

BUDGET PANEL
ACTION LIST

Date of Meeting: 2 September 2015
Contact Officer: Ishbel Morren ext. 8375

| Item | Service/Officer/Member | Action | Response |
|-----------------------------|---|---|--|
| Finance Digest Period 03 | Committee & Scrutiny Support Officer | <u>Local Government Finance Training</u> Circulate copies of the training slides. | This was sent to members on 11 September 2015. |
| | Acting Head of Finance | <u>Lanchester Community Free School Parking Spaces</u> Clarify how the Lanchester Community Free School Trust purchase of 16 parking spaces would be accounted for over the 25 year lease. | The receipt for the 16 parking spaces is to be treated as a receipt in advance. Each year 1/25th of the income will be credited to the revenue account and the remainder will be held on the balance sheet. |
| | Acting Head of Finance | <u>Property Investment Board</u> Circulate the list of properties for disposal under consideration by the Property Investment Board. | <ul style="list-style-type: none"> • 146-146A High Street • Land Adjoining 21 Clarendon Road • 73 to 83b Tolpits Lane • Callowland Surgery 141A • 26-30 Water Lane • 158 High Street • 160 High Street • 122-124 Exchange Road |

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|-----------------------------------|------------------------|---|--|--|---|---|------|----|-------|---------|-----|-------|------------|-----|-------|-------------|----|-------|----------------------------------|-------|--------|-----------------------------------|-----|-------|-------------|-------|-------|-----------|----|-------|---------------|-------|-------|---------------|--------|--------|--|---------------|----------------|
| | Acting Head of Finance | <u>Long term debtors</u> Send Members information on the Council's policy to deal with persistent and long term debtors. | Sundry Debts recovery policy is shown in the attached Word document. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Acting Head of Finance | <u>Outstanding Invoices</u> Provide more detailed information in future finance digests on the outstanding invoices (currently these are listed by service area only). | Information still awaited. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | Acting Head of Finance | <u>Council Tax Payment Methods</u> In future digests, include statistics on Council Tax payment methods e.g., by cheque, direct debit etc in future finance digests. | The following statistics were taken from transactions on 31 August 2015 <table border="0" style="width: 100%; margin-top: 10px;"> <thead> <tr> <th style="width: 70%;"></th> <th style="text-align: right; width: 10%;">£</th> <th style="text-align: right; width: 20%;">%</th> </tr> </thead> <tbody> <tr> <td>Cash</td> <td style="text-align: right;">49</td> <td style="text-align: right;">0.15%</td> </tr> <tr> <td>Cheques</td> <td style="text-align: right;">380</td> <td style="text-align: right;">1.22%</td> </tr> <tr> <td>Debit Card</td> <td style="text-align: right;">463</td> <td style="text-align: right;">1.48%</td> </tr> <tr> <td>Credit Card</td> <td style="text-align: right;">56</td> <td style="text-align: right;">0.18%</td> </tr> <tr> <td>Auto - Phone/Internet Debit Card</td> <td style="text-align: right;">3,513</td> <td style="text-align: right;">11.24%</td> </tr> <tr> <td>Auto - Phone/Internet Credit Card</td> <td style="text-align: right;">622</td> <td style="text-align: right;">1.99%</td> </tr> <tr> <td>Swipe Cards</td> <td style="text-align: right;">2,024</td> <td style="text-align: right;">6.48%</td> </tr> <tr> <td>Transcash</td> <td style="text-align: right;">12</td> <td style="text-align: right;">0.04%</td> </tr> <tr> <td>Bank Transfer</td> <td style="text-align: right;">2,501</td> <td style="text-align: right;">8.00%</td> </tr> <tr> <td>Direct Debits</td> <td style="text-align: right;">21,636</td> <td style="text-align: right;">69.22%</td> </tr> <tr> <td></td> <td style="text-align: right;">31,256</td> <td style="text-align: right;">100.00%</td> </tr> </tbody> </table> | | £ | % | Cash | 49 | 0.15% | Cheques | 380 | 1.22% | Debit Card | 463 | 1.48% | Credit Card | 56 | 0.18% | Auto - Phone/Internet Debit Card | 3,513 | 11.24% | Auto - Phone/Internet Credit Card | 622 | 1.99% | Swipe Cards | 2,024 | 6.48% | Transcash | 12 | 0.04% | Bank Transfer | 2,501 | 8.00% | Direct Debits | 21,636 | 69.22% | | 31,256 | 100.00% |
| | £ | % | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cash | 49 | 0.15% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cheques | 380 | 1.22% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Debit Card | 463 | 1.48% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Credit Card | 56 | 0.18% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Auto - Phone/Internet Debit Card | 3,513 | 11.24% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Auto - Phone/Internet Credit Card | 622 | 1.99% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Swipe Cards | 2,024 | 6.48% | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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|------|------------------------|---|--|
| | Acting Head of Finance | <p data-bbox="860 197 1310 264"><u>Tolpits Lane Community Centre</u></p> <p data-bbox="860 308 1310 411">Provide further information on a community centre project on Tolpits Lane.</p> | <p data-bbox="1337 197 2042 301">The position is that the trustees have until March 2018 to raise the funds for, and to build, the youth centre.</p> <p data-bbox="1337 344 2069 488">The Mayor has agreed through Council that key community centre projects can have matched funding support where it unlocks external funding or is key to completion of the project.</p> <p data-bbox="1337 531 2069 675">In this case, the Council would be prepared to make a matched funding contribution of up to £100k if the Watford Muslim Youth Centre Project can demonstrate that either:</p> <p data-bbox="1337 718 2069 893">a) it leverages external funding of at least the same amount. This would have to be as a result of a formal grant offer to the Project that is dependent on matched funding; such moneys would have to be reserved for the capital works; or</p> <p data-bbox="1337 898 2069 1002">b) it is needed for gap funding to complete the centre once sufficient funds have been raised and the building contract has been entered into.</p> |

Date of issue: 15 October 2015