



WESTON-SUPER-MARE TOWN COUNCIL

COMMITTEE TERMS OF REFERENCE

1. FINANCE AND GENERAL PURPOSES COMMITTEE

Membership

Up to 10 Councillors appointed annually by Full Council in accordance with Standing Orders and political proportionality arrangements where applicable.

Quorum

5 Councillors

Role of the Committee

The purpose of this Committee is to oversee:

- corporate governance;
- finance;
- policy;
- democratic services;
- strategic planning;
- corporate risk;
- audit;
- procurement;
- communications;
- asset management;
- and organisational resources.

The Committee shall ensure that the Council's resources and statutory obligations are managed effectively, lawfully and efficiently.

Terms of Reference

Finance and Corporate Governance

1. To prepare and recommend the annual budget and precept.
2. To oversee the Council's:
 - Revenue Budget;
 - Capital Programme;
 - Medium Term Financial Planning;
 - Reserves Strategy;
 - Treasury Management;
 - and Investment Strategy.
3. To monitor income and expenditure throughout the financial year.
4. To oversee:
 - banking arrangements;
 - loans;
 - investments;
 - insurances;
 - and financial administration.
5. To approve expenditure within delegated authority limits.
6. To oversee internal and external audit arrangements.
7. To receive audit reports and monitor implementation of recommendations.
8. To oversee:
 - risk management;
 - internal controls;
 - cyber security;
 - business continuity;
 - information governance;
 - and data protection compliance.
9. To oversee all procurement activity above officer delegated limits.
10. To approve tenders in accordance with Financial Regulations.
11. To oversee:
 - asset management;
 - property investment;
 - leases;
 - and corporate property strategy.
12. To oversee grant funding, Section 106 and Community Infrastructure Levy receipts.
13. To oversee corporate communications including:
 - website;
 - social media;
 - publications;
 - public relations;
 - and consultation.
14. To review and recommend amendments to:
 - Standing Orders;
 - Financial Regulations;
 - Committee Terms of Reference;
 - Procurement Procedures;
 - and governance documents.
15. To oversee relationships with:

- North Somerset Council;
 - government bodies;
 - partner organisations;
 - and outside bodies.
16. To authorise legal proceedings on behalf of the Council.
17. Any execution of deeds or sealing of legal documents shall comply with Standing Orders.
18. To consider matters not delegated elsewhere.
19. To identify opportunities for:
- service improvement;
 - asset acquisition;
 - devolution;
 - and strategic growth.
20. To oversee health and safety governance.
21. To review the effectiveness of the Council's governance arrangements annually.
22. To approve and monitor an annual work programme for the Committee.



WESTON-SUPER-MARE TOWN COUNCIL

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT 32 WATERLOO STREET
MONDAY 13TH APRIL 2026**

Meeting Commenced: 7.00 pm**Meeting Concluded:** 8.47 pm

PRESENT: Councillors Ciaran Cronnelly (C), Gillian Bute, Mark Canniford, John Crockford-Hawley, Peter Crew, Robert Payne, Lisa Pilgrim, Robert Skeen and Charlie Williams.

ALSO, IN ATTENDANCE: Sarah Pearce (Chief Executive Officer/Town Clerk), Helen Morton (Director of Finance & Resources & RFO) and Samantha Bishop (Democratic Services Manager).

379	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillors Helen Thornton and Robert Skeen with no substitutions. It was noted that Councillor Mark Canniford would either be late or absent from the meeting, in which case apologies were given.
380	Declarations of Interest There were no declarations of interest received.
381	To approve the Minutes of the Finance and General Purposes Committee Meeting held on the 16th February 2026 The minutes of the meeting had been previously circulated. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew A vote was taken and carried. Accordingly, it was: RESOLVED: That the minutes of the Finance & General Purposes Committee Meeting held on 16th February 2026 be approved and signed by the Chair.

382	To approve the Notes of the DRAFT Devolution Start and Finish Group Meeting held on held on 11th March 2026 The Notes had been previously circulated. It was confirmed that a meeting with NSC regarding Grove Park was scheduled for that week, where the outcome would be reported to the next Amenities Culture and Leisure Committee meeting. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Gill Bute RESOLVED: That the Notes of the DRAFT Devolution Start and Finish Group Meeting held on held on 11th March 2026 be received.
383	To receive the Notes of the Health and Safety Meetings held in February and March 2026 The Notes had been previously circulated. RESOLVED: That the Notes of the Health and Safety Meetings held in February and March 2026 be received.
	FINANCE
384	Monthly Financial Reports January and February 2026 Which had been previously circulated. For Approval 1.1 Schedule of Unapproved Expenditure PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Charlie Williams A vote was taken and accordingly, it was carried. 384.1 RESOLVED: That the Schedule of Unapproved Expenditure be approved. .2 For Noting Which had been previously circulated. 2.1 Bank Reconciliations 2.2 Budgetary Control Report 2.3 Bank Interest Report 2.4 Schedule of Receipted Income 2.5 Outstanding Balances report 2.6 Overspend report 384.2 RESOLVED: That the financial reports be noted. 2.7 Cash Flow Movement between Approved Council Bank Accounts

	The RFO advised that the addition of the report was as a result of the recently adopted Investment Strategy and therefore, regular reports would be submitted. Any reports for previous investment, prior to the meeting, would be brought to the meetings for noting as all the appropriate authorisations will have been obtained in line with signatory requirements. 384.3 RESOLVED: That the report be noted.
385	Internal Audit .1 To review the Effectiveness of the Internal Auditor for the year 2025/2026 The report of the Director of Finance and Resources /Responsible Financial Officer (RFO) and internal audit form 7.1a for completion had been previously circulated. The RFO confirmed that the internal audit had been effective and that the review was in accordance with good governance. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Charlie Williams A vote was taken and accordingly, it was carried. 385.1 RESOLVED: To approve the review of Effectiveness of Internal Audit 2025 / 2026 and the Chair to sign as such. .2 To approve the following Internal Audit Documents for the year 2025/2026: 1.1.1 Auditing Solutions Letter of engagement 1.1.2 Auditing Solutions 5- Year Strategic plan (Years 2021-2026 rolling programme) Which had been previously circulated. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew A vote was taken and accordingly, it was carried. 385.2 RESOLVED: To approve the following Internal Audit Documents for the year 2025/2026: 1. Auditing Solutions Letter of engagement 2. Auditing Solutions 5- Year Strategic plan (Years 2021-2026 rolling programme) .3 To receive the Second Internal Audit Report for the year 2025/2026 The report from Auditing Solutions and Supplementary action report (internal) had been previously circulated. 385.3 RESOLVED: To receive and note the Second Internal Audit Report for the year 2025/2026 .4 To approve the Audit programme of works for the internal audit for 2026/2027 The report of the Director of Finance and Resources /Responsible Financial Officer ; 1.1.3 PATAS (Parish and Town Auditing Services) letter of engagement

	1.1.4 PATAS (Parish and Town Auditing Services) Audit Plan 2026-2029 Which had been previously circulated. The RFO advised that due to the retirement of the current internal auditor, the council must appoint a new one. The appointment of PATAS has previously been approved after going out to procurement. The 5 Year Audit Plan was being brought to the committee for approval at this point, for the year ahead, 2026/2027. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Robert Payne A vote was taken and accordingly, it was carried. 385.4 RESOLVED: To approve the following Internal Audit Documents for the year 2026/2027: 1. PATAS (Parish and Town Auditing Services) Letter of engagement 2. PATAS (Parish and Town Auditing Services) Audit Plan 2026-2029
386	External Audit-Conflict of Interests Declaration The report of the Director of Finance and Resources /Responsible Financial Officer and conflict of Interest form 8.1a for completion had been previously circulated. The committee noted that this was a reminder to all Councillors to update their Declarations of Interest forms regularly. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew A vote was taken and accordingly, it was carried. RESOLVED: To approve the CEO/ Town Clerk and the Chair to sign the conflict of Interest form declaring that there are no conflicts of interest with BDO LLP.
387	To Approve Final Earmarked Reserves and Capital Reserves for the year 2026/2027 Final updates reports for the Final Earmarked Reserves and Capital Reserves for the year 2026/2027 had been previously circulated. The RFO advised that the council had a comfortable level of reserves £756,255 which was approximately 3 months revenue in line with good financial governance and practice. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew A vote was taken and accordingly, it was carried. RESOLVED: To approve the Final Earmarked Reserves and Capital Reserves for the year 2026/2027.

388	Vehicle Lease update The report of the Director of Finance and Resources/RFO provided a Vehicle Lease update and for the provision of an additional vehicle for the Grounds Team. This had been previously circulated. It was noted that the request was in response to the council's expansion and providing adequate level of resource to meet business need. Councillors were assured that the parks and play areas were maintained as a Health & Safety priority and it was the other service areas such as the Town Centre Street Vitality, increased Bin collections, Allotments and Old Town Quarry programmes that meant the current vehicle resource was no longer adequate (previously vehicles were shared across all services). There are enough funds in the maintenance programme to fund this vehicle, noting the council's previous decision taken to only lease vehicles. Branding costs would be minimal and vehicles were kept on council sites. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew A vote was taken and accordingly, it was carried. RESOLVED: To approve the lease of a new dedicated vehicle for the maintenance of the parks and play areas with costs coming from the EMRRP budget at £400 per month.
389	Insurance Services Contract for Approval The report of the Director of Finance and Resources/RFO had been previously circulated which advised that the councils current insurance broker first 3 years of a 5 year procurement expire on the 30th June 2026, under the current contract and noting that there had been problems in recent years with increased costs and a lack of suitable cover from providers in a complex sector. A procurement exercise was completed in 2023 appointing the current broker for an initial period of 3 years with options to extend annual to a maximum of 5 years (1year + 1 year with further approval). The committee discussed the impact of devolution and agreed that extending the current insurance arrangement would be appropriate at this time. Concerns were raised about the limited number of suppliers in the sector, particularly given the challenges of securing insurance for assets located within a flood plain. It was noted that this significantly restricted available options and increased flood excess costs. Members were advised that procuring a new contract within the current timescale would require considerable resources, approval to extend within the current procured contract (max 5 years) would allow sufficient time to begin a procurement process within 6 months. It was also acknowledged that the matter could have been brought to the committee earlier, and that future procurement scheduling should better reflect such timelines, although the current process remains within the agreed schedule. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor John Crockford-Hawley A vote was taken and accordingly, it was carried.

	RESOLVED: To approve the exercise of the first one year extension to the existing insurance broker contract, in accordance with the original contract terms, extending the contract to 30th June 2027 and to begin to plan the procurement process within 6 months.
	GOVERNANCE
390	To receive the Report of the Anti-Racism Champion The report of the Anti-Racism Champion had been previously circulated. The Committee expressed its thanks to the Councillor for their regular reports. It was noted that Champion reports should be reviewed at the Annual Meeting in May, alongside committee memberships and representation on external organisations. RESOLVED: That the report be noted.
391	To approve the following Policies and covering reports: .1 Community Engagement Plan – New Which had been previously circulated. The importance of holding ward meetings and engaging with residents beyond the town centre was emphasised. Members highlighted the need to be mindful of engagement fatigue, stressing that a balance should be struck, with a focus on quality rather than quantity of interactions. The Castle Batch initiative was noted as a positive example of effective engagement and that ‘Conversation’ was the key word as opposed to Engagement which was recognised as correct using the example of Quarry Conversations. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew A vote was taken and accordingly, it was carried. 391.1 RESOLVED: To approve and adopt the Community Engagement Plan. .2 Procurement Guide – Review Which had been previously circulated, noting the amendments highlighted in red following an audit. Concerns were raised regarding the potential impact on local businesses with regard to Social Value requirements within the document, with Members expressing that some of the proposals were not considered helpful and that the Council should provide as much support as possible. In particular, the discussion on the Social Value requirements within the policy, led to a preference for a proportionate approach of 1–2 relevant criteria rather than the initial nine, at the CEO’s discretion. It was noted that this was already in place as a system. It was noted that reviewing the Social Value element, including contract value thresholds and scaling, fell within the Committee’s remit. However, any changes would have implications for the Council’s Financial Regulations, which were due to be reviewed at the Annual Meeting.

Members suggested increasing the current £65k threshold to £80k in line with inflation, or potentially to £100k, acknowledging that this would have a consequential impact on the thresholds table within the report, and that this could not be implemented until the financial regulations were changed as the master document to the procurement guide.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor John Crockford-Hawley

A vote was taken and accordingly, it was **carried**.

391.2 RESOLVED: To defer the adoption of the Procurement Guide pending review of the Financial Regulations and Social Value provisions at the Annual Meeting which should include the recommendations from this committee that:

- The threshold for full Social Value requirements within procurement be raised to £100k with the financial regulations and procurement guide.

.3 Flag Flying Protocol – New

Which had been previously circulated.

PROPOSED BY: Councillor John Crockford-Hawley

SECONDED BY: Councillor Ciaran Cronnelly

A vote was taken and accordingly, it was **carried**.

391.3 RESOLVED: To approve and adopt the Flag Flying Protocol with the amendment, that the review period be changed in line with local government legislation.

.4 Bad Debt policy – Review

Which had been previously circulated.

Discussion ensued on the payment reminders.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Peter Crew

A vote was taken and accordingly, it was **carried**.

391.4 RESOLVED: To readopt Bad Debt policy.

392 Annual review of the councils Risk Register for the year 2026/2027

The report of the CEO/Town Clerk seeking approval of the Annual Review of the Council's Business Risk Register (LCRS – Local Council Risk System) and Action Plan had been previously circulated.

The Risk Register was reviewed annually and updated throughout the year as new risks were identified. Members were informed that, following consideration during the 2025/2026 review,

	the timing of the review process has been moved to April to allow for forward planning and more effective risk mitigation, rather than retrospective evaluation. As the full review had already been completed and approved in February 2026, a light touch update was presented for 2026/2027, with no changes to identified risks or actions. The Action Plan was provided, with the full report available on request. RESOLVED: 1. To note the 2026/2027 action plan mitigation report. 2. To adopt the risk register for 2026-2027 to meet Town Council Governance requirements, noting the action plan attached.
393	Town Council Strategy Evaluation (2025/26) 2020 – 2030) The Committee considered the Town Council Strategy Evaluation (2025/26), together with the supporting appendices, which had been previously circulated. A Member raised concerns regarding the language within the Marketing Strategy (referencing P181), noting that the three key elements living and working, visiting, and tourism were not fully reflected in the Council's stated ambitions. Members were advised that any amendments to the wording of the Strategy would require approval by Full Council. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Gill Bute A vote was taken and accordingly, it was carried. RESOLVED: 1. To note the report of the Senior Development Officer; 2. To note the evaluation of the strategy (appendix 1); 3. To note the Strategy Appendix 1 - Statutory & Best Practice requirements - Resolution Analysis (appendix 2); 4. To note the Suggested additions to the strategy in line with council resolutions (appendix 3); and 5. To approve the additions to the strategy which included new "Ambition/Objective 4.8" (detailed in section 3.1 above), and the successes and milestones listed in appendix 4. 6. To recommend to Town Council in June, a change to the Strategy wording with regarding the Marketing Strategy.
	8.26 pm
394	Exclusion of Public and Press <i>To resolve, under Section 100A(2) of the Local Government Act 1972, that the public and press be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.</i>
395	(Commercial matter – paragraph 3, Schedule 12A, Local Government Act 1972)

	Old Town Quarry Grant Update The report of the CEO/Town Clerk providing an update to Council on the Community Ownership Fund grant claim process and to seek that the position be formally noted, had been previously circulated RESOLVED: That the report be noted and that a further report be brought to the following meeting.
	There being no further business the Chair closed the meeting at 8.47 pm Signed.....Dated Chair of the Finance and General Purposes Committee



**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE DEVOLUTION
START AND FINISH GROUP
HELD AT 32 WATERLOO STREET ON
WEDNESDAY 1ST JULY 2026**

Meeting Commenced: 7.01pm

Meeting Concluded: 8.52 pm

PRESENT: Councillors Ciaran Cronnelly , Gill Bute, Peter Crew, Caroline Reynolds, Jemma Coles Hugh Malyan, Robert Payne and Marcia Pepperall.

ALSO IN ATTENDANCE: Fay Powell (Director of Community Services/ Deputy Town Clerk), Helen Morton (Director of Finance and Resources and Responsible Financial Officer) , Molly Matthews (Senior Development Officer)and Rebecca Saunders (PA to the CEO/Town Clerk & Civic Officer).

1	Election of Chair Nominations for the position of Chair were invited. PROPOSED BY: Councillor Hugh Malyan SECONDED BY: Councillor Caroline Reynolds A vote was taken and accordingly it was carried. RESOLVED: That Councillor Ciaran Cronnelly be elected Chair of the Devolution Start & Finish Group.
2.	Election of Vice Chair Nominations for the position of Vice Chair were invited. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Hugh Malyan A vote was taken and accordingly it was carried. RESOLVED: That Councillor Peter Crew be elected Vice Chair of the Devolution Start & Finish Group.

3.	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillor Simon Harrison-Morse with no substitutions
4.	Declaration of Interest There were no declarations of interest received.
5.	To receive the Notes from the Devolution, Start & Finish Group held on 13th May 2026 The draft Notes had been previously circulated. PROPOSED BY: Councillor Hugh Malyan SECONDED BY: Councillor Peter Crew A vote was taken and accordingly, it was carried. RESOLVED: That the notes of the Devolution, Start and Finish Group held on 13th May 2026 be approved and signed by the Chair.
6.	Devolution Programme Update 6.1 Actions From Previous Meeting Mins update The Chair ran through the actions from the previous meeting, noting that many of the actions identified would be covered by reports and updates later in the agenda. 6.2 Devolution Work Packages <i>7.15PM Councillor Robert Payne Joined the meeting.</i> WP5A The Senior Development Officer explained that the existing 16 play parks have held expired licences since 2014, and that the newly appointed solicitors have begun reviewing the matter. A discussion then took place regarding whether licences should be secured first before pursuing freehold transfers, or whether the Council should proceed directly with obtaining freehold ownership. A Member raised concerns that some play parks may not have been formally adopted from the construction companies. It was also noted that there appears to be some confusion among North Somerset Council officers, with differing views as to whether formal handover had been completed. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Marcia Pepperall <i>A vote was taken and accordingly, it was carried.</i>

RESOLVED: *Start and finish group recommend to The Finance & General Purposes Committee to support carrying on under the expired licenses for 16 paly areras the but request new ones be signed as freehold within 12 months.*

A discussion ensued regarding S106 monies, for which information had been requested within the Freedom of Information request. Some figures had been supplied by North Somerset Councils but some parks were linked together and funds could not be split. A member identified that these monies could be split and that this should be requested when an asset was to be moved across to the Council.

WP5B

Freedom of information request to North Somerset Council

The Senior Development Officer reported that a response had been received from North Somerset Council regarding the Freedom of Information request. Some of the questions had been addressed however others remained unanswered. It was noted that a request had been made for the outstanding information to be provided through officer-to-officer engagement, rather than via the formal Freedom of Information process.

A discussion took place regarding the imminent handover date for the agreed eight parks. It was noted that in the absence of any licenses or freehold arrangements the transfer could not proceed despite recent discussions with North Somerset Council officers indicating that they still anticipated the handover would occur. The Deputy Town Clerk felt that 5-years worth of maintenance records should be available from NSC to ascertain the condition of them before starting an maintenance at a cost to the Council..

It was felt that having a MOU or email of intention drawn up could be a positive way to proceed.

Resources Identification of needs – Asset Mapping / GIS solutions

The Senior development officer reported that an option for an Internship/Placement paid role had been referred to the Personnel Committee to undertake the GIS mapping.

The problems with the Earthlight software were discussed.

At this point in the meeting, the chair suggested we suspend the order of the agenda, noting an overlap in the reports, and as such moved to item 7.

7. Devolution Community Engagement Updates

The Senior Development Officer reported that a Devolution section on the website was now operational, providing a dedicated resource to which members of the public can be signposted if they require further information.

7.55pm Councillor Caroline Reynolds left the meeting

	<i>7.56pm Councillor Caroline Reynolds joined the meeting</i> The next stage would be to set up some targeted engagement surrounding WP7A (three land parcels). It was noted that some of these sites already have active volunteer groups supporting their upkeep, and that clear communication will be essential to ensure they do not feel a loss of ownership or connection to these spaces and engagement is key to build trust. It was suggested that this could be included in the next round of Your Town, Your Voice. The Chair requested more information about the land parcel community engagement be brought to the next meeting. RECOMMENDED: That the Community Engagement Programme be approved and implemented accordingly.
8	Devolution Legal Services Update The Chair noted that the appointment of the new legal team had been passed at the Town Council meeting earlier in the week. The Senior Development officer confirmed a contract pack had since been received. The Chair noted that it would be useful to having a running update added to one of the other reports on how much had been spent on legal fees so far. <i>8.05pm Councillor Peter Crew Left the meeting</i>
9	NSC Draft Interim Management and Maintenance Agreement for Approval The Chair confirmed a draft maintenance agreement had been sent to North Somerset Council on 10th June 2026 via Mickey Green but to date no response had been received. <i>8.10pm Councillor Peter Crew joined the meeting.</i> A discussion ensued regarding liability of areas once taken on and the Deputy Town Clerk suggested that safety records for the 3 land parcels be requested to identify any historic claims. PROPOSED BY: Councillor Gillian Bute SECONDED BY: Councillor Hugh Malyan <i>A vote was taken and accordingly, it was carried.</i> RESOLVED: <i>The Start and Finish Group recommend that the Finance & General Purposes Committee confirms that all safety records for the 3 land parcels be shared before acquiring but any further discussion be halted until the maintenance records</i>

	<i>had been received.. That the draft Management and Maintenance agreement be shared with the committee and responses be sent to The CEO/Town Clerk.</i>
	At this point in the meeting, the chair returned to agenda item 6.2 to discuss updates not covered within the other reports
6.	6.2 Continued WP1B – Asset mapping and management resource This item has been referred to the Personnel Committee for consideration. WP2C – Adoption of an MOU The chair noted that a conversation was had with Mike Bell (leader of North Somerset Council) and it had been agreed that this would be put before the cabinet in September 2026 for approval. WP6B – Glendale Discussion ensued and it was recommended that a cost analysis be carried out and that these costs be included in the draft budget for 2027-2028. WP7C-Italian Gardens The Senior Development Officer presented a site map outlining the proposed boundary and explained that several assets within this area are already maintained by Weston Town Council. A discussion followed regarding the likelihood of acquiring the site on a freehold basis, particularly in light of any future works that may be required. It was considered unlikely that North Somerset Council would transfer the site as a freehold and that a lease arrangement would be the more probable option. As Weston Town Council had previously agreed that any asset acquisition should be on a freehold basis, Members concluded that pursuing this site further would not be an effective use of time or resources. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew <i>A vote was taken and accordingly, it was carried.</i> RESOLVED: <i>Start and finish group recommend that The Finance & General Purposes Committee confirms that work package WP7C-Italian Gardens is no longer a priority.</i> WP7B-Alexandra Parade The Senior Development Officer presented a site map outlining the proposed boundary. Members discussed the potential for acquiring the site on a freehold basis, taking into account future plans for the upgrade of the bus hub. Concerns were also raised regarding existing antisocial behaviour at the site and the measures that could be implemented to address and manage these issues. A Member noted that, should the site not be acquired, the weighbridge would also not be secured as part of the acquisition, thereby limiting the opportunity for its potential

use as a tourist information point.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Marcia Pepperall

*A vote was taken and accordingly, it was **carried. 5 for and 2 against***

RESOLVED: *Start and finish group recommend that The Finance & General Purposes Committee confirms that work package WP7B-Alexandra Parade Gardens is no longer a priority.*

WP6 - Glendale

The Chair reported that discussions had taken place with Glendale and had been positive. However, challenges remained in accurately identifying the boundaries of the areas covered by the service. Work was ongoing to establish these boundaries, although it was noted that the measurements were approximate due to the presence of buildings and other site features.

A discussion followed regarding whether to continue funding the service through the current arrangement or to bring it in-house. Members noted that other parish councils may choose not to continue subsidising the service in the next financial year.

WP8A-Castle Batch Park

The Freedom of Information request regarding this site had not been responded to, and a request submitted to instead discuss, on an officer to officer level.

This site had an ongoing lease with the Children's Centre which did generate a small income of £8,000 and it was suggested that the Children's Centre could continue as it only operated a few days a weeks.

Members were happy to try to gain information needed via officer to officer communication and review at the September meeting.

To note Provisional Meeting dates (for inclusion in annual meeting calendar with regard to 26/27)

The Chair suggested an extra meeting on 5th August to receive reports on:

- Glendale
- The viability of a community library

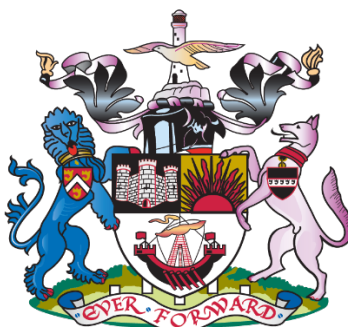
- 5th August 2026
- 2nd September 2026
- 4th November 2026
- 13th January 2027
- 10th March 2027
- 6th May 2027

There being no further business the Chair closed the meeting at 8.52 pm

Signed.....Dated

	Chair of the Devolution Start and Finish Group
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DRAFT



WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE GRANTS AND GOVERNANCE SUB COMMITTEE
HELD AT 32 WATERLOO STREET
THURSDAY 16TH APRIL 2026

Meeting Commenced: 10.00 am**Meeting Concluded:** 11.30 am

PRESENT: Councillors John Standfield (VC), Alan Peak, Hugh Malyan, Joe Bambridge and Peter Crew.

ALSO, IN ATTENDANCE: Sarah Pearce (Chief Executive Officer/Town Clerk), Fiona Gardner (Finance Administration Manager), Alison Garner (Democratic Services Officer), Molly Mathews (Senior Development Officer), Jim Stanbury and Howard Potheary (North Somerset Community Response).

396	Election of Chair The CEO/Town Clerk invited approval for the position of Chair of the meeting (Vice Chair), noting that nominations for a permanent chair would be needed within the committee memberships at its annual review at the annual meeting in May. PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Hugh Malyan A vote was taken and carried. Accordingly, it was: RESOLVED: That Councillor John Standfield (Vice Chair) be elected Chair of the meeting.
397	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillors Mike Bell and James Clayton with no substitutions.
398	Declarations of Interest There were none received.
399	To agree the accuracy of the previous Grants and Governance Sub Committee Minutes held on 22nd January 2026.

	The minutes from the previous meeting had been previously circulated. PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor John Standfield A vote was taken and accordingly it was carried. RESOLVED: That the minutes of the Grants and Governance Sub Committee Meeting held on 22nd January 2026 be approved and signed by the Chair.
400	GRANTS The report of the Finance Administration Manager had been previously circulated. The council's annual budget for Community Event Grants was £12,500 with £0 committed so far, leaving a £12,500 balance remaining. Copies of bank statements, evaluation criteria and full applications for the following organisations had been previously circulated. 400.1 Small and Voluntary Grant Applications 400.1.1 <u>Afrifest Weston CIC - £1,000</u> Afrifest Weston CIC was a nonprofit community organisation dedicated to delivering a free cultural event in Weston-super-Mare. The Committee members noted that; • They were newly established in WsM PROPOSED BY: Councillor Hugh Malyan SECONDED BY: Councillor Peter Crew A vote was taken and carried. Accordingly, it was: RESOLVED: To award Afrifest £1000 from the Small and Voluntary Grants budget. 400.1.2 <u>Blessings in Action CIC - £995</u> Blessings in Action was a CIC dedicated to supporting mental, emotional and physical wellbeing through community based initiatives. Members noted that; • Blessings in Action was recently awarded a £990 grant in last financial year. • Bank statements showed a healthy bank balance. • That more time between submitting grant applications would be preferred. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Alan Peak A vote was taken and carried. Accordingly, it was: RESOLVED: That the Blessing in Action grant be refused on the basis that they had received funding in the previous financial year, it was reiterated there was need to provide the current bank balance and our response should suggest that more time between submitting grant applications would be more appropriate.

400.1.3 Grow Feral CIC - £1,000

Grow Feral was a small CIC dedicated to connecting people with nature and strengthening community wellbeing in Weston-super-Mare. Members noted that;

- The grant application was 50% of the overall cost.
- The breakdown of the costs were discussed including the leaflets.
- WsM already had many volunteer groups in that area of nature walks/guided walks.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Joe Bambridge

A vote was taken and **carried**. Accordingly, it was:

RESOLVED: That the Grow Feral grant be refused on the basis that WsM already had a number of volunteer groups operating in the subject area of nature walks.

400.1.4 The Hangar Gym CIC - £1,000

The Hangar Gym CIC was a nonprofit community gym and wellbeing space in Weston-super-Mare. Members noted that;

- The bank statement balance was high.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Alan Peak

A vote was taken and **carried**. Accordingly, it was:

RESOLVED: That the Hangar Gym grant be refused on the basis that their bank balance was at a substantial level.

400

400.2 Community Event Grant Applications

The report of the Senior Development Officer had been previously circulated.

The council's annual budget for Community Event Grants was £60,000, with £0 committed so far, leaving a £60,000 balance remaining.

Copies of bank statements, evaluation criteria and full applications for the following organisations had been previously circulated.

400.2.1 British Bangladeshi Association North Somerset - £2,500

The British Bangladeshi Association North Somerset were seeking funding to deliver an expanded South Asian Mela Festival in North Somerset.

Discussion ensued regarding the application and that the information provided was unclear. The CEO/Town Clerk advised that the application was similar to a previous application and that clarity was needed around where the event would be held as there was conflicting information with the application itself. It was also unclear if it was an indoor or outdoor event.

RESOLVED: That the British Bangladeshi Association North Somerset application be deferred until further information and clarity from the applicant pertaining to the venue and type of event it was had been received.

400.2.2 Common Waves CIC - £7,256.17

To cover the core costs and overheads of The Common Room so that they could run their yearlong creative programme of exhibitions, events, workshops and community projects. It was noted that the application was worded such that funds were requested for running costs and not for an event which did not meet the criteria.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Hugh Malyan

A vote was taken and **carried**. Accordingly, it was:

RESOLVED: That the Common Waves grant be refused on the basis that the committee did not feel the application fully aligned with the aims of the grant fund and its criteria.

400.2.3 In Between Time - £8,475

We Are Warriors was an immersive light and sound artwork for Weston, combining community engagement, remembrance rituals and events to create a collective public artwork in October 2026.

It was noted that;

- That this was a similar event to Glow Festival which had already received funding through the scheme.
- That it was based in the Sovereign but unclear as to if the organisation was liable to pay rent to NSC.
- It was unclear where the event was taking place.

PROPOSED BY: Councillor Hugh Malyan

SECONDED BY: Councillor Peter Crew

A vote was taken and **carried**. Accordingly, it was:

RESOLVED: That the In Between Time grant be deferred pending more information regarding the venue and to establish if there was an ability to have 'a rent free period' of any funding from NSC to support this event in the first instance.

400.2.4 Reset - £5,000

Reset were seeking funding to support the Youth Awards North Somerset Ceremony to be held in Weston celebrating and showcasing children and young people. Members noted that;

- Accounts were provided but bank statement was not submitted.
- It's award based nature was a positive aspect, serving as a valuable recognition event.
- The event itinerary was unclear.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Hugh Malyan

	A vote was taken and carried. Accordingly, it was: RESOLVED: That the Reset grant be deferred pending a request for more information in the form of bank statements and a breakdown of the costs. 400.2.5 WSM Pride - £4,000 Funding to deliver Weston-super-Mare Pride 2026, covering staging, sound, accessibility and safety. Members noted that; • Historically this was a good event. • The success of Pride was important to WsM and that this new group would make a successful event. • The grant request figure was too high for the small event and that a £2,000 grant would be more appropriate. PROPOSED BY: Councillor Alan Peak SECONDED BY: Councillor Hugh Malyan A vote was taken and carried. Accordingly, it was: RESOLVED: To award WSM Pride £2000 from the Community Event Grants Budget. 400.2.6 Evaluation of previously awarded Community Events Grants There were four outstanding retained values totalling £1,615 from the 2025/2026 budget. It was explained that 10% of the total grant award was held in retention until the council had received evaluation of the events from the organisations. An overview was given as to the value held in retention: • Theatre Orchard – event not yet taken place • Steepholmers Shanty Band – event had taken place and had been repeatedly chased for evaluation • Evolve Music – event not yet taken place • Growing @ Grove Park – event had not taken place. A request had been made for a change of event date due to works ongoing in Grove Park, with the new event due to take place 17th May 2026. RESOLVED: That the change of event date for Growing @ Grove Park be noted, and that Steepholmers Shanty Band be contacted to explain that without their evaluation, the retention would not be released, and any future grant application would not be looked upon favourable. <i>10.54am At this point in the meeting the Community Response Team (Jim Stanbury and Howard Potheary) joined the meeting and the sub committee introduced themselves.</i>
401	GOVERNANCE Service Level Agreements To receive quarterly KPI reports and monitor the Council's Service Level Agreements (SLA'S).

401.1 Community Service Level Agreements;

Members noted the councils current SLA's with the following organisations, with budget provision values as follows;

At this point In the meeting, the Chair brought forward agenda item 6.2 F to allow an in person report.

F. North Somerset Council Community Response (£51,500)

Jim Stanbury, CCTV and Community Response Manager was invited to present the Q4 report.

- During Q4 there were 4 days of action where the team worked alongside Police, Street Wardens and other agencies . These days were designed to target individuals who had been causing issues around street drinking. The Operation was a police led, multiagency initiative addressing antisocial behaviour linked to the street community in Weston-super-Mare town centre.
- The patrol enforcement by ward showed overwhelmingly the pull of issues with the town centre.

It was noted that the Police Sergeant had significantly improved the culture within the town centre and had taken a proactive approach to the way in which the town centre was managed and operated.

The Chair thanked John Stanbury and Howard Potheary who left the meeting at 11.15am.

401.1.1 RESOLVED: That the report of North Somerset Council Community Response be received and noted.

A. Weston Town Centre Partnership (£19,999)

401.1.2 RESOLVED: That the report of Weston Town Centre Partnership be received and noted.

B. Citizens Advice North Somerset (CANS) (£25,000)

401.1.3 RESOLVED: That the report of CANS be received and noted.

C. Somewhere to Go (Homeless Support Fund Total) (£50,000)

401.1.4 RESOLVED: That the report of Somewhere to Go be received and noted.

D. YMCA

401.1.5 RESOLVED: That the report of YMCA be received and noted.

401.2 Direct Service Level Agreements;

E. South West Heritage (Curatorial Services=£85,537)

401.2.1 RESOLVED: That the report of South West Heritage be received and noted.

There being no further business the Chair closed the meeting at 11.30am

Signed.....Dated
Chair of the Grants and Governance Sub Committee

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 1st APRIL 2026
32 WATERLOO STREET**

Meeting Commenced: 9.45am

Meeting Concluded: 10.15am

PRESENT: Helen Morton (Director of Finances & Resources), Sophie Roberts (Museum Services Manager), Julie Smith (Senior Customer Services Officer).

Meeting Chair: Helen Morton

		ACTION
1.	Apologies for Absence Apologies were received from Lisa Clemons and Matt Hardy.	
2.	Notes of the Previous Meeting Ongoing issue with the blue door at the Museum, SR to contact Spansec. Emergency lighting at Waterloo Street is in hand, also any issues raised with the fire alarm weekly testing is addressed with Spansec on the day.	SR HM/JS
3.	Training First Aid booked is booked 20 th April 2026 at the Museum for new starters and any staff needing a refresher. No other training needs reported by managers present.	JS
4.	Maintenance & Anti-Social Behaviour Damage to roping on equipment at the Water Park was reported which is set to cost approx. £6500. HM to check insurance. SR said the assessable toilet which is leaking had still not be replaced, and will speak to Finance to chase. SR asked if the light bulbs in the gallery at the Museum could be replaced in-house, HM said to contact John West. SR also report that 3 of the roller banners in the gallery were broken and John West would need to come out to replace the clips.	HM SR SR

5.	Compliance Schedule SR reported that Aquablast for the drains and Gartec and BES for the lift, had all been out to the Museum and that reports would be sent to HM once received.	SR/HM
7.	Risk Assessments – updates and new Maternity Risk Assessment had been carried out for a member of staff and regular updates will continue moving forward.	HM
8.	Health & Safety Issues - accidents and near misses No accidents or near misses to report	HM
9	Toolbox Talks • Central Services - Lone Working • Museum - to do Lone Working	SR
10.	Suggested matters for next meeting, Chair of next meeting date/venue confirmation. Date: 6 th May 2026 – Staff Room HQ Chair – Helen Morton Signed..... Dated.....	

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 6th MAY 2026
32 WATERLOO STREET**

Meeting Commenced: 9.30am

Meeting Concluded: 10.00am

PRESENT: Helen Morton (Director of Finances & Resources), Sophie Roberts (Museum Services Manager), Matt Hardy (Community Operations & Resource Manager), Julie Smith (Senior Customer Services Officer).

Meeting Chair: Helen Morton

		ACTION
1.	Apologies for Absence There were no apologies received.	
2.	Notes of the Previous Meeting The notes from the meeting held on 1 st April were approved.	
3.	Training HM reported that she had out sent training requests to all manager to plan for the coming year, and confirmed in-house IOSSH training would be booked the early part of 2027, for HM, LC, MH, SR and FP.	
4.	Maintenance & Anti-Social Behaviour LC hoped the wall at the water park would be completed by the end of next week and confirmed that the wall in Section K of the cemetery was in hand. However, the wall in the memorial garden still required attention. LC also queried the ownership of the boundary wall at the top left of the cemetery. HM asked for photographs to be sent to her and requested that the neighbour contact her directly by email. SR reported that the accessible toilet at the Museum had now been replaced and that clips for the roller banners had been ordered. MH advised that there was a plumbing issue with the toilet at the quarry and said he would follow this up with John West.	LC MH

	LC confirmed that the gate at the Old Mill Way allotments was being repaired that day, and in relation to the boundary fence at Kewstoke site, which was subsiding into the rhyne, SP requested that a site visit be arranged. An asbestos site visit also needed to be organised, at the same site.	LC/HM
5.	Compliance Schedule HM said she was currently reviewing and updating the compliance schedule with Hung from Currie & Brown, and reminded managers to be mindful of the PPM budget. HM asked that any works be checked with JB first, unless they relate to a hazard. MH reported difficulty obtaining the service history for the kiln in one of the studios at the Quarry. HM advised contacting the owner.	ALL
6..	Risk Assessments – updates and new a) General risk Assessment b) Fire risk Assessment HM confirmed the GRA had been received and was available to view on Work Nest, LC expressed concern that she was still unable to access this, HM to look into this. SR said she would download any actions for Lisa and email across. SR reported that scheduled visit from Avon Fire & Rescue had taken place at the Museum, which raised 3 actions and these had now been resolved by HM. MH confirmed that a risk assessment had been completed for attendance at the weekly market, where a gazebo would be used to promote Community Engagement initiatives.	HM/SR
7.	Health & Safety Issues - accidents and near misses It was reported that a child sustained a cut to the side of their face while using the slide at the Water Park, and that a member of staff had also cut their finger. HM asked that accident forms be completed more clearly, as some submissions were difficult to read. Managers were also reminded that	

	these forms are for staff incidents only, and accidents involving members of the public should only be recorded if they meet RIDDOR reporting requirements. SR mentioned that there had been several near misses in the Museum involving a mobility scooter being driven at unnecessary speed, and that signage was being installed to state that the maximum permitted speed is 2 mph. HM stated that it had been agreed with John West that the office thermostats would be set to 18°C, following reports that some had been adjusted to 24°C or higher, creating an uncomfortable environment for others.	
8.	Toolbox Talks No talks were reported.	
9..	Suggested matters for next meeting, Chair of next meeting date/venue confirmation. Date: 3rd June 2026 – Staff Room HQ Chair – Sophie Roberts Apologies for next meeting were given by HM & JS. Signed..... Dated.....	



WESTON-SUPER-MARE TOWN COUNCIL

Finance and General Purposes Committee – 27th July 2026

Report of the Democratic Services Manager and Chief Executive Officer / Town Clerk

Finance and General Purposes Committee Annual Work Programme 2026/27

1. Purpose of Report

To present for approval the proposed Finance & General Purposes Committee Annual Work Programme for the 2026/27 municipal year.

2. Background

At its Annual Meeting held on 28 May 2026, the Council approved the Committee Structure for the 2026/27 municipal year, including the appointment of Committee Councillors, Chair and Vice-Chair, together with the Committee Terms of Reference and Scheme of Delegation.

In accordance with its Terms of Reference, the Finance & General Purposes Committee is responsible for providing strategic oversight of the Council's financial management, corporate governance, audit, procurement, risk management, asset management, democratic governance and organisational resources.

The Committee also has responsibility for monitoring the Council's financial performance, recommending the annual budget and precept to Full Council, overseeing governance arrangements and considering recommendations from the Grants & Governance Sub-Committee.

The Annual Work Programme has been prepared to assist the Committee in planning and managing its business throughout the municipal year, ensuring that its delegated responsibilities are considered in a structured, timely and transparent manner.

3. Proposed Annual Work Programme

The proposed Annual Work Programme is attached at **Appendix A**.

The Annual Work Programme has been developed to:

- support delivery of the Committee's delegated responsibilities;
- align with the Council's approved Calendar of Meetings;
- support effective forward planning and monitoring of Committee business;
- support the Council's annual budget, audit and governance cycle; and



- ensure that key financial, governance and corporate matters are considered throughout the municipal year.

The programme has been structured to reflect the Committee's principal responsibilities and the Council's annual financial and governance cycle, with strategic reviews, financial monitoring, audit, corporate governance and budget planning scheduled throughout the municipal year.

The programme is intended to operate as a live document and may be amended by resolution of the Committee throughout the municipal year where operational priorities, legislative changes or matters referred by Full Council require.

4. Financial Implications

There are no direct financial implications arising from approval of the Annual Work Programme.

The programme supports the timely consideration of financial performance, corporate governance, audit, procurement and budget development, enabling the Committee to effectively discharge its delegated responsibilities throughout the municipal year.

Any financial implications arising from individual reports considered during the year will be identified within those reports.

5. Legal and Governance Implications

The proposed Annual Work Programme supports the Committee in discharging its delegated responsibilities in accordance with:

- the Committee Terms of Reference;
- Standing Orders;
- Financial Regulations;
- the Scheme of Delegation;
- the Accounts and Audit Regulations 2015;
- the Local Audit and Accountability Act 2014; and
- other relevant legislation and statutory guidance.

The programme promotes effective governance, accountability, transparency and forward planning throughout the municipal year.



6. Equality Implications

The Annual Work Programme supports the Council's commitment to equality, diversity and inclusion through the planned consideration of governance, policy development, financial decision-making and corporate planning.

Individual reports considered by the Committee throughout the municipal year will identify equality implications where appropriate.

7. Environmental and Sustainability Implications

Environmental and sustainability implications will be considered within individual reports where relevant, particularly in relation to procurement, asset management and corporate projects, supporting the Council's wider sustainability objectives.

8. Recommendation

That the Finance & General Purposes Committee:

1. **Approves** the Finance & General Purposes Committee Annual Work Programme for the 2026/27 municipal year, attached at Appendix A.
2. **Authorises** the Chief Executive Officer/Town Clerk, in consultation with the Chair of the Committee, to make minor administrative amendments to the Annual Work Programme during the municipal year, provided such amendments do not alter the Committee's delegated responsibilities or decision-making powers.



APPENDIX A

FINANCE & GENERAL PURPOSES COMMITTEE ANNUAL WORK PROGRAMME 2026/27

Document Information

Committee	Finance & General Purposes Committee
Municipal Year	2026/27
Approved by	Finance & General Purposes Committee
Approval Date	27 July 2026
Review Frequency	At each ordinary meeting of the Committee
Responsible Officer	Chief Executive Officer / Town Clerk
Document Owner	Democratic Services Manager
Prepared Having Regard To	Committee Terms of Reference, Scheme of Delegation, Standing Orders, Financial Regulations, the Council's approved Calendar of Meetings and the annual budget and governance cycle.

1. Purpose

This Annual Work Programme provides Councillors with a structured framework for planning, scheduling and monitoring the business of the Finance & General Purposes Committee throughout the municipal year.

It has been prepared having regard to the Committee's Terms of Reference, Scheme of Delegation, Standing Orders, Financial Regulations, the Council's approved Calendar of Meetings and the Council's annual budget and governance cycle.

2. Status of the Annual Work Programme

This Annual Work Programme is intended to be a live governance document.

Whilst it sets out the Committee's anticipated programme of business, it is recognised that financial, governance and corporate matters, legislative changes, operational priorities and matters referred by Full Council may arise throughout the year.



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Accordingly, the Committee may resolve to:

- add reports;
- defer reports;
- remove reports;
- amend the timing of reports; or
- receive additional reports where necessary.

Minor administrative amendments, including changes to report titles or scheduling, may be made by the Chief Executive Officer/Town Clerk in consultation with the Chair of the Committee, provided they do not alter the Committee's delegated responsibilities or decision-making powers.

3. Annual Meeting Programme

Meeting	Primary Focus
27 July 2026	Governance, financial monitoring and corporate planning
24 August 2026 (Provisional)	Standing business and urgent financial or governance matters (if required)
19 October 2026	Budget development, audit and corporate governance
14 December 2026	Budget and precept recommendations
8 February 2027	Financial performance and governance assurance
12 April 2027	Year-end governance and forward planning

4. Annual Work Programme

Monday 27 July 2026

Work Programme Item	TOR Ref.	Frequency
Approve Annual Work Programme & Committee Priorities and Objectives 2026/27	22	Annual
Standing Financial Reports	22	Annual
	3	Standing
Recommendations from the Grants & Governance Sub-Committee	21	As Required
Devolution Programme Update	19	As Required
Forward Programme Planning	22	Annual



Monday 24 August 2026 (Provisional Meeting – If Required)

Work Programme Item	TOR Ref.	Frequency
Standing Financial Reports	3	Standing
Matters referred by Full Council	22	As Required
Urgent Financial Matters	Various	As Required
Urgent Governance Matters	Various	As Required
AGAR Submission and Public Rights Update 6		Annual

Monday 19 October 2026

Work Programme Item	TOR Ref.	Frequency
Standing Financial Reports	3	Standing
Draft Budget Proposals 2027/28	1, 2	Annual
Medium Term Financial Plan Review	2	Annual
Review of Fees and Charges	2	Annual
External Auditor's Report	6	Annual
External Audit Action Plan	6	Annual
Procurement and Contract Monitoring	9, 10	Annual
Corporate Asset Management Update	11	Annual
Recommendations from the Grants & Governance Sub-Committee	21	As Required

Monday 14 December 2026

Work Programme Item	TOR Ref.	Frequency
Standing Financial Reports	3	Standing
Draft Revenue Budget 2027/28	1	Annual
Draft Capital Programme	2	Annual
Earmarked Reserves Review	2	Annual
Investment Strategy Review	2	Annual
Treasury Management Review	2	Annual
Insurance Review	4	Annual
Budget and Precept Recommendation to Full Council	1	Annual
Recommendations from the Grants & Governance Sub-Committee	21	As Required



Monday 8 February 2027

Work Programme Item	TOR Ref.	Frequency
Standing Financial Reports	3	Standing
Year-End Financial Forecast	3	Annual
Banking Arrangements Review	4	Annual
Internal Control Review	8	Annual
Corporate / Strategy Performance Review	22	Annual
Recommendations from the Grants & Governance Sub-Committee	21	As Required

Monday 12 April 2027

Work Programme Item	TOR Ref.	Frequency
Standing Financial Reports	3	Standing
Financial Year Outturn Report	3	Annual
Annual Risk Register Review	8	Annual
Internal Audit Plan and Programme	6	Annual
AGAR Preparation	6	Annual
Asset Register Review	11	Annual
Annual Governance Review	22	Annual
Recommendations from the Grants & Governance Sub-Committee	21	As Required
Draft Finance & General Purposes Committee Annual Work Programme 2027/28	22	Annual

5. Standing Items (As Required)

Governance

- Matters referred by Full Council.
- Progress against the Annual Work Programme.
- Strategic Plan delivery within the Committee's remit.
- Committee Risk and Emerging Issues.
- Recommendations from the Grants & Governance Sub-Committee.
- Progress updates from the Devolution Start and Finish Group.
- Review of Council policies allocated to the Committee.

Financial Management



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Standing Financial Reports

- Budget Monitoring Report.
- Bank Reconciliation.
- Cash Flow Forecast.
- Investment and Interest Report.
- Outstanding Debtors and Creditors.
- Earmarked Reserve Movements.
- Virements.
- Budget Variations.
- Write-offs (where required).

Audit and Assurance

- Internal Audit Reports.
- External Audit Reports.
- Annual Governance and Accountability Return (AGAR).
- Annual Governance Statement.
- Statement of Accounts.
- Internal Control Assurance.
- Audit recommendations and action plans.

Corporate Governance

- Standing Orders.
- Financial Regulations.
- Scheme of Delegation.
- Committee Terms of Reference.
- Corporate Risk Management.
- Procurement.
- Information Governance.
- Data Protection.
- Cyber Security.
- Business Continuity.

Corporate Resources

- Asset Management.
- Property and Estates.
- Banking and Investments.
- Insurance.



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- Corporate Communications.
- Website and Digital Services.
- Consultation and Community Engagement.
- Devolution Programme.
- Strategic Partnerships.
- Outside Bodies.

6. Review

The Finance & General Purposes Committee will review this Annual Work Programme at each ordinary meeting to ensure it remains aligned with the Committee's delegated responsibilities, the Council's strategic priorities and statutory governance requirements.

The Committee may amend the Annual Work Programme by resolution during the municipal year to reflect emerging priorities, legislative changes or matters referred by Full Council.

Minor administrative amendments may be made by the Chief Executive Officer/Town Clerk, in consultation with the Chair of the Committee, provided they do not alter the Committee's delegated responsibilities or decision-making powers. Any substantive amendments shall be reported to the Committee for approval.



Finance & General Purposes Committee 27th July 2026

Standing Financial reports for the period April - June 2026

Report from the Finance Administration Manager

1. Purpose and Background of Report

This report provides Members with an overview of the Council's financial position for the quarter ending 30th June 2026. It summarises the key financial information contained within the accompanying financial reports, including budget monitoring, virements, bank reconciliations, cash flow, investments, debtors, creditors and reserve movements. Collectively, these reports enable Members to monitor the Council's financial performance throughout the year, ensure sound financial management and consider any items requiring approval.

2. Budget & Virement Reports

2.1 Income & Expenditure Budget Monitoring Report (For Noting)

To receive the Income and Expenditure Budget Monitoring Report showing actual income and expenditure against the approved budget, highlighting any significant variances and providing explanations where appropriate. There are budget lines that will appear overspent in this quarter to June 2026 as known costs, shown in the committed column, that have already been applied covering the whole financial year. These will over the course of the year will balance out within the agreed budget.

2.2 Virement Movement Report (For Noting / Approval)

The staffing and overhead costs virements are completed monthly across service areas to ensure expenditure is reflected against the appropriate budgets and provides a true representation of service costs. These virements can be seen on the Income and Expenditure report under the 6000 codes.

In accordance with the Council's Financial Regulations 5.12, the report will also include details of any virements approved under the Chief Executive Officer's delegated authority, together with any virements requiring Town Council approval or those approved under delegated authority by the Council.

3. Bank Reconciliation Reports

3.1 Bank Reconciliation Summary Report (For Noting)

To receive a summary of the Council's bank reconciliations confirming that all bank accounts have been reconciled to the financial records.

3.2 Schedule of Receipted Income Summary (For Noting)

To receive a summary of income received during the reporting period.



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3.3 Schedule of Payments Summary (For Noting)

To receive a summary of payments made during the reporting period in accordance with the Council's Financial Regulations 8.7.

3.4 Confirmation and Verification of Bank Reconciliations (Non-Signatory) (For Approval)

To receive confirmation that the bank reconciliations have been independently verified by a non-bank signatory Member in accordance with the Council's Financial Regulations 2.6.

4. Cash Flow Forecast Reports (For Noting)

To receive the Council's cash flow forecast, providing Members with an overview of anticipated cash balances and confirming that the Council has sufficient cash available to meet its day to day operational and contractual commitments as well as investing to generate additional income through bank interest received.

5. Investment, Interest & Loans Reports

5.1 Investment and Interest Summary Report (For Noting)

To receive a summary of the Council's investments, current investment balances and interest earned during the reporting period, together with confirmation that investments continue to comply with the Council's Investment Strategy.

5.2 Loan Balances (For Noting)

To receive an update on the Council's outstanding loan balances and any repayments made during the quarter.

6. Debtors Reports

6.1 Outstanding Balances Summary Report (For Noting)

To receive a summary of outstanding debts owed to the Council and monitor outstanding debts and the action being taken to recover monies owed to the Council when applicable.

NSC CCTV - £1290.14 now paid

HUBWESTON – now paid

Artspace - £2052.00 lease for cabin at Quarry not currently paying due to awaiting their grant for funding as agreed with the CEO.

6.2 Write Offs / Bad Debts (If Applicable) (For Noting / Approval)

To receive details of any bad debts proposed for write off during the reporting period. In accordance with Financial Regulation 15.3, any sums found to be irrecoverable shall be reported to the Council by the Director of Finance and Resources /



Responsible Financial Officer and written off in the relevant financial year. Bad debts of less than £100 may be written off under the delegated authority of the RFO and will be reported to the Council at the next appropriate meeting. This report will therefore include all bad debt write offs undertaken under delegated authority, together with any write offs requiring Council approval if applicable. Nothing to report for this period.

7. Creditors Reports

7.1 Schedule of Direct Debits & bank charges (For Noting)

To receive a summary of Direct Debit and bank charge payments made during the reporting period.

7.2 Overspend Report (For Approval)

To receive details of budget overspends identified during the reporting period, together with explanations for the variances and any approvals required from the Committee.

8. Earmarked Reserves (EMR) & Capital Reserve Movement Reports

8.1 EMR and Capital Reserve Summary Report (For Noting / Approval)

To receive a summary of the movements in the Council's Earmarked Reserves (EMRs) and Capital Financing Account for the reporting period. The report details the opening balance of each reserve, income received, expenditure incurred and the closing balance, enabling Members to monitor how funds set aside for specific approved projects and purposes have been utilised during the quarter.

The report also includes the Council's Statement of Movement in Reserves, which provides a summary of the Council's overall reserve position, including the Capital Financing Account, Earmarked Reserves and General Fund as at the previous financial year end. This provides Members with context on the Council's total reserves and how they are being managed. Any proposed transfers to or from reserves, or other reserve movements requiring Committee approval, will be highlighted within this report.

9. Members are recommended to:

- 1) Note the Standing Financial Reports for the reporting period up to the 30th June 2026, including the Budget Monitoring, Virement, Bank Reconciliation, Cash Flow, Investment, Debtors, Creditors and Earmarked Reserve & Capital Reserve reports.



- 2) Approve the Overspend Report and the budget overspends identified within the report.

Fiona Gardner

Finance Administration Manager

Drafted 15th July 2026

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Central Administration							
1100 Miscellaneous Income	0	200	3,108	2,908			6.4%
Central Administration :- Income	0	200	3,108	2,908			6.4%
4000 Staffing Costs	42,376	127,508	581,064	453,556		453,556	21.9%
4001 Salaries - Agency	315	1,710	10,878	9,168		9,168	15.7%
4006 HR/Payroll software (MHR)	102	1,406	7,252	5,846	3,490	2,356	67.5%
4007 Personnel Consultants	0	6,468	3,937	(2,531)		(2,531)	164.3%
4008 CRB Checks/staff services	0	178	1,243	1,065		1,065	14.3%
4009 Health & Safety Consultant	0	0	3,108	3,108		3,108	0.0%
4012 Travel & Subsistence Expenses	43	94	311	217		217	30.3%
4013 Training	(116)	3,955	6,216	2,261	3,450	(1,189)	119.1%
4019 Website Costs-TC	25	270	622	352	553	(201)	132.3%
4036 Stationery	139	689	2,072	1,383	18	1,364	34.2%
4040 Audit & Accountancy	71	1,620	8,288	6,668	1,045	5,623	32.2%
4041 Fees, Subs and Conferences	4,564	6,805	9,717	2,912	3,821	(909)	109.4%
4042 Postages	209	711	2,072	1,361		1,361	34.3%
4043 Ink Cartridges/printing	957	1,132	2,072	940	1,050	(110)	105.3%
4044 Insurance	0	1,409	15,540	14,131	4,190	9,941	36.0%
4049 Legal fees	0	0	10,360	10,360		10,360	0.0%
4107 IT Support & Upgrade	1,408	9,967	22,598	12,631	11,667	964	95.7%
4151 Catering	436	911	3,108	2,197	23	2,174	30.1%
6020 Allocation to Cost Centres	(52,061)	(164,633)	(171,837)	(7,204)		(7,204)	95.8%
Central Administration :- Indirect Expenditure	(1,532)	201	518,621	518,420	29,307	489,113	5.7%
Net Income over Expenditure	1,532	(1)	(515,513)	(515,512)			
103 Grove House							
1100 Miscellaneous Income	500	1,500	6,000	4,500			25.0%
Grove House :- Income	500	1,500	6,000	4,500			25.0%
4044 Insurance	0	0	1,036	1,036	1,196	(160)	115.5%
4109 Alarm system	0	0	643	643		643	0.0%
Grove House :- Indirect Expenditure	0	0	1,679	1,679	1,196	483	71.3%
Net Income over Expenditure	500	1,500	4,321	2,821			
104 Grove Lodge							
1100 Miscellaneous Income	0	5,000	5,000	0			100.0%
Grove Lodge :- Income	0	5,000	5,000	0			100.0%
4044 Insurance	0	0	1,036	1,036	1,035	1	99.9%

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4109 Alarm system	0	546	570	24		24	95.8%
4132 Rent	417	1,250	5,000	3,750	3,750	(0)	100.0%
Grove Lodge :- Indirect Expenditure	417	1,796	6,606	4,810	4,785	25	99.6%

Net Income over Expenditure	(417)	3,204	(1,606)	(4,810)
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105 Community Services

1116 AFD income	1,172	1,172	0	(1,172)			0.0%
Community Services :- Income	1,172	1,172	0	(1,172)			
4158 Weston in Bloom	1,680	(320)	8,000	8,320	7,925	395	95.1%
4200 Small grants to Voluntary Orgs	0	1,750	12,500	10,750		10,750	14.0%
4204 VANS	0	0	3,000	3,000	3,000	0	100.0%
4208 Christmas Lights - SLA	(33,536)	0	40,000	40,000	6,742	33,258	16.9%
4210 Weston Town Centre Co SLA	0	5,125	20,499	15,374	15,374	0	100.0%
4212 CCTV (NSC)	0	0	102,010	102,010	102,000	10	100.0%
4218 Flower Beds	0	0	3,108	3,108		3,108	0.0%
4221 Citizens Advice Bureau	(6,250)	0	25,000	25,000	25,000	0	100.0%
4223 Community Events	0	0	3,000	3,000		3,000	0.0%
4228 Blue Plaques	0	0	1,036	1,036		1,036	0.0%
4229 Armed Forces Celebrations	9,925	11,034	9,842	(1,192)	4,572	(5,764)	158.6%
4250 Community Events Grants	0	1,800	60,000	58,200	200	58,000	3.3%
4252 Crime & Disorder	0	0	85,000	85,000	85,000	0	100.0%
4254 CANS rent support (sovereign)	0	0	25,000	25,000	25,000	0	100.0%
4427 Street Vitality	0	0	3,000	3,000		3,000	0.0%
4864 Homeless Support Fund	0	0	40,000	40,000	40,000	0	100.0%
6000 Admin Salaries Recharge	3,115	9,299	10,677	1,378		1,378	87.1%
6005 Admin Overhead Recharge	712	2,802	1,953	(849)		(849)	143.5%
6006 HQ Salaries recharge	102	302	192	(110)		(110)	157.3%
6009 HQ Overhead recharges	595	1,805	789	(1,016)		(1,016)	228.8%
6010 Grounds Salaries Recharge	1,419	4,143	5,133	990		990	80.7%
6015 Grounds Overhead Recharge	698	3,026	1,245	(1,781)		(1,781)	243.1%
6030 Operational Staffing Recharge	1,892	6,220	6,360	140		140	97.8%
6035 Operational Overhead Recharge	45	381	579	198		198	65.8%

Community Services :- Indirect Expenditure	(19,603)	47,366	467,923	420,557	314,814	105,743	77.4%
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Net Income over Expenditure	20,776	(46,194)	(467,923)	(421,729)
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106 Devolution

4000 Staffing Costs	2,604	7,813	32,835	25,022		25,022	23.8%
4082 EMRRP devolution	0	1,274	245,565	244,291	1,317	242,975	1.1%

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4426 Glendale Contract Subsidy	0	0	74,464	74,464		74,464	0.0%
6000 Admin Salaries Recharge	458	1,367	1,569	202		202	87.1%
6005 Admin Overhead Recharge	105	413	288	(125)		(125)	143.4%
Devolution :- Indirect Expenditure	3,167	10,867	354,721	343,854	1,317	342,538	3.4%

Net Expenditure **(3,167)** **(10,867)** **(354,721)** **(343,854)**

107 Civic Support

1100 Miscellaneous Income	1,395	1,395	0	(1,395)			0.0%
Civic Support :- Income	1,395	1,395	0	(1,395)			
4000 Staffing Costs	2,197	7,773	17,708	9,935		9,935	43.9%
4044 Insurance	0	0	16,576	16,576	671	15,905	4.0%
4050 Printing	(1)	385	1,036	651		651	37.1%
4150 Chauffeur/travel costs	0	0	3,626	3,626	1,220	2,406	33.7%
4151 Catering	(257)	208	3,108	2,900	642	2,258	27.3%
4152 Civic Miscellaneous	480	724	1,554	830		830	46.6%
4153 Chair's Allowance	1,231	1,231	4,922	3,692		3,692	25.0%
4154 Civic Regalia	0	250	5,491	5,241	30	5,211	5.1%
4164 Civic Events	4,548	4,748	9,842	5,094	615	4,479	54.5%
4165 Hildesheim	(8)	2,187	4,144	1,957	1,035	922	77.7%
6000 Admin Salaries Recharge	4,937	14,738	16,923	2,185		2,185	87.1%
6005 Admin Overhead Recharge	1,128	4,441	3,096	(1,345)		(1,345)	143.4%
6006 HQ Salaries recharge	189	560	357	(203)		(203)	156.9%
6009 HQ Overhead recharges	1,099	3,336	1,458	(1,878)		(1,878)	228.8%
6010 Grounds Salaries Recharge	107	313	387	74		74	80.9%
6015 Grounds Overhead Recharge	53	230	93	(137)		(137)	247.3%
6030 Operational Staffing Recharge	282	927	948	21		21	97.8%
6035 Operational Overhead Recharge	7	57	87	30		30	65.5%
Civic Support :- Indirect Expenditure	15,992	42,108	91,356	49,248	4,212	45,036	50.7%

Net Income over Expenditure **(14,597)** **(40,713)** **(91,356)** **(50,643)**

108 Democratic Representation

4012 Travel & Subsistence Expenses	0	0	104	104		104	0.0%
4013 Training	0	0	1,036	1,036		1,036	0.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4083 Security	0	0	2,072	2,072		2,072	0.0%
4107 IT Support & Upgrade	430	16,017	18,130	2,113	2,218	(105)	100.6%
6000 Admin Salaries Recharge	7,903	23,593	27,093	3,500		3,500	87.1%
6005 Admin Overhead Recharge	1,806	7,110	4,956	(2,154)		(2,154)	143.5%

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6006 HQ Salaries recharge	273	807	516	(291)		(291)	156.4%
6009 HQ Overhead recharges	1,585	4,810	2,103	(2,707)		(2,707)	228.7%
6030 Operational Staffing Recharge	483	1,587	1,623	36		36	97.8%
6035 Operational Overhead Recharge	12	98	147	49		49	66.7%
Democratic Representation :- Indirect Expenditure	12,492	54,022	72,780	18,758	2,218	16,540	77.3%
Net Expenditure	(12,492)	(54,022)	(72,780)	(18,758)			
110 Other Costs & Income							
1176 Precept	0	2,234,117	4,465,654	2,231,537			50.0%
1190 Bank Interest	5,399	10,941	30,000	19,059			36.5%
Other Costs & Income :- Income	5,399	2,245,058	4,495,654	2,250,596			49.9%
4051 Bank Charges	483	1,096	4,100	3,004	3	3,002	26.8%
4060 PWLB Interest repaid-Blakehay	0	1,113	2,067	954		954	53.8%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	0	3,431	6,706	3,275		3,275	51.2%
4069 PWLB Capital repaid-Water Pk	0	6,748	13,653	6,905		6,905	49.4%
4080 PWLB Capital HQ Loan Capital	5,000	5,000	10,000	5,000		5,000	50.0%
4081 PWLB Interest HQ Loan Interest	3,783	3,783	7,454	3,672		3,672	50.7%
4999 General Reserve	0	0	194,790	194,790		194,790	0.0%
Other Costs & Income :- Indirect Expenditure	9,266	27,171	250,770	223,599	3	223,597	10.8%
Net Income over Expenditure	(3,867)	2,217,888	4,244,884	2,026,996			
111 Strategic Planning/Projects							
4049 Legal fees	(1,624)	696	31,080	30,384	9,271	21,114	32.1%
4213 Development budget	31	526	1,036	510		510	50.8%
6000 Admin Salaries Recharge	2,623	7,831	8,991	1,160		1,160	87.1%
6005 Admin Overhead Recharge	272	1,072	1,644	572		572	65.2%
6006 HQ Salaries recharge	162	478	141	(337)		(337)	339.0%
6009 HQ Overhead recharges	938	2,847	570	(2,277)		(2,277)	499.5%
6030 Operational Staffing Recharge	403	1,324	1,353	29		29	97.9%
6035 Operational Overhead Recharge	10	81	123	42		42	65.9%
Strategic Planning/Projects :- Indirect Expenditure	2,815	14,855	44,938	30,083	9,271	20,813	53.7%
Net Expenditure	(2,815)	(14,855)	(44,938)	(30,083)			
112 Environmental							
4076 Environmental / Climate	0	913	46,125	45,212		45,212	2.0%
6000 Admin Salaries Recharge	1,932	5,769	6,624	855		855	87.1%

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	442	1,739	1,212	(527)		(527)	143.5%
6006 HQ Salaries recharge	116	344	219	(125)		(125)	157.1%
6009 HQ Overhead recharges	673	2,043	894	(1,149)		(1,149)	228.5%
6030 Operational Staffing Recharge	282	927	948	21		21	97.8%
6035 Operational Overhead Recharge	7	57	87	30		30	65.5%
Environmental :- Indirect Expenditure	3,452	11,792	56,109	44,317	0	44,317	21.0%
Net Expenditure	(3,452)	(11,792)	(56,109)	(44,317)			
113 Operational Services							
4000 Staffing Costs	12,095	39,765	162,647	122,882		122,882	24.4%
4013 Training	24	1,637	6,216	4,579	575	4,004	35.6%
4014 P P E / Health & Safety	0	0	207	207		207	0.0%
4035 Telephone	60	180	518	338	518	(180)	134.7%
4041 Fees, Subs and Conferences	0	0	746	746	379	367	50.8%
4107 IT Support & Upgrade	208	623	4,144	3,521	1,869	1,651	60.2%
6020 Allocation to Cost Centres	(12,386)	(42,205)	(44,370)	(2,165)		(2,165)	95.1%
Operational Services :- Indirect Expenditure	0	0	130,108	130,108	3,341	126,767	2.6%
Net Expenditure	(0)	(0)	(130,108)	(130,108)			
114 Old Town Quarry							
1044 Quarry sale or return comm	126	543	3,108	2,565			17.5%
1301 Studio Letting Income	1,395	3,926	14,680	10,754			26.7%
1302 Cafe rent income	5,424	11,221	26,000	14,779			43.2%
1303 Community hire (hub)	98	353	9,300	8,948			3.8%
1304 Shop Sales	80	256	10,360	10,104			2.5%
1305 Comm Events/activity (bowl)	105	494	7,770	7,276			6.4%
1306 Donations/Grant Funding	0	12	5,000	4,988			0.2%
Old Town Quarry :- Income	7,227	16,804	76,218	59,414			22.0%
4421 Sale or Return Exp (1009)	0	191	1,554	1,363	66	1,297	16.5%
Old Town Quarry :- Direct Expenditure	0	191	1,554	1,363	66	1,297	16.5%
4014 P P E / Health & Safety	0	0	311	311		311	0.0%
4019 Website Costs-TC	0	0	311	311	228	83	73.3%
4030 Equipment Purchase	29	181	518	337		337	34.9%
4031 Equipment - Rental	0	78	1,554	1,476	351	1,125	27.6%
4034 Equipment Repairs	0	0	5,180	5,180		5,180	0.0%
4035 Telephone	45	135	0	(135)	405	(540)	0.0%
4044 Insurance	0	0	10,360	10,360	10,328	32	99.7%
4102 NNDR	524	1,572	4,248	2,677	3,668	(992)	123.3%

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4104 Utilities - Water	(36)	203	1,243	1,040		1,040	16.3%
4105 Utilities - Heat & Light	409	1,037	18,130	17,093	7,647	9,447	47.9%
4109 Alarm system	0	0	1,098	1,098	1,305	(207)	118.9%
4114 Refuse Removal	204	736	535	(201)		(201)	137.5%
4131 Licenses	0	0	155	155		155	0.0%
4408 Shop stock	0	0	5,180	5,180		5,180	0.0%
4440 Community Hire exp (1303)	145	145	0	(145)		(145)	0.0%
6000 Admin Salaries Recharge	5,852	17,470	20,061	2,591		2,591	87.1%
6005 Admin Overhead Recharge	1,338	5,265	3,669	(1,596)		(1,596)	143.5%
6006 HQ Salaries recharge	310	916	582	(334)		(334)	157.4%
6009 HQ Overhead recharges	1,797	5,454	2,385	(3,069)		(3,069)	228.7%
6010 Grounds Salaries Recharge	142	415	513	98		98	80.9%
6015 Grounds Overhead Recharge	70	303	126	(177)		(177)	240.5%
6030 Operational Staffing Recharge	2,134	7,015	7,173	158		158	97.8%
6035 Operational Overhead Recharge	51	430	654	224		224	65.7%

Old Town Quarry :- Indirect Expenditure **13,014** **41,353** **83,986** **42,633** **23,932** **18,701** **77.7%**

Net Income over Expenditure **(5,787)** **(24,740)** **(9,322)** **15,418**

<u>115</u> <u>HQ</u>							
1100 Miscellaneous Income	(978)	1,424	23,147	21,723			6.2%
HQ :- Income	(978)	1,424	23,147	21,723			6.2%
4000 Staffing Costs	2,090	6,182	15,759	9,577	500	9,077	42.4%
4014 P P E / Health & Safety	10	30	3,108	3,078		3,078	1.0%
4030 Equipment Purchase	(103)	1,757	4,144	2,387	68	2,319	44.0%
4031 Equipment - Rental	2,830	8,962	5,853	(3,109)	4,520	(7,629)	230.3%
4035 Telephone	660	1,977	7,045	5,068	5,790	(722)	110.2%
4044 Insurance	0	0	6,595	6,595	12,833	(6,238)	194.6%
4102 NNDR	2,033	8,824	21,238	12,414	12,198	216	99.0%
4104 Utilities - Water	(31)	158	1,036	878		878	15.2%
4105 Utilities - Heat & Light	1,575	5,224	23,828	18,604		18,604	21.9%
4109 Alarm system	0	0	1,711	1,711		1,711	0.0%
4111 Window Cleaning	85	85	414	329		329	20.5%
4114 Refuse Removal	187	2,340	2,901	561		561	80.7%
4136 Credit Card Chgs	84	246	518	272	314	(42)	108.1%
4171 Parking	0	10,080	10,256	176		176	98.3%
4172 Garage rental	0	0	1,606	1,606	1,500	106	93.4%
6020 Allocation to Cost Centres	(14,224)	(43,008)	(20,046)	22,962		22,962	214.5%

HQ :- Indirect Expenditure **(4,803)** **2,857** **85,966** **83,109** **37,723** **45,386** **47.2%**

Net Income over Expenditure **3,825** **(1,433)** **(62,819)** **(61,386)**

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
116 Volunteer costs							
4012 Travel & Subsistence Expenses	0	90	414	324		324	21.7%
4013 Training	0	0	777	777		777	0.0%
4014 P P E / Health & Safety	0	0	104	104		104	0.0%
4030 Equipment Purchase	278	278	207	(71)		(71)	134.2%
4039 Advertising & Marketing	0	0	207	207		207	0.0%
4041 Fees, Subs and Conferences	0	0	207	207		207	0.0%
4151 Catering	0	0	311	311		311	0.0%
4253 Volunteer Events	0	0	777	777		777	0.0%
Volunteer costs :- Indirect Expenditure	278	368	3,004	2,636	0	2,636	12.2%
Net Expenditure	(278)	(368)	(3,004)	(2,636)			
120 Blakehay Central Costs							
1100 Miscellaneous Income	5,411	8,061	0	(8,061)			0.0%
Blakehay Central Costs :- Income	5,411	8,061	0	(8,061)			
4044 Insurance	0	0	8,184	8,184	6,976	1,208	85.2%
4102 NNDR	0	0	3,419	3,419		3,419	0.0%
4104 Utilities - Water	40	614	0	(614)		(614)	0.0%
4105 Utilities - Heat & Light	2,083	7,547	0	(7,547)		(7,547)	0.0%
4109 Alarm system	0	0	646	646		646	0.0%
4211 Blakehay	0	77,313	154,625	77,312	77,313	(0)	100.0%
Blakehay Central Costs :- Indirect Expenditure	2,122	85,473	166,874	81,401	84,289	(2,888)	101.7%
Net Income over Expenditure	3,288	(77,413)	(166,874)	(89,461)			
140 Museum Central Costs							
1100 Miscellaneous Income	531	1,371	10,000	8,629			13.7%
Museum Central Costs :- Income	531	1,371	10,000	8,629			13.7%
4000 Staffing Costs	13,195	39,892	139,784	99,892	375	99,517	28.8%
4012 Travel & Subsistence Expenses	0	0	104	104		104	0.0%
4013 Training	0	1,161	2,901	1,740	575	1,165	59.8%
4014 P P E / Health & Safety	0	0	1,000	1,000		1,000	0.0%
4019 Website Costs-TC	50	248	725	477	517	(40)	105.5%
4030 Equipment Purchase	520	700	1,500	800	68	732	51.2%
4031 Equipment - Rental	34	396	2,039	1,643	1,656	(13)	100.6%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	391	1,179	4,413	3,234	3,567	(333)	107.5%
4036 Stationery	96	130	777	647	205	442	43.1%
4039 Advertising & Marketing	184	604	2,500	1,896	319	1,577	36.9%

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4041 Fees, Subs and Conferences	47	310	259	(51)		(51)	119.5%
4044 Insurance	0	0	15,000	15,000	10,426	4,574	69.5%
4104 Utilities - Water	83	145	311	166		166	46.8%
4105 Utilities - Heat & Light	1,463	5,093	19,220	14,127		14,127	26.5%
4107 IT Support & Upgrade	817	2,452	8,806	6,354	7,356	(1,002)	111.4%
4109 Alarm system	197	1,542	818	(724)		(724)	188.5%
4111 Window Cleaning	100	150	518	368	450	(82)	115.8%
4114 Refuse Removal	260	1,772	4,500	2,728	2,398	331	92.7%
4131 Licenses	0	190	1,191	1,001	905	96	92.0%
4136 Credit Card Chgs	21	62	570	508	78	430	24.6%
4214 Somerset County Council - SLA	0	22,907	86,500	63,593	68,721	(5,129)	105.9%
6000 Admin Salaries Recharge	2,068	6,174	7,089	915		915	87.1%
6005 Admin Overhead Recharge	473	1,861	1,296	(565)		(565)	143.6%
6006 HQ Salaries recharge	106	313	198	(115)		(115)	158.1%
6009 HQ Overhead recharges	614	1,864	816	(1,048)		(1,048)	228.4%
6010 Grounds Salaries Recharge	176	515	639	124		124	80.6%
6015 Grounds Overhead Recharge	87	376	156	(220)		(220)	241.0%
6030 Operational Staffing Recharge	2,442	8,028	8,211	183		183	97.8%
6035 Operational Overhead Recharge	59	493	750	257		257	65.7%

Museum Central Costs :- Indirect Expenditure	23,483	98,555	313,091	214,536	97,617	116,918	62.7%
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Net Income over Expenditure	(22,953)	(97,185)	(303,091)	(205,906)
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141 Museum Learning and Events

1006 Learning Income	641	3,284	9,083	5,800			36.1%
1008 Museum handling box hire	45	225	725	500			31.0%
1103 Other event misc income	0	0	3,626	3,626			0.0%

Museum Learning and Events :- Income	686	3,509	13,434	9,926			26.1%
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4000 Staffing Costs	3,242	9,683	41,048	31,365		31,365	23.6%
4012 Travel & Subsistence Expenses	29	48	160	113		113	29.7%
4020 Learning/Event education equip	193	193	1,062	869		869	18.2%
4021 Other general events	0	970	2,072	1,102		1,102	46.8%
4030 Equipment Purchase	0	250	518	268		268	48.3%

Museum Learning and Events :- Indirect Expenditure	3,464	11,144	44,860	33,716	0	33,716	24.8%
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Net Income over Expenditure	(2,779)	(7,636)	(31,426)	(23,790)
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142 Museum Cafe

1004 Cafe Sales	4,428	15,952	93,240	77,288			17.1%
1194 Bar Income	30	797	15,540	14,743			5.1%

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1197 Function food income	1,093	4,089	25,900	21,811			15.8%
Museum Cafe :- Income	5,551	20,838	134,680	113,842			15.5%
4000 Staffing Costs	5,580	16,473	83,860	67,387		67,387	19.6%
4030 Equipment Purchase	90	143	3,000	2,857		2,857	4.8%
4031 Equipment - Rental	271	915	2,600	1,685	2,288	(603)	123.2%
4110 Cleaning	0	124	1,700	1,576		1,576	7.3%
4114 Refuse Removal	21	263	700	437	181	257	63.3%
4136 Credit Card Chgs	21	62	500	438	78	360	28.0%
4406 Bar Stock/Sundry Items Kiosk	128	581	4,500	3,919		3,919	12.9%
4407 Cafe stock	1,490	4,738	24,000	19,262	108	19,154	20.2%
4511 Function food costs	(7)	674	5,500	4,826	64	4,762	13.4%
Museum Cafe :- Indirect Expenditure	7,594	23,973	126,360	102,387	2,719	99,668	21.1%
Net Income over Expenditure	(2,042)	(3,135)	8,320	11,455			
<u>143 Museum shop/retail</u>							
1005 Museum Shop Sales	749	1,980	10,360	8,380			19.1%
1009 Museum sale or return comm	525	1,358	13,468	12,110			10.1%
Museum shop/retail :- Income	1,274	3,338	23,828	20,490			14.0%
4421 Sale or Return Exp (1009)	199	1,393	5,770	4,377		4,377	24.1%
Museum shop/retail :- Direct Expenditure	199	1,393	5,770	4,377	0	4,377	24.1%
4030 Equipment Purchase	0	21	518	497		497	4.0%
4031 Equipment - Rental	119	307	930	623	920	(297)	131.9%
4136 Credit Card Chgs	21	62	518	456	78	378	27.0%
4408 Shop stock	710	1,110	7,252	6,142		6,142	15.3%
Museum shop/retail :- Indirect Expenditure	851	1,499	9,218	7,719	999	6,720	27.1%
Net Income over Expenditure	224	446	8,840	8,394			
<u>144 Museum Temporary Gallery</u>							
4030 Equipment Purchase	(41)	0	0	0		0	0.0%
Museum Temporary Gallery :- Indirect Expenditure	(41)	0	0	0	0	0	
Net Expenditure	41	0	0	0			
<u>145 Museum Function</u>							
1019 Internal Bookings (Council)	0	0	207	207			0.0%
1103 Other event misc income	168	2,506	13,986	11,480			17.9%
1104 Function Income	1,184	4,733	27,972	23,239			16.9%
Museum Function :- Income	1,351	7,240	42,165	34,925			17.2%

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	2,726	8,146	21,821	13,675		13,675	37.3%
4030 Equipment Purchase	135	316	2,000	1,684		1,684	15.8%
4136 Credit Card Chgs	0	0	518	518		518	0.0%
4420 Function Expenditure (1104)	0	1,423	12,432	11,010	1,042	9,968	19.8%
Museum Function :- Indirect Expenditure	2,861	9,885	36,771	26,886	1,042	25,844	29.7%
Net Income over Expenditure	(1,510)	(2,645)	5,394	8,039			
199 Capital Projects							
4101 VW Website	(33,750)	0	33,750	33,750		33,750	0.0%
4103 Old Town Quarry barn	29,302	30,545	31,080	535	535	0	100.0%
4145 Castle batch play area	0	0	46,620	46,620		46,620	0.0%
4146 Weston Town Interactive map	0	0	26,936	26,936		26,936	0.0%
4147 Capital Provision (MTFP)	0	0	62,160	62,160		62,160	0.0%
Capital Projects :- Indirect Expenditure	(4,448)	30,545	200,546	170,001	535	169,466	15.5%
Net Expenditure	4,448	(30,545)	(200,546)	(170,001)			
300 Planning							
6000 Admin Salaries Recharge	1,182	3,529	4,053	524		524	87.1%
6005 Admin Overhead Recharge	270	1,063	741	(322)		(322)	143.5%
6006 HQ Salaries recharge	113	334	213	(121)		(121)	156.8%
6009 HQ Overhead recharges	655	1,989	870	(1,119)		(1,119)	228.6%
Planning :- Indirect Expenditure	2,220	6,915	5,877	(1,038)	0	(1,038)	117.7%
Net Expenditure	(2,220)	(6,915)	(5,877)	1,038			
400 Central Grounds Maintenance							
4000 Staffing Costs	38,361	111,970	554,911	442,941		442,941	20.2%
4013 Training	95	2,192	7,252	5,060	575	4,485	38.2%
4014 P P E / Health & Safety	1,093	3,190	6,734	3,544	300	3,243	51.8%
4025 Vehicle Maintenance	12	955	4,662	3,707	836	2,871	38.4%
4026 Petrol / Diesel	606	2,054	15,540	13,486		13,486	13.2%
4030 Equipment Purchase	971	2,363	14,504	12,141	1,634	10,507	27.6%
4031 Equipment - Rental	2,794	10,199	48,093	37,894	14,857	23,037	52.1%
4034 Equipment Repairs	0	565	4,351	3,786		3,786	13.0%
4035 Telephone	338	1,020	3,781	2,761	2,754	7	99.8%
4044 Insurance	0	7,286	10,360	3,074	1,740	1,334	87.1%
4107 IT Support & Upgrade	4,513	15,753	16,990	1,237	8,435	(7,199)	142.4%
4114 Refuse Removal	0	0	2,486	2,486		2,486	0.0%
6020 Allocation to Cost Centres	(57,231)	(157,547)	(172,413)	(14,866)		(14,866)	91.4%
Central Grounds Maintenance :- Indirect Expenditure	(8,448)	(1)	517,251	517,252	31,132	486,119	6.0%
Net Expenditure	8,448	1	(517,251)	(517,252)			

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
403 Allotments							
1100 Miscellaneous Income	0	0	414	414			0.0%
Allotments :- Income	0	0	414	414			0.0%
4105 Utilities - Heat & Light	71	205	1,036	831		831	19.8%
4108 Building / Maintenance	39	39	4,144	4,105	7,988	(3,882)	193.7%
4261 Accessibility plot all sites	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	953	2,846	3,267	421		421	87.1%
6005 Admin Overhead Recharge	218	858	597	(261)		(261)	143.7%
6006 HQ Salaries recharge	58	171	108	(63)		(63)	158.3%
6009 HQ Overhead recharges	336	1,020	447	(573)		(573)	228.2%
6010 Grounds Salaries Recharge	176	515	639	124		124	80.6%
6015 Grounds Overhead Recharge	87	376	156	(220)		(220)	241.0%
Allotments :- Indirect Expenditure	1,938	6,030	15,394	9,364	7,988	1,377	91.1%
Net Income over Expenditure	(1,938)	(6,030)	(14,980)	(8,950)			
420 Milton Road Cemetery							
1010 Interments	3,214	5,454	70,448	64,994			7.7%
1011 Memorials	904	2,172	5,180	3,008			41.9%
1100 Miscellaneous Income	661	1,073	5,180	4,107			20.7%
Milton Road Cemetery :- Income	4,779	8,699	80,808	72,109			10.8%
4034 Equipment Repairs	36	1,213	13,468	12,255		12,255	9.0%
4054 Grave Digging	0	700	12,432	11,732	175	11,557	7.0%
4055 Memorials	529	1,397	8,288	6,891	1,875	5,016	39.5%
4102 NNDR	407	1,624	4,153	2,529	2,442	87	97.9%
4104 Utilities - Water	215	720	1,243	523		523	57.9%
4105 Utilities - Heat & Light	16	48	228	180		180	21.0%
4109 Alarm system	0	0	361	361	522	(161)	144.5%
4114 Refuse Removal	0	0	207	207		207	0.0%
6000 Admin Salaries Recharge	1,644	4,909	5,637	728		728	87.1%
6005 Admin Overhead Recharge	376	1,479	1,032	(447)		(447)	143.3%
6006 HQ Salaries recharge	98	291	186	(105)		(105)	156.5%
6009 HQ Overhead recharges	571	1,734	759	(975)		(975)	228.5%
6010 Grounds Salaries Recharge	15,912	46,445	57,543	11,098		11,098	80.7%
6015 Grounds Overhead Recharge	7,827	33,927	13,974	(19,953)		(19,953)	242.8%
6030 Operational Staffing Recharge	872	2,866	2,931	65		65	97.8%
6035 Operational Overhead Recharge	21	176	267	91		91	65.9%
Milton Road Cemetery :- Indirect Expenditure	28,524	97,529	122,709	25,180	5,014	20,166	83.6%
Net Income over Expenditure	(23,745)	(88,830)	(41,901)	46,929			

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	19,866	19,866	76,926	57,060	57,695	(635)	100.8%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	1,123	3,351	3,849	498		498	87.1%
6005 Admin Overhead Recharge	256	1,010	705	(305)		(305)	143.3%
6006 HQ Salaries recharge	76	225	144	(81)		(81)	156.3%
6009 HQ Overhead recharges	441	1,334	582	(752)		(752)	229.2%
6030 Operational Staffing Recharge	280	924	948	24		24	97.5%
6035 Operational Overhead Recharge	6	58	87	29		29	66.7%
Youth Activities :- Indirect Expenditure	22,048	26,768	86,741	59,973	57,695	2,278	97.4%
Net Expenditure	(22,048)	(26,768)	(86,741)	(59,973)			
460 Street Furniture							
1112 Dog Bin Emptying	1,274	3,823	15,570	11,747			24.6%
Street Furniture :- Income	1,274	3,823	15,570	11,747			24.6%
4113 Consumables (water)	132	132	0	(132)		(132)	0.0%
4115 Bin purchase	0	855	5,180	4,325		4,325	16.5%
4116 Dogbin Emptying	3,293	4,752	12,432	7,680		7,680	38.2%
4119 Notice Boards	0	0	1,554	1,554	2,463	(909)	158.5%
4133 Bus Shelter - Repairs	0	0	2,072	2,072		2,072	0.0%
4157 Prince Wales Clock/welcome sig	(2)	290	570	280	1,083	(803)	240.9%
6000 Admin Salaries Recharge	1,191	3,555	4,083	528		528	87.1%
6005 Admin Overhead Recharge	600	2,360	747	(1,613)		(1,613)	315.9%
6006 HQ Salaries recharge	74	219	306	87		87	71.6%
6009 HQ Overhead recharges	431	1,308	1,245	(63)		(63)	105.1%
6010 Grounds Salaries Recharge	6,962	20,322	25,179	4,857		4,857	80.7%
6015 Grounds Overhead Recharge	3,425	14,845	6,114	(8,731)		(8,731)	242.8%
6030 Operational Staffing Recharge	81	267	273	6		6	97.8%
6035 Operational Overhead Recharge	2	16	24	8		8	66.7%
Street Furniture :- Indirect Expenditure	16,189	48,921	59,779	10,858	3,546	7,312	87.8%
Net Income over Expenditure	(14,915)	(45,098)	(44,209)	889			
470 Parks & Play Areas							
1076 Castle batch Kiok Income	0	0	10,360	10,360			0.0%
Parks & Play Areas :- Income	0	0	10,360	10,360			0.0%
4044 Insurance	0	0	20,720	20,720	12,597	8,123	60.8%
4140 Recreation Grounds	78,060	78,060	81,182	3,122		3,122	96.2%

Detailed Income & Expenditure by Budget Heading 30/06/2026

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4300 Parks&Play Area EMRRP Holding	0	0	443,120	443,120	222,713	220,407	50.3%
4301 Ashcombe Park Lower	488	994	994	0		0	100.0%
4302 Ashcombe Park Upper	488	994	994	0		0	100.0%
4303 Broadway Play	488	1,031	1,031	0		0	100.0%
4304 Broadway Skate Park	488	994	994	0		0	100.0%
4305 Byron Rec	488	994	994	0		0	100.0%
4306 Castle Batch Lower	488	994	994	0		0	100.0%
4307 Canberra Road	488	994	994	0		0	100.0%
4308 Clarence Park	488	7,894	7,894	0		0	100.0%
4309 Conniston Green	488	994	994	0		0	100.0%
4310 Ellenborough Park East	488	994	994	0		0	100.0%
4311 Grove Park	488	994	994	0		0	100.0%
4312 Hutton Moor Skate Park	488	994	994	0		0	100.0%
4313 Jubilee Park	488	994	994	0		0	100.0%
4314 Locking Castle (Maltlands)	488	1,227	1,227	(0)		(0)	100.0%
4315 Lynch Farm	488	994	994	0		0	100.0%
4316 Millennium Green	488	1,227	1,227	(0)		(0)	100.0%
4317 Uphill Junior Play Area	488	994	994	0		0	100.0%
4318 Uphill Toddler Play Area	488	994	994	0		0	100.0%
4319 Water Adventure Play Park	(156)	6,990	6,991	1		1	100.0%
4320 Worle Recreation Ground	488	994	994	0		0	100.0%
4321 Wyvern Close	488	994	994	0		0	100.0%
4322 Ellenborough Park West	488	994	994	0		0	100.0%
4324 Dartmouth Close	488	994	994	0		0	100.0%
4325 Devolution	385	618	618	(0)		(0)	100.1%
6000 Admin Salaries Recharge	2,462	7,350	8,439	1,089		1,089	87.1%
6005 Admin Overhead Recharge	563	2,215	1,545	(670)		(670)	143.4%
6006 HQ Salaries recharge	140	415	264	(151)		(151)	157.2%
6009 HQ Overhead recharges	814	2,471	1,080	(1,391)		(1,391)	228.8%
6010 Grounds Salaries Recharge	12,786	37,319	46,239	8,920		8,920	80.7%
6015 Grounds Overhead Recharge	6,289	27,260	11,229	(16,031)		(16,031)	242.8%
6030 Operational Staffing Recharge	1,508	4,958	5,070	112		112	97.8%
6035 Operational Overhead Recharge	36	304	462	158		158	65.8%

Parks & Play Areas :- Indirect Expenditure	113,628	197,228	656,230	459,002	235,310	223,693	65.9%
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Net Income over Expenditure	(113,628)	(197,228)	(645,870)	(448,642)
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<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	(1,598)	0	174,280	174,280	51,808	122,472	29.7%
4232 Allotments PPM	(2)	(2)	(2)	(0)		(0)	96.5%
4233 Blakehay PPM	798	1,082	1,082	0		0	100.0%

Detailed Income & Expenditure by Budget Heading 30/06/2026

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4234 Museum PPM	207	1,315	1,315	(0)		(0)	100.0%
4235 Cemetery PPM	108	603	603	0		0	100.0%
4236 Parks & play areas PPM	633	2,771	2,771	0		0	100.0%
4237 Grove House PPM	(2)	(2)	(2)	(0)		(0)	96.0%
4238 Grove Lodge PPM	128	248	248	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	(2)	(2)	(2)	(0)		(0)	96.5%
4240 Public toilets	(2)	976	976	0		0	100.0%
4241 VIC PPM	(2)	(2)	(2)	(0)		(0)	96.5%
4242 HQ PPM	3,156	4,356	4,356	(0)		(0)	100.0%
4243 Quarry PPM	8,314	8,614	8,614	0		0	100.0%
4244 Xmas Lights PPM	(2)	(2)	(2)	(0)		(0)	96.5%
4247 Tree Management PPM	805	1,261	1,261	(0)		(0)	100.0%
6000 Admin Salaries Recharge	2,064	6,162	7,074	912		912	87.1%
6005 Admin Overhead Recharge	472	1,857	1,293	(564)		(564)	143.6%
6006 HQ Salaries recharge	111	328	210	(118)		(118)	156.2%
6009 HQ Overhead recharges	644	1,955	855	(1,100)		(1,100)	228.7%
6030 Operational Staffing Recharge	81	267	273	6		6	97.8%
6035 Operational Overhead Recharge	2	16	24	8		8	66.7%

Planned maintenance :- Indirect Expenditure **15,914** **31,802** **205,225** **173,423** **51,808** **121,616** **40.7%**

Net Expenditure **(15,914)** **(31,802)** **(205,225)** **(173,423)**

481	Tourism Visit Weston/Dest Mar							
1040	Digital Advertising	464	3,708	20,720	17,012		17.9%	
	Tourism Visit Weston/Dest Mar :- Income	464	3,708	20,720	17,012		17.9%	
4000	Staffing Costs	5,900	19,306	74,553	55,247	55,247	25.9%	
4030	Equipment Purchase	35	35	104	69	69	33.2%	
4035	Telephone	134	410	2,176	1,766	1,098	69.3%	
4039	Advertising & Marketing	0	276	7,770	7,494	7,494	3.5%	
4041	Fees, Subs and Conferences	0	355	648	293	293	54.8%	
4062	Tourism-Love Weston website	1,506	6,710	1,036	(5,674)	29	(5,703)	650.5%
4107	IT Support & Upgrade	478	1,434	1,970	536	4,303	(3,767)	291.2%

Tourism Visit Weston/Dest Mar :- Indirect Expenditure **8,053** **28,525** **88,257** **59,732** **5,430** **54,302** **38.5%**

Net Income over Expenditure **(7,589)** **(24,817)** **(67,537)** **(42,720)**

482	Tourism VIC costs						
1038	VIC sale or return Comm	0	0	2,072	2,072		0.0%
1040	Digital Advertising	0	1,700	2,072	372		82.0%
1043	VIC Retail/Shop Income	4	4	10,360	10,356		0.0%

Detailed Income & Expenditure by Budget Heading 30/06/2026

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1251 VW Notice boards (NSC)	94	2,498	10,360	7,862			24.1%
Tourism VIC costs :- Income	98	4,202	24,864	20,662			16.9%
4421 Sale or Return Exp (1009)	0	54	1,036	982		982	5.2%
Tourism VIC costs :- Direct Expenditure	0	54	1,036	982	0	982	5.2%
4000 Staffing Costs	4,908	11,715	49,444	37,729		37,729	23.7%
4013 Training	48	1,089	1,036	(53)	575	(628)	160.6%
4014 P P E / Health & Safety	0	0	1,062	1,062		1,062	0.0%
4030 Equipment Purchase	0	0	1,036	1,036		1,036	0.0%
4031 Equipment - Rental	103	207	259	52	621	(569)	319.6%
4036 Stationery	0	0	259	259		259	0.0%
4039 Advertising & Marketing	303	1,119	5,180	4,061		4,061	21.6%
4119 Notice Boards	96	583	1,036	453		453	56.2%
4136 Credit Card Chgs	42	123	311	188	157	31	90.1%
4151 Catering	0	0	311	311		311	0.0%
4225 VIC Stock	0	0	8,288	8,288		8,288	0.0%
4255 VW Notice boards (NSC)	0	0	5,180	5,180		5,180	0.0%
6000 Admin Salaries Recharge	2,004	5,984	6,870	886		886	87.1%
6005 Admin Overhead Recharge	0	0	1,257	1,257		1,257	0.0%
6006 HQ Salaries recharge	100	296	189	(107)		(107)	156.6%
6009 HQ Overhead recharges	582	1,766	774	(992)		(992)	228.2%
6030 Operational Staffing Recharge	1,274	4,187	4,281	94		94	97.8%
6035 Operational Overhead Recharge	31	258	390	132		132	66.2%
Tourism VIC costs :- Indirect Expenditure	9,491	27,326	87,163	59,837	1,353	58,484	32.9%
Net Income over Expenditure	(9,393)	(23,178)	(63,335)	(40,157)			
483 Silica							
1040 Digital Advertising	0	35	3,108	3,073			1.1%
Silica :- Income	0	35	3,108	3,073			1.1%
4039 Advertising & Marketing	0	18	0	(18)		(18)	0.0%
4044 Insurance	0	0	518	518	2	516	0.5%
4102 NNDR	59	121	1,943	1,822	413	1,409	27.5%
4105 Utilities - Heat & Light	171	265	518	253		253	51.1%
4107 IT Support & Upgrade	35	105	435	330	315	15	96.5%
4109 Alarm system	0	0	518	518		518	0.0%
Silica :- Indirect Expenditure	265	508	3,932	3,424	730	2,693	31.5%
Net Income over Expenditure	(265)	(473)	(824)	(351)			

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
484 Waterpark Kiosk and Admissions							
1004 Cafe Sales	6,724	23,204	51,800	28,596			44.8%
1077 Water Park Admissions	5,992	20,916	51,800	30,884			40.4%
1198 Kiosk sales	0	0	10,360	10,360			0.0%
Waterpark Kiosk and Admissions :- Income	12,715	44,120	113,960	69,840			38.7%
4000 Staffing Costs	10,233	26,593	40,138	13,545		13,545	66.3%
4013 Training	24	79	518	439		439	15.3%
4014 P P E / Health & Safety	(100)	20	1,036	1,016		1,016	1.9%
4030 Equipment Purchase	(82)	977	2,590	1,613		1,613	37.7%
4031 Equipment - Rental	0	775	2,103	1,328	612	716	66.0%
4035 Telephone	25	75	207	132	225	(93)	144.9%
4041 Fees, Subs and Conferences	14	14	0	(14)		(14)	0.0%
4104 Utilities - Water	0	8	0	(8)		(8)	0.0%
4107 IT Support & Upgrade	0	0	207	207		207	0.0%
4110 Cleaning	0	101	207	106		106	48.7%
4114 Refuse Removal	0	0	2,176	2,176		2,176	0.0%
4136 Credit Card Chgs	0	0	622	622		622	0.0%
4406 Bar Stock/Sundry Items Kiosk	0	50	777	727		727	6.4%
4407 Cafe stock	2,888	9,715	19,684	9,969	1,158	8,811	55.2%
4408 Shop stock	0	0	5,698	5,698	138	5,560	2.4%
6010 Grounds Salaries Recharge	359	(35,170)	1,290	36,460		36,460	(2726.4%)
6015 Grounds Overhead Recharge	175	759	312	(447)		(447)	243.3%
Waterpark Kiosk and Admissions :- Indirect Expenditure	13,536	3,996	77,565	73,569	2,133	71,436	7.9%
Net Income over Expenditure	(821)	40,124	36,395	(3,729)			
485 PublicToilets							
4014 P P E / Health & Safety	0	40	0	(40)		(40)	0.0%
4044 Insurance	0	0	6,734	6,734	952	5,782	14.1%
4104 Utilities - Water	(117)	77	1,554	1,477		1,477	5.0%
4105 Utilities - Heat & Light	600	1,410	3,626	2,216		2,216	38.9%
4109 Alarm system	0	0	155	155		155	0.0%
4110 Cleaning	2,980	9,060	35,000	25,940	29,800	(3,860)	111.0%
6000 Admin Salaries Recharge	864	2,581	2,964	383		383	87.1%
6005 Admin Overhead Recharge	655	2,580	543	(2,037)		(2,037)	475.1%
6006 HQ Salaries recharge	62	183	117	(66)		(66)	156.4%
6009 HQ Overhead recharges	359	1,090	477	(613)		(613)	228.5%
6010 Grounds Salaries Recharge	322	940	1,164	224		224	80.8%
6015 Grounds Overhead Recharge	159	688	282	(406)		(406)	244.0%

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6030 Operational Staffing Recharge	81	267	273	6		6	97.8%
6035 Operational Overhead Recharge	2	16	24	8		8	66.7%
PublicToilets :- Indirect Expenditure	5,967	18,931	52,913	33,982	30,752	3,230	93.9%
Net Expenditure	(5,967)	(18,931)	(52,913)	(33,982)			
486 Waterpark other charges							
4102 NNDR	0	0	919	919		919	0.0%
4104 Utilities - Water	(30)	(495)	2,279	2,774		2,774	(21.7%)
4105 Utilities - Heat & Light	1,049	2,821	20,720	17,899		17,899	13.6%
4109 Alarm system	523	523	866	343		343	60.4%
4110 Cleaning	1,667	3,333	10,000	6,667	6,667	0	100.0%
4138 Water Play Area Rent	1,164	3,298	14,571	11,273	9,601	1,672	88.5%
Waterpark other charges :- Indirect Expenditure	4,372	9,480	49,355	39,875	16,268	23,607	52.2%
Net Expenditure	(4,372)	(9,480)	(49,355)	(39,875)			
801 Earmarked Reserves							
8041 Tree planting (Fundraising)	0	0	0	(0)		(0)	0.0%
Earmarked Reserves :- Direct Expenditure	0	0	0	(0)	0	(0)	
8023 Cil Monies Received	359	0	0	0		0	0.0%
8026 Com Res - Food Proj / Climate	(457)	49	0	(49)	88	(137)	0.0%
8036 Com Res - Wellbeing	500	0	0	0		0	0.0%
8040 Wellbeing staff grant	(1,268)	0	0	0		0	0.0%
8043 Community Events	0	0	0	0	1,615	(1,615)	0.0%
8044 Unfulfilled Purchase Orders	(68,858)	0	0	0		0	0.0%
8045 Legal fees 25/26 projects	(7,000)	0	0	0		0	0.0%
8047 HQ refurb TC sign	(3,401)	0	0	0	3,401	(3,401)	0.0%
Earmarked Reserves :- Indirect Expenditure	(80,125)	49	0	(49)	5,104	(5,153)	
Net Expenditure	80,125	(49)	0	49			
7000 plus Transfer from EMR	49	49	0	(49)			
Movement to/(from) Gen Reserve	80,173	(0)	0	0			
901 Capital Works Reserves							
9003 Old Town Quarry Works	0	6,079	0	(6,079)	29,609	(35,688)	0.0%
Capital Works Reserves :- Direct Expenditure	0	6,079	0	(6,079)	29,609	(35,688)	
Net Expenditure	0	(6,079)	0	6,079			

Detailed Income & Expenditure by Budget Heading 30/06/2026

Month No: 3

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	48,849	2,381,497	5,103,038	2,721,541			46.7%
Expenditure	224,613	1,027,554	5,103,038	4,075,484	1,103,255	2,972,229	41.8%
Net Income over Expenditure	(175,764)	1,353,943	0	(1,353,943)			
plus Transfer from EMR	49	49	0	(49)			
Movement to/(from) Gen Reserve	(175,716)	1,353,992	0	(1,353,992)			

Finance & General Purposes Committee 27th July 2026
Bank Reconciliation Summary Report @ 30.06.2026
Report from the Finance Administration Manager

BANK RECONCILIATIONS

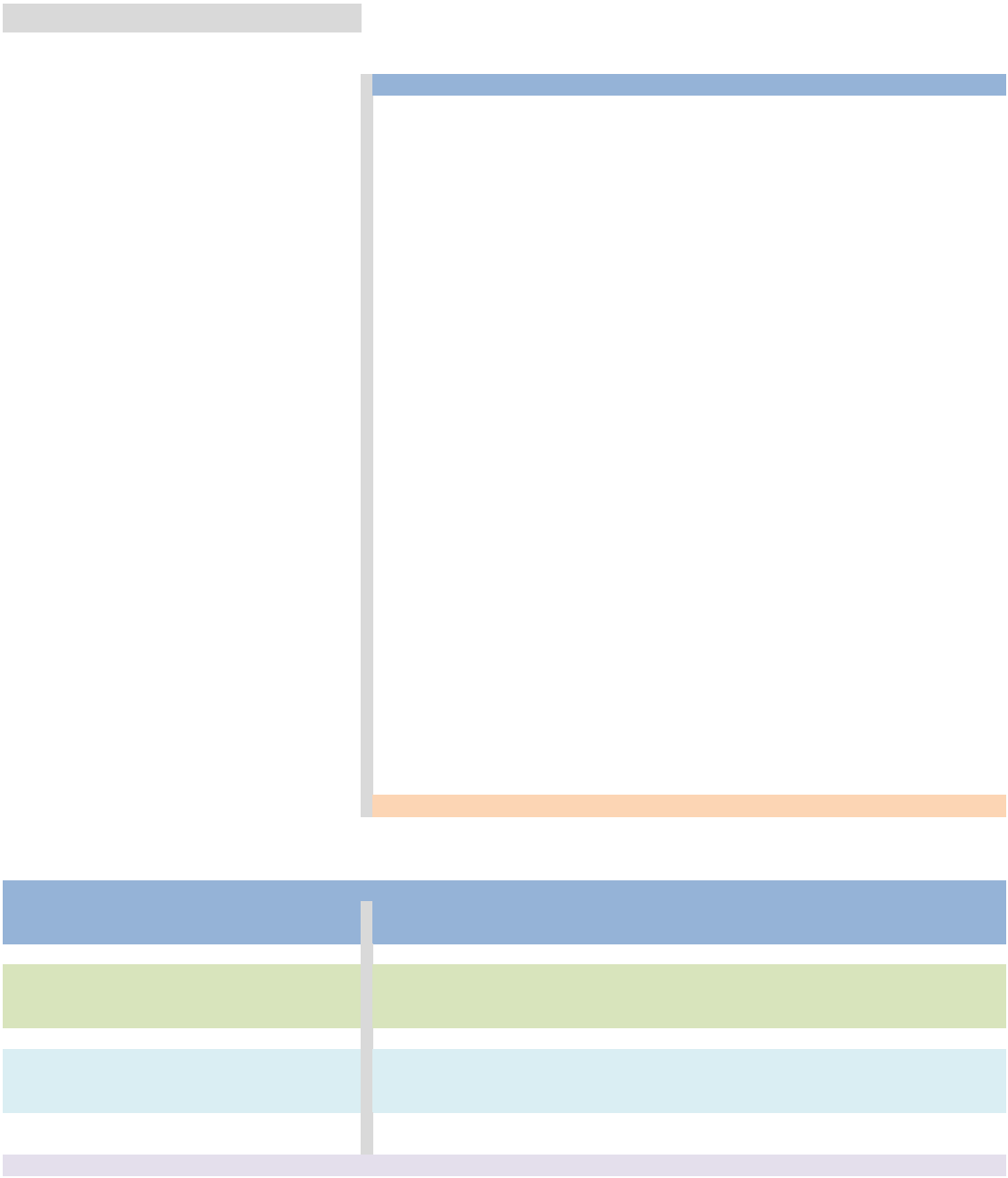
	Agenda Item			Bank Accounts sub-total	CCLA Investment	Santander Investment	Lloyds Instant access savings	Monthly totals
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity					
	£	£	£		£	£	£	£
30th April 2026								
Account Balance	562,072.12	13,800.37	7,761.87					
Less: Unpresented payments	0.00	0.00	0.00					
plus: receipts not banked	918.79	0.00	0.00					
	562,990.91	13,800.37	7,761.87	584,553.15	1,500,000.00	471,265.17	1,301,698.64	3,857,516.96

SCHEDULE OF RECEIPTED INCOME

	Current Account (Lloyds)	Imprest Account (Lloyds)	Mayor's Charity Fund (Lloyds)	Total Gross Income
	£	£	£	£
30th April 2026	£ 2,340,717.72	£ 10.00	£ -	£ 2,340,727.72
31st May 2026	£ 565,265.17	£ 11.64	£ -	£ 565,276.81
30th June 2026	£ 187,528.74	£ -	£ -	£ 187,528.74

SCHEDULE OF PAYMENTS

	Current Account (Lloyds)	Imprest Account (Lloyds)	Mayor's Charity Fund (Lloyds)	Total Gross Payments
	£	£	£	£
30th April 2026	£ 2,285,452.36	£ 6.61	£ 4.25	£ 2,285,463.22
31st May 2026	£ 339,061.67	£ 13.01	£ 16.05	£ 339,090.73
30th June 2026	£ 411,641.14	£ 218.24	£ 4.25	£ 411,863.63





WESTON-SUPER-MARE TOWN COUNCIL

Finance & General Purposes Committee 27th July 2026
Investment and Interest Summary report @ 30.06.2026
Report from the Finance Administration Manager

ITEM 9.4.1

INTEREST SUMMARY

	Lloyds Instant Access Account	Natwest Liquidity Account	Santander 95 day Access Account	CCLA-Public Sector Deposit Fund (money market fund)	Monthly Interest Total	Budget 2026/2027
April 2026	£239.95	Unknown	£1,216.17	£1,907.82	£3,363.94	
May 2026	£701.45	Unknown	£1,180.01	£2,693.17	£4,574.63	
June 2026	£563.34	Unknown	£1,222.42	£4,835.31	£6,621.07	
July 2026					£0.00	
August 2026					£0.00	
September 2026					£0.00	
October 2026					£0.00	
November 2026					£0.00	
December 2026					£0.00	
January 2027					£0.00	
February 2027					£0.00	
March 2027					£0.00	
TOTAL INTEREST	£1,504.74	£0.00	£3,618.60	£9,436.30	£10,941.04	£30,000

INVESTMENT SUMMARY

	Lloyds Instant Access Account	Natwest Liquidity Account	Santander 95 day Access Account	CCLA-Public Sector Deposit Fund (money market fund)	Monthly Investment/Withdr awal Total
Opening balances 01.04.2026	£301,699	£31,191	£470,049	£600,000	
April 2026	£1,000,000.00	£0.00	£0.00	£900,000.00	£1,900,000.00
May 2026	-£500,000.00	£0.00	£0.00	£0.00	-£500,000.00
June 2026	£0.00	£0.00	£0.00	£0.00	£0.00
July 2026					£0.00
August 2026					£0.00
September 2026					£0.00
October 2026					£0.00
November 2026					£0.00
December 2026					£0.00
January 2027					£0.00
February 2027					£0.00
March 2027					£0.00
TOTAL INVESTMENTS HELD	£801,699.00	£31,191.00	£473,667.60	£1,500,000.00	£2,806,557.60

+ = funds held
 - = funds withdrawn

Outstanding Balances by Month as at 30/06/2026

A/C Code	Customer Name	Balance	Jun 2026	May 2026	Apr 2026	Prior Months	On A/c Pymnts
Ledger No 2: Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	525.31	525.31	0.00	0.00	0.00	0.00
CCTV	CCTVNSC	1,290.14	0.00	0.00	0.00	1,290.14	0.00
DRAKET	DRAKET	182.00	0.00	182.00	0.00	0.00	0.00
EASTFIELD2	EASTFIELD2	48.79	48.79	0.00	0.00	0.00	0.00
EAT	EAT WESTON	232.30	232.30	0.00	0.00	0.00	0.00
ELM001	ELMS	1,065.00	1,065.00	0.00	0.00	0.00	0.00
GRANICUS	GRANICUS	334.62	334.62	0.00	0.00	0.00	0.00
HUBWESTO	HUBWESTON	222.00	0.00	0.00	0.00	222.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	429.79	429.79	0.00	0.00	0.00	0.00
PITMANS	PITMANS	242.00	242.00	0.00	0.00	0.00	0.00
THEBLAKEH	THEBLAKEHAY	6,309.21	6,309.21	0.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBES	525.31	525.31	0.00	0.00	0.00	0.00
WOOKEY	WOOKEY	240.00	0.00	0.00	240.00	0.00	0.00
Total Sales Ledger No 2		11,646.47	9,712.33	182.00	240.00	1,512.14	0.00
Ledger No 4: Museum Sales Ledger							
CHRISTOPHE	CHRISTOPHE	172.00	172.00	0.00	0.00	0.00	0.00
CROCKERNE	CROCKERNE	250.00	250.00	0.00	0.00	0.00	0.00
HANNAHM	HANNAH MORE INFANTS	185.00	0.00	185.00	0.00	0.00	0.00
STFRANCIS	ST FRANCIS	120.00	120.00	0.00	0.00	0.00	0.00
STMARYSP	STMARYSP	45.00	45.00	0.00	0.00	0.00	0.00
VOLUNTAR	VOLUNTARY	56.24	56.24	0.00	0.00	0.00	0.00
WALLSCOU	WALLSCOURT FARM	185.00	185.00	0.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBEP	120.00	0.00	120.00	0.00	0.00	0.00
Total Sales Ledger No 4		1,133.24	828.24	305.00	0.00	0.00	0.00
Ledger No 5: Old Town Quarry							
ARTSPACE	ARTSPACE	2,052.00	330.00	330.00	330.00	1,062.00	0.00
EDWARDSH	EDWARDSH	45.00	45.00	0.00	0.00	0.00	0.00
PRATTTL	PRATTTL	6,188.38	6,188.38	0.00	0.00	0.00	0.00
RAVEN	RAVENS	262.52	131.26	131.26	0.00	0.00	0.00
SHILLCOCK	SHILLCOCKI	99.00	99.00	0.00	0.00	0.00	0.00
TAYLOR	TAYLORS	62.95	62.95	0.00	0.00	0.00	0.00
Total Sales Ledger No 5		8,709.85	6,856.59	461.26	330.00	1,062.00	0.00
TOTAL SALES LEDGER BALANCES		21,489.56	17,397.16	948.26	570.00	2,574.14	0.00

**SCHEDULE OF DIRECT DEBITS & BANK CHARGES FOR ALL
BANK ACCOUNTS**

	General Account - (Direct Debits)	General Account - (pymt run inv's and salary payments)	Imprest Account - (Bank charges)	Mayors Charity Fund - (Bank charges)	Totals
Apr-26	£ 15,559.60	£ 369,892.76	£ 5.75	£ 4.25	£ 385,462.36
May-26	£ 21,350.84	£ 317,710.83	£ 13.01	£ 16.05	£ 339,090.73
Jun-26	£ 28,792.82	£ 382,848.32	£ 7.13	£ 4.25	£ 411,652.52



Finance & General Purposes Committee 27th July 2026
Overspend report @ 30.06.2026
Report from the Finance Administration Manager

Budget heading	Code	YTD Spend	Committed Expenditure	Budget 2026/2027	Overspend	Reason
Central Administration 102						
Personnel Consultants	102/4007	£ 6,468.00	£ -	£ 3,937.00	-£ 2,531.00	Worknest year 2 - understated
Training	102/4013	£ 3,955.00	£ 3,463.00	£ 6,213.00	-£ 1,205.00	Team I Training programme for managers extended
Fees, Subs and Conferences	102/4041	£ 6,805.00	£3,821	£ 9,717.00	-£ 909.00	Job advert costs - new budget provision to be added in 27/28
Grove Lodge 103						
Insurance	103/4044	£ -	£ 1,196.00	£ 1,036.00	-£ 160.00	Increase in costs
Operational services 113						
Telephone	113/4035	£ 180.00	£ 518.00	£ 518.00	-£ 180.00	Mobile phones - understated
Old Town Quarry 114						
NNDR	114/4102	£ 1,572.00	£ 3,668.00	£ 4,248.00	-£ 992.00	Business rates - understated
Alarm system	114/4109	£ -	£ 1,305.00	£ 1,098.00	-£ 207.00	Increase in costs from 25/26
HQ 115						
The overspend is due to costs carried forward from 2025/26 that relate to the 2026/27 financial year (e.g. annual contracts spanning both financial years). This is a timing difference and will be correct at Month 12 when the year end adjustments are done, at which point the budget will no longer be overspent						
Equipment rental	115/4031	£ 4,789.00	£ 4,520.00	£ 5,853.00	-£ 3,456.00	
Telephone	115/4035	£ 1,977.00	£ 5,790.00	£ 7,045.00	-£ 722.00	Telephone lines, increase in cost
Insurance	115/4044	£ -	£ 12,833.00	£ 6,595.00	-£ 6,238.00	Increase in premiums
Museum Central costs 140						
The overspend is due to costs carried forward from 2025/26 that relate to the 2026/27 financial year (e.g. annual contracts spanning both financial years). This is a timing difference and will be correct at Month 12 when the year end adjustments are done, at which point the budget will no longer be overspent						
Alarm system	140/4109	£ 1,542.00	£ -	£ 818.00	-£ 724.00	
Somerset County Council - SLA	140/4214	£ 22,907.00	£ 68,721.00	£ 86,500.00	-£ 5,128.00	CPI added to SLA for 26/27
Museum Cafe 142						
Equipment rental	142/4031	£ 915.00	£ 2,288.00	£ 1,685.00	-£ 1,518.00	Till license, coffee and card machine rental - understated
Museum Shop/Retail 143						
Equipment rental	143/4031	£ 307.00	£ 920.00	£ 930.00	-£ 297.00	Till license. Card machine rental - understated
Allotments 403						
Building/maintenance	403/4108	£ 39.00	£ 8,205.00	£ 4,144.00	-£ 4,100.00	Rectors way allotments fencing costs, Kewstoke allotments asbestos testing
Milton Road Cemetery 420						
Alarm system	420/4109	£ -	£ 522.00	£ 361.00	-£ 161.00	Increase in costs from 25/26
Street Furniture 460						
The overspend is due to costs carried forward from 2025/26 that relate to the 2026/27 financial year (e.g. annual contracts spanning both financial years). This is a timing difference and will be correct at Month 12 when the year end adjustments are done, at which point the budget will no longer be overspent						
Notice boards	460/4119	£ -	£ 2,463.00	£ 1,554.00	-£ 909.00	
Princes Wales Clock/Welcome to Weston signs	460/4157	£ 290.00	£ 1,083.00	£ 570.00	-£ 803.00	Utilities costs - estimated on 25/26 budget - understated
Tourism VIC costs 482						
Training	482/4013	£ 1,089.00	£ 575.00	£ 1,036.00	-£ 628.00	Team I Training programme for managers extended
Equipment rental	482/4031	£ 207.00	£ 621.00	£ 259.00	-£ 569.00	Card machine and Wi-Fi costs - understated
Waterpark Kiosk & Admissions 484						
Telephone	484/4035	£ 75.00	£ 225.00	£ 207.00	-£ 93.00	Wi-fi costs for Claras Kiosk - understated
Public toilets 485						
Cleaning	485/4110	£ 9,060.00	£ 29,800.00	£ 35,000.00	-£ 3,860.00	Overspend approved by Amenities, Culture & Leisure committee when contract procured

Finance & General Purposes Committee 27th July 2026

EMR & Capital Reserve Summary Report @ 30.06.2026

Report from the Finance Administration Manager

	Account	Opening Balance	Income	Expenditure	Closing Balance
324	EMR Milton Road Cemetery	£ 2,016.00	£ -	£ -	£ 2,016.00
325	EMR Cemetery Capital project	£ 70,000.00	£ -	£ -	£ 70,000.00
326	EMR Elections	£ 45,000.00	£ -	£ -	£ 45,000.00
327	EMR Community Events	£ 10,430.00	£ -	£ -	£ 10,430.00
328	EMR Wellbeing	£ 10,991.00	£ 500.00	£ -	£ 11,491.00
329	EMR Wellbeing Staff Grant	£ 4,404.00	£ 145.00	£ 1,572.00	£ 2,977.00
330	EMR Old Mill Way Allotment	£ 18,313.00	£ -	£ -	£ 18,313.00
331	EMR Environmental Climate	£ 54,641.00	£ -	£ -	£ 54,641.00
332	EMR Com Res Food Project	£ 17,066.82	£ 170.49	£ 1,196.75	£ 16,040.56
333	EMR Tablets - Councillors	£ 225.00	£ -	£ -	£ 225.00
334	EMR Tree Planting(Fundraising)	£ 252.30	£ 86.24	£ -	£ 338.54
336	EMR Armed Forces Affiliation	£ 596.00	£ -	£ -	£ 596.00
337	EMR Buy a Block Phase 2	£ 1,705.00	£ -	£ -	£ 1,705.00
338	EMR Museum Signage	£ 1,311.00	£ -	£ -	£ 1,311.00
340	EMR Legal Fees	£ 15,000.00	£ -	£ 7,000.00	£ 8,000.00
341	EMR Town Council Signage	£ 11,801.00	£ -	£ -	£ 11,801.00
342	EMR HQ Refurb TC Sign	£ 7,000.00	£ -	£ 3,401.00	£ 3,599.00
343	EMR Devolution Provision	£ 268,870.00	£ -	£ -	£ 268,870.00
344	EMR CIL Monies received	£ -	£ 359.12	£ -	£ 359.12
350	RESERVE -Unfulfilled P Orders	£ 340,149.00	£ -	£ 79,545.77	£ 260,603.23
		£ 879,771.12	£ 1,260.85	£ 92,715.52	£ 788,316.45

This report shows the movement of funds for designated projects and purposes for the period April 2026 to June 2026.

The **EMR** (Ear Marked Reserves previously 801 codes) accounts are set aside from revenue to meet specific projects already approved by the Council

Capital Reserves (previously 901 codes) are not accounted for through the Asset under construction code on the balance sheet as there is no other monetary provision in this code for the year 2026/2027 at the time of writing this report.

The General Reserve Balance at Year is **£981,986**

Recommendation:

The council has adopted its medium term financial plan which indicates General reserve levels at 3 time average revenue expenditure – this would be approximately £750,000 therefore the remaining £231,986 is available for Capital expenditure in order to recognise the approved MTFP.

Members are request to consider :

1. Allocate £231,986 for future Capital Projects in the (901) code

Finance & General Purposes 27th July 2026

To appoint nominated bank signatories - Town Council General and investment accounts

Report from the Finance Administration Manager

1. Purpose and background of Report

The purpose of this report is to seek Council approval for the updated authorised bank signatories for the Town Council General and Investment Accounts following the appointment of the Deputy Mayor for the 2026/2027 year.

The Town Council has previously approved the nominated positions to act as authorised bank signatories for the Council's Lloyds Bank mandates. The banking arrangements require four authorised signatories to ensure appropriate financial governance and operational resilience.

The approved nominated positions are:

1. Mayor – Appointed by Town Council 28.05.26
2. Deputy Mayor – Appointed by Town Council 28.05.26
3. Leader of Council – Appointed by Town Council 28.05.26
4. Chair of Finance & General Purposes Committee - TBC

Three of the above positions have already been appointed and established on the current bank mandate. As the Leader of Council also being the Chair of the Finance & General Purposes Committee an alternative member of the Finance & General Purposes Committee was appointed as the fourth signatory – this has not yet been ratified for the year 2026/2027. The Council may now review this arrangement and nominate a different member of the Finance & General Purposes Committee to act as the fourth authorised signatory if it so wishes.

The current position is as follows:

1. Cllr James – already included on the mandate
2. Cllr Reynolds – mandate currently being processed
3. Cllr Cronnelly – already included on the mandate
4. Cllr Crockford Hawley – already included on the mandate (from previous year appointment).

Any newly appointed signatory will be required to complete the necessary bank mandate documentation and provide two forms of personal identification to the Finance Administration Manager as soon as possible.

2. Options for Council

Confirm Cllr Reynolds as the fourth authorised signatory following election as Deputy Mayor.

Confirm removal of Cllr Williams from the mandate following the conclusion of his term in office.

Consider whether to retain Cllr Crockford Hawley as the fourth authorised signatory or nominate an alternative member of the Finance & General Purposes Committee to fulfil this role.

3. Reason for Recommendation

The recommendation ensures that the Council maintains four authorised signatories in accordance with the approved banking mandate arrangements and supports appropriate financial governance, resilience, and continuity of banking operations.

4. Expected Benefits

Ensures continuity of banking and financial administration arrangements
Maintains compliance with approved banking mandate requirements
Supports good governance and financial control procedures
Provides operational resilience for payment authorisation processes

5. Implications

5.1 Legal

The Council is required to maintain appropriate financial controls and governance arrangements in accordance with its Financial Regulations and banking requirements.

5.2 Risks

Failure to maintain sufficient authorised signatories may delay banking transactions and reduce operational resilience.

5.3 Financial Implications

There are no direct financial implications arising from this report.

5.4 Timescales

Updated mandates and identification documentation should be completed as soon as practicable following Council approval.

5.5 Stakeholders

Town Councillors, Finance Administration Team, and Lloyds Bank.

5.6 Contractors

None.

5.7 Crime & Disorder

There are no direct Crime & Disorder implications associated with this report.

5.8 Biodiversity

There are no Biodiversity implications associated with this report.

5.9 Privacy Impact

Personal identification documents provided for banking purposes will be handled in accordance with data protection requirements.

5.10 Equality & Diversity

There are no Equality & Diversity implications associated with this report.

6. Appendices

None.

7. Members are recommended to:

Nominate a member of F & GP to become 4th signatory due to two position being held by Cllr Cronnelly (Leader & Chair of F&GP).

We would recommend that Cllr John Crockford- Hawley remain the 4th signatory to avoid lengthy mandate changes if acceptable to the committee.

Fiona Gardner

Finance Administration Manager

Drafted 19th June 2026



FINANCE AND GENERAL PURPOSES COMMITTEE – 27 JULY 2026

OUTSIDE BODIES REPORTING PROTOCOL

Report from the Democratic Services Manager

1. Purpose and Background of Report

The purpose of this report is to seek the Committee's consideration of a proposed reporting protocol for Councillors appointed by Weston-super-Mare Town Council to represent the Council on outside bodies, partnerships and external organisations.

The Council appoints representatives annually to a range of external organisations and community partnerships. These appointments provide valuable links between the Council and local organisations; however, there is currently no formal mechanism requiring representatives to report back to the Council on matters discussed or issues arising.

The Council's Standing Orders provide for an annual review of representation on external bodies and arrangements for reporting back. The Finance and General Purposes Committee also has responsibility for overseeing relationships with partner organisations and outside bodies.

The introduction of a simple reporting protocol would provide a consistent and transparent framework for communication between Council representatives and the Council.

2. Options for Council

Option 1 – Recommend adoption of the proposed Outside Bodies Reporting Protocol and refer the matter to Full Council for approval.

Option 2 – Amend the proposed protocol and recommend a revised version to Full Council.

Option 3 – Retain the current informal arrangements and take no further action.

3. Reason for Recommendation

A formal reporting mechanism would strengthen governance arrangements and ensure that information obtained through Council representation on external bodies is shared appropriately with all Councillors.

The proposed arrangements are intended to be proportionate and light touch whilst ensuring:

- transparency of representation;
- improved communication between outside bodies and the Council;
- accountability for Council appointments;
- effective escalation of matters requiring Council consideration; and
- a clear record of representative activity.



4. Expected Benefits

The proposal is expected to:

- Improve the flow of information between outside bodies and Weston-super-Mare Town Council.
- Increase transparency and accountability regarding Council appointments.
- Ensure all Councillors are aware of matters arising from external partnerships and organisations.
- Support informed decision-making and effective governance.
- Create a consistent reporting process for all representatives.
- Assist with the annual review of outside body appointments.

5. Implications

5.1 Legal

The proposal supports good governance arrangements and is consistent with the Council's constitutional framework and annual review of external appointments.

5.2 Risks

There are no significant risks associated with implementation.

Failure to introduce a reporting mechanism may result in information not being shared effectively with the Council, reducing transparency and potentially leading to missed opportunities or duplication of effort.

5.3 Financial Implications

There are no direct financial implications arising from this proposal.

Any administrative arrangements can be managed within existing resources.

5.4 Timescales

Should the Committee support the proposal, a recommendation would be submitted to Full Council at the next available meeting.

Subject to approval, the protocol could be implemented immediately and applied to all future outside body appointments.

5.5 Stakeholders

- Town Councillors
- Council-appointed representatives on outside bodies
- Democratic Services
- Partner organisations and community bodies



5.6 Contractors

None.

5.7 Crime & Disorder (councils have a legal duty to consider impact)

There are no Crime and Disorder implications arising from this report.

5.8 Biodiversity (councils have a legal duty to consider impact)

There are no Biodiversity implications arising from this report.

5.9 Privacy Impact (consider Privacy Impact assessment)

The proposal does not involve the processing of additional personal data and does not require a Privacy Impact Assessment.

5.10 Equality & Diversity (councils have a legal duty to consider impact)

The proposal is considered to have a neutral impact on equality, diversity and inclusion and supports transparent governance arrangements.

6. Appendices

Appendix A – Draft Outside Bodies Reporting Protocol

1. Councillors appointed by Weston-super-Mare Town Council to represent the Council on outside bodies shall:
 - a) act as a conduit between the outside body and the Town Council;
 - b) submit a written report following any meeting where matters of significance arise;
 - c) submit at least one annual report to Full Council;
 - d) not commit the Council to any course of action unless specifically authorised by the Council;
 - e) refer any matter requiring a Council decision to the appropriate Committee or Full Council.
2. A standard reporting template shall be developed and administered by Democratic Services.
3. Full Council agendas shall include a standing item entitled "**Reports from Council Representatives on Outside Bodies**".
4. An annual summary of outside body appointments, attendance and reporting activity shall be presented to the Annual Meeting of Council as part of the annual review of appointments.



7. Members are recommended to:

1. Consider the proposed Outside Bodies Reporting Protocol.
2. Recommend to Full Council the adoption of the protocol set out in Appendix A.
3. Delegate authority to the Town Clerk and Democratic Services Manager to develop and implement the administrative arrangements necessary to support the protocol.

Samantha Bishop
Democratic Services Manager
Drafted: July 2026

Finance and General Purposes Committee

Review of Policies

Report from the Director of Finance & Resources

1. Background & Purpose of the Report

Many of the Council policies were not meeting current legislation. Our policies and procedures are now reviewed via the policy tracker either annually, bi-annually or when legislation changes and the policies need updating. These have been approved by WorkNest as our appointed HR legal indemnity holder. All policies submitted below are ready for adoption. As the Council grows having defined policies and procedures will support and reduce the risk to the Council.

1.1. Background

The following policies has been updated due to legislation changes and Information Commissioners Office (ICO) guidance :

- Data Protection Policy
- Records and Retention Policy
- AI policy

1.2. Purpose

This report and subsequent appendices have been produced by officers following an in-depth review of the council's current governance to ensure all new legislation and obligations are covered within those adopted by Weston super Mare Town Council.

1.2.1. Document Overview

For ease of understanding the following has been applied to the documents in Appendix 11.1 and 11.2

- Anything in **BOLD** type is a legal requirement and therefore cannot be removed or altered.
- Anything in **red type** is included within WSMTC current documents and therefore has been previously approved by resolution
- Anything in **red type crossed through** is text to be replaced or deleted.
- Anything in **blue type** is within the recommended models and legislation but was not included in the current WSMTC documents or is a new document.

Members will note that the format of the document is representative of the National Models and this is something that they may wish to alter to suit our individual council's needs.

2. Options for Council

The Finance & General Purposes Committee to review the revised and new document.

Members Action required:

Consider and adopt the policy brought to this meeting

3. Reason for Recommendation

To ensue all governance and regulation policies are up to date with latest recommended national models:

- Code of Conduct
- Government legislation
- Information Commissioners Office (ICO) guidance
- Associated current AI legislation

4. Expected Benefits

- Clear and concise guidance on governance practices undertaken by WSMTC
- Key documents have been reviewed fully and will then form part of a schedule of review going forward
- Accessible and consistent format of key policy and procedure documents

5. Implications

In adopting policies and procedures this streamlines and reduces risk to the Council.

5.1. Legal

The council has a legal obligation to have full regard for and undertakings described in the:

- Local Government Act (LGA)1972
- NALC
- Any changes in Government legislation in relation to data management

5.2. Risks

Failure to adopt up to date policies and regulations as required and advised with 5.1 above would not enable the council to be assured it has followed and has carried out all adequate steps in relation to governance which they have to confirm annually– this responsibility remains with the council and councillors (not officers).

5.3. Financial

n/a



WESTON-SUPER-MARE TOWN COUNCIL

AGENDA ITEM 12

5.4. Timescales

With immediate effect once approved

5.5. Stakeholders

Weston super Mare Town Council

5.6. Contractors

n/a

5.7. Crime & Disorder

n/a

5.8. Biodiversity

n/a

5.9. Privacy Impact

n/a

5.10. Equality & Diversity

n/a

6. Appendices

11.1 – Updated Data Protection Policy

11.2 – New Records and Retention Policy

11.3 – New AI policy

7. Members are recommended to:

Consider and adopt the policies brought to this meeting.

Helen Morton

Director of Finance & Resources

9th July 2026



WESTON-SUPER-MARE TOWN COUNCIL

~~GDPR AND DATA BREACH POLICY~~

Data Protection and Personal Data Breach Policy

Statutory

History of Policy Changes

Date	Version	Author	Origin of Change e.g. change in legislation	Changed by
June 2023	V1	Town Clerk		M. Nicholson
June 2025	V2	Town Clerk/CEO		H. Morton
June 2026	V3	Town Clerk/CEO	Legislation change reviewed against -UK GDPR -Data Protection Act 2018 -Data (Use and Access) Act 2025 -ICO Guidance (2026)	H Morton (DoFR)

This policy applies to Weston-super-Mare Town Council

Date policy adopted	June 2025 (F&GP)
Review cycle	Annually
Review date	June 2026

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1. Aims

Weston-super-Mare Town Council are committed to ensuring that all personal data collected is processed in accordance with all relevant data protection laws including the UK General Data Protection Regulation (GDPR) and the [Data Protection Act 2018 \(DPA 2018\)](#), [Data \(Use and Access\) Act 2025](#), [Freedom of Information Act 2000](#), [Environmental Information Regulations 2004](#)

Weston-super-Mare Town Council are registered as a data controller with the Information Commissioner.

2. Scope

This policy applies to anyone who has access to data and/or is a user of the Town Council IT systems, both in and out of the organisation, including staff, councillors', [contractors](#), [agency staff](#), [consultants and anyone processing data on behalf of the Council](#). This reflects Article 28 responsibilities.

This policy is also intended to serve as the appropriate policy document for the processing of Special Category Data and Criminal Record Data (where applicable).

This policy applies to all personal data for which the Town Council is the Data Controller, regardless of whether it is in paper or electronic format.

3. Definitions

Personal data - Any combination of data items which could identify a living person and provide specific information about them, their families or circumstances. The term covers both facts and opinions about an individual. The Town Council may process a wide range of personal data of staff (including councillors' and volunteers) as part of its operation. A non-exhaustive list of examples of the types of personal data that we process may be found in our Privacy Notice.

Special category personal data - Formerly known as "sensitive personal data", Special Category Data is information that might not necessarily identify a person, but is a lot more sensitive to that person. These are:

- racial or ethnic origin
- political opinions
- religious / philosophical beliefs
- trade union membership
- genetic data
- biometric data (for identification purposes)
- health data (mental and physical)
- sex life or sexual orientation

Our Record of Processing Activities (RoPA) details the types of information we hold and the grounds upon which we process it, as does our Privacy Notice which can be found on our website. Examples of the types of special category data we hold may be found at Appendix 1.

Data Subject(s) - The Data Subject is the person about whom the personal data relates or identifies.

Data Processing - Data Processing is an over-arching term that means “doing something” with personal data. This commonly includes:

- Collecting or collating the data
- Analysing the data
- Sharing the data
- Storing the data
- Destroying the data

Controller - The Data Controller is occasionally the person or more commonly the organisation with overall responsibility for the processing of personal data that organisation undertakes. They will make all the decisions about what is captured, how it's used and the purpose for it, as well as deciding what controls need to be in place.

Data Processor - is occasionally a person, but more commonly an organisation commissioned by a Data Controller to carry out their data processing on behalf of the Data Controller. These are usually software providers such as Microsoft, or contracted out services such as an insurance company. Essentially, a Data Processor is acting as an extension of the Data Controller, so must operate under the Data Controller's instructions, and under the terms of a Data Processing Agreement.

Data Sharing - means *giving* it to another Data Controller, for them to use for their own purposes. Once you have shared personal data, the recipient becomes the Data Controller for that information, and therefore makes the decisions over what they will do with it.

Note, we do NOT *share* data with our Data Processors, as these are processing it under our Data Controllorship.

Data Breach - The most common type of data breach is the accidental or unlawful *loss, alteration, destruction, disclosure of or access to* personal data, for example sending an email to the wrong recipient, losing a file containing personal data, or sharing passwords enabling someone else to access your account. However, we consider any failing of one of the Data Protection Principles (~~Article 5 of GDPR~~) as a Data Protection breach, so could include examples such as not having the necessary paperwork in place, not providing the data subject with clear privacy information, retaining personal data for longer than is necessary or processing personal data without an identified lawful basis (~~Article 6 of GDPR~~).

Data Processing Agreement – a legally binding contract between the Data Controller and its Data Processor. This contract defines exactly how the Data Controller expects the Data Processor to process its personal data, and follow standard contract clauses.

Data Sharing Agreement - a non-legally binding written agreement between Data Controllers where there is regular sharing of personal data. The Sharing Agreement should define who is involved in the agreement, what data is being shared, why the recipient needs the data, how this is lawful, the how the data will be shared.

4.Roles and Responsibilities

Data Protection is the responsibility of all staff within the Town Council. The **Councillors** have overall responsibility for ensuring that our staff comply with all relevant data protection obligations.

All staff (as defined in scope) –

Councillors' must only use Town Council-issued systems where possible, protect confidential information, comply with this policy, and report any suspected personal data breach immediately.

The CEO/ town Clerk is responsible for overall compliance of Data Protection.

Managers are responsible for:

- ensuring compliance in their teams
- reporting breaches
- ensuring staff training

All staff are responsible for:

- Familiarising themselves with and complying with this and related policies. The learning culture within the organisation seeks the avoidance of a blame culture and is key to allowing individuals the confidence to report genuine mistakes. However, staff should be aware, that a deliberate or reckless disregard of this policy could result in disciplinary action being taken;
- Taking care to ensure the safe keeping of personal data, minimising the risk of its loss or misuse at all times. All staff should adopt the approach that they should treat the personal data of others with the same care with which they would treat their own;
- Only using computers and other devices authorised by the Town Council for accessing and processing personal data ensuring that they are properly “logged-off” at the end of any session in which they are using personal data; and locking devices when they are temporarily left unattended at any point (Windows Button □ + L is a handy shortcut);
- Storing, transporting and transferring data using encryption and secure password protected devices;
- Deleting any data they hold in line with this policy, and the retention schedule;
- Informing the Town Council of any changes to their personal data, such as a change of address;
- Reporting to the CEO or in their absence the Data Protection Officer in the following circumstances:
 - o Any questions about the operation of this policy, data protection law, retaining or sharing personal data or keeping personal data secure;
 - o If they have any concerns that this policy is not being followed;
 - o If they are unsure whether they have a lawful basis upon which to use personal data in a particular way;
 - o If they need to rely on or capture consent, deal with data protection rights invoked by an individual, or transfer personal data outside the UK and

- European Economic Area;
- o The discovery of a data breach or near miss (immediate action is required) – please refer to the Data Breach Policy
- o Whenever they are engaging in a new activity that may affect the privacy rights of individuals;
- o If they are to share personal data with a data processor, for example a contractor or someone offering a service, in which case a contract is likely to be required and potentially a data protection impact assessment, please see - *Sharing Personal Data* (section 10).

5. Data Protection Officer

- The Data Protection Officer (DPO) is responsible for advising on the implementation of this policy, The Data Protection Officer is responsible for the following tasks;
- Informing and advising the Town Council, any processor engaged by the Town Council as data controller, and any employee of the Town Council who carries out processing of personal data, of that person's obligations under the legislation;
- Providing advice and monitoring for the carrying out of a data protection impact assessments;
- Co-operating with the Information Commissioner's Office, acting as the contact point for the Information Commissioner's Office monitoring compliance with policies of the Town Council in relation to the protection of personal data monitoring compliance by the Town Council with the legislation.
- In relation to the policies mentioned above, the data protection officer's tasks include:-
 - (a) assigning responsibilities under those policies,
 - (b) raising awareness of those policies,
 - (c) training staff involved in processing operations, and
 - (d) conducting audits required under those policies.
- The Town Council must provide the Data Protection Officer with the necessary resources and access to personal data and processing operations to enable them to perform the tasks outlined above and to maintain their expert knowledge of data protection law and practice.

6. Data Subject Rights

In all aspects of its work, the Town Council will ensure that the rights of the data subject are protected by all practicable measures associated with the conduct of the Town Council's work. Subject to exceptions, the rights of the data subject as defined in law are:

1. *The Right to be informed.*

The Town Council advises individuals how it will use their data through the use of transparent Privacy Notices and other documentation, such as data capture and consent forms where appropriate.

The Right of access-

The right to request copies of your personal data (a Subject Access Request or SAR).

~~An individual when making a subject access request (SAR) is entitled to the following;~~

- ~~• Confirmation that their data is being processed;~~
- ~~• Access to their personal data;~~
- ~~• Other supplementary information—this largely corresponds to the information that should be provided in a Privacy Notice.~~

~~The Town Council must respond to such a request within one calendar month unless the request is complex, in which case it may be extended by a further 2 calendar months.~~

Please refer to Appendix 2 for further details as to how to manage a subject access request.

The Right to rectification –

Individuals have the right to ask us to rectify information that they think is inaccurate or incomplete

The Town Council has a duty to investigate any such claims and rectify the information where appropriate within one calendar month, unless an extension of up to a further 2 calendar months can be justified.

The Right to erasure

The right to have personal data deleted (sometimes called the "right to be forgotten")

Individuals have a right to request that their personal information is erased but this is not an absolute right. ~~It applies in circumstances including where:~~

- ~~• The information was given voluntarily, consent is now withdrawn and no other legal basis for retaining the information applies;~~
- ~~• The information is no longer required by the Town Council;~~
- ~~• The Town Council has processed the data on the basis that it is in their legitimate business interests to do so, and having conducted a legitimate interests test, it concludes that the rights of the individual to have the data erased outweigh those of the Town Council to continue to process it.~~

The Town Council will consider such requests as soon as possible and within one month, unless it is necessary to extend that timeframe for a further two months on the basis of the complexity of the request or a number of requests have been received from the individual.

The Right to restrict processing

This is not an absolute right. An individual may ask the Town Council to temporarily limit the use of their data (for example, storing it but not using it) when it is considering:

- A challenge made to the accuracy of their data, or

- An objection to the use of their data.

An individual may also ask the Town Council to restrict the destruction of a record, if they wish it to be retained beyond the normal retention period.

In addition, the Town Council may be asked to limit the use of data rather than delete it:

- If the individual does not want the Town Council to delete the data but does not wish it to continue to use it;
- In the event that the data was processed without a lawful basis;
- To create, exercise or defend legal claims.

The Right to data portability

An individual can make a request in relation to data which is held electronically for it to be transferred to another organisation or to themselves where they have provided it either directly or through monitoring activities e.g. apps. The Town Council only has to provide the information where it is electronically feasible.

The Right to object

Individuals have a right to object in relation to the processing of data in respect of:

- a task carried out in the public interest except where personal data is processed for historical research purposes or statistical purposes
- a task carried out for the exercise of official authority
- a task carried out in its legitimate interests
- scientific or historical research, or statistical purposes, or
- direct marketing.

Only the right to object to direct marketing is absolute, other objections will be assessed in accordance with data protection principles. The Town Council will advise of any decision to refuse such a request within one month, together with reasons and details of how to complain and seek redress

7. Data Protection Principles

Data protection legislation is based on seven key data protection principles that Town Council complies with. The principles say that personal data must be:

- Processed lawfully, fairly and in a transparent manner** – The Town Council will explain to individuals why the Town Council needs their data and why it is processing it – for example on consent forms (where consent is used as the basis for processing), and in its Privacy Notice(s). The Town Council reviews its documentation and the basis for processing data on a regular basis.
- Collected for specified, explicit and legitimate purposes** – The Town Council explains these reasons to the individuals concerned when it first collects their data. If the Town Council wishes to use personal data for reasons other than those given when the data was first obtained, it will inform the individuals concerned before doing so, and will seek consent where necessary and appropriate unless the new purpose is compatible with that in respect of which consent was given, or there is another lawful basis for sharing the information. The Town Council will

document the basis for processing.

- c. **Adequate, relevant and limited to what is necessary to fulfil the purposes for which it is processed** – The Town Council must only process the minimum amount of personal data that is necessary in order to undertake its work.
- d. **Accurate and, where necessary, kept up to date** – The Town Council will check the details of individuals on its databases at appropriate intervals and maintain the databases. It will consider and respond to requests for inaccurate data to be rectified in accordance with the Data Protection Act 2018.
- e. **Kept for no longer than is necessary for the purposes for which it is processed** – We review what data we hold at appropriate intervals – for example upon the annual review of the Record of Processing Activities (or sooner if needed). When the Town Council no longer needs the personal data it holds, it will ensure that it is deleted or anonymised in accordance with the retention schedule. We only keep personal data, include special category data in an identifiable form for as long as is necessary for the purposes for which it was collected, or where there is a legal obligation to do so;
 - We have a retention and disposal/records management policy which governs how long all data including special category data shall be retained for. This policy is complied with and reviewed regularly;
 - Once the data is no longer needed, we delete it, securely destroy it in line with our retention and disposal policy, or render it permanently anonymous.
- f. **Processed in a way that ensures it is appropriately secure** – The Town Council implements appropriate technical measures to ensure the security of data and systems for staff and all users. Please refer to the IT Acceptable Use & Mobile Device Policy and how data is securely transferred in and out of the Town Council's system.
 - i. We adopt a risk- based approach to taking data offsite. Unless absolutely necessary, hard copies of special category personal data will not be removed from any of our premises.
 - ii. Any decision to remove the information must be based on the business need of the organisation or in the best interests of the individual, rather than for the convenience of the individual member of staff. It is always preferable for any special category personal data to be accessed via an appropriately encrypted means rather than via hard copy, when off-site.
 - iii. If there is no reasonable alternative to removing hard copies from the organisation name's site, the following procedure will apply:
 - a) A record of what information has been removed will be logged on site with the office so that there is a record of what has been removed – for example health data questionnaires;
 - b) Information will be transported and stored in a lockable case;
 - c) Wherever possible, information that is removed from site will be pseudonymised by using a "key" held by the office on site;
 - d) We adopt a risk- based approach, for example hard copy personal data with lower sensitivity may be taken off site, but if left in a vehicle

must be locked in the boot, never left in a visible place, only for the shortest period of time and never overnight. Special Category Data (e.g. Health data) must be kept on the staff member's person at all times.

e)

Special category data must be returned to the Town Council premises at the end of the working day. If this is not practicable, and a staff

member needs to retain the information in their personal possession, this must be discussed in advance with a member of SMT including what measures will be taken to safeguard the information, given the risks that are beyond a staff member's control in so doing and the potential consequences ensuing. The relevant member of the SMT must record their decision.

- Data will be tidied away when not in use and not left out.
- Only those who have need to access the data concerned will be granted permission and access to it.

Accountability

The Town Council complies with its obligations under data protection laws including the GDPR and regularly training members of staff on all relevant data protection law, including this and any related policies; reviewing and auditing privacy measures and compliance; maintaining and reviewing records of its processing activities for all personal data that it holds; reviewing and ensuring familiarity of policies related to the handling of data; reviewing reasons for data breaches; and ensuring stakeholders manage risks and compliance Processing Personal Data

In order to ensure that the Town Council's processing of personal data is lawful, it will always identify one of the following six grounds for processing **before** starting the processing:

- g. The individual has freely given clear consent. The Town Council will seek consent (where appropriate) to process data.
- h. The data needs to be processed so that the Town Council can fulfil a **contract** with the individual, or the individual has asked the Town Council to take specific steps before entering into a contract;
- i. The data needs to be processed so that the Town Council can comply with a **legal obligation**;
- j. The data needs to be processed to ensure the **vital interests** of the individual, i.e. to protect someone's life;
- k. The data needs to be processed so that the Town Council, as a public authority, can **perform a task in the public interest, or carry out its official functions**;
- l. The data needs to be processed for the **legitimate interests** of the Town Council or a third party where necessary, balancing the rights of freedoms of the individual. However, where the Town Council can use the public task basis for processing, it will do so rather than rely on legitimate interests as the basis for processing.

Processing Special Categories of Personal Data

In addition to the legal basis to process personal data, special categories of personal data also require an additional condition for processing under Data Protection Act 2018. The grounds that we may rely on include:

- a) The individual has given **explicit consent** to the processing of those special categories of personal data for one or more specified purposes;
- b) Processing is necessary for the purposes of carrying out the obligations and exercising specific rights under **employment and social security and social protection law and research**; a full list can be found in Schedule 1 Part 1 of the Data Protection Act 2018.
- c) Processing is necessary to protect the **vital interests** of the individual or of another natural person where the individual is physically or legally incapable of giving consent;
- d) Processing relates to personal data which are **manifestly made public** by the individual;
Processing is necessary for the **establishment, exercise or defence of legal claims** or whenever courts are acting in their judicial capacity;
- e) Processing is necessary for reasons of **substantial public interest** but must be clearly demonstrated and assessed as part of the public interest test and evidenced throughout the decision- making process.
- f) These grounds include the following (the full list of defined purposes may be found in Schedule 1 Part 2 of the Data Protection Act 2018):
 - Statutory and government purposes
 - Safeguarding of children or individuals at risk
 - Legal claims
 - Equality of opportunity or treatment
 - Counselling
 - Occupational pensions
 -
- g) Processing is necessary for the purposes of preventive or occupational medicine, for the assessment of the working capacity of the employee, medical diagnosis, the provision of health or social care or treatment or the management of health or social care systems and services on the basis of Union or Member State law or pursuant to contract with a health professional and subject to the conditions and safeguards referred to in paragraph 3;
- h) Processing is necessary for reasons of **public interest in the area of public health**;
- i) Processing is necessary for **archiving purposes in the public interest, scientific or historical research purposes or statistical purposes**.
- j) Where artificial intelligence or automated technologies are used to assist with administrative processes, the Town Council will ensure that personal data is processed lawfully, transparently and in accordance with ICO guidance. AI outputs will not be relied upon without appropriate human oversight where decisions affecting individuals are made.

Deciding upon the correct legal basis for processing data can be difficult and more than one ground may be applicable. We consult with the Data Protection Officer where appropriate.

We must also comply with Schedule 1 of the Data Protection Act ~~(as well as Articles 6 and Article 9)~~, when we are processing data where the conditions relate to employment, health and research or substantial public interest.

Legal basis for processing criminal offence data

Criminal offence data includes information about criminal allegations, criminal offences, criminal proceedings and criminal convictions. [Article 10 UK GDPR](#)

We do not maintain a register of criminal convictions.

When processing this type of data, we are most likely to rely on one of the following bases:

- The processing is necessary for the purposes of performing or exercising obligations or rights which are imposed or conferred by law on the controller or the individual in connection with employment, social security or social protection;
- The processing is necessary for the purposes of protecting the physical, mental or emotional well-being of an individual;
- The processing is necessary for statutory purposes; or
- Consent – where freely given. The Town Council acknowledges because of the potential for the imbalance of power that it may be difficult for consent to be deemed valid and will only rely on this where no other grounds apply.

Third Parties with Access to Personal Data

Please refer to the Town Council Privacy Notice(s) for details of who, aside from the Town Council, has access to the personal data processed.

Data Sharing

The Town Council will only share personal data under limited circumstances, when there is a lawful basis to do so and where identified in the Privacy Notice(s). The following principles apply:

- The Town Council will share data if there is an issue with a staff member or third party, for example the safety of staff or others at risk;
- The Town Council will share data where there is a need to liaise with other agencies. It will seek consent as necessary and appropriate before doing so.

The Town Council may also disclose personal data to law enforcement and government bodies where there is a lawful requirement / basis for us to do so, including:

- For the prevention or detection of crime and/or fraud;
- For the apprehension or prosecution of offenders;
- For the assessment or collection of tax owed to HMRC;
- In connection with legal proceedings;
- For research and statistical purposes, as long as personal data is sufficiently anonymised, or consent has been provided or it is otherwise fair and lawful to

do so.

The Town Council may also share personal data with emergency services and local authorities to help them to respond to an emergency situation that affects councilors, volunteers or staff.

Third-Party Processors

All processors must be subject to written Data Processing Agreements meeting Article 28 UK GDPR requirements.

The Town Council suppliers and contractors including its Data Protection Officer may need data to provide services. When third parties are processing personal data on behalf of the Town Council, the Town Council will:

- Only appoint suppliers or contractors who can provide sufficient guarantees that they comply with data protection law;
- Establish a data processing contract with the supplier or contractor, either in the contract or as a standalone agreement, to ensure the fair and lawful processing of any personal data it shares where there is regular sharing;
- Only provide access to data that the supplier or contractor needs to carry out their service, and information necessary to keep them safe while working with the Town Council.

8. Cyber Security and Personal Data

The Town Council recognises that effective cyber security is fundamental to protecting personal data and maintaining compliance with the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Data (Use and Access) Act 2025 and associated guidance issued by the Information Commissioner's Office (ICO). The Council is committed to maintaining appropriate technical and organisational measures to safeguard personal data against accidental or unlawful destruction, loss, alteration, unauthorised disclosure or unauthorised access.

Cyber security is the responsibility of every member of staff, councillor, volunteer, contractor and any individual who processes personal data on behalf of the Town Council. All users must take reasonable steps to protect Council information and IT systems from cyber threats.

Access Controls

Access to the Town Council's IT systems and personal data shall be granted only to authorised users who require access to perform their duties. User accounts will be managed in accordance with the principle of least privilege, ensuring individuals have access only to the information necessary for their role.

Where available, Multi-Factor Authentication (MFA) will be enabled for systems containing personal or sensitive information. User accounts must not be shared and users remain responsible for all activity carried out under their account credentials.

Password Security

All users must create strong passwords that comply with the Town Council's Password Policy. Passwords must never be shared with another individual or recorded in an insecure manner.

Where supported by Town Council systems, password managers may be used to generate and securely store complex passwords.

Email and Phishing

Email remains one of the most common methods used by cyber criminals to gain unauthorised access to systems or personal information. Users must exercise caution when opening emails, attachments or hyperlinks from unknown or unexpected sources.

Staff must immediately report any suspected phishing email, fraudulent communication or other cyber security concern to their line manager, the CEO/Town Clerk or the Town Council's IT support provider. No attempt should be made to investigate suspicious emails independently.

Remote and Mobile Working

Where personal data is accessed remotely, appropriate security measures must be maintained at all times. This includes ensuring devices are password protected, encrypted where appropriate, and not left unattended in public places or unsecured vehicles.

Council information must only be accessed using approved devices and secure network connections wherever possible. Personal data should not be stored permanently on portable devices unless authorised and appropriately protected.

Software Updates and Device Security

All Town Council owned devices must be maintained with current operating system updates, security patches and anti-malware protection. Users must not disable or interfere with security software installed on Town Council equipment.

Only authorised software may be installed on Town Council devices.

Reporting Cyber Security Incidents

Any suspected cyber security incident, including malware infection, ransomware, unauthorised access, attempted hacking, phishing attacks, loss or theft of IT equipment or any other event which may compromise the confidentiality, integrity or availability of personal data, must be reported immediately in accordance with the Town Council's Data Breach procedures.

Prompt reporting enables the Town Council to investigate the incident, minimise any impact, comply with its legal obligations and determine whether notification to the Information Commissioner's Office or affected individuals is required.

Monitoring and Continuous Improvement

The Town Council will regularly review its cyber security arrangements to ensure they remain appropriate and proportionate to the risks faced by the organisation. This may include periodic

vulnerability assessments, security audits, software updates, staff awareness training and reviews of emerging cyber threats.

Lessons learned from cyber security incidents, near misses and national guidance issued by the National Cyber Security Centre (NCSC) and the Information Commissioner's Office (ICO) will be incorporated into the Council's policies, procedures and staff training programmes to promote continual improvement.

9. Personal data breaches or near misses

All suspected breaches must be reported immediately, regardless of perceived severity. The Data Protection Officer will determine whether the breach is reportable to the ICO.

A personal data breach is defined as *“a breach of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, personal data transmitted, stored or otherwise processed in connection with the provision of a public electronic communications service.”* It may be deliberate or accidental.

Wherever it is believed that a security incident has occurred, or a “near-miss” has occurred, the staff member must inform the CEO, in the first instance, or a member of SMT and DPO **immediately** in order that an assessment can be made as to whether the ICO should be informed within 72 hours as is legally required, and / or those data subjects affected by the breach. The culture within the organisation seeks the avoidance of a blame culture and is key to allowing individuals the confidence to report genuine mistakes.

Appropriate measures are implemented to protect personal data from incidents (either deliberately or accidentally) to avoid a data protection breach that could compromise security.

This policy applies to all employees of the Town Council including contract, agency and temporary staff, volunteers and employees of partner organisations working for the Town Council. For the purposes of this policy data breaches will include both suspected and confirmed incidents.

An incident can include, but is not limited to:

- Loss or theft of confidential or sensitive data or equipment on which such data is stored (*e.g. loss of laptop, USB stick, iPad/tablet device, paper record, or access badge*)
- Equipment failure
- Unauthorised use of, access to or modification of data or information systems
- Attempts (failed or successful) to gain unauthorised access to information or IT system(s)
- Unauthorised disclosure of sensitive / confidential data (*e.g. login details, emails to the wrong recipient, not using BCC, post to the wrong address*)
- Website defacement
- Hacking attack
- Unforeseen circumstances such as a fire or flood
- Human error

- Breaches of policy such as
 - o Server Room door left open
 - o Filing cabinets left unlocked
 - o Temporary loss / misplacement of confidential or sensitive data or equipment on which such data is stored (*e.g. loss of laptop, USB stick, iPad/tablet device, paper record, or access badge*)

Near misses can include, but are not limited to, scenarios such as emails sent to the wrong recipient where a non-delivery report bounces back.

The quick response to a suspected or actual data breach is key. All consumers in scope of this policy have a responsibility to report a suspected or actual data breach. If this is discovered or occurs out of hours then this should be reported as soon as practically possible. This should be done through the completion of the reporting form in Appendix 8, which is sent to the CEO, in the first instance, or a member of SMT, who will liaise with its DPO. A separate form, “The Town Council Data Breach Reporting Form” is available to aid communication.

- a) **Preparation** – the organisation will understand its environment and be able to access the necessary resources in times of incidents. It will also ensure its staff are aware of how to identify and report breaches
- b) **Identification** – the organisation will determine whether there has been a breach, or a near miss, it will also assess the scope of the breach, and the sensitivity on a risk basis.
- c) **Containment & Eradication** – the organisation will take immediate appropriate steps to minimise the effect of the breach. It will establish whether there is anything that can be done to recover any losses and limit the damage the breach could cause, and will establish who may need to be notified as part of the initial containment and will inform the police and other enforcement bodies where appropriate.
- d) **Recovery** – the organisation will determine the suitable course of action to be taken to ensure a resolution to the incident. This may include re-establishing systems to normal operations, possibly via reinstall or restore from backup.
- e) **Wrap Up / Learning from Experience (LfE)** – an assessment will be made on the likely distress on any affected data subjects. This will then form the decision on whether to report this to the regulator (ICO) which must be reported within 72 hours, and to the affected data subjects which must be done without undue delay. The organisation’s Communications / Press Team may also be notified to handle any queries and release statements.

A review of existing controls will be undertaken to determine their adequacy, and whether any corrective action should be taken to minimise the risk of similar incidents occurring. The review will consider:

- Whether controls are sufficient
- Whether training and awareness can be amended and/or improved
- Where and how personal data is held and where and how it is stored
- Where the biggest risks are apparent and any additional mitigations
- Whether methods of transmission are secure
- Whether any data sharing is necessary

If necessary a report recommending any changes to systems, policies and procedures will be considered by the senior management board. This will include the decision on whether to report to the regulator and affected data subjects. Lessons learned should be documented following every breach or significant near miss.

Phases (b) to (e) will form part of the investigation process. This process should commence immediately and wherever possible within 24 hours of the breach being discovered or reported.

10. Destruction of records

The Town Council adheres to its retention policy and will permanently securely destroy both paper and electronic records securely in accordance with these timeframes.

The Town Council will ensure that any third party who is employed to perform this function has the necessary accreditations and safeguards.

Where the Town Council deletes electronic records and its intention is to put them beyond use, even though it may be technically possible to retrieve them, it will follow the Information Commissioner's guidance on secure deletion of data and this information will not be made available on receipt of a subject access request.

11. Training

To meet its obligations under Data Protection legislation, the Town Council will ensure that all staff, volunteers, Councillors receive ~~an appropriate level of~~ mandatory data protection training as part of their induction. Permanent members of staff will receive Data Protection training at least every 12 months. Those who have a need for additional training will be provided with it, for example relating to use of systems or CCTV.

Data protection also forms part of continuing professional development. Staff members undertakes regular informal discussions on Data Protection, to ensure key updates are provided where changes to legislation, guidance or the Town Council's processes make it necessary. This will include lessons learned from Data Breaches and Near Misses, preventative measures to avoid them, and other best practice as advised.

Regular information emails will be sent to all staff to raise awareness of GDPR and Cyber-security issues and remind them of key processes.

12. Monitoring Arrangements

Whilst the DPO is responsible for advising on the implementation of this policy and monitoring the Town Council's overall compliance with data protection law, the Town Council is responsible for the day to day implementation of the policy and for making the Data Protection Officer aware of relevant issues which may affect the Town Council's ability to comply with this policy and the legislation.

Compliance with this policy shall be monitored through an annual audit of the following areas:

- Privacy Notices
- RoPA
- DPIAs

- Data Sharing Agreements
- Data Processing Agreements

This will be agreed with the Data Protection Officer, and compliance will be reported to the senior management board.

Should it be found that this policy has not been complied with, or if an intentional breach of the policy has taken place, the organisation, in consultation with senior management, shall have full authority to take the immediate steps considered necessary, including disciplinary action.

13. Complaints

The Town Council is always seeking to implement best practice and strives for the highest standards. The Town Council operates an “open door” policy to discuss any concerns about the implementation of this policy or related issues. The Town Council complaints policy may be found on its website.

There is a right to make a complaint to the Information Commissioner’s Office (ICO), but under most circumstances the ICO would encourage the complainant to raise the issues in the first instance with the Town Council or via the Town Council’s DPO.

The ICO is contactable at:

Wycliffe
House
Water Lane
Wilmslow
Cheshire
SK9 5AF

Telephone: 0303 123 1113

14. Legislation and Guidance

This policy takes into account the following:

- ~~The UK General Data Protection Regulation (UK GDPR)~~
- ~~The Data Protection Act (DPA) 2018.~~
- ~~The Protection of Freedoms Act 2012~~
- ~~Guidance published by the Information Commissioner’s Office~~

- UK GDPR
- Data Protection Act 2018
- Data (Use and Access) Act 2025
- Freedom of Information Act 2000
- Environmental Information Regulations 2004
- Privacy and Electronic Communications Regulations (PECR), where applicable
- ICO Guidance
- Cabinet Office Cyber Security guidance (where appropriate)

15. Links with Other Policies

This Data Protection Policy is linked to the following:

- a. Information Security Policy
- b. Retention & Disposal / Records Management Policy
- c. Mobile device Policy
- d. Privacy Notices
- e. Safeguarding Policy
- f. IT Acceptable Use Policies
- g. Social Media Policy
- h. Password Policy
- i. Consent / Permissions Form
- j. Admissions Form

~~Appendix 6: Privacy Notice for Job Applicants~~

~~Under data protection law, individuals have a right to be informed about how the Town Council uses any personal data we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.~~

~~This privacy notice explains how we collect, store and use personal data about individuals applying for jobs at the Town Council.~~

~~We, Weston-super-Mare Town Council are the 'data controller' for the purposes of data protection law.~~

~~Our data protection officer is officer is Paul Russell (see 'Contact us' below).~~

~~Successful candidates should refer to our privacy notice for the Town Council for information about how their personal data is collected, stored and used.~~

16. Your data

We process data relating to those applying to work at the Town Council. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:

- Contact details
- Copies of right to work documentation
- References
- Evidence of qualifications
- Employment records, including work history, job titles, training records and professional memberships

We may also collect, store and use information about you that falls into "special categories"

of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Disability and access requirements

Why we use this data

The purpose of processing this data is to aid the recruitment process by:

- Enabling us to establish relevant experience and qualifications
- Facilitating safe recruitment, as part of our safeguarding obligations towards staff
- Enabling equalities monitoring
- Ensuring that appropriate access arrangements can be provided for candidates that require them

Our lawful basis for using this data

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Comply with a legal obligation
- Carry out a task in the public interest

Less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Where you have provided us with consent to use your data, you may withdraw this consent at any time. We will make this clear when requesting your consent, and explain how you go about withdrawing consent if you wish to do so.

Some of the reasons listed above for collecting and using personal information about you overlap, and there may be several grounds which justify the Town Council's use of your data.

Collecting this information

While the majority of the information we collect from you is mandatory, there is some information that you can choose whether or not to provide to us.

Whenever we seek to collect information from you, we make it clear whether you must provide this information (and if so, what the possible consequences are of not complying), or whether you have a choice.

How we store this data

If your application for employment is unsuccessful, the Town Council for which you have applied will hold your data on file for 6 (six) months after the end of the relevant recruitment process. At the end of this period your data is deleted or destroyed securely.

If your application is successful, personal data gathered during the recruitment process will be transferred to your human resources file (electronic or paper based) and retained

during your employment. The periods and purpose for which your data will be held will be provided to you in a new privacy notice.

Data sharing

We do not share information about you with any third party without your consent unless the law and our policies allow us to do so.

Where it is legally required, or necessary (and it complies with data protection law), we may share personal information about you with:

- Our local authority - employee payroll number
- Suppliers and service providers – to enable them to provide the service we have contracted them for, such as data protection officer
- Professional advisers and consultants - to help us select the most suitable candidate
- Employment and recruitment agencies - to help us select the most suitable candidate

Transferring data internationally

Where we transfer personal data to a country or territory outside the European Economic Area, we will do so in accordance with data protection law.

Your rights

How to access the personal information we hold about you

Individuals have a right to make a 'subject access request' to gain access to personal information that the Town Council holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have a right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a request, please contact our data protection officer.

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing

- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations To exercise any of these rights, please contact our data protection officer.

16. Freedom of Information Requests procedures

The Freedom of Information Act 2000 provides public access to information held by public authorities. It does this in two ways: public authorities are obliged to publish certain information about their activities; and, members of the public are entitled to request information from public authorities.

Under the FOI Act 2000 there are exemptions to protect information that should not be disclosed, for example because disclosing it would be harmful to another person or it would be against the public interest. Some exemptions relate to a particular type of information, for instance, information relating to government policy. Other exemptions are based on the harm that would arise or would be likely arise from disclosure, for example, if disclosure would be likely to prejudice a criminal investigation or prejudice someone's commercial interests. The exemptions are:

Section 21 – information already reasonably accessible
 Section 22 – information intended for future publication
 Section 22A – research information
 Sections 23 and 24 – security bodies and national security
 Sections 26 to 29
 Sections 30 and 31 – investigations and prejudice to law enforcement
 Section 32 – court records
 Section 33 – prejudice to audit functions
 Section 34 – parliamentary privilege
 Sections 35 and 36 – government policy and prejudice to the effective conduct of public affairs
 Section 37 – communications with the royal family and the granting of honours
 Section 38 – endangering health and safety
 Section 39 – environmental information
 Section 40(1) – personal information of the requester
 Section 40(2) – Personal information
 Section 41 – confidentiality
 Section 42 – legal professional privilege
 Section 43 – trade secrets and prejudice to commercial interests
 Section 44 – prohibitions on disclosure

More detail for each section can be found under the ICO website <https://ico.org.uk/for-organisations/foi/guide-to-managing-an-foi-request/exemptions/list-of-exemptions/>

There is also an exemption for personal data if releasing it would be contrary to the UK General Data Protection Regulation (the UK GDPR) or the Data Protection Act 2018 (the DPA2018).

The Town Council's main obligation under the Act is to respond to requests promptly, with a time limit acting as the longest time you can take. Under the Act, the Town Council take up to 20 working days to respond, counting the first working day after the request is received as the first day.

There are two separate duties when responding to these requests:

- to tell the applicant whether you hold any information falling within the scope of their request; and
- to provide that information

The Town Council is not always obliged to provide the information. In some cases, there will be a good reason why the Town Council should not make public some or all of the information requested.

The Town Council can refuse an entire request under the following circumstances:

- It would cost too much or take too much staff time to deal with the request.
- The request is vexatious.
- The request repeats a previous request from the same person.

If the Town Council refuses all or any part of a request, a written refusal notice must be sent to the requester. The refusal notice must state whether the Town Council holds information at all, or confirming that information is held but refusing to release it.

More detailed information on how to manage a freedom of information request can be found at <https://ico.org.uk/for-organisations/foi/guide-to-managing-an-foi-request/>

17. Subject Access requests

A Subject Access Request (SAR) policy outlines how an organization handles requests from individuals to access their personal data, as mandated by the General Data Protection Regulation (GDPR) and other relevant data protection laws. The policy should clearly define procedures for recognising SARs, verifying identities, handling requests, responding within specified timeframes, and addressing potential exemptions. See Appendix 2

Staff requests

Individuals have a right to make a '**subject access request**' to gain access to personal information that the Town Council holds about them.

If you make a subject access request, and if we do hold information about you, we will:

- Give you a description of it
- Tell you why we are holding and processing it, and how long we will keep it for
- Explain where we got it from, if not from you
- Tell you who it has been, or will be, shared with
- Let you know whether any automated decision-making is being applied to the data, and any consequences of this
- Give you a copy of the information in an intelligible form

You may also have the right for your personal information to be transmitted electronically to another organisation in certain circumstances.

If you would like to make a Subject Access Request request, please contact the ~~Democratic Services Manager on~~ sam.bishop@wsm-tc.gov.uk – admin@wsm-tc.gov.uk

Your other rights regarding your data

Under data protection law, individuals have certain rights regarding how their personal data is used and kept safe. You have the right to:

- Object to the use of your personal data if it would cause, or is causing, damage or distress
- Prevent your data being used to send direct marketing
- Object to the use of your personal data for decisions being taken by automated means (by a computer or machine, rather than by a person)
- In certain circumstances, have inaccurate personal data corrected, deleted or destroyed, or restrict processing
- Claim compensation for damages caused by a breach of the data protection regulations

18. Review

This policy is reviewed annually by the Town Council and where materially amended is consulted on, where necessary and upon; Change of Data Protection Officer, Change of Legislation. We will monitor the application and outcomes of this policy to ensure it is working effectively. Review this Policy

Compliance with this policy shall be monitored through a review process. This will be agreed with the Data Protection Officer, and compliance will be reported to the CEO/Town Clerk.

Should it be found that this policy has not been complied with, or if an intentional breach of the policy has taken place, the organisation, in consultation with the CEO/ Town Clerk, shall have full authority to take the immediate steps considered necessary, including disciplinary action.

Appendix 1 – Examples of Special Category Data that we process

Examples of where we may process special category data include in

Staff health data and information

Staff applications forms

HR files including disciplinary and capability proceedings which may include DBS and right to work checks, health and equal opportunities data (disability, race, ethnicity, sexual orientation)

Accident reporting documentations

Our Record of Processing Activities (RoPA) details the types of information we hold and the grounds upon which we process it, as do our Privacy Notices which may be found on the Town Council website.

Appendix 2 - Logging a Subject Access Request

~~Once a subject access request has been received the CEO/Town Clerk or person responsible for responding to the request will log the request on the Subject Access Request Register. The register will be used to track the progress of the subject access request.~~

~~Valid Subject Access Request~~

~~A valid subject access request can be received in any format including but not limited to, in writing, verbally or on social media. An individual does not need to use any specific wording to define their request, however the Town Council will offer a Subject Access Request form to assist in ensuring the Town Council will have all relevant information to process the request. A Subject Access Request can only be fulfilled when the Town Council have validated the identity of the individual making the request and have all of the information required to provide the information requested.~~

~~Where the Subject Access Request is not valid as documented in the section above the CEO/Town Clerk or person responsible for responding to the request will contact the person making the request, to seek further information.~~

~~Once the CEO/Town Clerk or person responsible for responding to the request has received all the information they need and sufficient information to verify the data subject's identity, the Town Council has one month to provide the information requested.~~

~~Correctly identifying the data subject. Before disclosing any personal information, the CEO/Town Clerk or person responsible for responding to the request must verify the identity of the data subject.~~

~~Whilst it is important that the Town Council does not send copies of personal information to people who are not the data subject, the Town Council must not appear obstructive. **The Data Protection Act** requires the Town Council to take "reasonable measures" to verify the identity of a data subject. The CEO/Town Clerk or person responsible for responding to~~

~~the request shall keep a record of what measures they taken to verify the identity of the person making the request.~~

~~Locating personal information for the Subject Access Request~~

~~The CEO/Town Clerk or person responsible for responding to the request will work to identify systems where personal data of the data subject is being held, as well as identifying the means by which the personal data can be extracted.~~

~~When the systems have been identified, CEO/Town Clerk or person responsible for responding to the request will carry out searches to identify personal data held on the data subject and export to a common area so that personal data can be combined before the data can be screened prior to disclosure to the data subject.~~

~~Reviewing Personal Information and what cannot be disclosed as a result of a Subject Access Request~~

~~Once information has been collated on what the Town Council hold about a data subject this information will e examined by the Data Protection Officer to establish if it should be disclosed. This must be done on a case-by-case basis for each individual piece of information. In some cases, we might disclose only parts of particular documents. This shall include checking that the record is actually about the person concerned and not about someone else with the same name, screening out any duplicate records.~~

~~Where there are instances where personal information does not require to be disclosed. The CEO/Town Clerk or person responsible for responding to the request will determine if any of the exemptions apply before releasing personal information.~~

~~Where a document contains personal data about a number of individuals, including the data subject, they we will not disclose the information about the third parties to the data subject. If the record is primarily about the data subject, with incidental information about others, then third party information will be redacted. If the record is primarily about third parties, then the document will be withheld if redacting is not possible.~~

~~Where possible third parties will be contacted to obtain consent to disclose the document if possible.~~

~~Sending Personal Data to Data Subject~~

~~Once the Data Protection Officer has identified all of the information that can be sent in response to a SAR, one final review will be undertaken of this information as a collection of data. The personal data of the data subject will be sent to the data subject as provided on the Data Subject Access Request form.~~

~~Complaints~~

~~The Town Council take any complaints about our collection and use of personal information very seriously.~~

~~If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.~~

~~To make a complaint, please contact our data protection officer, Paul Russell-~~

~~Alternatively, you can make a complaint to the Information Commissioner's Office:~~

- ~~• Report a concern online at <https://ico.org.uk/concerns/>~~
- ~~• Call 0303 123 1113~~
- ~~• Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF~~

Contact us

~~If you have any questions, concerns or would like more information about anything mentioned in this privacy notice, please contact our data protection officer:~~

- ~~• Paul Russell email: paul@microshadevsm.co.uk Appendix 10: Seven Golden Rules to Information Sharing~~

~~The following 'golden rules' have been taken directly from the following government guidance;~~

~~"Information sharing: Advice for practitioners providing safeguarding services to children, young people, parents and carers" HM Government, July 2018~~

~~The seven golden rules for sharing information~~

- ~~• Remember that the General Data Protection Regulations (GDPR), Data Protection Act 1998 and human rights law are not barriers to justified information sharing, but provide a framework to ensure that personal information about living individuals is shared appropriately.~~
- ~~• Be open and honest with the individual (and/or their family where appropriate) from the outset about why, what, how and with whom information will, or could be shared, and seek their agreement, unless it is unsafe or inappropriate to do so.~~
- ~~• Seek advice from other practitioners if you are in any doubt about sharing the information concerned, without disclosing the identity of the individual where possible.~~
- ~~• Share with informed consent where appropriate and, where possible, respect the wishes of those who do not consent to share confidential information. Under the GDPR and Data Protection Act 1998, you may still share information without consent if, in your judgement, there is a lawful basis to do so, such as where safety may be at risk. You will need to base your judgment on the facts of the case. When you are sharing or requesting personal information from someone, be certain of the basis upon which you are doing so. Where you have consent, be mindful that an individual might not expect information to be shared.~~
- ~~• Consider safety and wellbeing: Base your information sharing decisions on considerations of the safety and wellbeing of the individual and others who may be affected by their actions.~~
- ~~• Necessary, proportionate, relevant, adequate, accurate, timely and secure: Ensure~~

~~that information you share is necessary for the purpose for which you are sharing it, is shared only with those individuals who need to have it, is accurate and up-to-date, is shared in a timely fashion, and is shared securely (see principles).~~

- ~~• Keep a record of your decision and the reasons for it — whether it is to share information or not. If you decide to share, then record what you have shared, with whom and for what purpose~~



Recognising a Request

A SAR is any request made by an individual (the "data subject") for a copy of the personal data the Town Council holds about them.

A request does not need to mention "Data Protection", "SAR", or the "Data (Use and Access) Act". It can be made in writing, via social media, or verbally to any officer or councillor.

2.3 Upon receipt, the recipient must forward the request to the Town Clerk immediately. The statutory response clock begins the next calendar day.

Validation, Verification, and "Stopping the Clock"

Identity Verification: The Clerk will verify the identity of the applicant using proportionate means (e.g., matching signatures against allotment agreements or requiring a utility bill). Verification is bypassed if the applicant is personally and unambiguously known to the Town Council.

Third-Party Requests: Requests made on behalf of another individual (e.g., by a solicitor or relative) must be accompanied by explicit, signed written consent or a Power of Attorney

Statutory Clarification ("Stop the Clock"): If a request is broad or ambiguous, the Town Council will write to the applicant to request clarification.

- Under 2025 legislation, the 1-month statutory deadline **pauses** the day the Town Council requests clarification.
- The clock resumes only when the applicant provides the necessary details to narrow the search parameters.

4. The Search and "Proportionality" Standard

The Town Council will conduct a search across its physical filing systems, electronic networks, corporate email accounts, and official Town Council mobile devices.

In line with the Data (Use and Access) Act 2025, searches must be **reasonable and proportionate**. The Council is not legally required to conduct exhaustive or oppressive searches of historical or archived backups unless explicitly warranted. The CEO/ Town Clerk will document the search parameters to maintain an audit trail for the Information Commissioner's Office (ICO).

5. Exemptions and Redaction

Before releasing any documents, the Town Clerk must review and redact information to protect third parties and Town Council privilege:

- **Third-Party Data:** Redact names, contact details, and identifying information of neighbours, complainants (e.g., regarding noise or allotments), or other residents unless they have given explicit consent.
- **Legal Privilege:** Exempt any correspondence or notes between the Town Council and its legal advisors or insurers regarding ongoing disputes, planning appeals, or land transactions.
- **Internal Administration:** Town Council staff or councillor names and professional opinions expressed in their official capacity are generally *not* redacted unless disclosure poses a specific risk.
-

6. Response and Secure Delivery

The standard response timeframe is **one calendar month** from receipt (subject to any "stop the clock" pauses).

If a request is complex, the Town Council may extend the deadline by up to two additional months, notifying the applicant before the original month expires.

The response must be free of charge, issued securely (via encrypted email or registered post), and must include:

- A copy of the personal data.
- A copy of the Town Council's standard Privacy Notice explaining why the data is held and how long it is retained.

7. Statutory Complaints Procedure

If an applicant is dissatisfied with how their SAR was handled, they have the right to lodge a formal complaint directly with the Town Council.

The Town Council will acknowledge the complaint within **30 days** of receipt.

A designated internal reviewer (or independent external Data Protection Officer) will investigate the matter without undue delay.

If the internal complaint procedure is exhausted and the applicant remains dissatisfied, they may escalate their complaint to the Information Commissioner's Office (ICO).

Appendix A: Subject Access Requests Procedure Timeline

- **Day 1:** Log the request in the central SAR register. Forward to the Town Clerk.
- **Day 1–3:** Check ID / authority. If vague, send a clarification letter and **log the date the clock stopped**.
- **Day 4:** (Once ID/clarification is received) Restart the clock and calculate the final statutory deadline.
- **Day 5–15:** Issue search mandates to relevant staff/councillors for specific keywords.
- **Day 15–20:** Collate data, apply the "proportionate search" filter, and redact third-party information.
- **Day 20–25:** Draft the disclosure letter, attach the Privacy Notice, and perform a final quality check.
- **Day 25–28:** Dispatch via secure delivery and update the SAR register.

Appendix 3: Privacy Notice for Staff

~~Under data protection law, individuals have a right to be informed about how the Town Council uses any personal data that we hold about them. We comply with this right by providing 'privacy notices' (sometimes called 'fair processing notices') to individuals where we are processing their personal data.~~

~~This privacy notice explains how we collect, store and use personal data about individuals we employ, or otherwise engage, to work at the Town Council.~~

~~We, Weston-super-Mare Town Council, are the 'data controller' for the purposes of data protection law.~~

~~**The categories of the Town Council workforce information that we collect, process, hold and share include:**~~

~~We process data relating to those we employ, or otherwise engage, to work at the Town Council. Personal data that we may collect, use, store and share (when appropriate) about you includes, but is not restricted to:~~

- ~~Contact details~~
- ~~Date of birth, marital status and gender~~
- ~~Next of kin and emergency contact numbers~~
- ~~Salary, annual leave, pension and benefits information~~
- ~~Contract information, start dates, hours worked, post and role~~
- ~~Bank account details, payroll records, National Insurance number, tax status information and employee/teacher number~~
- ~~Recruitment information, including copies of right to work documentation, references and other information included in a CV or cover letter or as part of the application process~~
- ~~Qualifications and employment records, including work history, job titles, working hours, training records and professional memberships~~
- ~~Performance information~~
- ~~Outcomes of any disciplinary and/or grievance procedures~~
- ~~Absence data and reasons for absence~~
- ~~Copy of driving license~~

- Photographs
- Data about your use of the Town Council information and communications system

We may also collect, store and use information about you that falls into "special categories" of more sensitive personal data. This includes information about (where applicable):

- Race, ethnicity, religious beliefs, sexual orientation and political opinions
- Trade union membership
- Health, including any medical conditions, and sickness records

Why we collect and use this information

The purpose of processing this data is to help us run the Town Council, including to:

- Enable you to be paid
- Facilitate safe recruitment, as part of our safeguarding obligations
- Support effective performance management
- Inform our recruitment and retention policies
- Allow better financial modelling and planning
- Enable ethnicity and disability monitoring
- Enable the development of a comprehensive picture of the workforce and how it is deployed

The lawful basis on which we process this information

We only collect and use personal information about you when the law allows us to. Most commonly, we use it where we need to:

- Fulfil a contract we have entered into with you
- Comply with a legal obligation

Carry out a task in the public interest less commonly, we may also use personal information about you where:

- You have given us consent to use it in a certain way
- We need to protect your vital interests (or someone else's interests)

Special Categories of Personal Data

Some of the data we collect requires additional legal basis to process, and is known as Special Categories of Personal Data (SCoPD). The categories that we collect are:

- Racial or ethnic origin
- Trade union membership
- Data concerning health

There are additional legal bases for processing these special categories of personal data and these are laid out in our Data Protection Policy.

Collecting this information

Whilst the majority of information you provide to us is mandatory, some of it is provided to us on a voluntary basis. In order to comply with data protection legislation, we will inform you whether you are required to provide certain staff workforce information to us or if you

~~have a choice in this.~~

~~Storing this information~~

~~We create and maintain an employment file for each staff member. The information contained in this file is kept secure and is only used for purposes directly relevant to your employment.~~

~~Once your employment with us has ended, we will retain this file and delete the information in it in accordance with our Retention Policy~~

~~Why we share staff workforce information~~

~~We do not share information about workforce members with anyone without consent unless the law and our policies allow us to do so.~~

~~Complaints~~

~~We take any complaints about our collection and use of personal information very seriously.~~

~~If you think that our collection or use of personal information is unfair, misleading or inappropriate, or have any other concern about our data processing, please raise this with us in the first instance.~~

~~To make a complaint, please contact our data protection officer Paul Russell.~~

~~Alternatively, you can make a complaint to the Information Commissioner's Office:~~

- ~~• Report a concern online at <https://ico.org.uk/concerns/>~~
- ~~• Call 0303 123 1113~~
- ~~• Or write to: Information Commissioner's Office, Wycliffe House, Water Lane, Wilmslow, Cheshire, SK9 5AF~~



WESTON-SUPER-MARE TOWN COUNCIL

Records and Retention Policy

Date	Version	Author	Origin of change e.g. change in legislation	Changed by
October 2025	V3	Town Clerk/CEO	(NALC-Aligned, 2025) Updated from v2 (2019), incorporating NALC 2022 guidance Updated inline with UK legislation and regulation for HR and H&S	Democratic Services Manager Director of Finance and Resources

This policy applies to Weston-super-Mare Town Council

Date policy adopted	December 2025
Approved by	Finance & General Purposes Committee
Review cycle	Annually
Review date	July 2026

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1. Purpose and Scope

This policy defines how Weston-super-Mare Town Council retains, reviews, and disposes of its records. It aligns with the National Association of Local Councils (NALC) 2022 Retention Guidance, Arnold-Baker on Local Council Administration (Ch. 11), and relevant UK legislation.

2. Legal and Regulatory Framework

This policy complies with:

- Limitation Act 1980 (as amended)
- Local Government (Records) Act 1962
- Freedom of Information Act 2000 – Section 46 Code of Practice
- Data Protection Act 2018 / UK GDPR
- Employers' Liability (Compulsory Insurance) Regulations 1998
- Legal Deposit Libraries Act 2003 and Non-Print Works Regulations 2013
- NALC Model Financial Regulations (England and Wales)

3. Key Principles

Records are retained for as long as necessary to:

- Meet legal and audit obligations
- Support transparency and accountability
- Protect the Council's legal and financial interests
- Preserve items of historical or community significance

All records—paper or electronic—must be managed under the same retention and disposal rules. Electronic records may include typed signatures unless witnessing is legally required.

4. Retention Periods and Actions

The following table consolidates Council retention requirements, now fully aligned with NALC Annex 1 (2022) and including all health and safety and HR retention requirements

Record Type	Minimum Retention	Action	Reason / Legal Basis
Minute Books	Indefinite	Preserve	Archive – NALC Annex 1
Receipt & Payment Accounts	Indefinite	Preserve	Audit / Management
Receipt Books	6 years	Destroy	VAT / NALC update

Paid Invoices & Cheques	6 years (20 for VAT on rents)	Destroy	VAT Act 1994
Bank Statements / Paying-in Books / Cheque Stubs	Last completed audit year	Destroy	Audit requirement
Timesheets	3 years (or last audit year)	Destroy	Audit / Personal injury best practice
Wages Books	12 years	Preserve	Superannuation / NALC Annex 1
Insurance Policies	As long as claims may arise	Review then destroy	Risk management / legal proceedings
Employer's Liability Certificates	Indefinite	Preserve	Future claims / Reg. 5 (1998 SI 2753)
Quotations & Tenders (successful or unsuccessful)	6 years	Destroy	Limitation Act 1980
Planning Applications and Appeals	Until completion or appeal expiry (indefinite if precedent)	Review / Preserve	NALC guidance 2022
Insurance Company Details (summary)	Permanent	Preserve	NALC recommendation
Trust Deeds / Schemes	Never destroy	Preserve	No limitation period applies

Record type	Retention period	Legislation / Good practice
Health records from exposure to hazardous substances	40 years from last entry.	COSHH Regulations 2002.
Lead exposure and medical records	40 years from last entry.	Control of Lead at Work Regulations 2002.
Asbestos exposure and health surveillance	40 years from last entry.	Control of Asbestos Regulations 2012.
General risk assessments	Until superseded, keep for at least 3 years after activity ends.	Management of Health and Safety at Work Regulations 1999.
Noise and vibration health surveillance	40 years from last entry.	Control of Noise at Work Regulations 2005 and Control of Vibration at Work Regulations 2005.
Accident book / Injuries and dangerous occurrences	3 years from last entry. 6 years recommended for litigation.	RIDDOR 2013.
Accident/incident involving a child or young person	Until the individual is 21.	Based on civil law.
Legionella records	Current and 2 years after cessation for scheme, 5 years for monitoring.	HSE ACOP L8.
Fire risk assessments	Indefinitely or life of the building.	Regulatory Reform (Fire Safety) Order 2005.
General H&S training records	6 years after employment ends.	Good practice.
First aid training certificates	3 years (certificate duration) and per company policy.	Health and Safety (First-Aid) Regulations 1981.
First Aid Records: Records for first aid administered	3 years	
Hazardous substances training	40 years.	COSHH Regulations 2002.
Accident Books/Records: Records of reportable injuries, diseases, and dangerous occurrences (RIDDOR)	must be kept for at least three years from the date of the last entry. If a person involved was under 18, the record should be kept for three years from when they turn 18.	Reporting of Injuries, Diseases and Dangerous Occurrences Regulations (RIDDOR) 2013 and the Limitation Act 1980
COSHH Test Records: Records of tests and examinations of control systems and protective equipment	5 years	COSHH Regulations 2002.
Personal Emergency Evacuation Plan (PEEP)	End of relevant period plus 6 years	

Statutory retention periods for HR records

The table below summarises the main legislation regulating statutory retention periods. If in doubt, it is a good idea to keep records for at least 6 years (5 in Scotland), to cover the time limit for bringing any civil legal action

Recommended (non-statutory) Retention Periods

For many types of personnel records, there is no definitive retention period: it is up to the employer to decide how long to keep these records. The list below is based on the time limits for potential tribunal or civil claims;

Where the recommended retention period given is six years, this is based on the six-year time limit within which legal proceedings must be commenced as laid down under the [Limitation Act of 1980](#). Thus, where documents may be relevant to a contractual claim, it is recommended that these be retained for at least the corresponding six-year limitation period.

Record	Statutory Retention Period	Statutory Authority
Accident books, accident records/reports	3 years from the date of the last entry (or, if the accident involves a child/young adult, then until that person reaches the age of 21)	The Reporting of Injuries, Diseases and Dangerous Occurrences Regulations 1995 (RIDDOR) (SI 1995/3163) as amended, and the Limitation Act 1980 . Special rules apply concerning incidents involving hazardous substances.
Accounting records	6 years for public bodies	the Local Audit and Accountability Act 2014 and the Accounts and Audit Regulations 2015
Income tax and NI returns, income tax records and correspondence with HMRC	Not less than 3 years after the end of the financial year to which they relate	The Income Tax (Employments) Regulations 1993 (SI 1993/744) as amended, for example, by The Income Tax (Employments) (Amendment No. 6) Regulations 1996 (SI 1996/2631)
Medical records and details of biological tests under the Control of Lead at Work Regulations	40 years from the date of the last entry	The Control of Lead at Work Regulations 1998 (SI 1998/543) as amended by the Control of Lead at Work Regulations 2002 (SI 2002/2676)
Medical records as specified by the Control of Substances Hazardous to Health Regulations (COSHH)	40 years from the date of the last entry	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SI 1999/437 and 2002/2677)
Medical records under the Control of Asbestos at Work Regulations. Medical records containing details of employees exposed to asbestos. Medical examination certificates	40 years from the date of the last entry, 4 years from the date of issue	The Control of Asbestos at Work Regulations 2002 (SI 2002/2675). Also see the Control of Asbestos Regulations 2012 (SI 2012/632)

Record	Statutory Retention Period	Statutory Authority
Medical records under the Ionising Radiations Regulations 1999	Until the person reaches 75 years of age, but in any event for at least 50 years	The Ionising Radiations Regulations 1999 (SI 1999/3232)
Records of tests and examinations of control systems and protective equipment under the Control of Substances Hazardous to Health Regulations (COSHH)	5 years from the date on which the tests were carried out	The Control of Substances Hazardous to Health Regulations 1999 and 2002 (COSHH) (SI 1999/437 and 2002/2677)
Records relating to children and young adults	Until the child/young adult reaches the age of 21	Limitation Act 1980
Retirement Benefits Schemes – records of notifiable events, for example, relating to incapacity	6 years from the end of the scheme year in which the event took place	The Retirement Benefits Schemes (Information Powers) Regulations 1995 (SI 1995/3103)
Statutory Maternity Pay records, calculations, certificates (Mat B1s) or other medical evidence	3 years after the end of the tax year in which the maternity period ends	The Statutory Maternity Pay (General) Regulations 1986 (SI 1986/1960) as amended
Wage/salary records (also overtime, bonuses, expenses)	6 years	Taxes Management Act 1970
National minimum wage records	3 years after the end of the pay reference period following the one that the records cover	National Minimum Wage Act 1998
Records relating to working time	2 years from date on which they were made	The Working Time Regulations 1998 (SI 1998/1833)

Record	Recommended Retention Period
Actuarial valuation reports	Permanently – Gov.uk
Application forms and interview notes (for unsuccessful candidates)	6 months to a year. (Because of the time limits in the various discrimination Acts , minimum retention periods for records relating to advertising of vacancies and job applications should be at least 6 months. A year may be more advisable as the time limits for bringing claims can be extended. Successful job applicants' documents will be transferred to the personnel file in any event.)
Assessments under health and safety regulations and records of consultations with safety representatives and committees	Permanently – Gov.uk
Inland Revenue/HMRC approvals	Permanently – Gov.uk
Money purchase details	6 years after the transfer or value taken
Parental leave	5 years from birth/adoption of the child or 18 years if the child receives a disability allowance
Pension scheme investment policies	12 years from the ending of any benefit payable under the policy

Record	Recommended Retention Period
Pensioners' records	12 years after the benefit ceases
Personnel files and training records (including disciplinary records and working time records)	6 years after employment ceases
Redundancy details, calculations of payments, refunds, notification to the Secretary of State	6 years from the date of redundancy
Senior executives' records (that is, those on a senior management team or their equivalents)	Permanently for historical purposes
Statutory Sick Pay records, calculations, certificates, self-certificates	The Statutory Sick Pay (Maintenance of Records) (Revocation) Regulations 2014 (SI 2014/55) abolished the former obligation on employers to keep these records. Although there is no longer a specific statutory retention period, employers still have to keep sickness records to best suit their business needs. It is advisable to keep records for at least 3 months after the end of the period of sick leave in case of a disability discrimination claim. However, if there were to be a contractual claim for breach of an employment contract, it may be safer to keep records for 6 years after the employment ceases.
Time cards	2 years after the audit
Trade union agreements	10 years after ceasing to be effective

5. Electronic Records and Confidential Destruction

Digital files must undergo a two-step secure deletion: (1) deletion of contents and (2) full media wipe or equivalent certified software erasure. Paper records containing confidential or personal data must be cross-shredded or pulped. Commercial confidential destruction services must provide certificates of disposal.

6. Deposit and Archiving

Records of long-term or historical value should be deposited with Somerset County Archive under section 227 of the Local Government Act 1972. Examples include Council minutes and byelaws, historical maps, deeds, and terriers, and town newsletters and publications (retain one archival copy).

7. Annual Review and Oversight

The Council's internal auditor and Responsible Financial Officer (RFO) shall ensure an annual review of all record categories, verification that retention and disposal actions are followed, and periodic checks on storage systems for security and accessibility.

8. Data Protection & FOI Alignment

Personal data must not be retained longer than necessary (UK GDPR Art. 5(1)(e)). Staff files may be retained post-employment for tax, NI, pension, or legal reference. The Freedom of Information Act 2000 Section 46 Code of Practice encourages councils to maintain an auditable retention schedule and publish it publicly.

9. Key Legal References (Appendix A)

- Limitation Act 1980 (as amended)
- Local Government (Records) Act 1962
- Freedom of Information Act 2000 – Section 46 Code of Practice
- Data Protection Act 2018 / UK GDPR
- Employers' Liability (Compulsory Insurance) Regulations 1998
- Legal Deposit Libraries Act 2003 and 2013 Regulations
- Local Authorities Cemeteries Order 1977 (SI 204)
- NALC Model Financial Regulations (England & Wales) 2022

10. Review Cycle

This policy shall be reviewed annually or sooner following new statutory or NALC guidance.



WESTON-SUPER-MARE TOWN COUNCIL

Artificial Intelligence (AI) Policy

History of Policy Changes

Date	Version	Author	Origin of Change e.g. change in legislation	Changed by
July 2026	V1	H Morton (DoFR)	New policy and legislation	

This policy applies to Weston-super-Mare Town Council

Date policy adopted	July 2026 (F&GP)
Review cycle	BI - annually
Review date	July 2028

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1. Introduction

This policy establishes the governance framework for the responsible, lawful, secure and transparent use of Artificial Intelligence (AI).

- 1.1 There are clear benefits and risks associated with processing data (including voice data) using AI solutions/technologies.
- 1.2 The Town Council is committed to taking a risk-based approach to the implementation and use of AI. This means:
 - Assessing the risks to the rights and freedoms of individuals that may arise when using AI
 - Implementing appropriate and proportionate technical and organisational measures to mitigate these risks.
- 1.3 This policy is written to ensure that the use of AI is compliant with all applicable laws, regulations and Town Council policies. It supports the ethical and moral use of AI under the Town Council's instruction.
- 1.4 This policy provides a framework for the use of AI solutions/technology by Town Council employees (whether temporary or permanent), Members, contractors, agents, vendors and anyone else processing information in pursuit of the Council's activities.
- 1.5 Given the pace of AI development, this policy will be continually developed to ensure it mirrors legislative/regulatory requirements and best practice.

2. Use of AI

- 2.1 The use of AI solutions/technologies should always support the Town Council's vision, priorities and values.
- 2.2 Councils that are considering the use of AI should engage with internal stakeholders as part of their due diligence. As a minimum, the Town Council's ICT and data protection support should be consulted on all AI projects.
- 2.3 The Town Council in using AI should develop public facing publications, and consider the public relations element of this.
- 2.4 In the feasibility stage of plans to use AI, the Town Council must consider the relevant governance requirements, any provider practices if 'off the shelf' applications and/or technologies are procured, copyright, confidentiality, disclosure, accuracy and potential integration with other tools.

- 2.5 The AI solution should have appropriate logging and auditing mechanisms in place to capture activities related to AI usage.

3. Governance Requirements for Using AI

- 3.1 Any stakeholder looking to use/implement an AI solution/technology must be fully aware of the Town Council policies and procedures relating to data. As a minimum the stakeholder must have a good understanding of the requirements detailed in the following documents:

- Data Protection Policy
- Corporate Information Security Policy
- Records Management Policy
- Information Sharing Policy
- Corporate Information Retention Schedule

- 3.2 The risks associated with the introduction and use of an AI solution/technology need to be assessed and managed. To assist in the identification, mitigation and management of AI associated risks, the Town Council intending to use AI must complete.

- AI Risk Assessment
- AI Data Protection Impact Assessment

Both assessments requiring approval before implementing an AI solution/technology.

4. Supplier/Vendor

- 4.1 Where the Town Council looks to procure AI solutions/technology, engagement should be established with the relevant Information Asset Owner, senior management and developers/vendors.

5. Copyright Considerations

- 5.1 Copyright law must be complied with when using AI.
- 5.2 AI must not be used for generating content that infringes upon the intellectual property rights of others, including but not limited to copyrighted materials. If the Town Council is unsure as to whether the intended use of AI may infringe copyright engagement of legal support should be obtained

6. Accuracy of AI Output

- 6.1 Information produced by using AI solution/technology must be reviewed by the Town Council employee for accuracy prior to sharing/using the information.
- 6.2 If the Town Council has any doubt about the accuracy of AI output then AI solutions/technology should not be used.

7. Confidentiality

- 7.1 Personal and confidential information must not be processed using public AI solutions such as ChatGPT, as this may enter the public domain.

The Town Council will allow Microsoft Copilot as our AI agent and logging in to Town Council Email and MS365 Account.

- 7.3 Any processing of personal data using an AI solution must comply with the principles of the UK Data Protection Act 2018.

8. Disclosure and Transparency

- 8.1 If AI is used to create content, the content should be disclosed as containing AI generated information. Any documents and/or publications that include AI generated content should include a statement to make this clear to the reader, an example statement is detailed below:

9. Integration with Other Tools

- 9.1 API and plugin tools enable access to AI and extended functionality. The Town Council in it's planning to integrate AI should will follow Open AI's [Safety Best Practices](#):

- **Adversarial testing** – testing AI should include typical scenarios as well as tests to 'break' the system
- **Human in the loop (HITL)** – a person should review AI output before it is used more widely
- **Prompt engineering** – reduces the chance of producing undesired content
- **Know your customer (NYC)** – AI users should have to register to use the AI solution and have a unique use id
- **Constrain user input and limit output tokens** – limiting the amount and type of input/output can reduce the likelihood of misuse/error
- **Allow users to report issues** – a mechanism should be available to allow AI users to log concerns they have while using the AI solution

- **Understand and communicate limitations** – consider whether the AI solution has limitations that could create offensive and/or discriminatory content
- **End-user IDs** – the use of unique user IDs can help detect improper use of AI

10. AI Risks

- 10.1 The use of AI carries inherent risks. Before AI solution/technology is implemented, a thorough risk assessment will be completed. See 3.2 for what assessments are required.
- 10.2 Each new AI project will have its own context, data flows, output requirements and therefore needs to be assessed individually against the core requirements of this policy. The completion of the risks assessment and AI Data Protection Impact Assessment will assist the Town Council management for each AI project.

11. Compliance with Legal and Regulatory Requirements

- 11.1 Data processed by public facing AI solutions may enter the public domain resulting in potential personal data breaches, breaches of confidentiality and/or compromising intellectual property.
- 11.2 The Town Council's whilst using AI solutions/technology will ensure that this use complies with all applicable laws, regulations and Town Council policies at all times.
- 11.3 Unauthorised use of copyrighted material or the creation of content that infringes on the intellectual property of others is strictly prohibited.

12. Business Impact Analysis and Discrimination

- 12.1 Some AI solutions may use and/or generate biased, discriminatory or offensive content. Therefore, the Town Council whilst using AI must understand this and ensure any AI output is comprehensively checked by a human to ensure biased, discriminatory or offensive content can be censored/removed.

13. Security

- 13.1 The Town Council is committed to protecting the confidentiality, integrity and availability of its data.
- 13.2 AI solutions may store personal, sensitive and/or confidential information which could be at the risk of disclosure due to the AI technology being hacked.

- 13.3 The Town Council whilst looking to use AI solutions must ensure that the relevant technology in place is secure. Technical controls must be commensurate with the level of risk associated with the information being processed by the AI solution.
- 13.4 Where the AI solution processes personal data, the Town Council must investigate whether this data can be anonymised.
- 13.5 Any data processed by an AI solution should be encrypted in transit and at rest.
- 13.6 The AI solution should have the appropriate security accreditations such as ISO27001, Cyber Essential's+, etc. If the solution uses cloud computing then this should comply with the NCSC 14 Principles of Cloud Computing.
- 13.7 The Town Council will check the level of security of any proposed AI solution with our ICT and data protection support.

14. Data Sovereignty and Protection

- 14.1 Many AI solutions will be hosted internationally. However, under data sovereignty rules any information created or collected in the originating country will remain under the jurisdiction of that country's laws.
- 14.2 Any AI solution used will be checked for its data sovereignty practices prior to use. If the practices cannot be determined then the Town Council's will contact their data protection support for further advice.

15. Training and Awareness

- 15.1 All users of AI solutions must receive training on the responsible and secure use of AI. This training should cover topics such as ethical considerations, risk management, security and compliance requirements.

16. Compliance

- 16.1 This policy applies to all Town Council uses of AI solutions/technology.
- 16.2 Any suspected or confirmed security incidents related to AI usage must be reported to the data protection support team.
- 16.3 Failure to comply with this policy may result in disciplinary action being taken.

17. Review

- 17.1 This policy will be reviewed periodically and updated where necessary to ensure ongoing compliance with all relevant legislation, regulations, other Council policies and best practice.



Finance & General Purposes Committee 27th July 2026

Digital Transformation Programme 2026/27

Report of the Chief Executive Officer / Town Clerk

Development of a Digital Transformation Business Case and Establishment of a One-Off Member Project Review Group

1. Purpose of Report

The purpose of this report is to advise Members of the work being undertaken to develop a comprehensive Business Case for the Council's proposed Digital Transformation Programme and to seek approval to establish a one-off Member Project Review Group to review the draft Business Case before it is presented to the Finance & General Purposes Committee for formal consideration.

This report does not seek approval to procure software, appoint a supplier or commit expenditure.

Its purpose is to establish an appropriate governance process to support the development of a robust Business Case, ensuring Members have an opportunity to review the strategic evidence, challenge assumptions and provide observations before any recommendations are brought forward for formal decision.

Background

Weston-super-Mare Town Council has experienced significant organisational growth over recent years.

The Council now delivers an increasingly diverse range of services including cultural facilities, parks and open spaces, operational services, community assets, property management and an ambitious programme of asset devolution from North Somerset Council.

The increasing scale and complexity of the organisation now presents an opportunity to review the Council's wider digital infrastructure to ensure it remains fit for purpose, supports future organisational growth and enables the Council to continue delivering efficient, resilient and customer-focused services.

Officers therefore consider that the Council has reached a stage in its organisational maturity where a strategic review of its digital infrastructure is appropriate and provision has been put in the revenue budget for 2026/2027 to achieve this. The intention is not simply to consider individual software solutions but to develop a long-term Digital Transformation Programme that supports the Council's future ambitions.



2. Strategic Context

The Council's digital infrastructure has developed incrementally over many years as individual services have expanded and operational requirements have evolved.

Current business systems continue to perform important operational functions, however they have generally been implemented independently to meet individual service requirements rather than forming part of an integrated corporate approach.

The Council currently utilises a range of systems supporting finance, bookings, mapping, inspections, cemetery management and operational activities alongside numerous spreadsheets, manual workflows and email-based processes.

As a result, there are increasing challenges associated with:

- duplicated information;
- fragmented records;
- multiple data sources;
- manual reporting;
- dispersed information;
- workflow inefficiencies;
- increasing administrative effort;
- limitations in corporate reporting;
- growing information governance requirements.

Whilst these arrangements have supported the Council effectively to date, officers consider that the organisation has now reached a point where a strategic review of its wider digital infrastructure is appropriate to support future organisational development.

3. Current Digital Infrastructure

The Council currently operates a hosted Citrix desktop environment which has provided a secure and reliable technology platform for many years.

The Council does not currently operate within a corporate Microsoft 365 environment and, as a consequence, different versions of Microsoft Office applications are currently in use across the organisation.

This can present challenges relating to collaboration, document sharing, version control and future integration with modern cloud-based business applications.

The Council also currently utilises a number of individual communication and collaboration solutions, including Zoom, alongside separate operational software platforms supporting individual services.



Whilst these arrangements continue to meet operational requirements, officers have commenced an initial review of the Council's wider digital infrastructure, including indicative cost modelling relating to Microsoft 365, collaboration tools, communications platforms and opportunities to improve integration between corporate systems.

This work forms part of the wider Digital Transformation Programme and is intended to ensure that future investment decisions are considered strategically rather than individually.

4. Digital Transformation Programme

The proposed Digital Transformation Programme should not be viewed as the procurement of a Customer Relationship Management (CRM) system.

Instead, it represents an organisational transformation programme intended to improve how the Council operates, manages information, delivers services and supports future organisational growth.

The programme has the potential to encompass a range of interconnected workstreams including:

- integrated corporate systems;
- customer relationship management;
- customer portal development;
- workflow automation;
- document management;
- Microsoft 365;
- information governance;
- GIS integration;
- asset management;
- inspection management;
- reporting and business intelligence;
- mobile working;
- cyber resilience;
- future Artificial Intelligence capability.

Officers consider that reviewing these areas collectively through a single strategic Business Case represents a more effective approach than considering individual technology projects in isolation.

5. Work Undertaken

Officers have already undertaken significant preliminary work to understand the Council's current position and future organisational requirements.



This has included:

- review of existing systems;
- assessment of current business processes;
- identification of operational requirements;
- supplier engagement and demonstrations;
- benchmarking with comparable councils;
- procurement route review;
- review of information governance requirements;
- consideration of implementation approaches;
- functional evaluation of potential solutions.

This work remains at an evidence gathering stage and has informed the development of the emerging Business Case. No procurement decisions have been made but they have been explored.

6. Artificial Intelligence

Members are separately considering the adoption of an Artificial Intelligence Policy at this meeting.

The proposed Digital Transformation Programme complements this work by ensuring that the Council's future digital infrastructure is capable of supporting secure enterprise technologies, including Artificial Intelligence, where appropriate.

The intention is that any future adoption of AI solutions would operate within secure managed organisational environments supported by appropriate governance, cyber security and information management controls, rather than relying upon publicly accessible consumer AI platforms.

No decisions regarding the implementation of Artificial Intelligence are sought through this report.

7. Information Governance and Cyber Security

One of the principal drivers behind the proposed programme is the continued strengthening of the Council's information governance arrangements.

As the organisation grows, information is increasingly dispersed across multiple systems and locations.

The Digital Transformation Programme provides an opportunity to strengthen:

- records management;
- audit trails;
- retention management;



- permissions;
- reporting;
- Freedom of Information processes;
- Subject Access Requests;
- complaints management;
- workflow;
- cyber resilience;
- business continuity.

Technology alone does not create compliance with UK GDPR or the Data Protection Act 2018. Appropriate governance, policies, staff training and organisational controls will continue to remain fundamental to compliance.

8. Benefits

The anticipated benefits extend well beyond technology and include improvements for customers, Members, staff and the organisation.

Potential benefits include:

Customers

- improved accessibility;
- enhanced customer experience;
- increased online self-service;
- faster response times.

Members

- improved reporting;
- better oversight;
- enhanced organisational information.

Staff

- reduced duplication;
- streamlined workflows;
- improved collaboration;
- reduced administration.

Organisation

- strengthened governance;
- improved business resilience;
- enhanced information management;
- improved operational efficiency;
- greater scalability for future growth.



9. Linked Corporate Projects

Members will be aware that a number of organisational improvement projects are already underway or have recently been approved, including the creation of the Asset Data Officer / Intern post, continued GIS development, asset management improvements and inspection management enhancements.

Rather than progressing these initiatives independently, officers consider they should form part of a coordinated Digital Transformation Programme, ensuring that organisational change is planned strategically and that future investment decisions complement one another.

10. Development of the Business Case

Rather than bringing individual technology proposals to Committee, officers propose developing a comprehensive Business Case that considers the Council's digital infrastructure in its entirety.

The Business Case is being prepared broadly in accordance with recognised public sector business case principles and will provide Members with a structured evidence base upon which future decisions can be made.

The draft Business Case is expected to include:

- Strategic Case;
- Current Position;
- Case for Change;
- Digital Maturity Assessment;
- Options Appraisal;
- Market Engagement;
- Benchmarking;
- Functional Evaluation;
- Procurement Route;
- Financial Case;
- Commercial Considerations;
- Implementation Approach;
- Change Management;
- Risk Assessment;
- Benefits Realisation;
- Recommendations.

This approach will ensure that future recommendations are supported by comprehensive evidence rather than individual technology assessments.



11. Member Project Review Group

Given the strategic importance of the proposed programme, officers consider it appropriate that Members have an opportunity to review the emerging Business Case before it is finalised.

It is therefore proposed that a one-off Member Project Review Group be established.

The purpose of the Group will be to:

- review the draft Business Case;
- review the supporting evidence;
- consider the options appraisal;
- review the procurement approach;
- challenge assumptions where appropriate;
- provide observations to officers;
- strengthen the final Business Case before it is presented to Committee.

The Project Review Group will:

- operate in an advisory capacity only;
- have no delegated powers;
- make no procurement decisions;
- make no supplier recommendations.

Formal decision-making will remain entirely with the Finance & General Purposes Committee.

12. Financial Implications

There are no direct financial implications arising from the recommendations contained within this report.

The Business Case will include detailed consideration of:

- implementation costs;
- ongoing revenue implications;
- licensing costs;
- procurement options;
- funding opportunities;
- whole-life costs;
- opportunities for efficiency savings and rationalisation.

13. Legal and Governance Implications



The proposed governance process strengthens Member engagement whilst maintaining clear governance and decision-making responsibilities.

The Project Review Group will operate solely in an advisory capacity.

Any future procurement will be undertaken in accordance with the Council's Standing Orders, Financial Regulations and applicable procurement legislation using an appropriate compliant procurement framework.

Risk Implications

Failure to review the Council's digital infrastructure presents strategic risks including increasing reliance on manual processes, fragmented information management, duplication of effort, limited reporting capability and reduced organisational resilience.

Any future implementation programme will also require careful management of organisational change, procurement, data migration, supplier delivery and business continuity, all of which will be fully considered within the Business Case.

Equality Implications

The programme has the potential to improve accessibility to Council services whilst ensuring that appropriate non-digital access arrangements continue to be available where required.

Environmental Implications

The programme has the potential to reduce paper-based processes, improve digital working practices and support more efficient use of Council resources.

Communications Implications

Appropriate communications will be undertaken with Members, staff and stakeholders as the programme develops.

Officer engagement will form an important part of the development of the Business Case to ensure future proposals reflect operational requirements across all Council services.

14. Conclusion

Weston-super-Mare Town Council has reached a stage in its organisational development where its digital infrastructure should be reviewed strategically to



ensure it continues to support effective governance, customer service, operational efficiency and future organisational growth.

The proposed Digital Transformation Programme is therefore presented as an organisational transformation programme rather than simply the procurement of technology.

Developing a comprehensive Business Case before any procurement decisions are made will ensure that Members are provided with a robust evidence base, clear options appraisal, financial assessment and implementation proposals before being asked to make any future investment decisions.

The proposed one-off Member Project Review Group provides an opportunity for constructive Member engagement and challenge whilst ensuring that formal decision-making remains with the Finance & General Purposes Committee.

15. Recommendations

That the Finance & General Purposes Committee:

1. **Notes** the work undertaken to date in developing the Council's Digital Transformation Programme.
2. **Agrees** that officers continue to develop a comprehensive Digital Transformation Business Case, incorporating strategic, financial, commercial, procurement, governance and implementation considerations.
3. **Approves** the establishment of a one-off Member Digital Transformation Project Review Group to review the draft Business Case and supporting evidence prior to its formal consideration by the Committee – date to be agreed (early August if possible).
4. **Notes** that the Project Review Group shall:
 - operate in an advisory capacity only;
 - have no delegated decision-making powers;
 - make no procurement decisions;
 - make no supplier recommendations; and
 - provide observations to officers to strengthen the final Business Case.
5. **Requests** that the completed Digital Transformation Business Case be presented to the August 2026 meeting of the Finance & General Purposes Committee for formal consideration and determination.

Sarah Pearse
CEO/Town Clerk
20.07.26

Finance & General Purposes Committee 27th July 2026

Grove Park Pond – Restoration Options and Strategic Direction

Report Author: Chief Executive Officer / Town Clerk

1. Purpose of Report

To update Members on the work undertaken to investigate restoration options for Grove Park Pond, to advise on the outcome of market testing undertaken to date, and to seek a strategic direction regarding the Council's potential involvement in restoring the pond as part of its wider aspirations for the future devolution of Grove Park.

Background

Previous discussions regarding the condition of Grove Park Pond and the desire expressed by councillors to investigate opportunities to restore this prominent feature within one of Weston-super-Mare's principal public parks.

The pond has deteriorated over a number of years and is no longer operational. Restoration will require significant capital investment to return the pond, fountain and associated infrastructure to a safe and functioning condition.

At the previous meeting, Members requested that officers seek alternative quotations to establish whether the initial estimate represented value for money and whether there were other viable options available.

Officer Comment

The work undertaken since the preliminary discussion with Group Leaders has demonstrated that restoration of Grove Park Pond is a significantly more specialist project than originally anticipated.

Whilst officers have been unable to secure comparable quotations despite approaching four specialist contractors across the South West, this exercise has provided valuable insight into both the complexity of the project and the limited specialist market available.

Members are therefore invited to consider whether the Council wishes to continue viewing the pond solely as a North Somerset Council asset or whether, in light of the Council's wider devolution aspirations for Grove Park, there is merit in exploring the restoration of this important community feature ahead of any formal asset transfer.

Should Members support this strategic direction, officers will continue discussions with North Somerset Council, specialist contractors and potential funding partners to develop a robust proposal, ensuring that any future investment by the Town Council is supported by appropriate legal agreements and represents value for money.

2. Progress Update

Since the previous Committee meeting, officers have undertaken extensive work to identify suitably qualified contractors with experience in specialist ornamental pond restoration.

This has included approaching four specialist contractors from across the South West.

Unfortunately, a number of contractors (2) have declined to quote due to the specialist nature of the works involved, whilst others have indicated that they do not undertake projects of this complexity.

Consequently, at the time of writing this report, officers have been unable to secure a comparable quotation despite significant efforts to test the market.

Recognising that specialist experience is essential, officers have also contacted the Friends of Prince Consort Gardens to establish which contractor undertook the recent restoration of the ornamental pond (Summer 2026) within Prince Consort Gardens and whether they may be willing to provide a quotation or recommendation.

In addition, preliminary discussions are being arranged with Weston Civic Society to explore whether there may be opportunities for community involvement or potential financial contributions towards the restoration of this important heritage feature. These discussions remain at an early stage and no commitments have been made.

Officers will continue to pursue additional quotations wherever possible.

3. Nature of the Works- advised by NSC

During earlier discussions with Group Leaders, concern was expressed that the estimated cost of approximately **£12,000–£15,000** appeared relatively high.

The indicative scope of works can be seen in Appendix A below. (It is confirmed that this supplier previously 2018 undertook works in Prince Consort Gardens via NSC)

Having explored the market further, officers now better understand the specialist nature of these works and the relatively limited number of contractors capable of delivering them.

4. Strategic Context

Whilst Grove Park Pond remains under the ownership and management of North Somerset Council, Members have previously expressed a desire to explore the

future transfer of Grove Park as part of the Council's wider Devolution Programme, currently programmed for consideration during the 2028/29 phase of discussions.

The Town Council already has an established operational presence within Grove Park through a number of existing responsibilities, including:

- Grove House and Grove Lodge lease arrangements;
- Grove Park Public Toilets;
- maintenance of the flower beds;
- management of the children's play area; and

Accordingly, the restoration of the pond should not necessarily be viewed in isolation but as part of the Council's longer-term vision for Grove Park as an important community asset.

North Somerset Council has confirmed that it would be willing to continue managing the pond should ownership remain with them. However, they have also confirmed that there is currently no capital funding available to undertake the necessary restoration works.

Without intervention from another source, it is therefore unlikely that restoration will be progressed in the foreseeable future.

5. Options Available to Members

Option 1 – No Further Action

Members could determine that, as the pond remains a North Somerset Council asset, no further action should be taken until any future devolution arrangements are agreed.

Whilst this would avoid committing Town Council resources to a third-party asset, it is also likely to mean that the pond remains out of use for a considerable period, given the absence of capital funding.

Option 2 – Continue Investigations

Members could instruct officers to continue seeking specialist quotations, investigate external funding opportunities and report back once further information becomes available.

This option would provide additional evidence before any financial commitment is considered.

Option 3 – Early Strategic Investment

Members may wish to consider supporting, in principle, the Town Council funding or contributing towards the restoration of Grove Park Pond ahead of any formal devolution agreement.

The rationale for this approach includes:

- previous expressions of support by Members for exploring the future transfer of Grove Park through the Council's Devolution Programme;
- the Town Council's existing management responsibilities and operational presence within Grove Park;
- the opportunity to restore an important heritage feature for the benefit of residents and visitors;
- the absence of capital funding currently available through North Somerset Council; and
- the opportunity to demonstrate the Town Council's long-term commitment to Grove Park whilst wider devolution discussions continue.

Should Members support this approach, officers would ensure that no expenditure is committed until appropriate legal / management agreements have been entered into with North Somerset Council to safeguard the Council's investment and clearly define responsibilities.

Such agreements may include licences, partnership agreements or other legal mechanisms considered appropriate following legal advice.

Officers would also continue to pursue partnership funding opportunities and external contributions wherever possible to reduce the financial impact upon the Town Council.

6. Financial Implications

There is currently no approved budget allocation for these restoration works.

Should Members wish to pursue restoration, it would need to be allocated from the councils Devolution Budget (2026/2027) which has approximately £197k un allocated, alternatively it could look at;

- partnership funding;
- potential contributions from community organisations;
- opportunities for sponsorship or fundraising where appropriate;
- future capital programme provision; and

No expenditure is requested through this report.

Any future financial commitment would be subject to a further report to Committee unless delegated authority is subsequently granted.

7. Legal Implications

The pond remains under the ownership of North Somerset Council.

Should Members support funding restoration works ahead of any future transfer, appropriate legal agreements would be required before any expenditure is incurred to ensure that:

- the Town Council has authority to undertake or fund the works;
- North Somerset Council formally consents to the proposed restoration;
- responsibilities for future maintenance are clearly defined;
- the Town Council's investment is appropriately protected; and
- any future devolution arrangements properly recognise the investment made by the Town Council.

Consideration of further legal advice should be considered to satisfy the council as deemed necessary.

8. Risk Assessment

The principal risks associated with this project are:

- further deterioration of the pond if restoration is delayed;
- increasing restoration costs over time;
- limited availability of specialist contractors;
- uncertainty regarding future ownership and maintenance responsibilities.

Conversely, successful restoration would preserve an important heritage feature, improve the appearance of Grove Park, enhance biodiversity and public enjoyment, and support the Council's wider strategic ambitions for the future management of the park.

9. Members are requested to:

1. Notes the work undertaken by officers to investigate restoration options for Grove Park Pond.
2. Notes that, despite approaching four specialist contractors across the South West, no comparable quotations have been received at the time of writing this report (2 have confirmed they are not wanting to quote).

3. Notes that North Somerset Council has confirmed that whilst it is willing to continue managing the pond, it currently has no capital funding available to undertake the necessary restoration works.
4. Considers Options 1-3 above or provides alternative direction for next steps of action.
5. Depending on outcomes of 4 above; Agrees that officers continue discussions with North Somerset Council, specialist contractors and relevant community organisations to develop detailed proposals, including legal, financial and partnership arrangements, and report back to Committee.

Appendix A – Detail of NSC quotations and recommendations:

Now that the clearance works are completed, we have been able to assess the state of the pond.

There are a number of cracks in the render and the fibreglass lining has lifted and split in a number of places, and is clearly no longer water tight.

This quote is based on carrying out restoration using a similar technique that we successfully used in the lower pond in Prince Consort Garden, which we restored in 2018(?).

This involved using a butyl or equivalent pond liner sandwiched between layers of soft underlay, using the existing shell of the pond as a former, and a concrete base & concrete block wall to protect it. The original concrete shell of the PCG pond, was in a worse condition than that of Grove park pond, and the back of it was broken in several places and further movement was likely. The butyl liner mounted between layers of protective underlay, does allow for a degree of movement in the structure, which rendering does not allow and would fail as a sealant with the slightest movement. The proximity of the large trees adjacent to the pond in Grove park, means that future movement is inevitable.

Quotation to carry out the following works;

1. Remove existing fountain feature & associated concrete blocks, and dispose of.
2. Remove existing pond pump chamber.
3. Remove any loose concrete, fibreglass & debris from the pond.
4. Fill the existing lily pits with concrete & patch up any areas of broken concrete.

5. Lay a geo-textile protective underlay across the base of the pond and up the sides.
6. Lay a single piece of butyl pond liner over the underlay and up the sides to above the existing coping level.
7. Lay a second layer of same underlay over the liner as protection.
8. Lay approx 50mm of concrete across the entire base of the pond, to protect the new liner from any projectiles thrown in the future into the pond.
9. Build concrete block wall against the outer vertical wall on top of the new concrete base of the pond, to sandwich the underlay/liner layers against the pond side.
10. Render the block walls in a sand/cement render to cover the concrete blocks.
11. Build a new pump chamber within the pond, fit new pump and connect it to a simple fountain in the pond centre.
12. Plant the waterlilies in plastic pots.
13. Fill the pond by means of the existing water supply.

The option to simply seal the bottom of the pool with a liner, and to render the sides, is not a practical solution (even short term) as the concrete structure of the pond is clearly moving and render would simply crack. This has become apparent since we emptied the pond; crack sizes have changed maybe as a result of the extreme heat, which the render is being exposed to and also due to the proximity of the trees. No render would be flexible enough to seal these cracks with this amount of movement.

Concern with not building marginal plant beds is that the pond will not develop as a natural ecosystem; algae & blanket weed will become prevalent and interfere with the workings of the pump; ie regular maintenance would be required to clear this from the pump chamber (please be mindful that the volunteers who maintain the park avoid contact with the water for fear of Weil's disease, due to the prevalence of rats in the area)

If a single liner which stretches across the bottom of the pond and up the sides, is then sandwiched between the side of the pond and a concrete block protection wall, then these beds could be built at a later date, without threatening the integrity of the liner. It would, however, mean completely draining the pond again & removing the fish to be able to carry out this work, making this a more expensive option in the long term.

Our price does not include;

1. Supply, erection of Heras fencing.
2. Tree surgery works which are necessary to the Prunus avium, which is currently dropping dead wood into the pond.
3. Supply of toilet welfare facilities, we assume that we are able to continue use of the facilities in the top yard.
4. We are assuming that the electrical supply for the pump is safe and is compliant with current regulations.
5. A decision needs to be made regarding the water 'top-up' system, because the existing chamber will be redundant as it will be outside of the new pond structure. A manual tap, housed in a secure box, would I believe be a better option.



Finance and General Purposes Committee 27th July 2026

Allotments – Assignment of Multiple Plots

Report from the CEO/Town Clerk

1. Purpose and Background of Report

Purpose

To receive the data from the allotment club regarding multiple plot holders.

To provide direction regarding the development of a policy for multiple plots with the Allotment Club.

Background

In December 2025, members requested an exploration into the number of allotment holders who hold multiple plots.

257.

...“It was noted some plot holders had multiple plots and this need to be considered carefully as to the appropriateness of doing so with such a long waiting list. It was essential that the space available was shared fairly with all interested parties.”

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Mark Canniford

2. A decision should be made at a future date regarding the assignment of multiple plots per person/household.

Following requests to the allotment club on multiple occasions, the information below was received on the 1st July 2026.

Site	2 plots held	3 plots held
Bournville	12 Households	
Clarke's Field	6 Household	
Hutton Moor	23 households	2 Households
Old Mill Way	4 Households	
Rectors Way	4 Households	
Multiple sites	1 Household (Hutton Moor & Old Mill Way)	

Of the above, 2 are non resident plot holders (with 4 plots total) – permitted under previous resolution.

Total number of plots = 106



We are currently still working with the allotment club to amalgamate multiple waiting lists, having now found a more suitable solution for this. As a result, we hope to bring a number of residents on the waiting list, to the meeting verbally should this information be made available in time for the meeting.

3. Options for Council

- Request the development of a policy to be actioned with the Allotment Club
- Allow continuation of multiple plots.

4. Reason for Recommendation

To enable a decision to be made regarding multiple plot holders, as requested previously by the committee.

5. Expected Benefits

To enable more residents to benefit from allotments, therefore reducing the waitlist.

6. Implications

6.1. Legal

No current policy exists to prohibit members of the public from holding multiple sites.

6.2. Risks

The introduction of any policy would need to consider existing plot holders as well as new.

6.3. Financial Implications

n/a

6.4. Timescales

n/a

6.5. Stakeholders

Allotment Club

6.6. Contractors

n/a

6.7. Crime & Disorder (councils have a legal duty to consider impact)

n/a



6.8. Biodiversity (councils have a legal duty to consider impact)

n/a

6.9. Privacy Impact (consider Privacy Impact assessment)

Specific data has not been provided as part of the report as it includes sensitive information regarding allotment holders (e.g. name, address, contact information etc).

6.10. Equality & Diversity (councils have a legal duty to consider impact)

n/a

7. Appendices

8. Members are recommended to:

Provide direction regarding multiple plot holders.

Molly Matthews

Senior Development Officer

Drafted 20/07/2026



Finance and General Purposes Committee 27th July 2026

Community Engagement Delivery Programme

Report from the Senior Development Officer

1. Purpose and Background of Report

Purpose of report

To provide an evaluation of the new community engagement model.

To provide a delivery programme of community engagement for the year 2026-2027

Background

Delivery Programme

A community engagement plan was adopted at the previous Finance and General Purposes Committee in April 2026:

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Peter Crew

A vote was taken and accordingly, it was **carried**.

391.1 RESOLVED: To approve and adopt the Community Engagement Plan.

This plan enables the delivery of key points on the Town Council Strategy including:

- “1.13 Encourage people living and working in Weston to participate and to engage in decision making.”
- “1.7 Seek to identify and deliver opportunities to be directly responsive to community needs and aims through consultation and active listening – delivering a ‘you said, we did’ approach.”

As explained to members previously, the plan set out the guiding principles, but it was always the plan to provide an annual delivery programme. This delivery programme would set out key dates and projects in line with the Town Council strategy and committee forward plans.

This delivery programme has now been attached for your comment. Broad dates have been provided in order to aid planning, and they have been chosen in line with committee forward plans, and strategic need (e.g. budget consultation in October, Strategy review in January).

Please note: this programme enables us to be proactive with engagement to support officer work plans and deadlines, but should not be considered static. This is a living



document, with opportunities to expand, contract and move as needed by council. Larger projects (such as devolution) or stand-alone projects (such as procurement), will often sit outside this delivery programme, as the needs and deadlines will often be dictated by outside factors.

Armed Forces Day

In order to put the new principles into action, we ran a pilot community engagement session on Armed Forces Day. As part of this day we provided the following resources, documents and talking points for the community to interact with:

- Town Council asset and devolution map
- Strategy information and information about our services
- Links to the Your Town Your Voice Surveys, as well as print outs of the summer survey
- Devolution information
- A comment box and comment cards
- A contact box and contact cards
- Various leaflets covering a variety of services both Town Council and external
- Copies of all town council grant scheme applications
- Information on the Mayor and CEO/Town Clerk
- Committee information including membership, terms of reference, calendar and public participation
- Councillor ward map and information

We also had a good turn out from staff and councillors helping us to cover the stall for the 7-hour session:

Staff	Councillors
Museum Services Manager (all day)	Cllr Reynolds
Senior Customer Services Officer (all day)	Cllr Coles
Democratic Services Manager	Cllr Taylor
PA to the CEO/Town Clerk / Civic Officer	Cllr Armstrong
Weston Welcomers x2	Cllr Cronnelly
Volunteers x2	Cllr Gibbons

As well as the members of the team hosting the stall, we also had other staff and councillors involved in the day roaming the site. There was also the stall from Weston Museum which provide activities for children.

We had nearly 300 interactions throughout the day, and feedback was largely positive, with some really valuable conversations had with members of the community.



WESTON-SUPER-MARE TOWN COUNCIL

The success of the day was due to the sheer number of volunteers we had, and demonstrated a need moving forward to offer opportunities for conversation with a wide range of staff and councillors.

The Armed Forces Day engagement event successfully demonstrated the principles set out within the Council's Community Engagement Plan by taking engagement into a place where people were already gathering, providing a broad range of information, encouraging informal conversations with councillors and officers, and creating multiple opportunities for residents to provide feedback and register future interest. This directly reflected the Plan's emphasis on visibility and listening, relationship building, place-based engagement, a mix of communication methods, and involving both members and officers in community conversations. The pilot generated almost 300 interactions and highlighted the value of having a wide range of staff, councillors and volunteers available to engage with residents. The positive response supports the delivery of a structured annual engagement programme, with future activities continuing to prioritise accessible, face-to-face engagement, broad organisational involvement and regular opportunities to build relationships with the community in line with the adopted Plan.

2. Options for Council

- Consider and adopt the community engagement delivery programme
- Do not adopt the engagement programme and continue to work without an established plan

3. Reason for Recommendation

To ensure community engagement moving forward is meaningful, useful and provides confidence and support to the democratic decision-making process.

4. Expected Benefits

- Strengthen relationships between the Town Council and its communities
- Increase the reach and inclusivity of engagement activity
- Ensure engagement is meaningful and outcome-focused
- Support the delivery of key strategic projects and priorities
- Provide a flexible and sustainable approach over the year of the programme



5. Implications

5.1. Legal

The community engagement delivery programme sits within the context of establish Town Council aims (Town Council Strategy, Medium Term Financial Plan, 6 Community Outcomes and Community Engagement Plan), which have already been approved through council resolution.

5.2. Risks

Risks considered within the Community Engagement Plan (section 10) which has already been adopted.

5.3. Financial Implications

Financial implications, at least initially, are in the main absorbed within existing staff resource. Individual projects may have budget available for targeted engagement.

5.4. Timescales

The pilot has already taken place, in June 2026, with the first sessions due to take place July 2026 (play area opening).

5.5. Stakeholders

Audience has been identified within the delivery programme

5.6. Contractors

n/a – unless referring to specific community engagement where this is a factor

5.7. Crime & Disorder (councils have a legal duty to consider impact)

n/a – unless referring to specific community engagement where this is a factor

5.8. Biodiversity (councils have a legal duty to consider impact)

n/a – unless referring to specific community engagement where this is a factor

5.9. Privacy Impact (consider Privacy Impact assessment)

The Town Council will maintain its duty in line with UKGDPR on the gathering of any personal data.

5.10. Equality & Diversity (councils have a legal duty to consider impact)

n/a – unless referring to specific community engagement where this is a factor



6. Appendices

Community Engagement Delivery Programme 2026/2027

7. Members are recommended to:

1. Note the evaluation of the Armed Forces Day Community Engagement programme
2. Provide feedback on the delivery programme (noting the ability for flex within the programme)
3. Following 2, adopt the delivery programme

Molly Matthews

Senior Development Officer

Drafted 10/07/2026

Community Engagement - Annual Delivery Programme
2026/2027

This annual delivery programme translates the Community Engagement Plan into a practical programme of activity. Each engagement opportunity has been mapped against the five stages of the Council's engagement framework to ensure a balanced approach that moves from visibility and relationship building through to consultation and closing the feedback loop. The programme will remain flexible to accommodate emerging priorities and opportunities throughout the year.

Month	Activity	Engagement Plan Objective	Purpose	Audience	Lead	Support Required	Outcome
Jun-26	Armed Forces Day	Visibility & Learning	To provide an information point at the AFD event, providing opportunity to talk to members of the public	Residents	Development Team	Wider organisational teams and councillors	Build awareness of Town Council services Gather resident feedback on priorities
Jul-26	Coniston Green and Maltlands Play Area Opening Events	Relationship Building & Co-production	To gather feedback on the new play area installations, and open the conversation regarding other Town council play areas	Residents / Stakeholders	Development Team	SMT / Development Team / Cllrs	Demonstrate "You Said, We Did"
Aug-26	Meet the Senior Management Team	Understanding & Awareness	Continue strategic engagement and alignment	Residents / Stakeholders	SMT	Development	Build awareness of Town Council services Identify emerging issues Strengthen relationships with community groups
Aug-26	Pop Ups in Park	Relationship Building	Play Strategy – create the basis of a “you said, we did” response for the consultant	Residents / Stakeholders	Development	SMT/Ward Cllrs	Build awareness of Town Council services Gather resident feedback on priorities
Sep-26	Meet the Service Managers	Understanding & Awareness	Operational engagement with managers on emerging themes and delivery	Residents / Stakeholders	Managers	Development	Build awareness of Town Council services Increase contact database Strengthen relationships with community groups
Oct-26	Budget Consultation	Feedback & Readiness for Consultation	Gather community views to inform budget setting	Residents / Stakeholders	Development Team	SMT, Councillors, Managers	Gather resident feedback on priorities Identify emerging issues Demonstrate "You Said, We Did"
Oct-26	Meet Your Town Councillors	Understanding & Awareness	Opportunity for members of the public to meet councillors and ask questions	Residents / Stakeholders	SMT	Development Team / Cllrs	Gather resident feedback on priorities Identify emerging issues Inform policy development
Nov-26	Meet the Service Managers	Understanding & Awareness	Operational engagement with managers on emerging themes and delivery	Residents / Stakeholders	Managers	Development	Build awareness of Town Council services Increase contact database Strengthen relationships with community groups
Nov-26	Tourism Event	Visibility & Learning	Engage residents and stakeholders around tourism-related themes	Residents / Tourism Stakeholders	Tourism Team	Development Team	Increase contact database Strengthen relationships with community groups
Jan-27	Strategy Open Day / Workshop / Surveys	Close the Loop	Review strategy progress and gather evaluation feedback	Residents / Stakeholders	Development Team	SMT, Councillors	Gather resident feedback on priorities Identify emerging issues Inform policy development
Jan-27	Meet Your Town Councillors	Understanding & Awareness	Opportunity for members of the public to meet councillors and ask questions	Residents / Stakeholders	Development Team	SMT/Cllrs	Gather resident feedback on priorities Identify emerging issues Inform policy development
Feb-27	Meet the Senior Management Team	Understanding & Awareness	Continue strategic engagement and alignment	Residents / Stakeholders	SMT	Development	Build awareness of Town Council services Identify emerging issues Strengthen relationships with community groups
Feb-27	Strategy Review Workshop	Close the Loop	Workshop with councillors on strategic review outcomes	Councillors	Development Team / SMT	SMT	Gather resident feedback on priorities Identify emerging issues Inform policy development

Finance and General Purposes Committee Appointment of a Data Protection Officer Report from the Director of Finance & Resources

1. Background & Purpose of the Report

In October 2025 the Council's current Data Protection Officer moved onto other town and parish council duties. This took effect from 1st April 2026 which has meant that the Council currently does not have an advisory Data Protection Officer to support the Council with any issues.

The purpose of this report is to invite Members formally appoint a nominated Data Protection Officer (DPO) as part of its corporate governance framework.

The Council processes significant volumes of personal information in delivering its statutory and discretionary services. This includes information relating to employees, councillors, residents, contractors, volunteers, allotment holders, cemetery records, grant applicants, financial transactions, complaints and other service users. The Council therefore has responsibilities under the UK General Data Protection Regulation (UK GDPR), the Data Protection Act 2018, the Freedom of Information Act 2000 and associated Information Commissioner's Office (ICO) guidance.

Whilst legislation does not automatically require every parish or town council to appoint a Data Protection Officer, the ICO expects public authorities to ensure that appropriate governance arrangements are in place to oversee compliance with data protection legislation. Many larger local councils.

The current resolution in place is: WSMTC to appoint an independent DPO as recognised good practice, although this was a considerable time ago (over 5 years ago).

The Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide places significant emphasis on maintaining effective governance, risk management and internal control arrangements. Information governance forms an important element of these responsibilities and contributes towards the Council's Annual Governance and Accountability Return (AGAR).

Extensive research has been undertaken to find alternative DPO provisions and exploration of Clerk & RFO networks in the sector has also been undertaken, detail of who is used by other larger councils. North Somerset Council have also been approached to see if it is a service they can offer to us.

2. Options for Council

Option 1 – Agree in principle the appointment of a nominated Data Protection Officer and appoint from Appendix A.

Option 2 – Defer consideration pending further information.

Option 3 – Decide not to progress the appointment and provide direction on how this role should be covered (ie nominate a staff member to become DPO– with appropriate training).

3. Reason for Recommendation

Good governance requires the Council to demonstrate that appropriate arrangements are in place to protect the personal information it holds and processes.

A nominated Data Protection Officer provides independent advice on compliance with the UK GDPR and Data Protection Act 2018, monitors ongoing compliance, advises on Data Protection Impact Assessments, supports breach management and acts as an independent point of contact with the Information Commissioner's Office.

Appointment of a suitably qualified DPO would also support the Council's wider governance framework by providing additional assurance to Members, Internal Audit and External Audit that information governance risks are being effectively managed.

4. Expected Benefits

Appointment of a nominated Data Protection Officer would support:

- stronger corporate governance;
- improved compliance with UK GDPR and the Data Protection Act 2018;
- enhanced assurance for Members;
- independent monitoring of information governance arrangements;
- improved management of information governance risks;
- increased public confidence in the Council's handling of personal information;
- improved preparedness for Internal Audit, External Audit and ICO enquiries;
- continuous improvement of the Council's information governance framework.

5. Implications

In appointing a DPO this reduces risk to the Council.

5.1. Legal

The proposal supports the Council's responsibilities under:

- UK General Data Protection Regulation;
- Data Protection Act 2018;
- Freedom of Information Act 2000;
- Environmental Information Regulations 2004;
- Information Commissioner's Office guidance relating to Data Protection Officers and Accountability;
- Joint Panel on Accountability and Governance (JPAG) Practitioners' Guide;
- Annual Governance and Accountability Return (AGAR) governance framework.

5.2. Risks

Failure to maintain appropriate information governance arrangements may increase the likelihood of:

- personal data breaches;
- enforcement action by the Information Commissioner's Office;
- financial penalties;
- civil claims;
- reputational damage;
- adverse Internal Audit findings;
- governance recommendations arising from External Audit.

5.3. Financial

The cost of this new service will have an impact on the 2026 -2027 budget to the value of £10,036 for the basic DPO support

5.4. Timescales

With immediate effect once approved

5.5. Stakeholders

Members, officers, residents, contractors and partner organisations.

5.6. Contractors

n/a.

5.7. Crime & Disorder

No direct implications

5.8. Biodiversity

n/a

5.9. Privacy Impact

The proposal itself has no adverse privacy implications. However, the appointment of a Data Protection Officer would strengthen the Council's arrangements for undertaking Data Protection Impact Assessments, maintaining Records of Processing Activities and ensuring that privacy considerations are embedded within decision making.

5.10. Equality & Diversity

n/a

6. Appendices

Appendix 1 is a breakdown of the quotes received for the cost of this service.

7. Members are recommended to:

1. Consider Options 1 – 3 and provide direction for appointment from Appendix 1 if required.
- 2.

Helen Morton

Director of Finance & Resources (RFO)

20th July 2026

Appendix 1

DPO provider	Terms	Annual cost
GDPR Local	Rolling monthly retainer	£14,400 (£1,200 per month)
Worknest	(Half Day support) 12 months	£6,570
	(Full day support) 12 months	£10,512
The DPO Centre	Initial GDPR compliance check	£12,150



WESTON-SUPER-MARE TOWN COUNCIL

AGENDA ITEM 17

	12 months contract	£21,600 (£1800 per month)
Naomi Korn Associates	12 month contract (for 10 days a year = 75 hours per year)	£7987