

LYDNEY TOWN COUNCIL

FULL COUNCIL MEETING – 2020/09/14 – 19

Minutes of the meeting of the Council held via Zoom¹ on Monday 14th September 2020 at 7.02 pm.

PRESENT: Cllrs W Leach (Chairman), J Greenwood, A Harley, R Holmes,
S Holmes, R Kemsley, P Macklin, A Preest, S Stockham and S Turner

District Cllr C Vaughan
District Cllr R Leppington
Mr R Morgan, Regeneration Officer, Forest of Dean District Council
Three members of the public
Mr S Holley – Town Clerk
Miss C Wheeler – Assistant Clerk – Minute Taker

1. **APOLOGIES**

Apologies for absence were received and noted from Cllr Carr.

2. **DECLARATIONS OF INTEREST**

Cllr W Leach – Agenda Item 10 – Christmas Arrangements

3. **OPEN FORUM**

(i) A member of the public advised that the Minutes of the meeting held on 13th July 2020 did not record that a Councillor had asked that legal advice be obtained following receipt of the Police advice on the BLM event. The Mayor advised that the minutes would be corrected to reflect the request (*Refer also to Minute 4.2 (i) below*).

(ii) A member of the public asked if the Council had appointed a new Lead Councillor in respect of the Lydney Harbour project. Cllr Leach advised that he remained the Lead Councillor for the project.

(iii) A member of the public referred to the circulated documentation regarding the Multi Use Track and asked if all the landowners had been consulted on the project had and given their consent. Cllr Greenwood gave a commitment to provide an update under Agenda Item 6.

(iv) A member of the public questioned why only five hours had been allocated for the Gloucestershire Association of Parish and Town Council's investigation into the circumstances regarding the "Black Lives Matter" event and expressed a belief that not all the information had been provided to the organisation. Cllr Leach advised that the Gloucestershire Association of Parish and Town Council's had advised the timeframe required for their investigation and he believed that all the information required and requested had been provided to the organisation.

4. **APPROVAL OF MINUTES**

4.1 **Meeting of the Council held on 8th June 2020**

The Mayor proposed approval as a correct record. Unanimously APPROVED.

¹ The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020

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4.2 Meeting of the Council held on 13th July 2020

The Minutes were APPROVED as a correct record, subject to the following changes:

(i) Minute 8 – Town Clerk’s Report – After “The Clerk advised that the entire advice from the Police had been forwarded to Trustees,” delete the words “none of whom requested that legal advice be sought” and replace with the words “A member suggested that independent legal advice be sought; however, this was not Seconded and therefore did not proceed to a vote. Consequently, the Police advice was followed by the Trust”

(ii) Minute 12 – Review of the Council’s Handling of the Black Lives Matter Event - After “Furthermore, Cllr Preest felt that a public meeting should be held in the Town Hall during which the Police and MP would be permitted to speak” delete the words “and he felt that confusion had been caused by the Chief Inspector.”

4.3 Meeting of the Council held on 27th July 2020

The Mayor proposed approval as a correct record. Unanimously APPROVED.

5. DESTINATION LYDNEY HARBOUR – PARTNERSHIP WORKING PROPOSAL

The Mayor welcomed Mr Richard Morgan of Forest of Dean District Council to the meeting. Members were reminded that they had been provided with documentation detailing an overview of the contribution which was being sought from the Town Council, namely the temporary custodianship of the toilet block until a tenant for the café could be secured at a cost of approximately £2,000 over six months.

Mr Morgan provided Members with an overview of the Destination Lydney Harbour Project. It was noted that the project included the repurposing of the mortuary and store buildings as public toilets and an information point. Whilst it was hoped that the facility would be opened shortly, this was subject to issues with Western Power being resolved. By Spring 2021 a modular building would be installed from which a café would be operated and the café tenant would also be required to take on the custodianship of the toilets/information point.

Responding to questions raised by Members Mr Morgan felt confident that the desilting of the outer basin would be undertaken by the Environment Agency at some point and Cllr R Holmes advised that the Mayor and Deputy Mayor had been appointed to represent the Town Council on the Executive Committee.

Mr Morgan advised that the original figure of £31,294 which had been mooted a number of years ago had now been revised, as had the partnership working which was being sought from the Town Council. Members were advised that Forest of Dean District Council would now lease the land from the Environment Agency; that the Town Council was now being asked to take on the temporary custodianship of the toilets/information point for up to six months, in addition to cleaning, restocking the facilities and acting as a key holder. Mr Morgan advised that the Council would not be required to insure the facilities and anticipated that the costs involved would amount to £2,000. Mr Morgan felt that it was likely that the Town Council would receive future requests to take on additional work, e.g. the maintenance of landscape planting, maintenance of artworks, provision of bicycle racks, emptying of rubbish/dog waste bins, etc.

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A number of questions were raised, including the possibility of the toilets being cleaned by volunteers and disappointment that a substantial amount of the funding which had been secured had been expended on highway works. The Clerk recommended engaging a contractor to ensure a reliable regime and recommended that £3,000 be set aside for the work. Mr Morgan advised that Gloucestershire County Council had advised that the work to the highway would not be undertaken if the funding had not been obtained.

A Member asked, if the Council took on the temporary custodianship of the toilets/information point, whether it could sublet the site to a mobile coffee outlet in order to defray its costs. Mr Morgan felt that the Environment Agency may consent to such an arrangement. It was noted that the Council would shortly commence its budget deliberations and Mr Morgan was requested to provide any further details of the financial support desired from the Town Council as soon as possible.

The Mayor Proposed that £3,000 be allocated in principle for keyholding, consumables and cleaning of the toilets and information point, subject to confirmation from the District Council as to the expected opening hours/days and cleaning regime. Furthermore, that Cllrs Leach, Kemsley and the Clerk would hold a separate meeting with Mr Morgan to finalise the arrangements for the other activities for which the District Council would welcome assistance from the Town Council. Vote carried.

Action by – Cllrs Leach, Kemsley and the Clerk

Mr Morgan was thanked for attending.

6. **DEAN FOREST GREENWAY/MULTI-USE TRACK**

Members had been provided with copies of e-mails received from West Dean Parish Council seeking support from the Town Council, with no expectation of a financial contribution.

Cllr Greenwood advised that progress was being made on the track, albeit slowly. Discussions had taken place with landowners/interested parties and it was hoped that a communal meeting would take place soon. Furthermore, that the Town Council's Planning and Highway Committee had agreed to pursue the extension of the 20 mph zone further into Forest Road.

Cllr Stockham offered to act as a Council representative to the Dean Forest Greenway group; the offer was gratefully accepted by Members.

Responding to a question by a member of the public whether all landowners had given consent for the route to cross their land, Cllr Greenwood felt that consent was in place in principle, however he stressed that legal work on such had yet to be undertaken.

Members were then asked to consider if Lydney Town Council wished to continue working in partnership on the project (with no financial commitment). Approval **proposed by Cllr Greenwood, seconded by Cllr Kemsley. Unanimous.**

7. **EMERGENCY ACTIVE TRAVEL FUND**

Prior to the meeting Members were provided with a copy of the letter which had been received which confirmed that proposals which included a permanent off-road route for cycles and pedestrians linking Lydney, Parkend, Whitecroft and Bream to the rail station

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had been submitted as part of Tranche 2. Cllr Preest confirmed that there was no scope to submit a further bid as part of the scheme.

It was Proposed by Cllr Greenwood that Cllrs Carr, Stockham and himself form a Working Party to consider cycling matters. The Clerk suggested that the Grants & Events Administrator be appointed as the Lead Officer to support the Working Party. Seconded by Cllr S Holmes. Unanimously APPROVED.

Action by – the Grants & Events Administrator

8. **BURIAL COMMITTEE**

The Council was requested to consider appointing two further Members to the Committee. Cllrs Stockham and S Holmes kindly offered to join the Committee which was unanimously AGREED.

The Council was then asked to consider appointing a Committee Chair, to would remain in post until the next Annual Meeting of the Council. Cllr R Holmes Proposed Cllr Stockham as Committee Chairman. Seconded by Cllr Harley and unanimously AGREED.

9. **REMEMBRANCE ARRANGEMENTS**

The Mayor advised that the Lydney Branch of the Royal British Legion (RBL) was struggling to organise this year's Remembrance activities and had asked if future arrangements could be transferred to the Council. During discussion it was felt that Covid-19 restrictions would drastically limit the Remembrance activities which could take place this year. It was acknowledged that Remembrance had always been organised by the RBL, so Council Officers did not possess contact information for the relevant organisations/had no knowledge of the full extent of the arrangements which were usually made. Accordingly, the Clerk expressed a desire for the Lydney Branch to organise this year's event and that Council Officers would work with the Lydney Branch to facilitate this, with the Council taking on the event arrangements for 2021.

Several Members spoke in support of the Clerk's suggestion, together with opening up the event to the wider community. Accordingly, it was Proposed by the Mayor that the Lydney Branch be asked to organise this year's event; that Council Officers would work with the Branch to facilitate the event, with the Council taking on the event arrangements for 2021. Unanimously APPROVED.

Action by – the Clerk

10. **CHRISTMAS ARRANGEMENTS**

Cllr Leach reminded Members that he had declared an interest in this subject, as the Kings Arms Church, to which he was connected, was already considering the possibility of a 'Best Decorated House' competition.

Members were asked to consider alternative arrangements for this year's Christmas Lights Switch On due to Covid-19. The Town Clerk's report included a number of recommendations, including a Best Decorated Window competition for Traders and a Best Decorated House for households. However, the option for a Best Decorated House competition was withdrawn in view of the news from Kings Arms Church.

A member suggested that consideration be given towards holding a market in the Town. However, the Government had very recently increased restrictions on public gatherings

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due to Covid-19 and the Council had been asked to consider a suggestion to lease space in the Newerne Street Car Park to facilitate a market area, which might also serve as a site for a Christmas Market. Another member reminded Members that the Council had a duty to consider environmental matters, and he felt a Best Decorated House competition would encourage electricity usage. Cllr Preest spoke in support of the Clerk that the Council needed to continue to respect the Government's guidance regarding Covid-19 and plan for the 2021 event.

The Mayor reminded Members of the options, which amounted to: erecting the Christmas Lights as usual; holding a Best Decorated Shop Window competition; and any other Covid-19 safe ideas to be delegated to the Amenities Committee for investigation. At this point the Mayor handed over the Chairmanship of the meeting to the Deputy Mayor, Cllr Kemsley, due his previously declared interest.

The Deputy Mayor Proposed that the Council make efforts to make Lydney look colourful and bright for four weeks and suspend environmental considerations for this period only. Record of Voting: For – 3, Against – 3, Abstentions – 4, Apologies/Absent – 1, Vacant Seats – 4. The Deputy Mayor / Acting Chair elected not to use his casting vote.

In view of the deadlock, further discussion clarified that the Deputy Mayor's Motion related to the Christmas Lights put up by the Council. Cllr Kemsley then Proposed that the Council 'make the Town look beautiful and lit up'. Vote carried.

Cllr Stockham Proposed that the Council delegate any further discussion regarding a Best Decorated House competition to the Amenities Committee. Seconded by Cllr S Holmes. Vote CARRIED.

Action by – the Clerk

The Mayor Proposed that the Amenities Committee also be requested to consider any other Covid-19 safe ideas for Christmas. Unanimously APPROVED.

Action by – the Clerk

At this point the Mayor resumed the Chairmanship of the meeting.

11. **BUDGET PROCESS FOR 2021/22**

The Council had been provided with a background paper detailing the proposed Budget process for 2021-22.

It was Proposed by Cllr R Holmes that the process outlined in the report be accepted. Seconded by Cllr Harley and unanimously APPROVED.

12. **GAPTC REPORT ON "BLACK LIVES MATTER" EVENT**

The Council was requested (i) to consider the report received from the Gloucestershire Association of Parish and Town Councils (GAPTC) and (ii) to consider how to implement the report's recommendations.

During discussion a Member requested that Members be provided with copies of the information which had been supplied to GAPTC, voiced questions regarding information contained in the report and felt that specific Members should have been interviewed by GAPTC as part of the process. In response, it was noted that the GAPTC had been

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provided with the key information and the matter of arranging interviews or requesting further information had been in the hands of the Review Panel. In response to a question on how the BLM event had first come to the Trust's attention, the Clerk advised that the organisers had firstly spoken to the Finance Assistant at the Town Council Office about a vigil for up to 50 attendees; the request was then relayed to the Trust Chairman and the Mayor, with the Trust Chairman then advising Council of the approach at the Council meeting later that night.

The Mayor Proposed that the Council accept the report. APPROVED, with the following Record of Voting: For – 8, Against – 1, Abstentions – 0, Apologies/Absent – 1, Vacant Seats – 4.

The discussion moved on to the GAPTC recommendations: that the Council obtain advice from a solicitor conversant with Charitable Trusts on the role of Councillors and the status of the Trusts; the difference in policies/procedures/responsibilities between the Council and its Charitable Trusts; assessment of areas of learning for both Members and Town Council staff, etc. The Mayor **Proposed** that the Council take advice from a solicitor conversant with Charitable Trusts as per the recommendations outlined in the report, and that the Clerk be requested to obtain costings for said advice with the proposed expenditure to being brought back to the Council. APPROVED with the following Record of Voting: For – 8, Against – 0, Abstentions – 1, Apologies/Absent – 1, Vacant Seats – 4.

Action by – the Clerk

In response to a Member's question, the Mayor advised that a complaint referred to in the GAPTC report had been considered by the Personnel Committee and its response would be provided to the complainant in due course.

13. **FINANCIAL MATTERS/RFO REPORT**

13.1 **Payments**

The Council was requested to approve the circulated list of accounts for payment. Proposed by the Mayor and unanimously APPROVED.

13.2 **Income and Expenditure Report**

The Council was requested to approve the circulated Income and Expenditure Report for Month 5. Proposed by the Mayor and unanimously APPROVED.

13.3 **National Pay Settlement for Local Councils**

The Council noted the National Pay Settlement of 2.75% which would be implemented in the next salary payment run and backdated to 1st April 2020.

13.4 **Budgetary Control and Authority to Spend**

The Council was requested to consider amending Financial Regulation 4.1 to revert to the Council's former limits of £5,000 (from 500) as the maximum sum authorised for approval by "the Town Clerk/RFO, in conjunction with Chairman of Council or Chairman of the appropriate committee, of any items below £5,000 (or for matters deemed urgent under Health and Safety *and/or operational requirements*)" (italics indicate newly proposed text); to between £5,000 and £15,000 for Committees and for the Council to approve all payments over £15,000.

During discussion a number of authorisation limits were considered. Cllr R Holmes

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Proposed and Cllr Kemsley Seconded that the Council revert to its former limits, as detailed above. APPROVED with the following Record of Voting: For – 6, Against – 2, Abstentions – 1, Apologies/Absent – 1, Vacant Seats – 4.

Action by – the Clerk

13.5 **Internal Auditor**

The Council was requested to consider delegating to the Finance and Scrutiny Committee the task of procuring an Internal Audit service for 2020/21, to conclude with a final recommendation to the Council. Proposed by the Mayor and unanimously APPROVED.

13.6 **Government Grant of £10,000**

The Council was requested to consider how it wished to use the £10,000 grant it had received as part of the Government's scheme to support small businesses who benefitted from Small Business Rate Relief. The Clerk recommended that the Council consider utilising £3,000 of the grant towards the partnership work at the Harbour discussed earlier in the meeting.

During discussion it was suggested that the funding could be used to subsidize free car parking in the Town in order to benefit local traders; as a contribution towards those tenants who were finding it difficult to cover their rental charges; the formation of a Chamber of Commerce for local traders; provision of green spaces/community orchard. Whilst a number of Members supported utilising £3,000 of the grant towards the partnership work at the Harbour, Cllr Stockham suggested that the remaining £7,000 could be delegated to the Finance & Scrutiny Committee to use for community benefit and he spoke in support of the formation of a Chamber of Commerce.

The Mayor Proposed that £3,000 of the funding would be used towards the partnership work at the Harbour which had been discussed earlier in the meeting. Vote carried.

Action by – the Clerk

A Proposal that the remaining £7,000 be held by the Finance and Scrutiny Committee for local organisations/people to submit bids for was not Seconded.

The Mayor Proposed that consideration of what to do with the remaining £7,000 be deferred to the next meeting of the Council was unanimously APPROVED.

Action by – the Clerk

14. **TOWN CLERK'S REPORT**

The Town Clerk provided an oral report and advised that:

The Council Offices had re-opened on 1st September 2020 with the implementation of a number of safety measures and that the measures were being reviewed weekly. Members were informed that the new mower had been delivered on 20 August 2020 and the Head Groundsman had trained his team on how to use the equipment on the road and specific areas.

A new weed spraying system had been purchased and in use since May 2020 which was proving to be effective around the town. The Head Groundsman was currently working on the plant order for 2021. One member of staff had been off work due to a family member experiencing symptoms similar to Covid-19.

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Members noted that the new finance software had been implemented and that training would shortly be provided to the Clerk, Assistant Clerk and the Grants & Finance Officer. It was noted that some Members had also requested training on how to interpret the new style reports for auditing purposes. This would be looked into.

The erection of the ‘Stay Safe and Shop Local’ banners had been delayed due to a requirement to obtain planning consent and other forms of permission.

Finally, the Council noted the advice of the National Association of Local Councils and the Ministry responsible for Local Government not to return to face to face meetings at the present time.

15. **COUNCIL TAX SUPPORT SCHEME CONSULTATION**

The Council was asked if it wished to submit a corporate response to a consultation organised by Forest of Dean District Council on its Council Tax Support Scheme.

It was felt that the consultation could be NOTED and that Members would be able to respond as individuals, rather than corporately.

16. **CORRESPONDENCE**

(i) District Cllr C Vaughan – Proposed market place in Newerne Street Car Park - Whilst information had yet to be provided by Forest of Dean District Council Finance and Legal Departments on her suggestion, District Cllr Vaughan spoke in support. It was noted that the Council would be required to obtain a licence which District Cllr Vaughan advised would be straight forward and she asked if the Council wished to lease the area. Cllr R Holmes felt that the proposed market area was in the wrong area of the car park and asked if the Health Centre had been consulted on the proposal. Cllr S Holmes expressed concern that vehicles would be able to drive through the proposed area; highlighted a need for the car park layout to be redesigned; expressed a belief that it was difficult to get a market off the ground. Cllr Preest reminded Members that the intention was to relocate the existing market and he felt that the District Council, as owners of the car park, should be progressing the matter unless the car park was given to the Town Council. Cllr Harley noted that the current market consisted of 3-4 stalls and felt that if the decision was taken to proceed with the creation of a market area it would need substantially more stalls. District Cllr Vaughan was requested to obtain financial/legal information on her suggestion prior to it being further considered by the Town Council.

(ii) Lydney Hub – Report - NOTED.

(iii) Gloucestershire Constabulary – Notice of planned ‘Gloucestershire Day’ on Monday 21st September - NOTED.

17. **REPORTS**

(i) Cllr Stockham reported that at the meeting of the Planning & Highway Committee concerns had been raised regarding deliveries by lorries opposite the Hams Road/Newerne Street junction.

(ii) Cllr Harley appealed for Members to submit details of possible projects to the Amenities Committee.

(iii) Cllr R Holmes expressed concern over the condition of the road surface in Hams Road and called for pressure to be placed on Gloucestershire County Council to address the situation. Cllr Preest reiterated the response which had been provided to Cllr R Holmes

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when he raised the same issue earlier in the evening at the Planning & Highway Committee.

(v) Cllr Kemsley requested an agenda item for a future Trust meeting concerning an area of land which was not owned by anyone.

(vi) Cllr Preest highlighted an issue with the reduction in services by Cross County Trains for Lydney Station; reported that he would attend a meeting with the Local Highway Manager on 23 September 2020; that he felt that trees which were on land adjacent to Cambourne Meadow were in the ownership of MMC.

(vii) Cllr Leach that he had been asked to raise at the meeting that a person had been attacked at knife point outside the Co-operative Store. Cllr Leach also encouraged all Members to take an active role in budgeting for 2021/22.

18. **MEETING DATES**

Prior to the meeting Members were provided with a copy of the meeting schedule for the remainder of the Civic Year.

It was noted that the next scheduled Full Council meeting would take place on Monday 12 October 2020 at 7.00 pm via Zoom.

CLOSED SESSION

19. **MOTION TO EXCLUDE THE PUBLIC AND PRESS**

The Council resolved to continue in ‘Closed Session’ under the provisions of The Public Bodies (Admission to Meetings) Act 1960 as the following business to be conducted was considered to be of a confidential nature.

20. **CONFIDENTIAL MINUTES OF PREVIOUS MEETING**

Approval of the Confidential Minutes from the meeting of the Council held on 13th July 2020 and from the Extraordinary meeting of the Council held on 27th July 2020 were deferred until the next meeting.

The meeting closed at 9.48pm

Chairman

Date

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Appendix A

PRELIMINARY PURCHASE DAYBOOK

Purchase Ledger for Month No 6										Order by Invoices Entered				Nominal Ledger Analysis			
Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description						
01/09/2020	45210354-15	151	ADT 243	ADT001	307.99	61.60	369.59	4110	150	307.99	Annual Maintenance Fire Alarm						
25/08/2020	02060	152	ALPHA WEBSITE	ALP001	600.00	0.00	600.00	505	0	600.00	Webiste compliant C/F 19/20						
12/08/2020	31822	153	ARKELL HURCOMBE	ARK001	85.60	17.12	102.72	4305	200	85.60	Plaque K Powell						
18/08/2020	AC/M2191/L	154	PHILIP BLATCHLY	BLA001	487.42	97.48	584.90	4305	200	487.42	Tablet - R Atkinson						
17/08/2020	AVC NO M2189/W	155	PHILIP BLATCHLY	BLA001	390.35	78.07	468.42	505	0	390.35	Tablet - P Collier c/f19/20						
20/08/2020	M2190/W	156	PHILIP BLATCHLY	BLA001	379.75	75.95	455.70	4305	200	379.75	Tablet - C Skidmore						
09/09/2020	1165	157	LUKE	LUK001	144.00	0.00	144.00	4110	150	144.00	PAT Testing Office Electrics						
04/09/2020	02039	158	DBS	DBS001	150.00	30.00	180.00	4700	600	150.00	Office COVID Assessment						
01/09/2020	INVOICE	159	LYDNEY ENGINEERING	LYD002	176.98	8.84	185.82	4110	150	176.98	Office Electric 2/6 to 1/8						
01/09/2020	8367	161	LIGHT FANTASTIC	LIG001	81.04	16.21	97.25	4610	400	58.08	Fence Panels/Paint/Screws						
								4610	400	9.01	Remix						
								4200	160	13.95	Cleaning Materials Truck						
28/08/2020	10615	162	LYDNEY SETTLED EST	LYD004	72.25	14.45	86.70	4300	200	72.25	Bench in Cemetery- Wilson						
24/09/2020	3496	163	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	Payroll Services August						
14/08/2020	IN74213	164	MINCOST	MIN001	38.33	7.67	46.00	4515	400	38.33	Strimmer Harness						
28/08/2020	157733	165	OFFICE STAR	OFF001	30.83	6.16	36.99	4155	150	30.83	Stationery						
27/08/2020	3720	166	P B SAFETY	PBS001	183.87	36.77	220.64	4185	150	183.87	Opening Office PPE						
02/09/2020	PW480736	167	PWLB	PWL001	7,643.43	0.00	7,643.43	4230	150	7,643.43	PWLB 1/2 Yearly Loan Repayment						
21/08/2020	16755	168	REVILL	REV001	45.00	9.00	54.00	4515	400	45.00	Repair to Bowser						
28/08/2020	16756	169	REVILL	REV001	160.00	32.00	192.00	4515	400	160.00	Machinery Repairs						
04/09/2020	16853	170	REVILL	REV001	80.50	16.10	96.60	4515	400	80.50	Fit Ball Driving Cable Stiga						
04/09/2020	132568	171	SLCC	SLC001	30.00	6.00	36.00	4060	100	30.00	Rights of Way Training AC						
31/08/2020	18200	173	TATE	TAT001	25.00	5.00	30.00	4130	150	25.00	Lap Top Hire July						
31/08/2020	18249	174	TATE	TAT001	25.00	5.00	30.00	4130	150	25.00	Lap Top Hire August						
31/08/2020	18205	175	TATE	TAT001	70.00	14.00	84.00	4130	150	70.00	Log me in Access Staff						
31/08/2020	18240	176	TATE	TAT001	70.00	14.00	84.00	4130	150	70.00	Log me in Access Staff August						
31/08/2020	18303	177	TATE	TAT001	82.00	16.40	98.40	4130	150	82.00	Mthly Mailbox Charges						
31/08/2020	18226	178	TATE	TAT001	1,088.00	217.60	1,305.60	4768	660	1,088.00	Lap Top and Accessories						

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Appendix A (cont)

Purchase Ledger for Month No 6 Order by Invoices Entered

Invoice Date	Invoice Number	Ref No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
08/09/2020	19580245	179	WFS HALLAM	WFS001	438.50	0.00	438.50	4225	150	438.50	Toro Mower added to Insurance
26/08/2020	EMAIL 26.08.20	180	EXPENSES	EXP001	141.00	28.20	169.20	4110	150	141.00	Office Desk
02/09/2020	6644	181	GAPTC	GAP001	175.00	0.00	175.00	4700	600	175.00	Review of BLM Event
07/09/2020	0624	182	DUNCAN MATTHEWS	DUN001	665.27	0.00	665.27	4200	160	129.82	Seat Belt/Wiper Blades
								4200	160	300.45	Sensors and Disk Pads
10/09/2020	28267	183	RIALTAS	RIA001	59.00	11.80	70.80	4130	150	235.00	Service LTC/1687 c/f
10/09/2020	INV-1185	184	FOD WYE VALLEY	FOD001	2,500.00	0.00	2,500.00	4100	150	59.00	Making Tax Digital Support
								4100	150	2,500.00	Promotional Video of Lydney
TOTAL INVOICES										16,483.11	16,483.11
			VAT ANALYSISCODE F @ 5.00%		176.98	8.84	185.82				
			VAT ANALYSISCODE NRS @ 0.00%		1,409.27	0.00	1,409.27				
			VAT ANALYSISCODE OTS @ 0.00%		8,081.93	0.00	8,081.93				
			VAT ANALYSISCODE S @ 20.00%		4,139.93	827.98	4,967.91				
			VAT ANALYSISCODE Z @ 0.00%		2,675.00	0.00	2,675.00				
TOTALS										16,483.11	16,483.11