

APPENDICES

6

RFO REPORT

Meeting: Corporate Committee 15.12.2025
Author: RFO, India Hosmer

RFO UPDATE

PURPOSE OF REPORT

To bring a series of reports, for approval, that highlight all in-goings and out-goings of the council's bank accounts and all current outstanding invoices for the use of the imperial rooms. Also to have all reconciliation reports since the last meeting signed.

BACKGROUND

Reports requested for all corporate meetings.

SUMMARY

See reports.

RECOMMENDATION

RISK ASSESSMENT

N/A

LEGAL:

FINANCIAL:

ANTICIPATED SAVINGS:

ESTIMATED STAFF TIME:

OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been taken into consideration: Prevention of Crime and Disorder; equalities; environmental; climate change; health; human rights and personnel and property.

APPENDICES CORPORATE COMMITTEE 06.01.2026

Dated: 04/12/2025

4 December 2025 (2025-2026)

Matlock Town Council OUTSTANDING SALES INVOICE LIST

Invoice No	Date	Ref	Name	Description	Status	Days Overdue	Amount
1,287	16/05/2025		Cheerleading	Room Hire	OUTSTANDING	0	932.50
1,374	16/05/2025		C Lynn (plot 11c)	Allotment Rent	OUTSTANDING	0	35.00
1,442	09/06/2025		A. McClean (Plot 9a)	Allotment Rent	OUTSTANDING	0	45.00
1,500	23/07/2025		Lucille Parsisson	Wedding Ceremony	PART PAID	0	175.00
1,529	20/08/2025		H Saundry (Plot3C)	Allotment Rent	OUTSTANDING	0	30.00
1,536	05/09/2025		Abigail Crowder	Wedding & Reception	PART PAID	0	900.00
1,555	22/09/2025		Card Factory	Room Hire	OUTSTANDING	0	153.00
1,570	13/10/2025		Hard of Hearing	Room Hire	OUTSTANDING	0	45.00
1,577	13/10/2025		Storytelling Cafe	Room Hire	OUTSTANDING	0	81.00
1,614	27/10/2025		Matlock Cycling Club	Room Hire	OUTSTANDING	0	90.00
1,618	28/10/2025		Army cadets	Wreath - Remembrance Day	OUTSTANDING	0	20.00
						Total	2,506.50

APPENDICES CORPORATE COMMITTEE 06.01.2026

21 November 2025 (2025-2026)

Matlock Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

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

A	Bank Reconciliation at 31/10/2025		
	Cash in Hand 01/04/2025		109,512.89
	ADD Receipts 01/04/2025 - 31/10/2025		452,000.80
	SUBTRACT Payments 01/04/2025 - 31/10/2025		561,513.69
			254,334.87
	Cash in Hand 31/10/2025 (per Cash Book)		307,178.82
B	Cash in hand per Bank Statements		
	Petty Cash 31/10/2025	50.00	
	RBS Current Account 31/10/2025	66,404.68	
	RBS Special Interest Account 31/10/2025	87,988.94	
	Undeposited Funds 31/10/2025	0.00	
	Unity Current Account 31/10/2025	65,790.46	
	Unity Deposit Account 31/10/2025	86,944.74	
			307,178.82
	Less unrepresented payments		
			307,178.82
	Plus unrepresented receipts		
	Adjusted Bank Balance		307,178.82
	A = B Checks out OK		

APPENDICES CORPORATE COMMITTEE 06.01.2026

4 December 2025 (2025-2026)

Matlock Town Council

Prepared by: _____ Date: _____
Name and Role (Clerk/RFO etc)

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

A	Bank Reconciliation at 30/11/2025		
	Cash in Hand 01/04/2025		109,512.89
	ADD Receipts 01/04/2025 - 30/11/2025		456,890.32
	SUBTRACT Payments 01/04/2025 - 30/11/2025		566,403.21
			290,799.15
	Cash in Hand 30/11/2025 (per Cash Book)		275,604.06
B	Cash in hand per Bank Statements		
	Petty Cash 30/11/2025	50.00	
	RBS Current Account 30/11/2025	34,804.65	
	RBS Special Interest Account 30/11/2025	88,125.96	
	Undeposited Funds 30/11/2025	0.00	
	Unity Current Account 30/11/2025	65,678.71	
	Unity Deposit Account 30/11/2025	86,944.74	
			275,604.06
	Less unrepresented payments		
			275,604.06
	Plus unrepresented receipts		
	Adjusted Bank Balance		275,604.06
	A = B Checks out OK		

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-10-2025 and 30-11-2025)

4 December 2025 (2025-2026)

Cost Centre ADMINISTRATION COSTS											
Code Number		19 Annual Subscriptions									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
509	13/11/2025			RBS CurrentAcct		Data Protection Renewal	ICO	S	39.17	7.83	47.00
Subtotal for Code: Annual Subscriptions									£39.17	£7.83	£47.00
Code Number		20 Insurance and solicitors fees									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
425	06/10/2025			RBS CurrentAcct		legal services	Lovedays Solicitors	S	700.00	140.00	840.00
507	12/11/2025			RBS CurrentAcct		legal services	Lovedays Solicitors	S	720.00	144.00	864.00
Subtotal for Code: Insurance and solicitors fees									£1,420.00	£284.00	£1,704.00
Code Number		21 Bank Charges									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
487	06/10/2025			RBS CurrentAcct		Bank Charges	RBS	Z	29.91		29.91
488	31/10/2025			Unity CurrentAcct		Bank Charges	Unity Trust Bank	Z	6.15		6.15
497	05/11/2025			RBS CurrentAcct		Bank Charges	RBS	Z	40.60		40.60
563	30/11/2025			Unity CurrentAcct		Bank Charges	Unity Trust Bank	Z	6.15		6.15
Subtotal for Code: Bank Charges									£82.81		£82.81
Code Number		22 Office Expenses incl IT contracts									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
427	01/10/2025			RBS CurrentAcct		new monitors	Currys	S	216.20	43.24	259.44
434	13/10/2025			RBS CurrentAcct		power cables for new monitors	Amazon Payments UK Ltd	S	14.19	2.85	17.04
435	13/10/2025			RBS CurrentAcct		Printer rental charge	Canon	S	84.18	16.84	101.02
436	13/10/2025			RBS CurrentAcct		Printer usage	Canon	S	8.48	1.70	10.18
442	15/10/2025			RBS CurrentAcct		Stationery	Amazon Payments UK Ltd	S	16.64	3.34	19.98
456	23/10/2025			RBS CurrentAcct		Acrobat standard subscription	Adobe Systems Software	S	10.95	2.19	13.14
457	23/10/2025			RBS CurrentAcct		Acrobat standard subscription	Adobe Systems Software	S	10.95	2.19	13.14
458	23/10/2025			RBS CurrentAcct		Acrobat standard subscription	Adobe Systems Software	S	10.95	2.19	13.14
461	23/10/2025			RBS CurrentAcct		Wall planner	Amazon Payments UK Ltd	S	4.74	0.95	5.69
466	23/10/2025			RBS CurrentAcct		Server, Cloud and Email	SIAL Ltd	S	426.00	85.20	511.20
470	30/10/2025			RBS CurrentAcct		Office phones	Zen systems	S	148.00	29.60	177.60
542	24/11/2025			RBS CurrentAcct		Server, Cloud and Email	SIAL Ltd	S	426.00	85.20	511.20
Subtotal for Code: Office Expenses incl IT contract									£1,377.28	£275.49	£1,652.77
Code Number		23 Mayors Allowance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
512	08/10/2025			RBS CurrentAcct		Ticket for Charity Event	Cope Children Trust	Z	20.00		20.00
Subtotal for Code: Mayors Allowance									£20.00		£20.00
Code Number		24 Conferences & Training									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
428	08/10/2025			RBS CurrentAcct		First Aid Training	Safetaven Training Ltd	S	450.00	90.00	540.00

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
 (Between 01-10-2025 and 30-11-2025)

				Subtotal for Code: Conferences & Training			
				£450.00	£90.00	£540.00	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	
526	28/10/2025	2025-2026/176		RBS Current/Account		payment reversal	
527	2/11/2025	2025-2026/176		RBS Current/Account		payment reversal	
						Subtotal for Code: Miscellaneous expenses	
						Tuesday Yoga	Z
						Tuesday Yoga	Z
							-72.00
						Subtotal for Code: Miscellaneous expenses	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	
514	18/11/2025	GB50048RS20		RBS Current/Account		custom pencils	
528	2/11/2025	GB50048RS20		RBS Current/Account		custom pencils	
						Subtotal for Code: Publications & Publicity	
						Amazon Payments UK Ltd	S
						Amazon Payments UK Ltd	S
							39.80
							7.96
							4.76
							47.99
							£35.75
						Subtotal for Code: Publications & Publicity	
							£79.79
							£15.96
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	
486	03/11/2025			RBS Current/Account		Boots	
						Subtotal for Code: Personal Protective Equipment	
						Russells Ltd	S
							60.37
							12.07
							£72.44
						Subtotal for Code: Personal Protective Equipment	
							£60.37
							£12.07
							£72.44
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	
426	08/10/2025			RBS Current/Account		additional hr support	
501	20/10/2025			Unity Current/Account		HR Payment	
564	20/11/2025			Unity Current/Account		HR P Payment	
						Subtotal for Code: HR administration fees	
							£426.00
							£85.20
							£511.20
						Subtotal for Code: ADMINISTRATION COSTS	
							3,955.42
							770.55
							4,725.97
						Subtotal for Code: ADMINISTRATION RECEIPTS	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	
448	17/10/2025			RBS Current/Account		VAT reclaim	
						Subtotal for Code: VAT Reclaim	
						HMRC	R
						Subtotal for Code: ADMINISTRATION RECEIPTS	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	
438	13/10/2025			RBS Current/Account		Wreath - Remembrance Day	
495	05/11/2025			RBS Current/Account		first aid for remembrance event	
505	11/11/2025	091125		RBS Current/Account		Band Concert for Remembrance Sunday Matlock Brass Band	
508	12/11/2025			RBS Current/Account		Traffic Management	
552	28/11/2025			RBS Current/Account		PA System	
						Subtotal for Code: Remembrance & Poppy Appeal	
							£64.17
							12.83
							77.00
							300.00
							275.00
							96.30
							150.00
							£12.83
							£898.30

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-10-2025 and 30-11-2025)

4 December 2025 (2025-2026)

39 Christmas Event expenses									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
44.1	15/10/2025			RBS Current/Account		MWIS electronic signage	MWIS LTD	S	630.00
465	23/10/2025	208167		RBS Current/Account		glass award for best dressed window	Hellisons Trophies Ltd	Z	12.00
485	03/11/2025	2025-2026/176		RBS Current/Account		3x360 Lite Wheeled bin emptying	Derbyshire Dales DC	S	114.31
496	05/11/2025			RBS Current/Account		First aid for Xmas light switch on	Derbyshire Light Medical	Z	360.00
510	13/11/2025			RBS Current/Account		Brass band for Christmas parade	Backstage Brass	Z	600.00
513	17/11/2025			RBS Current/Account		Santas Grotto	Marshall Events Ltd	S	200.00
530	24/11/2025	2025-2026/176		RBS Current/Account		Fuel for Geni	Rontec	S	166.67
544	25/11/2025	DOVI 002		RBS Current/Account		Host for Xmas event	Dove Radio	Z	8.33
547	28/11/2025	2025-2026/176		RBS Current/Account		Charitable Donation	Laurens Legacy	Z	150.00
548	28/11/2025			RBS Current/Account		music for christmas parade	Bob King	Z	100.00
552	28/11/2025			RBS Current/Account		PA System	Robert Newbold Sound System	Z	50.00
Subtotal for Code: Christmas Event expenses									150.00
									£2,217.26
									£159.04
									£2,376.30
40 Christmas Lights and tree costs									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
459	23/10/2025			RBS Current/Account		Cherry Picker Hire	Eagle platforms & training ltd	S	857.75
489	03/11/2025			RBS Current/Account		Christmas Trees	Christmas Trees	Z	171.55
506	11/12/025	671324		RBS Current/Account		Christmas Lights	Lite Ltd	S	1,029.30
Subtotal for Code: Christmas Lights and tree costs									1,000.00
									4,430.00
									886.00
									5,316.00
									£7,345.30
Subtotal for Cost Centre: EVENT COSTS									9,390.48
									1,229.42
									10,619.90
EXTERNAL FUNDING COSTS									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
499	07/11/2025			RBS Current/Account		youth work	Blend youth project	Z	2,500.00
Subtotal for Code: Blend youth project									2,500.00
									£2,500.00
Subtotal for Cost Centre: EXTERNAL FUNDING COSTS									2,500.00
									2,500.00
OPERATING COSTS & GRANTS									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
455	22/10/2025			RBS Current/Account		energy audit	Be your best version	Z	800.00
473	30/10/2025			RBS Current/Account		cleaning supplies	Banner Business Solutions Ltd T/A CC	S	81.56
500	07/11/2025			RBS Current/Account		alarm reset	Business Watch	S	16.31
Subtotal for Code: Imperial Rooms Maintenance									30.00
									6.00
									£22.31
									£933.87
13 Imperial Rooms services									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
485	03/11/2025	2025-2026/176		RBS Current/Account		3x360 Lite Wheeled bin emptying	Derbyshire Dales DC	Z	800.00
									421.20
									16.31
									97.87
									36.00
									£933.87

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-10-2025 and 30-11-2025)

4 December 2025 (2025-2026)

Subtotal for Code: Imperial Rooms services										£421.20	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 430	13/10/2025			RBS CurrentAcct		Licence for memorial seat land - Bank r	Derbyshire County Council	Z	20.00		20.00
Subtotal for Code: Licenses										£20.00	
Subtotal for Code: Room equipment										£167.15	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 437	13/10/2025			RBS CurrentAcct		New Hoover	Argos	S	116.67	23.33	140.00
472	30/10/2025	GB5005MZDU		RBS CurrentAcct		door sign	Amazon Payments UK Ltd	S	22.63	4.52	27.15
Subtotal for Code: Room equipment										£139.30	
Subtotal for Code: Imperial rooms utilities										£2,514.34	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 410	01/10/2025			RBS CurrentAcct		Gas - Imperial Rooms	Ecotricity	L	163.50	8.18	171.68
429	06/10/2025			RBS CurrentAcct		Internet	Zen Internet Ltd	S	47.15	9.43	56.58
432	13/10/2025			RBS CurrentAcct		Empty recycling bins	Panda (Previously) Bagnall & Morris W	S	15.00	3.00	18.00
452	20/10/2025			RBS CurrentAcct		Gas - Imperial Rooms	Ecotricity	L	300.88	15.04	315.92
453	20/10/2025			RBS CurrentAcct		Electric - Imperial Rooms	Ecotricity	S	197.75	39.55	237.30
462	23/10/2025			RBS CurrentAcct		Alarm telephone line	Juno Telecoms Ltd	S	12.00	2.40	14.40
463	23/10/2025			RBS CurrentAcct		Water - Imperial Rooms	Waterplus	Z	154.92		154.92
498	07/11/2025			RBS CurrentAcct		Empty recycling bins	Panda (Previously) Bagnall & Morris W	S	15.00	3.00	18.00
502	04/11/2025			RBS CurrentAcct		Internet	Zen Internet Ltd	S	47.15	9.43	56.58
523	20/11/2025			RBS CurrentAcct		Electric - Imperial Rooms	Ecotricity	S	395.64	79.13	474.77
524	20/11/2025			RBS CurrentAcct		Gas - Imperial Rooms	Ecotricity	S	670.79	134.16	804.95
525	21/11/2025			RBS CurrentAcct		Alarm telephone line	Juno Telecoms Ltd	S	12.00	2.40	14.40
529	24/11/2025			RBS CurrentAcct		Water - Imperial Rooms	Waterplus	Z	176.84		176.84
Subtotal for Code: Imperial rooms utilities										£2,208.62	
Subtotal for Code: Electric for xmas lights										£305.72	
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchr. 449	17/10/2025			RBS CurrentAcct		Electric - 2 Adj Market Hall	EON Next LTD	L	30.00	1.50	31.50
450	17/10/2025			RBS CurrentAcct		Electric - 1 Adj Market Hall	EON Next LTD	L	30.00	1.50	31.50
451	17/10/2025			RBS CurrentAcct		Electric - 1 Firs Parade	EON Next LTD	L	30.00	1.50	31.50
454	21/10/2025			RBS CurrentAcct		Electric - 94 Dale Road	EON Next LTD	L	30.00	1.50	31.50
515	18/11/2025			RBS CurrentAcct		Electric - 8 Causeway Lane	EON Next LTD	L	70.00	3.50	73.50
516	18/11/2025			RBS CurrentAcct		Electric - 94 Dale Road	EON Next LTD	L	11.00	0.55	11.55
517	18/11/2025			RBS CurrentAcct		Electric - 1 Adj Market Hall	EON Next LTD	L	31.00	1.55	32.55
518	18/11/2025			RBS CurrentAcct		Electric - 2 Adj Market Hall	EON Next LTD	L	31.00	1.55	32.55
519	18/11/2025			RBS CurrentAcct		Electric - 1 Firs Parade	EON Next LTD	L	31.00	1.55	32.55
545	28/11/2025			RBS CurrentAcct		Electric - 1 Firs Parade	EON Next LTD	L	11.00	0.55	11.55
Subtotal for Code: Electric for xmas lights										£305.00	

Matlock Town Council
Listing of Payments in each Code for All Cost Centres
(Between 01-10-2025 and 30-11-2025)

4 December 2025 (2025-2026)

Cost Centre OUTDOOR ACTIVITIES COSTS									
30 Plants, bulbs & trees									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
433	13/10/2025			RBS Current/Account		Flowers	Matlock Garden Centre	S	Net
									49.95
									9.99
									59.94
433	13/10/2025			RBS Current/Account		Flowers	Matlock Garden Centre	Z	Net
									5.99
									77.48
									15.49
									92.97
522	20/11/2025	106503		RBS Current/Account		Flowers	Matlock Garden Centre	S	Net
									39.97
									8.00
									47.97
									173.39
									53.48
									206.87
Subtotal for Code: Plants, bulbs & trees									
31 Vehicle costs									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
431	13/10/2025			RBS Current/Account		Tyre repair for van	Tyre Specialists (Bakewell) Ltd	S	Net
									25.00
									5.00
									30.00
447	16/10/2025			RBS Current/Account		Fuel for Van	Fuel Genie	S	Net
									143.43
									28.68
									172.11
468	27/10/2025			RBS Current/Account		Van Lease	Ford Lease	S	Net
									338.22
									67.65
									405.87
520	18/11/2025			RBS Current/Account		Fuel for Van	Fuel Genie	S	Net
									69.11
									13.82
									82.93
546	28/11/2025			RBS Current/Account		Van Lease	Ford Lease	S	Net
									261.70
									52.34
									314.04
									837.46
									167.49
									1,004.95
Subtotal for Code: Vehicle costs									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
471	30/10/2025			RBS Current/Account		Allotment Water	Waterplus	S	Net
									24.37
									4.87
									29.24
485	03/11/2025	2025-2028/176		RBS Current/Account		3x360 Litre Wheeled bin emptying	Deoxyshive Dales DC	S	Net
									240.00
									48.00
									288.00
									284.37
									52.87
									317.24
Subtotal for Code: Allotments (water&other expens									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
422	03/10/2025			RBS Current/Account		Quarters 2 Service Level Agreement	Groundwork Five Counties	S	Net
									3,000.00
									600.00
									3,600.00
									3,000.00
									600.00
									3,600.00
Subtotal for Code: Groundwork Five Counties									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
439	13/10/2025			RBS Current/Account		Cleaning Toilets	Bubble n Shine	Z	Net
									1,246.00
									1,246.00
									1,246.00
503	10/11/2025	2215		RBS Current/Account		Cleaning Toilets	Bubble n Shine	Z	Net
									1,246.00
									1,246.00
									1,246.00
									4,982.00
									2,492.00
									2,492.00
Subtotal for Code: Public Conveniences									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
440	13/10/2025			RBS Current/Account		Refund	K Price (Pilot 17a)	Z	Net
									10.00
									10.00
									10.00
									10.00
									10.00
									10.00
Subtotal for Code: Miscellaneous Expenses									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	
407	01/10/2025	B273177		RBS Current/Account		Outdoor equipment	Russells Ltd	S	Net
									210.73
									42.15
									252.88

STAFF COSTS									
Cost Centre	Code Number	41	Salaries						
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Total
474	31/10/2025			RBS Current Accou		Salaries	Employee 2	Z	811.32
475	31/10/2025			RBS Current Accou		Salaries	Employee 12	Z	1,413.05
476	31/10/2025			RBS Current Accou		Salaries	Employee 17	Z	1,803.26
477	31/10/2025			RBS Current Accou		Salaries	Employee 18	Z	1,451.23
478	31/10/2025			RBS Current Accou		Salaries	Employee 20	Z	710.51
479	31/10/2025			RBS Current Accou		Salaries	Employee 22	Z	1,925.00

Matlock Town Council

4 December 2025 (2025-2026)

Listing of Payments in each Code for All Cost Centres
(Between 01-10-2025 and 30-11-2025)

480	31/10/2025	RBS CurrentAcct	Salaries	Employee 301087	Z	319.81	319.81
481	31/10/2025	RBS CurrentAcct	Salaries	Employee 301088	Z	228.83	228.83
482	31/10/2025	RBS CurrentAcct	Salaries	Employee 301091	Z	2,473.03	2,473.03
483	31/10/2025	RBS CurrentAcct	Salaries	Employee 301094	Z	857.39	857.39
484	31/10/2025	RBS CurrentAcct	Salaries	Employee 301095	Z	1,951.80	1,951.80
531	28/11/2025	RBS CurrentAcct	Salaries	Employee 2	Z	811.52	811.52
532	28/11/2025	RBS CurrentAcct	Salaries	Employee 12	Z	1,413.25	1,413.25
533	28/11/2025	RBS CurrentAcct	Salaries	Employee 17	Z	1,803.48	1,803.48
534	28/11/2025	RBS CurrentAcct	Salaries	Employee 18	Z	1,451.03	1,451.03
535	28/11/2025	RBS CurrentAcct	Salaries	Employee 20	Z	710.51	710.51
536	28/11/2025	RBS CurrentAcct	Salaries	Employee 22	Z	1,925.00	1,925.00
537	28/11/2025	RBS CurrentAcct	Salaries	Employee 301087	Z	161.54	161.54
538	28/11/2025	RBS CurrentAcct	Salaries	Employee 301088	Z	239.50	239.50
539	28/11/2025	RBS CurrentAcct	Salaries	Employee 301091	Z	2,472.83	2,472.83
540	28/11/2025	RBS CurrentAcct	Salaries	Employee 301094	Z	857.39	857.39
541	28/11/2025	RBS CurrentAcct	Salaries	Employee 301095	Z	1,951.60	1,951.60
Subtotal for Code: Salaries						£27,742.90	£27,742.90
42 Taxes & National Insurance EE & ER							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	
464	23/10/2025			RBS CurrentAcct		Taxes and NI	
543	25/11/2025			RBS CurrentAcct		Taxes and NI	
Subtotal for Code: Taxes & National Insurance EE						£8,605.16	£8,605.16
43 Employer's Pension Contribution							
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	
467	24/10/2025			RBS CurrentAcct		Pensions	
Subtotal for Code: Derbyshire CC Pension						£4,368.00	£4,368.00
Subtotal for Code: Employer's Pension Contribution						£4,368.00	£4,368.00
Subtotal for Cost Centre: STAFF COSTS						40,716.06	40,716.06
TOTALS.....						£69,682.68	£3,692.52
							£73,375.20

Matlock Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-10-2025 and 30-11-2025)

ADMINISTRATION RECEIPTS												
Code Number		4 Bank Interest & Shares			Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchtr.	Date	Invoice No	Minute	Bank								
330	30/10/2025			RBS Current/Accou		share dividend	Centrica	Z	5.93		5.93	
332	31/10/2025			RBS Special Intere		Bank Interest	RBS	Z	161.05		161.05	
382	28/11/2025			RBS Special Intere		Bank Interest	RBS	Z	137.02		137.02	
Subtotal for Code:									Bank Interest & Shares	£304.00		£304.00
Code Number		56 VAT Reclaim			Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total	
Vchtr.	Date	Invoice No	Minute	Bank								
300	17/10/2025			RBS Current/Accou		VAT reclaim	HMRC	R	4,301.43	4,301.43	4,301.43	
Subtotal for Code:									VAT Reclaim	£4,301.43	£4,301.43	£4,301.43
Subtotal for Cost Centre:									ADMINISTRATION RECEIPTS	304.00	4,301.43	4,605.43

Cost Centre		COMMUNITY RECEIPTS									
		2 Imperial Rooms Sales									
Code Number	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
Vchtr.											
273	01/10/2025	2025-2026/151		RBS Current/Accou		Room Hire	Thrive Tribe	Z	72.00		72.00
274	01/10/2025	2025-2026/152		RBS Current/Accou		Room Hire	Thrive Tribe	Z	36.00		36.00
280	01/10/2025	2025-2026/155		RBS Current/Accou		Room Hire	Band Rehearsal	Z	108.00		108.00
282	02/10/2025	2025-2026/153		RBS Current/Accou		Room Hire	Storytelling Cafe	Z	81.00		81.00
285	03/10/2025	2025-2026/156		RBS Current/Accou		Room Hire	Labour Party	Z	87.50		87.50
286	06/10/2025	2025-2026/154		RBS Current/Accou		Room Hire	Timberline Dance	Z	198.00		198.00
287	08/10/2025	2025-2026/154		RBS Current/Accou		Room Hire	Matlock Tuneless Choir	Z	230.00		230.00
288	08/10/2025	2025-2026/135		RBS Current/Accou		Room Hire	Derbyshire County Council - Live Life	Z	288.00		288.00
289	10/10/2025	2025-2026/155		RBS Current/Accou		Room Hire	Tai-Chi Extended hours	Z	44.00		44.00
290	10/10/2025	2025-2026/154		RBS Current/Accou		Room Hire	Platform Housing Limited	Z	156.00		156.00
291	13/10/2025	2024-2025/120		RBS Current/Accou		Room Hire	Cheerleading	E	40.00		40.00
292	13/10/2025	2024-2025/123		RBS Current/Accou		Room Hire	Cheerleading	E	360.00		360.00
293	13/10/2025	2025-2026/154		RBS Current/Accou		Room Hire	Zumba	Z	88.00		88.00
294	06/11/2025	2025-2026/154		RBS Current/Accou		Room Hire	Christian Coffee	Z	55.00		55.00
296	15/10/2025	2025-2026/153		RBS Current/Accou		Room Hire	Thrive Tribe	Z	144.00		144.00
299	17/10/2025	2025-2026/154		RBS Current/Accou		Room Hire	Plates	Z	198.00		198.00
302	17/10/2025	2025-2026/156		RBS Current/Accou		Room Hire	Derbyshire Domestic Abuse Partners	Z	98.00		98.00
303	20/10/2025	2025-2026/154		RBS Current/Accou		Room Hire	Rethink Mental Health	Z	132.00		132.00
311	22/10/2025	2025-2026/157		RBS Current/Accou		Room Hire	Cycling Club	Z	66.00		66.00
312	22/10/2025	2025-2026/158		RBS Current/Accou		Room Hire	Matlock Tuneless Choir	Z	172.50		172.50
315	24/10/2025	2025-2026/160		RBS Current/Accou		Room Hire paid in error	Tuesday Yoga	Z	72.00		72.00
316	24/10/2025	2025-2026/161		RBS Current/Accou		Room Hire paid in error	Tuesday Yoga	Z	72.00		72.00
317	27/10/2025	2025-2026/160		RBS Current/Accou		Room Hire paid in error	Tuesday Yoga	Z	-72.00		-72.00

4 December 2025 (2025-2026)

(Between 01-10-2025 and 30-11-2025)

318	27/10/2025	2025-20/26/161	RBS Current/Accot	Room hire paid in error	Tuesday Yoga	Z	-72.00	-72.00
320	27/10/2025	2025-20/26/158	RBS Current/Accot	Room Hire	Derbyshire Victoria County History Tru	Z	175.00	175.00
321	27/10/2025	2025-20/26/157	RBS Current/Accot	Room Hire	Matlock Travel society	Z	112.00	112.00
324	28/10/2025	2025-20/26/156	RBS Current/Accot	Room Hire	DDBF	Z	58.50	58.50
331	31/10/2025	2025-20/26/157	RBS Current/Accot	Room Hire	Derbyshire Domestic Abuse Partnersh	Z	252.00	252.00
333	03/11/2025	2025-20/26/157	RBS Current/Accot	Room Hire	Plates	Z	198.00	198.00
337	04/11/2025	2025-20/26/156	RBS Current/Accot	Room Hire	High Tor Players	Z	216.00	216.00
338	04/11/2025	2025-20/26/160	RBS Current/Accot	Room Hire	Band Rehearsal	Z	108.00	108.00
340	06/11/2025	2025-20/26/158	RBS Current/Accot	Room Hire	L & A Vocals	Z	108.00	108.00
344	07/11/2025	2025-20/26/159	RBS Current/Accot	Room Hire	Zumba	Z	44.00	44.00
345	06/11/2025	2025-20/26/145	RBS Current/Accot	Room Hire	Matlock Needlecraft Group	Z	176.00	176.00
345	06/11/2025	2025-20/26/145	RBS Current/Accot	Room Hire	Matlock Needlecraft Group	Z	220.00	220.00
345	06/11/2025	2025-20/26/145	RBS Current/Accot	Room Hire	Matlock Needlecraft Group	Z	176.00	176.00
346	06/11/2025	2025-20/26/155	RBS Current/Accot	Room Hire	Antiques and collectables	Z	36.00	36.00
347	06/11/2025	2025-20/26/151	RBS Current/Accot	Room Hire	Salsa Club	Z	99.00	99.00
349	06/11/2025	2025-20/26/155	RBS Current/Accot	Room Hire	Salsa Club	Z	99.00	99.00
350	06/11/2025	2025-20/26/158	RBS Current/Accot	Room Hire	Antiques and collectables	Z	36.00	36.00
354	06/11/2025	2025-20/26/151	RBS Current/Accot	Room Hire	Ta-Chi (AM)	Z	132.00	132.00
354	06/11/2025	2025-20/26/151	RBS Current/Accot	Room Hire	Ta-Chi (AM)	Z	132.00	132.00
355	06/11/2025	2025-20/26/155	RBS Current/Accot	Room Hire	Ta-Chi (AM)	Z	165.00	165.00
356	06/11/2025	2025-20/26/151	RBS Current/Accot	Room Hire	Roy Peters Establers	Z	42.00	42.00
357	07/11/2025	2025-20/26/162	RBS Current/Accot	Room Hire	Exercise Roadshow	Z	52.50	52.50
358	07/11/2025	2025-20/26/155	RBS Current/Accot	Room Hire	Cycling Club	Z	33.00	33.00
359	07/11/2025	2025-20/26/158	RBS Current/Accot	Room Hire	Cycling Club	Z	33.00	33.00
360	07/11/2025	2025-20/26/158	RBS Current/Accot	Room Hire	Ta-Chi Extended hours	Z	44.00	44.00
361	08/11/2025	2025-20/26/163	RBS Current/Accot	Room Hire	Ta-Chi Extended hours	Z	11.00	11.00
362	10/11/2025	2025-20/26/161	RBS Current/Accot	Room Hire	Timberline Dance	Z	308.00	308.00
363	12/11/2025	2025-20/26/161	RBS Current/Accot	Room Hire	Friday Yoga	Z	56.00	56.00
365	12/11/2025	2025-20/26/164	RBS Current/Accot	Room Hire	Camera Club	Z	54.00	54.00
366	14/11/2025	2025-20/26/157	RBS Current/Accot	Room Hire	HM Government C/O Cadet Confere	Z	66.00	66.00
367	17/11/2025	2025-20/26/157	RBS Current/Accot	Room Hire	Matlock Civic Association	Z	66.00	66.00
368	18/11/2025	2025-20/26/157	RBS Current/Accot	Room Hire	Matlock Civic Association	Z	190.00	190.00
369	19/11/2025	2025-20/26/163	RBS Current/Accot	Room Hire	Platform Housing Limited	Z	168.00	168.00
373	21/11/2025	2025-20/26/157	RBS Current/Accot	Room Hire	Rethink Mental Health	Z	165.00	165.00
376	28/11/2025	2025-20/26/163	RBS Current/Accot	Room Hire	We Buy Vintage	Z	81.00	81.00
377	28/11/2025	2025-20/26/166	RBS Current/Accot	Room Hire	L & A Vocals	Z	81.00	81.00
378	29/11/2025	2025-20/26/163	RBS Current/Accot	Room Hire	Alzheimer's Group	Z	33.00	33.00
					Alzheimer's Group	Z	33.00	33.00
					Cycling Club	Z	33.00	33.00
					Zumba	Z	88.00	88.00
Subtotal for Code: Imperial Rooms Sales						Z	68,753.00	68,753.00

Matlock Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-10-2025 and 30-11-2025)

4 December 2025 (2025-2026)

Cost Centre												
EVENT RECEIPTS												
51 Other Event Receipts												
Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
319	06/11/2025	2025-2026/161	RBS Current/Account				Wreath - Remembrance Day	Fellowship of services	Z	28.50		28.50
348	06/11/2025	2025-2026/161	RBS Current/Account				Wreath - Remembrance Day	Rotary Club of Matlock	Z	28.50		28.50
Subtotal for Code: Other Event Receipts										£57.00		£57.00
89 Christmas tree purchase												
Code Number	Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
298	06/11/2025	2025-2026/159	RBS Current/Account				christmas tree	Soundough Dave	Z	90.00		90.00
301	15/10/2025	2025-2026/159	RBS Current/Account				christmas tree	Round The Corner	Z	50.00		50.00
304	15/10/2025	2025-2026/159	RBS Current/Account				christmas tree	Silverlous	Z	50.00		50.00
305	16/10/2025	2025-2026/159	RBS Current/Account				christmas tree	Stanley Fern Cycles	Z	90.00		90.00
306	17/10/2025	2025-2026/159	RBS Current/Account				christmas tree	Pie Emittance	Z	50.00		50.00
307	20/10/2025	2025-2026/160	RBS Current/Account				christmas tree	Bridge News	Z	50.00		50.00
308	21/10/2025	2025-2026/159	RBS Current/Account				christmas tree	Sally Boham Estates Ltd	Z	50.00		50.00
309	22/10/2025	2025-2026/160	RBS Current/Account				christmas tree	Riber Pets	Z	50.00		50.00
310	21/10/2025	2025-2026/160	RBS Current/Account				christmas tree	Elliotts Carpets	Z	50.00		50.00
314	23/10/2025	2025-2026/160	RBS Current/Account				christmas tree	Magical curiosities ltd	Z	50.00		50.00
322	06/11/2025	2025-2026/161	RBS Current/Account				christmas tree	Paper Doll	Z	50.00		50.00
323	28/10/2025	2025-2026/161	RBS Current/Account				christmas tree	William Twigg (Matlock) Ltd	Z	90.00		90.00
325	20/10/2025	2025-2026/159	RBS Current/Account				christmas tree	Matlock Travel Ltd	Z	50.00		50.00
326	27/10/2025	2025-2026/162	RBS Current/Account				christmas tree	Bow Boutique	Z	90.00		90.00
328	29/10/2025	2025-2026/162	RBS Current/Account				christmas tree	Cornerstones Bookshop	Z	50.00		50.00
329	31/10/2025	2025-2026/162	RBS Current/Account				christmas tree	2nd Chapter books	Z	50.00		50.00
334	27/10/2025	2025-2026/160	RBS Current/Account				christmas tree	COCO Gifts	Z	50.00		50.00
335	28/10/2025	2025-2026/162	RBS Current/Account				christmas tree	David Bray Opticians	Z	50.00		50.00
336	24/10/2025	2025-2026/162	RBS Current/Account				christmas tree	CW Selloers	Z	50.00		50.00
341	06/11/2025	2025-2026/162	RBS Current/Account				christmas tree	Matlock Music	Z	50.00		50.00
342	06/11/2025	2025-2026/163	RBS Current/Account				christmas tree	Grave Expectations	Z	50.00		50.00
343	06/11/2025	2025-2026/162	RBS Current/Account				christmas tree	Boyes	Z	90.00		90.00
351	06/11/2025	2025-2026/159	RBS Current/Account				christmas tree	Evans Edwards Jewellers	Z	50.00		50.00
352	06/11/2025	2025-2026/159	RBS Current/Account				christmas tree	Matlock Kitchen & Bathrooms	Z	90.00		90.00
353	06/11/2025	2025-2026/160	RBS Current/Account				christmas tree	Lovedays Solicitors	Z	50.00		50.00
Subtotal for Cost Centre: COMMUNITY RECEIPTS										6,721.75		6,721.75

Matlock Town Council
Listing of Receipts in each Code for All Cost Centres
(Between 01-10-2025 and 30-11-2025)

4 December 2025 (2025-2026)

Cost Centre OUTDOOR ACTIVITES COSTS											
Code Number		29 Street Furniture & maintenance									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
339	04/11/2025	2025-2026/163		RBS CurrentAcct		Bracket	Rupert	Z	80.00		80.00
Subtotal for Code:							Street Furniture & maintenance		£80.00		£80.00
Subtotal for Cost Centre:							OUTDOOR ACTIVITES COSTS		80.00		80.00

Cost Centre OUTDOOR ACTIVITES RECEIPTS											
Code Number		7 Allotment rents									
Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
276	01/10/2025	2025-2026/143		RBS CurrentAcct		Allotment Rent	B Campbell (Plot 17c)	E	30.00		30.00
277	01/10/2025	2025-2026/140		RBS CurrentAcct		Allotment Rent	L M Price (Plot 13a)	E	45.00		45.00
278	01/10/2025	2025-2026/141		RBS CurrentAcct		Allotment Rent	S Archer (Plot 27b)	E	40.00		40.00
279	01/10/2025	2025-2026/140		RBS CurrentAcct		Allotment Rent	G Schmitt (Plot 22a)	E	45.00		45.00
313	24/10/2025	2025-2026/142		RBS CurrentAcct		Allotment Rent	A Addis (Plot 32b)	E	45.00		45.00
Subtotal for Code:							Allotment rents		£205.00		£205.00
Subtotal for Cost Centre:							OUTDOOR ACTIVITES RECEI		205.00		205.00

TOTALS.....			£9,197.75	£4,201.43	£13,499.18
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7

BUDGET REPORT

Meeting: Corporate Committee 15.12.2025
Author: RFO, India Hosmer

PURPOSE OF REPORT

To gain approval on my proposed budget and precept request.

BACKGROUND

This is the final meeting before January's full council meeting in which the budget must be approved. The precept request must be made by the end of January so this is the last meeting in which the budget can be amended.

SUMMARY

See reports.

RECOMMENDATION

RISK ASSESSMENT

N/A

LEGAL:

FINANCIAL:

ANTICIPATED SAVINGS:

ESTIMATED STAFF TIME:

OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been taken into consideration: Prevention of Crime and Disorder; equalities; environmental; climate change; health; human rights and personnel and property.

Dated: 04/12/2025

APPENDICES CORPORATE COMMITTEE 06.01.2026

	Budget 25/26	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance	Proposed Budget 2027
Payments																
Administration Costs																
Audit Costs	£ 1,500.00	£ 1,130.00	£ -	£ -	£ 180.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,310.00	£ 190.00	£ 1,500.00
Annual Subscriptions	£ 4,000.00	£ 2,717.00	£ -	£ 2,124.02	£ 150.00	£ -	£ 425.00	£ -	£ 38.17	£ -	£ 300.00	£ -	£ -	£ 5,755.19	£ 1,755.19	£ 6,500.00
Insurance and Solicitors	£ 7,500.00	£ 4,011.79	£ -	£ -	£ -	£ 700.00	£ 950.00	£ 700.00	£ 720.00	£ 650.00	£ 625.00	£ 625.00	£ 625.00	£ 9,606.79	£ 2,106.79	£ 10,000.00
Bank Charges	£ 790.00	£ 30.75	£ 30.35	£ 49.83	£ 51.19	£ 52.76	£ 44.94	£ 36.06	£ 46.75	£ 62.50	£ 62.50	£ 62.50	£ 62.50	£ 592.53	£ 197.47	£ 790.00
Office Expenses incl IT Contracts	£ 17,000.00	£ 1,978.85	£ 510.21	£ 1,011.14	£ 676.58	£ 996.00	£ 3,344.80	£ 951.28	£ 574.00	£ 1,416.67	£ 1,416.67	£ 1,416.67	£ 1,416.67	£ 15,109.54	£ 1,890.46	£ 17,000.00
Mayor's Allowance	£ 800.00	£ -	£ -	£ -	£ 12.48	£ -	£ 20.00	£ 66.67	£ 66.67	£ 66.67	£ 66.67	£ 66.67	£ 66.67	£ 365.83	£ 434.17	£ 800.00
Conferences and Training	£ 1,000.00	£ -	£ 291.67	£ -	£ 570.00	£ -	£ -	£ 450.00	£ -	£ -	£ -	£ -	£ -	£ 1,311.67	£ 311.67	£ 3,000.00
Electrons	£ 1,200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,200.00	£ 1,200.00
Miscellaneous Expenses	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 72.00	£ 72.00	£ -	£ -	£ -	£ -	£ -	£ 300.00	£ 200.00
Publications and Electricity	£ 500.00	£ -	£ -	£ -	£ 95.00	£ -	£ -	£ -	£ 79.79	£ -	£ -	£ -	£ -	£ 174.79	£ 325.21	£ 200.00
Personal Protective Equipment	£ 500.00	£ 46.13	£ 28.05	£ -	£ 141.60	£ 290.17	£ 29.25	£ -	£ 60.37	£ 91.50	£ -	£ -	£ -	£ 687.07	£ 187.07	£ 1,000.00
Mayor's Charity Expenses	£ 2,000.00	£ -	£ -	£ 1,036.65	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,036.65	£ 963.35	£ 2,000.00
HM Administration Fees	£ 1,350.00	£ 88.00	£ 913.00	£ 388.00	£ 88.00	£ 488.00	£ 88.00	£ 338.00	£ 88.00	£ 88.00	£ 112.50	£ 112.50	£ 112.50	£ 2,904.50	£ 1,554.50	£ 3,000.00
Message Payments	£ 700.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 700.00	£ -
Event Costs																
Membership and Payroll Appeal	£ 320.00	£ -	£ -	£ -	£ -	£ 16.67	£ -	£ 64.17	£ 621.30	£ 100.00	£ -	£ -	£ -	£ 1,002.14	£ 682.14	£ 500.00
Events Programme	£ 6,000.00	£ 1,439.14	£ 697.50	£ 45.00	£ -	£ 480.00	£ 1,186.67	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,668.31	£ 2,151.69	£ 4,500.00
Christmas Event Expenses	£ 1,500.00	£ -	£ -	£ -	£ 20.80	£ -	£ 537.00	£ 1,680.26	£ 1,680.26	£ 200.00	£ -	£ -	£ -	£ 2,444.06	£ 944.06	£ 1,500.00
Christmas Lights and Trees	£ 25,000.00	£ 2,315.00	£ -	£ 2,210.00	£ 1,461.15	£ -	£ 31.75	£ 857.75	£ 5,420.00	£ 8,500.00	£ 7,400.00	£ -	£ -	£ 28,212.65	£ 3,212.65	£ 28,000.00
Mayor's Charity	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
External Funding																
Blind Youth Project	£ -	£ -	£ 2,500.00	£ -	£ -	£ -	£ -	£ -	£ 2,500.00	£ 2,500.00	£ -	£ -	£ -	£ 7,500.00	£ 7,500.00	£ 7,500.00
Operating Costs and Grants																
Imperial Rooms Maintenance	£ 5,000.00	£ -	£ 498.20	£ 436.22	£ 795.00	£ 666.50	£ 555.83	£ 881.56	£ 30.00	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 5,863.31	£ 863.31	£ 6,500.00
Imperial Rooms Services	£ -	£ -	£ 467.55	£ 120.00	£ 20.00	£ 421.20	£ -	£ -	£ 421.20	£ 444.10	£ -	£ 421.20	£ -	£ 2,255.25	£ 2,255.25	£ 2,500.00
Licences	£ 420.00	£ 113.84	£ 113.84	£ -	£ 480.00	£ -	£ -	£ 20.00	£ -	£ -	£ -	£ 113.84	£ 113.84	£ 875.36	£ 455.36	£ 1,000.00
Room Equipment	£ -	£ 60.16	£ 46.14	£ 164.29	£ -	£ -	£ -	£ 138.30	£ -	£ -	£ -	£ -	£ -	£ 412.89	£ 412.89	£ 1,000.00
Imperial Rooms Utilities	£ 20,000.00	£ 1,188.75	£ 1,204.67	£ 847.35	£ 700.43	£ 326.44	£ 234.10	£ 891.20	£ 1,317.42	£ 1,400.00	£ 1,400.00	£ 1,400.00	£ 1,400.00	£ 12,310.56	£ 7,689.44	£ 15,000.00
Imperial Rooms Business Rates	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,500.00
Electricity and Lights	£ -	£ 35.52	£ 309.44	£ 273.31	£ 125.56	£ 261.25	£ 119.00	£ 120.00	£ 185.00	£ 1,000.00	£ 200.00	£ 200.00	£ 200.00	£ 3,028.88	£ 3,028.88	£ 3,000.00
Outdoor Activities																
Open Spaces	£ 550.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 550.00	£ -
Street Furniture and Maintenance	£ 550.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 80.00	£ -	£ -	£ -	£ -	£ -	£ 80.00	£ 630.00	£ -
Plants, Bubs and Trees	£ 1,000.00	£ 52.75	£ 288.67	£ 111.91	£ -	£ 78.11	£ 25.15	£ 55.94	£ 117.45	£ 95.00	£ 95.00	£ 95.00	£ 95.00	£ 1,109.96	£ 109.96	£ 1,200.00
Vehicle Costs	£ 7,000.00	£ 1,690.23	£ 572.03	£ 471.77	£ 464.17	£ 741.40	£ 447.96	£ 906.65	£ 330.81	£ 500.00	£ 500.00	£ 500.00	£ 500.00	£ 7,215.94	£ 215.94	£ 7,000.00
Alignments (Water and other expenses)	£ 550.00	£ 27.39	£ 38.02	£ 27.37	£ 24.37	£ 27.37	£ 27.37	£ 24.37	£ 240.00	£ 27.37	£ 30.00	£ 30.00	£ 30.00	£ 553.63	£ 3.63	£ 600.00
Other Environmental Expenses	£ 7,500.00	£ -	£ -	£ -	£ 3,000.00	£ -	£ -	£ -	£ 3,000.00	£ -	£ -	£ -	£ -	£ 7,500.00	£ -	£ -
Groundwork Five Counties	£ 12,500.00	£ -	£ 3,000.00	£ -	£ 3,000.00	£ -	£ -	£ 3,000.00	£ -	£ -	£ 3,000.00	£ -	£ -	£ 12,000.00	£ 500.00	£ 12,000.00
Public Conferences	£ 12,500.00	£ 1,246.00	£ 1,246.00	£ 1,246.00	£ 2,316.00	£ 1,246.00	£ 1,246.00	£ 1,246.00	£ 1,246.00	£ 934.50	£ -	£ -	£ 1,246.00	£ 14,464.50	£ 1,964.50	£ 16,000.00
Bus Shelter Maintenance	£ 1,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,000.00	£ -	£ -
Miscellaneous Expenses	£ 850.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 10.00	£ -	£ -	£ -	£ -	£ -	£ 10.00	£ 840.00	£ 200.00
Flags and Bunting	£ -	£ 104.80	£ 219.84	£ -	£ -	£ -	£ 313.22	£ -	£ -	£ -	£ -	£ -	£ -	£ 447.96	£ 447.96	£ 250.00
Equipment and Materials	£ -	£ 812.47	£ 334.77	£ 1,056.95	£ 2,155.65	£ 467.86	£ 460.41	£ 1,307.36	£ 854.46	£ 50.00	£ -	£ -	£ 1,100.00	£ 9,873.93	£ 9,873.93	£ 11,000.00
Electrical Repairs and Maintenance	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -
Staff Costs																
Salaries	£ 240,000.00	£ 13,376.59	£ 13,670.00	£ 13,020.50	£ 12,569.35	£ 14,962.60	£ 13,492.83	£ 13,945.25	£ 13,797.65	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 14,000.00	£ 165,194.77	£ 74,805.23	£ 250,000.00
Taxes and National Insurance EE and EH	£ 30,000.00	£ 2,915.86	£ 3,856.13	£ 4,038.04	£ 4,018.19	£ 4,251.81	£ 5,259.14	£ 4,246.33	£ 4,538.83	£ 4,200.00	£ 4,300.00	£ 4,300.00	£ 4,300.00	£ 50,134.13	£ 20,134.13	£ 60,000.00
Employee's Pension Contribution	£ 45,000.00	£ -	£ 4,074.85	£ 4,214.56	£ 4,201.71	£ 4,201.71	£ 11,995.03	£ 4,298.00	£ 4,385.40	£ 4,400.00	£ 4,400.00	£ 4,400.00	£ 4,400.00	£ 54,993.28	£ 9,993.28	£ 60,000.00
Occupational Health	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 105.00	£ -	£ -	£ -	£ 105.00	£ 105.00	£ -
	£ 465,500.00	£ 31,234.03	£ 38,791.78	£ 32,912.85	£ 34,664.23	£ 30,081.65	£ 40,200.37	£ 34,888.22	£ 39,194.53	£ 41,431.31	£ 38,408.34	£ 30,589.38	£ 30,108.18	£ 422,631.67	£ 33,948.93	£ 489,900.00

Forecast
Actual
Totals

APPENDICES CORPORATE COMMITTEE 06.01.2026

	Budget 25/26	Apr	May	June	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Total	Variance	Proposed Budget 26/27
Receipts																
Administration Receipts																
Grant Interest and Shares	£ 2,500.00	£ 10.05	£ 187.91	£ 967.05	£ 205.77	£ 115.03	£ 798.16	£ 166.98	£ 137.02	£ 900.00	£ 150.00	£ 130.00	£ 116.00	£ 3,087.97	£ 987.97	£ 3,500.00
Mayor's Charity Income	£ 2,000.00	£ -	£ 299.61	£ -	£ -	£ -	£ -	£ -	£ -	£ 37.79	£ -	£ -	£ -	£ 325.40	£ 1,674.60	£ 2,000.00
Refund of Overpayment	£ -	£ -	£ 3,195.49	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 3,195.49	£ 3,195.49	£ -
Bank Error	£ -	£ -	£ -	£ -	£ -	£ -	£ 3.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 3.00	£ 3.00	£ -
Community Receipts																
Incident Room Sales	£ 32,000.00	£ 4,968.50	£ 4,909.37	£ 6,346.50	£ 7,111.50	£ 2,623.00	£ 4,854.00	£ 3,074.50	£ 3,556.50	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 3,500.00	£ 51,443.87	£ 19,443.87	£ 50,000.00
Endowment Hire	£ -	£ -	£ -	£ -	£ 45.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 45.00	£ 45.00	£ -
Weddings and Receptions	£ 4,000.00	£ -	£ -	£ -	£ 12,110.00	£ 275.00	£ 696.25	£ 3125	£ -	£ -	£ -	£ -	£ -	£ 2,060.00	£ 1,940.00	£ 2,200.00
Banqueting	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00	£ 500.00	£ -
Event Receipts																
Christmas Event	£ 1,000.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,000.00	£ -
Griffin Events Receipts	£ 300.00	£ -	£ -	£ 948.00	£ -	£ -	£ -	£ -	£ 57.00	£ -	£ -	£ -	£ -	£ 115.39	£ 144.89	£ 100.00
Christmas Tree Purchase	£ 1,500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ 970.00	£ 860.00	£ 298.00	£ -	£ -	£ -	£ 2,110.00	£ 610.00	£ 2,000.00
VE Day Grant	£ -	£ 500.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 500.00	£ 500.00	£ -
Outdoor Activities																
Autumn Planting	£ 2,190.00	£ -	£ 1235.00	£ 815.00	£ 170.00	£ 180.00	£ 125.00	£ 205.00	£ -	£ -	£ -	£ -	£ 140.00	£ 2,870.00	£ 680.00	£ 3,200.00
Public Commemorations	£ 3,200.00	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ -	£ 1,200.00	£ -
Precept																
Precept	£ 377,681.00	£ 392,990.16	£ 9327.77	£ 7,796.75	£ 8,742.27	£ 3,183.03	£ 6,346.41	£ 4,385.23	£ 4,610.52	£ 4,317.79	£ 3,650.00	£ 3,650.00	£ 3,790.00	£ 442,939.95	£ 18,668.95	£ 63,000.00

Commitment
Actual
Total

Proposed Precept	£ 377,681.00
Sum of 13 Unit Precept	

Leisure	£ 20,308.86	£ 20,308.86
Leisure	£ 150,000.00	£ 150,000.00
Precept	£ 110,791.00	£ 110,791.00

MEETING SCHEDULE 2026-2027

PURPOSE OF REPORT

To bring a couple of options for the meeting schedule for next year.

SUMMARY

The options are to keep Planning directly before Corporate or to move it to a different Monday so they don't clash. All meetings remain at every other month.

Bank holidays have been taken into account.

Corporate meeting in December moved a week earlier due to proximity to Christmas.

Additional Events Committee added in May to avoid 4 month gap.

RECOMMENDATION

Administration time won't change and Planning may have more time to discuss things if there is no 1 hour restriction on it.

RISK ASSESSMENT

N/A

LEGAL:

FINANCIAL:

ANTICIPATED SAVINGS:

ESTIMATED STAFF TIME:

No extra time

OTHER CONSIDERATIONS

In preparing this report the relevance of the following factors has also been taken into consideration: Prevention of Crime and Disorder; equalities; environmental; climate change; health; human rights and personnel and property.

Dated: 15/12/2025

MEETING SCHEDULE 2026-2027

MEETINGS ARE HELD ON MONDAYS AND START AT 6PM (Planning at 5:30pm)

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
FULL COUNCIL	18th*		20th		21st		16th		18th		15th		17th*
CORPORATE COMMITTEE ***		15th		17th		19th		14th		15th		19th	
ENVIRONMENT COMMITTEE		1st		3rd		5th		7th		1st		5th	
EVENTS COMMITTEE	11th		6th		7th		2nd		4th		1st		
PLANNING COMMITTEE		15th		17th		19th		14th		15th		19th	
ANNUAL TOWN MEETING** ANNUAL MEETING OF THE TOWN COUNCIL*	18th**												17th**
* ANNUAL MEETING OF MATLOCK TOWN COUNCIL Should be held on the fourth day after the date of the election or within fourteen days thereafter. Starts at 6pm ** ANNUAL TOWN MEETING Should be held between 1 March and 1 June each year Starts 5:30pm *** TO FOLLOW DIRECTLY AFTER PLANNING MEETING													

MEETINGS ARE HELD ON MONDAYS AND START AT 6PM

	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER	JANUARY	FEBRUARY	MARCH	APRIL	MAY
FULL COUNCIL	18th*		20th		21st		16th		18th		15th		17th*
CORPORATE COMMITTEE ***		15th		17th		19th		14th		15th		19th	
ENVIRONMENT COMMITTEE		1st		3rd		5th		7th		1st		5th	
EVENTS COMMITTEE	11th		6th		7th		2nd		11th		1st		
PLANNING COMMITTEE		22nd		24th		26th			4th	22nd		26th	
ANNUAL TOWN MEETING** ANNUAL MEETING OF THE TOWN COUNCIL*	18th**												17th**
* ANNUAL MEETING OF MATLOCK TOWN COUNCIL Should be held on the fourth day after the date of the election or within fourteen days thereafter. Starts at 6pm ** ANNUAL TOWN MEETING Should be held between 1 March and 1 June each year Starts 5.30pm *** TO FOLLOW DIRECTLY AFTER PLANNING MEETING													

