APPENDICES

6

CORPORATE COMMITTEE UPDATES

Action point	Council or Committee	Meeting date	Date required	Allocated to:	Notes
To increase prices for Imperial rooms by 10%	Corporate	20.10.2025	31.10.2025	Clerk	Completed 22.10.2025
Electric meter change over	Corporate	20.10.2025	31.12.2025	RFO	Completed 01.01.2026
CC510/26 Bank reconciliations signed by chair	Corporate	06.01.2026	06.01.2026	Cllr Knighton	Completed during meeting
CC510/26 Write to debtor offering a new payment plan & include FCA information & ask for bank details	Corporate	06.01.2026	09.01.2026	Clerk	Completed 07.01.2026
CC511/26 Purchase new Scribe software	Corporate	06.01.2026	01.04.2026	RFO	Completed 12.01.2026
CC511/26 Update budget report to include 3 options for the precept and include detail on earmarked reserves	Corporate	06.01.2026	09.01.2026	RFO	Completed 07.01.2026
CC512/26 Recommend meeting schedule remains the same	Corporate	06.01.2026	09.01.2026	Clerk	Completed 19.01.2026

CC510/26 – RFO REPORT
The letter to the debtor was written and hand delivered by the Clerk. To date there has been no response

CC511/26 – BUDGET REPORT
The Precept increase was recommended to Full Council and accepted. Earmarked reserves to be discussed today (see point 8 on the agenda)

CC512/26 – MEETING SCHEDULE 2026-2027
The recommendation of the Committee to continue with 5:30 Planning meetings before 6:30 Corporate meetings, was ratified at Full Council on 19.01.2026

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RFO REPORT

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

n/a

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: 04/02/2026

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

2 February 2026 (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
622	05/01/2026			RBS Current Accou		Annual Membership	SLCC	Z	316.00		316.00
627	05/01/2026			RBS Current Accou		Domain Hosting Matlock.gov.uk	Square Chilli	S	110.00	22.00	132.00
631	07/01/2026			RBS Current Accou		CostCo Membership	CostCO	S	65.00	13.00	78.00
						Subtotal for Code:	Annual Subscriptions		£491.00	£35.00	£526.00

Code Number 20 Insurance and solicitors fees

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
565	02/12/2025			RBS Current Accou		legal services	Lovedays Solicitors	S	650.00	130.00	780.00
618	31/12/2025			RBS Current Accou		legal services	Lovedays Solicitors	S	900.00	180.00	1,080.00
						Subtotal for Code:	Insurance and solicitors fees		£1,550.00	£310.00	£1,860.00

Code Number 21 Bank Charges

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
571	05/12/2025			RBS Current Accou		Bank Charges	RBS	Z	51.66		51.66
626	31/12/2025			Unity Current Acco		Bank Charges	Unity Trust Bank	Z	6.15		6.15
687	05/01/2026			RBS Current Accou		Bank Charges	RBS	Z	46.84		46.84
688	31/01/2026			Unity Current Acco		Bank Charges	Unity Trust Bank	Z	6.30		6.30
						Subtotal for Code:	Bank Charges		£110.95		£110.95

Code Number 22 Office Expenses incl IT contracts

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
553	01/12/2025			RBS Current Accou		Office phones	Zen systems	S	148.00	29.60	177.60
573	10/12/2025			RBS Current Accou		Stationery	Banner Business Solutions Ltd T/A Co	S	88.03	17.61	105.64
580	10/12/2025	2025-2026/176		RBS Current Accou		Stationery Supplies	Gompels Ltd	S	11.45	2.29	13.74
611	30/12/2025			RBS Current Accou		Office phones	Zen systems	S	148.00	29.60	177.60
621	05/01/2026			RBS Current Accou		Server, Cloud and Email	SIA Ltd	S	426.00	85.20	511.20
633	12/01/2026			RBS Current Accou		Printer rental charge	Canon	S	68.87	13.77	82.64
634	12/01/2026			RBS Current Accou		Printer usage	Canon	S	63.94	12.79	76.73
646	19/01/2026	IEN202506229		RBS Current Accou		Acrobat standard subscription	Adobe Systems Software	S	10.95	2.19	13.14
647	19/01/2026	IEN202506855		RBS Current Accou		Acrobat standard subscription	Adobe Systems Software	S	10.95	2.19	13.14
648	19/01/2026	IEN202600329		RBS Current Accou		Acrobat standard subscription	Adobe Systems Software	S	10.95	2.19	13.14
672	26/01/2026			RBS Current Accou		Server, Cloud and Email	SIA Ltd	S	426.00	85.20	511.20
681	30/01/2026			RBS Current Accou		Office phones	Zen systems	S	148.00	29.60	177.60
						Subtotal for Code:	Office Expenses incl IT contract		£1,561.14	£312.23	£1,873.37

Code Number 23 Mayors Allowance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
651	21/01/2026			RBS Current Accou		bingo ticket sheet	Amazon Payments UK Ltd	S	15.32	3.06	18.38
668	23/01/2026			RBS Current Accou		event license bingo	Derbyshire Dales DC	Z	21.00		21.00
						Subtotal for Code:	Mayors Allowance		£36.32	£3.06	£39.38

Created by Scribe

Matlock Town Council

2 February 2026 (2025-2026)

Listing of Payments in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

Code Number 24 Conferences & Training

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
630	17/12/2025			RBS Current Accou		Climate change training	SLCC	S	38.50	7.70	46.20
676	27/01/2026			RBS Current Accou		partial refund of cilca cost	SLCC	Z	-315.00		-315.00
						Subtotal for Code:	Conferences & Training		£-276.50	£7.70	£-268.80

Code Number 44 Personal Protective Equipment

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
558	01/12/2025	4819483		RBS Current Accou		high vis coats	William Twigg (Matlock) Ltd	S	22.50	4.50	27.00
559	01/12/2025	4819496		RBS Current Accou		high vis coats	William Twigg (Matlock) Ltd	S	46.00	9.20	55.20
560	01/12/2025	4819513		RBS Current Accou		high vis coats	William Twigg (Matlock) Ltd	S	23.00	4.60	27.60
680	29/01/2026	4827134		RBS Current Accou		Boots	William Twigg (Matlock) Ltd	S	62.96	12.59	75.55
						Subtotal for Code:	Personal Protective Equipment		£154.46	£30.89	£185.35

Code Number 87 HR administration fees

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
625	19/12/2025			Unity Current Acco		HR Payment	Castle Associates	S	88.00	17.60	105.60
683	19/01/2026			Unity Current Acco		HR Payment	Castle Associates	S	88.00	17.60	105.60
						Subtotal for Code:	HR administration fees		£176.00	£35.20	£211.20

Code Number 88 Mileage payments

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
636	13/01/2026	2025-2026/177		RBS Current Accou		Mileage	Fuel	Z	237.15		237.15
						Subtotal for Code:	Mileage payments		£237.15		£237.15
						Subtotal for Cost Centre:	ADMINISTRATION COSTS		4,040.52	734.08	4,774.60

Cost Centre EVENT COSTS

Code Number 37 Remembrance & Poppy Appeal

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
577	10/12/2025			RBS Current Accou		Traffic Management	Peak 4x4 Response	Z	100.00		100.00
						Subtotal for Code:	Remembrance & Poppy Appeal		£100.00		£100.00

Code Number 39 Christmas Event expenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
572	09/12/2025			RBS Current Accou		music for christmas parade	Fonassys	Z	50.00		50.00
577	10/12/2025			RBS Current Accou		Traffic Management	Peak 4x4 Response	Z	226.90		226.90
579	10/12/2025			RBS Current Accou		Jugs	Amazon Payments UK Ltd	S	47.48	9.48	56.96
580	10/12/2025	2025-2026/176		RBS Current Accou		Stationery Supplies	Gompels Ltd	S	35.30	7.06	42.36
581	10/12/2025			RBS Current Accou		Charitable Donation	Macmillan Cancer Support	Z	50.00		50.00
615	29/12/2025			RBS Current Accou		food and utensils for christmas day	Sainsburys	S	13.12	2.63	15.75
616	29/12/2025			RBS Current Accou		food and utensils for christmas day	Bookers	S	31.47	6.29	37.76
617	05/01/2026			RBS Current Accou		food and utensils for christmas day	Tesco	S	16.21	3.24	19.45
620	05/01/2026			RBS Current Accou		taxi for christmas day	Cross Dales Taxis	Z	60.00		60.00

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

2 February 2026 (2025-2026)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
629	24/12/2025			RBS Current Accou		food and utensils for christmas day	Bookers	S	59.24	11.85	71.09
629	24/12/2025			RBS Current Accou		food and utensils for christmas day	Bookers	Z	86.34		86.34
632	08/01/2026			RBS Current Accou		music for christmas parade	JB Croft Music	Z	50.00		50.00
						Subtotal for Code:	Christmas Event expenses		£726.06	£40.55	£766.61

Code Number 40 Christmas Lights and tree costs

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
556	01/12/2025			RBS Current Accou		Repairs to Christmas Lights & Installatic	JKE Ltd	S	8,500.00	1,700.00	10,200.00
619	05/01/2026			RBS Current Accou		Cherry Picker Hire	Eagle platforms & training ltd	S	762.50	152.50	915.00
638	16/01/2026			RBS Current Accou		Removal of Christmas Lights, festoon a	JKE Ltd	S	8,950.00	1,790.00	10,740.00
674	29/01/2026	2025-2026/177		RBS Current Accou		heavy duty tubs for xmas lights	B & Q	S	125.00	25.00	150.00
						Subtotal for Code:	Christmas Lights and tree costs		£18,337.50	£3,667.50	£22,005.00
						Subtotal for Cost Centre:	EVENT COSTS		19,163.56	3,708.05	22,871.61

Cost Centre EXTERNAL FUNDING COSTS

Code Number 128 Blend youth project

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
578	10/12/2025			RBS Current Accou		youth work	Blend youth project	Z	2,499.00		2,499.00
						Subtotal for Code:	Blend youth project		£2,499.00		£2,499.00
						Subtotal for Cost Centre:	EXTERNAL FUNDING COSTS		2,499.00		2,499.00

Cost Centre OPERATING COSTS & GRANTS

Code Number 12 Imperial Rooms Maintenance

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
580	10/12/2025	2025-2026/176		RBS Current Accou		Stationery Supplies	Gompels Ltd	S	33.46	6.69	40.15
614	31/12/2025			RBS Current Accou		toilet maintenance - imperial rooms	PHS Group plc	S	303.05	60.61	363.66
637	14/01/2026			RBS Current Accou		Soap dispenser	Gompels Ltd	S	64.35	12.87	77.22
673	28/01/2026			RBS Current Accou		pat tester	Pass Ltd	S	239.00	47.80	286.80
678	29/01/2026	4826973		RBS Current Accou		batteries for clock	William Twigg (Matlock) Ltd	S	9.98	2.00	11.98
						Subtotal for Code:	Imperial Rooms Maintenance		£649.84	£129.97	£779.81

Code Number 13 Imperial Rooms services

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
561	01/12/2025			RBS Current Accou		annual fire extinguisher inspection	Hollinsend Fire Safety Ltd	S	444.10	88.82	532.92
						Subtotal for Code:	Imperial Rooms services		£444.10	£88.82	£532.92

Code Number 14 Licenses

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
677	29/01/2026			RBS Current Accou		Civil marriage & partnership licence	Derbyshire County Council	Z	1,800.00		1,800.00
						Subtotal for Code:	Licenses		£1,800.00		£1,800.00

Code Number 122 imperial rooms utilities

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
569	05/12/2025			RBS Current Accou		Internet	Zen Internet Ltd	S	47.15	9.43	56.58
570	05/12/2025			RBS Current Accou		Internet	Zen Internet Ltd	S			
604	18/12/2025			RBS Current Accou		Alarm telephone line	Juno Telecoms Ltd	S	12.00	2.40	14.40
607	22/12/2025			RBS Current Accou		Electric - Imperial Rooms	Ecotricity	S	435.42	87.08	522.50
608	22/12/2025			RBS Current Accou		Gas - Imperial Rooms	Ecotricity	S	919.34	183.87	1,103.21
612	05/01/2026			RBS Current Accou		Internet	Zen Internet Ltd	S	47.15	9.43	56.58
613	31/12/2025			RBS Current Accou		Water - Imperial Rooms	Waterplus	Z	154.92		154.92
623	05/01/2026			RBS Current Accou		Empty recycling bins	Panda (Previously Bagnall & Morris W	S	15.00	3.00	18.00
628	05/01/2026			RBS Current Accou		Empty recycling bins	Panda (Previously Bagnall & Morris W	S	15.00	3.00	18.00
664	20/01/2026			RBS Current Accou		Electric - Imperial Rooms	Ecotricity	S	443.14	88.63	531.77
665	20/01/2026			RBS Current Accou		Gas - Imperial Rooms	Ecotricity	S	1,039.06	207.81	1,246.87
666	22/01/2026			RBS Current Accou		Alarm telephone line	Juno Telecoms Ltd	S	12.00	2.40	14.40
670	26/01/2026			RBS Current Accou		Water - Imperial Rooms	Waterplus	Z	159.95		159.95
							Subtotal for Code: imperial rooms utilities		£3,300.13	£597.05	£3,897.18

Code Number 127 Electric for xmas lights

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
583	15/12/2025			RBS Current Accou		Electric-GD7P3AQ4Q	Smartest Energy	L	59.18	2.96	62.14
584	15/12/2025			RBS Current Accou		Electric-GD7PXV4WU	Smartest Energy	L	88.29	4.41	92.70
585	15/12/2025			RBS Current Accou		Electric-GEJ9UNU8G	Smartest Energy	L	89.50	4.48	93.98
586	15/12/2025			RBS Current Accou		Electric-GGP5W2BKW	Smartest Energy	L	53.92	2.70	56.62
587	15/12/2025			RBS Current Accou		Electric-GGP65KTUL	Smartest Energy	L	54.15	2.71	56.86
589	16/12/2025			RBS Current Accou		Electric - 2 Adj Market Hall	EON Next LTD	L	18.00	0.90	18.90
590	16/12/2025			RBS Current Accou		Electric - Adj Market Hall	EON Next LTD	L	6.00	0.30	6.30
591	16/12/2025			RBS Current Accou		Electric - 1 Firs Parade	EON Next LTD	L	7.00	0.35	7.35
592	16/12/2025			RBS Current Accou		Electric - 94 Dale Road	EON Next LTD	L	19.00	0.95	19.95
641	19/01/2026			RBS Current Accou		Electric-GD7P3AQ4Q	Smartest Energy	L	85.99	4.30	90.29
642	19/01/2026			RBS Current Accou		Electric-GEJ9UNU8G	Smartest Energy	L	73.64	3.68	77.32
643	19/01/2026			RBS Current Accou		Electric-GGP5W2BKW	Smartest Energy	L	60.10	3.00	63.10
644	19/01/2026			RBS Current Accou		Electric-GGP65KTUL	Smartest Energy	L	68.12	3.41	71.53
645	19/01/2026			RBS Current Accou		Electric-GD7PXV4WU	Smartest Energy	L	58.85	2.94	61.79
671	26/01/2026			RBS Current Accou		Electric - 8 Causeway Lane	EON Next LTD	L	21.00	1.05	22.05
							Subtotal for Code: Electric for xmas lights		£762.74	£38.14	£800.88
							Subtotal for Cost Centre: OPERATING COSTS & GRANT		6,956.81	853.98	7,810.79

Cost Centre OUTDOOR ACTIVITES COSTS

Code Number 31 Vehicle costs

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
588	16/12/2025			RBS Current Accou		Fuel for Van	Fuel Genie	S	161.98	32.39	194.37
609	29/12/2025			RBS Current Accou		Van Lease	Ford Lease	S	261.70	52.34	314.04
669	26/01/2026			RBS Current Accou		Van Lease	Ford Lease	S	261.70	52.34	314.04

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

2 February 2026 (2025-2026)

							Subtotal for Code: Vehicle costs		£685.38	£137.07	£822.45

Code Number 32 Allotments (water&other expenses)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
554	01/12/2025			RBS Current Accou		Allotment Water	Waterplus	S	27.37	5.47	32.84
639	16/01/2026			RBS Current Accou		Allotment Water	Waterplus	S	562.07	112.41	674.48
675	29/01/2026			RBS Current Accou		Allotment Water	Waterplus	S	10.99	2.20	13.19
							Subtotal for Code: Allotments (water&other expens		£600.43	£120.08	£720.51

Code Number 35 Groundwork Five Counties

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
624	05/01/2026			RBS Current Accou		Quarters 3 Service Level Agreement	Groundwork Five Counties	S	3,000.00	600.00	3,600.00
							Subtotal for Code: Groundwork Five Counties		£3,000.00	£600.00	£3,600.00

Code Number 69 Public Conveniences

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
562	02/12/2025			RBS Current Accou		Cleaning Toilets	Bubble n Shine	Z	934.50		934.50
							Subtotal for Code: Public Conveniences		£934.50		£934.50

Code Number 124 Equipment and materials

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
555	01/12/2025			RBS Current Accou		Outdoor equipment	Russells Ltd	S	37.65	7.54	45.19
557	01/12/2025	481039		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	2.87	0.57	3.44
574	10/12/2025	4820756		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	18.39	3.68	22.07
575	10/12/2025	4820590		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	26.68	5.34	32.02
576	10/12/2025	4820588		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	34.70	6.94	41.64
605	18/12/2025	189663		RBS Current Accou		Outdoor Materials	William Twigg (Matlock) Ltd	S	68.54	13.70	82.24
606	18/12/2025	189394		RBS Current Accou		Outdoor Materials	William Twigg (Matlock) Ltd	S	126.00	25.20	151.20
649	19/01/2026	4824954		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	42.29	8.46	50.75
650	19/01/2026	4825067		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	18.00	3.60	21.60
663	21/01/2026	4826325		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	505.02	101.00	606.02
679	29/01/2026	4827134		RBS Current Accou		Outdoor equipment	William Twigg (Matlock) Ltd	S	38.39	7.68	46.07
							Subtotal for Code: Equipment and materials		£918.53	£183.71	£1,102.24

Code Number 133 Grit bins

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
582	12/12/2025			RBS Current Accou		Grit for grit bins	Salisbury & Wood Ltd	S	41.50	8.30	49.80
635	12/01/2026			RBS Current Accou		Grit for grit bins	Salisbury & Wood Ltd	S	79.00	15.80	94.80
							Subtotal for Code: Grit bins		£120.50	£24.10	£144.60
							Subtotal for Cost Centre: OUTDOOR ACTIVITES COSTS		6,259.34	1,064.96	7,324.30

Cost Centre STAFF COSTS

Code Number 41 Salaries

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
593	22/12/2025			RBS Current Accou		Salaries	Employee 2	Z	811.32		811.32
594	22/12/2025			RBS Current Accou		Salaries	Employee 12	Z	1,413.05		1,413.05
595	22/12/2025			RBS Current Accou		Salaries	Employee 17	Z	1,796.46		1,796.46
596	22/12/2025			RBS Current Accou		Salaries	Employee 18	Z	1,451.23		1,451.23
597	22/12/2025			RBS Current Accou		Salaries	Employee 20	Z	710.51		710.51
598	22/12/2025			RBS Current Accou		Salaries	Employee 22	Z	1,925.00		1,925.00
599	22/12/2025			RBS Current Accou		Salaries	Employee 301087	Z	269.30		269.30
600	22/12/2025			RBS Current Accou		Salaries	Employee 301088	Z	177.75		177.75
601	22/12/2025			RBS Current Accou		Salaries	Employee 301091	Z	2,473.03		2,473.03
602	22/12/2025			RBS Current Accou		Salaries	Employee 301094	Z	857.39		857.39
603	22/12/2025			RBS Current Accou		Salaries	Employee 301095	Z	1,951.60		1,951.60
652	23/01/2026			RBS Current Accou		Salaries	Employee 2	Z	789.72		789.72
653	23/01/2026			RBS Current Accou		Salaries	Employee 12	Z	1,413.05		1,413.05
654	23/01/2026			RBS Current Accou		Salaries	Employee 17	Z	1,796.66		1,796.66
655	23/01/2026			RBS Current Accou		Salaries	Employee 18	Z	1,451.03		1,451.03
656	23/01/2026			RBS Current Accou		Salaries	Employee 20	Z	797.11		797.11
657	23/01/2026			RBS Current Accou		Salaries	Employee 22	Z	1,924.80		1,924.80
658	23/01/2026			RBS Current Accou		Salaries	Employee 301087	Z	202.05		202.05
659	23/01/2026			RBS Current Accou		Salaries	Employee 301088	Z	91.59		91.59
660	23/01/2026			RBS Current Accou		Salaries	Employee 301091	Z	2,473.03		2,473.03
661	23/01/2026			RBS Current Accou		Salaries	Employee 301094	Z	857.39		857.39
662	23/01/2026			RBS Current Accou		Salaries	Employee 301095	Z	1,951.80		1,951.80
							Subtotal for Code: Salaries		£27,584.87		£27,584.87

Code Number 42 Taxes & National Insurance EE & ER

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
610	29/12/2025			RBS Current Accou		Taxes and NI	HMRC	Z	4,361.63		4,361.63
667	23/01/2026			RBS Current Accou		Taxes and NI	HMRC	Z	4,342.13		4,342.13
							Subtotal for Code: Taxes & National Insurance EE		£8,703.76		£8,703.76

Code Number 43 Employer's Pension Contribution

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
567	04/12/2025			RBS Current Accou		Pensions	Derbyshire CC Pension	Z	4,365.40		4,365.40
568	17/12/2025			RBS Current Accou		Pensions	Derbyshire CC Pension	Z	4,365.40		4,365.40
640	19/01/2026			RBS Current Accou		Pensions	Derbyshire CC Pension	Z	4,362.80		4,362.80
							Subtotal for Code: Employer's Pension Contributio		£13,093.60		£13,093.60

Code Number 131 occupational health

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
566	03/12/2025			RBS Current Accou		Occupational Health report	Derbyshire County Council	Z	105.00		105.00
							Subtotal for Code: occupational health		£105.00		£105.00
							Subtotal for Cost Centre: STAFF COSTS		49,487.23		49,487.23

Matlock Town Council

Listing of Payments in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

TOTALS	**£88,406.46**	**£6,361.07**	**£94,767.53**

Matlock Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

2 February 2026 (2025-2026)

Cost Centre **ADMINISTRATION RECEIPTS**

Code Number **4 Bank Interest & Shares**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
428	18/12/2025			RBS Current Accou		Shares	Shell PLC	Z	40.28		40.28
439	31/12/2025			RBS Special Intere		Bank Interest	RBS	Z	121.70		121.70
440	31/12/2025			Unity Deposit Acco		Bank Interest	Unity Trust Bank	Z	479.15		479.15
441	17/12/2025			Unity Current Acco		compensation for problems with unity	Unity Trust Bank	Z	75.00		75.00
462	13/01/2026			RBS Current Accou		Shares	National Grid	Z	16.52		16.52
479	30/01/2026			RBS Special Intere		Bank Interest	RBS	Z	47.13		47.13
						Subtotal for Code:	Bank Interest & Shares		£779.78		£779.78

Code Number **46 Mayors Charity Income**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
397	04/12/2025	2025-2026/167		RBS Current Accou		Charity collection boxes	Mayors Account	Z	37.79		37.79
456	19/01/2026	2025-2026/172		RBS Current Accou		donation from xmas tombola earnings	Mayors Account	Z	95.00		95.00
						Subtotal for Code:	Mayors Charity Income		£132.79		£132.79

Code Number **56 VAT Reclaim**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
447	12/01/2026			RBS Current Accou		VAT reclaim	HMRC	R		6,489.22	6,489.22
						Subtotal for Code:	VAT Reclaim			£6,489.22	£6,489.22
						Subtotal for Cost Centre:	ADMINISTRATION RECEIPTS		912.57	6,489.22	7,401.79

Cost Centre **COMMUNITY RECEIPTS**

Code Number **2 Imperial Rooms Sales**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
295	04/12/2025	2025-2026/158		RBS Current Accou		Room Hire	Christian Coffee	Z	55.00		55.00
378	01/12/2025	2025-2026/163		RBS Current Accou		Room Hire	Zumba	Z	88.00		88.00
379	01/12/2025	2025-2026/161		RBS Current Accou		Room Hire	Thrive Tribe	Z	72.00		72.00
380	01/12/2025	2025-2026/163		RBS Current Accou		Room Hire	High Tor Players	Z	660.00		660.00
381	01/12/2025	2025-2026/164		RBS Current Accou		Room Hire	Pilates	Z	172.00		172.00
385	04/12/2025	2025-2026/166		RBS Current Accou		Room Hire	Antiques and collectables	Z	36.00		36.00
387	04/12/2025	2025-2026/152		RBS Current Accou		Room Hire	Stamps	Z	36.00		36.00
388	04/12/2025	2025-2026/155		RBS Current Accou		Room Hire	Stamps	Z	36.00		36.00
389	04/12/2025	2025-2026/158		RBS Current Accou		Room Hire	Stamps	Z	36.00		36.00
390	04/12/2025	2025-2026/158		RBS Current Accou		Room Hire	Salsa Club	Z	121.00		121.00
391	04/12/2025	2025-2026/165		RBS Current Accou		Room Hire	Christian Coffee	Z	55.00		55.00
392	04/12/2025	2025-2026/166		RBS Current Accou		Room Hire	Dance Class	Z	18.00		18.00
394	04/12/2025	2025-2026/154		RBS Current Accou		Room Hire	Matlock Needlecraft Group	Z	176.00		176.00
394	04/12/2025	2025-2026/154		RBS Current Accou		Room Hire	Matlock Needlecraft Group	Z	220.00		220.00
394	04/12/2025	2025-2026/154		RBS Current Accou		Room Hire	Matlock Needlecraft Group	Z	152.00		152.00

Matlock Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

395	04/12/2025	2025-2026/163	RBS Current Accou	Room Hire	Hard of Hearing	Z	45.00	45.00
396	04/12/2025	2025-2026/167	RBS Current Accou	Room Hire	Hard of Hearing	Z	55.00	55.00
398	04/12/2025	2025-2026/166	RBS Current Accou	Room Hire	Band Rehearsal	Z	36.00	36.00
402	05/12/2025	2025-2026/164	RBS Current Accou	Room Hire	Matlock Tuneless Choir	Z	230.00	230.00
403	04/12/2025	2025-2026/164	RBS Current Accou	Room Hire	Derbyshire Dales CVS	Z	54.00	54.00
404	05/12/2025	2025-2026/165	RBS Current Accou	Room Hire	Matlock Community Land Trust	Z	70.00	70.00
406	05/12/2025	2025-2026/157	RBS Current Accou	Room Hire	Storytelling Cafe	Z	81.00	81.00
407	05/12/2025	2025-2026/165	RBS Current Accou	Room Hire	Storytelling Cafe	X	81.00	81.00
408	05/12/2025	2025-2026/164	RBS Current Accou	Room Hire	Derbyshire Domestic Abuse Partnersh	Z	252.00	252.00
410	08/12/2025	2025-2026/165	RBS Current Accou	Room Hire	Lloyds Community Banker	Z	308.00	308.00
411	08/12/2025	2025-2026/169	RBS Current Accou	Room Hire	Camera Club	Z	54.00	54.00
412	09/12/2025	2025-2026/169	RBS Current Accou	Room Hire	Shakespear Workshop	Z	105.00	105.00
413	09/12/2025	2025-2026/165	RBS Current Accou	Room Hire	Monday Pilates	Z	44.00	44.00
414	10/12/2025	2025-2026/168	RBS Current Accou	Room Hire	Matlock Community Choir	Z	36.00	36.00
415	10/12/2025	2024-2025/120	RBS Current Accou	Room Hire	Cheerleading	E	20.00	20.00
416	10/12/2025	2024-2025/123	RBS Current Accou	Room Hire	Cheerleading	E	30.00	30.00
417	10/12/2025	2025-2026/169	RBS Current Accou	Room Hire	Liberal Democrats	Z	84.00	84.00
418	11/12/2025	2025-2026/166	RBS Current Accou	Room Hire	HM Government C/O Calder Conferer	Z	36.00	36.00
419	12/12/2025	2025-2026/170	RBS Current Accou	Room Hire	High Tor Players	Z	99.00	99.00
420	15/12/2025	2025-2026/164	RBS Current Accou	Room Hire	Rethink Mental Health	Z	132.00	132.00
421	16/12/2025	2025-2026/167	RBS Current Accou	Room Hire	Zumba	Z	66.00	66.00
422	16/12/2025	2025-2026/155	RBS Current Accou	Room Hire	Card Factory	Z	153.00	153.00
423	17/12/2025	2025-2026/168	RBS Current Accou	Room Hire	Matlock Tuneless Choir	Z	172.50	172.50
424	17/12/2025	2025-2026/167	RBS Current Accou	Room Hire	Ukraine Drop In	Z	105.00	105.00
425	17/12/2025	2025-2026/135	RBS Current Accou	Room Hire	Derbyshire County Council - Live Life	Z	216.00	216.00
426	18/12/2025	2025-2026/168	RBS Current Accou	Room Hire	Lloyds Community Banker	Z	324.00	324.00
427	18/12/2025	2025-2026/169	RBS Current Accou	Room Hire	Timberline Dance	Z	231.00	231.00
429	19/12/2025	2025-2026/168	RBS Current Accou	Room Hire	Pilates	Z	132.00	132.00
430	19/12/2025	2025-2026/169	RBS Current Accou	Room Hire	Derbyshire Domestic Abuse Partnersh	Z	189.00	189.00
431	23/12/2025	2025-2026/164	RBS Current Accou	Room Hire	Platform Housing Limited	Z	156.00	156.00
432	24/12/2025	2025-2026/135	RBS Current Accou	Room Hire	Derbyshire County Council - Live Life	Z	360.00	360.00
433	24/12/2025	2025-2026/135	RBS Current Accou	Room Hire	Derbyshire County Council - Live Life	Z	288.00	288.00
434	29/12/2025	2025-2026/170	RBS Current Accou	Room Hire	Severn Trent Water	Z	45.00	45.00
435	30/12/2025	2025-2026/169	RBS Current Accou	Room Hire	Band Rehearsal	Z	72.00	72.00
436	02/01/2026	2025-2026/161	RBS Current Accou	Room Hire	Matlock Cycling Club	Z	90.00	90.00
437	02/01/2026	2025-2026/168	RBS Current Accou	Room Hire	Tai-Chi Extended hours	Z	11.00	11.00
438	02/01/2026	2025-2026/165	RBS Current Accou	Room Hire	Tai-Chi Extended hours	Z	33.00	33.00
442	06/01/2026	2024-2025/123	RBS Current Accou	Room Hire	Cheerleading	E	150.00	150.00
443	07/01/2026	2025-2026/169	RBS Current Accou	Room Hire	Cycling Club	Z	66.00	66.00
445	12/01/2026	2025-2026/167	RBS Current Accou	Room Hire	Monday Pilates	Z	66.00	66.00

Matlock Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
446	12/01/2026	2025-2026/170		RBS Current Accou		Room Hire	Sound Healing	Z	70.00		70.00
448	15/01/2026	2025-2026/172		RBS Current Accou		Room Hire	High Tor Players	Z	45.00		45.00
449	15/01/2026	2025-2026/171		RBS Current Accou		Room Hire	Cycling Club	Z	33.00		33.00
452	19/01/2026	2025-2026/165		RBS Current Accou		Room Hire	Stamps	Z	36.00		36.00
453	19/01/2026	2025-2026/169		RBS Current Accou		Room Hire	Stamps	Z	36.00		36.00
454	19/01/2026	2025-2026/169		RBS Current Accou		Room Hire	Antiques and collectables	Z	36.00		36.00
455	19/01/2026	2025-2026/167		RBS Current Accou		Room Hire	Derbyshire Dales Labour Party	Z	36.00		36.00
457	19/01/2026	2025-2026/166		RBS Current Accou		Room Hire	Salsa Club	Z	99.00		99.00
458	19/01/2026	2025-2026/168		RBS Current Accou		Room Hire	Christian Coffee	Z	77.00		77.00
459	19/01/2026	2025-2026/170		RBS Current Accou		Room Hire	Salsa Club	Z	99.00		99.00
460	19/01/2026	2025-2026/172		RBS Current Accou		Room Hire	Christian Coffee	Z	55.00		55.00
461	19/01/2026	2025-2026/172		RBS Current Accou		Room Hire	Stamps	Z	36.00		36.00
463	19/01/2026	2025-2026/168		RBS Current Accou		Room Hire	Rethink Mental Health	Z	99.00		99.00
464	21/01/2026	2025-2026/172		RBS Current Accou		Room Hire	Ginny Kennish	Z	210.00		210.00
465	23/01/2026	2025-2026/173		RBS Current Accou		Room Hire	High Tor Players	Z	36.00		36.00
466	23/01/2026	2025-2026/170		RBS Current Accou		Room Hire	Matlock Community Choir	Z	81.00		81.00
467	26/01/2026	2025-2026/173		RBS Current Accou		Room Hire	High Tor Players	Z	36.00		36.00
468	29/01/2026	2025-2026/173		RBS Current Accou		Room Hire	White Light Events	Z	756.00		756.00
469	28/01/2026	2025-2026/170		RBS Current Accou		Room Hire	Zumba	Z	88.00		88.00
470	30/01/2026	2025-2026/171		RBS Current Accou		Room Hire	Lloyds Community Banker	Z	432.00		432.00
471	30/01/2026	2025-2026/167		RBS Current Accou		Room Hire	Rockside Hall Management Ltd	Z	70.00		70.00
472	30/01/2026	2025-2026/171		RBS Current Accou		Room Hire	Matlock Tuneless Choir	Z	230.00		230.00
473	30/01/2026	2025-2026/164		RBS Current Accou		Room Hire	Camera Club	Z	54.00		54.00
474	30/01/2026	2025-2026/172		RBS Current Accou		Room Hire	Camera Club	Z	54.00		54.00
475	30/01/2026	2025-2026/170		RBS Current Accou		Room Hire	Monday Pilates	Z	88.00		88.00
476	30/01/2026	2025-2026/170		RBS Current Accou		Room Hire	Pilates	Z	181.00		181.00
477	30/01/2026	2025-2026/171		RBS Current Accou		Room Hire	Tai-Chi Extended hours	Z	33.00		33.00
						Subtotal for Code:	Imperial Rooms Sales		£9,816.50		£9,816.50

Code Number **52 Equipment Hire**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
405	09/12/2025	2025-2026/168		RBS Current Accou		Room Hire	U3A	Z			
444	09/01/2026	2025-2026/168		RBS Current Accou		Room Hire	U3A	Z	105.00		105.00
						Subtotal for Code:	Equipment Hire		£105.00		£105.00
						Subtotal for Cost Centre:	COMMUNITY RECEIPTS		9,921.50		9,921.50

Cost Centre **EVENT RECEIPTS**

Code Number **51 Other Event Receipts**

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
451	19/01/2026	2025-2026/161		RBS Current Accou		Wreath - Remembrance Day	Army cadets	Z	20.00		20.00
						Subtotal for Code:	Other Event Receipts		£20.00		£20.00

Matlock Town Council

Listing of Receipts in each Code for All Cost Centres

(Between 01-12-2025 and 31-01-2026)

Code Number 89 Christmas tree purchase

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
383	04/12/2025	2025-2026/162		RBS Current Accou		christmas tree	Costa Coffee	Z	90.00		90.00
384	04/12/2025	2025-2026/162		RBS Current Accou		christmas tree	Peak Pharmacy	Z	50.00		50.00
386	04/12/2025	2025-2026/165		RBS Current Accou		christmas tree	Springmount Dental	Z	90.00		90.00
393	04/12/2025	2025-2026/167		RBS Current Accou		christmas tree	Sewing Corner	Z	50.00		50.00
450	19/01/2026	2025-2026/163		RBS Current Accou		christmas tree	Leon Barbers	Z	50.00		50.00
							Subtotal for Code: Christmas tree purchase		£330.00		£330.00
							Subtotal for Cost Centre: EVENT RECEIPTS		350.00		350.00

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
409	05/12/2025	2025-2026/166		RBS Current Accou		Bracket	Grave Expectations	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 ACTIVITIES RECEIPTS

Code Number 7 Allotment rents

Vchr.	Date	Invoice No	Minute	Bank	Cheq. No.	Description	Supplier	Vat Type	Net	Vat	Total
399	04/12/2025	2025-2026/138		RBS Current Accou		Allotment Rent	S Bartlett (Plot 37a)	E	30.00		30.00
							Subtotal for Code: Allotment rents		£30.00		£30.00
							Subtotal for Cost Centre: OUTDOOR ACTIVITIES RECEI		30.00		30.00
							TOTALS		**£11,294.07**	**£6,489.22**	**£17,783.29**

9 February 2026 (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	PART PAID	0	922.50
1,500	23/07/2025		Lucille Parsisson	Wedding Ceremony	PART PAID	0	175.00
1,536	05/09/2025		Abigail Crowder	Wedding & Reception	PART PAID	0	900.00
1,676	04/12/2025		Storytelling Cafe	Room Hire	OUTSTANDING	0	81.00
1,682	08/12/2025		Alzheimer's Group	Room Hire	OUTSTANDING	0	33.00
1,687	08/12/2025		Matlock Needlecraft Gı	Room Hire	OUTSTANDING	0	288.00
1,697	08/12/2025		Platform Housing Limit	Room Hire	OUTSTANDING	0	122.00
1,701	12/12/2025		Labour Party	Room Hire	OUTSTANDING	0	49.50
1,715	18/12/2025		Platform Housing Limit	Room Hire	OUTSTANDING	0	122.00
1,716	18/12/2025		Thrive Tribe	Room Hire	OUTSTANDING	0	72.00
1,723	12/01/2026		Derbyshire Dales Labo	Room Hire	OUTSTANDING	0	36.00
1,725	16/01/2026		DCC Family Services	Room Hire	OUTSTANDING	0	126.00
1,726	16/01/2026		Jobcentre Plus - DWP	Room Hire	OUTSTANDING	0	77.00
						Total	3,004

8

RESERVES REPORT

PURPOSE OF REPORT

To highlight exactly what reserves are for and to explain the difference between general reserves and earmarked reserves.

BACKGROUND

This report was requested at the last corporate meeting

SUMMARY

1. What are General Reserves, and how much should councils typically hold in them?

Answer: General reserves are funds held by councils to cover unforeseen expenses or cash flow issues. According to the JPAG Practitioners Guide, councils should maintain a general reserve between 3 to 12 months of their net revenue expenditure, depending on the size and nature of the council. Smaller councils may hold a higher proportion due to less predictable expenses, while larger councils may hold less relative to their total budget, as they may have steadier revenue and expenditures.

2. What are Earmarked Reserves, and how should they be used?

Answer: Earmarked reserves are funds set aside for specific projects or anticipated future expenses (e.g., replacing playground equipment, traffic calming measures, or election costs). Unlike general reserves, earmarked reserves have no upper limit and are not intended for general, unpredictable expenses. However, councils should periodically review earmarked reserves to ensure they remain relevant and sufficient for their designated purpose.

3. Can Earmarked Reserves be carried over to the next financial year if the project is delayed?

Answer: Yes, earmarked reserves can and should be carried over if a project has not been completed within the financial year. Councils should continue holding these funds as an earmarked reserve until the project is finished. This avoids inflating the budget with unspent allocations year-to-year, maintaining transparency and continuity.

4. How do I calculate the impact of the precept on individual properties using Band D properties as a benchmark?

Answer: The precept per Band D property can be calculated by dividing the total precept by the number of Band D equivalent properties (a weighted figure provided by the billing authority). For example, if your total precept is £80,000 and your council area has 1,000 Band D properties, then the cost per Band D property would be £80.

The calculation per property:

- **Total Precept ÷ Band D Equivalent Properties = Precept per Band D Property**

5. How do councils build up earmarked reserves gradually?

Answer: To build up earmarked reserves for projects like playground upgrades or vehicle replacements, councils can allocate a portion of their budget each year. For example, if a playground upgrade is anticipated to cost £10,000 in five years, the council could earmark £2,000 each year. This gradual accumulation helps avoid large fluctuations in the budget and spreads the cost over multiple fiscal years.

6. If the council overspends and reserves are low, what actions should we take?

Answer: If reserves fall below the recommended level due to overspending, the council should consider:

- **Budget Adjustments:** Re-evaluate and reduce the upcoming year's expenditures where possible.
- **Precept Increase:** Increase the precept to replenish reserves gradually, avoiding significant shortfalls in future budgets.
- **Controlled Spending:** Delay or defer non-essential projects until reserves reach an acceptable level.

7. How should councils handle unexpected grant income in the budget?

Answer: If the council receives unexpected grant income:

- **Separate Tracking:** Track the income and related expenditures separately from the regular budget. This can be done through earmarked reserves or a dedicated project budget line.
- **Reserves Adjustment:** If the grant is for a project extending into future years, move any unspent funds into earmarked reserves at year-end, ensuring funds remain allocated to the project until completion.

8. Is it recommended to hold councillor allowances in an earmarked reserve?

Answer: Generally, councillor allowances are part of the regular annual budget since they are predictable, recurring expenses. However, if allowances may increase significantly following an election, councils could consider setting aside a portion of election reserves to cover potential allowance increases, especially if a higher number of councillors claim them.

9. Is it necessary to have a separate bank account for reserves?

Answer: No, councils do not need to open a separate bank account for reserves. However, councils should clearly categorise and record reserves in their financial documentation to differentiate between general reserves and earmarked reserves.

10. If the council's billing authority requires the precept submission by December, does this comply with regulations?

Answer: While most billing authorities require the precept by January, councils are ultimately subject to the deadlines set by their billing authority. However, if a December deadline is significantly earlier than usual, councils may wish to consult their county association to request a more lenient deadline that allows for proper budget review.

11. What should councils do if they have accumulated surplus funds beyond the recommended reserve levels?

Answer: Councils with surplus funds should consider:

- **Earmarking:** Designate funds for future projects, capital purchases, or asset replacements.
- **Reducing the Precept:** Temporarily reduce the precept if reserves are excessively high, especially if there is no clear planned expenditure.

12. How should one-off grants or uncertain income be treated in the budget?

Answer: If one-off grants are uncertain:

- **Do Not Budget Until Confirmed:** Avoid including them in the main budget until funding is guaranteed.
- **Earmarked Reserves for Match Funding:** If the grant requires match funding, place only the council's portion in earmarked reserves, releasing it if the grant is awarded.

13. Can we create a reserve fund specifically for building maintenance on old structures?

Answer: Yes, councils can set up earmarked reserves for anticipated repairs on aging buildings. This fund helps cover periodic major repairs, while general, minor repairs could remain within the annual maintenance budget.

14. What options are available if the council must reduce costs due to high inflation?

Answer: Cost-reduction strategies could include:

- **Energy-Saving Measures:** Implement energy-saving initiatives in council buildings.
- **Supplier Reviews:** Re-evaluate supplier contracts and seek fixed-price arrangements.
- **Delay Non-Essential Projects:** Postpone projects that are not immediately necessary until financial conditions improve.

15. How should councils prepare for potential fluctuations in future precept requirements?

Answer: Councils should aim for a steady, incremental precept increase each year, reflecting inflation and planned projects. Large, sudden increases are harder to justify and manage, so councils should aim to adjust precepts gradually to keep pace with expected expenditures.

RECOMMENDATION

At the end of the year, we have estimated that there will be around £115,000 left over to allocate into reserves. Best practice will be to move at least £105,000 into general reserves as councils are advised to always keep a minimum of 3 months expenditure in general reserves and our average monthly expenditure is £35,000 a month. Then we will have £10,000 to earmark for a new heating system for the rooms. I also recommend councillors give a think to what projects in the future we might want to earmark reserves for so we can come up with a plan as to where we would source the funds for them well in advance.

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: 03.02.2026

9

LOST PROPERTY PROCESS REPORT

INTRODUCTION

The purpose of this procedure is to establish a secure lost and found service for members of the public using the Imperial Rooms and all other Matlock Town Council property.

PROCEDURE

This procedure applies to all items found in or around the Imperial Rooms and property owned or managed by the Town Council.

PERSON LOSING OR FINDING AN ITEM:

All items that are either lost or found on Town Council property should be brought to the office of the Imperial Rooms.

ACTION BY MATLOCK TOWN COUNCIL STAFF:

Town Council staff will log the item in the Lost and Found book held in the main office of the Imperial Rooms.
The following information will be recorded:

- A brief description of the item
- The date on which it was lost, found, or on which it was turned in
- The location in which it was lost or found, if known
- The owners or finder's contact information, if known

Staff will make a reasonable attempt to identify the owner of all found property.
If the lost / found item relates to a specific booking held in the Imperial Rooms, the person booking the room should be advised of the situation in order that they can ascertain whether any person from that group has taken the item for safe keeping.
Any item turned in to staff will be compared against the list of items held.

CLAIMANT:

In order to claim lost property the claimant should:

1. Be able to provide a clear description of the property, or information to assist verification of the owner
2. Sign a receipt when retrieving their lost property (column of lost property book), which will be retained on file.

ACTION BY MATLOCK TOWN COUNCIL STAFF:

Every 90 days, an inventory of items remaining in store will be taken with the action on disposal below be taken.

STORAGE AND DISPOSAL

Small items are to be stored in a secure cupboard at the Imperial Rooms, larger items either in the compound at the rear of the building or in a secure location elsewhere.
ITEMS WILL BE RETAINED FOR 90 DAYS AT WHICH TIME THEY WILL BE DISPOSED OF IN THE FOLLOWING MANNER IF NOT CLAIMED BY THE RIGHTFUL OWNER.

- If requested, the property will be returned to the finder, except for identification documents, bank cards, or other items containing third party personal information
- Any type of identification card, or bank card will be destroyed. Passports will be sent by mail to the Passport office.
- Damaged and low value items identified will be thrown away.
- Other items will be donated to a local charity.
- High value or artistically/historically significant items will be reported to the Town Clerk and/or Matlock Town Council for a decision on their disposal.

NOTES:

- See the 'Disposal of Assets Policy' for Matlock Town Council's policy on disposal of goods owned by the Council.