

MINUTES OF THE WELLINGTON TOWN COUNCIL POLICY AND FINANCE COMMITTEE MEETING HELD AT UNTIED REFORMED CHURCH HALL ON MONDAY 14 OCTOBER 2024 AT 6.00PM

PRESENT: Councillor M Lithgow (Chair),
Councillors J Cole, A Govier, J Lloyd, S Mercer, S Pringle-Kosikowsky, and J Thorne.

IN ATTENDANCE: Councillors C Penk and K Wheatley
Alice Kendall – RFO/Deputy Clerk
Seven members of the public
One member of the press

319 APOLOGIES

Apologies had been received from Councillors C Govier.

320 DECLARATIONS OF INTEREST

Councillors A Govier and J Lloyd have a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being former customers of the company.

Councillor J Thorne has a standing personal interest declaration relating to MTMIT, the Council’s IT consultant, being a friend of the company owner.

Councillor J Thorne further declared a personal interest in a payment listed to the Community Centre as he is a member of the Committee. Councillor Lithgow also declared the same interest.

Councillor S Mercer declared a personal interest relating to the grant application from Wellesley Park School as his granddaughter is a pupil.

321 PUBLIC PARTICIPATION

All those present were representatives of organisations, the Chairman explained that he would suspend Standing Orders at the appropriate point in the agenda to allow them to answer questions.

322 MINUTES

RESOLVED to approve and sign the minutes of the Policy and Finance Committee held on 9 September 2024.

323 ACCOUNTING STATEMENTS

(a) TO NOTE AND APPROVE THE BANK RECONCILIATION AS AT 8 OCTOBER 2024

RESOLVED to approve the bank reconciliation.

(b) TO NOTE AND APPROVE EXPENDITURE FOR 3 SEPTEMBER - 8 OCTOBER 2024

RESOLVED to note and approve the expenditure.

(c) TO NOTE AND APPROVE INCOME RECEIVED FOR 3 SEPTEMBER - 8 OCTOBER 2024

RESOLVED to note and approve the income.

(d) TO NOTE AND APPROVE THE INCOME AND EXPENDITURE AGAINST THE BUDGET FOR THE 2024-25 YEAR AS AT 8 OCTOBER 2024 (attached)

RESOLVED to note and approve the budget report.

324 CREATION OF STANDING ORDER

RESOLVED to approve the creation of a new standing order instruction at the bank for the monthly rent, service and insurance charge of the Open Spaces Depot (£1,429).

325 GRANTS

The Committee considered applications as submitted for Q3. A summary and the application documents were circulated prior to the meeting.

- (a) BLACK* Artists on the Move** – request for £3,000 toward the delivery of two Black History Month day workshops at each of the Wellington Primary Schools (8 days in total)

RESOLVED to not award the grant. It was felt that, at present, the proposal was not detailed enough.

- (b) Grand Western Greenway** – request for £3,500 toward an engineering assessment and route definition.

RESOLVED to suspend standing orders to allow a representative to give information and answer questions.

RESOLVED to re-instate standing orders.

It was noted that, at present, the costing for commissioning the report is a banded figure of £6-8,000. Taking this into account, it was **RESOLVED** to fund 50% of the cost up to £4,000 from the Cycle Path Contributions budget. To confirm the final amount the organisation is asked to submit the final invoice to release the funds.

- (c) Wellington Rugby Football Club** – request for £2,000 toward their annual firework display.

It was proposed and seconded to award a grant of £2,000. After some discussion the original proposal was withdrawn, and it was **RESOLVED** to underwrite the event up to £2,000 upon the Club providing evidence that there is a deficit after the event.

- (d) The People's Plot, t/a eat:Festivals** – request for £750 toward the annual eat:Wellington Event.

RESOLVED to suspend standing order to allow a representative to give information and answer questions.

RESOLVED to re-instate standing orders.

RESOLVED to not award the grant. It was felt that given the Council's support in previous years, the event should now be self-sustaining via the trading fees charged by the organisation.

- (e) **Life Education Wessex** – request for £290 toward delivery of the 'Helping Children Make Healthy Choices' workshop at Rockwell Green Primary School in 2024.

RESOLVED to award a grant of £290.

- (f) **Wellesley Park Primary School** – request for £1,085 for a morning food/breakfast scheme.

RESOLVED to award a grant of £1,085 from the Cost of Living Fund reserve.

- (g) **Community Council Somerset** – request for £1,150 toward cost of the Wellington Together event.

RESOLVED to suspend standing order to allow a representative to give information and answer questions.

RESOLVED to re-instate standing orders.

RESOLVED to award a grant of £1,150.

- (h) **Accelerate Active** – request for £2,858 toward the provision of Blaze Pods, Climb Wall Indoor Pannels and Safety Mirrors.

RESOLVED to suspend standing order to allow a representative to give information and answer questions.

RESOLVED to re-instate standing orders.

It was proposed to award a grant, there was no seconder. It was **RESOLVED** to not award the grant.

326 INTERIM INTERNAL AUDIT

The Interim Internal Audit report was circulated in advance of the meeting.

RESOLVED to note to the report.

327 DEVOLUTION UPDATE

The Deputy Clerk reported that notes from the Town Clerk would be circulated by e-mail after the meeting. She gave a brief report that not much progress had been made on some issues given the continuing lack of information from Somerset Council, but that some things had been taken into the Town Council's control already e.g. toilet cleaning which was signed off at the October Full Council meeting.

There being no further business the meeting closed at 7.40 pm

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Wellington Town Council

Prepared by: Alice Kendall - RFO
Name and Role (Clerk/RFO etc)

Date: 04/11/2024

Approved by: _____
Name and Role (RFO/Chair of Finance etc)

Date: _____

	Bank Reconciliation at 04/11/2024		
	Cash in Hand 01/04/2024		921,528.82
	ADD Receipts 01/04/2024 - 04/11/2024		1,009,817.70
			1,931,346.52
	SUBTRACT Payments 01/04/2024 - 04/11/2024		723,602.85
A	Cash in Hand 04/11/2024 (per Cash Book)		1,207,743.67
	Cash in hand per Bank Statements		
	Petty Cash 04/11/2024	0.00	
	Lloyds Current Account 2195145 04/11/2024	13,847.12	
	Lloyds Deposit Account 07788306 04/11/2024	528,960.49	
	Lloyds Treasurers PC 87331468 04/11/2024	305.70	
	The Cambridge Building Society CI 04/11/2024	204,644.36	
	Cambridge & Counties 15020773 04/11/2024	273,307.47	
	Nationwide 01343556 04/11/2024	215,055.54	
			1,236,120.68
	Less unrepresented payments		28,513.81
			1,207,606.87
	Plus unrepresented receipts		136.80
B	Adjusted Bank Balance		1,207,743.67
	A = B Checks out OK		

Wellington Town Council
Uncashed payments/transfers out (All banks)
(Upto 04/11/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
200	04/06/2024	Direct Debit	Waste Collections	5.77	Lloyds Current Account 2
535	20/09/2024	Card	Milk	1.35	Lloyds Treasurers PC 87:
563	02/10/2024	Direct Debit	Waste Collections	44.84	Lloyds Current Account 2
576	03/10/2024	Card	Milk	1.35	Lloyds Treasurers PC 87:
637	22/10/2024	BACS	Superann - Oct	6,175.01	Lloyds Current Account 2
638	22/10/2024	BACS	Deductions - Oct	6,723.62	Lloyds Current Account 2
640	23/10/2024		Pop Up Shop	89.88	Lloyds Current Account 2
643	24/10/2024	BACS	Town Centre Watering and maintenai	6,046.80	Lloyds Current Account 2
644	24/10/2024	BACS	Allotment Deposit	50.00	Lloyds Current Account 2
645	24/10/2024	BACS	Weed Control	108.00	Lloyds Current Account 2
647	24/10/2024	BACS	Depot Furniture	340.00	Lloyds Current Account 2
648	24/10/2024	BACS	Depot Signage	157.92	Lloyds Current Account 2
650	25/10/2024	BACS	Christmas advert	120.00	Lloyds Current Account 2
651	25/10/2024	BACS	Carnival First Aid	1,000.00	Lloyds Current Account 2
652	28/10/2024	BACS	Annual Scribe Subscription	2,160.00	Lloyds Current Account 2
653	29/10/2024	BACS	IT Support & e-mail	816.00	Lloyds Current Account 2
654	29/10/2024		Pop Up Shop	86.45	Lloyds Current Account 2
656	31/10/2024	BACS	Order of Service Remembrance Day	257.00	Lloyds Current Account 2
657	01/11/2024	BACS	Post Repair	110.00	Lloyds Current Account 2
658	01/11/2024	BACS	cutting Great Oak Field	180.00	Lloyds Current Account 2
662	01/11/2024	BACS	Mayor's Travel	69.30	Lloyds Current Account 2
664	04/11/2024	BACS	Longforth Road Toilets - Site Investig	3,900.00	Lloyds Current Account 2
665	04/11/2024	Card	Key Set	3.99	Lloyds Treasurers PC 87:
666	04/11/2024		Pop Up Shop	66.53	Lloyds Current Account 2
Total-----				28,513.81	

Wellington Town Council
Uncashed receipts\transfers in (All banks)
(Upto 04/11/2024)

Voucher	Date	Cheque No.	Description	Total	Bank
166	04/11/2024		Deposit & Rent Refund	136.80	Lloyds Current Account 2
			Total-----	136.80	

Wellington Town Council

4 November 2024 (2024 - 2025)

PAYMENTS LIST

Agenda item 5b

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
591	Photocopier	09/10/2024		Lloyds Current Accou	BACS	Printing & Photocopying	Konica Minolta	S	68.75	13.75	82.50
592	Deposits	09/10/2024		Lloyds Current Accou		Pop Up Shop	The Rotary Club of Welling	X	80.74		80.74
593	Members Travelling	10/10/2024		Lloyds Treasurers PC	Card	Parking	Bath & North East	X	11.90		11.90
596	Members Travelling	10/10/2024		Lloyds Current Accou	BACS	Mayor's Travel	Councillor Mrs J Lloyd	X	56.25		56.25
594	Promotion of Wellington	10/10/2024		Lloyds Treasurers PC	Card	In Bloom Photos	Big Image Ltd	X	25.00		25.00
595	Depot Set Up	10/10/2024		Lloyds Treasurers PC	Card	Key Cutting	Call Nigel Locksmiths	X	7.50		7.50
597	Audit Fees	11/10/2024		Lloyds Current Accou	BACS	Interim Internal Audit	IAC Audit and Consultancy	S	395.00	79.00	474.00
601	Emptying Dog Bins	11/10/2024		Lloyds Current Accou		Waste Coll. , Grass Cut & Empt	Somerset Council	S	2,643.16	528.63	3,171.79
599	Professional Fees	11/10/2024		Lloyds Current Accou	BACS	Legal Fees (Longforth Allotmen	Amicus Law (South West) l	X	1,634.36		1,634.36
602	Office Cleaning & Maintenance	11/10/2024		Lloyds Current Accou	BACS	Office Cleaning	AIS Cleaners	S	182.40	36.48	218.88
601	Tone Play Area	11/10/2024		Lloyds Current Accou		Waste Coll. , Grass Cut & Empt	Somerset Council	S	101.66	20.33	121.99
601	Tone Play Area	11/10/2024		Lloyds Current Accou		Waste Coll. , Grass Cut & Empt	Somerset Council	S	548.08	109.62	657.70
601	Weavers Reach Play Area	11/10/2024		Lloyds Current Accou		Waste Coll. , Grass Cut & Empt	Somerset Council	S	101.66	20.33	121.99
601	Weavers Reach Play Area	11/10/2024		Lloyds Current Accou		Waste Coll. , Grass Cut & Empt	Somerset Council	S	182.68	36.54	219.22
600	Van Charging	11/10/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	14.81	2.96	17.77
598	Van Charging	11/10/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
603	Switch on Event	14/10/2024		Lloyds Treasurers PC	Card	Trading Permit	Somerset Council	X	87.00		87.00
604	Depot Costs (5 Months)	14/10/2024		Lloyds Current Accou	BACS	Insurance & Service re-charge	Indigenous Lettings	E	66.52		66.52
605	Grants	15/10/2024		Lloyds Current Accou	BACS	Grant	Life Education Wessex	X	290.00		290.00
607	Grants	15/10/2024		Lloyds Current Accou	BACS	Grant	CCS	X	1,150.00		1,150.00
606	Cost of Living Crisis	15/10/2024		Lloyds Current Accou	BACS	Grant	Wellesley Park Primary Sch	X	1,085.00		1,085.00
613	Telephone System	17/10/2024		Lloyds Current Accou	Direct Debit	Phone System	SW Comms	S	175.48	35.10	210.58
614	Allotments	17/10/2024		Lloyds Current Accou	BACS	Card Transaction Fees	SumUp Payments Ltd	X	0.51		0.51
610	Van Charging	17/10/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	16.54	3.31	19.85
612	Van Charging	17/10/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
611	Toilets	17/10/2024		Lloyds Treasurers PC	Card	Sharps Removal Kit	firstaid.co.uk	S	54.95	10.99	65.94
609	Toilets	17/10/2024		Lloyds Current Accou	BACS	Paper & Hand Soap	SpotOn Supplies	S	92.55	18.51	111.06
608	Depot Set Up	17/10/2024		Lloyds Treasurers PC	Card	Shelving	BigDug Ltd	S	164.94	32.99	197.93
615	Hospitality	18/10/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
619	Green Corridor	18/10/2024		Lloyds Current Accou	BACS	Install notice board	M J Fletcher Property Main	X	397.00		397.00
620	Green Corridor	18/10/2024		Lloyds Current Accou	BACS	Green Corridor - Bridge Repair:	M J Fletcher Property Main	X	610.00		610.00
622	Promotion of Wellington	18/10/2024		Lloyds Treasurers PC	Card	Award Frame	H T Perry & Son	S	9.37	1.88	11.25
616	Electricity	18/10/2024		Lloyds Current Accou	Direct Debit	Electricity for Offices	Engie	L	237.21	11.86	249.07
621	Machinery Purchase	18/10/2024		Lloyds Treasurers PC	Card	Fuel	Wellington Service Station	S	76.67	15.33	92.00

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
617	Machinery Purchase	18/10/2024		Lloyds Current Accou	BACS	SDS Drill & Bits	Buildbase	S	166.38	33.28	199.66
618	Depot Set Up	18/10/2024		Lloyds Current Accou	BACS	Materials	Buildbase	S	196.74	39.35	236.09
624	Green Corridor	21/10/2024		Lloyds Current Accou		Woodland Creation Scheme	Woodland Trust	S	1,160.00	232.00	1,392.00
623	Electricity	21/10/2024		Lloyds Current Accou	Direct Debit	Electricity for Offices	Engie	L	262.17	13.11	275.28
637	Salaries	22/10/2024		Lloyds Current Accou	BACS	Superann - Oct	Somerset County Council	X	6,175.01		6,175.01
638	Salaries	22/10/2024		Lloyds Current Accou	BACS	Deductions - Oct	HMRC	X	6,723.62		6,723.62
639	Salaries	22/10/2024		Lloyds Current Accou	BACS	Net Salaries	Various	X	15,666.40		15,666.40
635	Staff Travelling	22/10/2024		Lloyds Current Accou	BACS	Travel	D Hill	X	6.40		6.40
635	Members Travelling	22/10/2024		Lloyds Current Accou	BACS	Travel	D Hill	X	179.00		179.00
628	Hospitality	22/10/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
629	Hospitality	22/10/2024		Lloyds Treasurers PC	Card	Squash	Co-op	X	1.75		1.75
630	Stationery & Postage	22/10/2024		Lloyds Current Accou	BACS	Stationery	Viking	S	59.89	11.98	71.87
627	Promotion of Wellington	22/10/2024		Lloyds Treasurers PC	Card	Frames	Buy & Save	S	12.50	2.50	15.00
636	Sage Payroll & HR	22/10/2024		Lloyds Current Accou	Direct Debit	Payroll System	Sage	S	48.00	9.60	57.60
632	Deposits	22/10/2024		Lloyds Current Accou		Pop Up Shop	Rotary Club of Wellington I	X	48.25		48.25
626	Sundries	22/10/2024		Lloyds Treasurers PC	Card	Grinder Disks	Buildbase	S	9.52	1.91	11.43
634	Sundries	22/10/2024		Lloyds Treasurers PC	Card	Laces	Buy & Save	S	1.99	0.40	2.39
631	Sundries	22/10/2024		Lloyds Treasurers PC	Card	PPE	Buildbase	S	37.88	7.58	45.46
633	Toilets	22/10/2024		Lloyds Treasurers PC	Card	Padlock & Latch	H T Perry & Son	S	10.41	2.08	12.49
625	Machinery Purchase	22/10/2024		Lloyds Current Accou	BACS	Angle Grinder	Buildbase	S	206.98	41.40	248.38
640	Deposits	23/10/2024		Lloyds Current Accou		Pop Up Shop	Francesca Elliston	X	89.88		89.88
641	Hospitality	24/10/2024		Lloyds Treasurers PC	Card	Milk	Co-op	X	1.35		1.35
645	Allotments	24/10/2024		Lloyds Current Accou	BACS	Weed Control	Complete Weed Control	S	90.00	18.00	108.00
644	Allotment Deposits	24/10/2024		Lloyds Current Accou	BACS	Allotment Deposit	Various	X	50.00		50.00
646	Van Charging	24/10/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltr	S	12.94	2.59	15.53
642	Toilets	24/10/2024		Lloyds Treasurers PC	Card	Cleaning Supplies	Buy & Save	S	18.87	3.78	22.65
643	TC Planting	24/10/2024		Lloyds Current Accou	BACS	Town Centre Watering and ma	Exe Valley Maintenance Se	S	5,039.00	1,007.80	6,046.80
647	Depot Set Up	24/10/2024		Lloyds Current Accou	BACS	Depot Furniture	Taunton Office Furniture Si	X	340.00		340.00
648	Depot Set Up	24/10/2024		Lloyds Current Accou	BACS	Depot Signage	Somerset Sign & Print Co	S	131.60	26.32	157.92
649	Hospitality	25/10/2024		Lloyds Treasurers PC	Card	Tea & Milk	Co-op	X	7.35		7.35
650	Switch on Event	25/10/2024		Lloyds Current Accou	BACS	Christmas advert	Carly Press	S	100.00	20.00	120.00
651	Carnival	25/10/2024		Lloyds Current Accou	BACS	Carnival First Aid	Western Medical Services	X	1,000.00		1,000.00
652	Scribe Accounting System	28/10/2024		Lloyds Current Accou	BACS	Annual Scribe Subscription	Scribe (Starboard Systems	S	1,800.00	360.00	2,160.00
653	IT Support & Email Hosting	29/10/2024		Lloyds Current Accou	BACS	IT Support & e-mail	MTMIT	S	680.00	136.00	816.00
654	Deposits	29/10/2024		Lloyds Current Accou		Pop Up Shop	Sue Rickard	X	86.45		86.45

Wellington Town Council

4 November 2024 (2024 - 2025)

PAYMENTS LIST

Vouche	Code	Date	Minute	Bank	Cheque No	Description	Supplier	VAT Type	Net	VAT	Total
655	Van Charging	29/10/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	17.97	3.60	21.57
656	Remembrance & AFD	31/10/2024		Lloyds Current Accou	BACS	Order of Service Remembrance	Carly Press	Z	257.00		257.00
662	Members Travelling	01/11/2024		Lloyds Current Accou	BACS	Mayor's Travel	Councillor Mrs J Lloyd	X	69.30		69.30
658	Green Corridor	01/11/2024		Lloyds Current Accou	BACS	cutting Great Oak Field	JPJ Logs	S	150.00	30.00	180.00
660	Telephone & Broadband	01/11/2024		Lloyds Current Accou	Direct Debit	Telephone & Broadband	Chess	S	135.43	27.09	162.52
661	Switch on Event	01/11/2024		Lloyds Treasurers PC	Card	Banner Printing	Eco Printing	S	54.89	7.98	62.87
659	Allotments	01/11/2024		Lloyds Current Accou		Card Transaction Fees	SumUp Payments Ltd	X	3.21		3.21
657	Longforth Road Toilets	01/11/2024		Lloyds Current Accou	BACS	Post Repair	M J Fletcher Property Main	X	110.00		110.00
670	Staff Travelling	04/11/2024		Lloyds Treasurers PC	Card	Fine	Bath & North East	X	70.00		70.00
668	Professional Fees	04/11/2024		Lloyds Current Accou	Standing Order	Health & Safety Advisor	WT Consultancy	S	125.00	25.00	150.00
673	Office Equipment	04/11/2024		Lloyds Treasurers PC	Card	Tripod Phone Cases & Folders	Amazon	S	59.49	11.90	71.39
664	Longforth Road Toilets	04/11/2024		Lloyds Current Accou	BACS	Longforth Road Toilets - Site Ir	Red Rock GEO Ltd	S	3,250.00	650.00	3,900.00
667	Rent	04/11/2024		Lloyds Current Accou	Standing Order	Pop Up Shop Rent	H T Perry & Son	X	500.00		500.00
666	Deposits	04/11/2024		Lloyds Current Accou		Pop Up Shop	Linda Bennet	X	66.53		66.53
671	Van Charging	04/11/2024		Lloyds Treasurers PC	Card	Van Charging	Swarco Smart Charging Ltc	S	14.87	2.98	17.85
672	Van Charging	04/11/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
674	Van Charging	04/11/2024		Lloyds Treasurers PC	Card	Parking (van charging)	PayByPhone	X	1.40		1.40
665	Sundries	04/11/2024		Lloyds Treasurers PC	Card	Key Set	H T Perry & Son	S	3.33	0.66	3.99
663	Sundries	04/11/2024		Lloyds Treasurers PC	Card	Key Set	H T Perry & Son	S	4.58	0.92	5.50
669	Toilets	04/11/2024		Lloyds Treasurers PC	Card	Sharps Bin	Amazon	X	17.99		17.99
Total									55,905.91	3,707.42	59,613.33

Wellington Town Council

4 November 2024 (2024 - 2025)

RECEIPTS LIST

Agenda item 5c

Vouche	Code	Date	Minute	Bank	Receipt No	Description	Supplier	VAT Type	Net	VAT	Total
150	Deposits	09/10/2024		Lloyds Current Accou		Error Correction	The Rotary Club of Welling	X	-90.37		-90.37
151	Allotments	11/10/2024		Lloyds Current Accou		Allotment Rent	Various	X	30.00		30.00
152	Allotments	17/10/2024		Lloyds Current Accou		Allotment Rent	Various	X	30.00		30.00
154	Allotments	22/10/2024		Lloyds Current Accou		Allotment Deposit & Rent	Peter Milverton (plot 28)	X	30.00		30.00
153	Switch on Event	22/10/2024		Lloyds Current Accou		Stall Fee	The Little Soapery Wellingt	X	45.00		45.00
154	Allotment Deposits	22/10/2024		Lloyds Current Accou		Allotment Deposit & Rent	Peter Milverton (plot 28)	X	50.00		50.00
156	Allotments	22/10/2024		Lloyds Current Accou		Allotment Rent	Various	X	60.00		60.00
155	Switch on Event	22/10/2024		Lloyds Current Accou		Stall Fee	Crosses Ice Cream	X	70.00		70.00
160	Office Rent	28/10/2024		Lloyds Current Accou		Office Rent	Cash Access UK Ltd	X	700.00		700.00
161	Allotments	28/10/2024		Lloyds Current Accou		Allotment Rent & Deposit	Elizabeth Allen (plot 93)	X	30.00		30.00
158	Allotments	28/10/2024		Lloyds Current Accou		Allotment Rent	Various	X	30.00		30.00
159	Switch on Event	28/10/2024		Lloyds Current Accou		Stall Fee	Merrydays Crafts & Collect	X	45.00		45.00
157	Switch on Event	28/10/2024		Lloyds Current Accou		Stall Fee	The Pamper Box Co	X	45.00		45.00
161	Allotment Deposits	28/10/2024		Lloyds Current Accou		Allotment Rent & Deposit	Elizabeth Allen (plot 93)	X	50.00		50.00
163	Allotments	01/11/2024		Lloyds Current Accou		Allotment Deposit & Rent	L F Farthing (plot 78)	X	30.00		30.00
164	Allotments	01/11/2024		Lloyds Current Accou		Allotment Rent & Deposit	Dennis Hobbs (Plot 8)	X	30.00		30.00
165	Allotments	01/11/2024		Lloyds Current Accou		Allotment Rent	Various	X	30.00		30.00
162	Rent	01/11/2024		Lloyds Current Accou		Pop-Up Shop	WaveMe	X	150.00		150.00
163	Allotment Deposits	01/11/2024		Lloyds Current Accou		Allotment Deposit & Rent	L F Farthing (plot 78)	X	50.00		50.00
164	Allotment Deposits	01/11/2024		Lloyds Current Accou		Allotment Rent & Deposit	Dennis Hobbs (Plot 8)	X	50.00		50.00
162	Deposits	01/11/2024		Lloyds Current Accou		Pop-Up Shop	WaveMe	X	100.00		100.00
170	Bank Interest	04/11/2024		Lloyds Deposit Accou		Interest	Lloyds Bank	X	586.91		586.91
172	Bank Interest	04/11/2024		Cambridge & Countie		Interest	Cambridge & Counties	X	1,019.84		1,019.84
171	Allotments	04/11/2024		Lloyds Current Accou		Allotment Rent	Various	X	60.00		60.00
168	Allotments	04/11/2024		Lloyds Current Accou		Allotment Rent & Deposit	Joseph Koita (plot 41)	X	30.00		30.00
169	Allotments	04/11/2024		Lloyds Current Accou		Allotment Rent	Various	X	90.00		90.00
167	Stall Deposits	04/11/2024		Lloyds Current Accou		Stall Fee	P Daddy's Pop Up Kitchen ;	X	45.00		45.00
168	Allotment Deposits	04/11/2024		Lloyds Current Accou		Allotment Rent & Deposit	Joseph Koita (plot 41)	X	50.00		50.00
166	Storage Unit Rental	04/11/2024		Lloyds Current Accou		Deposit & Rent Refund	Wellington Self Storage	X	136.80		136.80
Total									3,583.18		3,583.18

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Agenda item 5d

28-30 Fore Street

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
26	Office Rent	250.00	5,025.00	4,775.00				4,775.00 (1910%)
28	Electricity				6,000.00	2,884.35	3,115.65	3,115.65 (51%)
32	Office Equipment				2,000.00	376.96	1,623.04	1,623.04 (81%)
37	Office Cleaning & Maintenance		490.00	490.00	2,500.00	2,105.93	394.07	884.07 (35%)
143	Internal Office Re-Decoration				5,000.00	462.88	4,537.12	4,537.12 (90%)
156	Gas				3,000.00	1,243.80	1,756.20	1,756.20 (58%)
157	Business Rates				2,000.00	10,542.87	-8,542.87	-8,542.87 (-427%)
158	Responsive Maintenance				5,000.00	3,326.48	1,673.52	1,673.52 (33%)
159	IT Upgrades				5,000.00		5,000.00	5,000.00 (100%)
SUB TOTAL		250.00	5,515.00	5,265.00	30,500.00	20,943.27	9,556.73	14,821.73 (90%)

Administration

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
27	Photocopier		40.28	40.28	1,300.00	570.71	729.29	769.57 (59%)
34	Insurances				6,000.00	6,768.83	-768.83	-768.83 (-12%)
35	Stationery & Postage				1,000.00	612.43	387.57	387.57 (38%)
36	Audit Fees				2,505.00	2,155.00	350.00	350.00 (13%)
40	Hire of Hall				1,620.00	455.00	1,165.00	1,165.00 (71%)
54	Professional Fees				20,000.00	11,634.36	8,365.64	8,365.64 (41%)
SUB TOTAL			40.28	40.28	32,425.00	22,196.33	10,228.67	10,268.95 (71%)

Affiliation Fees

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
38	SALC				2,000.00	1,950.11	49.89	49.89 (2%)
99	SLCC				357.00		357.00	357.00 (100%)
100	CCS				100.00		100.00	100.00 (100%)
SUB TOTAL					2,457.00	1,950.11	506.89	506.89 (2%)

Allotments

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
44	Allotments	2,910.00	2,500.00	-410.00	2,910.00	647.85	2,262.15	1,852.15 (31%)
92	Longforth Allotment	3,000.00		-3,000.00	3,000.00	4,650.00	-1,650.00	-4,650.00 (-77%)
148	Allotment Deposits		600.00	600.00		100.00	-100.00	500.00 (N/A)
SUB TOTAL		5,910.00	3,100.00	-2,810.00	5,910.00	5,397.85	512.15	-2,297.85 (N/A)

Christmas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
114	Hire of Lights				10,000.00		10,000.00	10,000.00 (100%)
115	Lights Install				11,900.00	97.00	11,803.00	11,803.00 (99%)
116	Switch on Event	1,350.00	1,100.00	-250.00	10,000.00	342.65	9,657.35	9,407.35 (82%)

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

123 Stall Deposits	180.00	180.00				180.00 (N/A)
136 Electricity				500.00	500.00	500.00 (100%)
137 Additional Lights & Install						(N/A)
160 Free Parking				5,500.00	4,438.00	1,062.00 (19%)
SUB TOTAL	1,350.00	1,280.00	-70.00	37,900.00	4,877.65	33,022.35 (N/A)

Community Services

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
55	Wellington One						(N/A)	
58	Community Safety				2,000.00	518.00	1,482.00 (74%)	
59	Promotion of Wellington				5,000.00	2,993.07	2,006.93 (40%)	
60	Community Services & Priorities				5,000.00	395.26	4,604.74 (92%)	
61	Health & Wellbeing				4,000.00	59.95	3,940.05 (98%)	
64	Community Warden					-42.76	42.76 (N/A)	
65	Emergency Planning				1,000.00		1,000.00 (100%)	
66	Other Payments				300.00	39.00	261.00 (87%)	
153	Charity Fundraising						(N/A)	
154	Community Warden Set Up						(N/A)	
SUB TOTAL					17,300.00	3,962.52	13,337.48 (N/A)	

Community Warden

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
161	Van Charging				1,560.00	540.55	1,019.45 (65%)	
162	Van Maintenance				750.00	468.76	281.24 (37%)	
163	Storage Unit Rental		136.80	136.80	1,500.00	816.69	683.31 (820.11 (54%))	
164	Tools				2,000.00	2,627.30	-627.30 (-31%)	
165	Equip. Maintenance				1,000.00	483.89	516.11 (51%)	
166	Clothing/PPE				750.00	533.56	216.44 (28%)	
167	Sundries				3,000.00	602.08	2,397.92 (79%)	
SUB TOTAL			136.80	136.80	10,560.00	6,072.83	4,487.17 (79%)	

Cost of democracy and electic

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
20	Mayors Allowance				550.50	550.50	(0%)	
21	Councillors Allowance				5,250.00	4,550.00	700.00 (13%)	
22	Members Training				250.00	40.00	210.00 (84%)	
23	Members Travelling				150.00	387.55	-237.55 (-158%)	
24	Hospitality				300.00	173.48	126.52 (42%)	
89	Deputy Mayor's Expenses				200.00		200.00 (100%)	
SUB TOTAL					6,700.50	5,701.53	998.97 (84%)	

Earmarked Reserves

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
25	Elections						(N/A)	

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

67 Youth Services								(N/A)
71 C.I.L								(N/A)
73 Film Festival				8,000.00	-8,000.00		-8,000.00	(N/A)
75 Railway Station								(N/A)
76 Capital Projects								(N/A)
77 Playing Pitch Strategy				4,350.00	-4,350.00		-4,350.00	(N/A)
95 Office Furniture Replacement								(N/A)
96 Post Office Provision								(N/A)
97 Cades Farm Community Hall								(N/A)
139 Cost of Living Crisis				11,927.50	-11,927.50		-11,927.50	(N/A)
181 Committed CIL				150,000.00	-150,000.00		-150,000.00	(N/A)
SUB TOTAL				174,277.50	-174,277.50		-174,277.50	(N/A)

Environment and Planning

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
46	Footpaths PRoW Maintenance		33.30	33.30	500.00	323.85	176.15	209.45 (41%)
49	Emptying Dog Bins				12,600.00	5,286.32	7,313.68	7,313.68 (58%)
50	Provision of Benches & Litter/Dog				2,500.00		2,500.00	2,500.00 (100%)
51	Planning Administration							(N/A)
52	Environmental Improvements					2,799.44	-2,799.44	-2,799.44 (N/A)
113	Electricity for Street Light				850.00	359.80	490.20	490.20 (57%)
129	Additional Street Lighting							(N/A)
131	Green Corridor				30,000.00	13,915.53	16,084.47	16,084.47 (53%)
168	Cycle Route Cont.				10,000.00		10,000.00	10,000.00 (100%)
SUB TOTAL			33.30	33.30	56,450.00	22,684.94	33,765.06	33,798.36 (N/A)

Grants

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
41	Grants				15,000.00	8,260.00	6,740.00	6,740.00 (44%)
152	Green Grants							(N/A)
169	Service Level Agreements				47,305.00	41,740.00	5,565.00	5,565.00 (11%)
SUB TOTAL					62,305.00	50,000.00	12,305.00	12,305.00 (N/A)

Income

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
1	Precept	945,392.00	945,392.00					(0%)
2	Bank Interest	20,000.00	16,495.18	-3,504.82				-3,504.82 (-17%)
3	Parish Grants							(N/A)
5	VAT Refund							(N/A)
6	Rents - Various	1,000.00	50.00	-950.00				-950.00 (-95%)
180	Misc Income		303.00	303.00		-1,187.00	1,187.00	1,490.00 (N/A)
SUB TOTAL		966,392.00	962,240.18	-4,151.82		-1,187.00	1,187.00	-2,964.82 (N/A)

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

IT, Website & Internet

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
29	Telephone & Broadband				3,500.00	2,372.58	1,127.42	1,127.42 (32%)
30	IT Equipment				1,200.00	667.32	532.68	532.68 (44%)
31	IT Support & Email Hosting				4,250.00	2,720.00	1,530.00	1,530.00 (36%)
94	IT for New Staff				1,500.00	808.99	691.01	691.01 (46%)
101	Telephone System				2,400.00	1,528.44	871.56	871.56 (36%)
103	Security Software				560.00	310.50	249.50	249.50 (44%)
104	Office 365				3,100.00	3,062.40	37.60	37.60 (1%)
105	Parish Online				450.00		450.00	450.00 (100%)
106	Zoom							(N/A)
107	Scribe Accounting System				1,800.00	1,800.00		(0%)
108	Sage Payroll & HR				1,830.00	694.26	1,135.74	1,135.74 (62%)
132	Councillor Tablets				850.00		850.00	850.00 (100%)
144	Inspection Applications				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL					23,440.00	13,964.49	9,475.51	9,475.51 (N/A)

Open Spaces Development

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
182	Machinery Purchase					17,545.51	-17,545.51	-17,545.51 (N/A)
183	Mower Lease (3 Month)							(N/A)
184	Depot Set Up					840.78	-840.78	-840.78 (N/A)
185	Depot Costs (5 Months)					1,199.85	-1,199.85	-1,199.85 (N/A)
186	People (excl. Salaries)					10.83	-10.83	-10.83 (N/A)
187	Insurance					491.12	-491.12	-491.12 (N/A)
188	Contingency					1,700.00	-1,700.00	-1,700.00 (N/A)
SUB TOTAL						21,788.09	-21,788.09	-21,788.09 (N/A)

Play Areas

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
45	Tone Play Area				5,000.00	1,162.46	3,837.54	3,837.54 (76%)
145	Weavers Reach Play Area				5,000.00	2,432.84	2,567.16	2,567.16 (51%)
146	Annual Play Inspections				500.00		500.00	500.00 (100%)
SUB TOTAL					10,500.00	3,595.30	6,904.70	6,904.70 (76%)

Pop Up Shop

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
117	Rent	4,500.00	2,900.00	-1,600.00	6,000.00	4,000.00	2,000.00	400.00 (3%)
118	Overheads				3,500.00	1,413.27	2,086.73	2,086.73 (59%)
119	Repairs				1,500.00		1,500.00	1,500.00 (100%)
149	Deposits		2,100.00	2,100.00		1,387.56	-1,387.56	712.44 (N/A)
SUB TOTAL		4,500.00	5,000.00	500.00	11,000.00	6,800.83	4,199.17	4,699.17 (N/A)

Wellington Town Council
Summary of Income & Expenditure 2024 - 2025
All Cost Centres and Codes (Between 01/04/2024 and 31/03/2025)

Staff Costs & Expenses

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
16	Salaries				481,255.00	204,029.32	277,225.68	277,225.68 (57%)
17	Staff Training				2,000.00	298.37	1,701.63	1,701.63 (85%)
18	Staff Travelling				200.00	351.98	-151.98	-151.98 (-75%)
19	Staff Recruitment	30,000.00	30,053.00	53.00	3,000.00		3,000.00	3,053.00 (9%)
87	Home Working Allowances							(N/A)
SUB TOTAL		30,000.00	30,053.00	53.00	486,455.00	204,679.67	281,775.33	281,828.33 (N/A)

Town Centre

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
53	Longforth Road Toilets				11,000.00	5,988.41	5,011.59	5,011.59 (45%)
133	Longforth Rd Toilet Refurb				10,000.00	63,853.61	-53,853.61	-53,853.61 (-538%)
134	Kings Arms				18,000.00		18,000.00	18,000.00 (100%)
135	Town Centre Projects				20,000.00	3,251.32	16,748.68	16,748.68 (83%)
138	Carnival				1,000.00	1,000.00		(0%)
140	Summer Street Fair	2,000.00	2,160.00	160.00	7,000.00	9,920.05	-2,920.05	-2,760.05 (-30%)
141	Street Fair Refundable Deposits		42.75	42.75				42.75 (N/A)
147	Remembrance & AFD				1,000.00	277.00	723.00	723.00 (72%)
170	Heritage		576.51	576.51	5,400.00	1.10	5,398.90	5,975.41 (110%)
171	Clocks				500.00		500.00	500.00 (100%)
179	Annual Fireworks				2,000.00		2,000.00	2,000.00 (100%)
SUB TOTAL		2,000.00	2,779.26	779.26	75,900.00	84,291.49	-8,391.49	-7,612.23 (N/A)

Unitary Devolution

Code	Title	Income			Expenditure			Net Position
		Budgeted	Actual	Variance	Budgeted	Actual	Variance	+/- Under/over spend
172	Play Area				10,500.00		10,500.00	10,500.00 (100%)
173	Toilets				22,000.00	375.42	21,624.58	21,624.58 (98%)
174	TC Planting				15,000.00	13,704.12	1,295.88	1,295.88 (8%)
175	Park Planting & Security				25,000.00	5,505.10	19,494.90	19,494.90 (77%)
176	CCTV				25,000.00	8,394.50	16,605.50	16,605.50 (66%)
177	Bus Shelters				5,000.00		5,000.00	5,000.00 (100%)
178	IT Impact				4,000.00	2,100.00	1,900.00	1,900.00 (47%)
SUB TOTAL					106,500.00	30,079.14	76,420.86	76,420.86 (98%)

Restated **(N/A)**

NET TOTAL	1,010,402.00	1,010,177.82	-224.18	976,302.50	682,076.54	294,225.96	294,001.78 (14%)
V.A.T.		30,917.88			42,229.91		
GROSS TOTAL		1,041,095.70			724,306.45		

October 2024



Lloyds Bank plc
PO Box 1000
BX1 1LT

Wellington Town Council
28 Fore Street
Wellington
United Kingdom
TA21 8AQ



01/000/00002/0000307

RFO Notes:
Example charges for September 2024
 Cash Paid in £150 - £2.25
 10x Chqs Paid in - £10
 2x Acct Fees - £17
TOTAL = £29.25

Usually there are very few cash and cheque deposits. September - November have the most due to allotment rent being due.

We're changing your accounts to Business Accounts

Dear Customer

On 14 January 2025 we're changing your Treasurers' Accounts to a Business Account. Your sort codes and account numbers will stay the same. Any existing standing orders and Direct Debits will still be in place.

Your existing account is designed for smaller clubs and societies with a lower turnover of under £50,000. As your current turnover is more than this, we're changing you to a Business Account which means we'll start to charge an Account Maintenance fee and for day-to-day banking services. Some of your account terms and conditions will also change.

I've summarised the key changes and included further information about your new Business Account along with your affected Treasurers' Accounts in the enclosed Guide to Changes.

As you have more than one account with an Account Maintenance fee you could think about closing any accounts you no longer need.

A summary of key changes to your account

- We'll start to charge an Account Maintenance fee of £8.50 per month for each Business Account.
- We'll also start to charge for your day-to-day banking - these are charges for services you're most likely to use such as electronic, cash and cheque payments. We'll invoice you each month and we'll collect the fees from your account 18 days later. There's more about this in the Guide to Changes. Use our calculator to see what you could pay each month at lloydsbank.com/bccalculator
- You'll have 100 free electronic payments a month – this includes Direct Debits, standing orders and faster payments debits you make.
- If you normally deposit cash in a branch, it will be cheaper to do this using a self-service Immediate Deposit Machine, rather than at a branch counter.
- You can find a full set of your new account terms and conditions at lloydsbank.com/business-account-terms or scan the terms and conditions QR code opposite. We've made the structure of our terms and conditions simpler so they're easier to read.

From 14 January 2025

- Your accounts are changing to Business Accounts
- You'll pay an Account Maintenance fee of £8.50 per month and for day-to-day banking charges
- Read the enclosed **Guide to Changes** to see how you may be affected
- View your new terms and conditions at lloydsbank.com/business-account-terms



If you have any questions

Call us on **0345 982 5349**
 Lines are open between 7am and 8pm, Monday to Friday, and from 9am to 2pm on Saturday, excluding public holidays.

Turn over for more details

Plus how to find support on managing rising business costs



Check your accounts are still right for you

Whenever we make changes, you should check your accounts are still right for you. If you don't want to accept them, you can ask us to end your agreement and close your account without any charge before the changes take effect. You'll still need to pay any remaining charges in full on your account before you close it. If you're happy with the changes, you don't need to do anything, we'll take this to mean you accept them if we don't hear from you before 31 December 2024.

We're here to help and support you

If you'd like to talk to us about this letter or have any questions, please call us on the number on the front of the letter, we'll be happy to help.

Yours sincerely



John Ramage
Managing Director, Accounts and Deposits
Cash Management and Payments



Managing costs and uncertainty

We know that rising costs and the impact it has on businesses can be tough. For support, visit lloydsbank.com/managing-business-costs

Our Service Promise

Please let us know if you have a problem – we're here to help. See our complaints process on our 'Help & Support' page at: lloydsbank.com/business/complaint

If you need extra help

If your vision is impaired – please contact us if you would like this information in an alternative format such as Braille, large print or audio.

If you have a hearing or speech impairment – you can use Relay UK. More information on the Relay UK Service can be found at: relayuk.bt.com/

If you need to tell us something

When you call us – calls may be monitored or recorded in case we need to check we have carried out your instructions correctly and to help improve our quality of service.

Things you need to know

Keeping your money protected – Eligible deposits with us are protected by the Financial Services Compensation Scheme (FSCS). We are covered by the Financial Ombudsman Service (FOS). Please note that due to FSCS and FOS eligibility criteria not all business customers will be covered.

We send communications like this, either for legal reasons or to let you know about changes to your accounts or services.



Protected

Guide to Changes

On 14 January 2025 we're changing your Treasurers' Accounts to Business Accounts which means some of your charges and terms and conditions will change. We'll start to charge a monthly Account Maintenance fee and for day-to-day banking services. Please take some time to read this information, keep it safe in case you need to refer to it in the future and share with anyone else in your organisation who needs to be aware of the changes.

We'll apply any changes to your account charges from your January 2025 billing period.

Your affected accounts

We've shown your affected accounts together with their new names below. Your sort codes and account numbers will stay the same.

Sort code	Account number ending	Your new product name
30-98-45	5145	Business Account
30-98-45	1468	Business Account

The key changes we're making to the structure of our terms and conditions

Your Agreement with us

We're changing the structure of our Business Account terms and conditions. They're now in three sections which together form Your Agreement with us.

- 1. General Conditions** – these terms and conditions contain key information about your relationship with us.
- 2. Account Charges and Processing Times** – this covers our charges and provides information about payments such as how long they'll take to reach the person you want to pay.
- 3. Product Specific Conditions** – these are additional terms and conditions that apply to the particular type of account you hold.

You can find **Your Agreement** at lloydsbank.com/business-account-terms



The key changes we're making to our Accounts Charges and Processing Times

Payment type	What's changing	Your affected accounts	Account number ending
Monthly Account Fee is now called Monthly Account Maintenance Fee. It's a fixed fee we apply for operating your account	£8.50 per month	Business Account	5145, 1468

<p>Electronic payments (in or out)</p>	<p>Each month, your first 100 of the payment types below are free. After 100 payments, you'll pay the following charges:</p> <hr/> <p>Direct Debits</p> <p>Faster payment debits</p> <p>Internet bulk payments - these are regular online payments, such as wages and expenses, and payments to suppliers £0.20</p> <p>Internet/Phonebank payments</p> <p>Standing orders</p> <hr/>	<p>Business Account</p>	<p>5145, 1468</p>
<p>Cash payments (in or out)</p> <p>This fee is for cash you pay into or withdraw from your account in a branch or Post Office®.</p> <p>We won't charge you for cash machine withdrawals.</p>	<p>Cash Cash paid in – branch counter, cash machine, depositpoint™, Nightsafe, Post Office® or other third-party deposit method £1.50 for every £100</p> <p>Cash paid in Immediate Deposit Machine or Automated Deposit Machine £0.85 for every £100</p> <p>Cash paid out Cash withdrawn at branch counter or Post Office® £1.50 for every £100</p> <hr/>	<p>Business Account</p>	<p>5145, 1468</p>
<p>Cash Exchange Fee</p> <p>This fee is for exchanging cash in branch, for example coins into notes.</p>	<p>£2.50 for every £100</p>	<p>Business Account</p>	<p>5145, 1468</p>
<p>Cheques (in or out)</p> <p>This fee is for cheques written or paid in to your account at a branch counter, Immediate Deposit Machine, or other cheque deposit service. This includes cheque imaging through the Business Mobile Banking app.</p>	<p>Cheque paid in branch counter, cash machine, depositpoint™, Nightsafe, Post Office® or other third-party deposit method £1.00</p> <p>Cheque paid in Immediate Deposit Machine or Business Mobile Banking app £0.85</p> <p>Cheque paid out £1.00</p> <hr/>	<p>Business Account</p>	<p>5145, 1468</p>



Credit in fee

A 'credit in' fee is charged when you pay in cheques or cash at a branch counter or through other deposit services. You'll pay one fee per credit transaction, which may include multiple items.

Payments you receive Credit paid in – branch counter, cash machine or depositpoint™	£0.85
Credit paid in Credit paid in through Immediate Deposit Machine, Automated Deposit Machine, Nightsafe, Business Mobile Banking app, cheque imaging, Post Office® counters or other third-party deposit method	Free

Business Account 5145, 1468

Bacs and payment files

Secure, electronic UK Sterling payments directly from one account to another.

Bacs – Files For batches of payments	£5.50
Bacs For each single payment distributed	£0.15

Business Account 5145, 1468

Foreign cheque processing times

When you use a branch to deposit foreign cheques, it may take longer to process, so you should allow up to six business days after we receive it before you'll see it in your account.

Business Account 5145, 1468

Making payments

We're including more detail about making payments and updating the information about how long it will take us to make payments out of your account. Our processes haven't changed so payments will take the same amount of time as they always have.

Business Account 5145, 1468

Automated Deposit Machines

You'll be able to use self-service Automated Deposit Machines, where available, to pay in cash.

Business Account 5145, 1468

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Business Mobile Banking app – Use of Mobile Banking is subject to our Online for Business Terms and Conditions - registration required. You will need a smartphone running a recent version of iOS or Android operating system. Services may be affected by phone signal and functionality.

The key changes we're making to our General Conditions

We'll apply the following to your Business Accounts.

When we will and won't be responsible for money you lose

We're including information about when we will and won't be responsible for money you lose. If you're making a claim against us because you've lost money, we won't be responsible for:

- money you lose which isn't directly linked to the incident leading you to claim against us. This applies whether or not we could have reasonably foreseen that you would lose that money; and
- any loss of profit, loss of business, loss of goodwill or any form of special damages.

Letting you know about changes to interest rates

When there's a change to an interest rate because of a reference rate change, we'll let you know by updating our website within 5 business days.

Customers that aren't micro-enterprises

A micro-enterprise is a business that employs less than ten people and has an annual turnover and/or balance sheet of two million Euros or less, or equivalent value.

The Payment Services Regulations contain lots of protections for you as our customer, but we don't need to give all the protections to customers that aren't micro-enterprises.

We're now giving all these protections to you, apart from full refund rights for unauthorised payments. The **General Conditions** explains more about what a micro-enterprise is.

We're also updating our **General Conditions** to say which protections apply to small and large charities. If you're a large charity, you'll have all these protections under the Payment Services Regulations apart from full refund rights for unauthorised payments. The **General Conditions** explain what a large charity is.

Refunds and what happens if something goes wrong

We're including a section called 'What happens if something goes wrong?' This covers how we can help you and what you need to do if something goes wrong with a payment. Your right to a refund will depend on lots of things, such as what has gone wrong and whether you're a micro-enterprise or not.

Where the position is different for micro enterprises, you'll see a clear section covering this.

What happens when cheque payments go wrong

We're updating the wording about what happens if a cheque payment goes wrong and how we'll refund you if we make a mistake.

Ending Your Agreement

We now make it clear that we can end Your Agreement for additional reasons. For example, where there are anti-money laundering reasons, where a pension scheme is wound up, where you cease to be a corporate entity or where you don't tell us about a change in the ownership of your business in advance.

You'll start to pay for your banking. We'll collect the fees from your account 18 days after we send your invoice

Your day-to-day charges are calculated and invoiced monthly from the 10th of one month to the 9th of the next. We'll send you an invoice each month and will collect payment 18 days (or the first Business Day following the 18 days) after the date of the invoice.

If you use your card abroad, you'll be charged straight away.

When the total amount you need to pay is less than a penny, we'll round it up to a whole penny.

The key changes we're making to our Product Specific Conditions

What to do when you pledge funds in your Account

We'll apply the following changes to your Business Accounts.

If you use your accounts to pledge funds to a third party, for example as security against a loan, you'll need to contact us in the usual way to let us know. Once we've acknowledged the funds have been pledged, the Pledged Account terms, credit interest rate and charges will apply.

Changes to Charges

The charge for Pledged Accounts will be £20 per month.

Changes to Interest

The interest rate paid on Pledged Accounts will depend on the balance held in your account.

Commercial Pledged Account	AER %	Gross %
£100,000,000+	3.40	3.35
£50,000,000+	1.83	1.81
£10,000,000+	0.75	0.75
£1+	0.00	0.00

The interest rates shown are variable, which means they can go up or down at any time. This is correct from **14 March 2024**. Interest rates aren't linked to the Bank of England Bank Rate, so if they change, we'll let you know.

AER stands for Annual Equivalent Rate and illustrates what the interest rate would be if the interest was paid and compounded once each year. As every advert for a savings product, which quotes an interest rate, will contain an AER you will be able to compare more easily what return you can expect from your savings over time.

Gross rate means we will not automatically deduct tax from the interest we pay on money in your account. It's your responsibility to pay any tax you may owe to HM Revenue and Customs (HMRC).