



WESTON-SUPER-MARE TOWN COUNCIL

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT 32 WATERLOO STREET
MONDAY 24th AUGUST 2026**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.20 pm

PRESENT: Councillors Ciaran Cronnelly (C), Gillian Bute, Mark Canniford, John Crockford-Hawley, Peter Crew, Robert Payne and John Standfield.

ALSO, IN ATTENDANCE: Fay Powell (Director of Community Services & Deputy Town Clerk), Helen Morton (Director of Finance & Resources & RFO) and Alison Garner (Democratic Services Officer).

99	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillors Catherine Gibbons with no substitutions. It was noted that Councillors Robert Skeen and Charlie Williams were absent from the meeting.
100	Declarations of Interest There were no declarations of interest received.
101	Minutes of the Finance and General Purposes Committee Meeting held on the 27th July 2026 The minutes of the meeting had been previously circulated. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor John Standfield A vote was taken and carried. Accordingly, it was: RESOLVED: That the minutes of the Finance and General Purposes Committee Meeting held on 27th July 2026 be approved and signed by the Chair.

102	Notes of the DRAFT Devolution Start and Finish Group Meeting held on held on 5th August 2026 The Notes had been previously circulated. The Chair advised that the decision around the Glendale grounds maintenance contract needed to be taken to Full Town Council in September giving the 6 months needed to notify NSC of the Council's decision. RESOLVED: 1. That the Notes of the DRAFT Devolution Start and Finish Group Meeting held on held on 5th August 2026 be received. 2. That the decision around the Glendale grounds maintenance contract be reported to the next Full Town Council meeting in September, giving the 6 months needed to notify NSC of the Council's decision.
103	<i>At this point in the meeting the Chair brought forward agenda item 9.</i> BID Renewal – 2026 The Chair welcomed the BID/Town Centre Manager to give the presentation. The presentation had been previously circulated, which advised members of the forthcoming renewal ballot for the Weston-super-Mare Business Improvement District (BID), clarifying the Town Council's voting position in respect of premises within the BID area, and to seek formal direction on how the Town Council wished to exercise those votes for which it was entitled. The BID/Town Centre Manager invited questions and a discussion ensued; • Members noted that a 'no' vote would result in no support for existing events or Weston marketing and PR, although the Town Council undertakes its own PR. • That 21% of businesses were dissatisfied with the service and that night-time businesses did not receive the same level of support as daytime businesses. • It was highlighted the importance of communicating the role of street wardens and providing a more tailored service. • Members welcomed the positive outcomes of the consultation, including the availability of specific training for businesses but identified that this resource should be more well publicised to businesses. Also potential improvements to the business waste collection service. It was suggested that the increase in levy from 1.5% to 1.75% could provide a positive basis for a further five years. • Concern was raised that the BID did not provide sufficient night-time support. Members emphasised that two additional night-time wardens had already been introduced and that maintaining two wardens every night would help build trust and improve safety. It was noted that, without continued funding, the wardens would be lost and additional police resources could not be guaranteed to cover this service. <i>The BID/Town Centre Manager left the meeting at 7.29 pm.</i> PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Robert Payne A vote was taken and carried. Accordingly, it was: RESOLVED: 1. To note the BID renewal arrangements and proposed fourth five-year term; the Town Council's property interests within the BID area; and the respective NNDR and anticipated voting arrangements for 32 Waterloo Street, Weston Museum, Grove House, Grove Lodge and the Blakehay Theatre, as detailed within the report.

	2. To agree that, subject to confirmation on the final BID ballot list, the tenants/operators of Grove House, Grove Lodge and the Blakehay Theatre may determine and exercise their respective BID votes independently of the Town Council. 3. Following consideration of the BID Business Plan and presentation from the Town Centre/BID Manager, the Town Council's votes for 32 Waterloo Street and Silica were cast FOR renewal of the Weston-super-Mare Business Improvement District for a fourth term. 4. To authorise the CEO/Town Clerk to submit a "Yes" vote on behalf of the Council and to complete and submit the Town Council's ballot papers in accordance with the Committee's decision.
104	Grants and Governance Sub-Committee Reporting .1 Receive and note the Draft Minutes held on 30th July 2026. The draft minutes had been previously circulated. RESOLVED: That the DRAFT Grants and Governance Sub-Committee minutes held on 30th July 2026 be received and noted. .2 Community Scrapstore North Somerset – Recommendation The Finance and General Purposes Committee considered the further £4,000 that reflected the Grants and Governance Sub-Committee's view that the application fell outside the normal grant limit of £1,000 and therefore required consideration at Committee level. The Committee considered the recommendation of the Grants and Governance Sub-Committee regarding Community Scrapstore North Somerset and the report of the Finance and Administration Manager. The Committee approved the additional £4,000 requested. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor John Stansfield A vote was taken and carried. Accordingly, it was: RESOLVED: To approve the Grant application for Community Scrapstore North Somerset for the additional £4,000 requested as a one off payment only, resulting in a total Town Council grant support of £5,000.
	Receive the Notes of the Health and Safety Meetings held in August 2026 The Notes had been previously circulated. . RESOLVED: That the Notes of the Health and Safety Meetings held in August 2026 be received.
	FINANCE

105	Accounting Contractor Services Review Year End The supplementary Briefing Note of the Director of Finance and Resources had been previously circulated, which updated on the reasons for the delay in producing the 2025/2026 year end accounts. RESOLVED: That the supplementary Briefing Note of the Director of Finance and Resources be received and noted.
106	Investment Bank account overview The report of the Director of Finance and Resources had been previously circulated, which provided an update on the Council's current investments and cash holdings, including the distribution of funds across its banking providers, account access arrangements and ongoing banking administration. It was noted that Unity Trust Bank were a new sector recommended bank that specialised investing local council funds. The Committee enquired whether Flagstone had been considered as a potential corporate investment opportunity. It was confirmed that this would be explored for future investments as part of the Councils' investment strategy. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Mark Canniford A vote was taken and accordingly, it was carried. RESOLVED: 1. To receive the report of the Investment Bank account from the Director of Finances and Resources and that the Council should invest in a 6-month fixed term deposit account at a rate of 3.85% with a starting investment value of £400,000. 2. To approach the Financial Ombudsman Service if the dormant account situation with Natwest Bank wasn't rectified.
	GOVERNANCE
107	Approve the following Policies and covering reports: .1 AI Policy The report of the Responsible Financial Officer, which had been previously circulated, presented the revised Artificial Intelligence (AI) Policy for adoption following amendments requested by the Finance & General Purposes Committee at its previous meeting. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew RESOLVED: That the AI Policy be approved for adoption by the Town Council.
108	Digital Transformation Programme

The report, which had been previously circulated, presented the strategic business case for the Council's Digital Transformation Programme 2026–2029, bringing together the Council's existing and planned digital workstreams and seeking Member direction on the proposed corporate digital platform, procurement approach and dedicated programme management arrangements.

- The Committee considered the next stage of the Digital Transformation Programme following the Project Review Group. The report presented the outcome of the Review Group held on 12 August 2026 and the completed Strategic Business Case.
- The Committee approved progressing the programme, including proceeding with Abavus My Council Services as the preferred corporate digital platform, subject to the Government G-Cloud procurement process, final pricing and due diligence. It was also agreed to refer the proposed fixed-term Transformation Manager role to Personnel Committee for consideration of the job description, grading, costing and funding proposal in October 2026.

Discussion ensued;

- The Committee supported the proposed Abavus system as a more efficient, integrated solution, highlighting its potential to reduce manual processes, errors and future staffing costs, while supporting remote working and devolution.
- Assurance was sought that the system would meet the Council's long-term needs. It was confirmed that the required functionality was included, including FOI support and Citrix compatibility, while acknowledging some Members' preference for printed papers.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Peter Crew

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

RESOLVED:

1. That the report for the Digital Transformation Programme by the CEO/Town Clerk and the recommendation of the Project Group Meeting held on the 12th August 2026 be received.
2. To note the outcome and observations of the Digital Transformation Project Review Group held on 12 August 2026.
3. To approve the Digital Transformation Strategic Business Case at Appendix A as the strategic framework for progression of the Council's Digital Transformation Programme 2026-2029.
4. To approve Abavus My Council Services as the Council's preferred corporate digital platform, noting that the current Year 1 proposal of £19,350 excluding VAT could be met from the £30,000 provision included within the approved 2026/27 Devolution budget, subject to completion of the procurement process and confirmation of final contractual pricing.
5. To authorise the CEO/Town Clerk and Director of Finance & Resources to complete the procurement of Abavus through the appropriate Government G-Cloud

	framework, subject to completion and retention of the required framework buying-process evidence; confirmation of the applicable Abavus service listing; confirmation of scope, whole-life cost and value for money; and compliance with the Council's Standing Orders and Financial Regulations. 6. To note that Microsoft 365 had previously been approved by the Committee, including the associated budget provision, but implementation had not yet commenced, allowing it to be coordinated with the wider Digital Transformation Programme. 7. To agree that officers undertake a corporate review of existing software, licences, applications and associated IT expenditure during implementation to identify duplicated functionality, under-utilised systems, systems capable of rationalisation or discontinuation, and potential revenue savings or avoided future costs. 8. To agree that a hardware and infrastructure audit be completed before implementation of the relevant programme workstreams to confirm that devices, connectivity, mobile equipment, security arrangements and supporting infrastructure were fit for purpose. 9. To agree that any additional hardware or infrastructure costs identified were reported to Committee where further budget approval was required, unless they could be met from approved provision or through an authorised virement in accordance with the Council's Financial Regulations and delegated authority. 10. To endorse the strategic requirement for a dedicated fixed-term Transformation Manager, recognising that the cross-Council implementation and embedding of the programme could not reasonably be absorbed within existing officer roles and workloads. 11. To refer the Transformation Manager proposal to the next Personnel Committee, with a full report to be presented in October 2026 setting out the proposed job description, person specification, fixed-term duration, job evaluation and grade, full employment cost, proposed funding source and programme outcomes. 12. To request that progress on implementation, financial implications, system rationalisation, risks and benefits realisation is reported periodically to the Finance and General Purposes Committee.
109	32 Waterloo Street Ramp The report, which had been previously circulated, provided an update on the proposed installation of a ramp at 32 Waterloo Street, outlining the information previously considered alongside the current position and any subsequent developments. The Committee received an overview of the accessibility requirements and considered whether the current proposed cost of £81,597 for the ramp , with VAT recoverable, represented a proportionate solution. It was noted that the Council had a duty to anticipate accessibility needs, but concerns were raised regarding the cost, design suitability and whether the proposed works would fully resolve accessibility issues.

The Committee discussed the lack of dignity for disabled visitors and the limited information available on demand for access. It was suggested that the building's two entrances should be clearly identified and advertised, with consideration given to how access could be improved for members of the public and community groups.

The Chair recommended option 1 to install the stone ramp and accept the £20,000 overspend from the previous costing, it was;

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Robert Payne

A vote was taken with 2 in favor and 5 votes **against**, accordingly the motion failed by majority vote.

It was noted that no further action be taken in respect of the planning application for the proposed ramp.

The Committee discussed other options to retain the existing access arrangements.

PROPOSED: Councillor Peter Crew

SECONDED: Councillor John Crockford-Hawley

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

RESOLVED: It was recommended that no further action be taken in respect of the planning application for the proposed ramp. Instead, the Council would implement, where appropriate, the recommendations of the WECIL report, including improved access and signage, installation of buzzers and clearer reference to use the rear entrance. The proposed measures and associated costs would be reported back to Committee once prepared.

There being no further business the Chair closed the meeting at 8.20 pm

Signed.....Dated
Chair of the Finance and General Purposes Committee



**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE CIVIC MATTERS CONSULTATIVE GROUP
HELD AT 32 WATERLOO STREET ON
THURSDAY 17th SEPTEMBER 2026**

Meeting Commenced: 1.01pm

Meeting Concluded: 2.27pm

PRESENT: Councillors Caroline Reynolds (Deputy Mayor) Gillian Bute (Group Leader), John Crockford-Hawley (Group Leader) and John Standfield (Deputy Group Leader).

ALSO, IN ATTENDANCE: Sarah Pearse (Town Clerk/CEO) , Fay Powell (Deputy Town Clerk/Director of Community Services), Samantha Bishop (Democratic Services Manager) and Rebecca Saunders (PA to The CEO/Town Clerk/Civic Officer).

1.	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillors Owen James and Ciaran Cronnelly with no substitutions.
2.	Declarations of Interest There were no declarations of interest received.
3.	To agree the accuracy of the previous notes held on the 19th March 2026 The notes had been previously circulated. PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Gillian Bute A vote was taken and carried. Accordingly, it was: RESOLVED: That the notes from of the Civic Matters Consultative Group held on 19th March 2026 be approved and signed by the Chair.
4.	The CEO/Town Clerk provided an update on the Mayor's current absence, advising that he had now been discharged from hospital and was continuing his recovery. A phased return to civic duties was anticipated when appropriate, and Members would be kept updated. To receive the covering report of the Civic Officer on the following items: Previously circulated.

4.1 Civic Events held to date

a. Mayors Charity Ball – 28th March 2026

- The event was reported to have been a success with all funds raised subsequently distributed to the nominated charities.
- It was noted that Mayors should not feel obliged to hold a Mayoral Ball. Where a Mayor chooses to hold such an event it should be organised in accordance with the Civic Handbook with the majority of the organisational responsibility resting with the Mayor rather than officers.

b. Hildesheim Youth Exchange Visit -20th March-1st April 2026

- It was noted that the arrangement had now been reset with the Council providing appropriate background support without placing any pressure or responsibility on officers.
- It was questioned whether the term “exchange” remained appropriate, given that English students no longer travelled to Germany and whether “visit” would be a more accurate description.
- It was noted that the Youth Council would be included in a potential visit to the Houses of Parliament.

c. Hildesheim Visit-26th-30th May 2026

- It was acknowledged that the week had been particularly busy and resource intensive with the visit coinciding with a number of significant civic events, including the Mayor Making ceremony and Mayor’s Awards. However it was felt that this had contributed to a meaningful and worthwhile visit rather than one undertaken solely for the purpose of maintaining the exchange.
- A number of objectives identified within the strategy had been achieved, including the development of business links and sports.

d. Mayor Making – 28th May 2026

- The ceremonial element of the day had been delivered successfully followed by a celebration meal held in the Winter Gardens for the first time. It was noted that this provided a valuable opportunity to showcase one of the town’s key assets to the German delegation.
- It was reported that the Town Hall may be unavailable for the ceremonial element next year due to refurbishment works. It was suggested that alternative venues including St John and All Saints Churches should be explored.

RECOMMENDED: That alternative venues including St John and All Saints Churches be explored and brought back for discussion at the March 2027 Civic Matters Consultative Group meeting, ahead of the elections.

e. Armed Forces Day – 19th & 20th June 2026

Members reviewed the arrangements for Armed Forces Day, including the introduction of the Friday evening service on the Square followed by a concert at the Winter Gardens. The additional Friday programme had been well received; however, it had resulted in higher than anticipated costs, partly due to sponsorship

not being secured for refreshments. The Group therefore considered whether the Friday element should continue in future years.

During discussion, Members noted:

- The positive response to the Friday evening programme, including support from senior Armed Forces representatives for it to become an annual event.
- The event had been considered successful and provided a strong foundation from which the Friday programme could be further developed in future years.
- Should the Friday element continue, appropriate budget provision would need to be considered as part of the Council's budget-setting process.

PROPOSED BY: Councillor Caroline Reynolds

SECONDED BY: Councillor Gillian Bute

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

RECOMMENDED:

1. That the continuation of the Friday element of Armed Forces Day be referred to the Finance & General Purposes Committee for consideration as part of the 2027/2028 budget-setting process; and
2. That the Armed Forces Day arrangements be brought back to the Civic Matters Consultative Group at its March 2027 meeting for further consideration.

Members then considered the Saturday element of the event and noted:

- The Saturday programme had been well organised and effectively managed, representing an improvement on previous years.
- Despite good levels of footfall, the live entertainment had again experienced difficulty in retaining audience engagement.
- The significant Officer time and resources required to deliver an event of this scale

4.2 Upcoming Civic Events

a. Remembrance Service 8th November 2026

- It was reported that all necessary paperwork and planning were progressing well. A briefing meeting had also been held with interested organisations during the previous week, which had been successful.
- It was hoped that the Mayor would be able to attend with appropriate adjustments to the arrangements made if necessary.

b. Armistice Service 11th November 2026

- The Deputy Town Clerk and Civic Officer had undertaken work to formalise documentation and arrangements for the event working with the Town Centre Manager who had supported the event last year. It was confirmed that the event would again take place in the Italian Gardens as in the previous year, but would not include the parade along the High Street.

	• It was confirmed by the Deputy Town Clerk that the Town Centre Manager would support the event operations again this year with her. • The Bugler had been booked to perform the Last Post, removing the need for a recorded version. c. Christmas Light Switch on 14th November 2026 • The Deputy Mayor would be unavailable on this date. Should the Mayor be unable to attend, arrangements would therefore need to be made for a former Mayor or Senior Councillor to represent the Civic Office. • Planning for the event was well underway, as approved by the recent Amenities Culture and Leisure Committee, led by the Town Centre Manager. It was confirmed that the popular donkey had been booked to return this year. • Some sponsorship had been secured to support and enhance the event offering, with the aim of encouraging increased footfall and dwell time within the town centre. • The Mayor's Christmas card competition was due to be launched next week with the winning design artist switching on the Christmas Lights with the Mayor. • It was highlighted that the event date coincides with the Pier fireworks. d. Christmas Carol Service 16th December 2026 • All arrangements had been made following the same format as the previous year. • It was hoped that the Lord Lieutenant would be able to attend, following positive feedback from the Deputy Lieutenant regarding the high standard and success of the service held the previous year. RECOMMENDED: That the report of the Civic Officer be noted.
5.	Civic Profile and Future Opportunities The report of the Democratic Services Manager and Civic Officer had previously been circulated, providing Members with an opportunity to consider the current civic profile of the Mayoralty and options for maintaining and enhancing its visibility, community reach and representation across Weston-super-Mare. Members were invited to provide broad direction on the future approach, while recognising the discretion of each serving Mayor in shaping their civic year and the importance of maintaining the impartiality and dignity of the office. During discussion, Members noted: • The current approach worked well, recognising that each Mayor brought their own individual style and priorities to the role and should retain appropriate discretion in shaping their civic year. • With the forthcoming elections and the potential loss of long standing and experienced Members, there was a need to ensure that civic traditions, formalities and an understanding of the commitment associated with the role were maintained. • The importance of quality rather than quantity in relation to civic engagements, with the reputation and dignity of the Mayoralty remaining paramount.

	• The importance of clear and consistent Officer guidance in supporting the Mayor and Deputy Mayor in carrying out their civic roles. • The importance of preserving and protecting the Mayor's, Mayoress's chains of office, recognising their significance and that they had been gifted to the Council. PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Gillian Bute A vote was taken and carried. Accordingly, it was: RECOMMENDED: That a combined approach incorporating Option A – Maintain the current approach and Mayoral discretion and Option C – Align civic opportunities with the Council's agreed strategy and priorities be adopted.
6.	Hildesheim Twinning The report of The Civic Officer/PA to the CEO/Town Clerk had previously been circulated, updating on the ongoing work to strengthen the Council's twinning relationship with Hildesheim, including the development of civic, cultural and community links. Members were also asked to consider an invitation for three Officers to visit Hildesheim in December 2026 to further strengthen relationships and opportunities for collaboration with their German counterparts. During discussion, Members noted: • It was noted that successful links were established with Weston FC during the May visit and a return visit to Hildesheim by the Director of Weston FC was planned for January 2027; • The planned Constanzi concert in Hildesheim in October 2027; • An invitation had been extended to the CEO/Town Clerk, Deputy Town Clerk and Civic Officer to visit Hildesheim in December 2026. It was noted that none of these officers had previously visited Hildesheim and that the visit would provide a valuable opportunity to strengthen their understanding of the town and its links with Hildesheim. • Various travel options for the proposed visit were discussed. PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Gillian Bute A vote was taken and carried. Accordingly, it was: RECOMMENDED: That the trip to Hildesheim for the CEO/Town Clerk, Deputy Town Clerk and Civic Officer on the 10th-13th December 2026 be approved using their discretion as to travel arrangements having consideration for best cost and practicalities with time.
7.	Civic Support Budget 2027/2028 The report of the Democratic Service Manager and Civic Officer had previously been circulated, requesting Members to consider the proposed Civic Support budget for 2027/2028. It was noted that, recognising 2027/2028 as an election year, a standstill budget was proposed as a prudent basis for planning, subject to

	any applicable staffing increases and CPI adjustments. The proposed budget would be incorporated into the Council's Draft Budget for consideration by the Finance & General Purposes Committee as part of the formal budget-setting process. PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Gillian Caroline Reynolds A vote was taken and carried. Accordingly, it was: RECOMMENDED: That the proposed Civic Support budget position for 2027/2028 be noted and incorporated into the Council's Draft Budget for consideration by the Finance & General Purposes Committee as part of the formal budget setting process.
8.	Date of next meeting • 11th March 2027
	There being no further business the Chair closed the meeting at 2.27 pm Signed.....Dated Chair of the Civic Consultative Group

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 7th OCTOBER 2026
32 WATERLOO STREET**

Meeting Commenced: 9.30am

Meeting Concluded: 9.45am

PRESENT: Lisa Clemons (Grounds Service Manager), (Sophie Roberts (Museum Services Manager), Matt Hardy (Community Operations & Resource Manager), Julie Smith (Senior Customer Services Officer).

Meeting Chair: Lisa Clemons

		ACTION
1.	Apologies for Absence Apologies were received from Helen Morton.	
2.	Notes of the Previous Meeting Minutes from the previous meeting, held on 5 August, were approved. SR reported that she had contacted First Response to obtain a quotation for Fire Warden and Evac Chair training. HM asked whether JS could take responsibility for this to ensure that all training is coordinated and booked by one person. SR to forward the relevant details to JS. SR confirmed that the window in the Peggy Nisbetts Room at Clara's Cottage had been repaired, along with the sink and intruder alarm at the Museum. SR advised that the banner remained outstanding. HM to follow up with John West. HM confirmed that the five-year fixed electrical testing at the Museum was in hand. She also advised that she was creating a new Compliance Schedule.	SR/JS HM HM
3.	Training As above Fire Warden Training to be arranged.	JS

4.	Maintenance & Antisocial Behaviour SR is chasing John West regarding the replacement of the incorrect light bulb fitted during their previous visit. HM will follow this up. HM raised concerns regarding the worsening damp issue in the Hans Price room. In addition to the damp rising up the wall, it has now also been identified within the electrical cupboard. HM will contact John West. MH reported a cracked drain cover at the Water Park. NSC to be contacted.	HM HM MH
5.	Compliance Schedule HM is working on the compliance schedule. All sinks in the studios at the Quarry require replacement due to paint being put down them, resulting in heavy sediment build-up within the pipework. HM to arrange the necessary work with John West.	HM
6..	Risk Assessments – updates and new SR confirmed she had updated the emergency plan at the Museum and had it checked by FP and will send to HM. HM said she had produced a new procedure for Work Experience Students which will be discussed at the Managers Meeting.	HM
7.	Health & Safety Issues - accidents and near misses JS reported a blue volunteer had a small finger wound injury, accident form completed and sent to HR.	
8.	Suggested matters for next meeting, Chair of next meeting date/venue confirmation. Date: 4th November 2026 – Staff Room HQ Chair – Helen Morton	

	Signed..... Dated.....	
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Finance & General Purposes Committee 19th October 2026

Standing Financial reports for the period July-September 2026

Report from the Finance Administration Manager

1. Purpose of Report

To provide Members with an overview of the Council's financial position for the quarter ending 30 September 2026, supported by the detailed financial reports accompanying this agenda. The reports enable Members to monitor financial performance, review compliance with the Council's Financial Regulations and consider matters requiring approval.

2. Summary of Financial Reports

Ref.	Report	Summary / Key Points	Action
6.1	Budget & Virement Reports		
6.1.1	Income & Expenditure Budget Monitoring	Budget performance against approved estimates, supported by the RAG rating report. Some apparent overspends reflect full-year commitments already recorded.	Note
6.1.2	Virement Movement Report	Routine monthly staffing and overhead allocations are reflected within the financial reports. No other virements reported for July–September 2026.	Note
6.2	Bank Reconciliation Reports		
6.2.1	Bank Reconciliation Summary	Summary of reconciled bank accounts.	Note

Agenda item 6

6.2.2	Schedule of Receipted Income	Income received during the reporting period.	Note
6.2.3	Schedule of Payments	Payments made in accordance with Financial Regulation 8.7.	Note
6.2.4	Independent Bank Reconciliation Verification	Verification by a non-bank signatory Member in accordance with Financial Regulation 2.6. Reconciliations available at the meeting for signature.	Approve / Action
6.3	Cash Flow Forecast	Forecast cash requirements, liquidity and investment planning.	Note
6.4	Investment, Interest & Loans		
6.4.1	Investment & Interest Summary	Investment balances, interest earned and compliance with the Investment Strategy. Investment activity and proposed withdrawals detailed below.	Note / Approve
6.4.2	Loan Balances	No change since the previous quarter.	Note
6.5	Debtors Reports		
6.5.1	Outstanding Debtors	PRATTTL £3,332.97 and Pitmans £242, both subsequently paid in October. Artspace £3,042 outstanding pending grant funding, under an arrangement agreed with the CEO.	Note
6.5.2	Write-Offs / Bad Debts	No write-offs to report.	Note

6.6 Creditors Reports

6.6.1	Direct Debits & Bank Charges	Summary of payments made during the reporting period.	Note
6.6.2	Overspend Report	Budget overspends and explanations detailed within the supporting report.	Approve

6.7 Earmarked Reserves & Capital Reserve

6.7.1	Reserve Movement Reports	Summary of EMR and Capital Financing Account movements, supported by the Statement of Movement in Reserves.	Note / Approve if applicable
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3. Investment Activity and Proposed Withdrawals (6.4.1)

Investment / Account	Amount	Position
CCLA	£1,000,000	Completed September 2026
Lloyds Instant Access	£500,000	Completed September 2026
Unity Trust Bank	£700,000	Pending account application completion; includes £400,000 previously approved (F&GP minute 106, 24 August 2026)
Lloyds Instant Access – Withdrawal	£600,000	Authorised, pending completion October 2026
Lloyds Instant Access – Withdrawal	£100,000	Approval requested – November 2026
Lloyds Instant Access – Withdrawal	£200,000	Approval requested – December 2026

The proposed withdrawals are required to maintain sufficient funds within the Lloyds Current Account to meet anticipated cash flow requirements through December 2026.

4. Recommendations

Members are recommended to:

1. **Receive and note** the Standing Financial Reports for the quarter ending 30 September 2026, as detailed in Section 2.
2. **Approve and undertake** the independent verification of bank reconciliations (6.2.4), with the relevant documentation available for signature at the meeting.
3. **Approve** the following withdrawals from the Lloyds Instant Access Account to support cash flow requirements:
 - £100,000 in November 2026.
 - £200,000 in December 2026.
4. **Approve** the budget overspends identified within the Overspend Report (6.6.2), as detailed in the supporting report.

Fiona Gardner

Finance Administration Manager

Drafted 8th October 2026

Finance & General Purposes Committee – 19 October 2026

Budget Monitoring and Variance Report for the period 1 April to 30 September 2026

Report from the Director of Finance & General Purposes

1. Purpose of Report

To provide Councillors with an exception-led overview of the Council's financial position against the 2026/27 annual budget, highlighting material commitments, income performance, accounting allocations and budget headings requiring further management review.

This report should be read in conjunction with the Overspend Report produced by the Finance Administration Manager. The Overspend Report provides additional detail on identified budget pressures and overspends and should be considered alongside the RAG assessment and variance analysis contained within this report.

2. Budget Position Through the Financial Year

The following benchmarks provide a broad indication of the proportion of the financial year elapsed. They are not a substitute for a profiled budget: annual precept receipts, seasonal trading, capital works and staffing apportionments may not occur evenly.

Period	Year elapsed	Indicative benchmark
April–June	25%	Quarter 1
July–September	50%	Quarter 2: current report
October–December	75%	Quarter 3
January–March	100%	Year end

3. Overall Financial Status

Overall status: AMBER – broadly manageable, subject to specific budget pressures and reconciliation. At 30 September, income received totals £4,789,136 (93.8% of the £5,103,038 annual income budget). Actual expenditure totals £1,941,745, with £664,623 further committed: together these represent 51.1% of the annual expenditure budget, broadly in line with the 50% half-year benchmark. Several individual operational budgets are already overcommitted or close to fully spent, while others require explanation of low spend, income shortfalls or accounting allocations. Management review and a forecast outturn are needed before concluding the likely year-end position.

Financial measure	Position to 30 September	Interpretation
Income received	£4,789,136 / 93.8%	Income timing is material
Actual expenditure	£1,941,745 / 38.1%	Expenditure to date

Financial measure	Position to 30 September	Interpretation
Committed expenditure	£664,623	Amounts committed but not yet recorded as actual expenditure (invoice received to pay)
Actual + committed	£2,606,368 / 51.1%	Near half-year benchmark overall

4. RAG Assessment

Rating	Meaning	Response
RED	Actual overbudget position, near-total commitment, or budget pressure requiring priority attention	Senior Management Team review
AMBER	Potential risk, low utilisation, unprofiled income or accounting allocation requiring explanation	Director/service manager review and forecast
GREEN	No immediate adverse concern apparent, subject to normal monitoring	Routine monitoring

RAG ratings are provisional management judgements based on the income and expenditure report at 30th September 2026, not verified year-end forecasts. A **RED** rating can reflect budget exposure rather than a confirmed overspend. Staffing costs are apportioned across budgets; low utilisation must be reconciled before it is interpreted as service-delivery slippage. Planning is a staffing-allocation-only budget and is therefore reviewed as an allocation variance, not automatically an operational overspend.

5. RAG Summary Dashboard

Rating	Number of areas	Assessment
RED	4	Priority SMT review
AMBER	28	Director/service manager explanation and forecast
GREEN	5	Routine monitoring

All 37 cost centres shown in the report are classified once. Ratings may change after the Overspend Report, staffing reconciliations and budget-holder forecasts are considered.

6. RED - Management Attention Required

All RED-rated services will be reviewed by the Senior Management Team. A high percentage includes both actual expenditure and commitments; it does not necessarily mean the expenditure budget has already been exceeded.

Code number /Service title	Key position	Financial interpretation / action
120 Blakehay Central Costs	105.5% utilised; £9,200 negative funds available	The £77,313 commitments; this is the remainder of the support grant.



Code number /Service title	Key position	Financial interpretation / action
484 Waterpark Kiosk and Admissions	112.9% expenditure utilised; minus £10,233 funds available	£88,558 actual spend and £738 commitments; Main issue: There was increased use of casual staff to support the Waterpark this season with an overspend of £16,685 on the staffing budget (action: staffing model to be reviewed for 2027/2028) but the income has reached 100.1%
420 Milton Road Cemetery	Income 21.8%; expenditure 77.6% utilised	Review fee income profile. Action: The 26/27 income budgets were set based on the identification of a new burial area that has yet to come to fruition at this point in the year.
114 Old Town Quarry	Income 46.1%; expenditure 87.5% utilised	Review trading profile and remaining expenditure against expected income. Action: The shop model needs reviewing and an events plan is being developed.

7. AMBER - Monitor Closely

Service	Key position	Financial interpretation / action
102 Central Administration	4.7% utilised on £346,784	Reconcile staffing apportionment and coding; do not infer a saving at this point in the year
104 Grove Lodge	99.6% utilised; £25 available	Check whether any additional costs remain.
105 Community Services	85.9% utilised; £69,793 available	Validate £254,600 commitments and remaining costs. The large value commitments are in relation to the annual Service Level Agreements (SLA)
106 Devolution	27.5% utilised	Action: Check program milestones and timing of expenditure.
107 Civic Support	75.8% utilised	Confirm annual or front-loaded costs.
108 Democratic Representation	86.2% utilised	Forecast costs remaining to March.
111 Strategic Planning/Projects	65.2% utilised	Review project milestones and commitments.
112 Environmental	41.1% utilised	Within indicative half-year benchmark; confirm program. Actual Environment budget is only 12.8% spent. Other costs are apportioned staff costs, Action: To review progress of project identified in the budget
113 Operational Services	1.9% utilised	Reconcile allocations and expenditure coding.



Service	Key position	Financial interpretation / action
115 HQ	Income 25.5%; expenditure 30.7%	Review income profile and internal recharges.
140 Museum Central Costs	Income 28.6%; expenditure 79.7%	Review income and costs as part of whole-Museum forecast.
141 Museum Learning and Events	Income 31.0%; expenditure 48.7%	Action: Assess activity and income schedules.
142 Museum Cafe	Income 31.9%; expenditure 41.3%	Review café offering, margins and seasonal profiles.
143 Museum shop/retail	Income 38.2%; expenditure 41.4%	Review sales profile and stock purchasing/turnover.
145 Museum Function	Income 28.8%; expenditure 39.3%	Review income types and bookings profile for the next few months
199 Capital Projects	15.9% spent	Obtain project-by-project delivery and carry-forward forecast. Action: review status with project holders and timelines before the end of the year. Revalue
300 Planning	111.7% spent; £1,375 over annual allocation	Reconcile staffing allocation methodology and timing.
400 Central Grounds Maintenance	6.8% utilised on £356,067	Reconcile staffing apportionment before judging delivery.
403 Allotments	98.8% utilised; £237 available	Early high expenditure due to Hutton Moor and Kewstoke Allotments needing new fencing to the value of £7,110 on a maintenance budget of £4,144. Other additional costs still be come in for the rest of year will take the total allotment budget overspent. Action: Monitor
451 Youth Activities	99.3% utilised; £635 available	Confirm commitments cover all remaining program activity.
460 Street Furniture	84.3% utilised	Forecast repairs and remaining works.
470 Parks & Play Areas	38.9% utilised;	Check and review allocations
481 Tourism Visit Weston/Dest Mar	Income 22.1%; expenditure 67.3%	Review income and program profile. Income generation has slipped due to focus in other areas. Tourism model to be reassessed for 2027/2028 budget.
482 Tourism VIC costs	Income 38.9%; expenditure 52.6%	Monitor income against seasonal profile. Positive income generation from noticeboards is 76.7%.
483 Silica	Income 23.2%; expenditure 88.8%	Check commitments and remaining operating costs; Action: review of digital offer
485 Public Toilets	96.1% utilised; £2,350 available	Forecast remaining cleaning, utilities and maintenance costs. Action: review staff and cost allocation
486 Waterpark other charges	64.8% utilised	Forecast remaining costs on schedule



Service	Key position	Financial interpretation / action
801 Earmarked Reserves	£16,598 expenditure; £16,647 EMR transfer	Reconcile reserve funding and £1,665 commitments.

8. GREEN - Currently On Track / No Immediate Concern

Service	Key position	Financial interpretation / action
103 Grove House	Income 50.0%; expenditure 71.3%	Income on half-year benchmark; check expenditure timing.
110 Other Costs & Income	Income 99.9%; expenditure 11.0%	Expenditure is for the Public Works Loan Board (PWLb) loans the council has. Income is the Precept and bank interest received . Bank interest received is currently sitting at 90.2% of the budgeted income at the half year. This is due to the change in the Investment Strategy.
116 Volunteer costs	21.9% utilised; small budget	Low materiality; routine monitoring.
475 Planned maintenance	47.6% utilised	Close to half-year benchmark; confirm delivery schedule. Compliance commitments will be added going forward in line with the PPM schedules
901 Capital Works Reserves	Negative £12,788 actual expenditure; £18,883 committed	The committed £18,883 value is the retention holding for the Quarry due to be released 1 year after completion

9. Income Performance

Income variances are monitored with the service manager and flagged to the relevant Director for review. Income performance should be compared with the expected collection profile, not simply 50% of the annual target. The £4,492,707 received in Other Costs & Income accounts for the overwhelming majority of total reported income. Waterpark Kiosk and Admissions income of £114,039 marginally exceeds its £113,960 annual target, but its expenditure budget is already exceeded. Income achievement is low at Milton Road Cemetery (21.8%), Museum Central Costs (28.6%), Museum Cafe (31.9%), Museum Function (28.8%), and Tourism Visit Weston/Destination Marketing (22.1%); these are prompts for profiling and forecasting, not proof of year-end shortfalls.

10. Overall Assessment

The Council-wide actual-plus-committed expenditure position is broadly consistent with the half-year benchmark, but the consolidated percentage masks distinct service pressures and accounting effects. Blakehay Central Costs and Waterpark Kiosk and Admissions show negative available balances; Grove Lodge, Allotments, Youth Activities and Public Toilets have very little uncommitted budget. Income exposure and net service costs require particular attention at Milton Road Cemetery and Old Town Quarry. Central Administration, Operational Services and Central Grounds

Maintenance require staffing allocation reconciliation. No reliable year-end surplus or overspend can be derived from this report alone.

11. RAG-Rated Management Recommendations

RAG	Recommendation	Management action	Outcome required
RED	Validate overcommitted budgets	SMT to review Blakehay and Waterpark Kiosk and Admissions; reconcile actuals and commitments.	Confirmed forecast and corrective action.
RED	Review near-fully committed services	SMT to review Grove Lodge, Allotments, Youth Activities and Public Toilets.	Early warning of unavoidable further costs.
RED	Review income/expenditure imbalances	Obtain net-cost forecasts for Milton Road Cemetery and Old Town Quarry.	Clear year-end subsidy/income risk.
AMBER	Reconcile staffing allocations	Finance to reconcile Central Administration, Central Grounds Maintenance, Operational Services and Planning.	Avoid false overspend/underspend classifications.
AMBER	Investigate Parks & Play Areas posting	Explain £219,962 negative current-month expenditure and confirm year-to-date accuracy.	Verified ledger presentation and reliable RAG.
AMBER	Profile service income	Service managers to review Museum, Tourism and other material income budgets with Directors.	Realistic income forecasts.
AMBER	Review capital and reserve positions	Confirm Capital Projects timetable and reconcile EMR/capital reserve movements.	Verified financing and project delivery position.
AMBER	Introduce forecast outturn	Obtain budget-holder full-year expenditure, commitments, income and forecast variance.	Forward-looking management monitoring.
GREEN	Continue routine monitoring	Maintain ordinary review of currently Green services.	Sustained financial control.
GREEN	Confirm favourable positions	Check that apparently favourable corporate income timing and planned maintenance position are sustainable.	Avoid premature recognition of savings.

12. Recommendations for Committee

The Finance & General Purposes Committee is recommended to:

1. **note** the financial position for 1 April to 30 September 2026
2. **note** the provisional RAG assessment and the separate Overspend Report produced by the Finance Administration Manager

3. **note** that RED-rated services will be reviewed by the Senior Management Team.

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

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	25	263	3,108	2,846			8.4%
Central Administration :- Income	25	263	3,108	2,846			8.4%
4000 Staffing Costs	52,996	268,050	581,064	313,014		313,014	46.1%
4001 Salaries - Agency	3,000	3,000	10,878	7,878		7,878	27.6%
4006 HR/Payroll software (MHR)	0	2,812	7,252	4,440	2,084	2,356	67.5%
4007 Personnel Consultants	0	6,468	3,937	(2,531)		(2,531)	164.3%
4008 CRB Checks/staff services	138	523	1,243	720		720	42.1%
4009 Health & Safety Consultant	0	0	3,108	3,108		3,108	0.0%
4012 Travel & Subsistence Expenses	0	257	311	54		54	82.7%
4013 Training	3,340	7,504	6,216	(1,288)	25	(1,313)	121.1%
4019 Website Costs-TC	0	345	622	277	522	(245)	139.4%
4036 Stationery	257	1,293	2,072	779	12	768	62.9%
4040 Audit & Accountancy	8,512	11,052	8,288	(2,764)	1,185	(3,949)	147.6%
4041 Fees, Subs and Conferences	774	8,892	9,717	825	2,819	(1,994)	120.5%
4042 Postages	209	1,228	2,072	844		844	59.3%
4043 Ink Cartridges/printing	1,300	2,827	2,072	(755)		(755)	136.4%
4044 Insurance	0	5,642	15,540	9,898		9,898	36.3%
4049 Legal fees	0	0	10,360	10,360		10,360	0.0%
4083 Security	180	6,359	0	(6,359)		(6,359)	0.0%
4107 IT Support & Upgrade	979	13,599	22,598	8,999	9,246	(247)	101.1%
4151 Catering	153	1,319	3,108	1,789		1,789	42.4%
6020 Allocation to Cost Centres	(71,813)	(340,906)	(343,674)	(2,768)		(2,768)	99.2%
Central Administration :- Indirect Expenditure	25	263	346,784	346,521	15,893	330,628	4.7%
Net Income over Expenditure	0	(1)	(343,676)	(343,675)			
103 Grove House							
1100 Miscellaneous Income	500	3,000	6,000	3,000			50.0%
Grove House :- Income	500	3,000	6,000	3,000			50.0%
4044 Insurance	0	1,196	1,036	(160)		(160)	115.5%
4109 Alarm system	0	0	643	643		643	0.0%
Grove House :- Indirect Expenditure	0	1,196	1,679	483	0	483	71.3%
Net Income over Expenditure	500	1,804	4,321	2,517			
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%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4044 Insurance	0	1,035	1,036	1		1	99.9%
4109 Alarm system	0	546	570	24		24	95.8%
4132 Rent	417	2,500	5,000	2,500	2,500	(0)	100.0%
Grove Lodge :- Indirect Expenditure	417	4,081	6,606	2,525	2,500	25	99.6%
Net Income over Expenditure	(417)	919	(1,606)	(2,525)			
105 Community Services							
1116 AFD income	0	1,172	0	(1,172)			0.0%
1117 Xmas lights switch on	0	4,640	0	(4,640)			0.0%
Community Services :- Income	0	5,812	0	(5,812)			
4158 Weston in Bloom	1,868	8,438	8,000	(438)		(438)	105.5%
4200 Small grants to Voluntary Orgs	0	2,500	12,500	10,000		10,000	20.0%
4204 VANS	0	0	3,000	3,000	3,000	0	100.0%
4208 Christmas Lights - SLA	6,742	6,742	40,000	33,258		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	25,500	102,010	76,510	76,500	10	100.0%
4218 Flower Beds	190	190	3,108	2,918		2,918	6.1%
4221 Citizens Advice Bureau	6,250	6,250	25,000	18,750	18,750	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	(2,850)	14,514	9,842	(4,672)		(4,672)	147.5%
4250 Community Events Grants	0	38,086	60,000	21,914	976	20,938	65.1%
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	10,000	40,000	30,000	30,000	0	100.0%
6000 Admin Salaries Recharge	3,895	19,629	21,354	1,725		1,725	91.9%
6005 Admin Overhead Recharge	1,383	5,428	3,906	(1,522)		(1,522)	139.0%
6006 HQ Salaries recharge	62	521	384	(137)		(137)	135.7%
6009 HQ Overhead recharges	186	2,762	1,578	(1,184)		(1,184)	175.0%
6010 Grounds Salaries Recharge	1,474	8,633	10,266	1,633		1,633	84.1%
6015 Grounds Overhead Recharge	(1,125)	2,177	2,075	(102)		(102)	104.9%
6030 Operational Staffing Recharge	2,825	12,809	12,720	(89)		(89)	100.7%
6035 Operational Overhead Recharge	274	739	1,158	419		419	63.8%
Community Services :- Indirect Expenditure	21,174	170,043	494,436	324,393	254,600	69,793	85.9%
Net Income over Expenditure	(21,174)	(164,230)	(494,436)	(330,206)			

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
106 Devolution							
4000 Staffing Costs	4,727	17,900	32,835	14,935		14,935	54.5%
4082 EMRRP devolution	550	3,574	245,565	241,991	1,317	240,674	2.0%
4426 Glendale Contract Subsidy	0	17,900	74,464	56,564	53,700	2,864	96.2%
6000 Admin Salaries Recharge	572	2,885	3,138	253		253	91.9%
6005 Admin Overhead Recharge	203	799	576	(223)		(223)	138.7%

Devolution :- Indirect Expenditure **6,052** **43,058** **356,578** **313,520** **55,017** **258,504** **27.5%**

Net Expenditure **(6,052)** **(43,058)** **(356,578)** **(313,520)**

107 Civic Support

1100 Miscellaneous Income	0	1,395	0	(1,395)			0.0%
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Civic Support :- Income **0** **1,395** **0** **(1,395)**

4000 Staffing Costs	2,255	13,769	17,708	3,939		3,939	77.8%
4044 Insurance	0	5,224	16,576	11,352		11,352	31.5%
4050 Printing	0	385	1,036	651		651	37.1%
4077 Misc Expenses	120	120	0	(120)		(120)	0.0%
4150 Chauffeur/travel costs	474	1,700	3,626	1,926		1,926	46.9%
4151 Catering	3	755	3,108	2,353		2,353	24.3%
4152 Civic Miscellaneous	31	2,155	1,554	(601)		(601)	138.7%
4153 Chair's Allowance	0	1,231	4,922	3,692		3,692	25.0%
4154 Civic Regalia	0	1,143	5,491	4,348	155	4,193	23.6%
4164 Civic Events	3,264	8,627	9,842	1,215		1,215	87.7%
4165 Hildesheim	35	3,084	4,144	1,060		1,060	74.4%
6000 Admin Salaries Recharge	6,174	31,111	33,846	2,735		2,735	91.9%
6005 Admin Overhead Recharge	2,192	8,603	6,192	(2,411)		(2,411)	138.9%
6006 HQ Salaries recharge	115	965	714	(251)		(251)	135.2%
6009 HQ Overhead recharges	344	5,104	2,916	(2,188)		(2,188)	175.0%
6010 Grounds Salaries Recharge	112	654	774	120		120	84.5%
6015 Grounds Overhead Recharge	(85)	166	155	(11)		(11)	107.1%
6030 Operational Staffing Recharge	421	1,909	1,896	(13)		(13)	100.7%
6035 Operational Overhead Recharge	41	110	174	64		64	63.2%

Civic Support :- Indirect Expenditure **15,495** **86,814** **114,674** **27,860** **155** **27,705** **75.8%**

Net Income over Expenditure **(15,495)** **(85,419)** **(114,674)** **(29,255)**

108 Democratic Representation

4012 Travel & Subsistence Expenses	56	98	104	6		6	94.1%
4013 Training	360	500	1,036	536		536	48.3%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4083 Security	0	0	2,072	2,072		2,072	0.0%
4107 IT Support & Upgrade	246	16,296	18,130	1,834	1,479	355	98.0%
6000 Admin Salaries Recharge	9,884	49,804	54,186	4,382		4,382	91.9%
6005 Admin Overhead Recharge	3,509	13,773	9,912	(3,861)		(3,861)	139.0%
6006 HQ Salaries recharge	166	1,392	1,032	(360)		(360)	134.9%
6009 HQ Overhead recharges	497	7,360	4,206	(3,154)		(3,154)	175.0%
6030 Operational Staffing Recharge	721	3,269	3,246	(23)		(23)	100.7%
6035 Operational Overhead Recharge	70	190	294	104		104	64.6%
Democratic Representation :- Indirect Expenditure	15,510	92,682	109,218	16,536	1,479	15,057	86.2%
Net Expenditure	(15,510)	(92,682)	(109,218)	(16,536)			
110 Other Costs & Income							
1176 Precept	2,232,827	4,465,654	4,465,654	0			100.0%
1190 Bank Interest	3,987	27,053	30,000	2,947			90.2%
Other Costs & Income :- Income	2,236,814	4,492,707	4,495,654	2,947			99.9%
4051 Bank Charges	294	1,412	4,100	2,688		2,688	34.4%
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	0	5,000	10,000	5,000		5,000	50.0%
4081 PWLB Interest HQ Loan Interest	0	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	294	27,487	250,770	223,283	0	223,283	11.0%
Net Income over Expenditure	2,236,520	4,465,220	4,244,884	(220,336)			
111 Strategic Planning/Projects							
4049 Legal fees	3,981	5,781	31,080	25,299	4,266	21,033	32.3%
4213 Development budget	146	950	1,036	86		86	91.7%
6000 Admin Salaries Recharge	3,280	16,530	17,982	1,452		1,452	91.9%
6005 Admin Overhead Recharge	529	2,077	3,288	1,211		1,211	63.2%
6006 HQ Salaries recharge	98	824	282	(542)		(542)	292.2%
6009 HQ Overhead recharges	294	4,356	1,140	(3,216)		(3,216)	382.1%
6030 Operational Staffing Recharge	601	2,727	2,706	(21)		(21)	100.8%
6035 Operational Overhead Recharge	58	157	246	89		89	63.8%
Strategic Planning/Projects :- Indirect Expenditure	8,988	33,402	57,760	24,358	4,266	20,092	65.2%
Net Expenditure	(8,988)	(33,402)	(57,760)	(24,358)			

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
112 Environmental							
4076 Environmental / Climate	65	5,892	46,125	40,233		40,233	12.8%
6000 Admin Salaries Recharge	2,417	12,178	13,248	1,070		1,070	91.9%
6005 Admin Overhead Recharge	858	3,368	2,424	(944)		(944)	138.9%
6006 HQ Salaries recharge	70	592	438	(154)		(154)	135.2%
6009 HQ Overhead recharges	211	3,127	1,788	(1,339)		(1,339)	174.9%
6030 Operational Staffing Recharge	421	1,909	1,896	(13)		(13)	100.7%
6035 Operational Overhead Recharge	41	110	174	64		64	63.2%
Environmental :- Indirect Expenditure	4,083	27,176	66,093	38,917	0	38,917	41.1%
Net Expenditure	(4,083)	(27,176)	(66,093)	(38,917)			
113 Operational Services							
4000 Staffing Costs	18,062	81,892	162,647	80,755		80,755	50.3%
4013 Training	1,478	3,115	6,216	3,101		3,101	50.1%
4014 P P E / Health & Safety	0	0	207	207		207	0.0%
4035 Telephone	60	357	518	161	345	(184)	135.4%
4041 Fees, Subs and Conferences	0	0	746	746		746	0.0%
4107 IT Support & Upgrade	213	1,251	4,144	2,893	1,246	1,646	60.3%
6020 Allocation to Cost Centres	(19,812)	(86,615)	(88,740)	(2,125)		(2,125)	97.6%
Operational Services :- Indirect Expenditure	(0)	0	85,738	85,738	1,591	84,147	1.9%
Net Expenditure	0	(0)	(85,738)	(85,738)			
114 Old Town Quarry							
1044 Quarry sale or return comm	220	1,527	3,108	1,581			49.1%
1301 Studio Letting Income	1,263	7,950	14,680	6,730			54.2%
1302 Cafe rent income	3,606	22,267	26,000	3,733			85.6%
1303 Community hire (hub)	475	1,579	9,300	7,721			17.0%
1304 Shop Sales	74	607	10,360	9,753			5.9%
1305 Comm Events/activity (bowl)	360	1,208	7,770	6,562			15.5%
1306 Donations/Grant Funding	0	14	5,000	4,986			0.3%
Old Town Quarry :- Income	5,998	35,151	76,218	41,067			46.1%
4421 Sale or Return Exp (1009)	0	532	1,554	1,022	90	932	40.0%
Old Town Quarry :- Direct Expenditure	0	532	1,554	1,022	90	932	40.0%
4000 Staffing Costs	1,285	2,523	0	(2,523)		(2,523)	0.0%
4014 P P E / Health & Safety	0	17	311	294		294	5.6%
4019 Website Costs-TC	0	0	311	311	228	83	73.3%
4030 Equipment Purchase	228	1,059	518	(541)	32	(573)	210.6%
4031 Equipment - Rental	39	117	1,554	1,437	273	1,164	25.1%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4034 Equipment Repairs	0	0	5,180	5,180		5,180	0.0%
4035 Telephone	45	270	0	(270)	270	(540)	0.0%
4044 Insurance	0	10,328	10,360	32		32	99.7%
4102 NNDR	524	3,144	4,248	1,105	2,096	(992)	123.3%
4104 Utilities - Water	53	320	1,243	923		923	25.7%
4105 Utilities - Heat & Light	(171)	1,629	18,130	16,501	6,117	10,383	42.7%
4109 Alarm system	1,432	1,432	1,098	(334)		(334)	130.4%
4110 Cleaning	0	0	0	0	199	(199)	0.0%
4114 Refuse Removal	57	1,133	535	(598)		(598)	211.8%
4131 Licenses	0	78	155	77		77	50.3%
4408 Shop stock	0	46	5,180	5,134		5,134	0.9%
4440 Community Hire exp (1303)	150	295	0	(295)		(295)	0.0%
6000 Admin Salaries Recharge	7,319	36,879	40,122	3,243		3,243	91.9%
6005 Admin Overhead Recharge	2,599	10,200	7,338	(2,862)		(2,862)	139.0%
6006 HQ Salaries recharge	188	1,579	1,164	(415)		(415)	135.7%
6009 HQ Overhead recharges	563	8,345	4,770	(3,575)		(3,575)	174.9%
6010 Grounds Salaries Recharge	147	864	1,026	162		162	84.2%
6015 Grounds Overhead Recharge	(113)	218	210	(8)		(8)	103.8%
6030 Operational Staffing Recharge	3,186	14,447	14,346	(101)		(101)	100.7%
6035 Operational Overhead Recharge	309	833	1,308	475		475	63.7%

Old Town Quarry :- Indirect Expenditure **17,840** **95,756** **119,107** **23,351** **9,215** **14,136** **88.1%**

Net Income over Expenditure **(11,842)** **(61,137)** **(44,443)** **16,694**

115 HQ

1100 Miscellaneous Income	3,651	5,909	23,147	17,238			25.5%
HQ :- Income	3,651	5,909	23,147	17,238			25.5%
4000 Staffing Costs	1,268	10,654	15,759	5,105		5,105	67.6%
4014 P P E / Health & Safety	0	33	3,108	3,075		3,075	1.1%
4030 Equipment Purchase	161	2,405	4,144	1,739		1,739	58.0%
4031 Equipment - Rental	1,154	6,726	5,853	(873)	2,583	(3,456)	159.1%
4035 Telephone	679	3,980	7,045	3,065	3,860	(795)	111.3%
4044 Insurance	0	8,279	6,595	(1,684)		(1,684)	125.5%
4102 NNDR	2,033	14,923	21,238	6,315	6,099	216	99.0%
4104 Utilities - Water	87	511	1,036	525		525	49.3%
4105 Utilities - Heat & Light	1,505	9,879	23,828	13,949		13,949	41.5%
4109 Alarm system	0	0	1,711	1,711		1,711	0.0%
4111 Window Cleaning	45	195	414	219		219	47.1%
4114 Refuse Removal	1,714	4,871	2,901	(1,970)		(1,970)	167.9%
4136 Credit Card Chgs	76	375	518	143	314	(171)	132.9%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	(5,070)	(67,002)	(40,092)	26,910		26,910	167.1%
HQ :- Indirect Expenditure	3,651	5,909	65,920	60,011	14,356	45,655	30.7%

Net Income over Expenditure **0** **0** **(42,773)** **(42,773)**

116 Volunteer costs

4012 Travel & Subsistence Expenses	(57)	152	414	262		262	36.8%
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	0	278	207	(71)		(71)	134.2%
4039 Advertising & Marketing	0	0	207	207	120	87	57.8%
4041 Fees, Subs and Conferences	75	75	207	132		132	36.2%
4151 Catering	0	0	311	311		311	0.0%
4253 Volunteer Events	0	35	777	742		742	4.5%
Volunteer costs :- Indirect Expenditure	18	540	3,004	2,464	120	2,345	21.9%

Net Expenditure **(18)** **(540)** **(3,004)** **(2,464)**

120 Blakehay Central Costs

1100 Miscellaneous Income	2,186	14,343	0	(14,343)			0.0%
Blakehay Central Costs :- Income	2,186	14,343	0	(14,343)			
4031 Equipment - Rental	(1,876)	0	0	0		0	0.0%
4044 Insurance	0	6,976	8,184	1,208		1,208	85.2%
4102 NNDR	180	0	3,419	3,419		3,419	0.0%
4104 Utilities - Water	111	942	0	(942)		(942)	0.0%
4105 Utilities - Heat & Light	3,982	13,531	0	(13,531)		(13,531)	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	2,397	98,761	166,874	68,113	77,313	(9,200)	105.5%

Net Income over Expenditure **(210)** **(84,419)** **(166,874)** **(82,455)**

140 Museum Central Costs

1100 Miscellaneous Income	602	2,863	10,000	7,137			28.6%
Museum Central Costs :- Income	602	2,863	10,000	7,137			28.6%
4000 Staffing Costs	15,691	81,731	139,784	58,053		58,053	58.5%
4012 Travel & Subsistence Expenses	112	112	104	(8)		(8)	107.5%
4013 Training	567	1,728	2,901	1,173		1,173	59.6%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4014 P P E / Health & Safety	73	73	1,000	927		927	7.3%
4019 Website Costs-TC	115	471	725	254	29	225	68.9%
4030 Equipment Purchase	(592)	629	1,500	871	62	809	46.0%
4031 Equipment - Rental	345	1,551	2,039	488	345	143	93.0%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	396	2,403	4,413	2,010	2,378	(368)	108.3%
4036 Stationery	114	259	777	518	104	414	46.8%
4039 Advertising & Marketing	262	627	2,500	1,873	363	1,510	39.6%
4041 Fees, Subs and Conferences	0	189	259	70		70	73.2%
4044 Insurance	0	10,426	15,000	4,574		4,574	69.5%
4104 Utilities - Water	37	252	311	59		59	81.0%
4105 Utilities - Heat & Light	1,503	9,257	19,220	9,963		9,963	48.2%
4107 IT Support & Upgrade	821	4,908	8,806	3,898	5,107	(1,209)	113.7%
4109 Alarm system	540	1,635	818	(817)		(817)	199.9%
4110 Cleaning	671	843	0	(843)	638	(1,481)	0.0%
4111 Window Cleaning	50	300	518	218	350	(132)	125.5%
4114 Refuse Removal	1,771	5,133	4,500	(633)	1,206	(1,839)	140.9%
4131 Licenses	0	1,116	1,191	75		75	93.7%
4136 Credit Card Chgs	19	83	570	487		487	14.6%
4214 Somerset County Council - SLA	22,907	68,721	86,500	17,779	22,907	(5,129)	105.9%
6000 Admin Salaries Recharge	2,586	13,032	14,178	1,146		1,146	91.9%
6005 Admin Overhead Recharge	918	3,604	2,592	(1,012)		(1,012)	139.0%
6006 HQ Salaries recharge	64	539	396	(143)		(143)	136.1%
6009 HQ Overhead recharges	192	2,852	1,632	(1,220)		(1,220)	174.8%
6010 Grounds Salaries Recharge	183	1,073	1,278	205		205	84.0%
6015 Grounds Overhead Recharge	(140)	270	260	(10)		(10)	103.8%
6030 Operational Staffing Recharge	3,647	16,534	16,422	(112)		(112)	100.7%
6035 Operational Overhead Recharge	353	954	1,500	546		546	63.6%
Museum Central Costs :- Indirect Expenditure	53,206	231,304	332,194	100,890	33,489	67,400	79.7%

Net Income over Expenditure **(52,604)** **(228,442)** **(322,194)** **(93,752)**

141 Museum Learning and Events

1006 Learning Income	295	3,196	9,083	5,887			35.2%
1008 Museum handling box hire	45	270	725	455			37.2%
1103 Other event misc income	0	698	3,626	2,929			19.2%

Museum Learning and Events :- Income **340** **4,164** **13,434** **9,271** **31.0%**

4000 Staffing Costs	3,700	20,279	41,048	20,769		20,769	49.4%
4012 Travel & Subsistence Expenses	(93)	102	160	58		58	63.8%
4020 Learning/Event education equip	0	242	1,062	820		820	22.8%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	3,607	21,843	44,860	23,017	0	23,017	48.7%

Net Income over Expenditure	(3,267)	(17,680)	(31,426)	(13,746)
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142 Museum Cafe							
1004 Cafe Sales	5,494	34,849	93,240	58,391			37.4%
1194 Bar Income	214	1,155	15,540	14,385			7.4%
1197 Function food income	573	6,979	25,900	18,921			26.9%
Museum Cafe :- Income	6,281	42,983	134,680	91,697			31.9%
4000 Staffing Costs	6,560	35,893	83,860	47,967		47,967	42.8%
4030 Equipment Purchase	79	302	3,000	2,698		2,698	10.1%
4031 Equipment - Rental	475	1,779	2,600	821	1,424	(603)	123.2%
4110 Cleaning	54	348	1,700	1,352		1,352	20.4%
4114 Refuse Removal	41	324	700	376	120	256	63.5%
4136 Credit Card Chgs	19	83	500	417	0	417	16.6%
4406 Bar Stock/Sundry Items Kiosk	4	658	4,500	3,842		3,842	14.6%
4407 Cafe stock	1,617	9,791	24,000	14,209	405	13,805	42.5%
4511 Function food costs	373	1,047	5,500	4,453		4,453	19.0%
Museum Cafe :- Indirect Expenditure	9,223	50,225	126,360	76,135	1,949	74,187	41.3%

Net Income over Expenditure	(2,942)	(7,242)	8,320	15,562
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143 Museum shop/retail							
1005 Museum Shop Sales	809	4,947	10,360	5,413			47.8%
1009 Museum sale or return comm	793	4,155	13,468	9,313			30.9%
Museum shop/retail :- Income	1,602	9,102	23,828	14,726			38.2%
4421 Sale or Return Exp (1009)	382	2,933	5,770	2,837	80	2,756	52.2%
Museum shop/retail :- Direct Expenditure	382	2,933	5,770	2,837	80	2,756	52.2%
4030 Equipment Purchase	0	73	518	445		445	14.1%
4031 Equipment - Rental	323	715	930	215	512	(297)	131.9%
4136 Credit Card Chgs	19	83	518	435	59	376	27.4%
4408 Shop stock	0	1,748	7,252	5,504		5,504	24.1%
Museum shop/retail :- Indirect Expenditure	342	2,619	9,218	6,599	571	6,029	34.6%

Net Income over Expenditure	877	3,550	8,840	5,290
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Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
145 Museum Function							
1019 Internal Bookings (Council)	0	0	207	207			0.0%
1103 Other event misc income	812	5,858	13,986	8,128			41.9%
1104 Function Income	563	6,282	27,972	21,690			22.5%
Museum Function :- Income	1,374	12,139	42,165	30,026			28.8%
4000 Staffing Costs	1,856	9,431	21,821	12,390		12,390	43.2%
4030 Equipment Purchase	0	661	2,000	1,339		1,339	33.1%
4136 Credit Card Chgs	0	32	518	486	58	428	17.4%
4420 Function Expenditure (1104)	481	4,264	12,432	8,168		8,168	34.3%
Museum Function :- Indirect Expenditure	2,337	14,388	36,771	22,383	58	22,325	39.3%
Net Income over Expenditure	(962)	(2,248)	5,394	7,642			
199 Capital Projects							
4101 VW Website	0	0	33,750	33,750		33,750	0.0%
4103 Old Town Quarry barn	0	31,958	31,080	(878)		(878)	102.8%
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 (MFTP)	0	0	62,160	62,160		62,160	0.0%
Capital Projects :- Indirect Expenditure	0	31,958	200,546	168,588	0	168,588	15.9%
Net Expenditure	0	(31,958)	(200,546)	(168,588)			
300 Planning							
6000 Admin Salaries Recharge	1,479	7,451	8,106	655		655	91.9%
6005 Admin Overhead Recharge	525	2,060	1,482	(578)		(578)	139.0%
6006 HQ Salaries recharge	68	575	426	(149)		(149)	135.0%
6009 HQ Overhead recharges	205	3,043	1,740	(1,303)		(1,303)	174.9%
Planning :- Indirect Expenditure	2,277	13,129	11,754	(1,375)	0	(1,375)	111.7%
Net Expenditure	(2,277)	(13,129)	(11,754)	1,375			
400 Central Grounds Maintenance							
4000 Staffing Costs	39,840	233,328	554,911	321,583		321,583	42.0%
4013 Training	455	2,646	7,252	4,606	3,060	1,545	78.7%
4014 P P E / Health & Safety	613	4,582	6,734	2,152	150	2,002	70.3%
4025 Vehicle Maintenance	350	2,181	4,662	2,481	375	2,106	54.8%
4026 Petrol / Diesel	471	4,021	15,540	11,519		11,519	25.9%
4030 Equipment Purchase	85	5,097	14,504	9,407	799	8,608	40.6%
4031 Equipment - Rental	2,292	16,569	48,093	31,524	12,044	19,480	59.5%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4034 Equipment Repairs	124	1,617	4,351	2,734	153	2,581	40.7%
4035 Telephone	439	2,149	3,781	1,632	1,836	(204)	105.4%
4044 Insurance	0	9,026	10,360	1,334		1,334	87.1%
4107 IT Support & Upgrade	998	10,950	16,990	6,040	5,674	367	97.8%
4114 Refuse Removal	0	0	2,486	2,486		2,486	0.0%
6020 Allocation to Cost Centres	(45,665)	(292,166)	(333,597)	(41,431)		(41,431)	87.6%

Central Grounds Maintenance :- Indirect Expenditure **0** **0** **356,067** **356,067** **24,091** **331,976** **6.8%**

Net Expenditure **(0)** **(0)** **(356,067)** **(356,067)**

403 Allotments

1100 Miscellaneous Income	0	0	414	414			0.0%
Allotments :- Income	0	0	414	414			0.0%
4105 Utilities - Heat & Light	71	412	1,036	624		624	39.8%
4108 Building / Maintenance	0	257	4,144	3,887	8,783	(4,895)	218.1%
4261 Accessibility plot all sites	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,192	6,008	6,534	526		526	91.9%
6005 Admin Overhead Recharge	423	1,661	1,194	(467)		(467)	139.1%
6006 HQ Salaries recharge	35	295	216	(79)		(79)	136.6%
6009 HQ Overhead recharges	105	1,561	894	(667)		(667)	174.6%
6010 Grounds Salaries Recharge	183	1,073	1,278	205		205	84.0%
6015 Grounds Overhead Recharge	(140)	270	260	(10)		(10)	103.8%
Allotments :- Indirect Expenditure	1,869	11,537	20,556	9,019	8,783	237	98.8%

Net Income over Expenditure **(1,869)** **(11,537)** **(20,142)** **(8,605)**

420 Milton Road Cemetery

1010 Interments	6,007	12,914	70,448	57,534			18.3%
1011 Memorials	253	2,817	5,180	2,363			54.4%
1100 Miscellaneous Income	537	1,902	5,180	3,278			36.7%
Milton Road Cemetery :- Income	6,797	17,633	80,808	63,175			21.8%
4034 Equipment Repairs	0	1,213	13,468	12,255		12,255	9.0%
4054 Grave Digging	700	2,275	12,432	10,157		10,157	18.3%
4055 Memorials	(212)	1,642	8,288	6,646	600	6,046	27.0%
4102 NNDR	407	2,845	4,153	1,308	1,221	87	97.9%
4104 Utilities - Water	203	1,217	1,243	26		26	97.9%
4105 Utilities - Heat & Light	123	241	228	(13)		(13)	105.8%
4109 Alarm system	0	0	361	361	522	(161)	144.5%
4114 Refuse Removal	0	0	207	207		207	0.0%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6000 Admin Salaries Recharge	2,056	10,362	11,274	912		912	91.9%
6005 Admin Overhead Recharge	730	2,865	2,064	(801)		(801)	138.8%
6006 HQ Salaries recharge	60	502	372	(130)		(130)	134.9%
6009 HQ Overhead recharges	179	2,653	1,518	(1,135)		(1,135)	174.8%
6010 Grounds Salaries Recharge	16,526	96,784	115,086	18,302		18,302	84.1%
6015 Grounds Overhead Recharge	(12,604)	24,407	23,290	(1,117)		(1,117)	104.8%
6030 Operational Staffing Recharge	1,302	5,903	5,862	(41)		(41)	100.7%
6035 Operational Overhead Recharge	126	340	534	194		194	63.7%

Milton Road Cemetery :- Indirect Expenditure	9,596	153,249	200,380	47,131	2,343	44,788	77.6%
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Net Income over Expenditure	(2,798)	(135,616)	(119,572)	16,044
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<u>451 Youth Activities</u>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	39,732	76,926	37,194	38,463	(1,269)	101.7%
4219 Youth Grants	0	750	3,000	2,250		2,250	25.0%
6000 Admin Salaries Recharge	1,405	7,076	7,698	622		622	91.9%
6005 Admin Overhead Recharge	500	1,960	1,410	(550)		(550)	139.0%
6006 HQ Salaries recharge	46	386	288	(98)		(98)	134.0%
6009 HQ Overhead recharges	138	2,040	1,164	(876)		(876)	175.3%
6030 Operational Staffing Recharge	421	1,904	1,896	(8)		(8)	100.4%
6035 Operational Overhead Recharge	40	110	174	64		64	63.2%

Youth Activities :- Indirect Expenditure	2,550	53,958	93,056	39,098	38,463	635	99.3%
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Net Expenditure	(2,550)	(53,958)	(93,056)	(39,098)
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<u>460 Street Furniture</u>							
1112 Dog Bin Emptying	1,274	7,646	15,570	7,924			49.1%

Street Furniture :- Income	1,274	7,646	15,570	7,924			49.1%
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4115 Bin purchase	379	1,613	5,180	3,567	2,640	927	82.1%
4116 Dogbin Emptying	(1,174)	5,276	12,432	7,156		7,156	42.4%
4119 Notice Boards	(390)	(390)	1,554	1,944	1,553	391	74.8%
4133 Bus Shelter - Repairs	132	264	2,072	1,808		1,808	12.7%
4157 Prince Wales Clock/welcome sig	145	920	570	(350)	766	(1,116)	295.9%
6000 Admin Salaries Recharge	1,489	7,504	8,166	662		662	91.9%
6005 Admin Overhead Recharge	1,165	4,572	1,494	(3,078)		(3,078)	306.0%
6006 HQ Salaries recharge	45	378	612	234		234	61.8%
6009 HQ Overhead recharges	135	2,001	2,490	489		489	80.4%
6010 Grounds Salaries Recharge	7,231	42,349	50,358	8,009		8,009	84.1%
6015 Grounds Overhead Recharge	(5,516)	10,678	10,190	(488)		(488)	104.8%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

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	121	549	546	(3)		(3)	100.5%
6035 Operational Overhead Recharge	12	32	48	16		16	66.7%
Street Furniture :- Indirect Expenditure	3,774	75,746	95,712	19,966	4,959	15,006	84.3%
Net Income over Expenditure	(2,499)	(68,100)	(80,142)	(12,042)			
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	(2,124)	10,473	20,720	10,247		10,247	50.5%
4140 Recreation Grounds	0	78,060	81,182	3,122		3,122	96.2%
4300 Parks&Play Area EMRRP Holding	0	0	448,752	448,752	30,184	418,568	6.7%
4301 Ashcombe Park Lower	(324)	749	749	(0)		(0)	100.1%
4302 Ashcombe Park Upper	(324)	829	829	0		0	100.0%
4303 Broadway Play	(7,824)	786	787	1		1	99.9%
4304 Broadway Skate Park	(324)	749	749	(0)		(0)	100.1%
4305 Byron Rec	(324)	749	749	(0)		(0)	100.1%
4306 Castle Batch Lower	(324)	2,212	2,212	0		0	100.0%
4307 Canberra Road	453	1,526	1,527	1		1	100.0%
4308 Clarence Park	(324)	7,649	7,649	(0)		(0)	100.0%
4309 Conniston Green	(57,870)	3,433	3,432	(1)		(1)	100.0%
4310 Ellenborough Park East	(324)	749	750	1		1	99.9%
4311 Grove Park	(324)	750	749	(1)		(1)	100.1%
4312 Hutton Moor Skate Park	(324)	749	749	(0)		(0)	100.1%
4313 Jubilee Park	(6,311)	(5,237)	(5,237)	0		0	100.0%
4314 Locking Castle (Maltlands)	(150,324)	1,490	1,490	(0)		(0)	100.0%
4315 Lynch Farm	(324)	750	750	0		0	99.9%
4316 Millennium Green	(324)	983	983	0		0	100.0%
4317 Uphill Junior Play Area	(324)	750	750	0		0	99.9%
4318 Uphill Toddler Play Area	(324)	750	750	0		0	99.9%
4319 Water Adventure Play Park	(1,465)	6,330	6,330	0		0	100.0%
4320 Worle Recreation Ground	(639)	435	435	(0)		(0)	100.0%
4321 Wyvern Close	(324)	750	750	0		0	99.9%
4322 Ellenborough Park West	(324)	750	750	0		0	99.9%
4324 Dartmouth Close	(324)	750	750	0		0	99.9%
4325 Devolution	1,198	1,816	1,816	(0)		(0)	100.0%
6000 Admin Salaries Recharge	3,079	15,515	16,878	1,363		1,363	91.9%
6005 Admin Overhead Recharge	1,093	4,291	3,090	(1,201)		(1,201)	138.9%
6006 HQ Salaries recharge	85	715	528	(187)		(187)	135.4%
6009 HQ Overhead recharges	255	3,780	2,160	(1,620)		(1,620)	175.0%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6010 Grounds Salaries Recharge	13,279	77,768	92,478	14,710		14,710	84.1%
6015 Grounds Overhead Recharge	(10,128)	19,610	18,715	(895)		(895)	104.8%
6030 Operational Staffing Recharge	2,252	10,211	10,140	(71)		(71)	100.7%
6035 Operational Overhead Recharge	218	588	924	336		336	63.6%
Parks & Play Areas :- Indirect Expenditure	(219,962)	252,258	726,815	474,557	30,184	444,373	38.9%

Net Income over Expenditure **219,962** **(252,258)** **(716,455)** **(464,197)**

<u>475</u> <u>Planned maintenance</u>							
4231 Planned maint holding budget	0	0	141,967	141,967	28,090	113,877	19.8%
4232 Allotments PPM	0	526	526	0		0	100.0%
4233 Blakehay PPM	2,618	2,828	2,828	0		0	100.0%
4234 Museum PPM	1,653	3,818	3,818	0		0	100.0%
4235 Cemetery PPM	201	964	964	(0)		(0)	100.0%
4236 Parks & play areas PPM	(332)	6,334	6,334	0		0	100.0%
4237 Grove House PPM	75	248	248	(0)		(0)	100.0%
4238 Grove Lodge PPM	0	248	248	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	0	1,051	1,051	0		0	100.0%
4240 Public toilets	0	2,539	2,539	0		0	100.0%
4241 VIC PPM	0	(2)	(2)	(0)		(0)	96.5%
4242 HQ PPM	(4,962)	14,867	14,867	0		0	100.0%
4243 Quarry PPM	4,673	17,585	17,585	0		0	100.0%
4244 Xmas Lights PPM	0	(2)	(2)	(0)		(0)	96.5%
4247 Tree Management PPM	914	2,525	2,525	(0)		(0)	100.0%
6000 Admin Salaries Recharge	2,581	13,007	14,148	1,141		1,141	91.9%
6005 Admin Overhead Recharge	916	3,596	2,586	(1,010)		(1,010)	139.1%
6006 HQ Salaries recharge	67	565	420	(145)		(145)	134.5%
6009 HQ Overhead recharges	202	2,992	1,710	(1,282)		(1,282)	175.0%
6030 Operational Staffing Recharge	121	549	546	(3)		(3)	100.5%
6035 Operational Overhead Recharge	12	32	48	16		16	66.7%
Planned maintenance :- Indirect Expenditure	8,739	74,269	214,954	140,685	28,090	112,595	47.6%

Net Expenditure **(8,739)** **(74,269)** **(214,954)** **(140,685)**

<u>481</u> <u>Tourism Visit Weston/Dest Mar</u>							
1040 Digital Advertising	0	4,585	20,720	16,135			22.1%
Tourism Visit Weston/Dest Mar :- Income	0	4,585	20,720	16,135			22.1%
4000 Staffing Costs	10,925	47,190	74,553	27,363		27,363	63.3%
4030 Equipment Purchase	458	492	104	(388)		(388)	473.1%
4035 Telephone	134	800	2,176	1,376	732	644	70.4%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4039 Advertising & Marketing	360	1,006	7,770	6,764		6,764	12.9%
4041 Fees, Subs and Conferences	0	355	648	293		293	54.8%
4062 Tourism-Love Weston website	0	3,012	1,036	(1,976)	29	(2,005)	293.5%
4107 IT Support & Upgrade	523	2,913	1,970	(943)	2,868	(3,812)	293.5%
Tourism Visit Weston/Dest Mar :- Indirect Expenditure	12,400	55,769	88,257	32,488	3,629	28,859	67.3%

Net Income over Expenditure **(12,400)** **(51,183)** **(67,537)** **(16,354)**

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	10	15	10,360	10,345			0.1%
1045 Sale or return	20	20	0	(20)			0.0%
1251 VW Notice boards (NSC)	520	7,948	10,360	2,412			76.7%

Tourism VIC costs :- Income **550** **9,683** **24,864** **15,181** **38.9%**

4421 Sale or Return Exp (1009)	0	60	1,036	976		976	5.8%
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Tourism VIC costs :- Direct Expenditure **0** **60** **1,036** **976** **0** **976** **5.8%**

4000 Staffing Costs	2,849	22,431	49,444	27,013		27,013	45.4%
4013 Training	455	1,543	1,036	(507)		(507)	149.0%
4014 P P E / Health & Safety	0	0	1,062	1,062		1,062	0.0%
4030 Equipment Purchase	358	358	1,036	678		678	34.6%
4031 Equipment - Rental	80	357	259	(98)	516	(614)	336.9%
4036 Stationery	0	0	259	259		259	0.0%
4039 Advertising & Marketing	0	1,119	5,180	4,061		4,061	21.6%
4119 Notice Boards	53	662	1,036	374		374	63.9%
4136 Credit Card Chgs	38	187	311	124	157	(33)	110.7%
4151 Catering	0	0	311	311		311	0.0%
4225 VIC Stock	95	95	8,288	8,193		8,193	1.1%
4255 VW Notice boards (NSC)	0	0	5,180	5,180		5,180	0.0%
6000 Admin Salaries Recharge	2,507	12,631	11,450	(1,181)		(1,181)	110.3%
6005 Admin Overhead Recharge	0	0	2,514	2,514		2,514	0.0%
6006 HQ Salaries recharge	61	511	378	(133)		(133)	135.2%
6009 HQ Overhead recharges	183	2,703	1,548	(1,155)		(1,155)	174.6%
6030 Operational Staffing Recharge	1,902	8,622	8,562	(60)		(60)	100.7%
6035 Operational Overhead Recharge	184	497	780	283		283	63.7%

Tourism VIC costs :- Indirect Expenditure **8,765** **51,716** **98,634** **46,918** **673** **46,245** **53.1%**

Net Income over Expenditure **(8,214)** **(42,093)** **(74,806)** **(32,713)**

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
483 Silica							
1040 Digital Advertising	650	720	3,108	2,388			23.2%
Silica :- Income	650	720	3,108	2,388			23.2%
4044 Insurance	0	2	518	516		516	0.5%
4102 NNDR	394	633	1,943	1,310	1,975	(665)	134.2%
4105 Utilities - Heat & Light	64	460	518	58		58	88.8%
4107 IT Support & Upgrade	35	210	435	225	210	15	96.5%
4109 Alarm system	0	0	518	518		518	0.0%
Silica :- Indirect Expenditure	493	1,305	3,932	2,627	2,185	442	88.8%
Net Income over Expenditure	157	(585)	(824)	(239)			
484 Waterpark Kiosk and Admissions							
1004 Cafe Sales	1,089	58,254	51,800	(6,454)			112.5%
1077 Water Park Admissions	5	55,785	51,800	(3,985)			107.7%
1198 Kiosk sales	0	0	10,360	10,360			0.0%
Waterpark Kiosk and Admissions :- Income	1,093	114,039	113,960	(79)			100.1%
4000 Staffing Costs	10,079	56,823	40,138	(16,685)		(16,685)	141.6%
4013 Training	0	79	518	439		439	15.3%
4014 P P E / Health & Safety	0	64	1,036	972		972	6.2%
4030 Equipment Purchase	0	1,973	2,590	617		617	76.2%
4031 Equipment - Rental	68	982	2,103	1,122	476	646	69.3%
4035 Telephone	50	175	207	32	150	(118)	157.0%
4107 IT Support & Upgrade	0	0	207	207		207	0.0%
4110 Cleaning	0	166	207	41		41	80.1%
4114 Refuse Removal	1,290	1,290	2,176	886		886	59.3%
4136 Credit Card Chgs	13	1,209	622	(587)		(587)	194.4%
4406 Bar Stock/Sundry Items Kiosk	0	50	777	727		727	6.4%
4407 Cafe stock	3,130	22,897	19,684	(3,213)	112	(3,325)	116.9%
4408 Shop stock	0	134	5,698	5,564		5,564	2.4%
6010 Grounds Salaries Recharge	36,583	2,171	2,580	409		409	84.1%
6015 Grounds Overhead Recharge	(282)	545	520	(25)		(25)	104.8%
Waterpark Kiosk and Admissions :- Indirect Expenditure	50,932	88,558	79,063	(9,495)	738	(10,233)	112.9%
Net Income over Expenditure	(49,838)	25,481	34,897	9,416			
485 PublicToilets							
4044 Insurance	120	1,072	6,734	5,662		5,662	15.9%
4104 Utilities - Water	151	577	1,554	977		977	37.1%

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4105 Utilities - Heat & Light	473	2,627	3,626	999		999	72.4%
4109 Alarm system	0	0	155	155		155	0.0%
4110 Cleaning	2,980	18,065	35,000	16,935	20,795	(3,860)	111.0%
6000 Admin Salaries Recharge	1,081	5,447	8,218	2,771		2,771	66.3%
6005 Admin Overhead Recharge	1,274	5,000	1,086	(3,914)		(3,914)	460.4%
6006 HQ Salaries recharge	38	316	234	(82)		(82)	135.0%
6009 HQ Overhead recharges	113	1,668	954	(714)		(714)	174.8%
6010 Grounds Salaries Recharge	335	1,960	2,328	368		368	84.2%
6015 Grounds Overhead Recharge	(255)	496	470	(26)		(26)	105.5%
6030 Operational Staffing Recharge	121	549	546	(3)		(3)	100.5%
6035 Operational Overhead Recharge	12	32	48	16		16	66.7%

PublicToilets :- Indirect Expenditure **6,443** **37,808** **60,953** **23,145** **20,795** **2,350** **96.1%**

Net Expenditure **(6,443)** **(37,808)** **(60,953)** **(23,145)**

486 Waterpark other charges

4044 Insurance	2,124	2,124	0	(2,124)		(2,124)	0.0%
4102 NNDR	0	0	919	919		919	0.0%
4104 Utilities - Water	501	126	2,279	2,153		2,153	5.5%
4105 Utilities - Heat & Light	1,765	8,186	20,720	12,534		12,534	39.5%
4109 Alarm system	0	523	866	343		343	60.4%
4110 Cleaning	1,511	8,047	10,000	1,953		1,953	80.5%
4138 Water Play Area Rent	1,099	6,595	14,571	7,976	6,401	1,575	89.2%

Waterpark other charges :- Indirect Expenditure **6,999** **25,601** **49,355** **23,754** **6,401** **17,353** **64.8%**

Net Expenditure **(6,999)** **(25,601)** **(49,355)** **(23,754)**

801 Earmarked Reserves

8041 Tree planting (Fundraising)	0	0	0	(0)		(0)	0.0%
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Earmarked Reserves :- Direct Expenditure **0** **0** **0** **(0)** **0** **(0)**

8026 Com Res - Food Proj / Climate	223	502	0	(502)		(502)	0.0%
8036 Com Res - Wellbeing	1,425	1,425	0	(1,425)	50	(1,475)	0.0%
8040 Wellbeing staff grant	370	370	0	(370)		(370)	0.0%
8043 Community Events	7,500	10,900	0	(10,900)	1,615	(12,515)	0.0%
8047 HQ refurb TC sign	0	3,401	0	(3,401)		(3,401)	0.0%

Earmarked Reserves :- Indirect Expenditure **9,518** **16,598** **0** **(16,598)** **1,665** **(18,263)**

Net Expenditure **(9,518)** **(16,598)** **0** **16,598**

7000 plus Transfer from EMR 9,518 16,647 0 (16,647)

Movement to/(from) Gen Reserve **0** **49** **0** **(49)**

Detailed Income & Expenditure by Budget Heading 09/10/2026

Month No: 6

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>901 Capital Works Reserves</u>							
9003 Old Town Quarry Works	(25,778)	(12,788)	0	12,788	18,883	(6,095)	0.0%
Capital Works Reserves :- Direct Expenditure	<u>(25,778)</u>	<u>(12,788)</u>	<u>0</u>	<u>12,788</u>	<u>18,883</u>	<u>(6,095)</u>	
Net Expenditure	<u>25,778</u>	<u>12,788</u>	<u>0</u>	<u>(12,788)</u>			
Grand Totals:- Income	2,269,739	4,789,136	5,103,038	313,903			93.8%
Expenditure	43,652	1,941,745	5,103,038	3,161,293	664,623	2,496,670	51.1%
Net Income over Expenditure	<u>2,226,087</u>	<u>2,847,391</u>	<u>0</u>	<u>(2,847,391)</u>			
plus Transfer from EMR	9,518	16,647	0	(16,647)			
Movement to/(from) Gen Reserve	<u>2,235,605</u>	<u>2,864,038</u>	<u>0</u>	<u>(2,864,038)</u>			

Finance & General Purposes Committee 19th October 2026
Bank Reconciliation Summary Report @ 30.09.2026
Report from the Finance Administration Manager

BANK RECONCILIATIONS

	Agenda Item							
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity	Bank Accounts sub-total	CCLA Investment	Santander Investment	Lloyds Instant access savings	Monthly totals
	£	£	£		£	£	£	£
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
31st July 2026	£ 944,780.75	£ -	£ -	£ 944,780.75
31st August 2026	£ 76,082.08	£ 25.97	£ -	£ 76,108.05
30th September 2026	£ 2,281,867.38	£ 10.00	£ -	£ 2,281,877.38

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
31st July 2026	£ 755,018.73	£ 447.26	£ 4.25	£ 755,470.24
31st August 2026	£ 259,966.15	£ 9.20	£ 4.25	£ 259,979.60
30th September 2026	£ 1,799,829.17	£ 194.71	£ 5,304.25	£ 1,805,328.13



Finance & General Purposes Committee 19th October 2026
Cashflow forecast report @ 30.09.2026
Report from the Finance Administration Manager

Agenda item 6.3

CASHFLOW FORECAST

MEETING DATES	27TH	24TH	19TH							
	Jun-26	Jul-26	Aug-26	Sep-26	Oct-26	Nov-26	Dec-26	Jan-27	Feb-27	Mar-27
Investments /income										
Lloyds opening balance (actual bk balance)	£804,730	£636,461	£1,205,172	£518,130	£1,000,168	£563,168	£281,168	£99,168	£99,168	£99,168
Precept (incl NSC grant)				£2,232,827						
Other income (revenue) from CB	£45,543	£69,255	£76,082	£47,076	£30,000	£30,000	£30,000	£30,000	£30,000	£30,000
Grants received	£141,986									
VAT return refund		£70,903			£65,000			£65,000		
Unpresented income		£4,623	£6,061	£1,964						
Transfer from investments CCLA		£800,000								
Transfer from investments Santander										
Transfer from investments Lloyds					£600,000	£100,000	£200,000			
Transfer from investments Unity bank										
Income sub total	£187,529	£944,781	£82,143	£2,281,867	£695,000	£130,000	£230,000	£95,000	£30,000	£30,000
Service pyt run (BACS) in the month	£70,079	£50,454	£55,367	£60,637	£75,000	£75,000	£75,000	£75,000	£75,000	£75,000
Salaries and on costs (Pension/Tax))	£146,190	£140,072	£148,293	£159,235	£140,000	£140,000	£140,000	£140,000	£140,000	£140,000
Other payments (D/D)	£28,793	£18,799	£19,831	£20,976	£22,000	£22,000	£22,000	£22,000	£22,000	£22,000
Unpresented month end payments	£117,178	£130,797	£293,694	£58,981	£175,000	£175,000	£175,000	£175,000	£175,000	£175,000
Capital projects/ retentions/ PPM										
Quarry retention (est)					£20,000					
Visit Weston Website										
Conniston refurb			£72,000							
Maltlands refurb			£180,000							
Quarry barn		£35,733								
Transfer to investments				£1,500,000	£700,000					
Forecasted Expenditure	£362,239	£375,855	£769,185	£1,799,829	£1,132,000	£412,000	£412,000	£412,000	£412,000	£412,000
Gen account Bank reconciliation (check line)	£636,461	£1,205,172	£521,604	£962,255						
Predicted bank balance	£630,020	£1,205,172	£518,130	£1,000,168	£563,168	£281,168	£99,168	-£217,832	-£282,832	-£282,832

Current investments profile (Investment Strategy section 4.1 limit of 40% in one institution unless approved by CEO or RFO)

% invest chk int rate %

Lloyds Bank deposit Instant Access Investment Withdrawal	£801,699	£801,699	£801,699	£801,699	£1,301,699	£701,699	£601,699	£401,699	£401,699	£401,699	12%
				£500,000							
					-£600,000	-£100,000	-£200,000				
Natwest	£31,191	£31,191	£31,191	£31,191	£31,191	£31,191	£31,191	£31,191	£31,191	£31,191	1%
Santander (95 day account) Investment Withdrawal	£470,049	£470,049	£470,049	£470,049	£470,049	£470,049	£470,049	£470,049	£470,049	£470,049	14%
CCLA (Public Sector Deposit Fund - SC4) Investment Withdrawal	£1,500,000	£1,500,000	£700,000	£700,000	£1,700,000	£1,700,000	£1,700,000	£1,700,000	£1,700,000	£1,700,000	51%
				£1,000,000							
		-£800,000									
Unity Bank 6 month fixed term deposit Investment Withdrawal	£0	£0	£0	£0	£0	£700,000	£700,000	£700,000	£700,000	£700,000	21%
					£700,000						
Total investment available	£2,802,939	£2,002,939	£2,002,939	£3,502,939	£3,602,939	£3,502,939	£3,302,939	£3,302,939	£3,302,939	£3,302,939	100%



WESTON-SUPER-MARE TOWN COUNCIL

Finance & General Purposes Committee 19th October 2026
Investment and Interest Summary report @ 30.09.2026
Report from the Finance Administration Manager

Agenda item 6.4.1

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	£461.98	Unknown	£1,186.07	£4,721.50	£6,369.55	
August 2026	£493.06	Unknown	£1,225.61	£4,036.28	£5,754.95	
September 2026	£462.53	Unknown	£1,225.61	£2,288.85	£3,976.99	
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	£2,922.31	£0.00	£7,255.89	£20,482.93	£23,405.24	£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/Withdrawal 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	£0.00	£0.00	£0.00	£0.00
August 2026	£0.00	£0.00	£0.00	£0.00	£0.00
September 2026	£500,000.00	£0.00	£0.00	£1,000,000.00	£1,500,000.00
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	£1,301,699.00	£31,191.00	£477,304.89	£2,500,000.00	£4,310,194.89

+ = funds held

- = funds withdrawn



WESTON-SUPER-MARE TOWN COUNCIL

Finance & General Purposes Committee 19th October 2026
Loan Balances @ 30.09.2026
Report from the Finance Administration Manager

Agenda item 6.4.2

OFFICIAL



United Kingdom
Debt Management
Office

T 020 7862 6610
E pwlb@dmo.gov.uk
www.dmo.gov.uk

PWLB lending facility

Loan Reference Number	Outstanding Principal Balance (£)	Principal Due (£)	Interest Due (and Late Interest Charges) (£)	Total Due (£)	Interest Rate (%)
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WESTON SUPER MARE TC (N SOMERSET)

03/04/2026

LOAN REPAYMENT DUE - REPAYMENT DATE 01/05/2026

Blakehay
Waterpark

PW488771	42,000.00	6,000.00	1,113.00	7,113.00	5.300
PW496969	148,533.44	6,748.44	3,431.12	10,179.56	4.620
TOTAL:	190,533.44	12,748.44	4,544.12	17,292.56	

Payment end date
5/1/2029
3/31/2034

26/05/2026

LOAN REPAYMENT DUE - REPAYMENT DATE 23/06/2026

HQ

584211	170,000.00	5,000.00	3,782.50	8,782.50	4.450
TOTAL:	170,000.00	5,000.00	3,782.50	8,782.50	

12/23/2042

Outstanding Balances by Month as at 22/09/2026

A/C Code	Customer Name	Balance	Sep 2026	Aug 2026	Jul 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
BLUES BAR	BLUES BAR	165.78	0.00	165.78	0.00	0.00	0.00
CCTV	CCTVNSC	3,354.49	3,354.49	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	429.79	429.79	0.00	0.00	0.00	0.00
PITMANS	PITMANS	242.00	0.00	0.00	0.00	242.00	0.00
THEBLAKEH	THEBLAKEHAY	4,989.20	2,597.02	2,392.18	0.00	0.00	0.00
WESTON2	WSMTOWN	25.00	25.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 2		9,731.57	6,931.61	2,557.96	0.00	242.00	0.00
Ledger No 4: Museum Sales Ledger							
AXE	AXE SCOUTS	88.00	88.00	0.00	0.00	0.00	0.00
BIRDWELL	BIRDWELL	45.00	45.00	0.00	0.00	0.00	0.00
CIVIC	CIVIC	87.50	87.50	0.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	30.00	30.00	0.00	0.00	0.00	0.00
MFA	MFA	168.00	0.00	168.00	0.00	0.00	0.00
NORTH	NORTH SOMERSET	792.50	792.50	0.00	0.00	0.00	0.00
Total Sales Ledger No 4		1,211.00	1,043.00	168.00	0.00	0.00	0.00
Ledger No 5: Old Town Quarry							
ARTSPACE	ARTSPACE	3,042.00	330.00	330.00	330.00	2,052.00	0.00
EDWARDSH	EDWARDSH	45.00	45.00	0.00	0.00	0.00	0.00
HAWORTHL	HAWORTHL	36.00	0.00	36.00	0.00	0.00	0.00
JIVAN	JIVAN	54.00	0.00	0.00	54.00	0.00	0.00
LECKIES		72.00	72.00	0.00	0.00	0.00	0.00
PRATTL	PRATTL	7,438.37	4,105.40	0.00	0.00	3,332.97	0.00
TAYLOR	TAYLORS	71.48	40.64	30.84	0.00	0.00	0.00
Total Sales Ledger No 5		10,758.85	4,593.04	396.84	384.00	5,384.97	0.00
TOTAL SALES LEDGER BALANCES		21,701.42	12,567.65	3,122.80	384.00	5,626.97	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
£	15,559.60	£ 369,892.76	£ 5.75	£ 4.25	£ 385,462.36
£	21,350.84	£ 317,710.83	£ 13.01	£ 16.05	£ 339,090.73
£	28,792.82	£ 382,848.32	£ 7.13	£ 4.25	£ 411,652.52

Apr-26

May-26

Jun-26

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 - additional spend, cost increase
Training	102/4013	£ 7,504.00	£ 25.00	£ 6,216.00	-£ 1,313.00	Team 1 Training programme for managers extended for the rest of the year
Fees, Subs and Conferences	102/4041	£ 9,072.00	£ 2,819.00	£ 9,717.00	-£ 2,174.00	Job advert costs - new budget provision to be added in 27/28
Audit & Accountancy	102/4040	£ 11,052.00	£ 1,185.00	£ 8,288.00	-£ 3,949.00	Appointment of new Data Protection Officer company as approved at F&GP 27.07.26 minute no. 81
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 - additional spend, more phones required
Old Town Quarry 114						
NDR	114/4102	£ 1,572.00	£ 3,668.00	£ 4,248.00	-£ 992.00	Business rates - additional spend, cost increase.
Alarm system	114/4109	£ -	£ 1,305.00	£ 1,098.00	-£ 207.00	Increase in costs from 25/26
Refuse removal	114/4114	£ 1,133.00	£ -	£ 535.00	-£ 598.00	Increase in collections for sanitary disposal from originally planned
HQ 115						
Equipment rental	115/4031	£ 6,726.00	£ 2,583.00	£ 5,853.00	-£ 3,456.00	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
Telephone	115/4035	£ 3,980.00	£ 3,860.00	£ 7,045.00	-£ 795.00	Telephone lines, increase in cost
Insurance	115/4044	£ 8,279.00	£ -	£ 6,595.00	-£ 1,684.00	Increase in premiums
Refuse removal	115/4114	£ 4,871.00	£ -	£ 2,901.00	-£ 1,970.00	Sanitary disposal included as well as black bin waste collection from the Grounds team.
Volunteer Costs						
Equipment purchase	116/4030	£ 278.00	£ -	£ 207.00	-£ 71.00	New lanyards purchased for volunteers
Museum Central costs 140						
Alarm system	140/4109	£ 1,635.00	£ -	£ 818.00	-£ 817.00	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
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	£ 1,779.00	£ 1,576.00	£ 2,600.00	-£ 755.00	Till license, coffee and card machine rental - additional spend, cost increase
Museum Shop/Retail 143						
Equipment rental	143/4031	£ 715.00	£ 512.00	£ 930.00	-£ 297.00	Till license, Card machine rental - additional spend, cost increase

Finance & General Purposes Committee 19th October 2026 **EMR & Capital Reserve Summary Report @ 30.09.2026** **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	£ -	£11,120.00	£-690.00
328	EMR Wellbeing	£10,991.00	£500.00	£1,575.00	£9,916.00
329	EMR Wellbeing Staff Grant	£4,404.00	£145.00	£1,987.00	£2,562.00
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	£341.89	£2,406.66	£15,002.05
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	£ -	£6,802.00	£198.00
343	EMR Devolution Provision	£268,870.00	£ -	£ -	£268,870.00
344	EMR CIL Monies received	£0.00	£359.12	£ -	£359.12
350	RESERVE -Unfulfilled P Orders	£340,149.00	£7,309.83	£338,155.99	£9,302.84
		£879,771.12	£8,742.08	£369,046.65	£519,466.55

This report shows the movement of funds for designated projects and purposes for the period April 2026 to September 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 times 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 requested to consider :

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



Helen Morton (FMAAT)
Director of Finance and Resources (RFO)
Weston-super-Mare Town Council
32 Waterloo Street
Weston-super-Mare
BS23 1LN

23rd July 2026

Dear Helen,

QUARTER ONE INTERNAL AUDIT REPORT – 23rd JULY 2026

Parish & Town Auditing Services have been appointed to undertake the internal audits at Weston-Super-Mare Town Council for the 2026/27 financial year. The Quarter One audit was undertaken onsite on Thursday 23rd July 2026.

I can confirm that I am independent of the Council. I do not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.

Smaller authorities are required by the Accounts and Audit Regulations 2015 to undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards or guidance.

The public sector internal audit standards have not been applied to smaller authorities. The report is therefore based on the guidance included in the Practitioners Guide 2026 and aims to provide a best practice effective internal audit.

It is not the purpose of either internal or external audit to detect or prevent fraud. It is also not the role of any internal auditor to complete Section 1 or Section 2 of the AGAR, that is the responsibility of the authority.

We are required by the Annual Internal Audit Report included in the Annual Governance and Accountability Return (AGAR) to review controls in place at the Council against predefined control assertions. These controls are included in the following report.

First Interim Audit

The following areas were reviewed:

- Overview of the main assertions outlined in the Practitioners Guide;
- A basic review of accounting processes;
- A review of relevant policies in place;
- Transparency Code data.

The audit has found no areas of concern and the Council's procedures and controls are generally working well.

It is important for the Council to continue to observe its governance requirements and ensure that it maintains its finances in a comprehensive and accurate format in order to complete its end of year obligations.

Thank you for all the information you have provided to enable the audit to be undertaken.

Yours sincerely,

A handwritten signature in dark ink, appearing to read 'Paul Russell', written in a cursive style.

Paul Russell
Internal Auditor

INTERNAL AUDIT ASSERTIONS

Outlined below is an overview of the 10 Assertions within the Practitioners Guide 2026. Each of these are dealt with under the relevant Governance sections contained in Section 1 of the AGAR:

AGS Assertion 1 — Financial management and preparation of accounts

- Accounting Records and supporting documents:
- Bank reconciliation:
- Budget setting:
- Investments:
- Reserves:
- General Reserves:
- Earmarked and other reserves:

AGS Assertion 2 — Internal control

- Standing Orders and Financial Regulations:
- Safe and efficient arrangements to safeguard public money:
- Employment:
- VAT
- Fixed assets and equipment:
- Loans and long-term liabilities:

AGS Assertion 3 — Compliance with laws, regulations and proper practices

- Acting with its powers:

AGS Assertion 4 — Exercise of public rights

AGS Assertion 5 — Risk management

AGS Assertion 6 — Internal audit

AGS Assertion 7 — Reports from auditors

AGS Assertion 8 — Significant events

AGS Assertion 9 — Trust funds (local councils only)

AGS Assertion 10 — Digital and data compliance

The following headings are based on Section 1 – Annual Governance Statement.

A. Appropriate accounting records have been properly kept throughout the year. AND Periodic bank account reconciliations were properly carried out during the year.

It has been confirmed that the Council has appointed a Responsible Financial Officer (RFO) who is responsible for the financial administration of the authority in accordance with Section 151 of LGA 1972.

A review of the End of Year accounts relating to the 2025/26 financial year was undertaken. The year end accounts review and closedown is undertaken by DCK Beavers and end of year reports are produced to support the Council to submit the annual AGAR.

Box 7 of the 2025/26 AGAR was £1,842,305 at 2025/26 year end. It has been confirmed that the correct roll forward of the 2025/26 financial year cashbook balances to the new financial year.

A sample of financial transactions from the cashbooks to bank reconciliations has been undertaken. Access to the accounting system was provided to enable this to occur. The following tests were carried out:

- Review of the cashbook for April, May and June was undertaken. The cashbook is properly maintained and kept up to date;
- Transactions were compared to a sample of the payment runs undertaken and authorised by two Councillors;
- Payments are supported by an invoice and with a VAT invoice where relevant;
- Samples checked against the cashbook: Sample checked was accurate.

Accounting records are maintained using the Rialtas accounting software programme. Payment runs are undertaken twice a month. Monthly financial reports are provided to the Finance and General Purposes Committee

There is a proper process in place to ensure that financial information is correctly recorded and reported to Council as part of its governance procedures. Noted that the Council is moving towards a paperless accounting system in the main with all invoices uploaded into the accounting software and saved within a shared folder.

The Council has measures in place to help enable the prevention and the detection of inaccuracies and fraud, and the reconstitution of any lost records. All invoices are reviewed by the Finance Administration Manager and the RFO prior to approval. There is a Purchase Order system in place and all department managers are responsible for their allocated budgets and monitor their own budgets.

The Council does not currently have an Internal Controls policy in place. This would help outline the processes in place and to support business continuation in case of unforeseen staff absences. Council may wish to consider developing such a policy.

A Risk Register is in place ([Risk-register-ActionPlan-2025-2026-Approved-Feb-2026 \(1\).pdf](#)) and is maintained using the LCRS software. It was updated in February 2026.

A Full Risk Register is also published on the website (dated 2024/25 - [Full-Risk-Register-24-25 \(1\).pdf](#)) and it is noted that the latest version has been uploaded onto the website.

The Council has identified the duties of officers dealing with financial transactions and it has identified the responsibilities of those officers. It has a scheme of delegation in place ([Committee-Terms-of-Reference-and-Scheme-of-Delegation-APPROVED-May-26.pdf](#)) which was reviewed in May 2026.

The Director of Finance & Resources & RFO is responsible for the administration of the Council's financial affairs. A Scheme of Delegation is in place and gives delegated responsibility to various officers to carry out everyday management duties.

Bank reconciliations are prepared monthly. It has been noted that weekly reconciliations are undertaken to ensure accounts are accurate and up to date. Quarterly financial reports are presented to the Finance & General Purposes Committee which includes bank reconciliations. Reporting has been updated for the 2026/27 financial year to help improve transparency and accuracy of information reported.

The Council has an appropriate investment strategy ([Investment-Strategy-Adopted-Feb-2026 \(1\).pdf](#)) which was updated in February 2026. The policy is scheduled for review every year to ensure that it is up to date and relevant.

The internal audit has confirmed that appropriate accounting records are being maintained and that bank reconciliations are being carried out as required.

B. This authority complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.

An initial review of the procedures in place for the acquisition of formal tenders and quotes was undertaken. There is an updated Procurement Policy in place which was updated in April 2026 ([Procurement-Guide-APPROVED-April-2026.pdf](#)).

Thresholds in the Procurement Act 2023 include VAT so the guidance suggests that contract values should be inclusive of VAT quoted in the documents.

Revised NALC Standing Order templates do not now include thresholds. This reduces the potential of documentation stating inconsistent values in the future.

There is some useful guidance regarding the Transparency Code and the Procurement Act 2023 ([Guidance for reconciling publication requirements of the Procurement Act 2023 and the Local Government Transparency Code 2015 - GOV.UK](#)).

A review of the procedures for receipt of invoices, agreement of invoice details and confirmation of goods/ services delivery and approval for payment was undertaken. The process is as follows:

- Finance Administration Manager drafts the payment run (twice a month);
- RFO reviews the draft payment run for accuracy and approval;
- First and second approval – Two Councillors (authorise via email which is retained);
- First bank release of payments – Town Clerk;
- Second bank release of payments – Deputy Town Clerk.

There is effective segregation between the setting up of online payments and physical release of payments.

VAT reclaims are prepared and submitted in a timely manner in line with the underlying records and in accordance with current HMRC requirements. VAT claims are submitted via the financial software and receipt is recorded as required. The outstanding VAT claim from 2025/26 (£61,368.96) has been received.

Debit cards are in use. They are governed by Financial Regulations and the following Officers are provided with cards:

- CEO/Town Clerk
- Director of Finance and Resources (RFO)
- Director of Community Services (Acting Deputy Town Clerk)
- Community Operations and Resources manager
- Civic Officer

Balance are paid in full each month.

The Council adopted the General Power of Competence (GPC) at its meeting held on 24th July 2023 (Minute 99)

Re-adoption of the General Power of Competence

The report of the Town Clerk had been previously circulated. The Town Clerk gave the background behind the General Power of Competence for the benefit of new members and confirmed that the Town Council met the statutory Prescribed Conditions to have the power but needed to formally re-adopt it for the term 2023-2027.

PROPOSED BY: Councillor Catherine Gibbons SECONDED BY: Councillor Hugh Malyan

A vote was taken and accordingly it was carried. RESOLVED: That Weston-super-Mare Town Council meets the conditions in the Schedule to the Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012 no. 965; and therefore the Town Council resolves to re-adopt the General Power of Competence as described in the Localism Act 2011 for the current term of office 2023-2027.

The internal audit has confirmed that Council has complied with its financial regulations, payments were supported by invoices, all expenditure was approved and VAT appropriately accounted for.

C. This authority assessed the significant risks to achieving its objectives and reviewed the adequacy of arrangements to manage these.

The Council has prepared and formally adopted an appropriate and comprehensive register of assessed risks alongside an Action Plan. The action plan will be monitored during the year to ensure that risks identified are considered.

The Council has appropriate levels of insurance cover in place for land, buildings, public, employers' and hirers' liability, fidelity/employees (including members) liability, business interruption and cyber security.

The Council is insured with Aviva, Ecclesiastical and Coalition through James Hallam. The Aviva Policy Number is 100762261CCI, the Ecclesiastical Policy Number is 02IHG0471625 and the Coalition Policy Number is C-4X6F-070704-CYBER. The new insurance policy will run from 1st July 2026 to 30th June 2027. Council is adequately covered but this will be confirmed once the asset register has been updated and provided.

The policy includes Employer's Liability (£10 million), Public and Products Liability (£10 million), Commercial Crime and Director and Officer cover. There is a separate Cyber Security policy provided by Coalition Risk Solutions Ltd.

The Council is responsible for the management and maintenance of a number of play areas and the processes in place will be reviewed in Q2.

The Council does not have a specific Internal Controls policy in place but it does have a number of other policies. Internal controls are appropriate and effective.

The internal audit has confirmed that the Council has assessed significant risks it may face to achieving its objectives and appropriate arrangements are in place to manage these risks.

D. The precept or rates requirement resulted from an adequate budgetary process; progress against the budget was regularly monitored; and reserves were appropriate.

At its meeting held on 19th January 2026 Full Council formally approved the budget and the setting of a precept for the 2026/27 financial year. (Minute 284)

To approve Town Council Budget and Precept requirement for the year 2026/2027. The Town Council Budget and Precept requirement had been previously circulated. The Director of Finance and Resources advised that a supplementary report had been produced, which was circulated at the meeting, explaining that an error had occurred which changed the precept value but not the budget value, which still stood at 0%. The Leader clarified the budget process for context and advised that for accuracy, the proposed budget was a 0.08% increase.

PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor John Crockford-Hawley

A vote was taken and accordingly it was carried.

RESOLVED:

To approve:

1. The net revenue budget for the year 2026/2027, as reported, at £4,465,654. This was an annual council tax band D increase of £ 0.14 which equated to an £0.002 increase per week and a 0.08% overall budget increase.
2. The Town Council precept requirement value at £4,465,654 for submission to North Somerset Council.

It has been confirmed that a precept of £4,465,654 was requested. (MHCLG Parish Code E0104P033)

Budget monitoring is in place and undertaken every quarter by the F&GP Committee. Budget monitoring reports are included in the agenda and published on the website. an overspend report is also included in the paperwork and reviewed by Committee.

The Council has Earmarked Reserves in place and these are updated and reviewed quarterly by the F&GP Committee. A list of Earmarked Reserves is included in the agenda pack. At the end of June 2026 Reserves stood at £788,316.45

The Council has an adequate General Reserve to meet the recommendation in place, with specific allocated EMRs also in place.

The internal audit has confirmed that the precept was subject to an adequate budgetary process, budgets are monitored and reserves are appropriate.

E . Expected income was fully received based on correct prices, properly recorded and promptly banked; and VAT appropriately accounted for.

Aged debtors are reviewed on a quarterly basis by F&GP and appropriate follow up action are in place. Total aged debtors amount to £21,489.56 the majority of which are less than one month old.

A basic review of income was undertaken and appropriate controls are in place. There is a clear audit trail between invoicing and receipt of payments and income is properly reported and reviewed by F&GP.

The internal audit has found nothing of concern. Income is properly recorded and VAT is dealt with appropriately.

F. Cash payments were properly supported by receipts, all cash expenditure was approved and VAT appropriately accounted for.

The Council operates a petty cash system. Expenditure is recorded within the accounting package. A full review will be undertaken in Q3.

G. Salaries to employees and allowances to members were paid in accordance with the authority's approvals, and PAYE and NI requirements were properly applied.

During the Q1 audit a review on the June payroll was undertaken.

All staff have a contract in place. The Council has HR support for advice on all matters staff related.

No Member allowances are paid. The Mayor received an allowance which does go through the PAYE scheme.

Payroll is undertaken by an external contractor. Initial payroll information is submitted to the external contractor and the monthly reports including payslips are returned. All documents with sensitive information contained within are password protected.

A sample of staff salaries have been reviewed. Staff are employed on NJC pay scales. Tax codes have been applied to the employees reviewed.

The Local Government Pension Scheme is in place. Pension contributions are deducted and monthly payments of employee and employer contributions are made to the scheme.

Both employee and employer NI contributions are applied and submitted to HMRC on a monthly basis.

A test sample was undertaken and it was confirmed that the correct net pay was paid to the employee with tax, NI and pension contributions correctly deducted and paid to the respective agencies.

H. Asset and investment registers were complete and accurate and properly maintained.

An Asset Register is in place and the previous year's register is available to download. The register is currently being updated and a final version will be reviewed in Q2.

A copy of the insurance policy was provided and an initial review was undertaken.

Council had three loans in place at the end of the 2025/26 financial year. A full review of the loans in place will be undertaken at year end. The balances were as follows:

Number	From	To	Balance
PW488771	26-May-2004	01-May-2029	£42,000.00
PW496969	31-Mar-2010	01-Nov-2034	£148,533.44
584211	23-Dec-2022	23-Dec-2042	£170,000.00

The internal audit confirmed that asset and investment registers are properly maintained.

J. Accounting statements prepared during the year were prepared on the correct accounting basis (receipts and payments or income and expenditure), agreed to the cashbook, supported by an adequate audit trail from underlying records and, where appropriate, debtors and creditors were properly recorded.

Accounts are maintained on an income and expenditure basis as required by the Accounts and Audit Regulations 2015 as the Council has a turnover exceeding £200,000 per annum.

It has been confirmed that appropriate accounting arrangements are in place to account for debtors and creditors during the year and at the financial year-end. Regular reports are submitted to F&GP with regard to Debtors and a relevant policy is in place.

K. If the authority certified itself as exempt from a limited assurance review in the prior year, it met the exemption criteria and correctly declared itself exempt.

Not covered.

L. The authority publishes information on a free to access website / web page, up to date at the time of the internal audit in accordance with the relevant legislation.

Council is required to publish Transparency information as outlined in the Local Government Transparency Code 2015 ([Local government transparency code 2015 - GOV.UK](#))

The following information is published.

Expenditure exceeding £500

Local authorities must publish details of each individual item of expenditure that exceeds £500. [Published](#)

Government Procurement Card transactions

Local authorities must publish details of every transaction on a Government Procurement Card ([not applicable](#)).

Procurement information

Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000. [Not currently published. Councils are required to publish procurement information on the website. See the Code.](#)

Contracts

Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000. [Not currently published. Councils are required to publish all annual contracts that have a value of £5,000 per annum. See the Code.](#)

Information to be published annually

The following information should be published annually:

- Local authority land (The Asset Register) [Not published as a single document. Councils normally publish the asset register. The website does have information under “Our Services” with details of land owned and managed by the Town Council but the Code does require land and property to be listed.](#)
- Social housing assets [Not applicable](#)
- Grants to voluntary, community and social enterprise organisations [A Grants information page is in place but a list of grants awarded annually should also be included on the website.](#)
- Organisation chart (Staff structure with Council and Committee structure) [Published](#)
- Trade union facility time (only applicable if you provide facilities for union representatives) [Not applicable](#)
- Parking account (to be published if parking income received) [Not applicable](#)
- Parking spaces (publish the number of marked out controlled on and off-street parking spaces within their area, or an estimate of the number of spaces where controlled parking space is not marked out in individual parking bays or spaces) [Not applicable.](#)
- Senior salaries (Council has a number of Officer paid over the £50,000 threshold) [Not currently published](#)
- Constitution (Standing Orders) [Published](#)
- Pay multiple (see the code) [Not currently published](#)
- Fraud (see the code) [Not currently published](#)

It is recommended that Council considers adding a “Transparency Page” to its website to enable the publication of all the above information in an easily accessible place.

M. The authority, during the previous year, correctly provided for the period for the exercise of public rights as required by the Accounts and Audit Regulations.

The publication requirements have been met. The Notice states 1st July to 11th August 2026 which meets the statutory 30 day requirement.

At the Council meeting held on 29th June 2026 the Year End accounts were reviewed and adopted (Minute 34). Although the minute refers to the period of the exercise of Public Rights the dates were not included in the minutes. **It is recommended that the dates be included in future to meet best practice requirements.**

N. The authority complied with the publication requirements for the prior year AGAR.

Publication Requirements Under the Accounts and Audit Regulations 2015, Authorities must publish the following information on the authority website/webpage: Before 1 July 2025 authorities must publish:

- Notice of the period for the exercise of public rights and a declaration that the accounting statements are as yet unaudited: [Published](#)
- Section 1 - Annual Governance Statement 2025/26, approved and signed: [Published](#)

- Section 2 - Accounting Statements 2025/26, approved and signed: [Published](#)

Not later than 30 September 2026 authorities must publish:

- Notice of conclusion of audit:
- Section 3 - External Auditor Report and Certificate:
- Sections 1 and 2 of AGAR including any amendments as a result of the limited assurance review:

It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report. [Not currently published separately but is published as part of the relevant agenda packs.](#)

O. The authority complied with laws, regulations & proper practices relating to digital and data compliance.

This section will be reviewed in Q2. The following areas will be considered:

- Ensure local authority has, as a minimum, a single generic email address on an authority owned domain.
- Check that website accessibility has been tested, at least annually, and that the accessibility statement has been updated as required.
- Check when the authority last completed a data audit.
- Ensure the authority has prepared and formally adopted a data protection policy that is reviewed at least once annually.
- Ensure the authority has an up to date IT policy in place.

P. Trust funds (including charitable) - the Council met its responsibilities as a trustee.

The Council is not a Trustee.



Agenda item 7

Finance & General Purpose Committee 19th October 2026

Subject:	Quarter 1 Internal Audit report 2026-2027
Reason for Briefing Note:	Notification to council of internal audit review
Responsible Officer(s):	Chief Executive Officer / Town Clerk
Senior Lead:	Director of Finance & Resources
Date:	11 th August 2026
File Path:	

Reference: Notification of Quarter 1 (April – June 2026) review of corporate governance from the interim internal audit 2026-2027

1. Background to issue arising:

The quarter 1 internal audit report for the financial year 2026-2027 was received from our new internal auditor Parish and Town Auditing Services (PATAS).

The report has identified areas for review under the **Local government transparency code 2015**. This document sets out the minimum data that local authorities, with a annual precept of over £200,000, should be publishing, the frequency it should be published and how it should be published and is supported by NALC who advises town and parish councils to publish the following information online: Expenditures exceeding £500, government procurement card transactions, procurement information, local authority land, social housing assets, grants, organisation chart, trade union facility time, parking account, senior salaries, constitution, pay multiple, and fraud. Not all of the areas apply to this Council.

In line with the Local government transparency code 2015 the recommendations from the audit were identified below:

Audit section reference	Recommendation	WSMTC action required
L- Procurement information Local authorities must publish details of every invitation to tender for contracts to provide goods and/or services with a value that exceeds £5,000	Councils are required to publish procurement information on the website. Section 31	It is recommended that Council considers adding a "Transparency Page" to its website to enable the publication of all the above information in an easily accessible place
L- Contracts	Councils are required to publish all annual	



Agenda item 7

Finance & General Purpose Committee 19th October 2026

Local authorities must also publish details of any contract, commissioned activity, purchase order, framework agreement and any other legally enforceable agreement with a value that exceeds £5,000	contracts that have a value of £5,000 per annum. Section 32	
Audit section reference	Recommendation	WSMTC action required
L - Local authority land (The Asset Register)	Councils normally publish the asset register Section 35	It is recommended that Council considers adding a "Transparency Page" to its website to enable the publication of all the above information in an easily accessible place
L - Grants to voluntary, community and social enterprise organisations	A list of grants awarded annually should be included on the website. Sections 42 and 43	
L - Senior salaries (Council has a number of Officers paid over the £50,000 threshold)	Should be published. Section 48 and 49	
L - Pay multiple	Should be published. Section 51 and 52	
L - Fraud	Should be published. Section 53	
M - At the Council meeting held on 29 th June 2026 the Year End accounts were reviewed and adopted (Minute 34). Although the minute refers to the period of the exercise of Public Rights the dates were not included in the minutes	It is recommended that the dates be included in future to meet best practice requirements.	Democratic Services Manager notified and acknowledged inclusion for year end 2026/2027 minutes.
N - The authority complied with the publication requirements for the prior year AGAR	It is recommended as best practice, to avoid any potential confusion by local electors and interested parties, that you also publish the Annual Internal Audit Report on the website	Duly noted for 2026/2027 year-end report to be added to Plan Disc year end tasks



Agenda item 7

Finance & General Purpose Committee 19th October 2026

2.Summary of main considerations/ actions:

Members are required to:

Note the findings from the quarter 1 internal auditors report for 2026/2027 and the remedies identified for each recommendation.

Annual Governance Statements

Name of Authority: Weston super Mare Town Council

Web address: <https://wsm-tc.gov.uk/>

We acknowledge, as the members of the above authority, our responsibility for ensuring that there is a sound system of internal control, including arrangements for the preparation of the Accounting Statements. We confirm, to the best of our knowledge and belief, with respect to the Accounting Statements for the year ended 31 March 2026, that:

We have put in place arrangements for effective financial management during the year, and for the preparation of the accounting statements. Yes

We maintained an adequate system of internal control including measures designed to prevent and detect fraud and corruption and reviewed its effectiveness. Yes

We took all reasonable steps to assure ourselves that there are no matters of actual or potential non-compliance with laws, regulations and Proper Practices that could have a significant financial effect on the ability of this authority to conduct its business or manage its finances. Yes

We provided proper opportunity during the year for the exercise of electors' rights in accordance with the requirements of the Accounts and Audit Regulations. No

We carried out an assessment of the risks facing this authority and took appropriate steps to manage those risks, including the introduction of internal controls and/or external insurance cover where required. Yes

We maintained throughout the year an adequate and effective system of internal audit of the accounting records and control systems. Yes

We took appropriate action on all matters raised in reports from internal and external audit. Yes

We considered whether any litigation, liabilities or commitments, events or transactions, occurring either during or after the year-end, have a financial impact on this authority and, where appropriate, have included them in the accounting statements. Yes

Trust funds including charitable. In our capacity as the sole managing trustee we discharged our accountability responsibilities for the fund(s)/assets, including financial reporting and, if required, independent examination or audit. N/A

We have put in place arrangements for the effective IT and data management in accordance with proper practices during the year under review. Yes

For any statement to which the response is 'no', an explanation follows on the next page.

This Annual Governance Statement was approved at a meeting of the authority on:

On this date

As recorded in minute reference

29.06.2026

34.3 (b)

Signed by the Chair and Clerk of the meeting where approval was given:

Signed by Chair

Signed by Clerk

Owen R James

Dean

*Published web address

<https://wsm-tc.gov.uk/>

2025/26

Accounting Statements

Name of Authority: Weston super Mare Town Council

Key	Year ending 31 March 2025	Year ending 31 March 2026
Balances brought forward	£948,710	£1,287,999
Precept	£3,135,840	£4,450,668
Total other receipts	£979,468	£698,008
Staff Costs	£1,421,087	£1,602,452
Loan interest/capital repayments	£54,042	£52,961
All other payments	£2,300,890	£2,919,504
Balances carried forward	£1,287,999	£1,861,758
Total value of cash and short term investments	£1,250,374	£1,842,305
Total fixed assets plus long term investments and assets	£5,325,516	£6,172,552
Total borrowings	£395,577	£360,534

*The figures in bold above are restated

I certify that for the year ended 31 March 2026 the Accounting Statements in this Annual Governance and Accountability Return have been prepared on either a receipts and payments or income and expenditure basis following the guidance in Governance and Accountability for Smaller Authorities - a Practitioners' Guide to Proper Practices and present fairly the financial position of this authority.

Signed by Responsible Financial Officer before being presented to the authority for approval:

Signed by the Responsible Financial Officer

Date



25.06.2026

I confirm that these Accounting Statements were approved by this authority on this date:

On this date

As recorded in minute reference

Signed by Chair

29.06.2026

34.3 (b)

Owen James

Do the figures in the accounting statements above exclude any Trust transactions?

Yes

If your council's declaration in respect of trust funds has changed from the prior year, please provide an explanation for this change

not applicable

Restated figures

Do you need to restate figures from your previous years annual statements?

No

Please give full details why any figure needs to be restated

Section 3 – External Auditor’s Report and Certificate 2025/26

In respect of

Weston-Super-Mare Town Council

1 Respective responsibilities of the auditor and the authority

Our responsibility as auditors to complete a **limited assurance review** is set out by the National Audit Office (NAO). A limited assurance review is **not a full statutory audit**, it does not constitute an audit carried out in accordance with International Standards on Auditing (UK & Ireland) and hence it **does not** provide the same level of assurance that such an audit would. The UK Government has determined that a lower level of assurance than that provided by a full statutory audit is appropriate for those local public bodies with the lowest levels of spending.

Under a limited assurance review, the auditor is responsible for reviewing Sections 1 and 2 of the Annual Governance and Accountability Return in accordance with NAO Auditor Guidance Note 02 (AGN 02) as issued by the NAO on behalf of the Comptroller and Auditor General. AGN 02 is available from the NAO website – <https://www.nao.org.uk/code-audit-practice/guidance-and-information-for-auditors/>.

This authority is responsible for ensuring that its financial management is adequate and effective and that it has a sound system of internal control. The authority prepares an Annual Governance and Accountability Return in accordance with *Proper Practices* which:

- summarises the accounting records for the year ended 31 March 2026 and
- confirms and provides assurance on those matters that are relevant to our duties and responsibilities as external auditors.

2 External auditor’s limited assurance opinion 2025/26

On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.

(continue on a separate sheet if required)

Other matters not affecting our opinion which we draw to the attention of the authority:

The authority has disclosed that it has not complied with one of the governance assertions within the Annual Governance Statement. The authority has provided the appointed auditor with an adequate explanation for non-compliance and details of the actions necessary to address identified weaknesses.

(continue on a separate sheet if required)

3 External auditor certificate 2025/26

We certify that we have completed our review of Sections 1 and 2 of the Annual Governance and Accountability Return, and discharged our responsibilities under the Local Audit and Accountability Act 2014, for the year ended 31 March 2026

External Auditor Name

ENTER NAME OF EXTERNAL AUDITOR BDO LLP - Southampton

External Auditor Signature

DocuSigned by:
BDO LLP
467DFB746A8A428...

Date

11 September 2026



Agenda item 7.2

Finance & General Purpose Committee 19th October 2026

Subject:	External Auditors Conclusion for year-end accounts 2025/2026
Reason for Briefing Note:	Notification to council of the external audit conclusion
Responsible Officer(s):	Chief Executive Officer / Town Clerk
Senior Lead:	Director of Finance & Resources
Date:	18 th September 2026
File Path:	

Reference: External auditors conclusion
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Purpose of Report

To advise the Finance and General Purposes Committee of the conclusion of the external audit of the Council's Annual Governance and Accountability Return (AGAR) for the financial year ended 31 March 2026 and to report the findings of the external auditor.

1. Background

The Council is required to complete an Annual Governance and Accountability Return as part of the statutory accountability framework applying to local councils.

The AGAR comprises, amongst other requirements, the Annual Governance Statement (Section 1) and Accounting Statements (Section 2). These were approved by the Council on 25th June 2026 and subsequently submitted for external audit in accordance with the applicable statutory timetable.

The external auditor has now completed the **limited assurance review** of the Council's 2025/26 AGAR.

The applicable Proper Practices for the 2025/26 AGAR are contained within the **Practitioners' Guide 2025**, issued by the Smaller Authorities Proper Practices Panel (SAPPP). The Guide expressly states that its Proper Practices apply to the financial year ending 31 March 2026 and that the AGAR for that year must be prepared in accordance with Sections 1 and 2 of that edition.



Agenda item 7.2

Finance & General Purpose Committee 19th October 2026

2. External Auditor's Conclusion

On the 14th September 2026 the external auditor issued to the Council its report and certificate following completion of the review.

The auditor states:

“On the basis of our review of Sections 1 and 2 of the Annual Governance and Accountability Return, in our opinion the information in Sections 1 and 2 of the Annual Governance and Accountability Return is in accordance with Proper Practices and no other matters have come to our attention giving cause for concern that relevant legislation and regulatory requirements have not been met.”

No qualification has been made to the external auditor's opinion.

The conclusion therefore confirms that, within the scope of the external auditor's limited assurance review:

- Sections 1 and 2 of the AGAR are in accordance with Proper Practices; and
- no matters came to the external auditor's attention giving cause for concern that relevant legislation and regulatory requirements had not been met.

Accordingly, the Council's 2025/26 external audit has concluded without qualification or matters being raised within the auditor's opinion requiring the Council's attention.

3. Statutory and Regulatory Framework

The external audit and accountability arrangements for the Council are principally governed by the Local Audit and Accountability Act 2014, the Local Audit (Smaller Authorities) Regulations 2015, and the Accounts and Audit Regulations 2015. The Smaller Authorities Regulations provide the statutory framework for the appointment of local auditors and the audit arrangements applying to smaller authorities.

The Practitioners' Guide 2025 provides the Proper Practices applicable to preparation of the Council's 2025/26 Annual Governance Statement and Accounting Statements.



Agenda item 7.2

Finance & General Purpose Committee 19th October 2026

4. Governance Significance

The external auditor's conclusion provides independent assurance, within the scope of the statutory limited assurance review, regarding the Council's annual governance and accounting return.

An unqualified conclusion with no matters raised for concern is a positive outcome for the Council's financial governance and accountability arrangements.

It should, however, be recognised that the external auditor undertakes a **limited assurance review**. The conclusion should therefore not be interpreted as providing absolute assurance that every financial transaction, control or aspect of the Council's wider governance arrangements has been individually audited.

The external audit forms part of the Council's wider assurance framework, alongside its systems of internal control, internal audit, financial management, risk management and the annual governance review.

5. Publication

Following receipt of the External Auditor's Report and Certificate, the Council must complete the statutory conclusion-of-audit publication requirements.

Regulation 16 requires publication as soon as reasonably practicable following conclusion of the audit.

The Notice of Conclusion of Audit was published on the Council's website, in accordance with the statutory requirements, on 22nd September 2026.

6. Financial Implications

There are no additional financial implications arising directly from the external auditor's conclusion.

7. Risk and Governance Implications

No qualifications or matters requiring action have been identified within the external auditor's opinion.

The clean conclusion provides additional assurance to Members regarding the Council's statutory financial reporting and governance arrangements for 2025/26.



Agenda item 7.2

Finance & General Purpose Committee 19th October 2026

The Council should nevertheless continue to maintain and develop its internal control, internal audit, risk management and financial governance arrangements throughout 2026/27.

8. Recommendation

The Finance and General Purposes Committee is recommended to:

1. **note** the External Auditor's Report and Certificate for the year ended 31 March 2026;
2. **note** that the external auditor concluded that Sections 1 and 2 of the Council's Annual Governance and Accountability Return were in accordance with Proper Practices and that no other matters came to the auditor's attention giving cause for concern that relevant legislation and regulatory requirements had not been met;
3. **note** that no qualification was made to the external auditor's opinion
4. **note** that the statutory conclusion-of-audit publication requirements have completed in accordance with Regulation 16 of the Accounts and Audit Regulations 2015.