



Tollesbury Parish Council

Notice is hereby given that the Meeting of the **FINANCE AND POLICY COMMITTEE** will be held on Wednesday 4th October 2023 in the Pavilion commencing at 7.30 pm, to which members of the Council are summoned for the transaction of the under-mentioned business.

M. Curtis

Michelle Curtis – Clerk to the Council

25th September 2023

Councillors: Cllr M Bell, Cllr R Clare, Cllr C Page, Cllr S Plater

THE PRESS AND PUBLIC ARE CORDIALLY INVITED TO ATTEND

Photographing, recording, broadcasting or transmitting the proceedings of a meeting by any means is permitted however the privacy of (i) persons who object to the same and (ii) children and vulnerable adults must be respected by anonymising the identities of such.

1. **Chairman**
To appoint Chairman for the Finance and Policy Committee.
2. **Vice-Chairman**
To appoint a Vice-Chairman for the Finance and Policy Committee.
3. **Apologies for Absence**
To receive apologies for absence.
4. **Declaration of Interest**
To disclose the existence and nature of any Disclosable Pecuniary Interests, Other Registrable Interests and Non-Registrable Interests relating to items of business on the agenda having regard to paragraph 9 and Appendix B of the Code of Conduct for Members. (Members are reminded that they are also required to disclose any such interests as soon as they become aware should the need arise throughout the meeting.)
5. **Public Forum**
Members of the public will be given an opportunity to put forward their question(s) or statement to the Council. The Chairman will at his discretion then decide if he is able to answer the question(s) or proposes to put the item on the agenda for the next meeting.
6. **Minutes**
To confirm Minutes of the Meeting held on 14th March 2023



7. Accounts 2023/24

To carry out a review of the 2023/24 accounts

8. Internal Audit

To review the recommendations from the internal audit.

9. Commemorative Plaque

To consider whether funds are available to purchase a plaque to commemorate The King's Coronation.

10. Asset Register

To consider the proposal from the Clerk to add the Asset Inventory facility on the Rialtas Software

11. Website

To review the Parish Council website

12. Policies

12.1 To review the Co-option Policy

12.2 To review the Equality and Diversity Policy

12.3 To review the Publication Policy

12.4 To review the Document and Data Retention Policy

12.5 To review the Freedom of Information Policy

13. Other Matters

To consider any other matters relating to the Council's finances

14. Date of Next Meeting

Wednesday 6th December 2023 – Pavilion – 7.30pm

Clerk: Michelle Curtis

Address: PO Box 13205, Maldon, Essex CM9 9FU

Telephone: 01621 869039. **Email:** tollesburypc@btinternet.com



Dear Councillor

I have recently been made aware of an initiative in another part of the country to commemorate The King's Coronation. It impressed me so much that I thought I would give it some wider publicity and let you know about it. The plaque is the result of a collaboration between HM Lord-Lieutenant of Shropshire, Anna Turner and the British Ironwork Centre, Oswestry. It involves the design and manufacture of a Coronation plaque and its distribution amongst at least 20 towns and organisations in Shropshire to commemorate the Coronation and to serve as a lasting legacy of this significant occasion. The plaque looks attractive, as you can see from the diagram below. After making some enquiries, I am informed that the plaque is made of 3D Deluxe stainless steel and measures 500mm in diameter and 3mm in thickness. Each plaque costs £199.00, including delivery, which is near enough cost price. Examples of the plaque can be seen below, as too are contact details for the British Ironwork Centre and its Chairman, Clive Knowles should you wish to follow up. I am told that this offer will remain open throughout 2023, so there is no immediate hurry to place an order before the Coronation, but the opportunity can be considered at leisure in the period after the Coronation. I am sending this information in case you might be interested.

For more information, please contact:

Clive Knowles

clivek@britishironworkcentre.co.uk

With very best wishes

Jennifer Tolhurst

**Jennifer Tolhurst,
HM Lord-Lieutenant of Essex**





ASSET INVENTORY

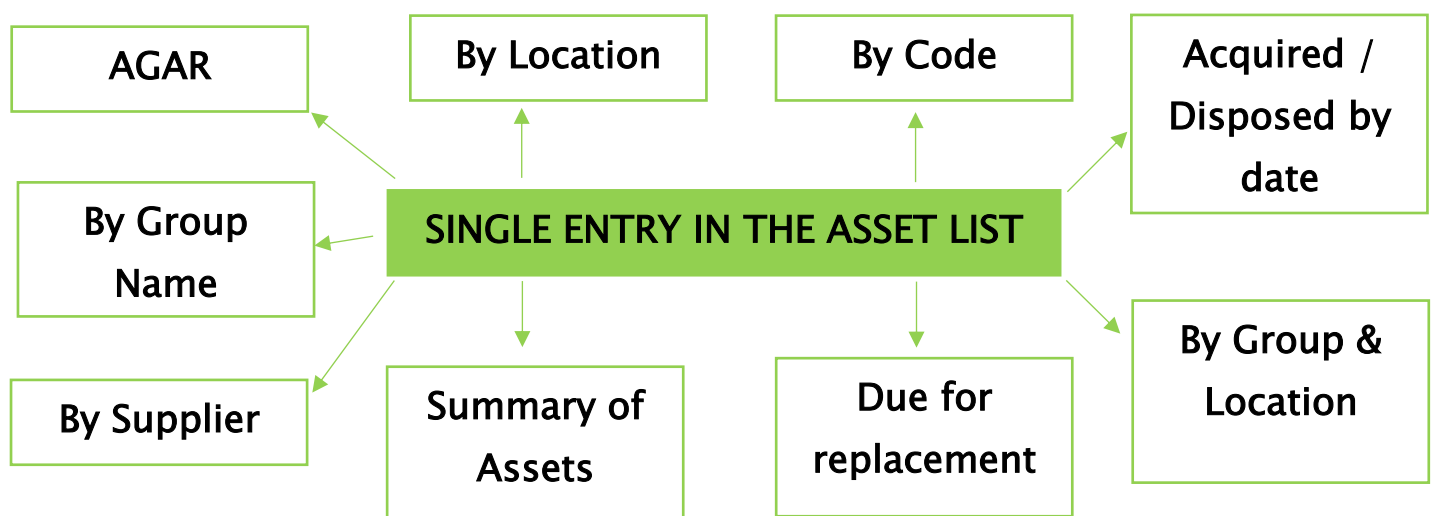
Ensures that Councils keep track of all their Assets

Asset Inventory Solution is suitable for all organisations, no matter what size they are. It supplies all required information to satisfy both Internal and External Auditors and enables the creation of an Inventory to keep records of all your Assets.

KEY FEATURES

- Asset Inventory links to Annual Return to update Fixed Asset figure at Year end
- Unique Identification Number
- Asset Description
- Asset Serial Number
- Original Cost and Current Value
- Insurance Value
- Next Inspection Date
- Asset Suppliers Details
- Asset Location – GPS Coordinates
- Photo of Asset
- The date the Asset was acquired / disposed of
- Grouping of Assets to identify the type e.g., Vehicles, Land

REPORTS OPTIONS



Rialtas Support and Training

Rialtas Support Team provides all of our customers with an outstanding support service. Their expertise combines knowledge of Rialtas Solutions, finance, IT, Allotments and Cemetery management, Booking management and Planning.

Rialtas Support is open 9.00-17.00,
Monday to Friday.

They can be contacted by phone, by
email or via Support portal.

All of our customers have access to
our **Support Portal**, which contains:

- FAQ and answers
- Webinar recordings
- User Manuals
- Articles
- Training Videos
- The history of your previous questions

Rialtas Training Academy

Scheduled Training

- provides Free of Charge access to our regular Scheduled Online Training
- These sessions can be attended by all Councils who are on or sign up for a 3 Year Support and Maintenance Contract
- Various Topics

Free Webinars

- Throughout the year we offer a range of free webinars on numerous topics such as Year End, Budgeting, VAT, product overviews, new feature updates and many more

Pay as you go Training

For customers, who are looking for a more tailored group or one-to-one training, we have:

- Online Group Training – smaller groups made up of different councils covering specific topics
- Bespoke 1 to 1 training – where they want to specifically work on topics/questions relevant to their Council only

Rialtas also provides additional services:

- Data Entry and Finance Consultancy
- Year-End Close Down
- Databank – monthly checks of the accounts and a Backup off site

For more information, email to:

sales@rialtas.co.uk

Asset Inventory

Sample Reports

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- By Group Name
- By Location
- By Supplier
- By Group and Location

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- By Group Name
- By Location
- By Supplier

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- All Assets
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- Asset Disposed
- Assets Due for Replacement
- Location Report

Section 5 – Annual Return

Asset Inventory

Section 1

Assets Lists

CONTENTS

Assets List by Group Name

Assets List by Location

Assets List Supplier

Asset List by Group and Location

Somewhere Town Council
ASSET LIST BY GROUP NAME

<u>Asset Code</u>	<u>Description</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
IT Equipment				
TEL001	BT meridian M7100	150.00	150.00	50.00
TEL002	BT meridian MT7310	180.00	180.00	0.00
TOTAL FOR IT Equipment		330.00	330.00	50.00
Infrastructure				
DB001	Dog Bin	120.00	120.00	120.00
DB002	Dog Bin	175.00	175.00	120.00
DB003	Dog Bin	120.00	120.00	120.00
DB004	Dog Bin	350.00	350.00	0.00
DB005	Dog bin	350.00	360.00	350.00
DB006	Dog bin	250.00	250.00	0.00
DB007	Dog Bins	120.00	120.00	0.00
LB003	Litter Bin	175.00	175.00	175.00
LB004	Litter bin	250.00	250.00	250.00
LB005	Litter bin	250.00	250.00	250.00
LB007	Litter Bin	250.00	250.00	0.00
LB008	Litter bin	250.00	250.00	250.00
LB009	Litter Bin	210.00	210.00	0.00
TOTAL FOR Infrastructure		2,870.00	2,880.00	1,635.00
Land & Buildings				
B001	Town Hall	1.00	25,000,000.00	1,000,000.00
TOTAL FOR Land & Buildings		1.00	25,000,000.00	1,000,000.00
Office Equipment				
OFFICE01	Computer	1,000.00	1,000.00	0.00
OFFICE02	Printer	150.00	150.00	0.00
OFFICE03	Photo Copier	1,000.00	1,000.00	0.00
OFFICE04	Photo Copier	2,000.00	2,000.00	2,000.00
OFFICE05	Printer	500.00	500.00	500.00
OFFICE06	PRINTER	550.00	550.00	550.00
OFFICE07	PRINTER	550.00	550.00	550.00
OFFICE08	Kettle	14.99	14.99	0.00
TOTAL FOR Office Equipment		5,764.99	5,764.99	3,600.00
Play Equipment				
PLAY02	Large bird nest swind	500.00	500.00	0.00
PLAY03	Log play ship	1,500.00	1,500.00	0.00
PLAY04	Log play ship	1,500.00	1,500.00	0.00
PLAY05	Log play ship	1,500.00	1,500.00	0.00
TOTAL FOR Play Equipment		5,000.00	5,000.00	0.00
Vehicle & Equipment				
BUS001	Mini Bus	21,000.00	21,000.00	0.00
TR001	Tractor John Deere	35,000.00	35,000.00	35,000.00
VAN001	Works van	5,500.00	5,500.00	5,500.00
TOTAL FOR Vehicle & Equipment		61,500.00	61,500.00	40,500.00
TOTAL		75,465.99	25,075,474.99	1,045,785.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
King Charles Field				
DB001	Dog Bin	120.00	120.00	120.00
LB007	Litter Bin	250.00	250.00	0.00
PLAY05	Log play ship	1,500.00	1,500.00	0.00
TOTAL FOR King Charles Field		1,870.00	1,870.00	120.00
Parish Office				
DB006	Dog bin	250.00	250.00	0.00
OFFICE01	Computer	1,000.00	1,000.00	0.00
OFFICE02	Printer	150.00	150.00	0.00
OFFICE03	Photo Copier	1,000.00	1,000.00	0.00
OFFICE04	Photo Copier	2,000.00	2,000.00	2,000.00
OFFICE06	PRINTER	550.00	550.00	550.00
OFFICE07	PRINTER	550.00	550.00	550.00
OFFICE08	Kettle	14.99	14.99	0.00
TOTAL FOR Parish Office		5,514.99	5,514.99	3,100.00
St Marys Park				
DB002	Dog Bin	175.00	175.00	120.00
DB003	Dog Bin	120.00	120.00	120.00
DB007	Dog Bins	120.00	120.00	0.00
LB003	Litter Bin	175.00	175.00	175.00
LB004	Litter bin	250.00	250.00	250.00
LB005	Litter bin	250.00	250.00	250.00
PLAY03	Log play ship	1,500.00	1,500.00	0.00
TOTAL FOR St Marys Park		2,590.00	2,590.00	915.00
St Philips Rd				
DB004	Dog Bin	350.00	350.00	0.00
DB005	Dog bin	350.00	360.00	350.00
LB008	Litter bin	250.00	250.00	250.00
OFFICE05	Printer	500.00	500.00	500.00
PLAY02	Large bird nest swind	500.00	500.00	0.00
PLAY04	Log play ship	1,500.00	1,500.00	0.00
TOTAL FOR St Philips Rd		3,450.00	3,460.00	1,100.00
Town Hall				
B001	Town Hall	1.00	25,000,000.00	1,000,000.00
TEL001	BT meridian M7100	150.00	150.00	50.00
TEL002	BT meridian MT7310	180.00	180.00	0.00
TOTAL FOR Town Hall		331.00	25,000,330.00	1,000,050.00
Workshop				
BUS001	Mini Bus	21,000.00	21,000.00	0.00
LB009	Litter Bin	210.00	210.00	0.00
TR001	Tractor John Deere	35,000.00	35,000.00	35,000.00
VAN001	Works van	5,500.00	5,500.00	5,500.00
TOTAL FOR Workshop		61,710.00	61,710.00	40,500.00
TOTAL		75,465.99	25,075,474.99	1,045,785.00

Asset Code	Description	Original Cost	Current Value	Insurance Value
[BLANK]				
B001	Town Hall	1.00	25,000,000.00	1,000,000.00
TOTAL FOR [BLANK]		1.00	25,000,000.00	1,000,000.00
Bins R US				
DB001	Dog Bin	120.00	120.00	120.00
DB002	Dog Bin	175.00	175.00	120.00
DB003	Dog Bin	120.00	120.00	120.00
DB004	Dog Bin	350.00	350.00	0.00
DB005	Dog bin	350.00	360.00	350.00
DB006	Dog bin	250.00	250.00	0.00
LB004	Litter bin	250.00	250.00	250.00
LB005	Litter bin	250.00	250.00	250.00
LB008	Litter bin	250.00	250.00	250.00
TOTAL FOR Bins R US		2,115.00	2,125.00	1,460.00
British Telecom				
TEL001	BT meridian M7100	150.00	150.00	50.00
TEL002	BT meridian MT7310	180.00	180.00	0.00
TOTAL FOR British Telecom		330.00	330.00	50.00
Copiers R US Ltd				
OFFICE01	Computer	1,000.00	1,000.00	0.00
OFFICE02	Printer	150.00	150.00	0.00
OFFICE03	Photo Copier	1,000.00	1,000.00	0.00
OFFICE04	Photo Copier	2,000.00	2,000.00	2,000.00
OFFICE05	Printer	500.00	500.00	500.00
OFFICE06	PRINTER	550.00	550.00	550.00
TOTAL FOR Copiers R US Ltd		5,200.00	5,200.00	3,050.00
Domestic Darlings				
OFFICE08	Kettle	14.99	14.99	0.00
TOTAL FOR Domestic Darlings		14.99	14.99	0.00
Ford Ltd				
BUS001	Mini Bus	21,000.00	21,000.00	0.00
VAN001	Works van	5,500.00	5,500.00	5,500.00
TOTAL FOR Ford Ltd		26,500.00	26,500.00	5,500.00
John Wilks Hardware				
LB003	Litter Bin	175.00	175.00	175.00
LB007	Litter Bin	250.00	250.00	0.00
TOTAL FOR John Wilks Hardware		425.00	425.00	175.00
Jonh Deere Ltd				
TR001	Tractor John Deere	35,000.00	35,000.00	35,000.00
TOTAL FOR Jonh Deere Ltd		35,000.00	35,000.00	35,000.00
Rangers Play Equip				
PLAY02	Large bird nest swind	500.00	500.00	0.00
PLAY03	Log play ship	1,500.00	1,500.00	0.00
TOTAL FOR Rangers Play Equip		2,000.00	2,000.00	0.00
TOTAL		71,585.99	25,071,594.99	1,045,235.00

ASSET LIST BY GROUP AND LOCATION

Asset Code	Description	Original Cost	Current Value	Insurance Value
IT Equipment - Town Hall				
TEL001	BT meridian M7100	150.00	150.00	50.00
TEL002	BT meridian MT7310	180.00	180.00	0.00
TOTAL FOR IT Equipment - Town Hall		330.00	330.00	50.00
Infrastructure - Parish Office				
DB006	Dog bin	250.00	250.00	0.00
TOTAL FOR Infrastructure - Parish Office		250.00	250.00	0.00
Infrastructure - St Marys Park				
DB002	Dog Bin	175.00	175.00	120.00
DB003	Dog Bin	120.00	120.00	120.00
LB003	Litter Bin	175.00	175.00	175.00
LB004	Litter bin	250.00	250.00	250.00
TOTAL FOR Infrastructure - St Marys Park		720.00	720.00	665.00
Infrastructure - St Philips Rd				
DB004	Dog Bin	350.00	350.00	0.00
DB005	Dog bin	350.00	360.00	350.00
TOTAL FOR Infrastructure - St Philips Rd		700.00	710.00	350.00
Land & Buildings - Town Hall				
B001	Town Hall	1.00	25,000,000.00	1,000,000.00
TOTAL FOR Land & Buildings - Town Hall		1.00	25,000,000.00	1,000,000.00
Office Equipment - Parish Office				
OFFICE01	Computer	1,000.00	1,000.00	0.00
OFFICE02	Printer	150.00	150.00	0.00
OFFICE04	Photo Copier	2,000.00	2,000.00	2,000.00
OFFICE06	PRINTER	550.00	550.00	550.00
OFFICE08	Kettle	14.99	14.99	0.00
TOTAL FOR Office Equipment - Parish Office		3,714.99	3,714.99	2,550.00
Office Equipment - St Philips Rd				
OFFICE05	Printer	500.00	500.00	500.00
TOTAL FOR Office Equipment - St Philips Rd		500.00	500.00	500.00
Play Equipment - St Marys Park				
PLAY03	Log play ship	1,500.00	1,500.00	0.00
TOTAL FOR Play Equipment - St Marys Park		1,500.00	1,500.00	0.00
Play Equipment - St Philips Rd				
PLAY02	Large bird nest swind	500.00	500.00	0.00
TOTAL FOR Play Equipment - St Philips Rd		500.00	500.00	0.00
Vehicle & Equipment - Workshop				
BUS001	Mini Bus	21,000.00	21,000.00	0.00
TR001	Tractor John Deere	35,000.00	35,000.00	35,000.00
VAN001	Works van	5,500.00	5,500.00	5,500.00
TOTAL FOR Vehicle & Equipment - Workshop		61,500.00	61,500.00	40,500.00
TOTAL		69,715.99	25,069,724.99	1,044,615.00

Asset Inventory

Section 2

Summary of Assets

CONTENTS

Summary of Assets by Group Name

Summary of Assets by Location

Summary of Assets by Supplier

SUMMARY OF ASSETS BY GROUP NAME

<u>Group</u>	<u>Original Cost</u>	<u>Current Value</u>	<u>Insurance Value</u>
IT Equipment	330.00	330.00	50.00
Infrastructure	2,870.00	2,880.00	1,635.00
Land & Buildings	500,001.00	25,500,000.00	1,000,000.00
Office Equipment	5,764.99	5,764.99	3,600.00
Play Equipment	5,000.00	5,000.00	0.00
Vehicle & Equipment	131,500.00	131,500.00	110,500.00
Westfield Cricket pitch	1.00	1.00	150,000.00
TOTAL	<u>645,466.99</u>	<u>25,645,475.99</u>	<u>1,265,785.00</u>

Location	Original Cost	Current Value	Insurance Value
King Charles Field	1,870.00	1,870.00	120.00
Parish Office	5,514.99	5,514.99	3,100.00
St Marys Park	2,590.00	2,590.00	915.00
St Philips Rd	3,450.00	3,460.00	1,100.00
Town Hall	500,331.00	25,500,330.00	1,000,050.00
Workshop	131,710.00	131,710.00	110,500.00
[BLANK]	1.00	1.00	150,000.00
TOTAL	645,466.99	25,645,475.99	1,265,785.00

SUMMARY OF ASSETS BY SUPPLIER

Supplier	Original Cost	Current Value	Insurance Value
[BLANK]	500,002.00	25,500,001.00	1,150,000.00
Bins R US	2,235.00	2,245.00	1,460.00
British Telecom	330.00	330.00	50.00
Copiers R US Ltd	5,750.00	5,750.00	3,600.00
Domestic Darlings	14.99	14.99	0.00
Ford Ltd	26,500.00	26,500.00	5,500.00
John Wilks Hardware	635.00	635.00	175.00
Jonh Deere Ltd	105,000.00	105,000.00	105,000.00
Rangers Play Equip	5,000.00	5,000.00	0.00
TOTAL	645,466.99	25,645,475.99	1,265,785.00

Asset Inventory

Section 3

Assets by Code

CONTENTS

Assets by Code All Assets

Assets by Code Beginning

ASSETS BY CODE

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
B001	Town Hall	Town Hall	1.00	25,000,000.00	1,000,000.00
BUS001	Mini Bus	Workshop	21,000.00	21,000.00	0.00
DB001	Dog Bin	King Charles Field	120.00	120.00	120.00
DB002	Dog Bin	St Marys Park	175.00	175.00	120.00
DB003	Dog Bin	St Marys Park	120.00	120.00	120.00
DB004	Dog Bin	St Philips Rd	350.00	350.00	0.00
DB005	Dog bin	St Philips Rd	350.00	360.00	350.00
DB006	Dog bin	Parish Office	250.00	250.00	0.00
DB007	Dog Bins	St Marys Park	120.00	120.00	0.00
LB003	Litter Bin	St Marys Park	175.00	175.00	175.00
LB004	Litter bin	St Marys Park	250.00	250.00	250.00
LB005	Litter bin	St Marys Park	250.00	250.00	250.00
LB007	Litter Bin	King Charles Field	250.00	250.00	0.00
LB008	Litter bin	St Philips Rd	250.00	250.00	250.00
LB009	Litter Bin	Workshop	210.00	210.00	0.00
OFFICE01	Computer	Parish Office	1,000.00	1,000.00	0.00
OFFICE02	Printer	Parish Office	150.00	150.00	0.00
OFFICE03	Photo Copier	Parish Office	1,000.00	1,000.00	0.00
OFFICE04	Photo Copier	Parish Office	2,000.00	2,000.00	2,000.00
OFFICE05	Printer	St Philips Rd	500.00	500.00	500.00
OFFICE06	PRINTER	Parish Office	550.00	550.00	550.00
OFFICE07	PRINTER	Parish Office	550.00	550.00	550.00
OFFICE08	Kettle	Parish Office	14.99	14.99	0.00
PAV	Pavilion	[BLANK]	1.00	1.00	150,000.00
PLAY02	Large bird nest swind	St Philips Rd	500.00	500.00	0.00
PLAY03	Log play ship	St Marys Park	1,500.00	1,500.00	0.00
PLAY04	Log play ship	St Philips Rd	1,500.00	1,500.00	0.00
PLAY05	Log play ship	King Charles Field	1,500.00	1,500.00	0.00
TEL001	BT meridian M7100	Town Hall	150.00	150.00	50.00
TEL002	BT meridian MT7310	Town Hall	180.00	180.00	0.00
TH001	Town Hall Building	Town Hall	500,000.00	500,000.00	0.00
TR001	Tractor John Deere	Workshop	35,000.00	35,000.00	35,000.00
TR002	Tractor John Deere	Workshop	35,000.00	35,000.00	35,000.00
TR003	Tractor John Deere	Workshop	35,000.00	35,000.00	35,000.00
VAN001	Works van	Workshop	5,500.00	5,500.00	5,500.00
TOTAL			645,466.99	25,645,475.99	1,265,785.00

Asset Code	Description	Location	Original Cost	Current Value	Insurance Value
OFFICE01	Computer	Parish Office	1,000.00	1,000.00	0.00
OFFICE02	Printer	Parish Office	150.00	150.00	0.00
OFFICE03	Photo Copier	Parish Office	1,000.00	1,000.00	0.00
OFFICE04	Photo Copier	Parish Office	2,000.00	2,000.00	2,000.00
OFFICE05	Printer	St Philips Rd	500.00	500.00	500.00
OFFICE06	PRINTER	Parish Office	550.00	550.00	550.00
OFFICE07	PRINTER	Parish Office	550.00	550.00	550.00
OFFICE08	Kettle	Parish Office	14.99	14.99	0.00
TOTAL			5,764.99	5,764.99	3,600.00

Asset Inventory

Section 4

Other Reports

CONTENTS

Assets Acquired by Date Range

Assets Disposed by Date Range

Assets Due for Replacement by Date Range

Asset Location Report

ASSETS ACQUIRED BETWEEN 01/07/2021 AND 30/09/2021

Acq. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
22/07/2021	DB005	Dog bin	350.00	360.00	350.00
31/07/2021	LB009	Litter Bin	210.00	210.00	0.00
31/07/2021	LB010	Litter Bin	0.00	0.00	0.00
01/08/2021	TR003	Tractor John Deere	35,000.00	35,000.00	35,000.00
06/08/2021	LB004	Litter bin	250.00	250.00	250.00
19/08/2021	DB007	Dog Bins	120.00	120.00	0.00
19/08/2021	LB006	Litter Bin	250.00	250.00	0.00
01/09/2021	OFFICE04	Photo Copier	2,000.00	2,000.00	2,000.00
30/09/2021	OFFICE08	Kettle	14.99	14.99	0.00
TOTAL			38,194.99	38,204.99	37,600.00

Disp. Date	Asset Code	Description	Original Cost	Current Value	Insurance Value
14/07/2021	LB001	Litter Bin	120.00	120.00	120.00
31/07/2021	LB010	Litter Bin	0.00	0.00	0.00
19/08/2021	DB001	Dog Bin	120.00	120.00	120.00
25/08/2021	LB006	Litter Bin	250.00	250.00	0.00
TOTAL			490.00	490.00	240.00

Due Date	Asset Code	Description	Original Cost	Repl. Cost	Insurance Value
31/03/2022	OFFICE02	Printer	150.00	170.00	0.00
02/05/2022	OFFICE01	Computer	1,000.00	1,200.00	0.00
27/02/2026	TR001	Tractor John Deere	35,000.00	35,000.00	35,000.00
TOTAL			36,150.00	36,370.00	35,000.00

ASSET LOCATIONS REPORT

Asset Code	Description	Location	Original Cost	Insurance Value
B001	Town Hall	Town Hall	1.00	1,000,000.00
BUS001	Mini Bus	Workshop	21,000.00	0.00
DB001	Dog Bin	King Charles Field	120.00	120.00
DB002	Dog Bin	St Marys Park	175.00	120.00
DB003	Dog Bin	St Marys Park	120.00	120.00
DB004	Dog Bin	St Philips Rd	350.00	0.00
DB005	Dog bin	St Philips Rd	350.00	350.00
DB006	Dog bin	Parish Office	250.00	0.00
DB007	Dog Bins	St Marys Park	120.00	0.00
LB003	Litter Bin	St Marys Park	175.00	175.00
LB004	Litter bin	St Marys Park	250.00	250.00
LB005	Litter bin	St Marys Park	250.00	250.00
LB007	Litter Bin	King Charles Field	250.00	0.00
LB008	Litter bin	St Philips Rd	250.00	250.00
LB009	Litter Bin	Workshop	210.00	0.00
OFFICE01	Computer	Parish Office	1,000.00	0.00
OFFICE02	Printer	Parish Office	150.00	0.00
OFFICE03	Photo Copier	Parish Office	1,000.00	0.00
OFFICE04	Photo Copier	Parish Office	2,000.00	2,000.00
OFFICE05	Printer	St Philips Rd	500.00	500.00
OFFICE06	PRINTER	Parish Office	550.00	550.00
OFFICE07	PRINTER	Parish Office	550.00	550.00
OFFICE08	Kettle	Parish Office	14.99	0.00
PAV	Pavilion	[BLANK]	1.00	150,000.00
PLAY02	Large bird nest swind	St Philips Rd	500.00	0.00
PLAY03	Log play ship	St Marys Park	1,500.00	0.00
PLAY04	Log play ship	St Philips Rd	1,500.00	0.00
PLAY05	Log play ship	King Charles Field	1,500.00	0.00
TEL001	BT meridian M7100	Town Hall	150.00	50.00
TEL002	BT meridian MT7310	Town Hall	180.00	0.00
TH001	Town Hall Building	Town Hall	500,000.00	0.00
TR001	Tractor John Deere	Workshop	35,000.00	35,000.00
TR002	Tractor John Deere	Workshop	35,000.00	35,000.00
TR003	Tractor John Deere	Workshop	35,000.00	35,000.00
VAN001	Works van	Workshop	5,500.00	5,500.00
TOTAL			645,466.99	1,265,785.00

Asset Inventory

Section 5

Annual Return

CONTENTS

Annual Return (AGAR)

ANNUAL RETURN - ENGLAND
FOR THE YEAR ENDED 30 SEPTEMBER 2021
Somewhere Town Council 2021 - 2022

SECTION 2 - THE STATEMENT OF ACCOUNTS

I certify that the accounts contained in this return present fairly the financial position of the council, are consistent with the underlying financial records and have been prepared on the basis of Income and Expenditure.

Responsible Financial Officer

Date

I confirm that these accounts are approved by the Council and recorded as council minute reference

Dated

Signed on behalf of the above Council (Chair)

Date

		<u>Last Year £</u>	<u>This Year £</u>	<u>General Notes for Guidance</u>
1	Balances brought forward	56,113	224,792	Total balances & reserves at the beginning of the year as recorded in the Financial Records
2	Annual Precept	209,440	104,720	Total amount of Precept income received in the year
3	Total other receipts	25,935	32,579	Total income or receipts as recorded in the cashbook minus the Precept
4	Staff costs	22,080	25,794	Total expenditure or payments made to and on behalf of all employees. Include salaries and wages, PAYE and NI (employees and employers) and pension contributions
5	Loan interest/Capital repayments	0	0	Total expenditure or payments of capital and interest made during the year on borrowings
6	Total other payments	43,616	14,435	Total expenditure or payments as recorded in the cashbook minus employment costs (Line 4) and loan / interest expenditure / payments (Line 5)
7	Balances carried forward	225,792	321,862	Total balances and reserves at the end of the year. [Must equal (1+2+3)-(4+5+6)]
8	Total Cash & Investments	225,831	328,718	The sum of all current and deposit bank accounts, cash holdings and investments held as at 31 March
9	Total Fixed Assets	630,771	645,467	The recorded current book value at 31 March of all tangible fixed assets as recorded in the asset register
10	Total Borrowings	0	0	The outstanding capital balances as at 31 March of all loans from third parties (usually PWLB)

The following documents should accompany the accounts when submitted to the auditor:

- * A brief explanation of significant variations from last year to this year in Section 2;
- * Bank Reconciliation as at 31 March



Flexible Accounting and Administration Solutions

Rialtas Business Solutions have been a leading provider of software solutions to Town and Parish Councils since 1996. This breadth of experience has led to innovative solutions, that are simple to use, and backed up with highly knowledgeable support staff.

With software encompassing Accounting, Facilities Booking, Assets, Allotments, Cemeteries and Planning, we offer solutions in key areas of council administration.

Our industry leading Alpha and Omega financial software provides a complete accounting solution, tailored to councils of varying sizes. For all of our Accounting and Administration solutions we provide on-line demonstrations on a no-obligation, no-cost basis. With our solutions we provide full configuration, training and support.

The cloud - challenges and opportunities

With Rialtas unlike some of our competitors, you are not locked into one cloud computing provider. A flexible approach allows you to use one of our recommended cloud

partners, your own choice of provider, or you can host in house.

Flexibility to choose your cloud provider, is becoming increasingly important, so that you are not locked into a single cloud. With some providers you are locked into their cloud hosting, often meaning you lose access to the solution and your data at the end of the contract. Our solution can move to a new cloud provider retaining access to the solution and your data.

An impressive base of over 900 Town and Parish Councils gives us the ability to invest and innovate for your changing needs. Customers get the latest updates and features by being part of the growing Rialtas community. So we hope to welcome you to it soon.



Tel: 01793 731296 Email: sales@rialtas.co.uk

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QUOTATION

Prepared for Tollesbury Parish Council

Dated 06th of September 2023

1a. Purchase of Rialtas Suite Asset Inventory

Purchase Installation of the following:

Asset Inventory Management Software	£ 375
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Purchase of Software	£ 375
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1 st Year Annual Support and Maintenance Single User Licence*	£150
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Total Costs 1st Year for Purchase of Software	£ 525
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1b. Ongoing costs

Annual Support and Maintenance Single User Licence*	£150 per annum
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Annual Support and Maintenance 5 User Licence*	£225 per annum
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2. Training

We recommend 1 hours on line training for the above module:

Online Training	£ 100
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All of the above prices are subject to VAT at the standard rate.

Quotation valid for 90 days, unless otherwise agreed in writing. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. All Orders are subject to our terms and conditions overleaf.



If you wish to proceed with this Order please signed below, indicating your acceptance of the Quotation and our terms and conditions overleaf.

Name:

Position (Clerk/RFO):

Signature:

Software Purchase Terms and Conditions

1. Orders are subject to an initial 3 year minimum contract term for Annual Support and Maintenance. After year 3 the contract will automatically renew annually, unless cancelled in writing. Cancellations require six months notice.
2. Annual Support and Maintenance charges are reviewed annually and will change over the contract term. If our charges increase by more than 5% over the rate of inflation, the customer can cancel their Annual Support and Maintenance within the 3 year minimum contract term.
3. Support and Maintenance Fees are charged Annually in advance for the coming 12 month period. The initial period commences upon the installation and setup.
4. If the customer elects to cease use of the software within the minimum term, the minimum terms fees must still be paid.
5. After the minimum 3 year term, cancellations mid year will not receive a refund of Support and Maintenance fees already paid.
6. Software Purchases are subject to the use of the software as per the End User License Agreement, which is available upon software installation, or upon request.
7. Support and Maintenance services are provided subject to the Terms and Conditions of those services, these Terms and Conditions are provided annually, or upon request.
8. We recommend you have an online demonstration of the software prior to purchase to ensure you are content the software meets your needs. Once installed and setup any fees due or paid are non-cancellable and non-refundable.