



WESTON-SUPER-MARE TOWN COUNCIL

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
SPECIAL FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT 32 WATERLOO STREET
MONDAY 10TH JULY 2025**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.05 pm

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

ALSO, IN ATTENDANCE: Sarah Pearse (Chief Executive Officer/Town Clerk), Helen Morton (Director of Finance & Resources), Samantha Bishop (Democratic Services Manager), Molly Matthews (Senior Development Officer), and 3 (Members of the public).

89	<p>Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillors Helen Thornton, substituted by John Carson and Charlie Williams and with no substitution.</p>
90	<p>Declarations of Interest</p> <p>There were no declarations of interest received from committee members.</p>
91	<p>To approve the Minutes of the Finance and General Purposes Committee Meeting held on the 16th June 2025</p> <p>The minutes of the meeting had been previously circulated.</p> <p>Councillor John Carson conveyed his grave disappointment about the previous decision made on the allotments. He understood the legalities, however the lack of monitoring of the agreement between WSMTC and the Allotment Club, and consequently the waiting lists, was the reason for plot holders outside of the parish acquiring allotments over many years. Allotment plots were a huge part of people's lives and they should not be evicted for an administrative error.</p> <p>The Town Clerk/CEO clarified that the law stated that all parishes should look to provide land for allotments for its residents only and therefore residents outside of the parish of WSM should address their parish council.</p>

	<p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor John Crockford-Hawley</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the minutes of the Special Finance & General Purposes Committee Meeting held on 16th June 2025 be approved and signed by the Chair.</p>
92	<p>To receive the Notes of the DRAFT Devolution Start and Finish Group Meeting held on the 18th June 2025</p> <p>The Notes had been previously circulated.</p> <p>RESOLVED: That the Notes of the DRAFT Devolution Start and Finish Group Meeting held on the 18th June 2025 minutes of the be received.</p>
	<p>FINANCE</p>
93	<p>Audit 93.1 To Review the Effectiveness of the Auditor</p> <p>The council considered the report and had no comments with regard to the effectiveness of the Internal Auditor.</p> <p>93.2 External Audit-Conflict of Interests Declaration</p> <p>The report of the Chief Executive Officer/Town Clerk had been previously circulated which advised that as one of the External audit requirements for the year ending 2024/ 2025, there was a requirement to sign and declare that there were either no conflicts of interest with our external auditor BDO LLP or list out any conflicts of interest (if applicable).</p> <p>It was not believed that were are any known reasons why the council would not be able to confirm this as being the case, and indeed they had signed the declaration in previous years.</p> <p>PROPOSED BY: Councillor Mark Canniford SECONDED BY: Councillor Ciaran Cronnelly</p> <p>A vote was taken and accordingly, it was carried.</p> <p>RESOLVED: To sign the conflict of Interest form declaring that there are no conflicts of interest with BDO LLP or issues with regard to the effectiveness of the Internal Auditor.</p>
94	<p>Old Town Quarry Project 94.1 Delivery of COF grant for the Old Town Quarry WP7 – South West Heritage Trust</p> <p>The report of the Senior Development Officer/ CEO/Town Clerk had been previously circulated.</p> <p>The purpose of the report was to approve use and allocation of work package 7 of the Community Ownership Fund (community interpretation).</p> <p>As part of the larger Community Ownership Funded project for the Old Town Quarry, £30,000 was allocated to Work Package 7 – Community Interpretation.</p>

It was envisaged that this funding would enable interpretation of the site, covering its historical, environmental and artist background, as well as developing the sites' identity moving forward.

It was noted that:

- There had been a delay in the development of the programme with Worlebury Hillfort, who now had their grant.
- Signage and interpretation was done in tandem, demonstrating great partnership working of two projects being coordinated through grant funding.

Members challenged finances, in particular the 5 illustrated signs for 24k and Drone footage costs. The Town Clerk/CEO advised that the signs were for interpretation of which the drone footage is needed and this figure stated was for the whole project rather than just 5 signs mentioned.

The associated time restrictions were noted as well as any grant monies not utilised, would go back to central government.

The need for council's to be able to challenge local government frameworks and pricing structures going forward was discussed.

The Town Clerk informed that SWHT needed to show due diligence in their procurement and had supplied a copy of their procurement procedures (attached with the report).

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor John Crockford-Hawley

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

RESOLVED:

1. To approve the allocation/ transfer of monies from WP7 of the Community Ownership Fund Grant to the South West Heritage Trust for the delivery of grant aims, recognising that in the event that any monies are not utilised, the heritage trust will repay these to the Town Council. Total value of transfer as detailed in the table above £24,202.50.
2. In addition, officers to seek clarity on spend.

94.2 Studio Management Strategy

The DRAFT Strategy had been previously circulated (as recommended by the start and finish group 27th May 2025).

Members were requested to approve the attached strategy.

The Senior Development Officer reported that this would allow the WSMTC to let out studios at the quarry utilising a framework which would become a community resource if approved.

It was noted that the strategy had already been through review at QS&FG.

An amendment was suggested to page 53 (*visitors and occupants – toilets*)

PROPOSED BY: Councillor Gill Bute

SECONDED BY: Councillor Peter Crew

	<p>A vote was taken and accordingly, it was carried.</p> <p>RESOLVED: That with the above amendment, Studio Management Strategy be approved.</p> <p><i>At this point in the meeting members of the public left at 7.25 pm</i></p>
95	<p><i>To resolve under the Public Bodies (Admissions of Meeting) Act 1960 to exclude the public and press for the following item by reasons of the confidential nature of the business.</i></p>
96	<p>Old Town Quarry Project</p> <p>96.1 Café Concession Procurement Exercise</p> <p>The report of the Senior Development Officer/ CEO/Town Clerk - Procurement for the Café Operation at the Old Town Quarry had been previously circulated. A further red report was circulated at the meeting.</p> <p>The Town Clerk/CEO advised that in order to have consistency across the town WSMTC have had guidance and support from NSC. There had been a change in procurement guidelines half way through, which meant officers had to restart process. Much networking and approaches were made to local businesses, however there was only one tender submitted which had come in just above the contract figure at £26k. The quality of the submission was of a very good standard, noting they had other concessions around the town. £33k investment was proposed in year 1, with a further £3k year 2. WSMTC may need to look at lease extension, with a 5year break clause and it was noted that NSC had approved this.</p> <p>A full breakdown of suggested investments was included within the report which suggested a 15year lease with one, 5year break clause and rent reviews every 5years.</p> <p>Members added that this was be to monitored by officers.</p> <p>PROPOSED BY: Councillor Mark Canniford SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and accordingly, it was carried.</p> <p>RESOLVED:</p> <ol style="list-style-type: none"> 1. That based on the high quality of the tender submission, to award The Food Hub (WSM) Limited the tender for operation of the café at the Old Town Quarry. 2. On a15 year lease, with one break clause at year 5, rent reviews every 5 years to be monitored by officers. <p><i>At this point in the meeting, both the Democratic Services Manager and Senior Development Officer left the meeting.</i></p>
97	<p>Blakehay Theatre Transfer to Weston Hub CIC</p> <p>The red report and appendix x1 of the Chief Executive Officer/Town Clerk was available at the meeting.</p> <p>Members considered the report in detail and acknowledged the needs and recommendations included within.</p>

PROPOSED BY: Councillor Ciaran Cronnelly
SECONDED BY: Councillor Jill Bute

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

RESOLVED:

1. To note the realistic timeline advised by the council's appointed solicitors Wards with regard to the lease execution and signing (late autumn/ before Christmas 2025).
2. For Officers to carry out an in year business review (financial positions to date) and financial forecast, identifying risk associated with a delay in lease execution from September 25.
3. Approve the MOU detail provided (Appendix 1) and authorise the CEO/Town Clerk to formalise this document (sign on behalf of the council) and issue to Weston Hub CIC for formal signature. Date of commencement upon signing.

There being no further business the Chair closed the meeting at 8.05 pm

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



WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
SPECIAL GRANTS AND GOVERNANCE SUB COMMITTEE
HELD AT 32 WATERLOO STREET
WEDNESDAY 27TH JUNE 2025

Meeting Commenced: 10.20 am

Meeting Concluded: 10.44 am

PRESENT: Councillors Hugh Malyan (Chair), Joe Bambridge, James Clayton and Caroline Reynolds (S).

ALSO, IN ATTENDANCE: Sarah Pearce (Chief Executive Officer/Town Clerk), Fay Powell (Director of Operational Services/Deputy Town Clerk), Rebecca Saunders (Civic Officer & PA to the CEO/Town Clerk)) and Archie Stephen (Mayors Cadet/Work experience student).

61.	<p>Election of Chair</p> <p>The CEO/ Town Clerk invited nominations for the position of Chair.</p> <p>PROPOSED BY: Councillor James Clayton SECONDED BY: Councillor Caroline Reynolds</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That Councillor Hugh Malyan be elected Chair of the Grants & Governance Sub Committee.</p>
62.	<p>Apologies for Absence and Notification of Substitutes</p> <p>Apologies were received from Councillors Mike Bell substituted by Caroline Reynolds</p> <p>Apologies were also received from Councillors Alan Peak and John Standfield with no substitutions.</p>
63.	<p>Declarations of Interest</p> <p>Councillor James Clayton declared an interest in Item 6 as employee of Weston BID.</p>

64.	<p>Election of Vice Chair</p> <p>The Chair invited nominations for the position of Vice Chair.</p> <p>PROPOSED BY: Councillor Hugh Malyan SECONDED BY: Councillor James Clayton</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That Councillor John Stanfield be elected Vice Chair of the Grants & Governance Sub Committee.</p>
65.	<p>To agree the accuracy of the previous Grants and Governance Sub Committee Minutes held on 17th April 2025</p> <p>The minutes from the previous meeting had been previously circulated.</p> <p>PROPOSED BY: Councillor Hugh Malyan SECONDED BY: Councillor James Clayton</p> <p>A vote was taken and accordingly it was carried.</p> <p>RESOLVED: That the minutes of the Grants and Governance Sub Committee Meeting held on 17th April 2025 be approved and signed by the Chair.</p>
66.	<p>GRANTS</p> <p>To consider the proposal from the BID for a Summer events programme for the Town Centre 2025</p> <p>Members were requested to approve the programme of events from the allocated EMR of £27,000 put in place to improve Town Vitality.</p> <p>The CEO/Town Clerk had previously reported a surplus of £40k from the last years Community Grants budget and subsequently decision was made to ringfence this amount to allow Weston BID to submit proposals to utilise these funds for a summer programme of Events that would attract visitors to the Town Centre in line with the strategy commitment to improve Vitality.</p> <p>The committee considered the proposal and queries were raised as follows:</p> <ul style="list-style-type: none"> • Inclement weather plan, would the event be rescheduled or relocated to avoid wasted funds. • Short time scale to get all the necessary paperwork completed with North Somerset Council <p>PROPOSED BY: Councillor Hugh Malyan SECONDED BY: Councillor Caroline Reynolds</p> <p>Councillor James Clayton abstained from the vote.</p> <p>A vote was taken and carried. Accordingly, it was:</p>

RESOLVED: Under power: General Power of Competence (LA 2011 s1(1)) to award Weston BID funds for:

- Up to 3 Dino Days sessions
- Up to 3 Bike and tightrope sessions
- Up to 3 Ocean Safari adventure trail sessions

All to include an inclement weather plan.

67. To receive the proposal from NSC – for the Town Council to administer and extra £15k Community Grants budget

The CEO/Town Clerk reported that North Somerset Council would like to add 15k to the existing Town Council 'Events Grant Fund'. The £15k was prize money due to Weston-super-Mare winning 'Best Town for Business Environment' in 'Let's Celebrate Towns' last year. There was no deadline to spend the money, or guidance other than that it should be spent towards a community project that would benefit the town and support local businesses and aligned with the Events Grant criteria. The request process was noted as follows:

- The Town Council to process grants via the existing processes
- A North Somerset Officer with events knowledge to attend meetings in a non-voting capacity to have input/add value to the decision-making process
- Joint comms/visibility around NSC's contribution to the grant for part or solely funded events
- Funds to be invoiced as grants awarded until all monies allocated

The Committee felt it would be sensible to have a separate application form for these monies and they should be awarded before current funds in the budget.

PROPOSED BY: Councillor Hugh Malyan

SECONDED BY: Councillor Joe Bambridge

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

RESOLVED: To accept the £15k funding from North Somerset Council and appoint a non-voting North Somerset Officer.

There being no further business the Chair closed the meeting at 10.44 am

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

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 4th JUNE 2025
32 WATERLOO STREET/HYBRID**

Meeting Commenced: 9.30am

Meeting Concluded: 10.15 am

PRESENT: Helen Morton (Director of Finances & Resources), Lisa Clemons (Museum Services Manager), Sophie Roberts (Senior Functions & Customer Services Officer), Matt Hardy (Community Operations & Resource Manager), Rob Heath (Lighting Technician),

Meeting Chair: Helen Morton

		ACTION
1.	Apologies for Absence Apologies were received from Fay Powell, Warren Parkers-Mills and Julie Smith.	
2.	Notes of the Previous Meeting <ul style="list-style-type: none">• 3. Training: HM is reviewing e-learning.• 5.Maintenance & Anti-Social Behaviour: LC to read asbestos register for grounds department• 9.Toolbox Talks: HM to review	LC HM
3.	Training HM reminded all that the training budget for this year needs to cover the management training with Tim, this is already committed income so managers advised to check remaining budgets before committing to training requests. JS booked First Aid training at museum SR to confirm date and send to MH.	SR
4.	Audit - RAG Rating LC & SR have no Health & Safety Nest Access, HM to contact Work Nest to understand any issues. HM would like managers to use the Work Nest portal for the audit not the spreadsheet to enable all (including auditor) to have the latest information at all times.	HM

5.	<p>Maintenance & Anti-Social Behaviour</p> <p>HM asked all managers to send a list of jobs that are considered quick fixes to MH who will assess to see if the work can be done by MD.</p> <p>HM asked all to note that Spansec have pressures at the moment due to illness which may impact their availability at the moment.</p> <p>HM requested managers to send over any maps they may have of CCTV camera & PIR sensor locations at their sites. MH suggested Development may have these, RH to ask MM about the theatre.</p> <p>SR reported a car permanently parked in the disabled bay at the museum with a blue badge displayed, HM suggested checking the serial number on the badge and phone NSC, SR also to call non-emergency police line for a possible welfare check as owner may be vulnerable.</p> <p>LC reported problems at Castle Batch play area due to travellers camping there, FP is aware and has discussed with LC.</p>	SR
6.	<p>Compliance Schedule</p> <p>LC to check Fire Extinguishers for Grounds department and forward list of type and expiry date to HM. RH to forward the same info for the Blakehay.</p>	LC/RH
7.	<p>Risk Assessments - updates and new</p> <p>RH reported that Blakehay user's RA's are awful, HM advised it is not our responsibility to write RA's for organisations but inadequate ones can be challenged if they do not cover necessary issues required by WSMTC.</p>	
8.	<p>Health & Safety Issues - accidents and near misses</p> <p>MH reported a near miss incident including a golf ball at the Water Park. SR reported an epileptic seizure at the museum HM has the accident report. Paramedics attended but patient was not hospitalised. SR & HM discussed the loose cobbles in the courtyard at the museum, HM will do a site visit to assess whole floor when returned from annual leave.</p>	

9.	Toolbox Talks Under review by HM	HM
10.	Suggested areas for next meeting, Chair of next meeting date/venue confirmation Date: 2 nd July 2025 – Chamber Waterloo Street/Hybrid Chair – SR Signed..... Dated.....	



WESTON-SUPER-MARE TOWN COUNCIL

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF COUNCIL OF SANCTUARY
START AND FINISH GROUP
HELD AT 32 WATERLOO STREET
WEDNESDAY 6TH AUGUST 2025**

Meeting Commenced: 10.04am

Meeting Concluded: 11.03am

PRESENT: Members: Councillors Gillian Bute, James Clayton(via Zoom) , Peter Crew, Catherine Gibbons,Hugh Malyan, Robert Payne and Caroline Reynolds(via Zoom).

ALSO, IN ATTENDANCE: Councillor John Crockford-Hawley Sarah Pearse (CEO/ Town Clerk), Fay Powell(Director of Community Services/Deputy Town Clerk),Molly Matthews (Senior Development Officer) ,Jenna Berry (Community Wellbeing Development Officer) and Rebecca Saunders (Civic Officer and PA To the CEO/Town Clerk)

1.	<p>The CEO/Town Clerk advised that as part of the ongoing policy and procedure reviews, ALCA had advised that Start & Finish Groups / working parties did not legally require a chair to be elected as they are not a decision making function, as such option was given to members as to whether they would like the meeting to be enabled by either the Town Clerk or a councillor on this occasion. After an informal debate with views on both options expressed, and the decline of the chair role by two proposed members a vote was taken and it was agreed the Town Clerk would facilitate the meeting and work through the agenda with the group.</p> <p>Apologies for Absence and Notification of Substitutes</p> <p>There were no apologies received.</p> <p>It was noted Cllr Crockford-Hawley was in attendance only.</p>
2.	<p>Declarations of Interest</p> <p>Councillor Caroline Reynolds declared a non-pecuniary interest as a trustee of RWNS(Refugees welcome North Somerset) (non paid voluntary role).</p>
3.	<p>To agree Terms of Reference</p> <p>To review the feedback from the engagement events and understand what the accreditation process would entail and make a recommendation to the Finance and</p>

	<p>General Purposes committee with regard to whether the Town Council progresses to the next phase of the council of sanctuary accreditation scheme.</p> <p>RECOMMENDED: The terms of Reference were noted by the group and understood..</p>
4.	<p>To review feedback from:</p> <ul style="list-style-type: none"> • Engagement Events • Public Survey • Other Communications <p>The Senior Development Officer gave an oversight of the report and how it was collated.</p> <p>The Survey had closed on 31st July and responses from addresses out of the area had been highlighted and themes had been consolidated, 2 x scheduled in person Engagement events had taken place as scheduled and addition information (letter and petition) handed into the CEO/Town Clerk by a local Resident had been supplied to the group ahead of the meeting.</p> <p>Discussion points were as follows;</p> <ul style="list-style-type: none"> ➤ The timeline and process for releasing tickets for engagement sessions had not been adhered to by elected members, resulting in allowing early access which was felt to have been unhelpful to the process and was felt to be unfair ➤ Petition which had been received on 4th August containing 945 (noting 40 of which from non-Weston residential postcodes) ➤ Misinformation around national government policy and the intention of The Council of Sanctuary had been evident across media channels ➤ Mis interoperation of wording on the Council of Sanctuary website ➤ Vast ranging opinions and diverse views on the subject had created division in the community counteracting the intension of the motion ➤ Other great work being done in the community across multiple community groups for refugees was noted. ➤ How the motion was communicated with Councillors ahead of The Town Council meeting ➤ Feedback to individual ward councillors on this topic ➤ Acknowledgement of the workload and future internal resource the motion has created so far and could need going forward. ➤ Strengthening The Town Councils Commitment to its Anti Racism pledge in other ways working with the community to do so. <p>PROPOSED BY: Councillor James Clayton SECONDED BY: Councillor Gillian Bute</p> <p>The Start and Finish Group:</p> <ul style="list-style-type: none"> • Notes that there were a range of opinions as part of the Council of Sanctuary engagement, with diverse views on a range of issues • Notes that Weston-super-Mare is a diverse and welcoming town with a range of communities, supported well by fantastic charities, community groups and individuals with which the Town Council works closely. • It therefore recommends that Weston-super-Mare Town Council does not proceed further

	<p>with the council of sanctuary scheme as the cost, time and commitment outweigh any potential benefit</p> <p>A vote was taken and carried. Accordingly.</p> <p>RECOMMENDED: To the next Finance and General Purposes Committee (August 2025) that:</p> <p>Weston-super-Mare Town Council does not proceed further with the council of sanctuary scheme as the cost, time and commitment outweigh any potential benefit.</p>
5.	<p>Council of Sanctuary Accreditation Process Next Steps</p> <p>The CEO/Town Clerk outlined the proposed next steps which would start by officially signing up for accreditation.</p> <p>Discussed ensued around the resolution on item 4 and how a pause in continuing the accreditation process until the outcome of Full Town Council meeting in November to avoid wasted officer time and resource.</p> <p>PROPOSED BY: Councillor Hugh Malyan SECONDED BY: Councillor Gillian Bute</p> <p>A vote was taken and carried. Accordingly.</p> <p>RECOMMENDED: The Town Council to pause all actions related to the accreditation process until the matter is resolved by Finance & General Purposes and Full Town Council.</p>
6.	<p>To agree future agenda items</p> <p>To pause until future direction has been established.</p>
7.	<p>To agree future meeting dates</p> <p>To pause until future direction has been established.</p>
	<p>There being no further business the Chair closed the meeting at 11.03am.</p> <p>Signed.....Dated</p> <p>Chair of the Blakehay Business Review Start and Finish Group.</p>



- Financial Governance
- Meeting dates
- Policy Governance
- Procedural Governance

Report of the Anti-Racism Champion – Councillor Caroline Reynolds

Since being appointed as Anti-racism Champion I have attended two Anti-racism meetings which then stopped. I have been to meetings and events with the Multi-cultural Friendship Awareness Group, Refugees Welcome North Somerset and Race Equality North Somerset as well as training events with these organisations. I have also followed some political party training.

I am the Chair of Governors at Walliscote School and I attend there every day when I collect my granddaughter, talk to parents and staff and consider strategy. In the school 46% of the children speak English as an additional language. I also promote diversity and inclusion within the Extended Learning Academies Trust.

In addition I monitor groups on Facebook that promote racism.

Prior to the March 24th motion to council, I researched the City of Sanctuary Award and attended Zoom meetings and training with that group.

Since March, I have answered emails with regard to the City of Sanctuary Award and had meeting with individuals and small groups to explain my reasons for proposing this award and the principles behind it. I also met with officers and colleagues to discuss the process.

On my return from holiday next week I will be happy to provide more details, if necessary and to report to your next meeting in any format you require.

Finance & General Purpose Committee

Schedule of unapproved expenditure – Report of the Finance Administration Manager

		General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	Totals
<u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u>						
	Apr-25	£ 25,920.90	£ 438,413.12	£ 12.81	£ 8.50	£ 464,355.33
	May-25	£ 34,340.83	£ 394,092.40	£ 17.04	£ 8.50	£ 428,458.77
	Jun-25	£ 38,877.90	£ 751,901.25	£ 13.31	£ 8.50	£ 790,800.96

Finance & General Purposes Committee Agenda
Bank Reconciliation Statements – Report of the Finance Administration Manager

BANK RECONCILIATIONS

BANK RECONCILIATIONS	Agenda Item				ADD							Monthly totals
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Sanatnder Investment	Petty Cash & floats held:				
								Petty Cash 32 Waterloo Street	Museum Petty Cash & Floats	VIC/WP Petty Cash & Floats	Blakehay Floats	
Summary of reconciliations attached	£	£	£	£		£	£	£	£	£	£	£
30th April 2025												
Account Balance	2,902,492.62	17,505.92	6,292.63	31,133.81								
Less: Unpresented cheques and BACS (p/l & imprest trs)	281,591.04	0.00	0.00	0.00								
plus: receipts not banked	3,101.79	0.00	0.00	0.00								
	2,624,003.37	17,505.92	6,292.63	31,133.81	2,678,935.73	100,000.00	420,000.00	300.00	540.00	300.00	350.00	3,200,425.73
31st May 2025												
Account Balance	2,475,568.29	17,488.88	6,284.13	31,161.96								
Less: Unpresented cheques and BACS (p/l & imprest trs)	228,151.00	87.24	0.00	0.00								
plus: receipts not banked	8,565.24	0.00	0.00	0.00								
	2,255,982.53	17,401.64	6,284.13	31,161.96	2,310,830.26	100,000.00	420,000.00	300.00	540.00	300.00	350.00	2,832,320.26
30th June 2025												
Account Balance	2,136,834.94	17,388.33	6,275.63	31,191.07								
Less: Unpresented cheques and BACS (p/l & imprest trs)	614,039.37	0.00	0.00	0.00								
plus: receipts not banked	11,532.37	0.00	0.00	0.00								
	1,534,327.94	17,388.33	6,275.63	31,191.07	1,589,182.97	100,000.00	420,000.00	300.00	540.00	300.00	350.00	2,110,672.97

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Central Administration							
4000 Staffing Costs	340,982	112,180	533,675	421,495		421,495	21.0%
4001 Salaries - Agency	12,194	9,992	10,323	331	4,738	(4,407)	142.7%
4006 Moorepay/IT payroll HR softwar	6,065	1,424	5,500	4,076		4,076	25.9%
4007 Personnel Consultants	5,370	3,545	5,200	1,655		1,655	68.2%
4008 CRB Checks/staff services	1,180	510	1,200	690		690	42.5%
4009 Health & Safety Consultant	4,657	2,735	3,500	765		765	78.1%
4011 Employers Superannuation	18,380	0	0	0		0	0.0%
4012 Travel & Subsistence Expenses	383	55	400	345		345	13.7%
4013 Training	6,299	1,037	9,194	8,158	2,000	6,158	33.0%
4019 Website Costs-TC	379	94	600	506		506	15.7%
4030 Equipment Purchase	687	0	0	0		0	0.0%
4031 Equipment - Rental	8,158	0	0	0		0	0.0%
4035 Telephone	6,627	0	0	0		0	0.0%
4036 Stationery	2,355	554	2,500	1,946		1,946	22.1%
4040 Audit & Accountancy	8,118	1,833	11,000	9,168	1,062	8,106	26.3%
4041 Fees, Subs and Conferences	6,865	5,255	8,570	3,315		3,315	61.3%
4042 Postages	1,779	418	2,000	1,583		1,583	20.9%
4043 Ink Cartridges/printing	2,908	552	3,000	2,448		2,448	18.4%
4044 Insurance	11,917	1,294	13,000	11,707		11,707	9.9%
4049 Legal fees	6,209	4,974	12,000	7,026		7,026	41.5%
4107 IT Support & Upgrade	21,637	5,966	15,000	9,034		9,034	39.8%
4136 Credit Card Chgs	381	0	500	500		500	0.0%
4151 Catering	2,554	805	3,000	2,195		2,195	26.8%
6020 Allocation to Cost Centres	(457,703)	(153,221)	(160,041)	(6,820)		(6,820)	95.7%
Central Administration :- Indirect Expenditure	18,380	(0)	480,121	480,121	7,799	472,322	1.6%
Net Expenditure	(18,380)	0	(480,121)	(480,121)			
103 Grove House							
1100 Miscellaneous Income	1,500	1,531	6,000	4,469			25.5%
Grove House :- Income	1,500	1,531	6,000	4,469			25.5%
4044 Insurance	0	0	1,500	1,500		1,500	0.0%
4102 NNDR	4,646	(1,145)	1,479	2,624		2,624	(77.4%)
4104 Utilities - Water	195	0	0	0		0	0.0%
4105 Utilities - Heat & Light	3,259	0	0	0		0	0.0%
4109 Alarm system	966	0	621	621		621	0.0%
4110 Cleaning	1,139	0	0	0		0	0.0%
4111 Window Cleaning	12	0	0	0		0	0.0%
4114 Refuse Removal	243	0	0	0		0	0.0%
Grove House :- Indirect Expenditure	10,460	(1,145)	3,600	4,745	0	4,745	(31.8%)
Net Income over Expenditure	(8,960)	2,676	2,400	(276)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
104 Grove Lodge							
1100 Miscellaneous Income	2,212	5,000	5,000	0			100.0%
Grove Lodge :- Income	2,212	5,000	5,000	0			100.0%
4044 Insurance	0	0	1,500	1,500		1,500	0.0%
4102 NNDR	1,185	(940)	0	940		940	0.0%
4104 Utilities - Water	141	0	0	0		0	0.0%
4105 Utilities - Heat & Light	755	0	0	0		0	0.0%
4109 Alarm system	488	522	489	(33)		(33)	106.8%
4110 Cleaning	1,118	0	0	0		0	0.0%
4132 Rent	5,097	1,250	0	(1,250)		(1,250)	0.0%
Grove Lodge :- Indirect Expenditure	8,785	832	1,989	1,157	0	1,157	41.8%
Net Income over Expenditure	(6,574)	4,168	3,011	(1,157)			
105 Community Services							
4158 Weston in Bloom	2,265	698	8,000	7,302	10,015	(2,713)	133.9%
4200 Small grants to Voluntary Orgs	7,850	1,000	12,500	11,500		11,500	8.0%
4204 VANS	3,000	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	44,236	0	40,000	40,000		40,000	0.0%
4210 Weston Town Centre Co SLA	14,999	10,125	20,499	10,375		10,375	49.4%
4212 CCTV (NSC)	95,700	0	102,000	102,000		102,000	0.0%
4218 Flower Beds	315	0	3,000	3,000	200	2,800	6.7%
4221 Citizens Advice Bureau	43,750	0	25,000	25,000		25,000	0.0%
4223 Community Events	2,235	0	3,000	3,000		3,000	0.0%
4228 Blue Plaques	0	0	1,000	1,000		1,000	0.0%
4229 Armed Forces Celebrations	7,817	8,330	9,500	1,170	750	420	95.6%
4250 Community Events Grants	32,200	39,400	60,000	20,600		20,600	65.7%
4252 Crime & Disorder	44,546	0	93,550	93,550		93,550	0.0%
4254 CANS rent support (sovereign)	0	0	25,000	25,000		25,000	0.0%
4864 Homeless Support Fund	24,000	0	45,000	45,000	18,000	27,000	40.0%
6000 Admin Salaries Recharge	18,891	5,115	6,084	969		969	84.1%
6005 Admin Overhead Recharge	6,466	1,872	1,215	(657)		(657)	154.1%
6009 HQ recharges	4,876	2,274	1,605	(669)		(669)	141.7%
6010 Grounds Salaries Recharge	86,727	7,298	8,982	1,684		1,684	81.3%
6015 Grounds Overhead Recharge	21,553	2,309	2,103	(206)		(206)	109.8%
6030 Operational Staffing Recharge	6,695	4,874	5,292	418		418	92.1%
6035 Operational Overhead Recharge	541	683	567	(116)		(116)	120.5%
Community Services :- Indirect Expenditure	468,662	83,978	476,897	392,919	28,965	363,954	23.7%
Net Expenditure	(468,662)	(83,978)	(476,897)	(392,919)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
107 Civic Support							
4000 Staffing Costs	37,328	7,550	28,896	21,346		21,346	26.1%
4044 Insurance	7,643	0	7,500	7,500		7,500	0.0%
4050 Printing	1,336	51	500	449	24	425	15.0%
4150 Chauffeur/travel costs	3,463	0	3,000	3,000	158	2,843	5.3%
4151 Catering	8,783	198	3,000	2,802	6	2,796	6.8%
4152 Civic Miscellaneous	3,515	10	1,000	990		990	1.0%
4153 Chair's Allowance	1,965	1,270	4,751	3,481		3,481	26.7%
4154 Civic Regalia	2,151	0	4,000	4,000	90	3,910	2.3%
4164 Civic Events	0	5,794	5,800	6		6	99.9%
4165 Hildesheim	0	0	4,000	4,000		4,000	0.0%
6000 Admin Salaries Recharge	43,032	10,074	11,982	1,908		1,908	84.1%
6005 Admin Overhead Recharge	14,728	3,686	2,391	(1,295)		(1,295)	154.2%
6009 HQ recharges	11,107	5,178	3,654	(1,524)		(1,524)	141.7%
6010 Grounds Salaries Recharge	2,908	89	111	22		22	80.2%
6015 Grounds Overhead Recharge	724	29	27	(2)		(2)	107.4%
6030 Operational Staffing Recharge	8,933	347	378	31		31	91.8%
6035 Operational Overhead Recharge	721	49	39	(10)		(10)	125.6%
Civic Support :- Indirect Expenditure	148,337	34,325	81,029	46,704	278	46,427	42.7%
Net Expenditure	(148,337)	(34,325)	(81,029)	(46,704)			
108 Democratic Representation							
4012 Travel & Subsistence Expenses	43	0	100	100		100	0.0%
4013 Training	1,209	186	1,000	814	284	530	47.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	2,712	0	0	0		0	0.0%
4107 IT Support & Upgrade	2,494	573	2,500	1,927		1,927	22.9%
6000 Admin Salaries Recharge	76,078	14,370	17,091	2,721		2,721	84.1%
6005 Admin Overhead Recharge	26,034	5,259	3,411	(1,848)		(1,848)	154.2%
6009 HQ recharges	19,635	9,153	6,459	(2,694)		(2,694)	141.7%
6010 Grounds Salaries Recharge	5,497	0	0	0		0	0.0%
6015 Grounds Overhead Recharge	1,366	0	0	0		0	0.0%
6030 Operational Staffing Recharge	8,933	1,276	1,386	110		110	92.1%
6035 Operational Overhead Recharge	721	179	147	(32)		(32)	121.8%
Democratic Representation :- Indirect Expenditure	144,722	30,996	47,094	16,098	284	15,814	66.4%
Net Expenditure	(144,722)	(30,996)	(47,094)	(16,098)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
110 Other Costs & Income							
1176 Precept	3,135,840	2,225,334	0	(2,225,334)			0.0%
1190 Bank Interest	5,475	1,255	20,000	18,745			6.3%
1191 CIL Received	3,593	0	0	0			0.0%
Other Costs & Income :- Income	3,144,908	2,226,589	20,000	(2,206,589)			11132.9
4051 Bank Charges	3,473	989	4,100	3,111		3,111	24.1%
4060 PWLB Interest repaid-Blakehay	3,339	1,431	2,703	1,272		1,272	52.9%
4061 PWLB Capital repaid-Blakehay	12,000	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	7,898	3,732	6,316	2,584		2,584	59.1%
4069 PWLB Capital repaid-Water Pk	12,461	6,447	13,043	6,596		6,596	49.4%
4080 PWLB Capital HQ Loan Capital	10,000	5,000	10,000	5,000		5,000	50.0%
4081 PWLB Interest HQ Loan Interest	8,344	4,005	7,899	3,894		3,894	50.7%
4082 EMRRP devolution	0	9,530	350,000	340,470		340,470	2.7%
4999 General Reserve	0	0	330,000	330,000		330,000	0.0%
Other Costs & Income :- Indirect Expenditure	57,515	37,134	736,061	698,927	0	698,927	5.0%
Net Income over Expenditure	3,087,393	2,189,455	(716,061)	(2,905,516)			
111 Strategic Planning/Projects							
1130 Big Worle	0	0	63,045	63,045			0.0%
Strategic Planning/Projects :- Income	0	0	63,045	63,045			0.0%
4049 Legal fees	17,354	2,177	30,000	27,823	691	27,132	9.6%
4213 Development budget	732	119	1,000	881		881	11.9%
6000 Admin Salaries Recharge	26,155	8,571	10,194	1,623		1,623	84.1%
6005 Admin Overhead Recharge	3,067	1,388	2,034	646		646	68.2%
6009 HQ recharges	6,754	3,147	762	(2,385)		(2,385)	413.0%
6030 Operational Staffing Recharge	8,035	1,160	1,260	100		100	92.1%
6035 Operational Overhead Recharge	647	162	135	(27)		(27)	120.0%
Strategic Planning/Projects :- Indirect Expenditure	62,744	16,724	45,385	28,661	691	27,970	38.4%
Net Income over Expenditure	(62,744)	(16,724)	17,660	34,384			
112 Environmental							
4076 Environmental / Climate	30,177	0	46,125	46,125	63	46,062	0.1%
6000 Admin Salaries Recharge	30,417	6,057	7,206	1,149		1,149	84.1%
6005 Admin Overhead Recharge	10,408	2,215	1,437	(778)		(778)	154.1%
6009 HQ recharges	7,849	3,659	2,583	(1,076)		(1,076)	141.7%
6030 Operational Staffing Recharge	4,460	813	882	69		69	92.2%
6035 Operational Overhead Recharge	360	113	96	(17)		(17)	117.7%
Environmental :- Indirect Expenditure	83,671	12,857	58,329	45,472	63	45,409	22.2%
Net Expenditure	(83,671)	(12,857)	(58,329)	(45,472)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
113 Operational Services							
4000 Staffing Costs	133,926	34,760	150,948	116,188		116,188	23.0%
4013 Training	5,954	3,664	6,773	3,109	568	2,541	62.5%
4014 P P E / Health & Safety	500	0	450	450		450	0.0%
4035 Telephone	478	160	400	240	312	(72)	118.0%
4107 IT Support & Upgrade	3,877	1,047	4,000	2,953		2,953	26.2%
6020 Allocation to Cost Centres	(144,736)	(39,631)	(41,781)	(2,150)		(2,150)	94.9%
Operational Services :- Indirect Expenditure	0	0	120,790	120,790	880	119,910	0.7%
Net Expenditure	(0)	(0)	(120,790)	(120,790)			
114 Old Town Quarry							
1301 Studio Letting Income	0	0	16,200	16,200			0.0%
1302 Catering	0	0	25,000	25,000			0.0%
1303 Community hire	0	0	4,680	4,680			0.0%
Old Town Quarry :- Income	0	0	45,880	45,880			0.0%
4014 P P E / Health & Safety	0	0	529	529		529	0.0%
4019 Website Costs-TC	0	0	513	513		513	0.0%
4034 Equipment Repairs	0	0	10,250	10,250		10,250	0.0%
4035 Telephone	0	0	578	578		578	0.0%
4044 Insurance	10,136	0	9,250	9,250		9,250	0.0%
4102 NNDR	0	0	3,229	3,229		3,229	0.0%
4104 Utilities - Water	0	0	1,082	1,082		1,082	0.0%
4105 Utilities - Heat & Light	522	252	8,111	7,859		7,859	3.1%
4109 Alarm system	0	0	1,057	1,057		1,057	0.0%
4110 Cleaning	0	0	1,057	1,057		1,057	0.0%
4114 Refuse Removal	0	0	529	529		529	0.0%
4131 Licenses	0	0	150	150		150	0.0%
6000 Admin Salaries Recharge	6,310	15,559	18,504	2,945		2,945	84.1%
6005 Admin Overhead Recharge	2,158	5,692	3,693	(1,999)		(1,999)	154.1%
6009 HQ recharges	1,630	759	537	(222)		(222)	141.3%
6010 Grounds Salaries Recharge	12,059	1,274	1,566	292		292	81.4%
6015 Grounds Overhead Recharge	2,998	402	366	(36)		(36)	109.8%
6030 Operational Staffing Recharge	2,235	6,152	6,678	526		526	92.1%
6035 Operational Overhead Recharge	182	862	717	(145)		(145)	120.2%
Old Town Quarry :- Indirect Expenditure	38,230	30,952	68,396	37,444	0	37,444	45.3%
Net Income over Expenditure	(38,230)	(30,952)	(22,516)	8,436			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
115 HQ							
1100 Miscellaneous Income	3,333	2,208	0	(2,208)			0.0%
HQ :- Income	3,333	2,208	0	(2,208)			
4014 P P E / Health & Safety	6,268	0	10,250	10,250		10,250	0.0%
4030 Equipment Purchase	8,423	227	15,375	15,148		15,148	1.5%
4031 Equipment - Rental	0	5,433	5,500	67		67	98.8%
4035 Telephone	0	1,744	7,000	5,256	2,023	3,233	53.8%
4044 Insurance	(519)	0	6,180	6,180		6,180	0.0%
4102 NNDR	18,252	7,039	20,334	13,295		13,295	34.6%
4104 Utilities - Water	729	178	1,000	822		822	17.8%
4105 Utilities - Heat & Light	28,508	10,949	12,000	1,051		1,051	91.2%
4109 Alarm system	1,590	0	1,544	1,544		1,544	0.0%
4110 Cleaning	7,690	5,540	16,640	11,100		11,100	33.3%
4111 Window Cleaning	313	110	500	390		390	22.0%
4114 Refuse Removal	1,353	2,006	2,563	557		557	78.3%
4136 Credit Card Chgs	0	108	300	192		192	35.9%
4171 Parking	9,450	9,900	9,500	(400)		(400)	104.2%
4172 Garage rental	2,375	0	1,550	1,550		1,550	0.0%
4998 Depreciation Charges	7,356	0	0	0		0	0.0%
6020 Allocation to Cost Centres	(88,019)	(41,027)	(28,956)	12,071		12,071	141.7%
HQ :- Indirect Expenditure	3,768	2,208	81,280	79,072	2,023	77,049	5.2%
Net Income over Expenditure	(435)	0	(81,280)	(81,280)			
116 Volunteer costs							
4012 Travel & Subsistence Expenses	301	0	500	500		500	0.0%
4013 Training	542	0	900	900		900	0.0%
4014 P P E / Health & Safety	79	0	200	200		200	0.0%
4030 Equipment Purchase	579	0	700	700		700	0.0%
4039 Advertising & Marketing	0	0	500	500		500	0.0%
4041 Fees, Subs and Conferences	592	0	500	500		500	0.0%
4151 Catering	307	88	500	413		413	17.5%
4253 Volunteer Events	330	230	750	520		520	30.7%
Volunteer costs :- Indirect Expenditure	2,729	318	4,550	4,233	0	4,233	7.0%
Net Expenditure	(2,729)	(318)	(4,550)	(4,233)			
120 Blakehay Central Costs							
1105 Blakehay Box office income	0	0	0	0			0.0%
Blakehay Central Costs :- Income	0	0	0	0			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	61,351	17,702	75,008	57,306		57,306	23.6%
4013 Training	962	191	1,183	992	284	708	40.1%
4014 P P E / Health & Safety	107	46	500	454		454	9.2%
4019 Website Costs-TC	343	144	250	106		106	57.7%
4030 Equipment Purchase	(8,387)	147	5,000	4,853		4,853	2.9%
4031 Equipment - Rental	1,630	1,010	416	(594)		(594)	242.8%
4034 Equipment Repairs	1,934	493	2,000	1,507		1,507	24.7%
4035 Telephone	1,913	639	1,730	1,091		1,091	36.9%
4036 Stationery	297	39	250	211		211	15.6%
4043 Ink Cartridges/printing	294	50	250	200		200	20.0%
4044 Insurance	14,317	0	7,900	7,900		7,900	0.0%
4102 NNDR	3,144	942	3,226	2,284		2,284	29.2%
4104 Utilities - Water	649	311	624	313		313	49.8%
4105 Utilities - Heat & Light	17,509	4,738	22,068	17,330		17,330	21.5%
4107 IT Support & Upgrade	4,903	1,682	2,916	1,234		1,234	57.7%
4109 Alarm system	938	0	684	684		684	0.0%
4110 Cleaning	21,243	3,794	19,486	15,692		15,692	19.5%
4111 Window Cleaning	300	75	150	75		75	50.0%
4114 Refuse Removal	853	281	2,700	2,419		2,419	10.4%
4131 Licenses	180	0	1,200	1,200		1,200	0.0%
4136 Credit Card Chgs	505	323	487	164		164	66.3%
4998 Depreciation Charges	10,274	0	0	0		0	0.0%
6000 Admin Salaries Recharge	25,982	5,026	5,976	950		950	84.1%
6005 Admin Overhead Recharge	8,893	1,838	1,194	(644)		(644)	153.9%
6009 HQ recharges	6,707	3,127	2,205	(922)		(922)	141.8%
6010 Grounds Salaries Recharge	5,818	1,092	1,344	252		252	81.3%
6015 Grounds Overhead Recharge	1,445	346	315	(31)		(31)	109.8%
6030 Operational Staffing Recharge	26,785	3,771	4,095	324		324	92.1%
6035 Operational Overhead Recharge	2,163	529	438	(91)		(91)	120.8%

Blakehay Central Costs :- Indirect Expenditure **213,051** **48,335** **163,595** **115,260** **284** **114,976** **29.7%**

Net Income over Expenditure **(213,051)** **(48,335)** **(163,595)** **(115,260)**

121 Blakehay -Auditorium

1090 Bookings 32,547 5,591 35,000 29,409 16.0%

Blakehay -Auditorium :- Income **32,547** **5,591** **35,000** **29,409** **16.0%**

4000 Staffing Costs 49,513 15,628 68,457 52,829 22.8%

4039 Advertising & Marketing 1,427 0 2,500 2,500 135 2,365 5.4%

4224 Blakehay Performing Rights 1,535 0 3,500 3,500 3,500 0.0%

Blakehay -Auditorium :- Indirect Expenditure **52,475** **15,628** **74,457** **58,829** **135** **58,694** **21.2%**

Net Income over Expenditure **(19,928)** **(10,037)** **(39,457)** **(29,420)**

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
122 Blakehay - Upper Studio							
1090 Bookings	7,523	2,039	8,000	5,961			25.5%
Blakehay - Upper Studio :- Income	7,523	2,039	8,000	5,961			25.5%
Net Income	7,523	2,039	8,000	5,961			
123 Blakehay Bar							
1015 Internal Bookings (Council)	2,948	0	1,000	1,000			0.0%
1193 Blakehay Bar Events Hire	0	0	500	500			0.0%
1194 Bar Income	19,260	6,853	26,000	19,147			26.4%
Blakehay Bar :- Income	22,208	6,853	27,500	20,647			24.9%
4000 Staffing Costs	19,739	1,244	13,184	11,940		11,940	9.4%
4031 Equipment - Rental	812	0	1,246	1,246		1,246	0.0%
4405 Blakehay Bar Expenditure	7,306	2,837	13,000	10,163	25	10,139	22.0%
Blakehay Bar :- Indirect Expenditure	27,856	4,080	27,430	23,350	25	23,325	15.0%
Net Income over Expenditure	(5,648)	2,772	70	(2,702)			
125 Blakehay -Live Shows							
1106 Blakehay events income	15,883	11,528	40,000	28,472			28.8%
Blakehay -Live Shows :- Income	15,883	11,528	40,000	28,472			28.8%
4000 Staffing Costs	0	500	13,182	12,682		12,682	3.8%
4016 Show costs	7,863	4,309	24,000	19,692	6,163	13,529	43.6%
4039 Advertising & Marketing	1,080	0	2,500	2,500		2,500	0.0%
Blakehay -Live Shows :- Indirect Expenditure	8,943	4,809	39,682	34,873	6,163	28,711	27.6%
Net Income over Expenditure	6,940	6,720	318	(6,402)			
140 Museum Central Costs							
1034 Grant funding	(2)	0	0	0			0.0%
1100 Miscellaneous Income	5,631	926	10,000	9,074			9.3%
Museum Central Costs :- Income	5,629	926	10,000	9,074			9.3%
4000 Staffing Costs	127,572	30,687	144,789	114,102		114,102	21.2%
4012 Travel & Subsistence Expenses	71	0	100	100		100	0.0%
4013 Training	1,884	620	2,854	2,234	284	1,950	31.7%
4014 P P E / Health & Safety	211	86	1,000	914		914	8.6%
4019 Website Costs-TC	311	90	250	160		160	36.0%
4030 Equipment Purchase	485	189	1,000	811		811	18.9%
4031 Equipment - Rental	1,684	500	1,500	1,000		1,000	33.3%

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4034 Equipment Repairs	130	0	500	500		500	0.0%
4035 Telephone	3,683	1,073	3,000	1,927	454	1,473	50.9%
4036 Stationery	364	134	500	366		366	26.7%
4039 Advertising & Marketing	2,093	522	2,500	1,978	618	1,360	45.6%
4041 Fees, Subs and Conferences	157	158	250	92		92	63.3%
4044 Insurance	14,949	0	14,539	14,539		14,539	0.0%
4102 NNDR	1	0	0	0		0	0.0%
4104 Utilities - Water	233	125	450	325		325	27.9%
4105 Utilities - Heat & Light	14,781	2,969	13,926	10,957		10,957	21.3%
4107 IT Support & Upgrade	8,085	2,170	8,500	6,330		6,330	25.5%
4109 Alarm system	1,069	863	790	(73)		(73)	109.3%
4110 Cleaning	16,800	4,293	16,000	11,707		11,707	26.8%
4111 Window Cleaning	600	200	500	300		300	40.0%
4114 Refuse Removal	2,802	1,348	3,500	2,152		2,152	38.5%
4131 Licenses	830	344	1,150	806		806	29.9%
4136 Credit Card Chgs	0	108	750	642		642	14.4%
4214 Somerset County Council - SLA	85,537	0	85,537	85,537		85,537	0.0%
6000 Admin Salaries Recharge	21,414	5,283	6,285	1,002		1,002	84.1%
6005 Admin Overhead Recharge	7,330	1,933	1,254	(679)		(679)	154.1%
6009 HQ recharges	5,529	2,576	1,818	(758)		(758)	141.7%
6010 Grounds Salaries Recharge	5,498	1,363	1,677	314		314	81.3%
6015 Grounds Overhead Recharge	1,365	430	393	(37)		(37)	109.4%
6030 Operational Staffing Recharge	26,784	5,398	5,862	464		464	92.1%
6035 Operational Overhead Recharge	2,162	756	627	(129)		(129)	120.6%

Museum Central Costs :- Indirect Expenditure **354,415** **64,220** **321,801** **257,581** **1,356** **256,226** **20.4%**

Net Income over Expenditure **(348,786)** **(63,293)** **(311,801)** **(248,508)**

141 Museum Learning and Events

1004 Cafe Sales	12	0	0	0			0.0%
1006 Learning Income	8,626	2,730	9,425	6,696			29.0%
1008 Museum handling box hire	945	225	899	674			25.0%
1103 Other event misc income	1,366	0	269	269			0.0%

Museum Learning and Events :- Income **10,949** **2,955** **10,593** **7,639** **27.9%**

4000 Staffing Costs	34,661	7,662	40,124	32,462		32,462	19.1%
4012 Travel & Subsistence Expenses	28	0	154	154		154	0.0%
4020 Learning/Event education equip	723	311	1,025	714		714	30.3%
4030 Equipment Purchase	1,721	1,115	2,563	1,448	150	1,298	49.4%

Museum Learning and Events :- Indirect Expenditure **37,133** **9,088** **43,866** **34,778** **150** **34,628** **21.1%**

Net Income over Expenditure **(26,185)** **(6,133)** **(33,273)** **(27,140)**

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
142 Museum Cafe							
1004 Cafe Sales	81,609	19,489	90,000	70,511			21.7%
1194 Bar Income	5,007	2,942	15,000	12,058			19.6%
1197 Function food income	14,188	6,329	25,000	18,671			25.3%
Museum Cafe :- Income	100,803	28,760	130,000	101,240			22.1%
4000 Staffing Costs	59,960	16,130	77,121	60,991		60,991	20.9%
4014 P P E / Health & Safety	808	3	1,500	1,497		1,497	0.2%
4030 Equipment Purchase	4,197	42	2,500	2,458		2,458	1.7%
4031 Equipment - Rental	2,500	763	2,000	1,237		1,237	38.1%
4110 Cleaning	533	182	1,000	818	776	42	95.8%
4114 Refuse Removal	137	0	750	750		750	0.0%
4136 Credit Card Chgs	0	108	500	392		392	21.5%
4406 Bar Stock/Sundry Items Kiosk	3,264	1,567	5,000	3,433		3,433	31.3%
4407 Cafe stock	25,018	5,753	24,000	18,247	44	18,204	24.2%
4511 Function food costs	5,307	2,144	5,500	3,356	12	3,345	39.2%
Museum Cafe :- Indirect Expenditure	101,723	26,692	119,871	93,179	831	92,349	23.0%
Net Income over Expenditure	(920)	2,069	10,129	8,060			
143 Museum shop/retail							
1005 Museum Shop Sales	9,652	2,288	12,539	10,251			18.3%
1009 Museum sale or return comm	8,018	7,798	7,313	(485)			106.6%
Museum shop/retail :- Income	17,670	10,086	19,852	9,766			50.8%
4421 Sale or Return Exp (1009)	5,054	1,514	3,612	2,098	59	2,039	43.6%
Museum shop/retail :- Direct Expenditure	5,054	1,514	3,612	2,098	59	2,039	43.6%
4030 Equipment Purchase	1,809	110	2,783	2,673		2,673	4.0%
4031 Equipment - Rental	930	307	953	646		646	32.2%
4136 Credit Card Chgs	1,035	108	88	(20)		(20)	122.3%
4408 Shop stock	3,291	2,185	6,627	4,442	270	4,172	37.0%
Museum shop/retail :- Indirect Expenditure	7,065	2,710	10,451	7,741	270	7,471	28.5%
Net Income over Expenditure	5,550	5,862	5,789	(73)			
145 Museum Function							
1019 Internal Bookings (Council)	177	88	200	112			43.8%
1103 Other event misc income	12,774	2,205	13,500	11,295			16.3%
1104 Function Income	10,813	5,105	23,500	18,395			21.7%
Museum Function :- Income	23,764	7,397	37,200	29,803			19.9%

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000	Staffing Costs	18,436	4,399	18,252	13,853		13,853	24.1%
4030	Equipment Purchase	1,419	117	5,000	4,883		4,883	2.3%
4420	Function Expenditure (1104)	9,462	1,884	12,000	10,116	73	10,043	16.3%
Museum Function :- Indirect Expenditure		29,317	6,400	35,252	28,852	73	28,779	18.4%
Net Income over Expenditure		(5,553)	997	1,948	951			
199 Capital Projects								
4103	Capital project	0	0	70,000	70,000	24,500	45,500	35.0%
Capital Projects :- Indirect Expenditure		0	0	70,000	70,000	24,500	45,500	35.0%
Net Expenditure		0	0	(70,000)	(70,000)			
300 Planning								
6000	Admin Salaries Recharge	6,822	5,846	6,951	1,105		1,105	84.1%
6005	Admin Overhead Recharge	2,332	2,138	1,386	(752)		(752)	154.3%
6009	HQ recharges	1,762	821	579	(242)		(242)	141.8%
Planning :- Indirect Expenditure		10,916	8,805	8,916	111	0	111	98.8%
Net Expenditure		(10,916)	(8,805)	(8,916)	(111)			
400 Central Grounds Maintenance								
4000	Staffing Costs	354,712	100,242	493,503	393,261		393,261	20.3%
4013	Training	5,739	538	8,629	8,091	284	7,807	9.5%
4014	P P E / Health & Safety	4,232	1,361	4,000	2,639	50	2,589	35.3%
4025	Vehicle Maintenance	10,655	1,113	4,197	3,084		3,084	26.5%
4026	Petrol / Diesel	6,537	1,604	15,000	13,396		13,396	10.7%
4030	Equipment Purchase	13,733	3,137	10,000	6,863	484	6,379	36.2%
4031	Equipment - Rental	14,779	11,393	41,354	29,961	2,552	27,409	33.7%
4034	Equipment Repairs	2,586	1,225	2,563	1,338	1,260	78	97.0%
4035	Telephone	2,679	992	2,764	1,772	2,704	(932)	133.7%
4044	Insurance	10,713	5,836	10,000	4,164		4,164	58.4%
4107	IT Support & Upgrade	16,266	4,395	15,890	11,495		11,495	27.7%
4114	Refuse Removal	278	106	1,200	1,094		1,094	8.9%
6020	Allocation to Cost Centres	(442,860)	(131,944)	(152,274)	(20,330)		(20,330)	86.6%
Central Grounds Maintenance :- Indirect Expenditure		50	0	456,826	456,826	7,334	449,491	1.6%
Net Expenditure		(50)	(0)	(456,826)	(456,826)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
403 Allotments							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	787	203	770	567		567	26.4%
4108 Building / Maintenance	156	0	4,000	4,000	580	3,420	14.5%
4261 Accessibility plot all sites	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	786	2,894	3,441	547		547	84.1%
6005 Admin Overhead Recharge	268	1,059	687	(372)		(372)	154.1%
6009 HQ recharges	204	94	66	(28)		(28)	142.4%
6010 Grounds Salaries Recharge	11,917	181	222	41		41	81.5%
6015 Grounds Overhead Recharge	2,962	57	51	(6)		(6)	111.8%
Allotments :- Indirect Expenditure	17,080	4,488	14,237	9,749	580	9,169	35.6%
Net Income over Expenditure	(17,080)	(4,488)	(13,837)	(9,349)			
420 Milton Road Cemetery							
1010 Interments	48,937	14,265	68,000	53,735			21.0%
1011 Memorials	4,158	1,863	4,000	2,137			46.6%
1100 Miscellaneous Income	4,914	1,019	5,000	3,981			20.4%
Milton Road Cemetery :- Income	58,009	17,147	77,000	59,853			22.3%
4034 Equipment Repairs	1,922	30	5,000	4,970		4,970	0.6%
4054 Grave Digging	9,356	1,650	12,000	10,350		10,350	13.8%
4055 Memorials	6,234	461	8,000	7,539	934	6,605	17.4%
4102 NNDR	8,354	1,177	4,009	2,832		2,832	29.4%
4104 Utilities - Water	1,073	224	640	416		416	35.1%
4105 Utilities - Heat & Light	208	49	218	169		169	22.7%
4109 Alarm system	488	0	334	334		334	0.0%
4110 Cleaning	0	0	2,050	2,050	1,180	870	57.6%
4114 Refuse Removal	0	0	192	192		192	0.0%
6000 Admin Salaries Recharge	13,367	5,026	5,976	950		950	84.1%
6005 Admin Overhead Recharge	4,576	1,838	1,194	(644)		(644)	153.9%
6009 HQ recharges	3,451	1,608	1,134	(474)		(474)	141.8%
6010 Grounds Salaries Recharge	99,497	35,236	43,368	8,132		8,132	81.2%
6015 Grounds Overhead Recharge	24,725	11,144	10,158	(986)		(986)	109.7%
6030 Operational Staffing Recharge	2,680	2,030	2,205	175		175	92.1%
6035 Operational Overhead Recharge	218	284	237	(47)		(47)	119.8%
Milton Road Cemetery :- Indirect Expenditure	176,149	60,758	96,715	35,957	2,114	33,844	65.0%
Net Income over Expenditure	(118,140)	(43,611)	(19,715)	23,896			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	46,022	0	76,926	76,926		76,926	0.0%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	5,283	3,735	4,443	708		708	84.1%
6005 Admin Overhead Recharge	1,811	1,366	888	(478)		(478)	153.8%
6009 HQ recharges	1,363	636	450	(186)		(186)	141.3%
6030 Operational Staffing Recharge	1,770	695	753	58		58	92.3%
6035 Operational Overhead Recharge	141	99	81	(18)		(18)	122.2%
Youth Activities :- Indirect Expenditure	56,390	6,531	87,041	80,510	0	80,510	7.5%
Net Expenditure	(56,390)	(6,531)	(87,041)	(80,510)			
460 Street Furniture							
1112 Dog Bin Emptying	14,664	2,671	15,364	12,693			17.4%
Street Furniture :- Income	14,664	2,671	15,364	12,693			17.4%
4105 Utilities - Heat & Light	1,315	312	2,000	1,688		1,688	15.6%
4115 Dogbin purchase	750	0	5,000	5,000	1,280	3,720	25.6%
4116 Dogbin Emptying	13,698	0	20,000	20,000		20,000	0.0%
4119 Notice Boards	614	130	1,500	1,370		1,370	8.7%
4120 Street Cleaning Grant	3,699	39	0	(39)		(39)	0.0%
4133 Bus Shelter - Repairs	396	264	2,000	1,736		1,736	13.2%
4157 Prince Wales Clock/welcome sig	1,249	359	550	191	345	(154)	128.1%
4245 Town Council Signs	0	0	15,000	15,000		15,000	0.0%
4246 Transfer NSC bins emptying cos	0	0	31,332	31,332		31,332	0.0%
6000 Admin Salaries Recharge	8,971	3,791	4,509	718		718	84.1%
6005 Admin Overhead Recharge	8,949	3,136	900	(2,236)		(2,236)	348.4%
6009 HQ recharges	2,313	1,079	2,220	1,141		1,141	48.6%
6010 Grounds Salaries Recharge	33,524	17,863	21,987	4,124		4,124	81.2%
6015 Grounds Overhead Recharge	8,330	5,649	5,151	(498)		(498)	109.7%
6030 Operational Staffing Recharge	2,239	234	252	18		18	92.9%
6035 Operational Overhead Recharge	182	32	27	(5)		(5)	118.5%
Street Furniture :- Indirect Expenditure	86,229	32,889	112,428	79,539	1,625	77,914	30.7%
Net Income over Expenditure	(71,565)	(30,218)	(97,064)	(66,846)			
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	0	0	10,000	10,000			0.0%
Parks & Play Areas :- Income	0	0	10,000	10,000			0.0%
4044 Insurance	0	0	20,000	20,000		20,000	0.0%

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4140 Recreation Grounds	78,060	95,960	82,492	(13,468)		(13,468)	116.3%
4300 Parks&Play Area EMRRP Holding	(30,285)	0	476,473	476,473	29,520	446,953	6.2%
4301 Ashcombe Park Lower	2,365	26	26	(0)		(0)	101.3%
4302 Ashcombe Park Upper	2,028	26	26	(0)		(0)	101.3%
4303 Broadway Play	1,917	76	76	(0)		(0)	100.5%
4304 Broadway Skate Park	1,917	26	27	1		1	97.6%
4305 Byron Rec	1,917	26	27	1		1	97.6%
4306 Castle Batch Lower	1,917	126	126	(0)		(0)	100.3%
4307 Canberra Road	1,917	26	28	2		2	94.1%
4308 Clarence Park	5,636	26	26	(0)		(0)	101.3%
4309 Conniston Green	1,917	26	27	1		1	97.6%
4310 Ellenborough Park East	2,016	26	27	1		1	97.5%
4311 Grove Park	8,786	26	26	(0)		(0)	101.3%
4312 Hutton Moor Skate Park	1,917	26	26	(0)		(0)	101.3%
4313 Jubilee Park	1,917	26	26	(0)		(0)	101.3%
4314 Locking Castle (Maltlands)	3,508	26	26	(0)		(0)	101.3%
4315 Lynch Farm	1,917	26	26	(0)		(0)	101.3%
4316 Millennium Green	5,423	26	26	(0)		(0)	101.3%
4317 Uphill Junior Play Area	1,917	26	26	(0)		(0)	101.3%
4318 Uphill Toddler Play Area	1,917	26	26	(0)		(0)	101.3%
4319 Water Adventure Play Park	48,162	2,799	2,799	0		0	100.0%
4320 Worle Recreation Ground	1,917	26	26	(0)		(0)	101.3%
4321 Wyvern Close	1,917	26	26	(0)	9,159	(9,159)	35326.3
4322 Ellenborough Park West	6,993	26	26	(0)		(0)	101.3%
4324 Dartmouth Close	1,917	26	26	(0)		(0)	101.3%
4998 Depreciation Charges	230,285	0	0	0		0	0.0%
6000 Admin Salaries Recharge	19,028	7,157	8,511	1,354		1,354	84.1%
6005 Admin Overhead Recharge	6,512	2,619	1,698	(921)		(921)	154.2%
6009 HQ recharges	4,910	2,288	1,617	(671)		(671)	141.5%
6010 Grounds Salaries Recharge	55,478	31,866	39,222	7,356		7,356	81.2%
6015 Grounds Overhead Recharge	13,788	10,077	9,186	(891)		(891)	109.7%
6030 Operational Staffing Recharge	6,694	4,351	4,725	374		374	92.1%
6035 Operational Overhead Recharge	541	610	507	(103)		(103)	120.3%

Parks & Play Areas :- Indirect Expenditure	496,759	158,456	647,958	489,502	38,678	450,823	30.4%
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Net Income over Expenditure	(496,759)	(158,456)	(637,958)	(479,502)
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475 Planned maintenance

4231 Planned maint holding budget	0	0	182,797	182,797	27,690	155,107	15.1%
4232 Allotments PPM	6,345	7	7	0		0	100.0%
4233 Blakehay PPM	16,871	511	511	0		0	100.0%

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4234 Museum PPM	17,668	1,178	1,177	(1)		(1)	100.1%
4235 Cemetery PPM	12,589	505	505	0		0	100.0%
4236 Parks & play areas PPM	42,497	2,696	2,696	(0)		(0)	100.0%
4237 Grove House PPM	6,442	412	412	(0)		(0)	100.1%
4238 Grove Lodge PPM	3,977	204	204	0		0	100.0%
4239 Chapel/hut/toilets/shed PPM	6,366	0	0	0		0	0.0%
4240 Public toilets	3,477	31	30	(1)		(1)	102.4%
4242 HQ PPM	68,495	2,282	2,283	1		1	100.0%
4243 Quarry PPM	129	(1,920)	(1,920)	0		0	100.0%
4244 Xmas Lights PPM	4,680	0	1	1		1	0.0%
6000 Admin Salaries Recharge	15,004	5,610	6,672	1,062		1,062	84.1%
6005 Admin Overhead Recharge	5,137	2,052	1,332	(720)		(720)	154.1%
6009 HQ recharges	3,874	1,805	1,275	(530)		(530)	141.6%
6030 Operational Staffing Recharge	7,592	233	252	19		19	92.5%
6035 Operational Overhead Recharge	612	33	27	(6)		(6)	122.2%
Planned maintenance :- Indirect Expenditure	221,754	15,639	198,261	182,622	27,690	154,932	21.9%

Net Expenditure	(221,754)	(15,639)	(198,261)	(182,622)
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481	Tourism Visit Weston/Dest Mar						
1040	Digital Advertising	8,112	600	20,000	19,400		3.0%
	Tourism Visit Weston/Dest Mar :- Income	8,112	600	20,000	19,400		3.0%
4000	Staffing Costs	55,521	16,901	79,901	63,000	63,000	21.2%
4030	Equipment Purchase	12	0	100	100	100	0.0%
4035	Telephone	1,366	426	1,500	1,074	312	49.2%
4039	Advertising & Marketing	4,859	467	7,500	7,033	7,033	6.2%
4041	Fees, Subs and Conferences	328	0	625	625	625	0.0%
4062	Tourism-Love Weston website	16,613	179	14,500	14,321	14,321	1.2%
4107	IT Support & Upgrade	2,007	600	1,750	1,150	1,150	34.3%
	Tourism Visit Weston/Dest Mar :- Indirect Expenditure	80,705	18,573	105,876	87,303	312	17.8%

Net Income over Expenditure	(72,594)	(17,973)	(85,876)	(67,903)
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482	Tourism VIC costs						
1043	VIC Retail/Shop Income	81	20	18,000	17,980		0.1%
1045	Sale or return	22	0	0	0		0.0%
1251	VW Notice boards (NSC)	0	0	10,000	10,000		0.0%
	Tourism VIC costs :- Income	103	20	28,000	27,980		0.1%
4000	Staffing Costs	27,490	18,643	48,881	30,238	30,238	38.1%

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 Training	356	191	1,695	1,504		1,504	11.3%
4014 P P E / Health & Safety	193	730	1,025	295		295	71.2%
4030 Equipment Purchase	413	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	238	0	300	300		300	0.0%
4035 Telephone	58	0	0	0		0	0.0%
4036 Stationery	55	0	250	250		250	0.0%
4039 Advertising & Marketing	461	0	1,000	1,000	49	951	4.9%
4119 Notice Boards	15	198	1,000	802		802	19.8%
4136 Credit Card Chgs	324	0	450	450		450	0.0%
4151 Catering	0	0	300	300		300	0.0%
4225 VIC Stock	40	0	10,000	10,000		10,000	0.0%
4255 VW Notice boards (NSC)	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	16,845	4,835	5,751	916		916	84.1%
6005 Admin Overhead Recharge	5,765	1,769	1,143	(626)		(626)	154.8%
6009 HQ recharges	4,349	2,026	1,431	(595)		(595)	141.6%
6010 Grounds Salaries Recharge	32,562	1,564	1,923	359		359	81.3%
6015 Grounds Overhead Recharge	8,093	495	450	(45)		(45)	110.0%
6030 Operational Staffing Recharge	18,750	3,192	3,465	273		273	92.1%
6035 Operational Overhead Recharge	1,513	448	372	(76)		(76)	120.4%

Tourism VIC costs :- Indirect Expenditure	117,520	34,092	85,436	51,344	49	51,296	40.0%
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Net Income over Expenditure	(117,417)	(34,072)	(57,436)	(23,364)
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483 Silica

1040 Digital Advertising	0	0	5,125	5,125			0.0%
1100 Miscellaneous Income	0	8,730	0	(8,730)			0.0%
Silica :- Income	0	8,730	5,125	(3,605)			170.3%
4039 Advertising & Marketing	0	7,490	2,000	(5,490)		(5,490)	374.5%
4044 Insurance	0	0	500	500		500	0.0%
4102 NNDR	0	0	1,875	1,875		1,875	0.0%
4105 Utilities - Heat & Light	0	0	500	500		500	0.0%
4109 Alarm system	0	0	500	500		500	0.0%

Silica :- Indirect Expenditure	0	7,490	5,375	(2,115)	0	(2,115)	139.4%
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Net Income over Expenditure	0	1,240	(250)	(1,490)
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484 Waterpark Kiosk and Admissions

1004 Cafe Sales	38,163	21,090	50,000	28,910			42.2%
1077 Water Park Admissions	44,895	22,500	50,000	27,500			45.0%
1198 Kiosk sales	1,245	0	10,000	10,000			0.0%

Waterpark Kiosk and Admissions :- Income	84,303	43,590	110,000	66,410			39.6%
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Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	51,606	26,688	39,672	12,984		12,984	67.3%
4013 Training	483	130	543	413		413	23.9%
4014 P P E / Health & Safety	134	297	1,538	1,241		1,241	19.3%
4030 Equipment Purchase	14,763	4,182	10,000	5,818		5,818	41.8%
4031 Equipment - Rental	943	449	2,030	1,581		1,581	22.1%
4035 Telephone	0	0	200	200		200	0.0%
4036 Stationery	0	6	0	(6)		(6)	0.0%
4110 Cleaning	59	61	200	139		139	30.4%
4114 Refuse Removal	0	0	2,050	2,050		2,050	0.0%
4136 Credit Card Chgs	762	215	461	246		246	46.7%
4406 Bar Stock/Sundry Items Kiosk	682	151	750	599		599	20.1%
4407 Cafe stock	16,228	8,677	16,634	7,957	2,538	5,420	67.4%
4408 Shop stock	530	0	5,125	5,125		5,125	0.0%
6010 Grounds Salaries Recharge	0	1,463	1,800	337		337	81.3%
6015 Grounds Overhead Recharge	0	463	423	(40)		(40)	109.5%

Waterpark Kiosk and Admissions :- Indirect Expenditure **86,190** **42,781** **81,426** **38,645** **2,538** **36,107** **55.7%**

Net Income over Expenditure **(1,887)** **809** **28,574** **27,765**

<u>485 PublicToilets</u>							
1080 Toilet income	202	0	0	0			0.0%
PublicToilets :- Income	202	0	0	0			
4044 Insurance	6,598	0	6,500	6,500		6,500	0.0%
4102 NNDR	(7,213)	0	(7,393)	(7,393)		(7,393)	0.0%
4104 Utilities - Water	1,918	307	2,000	1,693		1,693	15.4%
4105 Utilities - Heat & Light	3,193	1,050	3,500	2,450		2,450	30.0%
4109 Alarm system	0	0	124	124		124	0.0%
4110 Cleaning	30,234	14,215	35,000	20,785	3,327	17,459	50.1%
6000 Admin Salaries Recharge	6,619	3,231	3,843	612		612	84.1%
6005 Admin Overhead Recharge	2,265	1,181	765	(416)		(416)	154.4%
6009 HQ recharges	1,706	797	561	(236)		(236)	142.1%
6010 Grounds Salaries Recharge	3,226	953	1,173	220		220	81.2%
6015 Grounds Overhead Recharge	800	301	276	(25)		(25)	109.1%
6030 Operational Staffing Recharge	1,339	234	252	18		18	92.9%
6035 Operational Overhead Recharge	108	32	27	(5)		(5)	118.5%

PublicToilets :- Indirect Expenditure **50,794** **22,301** **46,628** **24,327** **3,327** **21,000** **55.0%**

Net Income over Expenditure **(50,592)** **(22,301)** **(46,628)** **(24,327)**

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
486 Waterpark other charges							
4102 NNDR	(887)	0	887	887		887	0.0%
4104 Utilities - Water	2,353	139	2,200	2,061		2,061	6.3%
4105 Utilities - Heat & Light	22,041	8,421	20,000	11,579		11,579	42.1%
4109 Alarm system	836	501	836	335		335	59.9%
4138 Water Play Area Rent	12,157	3,064	13,722	10,658		10,658	22.3%
Waterpark other charges :- Indirect Expenditure	36,499	12,124	37,645	25,521	0	25,521	32.2%
Net Expenditure	(36,499)	(12,124)	(37,645)	(25,521)			
801 Earmarked Reserves							
1034 Grant funding	3,000	0	0	0			0.0%
Earmarked Reserves :- Income	3,000	0	0	0			
8041 Tree planting (Fundraising)	(333)	0	367	367		367	0.0%
Earmarked Reserves :- Direct Expenditure	(333)	0	367	367	0	367	
8000 EMR Allotments General	0	0	3,500	3,500	2,000	1,500	57.1%
8001 EMR Armed forces affiliation	0	0	596	596		596	0.0%
8003 EMR Elections	0	0	30,000	30,000		30,000	0.0%
8004 EMR Blakehay Live Shows	5,075	0	0	0		0	0.0%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	(52)	0	1,705	1,705		1,705	0.0%
8011 EMR Blakehay Vols Fundraising	(240)	(18)	343	361		361	(5.3%)
8014 EMR Mus phase 2/HLF	317	0	1,311	1,311		1,311	0.0%
8017 EMR Grit Bins/ street furnitur	0	0	30,000	30,000		30,000	0.0%
8019 EMR Old Mill Way	1,880	0	18,313	18,313		18,313	0.0%
8023 Cil Monies Received	39,733	0	164,495	164,495		164,495	0.0%
8024 Environmental Climate Change	874	0	20,666	20,666		20,666	0.0%
8025 Blakehay CRF Grant Award	698	0	3	3		3	0.0%
8026 Com Res - Food Proj / Climate	5,692	1,099	12,824	11,725	1,946	9,779	23.7%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8032 HQ Purchase & Repairs	9,182	0	0	0		0	0.0%
8036 Com Res - Wellbeing	154	(1,000)	11,056	12,056	325	11,731	(6.1%)
8040 Wellbeing staff grant	11,997	0	6,258	6,258		6,258	0.0%
8042 EMR Talking Nature	586	400	2,558	2,158	100	2,058	19.5%
8043 Community Events	0	0	27,000	27,000		27,000	0.0%
8044 Unfulfilled Purchase Orders	0	74,133	150,475	76,342		76,342	49.3%
Earmarked Reserves :- Indirect Expenditure	75,895	74,614	483,344	408,730	4,371	404,359	16.3%
Net Income over Expenditure	(72,563)	(74,614)	(483,711)	(409,097)			

Detailed Income & Expenditure by Budget Heading 30/06/2025

Month No: 3

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>901 Capital Works Reserves</u>							
9002 HQ Refurbishment Wokrs	0	0	45,935	45,935		45,935	0.0%
9003 Old Town Quarry Works	39,407	214,072	194,728	(19,344)	123,142	(142,486)	173.2%
Capital Works Reserves :- Direct Expenditure	39,407	214,072	240,663	26,591	123,142	(96,551)	140.1%
4998 Depreciation Charges	338,995	0	0	0		0	0.0%
4999 General Reserve	(177,850)	0	0	0		0	0.0%
Capital Works Reserves :- Indirect Expenditure	161,145	0	0	0	0	0	
Net Expenditure	(200,552)	(214,072)	(240,663)	(26,591)			
Grand Totals:- Income	3,557,321	2,384,221	723,959	(1,660,262)			329.3%
Expenditure	3,598,189	1,146,268	5,824,680	4,678,412	286,588	4,391,825	24.6%
Net Income over Expenditure	(40,868)	1,237,953	(5,100,721)	(6,338,674)			
Movement to/(from) Gen Reserve	(40,868)	1,237,953	(5,100,721)	(6,338,674)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Central Administration							
4000 Staffing Costs	340,982	74,656	533,675	459,019		459,019	14.0%
4001 Salaries - Agency	12,194	3,578	10,323	6,745	8,757	(2,012)	119.5%
4006 Moorepay/IT payroll HR softwar	6,065	1,424	5,500	4,076		4,076	25.9%
4007 Personnel Consultants	5,370	3,545	5,200	1,655		1,655	68.2%
4008 CRB Checks/staff services	1,180	371	1,200	829		829	30.9%
4009 Health & Safety Consultant	4,657	2,735	3,500	765		765	78.1%
4011 Employers Superannuation	18,380	0	0	0		0	0.0%
4012 Travel & Subsistence Expenses	383	0	400	400		400	0.0%
4013 Training	6,299	617	9,194	8,578	2,420	6,158	33.0%
4019 Website Costs-TC	379	75	600	525		525	12.4%
4030 Equipment Purchase	687	0	0	0		0	0.0%
4031 Equipment - Rental	8,158	0	0	0		0	0.0%
4035 Telephone	6,627	0	0	0		0	0.0%
4036 Stationery	2,355	409	2,500	2,091	150	1,941	22.3%
4040 Audit & Accountancy	8,118	1,045	11,000	9,955	1,849	8,106	26.3%
4041 Fees, Subs and Conferences	6,865	4,949	8,570	3,621		3,621	57.7%
4042 Postages	1,779	418	2,000	1,583		1,583	20.9%
4043 Ink Cartridges/printing	2,908	0	3,000	3,000		3,000	0.0%
4044 Insurance	11,917	1,294	13,000	11,707		11,707	9.9%
4049 Legal fees	6,209	4,974	12,000	7,026		7,026	41.5%
4107 IT Support & Upgrade	21,637	5,035	15,000	9,965		9,965	33.6%
4136 Credit Card Chgs	381	0	500	500		500	0.0%
4151 Catering	2,554	527	3,000	2,473	33	2,441	18.6%
6020 Allocation to Cost Centres	(457,703)	(105,651)	(106,694)	(1,043)		(1,043)	99.0%
Central Administration :- Indirect Expenditure	18,380	(0)	533,468	533,468	13,208	520,261	2.5%
Net Expenditure	(18,380)	0	(533,468)	(533,468)			
103 Grove House							
1100 Miscellaneous Income	1,500	1,031	6,000	4,969			17.2%
Grove House :- Income	1,500	1,031	6,000	4,969			17.2%
4044 Insurance	0	0	1,500	1,500		1,500	0.0%
4102 NNDR	4,646	(1,145)	1,479	2,624		2,624	(77.4%)
4104 Utilities - Water	195	0	0	0		0	0.0%
4105 Utilities - Heat & Light	3,259	0	0	0		0	0.0%
4109 Alarm system	966	0	621	621		621	0.0%
4110 Cleaning	1,139	0	0	0		0	0.0%
4111 Window Cleaning	12	0	0	0		0	0.0%
4114 Refuse Removal	243	0	0	0		0	0.0%
Grove House :- Indirect Expenditure	10,460	(1,145)	3,600	4,745	0	4,745	(31.8%)
Net Income over Expenditure	(8,960)	2,176	2,400	224			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
104 Grove Lodge							
1100 Miscellaneous Income	2,212	5,000	5,000	0			100.0%
Grove Lodge :- Income	2,212	5,000	5,000	0			100.0%
4044 Insurance	0	0	1,500	1,500		1,500	0.0%
4102 NNDR	1,185	(940)	0	940		940	0.0%
4104 Utilities - Water	141	0	0	0		0	0.0%
4105 Utilities - Heat & Light	755	0	0	0		0	0.0%
4109 Alarm system	488	522	489	(33)		(33)	106.8%
4110 Cleaning	1,118	0	0	0		0	0.0%
4132 Rent	5,097	833	0	(833)		(833)	0.0%
Grove Lodge :- Indirect Expenditure	8,785	416	1,989	1,573	0	1,573	20.9%
Net Income over Expenditure	(6,574)	4,584	3,011	(1,573)			
105 Community Services							
4158 Weston in Bloom	2,265	323	8,000	7,677	10,540	(2,863)	135.8%
4200 Small grants to Voluntary Orgs	7,850	1,000	12,500	11,500		11,500	8.0%
4204 VANS	3,000	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	44,236	0	40,000	40,000		40,000	0.0%
4210 Weston Town Centre Co SLA	14,999	10,125	20,499	10,375		10,375	49.4%
4212 CCTV (NSC)	95,700	0	102,000	102,000		102,000	0.0%
4218 Flower Beds	315	0	3,000	3,000	200	2,800	6.7%
4221 Citizens Advice Bureau	43,750	0	25,000	25,000		25,000	0.0%
4223 Community Events	2,235	0	3,000	3,000		3,000	0.0%
4228 Blue Plaques	0	0	1,000	1,000		1,000	0.0%
4229 Armed Forces Celebrations	7,817	4,606	9,500	4,894	3,214	1,680	82.3%
4250 Community Events Grants	32,200	26,900	60,000	33,100	7,500	25,600	57.3%
4252 Crime & Disorder	44,546	0	93,550	93,550		93,550	0.0%
4254 CANS rent support (sovereign)	0	0	25,000	25,000		25,000	0.0%
4864 Homeless Support Fund	24,000	0	45,000	45,000	18,000	27,000	40.0%
6000 Admin Salaries Recharge	18,891	3,404	4,056	652		652	83.9%
6005 Admin Overhead Recharge	6,466	1,414	810	(604)		(604)	174.6%
6009 HQ recharges	4,876	1,776	1,070	(706)		(706)	166.0%
6010 Grounds Salaries Recharge	86,727	4,754	5,988	1,234		1,234	79.4%
6015 Grounds Overhead Recharge	21,553	1,741	1,402	(339)		(339)	124.2%
6030 Operational Staffing Recharge	6,695	3,245	3,528	283		283	92.0%
6035 Operational Overhead Recharge	541	585	378	(207)		(207)	154.8%
Community Services :- Indirect Expenditure	468,662	59,873	468,281	408,408	39,454	368,954	21.2%
Net Expenditure	(468,662)	(59,873)	(468,281)	(408,408)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
107 Civic Support							
4000 Staffing Costs	37,328	4,104	28,896	24,792		24,792	14.2%
4044 Insurance	7,643	0	7,500	7,500		7,500	0.0%
4050 Printing	1,336	0	500	500	76	424	15.3%
4150 Chauffeur/travel costs	3,463	0	3,000	3,000	158	2,843	5.3%
4151 Catering	8,783	139	3,000	2,861	111	2,750	8.3%
4152 Civic Miscellaneous	3,515	(134)	1,000	1,134	42	1,093	(9.3%)
4153 Chair's Allowance	1,965	1,270	4,751	3,481		3,481	26.7%
4154 Civic Regalia	2,151	0	4,000	4,000		4,000	0.0%
4164 Civic Events	0	5,794	5,800	6		6	99.9%
4165 Hildesheim	0	0	4,000	4,000		4,000	0.0%
6000 Admin Salaries Recharge	43,032	6,704	7,988	1,284		1,284	83.9%
6005 Admin Overhead Recharge	14,728	2,784	1,594	(1,190)		(1,190)	174.7%
6009 HQ recharges	11,107	4,044	2,436	(1,608)		(1,608)	166.0%
6010 Grounds Salaries Recharge	2,908	58	74	16		16	78.4%
6015 Grounds Overhead Recharge	724	22	18	(4)		(4)	122.2%
6030 Operational Staffing Recharge	8,933	231	252	21		21	91.7%
6035 Operational Overhead Recharge	721	42	26	(16)		(16)	161.5%
Civic Support :- Indirect Expenditure	148,337	25,057	74,835	49,778	387	49,391	34.0%
Net Expenditure	(148,337)	(25,057)	(74,835)	(49,778)			
108 Democratic Representation							
4012 Travel & Subsistence Expenses	43	0	100	100		100	0.0%
4013 Training	1,209	186	1,000	814	284	530	47.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4024 Internal Meeting Provision	2,712	0	0	0		0	0.0%
4107 IT Support & Upgrade	2,494	392	2,500	2,108		2,108	15.7%
6000 Admin Salaries Recharge	76,078	9,563	11,394	1,831		1,831	83.9%
6005 Admin Overhead Recharge	26,034	3,971	2,274	(1,697)		(1,697)	174.6%
6009 HQ recharges	19,635	7,149	4,306	(2,843)		(2,843)	166.0%
6010 Grounds Salaries Recharge	5,497	0	0	0		0	0.0%
6015 Grounds Overhead Recharge	1,366	0	0	0		0	0.0%
6030 Operational Staffing Recharge	8,933	850	924	74		74	92.0%
6035 Operational Overhead Recharge	721	153	98	(55)		(55)	156.1%
Democratic Representation :- Indirect Expenditure	144,722	22,264	37,596	15,332	284	15,048	60.0%
Net Expenditure	(144,722)	(22,264)	(37,596)	(15,332)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
110 Other Costs & Income							
1176 Precept	3,135,840	2,225,334	0	(2,225,334)			0.0%
1190 Bank Interest	5,475	852	20,000	19,148			4.3%
1191 CIL Received	3,593	0	0	0			0.0%
Other Costs & Income :- Income	3,144,908	2,226,186	20,000	(2,206,186)			11130.9
4051 Bank Charges	3,473	730	4,100	3,370		3,370	17.8%
4060 PWLB Interest repaid-Blakehay	3,339	1,431	2,703	1,272		1,272	52.9%
4061 PWLB Capital repaid-Blakehay	12,000	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	7,898	3,732	6,316	2,584		2,584	59.1%
4069 PWLB Capital repaid-Water Pk	12,461	6,447	13,043	6,596		6,596	49.4%
4080 PWLB Capital HQ Loan Capital	10,000	0	10,000	10,000		10,000	0.0%
4081 PWLB Interest HQ Loan Interest	8,344	0	7,899	7,899		7,899	0.0%
4082 EMRRP devolution	0	9,500	350,000	340,500	50	340,450	2.7%
4999 General Reserve	0	0	330,000	330,000		330,000	0.0%
Other Costs & Income :- Indirect Expenditure	57,515	27,841	736,061	708,220	50	708,170	3.8%
Net Income over Expenditure	3,087,393	2,198,345	(716,061)	(2,914,406)			
111 Strategic Planning/Projects							
1130 Big Worle	0	0	63,045	63,045			0.0%
Strategic Planning/Projects :- Income	0	0	63,045	63,045			0.0%
4049 Legal fees	17,354	1,933	30,000	28,067	6	28,061	6.5%
4213 Development budget	732	119	1,000	881		881	11.9%
6000 Admin Salaries Recharge	26,155	5,704	6,796	1,092		1,092	83.9%
6005 Admin Overhead Recharge	3,067	1,048	1,356	308		308	77.3%
6009 HQ recharges	6,754	2,458	508	(1,950)		(1,950)	483.9%
6030 Operational Staffing Recharge	8,035	772	840	68		68	91.9%
6035 Operational Overhead Recharge	647	139	90	(49)		(49)	154.4%
Strategic Planning/Projects :- Indirect Expenditure	62,744	12,173	40,590	28,417	6	28,411	30.0%
Net Income over Expenditure	(62,744)	(12,173)	22,455	34,628			
112 Environmental							
4076 Environmental / Climate	30,177	0	46,125	46,125		46,125	0.0%
6000 Admin Salaries Recharge	30,417	4,031	4,804	773		773	83.9%
6005 Admin Overhead Recharge	10,408	1,673	958	(715)		(715)	174.6%
6009 HQ recharges	7,849	2,858	1,722	(1,136)		(1,136)	166.0%
6030 Operational Staffing Recharge	4,460	541	588	47		47	92.0%
6035 Operational Overhead Recharge	360	97	64	(33)		(33)	151.6%
Environmental :- Indirect Expenditure	83,671	9,200	54,261	45,061	0	45,061	17.0%
Net Expenditure	(83,671)	(9,200)	(54,261)	(45,061)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
113 Operational Services							
4000 Staffing Costs	133,926	23,143	150,948	127,805		127,805	15.3%
4013 Training	5,954	3,393	6,773	3,380	876	2,504	63.0%
4014 P P E / Health & Safety	500	0	450	450		450	0.0%
4035 Telephone	478	83	400	317	312	5	98.7%
4107 IT Support & Upgrade	3,877	698	4,000	3,302		3,302	17.4%
6020 Allocation to Cost Centres	(144,736)	(27,317)	(27,854)	(537)		(537)	98.1%
Operational Services :- Indirect Expenditure	0	(0)	134,717	134,717	1,188	133,529	0.9%
Net Expenditure	(0)	0	(134,717)	(134,717)			
114 Old Town Quarry							
1301 Studio Letting Income	0	0	16,200	16,200			0.0%
1302 Catering	0	0	25,000	25,000			0.0%
1303 Community hire	0	0	4,680	4,680			0.0%
Old Town Quarry :- Income	0	0	45,880	45,880			0.0%
4014 P P E / Health & Safety	0	0	529	529		529	0.0%
4019 Website Costs-TC	0	0	513	513		513	0.0%
4034 Equipment Repairs	0	0	10,250	10,250		10,250	0.0%
4035 Telephone	0	0	578	578		578	0.0%
4044 Insurance	10,136	0	9,250	9,250		9,250	0.0%
4102 NNDR	0	0	3,229	3,229		3,229	0.0%
4104 Utilities - Water	0	0	1,082	1,082		1,082	0.0%
4105 Utilities - Heat & Light	522	166	8,111	7,945		7,945	2.0%
4109 Alarm system	0	0	1,057	1,057		1,057	0.0%
4110 Cleaning	0	0	1,057	1,057		1,057	0.0%
4114 Refuse Removal	0	0	529	529		529	0.0%
4131 Licenses	0	0	150	150		150	0.0%
6000 Admin Salaries Recharge	6,310	10,354	12,336	1,982		1,982	83.9%
6005 Admin Overhead Recharge	2,158	4,299	2,462	(1,837)		(1,837)	174.6%
6009 HQ recharges	1,630	593	358	(235)		(235)	165.6%
6010 Grounds Salaries Recharge	12,059	829	1,044	215		215	79.4%
6015 Grounds Overhead Recharge	2,998	303	244	(59)		(59)	124.2%
6030 Operational Staffing Recharge	2,235	4,096	4,452	356		356	92.0%
6035 Operational Overhead Recharge	182	739	478	(261)		(261)	154.6%
Old Town Quarry :- Indirect Expenditure	38,230	21,379	57,709	36,330	0	36,330	37.0%
Net Income over Expenditure	(38,230)	(21,379)	(11,829)	9,550			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>115 HQ</u>							
1100 Miscellaneous Income	3,333	1,301	0	(1,301)			0.0%
HQ :- Income	3,333	1,301	0	(1,301)			
4014 P P E / Health & Safety	6,268	0	10,250	10,250		10,250	0.0%
4030 Equipment Purchase	8,423	300	15,375	15,075	192	14,884	3.2%
4031 Equipment - Rental	0	4,174	5,500	1,326		1,326	75.9%
4035 Telephone	0	1,028	7,000	5,972	2,023	3,949	43.6%
4044 Insurance	(519)	0	6,180	6,180		6,180	0.0%
4102 NNDR	18,252	4,117	20,334	16,217		16,217	20.2%
4104 Utilities - Water	729	116	1,000	884		884	11.6%
4105 Utilities - Heat & Light	28,508	7,602	12,000	4,399		4,399	63.3%
4109 Alarm system	1,590	0	1,544	1,544		1,544	0.0%
4110 Cleaning	7,690	4,171	16,640	12,469		12,469	25.1%
4111 Window Cleaning	313	65	500	435		435	13.0%
4114 Refuse Removal	1,353	1,818	2,563	745		745	70.9%
4136 Credit Card Chgs	0	54	300	246		246	18.0%
4171 Parking	9,450	9,900	9,500	(400)		(400)	104.2%
4172 Garage rental	2,375	0	1,550	1,550		1,550	0.0%
4998 Depreciation Charges	7,356	0	0	0		0	0.0%
6020 Allocation to Cost Centres	(88,019)	(32,042)	(19,304)	12,738		12,738	166.0%
HQ :- Indirect Expenditure	3,768	1,301	90,932	89,631	2,215	87,416	3.9%
Net Income over Expenditure	(435)	(0)	(90,932)	(90,932)			
<u>116 Volunteer costs</u>							
4012 Travel & Subsistence Expenses	301	0	500	500		500	0.0%
4013 Training	542	0	900	900		900	0.0%
4014 P P E / Health & Safety	79	0	200	200		200	0.0%
4030 Equipment Purchase	579	0	700	700		700	0.0%
4039 Advertising & Marketing	0	0	500	500		500	0.0%
4041 Fees, Subs and Conferences	592	0	500	500		500	0.0%
4151 Catering	307	0	500	500		500	0.0%
4253 Volunteer Events	330	0	750	750		750	0.0%
Volunteer costs :- Indirect Expenditure	2,729	0	4,550	4,550	0	4,550	0.0%
Net Expenditure	(2,729)	0	(4,550)	(4,550)			
<u>120 Blakehay Central Costs</u>							
1105 Blakehay Box office income	0	0	0	0			0.0%
Blakehay Central Costs :- Income	0	0	0	0			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	61,351	11,801	75,008	63,207		63,207	15.7%
4013 Training	962	191	1,183	992	284	708	40.1%
4014 P P E / Health & Safety	107	0	500	500	46	454	9.2%
4019 Website Costs-TC	343	154	250	96		96	61.5%
4030 Equipment Purchase	(8,387)	0	5,000	5,000	165	4,835	3.3%
4031 Equipment - Rental	1,630	652	416	(236)	85	(321)	177.1%
4034 Equipment Repairs	1,934	204	2,000	1,796	327	1,469	26.6%
4035 Telephone	1,913	454	1,730	1,276		1,276	26.3%
4036 Stationery	297	39	250	211		211	15.6%
4043 Ink Cartridges/printing	294	0	250	250		250	0.0%
4044 Insurance	14,317	0	7,900	7,900		7,900	0.0%
4102 NNDR	3,144	0	3,226	3,226		3,226	0.0%
4104 Utilities - Water	649	239	624	385		385	38.3%
4105 Utilities - Heat & Light	17,509	3,519	22,068	18,549		18,549	15.9%
4107 IT Support & Upgrade	4,903	1,465	2,916	1,452		1,452	50.2%
4109 Alarm system	938	0	684	684		684	0.0%
4110 Cleaning	21,243	1,906	19,486	17,580		17,580	9.8%
4111 Window Cleaning	300	75	150	75		75	50.0%
4114 Refuse Removal	853	190	2,700	2,510		2,510	7.0%
4131 Licenses	180	0	1,200	1,200		1,200	0.0%
4136 Credit Card Chgs	505	162	487	325		325	33.3%
4998 Depreciation Charges	10,274	0	0	0		0	0.0%
6000 Admin Salaries Recharge	25,982	3,345	3,984	639		639	84.0%
6005 Admin Overhead Recharge	8,893	1,388	796	(592)		(592)	174.4%
6009 HQ recharges	6,707	2,442	1,470	(972)		(972)	166.1%
6010 Grounds Salaries Recharge	5,818	711	896	185		185	79.4%
6015 Grounds Overhead Recharge	1,445	261	210	(51)		(51)	124.3%
6030 Operational Staffing Recharge	26,785	2,511	2,730	219		219	92.0%
6035 Operational Overhead Recharge	2,163	453	292	(161)		(161)	155.1%

Blakehay Central Costs :- Indirect Expenditure	213,051	32,162	158,406	126,244	907	125,337	20.9%
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Net Income over Expenditure	(213,051)	(32,162)	(158,406)	(126,244)
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121 Blakehay -Auditorium

1090 Bookings	32,547	4,851	35,000	30,149			13.9%
Blakehay -Auditorium :- Income	32,547	4,851	35,000	30,149			13.9%
4000 Staffing Costs	49,513	10,708	68,457	57,749		57,749	15.6%
4039 Advertising & Marketing	1,427	0	2,500	2,500	135	2,365	5.4%
4224 Blakehay Performing Rights	1,535	0	3,500	3,500		3,500	0.0%

Blakehay -Auditorium :- Indirect Expenditure	52,475	10,708	74,457	63,749	135	63,614	14.6%
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Net Income over Expenditure	(19,928)	(5,857)	(39,457)	(33,600)
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	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>122 Blakehay - Upper Studio</u>							
1090 Bookings	7,523	1,726	8,000	6,275			21.6%
Blakehay - Upper Studio :- Income	7,523	1,726	8,000	6,275			21.6%
Net Income	7,523	1,726	8,000	6,275			
<u>123 Blakehay Bar</u>							
1015 Internal Bookings (Council)	2,948	0	1,000	1,000			0.0%
1193 Blakehay Bar Events Hire	0	0	500	500			0.0%
1194 Bar Income	19,260	4,210	26,000	21,790			16.2%
Blakehay Bar :- Income	22,208	4,210	27,500	23,290			15.3%
4000 Staffing Costs	19,739	803	13,184	12,381		12,381	6.1%
4031 Equipment - Rental	812	0	1,246	1,246		1,246	0.0%
4405 Blakehay Bar Expenditure	7,306	2,233	13,000	10,767	484	10,283	20.9%
Blakehay Bar :- Indirect Expenditure	27,856	3,036	27,430	24,394	484	23,910	12.8%
Net Income over Expenditure	(5,648)	1,174	70	(1,104)			
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	15,883	5,548	40,000	34,452			13.9%
Blakehay -Live Shows :- Income	15,883	5,548	40,000	34,452			13.9%
4000 Staffing Costs	0	384	13,182	12,798		12,798	2.9%
4016 Show costs	7,863	4,309	24,000	19,692	8,163	11,529	52.0%
4039 Advertising & Marketing	1,080	0	2,500	2,500		2,500	0.0%
Blakehay -Live Shows :- Indirect Expenditure	8,943	4,692	39,682	34,990	8,163	26,827	32.4%
Net Income over Expenditure	6,940	856	318	(538)			
<u>126 Blakehay CRF</u>							
4412 Cultural Revival Fund Expenses	0	0	0	0	92	(92)	0.0%
Blakehay CRF :- Indirect Expenditure	0	0	0	0	92	(92)	
Net Expenditure	0	0	0	0			
<u>140 Museum Central Costs</u>							
1034 Grant funding	(2)	0	0	0			0.0%
1100 Miscellaneous Income	5,631	800	10,000	9,200			8.0%
Museum Central Costs :- Income	5,629	800	10,000	9,200			8.0%
4000 Staffing Costs	127,572	22,751	144,789	122,038		122,038	15.7%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4012 Travel & Subsistence Expenses	71	0	100	100		100	0.0%
4013 Training	1,884	490	2,854	2,364	284	2,080	27.1%
4014 P P E / Health & Safety	211	86	1,000	914		914	8.6%
4019 Website Costs-TC	311	70	250	180		180	27.9%
4030 Equipment Purchase	485	126	1,000	874	83	791	20.9%
4031 Equipment - Rental	1,684	276	1,500	1,224		1,224	18.4%
4034 Equipment Repairs	130	0	500	500		500	0.0%
4035 Telephone	3,683	681	3,000	2,319	454	1,866	37.8%
4036 Stationery	364	0	500	500		500	0.0%
4039 Advertising & Marketing	2,093	266	2,500	2,234	790	1,444	42.3%
4041 Fees, Subs and Conferences	157	158	250	92		92	63.3%
4044 Insurance	14,949	0	14,539	14,539		14,539	0.0%
4102 NNDR	1	0	0	0		0	0.0%
4104 Utilities - Water	233	104	450	346		346	23.1%
4105 Utilities - Heat & Light	14,781	1,572	13,926	12,354		12,354	11.3%
4107 IT Support & Upgrade	8,085	1,085	8,500	7,415		7,415	12.8%
4109 Alarm system	1,069	828	790	(38)		(38)	104.9%
4110 Cleaning	16,800	2,916	16,000	13,084		13,084	18.2%
4111 Window Cleaning	600	150	500	350		350	30.0%
4114 Refuse Removal	2,802	1,063	3,500	2,437		2,437	30.4%
4131 Licenses	830	49	1,150	1,101		1,101	4.3%
4136 Credit Card Chgs	0	54	750	696		696	7.2%
4214 Somerset County Council - SLA	85,537	0	85,537	85,537		85,537	0.0%
6000 Admin Salaries Recharge	21,414	3,516	4,190	674		674	83.9%
6005 Admin Overhead Recharge	7,330	1,460	836	(624)		(624)	174.6%
6009 HQ recharges	5,529	2,012	1,212	(800)		(800)	166.0%
6010 Grounds Salaries Recharge	5,498	888	1,118	230		230	79.4%
6015 Grounds Overhead Recharge	1,365	325	262	(63)		(63)	124.0%
6030 Operational Staffing Recharge	26,784	3,594	3,908	314		314	92.0%
6035 Operational Overhead Recharge	2,162	648	418	(230)		(230)	155.0%
Museum Central Costs :- Indirect Expenditure	354,415	45,168	315,829	270,661	1,610	269,050	14.8%
Net Income over Expenditure	(348,786)	(44,368)	(305,829)	(261,461)			
<u>141 Museum Learning and Events</u>							
1004 Cafe Sales	12	0	0	0			0.0%
1006 Learning Income	8,626	2,037	9,425	7,389			21.6%
1008 Museum handling box hire	945	225	899	674			25.0%
1103 Other event misc income	1,366	0	269	269			0.0%
Museum Learning and Events :- Income	10,949	2,262	10,593	8,332			21.3%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	34,661	4,482	40,124	35,642		35,642	11.2%
4012 Travel & Subsistence Expenses	28	0	154	154		154	0.0%
4020 Learning/Event education equip	723	79	1,025	946	43	903	12.0%
4030 Equipment Purchase	1,721	935	2,563	1,628	180	1,448	43.5%
Museum Learning and Events :- Indirect Expenditure	37,133	5,496	43,866	38,370	223	38,147	13.0%
Net Income over Expenditure	(26,185)	(3,234)	(33,273)	(30,039)			
<u>142 Museum Cafe</u>							
1004 Cafe Sales	81,609	13,324	90,000	76,676			14.8%
1194 Bar Income	5,007	2,173	15,000	12,827			14.5%
1197 Function food income	14,188	5,354	25,000	19,646			21.4%
Museum Cafe :- Income	100,803	20,851	130,000	109,149			16.0%
4000 Staffing Costs	59,960	9,782	77,121	67,339		67,339	12.7%
4014 P P E / Health & Safety	808	3	1,500	1,497		1,497	0.2%
4030 Equipment Purchase	4,197	42	2,500	2,458		2,458	1.7%
4031 Equipment - Rental	2,500	508	2,000	1,492		1,492	25.4%
4110 Cleaning	533	182	1,000	818	776	42	95.8%
4114 Refuse Removal	137	0	750	750		750	0.0%
4136 Credit Card Chgs	0	54	500	446		446	10.8%
4406 Bar Stock/Sundry Items Kiosk	3,264	1,075	5,000	3,925	47	3,878	22.4%
4407 Cafe stock	25,018	4,001	24,000	19,999	1,084	18,916	21.2%
4408 Shop stock	0	389	0	(389)	270	(659)	0.0%
4511 Function food costs	5,307	1,355	5,500	4,145	104	4,041	26.5%
Museum Cafe :- Indirect Expenditure	101,723	17,391	119,871	102,480	2,280	100,200	16.4%
Net Income over Expenditure	(920)	3,459	10,129	6,670			
<u>143 Museum shop/retail</u>							
1005 Museum Shop Sales	9,652	1,813	12,539	10,726			14.5%
1009 Museum sale or return comm	8,018	4,467	7,313	2,846			61.1%
Museum shop/retail :- Income	17,670	6,280	19,852	13,572			31.6%
4421 Sale or Return Exp (1009)	5,054	1,366	3,612	2,246	116	2,130	41.0%
Museum shop/retail :- Direct Expenditure	5,054	1,366	3,612	2,246	116	2,130	41.0%
4030 Equipment Purchase	1,809	110	2,783	2,673		2,673	4.0%
4031 Equipment - Rental	930	204	953	749		749	21.5%
4136 Credit Card Chgs	1,035	54	88	34		34	61.4%
4408 Shop stock	3,291	1,213	6,627	5,414	393	5,021	24.2%
Museum shop/retail :- Indirect Expenditure	7,065	1,582	10,451	8,869	393	8,476	18.9%
Net Income over Expenditure	5,550	3,332	5,789	2,457			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>145 Museum Function</u>							
1019 Internal Bookings (Council)	177	0	200	200			0.0%
1103 Other event misc income	12,774	1,584	13,500	11,917			11.7%
1104 Function Income	10,813	4,812	23,500	18,688			20.5%
Museum Function :- Income	23,764	6,396	37,200	30,804			17.2%
4000 Staffing Costs	18,436	2,782	18,252	15,470		15,470	15.2%
4030 Equipment Purchase	1,419	82	5,000	4,918	35	4,883	2.3%
4420 Function Expenditure (1104)	9,462	1,720	12,000	10,280	112	10,168	15.3%
Museum Function :- Indirect Expenditure	29,317	4,584	35,252	30,668	147	30,520	13.4%
Net Income over Expenditure	(5,553)	1,812	1,948	136			
<u>199 Capital Projects</u>							
4103 Capital project	0	0	160,000	160,000	24,500	135,500	15.3%
Capital Projects :- Indirect Expenditure	0	0	160,000	160,000	24,500	135,500	15.3%
Net Expenditure	0	0	(160,000)	(160,000)			
<u>300 Planning</u>							
6000 Admin Salaries Recharge	6,822	3,891	4,634	743		743	84.0%
6005 Admin Overhead Recharge	2,332	1,615	924	(691)		(691)	174.8%
6009 HQ recharges	1,762	641	386	(255)		(255)	166.1%
Planning :- Indirect Expenditure	10,916	6,147	5,944	(203)	0	(203)	103.4%
Net Expenditure	(10,916)	(6,147)	(5,944)	203			
<u>400 Central Grounds Maintenance</u>							
4000 Staffing Costs	354,712	65,293	493,503	428,210		428,210	13.2%
4013 Training	5,739	538	8,629	8,091	284	7,807	9.5%
4014 P P E / Health & Safety	4,232	881	4,000	3,119	408	2,711	32.2%
4025 Vehicle Maintenance	10,655	1,046	4,197	3,151	67	3,084	26.5%
4026 Petrol / Diesel	6,537	1,039	15,000	13,961		13,961	6.9%
4030 Equipment Purchase	13,733	455	10,000	9,545	2,028	7,517	24.8%
4031 Equipment - Rental	14,779	9,751	41,354	31,603	3,190	28,413	31.3%
4034 Equipment Repairs	2,586	1,039	2,563	1,524	1,446	78	97.0%
4035 Telephone	2,679	456	2,764	2,308	2,704	(397)	114.3%
4044 Insurance	10,713	5,836	10,000	4,164		4,164	58.4%
4107 IT Support & Upgrade	16,266	2,791	15,890	13,099		13,099	17.6%
4114 Refuse Removal	278	71	1,200	1,129		1,129	5.9%
6020 Allocation to Cost Centres	(442,860)	(89,198)	(101,516)	(12,318)		(12,318)	87.9%
Central Grounds Maintenance :- Indirect Expenditure	50	0	507,584	507,584	10,127	497,456	2.0%
Net Expenditure	(50)	(0)	(507,584)	(507,584)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>403 Allotments</u>							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	787	133	770	637		637	17.3%
4108 Building / Maintenance	156	0	4,000	4,000	580	3,420	14.5%
4261 Accessibility plot all sites	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	786	1,926	2,294	368		368	84.0%
6005 Admin Overhead Recharge	268	800	458	(342)		(342)	174.7%
6009 HQ recharges	204	73	44	(29)		(29)	165.9%
6010 Grounds Salaries Recharge	11,917	118	148	30		30	79.7%
6015 Grounds Overhead Recharge	2,962	43	34	(9)		(9)	126.5%
Allotments :- Indirect Expenditure	17,080	3,093	12,748	9,655	580	9,075	28.8%
Net Income over Expenditure	(17,080)	(3,093)	(12,348)	(9,255)			
<u>420 Milton Road Cemetery</u>							
1010 Interments	48,937	6,489	68,000	61,511			9.5%
1011 Memorials	4,158	1,316	4,000	2,684			32.9%
1100 Miscellaneous Income	4,914	624	5,000	4,376			12.5%
Milton Road Cemetery :- Income	58,009	8,429	77,000	68,571			10.9%
4034 Equipment Repairs	1,922	30	5,000	4,970		4,970	0.6%
4054 Grave Digging	9,356	1,650	12,000	10,350		10,350	13.8%
4055 Memorials	6,234	461	8,000	7,539	934	6,605	17.4%
4102 NNDR	8,354	788	4,009	3,221		3,221	19.6%
4104 Utilities - Water	1,073	191	640	449		449	29.8%
4105 Utilities - Heat & Light	208	33	218	185		185	15.0%
4109 Alarm system	488	0	334	334		334	0.0%
4110 Cleaning	0	0	2,050	2,050	1,180	870	57.6%
4114 Refuse Removal	0	0	192	192		192	0.0%
6000 Admin Salaries Recharge	13,367	3,345	3,984	639		639	84.0%
6005 Admin Overhead Recharge	4,576	1,388	796	(592)		(592)	174.4%
6009 HQ recharges	3,451	1,256	756	(500)		(500)	166.1%
6010 Grounds Salaries Recharge	99,497	22,951	28,912	5,961		5,961	79.4%
6015 Grounds Overhead Recharge	24,725	8,403	6,772	(1,631)		(1,631)	124.1%
6030 Operational Staffing Recharge	2,680	1,352	1,470	118		118	92.0%
6035 Operational Overhead Recharge	218	244	158	(86)		(86)	154.4%
Milton Road Cemetery :- Indirect Expenditure	176,149	42,091	75,291	33,200	2,114	31,086	58.7%
Net Income over Expenditure	(118,140)	(33,662)	1,709	35,371			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	46,022	0	76,926	76,926		76,926	0.0%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	5,283	2,485	2,962	477		477	83.9%
6005 Admin Overhead Recharge	1,811	1,031	592	(439)		(439)	174.2%
6009 HQ recharges	1,363	497	300	(197)		(197)	165.7%
6030 Operational Staffing Recharge	1,770	463	502	39		39	92.2%
6035 Operational Overhead Recharge	141	85	54	(31)		(31)	157.4%
Youth Activities :- Indirect Expenditure	56,390	4,561	84,836	80,275	0	80,275	5.4%
Net Expenditure	(56,390)	(4,561)	(84,836)	(80,275)			
460 Street Furniture							
1112 Dog Bin Emptying	14,664	1,227	15,364	14,137			8.0%
Street Furniture :- Income	14,664	1,227	15,364	14,137			8.0%
4105 Utilities - Heat & Light	1,315	214	2,000	1,786		1,786	10.7%
4115 Dogbin purchase	750	0	5,000	5,000		5,000	0.0%
4116 Dogbin Emptying	13,698	0	20,000	20,000		20,000	0.0%
4119 Notice Boards	614	130	1,500	1,370		1,370	8.7%
4120 Street Cleaning Grant	3,699	39	0	(39)		(39)	0.0%
4133 Bus Shelter - Repairs	396	132	2,000	1,868		1,868	6.6%
4157 Prince Wales Clock/welcome sig	1,249	229	550	321	345	(24)	104.4%
4245 Town Council Signs	0	0	15,000	15,000		15,000	0.0%
4246 Transfer NSC bins emptying cos	0	0	31,332	31,332		31,332	0.0%
6000 Admin Salaries Recharge	8,971	2,523	3,006	483		483	83.9%
6005 Admin Overhead Recharge	8,949	2,368	600	(1,768)		(1,768)	394.7%
6009 HQ recharges	2,313	843	1,480	637		637	57.0%
6010 Grounds Salaries Recharge	33,524	11,635	14,658	3,023		3,023	79.4%
6015 Grounds Overhead Recharge	8,330	4,260	3,434	(826)		(826)	124.1%
6030 Operational Staffing Recharge	2,239	155	168	13		13	92.3%
6035 Operational Overhead Recharge	182	27	18	(9)		(9)	150.0%
Street Furniture :- Indirect Expenditure	86,229	22,555	100,746	78,191	345	77,846	22.7%
Net Income over Expenditure	(71,565)	(21,328)	(85,382)	(64,054)			
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	0	0	10,000	10,000			0.0%
Parks & Play Areas :- Income	0	0	10,000	10,000			0.0%
4044 Insurance	0	0	20,000	20,000		20,000	0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4140 Recreation Grounds	78,060	17,900	82,492	64,592		64,592	21.7%
4300 Parks&Play Area EMRRP Holding	(30,285)	0	476,668	476,668	29,291	447,377	6.1%
4301 Ashcombe Park Lower	2,365	23	24	1		1	96.1%
4302 Ashcombe Park Upper	2,028	23	24	1		1	96.1%
4303 Broadway Play	1,917	23	24	1		1	96.1%
4304 Broadway Skate Park	1,917	23	24	1		1	96.1%
4305 Byron Rec	1,917	23	24	1		1	96.1%
4306 Castle Batch Lower	1,917	123	123	(0)		(0)	100.1%
4307 Canberra Road	1,917	23	25	2		2	92.3%
4308 Clarence Park	5,636	23	23	(0)		(0)	100.3%
4309 Conniston Green	1,917	23	24	1		1	96.1%
4310 Ellenborough Park East	2,016	23	24	1		1	96.1%
4311 Grove Park	8,786	23	23	(0)		(0)	100.3%
4312 Hutton Moor Skate Park	1,917	23	23	(0)		(0)	100.3%
4313 Jubilee Park	1,917	23	23	(0)		(0)	100.3%
4314 Locking Castle (Maltlands)	3,508	23	23	(0)		(0)	100.3%
4315 Lynch Farm	1,917	23	23	(0)		(0)	100.3%
4316 Millennium Green	5,423	23	23	(0)		(0)	100.3%
4317 Uphill Junior Play Area	1,917	23	23	(0)		(0)	100.3%
4318 Uphill Toddler Play Area	1,917	23	23	(0)		(0)	100.3%
4319 Water Adventure Play Park	48,162	2,725	2,725	(0)		(0)	100.0%
4320 Worle Recreation Ground	1,917	23	23	(0)		(0)	100.3%
4321 Wyvern Close	1,917	23	23	(0)	9,159	(9,159)	39919.9
4322 Ellenborough Park West	6,993	23	23	(0)		(0)	100.3%
4324 Dartmouth Close	1,917	23	15	(8)		(8)	153.8%
4998 Depreciation Charges	230,285	0	0	0		0	0.0%
6000 Admin Salaries Recharge	19,028	4,763	5,674	911		911	83.9%
6005 Admin Overhead Recharge	6,512	1,978	1,132	(846)		(846)	174.7%
6009 HQ recharges	4,910	1,787	1,078	(709)		(709)	165.8%
6010 Grounds Salaries Recharge	55,478	20,756	26,148	5,392		5,392	79.4%
6015 Grounds Overhead Recharge	13,788	7,598	6,124	(1,474)		(1,474)	124.1%
6030 Operational Staffing Recharge	6,694	2,897	3,150	253		253	92.0%
6035 Operational Overhead Recharge	541	523	338	(185)		(185)	154.7%
Parks & Play Areas :- Indirect Expenditure	496,759	61,535	626,136	564,601	38,449	526,152	16.0%
Net Income over Expenditure	(496,759)	(61,535)	(616,136)	(554,601)			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	182,295	182,295	37,403	144,892	20.5%
4232 Allotments PPM	6,345	7	7	0		0	100.0%
4233 Blakehay PPM	16,871	523	524	1		1	99.9%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4234 Museum PPM	17,668	1,177	1,176	(1)		(1)	100.1%
4235 Cemetery PPM	12,589	0	0	0		0	0.0%
4236 Parks & play areas PPM	42,497	2,265	2,265	(0)		(0)	100.0%
4237 Grove House PPM	6,442	412	412	(0)		(0)	100.1%
4238 Grove Lodge PPM	3,977	204	204	0		0	100.0%
4239 Chapel/hut/toilets/shed PPM	6,366	0	0	0		0	0.0%
4240 Public toilets	3,477	20	20	(0)		(0)	102.4%
4242 HQ PPM	68,495	1,798	1,799	1		1	100.0%
4243 Quarry PPM	129	0	0	0		0	0.0%
4244 Xmas Lights PPM	4,680	0	1	1		1	0.0%
6000 Admin Salaries Recharge	15,004	3,734	4,448	714		714	83.9%
6005 Admin Overhead Recharge	5,137	1,550	888	(662)		(662)	174.5%
6009 HQ recharges	3,874	1,410	850	(560)		(560)	165.9%
6030 Operational Staffing Recharge	7,592	155	168	13		13	92.3%
6035 Operational Overhead Recharge	612	28	18	(10)		(10)	155.6%
Planned maintenance :- Indirect Expenditure	221,754	13,285	195,075	181,790	37,403	144,387	26.0%
Net Expenditure	(221,754)	(13,285)	(195,075)	(181,790)			
<u>480 Tourism & Marketing</u>							
	0	0	0	0		0	0.0%
Net Expenditure	0	0	0	0			
<u>481 Tourism Visit Weston/Dest Mar</u>							
1040 Digital Advertising	8,112	600	20,000	19,400			3.0%
Tourism Visit Weston/Dest Mar :- Income	8,112	600	20,000	19,400			3.0%
4000 Staffing Costs	55,521	11,384	79,901	68,517		68,517	14.2%
4030 Equipment Purchase	12	0	100	100		100	0.0%
4035 Telephone	1,366	259	1,500	1,241	312	929	38.1%
4039 Advertising & Marketing	4,859	467	7,500	7,033		7,033	6.2%
4041 Fees, Subs and Conferences	328	0	625	625		625	0.0%
4062 Tourism-Love Weston website	16,613	159	14,500	14,341		14,341	1.1%
4107 IT Support & Upgrade	2,007	317	1,750	1,433		1,433	18.1%
Tourism Visit Weston/Dest Mar :- Indirect Expenditure	80,705	12,586	105,876	93,290	312	92,978	12.2%
Net Income over Expenditure	(72,594)	(11,986)	(85,876)	(73,890)			
<u>482 Tourism VIC costs</u>							
1043 VIC Retail/Shop Income	81	0	18,000	18,000			0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1045 Sale or return	22	0	0	0			0.0%
1251 VW Notice boards (NSC)	0	0	10,000	10,000			0.0%
Tourism VIC costs :- Income	103	0	28,000	28,000			0.0%
4000 Staffing Costs	27,490	12,407	48,881	36,474		36,474	25.4%
4013 Training	356	191	1,695	1,504		1,504	11.3%
4014 P P E / Health & Safety	193	486	1,025	539	244	295	71.2%
4030 Equipment Purchase	413	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	238	0	300	300		300	0.0%
4035 Telephone	58	0	0	0		0	0.0%
4036 Stationery	55	0	250	250		250	0.0%
4039 Advertising & Marketing	461	0	1,000	1,000	49	951	4.9%
4119 Notice Boards	15	198	1,000	802		802	19.8%
4136 Credit Card Chgs	324	0	450	450		450	0.0%
4151 Catering	0	0	300	300		300	0.0%
4225 VIC Stock	40	0	10,000	10,000		10,000	0.0%
4255 VW Notice boards (NSC)	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	16,845	3,218	3,834	616		616	83.9%
6005 Admin Overhead Recharge	5,765	1,336	762	(574)		(574)	175.3%
6009 HQ recharges	4,349	1,581	954	(627)		(627)	165.7%
6010 Grounds Salaries Recharge	32,562	1,019	1,282	263		263	79.5%
6015 Grounds Overhead Recharge	8,093	373	300	(73)		(73)	124.3%
6030 Operational Staffing Recharge	18,750	2,126	2,310	184		184	92.0%
6035 Operational Overhead Recharge	1,513	384	248	(136)		(136)	154.8%
Tourism VIC costs :- Indirect Expenditure	117,520	23,319	80,591	57,272	293	56,980	29.3%
Net Income over Expenditure	(117,417)	(23,319)	(52,591)	(29,272)			
<u>483 Silica</u>							
1040 Digital Advertising	0	0	5,125	5,125			0.0%
1100 Miscellaneous Income	0	8,730	0	(8,730)			0.0%
Silica :- Income	0	8,730	5,125	(3,605)			170.3%
4039 Advertising & Marketing	0	7,473	2,000	(5,473)		(5,473)	373.6%
4044 Insurance	0	0	500	500		500	0.0%
4102 NNDR	0	0	1,875	1,875		1,875	0.0%
4105 Utilities - Heat & Light	0	0	500	500		500	0.0%
4109 Alarm system	0	0	500	500		500	0.0%
Silica :- Indirect Expenditure	0	7,473	5,375	(2,098)	0	(2,098)	139.0%
Net Income over Expenditure	0	1,258	(250)	(1,508)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
484 Waterpark Kiosk and Admissions							
1004 Cafe Sales	38,163	13,607	50,000	36,393			27.2%
1077 Water Park Admissions	44,895	13,565	50,000	36,435			27.1%
1198 Kiosk sales	1,245	0	10,000	10,000			0.0%
Waterpark Kiosk and Admissions :- Income	84,303	27,172	110,000	82,828			24.7%
4000 Staffing Costs	51,606	15,657	39,672	24,015		24,015	39.5%
4013 Training	483	130	543	413		413	23.9%
4014 P P E / Health & Safety	134	293	1,538	1,245	10	1,235	19.7%
4030 Equipment Purchase	14,763	1,537	10,000	8,463	117	8,346	16.5%
4031 Equipment - Rental	943	398	2,030	1,632		1,632	19.6%
4035 Telephone	0	0	200	200		200	0.0%
4036 Stationery	0	6	0	(6)		(6)	0.0%
4104 Utilities - Water	0	34	0	(34)		(34)	0.0%
4110 Cleaning	59	61	200	139		139	30.4%
4114 Refuse Removal	0	0	2,050	2,050		2,050	0.0%
4136 Credit Card Chgs	762	108	461	353		353	23.4%
4406 Bar Stock/Sundry Items Kiosk	682	151	750	599		599	20.1%
4407 Cafe stock	16,228	6,143	16,634	10,491	1,209	9,282	44.2%
4408 Shop stock	530	0	5,125	5,125		5,125	0.0%
6010 Grounds Salaries Recharge	0	953	1,200	247		247	79.4%
6015 Grounds Overhead Recharge	0	349	282	(67)		(67)	123.8%
Waterpark Kiosk and Admissions :- Indirect Expenditure	86,190	25,819	80,685	54,866	1,336	53,530	33.7%
Net Income over Expenditure	(1,887)	1,353	29,315	27,962			
485 PublicToilets							
1080 Toilet income	202	0	0	0			0.0%
PublicToilets :- Income	202	0	0	0			
4000 Staffing Costs	0	179	0	(179)		(179)	0.0%
4044 Insurance	6,598	0	6,500	6,500		6,500	0.0%
4102 NNDR	(7,213)	0	(7,393)	(7,393)		(7,393)	0.0%
4104 Utilities - Water	1,918	159	2,000	1,841		1,841	8.0%
4105 Utilities - Heat & Light	3,193	714	3,500	2,786		2,786	20.4%
4109 Alarm system	0	0	124	124		124	0.0%
4110 Cleaning	30,234	9,980	35,000	25,020	4,938	20,082	42.6%
6000 Admin Salaries Recharge	6,619	2,150	2,562	412		412	83.9%
6005 Admin Overhead Recharge	2,265	892	510	(382)		(382)	174.9%
6009 HQ recharges	1,706	622	374	(248)		(248)	166.3%
6010 Grounds Salaries Recharge	3,226	621	782	161		161	79.4%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6015 Grounds Overhead Recharge	800	227	184	(43)		(43)	123.4%
6030 Operational Staffing Recharge	1,339	155	168	13		13	92.3%
6035 Operational Overhead Recharge	108	27	18	(9)		(9)	150.0%
PublicToilets :- Indirect Expenditure	50,794	15,727	44,329	28,602	4,938	23,664	46.6%
Net Income over Expenditure	(50,592)	(15,727)	(44,329)	(28,602)			
486 Waterpark other charges							
4102 NNDR	(887)	0	887	887		887	0.0%
4104 Utilities - Water	2,353	62	2,200	2,138		2,138	2.8%
4105 Utilities - Heat & Light	22,041	4,832	20,000	15,168		15,168	24.2%
4109 Alarm system	836	0	836	836		836	0.0%
4138 Water Play Area Rent	12,157	2,042	13,722	11,680		11,680	14.9%
Waterpark other charges :- Indirect Expenditure	36,499	6,936	37,645	30,709	0	30,709	18.4%
Net Expenditure	(36,499)	(6,936)	(37,645)	(30,709)			
801 Earmarked Reserves							
1034 Grant funding	3,000	0	0	0			0.0%
Earmarked Reserves :- Income	3,000	0	0	0			
8041 Tree planting (Fundraising)	(333)	0	367	367		367	0.0%
Earmarked Reserves :- Direct Expenditure	(333)	0	367	367	0	367	
8000 EMR Allotments General	0	0	3,500	3,500	2,000	1,500	57.1%
8001 EMR Armed forces affiliation	0	0	596	596		596	0.0%
8003 EMR Elections	0	0	30,000	30,000		30,000	0.0%
8004 EMR Blakehay Live Shows	5,075	0	0	0		0	0.0%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	(52)	0	1,705	1,705		1,705	0.0%
8011 EMR Blakehay Vols Fundraising	(240)	(3)	343	346		346	(0.9%)
8014 EMR Mus phase 2/HLF	317	0	1,311	1,311		1,311	0.0%
8017 EMR Grit Bins/ street furnitur	0	0	30,000	30,000		30,000	0.0%
8019 EMR Old Mill Way	1,880	0	18,313	18,313		18,313	0.0%
8023 Cil Monies Received	39,733	0	164,495	164,495		164,495	0.0%
8024 Environmental Climate Change	874	0	20,666	20,666		20,666	0.0%
8025 Blakehay CRF Grant Award	698	0	3	3		3	0.0%
8026 Com Res - Food Proj / Climate	5,692	437	12,824	12,387	2,002	10,385	19.0%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8032 HQ Purchase & Repairs	9,182	0	0	0		0	0.0%
8036 Com Res - Wellbeing	154	(1,000)	11,056	12,056	325	11,731	(6.1%)
8040 Wellbeing staff grant	11,997	0	6,258	6,258		6,258	0.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
8042 EMR Talking Nature	586	400	2,558	2,158	100	2,058	19.5%
8043 Community Events	0	0	27,000	27,000		27,000	0.0%
8044 Unfulfilled Purchase Orders	0	61,895	150,475	88,580		88,580	41.1%
Earmarked Reserves :- Indirect Expenditure	75,895	61,729	483,344	421,615	4,427	417,188	13.7%
Net Income over Expenditure	(72,563)	(61,729)	(483,711)	(421,982)			
<u>901 Capital Works Reserves</u>							
9002 HQ Refurbishment Wokrs	0	0	45,935	45,935		45,935	0.0%
9003 Old Town Quarry Works	39,407	207,329	104,728	(102,601)	183,411	(286,011)	373.1%
Capital Works Reserves :- Direct Expenditure	39,407	207,329	150,663	(56,666)	183,411	(240,076)	259.3%
4998 Depreciation Charges	338,995	0	0	0		0	0.0%
4999 General Reserve	(177,850)	0	0	0		0	0.0%
Capital Works Reserves :- Indirect Expenditure	161,145	0	0	0	0	0	
Net Expenditure	(200,552)	(207,329)	(150,663)	56,666			
Grand Totals:- Income	3,557,321	2,332,599	723,959	(1,608,640)			322.2%
Expenditure	3,598,189	818,729	5,824,680	5,005,951	379,577	4,626,374	20.6%
Net Income over Expenditure	(40,868)	1,513,870	(5,100,721)	(6,614,591)			
Movement to/(from) Gen Reserve	(40,868)	1,513,870	(5,100,721)	(6,614,591)			

Finance & General Purposes Committee 2025

Bank Interest report

Report from the Finance Administration Manager

Bank Interest Report:

- for April 2025 to March 2026 (2025/2026).

Interest earned on the investment of **£420,000** into a 90-day Notice Account at a rate of 0.85% with **Santander**;

Year 2025/2026

Santander Bank actual cash received 1st April 2025 to 31st July 2025 = £0
We are currently having access issues with the Santander portal to our Santander account and although interest will have been received and paid directly into our account we are currently unable to see how much this is. This issue is being worked on.

Interest earned on the investment of **£100,000** in the **CCLA** (Public Sector Deposit Fund);

Year 2025/2026

- To the value of £382.18 on the 2nd April 2025
- To the value of £366.77 on the 2nd May 2025
- To the value of £367.88 on the 3rd June 2025

CCLA actual cash received 1st April 2025 to 31st July 2025 = £1116.83

Natwest actual cash received 1st April 2025 to 31st July 2025 = £0
We are currently having access issues to our Natwest account and although interest will have been received and paid directly into our account we are currently unable to see how much this is. We have been attempting to close this account and gain access to the £30,000 sat in the account since 2019. The last communication with Natwest was March 2025.

Finance & General purpose Committee

Schedule of receipts – Report of the Finance Administration Manager

<u>SCHEDULE OF RECEIPTS FOR:</u>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	Total Gross Income
	£	£	£	£	£
Apr-25	£ 2,414,354.87	£ -	£ 242.68	£ 64.17	£ 2,414,661.72
May-25	£ 31,053.98	£ -	£ -	£ 28.15	£ 31,082.13
Jun-25	£ 69,124.56	£ -	£ -	£ 29.11	£ 69,153.67

Outstanding Balances by Month as at 30/06/2025

A/C Code	Customer Name	Balance	Jun 2025	May 2025	Apr 2025	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	274.20	36.60	0.00	0.00	0.00	0.00
ABUNDANC	ABUNDANCESTUDIOS	158.40	0.00	0.00	0.00	0.00	0.00
FEARLESSH	FEARLESSHEELS	19.80	0.00	0.00	0.00	0.00	0.00
GREYCAT	GREYCATCOMPANY	517.60	0.00	0.00	0.00	0.00	0.00
PILATES	PILATES	19.80	19.80	0.00	0.00	0.00	0.00
STUDIOESS	STUDIOESS	460.80	0.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 1		1,450.60	56.40	0.00	0.00	0.00	0.00
Ledger No 2: Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	525.31	0.00	0.00	0.00	0.00	0.00
BAILEYR	BAILEYR	192.94	0.00	0.00	0.00	0.00	0.00
BLUES BAR	BLUES BAR	118.80	0.00	0.00	0.00	118.80	0.00
BRISTOLCC	BRISTOLCC	145.00	0.00	145.00	0.00	0.00	0.00
BROWNR	BROWN	363.00	363.00	0.00	0.00	0.00	0.00
DOWNEYM	DOWNEYM	22.00	22.00	0.00	0.00	0.00	0.00
EASTFIELD	EASTFIELD	32.94	0.00	0.00	0.00	0.00	0.00
GIRLINGA	GIRLINGA	242.00	0.00	0.00	0.00	0.00	0.00
HIGHLEA	HIGHLEA	216.00	0.00	0.00	0.00	216.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	386.01	0.00	0.00	0.00	0.00	0.00
MENDIPMEM	MENDIP MEMORIALS	75.00	0.00	0.00	0.00	0.00	0.00
NSCOTHER	NSCOTHER	8,730.00	0.00	0.00	8,730.00	0.00	0.00
NURTONL	NURTONL	60.00	0.00	0.00	0.00	0.00	0.00
POLLARDV	POLLARDV	242.00	0.00	0.00	0.00	0.00	0.00
RGBRIGADE	RGBRIGADE	75.00	0.00	0.00	0.00	0.00	0.00
ROGERSK	ROGERSK	182.00	182.00	0.00	0.00	0.00	0.00
SANDBAYF	SANDBAYF	216.00	0.00	0.00	0.00	216.00	0.00
STACS	STACS	300.00	0.00	0.00	0.00	0.00	0.00
VOLUNTAR	VOLUNTARY	500.00	0.00	0.00	0.00	0.00	0.00
WARDS	WARDS	97.00	0.00	0.00	97.00	0.00	0.00
WESTON2	WSMTOWN	983.97	0.00	0.00	0.00	0.00	0.00
WINSCOMB	WINSCOMBES	525.31	0.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 2		14,230.28	567.00	145.00	8,827.00	550.80	0.00
Ledger No 4: Museum Sales Ledger							
AXE	AXE SCOUTS	492.00	0.00	0.00	0.00	0.00	0.00
BRYCEJ	BRYCEJ	54.00	0.00	0.00	0.00	0.00	0.00
BUNCEP	BUNCEP	1,345.00	0.00	0.00	0.00	0.00	0.00
BURNHAM2	BURNHAM	45.00	0.00	45.00	0.00	0.00	0.00
CHAIRNSC	CHAIRNSC	511.50	0.00	511.50	0.00	0.00	0.00
CHESTNUT	CHESTNUT PARK	45.00	0.00	0.00	0.00	0.00	0.00
CHRIST	CHRIST	110.00	0.00	110.00	0.00	0.00	0.00
CREW	CREW	359.50	0.00	359.50	0.00	0.00	0.00
KEWSTOKE	KEWSTOKE	45.00	0.00	45.00	0.00	0.00	0.00
LACKMOOR	LACKMOORE	5,739.81	0.00	0.00	0.00	0.00	0.00
MFA	MFA	531.98	0.00	0.00	0.00	0.00	0.00
NSCBIRNBE	NSCBIRNBEC	105.00	0.00	0.00	0.00	0.00	0.00
Sub Total C/Fwd		25,064.67	623.40	1,216.00	8,827.00	550.80	0.00

Outstanding Balances by Month as at 30/06/2025

A/C Code	Customer Name	Balance	Jun 2025	May 2025	Apr 2025	Prior Months	On A/c Pymnts
	Sub Total B/Fwd	25,064.67	623.40	1,216.00	8,827.00	550.80	0.00
Ledger No 4: Museum Sales Ledger (Continued)							
RITCHIEC	RITCHIEC	265.00	265.00	0.00	0.00	0.00	0.00
STFRANCIS	ST FRANCIS	110.00	110.00	0.00	0.00	0.00	0.00
STJOHN	STJOHN	170.00	170.00	0.00	0.00	0.00	0.00
SWHT	SWHT	75.00	0.00	0.00	0.00	0.00	0.00
	Total Sales Ledger No 4	10,003.79	545.00	1,071.00	0.00	0.00	0.00
	TOTAL SALES LEDGER BALANCES	25,684.67	1,168.40	1,216.00	8,827.00	550.80	0.00

Outstanding Balances by Month as at 31/05/2025

A/C Code	Customer Name	Balance	May 2025	Apr 2025	Mar 2025	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	-3.00	0.00	36.60	0.00	0.00	0.00
PILATES	PILATES	19.80	0.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 1		16.80	0.00	36.60	0.00	0.00	0.00
Ledger No 2: Council Sales Ledger							
ALLIANCE	ALLIANCE DOGBIN	525.31	0.00	0.00	0.00	0.00	0.00
BLUES BAR	BLUES BAR	118.80	0.00	0.00	0.00	118.80	0.00
BRISTOLCC	BRISTOLCC	145.00	145.00	0.00	0.00	0.00	0.00
COUPER	COUPER	121.00	0.00	0.00	0.00	0.00	0.00
DOWNEYM	DOWNEYM	22.00	0.00	0.00	0.00	0.00	-220.00
HIGHLEA	HIGHLEA	216.00	0.00	0.00	0.00	216.00	0.00
KEWSTOKE	KEWSTOKE DOGBIN	396.96	0.00	0.00	0.00	0.00	0.00
NSCOTHER	NSCOTHER	8,730.00	0.00	8,730.00	0.00	0.00	0.00
SANDBAYF	SANDBAYF	216.00	0.00	0.00	0.00	216.00	0.00
WARDS	WARDS	97.00	0.00	97.00	0.00	0.00	0.00
Total Sales Ledger No 2		10,588.07	145.00	8,827.00	0.00	550.80	-220.00
Ledger No 4: Museum Sales Ledger							
ARTSCOUN	ARTSCOUNCI	352.00	0.00	0.00	0.00	0.00	0.00
BURNHAM2	BURNHAM	45.00	45.00	0.00	0.00	0.00	0.00
CHAIRNSC	CHAIRNSC	511.50	511.50	0.00	0.00	0.00	0.00
CHRIST	CHRIST	110.00	110.00	0.00	0.00	0.00	0.00
CREW	CREW	359.50	359.50	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKE	45.00	45.00	0.00	0.00	0.00	0.00
MFA	MFA	532.00	310.00	0.00	0.00	222.00	0.00
RITCHIEC	RITCHIEC	265.00	0.00	0.00	0.00	0.00	0.00
STFRANCIS	ST FRANCIS	110.00	0.00	0.00	0.00	0.00	0.00
STJOHN	STJOHN	170.00	0.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 4		2,500.00	1,381.00	0.00	0.00	222.00	0.00
TOTAL SALES LEDGER BALANCES		13,104.87	1,526.00	8,863.60	0.00	772.80	-220.00

Finance & General Purposes Committee
Overspend report – Report of the Finance Administration Manager

<u>Budget heading</u>	<u>code</u>	<u>YTD Spend</u>	<u>Budget</u> <u>2025/2026</u>	<u>Overspend</u>		<u>Reason</u>
<u>Central Administration 102</u>						
Salaries - Agency	4001	£ 12,477.00	£ 10,323.00	-£	2,154.00	Agency staff required for longer than anticipated
<u>HQ 115</u>						
Utilities - heat and light	4105	£ 14,115.00	£ 12,000.00	-£	2,115.00	Utility costs high - new contract in place from September reducing cost by 55%
Parking	4171	£ 9,900.00	£ 9,500.00	-£	400.00	Increase in car park rent



WESTON-SUPER-MARE TOWN COUNCIL

Budget Setting Procedure

Date procedure adopted				
Approved by		Finance and General Purposes Committee		
Review cycle		As & When Required		
Review date		August 2025		
Date	Version	Author	Origin of change e.g. change in legislation	Changed by
2014	1	Finance Department		
2025	2	CEO/TOWN Clerk	Update to reflect new committee structures and timings of meetings	

This budget setting procedure is designed to outline process and timescales to enable the council to produce its annual budget. The principles of how the budget will be set are detailed within the councils Medium Term Financial Plan (MTFP) and are based on ambitions set within the councils approved Strategy.

[Town-Council-Strategy-2020-2030.pdf](#)

[Policies - Weston-super-Mare Town Council](#)

It should also be read in conjunction with the councils Financial Regulations, Standing orders

Budget Setting Process

1. Preparation:

- The Director of Finance &Resources (RFO) prepares a draft budget, considering the council's objectives, ongoing commitments, and any new projects.
- Forecasts of income and expenditure are made, including considerations for reserves and contingencies.

2. Consultation:

- Councillors review the draft budget, suggest amendments, and may consult with the community to gather input on priorities in line with its adopted MTFP and via committee.

3. Approval:

- The draft budget is considered by Finance & General Purposes Committee ahead of going to Full Council for final approval
- The final budget is approved by the full council to meet precept setting requirements and legal requirements.
- The precept is then set based on the approved budget and submitted to the billing authority by the statutory deadline of 1 March. Notwithstanding the requirements of North Somerset Council as our statutory billing authority.

4. Monitoring and Reporting:

- Throughout the financial year, the council monitors actual income and expenditure against the budget via the Finance & General Purposes Committee.
- Regular financial reports are presented to the Finance & General Purpose Committee under its delegated terms of reference to ensure ongoing financial control.

Timeline for Internal Use:

Month	Action	Action By
September	<ul style="list-style-type: none"> • Spending Officer Meetings held with all the RFO to review 6 month position to determine necessary (controls If required) on in-year's budget position. • Spending Officers to supply service needs for consideration for next year 's budget preparation (Income & Expenditure) 	RFO Spending Officers

September /October	<ul style="list-style-type: none"> Committees and Sub Committees to provide recommendation to future budget areas in line with set strategic aims of the council only (having regard for the councils MTFP). 	Committees / Sub Committees
October	<ul style="list-style-type: none"> SMT review all budgetary suggestions from Spending Officer Meetings. RFO to review and update MTFP. 	SMT RFO
December	<ul style="list-style-type: none"> MTFP reviewed and adopted by F & GP Draft budget and recommendations received by F & G P for final budget production 	RFO F &GP
January	<ul style="list-style-type: none"> Budget approved by Town Council. Precept levy approved by Town Council and submitted to NSC. 	



Finance and General Purposes 18th August 2025

Legal Requirements

Report from the CEO / Town Clerk

1. Purpose and Background of Report

The council has several projects due for completion in coming months, which have a legal requirement to fulfil. The following projects have followed process and reported to various committees for direction and decision to date leading up to completion.

1. Old Town Quarry Café Concession
2. Old Town Quarry Artspace membership scheme
3. Grove Park Toilets
4. Blakehay Theatre Operation
5. Silica Tourism information point
6. The Maltlands – Community Tree Nursery

Each of these projects now require legal direction in order to satisfy requirements, whether this be licence, sub lease or lease.

Heads of terms (where required) have been drafted based on agreed details, and with the councils solicitors for creation of a lease, sub-lease or licence or execution where it they have been drafted by other parties. Once drafted, these documents will need formally signing.

Under Standing Order 23 'Execution and Sealing of Legal Deeds' it is stated that:

23.1 A legal deed shall not be executed on behalf of the Council unless authorised by a resolution.

23.2 [Subject to standing order 23.1, the Council's common seal shall alone be used for sealing a deed required by law. It shall be applied by the Proper Officer in the presence of two members who shall sign the deed as witnesses.]

The above is applicable to a Council with a common seal.

31

OR

23.3 [Subject to standing order 23.1, any two members may sign, on behalf of the Council, any deed required by law and the Proper Officer shall witness their signatures.]

The above is applicable to a Council without a common seal.



WESTON-SUPER-MARE TOWN COUNCIL

In order to comply with standing order 23, two signatories will be required for the execution of the 5 legal deeds noted.

In order to comply with relevant timescales, it is recommended that the committee nominates two councillors for signing all 5 deeds. Any future projects would come back to Finance and General Purposes for nomination of signatories.

2. Options for Council

Nominate two councillors from Finance and General Purposes for the execution of deeds for the 5 named projects.

3. Reason for Recommendation

To enable compliance with standing orders.

4. Expected Benefits

To enable the timely conclusion of project works for the 5 named projects, taking into account the committee meeting dates to avoid future delays.

5. Implications

5.1. Legal

Compliance with standing orders and meeting requirements of Town Council solicitors

5.2. Risks

Without nomination, the legal deeds cannot be finalised and would cause delay to completion of the projects, putting project timescales at risk.

Stakeholder delays to agreed timescales set by council.

5.3. Financial Implications

Without nomination, and therefore without signing, the projects with income set targets, could be delayed resulting in loss of income to the council and impact on final budget outcomes for the financial year. This includes vital income for the Quarry and the Blakehay Theatre in particular.

5.4. Timescales

Each of the projects has its own unique timeline, and this timeline has been communicated with the solicitors in order to meet project requirements:



WESTON-SUPER-MARE TOWN COUNCIL

- The Silica and Grove Park Toilets are both imminent and time pressured for completion with haste (the silica has already been reopened with permissions from NSC until lease is completed).
- The Quarry is due to reopen to the public September/October 2025. The café operators and Artspace will require access to the site in order to get ready for opening. In the event the sub-leases are not signed access may be delayed.
- The Blakehay Theatre is due to complete late autumn / prior to Christmas with ongoing discussions and agreements being actioned with regard to the practicalities of this from a management perspective.

5.5. Stakeholders

Each of the projects have individual stakeholders, which include but are not limited to:

- The incoming proprietors
- Town Council
- North Somerset Council
- Wider community

5.6. Contractors

n/a

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

n/a

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

n/a

5.9. Privacy Impact (consider Privacy Impact assessment)

n/a

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

n/a

6. Appendices

n/a

7. Members are recommended to:

Nominated two councillors for the execution and sealing of legal deeds for the following assets:

1. Old Town Quarry Café Concession
2. Old Town Quarry Artspace membership scheme



3. Grove Park Toilets
4. Blakehay Theatre Operation
5. Silica Tourism information point
6. The Maltlands – Community Tree Nursery

Molly Matthews

Senior Development Officer

Drafted 7th August 2025



Finance & General Purpose Committee 18th August 2025 **Communications and Marketing - Policies and Guidance** **Report from the Communications And Marketing Team and** **Democratic Services Manager**

1. Purpose and Background of Report

Members will be aware at a previous meeting on the 14th April 2025 an updated Social Media Policy was submitted and approved by the Committee. With the ever increasing use of social and digital media used as a communication tool, the need for further guidance and policies to be developed within both the Communications Team and Democratic Services is recommended. Both departments have overlapping interests and benefits in the below policies.

The aim is to build resilience and consistency across all Weston-super-Mare Town Council Social Media Platforms, Marketing Efforts and Democratic Participation.

Areas Identified for improvement are:

- a. External House Rules for Social Media
- b. WSMTC Social Media Guidance for Councillors & Staff
- c. Press Policy
- d. Recording and Filming of Town Council Meetings Policy
- e. Public Participation at Meetings Policy

2. Reason for Recommendation

- a. External House Rules for Social Media – It is good practice to have guidance and rules as a routine practice and is recommended by both NALC and the Local Government Association. A framework of “External House Rules” outline the expectations of the Town Council for anyone interacting with our Social Media Platforms. Through discussions with North Somerset Council Communications Team, research of other Town Councils and our own current Social Media Policy, House Rules have been developed. They give clear guidance of what we deem is unacceptable behaviour, actions Officers can take and consequences. It reinforces accountability to whoever posts on Social Media and gives Officers the support to take steps when necessary.
- b. WSMTC Social Media Guidance - The Councillors Code of Conduct also applies to online communication. Recent events have sparked healthy debates online. The Social Media Guidance for Councillors will help support Officers in managing conversations and protecting the reputation of the Town Council.



WESTON-SUPER-MARE TOWN COUNCIL

- c. Press Policy - The media (press, radio, tv, internet) are a form of two way communication and vital to spread the word of what we are achieving as a Town Council. It is a crucial tool for communicating with our residents, therefore maintaining positive working relationships with the media is important. We can work with them to increase public awareness of our services and facilities, decisions made and the impact this has on our Town. As such, it's important all Staff, Councillors and Volunteers follow the same guidance and approach.
- d. Recording and Filming of Town Council Meetings Policy – The Town Council is always striving to be open and transparent across its meetings, services and activities and improve its democratic processes and good governance practices. In accordance with the Town Council Strategy objectives (1.2) Continue to develop and improve the content of the council's democratic services sections of the website and (1.13) Encourage people living and working in Weston to participate and to engage in decision making. The Town Council needs to adopt a policy which sets out the protocol for the filming or recording of Weston-super-Mare Town Council public meetings in line with latest government legislation.
- e. Public Participation at Meeting Policy – Recognising the importance of public engagement, we aim to ensure the council is transparent and accountable to the community of Weston-super-Mare and improve its democratic processes and good governance practices. In accordance with the Town Council Strategy objectives (1.2) Continue to develop and improve the content of the council's democratic services sections of the website and (1.13) Encourage people living and working in Weston to participate and to engage in decision making. It is recognised that a policy providing practical information about the public attending meetings of the council and how to obtain relevant meeting documents such as Agendas, Minutes and Reports, help the public know when they can attend meetings and what documents and information are available to them would be beneficial.

3. Expected Benefits

- a. External House Rules for Social Media –
 - Offers clear guidance for users of our channels by outlining acceptable behaviour and ensuring we keep consistency across all pages.
 - Users are responsible for what they post. It ensures everyone is aware who has accountability. It promotes responsible posting and commenting.
 - Promotes respectable and courteous behaviour.
 - Gives Officers the confidence and blueprint for when to intervene if needed and escalate to the relevant authorities.



WESTON-SUPER-MARE TOWN COUNCIL

- b. WSMTC Social Media Guidance for Councillors & Staff –
 - Promotes positive posting and commenting.
 - Offers guidance on responding to comments whilst not restricting free speech. Particularly around responding to comments from the public which take the form of constructive criticism, complaints or are malicious.
 - Protection of the Town Council Reputation.
- c. Press Policy –
 - Ensures that all public statements reflect the Council's agreed stance and values.
 - Establishes a professional framework for working with the press.
 - Ensures that Councillors and Officers know who to direct enquiries to.
 - Reputational Protection.
- d. Recording and Filming of Town Council Meetings Policy –
 - Helps to achieve transparency across council meetings, services and activities.
 - Improves democratic processes and good governance practices, in accordance with the Town Council Strategy objectives and achievement of ongoing Local Council Award Status.
 - Sets out the protocol for the filming or recording of Weston-super-Mare Town Council public meetings in line with latest government legislation.
 - Provides the Chair of council, committee chairs and officers with a mechanism to conduct meetings effectively.
- e. Public Participation at Meetings Policy –
 - Helps to ensure the council is transparent and accountable to the community of Weston-super-Mare.
 - Improves democratic processes and good governance practices, in accordance with the Town Council Strategy objectives and achievement of ongoing Local Council Award Status.
 - Aims to advise members of the public of how and when they can attend and address the council at its meetings.
 - Provides the Chair of council, committee chairs and officers with a mechanism to conduct meetings effectively.



WESTON-SUPER-MARE TOWN COUNCIL

3.1. Legal

d. Recording and Filming of Town Council Meetings Policy -

The right to record, film and to broadcast meetings of Local Councils, committees and sub committees was established following the Local Government Audit and Accountability Act 2014. The “Openness of Local Government Bodies Regulations 2014” became active legislation in August 2014.

Meetings or parts of meetings from which the press and public are excluded, may not be filmed or recorded (**Public Bodies (admission to meetings) Act 1960 and the Local Government Act 1972 ss100 and 102**). The right of the council to exclude the press and public from parts of Council or Committee meetings for contractual and staff confidentially reasons remain unaffected.

e. Public Participation at Meetings Policy –

Schedule 12A to the [Local Government Act 1972](#).

Guidance and Best Practices

- **National Association of Local Councils (NALC)**: recognise the importance of social media policy guidelines tailored for parish and town councils
- **Local Government Association (LGA)**: The LGA in its guidance emphasizes that the Councillor Code of Conduct applies to online activities. Councillors are advised to maintain the same standards of behaviour on social media as they would in other forms of communication.

3.2. Risks

d. Recording and Filming of Town Council Meetings Policy -

Lack of clarity on procedure and boundaries; ineffective and unlawful meetings; disruption to meetings and breaching of peoples human rights.

e. Public Participation at Meetings Policy –

Lack of clarity on procedure and boundaries; ineffective meetings; disruption to meetings.

3.3. Financial Implications

d. Recording and Filming of Town Council Meetings Policy -

Equipment as needed to do so



3.4. Timescales

It is recommended to be adopted / or updated with immediate effect.

3.5. Stakeholders

Members of the public, Councillors and Officers.

3.6. Contractors

N/A

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

N/A

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

N/A

3.9. Privacy Impact (consider Privacy Impact assessment)

N/A

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

N/A

4. Appendices

a. Recording and Filming of Town Council Meetings Policy-

This policy should be read in conjunction with and an awareness of:

- Press Policy
- Public Participation at Meetings Policy
- GDPR Data Protection Policy
- Standing Orders

b. Public Participation at Meeting Policy-

This policy should be read in conjunction with and an awareness of:

- Press Policy
- Recording and Filming Meetings Policy
- GDPR Data Protection Policy
- Standing Orders
- Details of all meetings of Weston super- Mare Town Council can be found on the council's website.
- [Calendar of Meetings 2025-26](#)
- [Committee Membership 2025 – APPROVED June 2025](#)
- [Committee Structure – Approved June 2025](#)



- [Committee Terms of Reference – Approved June 2025](#)
- Details of significant Delegated Decisions are available to [download here](#).

5. Members are recommended to:

- a. Adopt the External Social Media House Rules
- b. Adopt the Press Policy
- c. Adopt the Recording and Filming of Town Council Meetings Policy
- d. Adopt the Public Participation at Meeting Policy

Zoe Scott
Social Media Officer

Samantha Bishop
Democratic Services Manager

Drafted 7th August 2025



WESTON-SUPER-MARE TOWN COUNCIL

Social Media House Rules

This policy applies to Weston-super-Mare Town Council.

Date policy adopted	18 th August 2025
Approved by	Finance and General Purposes Committee (18.08.25)
Review cycle	Bi-Annually
Review date	August 2027

Weston-super-Mare Town Council Social Media House Rules

Weston-super-Mare Town Council uses Social Media as a useful tool to engage with our community. It's a communication channel that we use to provide vital information about services, venues and community engagement initiatives.

We aim to help and respond wherever we can. Please remember, there is a human being reading, responding and monitoring our Social Media Channels. We ask everyone interacting with our Social Media posts to treat others in the conversation with the same courtesy and respect you'd expect in return.

Our Social Media channels should be a safe space for healthy discussions and the sharing of opinions and thoughts, while being respectful of others. This is why we have a short set of 'House Rules' that we feel that we need to impose.

You must remember, you are responsible and liable for any content you post, including comments and language used.

All users must comply with our Social Media Platform's Terms of Use and give regard to the following:

We welcome free speech, differing opinions and healthy debates/discussions. However, everyone should be respectful and courteous.

We will remove comments/messages (where function allows) and report and/or block users on our Social Media channels to the relevant platform providers, as well as the police, if comments/messages directed at our staff or other users are deemed to be:

- Abusive or obscene (using offensive language, threatening behaviour, bullying).
- Deceptive, misleading, derogatory toward or undermining (of an individual or group).
- In violation of any intellectual property rights, including copyright.
- In violation of any law or regulation.
- Spam and off-topic content (persistent negative and/or abusive posts in which the aim is to provoke a response).
- Promotional material, including links to external websites, groups and promotions.

We will not tolerate or respond to abusive messages or comments.

Just a reminder - there's a real human behind the screen, reading your messages and keeping an eye on our Social Media content. Our Social Media pages are run by the staff at Weston-super-Mare Town Council, not by Councillors. As part of our role, we need to stay politically neutral at all times, which means we're not able to respond to, support, or engage with any party-political content.

If you wish to discuss political issues or areas of concern, contact your local Councillor here: <https://wsm-tc.gov.uk/town-council-people/your-councillors/>

Hey!

**Can you like and share this
with staff and cllrs?**





WESTON-SUPER-MARE TOWN COUNCIL

Social Media Internal Guidance

1. Introduction - Social Media and the Council
2. Our Voice Matters - Lets get the tone right!
3. To respond or not?
4. Social Media Policy



Introduction

Social Media and the Council - Ever Forward

Social Media is evolving daily and it's important as an organisation to evolve and adapt along side it. There are significant advantages for using Social Media, something the Town Council encourages. How we use it, is equally as important. This document will ensure the Town Council is represented in a positive light, with consistency in our approach.

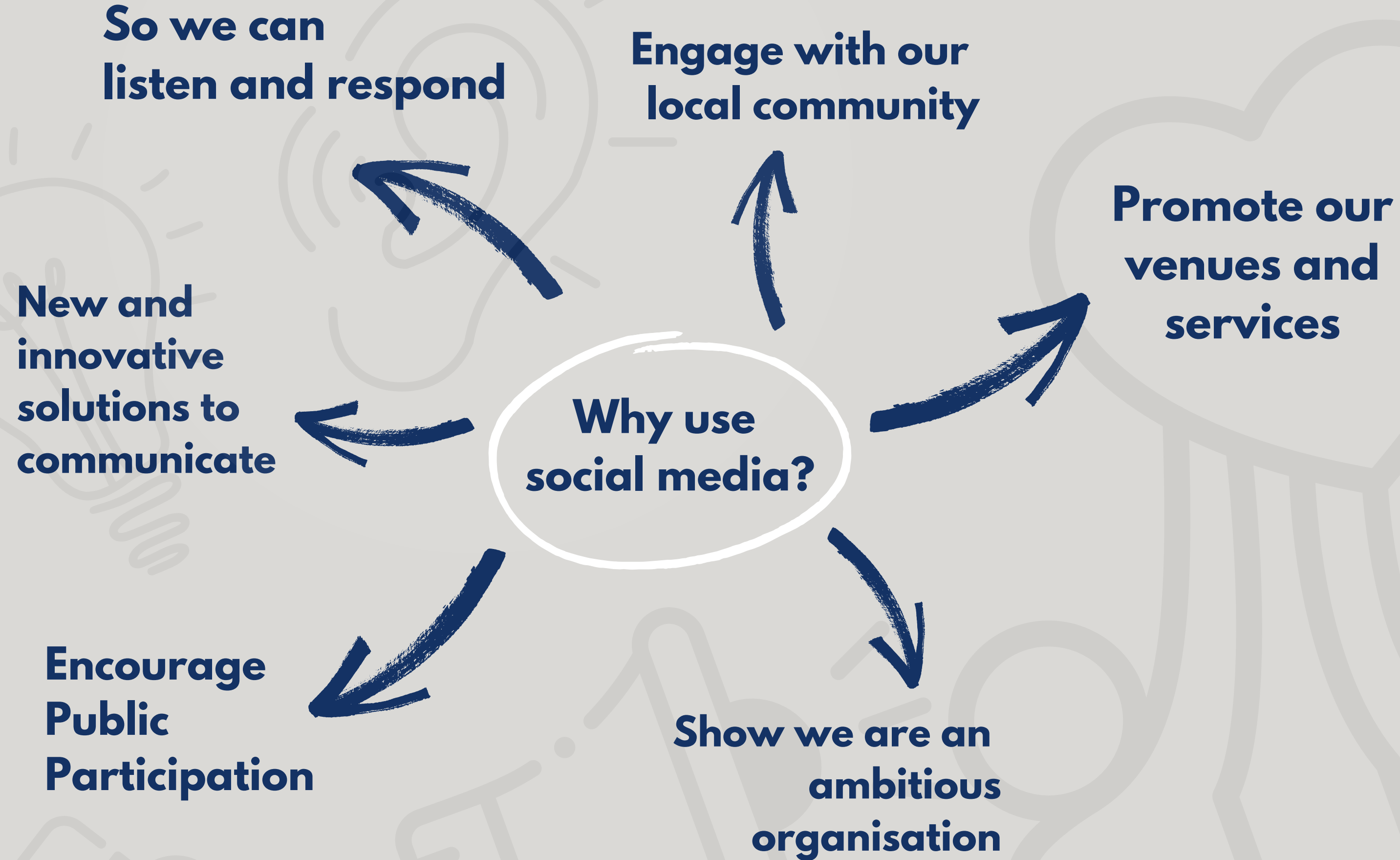
The Town Council Strategy explains we are an ambitious organisation, one which engages with its local community, listens and responds, maintains open dialogue and exists for the benefit of our community.

Social media allows us to achieve and promote all of that and more! It's a great tool to be used, but like anything, needs to be used correctly to be effective.

This document should be read alongside the Town Council Social Media Strategy. This document offers light touch guidance and support in the following areas:

Our Voice Matters: Social media provides us with a channel to communicate with residents, businesses, and others. It allows direct, two-way conversations, showing our personality and "human" side.

Statutory Requirements and Protocol: Some things just have to be said (or not!) As a public sector business we need to be aware of our obligations and responsibility.



Our Voice Matters

Let's get the tone right!

Picture yourself in a crowded room. Your friend starts to speak behind you. You can't see them but just by their voice you know instantly who it is! Their personality shines through. Their character and positive attitude just can't be forgotten! That is their **voice**. Unique to them and easily identifiable.

Now you overhear your friend shout across the room. Their voice sounds angry, blunt and upset. That is their **tone** you are picking up on.

Voice and tone are important when it comes to representing the Town Council online. Both play a huge part in how a comment or piece of information is received. The voice should be recognisable throughout all content with the tone adapting to individual situations accordingly.

What does the Town Council Voice sound like?

It's also important we know when and when not to use our voice. Not all comments require a response.



To respond or not?

Be Mindful

We have no ability to control what people are going to write and respond to. All we can do is ensure our response is factual and stays professional. It is important to remember a response is not always required. Some comments can take the form of:

Constructive Criticism: The Community is allowed to share their views on Social Media. We can acknowledge the comment by simply liking it or responding with a brief message of thanks. Equally no response may be needed.

Complaints: Apologise and explain the process. Perhaps it will be passed onto the relevant team or does it need a more formal approach? In which case, direct them to the website and the steps they need to take to log a formal complaint if they would like to do so.

Trolls or Malicious Comments: Do not engage. If comments are using unacceptable language then hide the comment from view to avoid escalating the situation further.



Hello,

My bins haven't been emptied AGAIN, when will they be collected!?

They are clearly frustrated and annoyed



We are not responsible for bins that's North Somerset

This answer isn't going to prompt a positive response or help them very much

This would work better

Hello,

My bins haven't been emptied again, when will they be collected!?



Hi Claire, We are sorry to hear this. It is North Somerset Council who arranges and is responsible for the bin collections. You can let them know online using this link or via telephone on 01934 888888. Hope you manage to get this sorted. Many Thanks, Gemma

This answer is respectful, informative and transparent.

This conversation could go...

This answer is respectful, informative and transparent.

Hi Claire, We are sorry to hear this. It is North Somerset Council who arranges and is responsible for the bin collections. You can let them know online using this link or via telephone on 01934 888888. Hope you manage to get this sorted. Many Thanks, Gemma

Thank you! :)

Or maybe...

No need to reply any further. The response we gave was factual and we don't need to defend.

Fine

Waste of time contacting you

IMPORTANT!

Do not get drawn into negative discussions on comments.

Hello,

Why have you turned the comments off in regards to our Community Engagment Event?

Hello, we will be running 2 in person Engagement discussion sessions where the community can come and talk to us about any concerns or questions they have. Dates will be released on Facebook shortly. We turned the comments off and hope people will attend these in person session, where we will have dedicated time to speak to everyone, listen and collate all the responses, Many Thanks,

This answer is respectful, informative and transparent.

This is silencing people views. Unfair and I don't feel is accessible for all.

This comment is an opinion and someone using free speech. There is no question to answer or misinformation to correct. No response required.

IMPORTANT!

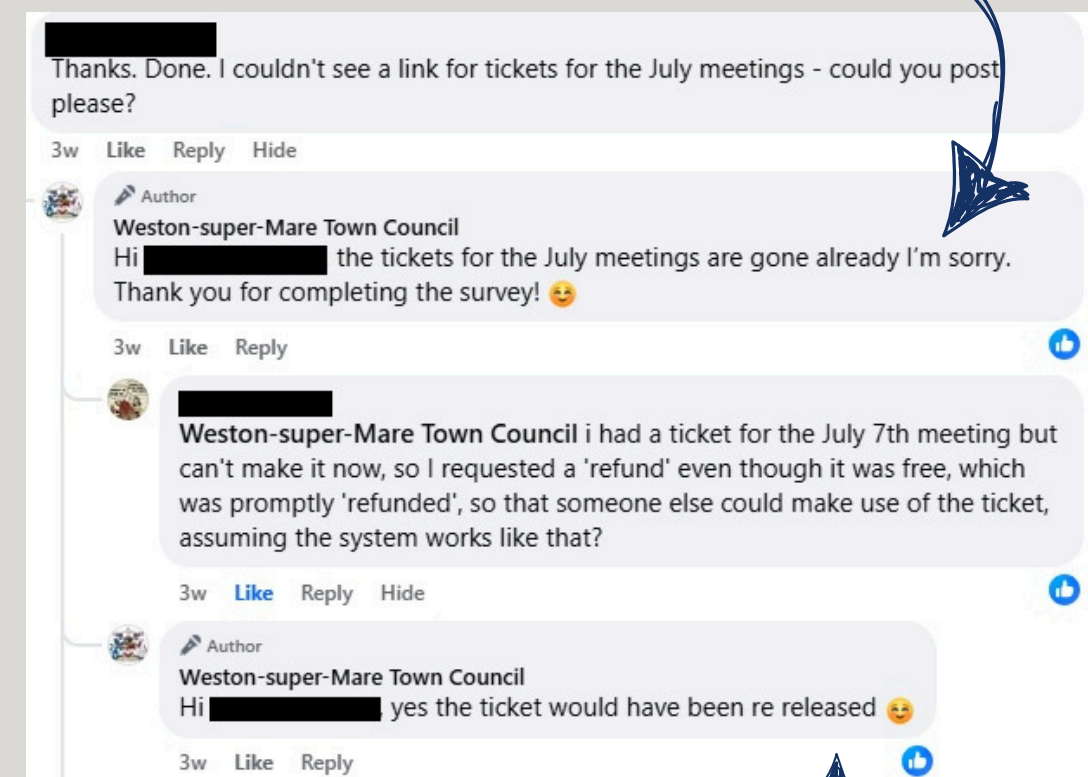
Do not get drawn into negative discussions on comment threads. We can always ask people to contact us via email or private message to continue the discussion further and help.

Why did you stop the recent community Festival in Grove Park? Typical Council! Another community event and inititive lost due to lack of funding!

Great question! So the Community Festival and march was always organised by the community and community groups, it wasn't a WTC event. We were approached by the community to support them with developing it and of course we were happy to help! 😊 If a community group or individuals approached us and asked we would welcome that discussion and see how we could help. We hope all community events still offer a way for people to celebrate and come together 😊

This answer is respectful, informative and transparent.

This response is answering a question.



This response is answering a question.

██████████
This is a wonderful addition, but please, please don't refer to it as a PECS board!

PECS is a rather outdated teaching programme, which is rarely used now. The transactional system demanded that a child hand over, or exchange, a symbol in order to receive what they were requesting. No symbol, no reward. In the worst scenarios, sometimes children were forced to do this over and over again, and denied food, drink, etc unless they complied. It is now deemed to be abusive by many neurodiverse people who were forced to use it as children.

Unfortunately, people frequently confuse PECS with PCS symbols - Picture Communication Symbols, which are totally different.

PCS symbols are frequently used in schools and on communication devices and boards. A child just need to point to, or eye gaze, like the board shown above, and can use the symbols to request, chat, refuse, etc. as they choose.

I don't recognise the symbols on this board though? They aren't PCS, Widgit or Makaton symbols - the 3 systems most commonly used in British schools. Does anyone recognise them, as I'd be interested to find out?

15w Like Reply Hide

2



Author

Water Adventure Play Park

Hi ██████████ thank you for letting us know, you learn something new every day! I have changed the post to reflect this 😊

15w Like Reply



Water Adventure Play Park thank you! 😊

15w Like Reply Hide



It's just a shame you haven't used proper Widgit symbols, like the board at Castle Batch. Most of these are made up, and don't make much sense, and there are no symbols to show the individual pieces of equipment or water play.

We had already responded and noted the first comment and received positive feedback. There was no need to respond to the further comment because:

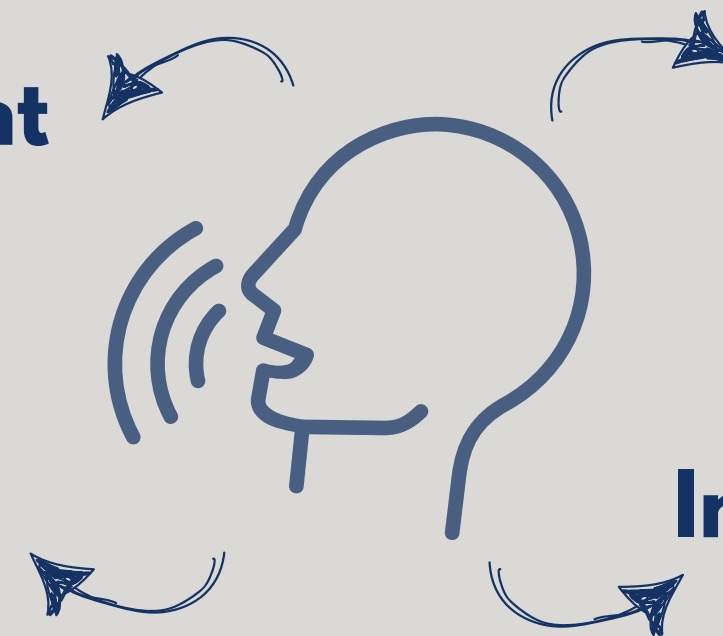
- There was no question.
- They were just sharing their opinion which we don't have to respond to.
- They have the right of Free Speech.

Transparent

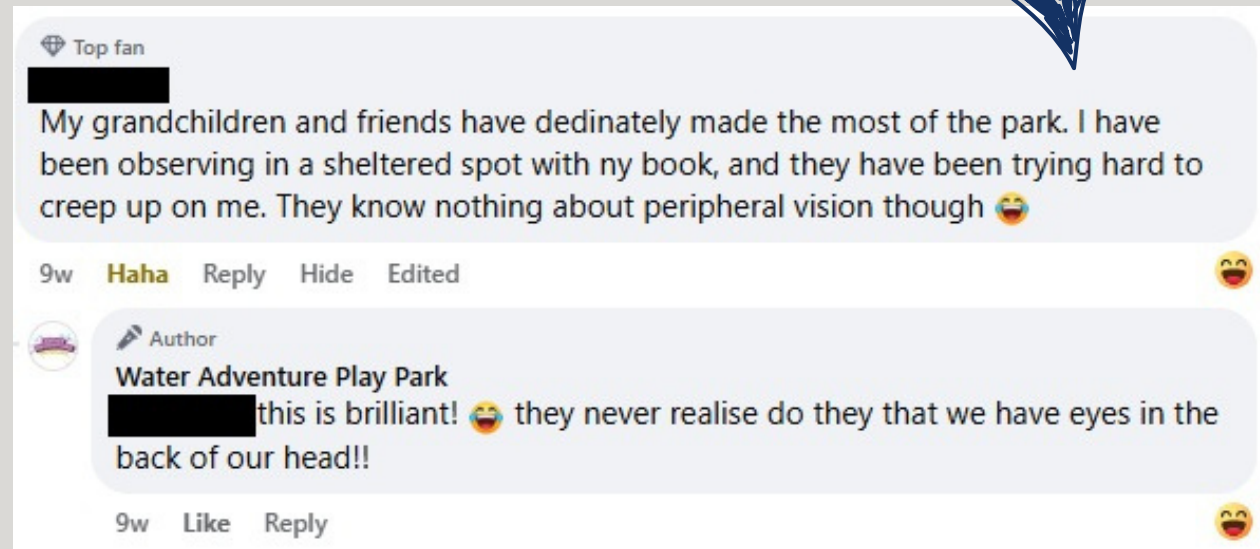
Friendly

Respectful

Informative



We can show humour and personality when the situation allows and is invited.

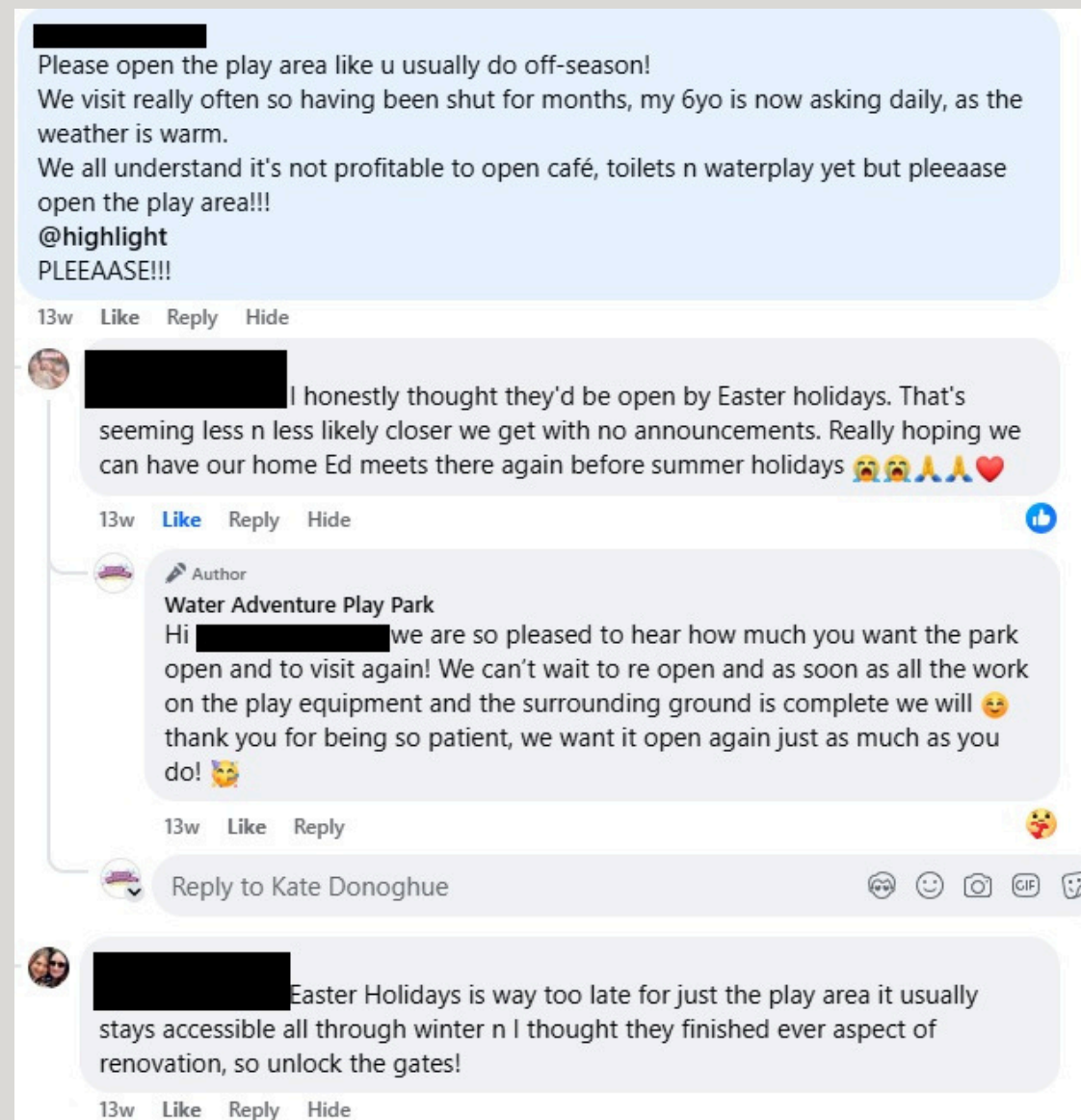
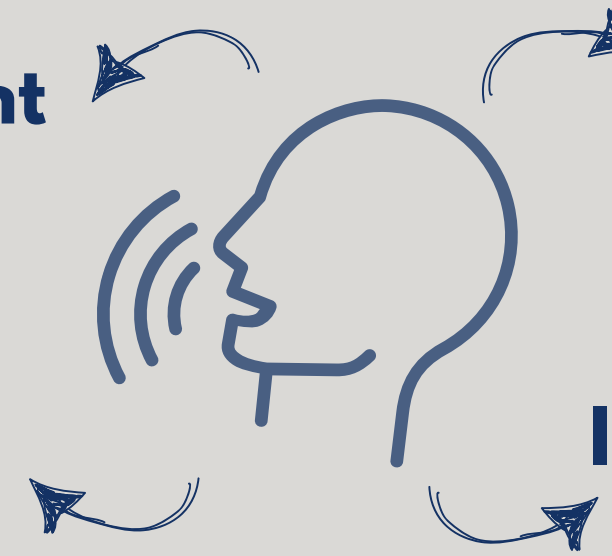


Transparent

Friendly

Respectful

Informative



An explanation of why it was closed had already been given. No need to respond further.



**No further response required.
Do not get drawn into negative
discussions on comments.**

Social Media Policy

A few protocols to consider!

You are personally responsible for the content you publish on any form of social media on behalf of Weston-super-Mare Town Council.

The Councillors Code of Conduct also applies to online communication. Councillors need to keep in mind that even when commenting as an individual, it is likely to be read by the public as acting on behalf of and in an official capacity of a Weston-super-Mare Town Council Councillor.

Whilst Staff, Councillors and Volunteers may have their own personal Social Media Profiles, it is important that any online communication coming from you as an individual and not in the role of Staff, Councillor or Volunteer, is made clear. Do not leave it open to interpretation. For example, do not use Town Council Logos, Town Council email addresses or any other Council identification.

Social Media Policy

A few protocols to consider!

Staff, Councillors and Volunteers need to be mindful of the information they post on sites and make sure personal opinions are not published as being that of the Council or bring the Council into disrepute or is contrary to the Council's Code of Conduct or any other policies. Social Media sites are in the public domain and it is important to ensure that you are confident about the nature of the information you publish. Please remember what is posted, is permanent.

Keep the tone of your comments respectful and informative, never condescending or "loud." Use plain English in sentence case format, not capital letters, nor write in red to emphasis points.

Monitoring comment thread after posting - When posting about topics which are controversial or may spark debates, it is useful to build in time to monitor the comment thread afterwards. This ensures any questions can be answered, misinformation corrected or comments removed if using unacceptable language.



WESTON-SUPER-MARE TOWN COUNCIL

Press Policy

History of Policy Changes

Date	Version	Author	Origin of change e.g. change in legislation	Changed by

This policy applies to Weston-super-Mare Town Council.

Date policy adopted	18 th August 2025
Approved by	Finance and General Purposes Committee (18.08.25)
Review cycle	Bi -Annually
Review date	August 2027

Contents

1. Overview	4
2. Scope	4
3. Guidelines	4
4. Pre - Election Period	6
5. Media Interviews	6
6. Press Releases	7
7. Policy Review	8

1. Overview

When working with the media it's important to have clear, defined roles and responsibilities. This policy sets out clear guidelines for how Weston-super-Mare Town Council communicates with the media. It aims to ensure accurate, consistent, and professional engagement, while protecting the reputation and integrity of the Council.

This policy should be read in conjunction with and an awareness of:

- a. Recording and Filming of Meetings Policy
- b. Public Participation at Meetings Policy
- c. GDPR Data Protection Policy
- d. Standing Orders

2. Scope

This policy applies to all Weston-super-Mare Town Council Staff, Councillors and Volunteers.

The media (Press, Radio, TV, Internet, Vloggers, Bloggers, Podcasters, Social Media Influencers, Photographers etc.) are a form of two way communication and vital to spread the word of what we are achieving as a Town Council. It is a crucial tool for communicating with our residents, therefore maintaining positive working relationships with the media is important. We can work with them to increase public awareness of our services and facilities, decisions made and the impact this has on our Town.

Ensuring the information provided to the media, is accurate and up to date, is of the utmost importance. It is our responsibility to ensure they are properly informed of all the relevant facts.

3. Guidelines

Council Representation - All public statements must reflect the agreed, corporate position of Weston-super-Mare Town Council. Only the CEO/Town Clerk (or Deputy Town Clerk in their absence) is authorised to issue official statements or correspondence on behalf of the Council.

Individual Member Communication - Councillors may speak to the media in a personal capacity, but they must make it explicitly clear that the views expressed are their own and not those of the Council.

The Councillors' Code of Conduct applies to all media communications. Even when speaking personally, it is likely the public will perceive comments as being made in an official capacity. Members are strongly advised to verify facts with the CEO/Town Clerk before commenting publicly.

Never use an individual's name without their written consent.

Letters to the Press - The Council may issue letters to clarify policy positions or correct misinformation. Such correspondence must be issued by the CEO/Town Clerk. Letters must be brief, accurate, and neutral in tone. Ongoing public exchanges should be avoided. Personal letters from Members must be clearly distinguished from official Council stance.

Reputation Management - You must always consider how media interactions may affect the long-term reputation of Weston-super-Mare Town Council. All statements must be respectful and professional. Content that could mislead, misrepresent, or discredit the Council or others should be avoided.

Media Enquiries - All enquiries from media outlets should be directed to the CEO/Town Clerk. If the matter is straightforward, the Clerk may provide an immediate response or delegate this to the Communications & Visitor Experience Manager to draft. Otherwise, a formal statement will be issued within 24 hours. Media representatives should clearly outline their request to allow time for consultation with the Mayor or relevant Ward Councillor(s), if needed. If the matter has not been discussed by the Council, this must be made clear. A response will be given once appropriate consultation has taken place. A 'no comment' response may be issued where necessary.

Official Statements - Only the CEO/Town Clerk may give official verbal or written responses on behalf of the Council. Statements must reflect Council stance and not individual opinions of Members, Officers or Volunteers.

Confidentiality and Legal Compliance - Confidential documents, exempt minutes, reports, and private correspondence must not be shared or leaked to the media. If a breach occurs, the matter will be investigated, and appropriate action taken in line with the Council's Standing Orders and Code of Conduct. If an enquiry relates to a matter that is, or may become, subject to legal proceedings, no response should be made until the Town Clerk has obtained legal advice.

Data Protection and Privacy - Personal or sensitive data must be handled in accordance with the Data Protection Act 2018 and our Town Council GDPR Policy. Never give out personal details such as home addresses or telephone numbers of Councillors, Officers, or members of the public. Do not refer to individuals in any media content unless written permission has been obtained. Permission must also be secured for the use of photographs or video footage, from the individuals or organisations featured.

Photographs, Videos, and Social Media - Any use of images or recordings in media communications must comply with relevant permissions and privacy standards. Care must be taken to avoid misrepresentation or publishing content that may be seen as disrespectful or misleading.

4. Pre - Election Period

In the six week run up to an election councils have to very careful not to do or say anything that could be seen in any way to support any political party or candidate. Weston-super-Mare Town Council will continue to publish important service announcements but not anything deemed overtly party political.

5. Media Interviews

Taking part in an interview can help inform the public about your role. It can help promote understanding and create trust among your community and others in the field. Press interviews can also raise awareness of the positive steps you and the Town Council are taking.

Preparation is everything. You don't want to be stumbling over questions in the interview itself. Be prepared with facts and figures and rehearse your messages/answers. Set your own agenda for the interview and stick to it.

- Decide on your 'key message'. What is the message that you want to get across in the interview?
- Identify a maximum of three messages that you would like to get across.
- Think of examples and anecdotes that are short and relevant, and ensure you know all the details
- Remember to keep it simple and don't be side-tracked.
- Prior to the interview, ask for a list of questions the reporter will ask (but they may not supply it!) or a note of the broad areas for discussion. In the case of TV or radio interview if it is a live interview.
- It's a good idea to think about the difficult or challenging questions that could be asked and prepare a response for how they could be tackled.
- Council Staff & Councillors should not engage with the media if they are tired, unwell or under the influence of alcohol or any medication/substances that may affect their response.

6. Press Releases

Press releases issued on behalf of the Town Council must be factual, accurate and non-political. Each press release should include a quotation from the Mayor, Leader or Committee Chairman as appropriate.

Press releases will include the release date and additional information relating to any 'embargoed' date.

Press releases must be sent in advance to the CEO/Town Clerk and Communications Team for CEO/Town Clerk's final approval.

Following approval, the Communications Team is responsible for the circulation of the release.

Press releases will be emailed to all listed news/media and councillors on the same day.

Press releases will be posted on the Town Council website where appropriate and social media on the same day as they are released to the press.

7. Policy Review

The working of this policy will be reviewed by Weston-super-Mare Town Council bi - annually. As well as examining the specific review data, the policy statement will be checked for continuing relevance against any changed statutory requirements.



WESTON-SUPER-MARE TOWN COUNCIL

Recording and Filming of Meetings