUNCIL

Expenditure Report

	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Year to Date</u>			<u>Full Year</u>
	<u>Apr-23</u>	<u>May-23</u>	<u>Jun-23</u>	<u>Jul-23</u>	<u>Aug-23</u>	<u>Sep-23</u>	<u>Sep-23</u>	<u>Sep-23</u>	<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	<u>Budget</u>
Community												
Bunting	-	2,025.19	-	-	-	-	800.00	800.00	2,025.19	1,900.00	(125.19)	1,900.00
Christmas Events	97.11	-	154.50	-	-	2,954.92	-	(2,954.92)	3,206.53	200.00	(3,006.53)	9,500.00
Civic Service	-	-	50.00	-	-	-	-	-	50.00	1,180.00	1,130.00	1,180.00
Competitions	-	-	37.50	200.00	-	-	-	-	237.50	30.00	(207.50)	500.00
Environment Working Group	-	-	319.20	1,050.64	-	109.72	333.00	223.28	1,479.56	2,002.00	522.44	4,000.00
Elections	-	-	-	-	-	-	-	-	-	-	-	2,000.00
Floral Displays	-	-	13,221.00	-	-	180.00	-	(180.00)	13,401.00	12,010.00	(1,391.00)	17,510.00
Wildflower Planting	-	205.80	53.72	-	-	-	-	-	259.52	500.00	240.48	500.00
Grants	500.00	-	-	1,500.00	-	1,900.00	3,500.00	1,600.00	3,900.00	5,500.00	1,600.00	8,000.00
Leaders Expenses	-	-	-	-	-	-	429.00	429.00	-	2,574.00	2,574.00	5,148.00
Marlovian	-	-	-	-	-	3,900.00	-	(3,900.00)	3,900.00	3,900.00	-	7,800.00
Mayoral Expenses	416.66	745.77	416.66	416.66	416.66	416.66	429.00	12.34	2,829.07	2,774.00	(55.07)	5,348.00
Police Community Support Officer	-	-	-	-	-	-	4,906.00	4,906.00	-	9,812.00	9,812.00	19,624.00
Remembrance	-	-	-	-	-	-	-	-	-	-	-	5,500.00
Security Patrols	2,250.00	2,325.00	2,250.00	2,325.00	2,325.00	2,250.00	2,281.00	31.00	13,725.00	13,686.00	(39.00)	27,372.00
Shopmobility	-	-	16.66	470.00	-	65.00	-	(65.00)	551.66	360.00	(191.66)	660.00
Swan Upping	-	-	-	338.80	-	-	-	-	338.80	400.00	61.20	400.00
Twinning	-	758.93	3,867.63	-	-	-	-	-	4,626.56	800.00	(3,826.56)	800.00
Youth Project	-	-	89.77	-	-	21.00	-	(21.00)	110.77	-	(110.77)	500.00
Community	3,263.77	6,060.69	20,476.64	6,301.10	2,741.66	11,797.30	12,678.00	880.70	50,641.16	57,628.00	6,986.84	118,242.00
Devolved												
Grounds Maintenance	6,492.84	6,582.61	6,618.15	6,700.01	7,154.75	6,193.40	6,300.00	106.60	39,741.76	40,118.00	376.24	82,011.00
Devolved	6,492.84	6,582.61	6,618.15	6,700.01	7,154.75	6,193.40	6,300.00	106.60	39,741.76	40,118.00	376.24	82,011.00

01/11/23

September 2023



MARLOWTOWNCOUNCIL

Expenditure Report

	<u>Actual</u> <u>Apr-23</u>	<u>Actual</u> <u>May-23</u>	<u>Actual</u> <u>Jun-23</u>	<u>Actual</u> <u>Jul-23</u>	<u>Actual</u> <u>Aug-23</u>	<u>Actual</u> <u>Sep-23</u>	<u>Budget</u> <u>Sep-23</u>	<u>Variance</u> <u>Sep-23</u>	<u>Year to Date</u>			<u>Full Year</u> <u>Budget</u>
									<u>Actual</u>	<u>Budget</u>	<u>Variance</u>	
Utilities												
Electricity	(541.27)	202.53	-	-	136.96	-	313.00	313.00	(201.78)	1,878.00	2,079.78	3,756.00
Gas	131.31	110.44	84.65	62.63	6.21	48.56	117.00	68.44	443.80	702.00	258.20	1,406.00
Rates	170.60	170.60	170.59	170.59	170.59	170.59	55.00	(115.59)	1,023.56	330.00	(693.56)	620.00
Telephone	176.60	297.27	264.95	151.37	220.84	147.70	168.00	20.30	1,258.73	1,006.00	(252.73)	2,014.00
Water	(104.55)	842.73	285.36	883.86	(10,057.35)	288.91	398.00	109.09	(7,861.04)	1,815.00	9,676.04	3,563.00
Utilities	(167.31)	1,623.57	805.55	1,268.45	(9,522.75)	655.76	1,051.00	395.24	(5,336.73)	5,731.00	11,067.73	11,359.00
Buildings												
Alarms	-	-	75.00	-	-	-	65.00	65.00	75.00	135.00	60.00	135.00
Cemetery	-	707.11	818.74	35.00	-	-	-	-	1,560.85	300.00	(1,260.85)	300.00
Office/cleaning	231.43	172.35	164.30	354.73	190.74	165.41	464.00	298.59	1,278.96	1,984.00	705.04	3,811.00
Clock	-	-	-	-	-	-	-	-	-	260.00	260.00	260.00
Garage	69.69	69.69	69.69	69.69	69.69	69.69	58.00	(11.69)	418.14	348.00	(70.14)	696.00
Recreation Grounds	-	-	-	-	-	-	-	-	-	-	-	-
Rent	3,200.00	-	-	-	-	3,200.00	3,200.00	-	6,400.00	9,600.00	3,200.00	12,800.00
Buildings	3,501.12	949.15	1,127.73	459.42	260.43	3,435.10	3,787.00	351.90	9,732.95	12,627.00	2,894.05	18,002.00
Insurance												
Buildings	3,506.17	-	-	-	-	-	-	-	3,506.17	3,237.00	(269.17)	3,237.00
Other	-	-	-	-	-	-	-	-	-	-	-	-
Vehicle	-	-	-	-	-	-	-	-	-	-	-	550.00
Insurance	3,506.17	-	-	-	-	-	-	-	3,506.17	3,237.00	(269.17)	3,787.00
Van												
Van Fuel	29.40	80.06	-	167.22	-	55.57	140.00	84.43	332.25	840.00	507.75	1,680.00
Van Lease	241.49	241.49	241.49	241.49	241.49	241.49	245.00	3.51	1,448.94	1,470.00	21.06	2,940.00
Van	270.89	321.55	241.49	408.71	241.49	297.06	385.00	87.94	1,781.19	2,310.00	528.81	4,620.00



Marlow Town Council
 Court Garden
 Marlow
 SL7 2AG

Your Account

Sort Code [REDACTED]
 Account Number [REDACTED]

TREASURERS ACCOUNT

01 September 2023 to 30 September 2023

Money In	£770.29	Balance on 01 September 2023	£923.14
Money Out	£709.98	Balance on 30 September 2023	£1,000.00

Your Transactions



Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 23	[REDACTED]	DEB		16.55	923.14
04 Sep 23	[REDACTED]	DEB		19.25	903.89
04 Sep 23	[REDACTED]	DEB		21.00	882.89
05 Sep 23	[REDACTED]	TFR	117.11		1,000.00
05 Sep 23	[REDACTED]	DEB		6.29	993.71
06 Sep 23	[REDACTED]	DEB		54.95	938.76
07 Sep 23	[REDACTED]	DEB		10.00	928.76
07 Sep 23	[REDACTED]	DEB		12.98	915.78
08 Sep 23	[REDACTED]	DEB		23.99	891.79
12 Sep 23	[REDACTED]	TFR	108.21		1,000.00
19 Sep 23	[REDACTED]	DEB		47.96	952.04
20 Sep 23	[REDACTED]	DEB		64.60	887.44
21 Sep 23	[REDACTED]	DEB		296.99	590.45
22 Sep 23	[REDACTED]	DEB		11.67	578.78
22 Sep 23	[REDACTED]	DEB		37.50	541.28
25 Sep 23	[REDACTED]	DEB		28.80	512.48
27 Sep 23	[REDACTED]	DEB		29.85	482.63

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 
 Account Number 

Your Transactions


Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
28 Sep 23		DEB		27.60	455.03
29 Sep 23		TFR	544.97		1,000.00

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			

Marlow Town Council
 Court Garden
 Marlow
 SL7 2AG

Your Account
















Sort Code 
 Account Number 

TREASURERS ACCOUNT

01 September 2023 to 30 September 2023

Money In	£227,196.81	Balance on 01 September 2023	£50,910.55
Money Out	£52,526.33	Balance on 30 September 2023	£225,641.03

Your Transactions




Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
01 Sep 23	 O	SO		60.00	50,910.55
01 Sep 23		DD		83.63	50,826.92
01 Sep 23		DD		129.37	50,697.55
01 Sep 23		DD		145.00	50,552.55
01 Sep 23		DD		256.80	50,295.75
01 Sep 23		FPI	27.82		50,323.57
04 Sep 23		DD		141.40	50,182.17
04 Sep 23		FPI	27.66		50,209.83
04 Sep 23		TFR	50.00		50,259.83
05 Sep 23		TFR		117.11	50,142.72
06 Sep 23		FPI	69.56		50,212.28
07 Sep 23		FPI	38.50		50,250.78
08 Sep 23	 C	BP		2,965.95	47,284.83
08 Sep 23		FPI	55.00		47,339.83
12 Sep 23		FPI	129.43		47,469.26
12 Sep 23		TFR		108.21	47,361.05
14 Sep 23		TFR	18,000.00		65,361.05

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 
 Account Number 

Your Transactions






Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
15 Sep 23		BGC	190,850.91		256,211.96
15 Sep 23		DD		410.99	255,800.97
18 Sep 23		DD		5.53	255,795.44
18 Sep 23		DD		45.45	255,749.99
18 Sep 23		DD		92.40	255,657.59
20 Sep 23		FPI	55.00		255,712.59
20 Sep 23		FPI	1,200.00		256,912.59
20 Sep 23		FPI	250.00		257,162.59
21 Sep 23		FPI	589.19		257,751.78
21 Sep 23		FPI	34.79		257,786.57
21 Sep 23		FPI	500.00		258,286.57
22 Sep 23		DD		289.79	257,996.78
22 Sep 23		DD		11,187.85	246,808.93
25 Sep 23		FPI	1,800.00		248,608.93
25 Sep 23		BP		3,723.90	244,885.03
25 Sep 23		DD		47.87	244,837.16
25 Sep 23		FPI	287.11		245,124.27
26 Sep 23		FPI	777.36		245,901.63
26 Sep 23		FPI	1,200.00		247,101.63
27 Sep 23		BGC	19.69		247,121.32
27 Sep 23		DD		13,251.60	233,869.72
27 Sep 23		FPI	10,000.00		243,869.72

(Continued on next page)

TREASURERS ACCOUNT

Sort Code 
 Account Number 

Your Transactions

Date	Description	Type	Money In (£)	Money Out (£)	Balance (£)
27 Sep 23		FPI	600.00		244,469.72
28 Sep 23		FPI	34.79		244,504.51
29 Sep 23		DD		18,918.51	225,586.00
29 Sep 23		FPI	600.00		226,186.00
29 Sep 23		TFR		544.97	225,641.03

Transaction types

BGC Bank Giro Credit	BP Bill Payments	CHG Charge	CHQ Cheque
COR Correction	CPT Cashpoint	DD Direct Debit	DEB Debit Card
DEP Deposit	FEE Fixed Service	FPI Faster Payment In	FPO Faster Payment Out
MPI Mobile Payment In	MPO Mobile Payment Out	PAY Payment	SO Standing Order
TFR Transfer			



Annual Grant Application for 2023-24

NAME OF ORGANISATION	Membership
Citizens Advice Bucks	National Citizens Advice (copy of membership agreement attached)
Official / Registered Address of the Organisation	
[REDACTED]	
Address to which correspondence should be sent if different from above	
[REDACTED]	
Contact details of the person completing this application	
Contact name [REDACTED]	
Position held Bid Writer	
Daytime telephone number [REDACTED]	
Email address [REDACTED]	
When was your organisation established? 1st April 2021. Following the merger of 3 local Citizens Advice organisations operating in Buckinghamshire since 1939: Citizens Advice Aylesbury Vale (CAAV), Citizens Advice Chiltern (CAC) and Citizens Advice High Wycombe (CAHW)	
What is the legal status of your organisation? following	please tick one of the
a) unregistered voluntary or community organisation	<input type="checkbox"/>
b) registered Charity in England or Wales	<input checked="" type="checkbox"/>
c) waiting to be registered as a Charity	<input type="checkbox"/>
d) charity recognised by HMRC in Scotland or Northern Ireland	<input type="checkbox"/>
e) exempt / excepted Charity registered in England and Wales	<input type="checkbox"/>
Registered Charity No (if applicable) 1126825	
PROJECT	
Project Description Citizens Advice Bucks is a countywide charity in Buckinghamshire providing free, confidential, independent, impartial and expert advice that empowers people facing challenges in their lives to help themselves and directly supports those that can't. Our highly trained team of staff and volunteers have a wide range of expertise. Our advice service covers a holistic range of issues, such as Housing, Benefits & Tax Credits, Debt, Employment and many other issues.	

We operate our advice services through the following channels:

- Online Advice: All advice is available online 24 hours a day, 7 days a week through our website.
- F2F on a pre-arranged appointment basis
- Adviceline: Our Adviceline is open Mon. to Fri. 9.30am -5.30pm and takes calls throughout the year.
- Email: advice is available, and a tailored response is guaranteed within 5 days.
- Webchat: Talk live 5 days a week - online through our webchat-live chat with a real adviser.
- Social Media: To find our latest consumer advice, scams awareness, as well as via advice videos.

Project Background

A grant award from Marlow Town Council will make a much-appreciated contribution to the running costs of the Citizens Advice Bucks advice service. Every pound of extra funding that we receive is truly valued and helps to cover the unrestricted core costs of our General Advice service operations, which in the Marlow area specifically includes telephone and email advice, and webchat advice.

Over the course of the year 2022/23 Citizens Advice Bucks had helped 103 clients in the Marlow area with some 338 issues; this number of clients represents 1.36% of the total number of clients that we helped last year across the county of Buckinghamshire. We are observing these numbers increase over recent months of this operating year.

We will receive £532,250 of grant funding from Bucks Council this year and our total budgeted expenditure for our countywide service is c. £1.8 million; we have secured funding from other funders for bespoke/restricted funded projects – for example: the Santander Foundation for our *Money Matters Advice* service, Oxford Health NHS Foundation Trust for our *Save Haven Advice* project, and the Money & Pension Service for our *Pension Wise* advice service.

All these examples are valuable contributors to ongoing financial sustainability of our organisation however every pound of funding from local partners and stakeholders that we receive is truly appreciated and helps to cover the unrestricted core costs of our General Advice service operations.

Project Benefits in relation to Marlow, it's residents and visitors

The table below illustrates the breakdown of issues presented by clients to advisers at Citizens Advice Bucks and which have been addressed by our organisation during the 2022/23 time period.

Marlow Area	
Advice Issue Handled	No:
Benefits & tax credits	70
Financial services & capability	49
Benefits Universal Credit	37
Housing	37
Relationships & family	30
Debt	22
Employment	21
Legal	15
Utilities & communications	13
Health & community care	13
Travel & transport	7
Charitable Support & Food Ban	6
Consumer goods & services	6
Immigration & asylum	6
Other	2
Tax	3
Education	1
Grand Total	338

As you can see from the data table, the advice issues that we have helped Marlow residents with are predominantly related to helping clients achieve income maximisation and therefore reflect the on-going challenges of the cost-of-living crisis faced by many people. These issues are benefits & tax credits, financial capability, & housing advice – and quite often a combination of these issues. Family related issues, debt and employment advice are clearly prominent issues as well. The average number of issues dealt with per client is more than 3 to 1.

We know that additional revenue is brought into the county, and to the local area of Marlow because of the client outcomes achieved following help from our advice services. Across the county in 2022/23 we achieved £1.5m in income gains - which includes £890k of income gains to 1,960 clients in wards in Bucks which have a higher-than-average percentage of children in poverty. In addition to this CA Bucks advice enabled £4.5m in debts to be written off. We provided online digital advice and tips to over 200k people to help people save money and to deal with the cost-of-living crisis. We helped with housing and homelessness needs, supporting 1,448 clients with 3,121 housing issues. 53% of clients supported with debt issues in Bucks are disabled or have a long-term health condition. 72% of our clients said their mental health improved because of our advice, 48% said their physical health improved because of our advice & 84% of clients found a way forward on their problems.

We make people's lives better financially. We make people's lives better practically. And we make people's lives better emotionally.

Total cost of project – (pro-rated estimate for the Marlow area)
2022/23: Excluding all currently funded CA Bucks advice programmes and nominated / specific projects. The unrestricted expenditure costs for delivering a county-wide General Advice service is £164,178.

£2,233

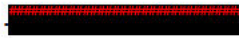
The estimated unrestricted cost for maintaining a General Advice service for the specific benefit to residents of Marlow equates to 1.36% x £164,178; i.e., £2,233.	
Grant request total	£2,233
EQUAL OPPORTUNITIES	
Equal Opportunities seek to help all people receive fair and equitable access to the services our organisations provide. The Council has a legal duty to promote equality whether on grounds or race, disability, age, gender and other grounds where good relations and the elimination of discrimination can increase opportunities.	
Does your organisation have an equal opportunities policy? If yes, please enclose a copy.	Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
FINANCIAL INFORMATION	
You must include a copy / extract of your organisation's latest annual accounts with this application	
If your accounts show a one off or accumulated surplus, please state how much and what you plan to spend it on	
<p>The attached annual accounts are for the period 2021/22 and include a transfer of net assets from Citizens Advice High Wycombe and Citizens Advice Chiltern to Citizens Advice Bucks (formerly Citizens Advice Aylesbury Vale) following the merger of the 3 Bucks CA charities in April 2021. This is shown as an exceptional item after an operating loss for the year but the format for charity accounts reporting dictates that we needed to show the transfers as income for that particular year – hence this is shown as a Net Income surplus of £438,536 (please see page 10 of the attached copy of the 21/22 Annual Accounts). This is therefore income is a result of the merger and not operating surplus.</p> <p>It is expected that our organisation's annual accounts for the period 2022/23 – i.e. for the year ending 31 March 2023 will be approved by the CA Bucks board and submitted to the Charities Commission before the end of November 2023.</p>	
If your organisation has financial reserves, for what purpose are they held?	
Citizens Advice Bucks. reserves policy applies to unrestricted funds. All funds in aggregate represent net assets. Citizens Advice Bucks. aims to maintain unrestricted reserves which reflect the cash needs of the 3-year business plan. Unrestricted reserves are likely to be between 6 and 10 months of forecast expenditure.	
If your reserves or surplus are more than the amount of grant you want, please explain why you are making this application. Say if the reserves or surplus are to fulfil statutory responsibilities	
<p>This is a grant application to seek a funding contribution to help cover our core operational costs for the delivery of a Citizens Advice service for the benefit to the local residents of Marlow and its surrounding area communities.</p> <p>Our reserves are not required to fulfil statutory responsibilities.</p>	
Please attach an additional sheet(s) (if required) to include any other supporting information in respect of this application.	
DECLARATION	
Please read the following declaration carefully. The conditions will apply to you if your application for a grant is successful.	
We are aware that Marlow Town Council is committed to protecting and improving the environment and sustainability. In using the funds received by our organisation as a grant, we will make every effort NOT to purchase or acquire disposable products or supplies made of plastic and other types of nonrecyclable materials in furtherance of the projects or causes for which the grant money is received. All the organisation's promotional material will acknowledge the support of Marlow Town Council	

By signing below I accept these conditions apply if funding is approved.

Signed.....




Name





Position within organisation..... **Bid Writer** Date.....**31/10/2023**.....

Marlow Town Council is a data controller under the Data Protection Act. We hold information for the purposes specified in our nomination to the Information Commissioner and may use this information for a any of them. We may get information about you and others, or we may give information to them. If we do it will only be as the laws permits, to check the accuracy of information, prevent fraud or detect crime or to protect public funds.

If your application is successful payment will be made via BACS. Please provide Bank Account details for the applying organisation:

Account Name: [Citizens Advice Buckinghamshire](#).....Bank /Build Soc: .....

Bank Account No: .....Sort code: .....

Please send your completed application form together with:-

- Equal Opportunities Statement
- Annual Accounts Statement

To: The Town Clerk, Marlow Town Council, Court Garden, Pound Lane, Marlow, Bucks SL7 2AG.

APPLICATIONS FOR GRANTS WILL BE CONSIDERED AT THE RESOURCES COMMITTEE MEETINGS.
PLEASE SUBMIT YOUR APPLICATION A MINIMUM OF 3 WEEKS PRIOR TO THE DATE OF THE MEETING.

Citizens Advice Bucks

Equality and Diversity Policy

Introduction

Citizens Advice Bucks (CA Bucks) is committed to providing a supportive and inclusive culture for:

- all those who need our services
- our volunteers
- our staff and
- other stakeholders.

We recognise the positive value of diversity, promoting equality and fairness, and challenging discrimination.

We welcome our legal duties not to discriminate as a service provider and an employer. We aim to go beyond the narrow scope of legislative compliance and follow best practice, making equality, fairness and diversity a fundamental part of all our activities.

We recognise people with different backgrounds, skills, attitudes and experiences bring fresh ideas and perceptions, and we wish to encourage and harness these differences to make our services more relevant and approachable.

CA Bucks will not discriminate or tolerate discriminatory behavior on the grounds of race, colour, sex, gender identity (transgender), disability, nationality, national or ethnic origin, religion or belief, marital/partnership or family status, caring responsibilities, sexual orientation, age, social class, educational background, employment status, working pattern, trade union membership or any other factor.

Scope

This policy relates to all aspects of work undertaken by CA Bucks including employment and recruitment and selection, meeting clients' needs and service delivery, dealing with volunteers, suppliers, supporters and other associated third parties.

Legal obligations

In valuing diversity, CA Bucks is committed to go beyond the legal minimum regarding equality. Volunteers do not fall within the scope of the legislation listed below. However, this list serves to illustrate to volunteers the framework within which the bureau operates and that we are committed to providing our services in way which is non-discriminatory and which values diversity.

The Equality Act 2010 harmonises and strengthens and replaces most previous equality legislation. The following legislation is still relevant:

- The Human Rights Act 1998.
- The Work and Families Act 2006.
- Employment Equal Treatment Framework Directive 2000 (as amended).

The Gender Recognition Act 2004 gives transsexual people full recognition in their acquired sex in law for all purposes. A person's transgender status cannot lawfully be disclosed without her / his consent. Information about transgender status is sensitive data within the meaning of the Data Protection Act 1998 and therefore can be processed only in limited circumstances. This applies to employment records.

Meeting clients' needs

We are committed to treating all clients equally and fairly and to not discriminating unlawfully against them. We will also, wherever possible, take steps to promote equal opportunity. We will ensure that clients:

- are able to access the service in ways that suit them
- are given help that is relevant to their problem and situation
- are treated fairly, with dignity and respect, and without discrimination
- have their needs listened to, and met whenever possible.

CA Bucks is committed to meeting the diverse needs of clients. We will take steps to identify the needs of clients in our community and develop policies and procedures accordingly. We aim to ensure that the services we provide are accessible to all. We will take account, in particular, the needs of clients with a disability (including mental health problems) and clients who are unable to communicate effectively in English, including those who are deaf who use BSL and who are hard of hearing. We will consider whether particular groups are predominant within our client base and devise appropriate policies / procedures to meet their needs. Such groups include: men and women; carers; older people; members of religious groups; ethnic groups or nationalities and lesbian, gay or transgender people.

Employment (Paid staff)

As an employer, CA Bucks will treat all employees and job applicants equally and fairly and not unlawfully discriminate against them. This will, for example, include arrangements for recruitment and selection, terms and conditions of employment, access to training opportunities, access to promotions and transfers, grievance and disciplinary processes, selections for redundancy, references and any other employment related activities.

Recruitment and selection

We recognise the benefits of having a diverse workforce and will take steps to ensure that:

- we endeavour to recruit from the widest pool of qualified candidates practicable
- employment opportunities are open and accessible to all on the basis of their individual qualities and personal merit
- where appropriate, positive action measures are taken to attract applicants from all sections of society and especially from those underrepresented in the workforce
- selection criteria and processes do not unlawfully discriminate
- where appropriate and necessary lawful exemption (genuine occupation requirements) will be used to recruit suitable staff to meet the special needs of particular groups
- any third parties acting for CA Bucks in respect of employment are made aware of the requirements not to discriminate and to act accordingly.

Training and development

We will ensure that all employees are encouraged to achieve their full potential. Selection for all training and career development opportunities will be purely on the basis of merit. Appraisals of performance will be conducted objectively and on time.

Meeting individual needs

CA Bucks will do its utmost to meet the needs of individuals at work, for example:

- Recognising caring and domestic responsibilities.
- Working patterns - wherever possible training courses and meetings will be planned to allow attendance by staff working non-standard hours / working patterns.
- Disability – reasonable adjustments will be made where necessary to remove barriers and enable disabled staff to carry out their roles.
- Religious practices – time off and suitable facilities for prayer will be provided wherever possible. Requests for annual leave to celebrate religious festivals will be accommodated wherever possible.

Volunteers

Volunteers contribute significantly to the diversity of the organisation. They can expect to be treated fairly, with dignity and respect, and without discrimination. They are likewise expected to treat others fairly, with dignity and respect, and without discrimination. Due to the restrictions imposed by employment law, volunteers are not entitled to the same rights and protections as employees.

Implementing the policy

The CEO is responsible for implementing this equality and diversity policy in CA Bucks.

Responsibilities

All staff, managers, volunteers and trustees will be given a copy of an equality and diversity policy as part of their induction.

All staff

At all levels of the organisation staff are expected to have read and understood this policy, to ensure they behave in accordance with its principles and requirements, to encourage the same level of behaviour in colleagues and to immediately report any breaches witnessed, whenever it is reasonable for them to do so.

All managers

Managers are responsible for promoting this policy and ensuring it is understood and complied with by all staff in their area, dealing with breaches and complaints (whether reported or not) seriously, speedily, sensitively and confidentially and contributing ideas for the advancement of diversity principles within the organisation. Managers are expected

to be proactive in identifying circumstances in which elements of the policy can benefit individual members of staff, and encourage and support staff in making use of such benefits.

Conduct and general standards of behaviour:

Everyone is expected to conduct themselves in a professional and considerate manner at all times. CA Bucks will not tolerate behaviours such as:

- making threats
- physical violence
- shouting
- swearing at others
- persistent rudeness
- isolating, ignoring or refusing to work with certain people
- telling offensive jokes or name calling
- displaying offensive material such as pornography or sexist / racist cartoons, or the distribution of such material via email / text message or any other format.
- any other forms of harassment or victimisation.

The items on the above list of unacceptable behaviours are considered to be disciplinary offences within CA Bucks and can lead to disciplinary action being taken.

For more details about disciplinary and grievance matters see the CA Bucks Disciplinary and Grievance policies.

CA Bucks does, however, encourage staff to resolve misunderstandings and problems informally wherever possible, depending on the circumstances. However, whether dealt with informally or formally, it is important for staff who may have caused offence to understand that it is no defence to say that they did not intend to do so, or to blame individuals for being over sensitive. It is the impact of the behaviour, rather than the intent, that counts, and that should shape the solution found both to the immediate problem and to preventing further similar problems in the future.

Complaints of discrimination

CA Bucks will treat seriously all complaints of unlawful discrimination on any forbidden grounds made by employees, volunteers, clients or other third parties and will take action where appropriate.

All complaints will be investigated in accordance with the organisation's grievance, complaints or disciplinary procedure, as appropriate and the complainant will be informed of the outcome in line with these procedures.

We will also monitor the number and outcomes of complaints of discrimination made by staff, volunteers, clients and other third parties.

Monitoring

CA Bucks will monitor and record diversity information about staff and volunteers, including trustees, on the basis of age, gender, ethnicity and disability.

Where it is possible to do so, and where doing so will not cause offence or discomfort to those whom it is intended to protect, we will monitor the sexual orientation and religion or belief of staff and volunteers so to ensure that they are not being discriminated against in terms of the opportunities or benefits available to them.

We will store diversity monitoring data as confidential personal data and restrict access to this information. Diversity monitoring information will be used exclusively for the purposes of diversity monitoring and will have no bearing on opportunities or benefits.

At least once a year, we will monitor all elements of:

- recruitment and selection processes (including profiles of successful and unsuccessful job applicants)
- promotion and transfer
- training
- terms and conditions of employment
- take up of benefits (e.g. flexible working requests)
- grievance and disciplinary procedures
- resignations, redundancies and dismissals.

Review

This policy will be reviewed not less than once a year or more regularly if we identify any non-compliance or problem or in the light of emerging legislation or best practice that could impact on this policy.

A report of the findings of the review, based on the data and other information collected and evaluated, will be presented to the trustee board annually, and appropriate action taken.

Updated: October 2019

Date of next review: October 2020 (CAAV) Adopted February 2021 by CA Bucks

CITIZENS ADVICE BUCKINGHAMSHIRE LTD

ANNUAL REPORT AND ACCOUNTS

FOR THE YEAR ENDED 31 MARCH 2022

COMPANY NO: 06693405

CHARITY NO: 1126825

CITIZENS ADVICE BUCKINGHAMSHIRE LTD

Contents of Annual Report and Accounts

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CITIZENS ADVICE BUCKINGHAMSHIRE LTD

Legal and Administrative Information

Year Ended 31 March 2022

Directors/Trustees:

Jane Mordue	Chair	
Russell Carpenter	Company Secretary	(appointed 11 th August 2021, resigned 20 th August 2022)
John Whiteley	Treasurer	(resigned 11 th November 2021)
Tony Tagent	Treasurer	(appointed 16 th November 2021, resigned 7 th January 2022)
Farrukh Siddiqi	Treasurer	(appointed 14 th April 2021)
Tessa Castle		(appointed 16 th November 2021)
Julian Ingram		(appointed 12 th May 2021)
Karen Satterford		(appointed 12 th May 2021)
Susan Webster		(appointed 14 th April 2021)
Tony Bull		
Nahida Khatun		
Diana Davis		
Lesley Wilkin		
John Beckerleg		(resigned 11 th August 2021)
Claire Grant		(resigned 23 rd August 2021)

Company Secretary: Russell Carpenter (resigned 20th August 2022)

Chief Officer: Thalia Jervis

Registered Office: 2 Pebble Lane
Aylesbury
Buckinghamshire HP20
2JH

Company Number: 06693405

Charity Number: 1126825

Independent Auditors: Azets Audit Services
Suites B & D
Burnham Yard
Beaconsfield
Buckinghamshire
HP9 2JH

BANK: CAF Bank Limited
West Malling
Kent

WEBSITE: <https://citizensadvicebucks.org.uk/>

REPORT OF THE DIRECTORS/TRUSTEES for the year ended 31 March 2022

The Trustees present their report and accounts for the year ended 31 March 2022 which also meet the requirements for a directors' report and accounts for Companies Act purposes.

The financial statements comply with the Charities Act 2011, the Companies Act 2006, the Memorandum of Association, and Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019).

STRUCTURE, GOVERNANCE AND MANAGEMENT

Aylesbury and District Citizens Advice Bureau was incorporated on 10 September 2008 as a private company limited by guarantee, and commenced operations on 1 April 2009, when it took over the operations of the previous unincorporated charity. On 8 March 2017 by extraordinary resolution the name was changed to Citizens Advice Aylesbury Vale following the merger with Buckingham, Winslow and District Citizens Advice Bureau on 1 April 2017. On 1 April 2021 the charity merged with Chiltern Citizens Advice Bureau Ltd and High Wycombe and District Citizens Advice Bureau. It was renamed Citizens Advice Buckinghamshire Ltd (Citizens Advice Bucks) to reflect its wider geographical coverage.

Its company number is 06693405 and its registered charity number is 1126825.

The charitable company was established under a Memorandum of Association which set out the objects and powers, and is governed under its Articles of Association. The Articles were updated on 20 April 2021 to reflect the merger. It is a member of the National Association of Citizens Advice Bureaux and is subject to regular quality audits as part of its membership requirements.

APPOINTMENT OF TRUSTEES

The directors of the Company are also trustees of the Bureau for the purposes of Charity law and under the Company's Articles are known as members of the Trustee Board. Under the requirements of the Articles of Association, elected Trustees serve for a period of three years after which they must be re-elected at the next Annual General Meeting. Nominated or co-opted members may be elected or re-appointed after three years. Trustees have the power to co-opt members to fill specialist roles.

The Trustees who served during the year are listed on the Administrative Information Page. The Trustees who were members of the Board during the period covered by these accounts were recruited either from the merging organisations or by advertising vacancies through a specialist website and personal contact. All were interviewed by existing members of the trustee board.

New Trustees attend Induction Training, which gives them an outline of the Citizens Advice Services and its aims, principles and policies. Trustees are given introductory information and the new Trustees also spend time in the Bureau and have meetings with the specialist advisers, the Chief Officer and the Company Secretary. There are explanations of the role of a Trustee/Director, the Board, the development plan and issues including funding and client statistics. Trustees with interests in particular areas are encouraged to go on with further training. There are learning materials available for Trustees and these range from recruitment & selection to health & safety. Trustees are able to attend regional training events and are updated on governance issues as necessary.

PRINCIPAL ACTIVITY

The principal activity of the company in the period under review, was the operation of a Citizens Advice Bureau with offices in Amersham, Aylesbury, Buckingham, Chesham and High Wycombe. Citizens Advice Bureaux give free, independent and confidential advice to members of the public and are in a unique position to be able to campaign for change when social injustices arise.

The Trustees have had regard to the guidance published by the Charity Commissioners on public benefit and believe that the activities of the charity as outlined in the report are for the public benefit.

RELATED PARTIES

The Bureau is a member of National Citizens Advice Bureaux ("Citizens Advice"), which provides the Bureau with its Information System, Advisernet, and the case-recording system Casebook. Citizens Advice also provides other specialist support and audits the Bureau for organisational performance and for quality of advice.

REVIEW OF YEAR 2021-22

We have had an incredible year of both change and constant - with the merging of 3 highly respected Citizens Advice into one robust Citizens Advice for the area, and the emergence of a new, much stronger and county wide entity that has been able to make a real impact. Our constant has been the extraordinary number of clients we have been able to help whilst going through a series of internal changes to unify.

This is the first annual report by the trustees of Citizens Advice Bucks since we merged. This follows its creation in April 2021 during the pandemic lockdown, from 3 Citizens Advice organisations which had served the residents of Buckinghamshire over 80 years: Aylesbury Vale since 1969, Chiltern and High Wycombe since 1939. In this financial year we also agreed to take over the delivery of advice services in South Buckinghamshire from Citizens Advice Three Rivers from 1 April 2022. This will allow us to mirror fully the territory covered by the new unitary authority, Buckinghamshire Council. We thank all those involved for their vision and enormous energy, working to help their organisations to merge, especially during such a difficult time.

As a service, this has allowed us to increase the skill of our leadership capacity, grow our volunteering and our scope across the county, as well as expand our activities to help even more vulnerable people, with fantastic initiatives that have been helping the nearly 12,000 people we help each year get through the pandemic and beyond. Our volunteers have continued their tireless contribution to our organisation and the people of Bucks, dedicating nearly 23,000 hours to helping our community. Our staff have been a backbone to their work, supporting them to train, develop and working together to provide advice to the very best standards. Our results speak for themselves, quickly achieving quality accreditation as a new organization from National Citizens Advice.

We have achieved significant transformation internally into a modern advice organisation that is serving Buckinghamshire well- facilitating advice through numerous channels from online webchat, to telephone advice, social media, email and website, as well as our ongoing outreach and in person appointments. We are very grateful to Buckinghamshire Council and to all the trusts, foundations, Parish Councils, donors and other charities who have supported our work.

We are mindful of the challenges ahead not least the cost of living and inflationary pressures we all face, and the lasting impact of financial insecurity that has afflicted our county during an extraordinary three years. In this next 12 months, we will grow our long term funding and, as a priority, are seeking to obtain multi-year funding to support the sustainability of the charity.

OBJECTIVES AND ACTIVITIES

Our purpose

We are a charity providing free, confidential, independent, impartial and expert advice that empowers people facing challenges in their lives to help themselves and directly supports those that can't. At the same time, we work to improve the policies and practices that affect people's lives.

Our vision

We want to help build a better Bucks, a caring community that responds when people need help. We know our services can transform our clients' lives – practically, financially and emotionally. And if our clients' lives are better, our communities, both urban and rural, are better and so is our county.

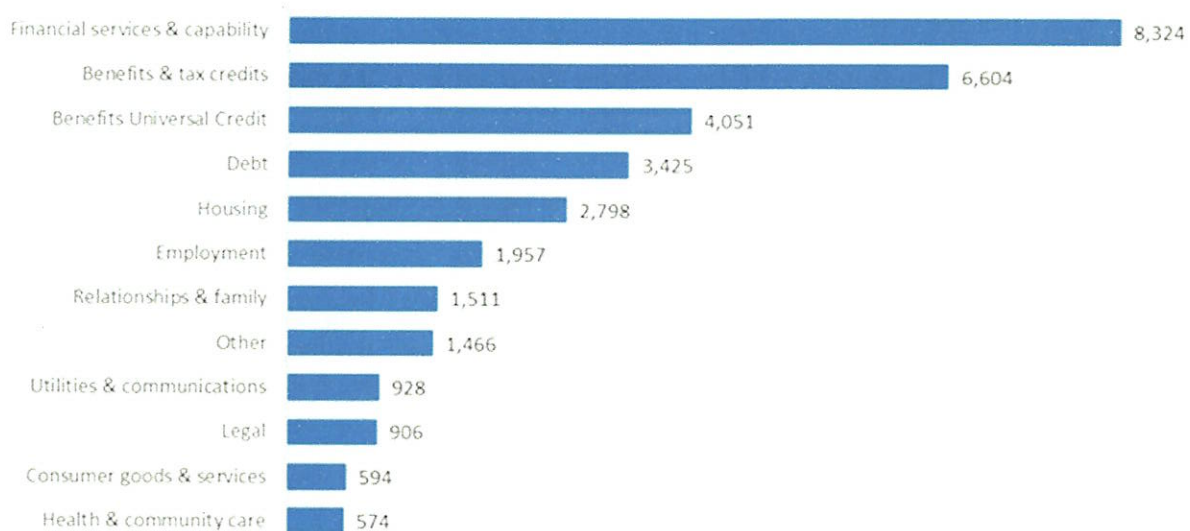
Our values

Professional
Client-focused
Friendly
Respectful
Kind

The Charity's Activities

Through the charity's 50 staff (30.6 full time equivalents) and 94 volunteers by the end of 2021/22, Citizens Advice Bucks offered an advice service to the people of Buckinghamshire who require support. The top 12 issues on which we gave advice are set out in the table below

Top 12 Issues 21/22



Services and projects included:

- Generalist Advice
- Money Advice – financial capability training
- Pension Wise
- Energy Advice and energy winter fuel crisis grants
- Home visiting; outreach;
- Listen Learn Adapt – to improve our service to minority ethnicities;
- Safe Haven – referral service for those in mental health crisis;
- Good Things Foundation advice videos

ACHIEVEMENTS AND PERFORMANCE

Main achievements of the charity

Our first achievement was the merger that kick started our year. The second achievement has been to make great strides in unifying the organisation. With the support of Buckinghamshire Council and funds transferred over to us from the legacy organisations, we started in good financial order and were able to invest in systems to enable us to operate as one. There was great effort all round to work together, and we now work as one organisation. We are also now one of the biggest Local Citizens Advice nationally.

During the year, there has been tremendous activity to unify the strong staff and volunteer team to make the most of our new size and reach. This was helped in 2022 by being able to meet in person. Strategy meetings were held by the board, the management team and by everyone together. We agreed our strategy for 2022-2025 and business plan for 2022-2023. We continue to hold quarterly meetings for all volunteers, staff and trustees and these reflect a clear sense of purpose and keenness to serve our clients.

The biggest challenge has been the demand for our services, which we plan to manage by focussing on those most in need, whilst still doing our best to serve as many clients as possible - empowering those who are able to tackle their problems for themselves. We will also focus on prevention, looking at the critical points in people's lives when, with the right advice, they could stop getting into difficulties.

Some of the key achievements of the year were:

- We helped 11,608 clients with full advice and dealt with a further 529 quick queries.
- We helped clients to manage, or have written off £324,694 of debt, gain £1,361,462 benefits. 86% of clients say that our advice helped them find a way forward
- We had 40,483 page views on our website last year and we have around 1000 followers on both Twitter and Facebook, and our social media reached 200,000 people.
- Research and campaigns got off to a strong start with a local housing association to ensure that customers from whom they collected charges on behalf of the water supplier could get access to the full range of services and benefits offered. We also ran an associated social media campaign on how to save money on water rates.
- Significant press and radio coverage during the year covering key scams, Covid and financial inequality related campaigns
- We successfully completed the Citizens Advice Leadership Self-Assessment (Citizens Advice quality standards requirements) even as we merged.
- We set up the infrastructure for a newly merged charity including a single IT and telephony platform as well as establishing ourselves as a county-level organisation within the context of key committees and with other stakeholders.

People

We value everyone and reflect that in our policies and practices which are designed to support equity and diversity in for our staff and volunteer base. This was reflected in our values which we worked together to agree as an organisation.

We undertook a significant recruitment programme to build our new team at senior, middle management and advice levels. We are building casework expertise in debt with plans to increase this for benefits next.

A lot of work was also done to align and improve terms and conditions for staff, for example with the introduction of a compassionate leave policy, improved sick pay and annual leave allowances for many, a new employee assistance programme and an alignment and uplift of salaries.

Achievements of the volunteers

We also restarted volunteer recruitment which had been put on hold during the pandemic. Volunteers are an essential part of the service provided by Citizens Advice Buckinghamshire, providing advice and information to the clients. All the volunteers are very generous with their time either working in the office or remotely. During the 2021-22 period, volunteers contributed over 22,900 hours during the year despite the restrictions imposed by the pandemic, a contribution for which we are hugely grateful.

The Bureau offers excellent training to staff and volunteers. Each volunteer adviser undergoes over 400 hours of training before becoming qualified to advise at a generalist level and additional training is required for specialist advisers.

Fundraising activities and income generation

We have continued to seek and obtain support from both local authorities and local and national grant-giving bodies and charities. Our funders are acknowledged at the end of this report. As for other charities, our sustainability depends on ongoing active fundraising across multiple funding sources.

FINANCIAL REVIEW

Overview

As set out in the Statement of Financial Activities, total income for the year ended 31 March 2022 was £1,925,615, which includes assets transfer from merging organisation of £579,027. The total expenditure was £1,487,079 resulting in a surplus for the year of £438,536

Reserves

Total funds of the charity at 31 March 2022 amounted to £756,979 comprising of unrestricted reserves of £704,392 and restricted reserves of £52,587.

Citizens Advice Bucks reserves policy aims to maintain unrestricted reserves which reflect the cash needs of the 3-year business plan. In setting the level of reserves trustees should have regard to known future expenditure such as equipment replacement, merger costs and the funding pilot projects. Unrestricted reserves are likely to be between 6 and 10 months of forecast expenditure.

Investment policy

The Trustees aimed to maximise the interest earned on charity funds by minimising current account balances and maximising the amounts held on deposit

Going Concern

After reviewing the organisation's budgets and business plan, taking account of the current economic climate and its reserves position, the Trustees have a reasonable expectation that the organisation has adequate resources to continue in operational existence for the foreseeable future, for this reason, they continue to adopt the going concern basis in preparing the financial statements.

Principal Risk and Uncertainty

Our Board of Trustees is responsible for risk management. A comprehensive annual planning and budgeting process is approved by the Board, during which a thorough assessment of our key external and internal risks is undertaken, together with how these risks are being managed. In addition, the Board received regular reports from the Finance & Risk Committee which receives risk registers from senior management. They assess the adequacy of internal control systems and risk management processes in place. The Trustee Board quarterly reviews the key strategic risks, the adequacy of the actions being taken to address them and the advent of any new risks.

As an integral part of the risk management approach the Board of Trustees considers the following to be the principal risks and uncertainties for CA Bucks and the actions we take to manage those risks. The Board considers eleven strategic risks of which the first five are:

- Failure to maintain a strategic focus: mitigated by our business plan, effective board management and performance monitoring and a strategic transformation plan;
- Change management resulting in loss of staff and volunteers: mitigated by good communication of strategy; staff/volunteer engagement; recruitment and training; involvement in strategic planning
- Poor quality of advice resulting in reputational damage, complaints, action: mitigated by well-developed training plans; appropriate support; action taken to address poor quality advice and consistent quality checking processes.
- Failure to meet needs of stakeholders resulting in loss of funding: mitigated by effective engagement; effective performance measurement; fundraising lead in post with clear objectives and clear reporting.
- Not meeting funding targets and needing to use reserves: mitigated by commissioning team; fundraising resource in place; fundraising lead in post with clear objectives; clear financial planning; development of multi-year funding and diversification of sources/opportunities; effective service delivery planning

PRINCIPAL FUNDING SOURCES

The principal source of funding received in the year was £430,780 from Buckinghamshire Council, and a diverse range of funding from other sources.

PRIORITIES FOR 2022-23

Our priorities for 2022-23 are driven by our new strategy:

- Serving those clients who need us most with a focus on those who are deprived and vulnerable
- Solving more issues for our clients than we did in 2021-22 through our empowerment service model and increasing our capacity
- Starting our digital journey using technology to maximise our use of resources and serve our clients better in a way that prevents hardship by helping those who are capable to help themselves
- Building our funding portfolio to grow new income streams and increase multi-year funding
- Continuing our back-office work to ensure that we are making best use of our resources on a county basis to serve our clients
- Consolidating our position as a county level advocate for our clients.

PUBLIC BENEFIT

The Trustees confirm that they have complied with their duty to have due regard to the guidance on public benefit published by the Charity Commission in exercising their powers or duties.

ACKNOWLEDGEMENTS

We are tremendously grateful to every funder, large and small who has made our work possible this year- we would especially like to thank the following funders for playing a significant role in sustaining our services throughout the pandemic:

Buckinghamshire County Council, Money Advice and Pensions Service, DWP, Chiltern Foodbank, the Rothschild Foundation, Paradigm, Fairhive Homes, National Lottery Fund, Postcode Lottery Trust, NHS England, The Clare Foundation, BACAB, Good Things Foundation, and many more. We would particularly like to extend our thanks to each of the Parish and Town Councils who have recognised the importance of maintaining our local presence in the communities.


STATEMENT AS TO THE DISCLOSURE OF INFORMATION TO AUDITORS

So far as the Trustees are aware, there is no relevant information of which the charitable company's auditors are unaware and each Trustee has taken all the steps that they ought to have taken as a Trustee in order to make them aware of any relevant audit information and to establish that the charitable company's auditors are aware of that information.

APPROVAL

These financial statements have been prepared in accordance with the Companies Act 2006 and the Charities SORP (FRS102).

Approved by the Board of Trustees on 7th November 2022 and signed on their behalf by



.....
Jane Mordue
Chairman

Dated:
7th November 2022

STATEMENT OF TRUSTEE RESPONSIBILITIES

The Trustees are responsible for preparing the Trustees' Report and the accounts in accordance with applicable law and United Kingdom Accounting Standards (United Kingdom Generally Accepted Accounting Practice).

Company law requires the Trustees to prepare accounts for each financial year which give a true and fair view of the state of affairs of the charity and of the incoming resources and application of resources, including the income and expenditure, of the charitable company for that year.

In preparing these accounts, the Trustees are required to:

- select suitable accounting policies and then apply them consistently;
- observe the methods and principles in the Charities SORP;
- make judgements and estimates that are reasonable and prudent; and
- prepare the accounts on the going concern basis unless it is inappropriate to presume that the charity will continue in operation.

The Trustees are responsible for keeping adequate accounting records that disclose with reasonable accuracy at any time the financial position of the charity and enable them to ensure that the accounts comply with the Companies Act 2006. They are also responsible for safeguarding the assets of the charity and hence for taking reasonable steps for the prevention and detection of fraud and other irregularities.

Citizens Advice Buckinghamshire Ltd
Statement of Financial Activities
for the year ended 31 March 2022

	Notes	Unrestricted Funds £	Restricted Funds £	TOTAL £	2021 £
INCOME AND EXPENDITURE					
Incoming Resources					
Incoming resources from generated funds:					
Grants		475,141	857,353	1,332,494	442,799
Donations and Fundraising		7,810	5,423	13,233	7,921
Assets donated from CA High Wycombe	18	308,341	22,039	330,380	-
Assets donated from CA Chiltern	18	195,958	52,689	248,647	-
Voluntary income total	6	987,250	937,504	1,924,754	450,720
Investment income		421	-	421	1,006
Other income	6	440	-	440	27,386
Total Incoming Resources		988,111	937,504	1,925,615	479,112
Resources Expended					
Charitable activities					
Payroll	7	391,346	686,061	1,077,407	233,760
Support costs	7	133,684	263,618	397,302	171,957
Charitable activities total		525,030	949,679	1,474,709	405,717
Governance costs	8	12,370	-	12,370	2,270
Total Resources Expended		537,400	949,679	1,487,079	407,987
Net Income/Expenditure		450,711	(12,175)	438,536	71,125
Transfers between funds		-	-	-	-
Net Movements in Funds		450,711	(12,175)	438,536	71,125
Total Funds brought forward	16	253,681	64,762	318,443	247,318
Total Funds carried forward		704,392	52,587	756,979	318,443

Citizens Advice Buckinghamshire Ltd
Statement of Financial Activities
for the year ended 31 March 2021

	Unrestricted Funds £	Restricted Funds £	TOTAL £	2020 £
INCOME AND EXPENDITURE				
Incoming Resources				
Incoming resources from generated funds:				
Grants	158,901	283,898	442,799	347,976
Donations and Fundraising	1,591	6,330	7,921	12,688
Voluntary income total	160,492	290,228	450,720	360,664
Investment income	1,006	-	1,006	1,357
Other income	27,386	-	27,386	12,116
Total Incoming Resources	188,884	290,228	479,112	374,137
Resources Expended				
Charitable activities				
Payroll	98,330	135,430	233,760	244,769
Support costs	56,826	115,131	171,957	105,556
Charitable activities total	155,156	250,561	405,717	350,325
Governance costs	927	1,343	2,270	1,920
Total Resources Expended	156,083	251,904	407,987	352,245
Net Income/Expenditure	32,801	38,324	71,125	21,892
Transfers between funds	(2,571)	2,571	-	-
Net Movements in Funds	30,230	40,895	71,125	21,892
Total Funds brought forward	223,451	23,867	247,318	225,426
Total Funds carried forward	253,681	64,762	318,443	247,318

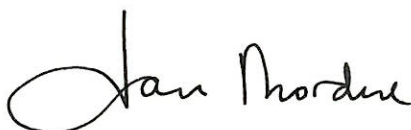
Citizens Advice Buckinghamshire Ltd Company
Number 06693405
Balance Sheet at 31 March 2022

	Notes	2022 £	2022 £	2021 £	2021 £
FIXED ASSETS					
Tangible assets	9		-		-
CURRENT ASSETS					
Debtors	10	148,965		54,230	
Cash at bank and in hand		839,304		423,117	
		<u>988,269</u>		<u>477,347</u>	
CREDITORS					
Amounts falling due within one year	11	<u>231,290</u>		<u>158,904</u>	
NET CURRENT ASSETS			<u>756,979</u>		<u>318,443</u>
TOTAL ASSETS LESS CURRENT LIABILITIES			<u>756,979</u>		<u>318,443</u>
THE FUNDS OF THE CHARITY					
Unrestricted funds	16				
-designated			-		-
-general reserve			704,392		253,681
			<u>744,392</u>		<u>253,681</u>
Restricted funds	16		52,587		64,762
			<u>756,979</u>		<u>318,443</u>

The directors acknowledge their responsibilities for:

- (a) ensuring that the company keeps accounting records which comply with Sections 386 and 387 of the Companies Act 2006 and
- (b) preparing financial statements which give a true and fair view of the state of affairs of the company as at the end of each financial year and of its surplus or deficit for each financial year in accordance with the requirements of Sections 394 and 395 and which otherwise comply with the requirements of the Companies Act 2006 relating to financial statements, so far as applicable to the company.

These financial statements have been prepared in accordance with the special provisions of Part 15 of the Companies Act 2006 relating to small companies, and were approved by the Board of Directors on 7th November 2022 and were signed on its behalf by:



Jane Mordue - Chairman



Farukh Siddiqi - Treasurer

Citizens Advice Buckinghamshire Ltd
Statement of Cash Flows
for the year ended 31 March 2022

	2022	2021
	£	£
Cash flows from operating activities		
Net income for the reporting period (as per the statement of financial activities)	438,536	71,125
Depreciation charges	-	2,364
Dividends, interest and rent from investments	(421)	(1,006)
(Increase)/decrease in debtors	(94,735)	(33,866)
Increase/(decrease) in creditors	<u>72,386</u>	<u>76,937</u>
Net cash (used in) operating activities	415,766	115,554
Cash flows from investing activities:		
Dividends, interest and rent from investments	421	1,006
Proceeds from sale of fixed assets	-	-
Purchase of fixed assets investments	<u>-</u>	<u>(2,364)</u>
Net cash (used in) investing activities	<u>421</u>	<u>(1,358)</u>
Change in cash and cash equivalents in the year	416,187	114,196
Cash and cash equivalents at the beginning of the year	<u>423,117</u>	<u>308,921</u>
Cash and cash equivalents at the end of the year	<u>839,304</u>	<u>423,117</u>

Notes to the Financial Statements

Notes to the Financial Statements

1. COMPANY STATUS

Citizens Advice Buckinghamshire Ltd (formerly Citizens Advice Aylesbury Vale) is a private company, limited by guarantee, registered in England and Wales. The company's registered number and registered office can be found on the company information page. The presentation currency of the financial statements is Pound Sterling (£).

2. ACCOUNTING POLICIES

The principal accounting policies adopted, judgements and key sources of estimation and uncertainty in the preparation of the financial statements are as follows:

Accounting convention

The charity constitutes a public benefit entity as defined by FRS 102. The financial statements have been prepared in accordance with Accounting and Reporting by Charities: Statement of Recommended Practice applicable to charities preparing their accounts in accordance with: the Financial Reporting Standard applicable in the UK and Republic of Ireland (FRS 102) (issued in October 2019), Charities SORP (FRS 102), the Charities Act 2011, and the Companies Act 2006.

Preparation of the accounts on a going concern basis

The Board has considered the impact of the Covid pandemic on the future of the organization and assessed the financial position on 31st March 2022. Given the current level of reserves, the continuing service level agreement for 2022/23 and the expectation that the main sources of funding will continued without any significant reduction, the Board is confident that the organisation will continue to be a going concern for the 12 months after these accounts are approved.

Recognition of income and expenditure

All incoming resources are included in the statement of financial activities when the charity is entitled to, and virtually certain to receive, the income and the amount can be quantified with reasonable accuracy and all performance criteria have been met. Expenditure is recognised on an accrual basis as a liability is incurred. Irrecoverable VAT is charged against the activity for which the expenditure was incurred.

Allocation of Support Costs

Support costs are those functions which support the charity in carrying out its main activities. Accordingly each funded activity has to bear a proportion of these support costs to reflect the full cost of undertaking the work. Support cost are allocated to activities based on staff time and any specific cost items agreed with the funder.

Pension contributions

The charity operates a defined contribution pension scheme. Contributions payable to the scheme are charged to the Statement of Financial Activities in the period to which they relate.

Tangible fixed assets

Fixed assets are items costing over £1,000. Items with value of less than £1,000 are expensed in full in the year of acquisition and items over £1,000 are fully depreciated in the year of the acquisition.

Cash at bank and in hand

Cash at bank and in hand refers to amounts which are held by the business in the form of notes and coins (e.g. petty cash) or which are held at a bank in the form of on-demand deposits such as current accounts and savings accounts.

Debtors

Debtors and prepayments are recognised at the settlement amount due or paid.

Creditors

Creditors and provisions are recognised where the charity has an obligation which will result in the transfer of funds to a third party and the amount can be measured or estimated with reasonable accuracy. Deferred income is income received in advance of the associated work being performed.

2. ACCOUNTING POLICIES (continued)**Redundancy and termination payments**

Redundancy and termination payments are recognised when formal notice has been given to the employee(s) concerned.

Operating Leases

Rentals payable under operating leases are charged on a straight line basis over the term of the lease.

Government grants

Government grants are recognised in the income statement so as to match them with the expenditure towards which they are intended to contribute.

Restricted Funds

Funding received for a particular project is kept in a restricted fund and spent on salaries and associated costs relating to that project. In addition support costs are allocated as noted above.

3. MAJOR FUNDERS**Buckinghamshire Council**

Buckinghamshire Council, as the successor to the District Councils, provides the core funding for the advice service. This has been rolled forward to end of September 2023.

The National Lottery Community Fund - Money Matters (formerly Reaching Communities)

The funding for this debt advice project is provided by the National Lottery Community Fund under the programme RC London and South East Region. The funding started in September 2019 and runs for four years

Universal Credit (Help to Claim)

Citizens Advice Buckingham received funding to help clients access benefits.

Pension Wise

Pension Wise provides free, impartial pensions guidance on clients' pension options.

MaPS (Money and Pension Service)

This service provides clients access to money, pensions and debt advice.

Support of local councils

A number of local councils (town and parish) have also provided funds which in turn has enabled outreach services to be established in various locations.

Funding from other local organisations

Other funding for specific services comes from other local organisations, such as Paradigm Housing, Oxford Healthcare Trust and the Chiltern Foodbank and Buckingham Area Community Advice Bureau and other funders such as the Clare Foundation and the Rothschild Foundation

Unrestricted Funds

Other material grants and funds received are unrestricted as to purpose and have been used to provide the Core Services.

4. OPERATING SURPLUS

	2022	2021
	£	£
The net income resources is stated after charging:		
Depreciation	-	2,364
Audit (2021: Independent examination)	10,800	2,270
Accountants - payroll services	960	960
Operating lease rentals	59,890	28,535
Trustees expenses	35	-

Parking expenses of £35 were paid to one trustee during the year (2021:£nil). No trustee received any emoluments, benefits or expenses during the year (2021: £nil).

5. TAXATION

The company is a registered charity and is exempt from corporation tax.

6. INCOME

	2021/22	2020/21
<u>Unrestricted</u>		
Bucks Council (2021: Aylesbury Vale DC) - Core Advice Service	430,780	142,500
Assets acquired from High Wycombe and Chiltern CABs on merger	504,299	-
Other income	52,171	45,378
	<u>987,250</u>	<u>187,878</u>
<u>Restricted</u>		
Thomas Hickman Charity	-	12,500
Buckingham University - outreach	-	750
Specific private donations	-	6,330
Help to Claim (formerly Universal Credit/Support)	120,604	55,691
Virus crisis	-	4,000
Covid-19 Response	-	2,700
Helping More People Together	-	10,000
Rothschild (merger costs)	-	16,667
National Lottery advice line	-	28,521
The Clare Foundation	-	6,667
Adviceline -The Clare Foundation	20,000	-
Adviceline -Other	15,000	-
Pension Wise	216,974	-
Money Advice - We are Digital	12,056	-
Money Advice - Paradigm	30,000	-
Money Advice - BC Trailblazer	25,000	-
Money Advice - People's postcode lottery	19,446	-
Money Advice - BC Caseworker	6,566	-
Money Advice - Winslow Town Council	12,500	2,270
Money Matters (formerly Reaching Communities)	117,340	125,382
Money and Pensions Service	75,717	-
Outreach & home advice (formerly Home Visiting) - BACAB	25,000	18,750
Outreach & home advice (formerly Home Visiting) - NHS Oxford	33,750	-
Debt Capacity Building (incl. Rothschild)	94,063	-
Energy Advice	9,780	-
Other restricted funds	28,980	-
Assets acquired from High Wycombe and Chiltern CABs on merger	74,728	-
	<u>937,504</u>	<u>290,228</u>
	<u>1,924,754</u>	<u>478,106</u>
Total voluntary income		

7. CHARITABLE ACTIVITIES

	2022	2021
	£	£
(A) STAFF COSTS		
Salaries	973,150	211,658
Social security costs	67,117	11,126
Pension costs	37,140	10,976
	<u>1,077,407</u>	<u>233,760</u>

The average monthly number of employees during the period was 54.8 (2021: 10.6). One employee was paid in excess of £60,000 during the year (2021: none). Key management personnel received a total employment benefits of £142,343 (2021: £45,257). Redundancy payments of £25,150 were made during the year which was fully charged to the Statement of Financial Activities for the year (2021: £nil).

	2022	2021
	£	£
(B) SUPPORT COSTS		
Telephone, IT and information	118,299	10,764
Consultancy & payroll fees	78,305	960
Rent, rates and water	74,584	26,240
Stationery, equipment & office expenses	44,561	6,972
Cleaning, repairs and maintenance	26,335	7,539
Recruitment, travel and training	24,051	25,776
Insurance, heat, light & storage	12,817	6,967
Sundry expenses	14,367	140
Legal and professional fees	3,778	-
Bank charges	205	71
Partnership payments	-	37,045
Merger collaboration costs	-	47,119
Depreciation	-	2,364
	<u>397,302</u>	<u>171,957</u>

14. OPERATING LEASES

Annual minimum lease payments under operating leases fall due as follows:

	2022	2021
	£	£
Within one year	30,300	22,785
Within two and five years	-	7,279
In more than five years	-	-

These relate to the lease of the company's offices in Amersham, Aylesbury and Buckingham. The Amersham leases expires 31st March 2027 and costs £5,000 pa and has a break clause of 3 months. In Aylesbury, there is a lease expiring on 18 May 2036 currently costing £11,500 pa. The rent payable is reviewed every 5 years. The lease is subject to a 6 month break clause which the company can exercise at any time. The Buckingham lease is £13,800 pa and can be terminated within 12 months.

15. RELATED PARTY TRANSACTIONS

During the year the charity received no donations without conditions from other related parties (2021: £18,750) and £5,000 (2021: £5,000) from Trustees.

16. MOVEMENT OF FUNDS

	Balance	Income	Expenditure	General	Balance
	b/fwd			subsidy	b/fwd
Restricted Funds	£	£	£	£	£
Advice line (formerly NL advice line)	17,866	35,000	(46,093)		6,773
Outreach & home advice (formerly Home Visiting)	4,295	58,750	(61,020)		2,025
Help to Claim (formerly Universal Credit)	5,132	128,320	(133,452)		-
Emergency Accom./support	2,000	-	(2,000)		-
Thomas Hickman Charity	1,415	-	(1,415)		-
Covid-19 Response (remote working equipment)	460	1,001	(1,461)		-
Specific private donations	200	-	(200)		-
Other restricted	-	28,980	(28,845)		135
CA Bucks	-	4,805	(4,805)		-
Pension Wise	-	216,975	(216,975)		-
Money Advice	5,697	107,640	(113,337)		-
Money Matters (formerly Reaching Communities)	27,697	146,838	(173,534)		1,001
Money and Pensions Service	-	78,556	(78,556)		-
Debt Capacity Building	-	94,063	(54,063)		40,000
BEIS RAMP	-	8,516	(8,516)		-
Energy Advice	-	28,060	(25,407)		2,653
	64,762	937,504	(949,679)	-	52,587
Unrestricted Funds					
General:					
General reserves (incl. acq'd unrestricted funds)	253,681	557,331	(70,463)	(36,157)	704,392
BC - Core Advice service	-	430,780	(466,937)	36,157	-
	253,681	988,111	(537,400)	-	704,392
	318,443	1,925,615	(1,487,079)	-	756,979

The core service was funded by the Buckinghamshire Council service level agreement. The income also contributed to specific services and balances by £38,566 in 2022 (2021: £1,805).

MOVEMENT OF FUNDS - PRIOR YEAR (2020-21)

	Balance b/fwd	Income	Expenditure	General subsidy	Balance b/fwd
	£	£	£	£	£
Restricted Funds					
Advice line (formerly NL advice line)	-	28,521	(10,655)	-	17,866
Outreach & home advice (formerly Home Visiting)	1,221	25,080	(22,006)	-	4,295
Help to Claim (formerly Universal Credit)	6,220	55,691	(56,779)	-	5,132
Buckingham University	-	750	(1,136)	386	-
Emergency Accom./support	2,000	-	-	-	2,000
Thomas Hickman Charity	-	12,500	(11,085)	-	1,415
Virus Crisis	-	4,000	(4,075)	75	-
Covid-19 Response (remote working equipment)	-	2,700	(2,240)	-	460
Helping More People Together	-	10,000	(12,110)	2,110	-
Specific private donations	200	-	-	-	200
Money Advice (incl. William Harding & Winslow TC)	5,424	2,270	(1,997)	-	5,697
Money Matters (formerly Reaching Communities)	8,802	125,382	(106,487)	-	27,697
Rothschild	-	16,667	(16,667)	-	-
The Clare Foundation	-	6,667	(6,667)	-	-
	23,867	290,228	(251,904)	2,571	64,762
Unrestricted Funds					
Designated	14,000	-	-	(14,000)	-
General					
General reserves	209,451	46,384	(15,388)	13,234	253,681
AVDC - Core Advice service	-	142,500	(140,695)	(1,805)	-
	223,451	188,884	(156,083)	(2,571)	253,681
	247,318	479,112	(407,987)	-	318,443

17. ANALYSIS OF FUNDS

	Bank and cash £	Debtors	(Creditors) £	Total £
Restricted funds	90,213	-	(37,626)	52,587
Unrestricted funds				-
-designated	-	-	-	-
-general reserves	749,091	148,965	(193,664)	704,392
At 31 March 2022	839,304	148,965	(231,290)	756,979
At 31 March 2021	423,117	54,230	(158,904)	318,443

18. MERGER ASSETS

On the merger of the three Buckinghamshire bureaux, there were one-off asset donations of £330,380 from CA High Wycombe and £248,647 from CA Chiltern.

19. MEMBERS LIABILITY

Each member of the charity undertakes to contribute such amount as may be required, not exceeding £1, to the charity's assets if it should be wound up while they are a member or within one year after they cease to be a member.

Independent Auditor's Report to the Members and Trustees of Citizens Advice Buckinghamshire Ltd

Opinion

We have audited the financial statements of Citizens Advice Buckinghamshire Ltd (the 'charitable company') for the year ended 31 March 2022 which comprise the statement of financial activities, the balance sheet, the statement of cash flows, and the notes to the financial statements, including a summary of significant accounting policies. The financial reporting framework that has been applied in their preparation is applicable law and United Kingdom Accounting Standards, including Financial Reporting Standard 102: The Financial Reporting Standard applicable in the UK and Republic of Ireland (United Kingdom Generally Accepted Accounting Practice).

In our opinion, the financial statements:

- give a true and fair view of the state of the charitable company's affairs as at 31 March 2022 and of its incoming resources and application of resources including its income and expenditure for the year then ended;
- have been properly prepared in accordance with United Kingdom Generally Accepted Accounting Practice;
- have been prepared in accordance with the requirements of the Companies Act 2006.

Basis for opinion

We conducted our audit in accordance with International Standards on Auditing (UK) (ISAs (UK)) and applicable law. Our responsibilities under those standards are further described in the Auditor's responsibilities for the audit of the financial statements section of our report. We are independent of the charitable company in accordance with the ethical requirements that are relevant to our audit of the financial statements in the UK, including the FRC's Ethical Standard, and we have fulfilled our other ethical responsibilities in accordance with these requirements. We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our opinion.

Other matter

The comparative financial statements are unaudited.

Conclusions relating to going concern

In auditing the financial statements, we have concluded that the trustees' use of the going concern basis of accounting in the preparation of the financial statements is appropriate.

Based on the work we have performed, we have not identified any material uncertainties relating to events or conditions that, individually or collectively, may cast significant doubt on the charitable company's ability to continue as a going concern for a period of at least twelve months from when the financial statements are authorised for issue.

Our responsibilities and the responsibilities of the trustees with respect to going concern are described in the relevant sections of this report.

Other information

The trustees are responsible for the other information. The other information comprises the information included in the annual report other than the financial statements and our auditor's report thereon. Our opinion on the financial statements does not cover the other information and, except to the extent otherwise explicitly stated in our report, we do not express any form of assurance conclusion thereon.

In connection with our audit of the financial statements, our responsibility is to read the other information and, in doing so, consider whether the other information is materially inconsistent with the financial statements, or our knowledge obtained in the audit or otherwise appears to be materially misstated. If we identify such material inconsistencies or apparent material misstatements, we are required to determine whether there is a material misstatement in the financial statements or a material misstatement of the other information. If, based on the work we have performed, we conclude that there is a material misstatement of this other information, we are required to report that fact.

We have nothing to report in this regard.

Opinions on other matters prescribed by the Companies Act 2006

In our opinion, based on the work undertaken in the course of the audit:

- the information given in the trustees' report (incorporating the directors' report) for the financial year for which the financial statements are prepared is consistent with the financial statements; and
- the trustees' report (incorporating the directors' report) has been prepared in accordance with applicable legal requirements.

Matters on which we are required to report by exception

In the light of the knowledge and understanding of the charitable company and its environment obtained in the course of the audit, we have not identified material misstatements in the trustees' report.

We have nothing to report in respect of the following matters in relation to which the Companies Act 2006 requires us to report to you if, in our opinion:

- adequate and sufficient accounting records have not been kept, or returns adequate for our audit have not been received from branches not visited by us; or
- the financial statements are not in agreement with the accounting records and returns; or
- certain disclosures of trustees' remuneration specified by law are not made; or
- we have not obtained all the information and explanations necessary for the purposes of our audit; or
- the trustees were not entitled to take advantage of the small companies' exemptions in preparing the trustee's report and from the requirement to prepare a strategic report.

Responsibilities of the trustees

As explained more fully in the trustees' responsibilities statement, the trustees are responsible for the preparation of the financial statements and for being satisfied that they give a true and fair view, and for such internal control as they determine is necessary to enable the preparation of financial statements that are free from material misstatement, whether due to fraud or error.

In preparing the financial statements, the trustees are responsible for assessing the charitable company's ability to continue as a going concern, disclosing, as applicable, matters related to going concern and using the going concern basis of accounting unless the trustees either intend to liquidate the charitable company or to cease operations, or have no realistic alternative but to do so.

Auditor's responsibilities for the audit of the financial statements

Our objectives are to obtain reasonable assurance about whether the financial statements as a whole are free from material misstatement, whether due to fraud or error, and to issue an auditor's report that includes our opinion. Reasonable assurance is a high level of assurance, but is not a guarantee that an audit conducted in accordance with ISAs (UK) will always detect a material misstatement when it exists. Misstatements can arise from fraud or error and are considered material if, individually or in the aggregate, they could reasonably be expected to influence the economic decisions of users taken on the basis of these financial statements.

A further description of our responsibilities for the audit of the financial statements is located on the Financial Reporting Council's website at: www.frc.org.uk/auditorsresponsibilities. This description forms part of our auditor's report.

Extent to which the audit was considered capable of detecting irregularities, including fraud

Irregularities, including fraud, are instances of non-compliance with laws and regulations. We design procedures in line with our responsibilities, outlined above and on the Financial Reporting Council's website, to detect material misstatements in respect of irregularities, including fraud.

We obtain and update our understanding of the charitable company, its activities, its control environment, and likely future developments, including in relation to the legal and regulatory framework applicable and how the entity is complying with that framework. Based on this understanding, we identify and assess the risks of material misstatement of the financial statements, whether due to fraud or error, design and perform audit procedures responsive to those risks, and obtain audit evidence that is sufficient and appropriate to provide a basis for our opinion. This includes consideration of the risk of acts by the charitable company that were contrary to applicable laws and regulations, including fraud.

In response to the risk of irregularities and non-compliance with laws and regulations, including fraud, we designed procedures which included:

- Enquiry of management and those charged with governance around actual and potential litigation and claims as well as actual, suspected and alleged fraud;
- Reviewing minutes of meetings of those charged with governance;
- Assessing the extent of compliance with the laws and regulations considered to have a direct material effect on the financial statements or the operations of the charitable company through enquiry and inspection;
- Reviewing financial statement disclosures and testing to supporting documentation to assess compliance with applicable laws and regulations;
- Performing audit work over the risk of management bias and override of controls, including testing of journal entries and other adjustments for appropriateness, evaluating the business rationale of significant transactions outside the normal course of business and reviewing accounting estimates for indicators of potential bias.

Because of the inherent limitations of an audit, there is a risk that we will not detect all irregularities, including those leading to a material misstatement in the financial statements or non-compliance with regulation. This risk increases the more that compliance with a law or regulation is removed from the events and transactions reflected in the financial statements, as we will be less likely to become aware of instances of non-compliance. The risk of not detecting a material misstatement resulting from fraud is higher than for one resulting from error, as fraud may involve collusion, forgery, intentional omissions, misrepresentations, or the override of internal control.

Use of our report

This report is made solely to the charitable company's members, as a body, in accordance with Chapter 3 of Part 16 of the Companies Act 2006. Our audit work has been undertaken so that we might state to the charitable company's members those matters we are required to state to them in an auditor's report and for no other purpose. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the charitable company's members as a body, for our audit work, for this report, or for the opinions we have formed.

Azets Audit Services

David Green (Senior Statutory Auditor)
For and on behalf of Azets Audit Services

Chartered Accountants
Statutory Auditor

Suites B & D
Burnham Yard
Beaconsfield
Bucks
HP9 2JH

Date: *21/11/2022*



September 2023

<u>Date</u>	<u>Type</u>	<u>Payee</u>	<u>Detail</u>	<u>Value</u>
CURRENT ACCOUNT				
01/09/2023	DD	BCC	cemetery rates DD 1x142.1 9x145 01.04.23-31.03.23	145.00
01/09/2023	DD	Red Kite Housing	garage rent	83.63
01/09/2023	DD	Shire Leasing	Avayaa SIP System 01.09.23-30.11.23	129.37
01/09/2023	DD	Systems Architecture	annual MS Office 365 01.04.23-31.03.	256.80
01/09/2023	SO	BCC	office rates paid by DD 10x60 01.04.23-31.03.23	60.00
03/09/2023	BPwaterplus	Water+	dedmere water 01.08.23-01.09.23	23.10
04/09/2023	DD	BT	cloudvoice, BB& mobiles 01.08.23-31.08.23	141.40
08/09/2023	BP	HMRC	PAYE&NIC Aug23	2965.95
15/09/2023	BPwaterplus	Water+	Hanging Hill water 01.07.23-01.09.23	325.19
15/09/2023	BPwaterplus	Water+	Glade road 01.08.23-01.09.23	62.70
18/09/2023	DD	CROWN Gas	office gas 31.07.23-31.08.23E	45.45
18/09/2023	DD	CROWN Gas	cemetery gas 31.07.23-31.08.23E	5.53
18/09/2023	DD	Sage	software 01.09.23-30.09.23	92.40
22/09/2023	DD	Auto lease	van rental 07.08.23-06.09.23	289.79
22/09/2023	DD	various	Netpay Sep23	11187.85
25/09/2023	BP	BCC	Pension Sep23	3723.90
25/09/2023	DD	EE	3 mobiles	47.87
27/09/2023	BP2Sep23	Sparkx	Xmas lights excess over budget	13251.60
29/09/2023	BP2Sep23	4Front Security	security & toilet lock Aug23	2898.00
29/09/2023	BP2Sep23	Advanced IT	Lone alert access	583.20
29/09/2023	BP2Sep23	ARD	August & September inspections	384.96
29/09/2023	BP2Sep23	Comm Heartbeat	annual support for 2 defibs	324.00
29/09/2023	BP2Sep23	CSL	Globe Print - fluted board - Green Village event	120.00
29/09/2023	BP2Sep23	Enerco	annual service of roller shutter door	327.60
29/09/2023	BP2Sep23	Fluency	PR Fees Sep23	300.00
29/09/2023	BP2Sep23	J Hillsden	ashes grave dig Aug23	288.00
29/09/2023	BP2Sep23	John O'Connor	GM Aug23	7501.20
29/09/2023	BP2Sep23	K&S	skip hire	288.00
29/09/2023	BP2Sep23	Marlow Camera club	Grant	300.00
29/09/2023	BP2Sep23	Marlow Energy Group	Grant	500.00
29/09/2023	BP2Sep23	Marlow Museum Centre Proj	Grant	600.00
29/09/2023	BP2Sep23	Marlow United Charities	Grant	500.00
29/09/2023	BP2Sep23	Pink Affinity	Bookkeeping & Payroll Aug23	873.60
29/09/2023	BP2Sep23	Strategic Alliance	Cracking IT - new starter	72.00
29/09/2023	BP2Sep23	TBS Hygeine	dog bins 29.07.23-25.08.23	168.00
29/09/2023	BP2Sep23	Thames Water	Water Chiltern Road Allotments update 07.03.23-30.08.23	2144.35
29/09/2023	BP2Sep23	Townsites	Jul23 & Aug23 webhosting	120.00
29/09/2023	BP2Sep23	Trade UK	manhole keys, wipes, white adhesive, tool hanger, black paint	131.03
29/09/2023	BP2Sep23	Yorkshires	weekly cleaning, toilet & water fountain clean	494.57
30/09/2023	stripe	Stripe	fees sep23	18.79
				51,774.83
IMPREST ACCOUNT				
01/09/2023	debit card	Amazon	liquid hand soap & antibac wipes	16.55
04/09/2023	debit card	Amazon	10 x winner rosettes (YP)	21.00
04/09/2023	debit card	Sainsburies	air freshners for staff welfare	19.25
05/09/2023	debit card	Amazon	warning tape	6.29
06/09/2023	debit card	Hedges Direct Ltd	3 red berberis	54.95
06/09/2023	debit card	Timpsons	keys for toilets	10.00
07/09/2023	debit card	Amazon	heated mouse mat	12.98
08/09/2023	debit card	Amazon	desk tidy	23.99
19/09/2023	debit card	Amazon	choc coins, paper bags & sticker paper	47.96
20/09/2023	debit card	Amazon	choc coins	64.60
21/09/2023	debit card	www.gardenmachinery	petrol leaf blower	296.99
22/09/2023	debit card	Amazon	sticky hook spots (EWG)	11.67
22/09/2023	debit card	Amazon	2nd class stamps	37.50
25/09/2023	debit card	Nespresso	office coffee	28.80
27/09/2023	debit card	Amazon	toilet rolls	29.85
28/09/2023	debit card	Sonning Common Newsagents	papers	27.60
				709.98
PETTY CASH				
				-

The Local Authorities' Property Fund
Statement of Account

Mrs H Martin
Marlow Town Council
Court Garden
Pound Lane
MARLOW
Buckinghamshire
SL7 2AG
UK

30 September 2023

In order that the Fund can continue to pay distributions gross of tax, unit holders are required to inform the Manager promptly if their tax status changes.

Client Name: MARLOW TOWN COUNCIL
Account Number: ██████████ UTC Properties Fund

Statement of unitholding held on 30 September 2023					
Date	Description	Cost/Proceeds £	Price per unit p	Number of units	Total unitholding
01/07/23	Brought Forward				61,662.00
30/09/23	Carried Forward				61,662.00

On 30 September 2023 the mid market value (net asset value) of one unit in the Fund was 284.50 pence and the bid market value of one unit was 280.09 pence giving your investment at that date a mid market value of £ 175,428.39 and bid market value of £ 172,709.10.

Advice of management expenses for the period to 30 September 2023			
For Period Ended	Number of units held	Expenses per unit p	Total Expenses £
31/07/23	61,662.00	0.152800	94.22
31/08/23	61,662.00	0.152200	93.85
30/09/23	61,662.00	0.146000	90.03
			278.10

Statement of dividends for the period to 30 September 2023					
For Period Ended	Number of units held	Gross per unit p	Gross Distribution £	Expenses Paid £	Amount Payable £
31/07/23	61,662.00	1.239500	764.30	94.22	670.08
31/08/23	61,662.00	1.621600	999.91	93.85	906.06
30/09/23	61,662.00	1.334200	822.69	90.03	732.66
			2,586.90	278.10	2,308.80

The dividend payment of £2,308.80 for the period will be paid to the nominated bank account, reference Marlow Town Council on 31/10/2023

Registered address: One Angel Lane, London, EC4R 3AB
Freephone: 0800 022 3505

STATEMENT

Mrs H Martin
Marlow Town Council
Court Garden
Pound Lane
MARLOW
Buckinghamshire
SL7 2AG
UK

CLIENT: MARLOW TOWN COUNCIL

ACCOUNT NAME:

ACCOUNT NUMBER: XXXXXXXXXX

Statement at 30 September 2023

Date	Description	Value of shares sold £	Value of shares bought £	Balance of shares held £	Share Class
01/09/23	Brought Forward			212,082.56	
01/09/23	Dividend reinvested		918.67	213,001.23	4
30/09/23	Carried Forward			213,001.23	4

Statement of Dividends paid during the month to 30 September 2023

Date	Receiving Account	Amount Paid £
01-09-23	Dividend reinvested	918.67