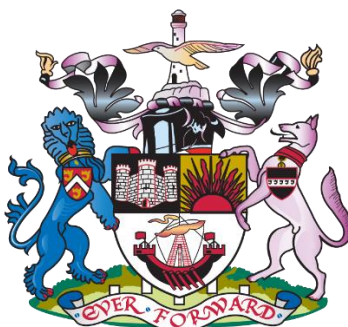




WESTON-SUPER-MARE TOWN COUNCIL

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT 32 WATERLOO STREET
MONDAY 18TH AUGUST 2025**

Meeting Commenced: 7.00 pm

Meeting Concluded: 8.50 pm

PRESENT: Councillors Ciaran Cronnelly (C), Gillian Bute, John Crockford-Hawley, Peter Crew, Hugh Malyan (S), Robert Payne, Lisa Pilgrim and Robert Skeen.

ALSO, IN ATTENDANCE: Sarah Pearse (Chief Executive Officer/Town Clerk), Fay Powell (Director of Community Services), Helen Morton (Director of Finance & Resources), Alison Garner (Democratic Services Officer), Rebecca Saunders (Civic Officer & PA to the Town Clerk and the following Members of the public, Luke Roviria, Ally Ede, Margaret Clapp, Martin Slade, Sean Glade, Suzanne Elliot, Gilly Carpenter, Alison Bancroft, Donna Gardner, Karen Robinson, Denise Richards, Richard Gardner, Oliver Peak-Hargreaves, Tyler Jebson, Tracey Esmond and Donna King.

Public Question Time

The Chair invited Martin Slade to address the Committee.

Martin Slade thanked the committee for the for opportunity to speak and raised questions around the follow subjects;

- *The appointment of the anti-racism champion*
- *The Training undertaken by the anti-racism champion*
- *What capacity The Anti Racism Champion was monitoring social media*
- *What groups the Anti Racism Champion had met with*
- *Requested Minutes where Anti Racism Champion was appointed*

A full script of Mr Slade's speech and questions would be sent to The Town Clerk and treated as a freedom of information request.

The Chair thanked Mr Slade for his address.

7.09pm Councillor James Clayton Joined the meeting.

Mr Richard Gardener addressed the meeting and raised questions around the following subjects;

	• <i>Process followed around overturning the Council of Sanctuary motion</i> • <i>The statistics of the numbers who had signed the petition presented to The Town Council opposing the Council of Sanctuary motion</i> • <i>Issues around transparency on issuing data</i> • <i>Getting an impartial opinion on Council of Sanctuary motion</i> <i>A full script of Mr Gardener's speech and questions would be sent to The Town Clerk and treated as a freedom of information request.</i>
113	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillor Helen Thornton, substituted by Hugh Malyan and Councillors Mark Canniford and Charlie Williams with no substitutions.
114	Declarations of Interest There were no declarations of interest received from committee members.
115	To approve the Minutes of the Special Finance and General Purposes Committee Meeting held on the 10th July 2025 The minutes of the meeting had been previously circulated. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Gillian Bute A vote was taken and carried. Accordingly, it was: RESOLVED: That the minutes of the Special Finance & General Purposes Committee Meeting held on 10th July 2025 be approved and signed by the Chair.
116	To receive the Notes of the Special Grants and Governance Sub Committee held on 27TH June 2025 The Notes had been previously circulated. RESOLVED: That the Notes of the Special Grants and Governance Sub Committee held on 27TH June 2025 be received.
117	To receive the Notes of the Health and Safety Meetings held in June 2025 The Notes had been previously circulated. RESOLVED: That the Notes of the Health and Safety Meetings held in June 2025 be received.
118	To receive the DRAFT Notes of the Council of Sanctuary Start and Finish Group Meeting held on the 6th August 2025 and recommendations within The DRAFT Notes had been previously circulated.

Having considered the recommendation made by the Council of Sanctuary S&FG on 6th August 2025 the Finance and General Purposes committee upholds the recommendation made. It was therefore:

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Gillian Bute

Under Standing Order 8.10 the Finance & General Purposes Committee moves the resolution by the Start and Finish Group regarding the Council of Sanctuary Motion made 24th March 2025 to rescind the original motion made (found at minute number FC325). It therefore requests that this is referred to the next scheduled Town Council Meeting for final decision on the basis of the below:

Councillor John Crockford-Hawley proposed the following amendment to the motion;
The Council:

- 1: Notes the Council of Sanctuary Start & Finish Group's recommendations from 6 Aug 2025
- 2: Notes the diverse range of opinions expressed via the Town Council's public engagement sessions and is aware of comments made elsewhere and via petitions.
- 3: Is pleased to note that the Task & Finish Group sees Weston-super-Mare to be a diverse and welcoming town with a range of communities, well supported by charities, community groups and individuals with which this Town Council works closely.
- 4: Notes the important work undertaken by this Council's appointed race relations champion and supports the councillor's devotion to the maintenance and enhancement of good relations between all sections of society now resident in Weston-super-Mare and reiterates the need for this work to continue.
- 5: Strongly emphasises the need for all currently engaged in public life, and all who aspire to become so engaged, to work for greater understanding and for the development of harmonious relations between people of differing backgrounds, ethnicities, religions, customs and experiences.
- 6: Though this Town Council has no statutory responsibilities or obligations in the realms of migration, housing, social services, education, employment or policing it nevertheless does concern itself with the well-being of all residents and in this regard recommends Council to further pursue harmony between people and to encourage the enjoyment and sharing of cross-cultural events throughout the town, without becoming part of the Council of Sanctuary.

Debate ensued with regard to the amendment, the main points being as follows:

- The Council had always welcomed differing communities in the town such as Greek, Ukrainian and the Multi Friendship association as example. All of which had faced challenges at times, with this in mind it was felt the amendment was acceptable.
- The amendment was viewed as a significant improvement, with stronger wording, but concerns remained about the vulnerability of marginalised groups.
- Thanks were given for integrating key wording, though members acknowledged further work is needed to support community groups in practice.
- Debate arose over process and political motives; some felt the motion was pushed through improperly, while others stressed councillors had been notified correctly.
- Overall, the amendment was welcomed, with the view that pursuing the CoS status further offered limited benefit, and recognition should be given to existing community organisations already providing strong support.

The overall consensus was to accept Councillor John Crockford-Hawley's amendment and the need to acknowledge the good work in Weston already being undertaken to harbour an inclusive and diverse community and to continue to seek Council of Sanctuary status would now have a negative effect on the community.

SECONDED BY: Councillor Robert Payne

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

RESOLVED:

Under Standing Order 8.10 the Finance & General Purposes Committee moves the recommendation by the Start and Finish Group regarding the Council of Sanctuary Motion made 24th March 2025 and wishes to rescind the original motion made (found at minute number FC325).

The Committee:

- 1: Notes the Council of Sanctuary Start & Finish Group's recommendations from 6 Aug 2025
- 2: Notes the diverse range of opinions expressed via the Town Council's public engagement sessions and is aware of comments made elsewhere and via petitions.
- 3: Is pleased to note that the Task & Finish Group sees Weston-super-Mare to be a diverse and welcoming town with a range of communities, well supported by charities, community groups and individuals with which this Town Council works closely.
- 4: Notes the important work undertaken by this Council's appointed race relations champion and supports the councillor's devotion to the maintenance and enhancement of good relations between all sections of society now resident in Weston-super-Mare and reiterates the need for this work to continue.
- 5: Strongly emphasises the need for all currently engaged in public life, and all who aspire to become so engaged, to work for greater understanding and for the development of harmonious relations between people of differing backgrounds, ethnicities, religions, customs and experiences.
- 6: Though this Town Council has no statutory responsibilities or obligations in the realms of migration, housing, social services, education, employment or policing it nevertheless does concern itself with the well-being of all residents and in this regard recommends Council to further pursue harmony between people and to encourage the enjoyment and sharing of cross-cultural events throughout the town, without becoming part of the Council of Sanctuary.

The Committee therefore requests that this is referred to the next scheduled Town Council Meeting for final decision on the basis detailed above.

119 Committee Forward Plan for the year 2025/26

Members were requested to view the [Town Council's Strategy](#) and provide direction and requirements to be included in a Forward Plan. Plan Disk committee overview.

7.32pm Councillor James Clayton left the meeting.

120 To receive the report of the Anti-Racism Champion

The report of the Anti-Racism Champion had been previously circulated.

RESOLVED: That the report be received.

	FINANCE
121	Monthly Financial Reports May and June 2025 .1 For Approval 1.1 Schedule of Unapproved Expenditure PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Gillian Bute A vote was taken and accordingly, it was carried. 121.1 RESOLVED: That the Schedule of Unapproved Expenditure be approved. .2 For Noting 2.1 Bank Reconciliations 2.2 Budgetary Control Report 2.3 Bank Interest Report 2.4 Schedule of Receipted Income 2.5 Bad debt report 2.5 Overspend report 121.2 RESOLVED: That reports bi, ii, iii, iv & vi be noted.
122	Budget setting preparation levels for the year 2026/27 1.1 To receive the updated budget setting process and consider change for implementation 2025/2026 The Director of Finance reported that things had been brought back in line to make timescales clearer going forward and gave overview of timeline that would take full account of the devolution needs so it could be funded appropriately. PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor Hugh Malyan A vote was taken and accordingly, it was carried. RESOLVED: To approve the Budget setting procedure provided. 1.2 To discuss and provide indicative guidance for budget setting preparation levels for the year 2026/27 for councilors to approve (multiple options to be produced) A debate ensued around the balance of keeping the precept at a reasonable amount and the need to invest to deliver services better than they are currently are for residents. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Hugh Malyan A vote was taken and accordingly, it was carried. RESOLVED; Options for budget setting principles be brought to The October Finance & General Purposes Committee Meeting to include but not limited to standstill budget, inflation budget and Impact on budget due to current budget reviews.

123	To approve Authorised Signatories for the Execution of leases The report of the Town Clerk/CEO had been previously circulated. 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 are with the councils solicitors for creation of a lease, sub-lease or licence or execution unless they have been drafted by other parties (ie NSC). Once drafted, the lease, sub-lease or licence documents will need formally signing. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Hugh Malyan A vote was taken and accordingly, it was carried. RESOLVED: That Councillors John Crockford-Hawley, Peter Crew and Gillian Bute be nominated for the execution and sealing of legal deeds for the following assets: (noting that only 2 of the 3 nominated are required at any individual signing). 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
124	GOVERNANCE
	.1 Communications and Marketing - Policies and Guidance The report from the Communications & Marketing Team and Democratic Services Manager had been previously circulated. 1.2.1 External House Rules for Social Media (Guidance)

PROPOSED BY: Councillor Peter Crew
SECONDED BY: Councillor Robert Payne

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

RESOLVED: To approve the External House Rules for Social Media (Guidance)

1.2.2 WSMTC Social Media Guidance for Councillors' & Staff

PROPOSED BY: Councillor Hugh Malyan
SECONDED BY: Councillor Robert Skeen

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

RESOLVED: To approve WSMTC Social Media Guidance for Councillors' & Staff

1.2.3 Press Policy

PROPOSED BY: Councillor John Crockford-Hawley
SECONDED BY: Councillor Hugh Malyan

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

It was noted that press releases needed to be circulated quickly.

RESOLVED: To approve the Press Policy

1.2.4 Filming and Recording of Meetings Policy

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

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

RESOLVED: To approve the Filming and Recording of Meetings Policy

It was noted that filming of meetings was being explored but this would have budget considerations.

1.2.4 Public Participation at Meetings Policy

PROPOSED BY: Councillor Peter Crew
SECONDED BY: Councillor Hugh Malyan

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

RESOLVED: To approve the Public Participation at Meetings Policy

1.3 Civic Handbook

The report of the Democratic Services Manager and reviewed Handbook had been previously circulated.

Councillor John Crockford-Hawley requested the following amendments

Page5 – The words ‘If required’ to be added to the line regarding selecting a Mayoress or consort

Page 6-Update chaplain to exclude giving pray at the start of Full Town Council meeting.

Adopting school no longer done so to exclude

Page 7- To include ‘If you wish’ to when choosing a charity

Page8 -not use word mayors escort

Page9- Exclude the word legally

Phase Mr Mayor old fashioned add Madame Mayor as an option

Exclude option for Mayoress to help with Mayors diary

Page 13- if you are wearing chain you should dress formally

The Chair reminded the Members the Finance & General Purposes Committee had recommended the less formal dress guidance.

PROPOSED BY: Councillor John Crockford-Hawley

SECONDED BY: Councillor Gillian Bute

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

RESOLVED: including the suggested amendments made by Councillor Crockford-Hawley the Civic Handbook be approved.

125 Old Town Quarry

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

As part of the Old Town Quarry Community Ownership Funded project, under Work Package 7, funding was allocated to South West Heritage Trust for the creation of an interpretation scheme for the Old Town Quarry. As one part of their programme delivery, they were asked to create several branding options for the Quarry in line with the community engagement survey that was carried out.

Members are recommended to:

Approve the chosen design for use at the Old Town Quarry

OR

Provided delegated authority to the Old Town Quarry Start and Finish Group to allow further design to be developed within tight deadlines.

The Committee overall preference was option 4 logo and were happy for The Old Town Quarry Start and Finish Group to make final decision taking into account the following feedback

- Could rock face cut out be made something relatable to Weston like Weston Bay
- Prefer the green colour of option 2 over the grey colour of option 4
- To confirm the bird in the picture is one that resides in the Quarry
- Could the artists be referred to

PROPOSED BY: Councillor Ciaran Cronnelly

	SECONDED BY: Councillor Gillian Bute A vote was taken and accordingly, it was carried. RESOLVED: To delegated authority to the Old Town Quarry Start and Finish Group to amend and approve option 4 logo.
126	<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>
127	Blakehay Theatre The report of the Chief Executive Officer/Town Clerk had been previously circulated. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew A vote was taken and accordingly, it was carried. RESOLVED: 1. That a simple Grant agreement should be drawn up and issued to Hub Weston CIC/CIO to include criteria for 'in the event of termination of the lease payments made to HUB Weston CIC/CIO would cease in line with lease termination'. This agreement should be considered and agreed by the Grants Sub-committee who would also oversee any governance requirements going forward also. 2. To approve transfer of operations and staff to Hub Weston CIC/CIO on 1st September 2025 on the basis of the MOU previously agreed. Noting final lease signing will be later autumn/ prior to Christmas 2025 with approval of the payment schedule to be implemented at point of transfer (01.09.25).
128	Allotments Maintenance The briefing note and quotations for essential works from the Director of Finance and Resources had been previously circulated. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Hugh Malyan A vote was taken and accordingly, it was carried. RESOLVED: 1. To approve the quote 2 as contained within the report for works to commence from 19.08.25 (£53,316.30) for the works to commence 19.08.2025. 2. To approve use of provision made in the Revenue budget 25/26 for General Reserves as this was unforeseen expenditure.
129	Appointment of Internal Auditor The report and quotations from the Director of Finance and Resources had been previously circulated. PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Robert Skeen

	RESOLVED: 1. That the Internal Auditor be appointed for a period of 3 years (plus 1, plus1) in line with all other professional service contracts. 2. That Parish & Town Auditing Services be appointed to carry out Audit requirements as detailed in (1) above with effect from 1st April 2026.
	There being no further business the Chair closed the meeting at 8.50 pm Signed.....Dated Chair of the Finance and General Purposes Committee



**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE CIVIC MATTERS CONSULTATIVE GROUP
HELD AT 32 WATERLOO STREET ON
THURSDAY 4th SEPTEMBER 2025**

Meeting Commenced: 1.02 pm

Meeting Concluded: 2.18 pm

PRESENT: Councillors Martin Williams (Town Mayor) (part attendance), Owen James (Deputy Town Mayor), Gill Bute (Group Leader) and John Crockford-Hawley (Group Leader).

ALSO, IN ATTENDANCE: Sarah Pearse (Town Clerk/CEO) (part attendance), Samantha Bishop (Democratic Services Manager), Rebecca Saunders (Civic and Committee Officer) and Alison Garner (Democratic Services Officer).

In the absence of the Mayor, the Deputy Mayor chaired the meeting.

	Apologies for Absence and Notification of Substitutes Apologies for absence were received from Councillors Robert Payne and Ciaran Cronnelly. It was noted that the Town Mayor and Town Clerk would be late joining the meeting.
	Declarations of Interest There were no declarations of interest received.
	To agree the accuracy of the previous notes held on the 13th March 2025 The notes had been previously circulated. PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Gill Bute A vote was taken and carried. Accordingly, it was: RESOLVED: That the notes from of the Civic Matters Consultative Group held on 13th March 2025 be approved and signed by the Chair.
	To note the review and issue of the Civic Handbook The Civic Handbook, recently reviewed and approved by the Finance and General Purposes Committee on the 18th August 2025 had been previously circulated.

	It was confirmed that all amendments suggested at the F&GP meeting had been made and were included within the Handbook. RECOMMENDED: That the Civic Handbook be noted and issued to the current Mayor and Deputy Mayor.
	To receive the covering report of the Civic Officer on the following items: (which had been previously circulated) 5.1 Civic Events held to date a) Annual Town Meeting – 28th April 2025 RECOMMENDED: Noted b) Mayor’s Awards 2024/25- 23rd April 2025 Discussion ensued that the event had been executed well and that the Museum should be recommended as the desired venue for future Mayor’s Awards. It was noted that the format of the Mayor’s Awards was to be suggested at each Mayor’s discretion, however this should be discussed by the CCG. PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Gill Bute RECOMMENDED: That the Museum be the desired venue for future Mayor’s Awards. c) VE DAY-8th May 2025 RECOMMENDED: Noted d) Mayor Making 2025- 15th May 2025 RECOMMENDED: Noted e) Armed Forces/Emergency Services Day- 21st June 2025 <i>1.12pm The Town Clerk/CEO joined the meeting.</i> Discussion ensued regarding the lack of Councillor attendance at events and it was noted that this was experienced across all Town Council service areas. It was suggested to look at the format and communication channels of invitations and that personal invitations did make a difference. “Save the dates” had been used historically and could be re-introduced. RSVP’s for events should advise people to indicate either way, if they are attending or not. The process of councillors notifying of their attendance at meetings and substitutions had also been reinforced, which would be firmed up through the review of Standing Orders. The importance of Councillors attendance at council events could also be highlighted at councillor induction stage. RECOMMENDED: To re-introduce a “Save the dates” mechanism for councillors.

f) VJ DAY-15th August 2025

It was noted that this event was also not well attended by councillors.

1.23pm The Town Mayor joined the meeting.

The fly past was perfectly timed and the Civic Officer reported that she had made good connections with the pilot and hoped to develop communications going forward regarding announcing future fly passes.

The Town Clerk reported feedback received from the public, that they were not aware of the event. The council needed to be bolder with its advertising and communicating of events going forward. It was also noted that the demographic of some members of the public would not have access to social media.

RECOMMENDED: Noted

4.2 Upcoming Civic Events

a) Past Mayor's Reception- 18th October 2025

Sadly, the number of past Mayors was depleting and so invites had also been sent to longstanding councillors. A discussion ensued regarding the purpose of holding the reception and how it could be better utilised for all. Suggestions included sharing the Town Councils strategy video, raising awareness, community give back opportunities and introducing a more light hearted approach i.e. a quiz (which Mayor did what?!).

It was suggested to invite previous Civic Officers/Mayor Secretaries to join the reception. Which would be an opportunity for the Civic team to capture valuable historic information.

RECOMMENDED: To invite previous Civic Officers/Mayor Secretaries to join the reception.

b) Remembrance Service - 9th November 2025

It was noted that portable toilets had been ordered for the event as the current toilet block was now closed as part of Grove Park's work schedule for improvement works. Also, that a Bugler had been secured for the service.

RECOMMENDED:

c) Armistice short service -11th November 2025

RECOMMENDED: Noted

d) Christmas Light Switch on -15th November 2025

In the event of inclement weather, a wet weather plan would need to be considered, to which The Sovereign would be the ideal location.

It was reported that despite communications to try and co-ordinate Christmas Light switch on events in the town, The Sovereign's switch on was going ahead on another date.

There would be a market to compliment the event provided by the council's current market provider.

RECOMMENDED: Noted

e) Christmas Carol Service- 17th December 2025

The Town Mayor informed that he would like to invite Staff and Councillors to 32 Waterloo for a Christmas drinks reception ahead of the Christmas Carol Service. Discussion ensued and it was agreed that this was not a logistical option.

Further discussion ensued regarding the concept of Christmas drinks for Councillors and Staff and whether this was still welcomed. It was noted that in previous years this had not been well attended due to this being a busy time of year for people. It was suggested that drinks could be planned to celebrate the New Year instead or that a poll suggesting some options for Christmas be sent out to all Councillors and Staff.

f) Mayors Charity Ball – 28th March 2026

A video promoting the Mayor's Charities was due to be aired the following week, with the intention of attracting ticket sales.

A discussion ensued regarding the affordability of the event to which the Civic team had worked hard to achieve a ticket price of £49 per head with the events management team at the Grand Pier.

It was noted that it was at each individual Mayor's discretion as to whether they wanted a Ball within their year and that the resources associated with this were not to be undertaken by the Civic team, which was emphasised in the review of the latest Civic Handbook.

RECOMMENDED: Noted

g) Hildesheim Visit-26th-30th May 2026

The visit dates had been confirmed which would take place over Mayor Making to take place at the Winter Gardens, which should make for a great schedule.

In addition, the Mayor reported that two further links to support the Hildesheim Twinning Strategy had been made between Weston Football Club and Weston Lions Club.

It was noted that the **Constansi** Choir had also arranged to visit Hildesheim.

It was reiterated that the Twinning was managed by the 5year strategy, agreed by both parties. It was suggested that the strategy could be officially signed during the planned visit in May, to invite all parties that had forged links.

	RECOMMENDED: That a formal signing of the Twinning Strategy between Weston super Mare and Hildesheim be arranged during the visit in May, inviting all parties that had forged links.
	Insignia Engraving The report of the Civic Officer had been previously circulated. The purpose of the report was to advise of the increased costs of engraving insignia putting increased pressure on the Insignia budget, leaving little resilience for unknown costs such as repairs. This had been recognised as being the case for many years leading up to this situation. As a result, the previous Civic Officer had purchased an approved purpose made ribbon (via approved civic regalia stockists and suppliers) for the eventuality that it would be needed. It should be noted that this was not known until very recently when unpacking items stored at Grove House that were now kept in the designated Civic robing room. In addition to the report, the continuation of wearing the Mayoress's chain without engraving, was also an option. Therefore the options for consideration were: - Approve engraving of sides of existing chains as detailed within the report. - Attach the Mayoress broach to the approved civic ribbon and retire the linked chain. - Continue the wearing of the Mayoress's chain without engraving. The costs associated with engraving the chain were considered no longer justifiable, noting that the price of gold had trebled in recent years reflecting in insurance costs. Therefore, it was agreed to continue the wearing of the Mayoress's chain and in the event the Mayor had a Consort, the pendant could be worn with the approved Civic ribbon. The recording of future Mayoress' or Consorts' names could be displayed on a wall mounted board and consideration as to how this could be done would be given by the Civic team. PROPOSED BY: Councillor John Crockford-Hawley SECONDED BY: Councillor Gill Bute RECOMMENDED: - To continue the wearing of the Mayoress's chain and in the event the Mayor had a Consort, the pendant could be worn with the approved Civic ribbon. - To investigate the associated costs with how the recording of the Mayoress' or Consorts' names could be displayed on a suitable and in keeping wall mounted board.
	Introduction of Mayors Award pin Badges The report of the Civic Officer had been previously circulated. The current Mayor would like to introduce a Mayor's Award pin badge to past and future Mayors award recipients, in addition to the current plate presented. It was noted that in the event of an organisation receiving the award only one badge awarded the Chair of that organisation.

	Discussion ensued regarding the concept and it was suggested to use the existing Weston super Mare badge casting die as this would be a more cost effective option. Additional cost would be required for a version of the Weston super Mare Town Council badge to include the wording "Mayor's Award". RECOMMENDED: To obtain costings for a version of the existing Weston super Mare badge to include the wording "Mayor's Award" for consideration by the Mayor and Deputy Mayor. The Mayor advised that he would like to introduce a commemorative board displaying the names of the Borough Shield recipients alike the Mayors Awards. It was informed that the 'Other Place' had shown interest in sponsoring toward the cost of this. It was noted that if the board was to replicate the Mayor's Award Board, the costs of gold leaf engraving would be substantial. The suggestion to purchase a guilt frame to display recipients of the Borough Shield, produced in house for display within 32 Waterloo Street was made. RECOMMENDED: To purchase a guilt frame to display recipients of the Borough Shield, produced in house for display within 32 Waterloo Street.
	There being no further business the Chair closed the meeting at 2.18 pm Signed.....Dated Chair of the Civic Consultative Group

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 2nd JULY 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), Julie Smith (Senior Customer Services Officer).

Meeting Chair: Sophie Roberts

		ACTION
1.	Apologies for Absence Apologies were received from Fay Powell and Warren Parkers-Mills	
2.	Notes of the Previous Meeting 3. Training: JS confirmed First Aid is booked at the Museum on 10th July. 5. Maintenance & Anti-Social Behaviour: HM reminded managers to send a list of any quick jobs direct to her to assess whether they can be sorted by MD in house, rather than John West. 9. Toolbox Talks: HM to review Waterloo Street.	HM
3.	Training SR reported that 2 new members of staff at the Museum would need Fire Warden Training along with one new member at Waterloo Street, it was agreed this would be booked in the near future.	HM
4.	Maintenance & Anti-Social Behaviour SR informed the meeting that the blue wooden front doors at the Museum do not open and close properly as they have come off the tracking which now needs to be replaced, a job order has been placed with John West.	

	HM reiterated that all maintenance jobs, moving forward must be passed through her first to evaluate as to whether John West is needed or if the work can be done in house, as there are a couple of big jobs coming through planned maintenance in the coming months. RH reported a drunken disturbance from the pub next to the theatre one evening, where a window was smashed and police were called. HM to check the fire risk assessments actions which had been completed and sent over from LC and SH. MH said that travellers had been in the Water Park causing disruptions but these had been dealt with effectively.	ALL HM
5.	Compliance Schedule HM asked all managers to be mindful and not to book any compliance reviews without checking with her first.	ALL
6.	Risk Assessments - updates and new LC confirmed she had completed a risk assessment for an electric jigsaw and is in the process of collating all the sites together to make it easier for the team to read and sign. SR said the Museum risk assessments were due to be reviewed in August. RH said assessments for the Blakehay were due to be reviewed in July/August. MH would be reviewing the risk assessments for Waterloo Street in July.	LC SR SH/RH MH
7.	Health & Safety Issues - accidents and near misses LC reported that a member of the grounds team had received medical treatment for lymes disease after being bitten by a tick whilst working in Ellenborough Park. LC said she had given advice to all of the team to try and prevent bites etc whilst working outside and will check if there is a risk assessment in place and if not will write one for staff to read and sign. LC also informed the meeting that rats are in the flower beds in Grove Park, HM said that as this is their natural habitat, pest control cannot be called out, and staff need to be aware of them being there and take necessary precautions.	LC

	LC also reported an accident was logged via NSC at the weekend, that a child ran into a piece of play equipment at Ashcombe Park Upper, knocking out some teeth, this has been inspected and there is no fault in the equipment, and was an unfortunate accident. SR reported that Spansec had been called out to check one of the alarm panels at the Museum which keeps beeping, which appears to be on going, but does not effect the alarm being set and working correctly. SR also said the CCTV camera that shows the front entrance to the Museum is not working - HM said to chase this up with Spansec.	SR
8.	Toolbox Talks Grounds, Museum and Blakehay are all covered in the daily/weekly meetings – HM to review best way forward at Waterloo Street.	HM
9.	Suggested areas for next meeting, Chair of next meeting date/venue confirmation Date: 6th August 2025 – Chamber Waterloo Street/Hybrid Chair – HM Signed..... Dated.....	

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 6th AUGUST 2025
32 WATERLOO STREET**

Meeting Commenced: 9.30am

Meeting Concluded: 10.10 am

PRESENT: Helen Morton (Director of Finances & Resources), Lisa Clemons (Grounds Services Manager), Sophie Roberts (Museum Services Manager), Matt Hardy (Community Operations & Resource Manager), Warren Parker-Mills (Communications & Visitor Experience Manager), Julie Smith (Senior Customer Services Officer).

Meeting Chair: Helen Morton

		ACTION
1.	Apologies for Absence Apologies were received from Fay Powell and Rob Heath	
2.	Notes of the Previous Meeting 3. Training: SR expressed concerns over not having enough staff trained as fire wardens especially during holiday periods, LC said she would be happy to help with cover on Saturdays when needed until further training can be booked. 4. Maintenance & Anti-Social Behaviour: SR reported that the blue wooden doors at the Museum had still not be fixed, HM suggested Managers to chase JW themselves rather than ask Finance to speed up the process.	ALL
3.	Training LC said the topple testing at the cemetery was booked in. HM asked if Managers could send any training request to her ready for the budget setting.	ALL
4.	Maintenance & Anti-Social Behaviour Further to the ongoing anti-social behaviour at the Water Park in the evenings, it has been agreed to shut the main entrance gates at 6pm	

	when staff leave and just keep the small gate open, in hope it will deter youths from entering. HM suggested a sign could be put up on the admission hut shutter, showing the opening hours, along with a statement on the lines of - WTC cannot be held responsible for any injuries occurred whilst using the equipment, plus Do Not Climb Over Fence signs. Concerns were also expressed over lack of shade in the park and a discussion on purchasing sun umbrellas pursued. HM asked Managers to list any items they would like/require so they can go towards the budget setting for next year, budget meetings will start taking place in September.	ALL
5.	Compliance Schedule a) Fire Extinguisher's Audit HM reminded Managers to list all extinguishers at all sites in readiness for the General Risk Assessment in October, an independent audit for the Quarry will take place in October.	ALL
6.	Risk Assessments - updates and new a) Worknest Access HM asked if all now had access to the Work Nest Portal and said she would show JS how to log on.. .	HM/JS
7.	Health & Safety Issues - accidents and near misses SR reported that a member of staff cut their arm on the fridge at the Museum, an accident form was completed and how the accident happened had been looked into. A member of staff from the Grounds Team is receiving ongoing treatment for lyme's diseases. LC said the team had received further advice on prevention against ticks etc. LC informed the meeting that all of the grounds trucks will now have an accident book, first aid kit and RTA forms on board. LC asked where insurance documents and contracts were kept HM to send link.	HM
8.	Toolbox Talks Grounds, Museum and Blakehay are all covered in the daily/weekly meetings – JS to continue sending out via email to Central Services.	

9.	Suggested areas for next meeting, Chair of next meeting date/venue confirmation Date: 3rd September 2025 – Staff Room Waterloo Street/Hybrid Chair – MH Signed..... Dated.....	
----	--	--

Report from Anti racism champion since the last F&GP meeting until 6th October.

I have attended the following events:

15th August - Grief as Grace

30th August - AfriFest

8th September - Strength Together exhibition

16th September - CoS training on 'Responding to Hostility'

21st September - Immigration (Lib Dem Conference)

22nd September - Town Council meeting where my motion was rescinded.

23rd September - Interview with Bristol BBC

- Freshers Week for Weston College (RWNS)

- Planning for Black History Month @ Walliscote

Primary School

25th September - Walk on Brean Way with refugees & asylum seekers (RWNS)

29th September - Interview with The Guardian

30th September - CoS training for Town & Parish councils on 'Responding to Hostility'

- Multicultural Friendship Association

2nd October - I was invited to write an interview for The Mercury

This month I will be attending Black History month events and I have a meeting with RENS to discuss next steps for uniting our town.

Caroline Reynolds



Finance & General Purposes 13th October 2025

Armed Forces Covenant

Rebecca Saunders PA to the CEO/Town Clerk and Civic Officer

1. Purpose and Background of Report

The Armed Forces Covenant is a Commitment that together we acknowledge and understand that those who serve or have served in the Armed Forces, and their families, including the bereaved, should be treated with fairness and respect in the communities, economy, and society they serve with their lives.

Its two principles are that, recognising the unique obligations of, and sacrifices made by, the Armed Forces:

- Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services.
- Special Consideration is appropriate in some cases, especially for those who have given most such as the injured and the bereaved.

North Somerset Council has confirmed that its Armed Forces Covenant will now apply exclusively to its own authority. Weston-super-Mare Town Council was previously a signatory under the joint Covenant but must now adopt its own version in order to reaffirm its ongoing support for the Armed Forces community in Weston-super-Mare.

A draft Covenant has been prepared, aligning with the principles of the national Armed Forces Covenant and reflecting the Town Council's specific local commitments. These include working with local military representatives, veterans' organisations, schools, and community partners to ensure fair treatment and recognition of service personnel and their families.

The adoption of a standalone Covenant will:

- Reinforce the Council's support for the Armed Forces community.
- Enable participation in national Armed Forces Covenant initiatives.
- Facilitate future partnership projects and funding opportunities linked to the Covenant.



2. Options for Council

To consider and recommend to Full Council the adoption of a standalone Armed Forces Covenant specific to Weston-super-Mare Town Council, following North Somerset Council's decision to make their Covenant exclusive to their authority.

3. Reason for Recommendation

WSMTC signed North Somerset Council's (NSC) Armed Forces Covenant back in June 2013. Since then NSC updated their covenant in December 2023 and encouraged parish and town councils to sign their own Covenant.

4. Expected Benefits

This would enable WSMTC to apply for the defence employer recognition scheme.

5. Implications

Were dependant on pledges committed to.

5.1. Legal

N/A

5.2. Risks

N/A

5.3. Financial Implications

Were dependant on pledges committed to.

5.4. Timescales

N/A

5.5. Stakeholders

N/A

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. Supporting documents:

- Draft Armed Forces Covenant (attached)

7. Members are recommended to:

Recommend to Full Council:

1. That Weston-super-Mare Town Council adopts its own **Armed Forces Covenant**, reflecting its continuing commitment to the Armed Forces community;
2. That the **Town Clerk/Chief Executive Officer** be authorised to finalise the wording of the Covenant in consultation with the Chair of Council and relevant partners; and
3. That arrangements be made for a formal **signing ceremony** with local Armed Forces representatives and community stakeholders.

Rebecca Saunders

PA to the CEO/Town Clerk and Civic Officer

25th September 2025



Weston-super-Mare Town Council

We, the undersigned, commit to honour the Armed Forces Covenant and support the Armed Forces Community. We recognise the value Serving Personnel, both Regular and Reservists, Veterans and military families contribute to our Town and our country.

Signed on behalf of: Weston-super-Mare Town Council Signed: Name: Position: Date:	Signed on behalf of: Ministry of Defence Signed: Name: Position: Date:
--	---



WESTON-SUPER-MARE TOWN COUNCIL



Ministry
of Defence

Armed Forces Covenant

Weston-super-Mare Town Council

The Armed Forces Covenant

An Enduring Covenant Between:

- The People of the United Kingdom
- His Majesty's Government
- and —
- All those who serve or have served in the Armed Forces of the Crown
- And their Families

The first duty of Government is the defence of the realm. Our Armed Forces fulfil that responsibility on behalf of the Government, sacrificing some civilian freedoms, facing danger and, sometimes, suffering serious injury or death as a result of their duty. Families also play a vital role in supporting the operational effectiveness of our Armed Forces.

In return, the whole nation has a moral obligation to the members of the Naval Service, the Army and the Royal Air Force, together with their families. They deserve our respect and support, and fair treatment.

Those who serve in the Armed Forces, whether Regular or Reserve, those who have served in the past, and their families, should face no disadvantage compared to other citizens in the provision of public and commercial services. Special consideration is appropriate in some cases, especially for the injured or the bereaved.

This obligation involves the whole of society: it includes voluntary and charitable bodies, private organisations, and the actions of individuals in supporting the Armed Forces. Recognising those who have performed military duty unites the country and demonstrates the value of their contribution. This has no greater expression than in upholding this Covenant.

Section 1: Principles of the Armed Forces Covenant

1.1 We, Weston-super-Mare Town Council, will endeavour in our activities and business dealings to uphold the key principles of the Armed Forces Covenant, which are:

- No member of the Armed Forces Community should face disadvantage in the provision of public and commercial services compared to any other citizen.
- In some circumstances, special treatment may be appropriate, especially for the injured or bereaved.

Section 2: Demonstrating our Commitment

2.1 We recognise the value that Serving Personnel, both Regular and Reservists, Veterans and military families bring to our community and our country. We will seek to uphold the principles of the Armed Forces Covenant by:

Promoting the Armed Forces

- Promoting our support for the Armed Forces community through council publications, website, and social media channels.

- Publicising our Covenant pledges on a dedicated section of the Council website, which will also provide links to local and national support organisations (e.g. SSAFA, Royal British Legion, Veterans' Gateway).
- Ensuring that Armed Forces Covenant pledges, events, and commemorations are regularly featured in Council newsletters, noticeboards, and social media.
- Having a named Armed Forces Champion within the Council as a point of contact for the Armed Forces community, who will also report annually to Full Council on progress.

Veterans, Reservists, Service Spouses & Cadets

- Welcoming applications from and guaranteeing interviews to veterans who meet the job specification criteria.
- Supporting employment opportunities for Service spouses and partners by advertising vacancies through Armed Forces channels and offering flexibility around deployment.
- Supporting employees who are members of the Reserve Forces or Cadet Adult Volunteers, including additional leave for training and activities.
- Supporting local cadet organisations and maintaining or expanding the Mayor's Cadet scheme to strengthen civic links with the Armed Forces community.

Community Engagement & Events

- Supporting national events such as Armed Forces Day, Reserves Day, the Poppy Appeal and Remembrance activities.
- Organising and supporting local commemorations of significant anniversaries and facilitating military and cadet parades through the town.
- Making council venues available, at reduced or no cost, for Armed Forces-related community events such as coffee mornings, breakfast clubs and fundraising activities.
- Where appropriate, recognising the contributions of local Armed Forces personnel, veterans, cadets and volunteers at civic receptions or awards evenings.

Support for Armed Forces Charities

- Supporting local Armed Forces charities with fundraising and enabling staff and councillors to volunteer.

Section 3: Publicity and Feedback

2.2 We will publicise these commitments through our website, social media, and printed literature. We will also invite feedback from the Armed Forces community, partners, and the public on how we are delivering on our pledges, ensuring continuous improvement.

Finance & General Purpose Committee
Schedule of unapproved expenditure – Report of the Finance Administration Manager

1.1

		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	<u>£ 464,355.33</u>

BANK RECONCILIATIONS

BANK RECONCILIATIONS	Agenda Item				ADD							
	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:				Monthly totals
								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
31st July 2025												
Account Balance	1,592,277.11	17,168.58	6,267.13	31,191.07								
Less: Unpresented cheques and BACS (p/l & imprest trs)	199,025.09	0.00	0.00	0.00								
plus: receipts not banked	4,347.35	0.00	0.00	0.00								
	1,397,599.37	17,168.58	6,267.13	31,191.07	1,452,226.15	100,000.00	420,000.00	300.00	540.00	300.00	350.00	1,973,716.15
31st August 2025												
Account Balance	1,312,117.36	17,159.04	6,258.63	31,191.07								
Less: Unpresented cheques and BACS (p/l & imprest trs)	417,357.95	0.00	0.00	0.00								
plus: receipts not banked	4,884.75	0.00	0.00	0.00								
	899,644.16	17,159.04	6,258.63	31,191.07	954,252.90	100,000.00	420,000.00	300.00	510.00	200.00	0.00	1,475,262.90

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Central Administration							
4000 Staffing Costs	47,578	203,848	533,675	329,827		329,827	38.2%
4001 Salaries - Agency	637	13,114	10,323	(2,791)	2,192	(4,983)	148.3%
4006 Moorepay/IT payroll HR softwar	0	2,652	5,500	2,848		2,848	48.2%
4007 Personnel Consultants	0	3,545	5,200	1,655		1,655	68.2%
4008 CRB Checks/staff services	104	717	1,200	483		483	59.8%
4009 Health & Safety Consultant	0	2,735	3,500	765		765	78.1%
4012 Travel & Subsistence Expenses	0	55	400	345		345	13.7%
4013 Training	0	977	9,194	8,218	1,640	6,578	28.5%
4019 Website Costs-TC	0	194	600	406		406	32.3%
4036 Stationery	12	642	2,500	1,858		1,858	25.7%
4040 Audit & Accountancy	0	1,833	11,000	9,168		9,168	16.7%
4041 Fees, Subs and Conferences	831	6,587	8,570	1,983		1,983	76.9%
4042 Postages	300	986	2,000	1,014		1,014	49.3%
4043 Ink Cartridges/printing	0	552	3,000	2,448		2,448	18.4%
4044 Insurance	12,000	13,294	13,000	(294)		(294)	102.3%
4049 Legal fees	0	4,974	12,000	7,026		7,026	41.5%
4107 IT Support & Upgrade	2,223	8,333	15,000	6,667	472	6,195	58.7%
4136 Credit Card Chgs	0	0	500	500		500	0.0%
4151 Catering	196	1,214	3,000	1,786		1,786	40.5%
6020 Allocation to Cost Centres	(63,879)	(266,247)	(266,735)	(488)		(488)	99.8%
Central Administration :- Indirect Expenditure	0	0	373,427	373,427	4,304	369,123	1.2%
Net Expenditure	(0)	(0)	(373,427)	(373,427)			
103 Grove House							
1100 Miscellaneous Income	500	2,531	6,000	3,469			42.2%
Grove House :- Income	500	2,531	6,000	3,469			42.2%
4044 Insurance	1,000	1,000	1,500	500		500	66.7%
4102 NNDR	0	(1,145)	1,479	2,624		2,624	(77.4%)
4109 Alarm system	0	0	621	621		621	0.0%
Grove House :- Indirect Expenditure	1,000	(145)	3,600	3,745	0	3,745	(4.0%)
Net Income over Expenditure	(500)	2,676	2,400	(276)			
104 Grove Lodge							
1100 Miscellaneous Income	0	5,000	5,000	0			100.0%
Grove Lodge :- Income	0	5,000	5,000	0			100.0%
4044 Insurance	1,000	1,000	1,500	500		500	66.7%
4102 NNDR	0	(940)	0	940		940	0.0%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4109 Alarm system	0	522	489	(33)		(33)	106.8%
4132 Rent	417	2,083	0	(2,083)		(2,083)	0.0%
Grove Lodge :- Indirect Expenditure	1,417	2,666	1,989	(677)	0	(677)	134.0%

Net Income over Expenditure	(1,417)	2,334	3,011	677
------------------------------------	----------------	--------------	--------------	------------

<u>105 Community Services</u>							
4158 Weston in Bloom	(2,250)	4,773	8,000	3,227	3,690	(463)	105.8%
4200 Small grants to Voluntary Orgs	0	4,491	12,500	8,009		8,009	35.9%
4204 VANS	0	0	3,000	3,000		3,000	0.0%
4208 Christmas Lights - SLA	0	0	40,000	40,000		40,000	0.0%
4210 Weston Town Centre Co SLA	0	15,249	20,499	5,250		5,250	74.4%
4211 Blakehay	107,980	107,980	0	(107,980)		(107,980)	0.0%
4212 CCTV (NSC)	25,500	25,500	102,000	76,500		76,500	25.0%
4218 Flower Beds	0	200	3,000	2,800		2,800	6.7%
4221 Citizens Advice Bureau	0	6,250	25,000	18,750		18,750	25.0%
4223 Community Events	0	0	3,000	3,000	400	2,600	13.3%
4228 Blue Plaques	0	0	1,000	1,000	389	611	38.9%
4229 Armed Forces Celebrations	1,680	7,770	9,500	1,730	750	980	89.7%
4250 Community Events Grants	0	40,300	60,000	19,700		19,700	67.2%
4252 Crime & Disorder	0	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	0	8,000	45,000	37,000	18,000	19,000	57.8%
6000 Admin Salaries Recharge	2,169	9,294	10,140	846		846	91.7%
6005 Admin Overhead Recharge	743	2,846	2,025	(821)		(821)	140.5%
6009 HQ recharges	401	2,878	2,675	(203)		(203)	107.6%
6010 Grounds Salaries Recharge	2,865	12,743	14,970	2,227		2,227	85.1%
6015 Grounds Overhead Recharge	412	3,162	3,505	343		343	90.2%
6030 Operational Staffing Recharge	1,834	8,326	8,820	494		494	94.4%
6035 Operational Overhead Recharge	101	804	945	141		141	85.1%

Community Services :- Indirect Expenditure	141,435	260,567	494,129	233,562	23,229	210,333	57.4%
--	----------------	----------------	----------------	----------------	---------------	----------------	--------------

Net Expenditure	(141,435)	(260,567)	(494,129)	(233,562)
------------------------	------------------	------------------	------------------	------------------

<u>107 Civic Support</u>							
4000 Staffing Costs	2,335	12,112	28,896	16,784		16,784	41.9%
4044 Insurance	7,500	7,960	7,500	(460)		(460)	106.1%
4050 Printing	0	127	500	373		373	25.5%
4150 Chauffeur/travel costs	512	512	3,000	2,488	316	2,172	27.6%
4151 Catering	94	428	3,000	2,572		2,572	14.3%
4152 Civic Miscellaneous	60	249	1,000	751	56	695	30.5%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4153 Chair's Allowance	0	1,270	4,751	3,481		3,481	26.7%
4154 Civic Regalia	157	203	4,000	3,797		3,797	5.1%
4164 Civic Events	0	5,794	5,800	6	220	(214)	103.7%
4165 Hildesheim	0	0	4,000	4,000		4,000	0.0%
6000 Admin Salaries Recharge	4,272	18,305	19,970	1,665		1,665	91.7%
6005 Admin Overhead Recharge	1,464	5,604	3,985	(1,619)		(1,619)	140.6%
6009 HQ recharges	914	6,555	6,090	(465)		(465)	107.6%
6010 Grounds Salaries Recharge	35	156	185	29		29	84.3%
6015 Grounds Overhead Recharge	5	39	45	6		6	86.7%
6030 Operational Staffing Recharge	131	593	630	37		37	94.1%
6035 Operational Overhead Recharge	7	57	65	8		8	87.7%
Civic Support :- Indirect Expenditure	17,484	59,963	93,417	33,454	592	32,862	64.8%
Net Expenditure	(17,484)	(59,963)	(93,417)	(33,454)			
108 Democratic Representation							
4012 Travel & Subsistence Expenses	0	49	100	51		51	49.3%
4013 Training	0	197	1,000	804	284	520	48.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4083 Security	125	125	0	(125)		(125)	0.0%
4107 IT Support & Upgrade	363	936	2,500	1,564		1,564	37.4%
6000 Admin Salaries Recharge	6,094	26,112	28,485	2,373		2,373	91.7%
6005 Admin Overhead Recharge	2,088	7,995	5,685	(2,310)		(2,310)	140.6%
6009 HQ recharges	1,615	11,587	10,765	(822)		(822)	107.6%
6030 Operational Staffing Recharge	480	2,180	2,310	130		130	94.4%
6035 Operational Overhead Recharge	26	210	245	35		35	85.7%
Democratic Representation :- Indirect Expenditure	10,791	49,391	66,090	16,699	284	16,415	75.2%
Net Expenditure	(10,791)	(49,391)	(66,090)	(16,699)			
110 Other Costs & Income							
1176 Precept	0	2,225,334	0	(2,225,334)			0.0%
1190 Bank Interest	368	1,990	20,000	18,010			10.0%
Other Costs & Income :- Income	368	2,227,324	20,000	(2,207,324)			11136.6
4051 Bank Charges	320	1,611	4,100	2,489		2,489	39.3%
4060 PWLB Interest repaid-Blakehay	0	1,431	2,703	1,272		1,272	52.9%
4061 PWLB Capital repaid-Blakehay	0	6,000	12,000	6,000		6,000	50.0%
4068 PWLB Interest repaid-Water Pk	0	3,732	6,316	2,584		2,584	59.1%
4069 PWLB Capital repaid-Water Pk	0	6,447	13,043	6,596		6,596	49.4%
4080 PWLB Capital HQ Loan Capital	0	5,000	10,000	5,000		5,000	50.0%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4081 PWLB Interest HQ Loan Interest	0	4,005	7,899	3,894		3,894	50.7%
4082 EMRRP devolution	35,800	45,330	350,000	304,670		304,670	13.0%
4999 General Reserve	0	0	330,000	330,000	53,316	276,684	16.2%
Other Costs & Income :- Indirect Expenditure	36,120	73,557	736,061	662,504	53,316	609,188	17.2%
Net Income over Expenditure	(35,752)	2,153,767	(716,061)	(2,869,828)			
<u>111 Strategic Planning/Projects</u>							
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	5,590	8,583	30,000	21,417		21,417	28.6%
4213 Development budget	(125)	(6)	1,000	1,006		1,006	(0.6%)
6000 Admin Salaries Recharge	3,635	15,574	16,990	1,416		1,416	91.7%
6005 Admin Overhead Recharge	551	2,110	3,390	1,280		1,280	62.2%
6009 HQ recharges	555	3,983	1,270	(2,713)		(2,713)	313.6%
6030 Operational Staffing Recharge	437	1,982	2,100	118		118	94.4%
6035 Operational Overhead Recharge	24	191	225	34		34	84.9%
Strategic Planning/Projects :- Indirect Expenditure	10,667	32,417	54,975	22,558	0	22,558	59.0%
Net Income over Expenditure	(10,667)	(32,417)	8,070	40,487			
<u>112 Environmental</u>							
4076 Environmental / Climate	63	126	46,125	45,999		45,999	0.3%
6000 Admin Salaries Recharge	2,569	11,007	12,010	1,003		1,003	91.6%
6005 Admin Overhead Recharge	880	3,368	2,395	(973)		(973)	140.6%
6009 HQ recharges	646	4,632	4,305	(327)		(327)	107.6%
6030 Operational Staffing Recharge	306	1,389	1,470	81		81	94.5%
6035 Operational Overhead Recharge	17	133	160	27		27	83.1%
Environmental :- Indirect Expenditure	4,481	20,655	66,465	45,810	0	45,810	31.1%
Net Expenditure	(4,481)	(20,655)	(66,465)	(45,810)			
<u>113 Operational Services</u>							
4000 Staffing Costs	13,078	59,378	150,948	91,570		91,570	39.3%
4013 Training	0	3,664	6,773	3,109	568	2,541	62.5%
4014 P P E / Health & Safety	0	0	450	450		450	0.0%
4035 Telephone	55	220	400	180	221	(40)	110.1%
4107 IT Support & Upgrade	663	1,847	4,000	2,153		2,153	46.2%
6020 Allocation to Cost Centres	(13,796)	(65,109)	(69,635)	(4,526)		(4,526)	93.5%
Operational Services :- Indirect Expenditure	0	0	92,936	92,936	789	92,147	0.8%
Net Expenditure	0	(0)	(92,936)	(92,936)			

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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%
1306 Donations/Grant Funding	0	0	0	(0)			0.0%
Old Town Quarry :- Income	0	0	45,880	45,880			0.0%
4014 P P E / Health & Safety	97	97	529	432	86	346	34.5%
4019 Website Costs-TC	117	117	513	396		396	22.8%
4030 Equipment Purchase	38	114	0	(114)		(114)	0.0%
4031 Equipment - Rental	39	39	0	(39)		(39)	0.0%
4034 Equipment Repairs	1,725	1,725	10,250	8,525	12,248	(3,723)	136.3%
4035 Telephone	0	0	578	578		578	0.0%
4044 Insurance	0	9,683	9,250	(433)		(433)	104.7%
4102 NNDR	0	0	3,229	3,229		3,229	0.0%
4104 Utilities - Water	447	447	1,082	635		635	41.4%
4105 Utilities - Heat & Light	120	535	8,111	7,576		7,576	6.6%
4109 Alarm system	0	0	1,057	1,057		1,057	0.0%
4110 Cleaning	0	0	1,057	1,057	33	1,024	3.1%
4114 Refuse Removal	0	0	529	529		529	0.0%
4131 Licenses	0	0	150	150		150	0.0%
4408 Shop stock	476	476	0	(476)	333	(809)	0.0%
6000 Admin Salaries Recharge	6,599	28,273	30,840	2,567		2,567	91.7%
6005 Admin Overhead Recharge	2,262	8,655	6,155	(2,500)		(2,500)	140.6%
6009 HQ recharges	134	961	895	(66)		(66)	107.4%
6010 Grounds Salaries Recharge	500	2,224	2,610	386		386	85.2%
6015 Grounds Overhead Recharge	72	551	610	59		59	90.3%
6030 Operational Staffing Recharge	2,315	10,510	11,130	620		620	94.4%
6035 Operational Overhead Recharge	127	1,014	1,195	181		181	84.9%
Old Town Quarry :- Indirect Expenditure	15,068	65,421	89,770	24,349	12,700	11,650	87.0%
Net Income over Expenditure	(15,068)	(65,420)	(43,890)	21,530			
115 HQ							
1100 Miscellaneous Income	950	7,522	0	(7,522)			0.0%
HQ :- Income	950	7,522	0	(7,522)			
4014 P P E / Health & Safety	39	72	10,250	10,178		10,178	0.7%
4030 Equipment Purchase	10	237	15,375	15,138	235	14,903	3.1%
4031 Equipment - Rental	102	5,638	5,500	(138)		(138)	102.5%
4035 Telephone	613	2,870	7,000	4,130	4,977	(846)	112.1%
4036 Stationery	116	116	0	(116)		(116)	0.0%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4044 Insurance	5,421	5,421	6,180	759		759	87.7%
4102 NNDR	2,033	11,105	20,334	9,229		9,229	54.6%
4104 Utilities - Water	78	469	1,000	531		531	46.9%
4105 Utilities - Heat & Light	(1,798)	12,317	12,000	(317)		(317)	102.6%
4109 Alarm system	0	0	1,544	1,544		1,544	0.0%
4110 Cleaning	1,369	8,619	16,640	8,021		8,021	51.8%
4111 Window Cleaning	45	175	500	325		325	35.0%
4114 Refuse Removal	101	2,180	2,563	383		383	85.1%
4136 Credit Card Chgs	60	214	300	86		86	71.3%
4171 Parking	0	9,900	9,500	(400)		(400)	104.2%
4172 Garage rental	0	0	1,550	1,550		1,550	0.0%
4213 Development budget	0	125	0	(125)		(125)	0.0%
6020 Allocation to Cost Centres	(7,240)	(51,936)	(48,260)	3,676		3,676	107.6%

HQ :- Indirect Expenditure **951** **7,523** **61,976** **54,453** **5,212** **49,242** **20.5%**

Net Income over Expenditure **(0)** **(0)** **(61,976)** **(61,976)**

116 Volunteer costs

4012 Travel & Subsistence Expenses	57	138	500	362		362	27.6%
4013 Training	0	272	900	628		628	30.2%
4014 P P E / Health & Safety	0	0	200	200		200	0.0%
4030 Equipment Purchase	0	0	700	700		700	0.0%
4039 Advertising & Marketing	0	0	500	500		500	0.0%
4041 Fees, Subs and Conferences	0	0	500	500		500	0.0%
4151 Catering	0	88	500	413		413	17.5%
4253 Volunteer Events	0	230	750	520		520	30.7%

Volunteer costs :- Indirect Expenditure **57** **728** **4,550** **3,822** **0** **3,822** **16.0%**

Net Expenditure **(57)** **(728)** **(4,550)** **(3,822)**

120 Blakehay Central Costs

1194 Bar Income	(60)	(60)	0	60			0.0%
Blakehay Central Costs :- Income	(60)	(60)	0	60			
4000 Staffing Costs	4,135	25,444	75,008	49,564		49,564	33.9%
4013 Training	0	191	1,183	992	284	708	40.1%
4014 P P E / Health & Safety	0	48	500	452		452	9.6%
4019 Website Costs-TC	2	248	250	2		2	99.4%
4030 Equipment Purchase	20,109	20,255	8,500	(11,755)		(11,755)	238.3%
4031 Equipment - Rental	(204)	892	416	(476)	85	(561)	234.8%
4034 Equipment Repairs	0	493	500	7		7	98.7%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4035 Telephone	185	1,008	1,730	722	1,293	(571)	133.0%
4036 Stationery	0	39	250	211		211	15.6%
4043 Ink Cartridges/printing	0	50	250	200		200	20.0%
4044 Insurance	105	5,105	5,900	795		795	86.5%
4102 NNDR	0	2,092	3,226	1,134		1,134	64.8%
4104 Utilities - Water	71	453	624	171		171	72.6%
4105 Utilities - Heat & Light	1,310	7,268	22,068	14,800		14,800	32.9%
4107 IT Support & Upgrade	433	2,225	2,916	691		691	76.3%
4109 Alarm system	0	0	684	684		684	0.0%
4110 Cleaning	1,851	7,524	19,486	11,962		11,962	38.6%
4111 Window Cleaning	0	75	150	75		75	50.0%
4114 Refuse Removal	245	1,495	2,700	1,205		1,205	55.4%
4131 Licenses	0	180	1,200	1,020		1,020	15.0%
4136 Credit Card Chgs	180	641	487	(154)		(154)	131.7%
4151 Catering	3	3	0	(3)		(3)	0.0%
6000 Admin Salaries Recharge	2,132	9,133	9,960	827		827	91.7%
6005 Admin Overhead Recharge	730	2,795	1,990	(805)		(805)	140.5%
6009 HQ recharges	552	3,959	3,675	(284)		(284)	107.7%
6010 Grounds Salaries Recharge	429	1,907	2,240	333		333	85.1%
6015 Grounds Overhead Recharge	62	474	525	51		51	90.3%
6030 Operational Staffing Recharge	1,419	6,442	6,825	383		383	94.4%
6035 Operational Overhead Recharge	78	622	730	108		108	85.2%
Blakehay Central Costs :- Indirect Expenditure	33,827	101,064	173,973	72,909	1,662	71,248	59.0%
Net Income over Expenditure	(33,887)	(101,124)	(173,973)	(72,849)			
121 Blakehay -Auditorium							
1090 Bookings	0	9,911	35,000	25,089			28.3%
Blakehay -Auditorium :- Income	0	9,911	35,000	25,089			28.3%
4000 Staffing Costs	4,509	26,626	68,457	41,831		41,831	38.9%
4039 Advertising & Marketing	0	0	2,500	2,500		2,500	0.0%
4224 Blakehay Performing Rights	0	0	3,500	3,500		3,500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	4,509	26,626	74,457	47,831	0	47,831	35.8%
Net Income over Expenditure	(4,509)	(16,715)	(39,457)	(22,742)			
122 Blakehay - Upper Studio							
1090 Bookings	17	2,242	8,000	5,758			28.0%
Blakehay - Upper Studio :- Income	17	2,242	8,000	5,758			28.0%
Net Income	17	2,242	8,000	5,758			

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
123 Blakehay Bar							
1015 Internal Bookings (Council)	0	0	1,000	1,000			0.0%
1193 Blakehay Bar Events Hire	0	0	500	500			0.0%
1194 Bar Income	65	8,793	26,000	17,207			33.8%
Blakehay Bar :- Income	65	8,793	27,500	18,707			32.0%
4000 Staffing Costs	217	2,306	13,184	10,878		10,878	17.5%
4031 Equipment - Rental	255	255	1,246	991		991	20.5%
4039 Advertising & Marketing	75	300	0	(300)		(300)	0.0%
4405 Blakehay Bar Expenditure	5	3,135	13,000	9,865		9,865	24.1%
Blakehay Bar :- Indirect Expenditure	552	5,996	27,430	21,434	0	21,434	21.9%
Net Income over Expenditure	(486)	2,797	70	(2,727)			
125 Blakehay -Live Shows							
1106 Blakehay events income	174	11,702	40,000	28,298			29.3%
Blakehay -Live Shows :- Income	174	11,702	40,000	28,298			29.3%
4000 Staffing Costs	0	643	13,182	12,539		12,539	4.9%
4016 Show costs	75	4,384	24,000	19,617	6,163	13,454	43.9%
4039 Advertising & Marketing	0	0	2,500	2,500		2,500	0.0%
Blakehay -Live Shows :- Indirect Expenditure	75	5,026	39,682	34,656	6,163	28,493	28.2%
Net Income over Expenditure	99	6,676	318	(6,358)			
140 Museum Central Costs							
1100 Miscellaneous Income	697	2,329	10,000	7,671			23.3%
Museum Central Costs :- Income	697	2,329	10,000	7,671			23.3%
4000 Staffing Costs	8,606	46,907	144,789	97,882		97,882	32.4%
4012 Travel & Subsistence Expenses	8	8	100	92		92	8.1%
4013 Training	0	735	2,854	2,119	284	1,835	35.7%
4014 P P E / Health & Safety	12	106	1,000	894		894	10.6%
4019 Website Costs-TC	97	294	250	(44)		(44)	117.6%
4030 Equipment Purchase	35	262	1,000	738		738	26.2%
4031 Equipment - Rental	17	569	1,500	931		931	37.9%
4034 Equipment Repairs	0	0	500	500		500	0.0%
4035 Telephone	355	1,782	3,000	1,218	2,932	(1,715)	157.2%
4036 Stationery	0	154	500	346		346	30.9%
4039 Advertising & Marketing	284	1,692	2,500	808		808	67.7%
4041 Fees, Subs and Conferences	34	126	250	124		124	50.5%
4044 Insurance	105	11,321	14,539	3,218		3,218	77.9%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4104 Utilities - Water	22	363	450	87		87	80.8%
4105 Utilities - Heat & Light	184	3,952	13,926	9,974		9,974	28.4%
4107 IT Support & Upgrade	1,181	3,428	8,500	5,072		5,072	40.3%
4109 Alarm system	35	933	790	(143)		(143)	118.1%
4110 Cleaning	1,607	7,485	16,000	8,515		8,515	46.8%
4111 Window Cleaning	50	300	500	200		200	60.0%
4114 Refuse Removal	385	3,309	3,500	191		191	94.6%
4131 Licenses	610	954	1,150	196		196	83.0%
4136 Credit Card Chgs	60	214	750	536		536	28.5%
4214 Somerset County Council - SLA	0	0	85,537	85,537		85,537	0.0%
6000 Admin Salaries Recharge	2,241	9,601	10,475	874		874	91.7%
6005 Admin Overhead Recharge	769	2,940	2,090	(850)		(850)	140.7%
6009 HQ recharges	455	3,261	3,030	(231)		(231)	107.6%
6010 Grounds Salaries Recharge	535	2,380	2,795	415		415	85.2%
6015 Grounds Overhead Recharge	77	589	655	66		66	89.9%
6030 Operational Staffing Recharge	2,031	9,221	9,770	549		549	94.4%
6035 Operational Overhead Recharge	111	889	1,045	156		156	85.1%

Museum Central Costs :- Indirect Expenditure	19,906	113,777	333,745	219,968	3,216	216,751	35.1%
--	---------------	----------------	----------------	----------------	--------------	----------------	--------------

Net Income over Expenditure	(19,210)	(111,449)	(323,745)	(212,296)
------------------------------------	-----------------	------------------	------------------	------------------

141 Museum Learning and Events

1006 Learning Income	(19)	2,829	9,425	6,596			30.0%
1008 Museum handling box hire	0	270	899	629			30.0%
1103 Other event misc income	450	450	269	(181)			167.3%

Museum Learning and Events :- Income	432	3,549	10,593	7,044			33.5%
--------------------------------------	------------	--------------	---------------	--------------	--	--	--------------

4000 Staffing Costs	3,788	14,753	40,124	25,371		25,371	36.8%
4012 Travel & Subsistence Expenses	0	0	154	154		154	0.0%
4020 Learning/Event education equip	22	467	1,025	558	13	545	46.8%
4030 Equipment Purchase	166	1,281	2,563	1,282	150	1,132	55.8%

Museum Learning and Events :- Indirect Expenditure	3,976	16,502	43,866	27,364	163	27,201	38.0%
--	--------------	---------------	---------------	---------------	------------	---------------	--------------

Net Income over Expenditure	(3,545)	(12,953)	(33,273)	(20,320)
------------------------------------	----------------	-----------------	-----------------	-----------------

142 Museum Cafe

1004 Cafe Sales	8,510	34,811	90,000	55,189			38.7%
1194 Bar Income	0	3,086	15,000	11,914			20.6%
1197 Function food income	651	9,014	25,000	15,986			36.1%

Museum Cafe :- Income	9,161	46,911	130,000	83,089			36.1%
-----------------------	--------------	---------------	----------------	---------------	--	--	--------------

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	7,003	29,747	77,121	47,374		47,374	38.6%
4014 P P E / Health & Safety	17	20	1,500	1,480		1,480	1.4%
4030 Equipment Purchase	87	130	2,500	2,370		2,370	5.2%
4031 Equipment - Rental	254	1,271	2,000	729		729	63.6%
4110 Cleaning	943	1,226	1,000	(226)		(226)	122.6%
4114 Refuse Removal	0	0	750	750		750	0.0%
4136 Credit Card Chgs	60	214	500	286		286	42.8%
4406 Bar Stock/Sundry Items Kiosk	331	2,158	5,000	2,842		2,842	43.2%
4407 Cafe stock	2,114	10,293	24,000	13,707	607	13,100	45.4%
4511 Function food costs	136	2,319	5,500	3,181	52	3,129	43.1%
Museum Cafe :- Indirect Expenditure	10,946	47,379	119,871	72,492	659	71,833	40.1%
Net Income over Expenditure	(1,785)	(468)	10,129	10,597			
143 Museum shop/retail							
1005 Museum Shop Sales	1,167	4,575	12,539	7,964			36.5%
1009 Museum sale or return comm	7,911	20,755	7,313	(13,442)			283.8%
Museum shop/retail :- Income	9,078	25,330	19,852	(5,478)			127.6%
4421 Sale or Return Exp (1009)	293	2,937	3,612	675	1,678	(1,002)	127.8%
Museum shop/retail :- Direct Expenditure	293	2,937	3,612	675	1,678	(1,002)	127.8%
4030 Equipment Purchase	0	123	2,783	2,660		2,660	4.4%
4031 Equipment - Rental	102	511	953	442		442	53.6%
4136 Credit Card Chgs	60	214	88	(126)		(126)	242.9%
4408 Shop stock	974	3,432	6,627	3,195		3,195	51.8%
Museum shop/retail :- Indirect Expenditure	1,136	4,280	10,451	6,171	0	6,171	41.0%
Net Income over Expenditure	7,648	18,114	5,789	(12,325)			
145 Museum Function							
1019 Internal Bookings (Council)	0	254	200	(54)			127.1%
1103 Other event misc income	1,382	4,427	13,500	9,073			32.8%
1104 Function Income	6,739	17,071	23,500	6,429			72.6%
Museum Function :- Income	8,120	21,752	37,200	15,448			58.5%
4000 Staffing Costs	1,379	7,143	18,252	11,109		11,109	39.1%
4030 Equipment Purchase	0	320	5,000	4,680		4,680	6.4%
4420 Function Expenditure (1104)	530	4,113	12,000	7,887	73	7,815	34.9%
Museum Function :- Indirect Expenditure	1,909	11,575	35,252	23,677	73	23,604	33.0%
Net Income over Expenditure	6,211	10,177	1,948	(8,229)			

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
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	2,479	10,622	11,585	963		963	91.7%
6005 Admin Overhead Recharge	849	3,250	2,310	(940)		(940)	140.7%
6009 HQ recharges	145	1,039	965	(74)		(74)	107.7%
Planning :- Indirect Expenditure	3,473	14,911	14,860	(51)	0	(51)	100.3%
Net Expenditure	(3,473)	(14,911)	(14,860)	51			
400 Central Grounds Maintenance							
4000 Staffing Costs	39,349	175,032	493,503	318,471		318,471	35.5%
4013 Training	0	628	8,629	8,001	284	7,717	10.6%
4014 P P E / Health & Safety	148	2,221	4,000	1,780	134	1,645	58.9%
4025 Vehicle Maintenance	487	1,601	4,197	2,596		2,596	38.1%
4026 Petrol / Diesel	385	2,586	15,000	12,414		12,414	17.2%
4030 Equipment Purchase	1,124	6,372	10,000	3,628	305	3,324	66.8%
4031 Equipment - Rental	1,112	13,530	41,354	27,824	638	27,186	34.3%
4034 Equipment Repairs	482	1,730	2,563	833	691	143	94.4%
4035 Telephone	506	1,578	2,764	1,186	1,817	(631)	122.8%
4044 Insurance	105	5,941	10,000	4,059		4,059	59.4%
4107 IT Support & Upgrade	1,313	7,090	15,890	8,800		8,800	44.6%
4114 Refuse Removal	0	142	1,200	1,058		1,058	11.8%
6020 Allocation to Cost Centres	(45,011)	(218,449)	(253,790)	(35,341)		(35,341)	86.1%
Central Grounds Maintenance :- Indirect Expenditure	(0)	(0)	355,310	355,310	3,869	351,442	1.1%
Net Expenditure	0	0	(355,310)	(355,310)			
403 Allotments							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	67	335	770	435		435	43.6%
4108 Building / Maintenance	0	580	4,000	3,420		3,420	14.5%
4261 Accessibility plot all sites	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	1,228	5,260	5,735	475		475	91.7%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6005 Admin Overhead Recharge	421	1,610	1,145	(465)		(465)	140.6%
6009 HQ recharges	17	119	110	(9)		(9)	108.2%
6010 Grounds Salaries Recharge	71	316	370	54		54	85.4%
6015 Grounds Overhead Recharge	10	78	85	7		7	91.8%
Alotments :- Indirect Expenditure	1,814	8,298	17,215	8,917	0	8,917	48.2%
Net Income over Expenditure	(1,814)	(8,298)	(16,815)	(8,517)			
420 Milton Road Cemetery							
1010 Interments	4,676	20,825	68,000	47,175			30.6%
1011 Memorials	542	3,137	4,000	863			78.4%
1100 Miscellaneous Income	866	2,370	5,000	2,630			47.4%
Milton Road Cemetery :- Income	6,084	26,332	77,000	50,668			34.2%
4034 Equipment Repairs	0	30	5,000	4,970		4,970	0.6%
4054 Grave Digging	0	1,650	12,000	10,350		10,350	13.8%
4055 Memorials	0	2,395	8,000	5,605	1,081	4,524	43.5%
4102 NNDR	389	1,955	4,009	2,054		2,054	48.8%
4104 Utilities - Water	34	757	640	(117)		(117)	118.3%
4105 Utilities - Heat & Light	0	66	218	153		153	30.0%
4109 Alarm system	0	0	334	334		334	0.0%
4110 Cleaning	0	0	2,050	2,050		2,050	0.0%
4114 Refuse Removal	0	0	192	192		192	0.0%
6000 Admin Salaries Recharge	2,132	9,133	9,960	827		827	91.7%
6005 Admin Overhead Recharge	730	2,795	1,990	(805)		(805)	140.5%
6009 HQ recharges	284	2,036	1,890	(146)		(146)	107.7%
6010 Grounds Salaries Recharge	13,831	61,524	72,280	10,756		10,756	85.1%
6015 Grounds Overhead Recharge	1,990	15,262	16,930	1,668		1,668	90.1%
6030 Operational Staffing Recharge	764	3,468	3,675	207		207	94.4%
6035 Operational Overhead Recharge	42	334	395	61		61	84.6%
Milton Road Cemetery :- Indirect Expenditure	20,196	101,405	139,563	38,158	1,081	37,077	73.4%
Net Income over Expenditure	(14,112)	(75,072)	(62,563)	12,509			
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	19,232	38,463	76,926	38,463		38,463	50.0%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	1,585	6,788	7,405	617		617	91.7%
6005 Admin Overhead Recharge	543	2,077	1,480	(597)		(597)	140.3%
6009 HQ recharges	112	806	750	(56)		(56)	107.5%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6030 Operational Staffing Recharge	262	1,189	1,255	66		66	94.7%
6035 Operational Overhead Recharge	14	117	135	18		18	86.7%
Youth Activities :- Indirect Expenditure	21,748	49,440	91,451	42,011	0	42,011	54.1%
Net Expenditure	(21,748)	(49,440)	(91,451)	(42,011)			
460 Street Furniture							
1112 Dog Bin Emptying	1,229	5,124	15,364	10,240			33.4%
Street Furniture :- Income	1,229	5,124	15,364	10,240			33.4%
4105 Utilities - Heat & Light	845	1,254	2,000	746		746	62.7%
4115 Dogbin purchase	0	112	5,000	4,888	1,280	3,608	27.8%
4116 Dogbin Emptying	790	3,385	20,000	16,615		16,615	16.9%
4119 Notice Boards	0	130	1,500	1,370		1,370	8.7%
4120 Street Cleaning Grant	0	39	0	(39)		(39)	0.0%
4133 Bus Shelter - Repairs	0	264	2,000	1,736	1,290	446	77.7%
4157 Prince Wales Clock/welcome sig	(297)	190	550	360	345	15	97.3%
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	1,608	6,890	7,515	625		625	91.7%
6005 Admin Overhead Recharge	1,245	4,767	1,500	(3,267)		(3,267)	317.8%
6009 HQ recharges	190	1,365	3,700	2,335		2,335	36.9%
6010 Grounds Salaries Recharge	7,012	31,191	36,645	5,454		5,454	85.1%
6015 Grounds Overhead Recharge	1,009	7,737	8,585	848		848	90.1%
6030 Operational Staffing Recharge	87	398	420	22		22	94.8%
6035 Operational Overhead Recharge	5	38	45	7		7	84.4%
Street Furniture :- Indirect Expenditure	12,495	57,761	135,792	78,031	2,915	75,116	44.7%
Net Income over Expenditure	(11,266)	(52,637)	(120,428)	(67,792)			
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%
4140 Recreation Grounds	(17,900)	78,060	82,492	4,432		4,432	94.6%
4300 Parks&Play Area EMRRP Holding	0	0	471,362	471,362	39,026	432,336	8.3%
4301 Ashcombe Park Lower	12	51	51	0		0	99.5%
4302 Ashcombe Park Upper	12	51	51	0		0	99.5%
4303 Broadway Play	12	101	101	0		0	99.7%
4304 Broadway Skate Park	12	51	52	1		1	97.6%
4305 Byron Rec	12	51	52	1		1	97.6%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4306 Castle Batch Lower	32	928	928	(0)		(0)	100.0%
4307 Canberra Road	12	51	53	2		2	95.7%
4308 Clarence Park	36	75	75	(0)		(0)	100.4%
4309 Conniston Green	2,132	2,171	2,172	1		1	99.9%
4310 Ellenborough Park East	12	51	51	0		0	99.4%
4311 Grove Park	12	51	50	(1)		(1)	101.4%
4312 Hutton Moor Skate Park	12	51	50	(1)		(1)	101.4%
4313 Jubilee Park	32	71	71	0		0	99.9%
4314 Locking Castle (Maltlands)	12	51	50	(1)		(1)	101.4%
4315 Lynch Farm	12	51	50	(1)		(1)	101.4%
4316 Millennium Green	12	51	50	(1)		(1)	101.4%
4317 Uphill Junior Play Area	12	51	50	(1)		(1)	101.4%
4318 Uphill Toddler Play Area	58	97	97	0		0	99.7%
4319 Water Adventure Play Park	(289)	4,289	4,289	0		0	100.0%
4320 Worle Recreation Ground	108	147	146	(1)		(1)	100.7%
4321 Wyvern Close	12	51	49	(2)		(2)	103.5%
4322 Ellenborough Park West	12	51	50	(1)		(1)	101.4%
4324 Dartmouth Close	12	51	50	(1)		(1)	101.4%
6000 Admin Salaries Recharge	3,035	13,005	14,185	1,180		1,180	91.7%
6005 Admin Overhead Recharge	1,040	3,982	2,830	(1,152)		(1,152)	140.7%
6009 HQ recharges	404	2,897	2,695	(202)		(202)	107.5%
6010 Grounds Salaries Recharge	12,509	55,642	65,370	9,728		9,728	85.1%
6015 Grounds Overhead Recharge	1,800	13,801	15,310	1,509		1,509	90.1%
6030 Operational Staffing Recharge	1,637	7,433	7,875	442		442	94.4%
6035 Operational Overhead Recharge	90	718	845	127		127	85.0%

Parks & Play Areas :- Indirect Expenditure	4,906	184,177	691,602	507,425	39,026	468,399	32.3%
--	--------------	----------------	----------------	----------------	---------------	----------------	--------------

Net Income over Expenditure	(4,906)	(184,177)	(681,602)	(497,425)
------------------------------------	----------------	------------------	------------------	------------------

475 Planned maintenance

4231 Planned maint holding budget	0	0	167,601	167,601	30,739	136,862	18.3%
4232 Allotments PPM	92	99	99	0		0	99.8%
4233 Blakehay PPM	1,299	2,126	2,126	0		0	100.0%
4234 Museum PPM	1,227	3,906	3,905	(1)		(1)	100.0%
4235 Cemetery PPM	535	1,359	1,360	1		1	100.0%
4236 Parks & play areas PPM	126	3,897	3,896	(1)		(1)	100.0%
4237 Grove House PPM	230	642	642	(0)		(0)	100.0%
4238 Grove Lodge PPM	205	409	409	0		0	99.9%
4239 Chapel/hut/toilets/shed PPM	312	312	312	0		0	100.0%
4240 Public toilets	946	1,657	1,656	(1)		(1)	100.1%
4241 VIC PPM	671	671	671	0		0	100.0%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4242 HQ PPM	0	11,502	11,503	1		1	100.0%
4243 Quarry PPM	14	(5,478)	(5,478)	0		0	100.0%
4244 Xmas Lights PPM	0	0	1	1		1	0.0%
6000 Admin Salaries Recharge	2,379	10,193	11,120	927		927	91.7%
6005 Admin Overhead Recharge	815	3,120	2,220	(900)		(900)	140.5%
6009 HQ recharges	318	2,284	2,125	(159)		(159)	107.5%
6030 Operational Staffing Recharge	87	397	420	23		23	94.5%
6035 Operational Overhead Recharge	5	39	45	6		6	86.7%
Planned maintenance :- Indirect Expenditure	9,261	37,135	204,633	167,498	30,739	136,759	33.2%
Net Expenditure	(9,261)	(37,135)	(204,633)	(167,498)			
481 Tourism Visit Weston/Dest Mar							
1040 Digital Advertising	0	600	20,000	19,400			3.0%
Tourism Visit Weston/Dest Mar :- Income	0	600	20,000	19,400			3.0%
4000 Staffing Costs	6,322	28,740	79,901	51,161		51,161	36.0%
4030 Equipment Purchase	0	0	100	100		100	0.0%
4035 Telephone	193	719	1,500	781	667	114	92.4%
4039 Advertising & Marketing	0	638	7,500	6,862	175	6,687	10.8%
4041 Fees, Subs and Conferences	127	127	625	498		498	20.3%
4062 Tourism-Love Weston website	763	1,213	14,500	13,287		13,287	8.4%
4107 IT Support & Upgrade	409	1,009	1,750	741		741	57.6%
Tourism Visit Weston/Dest Mar :- Indirect Expenditure	7,814	32,445	105,876	73,431	842	72,589	31.4%
Net Income over Expenditure	(7,814)	(31,845)	(85,876)	(54,031)			
482 Tourism VIC costs							
1043 VIC Retail/Shop Income	12	34	18,000	17,966			0.2%
1251 VW Notice boards (NSC)	0	0	10,000	10,000			0.0%
Tourism VIC costs :- Income	12	34	28,000	27,966			0.1%
4000 Staffing Costs	8,514	33,262	48,881	15,619		15,619	68.0%
4013 Training	0	327	1,695	1,368		1,368	19.3%
4014 P P E / Health & Safety	0	730	1,025	295		295	71.2%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	0	0	300	300		300	0.0%
4036 Stationery	0	0	250	250		250	0.0%
4039 Advertising & Marketing	0	750	1,000	250		250	75.0%
4119 Notice Boards	0	198	1,000	802		802	19.8%
4136 Credit Card Chgs	0	0	450	450		450	0.0%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4151 Catering	0	0	300	300		300	0.0%
4225 VIC Stock	0	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	2,050	8,785	9,585	800		800	91.7%
6005 Admin Overhead Recharge	703	2,690	1,905	(785)		(785)	141.2%
6009 HQ recharges	358	2,566	2,385	(181)		(181)	107.6%
6010 Grounds Salaries Recharge	614	2,731	3,205	474		474	85.2%
6015 Grounds Overhead Recharge	88	677	750	73		73	90.3%
6030 Operational Staffing Recharge	1,201	5,452	5,775	323		323	94.4%
6035 Operational Overhead Recharge	66	527	620	93		93	85.0%

Tourism VIC costs :- Indirect Expenditure	13,594	58,695	95,126	36,431	0	36,431	61.7%
---	---------------	---------------	---------------	---------------	----------	---------------	--------------

Net Income over Expenditure	(13,582)	(58,661)	(67,126)	(8,465)
------------------------------------	-----------------	-----------------	-----------------	----------------

483 Silica

1040 Digital Advertising	8,730	8,930	5,125	(3,805)			174.2%
1100 Miscellaneous Income	0	8,730	0	(8,730)			0.0%

Silica :- Income	8,730	17,660	5,125	(12,535)			344.6%
------------------	--------------	---------------	--------------	-----------------	--	--	---------------

4039 Advertising & Marketing	18	7,541	2,000	(5,541)		(5,541)	377.0%
4044 Insurance	500	500	500	0		0	100.0%
4102 NNDR	0	0	1,875	1,875		1,875	0.0%
4105 Utilities - Heat & Light	0	0	500	500		500	0.0%
4107 IT Support & Upgrade	35	265	0	(265)		(265)	0.0%
4109 Alarm system	0	0	500	500		500	0.0%

Silica :- Indirect Expenditure	553	8,306	5,375	(2,931)	0	(2,931)	154.5%
--------------------------------	------------	--------------	--------------	----------------	----------	----------------	---------------

Net Income over Expenditure	8,177	9,354	(250)	(9,604)
------------------------------------	--------------	--------------	--------------	----------------

484 Waterpark Kiosk and Admissions

1004 Cafe Sales	14,509	45,391	50,000	4,609			90.8%
1077 Water Park Admissions	13,026	47,921	50,000	2,079			95.8%
1198 Kiosk sales	0	0	10,000	10,000			0.0%

Waterpark Kiosk and Admissions :- Income	27,535	93,313	110,000	16,687			84.8%
--	---------------	---------------	----------------	---------------	--	--	--------------

4000 Staffing Costs	9,825	44,902	39,672	(5,230)		(5,230)	113.2%
4013 Training	0	130	543	413		413	23.9%
4014 P P E / Health & Safety	0	297	1,538	1,241		1,241	19.3%
4030 Equipment Purchase	55	4,419	10,000	5,581		5,581	44.2%
4031 Equipment - Rental	(104)	379	2,030	1,651		1,651	18.7%
4035 Telephone	60	130	200	70		70	65.0%
4036 Stationery	0	6	0	(6)		(6)	0.0%

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4110 Cleaning	0	61	200	139		139	30.4%
4114 Refuse Removal	316	1,156	2,050	894		894	56.4%
4136 Credit Card Chgs	120	428	461	33		33	92.7%
4406 Bar Stock/Sundry Items Kiosk	0	303	750	447		447	40.4%
4407 Cafe stock	4,093	16,125	16,634	509	149	361	97.8%
4408 Shop stock	0	0	5,125	5,125		5,125	0.0%
6010 Grounds Salaries Recharge	574	2,554	3,000	446		446	85.1%
6015 Grounds Overhead Recharge	83	634	705	71		71	89.9%
Waterpark Kiosk and Admissions :- Indirect Expenditure	15,022	71,524	82,908	11,384	149	11,236	86.4%

Net Income over Expenditure **12,512** **21,789** **27,092** **5,303**

<u>485 PublicToilets</u>							
4044 Insurance	6,000	6,000	6,500	500		500	92.3%
4102 NNDR	0	0	(7,393)	(7,393)		(7,393)	0.0%
4104 Utilities - Water	146	599	2,000	1,401		1,401	29.9%
4105 Utilities - Heat & Light	323	1,672	3,500	1,828		1,828	47.8%
4109 Alarm system	0	0	124	124		124	0.0%
4110 Cleaning	4,079	22,528	35,000	12,472		12,472	64.4%
6000 Admin Salaries Recharge	1,370	5,872	6,405	533		533	91.7%
6005 Admin Overhead Recharge	469	1,796	1,275	(521)		(521)	140.9%
6009 HQ recharges	140	1,008	935	(73)		(73)	107.8%
6010 Grounds Salaries Recharge	374	1,664	1,955	291		291	85.1%
6015 Grounds Overhead Recharge	54	413	460	47		47	89.8%
6030 Operational Staffing Recharge	87	398	420	22		22	94.8%
6035 Operational Overhead Recharge	5	38	45	7		7	84.4%
PublicToilets :- Indirect Expenditure	13,046	41,988	51,226	9,238	0	9,238	82.0%

Net Expenditure **(13,046)** **(41,988)** **(51,226)** **(9,238)**

<u>486 Waterpark other charges</u>							
4102 NNDR	0	0	887	887		887	0.0%
4104 Utilities - Water	43	224	2,200	1,976		1,976	10.2%
4105 Utilities - Heat & Light	3,442	15,318	20,000	4,682		4,682	76.6%
4109 Alarm system	0	501	836	335		335	59.9%
4138 Water Play Area Rent	1,251	5,336	13,722	8,386		8,386	38.9%
Waterpark other charges :- Indirect Expenditure	4,737	21,378	37,645	16,267	0	16,267	56.8%

Net Expenditure **(4,737)** **(21,378)** **(37,645)** **(16,267)**

Detailed Income & Expenditure by Budget Heading 31/08/2025

Month No: 5

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
801 Earmarked Reserves							
8041 Tree planting (Fundraising)	115	115	367	252		252	31.3%
Earmarked Reserves :- Direct Expenditure	115	115	367	252	0	252	31.3%
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%
8008 EMR Milton Road Cemetery	0	0	2,016	2,016		2,016	0.0%
8009 EMR Buy a block phase 2	0	0	1,705	1,705		1,705	0.0%
8011 EMR Blakehay Vols Fundraising	(3)	(22)	343	365		365	(6.3%)
8014 EMR Mus phase 2/HLF	0	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	0	0	18,313	18,313		18,313	0.0%
8023 Cil Monies Received	0	0	164,495	164,495		164,495	0.0%
8024 Environmental Climate Change	0	0	20,666	20,666		20,666	0.0%
8025 Blakehay CRF Grant Award	0	0	3	3		3	0.0%
8026 Com Res - Food Proj / Climate	573	2,128	12,824	10,696		10,696	16.6%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8036 Com Res - Wellbeing	375	(300)	11,056	11,356		11,356	(2.7%)
8040 Wellbeing staff grant	0	0	6,258	6,258		6,258	0.0%
8042 EMR Talking Nature	0	400	2,558	2,158	100	2,058	19.5%
8043 Community Events	8,621	8,621	27,000	18,379	155	18,224	32.5%
8044 Unfulfilled Purchase Orders	6,490	80,623	150,475	69,852		69,852	53.6%
Earmarked Reserves :- Indirect Expenditure	16,056	91,450	483,344	391,894	2,255	389,639	19.4%
Net Expenditure	(16,171)	(91,565)	(483,711)	(392,146)			
901 Capital Works Reserves							
9002 HQ Refurbishment Wokrs	0	0	45,935	45,935		45,935	0.0%
9003 Old Town Quarry Works	0	194,728	194,728	(0)	89,676	(89,677)	146.1%
Capital Works Reserves :- Direct Expenditure	0	194,728	240,663	45,935	89,676	(43,742)	118.2%
Net Expenditure	(0)	(194,728)	(240,663)	(45,935)			
Grand Totals:- Income	73,090	2,517,901	723,959	(1,793,942)			347.8%
Expenditure	461,430	1,881,659	5,824,680	3,943,021	309,090	3,633,931	37.6%
Net Income over Expenditure	(388,340)	636,241	(5,100,721)	(5,736,962)			
Movement to/(from) Gen Reserve	(388,340)	636,241	(5,100,721)	(5,736,962)			

10:04

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
4000 Staffing Costs	340,982	156,270	533,675	377,405		377,405	29.3%
4001 Salaries - Agency	12,194	12,477	10,323	(2,154)	2,192	(4,346)	142.1%
4006 Moorepay/IT payroll HR softwar	6,065	2,652	5,500	2,848		2,848	48.2%
4007 Personnel Consultants	5,370	3,545	5,200	1,655		1,655	68.2%
4008 CRB Checks/staff services	1,180	613	1,200	587		587	51.1%
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	977	9,194	8,218	1,640	6,578	28.5%
4019 Website Costs-TC	379	194	600	406		406	32.3%
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	629	2,500	1,871	11	1,860	25.6%
4040 Audit & Accountancy	8,118	1,833	11,000	9,168	1,320	7,848	28.7%
4041 Fees, Subs and Conferences	6,865	5,756	8,570	2,814		2,814	67.2%
4042 Postages	1,779	686	2,000	1,314		1,314	34.3%
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	12,000	(294)	102.3%
4049 Legal fees	6,209	4,974	12,000	7,026		7,026	41.5%
4107 IT Support & Upgrade	21,637	6,109	15,000	8,891		8,891	40.7%
4136 Credit Card Chgs	381	0	500	500		500	0.0%
4151 Catering	2,554	1,018	3,000	1,982		1,982	33.9%
6020 Allocation to Cost Centres	(457,703)	(202,368)	(213,388)	(11,020)		(11,020)	94.8%
Central Administration :- Indirect Expenditure	18,380	(0)	426,774	426,774	17,162	409,612	4.0%
Net Expenditure	(18,380)	0	(426,774)	(426,774)			
<u>103 Grove House</u>							
1100 Miscellaneous Income	1,500	2,031	6,000	3,969			33.9%
Grove House :- Income	1,500	2,031	6,000	3,969			33.8%
4044 Insurance	0	0	1,500	1,500	1,000	500	66.7%
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	1,000	3,745	(4.0%)
Net Income over Expenditure	(8,960)	3,176	2,400	(776)			

	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	1,000	500	66.7%
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	1,667	0	(1,667)		(1,667)	0.0%
Grove Lodge :- Indirect Expenditure	8,785	1,249	1,989	740	1,000	(260)	113.1%
Net Income over Expenditure	(6,574)	3,751	3,011	(740)			
105 Community Services							
4158 Weston in Bloom	2,265	7,023	8,000	977	3,690	(2,713)	133.9%
4200 Small grants to Voluntary Orgs	7,850	4,491	12,500	8,009		8,009	35.9%
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	15,249	20,499	5,250		5,250	74.4%
4212 CCTV (NSC)	95,700	0	102,000	102,000		102,000	0.0%
4218 Flower Beds	315	200	3,000	2,800		2,800	6.7%
4221 Citizens Advice Bureau	43,750	6,250	25,000	18,750		18,750	25.0%
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	6,090	9,500	3,410	750	2,660	72.0%
4250 Community Events Grants	32,200	40,300	60,000	19,700		19,700	67.2%
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	8,000	45,000	37,000	18,000	19,000	57.8%
6000 Admin Salaries Recharge	18,891	7,125	8,112	987		987	87.8%
6005 Admin Overhead Recharge	6,466	2,103	1,620	(483)		(483)	129.8%
6009 HQ recharges	4,876	2,477	2,140	(337)		(337)	115.7%
6010 Grounds Salaries Recharge	86,727	9,878	11,976	2,098		2,098	82.5%
6015 Grounds Overhead Recharge	21,553	2,750	2,804	54		54	98.1%
6030 Operational Staffing Recharge	6,695	6,492	7,056	564		564	92.0%
6035 Operational Overhead Recharge	541	703	756	53		53	93.0%
Community Services :- Indirect Expenditure	468,662	119,132	485,513	366,381	22,440	343,941	29.2%
Net Expenditure	(468,662)	(119,132)	(485,513)	(366,381)			

	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	9,777	28,896	19,119		19,119	33.8%
4044 Insurance	7,643	460	7,500	7,040	7,500	(460)	106.1%
4050 Printing	1,336	127	500	373		373	25.5%
4150 Chauffeur/travel costs	3,463	0	3,000	3,000	62	2,939	2.0%
4151 Catering	8,783	334	3,000	2,666	6	2,660	11.3%
4152 Civic Miscellaneous	3,515	190	1,000	810		810	19.0%
4153 Chair's Allowance	1,965	1,270	4,751	3,481		3,481	26.7%
4154 Civic Regalia	2,151	46	4,000	3,954	12	3,942	1.4%
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	14,033	15,976	1,943		1,943	87.8%
6005 Admin Overhead Recharge	14,728	4,140	3,188	(952)		(952)	129.9%
6009 HQ recharges	11,107	5,641	4,872	(769)		(769)	115.8%
6010 Grounds Salaries Recharge	2,908	121	148	27		27	81.8%
6015 Grounds Overhead Recharge	724	34	36	2		2	94.4%
6030 Operational Staffing Recharge	8,933	462	504	42		42	91.7%
6035 Operational Overhead Recharge	721	50	52	2		2	96.2%
Civic Support :- Indirect Expenditure	148,337	42,479	87,223	44,744	7,580	37,165	57.4%
Net Expenditure	(148,337)	(42,479)	(87,223)	(44,744)			
108 Democratic Representation							
4012 Travel & Subsistence Expenses	43	49	100	51		51	49.3%
4013 Training	1,209	197	1,000	804	284	520	48.0%
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	20,018	22,788	2,770		2,770	87.8%
6005 Admin Overhead Recharge	26,034	5,907	4,548	(1,359)		(1,359)	129.9%
6009 HQ recharges	19,635	9,972	8,612	(1,360)		(1,360)	115.8%
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	1,700	1,848	148		148	92.0%
6035 Operational Overhead Recharge	721	184	196	12		12	93.9%
Democratic Representation :- Indirect Expenditure	144,722	38,600	56,592	17,992	284	17,708	68.7%
Net Expenditure	(144,722)	(38,600)	(56,592)	(17,992)			

	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	1,622	20,000	18,378			8.1%
1191 CIL Received	3,593	0	0	0			0.0%
Other Costs & Income :- Income	3,144,908	2,226,956	20,000	(2,206,956)			11134.8
4051 Bank Charges	3,473	1,291	4,100	2,809		2,809	31.5%
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	53,316	276,684	16.2%
Other Costs & Income :- Indirect Expenditure	57,515	37,437	736,061	698,624	53,316	645,308	12.3%
Net Income over Expenditure	3,087,393	2,189,519	(716,061)	(2,905,580)			
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	2,993	30,000	27,007	503	26,504	11.7%
4213 Development budget	732	119	1,000	881		881	11.9%
6000 Admin Salaries Recharge	26,155	11,939	13,592	1,653		1,653	87.8%
6005 Admin Overhead Recharge	3,067	1,559	2,712	1,153		1,153	57.5%
6009 HQ recharges	6,754	3,428	1,016	(2,412)		(2,412)	337.4%
6030 Operational Staffing Recharge	8,035	1,545	1,680	135		135	92.0%
6035 Operational Overhead Recharge	647	167	180	13		13	92.8%
Strategic Planning/Projects :- Indirect Expenditure	62,744	21,750	50,180	28,430	503	27,927	44.3%
Net Income over Expenditure	(62,744)	(21,750)	12,865	34,615			
112 Environmental							
4076 Environmental / Climate	30,177	63	46,125	46,062	63	45,999	0.3%
6000 Admin Salaries Recharge	30,417	8,438	9,608	1,170		1,170	87.8%
6005 Admin Overhead Recharge	10,408	2,488	1,916	(572)		(572)	129.9%
6009 HQ recharges	7,849	3,986	3,444	(542)		(542)	115.7%
6030 Operational Staffing Recharge	4,460	1,083	1,176	93		93	92.1%
6035 Operational Overhead Recharge	360	116	128	12		12	90.6%
Environmental :- Indirect Expenditure	83,671	16,174	62,397	46,223	63	46,160	26.0%
Net Expenditure	(83,671)	(16,174)	(62,397)	(46,223)			

	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	46,300	150,948	104,648		104,648	30.7%
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	164	400	236	275	(39)	109.8%
4107 IT Support & Upgrade	3,877	1,184	4,000	2,816		2,816	29.6%
6020 Allocation to Cost Centres	(144,736)	(51,313)	(55,708)	(4,395)		(4,395)	92.1%
Operational Services :- Indirect Expenditure	0	0	106,863	106,863	843	106,020	0.8%
Net Expenditure	(0)	(0)	(106,863)	(106,863)			
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%
1306 Donations/Grant Funding	0	0	0	(0)			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	117	396	22.8%
4030 Equipment Purchase	0	75	0	(75)		(75)	0.0%
4034 Equipment Repairs	0	0	10,250	10,250	4,115	6,135	40.1%
4035 Telephone	0	0	578	578		578	0.0%
4044 Insurance	10,136	9,683	9,250	(433)		(433)	104.7%
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	415	8,111	7,696		7,696	5.1%
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%
4408 Shop stock	0	0	0	0	227	(227)	0.0%
6000 Admin Salaries Recharge	6,310	21,674	24,672	2,998		2,998	87.8%
6005 Admin Overhead Recharge	2,158	6,393	4,924	(1,469)		(1,469)	129.8%
6009 HQ recharges	1,630	827	716	(111)		(111)	115.5%
6010 Grounds Salaries Recharge	12,059	1,724	2,088	364		364	82.6%
6015 Grounds Overhead Recharge	2,998	479	488	9		9	98.2%
6030 Operational Staffing Recharge	2,235	8,195	8,904	709		709	92.0%
6035 Operational Overhead Recharge	182	887	956	69		69	92.8%
Old Town Quarry :- Indirect Expenditure	38,230	50,352	79,083	28,731	4,459	24,272	69.3%
Net Income over Expenditure	(38,230)	(50,352)	(33,203)	17,149			

	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	6,572	0	(6,572)			0.0%
HQ :- Income	3,333	6,572	0	(6,572)			
4014 P P E / Health & Safety	6,268	33	10,250	10,217	16	10,201	0.5%
4030 Equipment Purchase	8,423	227	15,375	15,148		15,148	1.5%
4031 Equipment - Rental	0	5,535	5,500	(35)		(35)	100.6%
4035 Telephone	0	2,257	7,000	4,743	5,659	(916)	113.1%
4044 Insurance	(519)	0	6,180	6,180	5,316	864	86.0%
4102 NNDR	18,252	9,072	20,334	11,262		11,262	44.6%
4104 Utilities - Water	729	391	1,000	609		609	39.1%
4105 Utilities - Heat & Light	28,508	14,115	12,000	(2,115)		(2,115)	117.6%
4109 Alarm system	1,590	0	1,544	1,544		1,544	0.0%
4110 Cleaning	7,690	7,250	16,640	9,390		9,390	43.6%
4111 Window Cleaning	313	130	500	370		370	26.0%
4114 Refuse Removal	1,353	2,079	2,563	484		484	81.1%
4136 Credit Card Chgs	0	154	300	146		146	51.3%
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%
4213 Development budget	0	125	0	(125)		(125)	0.0%
4998 Depreciation Charges	7,356	0	0	0		0	0.0%
6020 Allocation to Cost Centres	(88,019)	(44,696)	(38,608)	6,088		6,088	115.8%
HQ :- Indirect Expenditure	3,768	6,572	71,628	65,056	10,992	54,064	24.5%
Net Income over Expenditure	(435)	(0)	(71,628)	(71,628)			
116 Volunteer costs							
4012 Travel & Subsistence Expenses	301	81	500	419		419	16.2%
4013 Training	542	272	900	628		628	30.2%
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	670	4,550	3,880	0	3,880	14.7%
Net Expenditure	(2,729)	(670)	(4,550)	(3,880)			
120 Blakehay Central Costs							
1105 Blakehay Box office income	0	0	0	0			0.0%
Blakehay Central Costs :- Income	0	0	0	0			

10:04

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

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	21,309	75,008	53,699		53,699	28.4%
4013 Training	962	191	1,183	992	284	708	40.1%
4014 P P E / Health & Safety	107	48	500	452		452	9.6%
4019 Website Costs-TC	343	246	250	4		4	98.5%
4030 Equipment Purchase	(8,387)	147	5,000	4,853		4,853	2.9%
4031 Equipment - Rental	1,630	1,096	416	(680)		(680)	263.3%
4034 Equipment Repairs	1,934	493	2,000	1,507		1,507	24.7%
4035 Telephone	1,913	824	1,730	906	1,477	(571)	133.0%
4036 Stationery	297	39	250	211		211	15.6%
4043 Ink Cartridges/printing	294	50	250	200		200	20.0%
4044 Insurance	14,317	5,000	7,900	2,900		2,900	63.3%
4102 NNDR	3,144	2,092	3,226	1,134		1,134	64.8%
4104 Utilities - Water	649	382	624	242		242	61.1%
4105 Utilities - Heat & Light	17,509	5,958	22,068	16,110		16,110	27.0%
4107 IT Support & Upgrade	4,903	1,792	2,916	1,124		1,124	61.5%
4109 Alarm system	938	0	684	684		684	0.0%
4110 Cleaning	21,243	5,673	19,486	13,813		13,813	29.1%
4111 Window Cleaning	300	75	150	75		75	50.0%
4114 Refuse Removal	853	1,250	2,700	1,450		1,450	46.3%
4131 Licenses	180	180	1,200	1,020		1,020	15.0%
4136 Credit Card Chgs	505	461	487	26		26	94.7%
4998 Depreciation Charges	10,274	0	0	0		0	0.0%
6000 Admin Salaries Recharge	25,982	7,001	7,968	967		967	87.9%
6005 Admin Overhead Recharge	8,893	2,065	1,592	(473)		(473)	129.7%
6009 HQ recharges	6,707	3,407	2,940	(467)		(467)	115.9%
6010 Grounds Salaries Recharge	5,818	1,478	1,792	314		314	82.5%
6015 Grounds Overhead Recharge	1,445	412	420	8		8	98.1%
6030 Operational Staffing Recharge	26,785	5,023	5,460	437		437	92.0%
6035 Operational Overhead Recharge	2,163	544	584	40		40	93.2%

Blakehay Central Costs :- Indirect Expenditure	213,051	67,237	168,784	101,547	1,761	99,786	40.9%
--	---------	--------	---------	---------	-------	--------	-------

Net Income over Expenditure	(213,051)	(67,237)	(168,784)	(101,547)
-----------------------------	-----------	----------	-----------	-----------

<u>121 Blakehay -Auditorium</u>							
1090 Bookings	32,547	9,911	35,000	25,089			28.3%
Blakehay -Auditorium :- Income	32,547	9,911	35,000	25,089			28.3%
4000 Staffing Costs	49,513	22,117	68,457	46,340		46,340	32.3%
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	22,117	74,457	52,340	135	52,205	29.9%
Net Income over Expenditure	(19,928)	(12,206)	(39,457)	(27,251)			

		Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>122</u>	<u>Blakehay - Upper Studio</u>							
1090	Bookings	7,523	2,226	8,000	5,775			27.8%
	Blakehay - Upper Studio :- Income	7,523	2,226	8,000	5,775			27.8%
	Net Income	7,523	2,226	8,000	5,775			
<u>123</u>	<u>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	8,728	26,000	17,272			33.6%
	Blakehay Bar :- Income	22,208	8,728	27,500	18,772			31.7%
4000	Staffing Costs	19,739	2,089	13,184	11,095		11,095	15.8%
4031	Equipment - Rental	812	0	1,246	1,246		1,246	0.0%
4039	Advertising & Marketing	0	225	0	(225)		(225)	0.0%
4405	Blakehay Bar Expenditure	7,306	3,130	13,000	9,870		9,870	24.1%
	Blakehay Bar :- Indirect Expenditure	27,856	5,445	27,430	21,985	0	21,985	19.9%
	Net Income over Expenditure	(5,648)	3,283	70	(3,213)			
<u>125</u>	<u>Blakehay -Live Shows</u>							
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	643	13,182	12,539		12,539	4.9%
4016	Show costs	7,863	4,309	24,000	19,692	6,238	13,454	43.9%
4039	Advertising & Marketing	1,080	0	2,500	2,500		2,500	0.0%
	Blakehay -Live Shows :- Indirect Expenditure	8,943	4,951	39,682	34,731	6,238	28,493	28.2%
	Net Income over Expenditure	6,940	6,577	318	(6,259)			
<u>140</u>	<u>Museum Central Costs</u>							
1034	Grant funding	(2)	0	0	0			0.0%
1100	Miscellaneous Income	5,631	1,632	10,000	8,368			16.3%
	Museum Central Costs :- Income	5,629	1,632	10,000	8,368			16.3%
4000	Staffing Costs	127,572	38,301	144,789	106,488		106,488	26.5%
4012	Travel & Subsistence Expenses	71	0	100	100		100	0.0%
4013	Training	1,884	735	2,854	2,119	284	1,835	35.7%
4014	P P E / Health & Safety	211	94	1,000	906		906	9.4%
4019	Website Costs-TC	311	197	250	53		53	78.8%
4030	Equipment Purchase	485	226	1,000	774		774	22.6%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4031 Equipment - Rental	1,684	552	1,500	948		948	36.8%
4034 Equipment Repairs	130	0	500	500		500	0.0%
4035 Telephone	3,683	1,427	3,000	1,573	3,286	(1,714)	157.1%
4036 Stationery	364	154	500	346		346	30.9%
4039 Advertising & Marketing	2,093	1,409	2,500	1,091		1,091	56.4%
4041 Fees, Subs and Conferences	157	92	250	158		158	36.9%
4044 Insurance	14,949	11,216	14,539	3,323		3,323	77.1%
4102 NNDR	1	0	0	0		0	0.0%
4104 Utilities - Water	233	342	450	108		108	76.0%
4105 Utilities - Heat & Light	14,781	3,768	13,926	10,158		10,158	27.1%
4107 IT Support & Upgrade	8,085	2,247	8,500	6,253		6,253	26.4%
4109 Alarm system	1,069	898	790	(108)		(108)	113.7%
4110 Cleaning	16,800	5,878	16,000	10,122		10,122	36.7%
4111 Window Cleaning	600	250	500	250		250	50.0%
4114 Refuse Removal	2,802	2,924	3,500	576	572	4	99.9%
4131 Licenses	830	344	1,150	806		806	29.9%
4136 Credit Card Chgs	0	154	750	596		596	20.5%
4214 Somerset County Council - SLA	85,537	0	85,537	85,537		85,537	0.0%
6000 Admin Salaries Recharge	21,414	7,360	8,380	1,020		1,020	87.8%
6005 Admin Overhead Recharge	7,330	2,171	1,672	(499)		(499)	129.8%
6009 HQ recharges	5,529	2,806	2,424	(382)		(382)	115.8%
6010 Grounds Salaries Recharge	5,498	1,845	2,236	391		391	82.5%
6015 Grounds Overhead Recharge	1,365	512	524	12		12	97.7%
6030 Operational Staffing Recharge	26,784	7,190	7,816	626		626	92.0%
6035 Operational Overhead Recharge	2,162	778	836	58		58	93.1%
Museum Central Costs :- Indirect Expenditure	354,415	93,871	327,773	233,902	4,142	229,760	29.9%
Net Income over Expenditure	(348,786)	(92,239)	(317,773)	(225,534)			
<u>141 Museum Learning and Events</u>							
1004 Cafe Sales	12	0	0	0			0.0%
1006 Learning Income	8,626	2,848	9,425	6,578			30.2%
1008 Museum handling box hire	945	270	899	629			30.0%
1103 Other event misc income	1,366	0	269	269			0.0%
Museum Learning and Events :- Income	10,949	3,118	10,593	7,476			29.4%
4000 Staffing Costs	34,661	10,965	40,124	29,159		29,159	27.3%
4012 Travel & Subsistence Expenses	28	0	154	154		154	0.0%
4020 Learning/Event education equip	723	445	1,025	580		580	43.4%
4030 Equipment Purchase	1,721	1,115	2,563	1,448	300	1,148	55.2%
Museum Learning and Events :- Indirect Expenditure	37,133	12,525	43,866	31,341	300	31,041	29.2%
Net Income over Expenditure	(26,185)	(9,408)	(33,273)	(23,865)			

	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	26,301	90,000	63,699			29.2%
1194 Bar Income	5,007	3,086	15,000	11,914			20.6%
1197 Function food income	14,188	8,363	25,000	16,637			33.5%
Museum Cafe :- Income	100,803	37,750	130,000	92,250			29.0%
4000 Staffing Costs	59,960	22,744	77,121	54,377		54,377	29.5%
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	1,017	2,000	983		983	50.8%
4110 Cleaning	533	283	1,000	717	777	(60)	106.0%
4114 Refuse Removal	137	0	750	750		750	0.0%
4136 Credit Card Chgs	0	154	500	346		346	30.7%
4406 Bar Stock/Sundry Items Kiosk	3,264	1,827	5,000	3,173	1	3,172	36.6%
4407 Cafe stock	25,018	8,179	24,000	15,821	536	15,285	36.3%
4511 Function food costs	5,307	2,183	5,500	3,317	50	3,267	40.6%
Museum Cafe :- Indirect Expenditure	101,723	36,434	119,871	83,437	1,363	82,074	31.5%
Net Income over Expenditure	(920)	1,317	10,129	8,812			
143 Museum shop/retail							
1005 Museum Shop Sales	9,652	3,408	12,539	9,131			27.2%
1009 Museum sale or return comm	8,018	12,844	7,313	(5,531)			175.6%
Museum shop/retail :- Income	17,670	16,253	19,852	3,599			81.9%
4421 Sale or Return Exp (1009)	5,054	2,644	3,612	968	126	842	76.7%
Museum shop/retail :- Direct Expenditure	5,054	2,644	3,612	968	126	842	76.7%
4030 Equipment Purchase	1,809	123	2,783	2,660		2,660	4.4%
4031 Equipment - Rental	930	409	953	544		544	42.9%
4136 Credit Card Chgs	1,035	154	88	(66)		(66)	174.7%
4408 Shop stock	3,291	2,457	6,627	4,170	974	3,195	51.8%
Museum shop/retail :- Indirect Expenditure	7,065	3,144	10,451	7,307	974	6,333	39.4%
Net Income over Expenditure	5,550	10,465	5,789	(4,676)			
145 Museum Function							
1019 Internal Bookings (Council)	177	254	200	(54)			127.1%
1103 Other event misc income	12,774	3,046	13,500	10,455			22.6%
1104 Function Income	10,813	10,332	23,500	13,168			44.0%
Museum Function :- Income	23,764	13,632	37,200	23,568			36.6%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	18,436	5,764	18,252	12,488		12,488	31.6%
4030 Equipment Purchase	1,419	320	5,000	4,680		4,680	6.4%
4420 Function Expenditure (1104)	9,462	3,583	12,000	8,417	73	8,345	30.5%
Museum Function :- Indirect Expenditure	29,317	9,666	35,252	25,586	73	25,513	27.6%
Net Income over Expenditure	(5,553)	3,966	1,948	(2,018)			
<u>199 Capital Projects</u>							
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)			
<u>300 Planning</u>							
6000 Admin Salaries Recharge	6,822	8,143	9,268	1,125		1,125	87.9%
6005 Admin Overhead Recharge	2,332	2,401	1,848	(553)		(553)	129.9%
6009 HQ recharges	1,762	894	772	(122)		(122)	115.8%
Planning :- Indirect Expenditure	10,916	11,438	11,888	450	0	450	96.2%
Net Expenditure	(10,916)	(11,438)	(11,888)	(450)			
<u>400 Central Grounds Maintenance</u>							
4000 Staffing Costs	354,712	135,683	493,503	357,820		357,820	27.5%
4013 Training	5,739	628	8,629	8,001	284	7,717	10.6%
4014 P P E / Health & Safety	4,232	2,072	4,000	1,928	168	1,760	56.0%
4025 Vehicle Maintenance	10,655	1,113	4,197	3,084		3,084	26.5%
4026 Petrol / Diesel	6,537	2,202	15,000	12,798		12,798	14.7%
4030 Equipment Purchase	13,733	5,248	10,000	4,752	1,024	3,728	62.7%
4031 Equipment - Rental	14,779	12,418	41,354	28,936	1,276	27,660	33.1%
4034 Equipment Repairs	2,586	1,248	2,563	1,315	1,278	37	98.6%
4035 Telephone	2,679	1,071	2,764	1,693	2,373	(681)	124.6%
4044 Insurance	10,713	5,836	10,000	4,164		4,164	58.4%
4107 IT Support & Upgrade	16,266	5,777	15,890	10,113		10,113	36.4%
4114 Refuse Removal	278	142	1,200	1,058		1,058	11.8%
6020 Allocation to Cost Centres	(442,860)	(173,438)	(203,032)	(29,594)		(29,594)	85.4%
Central Grounds Maintenance :- Indirect Expenditure	50	(0)	406,068	406,068	6,402	399,666	1.6%
Net Expenditure	(50)	0	(406,068)	(406,068)			

	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	268	770	502		502	34.8%
4108 Building / Maintenance	156	580	4,000	3,420		3,420	14.5%
4261 Accessibility plot all sites	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	786	4,032	4,588	556		556	87.9%
6005 Admin Overhead Recharge	268	1,189	916	(273)		(273)	129.8%
6009 HQ recharges	204	102	88	(14)		(14)	115.9%
6010 Grounds Salaries Recharge	11,917	245	296	51		51	82.8%
6015 Grounds Overhead Recharge	2,962	68	68	0		0	100.0%
Allotments :- Indirect Expenditure	17,080	6,484	15,726	9,242	0	9,242	41.2%
Net Income over Expenditure	(17,080)	(6,484)	(15,326)	(8,842)			
420 Milton Road Cemetery							
1010 Interments	48,937	16,149	68,000	51,851			23.7%
1011 Memorials	4,158	2,595	4,000	1,405			64.9%
1100 Miscellaneous Income	4,914	1,504	5,000	3,496			30.1%
Milton Road Cemetery :- Income	58,009	20,248	77,000	56,752			26.3%
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	2,395	8,000	5,605		5,605	29.9%
4102 NNDR	8,354	1,566	4,009	2,443		2,443	39.1%
4104 Utilities - Water	1,073	723	640	(83)		(83)	113.0%
4105 Utilities - Heat & Light	208	66	218	153		153	30.0%
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	7,001	7,968	967		967	87.9%
6005 Admin Overhead Recharge	4,576	2,065	1,592	(473)		(473)	129.7%
6009 HQ recharges	3,451	1,752	1,512	(240)		(240)	115.9%
6010 Grounds Salaries Recharge	99,497	47,693	57,824	10,131		10,131	82.5%
6015 Grounds Overhead Recharge	24,725	13,272	13,544	272		272	98.0%
6030 Operational Staffing Recharge	2,680	2,704	2,940	236		236	92.0%
6035 Operational Overhead Recharge	218	292	316	24		24	92.4%
Milton Road Cemetery :- Indirect Expenditure	176,149	81,209	118,139	36,930	1,180	35,750	69.7%
Net Income over Expenditure	(118,140)	(60,960)	(41,139)	19,821			

	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	19,232	76,926	57,695		57,695	25.0%
4219 Youth Grants	0	0	3,000	3,000		3,000	0.0%
6000 Admin Salaries Recharge	5,283	5,203	5,924	721		721	87.8%
6005 Admin Overhead Recharge	1,811	1,534	1,184	(350)		(350)	129.6%
6009 HQ recharges	1,363	694	600	(94)		(94)	115.7%
6030 Operational Staffing Recharge	1,770	927	1,004	77		77	92.3%
6035 Operational Overhead Recharge	141	103	108	5		5	95.4%
Youth Activities :- Indirect Expenditure	56,390	27,693	89,246	61,554	0	61,554	31.0%
Net Expenditure	(56,390)	(27,693)	(89,246)	(61,554)			
460 Street Furniture							
1112 Dog Bin Emptying	14,664	3,895	15,364	11,469			25.4%
Street Furniture :- Income	14,664	3,895	15,364	11,469			25.4%
4105 Utilities - Heat & Light	1,315	409	2,000	1,591		1,591	20.4%
4115 Dogbin purchase	750	112	5,000	4,888	1,280	3,608	27.8%
4116 Dogbin Emptying	13,698	2,595	20,000	17,405		17,405	13.0%
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	1,290	446	77.7%
4157 Prince Wales Clock/welcome sig	1,249	487	550	63	345	(282)	151.3%
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	5,282	6,012	730		730	87.9%
6005 Admin Overhead Recharge	8,949	3,522	1,200	(2,322)		(2,322)	293.5%
6009 HQ recharges	2,313	1,175	2,960	1,785		1,785	39.7%
6010 Grounds Salaries Recharge	33,524	24,179	29,316	5,137		5,137	82.5%
6015 Grounds Overhead Recharge	8,330	6,728	6,868	140		140	98.0%
6030 Operational Staffing Recharge	2,239	311	336	25		25	92.6%
6035 Operational Overhead Recharge	182	33	36	3		3	91.7%
Street Furniture :- Indirect Expenditure	86,229	45,266	124,110	78,844	2,915	75,929	38.8%
Net Income over Expenditure	(71,565)	(41,371)	(108,746)	(67,375)			
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	95,960	82,492	(13,468)		(13,468)	116.3%
4300 Parks&Play Area EMRRP Holding	(30,285)	0	473,653	473,653	35,051	438,602	7.4%
4301 Ashcombe Park Lower	2,365	39	39	(0)		(0)	100.5%
4302 Ashcombe Park Upper	2,028	39	39	(0)		(0)	100.5%
4303 Broadway Play	1,917	89	89	(0)		(0)	100.2%
4304 Broadway Skate Park	1,917	39	40	1		1	98.0%
4305 Byron Rec	1,917	39	40	1		1	98.0%
4306 Castle Batch Lower	1,917	896	896	(0)		(0)	100.0%
4307 Canberra Road	1,917	39	41	2		2	95.6%
4308 Clarence Park	5,636	39	39	(0)		(0)	100.5%
4309 Conniston Green	1,917	39	40	1		1	98.0%
4310 Ellenborough Park East	2,016	39	40	1		1	98.0%
4311 Grove Park	8,786	39	39	(0)		(0)	100.5%
4312 Hutton Moor Skate Park	1,917	39	39	(0)		(0)	100.5%
4313 Jubilee Park	1,917	39	39	(0)		(0)	100.5%
4314 Locking Castle (Maltlands)	3,508	39	39	(0)		(0)	100.5%
4315 Lynch Farm	1,917	39	39	(0)		(0)	100.5%
4316 Millennium Green	5,423	39	39	(0)		(0)	100.5%
4317 Uphill Junior Play Area	1,917	39	39	(0)		(0)	100.5%
4318 Uphill Toddler Play Area	1,917	39	39	(0)		(0)	100.5%
4319 Water Adventure Play Park	48,162	4,578	4,578	(0)		(0)	100.0%
4320 Worle Recreation Ground	1,917	39	38	(1)		(1)	103.2%
4321 Wyvern Close	1,917	39	38	(1)	9,159	(9,160)	24204.4
4322 Ellenborough Park West	6,993	39	39	(0)		(0)	100.5%
4324 Dartmouth Close	1,917	39	39	(0)		(0)	100.5%
4998 Depreciation Charges	230,285	0	0	0		0	0.0%
6000 Admin Salaries Recharge	19,028	9,970	11,348	1,378		1,378	87.9%
6005 Admin Overhead Recharge	6,512	2,942	2,264	(678)		(678)	129.9%
6009 HQ recharges	4,910	2,493	2,156	(337)		(337)	115.6%
6010 Grounds Salaries Recharge	55,478	43,133	52,296	9,163		9,163	82.5%
6015 Grounds Overhead Recharge	13,788	12,001	12,248	247		247	98.0%
6030 Operational Staffing Recharge	6,694	5,796	6,300	504		504	92.0%
6035 Operational Overhead Recharge	541	628	676	48		48	92.9%
Parks & Play Areas :- Indirect Expenditure	496,759	179,271	669,780	490,509	44,210	446,300	33.4%
Net Income over Expenditure	(496,759)	(179,271)	(659,780)	(480,509)			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	173,258	173,258	27,982	145,276	16.2%
4232 Allotments PPM	6,345	7	7	0		0	100.0%
4233 Blakehay PPM	16,871	827	827	0		0	100.0%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4234 Museum PPM	17,668	2,679	2,678	(1)		(1)	100.0%
4235 Cemetery PPM	12,589	824	825	1		1	99.9%
4236 Parks & play areas PPM	42,497	3,771	3,770	(1)		(1)	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	711	710	(1)		(1)	100.1%
4242 HQ PPM	68,495	11,502	11,503	1		1	100.0%
4243 Quarry PPM	129	(5,492)	(5,492)	0		0	100.0%
4244 Xmas Lights PPM	4,680	0	1	1		1	0.0%
6000 Admin Salaries Recharge	15,004	7,814	8,896	1,082		1,082	87.8%
6005 Admin Overhead Recharge	5,137	2,305	1,776	(529)		(529)	129.8%
6009 HQ recharges	3,874	1,966	1,700	(266)		(266)	115.6%
6030 Operational Staffing Recharge	7,592	310	336	26		26	92.3%
6035 Operational Overhead Recharge	612	34	36	2		2	94.4%
Planned maintenance :- Indirect Expenditure	221,754	27,874	201,447	173,573	27,982	145,590	27.7%
Net Expenditure	(221,754)	(27,874)	(201,447)	(173,573)			
<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	22,418	79,901	57,483		57,483	28.1%
4030 Equipment Purchase	12	0	100	100		100	0.0%
4035 Telephone	1,366	525	1,500	975	870	104	93.0%
4039 Advertising & Marketing	4,859	638	7,500	6,862	255	6,607	11.9%
4041 Fees, Subs and Conferences	328	0	625	625		625	0.0%
4062 Tourism-Love Weston website	16,613	449	14,500	14,051	8,921	5,130	64.6%
4107 IT Support & Upgrade	2,007	600	1,750	1,150		1,150	34.3%
Tourism Visit Weston/Dest Mar :- Indirect Expenditure	80,705	24,631	105,876	81,245	10,046	71,199	32.8%
Net Income over Expenditure	(72,594)	(24,031)	(85,876)	(61,845)			
<u>482 Tourism VIC costs</u>							
1043 VIC Retail/Shop Income	81	22	18,000	17,978			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	22	28,000	27,978			0.1%
4000 Staffing Costs	27,490	24,748	48,881	24,133		24,133	50.6%

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 Training	356	327	1,695	1,368		1,368	19.3%
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	750	1,000	250		250	75.0%
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	6,735	7,668	933		933	87.8%
6005 Admin Overhead Recharge	5,765	1,987	1,524	(463)		(463)	130.4%
6009 HQ recharges	4,349	2,208	1,908	(300)		(300)	115.7%
6010 Grounds Salaries Recharge	32,562	2,117	2,564	447		447	82.6%
6015 Grounds Overhead Recharge	8,093	589	600	11		11	98.2%
6030 Operational Staffing Recharge	18,750	4,251	4,620	369		369	92.0%
6035 Operational Overhead Recharge	1,513	461	496	35		35	92.9%
Tourism VIC costs :- Indirect Expenditure	117,520	45,101	90,281	45,180	0	45,180	50.0%
Net Income over Expenditure	(117,417)	(45,079)	(62,281)	(17,202)			
<u>483 Silica</u>							
1040 Digital Advertising	0	200	5,125	4,925			3.9%
1100 Miscellaneous Income	0	8,730	0	(8,730)			0.0%
Silica :- Income	0	8,930	5,125	(3,805)			174.2%
4039 Advertising & Marketing	0	7,523	2,000	(5,523)		(5,523)	376.2%
4044 Insurance	0	0	500	500	500	0	100.0%
4102 NNDR	0	0	1,875	1,875		1,875	0.0%
4105 Utilities - Heat & Light	0	0	500	500		500	0.0%
4107 IT Support & Upgrade	0	230	0	(230)		(230)	0.0%
4109 Alarm system	0	0	500	500		500	0.0%
Silica :- Indirect Expenditure	0	7,753	5,375	(2,378)	500	(2,878)	153.5%
Net Income over Expenditure	0	1,177	(250)	(1,427)			
<u>484 Waterpark Kiosk and Admissions</u>							
1004 Cafe Sales	38,163	30,882	50,000	19,118			61.8%
1077 Water Park Admissions	44,895	34,895	50,000	15,105			69.8%

10:04

Detailed Income & Expenditure by Budget Heading 31/07/2025

Month No: 4

Cost Centre Report

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
1198 Kiosk sales	1,245	0	10,000	10,000			0.0%
Waterpark Kiosk and Admissions :- Income	84,303	65,778	110,000	44,222			59.8%
4000 Staffing Costs	51,606	35,077	39,672	4,595		4,595	88.4%
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	4,365	10,000	5,635		5,635	43.6%
4031 Equipment - Rental	943	483	2,030	1,547		1,547	23.8%
4035 Telephone	0	70	200	130		130	35.0%
4036 Stationery	0	6	0	(6)		(6)	0.0%
4110 Cleaning	59	61	200	139		139	30.4%
4114 Refuse Removal	0	840	2,050	1,210		1,210	41.0%
4136 Credit Card Chgs	762	307	461	154		154	66.7%
4406 Bar Stock/Sundry Items Kiosk	682	303	750	447		447	40.4%
4407 Cafe stock	16,228	12,032	16,634	4,602	1,961	2,641	84.1%
4408 Shop stock	530	0	5,125	5,125		5,125	0.0%
6010 Grounds Salaries Recharge	0	1,980	2,400	420		420	82.5%
6015 Grounds Overhead Recharge	0	551	564	13		13	97.7%
Waterpark Kiosk and Admissions :- Indirect Expenditure	86,190	56,501	82,167	25,666	1,961	23,705	71.2%
Net Income over Expenditure	(1,887)	9,276	27,833	18,557			
<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	6,000	500	92.3%
4102 NNDR	(7,213)	0	(7,393)	(7,393)		(7,393)	0.0%
4104 Utilities - Water	1,918	453	2,000	1,547		1,547	22.6%
4105 Utilities - Heat & Light	3,193	1,349	3,500	2,151		2,151	38.5%
4109 Alarm system	0	0	124	124		124	0.0%
4110 Cleaning	30,234	18,449	35,000	16,551	1,715	14,835	57.6%
6000 Admin Salaries Recharge	6,619	4,502	5,124	622		622	87.9%
6005 Admin Overhead Recharge	2,265	1,327	1,020	(307)		(307)	130.1%
6009 HQ recharges	1,706	868	748	(120)		(120)	116.0%
6010 Grounds Salaries Recharge	3,226	1,290	1,564	274		274	82.5%
6015 Grounds Overhead Recharge	800	359	368	9		9	97.6%
6030 Operational Staffing Recharge	1,339	311	336	25		25	92.6%
6035 Operational Overhead Recharge	108	33	36	3		3	91.7%
PublicToilets :- Indirect Expenditure	50,794	28,941	48,927	19,986	7,715	12,270	74.9%
Net Income over Expenditure	(50,592)	(28,941)	(48,927)	(19,986)			

	Actual Last Year	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>486 Waterpark other charges</u>							
4102 NNDR	(887)	0	887	887		887	0.0%
4104 Utilities - Water	2,353	181	2,200	2,019		2,019	8.2%
4105 Utilities - Heat & Light	22,041	11,876	20,000	8,124		8,124	59.4%
4109 Alarm system	836	501	836	335		335	59.9%
4138 Water Play Area Rent	12,157	4,085	13,722	9,637		9,637	29.8%
Waterpark other charges :- Indirect Expenditure	36,499	16,642	37,645	21,003	0	21,003	44.2%
Net Expenditure	<u>(36,499)</u>	<u>(16,642)</u>	<u>(37,645)</u>	<u>(21,003)</u>			
<u>801 Earmarked Reserves</u>							
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)	(19)	343	362		362	(5.6%)
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	1,555	12,824	11,269	1,946	9,323	27.3%
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	(675)	11,056	11,731	675	11,056	0.0%
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	465	26,535	1.7%
8044 Unfulfilled Purchase Orders	0	74,133	150,475	76,342		76,342	49.3%
Earmarked Reserves :- Indirect Expenditure	75,895	75,394	483,344	407,950	5,186	402,764	16.7%
Net Income over Expenditure	<u>(72,563)</u>	<u>(75,394)</u>	<u>(483,711)</u>	<u>(408,317)</u>			

	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	194,728	194,728	(0)	115,014	(115,015)	159.1%
Capital Works Reserves :- Direct Expenditure	39,407	194,728	240,663	45,935	115,014	(69,080)	128.7%
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	<u>(200,552)</u>	<u>(194,728)</u>	<u>(240,663)</u>	<u>(45,935)</u>			
Grand Totals:- Income	3,557,321	2,444,810	723,959	(1,720,851)			337.7%
Expenditure	3,598,189	1,420,229	5,824,680	4,404,451	382,366	4,022,085	30.9%
Net Income over Expenditure	<u>(40,868)</u>	<u>1,024,581</u>	<u>(5,100,721)</u>	<u>(6,125,302)</u>			
Movement to/(from) Gen Reserve	<u>(40,868)</u>	<u>1,024,581</u>	<u>(5,100,721)</u>	<u>(6,125,302)</u>			

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 August 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 Santander 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
- To the value of £351.46 on the 2nd July 2025
- To the value of £359.05 on the 4th August 2025

CCLA actual cash received 1st April 2025 to 31st August 2025 = £1827.34

Natwest actual cash received 1st April 2025 to 30th June 2025 = £88.45

We are currently having access issues to our Natwest account which we have been attempting to close and gain access to the £30,000 sat in the account since 2019.

The last communication with Natwest was March 2025.

We have not received any statements since June 2025.

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
Jul-25	£ 227,574.37	£ -	£ -	£ -	£ 227,574.37
Aug-25	£ 83,214.80	£ -	£ 1.26	£ -	£ 83,216.06

Outstanding Balances by Month as at 31/08/2025

A/C Code	Customer Name	Balance	Aug 2025	Jul 2025	Jun 2025	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	36.20	0.00	36.20	0.00	0.00	0.00
GREYCAT	GREYCATCOMPANY	100.00	0.00	100.00	0.00	0.00	0.00
Total Sales Ledger No 1		136.20	0.00	136.20	0.00	0.00	0.00
Ledger No 2: Council Sales Ledger							
BLUES BAR	BLUES BAR	118.80	0.00	0.00	0.00	118.80	0.00
DOWNEYM	DOWNEYM	22.00	0.00	0.00	22.00	0.00	0.00
EASTFIELD	EASTFIELD	48.79	48.79	0.00	0.00	0.00	0.00
HIGHLEA	HIGHLEA	216.00	0.00	0.00	0.00	216.00	0.00
SANDBAYF	SANDBAYF	216.00	0.00	0.00	0.00	216.00	0.00
WESTON2	WSMTOWN	416.67	416.67	0.00	0.00	0.00	0.00
WOOKEY	WOOKEY	240.00	0.00	240.00	0.00	0.00	0.00
Total Sales Ledger No 2		1,278.26	465.46	240.00	22.00	550.80	0.00
Ledger No 4: Museum Sales Ledger							
BUNCEP	BUNCEP	1,345.00	0.00	1,345.00	0.00	0.00	0.00
CHRIST	CHRIST	110.00	0.00	0.00	0.00	110.00	0.00
CIVIC	CIVIC	87.50	87.50	0.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	30.00	30.00	0.00	0.00	0.00	0.00
HOBBSFISHE	HOBBSFISHER	4,802.80	4,802.80	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKE	45.00	0.00	0.00	0.00	45.00	0.00
LACKMOOR	LACKMOORE	5,739.81	0.00	5,739.81	0.00	0.00	0.00
MFA	MFA	-8.00	0.00	0.00	0.00	0.00	-8.00
NHSBRISTOL	NHSBRISTOL	140.00	140.00	0.00	0.00	0.00	0.00
SWHT	SWHT	275.00	200.00	75.00	0.00	0.00	0.00
TUCSW	TUCSW	778.00	778.00	0.00	0.00	0.00	0.00
WOMENSW	WOMENSWORK	150.00	150.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 4		13,495.11	6,188.30	7,159.81	0.00	155.00	-8.00
TOTAL SALES LEDGER BALANCES		14,909.57	6,653.76	7,536.01	22.00	705.80	-8.00

Outstanding Balances by Month as at 31/07/2025

A/C Code	Customer Name	Balance	Jul 2025	Jun 2025	May 2025	Prior Months	On A/c Pymnts
Ledger No 1: Blakehay Sales Ledger							
ABUNDANCE	ABUNDANCE	36.20	36.20	0.00	0.00	0.00	0.00
ABUNDANC	ABUNDANCESTUDIOS	59.40	59.40	0.00	0.00	0.00	0.00
FEARLESSH	FEARLESSHEELS	19.80	19.80	0.00	0.00	0.00	0.00
GREYCAT	GREYCATCOMPANY	517.60	517.60	0.00	0.00	0.00	0.00
PILATES	PILATES	19.80	0.00	19.80	0.00	0.00	0.00
Total Sales Ledger No 1		652.80	633.00	19.80	0.00	0.00	0.00
Ledger No 2: Council Sales Ledger							
ALDRIDGEA	ALDRIDGEA	182.00	0.00	0.00	0.00	0.00	0.00
ALLIANCEDB	ALLIANCEDOGBIN	1,050.62	525.31	0.00	0.00	0.00	0.00
BECKETTC	BECKETTC	460.00	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
DOWNEYM	DOWNEYM	22.00	0.00	22.00	0.00	0.00	0.00
EASTFIELD	EASTFIELD	48.79	0.00	0.00	0.00	0.00	0.00
FISHERD	FISHERD	363.00	0.00	0.00	0.00	0.00	0.00
FOSTERS	FOSTERS	75.00	0.00	0.00	0.00	0.00	0.00
HIGHLEA	HIGHLEA	216.00	0.00	0.00	0.00	216.00	0.00
JONESR2	JONES2	97.00	0.00	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	375.07	0.00	0.00	0.00	0.00	0.00
NSCOTHER	NSCOTHER	12,899.72	4,169.72	0.00	0.00	0.00	0.00
SANDBAYF	SANDBAYF	216.00	0.00	0.00	0.00	216.00	0.00
SCOTTR	SCOTTR	182.00	0.00	0.00	0.00	0.00	0.00
VOLUNTAR	VOLUNTARY	500.00	0.00	0.00	0.00	0.00	0.00
WESTON2	WSMTOWN	416.67	0.00	0.00	0.00	0.00	0.00
WINSCOMBE	WINSCOMBES	525.31	0.00	0.00	0.00	0.00	0.00
WOOKEY	WOOKEY	240.00	240.00	0.00	0.00	0.00	0.00
WOOKEYP	WOOKEYP	194.00	0.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 2		18,181.98	4,935.03	22.00	0.00	550.80	0.00
Ledger No 4: Museum Sales Ledger							
AXE	AXE SCOUTS	492.00	492.00	0.00	0.00	0.00	0.00
BRYCEJ	BRYCEJ	54.00	54.00	0.00	0.00	0.00	0.00
BUNCEP	BUNCEP	1,345.00	1,345.00	0.00	0.00	0.00	0.00
BURNHAM2	BURNHAM	45.00	0.00	0.00	45.00	0.00	0.00
CHAIRNSC	CHAIRNSC	871.00	871.00	0.00	0.00	0.00	0.00
CHESTNUT	CHESTNUT PARK	45.00	45.00	0.00	0.00	0.00	0.00
CHRIST	CHRIST	110.00	0.00	0.00	110.00	0.00	0.00
KEWSTOKE	KEWSTOKE	45.00	0.00	0.00	45.00	0.00	0.00
LACKMOOR	LACKMOORE	5,739.81	5,739.81	0.00	0.00	0.00	0.00
SWHT	SWHT	75.00	75.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 4		8,821.81	8,621.81	0.00	200.00	0.00	0.00
TOTAL SALES LEDGER BALANCES		27,656.59	14,189.84	41.80	200.00	550.80	0.00



Finance & General Purposes Committee - 14th Oct 2025.

Historic Partnership – Aged Debts

Report from Warren Parker-Mills.

1. Purpose and Background of Report

Review of outstanding debts, accrued before taking post.

There has been numerous attempts to recover 'forward projected' partner packages, without any resolution, to date.

Blues Bar £118.80 from 31.08.2024 - Part of the Ale Trail (F&B package), this was not explained correctly to the partner and the business was under the impression this was a one off arrangement.

Highlea House £216 from 12.06.2024 - The partner has suggested that he'd expressed interest to cancel the partnership but this was not followed up by email.

Sand Bay Fish & Chip Shop £216 from 21.10.2024 – The partner has closed for months due to a fire. They would certainly be targeted again with a new package.

2. Options for Council

Write off these historic debts or start legal proceedings.

3. Reason for Recommendation

Officer time/finance time chasing historic debts.

4. Expected Benefits

Bringing everyone in line with a new payment schedule for the next financial year, consolidating all administration duties and revenue collection before 1st April of financial each year.

5. Implications

Upholding Town Council reputation and developing some level of goodwill and clarity, moving forward.



5.1. Legal

N/A

5.2. Risks

N/A

5.3. Financial Implications

Loss of income.

5.4. Timescales

Immediate.

5.5. Stakeholders

Blues Bar

Highlea House

Sand Bay Fish & Chip Shop

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:

Write off debts to the value of £550.80.



Warren Parker-Mills

Communications & Visitor Experience Manager.

6th October 2025.

<u>Budget heading</u>	<u>code</u>	<u>YTD Spend</u>	<u>Budget 2025/2026</u>	<u>Overspend</u>	<u>Reason</u>	
<u>Central Administration 102</u>						
Salaries - Agency	4001	£ 13,114.00	£ 10,323.00	-£	2,791.00	Agency staff required for longer than anticipated
Insurance	4044	£ 13,294.00	£ 13,000.00	-£	294.00	Inflation
<u>Grove Lodge 104</u>						
Alarm system	4109	£ 522.00	£ 489.00	-£	33.00	Increase in annual costs
<u>Civic support 107</u>						
Insurance	4044	£ 7,500.00	£ 7,960.00	£	460.00	Increase in annual costs
<u>Operational services 113</u>						
Telephone	4035	£ 400.00	£ 220.00	-£	180.00	Need for new phones reviewed and upgraded in year
<u>HQ 115</u>						
Utilities - heat and light	4105	£ 12,317.00	£ 12,000.00	-£	317.00	Utility costs - 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
<u>Blakehay central costs 120</u>						
Equipment purchase	4030	£ 20,255.00	£ 8,500.00	-£	11,755.00	New lighting equipment purchase (overspend agreed by Group Leaders)
<u>Museum Central costs 140</u>						
Alarm system	4109	£ 898.00	£ 790.00	-£	108.00	Increase in annual costs
Website costs	4019	£ 294.00	£ 250.00	-£	44.00	Increase in annual costs
<u>Central Grounds 400</u>						
Telephone	4035	£ 1,578.00	£ 2,764.00	£	1,186.00	Not yet overspent but has a committed value of £2095 on top of the YTD spend. More staff increased the need for new phones alongside the new to update the old phones
<u>Waterpark kiosk and admissions</u>						
Staffing costs	4000	£ 44,902.00	£ 39,672.00	-£	5,230.00	Increase in need for casual staff
Café stock	4407	£ 16,125.00	£ 16,634.00	£	509.00	Increase in need for stock

Finance and General Purposes Committee 13th October 2025

Review Effectiveness of Internal Auditor - Annual Review Report of the Chief Executive Officer (Town Clerk)

1. Background & Purpose of the Report

As per the Joint Panel on Accountability and Governance Practitioners' Guide, authorities should, at least annually, carry out a review of the effectiveness of their overall internal audit arrangements. It should be designed to provide sufficient assurance for the authority that standards are being met and that the work of internal audit is effective. Authorities should judge the extent and scope of the review by reference to their own individual circumstances.¹

The Independent Internal Auditor has the same rights to access to Council records and officers of the Council as the Council's external auditor.

A written report from the company covering the internal audit tests covered and the findings is submitted to the Council's Finance and General Purposes Committee on after each visit within the year and at the end of the financial year. Recommendations for action will be monitored until such time as an identified weakness has been rectified.

The Independent Internal Auditor does not have any other role within the Council. The arrangement ensures that the Independent Internal Auditor can raise and matters without any pressure being possible from the Council.

The purpose of the report is to provide members with the update information regarding internal audit.

2. Options for Council

The Finance & General Purposes Committee to consider and approve the review of the effectiveness of the internal auditor in order to comply with the Annual Governance and Accountability Return

3. Reason for Recommendation

The requirements for the effectiveness of the internal auditor have been checked against the updated Joint Panel on Accountability and Governance Practitioners' Guide, and have been updated as follows:

	Internal Audit Review 2024 / 2025
1. Scope of Internal Auditor	The Council used Auditing Solutions to carry out its Internal Audit for the year 2024 / 2025. Company auditors will rotate at the company's discretion to ensure adequate objective review. The general arrangement is covered in the Internal Audit Contract.

¹ Joint Panel on Accountability and Governance Practitioners' Guide – Section 4.16



	Internal Audit Review 2024 / 2025
	Internal audit work takes into account both the council's risk assessments and wider internal control arrangements. Internal audit work covers the council's anti-fraud and corruption arrangements
2. Independence	Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures. A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual. There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.
3. Competence	Evidence as to competence might include letters of recommendation from other similar authorities.
4. Relationships	Meetings were held with the CEO/Town Clerk and RFO as well as with the appointed accountant as deemed necessary to ensure there is opportunity for the raising of issues, reporting findings and need for specific coverage within that process by all parties. The CEO/ Town Clerk and RFO met with the Independent Auditor to discuss Audit Questions at the start of every scheduled visit with the plan. Every authority should ensure that they have a letter of engagement which would normally include: roles and responsibilities, audit planning and timing of visits, reporting requirements, rights to access to information, members and officers, period of engagement, remuneration, any other matters required for the management of the engagement by the authority. Council Members understand their responsibilities in respect of the Governance of the Councils affairs.
5. Audit Planning and Reporting	As part of the review the internal auditor should produce a report to the authority highlighting areas for improvement or development. An action plan should be produced setting out



WESTON-SUPER-MARE TOWN COUNCIL

	Internal Audit Review 2024 / 2025
	the areas of improvement required, any proposed remedial actions, the members or officers responsible for delivering improvement, and the deadlines for completion of the actions.
	The Independent Internal Auditor will report to the Council at timely intervals throughout the year as per the audit plan and at the end of the Financial year.
Characteristics of 'effectiveness'	
Internal Audit work is planned	The internal audit work is based on the Council's Internal Audit Plan which in itself is based on the Council's Strategy and is linked with the Risk Assessments undertaken with the LCRS system. It is to reduce the risk of opportunity of fraud, corruption, theft or error. The Internal Audit Plan is therefore designed to meet the Council's needs.
Understanding the whole organisation, its needs and objectives	As the annual Audit Plan covers all areas of risk and efficiency within the Council, this provides assurance for the Council's Annual Governance Statement.
Be seen as a catalyst for change	Through the Council's Internal Audit Plan areas of improvement are identified to ensure that improved services are able to be delivered to the community.
Add value and assist the organisation in achieving its objectives	The Council takes very seriously the recommendations made by the Independent Internal Auditor and implementation of the recommendations is always ongoing and will now be reported back as been actioned to the council's Finance and General Purposes Committee
Be forward looking	The Independent Internal Auditor encourages the Council to be proactive in developing its services and to be open to change. The Council has created a service-based committee structure. The Independent Internal Auditor provides support to officers and members as necessary in progressing this transition when required to do so.
Be challenging	Internal audit focuses on the risks facing the Council and encourages members to develop their own responses to risk through its reporting to committee. Risk Management via the LCRS system is in place and is also reviewed annually.
Ensure the right resources are available	The Council takes seriously its financial and governance responsibilities and budgets adequately for this service and in the event of additional work being required can find the necessary resources. The Independent Internal Auditor has provided the Council with a 5-year Strategic plan and Annual detailed audit plan along with costings to enable the Council to budget effectively.

4. Expected Benefits

The review is a legal requirement under the following:

- LOCAL GOVERNMENT, ENGLAND AND WALES, The Accounts and Audit Regulations 2015

5. Implications

5.1. Legal

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

- LOCAL GOVERNMENT, ENGLAND AND WALES, The Accounts and Audit Regulations 2015

5.2. Risk

Failure to review the effectiveness of the internal auditor as required and advised with 5.1 above would not enable the council to be assured it has followed and has carried out all adequate steps in relation to governance which they have to confirm annually in the Governance Statement within the AGAR (Annual Governance and Accountability Return) – this responsibility remains with the council and councillors (not officers).

5.3. Financial

Failure to have a robust system of financial control could affect the council's ability to deliver and manage services with the public realm.

5.4. Timescales

- **13th October 2025** - Finance & General Purposes Committee – to review the effectiveness of the internal auditor
- Following approval, Submit the signed review to the External Auditor

6. Appendices

The effectiveness of the interview auditor review as attached.

7. Recommendations

Members are requested to:

1. Consider and Approve the review of Effectiveness of Internal Audit 2024 / 2025 – Chair to sign as such

Helen Morton
Director of Finance & Resources
Drafted 09.09.2025

SUPPLEMENTARY BRIEFING NOTE:

To: Finance & General Purposes Committee

Subject:	Final Internal Audit report 2024/2025
Reason for Briefing Note:	Notification to council of internal audit review
Responsible Officer(s):	Chief Executive Officer / Town Clerk
Senior Lead:	Director of Finance & Resources (DofR)
Date:	26.09.2025
File Path:	

Reference: Notification of final review of corporate governance from the year end internal audit 2024-2025

1. Background to issue arising:

The final year end internal audit report for the financial year 2024-2025 was received from Auditing Solutions Limited in June 2025. The recommendations below were identified:

Rec. No.	Recommendation
Review of Corporate Governance	
R1	The Council should determine a consistent value in its Standing Orders and Financial Regulations for formal tender action to be taken.
Budgetary Control & Reserves	
R2	When entering the approved budget detail onto the Omega accounts, the value of the annual precept sand other areas should also be entered accordingly.
Review of Income	
R3	All long-standing (i.e. over 3 months since issue date) unpaid Sales invoices should be actively pursued to ensure appropriate and timely settlement.
Investments and Loans	
R4	To help achieve a more appropriate rate of earned interest on the Council's surplus funds, urgent consideration should be given to placing a significant element of those funds in an appropriate account where interest earning potential would be maximised.

2. Summary of main considerations/ actions:

R1. *Review of Corporate Governance* - The updated Standing Orders and Financial Regulations were approved at the Full Town Council meeting on 22nd September 2025 where this recommendation was taken into account and corrected within those documents.

SUPPLEMENTARY BRIEFING NOTE:

To: Finance & General Purposes Committee

R2. *Budgetary Control & Reserves* - This was reviewed and identified that the information from the budget entered onto the finance package mirrored the budget document that is approved by the Town Council. Additional training will be looked into as to how budget input can be improved and get a better understanding of this element of the finance package.

R3. *Review of Income* – There are currently 3 outstanding debts to the value of £551 relating to prior Tourism packages that the Visitor Information & Tourism Manager is working on. All other outstanding debts are reported to the Finance & General Purposes committee on a regular basis. The Finance department follows the Council's credit control procedures in chasing debts that are over 45 days old.

R4. *Investments and Loans* – The Investment Strategy Policy was last reviewed in 2022-23 so a review will be carried out by the Director of Finance & Resources (RFO) and the policy will be brought back to Finance & General Purposes for consideration. For the period September 2025 to March 2026 the positioning of the Council's funds will be reviewed, as a matter of urgency, so that investment income can be maximised during that period.

3.Financial risk to the council:

Risk to the Council that funds are sat with limited organisations for too long a period without being invested.

4.Recommendation:

See item 1

Members are required to:

Note the findings from the internal auditors report for 2024-2025 and the remedies identified for each recommendation.

Weston-super-Mare Town Council

Internal Audit Report 2024-25 (Final Update)

Stuart J Pollard

*Director
Auditing Solutions Limited*

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent Internal Audit (IA) examination of their Accounts and accounting processes annually. The Council has complied accordingly in terms of independence from the Council decision making process appointing us, at Auditing Solutions Ltd: the following detailed report sets out those areas examined during the course of our initial review for the year, which has been undertaken both remotely in advance of and subsequent to during our three visits to the Council for the year on 27th January; 24th February and 6th June 2025.

Internal Audit Approach

In conducting our review for 2024-25, we have again had regard to the materiality of transactions and their susceptibility to potential misrecording or misrepresentation in the year-end Statement of Accounts and AGAR, employing a range of selective sampling techniques across the Council's various activities.

Overall Conclusion

We are pleased to report that no significant concerns have been identified from the work undertaken this year, although as recorded in our first report, we noted a number of errors in the payroll preparation detail for November 2024 when the national pay award for 2024-25 was implemented together with payment of arrears backdated to 1st April 2024. We are pleased to record that these have been resolved satisfactorily prior to the year-end.

Based on the overall satisfactory conclusions drawn from our review programme and testing of transactions for the year we have duly signed off the IA Certificate in the year's AGAR assigning positive assurances in each relevant area.

We also take this opportunity to draw the Clerk's attention to the guidance notes in the preface to the year's AGAR in relation to the documentation that should be displayed on the Council's website, together with the need to ensure compliance with the timing requirements for publication of the Notice of Public Rights to examine the Council's documentation for the financial year.

Detailed Report

Review of Accounting Arrangements & Bank Reconciliations

Our objective here is to ensure that the accounting records are being maintained accurately and currently and that no anomalous entries appear in cashbooks or financial ledgers, which continue to be maintained using the Rialtas Omega software with three bank accounts operated at Lloyds including the Mayor's Charity Account, supplemented by a NatWest Liquidity Manager Account, a CCLA Public Sector Deposit Fund (PSDF) account and a Santander Treasury Reserve Deposit Account. Consequently, we have: -

- Ensured the accurate roll forward of the 2023-24 closing Omega account balances as opening balances in the Omega software for 2024-25;
- Checked and agreed three months' transactions (April and December 2024, plus March 2025) on the Lloyds Current account and the full financial year transactions on all other accounts by reference to the supporting bank statements; and
- Checked and agreed all account bank reconciliations as at 30th April and 31st December 2024, plus 31st March 2025; and
- Ensured the accurate disclosure of the combined year-end bank account balances in the year's year at Section 2, box 8.

Conclusions

We are pleased to record that no concerns have been identified from the work undertaken in this area this year.

Review of Corporate Governance

Our objective here is to ensure that the Council has robust Corporate Governance documentation in place; that Council and Committee meetings are conducted in accordance with the adopted Standing Orders (SOs) and that, as far as we are reasonably able to ascertain as we do not attend meetings, no actions of a potentially unlawful nature have been or are being considered for implementation.

We have at this final update review for the year continued our examination of the minutes of meetings held in the year as posted on the Council's website and provided in electronic format ensuring that no issues affecting the Council's financial stability either in the short, medium or longer-term exist, also that no other issues are in existence whereby the Council may potentially be considering or have taken decisions that might result in ultra vires expenditure being incurred. We are pleased to record that no such issues have been identified this year.

We have previously noted that both the formal SOs and Financial Regulations (FRs) have been reviewed and re-adopted with some minor changes during the current financial year. We are also pleased to note that the Council has, following consideration, also now adopted the latest revised NALC model FRs. In examining the content of the adopted SOs and FRs, we note that the former record / implies that a value of £25,000 applies for formal tender action (Para 18.1.5 refers), whilst the FRs record a value of £20,000 including VAT (para 6.5.1 refers) for formal tender action. Ideally, a consistent value should be recorded in both documents, ideally at the same level as for the requirements of the Public Contracts legislation (i.e. £30,000 including VAT).

Conclusions and recommendations

We are pleased to record that no significant concerns arise in this area, although as indicated above, the Council should determine and adopt a consistent value for formal tender action in the adopted SOs and FRs. For a Council the size of Weston-super-Mare, as above, we suggest that a more appropriate minimum value would be £30,000 including VAT.

R1. The Council should determine a consistent value in its Standing Orders and Financial Regulations for formal tender action to be taken.

Review of Purchasing and Payment Procedures

We aim in this area to ensure compliance with the following criteria to ensure that each payment is:

- Supported by a trade invoice or other appropriate form of supporting documentation;
- Supported by an official order, where appropriate;
- Supported by proper quotations and / or a formal tender process, where applicable under the terms of the Council's FRs;
- Posted accurately to the Omega software nominal ledger expenditure headings;
- Authorised as seen by members during the cheque approval process and subsequently summarised for adoption by Full Council; and
- That the calculation and recording of VAT to the relevant control account for subsequent recovery has been actioned appropriately.

We have extended our testing in this area at this final review for compliance with the above criteria selecting a total sample of 94 individual payments in the financial year: our test sample includes all payments in excess of £6,000 plus every 60th other payment totalling £1,822,250 and equating to 55% of the year's non-pay related expenditure. We take this opportunity to thank the Finance Manager for her assistance in providing soft copies of all the invoices in our selected test sample, which allowed us to complete that element of our review process remotely during the year.

We note that VAT Returns continue to be submitted electronically as required by extant legislation and have ensured recovery of the 2023-24 closing balance in the current financial year, together with the 2024-25 four quarterly reclaims by reference to the VAT control account in Omega, also verbally confirming repayment of the final quarter's reclaim in early 2025-26.

Conclusions

We are pleased to record that no issues have been identified among our test sample this year warranting formal comment or recommendation, although we noted at our interim review that one of the constituent invoices in a payment to John West (Contractors) Ltd also included a payment (£182.60) due to N&BO. Further enquiry of officers revealed that this was included with the John West payment in error, but had already been identified and corrected accordingly.

Assessment and Management of Risk

Our aim here is to ensure that the Council has put in place arrangements to identify all potential areas of risk of both a financial and health and safety nature, whilst also ensuring that appropriate arrangements exist to monitor and manage those risks to minimise the opportunity for their coming to fruition. The Council has again used the LCRS software to maintain its detailed risk registers, detail being reviewed and re-adopted by the F&GP Committee meeting in February 2025.

We have reviewed the resultant output and consider that the register remains appropriate for the Council's present requirements with 10 areas identified as "Medium" and two as "High" risk: we are also pleased to note that the register identifies the proposed courses of remedial action in each case and timescales for addressing each of the identified risks with specific officers nominated to ensure that appropriate action is taken. We will check on the outcome of the remedial action taken at our next review visit.

We have also examined the Council's 2024-25 insurance schedule with Aviva, noting that premises and contents cover is in place for all Council properties, together with Public and Employer's Liability cover both standing at £10 million, together with Fidelity Guarantee (FG) cover at £1.4 million and "Loss of Revenue" cover at £699,000, all of which we consider generally appropriate for the Council's present requirements. We note that, following discussions with the insurers, the level of FG cover has been confirmed as appropriate.

Conclusions

No issues have been identified in this area this year warranting formal comment or recommendation.

Budgetary Control and Reserves

We aim in this area of our work to ensure that the Council has appropriate procedures in place to determine its future financial requirements leading to the adoption of an approved budget and formal determination of the amount to be precepted on North Somerset DC, that effective arrangements are in place to monitor budgetary performance throughout the financial year and that the Council has identified and retains appropriate reserve funds to meet future spending plans.

We are pleased to note that following due debate, the Council has agreed its budget and precept requirements for 2025-26 setting the latter at £4,450,668.

Members continue to be provided with periodic and comprehensive management accounting information based on the Omega detail: we have reviewed the year-end budget outturn with a few potential "hotspots" noted: consequently, we have examined the related account codes in Omega and obtained appropriate explanations of the variances with no residual issues of concern arising or warranting further detailed enquiry or investigation.

However, as in prior years, we note that the value of the 2024-25 budgeted precept has not been recorded in the Omega accounts resulting in total actual income for the year being identified as in excess of 700% at the end of the Omega budget report: were the precept value included in the budget detail in Omega, actual income at the year-end would equate to 97% with expenditure standing at 84%, both of which, in overall terms, are broadly in line with expectation.

We acknowledge that we have reviewed this detail on pre-closedown Omega data (that for the year-end was not available at the time of our final visit on 6th June (as the contract accountants were still working on the year-end accounts) with possibly some significant changes: should any significant issues be identified in relation to the final budget outturn we will update and reissue this report accordingly.

Conclusions and recommendation

No significant issues arise in this area although, as above, we urge that when entering the annual approved budget detail in Omega in future years, the approved precept and all other areas where budget values have been agreed should be entered in Omega accordingly. Due to the unavailability of the final financial values for the year at the time of our review visit, we shall, if appropriate, update this section of the report accordingly.

R2. When entering the approved budget detail onto the Omega accounts, the value of the annual precept and other areas should also be entered accordingly.

Review of Income

The Council receives variable income from a variety of Council managed sources detail of which we examine over a few years in accordance with the agreed strategic plan.

At our first review visit for 2024-25 we examined income arising from burials. In doing so, we examined the Council's formal Burial Register for the period from 1st October to 31st December 2024 with 12 interments occurring. We have ensured that for each interment appropriate undertaker or family generated interment applications have been obtained / completed, together with copies of the legally required burial and / or cremation certificates: we are pleased to also note that with each set of paperwork held, a copy of the relevant invoice is also attached and have ensured that the appropriate fees have been charged on each in line with the approved scale of fees and charges with no issues arising. We have also ensured settlement of the resultant invoices with only one raised at the end of October remaining unpaid (ref WSM6571) on 31st December 2024: we are pleased to record that the invoice was duly settled during January 2025.

At our interim update review, we visited the Blakehay Theatre discussing the controls over income arising from room hire and sale of performance tickets with the Manager and are pleased to confirm the adequacy and appropriateness of the controls in place with end-of-day / performance cashing up of the Box Office and, where in use, bar tills with cash and credit card receipts routinely checked and agreed to the respective till daily "Z" readings.

We also examined the Blakehay booking diary, selecting as a test sample, bookings in the first two weeks in October 2024, ensuring that appropriately priced invoices were raised in accordance with the approved schedule of fees and charges. We are pleased to record that no issues arise in this area with all invoices for that period duly settled accordingly.

We have during our visit to the Blakehay also reviewed the security arrangements for storage of individual till floats in the combination locked office safe and consider them sound. We also, checked the five "on site" cash floats (£60 * 2 bar tills, £20 Box Office, £30 Ice creams and £130 general change). Whilst no significant concerns arose, we noted a small shortfall of cash held in the general change float and were advised by the Manager that the cash money bags had been collected only recently from the bank and had not been physically checked. The Manager has agreed in future to undertake spot checks when bags containing small change are obtained from

the bank and, consequently, we do not consider any formal recommendation is required in this respect.

We have examined the year-end Omega Sales Ledger – “Unpaid invoices by date” record noting that on ledger 1, one invoice raised in December 2024 remained unpaid: on ledger 2, 5 invoices raised prior to 31st December remained unpaid. We have discussed these with the Director of Finance and Resources (DoFR) and understand that in one case payment is being settled quarterly and that the others are due to be taken to Council for formal write-off approval. We also note the intention to invoice more frequently in future where invoices have previously covered the full financial year. Consequently, whilst not a serious concern, we urge that, when invoices remain unpaid for three or more months, positive action is taken to expedite prompt recovery.

Conclusions and recommendation

As indicated above, no significant issues or concerns arise in this area this year, although we urge that, in future, positive action is taken to pursue any sales invoices that remain unpaid for three or more months.

R3. All long-standing (i.e. over 3 months since issue date) unpaid Sales invoices should be actively pursued to ensure appropriate and timely settlement.

Petty Cash Account and change floats

We are required, as part of the AGAR IA certification process to assess and comment on the security and operational controls over the Council’s petty cash accounts and change float holdings which currently total £1,340. Consequently, as indicated above, we have at our interim update review, in addition to visiting the Blakehay theatre, examined the Council office’s petty cash account agreeing the physical holding to the supporting spreadsheet and hand-written petty cash control records. We also examined (at that visit) the spreadsheet control record of payments processed since the last “top-up” agreeing detail to the supporting till receipts / purchase invoices to return the holding to the imprest value of £250 with no issues arising.

Conclusions

We are pleased to record that no issues arise in this respect currently. We also visited the Museum in July 2024 checking and agreeing their petty cash and change float holdings accordingly, as detailed in the addendum issued to our 2023-24 final report.

Review of Staff Salaries

In examining the Council’s payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation relating to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1st April 2024, as regards employee contribution bandings.

To meet that objective, at our first visit for the year we examined a sample of salary payments made in November 2024, when the 2024-25 national pay award was implemented by the Council, together with arrears backdated to 1st April 2024. Consequently, we have: -

- Ensured that the Council reviews and approves pay scales for staff periodically;

- Noted that production of the monthly payroll continues to be undertaken by an external service provider;
- Checked staff gross pay for the month ensuing that the 2024-25 national salary scales for individual staff points on the national scale were applied and, where working part time, the appropriate payment for contracted hours had been applied: in checking that detail we have used the DoFR's establishment spreadsheet schedule, which identifies for each employee their scale point, the applicable full time annual salary payable for the individuals' scale points and resultant monthly basic gross salary payable;
- Checked to ensure that tax deductions were calculated accurately based on the individual's tax code;
- Checked to ensure that Employees' National Insurance contributions were calculated accurately and that;
- Employees' pension contributions were calculated at the appropriate percentage rate on the employees' gross salaries for the month.

In doing so, we noted that one employee's salary had not been appropriately uplifted by one point on the national salary scale and that, for the test sample the employees' pension contributions had not been calculated taking account of the backdated arrears paid in the month, nor had any overtime, also paid in November, been included in calculating the employees' pension deductions. The under-deduction of pension contributions in the month also impacted on the level of tax deducted from each employee, which will have also been over-deducted as pension contributions to the LG Pension Scheme are non-taxable.

Due to the above issue, we extended our test sample to ensure that the November 2024 gross salaries, together with tax, employees NI and pension contributions had been correctly calculated for each employee. In checking each employee's gross monthly salary payable, we also noted that, for 2 other employees, the annual salary recorded on the above referenced establishment spreadsheet included incorrect annual salary values according to the detail in the NALC circular advising the 2024-25 annual salaries payable for each spinal point, with the annual values recorded seemingly including transposed values.

Due to the above issues, we also checked a sample of pension deductions applied to the December 2024 payroll, noting that the correct percentage deductions had been applied to that month's salaries including payments for overtime.

We discussed the above detail with the Chief Executive and DoFR and are pleased to note that they have subsequent to our review discussed the above identified issues with the payroll service provider ensuring that the appropriate gross monthly salaries have been applied subsequently and that other appropriate adjustments had been made to the respective staff pay.

Conclusions

We were pleased to note the action taken by the Chief Executive and DoFR with staff salaries and relevant deductions recalculated and applied accordingly.

Fixed Asset Registers

The Practitioner's Guide requires all Councils to maintain a comprehensive register of all assets owned and leased by the Council. We aim to ensure that such a register is in place, that it is

comprehensive and contains all the basic information that should, ideally, be embodied in the record.

We are pleased to note the continued maintenance of an appropriate and detailed asset register and have examined its content as at 31st March 2025, noting the inclusion of newly acquired assets during the financial year at net cost. We also note that the accounting contractor has included a detailed disclosure note in the formal Statement of Accounts, identifying the gross cost of assets, together with new additions in the financial year and detail of “in-year” and cumulative depreciation to 31st March 2025, the Net Book Value being recorded in the detailed Balance Sheet. We have also agreed the total asset value recorded in the AGAR at Section 2, Box 9 to the above detailed asset register.

Conclusions

No issues arise in this area requiring formal recommendation arise in this area this year.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds, be they held temporarily or on a longer term basis in appropriate banking and investment institutions, that an appropriate investment policy is in place, that the Council is obtaining the best rate of return on any such investments made, that interest earned is brought to account correctly and appropriately in the accounting records and that any loan repayments due to or payable by the Council are transacted in accordance with appropriate loan agreements.

We note that the Council has adopted a formal Investment Policy, which is subject to periodic review and re-adoption, which last occurred at the February 2025 F&GP Committee meeting: we note agreement that a longer-term Investment Plan would be developed and submitted for formal agreement and adoption in due course, although no further action appears to have taken place to date.

We have also noted that the Council only received £5,500 in bank interest during the financial year. With more than £1 million in the Lloyds current account, were those funds placed in appropriate interest earning banking institutions, we would have anticipated an interest return of approximately £50,000, as has been achieved with several of our clients with a similar total fund balance during 2024-25 “invested” in various banking institutions.

The Council has three outstanding loans with PWLB: we have verified the two instalment repayments to the third-party PWLB demand notice as part of our sample of purchase invoice testing as reported earlier in this report, also now agreeing the AGAR disclosure at Section 2, Box 10 to the UK Debt Agency year-end audit advice note.

Conclusions and recommendation

We are concerned to note the poor level of return the Council has achieved during 2024-25 on its available funds, which at the year end equated to £1.25 million. Whilst we note the difficulties being experienced by staff in endeavouring to close the two accounts in place with NatWest and Santander, we suggest that urgent consideration be given to the transfer of a significant portion of the Lloyds current account balance into the Council’s CCLA PSDF account to ensure that a more appropriate rate of interest is earned on the available funds.

- R4. To help achieve a more appropriate rate of earned interest on the Council's surplus funds, urgent consideration should be given to placing a significant element of those funds in an appropriate account where interest earning potential would be maximised.*

Statement of Accounts and Annual Governance Return

The Council has again engaged the services of a third-party accountancy contractor (DCK Accounting) to assist in the year-end closedown process, including preparation of a detailed Statement of Accounts for presentation to Council, together with the financial detail to be reported in the year's AGAR.

We have scrutinised the contract accountant's working papers ensuring, as far as is possible, that no significant errors have occurred in the analysis of the financial transactions and their presentation in the detailed Accounts and AGAR. As referred to previously in this report, we have not at the time of issuing this report had access to the final closed down Omega accounts and have consequently, not been able to undertake a full review of the detail in the formal Statement of Accounts nor AGAR Section 2, but will do so, once the year-end closed down Omega accounts are provided for our scrutiny. If appropriate, we will update this report accordingly.

Conclusions

We are pleased to record that no recommendations arise in this area currently and, based on the satisfactory conclusions drawn from our overall programme of work for the year, we have duly "signed off" the IA Certificate in the year's AGAR, assigning positive assurances in all areas.

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	The Council should determine a consistent value in its Standing Orders and Financial Regulations for formal tender action to be taken.	
Budgetary Control & Reserves		
R2	When entering the approved budget detail onto the Omega accounts, the value of the annual precept sand other areas should also be entered accordingly.	
Review of Income		
R3	All long-standing (i.e. over 3 months since issue date) unpaid Sales invoices should be actively pursued to ensure appropriate and timely settlement.	
Investments and Loans		
R4	To help achieve a more appropriate rate of earned interest on the Council's surplus funds, urgent consideration should be given to placing a significant element of those funds in an appropriate account where interest earning potential would be maximised.	



Finance & General Purposes Committee 13th October 2025

Investment of Council Funds

Report from the Director of Finance (RFO)

1. Purpose and Background of Report

The purpose of this report is to seek approval to invest a portion of the Council's current account balance, which currently stands at approximately £2.1 million, in accordance with Section 14 (Loans and Investments) of the Financial Regulations and the Council's adopted Investment Strategy. The balance significantly exceeds the four-month operating reserve required under Financial Regulation 4.7, enabling investment of up to £1.3 million while maintaining adequate liquidity for day-to-day operations.

2. Options for Council

Option 1 – Approve the investment of £1.3 million of surplus funds as recommended, split across three low-risk investment instruments to ensure diversification, liquidity, and return.

Option 2 – Approve investment of a lower amount to retain higher liquidity in the current account.

Option 3 – Defer investment pending further market review or revised Investment Strategy.

3. Reason for Recommendation

The recommendation provides a balanced approach to treasury management, ensuring that public funds are managed prudently, achieving a modest yield while prioritising the security of capital and liquidity as required under Statutory Guidance and Financial Regulation 14.3.

4. Expected Benefits

- Improved interest income on surplus funds.
- Reduced exposure to inflationary erosion of cash reserves.
- Enhanced diversification of Council deposits across multiple secure institutions.
- Compliance with best practice in local government treasury management.



5. Implications

N/A

5.1. Legal

Local Government Act 2003 (s.15) empowers local councils to invest. The proposal complies with Statutory Guidance on Local Government Investments (MHCLG, 2018) and the Council's Financial Regulations (Sections 8, 9, and 14).

5.2. Risks

Risks include counterparty failure, liquidity constraints, and interest rate changes. These are mitigated through use of FSCS-covered UK institutions, diversification, and maintaining sufficient cash reserves.

5.3. Financial Implications

Expected to yield modest interest income over the investment term without impacting operational liquidity. All funds remain in the Council's name and are included in the Investment Register as per Financial Regulation 18.2.

5.4. Timescales

Subject to Committee approval, investments will be placed by the RFO and CEO/Town Clerk within 10 working days.

5.5. Stakeholders

Finance & General Purposes Committee, Full Council (for oversight), Chief Executive Officer, and Responsible Financial Officer.

5.6. Contractors

N/A – all placements are direct with financial institutions; no external contractors are engaged.



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

No impact identified. Secure banking procedures and dual authorisation mitigate fraud risk.

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

No environmental implications. The proposal relates solely to treasury management of cash reserves.

5.9. Privacy Impact (consider Privacy Impact assessment)

No personal data is processed as part of this decision; no Privacy Impact Assessment required.

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

No equality or diversity implications identified; proposal is neutral in impact.

6. Appendices

Appendix A – Investment breakdown and indicative rates.

Appendix B – Draft Investment Authorisation Form

7. Members are recommended to:

1. Approve the investment of £1.3 million of surplus funds from the Council's current account, allocated as follows:

- £500,000 in a 6-month fixed-term deposit with Lloyds Bank.
- £500,000 in the CCLA Public Sector Deposit Fund (instant access).
- £300,000 in a 90-day notice account with Nationwide Building Society.

2. Authorise the Responsible Financial Officer (RFO), in consultation with the Chief Executive Officer/Town Clerk, to execute these investments with two authorised signatories approving each transfer.

3. Require the RFO to report all transactions to the next Finance & General



Purposes Committee meeting and to include performance updates in quarterly monitoring reports.

Helen Morton

Director of Finance & Resources (RFO)
Drafted 6th October 2025

Appendices – Investment of Funds (Current Account £2.1m)

Appendix A – Current Cash and Reserve Position

This appendix provides the current balances held by Weston-super-Mare Town Council as at October 2025, along with earmarked reserves and funds available for investment.

The following table compares short-term and medium-term investment options with current Council-approved providers. All rates are indicative as of October 2025 and subject to daily variation.

Account / Reserve	Balance (£)	Indicative rate	Notes
Lloyds Current Account	£2,450,000		Operational account including general reserves
Earmarked Reserves	£1,100,000		Restricted for specific projects
General Reserve	£400,000		Equivalent to approx. 4x monthly expenditure
Contingency and earmarked funds	£100,000		
Lloyds bank fixed term deposit 6 months	Value invested to be confirmed from meeting decision	3.60% over £50,000	
CCLA Public Sector Deposit Fund	£100,000	3.95% Low risk, daily liquidity AAA rated	Liquid investment - accessible daily – instant access
Nationwide Building Society 90 day access account	Value invested to be confirmed from meeting decision	3.50% AER	Rate lowers to 1.05% if more than 3 withdrawals made per year



Available funds for investment after maintaining operational and reserve balances:
£2.1 million.

Appendix B – Draft Investment Authorisation Form

This form should be completed by the Responsible Financial Officer (RFO) and authorised in accordance with Financial Regulations Section 14 and the Standing Orders governing financial delegations.

Investment Proposal: _____

Investment Amount: _____

Investment Provider: _____

Term / Duration: _____

Interest Rate: _____

Date of Investment: _____

Authorisation:

RFO (Signature): _____ Date: _____

Town Clerk / CEO (Signature): _____ Date: _____

Chair of Finance & General Purposes Committee (Signature): _____ Date: _____

This form must be retained with supporting documentation and minuted at the next Finance & General Purposes Committee meeting.

Finance & General Purposes Committee 13th October 2025

Budget Briefing notes for 2026-2027 budget

Report from the Director of Finance & Resources

1. Purpose and Background of Report

A review of the budget setting process was taken to the Finance & General Purposes on 18th August 2025 whereby it was recommended that during September and October each year that Committees and Sub Committees are to provide recommendations/considerations to budget areas in line with set strategic aims of the council only (having regard for the councils Medium Term Financial Plan). (Available on the council's website)

The following budget areas were reviewed as part of the first draft review for the 2026/2027 budget and identifies income and expenditure that needed consideration against the budgets that were set in 2025/2026.

2. Options for Council

To review the budget reports for considerations identified by the budget holders in appendices 1-10 attached to this report.

Options:

- would be to not consider or recommend any items identified in the attached reports noting that this could affect the ability to run or improve service provisions and current operating models.
- to consider items identified in the attached reports and advise of other items discussed by the committee to be taken into account in the budget setting process.

3. Reason for Recommendation

The items within the attached reports have been identified by the budget holders to aid their teams in the delivery of the Town Council's strategic plan and to move forward.

4. Expected Benefits

Continuation of service delivery

5. Implications

N/A

5.1. Legal

N/A

5.2. Risks

N/A

5.3. Financial Implications

If considerations are not discussed and reviewed costs and income could be overseen which will impact the delivery of services of the Town Council and an incorrect precept value being submitted to North Somerset Council.

5.4. Timescales

For inclusion in the 2026/2027 draft budget recommendation to Finance & General Purposes Committee in December 2025

5.5. Stakeholders

N/A

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

- 1.Considerations from the Director of Finance & Resources for Capital Projects budget
- 2.Considerations from the Civic Officer the Civic budget
- 3.Considerations from the Democratic Services Manager for the Democratic Budget
- 4.Considerations from the Director of Finance & Resources for the Other costs & income budget
- 5.Considerations from the Director of Finance & Resources for Planned & Preventative Maintenance (PPM) budget
- 6.Considerations from the Director of Finance & Resources for the Strategic Planning budget
- 7.Considerations from the Director of Finance & Resources for the Youth Services budget
- 8.Considerations from the Director of Finance & Resources for the Central Services budget
- 9.Considerations from the Director of Finance & Resources for Central Operational Services budget
10. Considerations from the Director of Finance & Resources for the HQ budget

7. Members are recommended to:

Consider all of the costs and income identified within the budget holders reports for inclusion in the draft budget for 2026/2027

Helen Morton

Director of Finance & Resources

Drafted 3rd October 2025

Appendix 1 – Capital Projects

Committee	Finance & General Purposes					
Considered by Committee on:	13/10/2025					
Department	Central Services					
Cost Centre	199					
Code	Expenditure heading	Budget 2025 2026	Spend @ Month 6	Spend %	Year End prediction	Budget 2026 2027
	* Capital Provision (MTFP)	60,000	-			60,000
	** Visit Weston website					35,000
	*** Old Town Quarry Barn	30,000				30,000
	**** Castle Batch play area	45,000	-			45,000
	***** Milton Road Cemetery					50,000
	Waterpark replacement toilet block	25,000	24,500	100	24,500	0
Total Expenditure		160,000	24,500		24,500	220,000
	1100 PWLB Received					
Total Income		-	-		-	0
Total Net Costs		160,000	24,500		24,500	220,000
	New ramp at 32 Waterloo Street					
	Visit Weston website					
	Castle Batch hard standing and services installation £30k plus toilet block £15k					
	Milton Road Cemetery wall (section K) repairs					
Budget @ Month 6 -September 2025						
£90,000 for the ramp and new IT implementation were vired to support the quarry build as per minute 14 from F&GP 19.05.2025 so are included again as projects for 2026/2027						

Comments

Within the Medium-Term Financial Plan and the section on Capital Programme budget forecast it is important to stress that the five-year Capital Programme Budget Forecast is an indicative budget and will be reviewed on a year to year and project by project basis, in line with actual needs, requirements and priorities and the actual level and availability of Council Balances and Reserves.



Appendix 2 – Civic

Civic							
Committee	Finance & General Purposes						
Considered by Committee on: 13/10/2025							
Department	Central Services						
Cost Centre	107						
Code	Expenditure heading	Budget 2025 2026	Spend @ Month 6	Spend %	Year End prediction		Budget 2026 2027
4000	Staffing costs	28,896	24,332	41.9	28,896		28,896
4044	Insurance	7,500	7,643	106.1	7,500		16,000
4050	Printing	500	241	48.3	500		1,000
4150	Chauffer / Travel Costs	3,000	512	27.6	2,000		3,500
4151	Catering	3,000	494	16.5	3,000		3,000
4152	Civic Miscellaneous	1,000	516	51.6	1,000		1,500
4153	Mayors Allowance Inc	4,751	1,270	26.7	4,751		4,751
4154	Civic Regalia	4,000	203	5.1	4,000		5,300
4164	Civic events *	5,800	5,794	103.7	5,800		9,500
4165	Hildesheim	4,000			4,000		4,000
Total Expenditure		62,447	41,005		61,447		77,447
* costs included for Remembrance Day, Armed Forces Day Mayor Making, Christmas Carol Service, Mayors end of term event							

Comments

Insurance increase – a revaluation of the regalia and silverware was undertaken by both Clevedon Sales Rooms and Rossitor's in September 2025 whereby the largest increase in value were the Mayors and Mayoress chains had increased in value to £100,000 and £50,000 due to the current price of gold.

Civic regalia - £2,000 - past mayor's jewels. Increase in the price of gold

£1,000 - chain repairs/robe maintenance

£1,000 - Mayors chains engraving

£800 Mayoress board (board & engraving)

Civic events - £1,000 Remembrance £500 Armed Forces Day

£5,000 Mayor making £1,000 Christmas Carol Service

£2,000 Mayors end of term event

Hildesheim – £3000 - entertaining colleagues form Hildesheim

£1000 - mayor & consort (1 other) trip to Hildesheim 2026

Appendix 3 – Democratic Presentation

Democratic Representation						
Committee	Finance & General Purposes					
Considered by Committee on: 13/10/2025						
Department	Central Services					
Cost Centre	108					
Code	Expenditure heading	Budget 2025 2026	Spend @ Month 6	Spend %	Year End prediction	Budget 2026 2027
4012	Travel & Subsistence expenses	100	49	49.3	100	100
4013	Training Costs	1,000	481	48.0	1,000	1,000
4018	Election Costs	15,000	-		15,000	15,000
4107	IT Support & Upgrade*	2,500	2,220	88.8	2,500	17,500
4001	Security staff**	0				2,000
Total Expenditure		18,600	2,750		18,600	35,600
* Microshade support £2500						
Modern Gov new system £15k						
** Security staff for meetings						

Comments

Election costs - £15,000 by election cost build & for general election

IT support & upgrade –£14,000 the increase would be for the implementation of the Modern Gov system

Security - £2,000 provision for security to support council meetings

Appendix 4 – Other costs & Income

Considered by Committee on: 13/10/2025						
Department	Central Services					
Cost Centre	110					
Code	Expenditure heading	Budget 2025 2026	Spend @ Month 6	Spend %	Year End prediction	Budget 2026 2027
4051	Bank Charges	4,100	2,024	49.4	4,100	4,100
4060	PWLB Interest paid - Blakehay -	2,703	1,431	52.9	2,703	2,067
4061	PWLB Capital paid - Blakehay -	12,000	6,000	50.0	12,000	12,000
4068	PWLB interest paid - Waterpark	6,316	3,732	59.1	6,316	6,706
4069	PWLB capital repaid - Waterpark	13,043	6,447	49.4	13,043	13,653
4080	PWLB HQ Capital Paid	10,000	5,000	50.0	10,000	10,000
4081	PWLB HQ Interest Paid	7,899	4,005	50.7	7,899	7,454
4300	EMR devolution *	350,000	45,330	13.0	200,000	350,000
4999	General Reserve	330,000	53,316	16.2		55,000
	Expenditure Total	736,061	127,285		256,061	460,980
1190	Bank Interest	20,000	3,750		7,500	20,000
1191	CIL Received	-	-		-	-
1176	Precept		4,450,668		4,450,668	
1100	Misc Income *	-	-		-	-
New Code	General Reserve Movement					-
	Income Total	20,000	4,454,418		4,458,168	20,000
Total Expenditure		736,061	127,285		256,061	460,980
Total Income		20,000	4,454,418		4,458,168	20,000
* EMR devolution Any balances from the EMR budget at the end of the year will be moved from revenue to an Ear Marked Reserve						

Comments

These are the Public Works loans that the council currently pays.

Blakehay end date – May 2029

Waterpark end date – June 2034

32 Waterloo Street – Dec 2033

Appendix 5 – Planned Preventative Maintenance (PPM)

Planned Maintenance						
Committee	Finance & General Purposes					
Considered by Committee on:	13/10/2025					
Department	Central Services					
Cost Centre	475					
Code	Expenditure heading	Budget 2025 2026	Spend @ Month 6	Spend %	Year End prediction	Budget 2026 2027
4231	Holding Budget	188,703	142,383	15.0	188,703	198,703
Total Expenditure		188,703	142,383	15.0	188,703	198,703
PPM maintenance element (as per Currie Brown 30 year plan)						£188,703
PPM Grounds tree maintenance plan						£10,000

Comments

The PPM budget is based on the Currie Brown lifecycle report produced in March 2024 which covers a 30-year period of maintenance. The total report has a value of the report is £5,661,087 which identifies a provision for PPM of £188,703 per year for buildings but also a PPM annual provision for tree works for the council's tree stock.

Appendix 6 – Strategic Planning

Strategic Planning						
Committee	Finance & General Purposes					
Considered by Committee on:	13/10/2025					
Department	Central Services					
Cost Centre	111					
Code	Expenditure heading	Budget 2025 2026	Spend @ Month	Spend %	Year End prediction	Budget 2026 2027
4049	Professional Fees	30,000	8,250	27.5	30,000	30,000
4213	Development Budget	1,000	4		1,000	1,000
Total Expenditure		31,000	8,254		31,000	31,000

Comments

The professional fees budget for 2026/2027 will include any fees to support devolution

Appendix 7 – Youth Services

Youth Services							
Committee	Finance & General Purposes						
Considered by Committee on: 13/10/2025							
Department	Central Services						
Cost Centre	451						
Code	Expenditure heading	Budget 2025 2026	Spend @ Month 6	Spend %	Year End prediction		Budget 2026 2027
4057	Youth Council Budget	500	-	-	500		500
4142	YMCA SLA	76,926	38,463	50.0	76,926		76,926
4219	Youth Grants	3,000	-		2,000		3,000
					-		-
6000	Central Serv Sals Recharge	17,771	3,206		17,771		19,517
6005	Central Serv Overhead Recharge	3,546	1,193		3,546		3,393
6007	HQ Recharge	1,796	862		1,796		1,639
6030	Ops Serv Sals Recharge	3,019	1,189		3,019		3,106
6035	Ops Serv Overhead Recharge	323	88		323		272
Total Expenditure		106,881	45,001		105,881		108,353

Comments

No changes from the 2025/2026

Appendix 8 – Central Services

Considered by Committee on: 13/10/2025

Department	Central Services					
Cost Centre	102					
Code	Expenditure heading	Budget 2025 2026	Spend @ Month 6	Spend %	Year End prediction	Budget 2026 2027
4000	Staffing	533,675	203,848	38.2	533,675	586,094
4001	Staffing Agency	10,323	13,114	136.6	14,000	10,500
4006	Payroll & HR Services Combine	5,500	2,729	49.6	6,000	7,000
4007	HR Support Worknest	5,200	3,545	68.2	5,500	3,800
4008	DBS Checks	1,200	717	59.8	1,000	1,200
4009	Health & Safety Support Workne	3,500	2,735	78.1	3,500	3,000
4012	Travel & Subsistence / Expenses	400	55	13.7	300	300
4013	Training	9,194	2,999	32.6	7,000	6,000
4019	Website Costs	600	194	34.5	600	600
4035	Telephone					
4036	Stationery	2,500	694	27.8	2,000	2,000
4038	Recruitment Advertising					0
4040	Audit & Accountancy	11,000	3,286	29.9	10,000	8,000
4041	Fees, Subs & Conferences	8,570	6,849	79.9	8,570	9,000
4042	Postages	2,000	1,199	59.9	2,000	2,000
4043	Ink Cartridges / printing	3,000	1,144	38.1	2,500	2,000
4044	Insurance	13,000	13,294	102.3	14,500	15,000
4049	Legal Fees	12,000	4,974	41.5	10,000	10,000
4107	IT support & Upgrade	15,000	10,689	74.4	15,000	18,500
4136	Credit Card Charges	500	0	-	0	0
4151	Catering	3,000	1,375	45.8	2,500	3,000
Total Expenditure		640,162	273,440		638,645	687,994
1100	Misc income - staff support to BID	0	0		0	3,000
Total Income		0	0		0	3,000
Total Net Costs		640,162	273,440		638,645	684,994
The above costs are apportioned across all services						

Comments

Staffing – the staffing figure quoted above is an indicative figure for the purpose of this report
 Staffing agency - £10,500 this is the value of the security cover put in place to support any call outs if any building alarms are activated.

Payroll & HR service – increase is for the MHR payroll system that was implemented in 2025/2026

HR support Worknest – reduction as we have now moved the E-learning module to the training budget

Training – Reduction from 25/26 as management training for all Tier 1 & 2 managers from identified from 2024/2025 training analysis and programmed for September- December 2025. Staff training for Central Services will be identified through the appraisal process in October 2025.

Audit & Accountancy – This budget has been reduced due to the difference in cost in the change of our internal auditors for 2026/2027

£950 = PATAS internal auditor

£2,100 = DCK year end accounts production

£300 = DCK VAT exemption calculation

£1045 = Microshade Data Protection Officer support

£3500 = BDO external auditor year end audit reviews

Fees, subs & conferences - £3700 ALCA subscription

£200 ALCA silver award

£1,410 Room2 Spare container fees

£720 Sling - casuals scheduling programme

£105 ICCM membership

£75 ICO GDPR annual cover fee

£525 South West Councils subscription

£1250 AI subscription - annual licence x 5 users

Insurance – increase due to revaluation of assets and equipment done in September 2025

IT support & upgrade - £11,657 Microshade (standard support)

£1,890 Microshade (Adobe licenses)

£4,627 Rialtas finance package including new bookings portal

£2,000 Compex Computers Ltd general support

Appendix 9 - Operational Services

Central Operational Services						
Committee	Finance & General Purposes					
Considered by Committee on:	13/10/2025					
Department	Operational Services					
Cost Centre	113&116					
Code	Expenditure heading	Budget 2025 2026	Spend @ Month 6	Spend %	Year End prediction	Budget 2026 2027
Operational Services 113						
4000	Staffing Costs	150,948	59,378	39	150,948	155,306
4013	Training	6,773	4,513	67	6,770	6,000
4014	PPE / Health & Safety	450	0	0	200	200
4035	Telephone	400	472	118	500	500
4107	IT support (Microshade)	4,000	2,178	54	4,000	4,000
Volunteer Costs 116						
4012	Volunteer Travel & Subsistence	500	138	28	400	400
4013	Training	900	272	30	500	750
4014	PPE / Health & Safety	200	0	0	0	100
4030	Equipment Purchase	700	0	0	0	200
4039	Advertising and Marketing	500	0	0	0	200
4041	Fees, subs & Conferences	500	0	0	500	200
4151	Catering Sundry	500	88	18	250	300
4253	Volunteer Events	750	230	31	500	750
Total Expenditure		167,121	67,269		164,568	168,906
Total Income		0	0		0	0
Total Net Costs		167,121	67,269		164,568	168,906

Comments

Operational Services

Staffing – the staffing figure quoted above is an indicative figure for the purpose of this report

Volunteer Costs

After a general overview of the Volunteer budget some of the budgets have been lowered due to little or no use up to September 2025. Other budgets are recommended to remain the same.

Appendix 10 – Headquarter Costs & Income

HQ Overhead Costs						
Committee	Finance & General Purposes					
Considered by Committee on: 13/10/2025						
Department	Central & Operational Services					
Cost Centre	103 104 115					
Code	Expenditure heading	Budget 2025 2026	Budget @ Month 6	Spend %	Year End prediction	Budget 2026 2027
Grove House 103						
1100	Misc Income	-	3445	57.4	6000	6,000
Total Income		-	3,445		6,000	6,000
4044	Insurance	1,500	1,000	66.70	1,000	1,000
4102	NNDR	1,479	- 1,145	- 77.40	-	0
4109	Alarm System	621	-	-	621	621
Total Expenditure		3,600	- 145		1,621	1,621
Grove House net total		3,600	- 3,590		- 4,379	- 4,379
Grove Lodge 104						
1100	Misc Income	0	5,000	100	5,000	5,000
Total Income		0	5,000		5,000	5,000
4044	Insurance	1,500	1,000	66.7		1,000
4102	NNDR	-	- 940	-	-	0
4109	Alarm System	489	522	106.8	522	550
4132	Rent	-	2,500	50.0	5,000	5,000
Total Expenditure		1,989	3,082		5,522	6,550
Grove Lodge net total		1,989	- 1,918		522	1,550



Code	Expenditure heading	Budget 2025 2026	Budget @ Month 6	Spend %	Year End prediction	Budget 2026 2027
32 Waterloo Street 115						
4014	PPE / Health & Safety	10,250	125	1.2	3,000	3,000
4030	Equipment Purchase*	15,375	495	3.2	1,500	4,000
4031	Equipment rental	5,500	6,986	127.0	7,000	5,650
4035	Telephone / mobile phones	7,000	8,149	116.4	8,150	6,800
4044	Insurance	6,180	5,895	95.4	6,300	6,365
4102	NNDR	20,334	13,138	64.6	16,423	20,500
4104	Utilites- Water	1,000	548	54.8	822	1,000
4105	Utilites- Heat & Light	12,000	15,714	130.9	23,000	23,000
4109	Alarm System	1,544	0	-	1,500	1,500
4110	Cleaning	16,640	10,003	60.1	15,005	18,000
4111	Window Cleaning	500	195	39.0	380	400
4114	Refuse Removal	2,563	3,208	125.2	3,500	2,800
4136	Credit card Charges	300	291	96.9	500	500
4171	Parking	9,500	9,900	104.5	9,900	9,900
4172	Garage Rental	1,550	0	-	1,550	1,550
Total Expenditure		110,236	74,647		98,529	104,965
1100	Misc Income	-	8,275		13,000	17,000
Total income		-	8,275		13,000	17,000
HQ net total		110,236	66,372		85,529	87,965
Total HQ Expenditure		115,825	77,584		105,672	113,136
Total HQ Income		-	16,720		24,000	28,000
Total Net Costs		115,825	60,864		81,672	85,136

Comments

Listed below are the budget which may have the most significant changes

Equipment rental -	£1,380 photocopier	£204 credit card machine
	£794 hot water boilers	£2,605 franking machine
	£666 franking machine software	
Telephone/mobile phones -	£5,700 telephone system rental	
	£1,100 mobile phones	
Cleaning -	£16,429 Cleaning contract	
	£1,500 other cleaning supplies	
Parking -	£9,900 rental of parking spaces	
Miscellaneous income -	£5,000 BID office rent	
	£12,000 CCTV recharged utilities income	



Weston-super-Mare / Hildesheim

Twinning Strategic Plan

Approved by: (HS&FG) June 2025

For Adoption by: (F&GP) October 2025

TABLE OF CONTENTS

1. Background	3
2. History of Twinning in Weston-super-Mare	3
3. The Purpose and Benefits of Twinning and Friendships	4
4. Management	4
5. Principles and Visions of Twinning and Friendship	4
6. Weston-super-mare Town Council aims to:	5
7. These aims will be achieved by:.....	5
7.1. Increasing relevance	5
7.2. Generating revenue, inward investment and employment opportunities.....	5
7.3. Promotion.....	5
8. Funding and Review	6
9. 3 year plan	6
Year 1 (2025).....	6
Year 2 (2026 – 40 years North Somerset Council - Hildesheim)	6
Year 3 (2027 – 50 years youth agreement Weston-super-Mare – Hildesheim)	6
10. Future scope.....	6

1. BACKGROUND

Twinning was widely promoted after World War Two to engender reconciliation and build relationships. Although twinning per se may not meet the needs of modern generations, the notion of friendship still has relevance in today's society. There are approximately 2,000 twinning arrangements in Britain and 75% are with French and German authorities.

There is no fixed definition or model of town twinning or partnership arrangements. A twinning link is customarily defined as a friendship agreement involving co-operation between two communities in different countries, endorsed by both local authorities. The two twinned communities organise projects and activities around a range of issues and develop an understanding of historical, cultural and lifestyle similarities and differences. These activities should involve a wide range of community members and in keeping with any agreements which are in place.

A 'friendship' can be seen as an affiliation between two communities that is considered and felt that it would be mutually beneficial to both parties.

2. HISTORY OF TWINNING IN WESTON-SUPER-MARE

The first contacts between Weston-super-Mare and Hildesheim date back to 1968, when Hugh Redman, leader of Bounville Youth Club in Weston-super-Mare, and Erwin Gödeke, a youth worker from Hildesheim, met at a motorway service station in Belgium. They became friends and arranged the first youth exchange between Weston-super-Mare and Hildesheim. As a result, two organising committees were formed in Weston-super-Mare and in Hildesheim, in which the respective mayor was automatically a member. As a result, the Youth Agreement was concluded between Weston-super-Mare and Hildesheim in 1977.

The twinning of Weston-super-Mare, with Hildesheim, a historic city in Lower Saxony, Germany, dates back to 1983. This partnership has fostered cultural exchange, friendship, and collaboration between the two communities for over forty years.

Twinning, or sister city programs, are initiatives that facilitate connections between communities in different countries, encouraging cultural, educational, and economic exchanges.

The twinning of Weston-super-Mare and Hildesheim has proven to be a meaningful and enriching experience for both towns. It has allowed the residents to appreciate their similarities and differences, promoting cultural diversity, and global understanding. The partnership has endured for many years, and it continues to strengthen the ties between these two vibrant communities.

Educational exchanges have been a significant aspect of the twinning relationship. Students from schools in Weston-super-Mare and Hildesheim have had the chance to visit each other's towns, staying with host families. This has provided invaluable cross-cultural experience. In recent years, the appetite for these exchanges has not been there from the English side but Germany has continued to take part in a yearly youth visit, apart from a brief hiatus due to the pandemic. Fortunately, Scouts in Weston are

looking into possible exchanges with German Scouts and two of the Scout commissioners in Weston have met with the Hildesheim youth leader and Lord Mayor.

Each year the Mayor of Weston visits the counterpart Oberbürgermeister in Hildesheim and vice-versa. Though these exchanges are largely social, there are many opportunities to see how our two very different systems of local government work and how we both try to tackle some of the social problems which we both share. Importantly, we are able to learn from one another and grow in understanding and friendship which is the whole purpose of twinning.

In recent years the Town Council have hosted employees from Hildesheim through the Erasmus scheme for 3-month work placements, the first business twinning took place in December 2023 between Weston's Pinkers Craft Brewery and Hildesheimer Braumanufaktur when they joined forces to create two special craft beers, both of which have gone to market and sold out.

3. THE PURPOSE AND BENEFITS OF TWINNING AND FRIENDSHIPS

- Increasing cultural awareness, including knowledge and understanding of the places of origin and understanding of the places of origin of the town's communities that can assist staff in their work and foster community cohesion;
- Instil a sense of community pride in Weston-super-Mare and Hildesheim;
- Broaden horizons in all of the towns through understanding cultural, linguistic and social exchanges;
- Provide opportunities for younger people to acquire new skills and contribute positively to a partnership between all towns.

4. MANAGEMENT

Weston-super-Mare Town Council works with Oliver Rösner-Civic Officer to Ingo Meyer. It would be worth considering whether, as in previous years, a partnership committee could be created in which a person from the city (e.g. civic officer or mayor) would be a permanent member and could discuss and implement partnership projects together with volunteers. North Somerset Council could be included here as it has also been twinned with Hildesheim since 1986 (District Woodspring, renewed as North Somerset in 1997).

5. PRINCIPLES AND VISIONS OF TWINNING AND FRIENDSHIP

To promote and celebrate the culture and heritage of Weston-super-Mare and Hildesheim through the following exchanges:

- Arts, Culture, Recreation and Heritage;
- Twinning and International Relations;
- Health and Wellbeing;
- Environment and Wildlife;
- Young People and Families;
- Business and Enterprise;
- Education, Training, Volunteering and Employment;
- Vulnerable People;

- Supporting Community Organisations and Assets;
- To promote all towns and their surrounding areas as a place to be visited.

6. WESTON-SUPER-MARE TOWN COUNCIL AIMS TO:

- Stimulate interest in foreign cultures, countries and their people, fostering friendships, tolerance and understanding between citizens of Weston and Hildesheim.
- Serve the town by providing relevant and popular opportunities for a significantly larger number of citizens to benefit from twinning activity and relationships.
- Contribute to a net inflow of revenue into the town from its activities.
- Promote Weston as internationally aligned and accessible, culturally tolerant and enlightened, commercially innovative and dynamic with an innovative twinning model adapted to the present day.
- Publicise Weston's civic heritage, history, traditions and geographical location to stimulate tourism, inward investment and cultural, educational and sporting exchanges.

7. THESE AIMS WILL BE ACHIEVED BY:

7.1. INCREASING RELEVANCE

- Facilitate sporting, cultural and educational exchanges with international partners, for instance: Arts, music, theatre, photography, dance, sports tournaments

7.2. GENERATING REVENUE, INWARD INVESTMENT AND EMPLOYMENT OPPORTUNITIES

- Assist in the promotion of Weston's products and services internationally with particular emphasis on increasing visitor numbers to the town and stimulating exports
- Increased tourism and visitor stays and multiplier effect on Weston's income
- Encouraging work experience opportunities for Weston citizens in Hildesheim, as well as Hildesheim citizens in Weston
- To encourage promotion of community organisations and local opportunities that have shared initiatives and values (i.e. rotary, lions club, carnival etc)

7.3. PROMOTION

- Improved communication of the benefits and ethos of twinning to the town and its citizens
- Greater visibility of twinning in the town: Retail shop frontage in the town centre stocking items from twin town and providing information about twinning and Weston's twin town as well as tourist information about Weston for foreign/out of town visitors
- Revitalising promotion of school, college and university exchanges for students and teachers.
- Positioning as internationally aligned and accessible, culturally tolerant and enlightened, commercially innovative and astute and a model for others to follow

- Combination of social media efforts, combining information in a twinning focused social media programme

8. FUNDING AND REVIEW

Weston's Twinning Initiatives are funded almost entirely by Weston-super-Mare Town Council. The intention is to develop additional sources of income and to become self-funding.

Currently, Civic budget is available for the Mayor to attend Hildesheim annually, but this is encouraged and not necessarily enforced, and down to the individual Mayor to decide. Moving forward we would like to aim for this to be funded as a standard annual visit with the Mayor and a plus one. Exceptions to this rule should be the special anniversaries of the partnership, so that these can also be celebrated with a somewhat larger delegation.

It is also expected that there would be a full report and feedback following the visit, to bring back shared learning from Hildesheim. This should be presented to the full Town Council meeting. This would also be shared back with Hildesheim, ensuring that any information is provided in German.

- Access to international funding for twinning activity
- Revenue from retail sales/shop activities
- Twin town contributions from shop activities and promotion of their towns

The policy and all such agreement will be the subject of review on a periodical basis.

9. 3 YEAR PLAN

In order to ensure continued growth and engagement, a plan across the next 3 years has been devised and includes the following direction:

When Sections 1-8 are approved, it would allow for population of a rolling three-year plan. It is felt that it is sensible to look at a three-year period, in order to engage with the Current Mayor, Deputy Mayor and incoming Deputy Mayor alongside colleagues from Hildesheim.

YEAR 1 (2025)

YEAR 2 (2026 – 40 YEARS NORTH SOMERSET COUNCIL - HILDESHEIM)

YEAR 3 (2027 – 50 YEARS YOUTH AGREEMENT WESTON-SUPER-MARE – HILDESHEIM)

10. FUTURE SCOPE

In order for twinning and friendships to survive, endure and become more relevant as society changes it is felt that the following aims and objectives must be considered and taken into account, where resources and capacity allow, when organising activities, events and projects:

- To encourage and increase levels of engagement and involvement in line with the principles and vision listed above;
- Increased awareness and knowledge of twinning and friendships within all towns;

- To proactively foster additional friendships with a view to entering into additional friendships;

Any future aims and objectives will be determined on the basis of how twinning and friendships develop in the interests of all parties

[Suggestions for the population of section 9]

- Community engagement – we know organisations who want to be involved.
- Forge Music/Cultural links with performances etc.
- Street Art possibly something on Hildesheim Bridge
- Link up with counterpart VIC to sell each other's items
- Support Scout Exchange
- Collage links possible exchange
- Link up and support the Weston-super-Mare German Language Group
- Youth Sports exchange
- Link up with Bristol/Hannover twinning
- Products from Weston-super-Mare at the Hildesheim Magdalenengarden festival in May / June every year
- Student exchange with Weston-College and Hildesheim university / vocational school



WESTON-SUPER-MARE TOWN COUNCIL

WESTON-SUPER-MARE TOWN COUNCIL

and

WESTON WESTON-SUPER-MARE ALLOTMENT CLUB

AGREEMENT

DATED 2nd October 2025

**For the Local Management of Allotment Sites at
Clark's Field, Great Rhyne Gardens, Old Mill Way, Hutton
Moor, Redpits and Kewstoke**

Author: Chief Executive Officer (Town Clerk) – Sarah Pearse

Review: Between the Council and the Allotment Club on the 5th December 2024

Adopted: Allotments Community Consultative Group - 2nd October 2025

Table of Contents

1. <i>AUTHORITY TO ENTER AGREEMENT</i>	3
1.1 Letting of Allotments	3
1.2 Agreement to Manage	3
1.3 Replacement of Previous Agreements	3
2. <i>NOW IT IS AGREED</i>	3
2.2 Collection of Rents	3
2.3 Amount of Rents	4
2.4 Use of Rents	4
2.6 Allotment Agreements	4
2.8 General Responsibilities of the Club	5
2.9 General Responsibilities of the Council	6
2.10 Termination of Tenancies	6
2.11 Insurance	6
2.12 Termination of Agreement	6
2.13 Option to Renew	7
2.14 Indemnity	7
2.15 Keyholders	7
2.16 No Lease	7
2.17 Contracts Rights of Third Parties Act	7
3. <i>SIGNED BY COMMITTEE MEMBERS ON BEHALF OF WESTON WESTON- SUPER-MARE ALLOTMENT CLUB:</i>	8

AN AGREEMENT was made on the **second day of October 2025**

BETWEEN WESTON-SUPER-MARE TOWN COUNCIL of 32, Waterloo Street, Weston-super-Mare, Somerset BS23 1LW ("the Council;") and **WESTON WESTON-SUPER-MARE ALLOTEMENT CLUB** of 25, Manor Park, Grange Road, Uphill, Weston-super-Mare, Somerset, BS23 4TE ("the Club")

acting by;

1. George Raines (Chair), 25, Manor Park, Grange Road, Uphill, Weston-super-Mare, North Somerset, BS23 4TE
2. Kevin Pearce (Vice Chair), 3 Ivy Lane, Locking Castle, Weston-super-Mare, North Somerset, BS24 7AX)

1. *AUTHORITY TO ENTER AGREEMENT*

1.1 Letting of Allotments

The Council is the owner of the allotment sites ("the Allotments") known as Clarks Field (Clarks Field), Great Rhyne Gardens, Old Mill Way, Hutton Moor, Redpits and Kewstoke shown on the Plans annexed hereto ("the Plans").

1.2 Agreement to Manage

It is hereby agreed between the parties that the allotment sites shall be operated and managed by the Club's Committee for a term of 5 years (3years with ability to extend (3+1+1)) from the date specified and subject to the terms and conditions mentioned below.

1.3 Replacement of Previous Agreements

This agreement replaces and rescinds all previous agreements.

2. *NOW IT IS AGREED* as follows:

- ### **2.1**
- The Club agree to operate and manage the Allotments for a term of 5 years (3years with ability to extend (3+1+1)) from the 1st April 2025 at the annual fee of One Pound (£1) if demanded.

2.2 Collection of Rents

The Club shall collect the rents payable by the allotment tenants.

2.3 Amount of Rents

The amount of the rent payable by each Allotment Tenant shall be set by the Club after consultation with the Council. In recognition of the management service provided by the Club, the Council subject to clause 2.4 below agrees to waive its right to receive the rents.

2.4 Use of Rents

The rents collected shall only be used for the management and benefit of the Allotments.

2.5 Register of Allotments

The Club shall keep an up to date register of the names and addresses of the Allotment Tenants and such register shall contain a record of the rent payments made by the Allotment Tenants and be available for inspection by the Council at any time on request and in the event of any such plots being vacated the Club shall immediately endeavour to relet the same. All records will be kept in accordance with all legislation and practices with regard to the General Data Protection Regulation (GDPR) and the Information Commissioner's Office (ICO).

2.6 Allotment Agreements

The Club shall issue to each Allotment Tenant an agreement as shall be approved by the Council and a copy held by the Council. Any change made by the Weston-super-Mare Allotment Club will be provided (upon implementation and review) to the Council.

2.7 Restriction on Building

- 2.7.1 The Club shall only allow temporary buildings or structures to be erected on the Land and such buildings or structures shall be limited in size to those falling below the minimum measurements under the Town and Country Planning Act 1990 and the Building Act 1984 or any statutory modification or re-enactment for the time being in force AND any such buildings or structures so erected shall only be used in connection with the use of the land as Allotments.

2.8 General Responsibilities of the Club

The Club will:

- 2.8.1 Appoint a management committee of not less than five persons (including a secretary) to be responsible to the Council for the conduct and affairs of the Club. The names of committee members and officers of the Club shall be provided to the Council and any changes shall be notified within 28 days.
- 2.8.2 Use and ensure the use of the allotment sites only as allotment gardens for private horticultural purposes and not for the purpose of any trade or business.
- 2.8.3 Be responsible for the complete operational management of the allotments, maintain a waiting list and sublet all individual plots only to residents of the civil parish of Weston-super-Mare in strict order of length of time on the waiting list but not letting any plot to an existing plotholder for so long as there are names on the waiting list.
- 2.8.4 That tenants and waiting list details be reviewed to monitor civil parish boundaries.
- 2.8.5 Not to cause or permit to other owners or occupiers of land or the general public any nuisance or annoyance and not to cause or permit any obstruction or encroachment on any path or roadway set out for the use of plotholders.
- 2.8.6 Ensure all allotment sites maintained in a proper state of cultivation, and maintain and keep safe and reasonably weed free any service roads paths and hard surfaces within the site and water troughs or taps for the use of the Allotment Tenants.
- 2.8.7 Be responsible for payment of any water rate, utility charge or other charge in respect of the allotment sites eg water charges.
- 2.8.8 Annually and on request by the Council forthwith to provide copies of the Club's accounts, registers of plotholders, waiting lists and records of rental payments.
- 2.8.9 Ensure equal access to and equal treatment in the allotment service in accordance with the Equality Act 2010 and any other currently applicable legislation and also in accordance with the Council's currently applicable Equality and Diversity Policy.
- 2.8.10 To maintain and keep a robust complaints procedure and provide the council with up to date copies of this.

2.9 General Responsibilities of the Council

The Council will:

- 2.9.1 Maintain such boundary fencing entrances and gates as are reasonably required and defined by the Land Registry as thier responsibility, maintain an appropriate water supply to each allotment site within the limitations of the Council's budget. (Land Registry Plans attached- Appendix 1)
- 2.9.2 Manage any trees over 5 metres high other than those on individual plots.
- 2.9.3 Following submission of any needed consideration covered within this agreement by the Weston-super-Mare Allotemnt Club. (in line with the council's Budget setting process September – November annually). Enter into discussions upon such written request from the Club regarding any improvements wanted for the site and give full and fair consideration to any such improvements.
- 2.9.4 Provide technical and horticultural advice and support to the Club as may be reasonably required and feasible.

2.10 Termination of Tenancies

The Council reserves to itself the right to terminate any of the Allotment Tenancies by notice to quit and also the right to exercise the powers of re-entry and all other powers and remedies conferred upon it by the Allotment Acts 1908 to 1950.

2.11 Insurance

The Club is required to maintain a suitable public liability insurance policy with an insurer of repute in respect of the Land with an insured sum of not less than £5 million or such other sum as may be advised by the Council and shall be required to produce a copy of the policy upon request by the Council.

2.12 Termination of Agreement

This agreement will determine on the 1st April 2028 with the option to extend by one further year twice (3yrs + 1yr +1 yr) ("the Expiry Date") unless the Club exercises its option in accordance with Clause 2.13 **PROVIDED THAT** the Agreement may determine by either party to this agreement giving at least 12 months written notice to the other party expiring at any time. In the case of notice to the Council notice may be given by the Club to the CEO/Town Clerk.

In the case of notice to the Club notice may be given by the Council to any member of the management committee.

2.13 Option to Renew

Without prejudice to the right of either party to terminate this agreement in clause 2.12 above the Club may by serving notice on the Clerk to the Council at least 6 months prior to the Expiry Date opt to renew this Agreement for a further term of 5 years (3+1+1) on the same terms and conditions as this Agreement.

2.14 Indemnity

The Club agrees to indemnify and keep indemnified the Council from and against any and all loss damage or liability suffered by the Council arising out of the Allotments or of this Agreement because of:

- 2.14.1 any neglect or default of the Club the Club's Committee or its Agents or Licensees.
- 2.14.2 any other reason so long as such loss damage liability was not due to any default of the Council.

2.15 Keyholders

The Club shall advise the Council of the names addresses and other contact details of two key holders for each allotment site who may be contacted in situations of emergency or similar events and shall provide a key for each allotment site to the Council.

2.16 No Lease

It is hereby agreed and declared that this Agreement does not create or grant a Lease or any right or interest in any land belonging to the Council and is solely a contract for operation and management of the allotment sites.

2.17 Contracts Rights of Third Parties Act

It is hereby agreed and declared that this contract is intended to operate as between the parties to it only and that a person who is not a party to this contract shall have no rights under the Contracts Rights of Third Parties Act) 1999 or any similar legislation to enforce or rely on this agreement.

THE COMMON SEAL OF)
WESTON SUPER MARE TOWN)
COUNCIL Is hereunto affixed in the presence of:)

CEO/Town Clerk

**3. SIGNED BY COMMITTEE MEMBERS ON BEHALF OF WESTON
WESTON-SUPER-MARE ALLOTEMNT CLUB:**

SIGNED by)
(please also print name)

In the presence of (witness

SIGNED by)
(please also print name)

In the presence of:

SIGNED by)
(please also print name)

In the presence of:

SIGNED by(
(please also print name)

In the presence of:

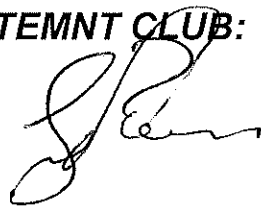
SIGNED by)
(please also print name)

In the presence of:

3. **SIGNED BY COMMITTEE MEMBERS ON BEHALF OF WESTON
WESTON-SUPER-MARE ALLOTMENT CLUB:**

SIGNED by G.W. RAINING)

(please also print name)



In the presence of (witness)

SIGNED by K. PEARCE)

(please also print name)



In the presence of:

SIGNED by SHARON GATES)

(please also print name)



In the presence of:

SIGNED by C. G. WALL)

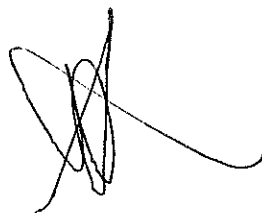
(please also print name)

C G Wall

In the presence of:

SIGNED by MIKE JONES)

(please also print name)



In the presence of: