

# LYDNEY TOWN COUNCIL

## MEETING OF THE COUNCIL – 2021/10/11 – 29

Minutes of the meeting held at Watney Hall, 3 Hill Street, Lydney  
on Monday 11<sup>th</sup> October 2021 at 7.00pm.

**PRESENT:** Councillors A Harley (Mayor and Chair of the meeting), S Cave,  
J Greenwood, C Harris, R Holmes, S Holmes, W Leach, L Penny,  
T Saunders, S Stockham and E Taylor.

Mr S Holley, Town Clerk

Mrs C Whittington, Assistant RFO/Clerk (Minute Taker)

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1. **APOLOGIES**

Apologies for absence were received from Councillors R Kemsley, P Macklin, S Thomas-Brown and C Vaughan. Councillor Leach apologised for having to leave the meeting at around 9.30pm.

2. **DECLARATIONS OF INTEREST**

No declarations were made.

3. **OPEN FORUM**

(i) Mr Adrian Lane of the Friends of the Forest Waterways volunteer group informed the Council that he had been contacted by the Foresters Forest Waterways group and Gloucestershire Wildlife suggesting that surveys be done to assess the impact of the Dean Forest Greenway on the environment and the waterways. The Town Clerk would relay this to the Greenway steering group.

(ii) The Mayor thanked Mr Lane for the work done by the Friends of the Forest Waterways to clear a lot of rubbish from the River Lyd over the weekend and asked that he pass the Council's thanks on to his volunteers. Mr Lane advised that another 30 people had joined his group since the previous day.

4. **MINUTES**

Subject to the correction of the reference to "Councillor Young" in Minute 12 to read "Councillor Taylor" Councillor C Harris Proposed that the Minutes of the meeting of the Council held on 13<sup>th</sup> September 2021 be approved as a correct record. Seconded by Councillor S Holmes and APPROVED with the following Record of Voting: For – 11, Against – 0, Abstentions – 0, Absent/Apologies - 4.

5. **REPORTS**

Members of the District and County Council had been invited to make urgent reports prior to the meeting. The Council NOTED a report provided by District and County Councillor Preest prior to the meeting.

6. **FINANCIAL MATTERS/RFO REPORT**

6.1 **Payments**

(i) Approval of the list of payments circulated prior to the meeting (Appendix 1) was The Clerk advised that, since the payment listing had been sent out, invoices had been received from Forest of Dean District Council for the two elections held August. The invoice totalled £8,147.73 and, as the costs had previously been agreed by the Council, would be included in the payments to be this month. APPROVAL was Proposed by Cllr S Holmes and Seconded by Cllr S

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Stockham with the following Record of Voting: For – 9, Against – 0, made Abstentions – 2, Absent/Apologies - 4

(ii) A member stated his view that, due to the large costs of the elections, it was imperative Councillors serve the full term for which they had been elected.

### 6.2 **Income and Expenditure Report/Balance Sheet/Bank Reconciliations**

The Council NOTED the above financial reports for Month 6. In response to a member's question, it was explained that the decision to allocate £5,000 to the Environment Working Group for up to five environmental projects in 2021/22 of less than £1,000 each did not appear in the circulated reports because (a) no expenditure had yet been incurred and (b) because the allocation of £5,000 to the Working Group made no difference to the existing entry showing £10,000 overall for 'Environment Project', shown within the Amenities Committee Cost Centre.

### 6.3 **Accounts for the Year Ended 31<sup>st</sup> March 2021**

(i) The Town Clerk and Responsible Financial Officer advised that the Council had received a 'qualified report' because the External Auditor had concerns as to the way the Council treated its figures for the previous audit year, 2019/20. This stemmed from former accounting practices which were no longer in place. Until March 2020 (the end of the 2019/20 Financial Year) the Council's Accounts and Budget were prepared inclusive of VAT, contrary to guidance. From March 2020 the Council started using the new Rialtas Accounting Software package, which required its users to handle the Accounts net of VAT; i.e. the proper and accepted practice in the guidance. The Clerk pointed out that he had submitted the Annual Governance and Accountability Return at the end of June and, had the Office been advised by the External Auditor in the subsequent three months, the figures for 2019/20 could have been restated net of VAT. The Town Clerk apologised for the qualified report but the common feeling was it was not necessary for him to apologise for inherited errors.

(ii) The Town Clerk drew attention to a secondary point that a Comprehensive Risk Assessment had not been completed in 2020/21, due to the Council running a basic service and much reduced 'skeleton' Agendas during Covid. Nevertheless, risk had remained a consideration with individual Risk Assessments continuing to be completed by the Grounds Team and by the Office staff. Also, the Council had contracted with Ellis Whittam as its Health and Safety adviser during that time and, since June 2020, the standard report pro forma included sections for the assessment of corporate risk and risk to health and safety.

### 6.5 **Quarters 1 and 2 Internal Control Checks**

The Assistant Clerk (Finance) reported that the Quarter 1 internal control checks had been completed by Councillors Kemsley and Macklin. The process was found to be quicker than previous checks due to the new accounting reports and the fact most payments were now made by BACS, thereby reducing time on the reconciliations.

## 7. **LYDNEY FORWARD – REGENERATION AND COVID RECOVERY PROJECT**

(i) The Mayor reminded the Council that it had requested the Town Improvement Sub-Committee (which was leading on Regeneration) to discuss with Place Studio engaging their assistance developing a Masterplan that would progress the delivery of medium- and longer-term projects and other improvements outlined in the report following the consultation exercise conducted by Place Studio and its

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associates. Further to that instruction from the Council, the Sub-Committee had entered into a dialogue with Place Studios to discuss their possible involvement in the next phase of the project, being the implementation of the recommendations. A proposal from Place Studios identified four areas of work: 1. the progression of 'Quick Win' projects; 2. progressing the Town Centre Masterplan; 3. reviewing the Neighbourhood Development Plan (NDP); and 4. a feasibility study for the creation of a Co-working Business Hub.

(ii) The Sub-Committee had also spoken with Gerald Millward-Oliver of Townswork (a sub-contractor of Place Studio) about the proposed Co-working Business Hub. During the GAPTC Staff Review Councillors had identified a potential need for expanded premises for the Council. This had become apparent as a result of the Covid crisis, with the current Council Chamber being unsuitable for full Council meetings. The Staff Review had identified the cramped conditions for staff as an issue. As a result, Townswork had been asked to factor in such a move in the search for premises for the Co-working hub and to consider a possible relationship between the hub and the Council. Reviewing the NDP was seen as crucial; with the District Council beginning the process of reviewing and updating its Local Plan it would be vital for Lydney's NDP to mirror that and what was going on in the wider community. Government grants were available to cover up to £18,000 of the cost of reviewing the NDP, and it was felt that professional advice and support should be sought to complete this process.

(iii) As a result of these discussions with Place Studio and Townswork, the Sub-Committee had recommended:

1. that Areas 1 and 2 of the Place Studios proposal be postponed, possibly until the new year, until councillors have had the opportunity to refine possible projects into something they were happy to proceed with. At that point, the Council may reframe the brief to Place Studios and ask them to quote again. This would leave the door open for the Council to engage with other support and advice providers if it wished to do so.

2. that Areas 3 and 4, reviewing the Lydney Neighbourhood Development Plan and the Co-working hub study be accepted, and given approval by Council to proceed, and the budget for those exercises approved.

(iv) In the ensuing discussion, it was asked whether Townswork was aware of the new Business Hub that had just opened in Mitcheldean. The Mayor explained that it was slightly different to what was being proposed for Lydney and, at this stage the proposal was only for a feasibility study costing £3,500. The common view was this was a small sum for the amount of work to be done by someone with years of experience. Also, Townswork was aware of the Mitcheldean proposal and had contacts with the people running it. In response to a member's question, it was confirmed that the Council would be work on some of the proposed 'Quick Win' projects itself.

(v) Councillor Leach Proposed that Areas 1 and 2 be postponed as recommended; Seconded by Councillor Stockham and unanimously AGREED.

(vi) Councillor S Holmes Proposed the acceptance of Area 3, asking Place Studios to lead on the review of the NDP at the initial cost of £1,500. Seconded by Councillor Leach and APPROVED with the following Record of Voting: For – 7, Against – 1, Abstentions 3, Absent/Apologies – 4.

(vii) Councillor Leach Proposed the acceptance of the quote from Townswork to undertake a feasibility study for a Co-working Business Hub at the cost of £3,500. Seconded by Councillor Stockham and APPROVED with the following Record of Voting: For – 9, Against – 0, Abstentions – 2, Absent/Apologies 4.

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### 8. **STRATEGIC PLAN**

(i) The Council noted the Mayor's report from the Strategic Planning - Session 2 'From Brainstorm to Masterplan - Interim report' which itself followed the Place Studio report received in September and the initial Brainstorming Session. A further meeting open to all Councillors had been held on 4<sup>th</sup> October, at which five potential projects had been considered, although a lot more work was required before a Masterplan or town Strategic Plan could be developed. The five potential projects were:- 1. Developing the River Lyd and a riverside walk; 2. Influencing the development of the Co-op site; 3. Implementation of the Accessible Streets report; 4. Enhancing the High Street/town centre; and 5. Improvements to traffic and transport.

(ii) A brief had been developed for each project, with Councillors asked to take up the challenge of answering questions about how a plan for implementation could be devised. The recommendations to the Council were: -

1. That the five project headings be included in the Strategic Plan currently under development.

2. That the projects form the basis for delivering on the ideas and aspirations identified in both the Brainstorming session and the Lydney Forward report

3. That further sessions are held to develop action plans for delivery on these projects

4. That these projects are included in the review of the NDP

(iii) With regard to the potential to develop the River Lyd and create a riverside walk, a group of volunteers had already started clearing the Lyd which, potentially, could enable the proposed riverside walk to happen quite quickly. It was acknowledged that influencing the development of the Co-op site needed several more sessions before a Masterplan could be formed for it. In response to concern that implementing the recommendations in the Accessible Streets it was acknowledged that many of the actions were for the County Council's Highways Department, but the Town Council could use the report as informed evidence to identify the work required and then keep requesting action by Highways; many were jobs it did routinely.

(iv) The Mayor suggested that Accessible Gloucestershire could do a similar accessibility review of the Park and the Recreation Ground. It was agreed that accessibility should underpin everything. Councillor Stockham explained that environmental matters came up quite a bit in the responses to the questionnaire, mostly under the headings 'opportunity and protection' and 'enhancement of natural environment' so the Environment Working Group was looking at this. Councillor Leach proposed that all four recommendations (recorded in section (ii)) be adopted and this was Seconded by Councillor Penny. APPROVED, with the following Record of Voting: For – 10, Against – 0. Two members expressed reservations as to proposals for the Co-op site.

### 9. **PROPOSALS FOR THE 'WELCOME BACK' FUND**

Councillor Saunders advised that, earlier in the day, she had been delighted to receive confirmation that Forest of Dean District Council had awarded £7,720.56 to support various projects across the town. No match funding was required. The funds had to be spent by August 2022. The Office would assist with Purchase Orders and keep a record of the expenditure and activities for the District Council. Councillor Saunders was thanked for her work on this application.

### 10. **PROPOSAL FROM GIGACLEAR FOR INSTALLATION OF EQUIPMENT ON THE SUMMERLEAZE PLAY AREA**

(i) The Chair of the Amenities Committee, Councillor S Holmes, and the Town Clerk had met with Gigaclear to discuss its proposal to install a broadband hub on

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the play area, which was on land held on licence from Two Rivers Housing Association. The Town Clerk explained that a licence did not give the Council the same rights and protection as a lease but Two Rivers HA had said it would go along with the Council's wishes.

(ii) The Council noted that installation of a broadband hub would benefit hundreds of residents, but the drawbacks were the size of the hub cabinet and the fact it had cooling fans with the potential to be a noise nuisance to the closest properties. Gigaclear had suggested screening on three sides, leaving the front of the cabinet open for access, but there was concern the gap between the screening and the cabinet may be attractive to young children as a hiding place near the road. Consequently, the Council representatives had suggested Gigaclear could install the hub and, over the following months, assess neighbours' reaction to the noise. If required, the Council could then request the screening within 12 months of installation.

(iii) It was noted that Gigaclear would be running a public relations exercise and would address the issues raised. The Council was aware from a neighbour of an existing cabinet that the noise generated was very quiet and was not a nuisance. It was AGREED to make no objection, the work could proceed as discussed on site. The Council wanted to hear more from the public consultation.

### 11. **COTTONWOOD TREES AT CAMBOURNE PLACE**

The Town Clerk advised the Council of a request from residents of Lakeside Gardens with rear gardens facing Cambourne Place. They wished to see the removal of four Cottonwood trees on the opposite side of the road to their properties because the trees were dead or dying and dangerous (one had fallen across the road and crushed a shed late in 2019). The land was in the ownership of MMC Developments, a company in administration. The Town Clerk had consulted the Council's Solicitor who had agreed that sometimes Councils had to take action on land not in their ownership in the interest of public safety. However, the Solicitor had also advised that a company still in administration remained liable for damage and injury and should be covered by its public liability insurance. Also, if the Council were to agree to this work, not only would it become liable for subsequent work on the same land but also a precedent would be set that would open the Council to similar requests elsewhere in the town. In view of this advice it was unanimously AGREED (i) that the request from residents of Cambourne Place should be noted and the Council reiterate its previous offers to assist; (ii) that the Council notes the advice of its Solicitor to 'take a step back' in order not to accept responsibility for future liability with regard to this land; (iii) that the Council forwards the quote for £2,880 for felling these trees to the Administrator for MMC Developments; and (iv) that the Town Clerk establish what help or advice the County Council's Highways team might be able to provide, given the proximity of the trees to a public highway and bus route.

### 12. **ADMINISTRATION OF BURIALS AND MEMORIALS**

The Council received a report explaining that there was a gap in capacity dealing with burials and memorials following the departure in June of a long-serving and experienced Assistant Clerk, a position which remained vacant. It had been found in the following months that a significant amount of the work on burials and memorials was generated by the Council acting as 'middleman' for the sale of memorial plaques/tablets, which created a small surplus. The arrangement gave Council control over memorial design but inexperienced temporary staff covering

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the vacancy were finding it hard to manage the essential burials administration in the time available. It had been found that the more common practice for Councils elsewhere was simply to set rules and specifications for memorials and to issue approval after payment of an administrative fee; a fee almost the same as the surplus created by acting as 'middleman'. By cutting out this work, the Office team would only need to handle the approval and raise an invoice, greatly reducing overall time spent on administering memorials. The change would not noticeably reduce the Council's income. It was unanimously RESOLVED that the Council stop the plaque/tablet ordering process with immediate effect and instead make a charge of £50 per plaque/tablet to cover the administrative work.

### 13. **COUNCILLORS' ACCESS TO COUNCIL DOCUMENTS**

(i) The Council was requested to re-consider its previous decision in respect of issuing an Allowance for the provision of IT equipment in the light of advice received from the Gloucestershire Association of Parish and Town Councils (GAPTC).

(ii) When the Council considered the suggestion that two printers be bought for two members in September it had been proposed instead that, rather than the Council itself buying printers, a payment of £100 could be issued to any Councillor wishing for assistance in getting access to Council information either by paper copy or electronically. This had been resolved but questions had been raised after the meeting. Town Clerk had consulted the GAPTC which had advised that the Council would not be able to reclaim the VAT on purchases made by Councillors from such an allowance. Also, the Town Clerk had established that Councillor Allowances were just the same as other income in that they were subject to income tax and National Insurance payments and needed to be taken into account in calculating Benefits. The Clerk further advised that, if the Council were to commence making any form of payment or Allowance to Councillors, the payments and the recipients would have to be published on the Council's website.

(iii) As a first step, in the light of the advice received, the Council unanimously RESOLVED to suspend Standing Order 7 on reversing previous resolutions within six months.

(iv) In view of that same advice, members without ready access to a printer stated their willingness to accept paper copies of Agenda papers and essential documents. The Town Clerk was equally willing to provide them and to have them delivered so the Council unanimously RESOLVED to (a) quash its previous decision on issuing Allowances for Councillors IT (b) to authorise the provision of hard copy papers for those members who required (c) to reissue its previous authority for each Councillor to be given two reams of white A4 photocopy paper per year; and (d) to continue the Council's present policy of not issuing Councillor Allowances.

### 14. **APPOINTMENTS TO COMMITTEES AND EXTERNAL BODIES**

Councillors Taylor and Penny would temporarily join the Health and Care Working Group while Councillor Thomas-Brown was unwell.

### 15. **LYDNEY HARBOUR**

The Council NOTED a written report provided by the District Council's Regeneration Officer.

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### 16. **COMMUNITY EVENTS**

The Council noted that Councillors and remaining staff were pulling together to cover the vacancy for an Events and Grants Officer and arrangements were well in hand for the Fireworks Display, for the Remembrance Parade and Service and for the Christmas Lights Parade and related events. An update on the vacant post would be made later in the Confidential Session.

### 17. **REPORTS FROM THE CHAIRS OF COMMITTEES, SUB-COMMITTEES AND WORKING GROUPS AND FROM LEAD COUNCILLORS**

(i) Dean Forest Greenway Project – Councillor Greenwood, one of the Council's lead Councillors, explained that that West Dean Parish Council had been acting as lead Council for the project for several years, but it had now lost its Clerk, Dave Kent, who had been a great supporter. The project was now in a hiatus. The steering group comprised representatives of West Dean Parish Council, Lydney Town Council and from the County Council's Highways Department, Forestry England and the Bathurst Estate. In response to a members question as to why some pieces of land were being cleared prior to planning permission being granted, it was explained that ground was not being broken only scrub was being cleared from private ground. Councillor Greenwood confirmed that the project would not be unlocked without planning permission. He would ask the steering group to reply to the correspondence received from householders adjacent to the proposed route (*see Correspondence, Item 19(iii) below*).

(ii) Councillor Leach, as Lead Councillor for the Multi-Agency Flood Defence Stakeholder Group, explained that the Environment Agency, the County Council and Severn Trent Water were doing surveys of flooding in Lydney.

*Note: Councillor Leach left the meeting at this point.*

(iii) Councillors Cave and Taylor (lead Councillors for Youth) had recently visited Lydney Youth Hub and the Dean Forest Railway (DFR). Councillor Taylor had been most impressed by DFR's new Youth Group and had seen the young people hard at work.

(iv) Councillor Stockham informed the Council that the Environment Working Group had started work on a Plastic Free Lydney strategy. This would be considered by the Amenities Committee the following week.

(v) Councillor Penny asked how an Arts Working Group could be set up. The Mayor welcomed the idea and asked Councillor Penny to draft a proposal for the next meeting of the Council.

### 18. **TOWN CLERK'S REPORT**

The Town Clerk had nothing to add to reports elsewhere in the meeting.

### 19. **CORRESPONDENCE**

(i) Forest of Dean District Council had kindly offered each of the four Forest Towns a Community Public Access Defibrillator (CPAD) for installation at sports venues in their respective areas. The Town Clerk had referred the offer on to all of the Sports Clubs in Lydney for which the Council had contact details requesting proposed locations.

(ii) Further to the suggestion at the last meeting and to the report in the Agenda papers, the District Council had now confirmed that it would install a CPAD at the Harbour. Once installed, the Town Council would accept responsibility for its maintenance, although it would remain a District Council asset.

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(iii) Further to the correspondence reported in the meetings held in July and September, the same householders concerned about the route of the Greenway had written with further questions and concerns. The Town Clerk had referred the correspondence on to the Greenway Steering Group.

19. **DATE OF NEXT MEETING**  
Monday 8<sup>th</sup> November 2021

### CLOSED SESSION

20. **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.

*Notes:*

*(i) Before the commencement of the next item the Council resolved to suspend Standing Order 3x in order continue the meeting beyond three hours.*

*(ii) The following Minute is made available to the Public for openness and transparency. Where possible, the Council approves Confidential Minutes with substantially the same content, but with the inclusion of names of individuals or other parties when appropriate. At other times Confidential business (such as legal matters and employment issues) may appear in the Public Minutes only as an Agenda /Minute heading.*

21. **STAFF MATTERS – TO INCLUDE UPDATE ON STAFF REVIEW**

Following a Proposal from the Chair, the Council RESOLVED to:

(i) authorise the Town Clerk to make the necessary changes to the Application Pack for the Assistant Clerk (Administration) post (including Job Description and salary, which was not to be increased above the maximum recommended by the GAPTC in its Staff Review) and to incur the additional cost of re-advertising. For speed, such amendments to be done in consultation with the Mayor as Chair of the Personnel Committee, rather than wait for a formal meeting to be convened;

(ii) authorise the Mayor and the Town Clerk to commence discussion with a potential contractor for Events Management, initially to assist on a task-by-task basis with the remaining administration of the Fireworks Event and the Christmas Lights Parade and Switch-On Event, with any future employment or contract possibilities to be referred back to the Council; and

(iii) note the verbal report from the Mayor/Chair of the Personnel Committee on other action being taken to progress the Staff Review (including a review of Job Descriptions, involving consultation with union representative).

With regard to Resolution 21 (i) above, it was suggested the local advertising be in the Citizen, rather in the Forest papers and that an online advert be placed on the Indeed website rather than Fish4Jobs.

The meeting closed at 10.11pm

Chair .....

Date .....



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### APPENDIX 1

07/10/2021		Lydney Town Council 21/22								Page 101	
14:01		PRELIMINARY PURCHASE DAYBOOK								User: CEHW	
		Purchase Ledger for Month No 7								A G E N D A I T E M 6.1	
		Order by Invoices Entered									
		Nominal Ledger Analysis									
Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
04/10/2021	02321	CONTRACT	ALPHA WEBSITE	ALP001	25.00	0.00	25.00	4170	150	25.00	Uploading to the website
01/09/2021	79723	EMAIL	COLUMBARIA COMPANY	COL001	71.00	14.20	85.20	1210	200	71.00	Vase Block Tablet (CB)
30/09/2021	196013	140	COUNTRYWIDE GROUNDS COU		992.00	198.40	1,190.40	4450	400	992.00	September Grass Cutting
30/09/2021	163430	JY	EQUIPMENT HIRE	EHS001	10.85	2.17	13.02	4515	400	10.85	Hire of Disc to cut lock
30/09/2021	1482	CONTRACT	FOUR SEASONS	FOU001	78.00	0.00	78.00	4110	150	78.00	Cleaning of the offices-Sept
30/09/2021	10481	JY/62/63/64/67/6/LIGHT FANTASTIC		LIG001	105.58	21.12	126.70	4485	400	72.02	Paint for Bus Shelter/Gate lock
								4300	200	20.84	Set up water butt
								4515	400	12.72	Hammer
06/10/2021	06-10-21-364	CONTRACT	LYDNEY ENGINEERING	LYD002	167.32	0.00	167.32	4110	150	167.32	Electric 1.06 - 22.09
17/09/2021	81-3846	CONTRACT	MAKINSON	MAK001	57.00	11.40	68.40	4055	100	57.00	September Payroll
15/09/2021	IN86459	JY/65	MINCOST	MIN001	76.50	15.29	91.79	4515	400	76.50	Trimmer line/Spool
15/09/2021	IN86460	JY/66	MINCOST	MIN001	26.92	5.38	32.30	4185	150	26.92	Hearing Protection/Gloves
30/09/2021	166200	EMAIL	OFFICE STAR	OFF001	120.28	24.05	144.33	4155	150	120.28	Stationery
26/08/2021	21813	JY	REVILL	REV001	30.49	5.10	36.59	4515	400	30.49	Super UDT Oil
08/09/2021	22060	JY	REVILL	REV001	115.70	23.14	138.84	4515	400	115.70	blade and belt Stiga
17/09/2021	22215	JY	REVILL	REV001	39.70	7.94	47.64	4515	400	39.70	Deck Belt Stiga
27/09/2021	22359	JY	REVILL	REV001	90.00	18.00	108.00	4515	400	90.00	Hire of Elesta
27/09/2021	22360	JY	REVILL	REV001	22.50	4.50	27.00	4515	400	22.50	Repair to Beacon
30/09/2021	22460	JY	REVILL	REV001	37.97	7.59	45.56	4515	400	37.97	Rake
06/10/2021	22535	JY	REVILL	REV001	97.89	19.58	117.47	4515	400	97.89	Repair to Ransome Mower
30/09/2021	133874	EMAIL	SLCC	SLC001	205.00	41.00	246.00	4100	150	205.00	Employment Advert
01/10/2021	400055676	EMAIL	TINDLE NEWSPAPERS	TIN001	540.00	108.00	648.00	4100	150	540.00	2 Wks Employment Advert
24/09/2021	400055331	EMAIL	TINDLE NEWSPAPERS	TIN001	540.00	108.00	648.00	4100	150	540.00	2 Wks Employment Advert
30/09/2021	21072	CONTRACT	TATE	TAT001	30.00	6.00	36.00	4130	150	30.00	Hire of Lap Top
30/09/2021	21075	CONTRACT	TATE	TAT001	105.00	21.00	126.00	4130	150	105.00	Log me in access
01/10/2021	21170	152	TATE	TAT001	100.00	20.00	120.00	4130	150	100.00	Exchange Mail box
05/10/2021	4905	EMAIL	P B SAFETY	PBS001	252.15	50.43	302.58	4185	150	252.15	Work Trousers for Grds Team
04/10/2021	702453		NALC	NAL001	300.00	60.00	360.00	4100	150	300.00	Employment Advert

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14:01		PRELIMINARY PURCHASE DAYBOOK								User: CEHW	
		Purchase Ledger for Month No 7									
		Order by Invoices Entered									
		Nominal Ledger Analysis									
Invoice Date	Invoice Number	Order No	Supplier A/c Name	Supplier A/c Code	Net Value	VAT	Invoice Total	A/C	Centre	Amount	Analysis Description
<b>TOTAL INVOICES</b>					<b>4,236.85</b>	<b>793.29</b>	<b>5,030.14</b>			<b>4,236.85</b>	
VAT ANALYSISCODE NRS @ 0.00%					270.32	0.00	270.32				
VAT ANALYSISCODE S @ 20.00%					3,966.53	793.29	4,759.82				
<b>TOTALS</b>					<b>4,236.85</b>	<b>793.29</b>	<b>5,030.14</b>				