



WESTON-SUPER-MARE TOWN COUNCIL

**WESTON-SUPER-MARE TOWN COUNCIL  
MINUTES OF THE  
FINANCE AND GENERAL PURPOSES COMMITTEE  
HELD AT 32 WATERLOO STREET  
MONDAY 15<sup>th</sup> DECEMBER 2025**

**Meeting Commenced:** 7.00 pm

**Meeting Concluded:** 8:47 pm

**PRESENT:** Councillors Ciaran Cronnelly (Chair), Roger Bailey (S), Mark Canniford, Peter Crew, John Crockford-Hawley, Robert Payne, Robert Skeen, John Standfield (S), Helen Thornton and Charlie Williams.

**ALSO, IN ATTENDANCE:** Councillor Caroline Reynolds (non-voting), Sarah Pearse (Chief Executive Officer/Town Clerk), Helen Morton (Director of Finance & Resources), Molly Matthews (Senior Development Officer).

<b>254</b>	<b>Apologies for Absence and Notification of Substitutes</b>  Apologies for absence were received from Councillors Lisa Pilgrim substituted by John Standfield and Gillian Bute substituted by Roger Bailey.  It was noted that Councillor Caroline Reynolds was in attendance as a non-voting member.
<b>255</b>	<b>Declarations of Interest</b>  Councillor Roger Bailey declared a non-pecuniary interest as an allotment plot holder.
<b>256</b>	<b>To approve the Minutes of the Finance and General Purposes Committee Meeting held on 13<sup>th</sup> October 2025</b>  The minutes of the meeting had been previously circulated.  <b>PROPOSED BY:</b> Councillor John Crockford-Hawley <b>SECONDED BY:</b> Councillor Ciaran Cronnelly  A vote was taken and <b>carried</b> . Accordingly, it was:  <b>RESOLVED:</b> That the minutes of the Finance and General Purposes Committee Meeting held on 13 <sup>th</sup> October 2025 be approved and signed by the Chair.

<b>257</b>	<p>At this point in the meeting, the Chair proposed to move forward agenda item 14 for discussion. It was agreed by the committee to do so.</p> <p><b>Allotments</b></p> <p>The report from the Town Clerk/CEO had been previously circulated.</p> <p>The Chair gave a summary of decisions made so far, regarding non-resident plot holders and the need to give consideration to how the current management model was working.</p> <p>The CEO/Town Clerk added that a lot of correspondence had been received regarding this issue and advice had been sought from ALCA who had reviewed the information and data and sent a detailed report back in response. They clarified that the Council had not acted unlawfully, and that the law had been open to interpretation for many years and it now fell to this committee to make a decision moving forward. Importantly the committee needed to ensure that any decisions made had to ensure it was not acting in ultra vires. The options were outlined as follows:</p> <p><b>Option 1</b> - Continue the 12-month notice process and complete the transition.</p> <p><b>Option 2</b> - Pause implementation temporarily during governance remediation.</p> <p><b>Option 3</b> - Formally permit a limited number of non-resident tenancies.</p> <p><b>Option 4</b> - Rescind existing notices and reissue after adoption of a revised policy.</p> <p><b>Option 5</b> – Ongoing Allotment Management for consideration - The council may wish to consider its options with regard to how its Allotments are managed as such it should review the current agreement and all other options. ALCA has offered to provide support with this area should the council deem it necessary following on from the issues that have arisen.</p> <p>A discussion ensued regarding the waiting list numbers and how it was managed, which currently stood at 120 (website) and 140 on manual lists (260 in total) with some people on that list reported as being on it for 15 to 20 years. It was noted some plot holders had multiple plots and this need to be considered carefully as to the appropriateness of doing so with such a long waiting list. It was essential that the space available was shared fairly with all interested parties.</p> <p>The CEO/Town Clerk clarified that in addition to non-resident letters that had been sent there were some more plots registered to addresses out of the Parish, however they were allocated to Alliance Homes and Osprey (community organisations), whereby the council had requested further information as to the use and whether it was for parishioners of Weston super Mare within the lease agreement with them.</p> <p>It was suggested that moving forward, the non-resident rule would need to be strictly enforced to avoid a repeat of the situation. It was also suggested, that a full review of multi plot holders take place and be brought back to the next meeting for further consideration.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Mark Canniford</p>

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

**257.1 RESOLVED:**

1. To follow option 4 of the CEO/Town Clerk's report and rescind existing notices and reissue letters confirming this decision after adoption of a revised policy.
2. A decision should be made at a future date regarding the assignment of multiple plots per person/household.
3. Moving forward, should a resident allotment holder move out of the area, their plot should be surrendered.
4. The CEO/Town Clerk and Chair/Vice-Chair to update the policy for immediate issue to the Allotment Club to allow resolution to be actioned with regards to Non Resident Plot Holders.

The report also outlined the recommendations from ALCA, which included the suggestion to issue a remedy notice to the Allotment Club. This would give the Allotment Club 14-28 days from date of issue, to rectify breaches of the agreement. Breaches included as follows:

- Not providing AGM minutes
- Lack of insurance documentation
- Not upholding the residency rules
- Not following council instructions
- Poor record keeping
- No submission of accounts and criticism of the council

**PROPOSED BY:** Councillor Ciaran Cronnelly

**SECONDED BY:** Councillor Mark Canniford

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

**257.2 RESOLVED:** Instruct the CEO/Town Clerk to issue a remedy notice to the Allotment Club in January 2026 to allow for the Christmas period when this would not be reasonable.

Finally, the report recommended a review of the allotment management model to be carried out independently working with ALCA, with recommendations to come back to the committee.

The Committee were in agreement that there had been clear errors and something needed to change. It noted that historically this had been by both parties. It was queried whether there would be a cost to the review. The CEO/Town Clerk informed that she believed the review would be free of charge, however that any recommendations from the review may attract a cost. It was noted that the relationship with the Allotment Club had improved in the last 12-18 months considerably and working practices with the council were much improved.

**PROPOSED BY:** Councillor Ciaran Cronnelly

**SECONDED BY:** Councillor John Crockford-Hawley

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

**257.3 RESOLVED:** To instruct ALCA to carry out a review of the management model of the Allotments.

258	<p>The Chair reverted back to the order of the agenda.</p> <p><b>To receive the Minutes of the Grants and Governance Sub Committee held on 23<sup>rd</sup> October 2025</b></p> <p>The Notes had been previously circulated. It was noted that 'centre' was not spelt correctly in the minutes (195) and should be corrected.</p> <p><b>RESOLVED:</b> That with the above amendment, the Minutes of the Grants and Governance Sub Committee held on 23<sup>rd</sup> October 2025 be received.</p>
259	<p><b>To receive the Notes of the Health and Safety Meetings held in September and October 2025</b></p> <p>The notes had been previously circulated.</p> <p><b>RESOLVED:</b> That the Notes of the Health and Safety Meetings held in September and October 2025 be received.</p>
	<b>FINANCE</b>
260	<p><b>To receive the Monthly Financial Reports September and October 2025</b></p> <p>The reports had been previously circulated.</p> <p><b>260.1 For Approval</b> 1.1 Schedule of Unapproved Expenditure</p> <p><b>PROPOSED BY:</b> Councillor Peter Crew <b>SECONDED BY:</b> Councillor Ciaran Cronnelly</p> <p>A vote was taken and accordingly, it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the financial reports be received.</p> <p><b>260.2 For Noting</b> 2.1 Bank Reconciliations 2.2 Budgetary Control Report 2.3 Bank Interest Report 2.4 Schedule of Receipted Income 2.5 Bad Debt general report 2.6 Overspend report</p> <p><b>RESOLVED:</b> That the financial reports be noted.</p> <p><i>19:50pm Councillor Charlie Williams left the meeting.</i></p> <p>It was noted that interest rates were still very low and this would be explored for future investments.</p>

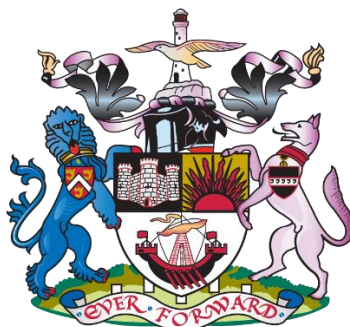
261	<p><b>Medium Term Financial Plan 2026/2027</b></p> <p>The Medium term Financial Plan had been previously circulated and changes outlined in red.</p> <p><i>19.53pm Councillor Charlie Williams rejoined the meeting.</i></p> <p>There was a request to ensure that the Real Living Wage (RLW) and National Living Wage (NLW) were not confused within the document and that this should be checked ahead of publication. This led to discussion on the actual impact of the RLW and future staffing costs.</p> <p>The Chair advised that the Medium Term Financial Plan 2027/28 would come to the Committee earlier next year ahead of the budget itself to further improve budget planning in future years.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and <b>carried</b>. It was:</p> <p><b>RESOLVED:</b> To approve the Medium-Term Financial Plan 2026 / 2027 (including Capital and financial forecast 2025-2030), and ensure the RLW references were consistent and not confused with the NMW.</p>
262	<p><b>To receive the Feedback Report of ‘Your Town Your Voice’ Budget Consultation Exercise.</b></p> <p>The summery report had been previously circulated.</p> <p>The CEO/Town Clerk gave an outline of the consultation process, resulting in the summary report provided. The report re-enforced the importance of play areas, CCTV, dog bins, toilets and Weston Museum, whilst also highlighting lower priority services but the response rate has been low.</p> <p>The lack of engagement had been disappointing, therefore a review regarding community engagement would take place acknowledging the need to look at language and the approach used to connect with the community.</p> <p>A discussion ensued around the use of information collected.</p> <p>It was noted that there was work to be done around community engagement with the ongoing devolution programme and Council Award Scheme which Council had agreed to engage with.</p> <p>The Chair requested that a community engagement proposal be brought back to a future committee meeting.</p> <p><b>RESOLVED:</b></p> <ol style="list-style-type: none"> <li>1. That the Feedback Report of ‘Your Town Your Voice’ Budget Consultation Exercise be received.</li> <li>2. That a review report be brought back to a future Finance and General Purposes Committee meeting.</li> </ol>

263	<p><b>To approve the Glendale contract contribution for another year</b></p> <p>The report of the Town Clerk/CEO had been previously circulated.</p> <p>North Somerset Council had formally requested that WSMTC agree to support a 12-month extension of the district-wide Glendale grounds maintenance contract at a cost of £74,464 extending its end date from 31.03.26 to 31.03.27. NSC has advised that alternative contract arrangements could not be mobilized before April 2027, and that a one-year extension would enable continuity of service and provide essential time for WSMTC to plan any new delivery model for grounds and open-space services beyond 2027.</p> <p>It was enquired if WSMTC could have influence on the maintenance schedule, to which the CEO/Town Clerk would enquire, noting that this was a service continuation and not a change in contract.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> To</p> <ol style="list-style-type: none"> <li>1. Note the historic context from the report approved on 25 November 2024.</li> <li>2. Agree to NSC's request to extend the Glendale contract to 31.03.27 at last year's cost plus CPI (£74,464) which would come from the Devolution budget provision.</li> <li>3. Authorise officers to develop a full Working Plan for the transfer of relevant services from 01.04.27.</li> <li>4. Authorise officers to prepare a Comparable Business Model (in-house vs external), to be developed through the Devolution Start &amp; Finish Group and completed by September 2026 to allow sufficient time for decision-making and implementation.</li> <li>5. Receive the Working Plan and Comparable Business Model no later than the October 2026 Finance and General Purposes committee to support precept, mobilisation and contractual preparations for the 01.04.27 implementation date.</li> </ol>
264	<p><b>To recommend a Draft Budget for 2026/2027 to Town Council</b></p> <p>The draft budget had been previously circulated.</p> <p>Band D equivalent values had not been received at the time of the original budget report being circulated with the agenda, but an overall budget summary had been provided at £4,475,937. Band D costs had since become available, and it would be 6p less than the previous financial year. It was confirmed that the budget principle had been maintained of a standstill with only CPI added.</p> <p>The draft budget had already been discussed by individual committees, with the opportunity to discuss services in detail relating to each committees remit.</p> <p>It was queried what had been cut to achieve a standstill budget, to which the RFO explained that this was due to changes to the staffing structure, cost savings around efficiency and the Blakehay Theatre had allowed for the delivery of the draft budget.</p> <p>Debated ensued regarding individual budget lines, but clarification was given and ultimately no changes were recommended. It was noted that the Somewhere to Go SLA was</p>

	<p>originally intended to decrease and recommended that this should be reviewed ahead of formal adoption of the budget by council in January 2026.</p> <p>It was queried why the accessibility ramp and the Castlebatch provision had been included for a second year in a row. The CEO/Town Clerk explained that the 2025/2026 ramp budget had been reallocated to the Old Town Quarry and the Castlebatch works had not yet occurred.</p> <p>Councillors queried the reduction of the Band D value, noting that the budget provided was not a standstill.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Mark Canniford  A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RECOMMENDED:</b> That the draft budget for 2026/2027 be recommended to the Town Council for approval, following amendment of the final budget value to be a £0 different from 2025/2026.</p> <p>Total Precept Requirement: £4,475,937  Band D Equivalent cost £164,50</p> <p>A Councillor queried why there had not been a group briefing ahead of the meeting as has been standard in previous years. It was explained that F &amp; GP has reviewed and put in place revised budget setting processes, which included more involvement by committees alongside the direction from this committee for officers to produce a standstill budget plus CPI for them to consider. It was confirmed that individual group meetings could still be requested with the CEO/Town Clerk or RFO ahead of the council meeting in January if requested.</p>
265	<p><b>To approve the Town Council Charges for the year 2026/2027</b></p> <p>The Town Council Charges schedule had been previously circulated.</p> <p>Individual services had been asked to review their charges in line with market.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Peter Crew</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> To approve the Town Council Charges for the year 2026/2027.</p>
266	<p><b>CCTV provision at the Old Town Quarry</b></p> <p>The report of the Senior Development Officer had been previously circulated.</p> <p>The CEO/Town Clerk reported a need for CCTV coverage at the site due to previous Anti-Social Behaviour at the site.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Roger Bailey</p>

	<p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> To approve the use of capital budget surplus for the installation of CCTV at the Old Town Quarry.</p>
	<p><b>GOVERNANCE</b></p>
267	<p><b>To approve the Health and Safety Policy.</b></p> <p>The Health and Safety Policy had been previously circulated.</p> <p>A Councillor queried the damp in the reception of 32 Waterloo Street. It was explained that this was caused by guttering and water ingress from below, It was very common with buildings of this age and location in the town. The situation was made worse as a north facing wall. An internal wall would be put up to manage the situation and allow the old building to breathe.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Mark Canniford</p> <p>A vote was taken and <b>carried</b>. Accordingly, it was:</p> <p><b>RESOLVED:</b> That the Health and Safety Policy be approved.</p>
	<p>There being no further business the Chair closed the meeting at 8:47 pm</p> <p>Signed.....Dated .....</p> <p>Chair of the Finance and General Purposes Committee</p>





WESTON-SUPER-MARE TOWN COUNCIL

**WESTON-SUPER-MARE TOWN COUNCIL**  
**MINUTES OF THE GRANTS AND GOVERNANCE SUB COMMITTEE**  
**HELD AT 32 WATERLOO STREET**  
**THURSDAY 22<sup>nd</sup> JANUARY 2026**

**Meeting Commenced:** 10.01 am

**Meeting Concluded:** 11.44 am

**PRESENT:** Councillors John Standfield (VC), James Clayton, Alan Peak and Caroline Reynolds.

**ALSO, IN ATTENDANCE:** Sarah Pearse (Chief Executive Officer/Town Clerk), Fiona Gardner (Finance Administration Manager), Rebecca Saunders (Civic Officer/PA to CEO), Alison Garner (Democratic Services Officer) and Darren Fairchild (Town Centre/BID Manager).

287	<p><b>Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from Councillor Mike Bell substituted by Caroline Reynolds and Councillors Hugh Malyan and Peter Crew with no substitution.</p> <p>It was noted that Councillor Joe Bambridge was not in attendance.</p>
288	<p><b>Declarations of Interest</b></p> <p>There were none received.</p>
289	<p><b>To agree the accuracy of the previous Grants and Governance Sub Committee Minutes held on 23<sup>rd</sup> October 2025</b></p> <p>The minutes from the previous meeting had been previously circulated.</p> <p><b>PROPOSED BY:</b> Councillor James Clayton  <b>SECONDED BY:</b> Councillor Alan Peak</p> <p>A vote was taken and accordingly it was <b>carried</b>.</p> <p><b>RESOLVED:</b> That the minutes of the Grants and Governance Sub Committee Meeting held on 23<sup>rd</sup> October 2025 be approved and signed by the Chair.</p> <p><i>It was noted that a new Sub Committee Chair would be elected at the next meeting on 16<sup>th</sup> April 2026.</i></p>

## GRANTS

The report of the Finance Administration Manager had been previously circulated.

The council's annual budget for Community Event Grants was £12,500 with £4491 committed so far, leaving an £8,009 balance remaining.

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

### 290.1 Small and Voluntary Grant Applications

#### 290.1.1 Blessings in Action CIC

Blessings in Action CIC was dedicated to supporting mental, emotional, and physical well-being through accessible community-based initiatives. They were seeking financial assistance of £990 towards essential resources and marketing costs.

Members noted that;

- The growing need for this kind of community support.
- That other similar grants had been awarded within the financial year.

**PROPOSED BY:** Councillor James Clayton

**SECONDED BY:** Councillor John Standfield

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

**RESOLVED:** To award £990 to Blessings in Actions from the Small and Voluntary Grants budget.

#### 290.1.2 North Somerset LGBT+ Forum

NSLGBT+ Forum were notified at the end of November that they would now need to pay for Radio net/crime link prevention after previously having this free of charge. They were asking for £468 to cover the cost of this service for one year.

It was noted that North Somerset LGBT+ Forum was previously awarded a grant in January 2025 for £1000.

Sub Committee members agreed that;

- Darren Fairchild had offered this service at 50% of the cost.
- Radio link was a valuable service.
- The grant would be a one off gesture payment.
- The grant would be the actual cost for one year only, as this had come as an unforeseen outgoing.

**PROPOSED BY:** Councillor Caroline Reynolds

**SECONDED BY:** Councillor John Standfield

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

**RESOLVED:** To award North Somerset LGBT+Forum £280.80 from the Small and Voluntary Grants budget.

### **290.1.3 Weston Ark**

Weston Ark was a Christian charity based at the Hughenden Centre in Weston-super-Mare. Their purpose was to relieve financial hardship and support local people in need through practical help and community-based support, alongside community activities and outreach. Weston Ark was requesting £999 towards the purchase of four outdoor feather flags and four hard-floor bases to improve visibility and wayfinding for Ark Café and wider public use of the Hughenden Centre. The total cost was £1,099.20 (inc VAT), with £100.20 match funding from Weston Ark (unrestricted funds / Ark Café budget).

Weston Ark had not previously been awarded any monies by the Town Council.

Discussion ensued regarding costs of flags and resident awareness of the charity and the services they offered. It was agreed to award 50% of the requested grant.

**PROPOSED BY:** Councillor Alan Peak

**SECONDED BY:** Councillor Caroline Reynolds

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

**RESOLVED:** To award Weston Ark £500 from the Small and Voluntary Grants budget.

## **290 290.2 Community Event Grant Applications**

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

The council's annual budget for Community Event Grants was £60,000, with £25,000 for Weston Wallz for the year 2025 preapproved within the budget setting process, leaving a remaining budget of £35,000. Of this £35,000 budget, £20,438 had been awarded so far this year, with £14,562 remaining to allocate.

### **290.2.1 Growing @ Grove Park - £2,150**

The purpose for the funding was for a community apple celebration, with Morris dancing, a cèilidh dance, folk music and family art and craft activities, paying artists to facilitate workshops in lantern and costume making.

The Sub Committee noted that the organisation ran on good will and grant funding and that Grove Park had been enhanced by this organisation.

**PROPOSED BY:** Councillor Alan Peak

**SECONDED BY:** Councillor Caroline Reynolds

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

**RESOLVED:** To award Growing @ Grove Park £2150 from the Community Event Grants budget.

### **290.2.2 Weston Artspace £343.80**

As per the Community Event Grant conditions, a 10% retention was held until after the event has taken place, in order to evaluate the success. The 10% retention, when released, would come from the 2025/2026 Community Events Grants budget.

Weston Artspace had submitted their evaluation, which was detailed in the attached report.

A video presentation was viewed at the meeting.

**PROPOSED BY:** Councillor James Clayton

**SECONDED BY:** Councillor Alan Peak

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

**RESOLVED:** That the 10% retention of £343.80 for Weston Artspace be released.

291

## GOVERNANCE

### Service Level Agreements

To receive quarterly KPI reports and monitor the Council's Service Level Agreements (SLA'S).

*Councillor James Clayton declared a pecuniary interest as an employee of The Town Centre Partnership BID.*

### 291.1 Community Service Level Agreements;

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

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

The Chair welcomed Darren Fairchild (Town Centre / BID Manager) who gave a presentation on the Weston Town Centre Partnership.

October;

- Final meetings had taken place with Xmas lights the installation contractor.
- Annual inspection had taken place of the Prince of Wales clock.
- Final Armed Forces Day debrief had taken place. Final report was sent to the MOD for completion of the grant application, and the payment had now been received.
- Street Wardens continue to clean the glass at Silica daily.
- All weekly inspections completed, including updating of noticeboards.

November;

- Christmas Lights installation.
- Event Manager for Remembrance Day Parade with fabulous crowd, even with less space/more challenging due to enhancement works in Grove Park.
- The Mayor had requested assistance for Town Carnival. It was an honor to lead the parade.
- The Social media creator left their role which had impacted on social media presence.
- Weston Eats Festival dates for 2026 had been agreed and by 2027, would be self-sufficient.
- Event Manager at Annual Christmas Lights Switch on.

December;

- Operation Anomic saw partnership operation with the Police. The stock returned to businesses had grown and litter removal had increased.
- Winter planting had taken place in the 8 BID planters.
- Street Wardens continued to clean the Silica glass daily.

The Sub Committee asked if there was a plan to clean the Italian Gardens to which the CEO/Town Clerk advised that discussions were due to take place between Weston Town Council, Weston BID and North Somerset Council regarding the Green Warden role, which could provide resource for such maintenance.

*A member enquired about the benefits of CCTV, to which the Town Centre Manager advised that the resource was used multiple times a day to help track people and gain evidence for prosecution, so a value could not be put on this service.*

*Darren Fairchild left the meeting 11.03am.*

**RESOLVED:** Received and noted.

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

It was noted that the Citizens Advice were still located in the Sovereign Centre but had been relocated to a new unit and the Sub Committee queried the ongoing rental costs. CEO/Town Clerk would clarify the cost of the new unit and the Sub Committee could choose whether to solely fund the costs.

**RESOLVED:** That the CEO/Town Clerk request that CANS provide the rental costings of the new unit to the Sub Committee.

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

Discussion ensued noting that Somewhere to Go was attracting people from outside of Weston-super-Mare. The Town Clerk/CEO would request Somewhere to Go to provide a breakdown of the KPI report.

**RESOLVED:** That the CEO/Town Clerk to request Somewhere to Go provide a breakdown of the origin area of people attending the service within their next KPI report.

**D. YMCA**

A discussion ensued regarding the size of Youth Council and how effective the group were. It was noted that Town Councillors on the Youth Council rarely attended and The CEO/Town Clerk would raise this with group leaders.

It was also noted that the Bournville Youth Group had continued to be well used and was a vital resource in the area, but the Town Centre offering continued to have poor engagement.

**RESOLVED:** That the CEO/Town Clerk would raise Councillor attendance at Youth Council meetings with Group Leaders.

**291.2 Direct Service Level Agreements;**

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

No comments

**RESOLVED:** Received and noted.

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

Members discussed the recording of Community Response Officers' hours, including time lost due to sickness. The CEO/Town Clerk highlighted the important role of the Community Response Team in supporting Weston Town Council events and activities and noted their reliability when requested. It was agreed that further clarification would be provided in the next report regarding service delivery, SLA coverage during periods of staff absence, officer deployment arrangements and joint working with Street Wardens.

Members also discussed whether the Town Council could take on overall management of the Community Response Team. The CEO/Town Clerk advised that limited liaison meetings had taken place with North Somerset Council (NSC) in the absence of the Deputy Town Clerk and that the Council continued to engage with the wider Community Safety Partnership on town centre anti-social behaviour. Feedback from partners, including the Police, NSC CCTV and WSMTC service managers, remained positive and reflected the team's responsive and proactive approach.

Members were reminded that Public Spaces Protection Orders (PSPOs) are statutory powers held by principal local authorities (under the Anti-social Behaviour, Crime and Policing Act 2014) and therefore currently remain the responsibility of NSC.

Members noted that any consideration of bringing the service in-house would require further assessment of capacity and resources. The CEO/Town Clerk proposed inviting Howard Potheary to a future meeting to present the KPI report and address the points raised.

**RESOLVED:** That CEO/Town Clerk would invite Howard Potheary (North Somerset Community Response) to present their KPI report in person at the next Grants and Governance Sub Committee Meeting.

There being no further business the Chair closed the meeting at 11.44 am

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



**WESTON-SUPER-MARE TOWN COUNCIL  
NOTES OF THE DEVOLOUTION  
START AND FINISH GROUP  
HELD AT 32 WATERLOO STREET ON  
WEDNESDAY 14<sup>TH</sup> JANUARY 2026**

**Meeting Commenced:** 7.01 pm

**Meeting Concluded:** 8.22 pm

**PRESENT:** Councillors Ciaran Cronnelly (C), Roger Bailey (S), Jemma Coles, Robert Payne and Caroline Reynolds.

**ALSO IN ATTENDANCE:** Sarah Pearse (CEO/ Town Clerk, Sarah Jackson (Devolution Project Manager), Helen Morton (Finance and Resources Manager) and Samantha Bishop (Democratic Services Manager).

<b>1.</b>	<p><b>Apologies for Absence and Notification of Substitutes</b></p> <p>Apologies for absence were received from Councillors Gill Bute, Peter Crew, Hugh Malyan and Simon Harrison-Morse with no substitutions.</p> <p>Also from Councillor John Standfield who was substituted by Roger Bailey.</p>
<b>2.</b>	<p><b>Declaration of Interest</b></p> <p>There were no declarations of interest received.</p>
<b>3.</b>	<p><b>To receive the Notes from the Devolution, Start &amp; Finish Group held on 2<sup>nd</sup> September 2025</b></p> <p>The DRAFT Notes had been previously circulated.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly <b>SECONDED BY:</b> Councillor Caroline Reynolds</p> <p>A vote was taken and accordingly, it was <b>carried</b>.</p>

	<p><b>RESOLVED:</b> That the notes of the Devolution, Start and Finish Group held on 2<sup>nd</sup> September 2025 be approved and signed by the Chair.</p>
4.	<p><b>NSC – Local Framework Agreement (Final V2)</b> The report of the Final NSC – Local Framework Agreement had been previously circulated.</p> <p><b>4.1 To receive and note the report of the Devolution Programme Manager –</b> previously circulated.</p> <p>The report requested the S&amp;FG to acknowledge receipt of the Local Devolution Programme to include A Framework for Asset and Service Transfer in North Somerset (as per the attached report) from NSC, noting that this was version 2 – November 2025 and the Final report signed off by NSC. This version would now be the central reference document that should be used when referring to Asset and/ or Service Transfer from NSC.</p> <p>The Devolution Manager introduced herself and role to the S&amp;FG adding that the NSC – Local Framework Agreement (Final V2) covered all discussions from other parishes and that the Principles and Pathways supporting it would apply to all assets.</p> <p>A question was raised referring to P18 (13) – decision making at officer level, to which the CEO/Town Clerk explained that NSC roles differed from WSMTC's with remit and responsibilities, where they had the power to decide certain things (depending on level/size) at officer level.</p> <p><b>RESOLVED:</b> That the report from the Devolution Programme Manager and the Final NSC – Local Framework Agreement were received and noted.</p> <p><b>4.2 To receive and note the Interpretation flow diagram (quick reference guide for NSC Local Framework produced by WSMTC) –</b> previously circulated.</p> <p>The Devolution Programme Manager explained the flow diagram process to the S&amp;FG.</p> <p><b>RESOLVED:</b> That the Interpretation flow diagram be received and noted.</p>
5.	<p><b>WSMTC – Devolution Framework Development</b> The report of the Devolution Programme Manager &amp; CEO/ Town Clerk had been previously circulated.</p> <p>The report sought approval of the Devolution Principles and Community Outcomes Framework to guide Weston-super-Mare Town Council's approach to receiving and managing devolved assets and services.</p> <p>The CEO/Town Clerk clarified that this was WSMTC's framework and principles for</p>



	<p>recommendation and approval by the F&amp;GP committee, which mirrored NSC's framework, using their approach.</p> <p>The Devolution Programme Manager advised that by WSTC developing its own framework, this would set guidelines and make it explicit, in line with its existing policies. It was noted that WSMTC needed to be more effective at communicating the devolution process to the public. To which the CEO/Town Clerk informed that this had been recognised and planned into workstreams and was also being included within the council's Community Engagement programme. A consistent approach was key and that devolution was not entirely in WSMTC's control with regard to communication, close working with NSC on this area would be required.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Jemma Coles</p> <p><b>RECOMMENDED:</b> That Start and Finish Group recommends the Devolution Principles for inclusion within the overall WSMTC Devolution Framework Agreement to be developed and received for approval at the F&amp;GP committee meeting in February 2026 .</p>
6.	<p><b>Devolution Programme – Building</b></p> <p><b>6.2 To receive the update on Programme * Play Area Transfer</b> - previously circulated.</p> <p>The S&amp;FG were requested to confirm receipt of information and draft Heads of Terms provided by NSC in relation to the proposed devolution of play areas. - Set out the current position regarding the WSM's expired play area licence (2017). - Identify risks, cost implications, and areas of variance from Council resolutions to date. - Provide clear options and recommended solutions to progress negotiations in line with Council policy.</p> <p>The report included the 8 play areas (which had been reduced down from the initial list of 30 to then 17 to then 8 as a first area of focus) as a result of the Play Strategy assessment undertaken. These play areas were supposed to be 'quick wins'; however resource limitations within the Property team at NSC had resulted in a delay to the process. Key issues were identified within the report (received from NCC) were the Licenses for play areas which expired back in 2017 and had rolled with full agreement and legal cost implications would need to be a consideration for WSMTC when planning how to execute the asset transfer noting it would still likely be a 2 stage process to get to the desired freehold aspiration set by council. Clear direction on how to proceed was needed.</p> <p>Other issues identified were that not all the play areas had been adopted by NSC and that NSC had added assets to the list like Castlebatch cycle/ pump track, which on</p>

assessment was not considered a 'quick win' and had not been included in any discussion with WSMTC to date.

Discussion ensued regarding; the fact that NSC were not in a position to repair assets before transfer, their requirement for Leases rather than Freeholds to which it was reported there was not an explanation for this from NSC.

It was agreed that Leases were not a suitable option for play area transfer, and that MOU's should be suggested in the interim with the view of working together with NSC to achieve Freehold transfers within a defined timeframe i.e. 18months.

**PROPOSED BY:** Councillor Caroline Reynolds

**SECONDED BY:** Councillor Ciaran Cronnelly

## **RECOMMENDED:**

1. To recommend Option 3 of the report - Freehold for 8 Priority Sites + MoU/SLA Only Where Essential
  - Freehold transfer for all 8 priority sites as default.
  - Interim MoU/SLA only where title is not yet available.
  - Clear timetable for conversion to freehold within 18months
2. Note the expired status of the 2017 licence and agree that the current position may continue pending upcoming freehold transfer.
3. Reaffirm that freehold transfer was the Council's preferred position for all play areas, including the 8 priority sites.
4. Agree that interim MoUs or SLAs may be used only where freehold transfer was not immediately possible.
5. Agree that the Castle Batch MUGA transfers as part of the 8 priority play areas, but that the cycle/ pump track behind the MUGA was explicitly excluded from this current phase of devolution.
6. Instruct officers to avoid entering into new leases where this would result in duplication of legal costs.
7. Authorise officers to respond to NSC reflecting the above resolutions and negotiating position.
8. To include that Interim MoU/SLA's convert to freehold within 18months as a general principle for play areas in the WSMTC's Framework.

## **6.1 DRAFT Devolution Programme**

	<p>This was presented at the meeting by the Devolution Manager highlighting the following:</p> <ul style="list-style-type: none"> <li>➤ All previous decisions of the S&amp;FG.</li> <li>➤ Broken down into a 3-year programme (2025-2028).</li> <li>➤ Listing all work packages (previously referred to as baskets), which were assets broken down into items referenced with a number i.e. (WP4A).</li> <li>➤ This would be used as a central reference document, which was easier to track as a visual programme using a colored key: <ul style="list-style-type: none"> <li>• Green = Complete</li> <li>• Amber = In progress</li> <li>• Red = Not started</li> </ul> </li> </ul> <p>It was noted that the 3<sup>rd</sup> year needed to be amended to reflect 2027-2028, and that some WP's would now turn green as a result of actions from this meeting.</p> <p>WP3 – (Earthlight) WSMTC now had access, provided via NSC, and training was required to implement use within WSMTC.</p> <p>WP5C – (Waterpark) Would be removed from the devolution programme as NSC had confirmed this could not transfer to freehold as it was part of the seafront flood defence system.</p> <p><b>PROPOSED BY:</b> Councillor Ciaran Cronnelly  <b>SECONDED BY:</b> Councillor Roger Bailey</p> <p><b>RECOMMENDED:</b></p> <ol style="list-style-type: none"> <li>1. That the Devolution Programme be noted.</li> <li>2. To move forward with WP7 – Outside Spaces – ‘Quick Win’ Land parcels, for endorsement by F&amp;GP committee.</li> <li>3. To accept removal of WP5C – Waterpark- transfer of freehold.</li> </ol> <p>It was noted that the recommendations needed to be communicated to all councillors for awareness and that some Comms around Committee Terms of Reference was needed to clarify confusion around committee remits and responsibilities.</p>
7.	<b>Devolution Budget</b>

	<p>The budget summary report for:</p> <p><b>7.1 Budget for the year 2025/2026</b>  <b>7.2 Budget for the year 2026/2027</b></p> <p>Had been previously circulated.</p> <p>It was noted that the budget would be continually monitored through the S&amp;FG.</p> <p><b>RESOLVED:</b> That the Budget information for 2025/2026 and 2026/2027 be noted.</p>
8.	<p><b>To note Provision Meeting dates (for inclusion in annual meeting calendar with regard to 26/27)</b></p> <ul style="list-style-type: none"> <li>• 11<sup>th</sup> March 2026 – Councillor Payne’s apologies were noted.</li> <li>• 13<sup>th</sup> May 2026</li> <li>• 1<sup>st</sup> July 2026</li> <li>• 2<sup>nd</sup> September 2026</li> <li>• 4<sup>th</sup> November 2026</li> <li>• 13<sup>th</sup> January 2027</li> <li>• 10<sup>th</sup> March 2027</li> <li>• *12<sup>th</sup> May 2027</li> </ul> <p><b>Items agreed for the next meeting</b></p> <ol style="list-style-type: none"> <li>1. Update on play area progress</li> <li>2. Update Devolution Programme – to include more detail</li> <li>3. Decision on Glendale Contracts (need to be made by Sept 26)</li> </ol>
	<p>There being no further business the Chair closed the meeting at 8.22 pm</p> <p>Signed.....Dated .....</p> <p>Chair of the Devolution Start and Finish Group</p>

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

**Meeting Commenced:** 9.30am

**Meeting Concluded:** 10.50am

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

**Meeting Chair:** Helen Morton

		<b>ACTION</b>
<b>1.</b>	<b>Apologies for Absence</b>  There were no apologies received.	
<b>2.</b>	<b>Notes of the Previous Meeting</b>  SR reported that SP had spoken to John West in relation to the ongoing issues with the blue doors at the Museum, SR said it was not clear on who to ring at John West when chasing up a job that had not been completed, HM said she would look into this.  SR also said the dishwasher at the Museum was still leaking but was working, JS to amend previous notes in line with this. SR felt the leak was from the dishwasher itself and not the piping therefore it was agreed a new washer would be sought in April.  <b>HM will look into ongoing issue with the wall at the cemetery and complaints from the residents in the adjoining garden.</b>  SR informed that lighting in Clara's Cottage was still an issue but this was due to the electrics and not a problem with the bulbs. LC said the electrics were due to be done in phase 2 of the works at the Museum but as this was an H&S suggested this was done by John West, HM will look into this.  SR reported that she had spoken to Community Response and the Street Wardens relating to the smell of weed coming from a neighbouring	<b>HM</b>  <b>JS</b> <b>SR</b>  <b>HM</b>  <b>HM</b>

	garden and wafting into the Museum, they were aware of this as the house is a HMO and visits to the property were quite frequent.	
<b>3.</b>	<b>Training</b>  All in hand and HM asked if all training requests could be sent over to the HR email address.	<b>ALL</b>
<b>4.</b>	<b>Maintenance &amp; Anti-Social Behaviour</b>  SR said there were ongoing maintenance jobs which needed completion at the Museum.  HM asked to see all quotes.  HM reminded managers that if a job is not completed satisfactorily John West must be called out again so KPI's done.  LC confirmed that the issue with the container at Rector Way had been resolved and that old bricks from the Museum were stored in there, it was queried as to whether these were listed or not, and who to contact to confirm either way, to find out whether they had to be kept.  It was agreed 2 COSSH cabinets were needed at the Quarry, and installed in the barn, one for cleaning products and one for fuel used by the grounds team, along with one for the Museum.  LC asked if all black sacks could be tied up before putting in the wheelie bins and to make sure the bags were full and the lids of the bins shut when possible, JS to inform cleaner, RE and DF.	<b>SR</b>    <b>ALL</b>   <b>LC/SR</b>   <b>LC/MH</b>   <b>JS</b>
<b>5.</b>	<b>Compliance Schedule</b>  HM & JS to have training with Spansec next week(12 <sup>th</sup> January 2026) on emergency lighting and weekly fire alarm testing.  SR expressed concerns over recent fire drills at the Museum, as staff appear to have difficulty in hearing messaging via the radio link but was suggested this could be due to staff resistance. HM said to instil the importance of fire drills at team meetings and if required HM was happy to attend the next drill. LC covering the Museum next week and said she would do a drill then, so can monitor staff behaviour.  SR to send all fire evacuation forms to HM	<b>HM/JS</b>      <b>LC</b>   <b>SR</b>

	<p>MH reported that there were old fire extinguishers that needed to be removed from the quarry. LC said she had 2 dry powders extinguishers to be removed and would contact First Attendance so they could all be collected together.</p> <p>HM said was she looking into P50 service fire extinguishers which are designed to be multi- purpose use ( Class A, B, electrical ) with a 10 year lifespan with reduced maintenance, which can be supplied from Safelinks in Clevedon.</p>	<p><b>MH/LC</b></p> <p><b>HM</b></p>
<b>6.</b>	<p><b>What do Health &amp; Safety meetings look like moving forward?</b></p> <p>LC asked if the compliance schedule could be reviewed each month at meetings as the online spreadsheet set up last year was not being used and updated regularly. HM suggested that she would be happy to take over all the compliance schedule and send out a diary event to the relevant manager and raise PO's so it could all be kept on track, all agreed this would be a better process.</p>	<p><b>HM</b></p>
<b>7.</b>	<p><b>Risk Assessments - updates and new</b></p> <p>LC said she was aware that she still needed to amend one of the outdoor working risk assessments for it to be in line for use at the Quarry.</p> <p>MH confirmed risk assessment would be reviewed and updated as required this month.</p> <p>SR said all assessments were in hand at the Museum.</p>	<p><b>LC</b></p> <p><b>MH</b></p>
<b>8.</b>	<p><b>Health &amp; Safety Issues - accidents and near misses</b></p> <p>LC informed that a pipe had become loose on the generator in the container at the Cemetery and was giving off emissions, this had been reported but until fixed there was no light in the engine room.</p> <p>SR reported that a member of staff dropped a tray at an event at the Museum and cut their finger, accident form was completed.</p> <p>SR expressed concerns over how hot the Museum café and kitchen becomes during the summer months, along with the main office upstairs, it was agreed that some vertical blinds for all the windows in the office maybe beneficial and worth trying before exploring any other avenues, HM suggested to get two quotes on blinds one being from Dunelm and MD to fit them.</p>	<p><b>LC</b></p> <p><b>SR</b></p>

9	<b>Toolbox Talks</b>  None reported this month.	
10.	<b>Suggested matters for next meeting, Chair of next meeting date/venue confirmation.</b>  <b>Date:</b> 4 <sup>th</sup> February 2026 – Staff Room Waterloo Street  <b>Chair</b> – Sophie Roberts  Signed..... Dated.....	



**WESTON-SUPER-MARE TOWN COUNCIL  
NOTES OF THE  
HEALTH & SAFETY TEAM MEETING  
HELD ON WEDNESDAY 3<sup>rd</sup> DECEMBER 2025  
32 WATERLOO STREET**

**Meeting Commenced:** 9.30am

**Meeting Concluded:** 9.50am

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

**Meeting Chair:** Lisa Clemons

		<b>ACTION</b>
<b>1.</b>	<b>Apologies for Absence</b>  Apologies were received from Helen Morton.	
<b>2.</b>	<b>Notes of the Previous Meeting</b>  SR reported again that there was still; an issue with the main blue doors at the Museum and was going to continue to chase with John West.  LC said she had emailed Splash in relation to getting the tanks repaired at the Water Park, but had received no response, so would chase again  SR also said the dishwasher at the Museum was still leaking, and would chase John West.  LC reported that she was still waiting for the structural engineer to go out to the Cemetery and not the Water Park as noted in the previous notes to access the damaged wall. JS to amend notes.  SR reported that the light bulbs in Clara's Cottage still needed to be changed to brighter ones and would asked MD.  MH said the car park at the Quarry appeared to be less busy and that he would continue monitor it.	<b>SR</b>  <b>LC</b>  <b>SR</b>  <b>JS</b>  <b>SR</b>  <b>MH</b>
<b>3.</b>	<b>Training – update on training requests to be included in the Budget 2026/2027</b>  LC and SR confirmed they would send over their requests to HM.	<b>LC/SR</b>

	SR reported that CD has completed Fire Warden & Fire Extinguisher training at the Museum, but would need Fire Evac Chair training next year along with RJ and any other staff due.	
<b>4.</b>	<p><b>Maintenance &amp; Anti-Social Behaviour</b></p> <p>SR expressed concerns over the smell of weed wafting into the Museum due to it being smoked in a neighbouring garden and wondered if there were any legal implications that could be put in place, it was suggested to speak to the Street Warden or Community Response for advice.</p> <p>SR also reported that the middle toilet in the ladies at the Museum was loose, LC said to check if this was screwed into the floor as if so this could be tighten in house by MH if not a job order would need to be raised for John West also the hand towel dispenser was loose in the ladies toilets, which could be fixed by MH.</p> <p>LC said that the cemetery had ongoing issues with walls and memorial stones and she was working with HM to resolve.</p>	<p><b>SR</b></p> <p><b>SR</b></p> <p><b>LC/HM</b></p>
<b>5.</b>	<p><b>Compliance Schedule</b></p> <p>Fire Risk Assessments had been done at Waterloo Street, Cemetery and Museum and any actions were being worked through. LC said it was questioned if the Grounds Team had done any recent fire training as no record could be found, therefore this would be booked in for next year.</p>	<b>HM/LC/ SR</b>
<b>6.</b>	<p><b>Risk Assessments - updates and new</b></p> <p>LC confirmed she would amend one of the outdoor working current risk assessment for the Quarry.</p> <p>Sophie reported that the General Risk Assessment will be booked in for all sites in the New Year.</p>	<b>LC</b>
<b>7.</b>	<p><b>Health &amp; Safety Issues - accidents and near misses</b></p> <p>MH reported that a gentleman had collapsed during the Remembrance Service and that St Johns Ambulance were at hand until paramedics arrived to take him to hospital, an accident form had been completed.</p>	
<b>8.</b>	<p><b>Toolbox Talks</b></p> <p>Central Services - Darker Nights</p>	

	Museum - What to do when the fire alarm goes off Grounds - Safety in the Cemetery	
9.	<b>Suggested matters for next meeting, Chair of next meeting date/venue confirmation.</b>  <b>Date:</b> 7 <sup>th</sup> January 2026 – Staff Room Waterloo Street  <b>Chair – HM</b>  Signed..... Dated.....	

**Report from Anti-racism champion**

Please find my report of activities as a councillor and anti-racism champion since my last report in October.

8th October: Next Steps meeting with RENS Cultural Awareness training with RWNS

9th October: Launch of Black History Month at The Other Place

15th October: Hate Crime (school) - Unique Voice & Crime Stoppers

20th October: Diwali celebration

22nd October: Q&A for Climate & Migration film festival

25th October: Reopening of Old Town Quarry

1st November: Reopening of The Blakehay Theatre

5th November: Closing celebration for Black History Month at Walliscote Primary School

8th November: Book Launch at St. George's Centre

9th November: Remembrance Parade

11th November: Remembrance Service in High Street

15th November: Christmas Lights Switched on

16th November: Mosque open day

24th November: Anti-Islamophobia month launch

25th November: End Domestic Violence March

3rd December: Lord Lieutenant's Carol Service x St. Paul's Church

4th December: Interviewed by Mark Sappenfield (a reporter for The Monitor. USA)

5th December: Stories of Home opening at the museum

I have offered to meet with WsM resident's association and have sent some dates to their spokesperson, I await a reply.

[Type here]

## AGENDA ITEM 7

I have also researched The Linking Network (for schools), Who is your Neighbour? Citizens UK and Hope Unlimited. I would like to do some training with Who is Your Neighbour? around bringing community groups together.

Caroline Reynolds

Anti-Racism Champion

## Schedule of unapproved expenditure – Report of the Finance Administration Manager

		General Account - (Direct Debits, Standing Orders)		General Account - (pymt run inv's (CHQS,BACS) and salary payments)		Imprest Account		Mayors Charity Fund		Totals	
<u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u>											
	Apr-25	£	25,920.90	£	438,413.12	£	12.81	£	8.50	£	464,355.33
	May-25	£	34,340.83	£	394,092.40	£	17.04	£	8.50	£	428,458.77
	Jun-25	£	38,877.90	£	751,901.25	£	13.31	£	8.50	£	790,800.96
	Jul-25	£	20,766.14	£	343,536.80	£	8.50	£	8.50	£	364,319.94
	Aug-25	£	10,901.25	£	570,268.76	£	10.80	£	8.50	£	581,189.31
	Sep-25	£	22,558.25	£	344,967.36	£	12.66	£	8.50	£	367,546.77
	Oct-25	£	17,866.00	£	1,361,694.47	£	15.64	£	8.50	£	1,379,584.61
	Nov-25	£	47,123.88	£	744,699.13	£	12.06	£	8.50	£	791,843.57
	Dec-25	£	19,869.00	£	344,621.26	£	8.50	£	8.50	£	364,507.26

**BANK RECONCILIATIONS**

BANK RECONCILIATIONS	Agenda Item				ADD									Monthly totals
	Lloyds Current Account	Lloyds Imprest Account	Lloyds Mayor's Charity Fund	NatWest Liquidity Manager	Bank Accounts sub-total	CCLA Investment	Santander Investment	Lloyds Instant access savings	Petty Cash & floats held:					
									Petty Cash 32 Waterloo Street	Museum Petty Cash & Floats	VIC/WP Petty Cash & Floats	Blakehay Floats		
Summary of reconciliations attached	£	£	£	£		£	£	£	£	£	£	£	£	
30th April 2025														
Account Balance	2,902,492.62	17,505.92	6,292.63	31,133.81										
Less: Unpresented cheques and BACS (p/l & imprest trs)	281,591.04	0.00	0.00	0.00										
plus: receipts not banked	3,101.79	0.00	0.00	0.00										
	2,624,003.37	17,505.92	6,292.63	31,133.81	2,678,935.73	100,000.00	420,000.00	0.00	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	0.00	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	0.00	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	0.00	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	0.00	300.00	510.00	200.00	0.00	1,475,262.90	
30th September 2025														
Account Balance	3,005,534.44	16,805.16	6,250.13	31,191.07										
Less: Unpresented cheques and BACS (p/l & imprest trs)	197,108.44	0.00	0.00	0.00										
plus: receipts not banked	3,308.62	0.00	0.00	0.00										
	2,811,734.62	16,805.16	6,250.13	31,191.07	2,865,980.98	100,000.00	420,000.00	0.00	300.00	510.00	100.00	0.00	3,386,890.98	
31st October 2025														
Account Balance	1,776,018.70	16,618.45	6,241.63	31,191.07										
Less: Unpresented cheques and BACS (p/l & imprest trs)	214,194.90	0.00	0.00	0.00										
plus: receipts not banked	1,318.48	0.00	0.00	0.00										
	1,563,142.28	16,618.45	6,241.63	31,191.07	1,617,193.43	600,000.00	420,000.00	0.00	300.00	510.00	100.00	0.00	2,638,103.43	
30th November 2025														
Account Balance	1,562,353.56	15,828.19	6,233.13	31,191.07				50,120.55						
Less: Unpresented cheques and BACS (p/l & imprest trs)	135,689.40	1,350.00	0.00	0.00										
plus: receipts not banked	3,086.54	0.00	38.00	0.00										
	1,429,750.70	14,478.19	6,271.13	31,191.07	1,481,691.09	600,000.00	420,000.00	50,120.55	300.00	510.00	100.00	0.00	2,552,721.64	
31st December 2025														
Account Balance	1,305,194.89	15,619.69	6,328.63	31,191.07				500,438.43						
Less: Unpresented cheques and BACS (p/l & imprest trs)	224,211.06	1,150.00	0.00	0.00										
plus: receipts not banked	622.51	0.00	0.00	0.00										
	1,081,606.34	14,469.69	6,328.63	31,191.07	1,133,595.73	600,000.00	420,000.00	500,438.43	300.00	510.00	100.00	0.00	2,654,944.16	

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

## Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>102 Central Administration</b>							
4000 Staffing Costs	44,429	379,456	533,675	154,219		154,219	71.1%
4001 Salaries - Agency	(4,146)	8,968	10,323	1,355	240	1,115	89.2%
4006 Moorepay/IT payroll HR softwar	5,500	9,890	5,500	(4,390)		(4,390)	179.8%
4007 Personnel Consultants	0	3,545	5,200	1,655		1,655	68.2%
4008 CRB Checks/staff services	0	752	1,200	448		448	62.6%
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	2,999	9,194	6,195		6,195	32.6%
4019 Website Costs-TC	50	297	600	303		303	49.5%
4036 Stationery	13	1,236	2,500	1,264		1,264	49.5%
4040 Audit & Accountancy	1,050	4,336	11,000	6,664	1,100	5,564	49.4%
4041 Fees, Subs and Conferences	608	7,935	8,570	635		635	92.6%
4042 Postages	210	1,835	2,000	165		165	91.7%
4043 Ink Cartridges/printing	398	1,557	3,000	1,443		1,443	51.9%
4044 Insurance	289	13,582	13,000	(582)	3,072	(3,655)	128.1%
4049 Legal fees	0	8,548	12,000	3,452		3,452	71.2%
4107 IT Support & Upgrade	1,210	15,571	15,000	(571)	3,304	(3,875)	125.8%
4136 Credit Card Chgs	0	0	500	500		500	0.0%
4151 Catering	42	2,034	3,000	966		966	67.8%
6020 Allocation to Cost Centres	(49,652)	(465,331)	(480,123)	(14,792)		(14,792)	96.9%
Central Administration :- Indirect Expenditure	<b>1</b>	<b>0</b>	<b>160,039</b>	<b>160,039</b>	<b>7,716</b>	<b>152,323</b>	<b>4.8%</b>

**Net Expenditure**      **(1)**      **(0)**      **(160,039)**      **(160,039)**

<b>103 Grove House</b>							
1100 Miscellaneous Income	500	4,945	6,000	1,055			82.4%
Grove House :- Income	<b>500</b>	<b>4,945</b>	<b>6,000</b>	<b>1,055</b>			<b>82.4%</b>
4019 Website Costs-TC	(664)	0	0	0		0	0.0%
4044 Insurance	0	1,000	1,500	500		500	66.7%
4102 NNDR	0	(1,145)	1,479	2,624		2,624	(77.4%)
4104 Utilities - Water	0	(7)	0	7		7	0.0%
4109 Alarm system	664	664	621	(43)		(43)	106.9%
Grove House :- Indirect Expenditure	<b>0</b>	<b>513</b>	<b>3,600</b>	<b>3,087</b>	<b>0</b>	<b>3,087</b>	<b>14.2%</b>

**Net Income over Expenditure**      **500**      **4,432**      **2,400**      **(2,032)**

<b>104 Grove Lodge</b>							
1100 Miscellaneous Income	0	5,000	5,000	0			100.0%
Grove Lodge :- Income	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>			<b>100.0%</b>



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4044 Insurance	0	1,000	1,500	500		500	66.7%
4102 NNDR	0	(940)	0	940		940	0.0%
4109 Alarm system	0	522	489	(33)		(33)	106.8%
4132 Rent	417	3,750	0	(3,750)		(3,750)	0.0%

Grove Lodge :- Indirect Expenditure **417** **4,332** **1,989** **(2,343)** **0** **(2,343)** **217.8%**

**Net Income over Expenditure** **(417)** **668** **3,011** **2,343**

<b>105 Community Services</b>							
4158 Weston in Bloom	0	7,248	8,000	752		752	90.6%
4200 Small grants to Voluntary Orgs	0	5,491	12,500	7,009		7,009	43.9%
4204 VANS	0	3,000	3,000	0		0	100.0%
4208 Christmas Lights - SLA	6,473	40,009	40,000	(9)		(9)	100.0%
4210 Weston Town Centre Co SLA	0	20,374	20,499	125		125	99.4%
4211 Blakehay	(107,980)	0	0	0		0	0.0%
4212 CCTV (NSC)	51,050	76,550	102,000	25,450		25,450	75.0%
4218 Flower Beds	0	575	3,000	2,425		2,425	19.2%
4221 Citizens Advice Bureau	0	12,500	25,000	12,500	12,500	0	100.0%
4223 Community Events	178	2,464	3,000	537		537	82.1%
4228 Blue Plaques	0	389	1,000	611	100	511	48.9%
4229 Armed Forces Celebrations	(5,000)	5,850	9,500	3,650		3,650	61.6%
4250 Community Events Grants	0	43,694	60,000	16,306		16,306	72.8%
4252 Crime & Disorder	63,750	63,750	93,550	29,800		29,800	68.1%
4254 CANS rent support (sovereign)	25,000	25,000	25,000	0		0	100.0%
4864 Homeless Support Fund	6,500	22,500	45,000	22,500	22,500	0	100.0%
6000 Admin Salaries Recharge	2,177	17,899	18,856	957		957	94.9%
6005 Admin Overhead Recharge	256	3,996	3,765	(231)		(231)	106.1%
6009 HQ recharges	494	4,198	4,567	369		369	91.9%
6010 Grounds Salaries Recharge	1,339	18,119	21,058	2,939		2,939	86.0%
6015 Grounds Overhead Recharge	163	4,021	4,929	908		908	81.6%
6030 Operational Staffing Recharge	1,810	15,657	16,688	1,031		1,031	93.8%
6035 Operational Overhead Recharge	58	1,164	1,789	625		625	65.1%

Community Services :- Indirect Expenditure **46,267** **394,448** **522,701** **128,253** **35,100** **93,153** **82.2%**

**Net Expenditure** **(46,267)** **(394,448)** **(522,701)** **(128,253)**

<b>107 Civic Support</b>							
4000 Staffing Costs	2,049	21,189	28,896	7,707		7,707	73.3%
4044 Insurance	0	7,960	7,500	(460)		(460)	106.1%
4050 Printing	165	406	500	94		94	81.3%
4150 Chauffeur/travel costs	0	1,162	3,000	1,838	360	1,478	50.7%

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4151 Catering	65	1,136	3,000	1,864	174	1,690	43.7%
4152 Civic Miscellaneous	94	1,111	1,000	(111)	6	(117)	111.7%
4153 Chair's Allowance	0	2,474	4,751	2,277		2,277	52.1%
4154 Clvic Regalia	0	609	4,000	3,391	1,895	1,495	62.6%
4164 Civic Events	969	7,762	5,800	(1,962)		(1,962)	133.8%
4165 Hildesheim	0	0	4,000	4,000		4,000	0.0%
6000 Admin Salaries Recharge	4,025	34,216	36,086	1,870		1,870	94.8%
6005 Admin Overhead Recharge	473	7,731	7,201	(530)		(530)	107.4%
6009 HQ recharges	913	8,995	9,586	591		591	93.8%
6010 Grounds Salaries Recharge	101	562	645	83		83	87.1%
6015 Grounds Overhead Recharge	14	106	153	47		47	69.3%
6030 Operational Staffing Recharge	270	1,685	1,802	117		117	93.5%
6035 Operational Overhead Recharge	9	111	189	78		78	58.7%
Civic Support :- Indirect Expenditure	<b>9,146</b>	<b>97,216</b>	<b>118,109</b>	<b>20,893</b>	<b>2,435</b>	<b>18,458</b>	<b>84.4%</b>
<b>Net Expenditure</b>	<b>(9,146)</b>	<b>(97,216)</b>	<b>(118,109)</b>	<b>(20,893)</b>			
<b>108 Democratic Representation</b>							
4012 Travel & Subsistence Expenses	55	104	100	(4)		(4)	104.5%
4013 Training	0	481	1,000	520		520	48.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4083 Security	0	945	0	(945)		(945)	0.0%
4107 IT Support & Upgrade	273	2,121	2,500	379	544	(165)	106.6%
6000 Admin Salaries Recharge	5,802	49,046	51,717	2,671		2,671	94.8%
6005 Admin Overhead Recharge	682	11,061	10,321	(740)		(740)	107.2%
6009 HQ recharges	1,315	15,102	15,809	707		707	95.5%
6030 Operational Staffing Recharge	462	4,050	4,318	268		268	93.8%
6035 Operational Overhead Recharge	15	301	461	160		160	65.3%
Democratic Representation :- Indirect Expenditure	<b>8,604</b>	<b>83,211</b>	<b>101,226</b>	<b>18,015</b>	<b>544</b>	<b>17,471</b>	<b>82.7%</b>
<b>Net Expenditure</b>	<b>(8,604)</b>	<b>(83,211)</b>	<b>(101,226)</b>	<b>(18,015)</b>			
<b>110 Other Costs &amp; Income</b>							
1176 Precept	0	4,450,668	4,450,668	0			100.0%
1190 Bank Interest	2,287	5,492	20,000	14,508			27.5%
Other Costs & Income :- Income	<b>2,287</b>	<b>4,456,160</b>	<b>4,470,668</b>	<b>14,508</b>			<b>99.7%</b>
4051 Bank Charges	345	2,985	4,100	1,115		1,115	72.8%
4060 PWLB Interest repaid-Blakehay	0	2,703	2,703	0		0	100.0%
4061 PWLB Capital repaid-Blakehay	0	12,000	12,000	0		0	100.0%
4068 PWLB Interest repaid-Water Pk	0	7,316	6,316	(1,000)		(1,000)	115.8%

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4069 PWLB Capital repaid-Water Pk	0	13,043	13,043	(0)		(0)	100.0%
4080 PWLB Capital HQ Loan Capital	5,000	10,000	10,000	0		0	100.0%
4081 PWLB Interest HQ Loan Interest	3,894	7,899	7,899	0		0	100.0%
4082 EMRRP devolution	0	63,230	350,000	286,770		286,770	18.1%
4999 General Reserve	0	36,435	330,000	293,565	7,285	286,280	13.2%
Other Costs & Income :- Indirect Expenditure	<b>9,238</b>	<b>155,611</b>	<b>736,061</b>	<b>580,450</b>	<b>7,285</b>	<b>573,165</b>	<b>22.1%</b>
<b>Net Income over Expenditure</b>	<b>(6,951)</b>	<b>4,300,549</b>	<b>3,734,607</b>	<b>(565,942)</b>			
<b>111 Strategic Planning/Projects</b>							
1130 Big Worle	0	0	63,045	63,045			0.0%
Strategic Planning/Projects :- Income	<b>0</b>	<b>0</b>	<b>63,045</b>	<b>63,045</b>			<b>0.0%</b>
4049 Legal fees	1,066	11,521	30,000	18,479		18,479	38.4%
4213 Development budget	10	346	1,000	654		654	34.6%
6000 Admin Salaries Recharge	3,434	29,148	30,742	1,594		1,594	94.8%
6005 Admin Overhead Recharge	185	2,943	6,134	3,191		3,191	48.0%
6009 HQ recharges	779	6,064	2,642	(3,422)		(3,422)	229.5%
6030 Operational Staffing Recharge	385	3,543	3,776	233		233	93.8%
6035 Operational Overhead Recharge	12	267	405	138		138	65.9%
Strategic Planning/Projects :- Indirect Expenditure	<b>5,871</b>	<b>53,832</b>	<b>74,699</b>	<b>20,867</b>	<b>0</b>	<b>20,867</b>	<b>72.1%</b>
<b>Net Income over Expenditure</b>	<b>(5,871)</b>	<b>(53,832)</b>	<b>(11,654)</b>	<b>42,178</b>			
<b>112 Environmental</b>							
4076 Environmental / Climate	63	251	46,125	45,874		45,874	0.5%
6000 Admin Salaries Recharge	2,466	20,754	21,882	1,128		1,128	94.8%
6005 Admin Overhead Recharge	290	4,671	4,367	(304)		(304)	107.0%
6009 HQ recharges	559	6,126	6,449	323		323	95.0%
6030 Operational Staffing Recharge	270	2,481	2,642	161		161	93.9%
6035 Operational Overhead Recharge	9	187	284	97		97	65.8%
Environmental :- Indirect Expenditure	<b>3,657</b>	<b>34,470</b>	<b>81,749</b>	<b>47,279</b>	<b>0</b>	<b>47,279</b>	<b>42.2%</b>
<b>Net Expenditure</b>	<b>(3,657)</b>	<b>(34,470)</b>	<b>(81,749)</b>	<b>(47,279)</b>			
<b>113 Operational Services</b>							
4000 Staffing Costs	11,572	106,254	150,948	44,694		44,694	70.4%
4013 Training	0	4,513	6,773	2,260		2,260	66.6%
4014 P P E / Health & Safety	0	0	450	450		450	0.0%
4035 Telephone	46	363	400	37	76	(39)	109.8%
4107 IT Support & Upgrade	325	3,159	4,000	841	994	(152)	103.8%

12:31

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6020 Allocation to Cost Centres	(11,942)	(114,289)	(125,343)	(11,054)		(11,054)	91.2%
Operational Services :- Indirect Expenditure	<u>1</u>	<u>0</u>	<u>37,228</u>	<u>37,228</u>	<u>1,070</u>	<u>36,158</u>	<u>2.9%</u>
<b>Net Expenditure</b>	<b><u>(1)</u></b>	<b><u>(0)</u></b>	<b><u>(37,228)</u></b>	<b><u>(37,228)</u></b>			
<u>114 Old Town Quarry</u>							
1044 Quarry sale or return comm	195	536	0	(536)			0.0%
1103 Other event misc income	550	550	0	(550)			0.0%
1301 Studio Letting Income	0	3,075	16,200	13,125			19.0%
1302 Catering	4,333	4,333	25,000	20,667			17.3%
1303 Community hire (hub)	90	90	4,680	4,590			1.9%
1304 Shop Sales	48	298	0	(298)			0.0%
1306 Donations/Grant Funding	72	72	0	(72)			0.0%
Old Town Quarry :- Income	<u>5,288</u>	<u>8,954</u>	<u>45,880</u>	<u>36,926</u>			<u>19.5%</u>
4014 P P E / Health & Safety	120	335	529	194		194	63.4%
4019 Website Costs-TC	1	121	513	392	228	164	68.0%
4030 Equipment Purchase	0	265	0	(265)		(265)	0.0%
4031 Equipment - Rental	39	293	410	117		117	71.5%
4034 Equipment Repairs	0	1,597	10,250	8,653		8,653	15.6%
4035 Telephone	315	315	578	263		263	54.5%
4039 Advertising & Marketing	50	140	0	(140)		(140)	0.0%
4044 Insurance	0	9,683	9,250	(433)		(433)	104.7%
4051 Bank Charges	3	11	0	(11)		(11)	0.0%
4102 NNDR	0	0	3,229	3,229		3,229	0.0%
4104 Utilities - Water	0	353	1,082	729		729	32.6%
4105 Utilities - Heat & Light	886	2,047	8,111	6,064		6,064	25.2%
4109 Alarm system	0	0	1,057	1,057		1,057	0.0%
4110 Cleaning	840	2,373	1,057	(1,316)	2,520	(3,836)	462.9%
4114 Refuse Removal	41	82	529	447		447	15.5%
4131 Licenses	0	0	150	150		150	0.0%
4408 Shop stock	0	815	0	(815)		(815)	0.0%
6000 Admin Salaries Recharge	6,580	54,281	57,184	2,903		2,903	94.9%
6005 Admin Overhead Recharge	774	12,132	11,411	(721)		(721)	106.3%
6009 HQ recharges	1,492	4,948	6,611	1,663		1,663	74.8%
6010 Grounds Salaries Recharge	133	2,761	3,218	457		457	85.8%
6015 Grounds Overhead Recharge	16	637	754	117		117	84.5%
6030 Operational Staffing Recharge	2,041	18,779	20,006	1,227		1,227	93.9%
6035 Operational Overhead Recharge	65	1,420	2,147	727		727	66.1%
Old Town Quarry :- Indirect Expenditure	<u>13,395</u>	<u>113,387</u>	<u>138,076</u>	<u>24,689</u>	<u>2,748</u>	<u>21,941</u>	<u>84.1%</u>
<b>Net Income over Expenditure</b>	<b><u>(8,107)</u></b>	<b><u>(104,433)</u></b>	<b><u>(92,196)</u></b>	<b><u>12,237</u></b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>115 HQ</b>							
1100 Miscellaneous Income	417	13,784	0	(13,784)			0.0%
<b>HQ :- Income</b>	<b>417</b>	<b>13,784</b>	<b>0</b>	<b>(13,784)</b>			
4014 P P E / Health & Safety	45	295	10,250	9,955	595	9,360	8.7%
4030 Equipment Purchase	0	529	15,375	14,846		14,846	3.4%
4031 Equipment - Rental	1,184	6,652	5,500	(1,152)		(1,152)	121.0%
4035 Telephone	1,608	5,919	7,000	1,081	3,243	(2,162)	130.9%
4044 Insurance	43	5,594	6,180	586		586	90.5%
4102 NNDR	2,033	19,237	20,334	1,097		1,097	94.6%
4104 Utilities - Water	95	806	1,000	194		194	80.6%
4105 Utilities - Heat & Light	2,087	22,556	12,000	(10,556)		(10,556)	188.0%
4109 Alarm system	1,652	1,652	1,544	(108)		(108)	107.0%
4110 Cleaning	1,648	14,616	16,640	2,024	4,107	(2,084)	112.5%
4111 Window Cleaning	0	260	500	240		240	52.0%
4114 Refuse Removal	93	2,703	2,563	(140)		(140)	105.5%
4136 Credit Card Chgs	0	422	300	(122)	3	(125)	141.6%
4171 Parking	0	9,900	9,500	(400)		(400)	104.2%
4172 Garage rental	0	1,500	1,550	50		50	96.8%
6020 Allocation to Cost Centres	(10,072)	(78,859)	(86,868)	(8,009)		(8,009)	90.8%
<b>HQ :- Indirect Expenditure</b>	<b>416</b>	<b>13,784</b>	<b>23,368</b>	<b>9,584</b>	<b>7,948</b>	<b>1,636</b>	<b>93.0%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(0)</b>	<b>(23,368)</b>	<b>(23,368)</b>			
<b>116 Volunteer costs</b>							
4012 Travel & Subsistence Expenses	31	243	500	257		257	48.6%
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	287	337	700	363		363	48.1%
4039 Advertising & Marketing	0	0	500	500		500	0.0%
4041 Fees, Subs and Conferences	0	0	500	500		500	0.0%
4151 Catering	106	194	500	306		306	38.8%
4253 Volunteer Events	0	230	750	520		520	30.7%
<b>Volunteer costs :- Indirect Expenditure</b>	<b>424</b>	<b>1,275</b>	<b>4,550</b>	<b>3,275</b>	<b>0</b>	<b>3,275</b>	<b>28.0%</b>
<b>Net Expenditure</b>	<b>(424)</b>	<b>(1,275)</b>	<b>(4,550)</b>	<b>(3,275)</b>			
<b>120 Blakehay Central Costs</b>							
1100 Miscellaneous Income	1,460	2,742	0	(2,742)			0.0%
<b>Blakehay Central Costs :- Income</b>	<b>1,460</b>	<b>2,742</b>	<b>0</b>	<b>(2,742)</b>			
4000 Staffing Costs	0	25,919	75,008	49,089		49,089	34.6%

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

## Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 Training	0	475	1,183	708		708	40.1%
4014 P P E / Health & Safety	0	48	500	452		452	9.6%
4019 Website Costs-TC	2	257	250	(7)		(7)	102.7%
4030 Equipment Purchase	0	20,255	8,500	(11,755)		(11,755)	238.3%
4031 Equipment - Rental	0	1,726	416	(1,310)		(1,310)	414.9%
4034 Equipment Repairs	0	643	500	(143)		(143)	128.7%
4035 Telephone	0	2,056	1,730	(326)		(326)	118.9%
4036 Stationery	0	39	250	211		211	15.6%
4043 Ink Cartridges/printing	0	107	250	143		143	43.0%
4044 Insurance	43	5,113	5,900	787		787	86.7%
4102 NNDR	0	2,464	3,226	762		762	76.4%
4104 Utilities - Water	71	668	624	(44)		(44)	107.1%
4105 Utilities - Heat & Light	1,898	11,338	22,068	10,730		10,730	51.4%
4107 IT Support & Upgrade	0	2,516	2,916	400		400	86.3%
4109 Alarm system	75	75	684	609		609	11.0%
4110 Cleaning	1,836	14,870	19,486	4,616		4,616	76.3%
4111 Window Cleaning	0	75	150	75		75	50.0%
4114 Refuse Removal	0	1,854	2,700	846		846	68.7%
4131 Licenses	0	180	1,200	1,020		1,020	15.0%
4136 Credit Card Chgs	0	872	487	(385)		(385)	179.0%
4211 Blakehay	172,543	172,543	0	(172,543)		(172,543)	0.0%
6000 Admin Salaries Recharge	0	9,133	9,960	827		827	91.7%
6005 Admin Overhead Recharge	0	2,795	1,990	(805)		(805)	140.5%
6009 HQ recharges	0	3,959	3,675	(284)		(284)	107.7%
6010 Grounds Salaries Recharge	0	1,907	2,240	333		333	85.1%
6015 Grounds Overhead Recharge	0	474	525	51		51	90.3%
6030 Operational Staffing Recharge	0	6,442	6,825	383		383	94.4%
6035 Operational Overhead Recharge	0	622	730	108		108	85.2%
Blakehay Central Costs :- Indirect Expenditure	<b>176,469</b>	<b>289,426</b>	<b>173,973</b>	<b>(115,453)</b>	<b>0</b>	<b>(115,453)</b>	<b>166.4%</b>

**Net Income over Expenditure**      **(175,008)**      **(286,684)**      **(173,973)**      **112,711**

121 Blakehay -Auditorium

1090 Bookings	0	9,911	35,000	25,089			28.3%
Blakehay -Auditorium :- Income	<b>0</b>	<b>9,911</b>	<b>35,000</b>	<b>25,089</b>			<b>28.3%</b>
4000 Staffing Costs	0	28,418	68,457	40,039		40,039	41.5%
4039 Advertising & Marketing	0	135	2,500	2,365		2,365	5.4%
4224 Blakehay Performing Rights	0	0	3,500	3,500		3,500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	<b>0</b>	<b>28,553</b>	<b>74,457</b>	<b>45,904</b>	<b>0</b>	<b>45,904</b>	<b>38.3%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(18,642)</b>	<b>(39,457)</b>	<b>(20,815)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>122 Blakehay - Upper Studio</b>							
1090 Bookings	0	2,242	8,000	5,758			28.0%
Blakehay - Upper Studio :- Income	<b>0</b>	<b>2,242</b>	<b>8,000</b>	<b>5,758</b>			<b>28.0%</b>
<b>Net Income</b>	<b>0</b>	<b>2,242</b>	<b>8,000</b>	<b>5,758</b>			
<b>123 Blakehay Bar</b>							
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	0	8,734	26,000	17,266			33.6%
Blakehay Bar :- Income	<b>0</b>	<b>8,734</b>	<b>27,500</b>	<b>18,766</b>			<b>31.8%</b>
4000 Staffing Costs	0	2,363	13,184	10,821		10,821	17.9%
4031 Equipment - Rental	0	255	1,246	991		991	20.5%
4405 Blakehay Bar Expenditure	0	3,510	13,000	9,490		9,490	27.0%
Blakehay Bar :- Indirect Expenditure	<b>0</b>	<b>6,128</b>	<b>27,430</b>	<b>21,302</b>	<b>0</b>	<b>21,302</b>	<b>22.3%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>2,606</b>	<b>70</b>	<b>(2,536)</b>			
<b>125 Blakehay -Live Shows</b>							
1106 Blakehay events income	0	13,323	40,000	26,677			33.3%
Blakehay -Live Shows :- Income	<b>0</b>	<b>13,323</b>	<b>40,000</b>	<b>26,677</b>			<b>33.3%</b>
4000 Staffing Costs	0	643	13,182	12,539		12,539	4.9%
4016 Show costs	0	4,384	24,000	19,617		19,617	18.3%
4039 Advertising & Marketing	0	0	2,500	2,500		2,500	0.0%
Blakehay -Live Shows :- Indirect Expenditure	<b>0</b>	<b>5,026</b>	<b>39,682</b>	<b>34,656</b>	<b>0</b>	<b>34,656</b>	<b>12.7%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>8,297</b>	<b>318</b>	<b>(7,979)</b>			
<b>140 Museum Central Costs</b>							
1100 Miscellaneous Income	282	5,537	10,000	4,463			55.4%
Museum Central Costs :- Income	<b>282</b>	<b>5,537</b>	<b>10,000</b>	<b>4,463</b>			<b>55.4%</b>
4000 Staffing Costs	7,996	79,152	144,789	65,637		65,637	54.7%
4012 Travel & Subsistence Expenses	0	35	100	65		65	35.1%
4013 Training	0	1,504	2,854	1,350		1,350	52.7%
4014 P P E / Health & Safety	0	324	1,000	676		676	32.4%
4019 Website Costs-TC	8	348	250	(98)		(98)	139.1%
4030 Equipment Purchase	12	375	1,000	625		625	37.5%
4031 Equipment - Rental	150	1,321	1,500	179		179	88.1%
4034 Equipment Repairs	0	98	500	402		402	19.6%

12:31

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4035 Telephone	360	2,852	3,000	148	1,870	(1,722)	157.4%
4036 Stationery	73	340	500	160		160	67.9%
4039 Advertising & Marketing	0	1,692	2,500	808		808	67.7%
4041 Fees, Subs and Conferences	56	347	250	(97)		(97)	138.7%
4044 Insurance	43	14,118	14,539	421		421	97.1%
4104 Utilities - Water	25	462	450	(12)		(12)	102.6%
4105 Utilities - Heat & Light	1,956	11,472	13,926	2,454		2,454	82.4%
4107 IT Support & Upgrade	598	6,016	8,500	2,484	1,740	744	91.3%
4109 Alarm system	45	1,113	790	(323)		(323)	140.9%
4110 Cleaning	1,560	13,271	16,000	2,729		2,729	82.9%
4111 Window Cleaning	50	450	500	50		50	90.0%
4114 Refuse Removal	416	5,122	3,500	(1,622)		(1,622)	146.3%
4131 Licenses	0	954	1,150	196		196	83.0%
4136 Credit Card Chgs	0	334	750	416		416	44.6%
4214 Somerset County Council - SLA	0	44,394	85,537	41,143		41,143	51.9%
6000 Admin Salaries Recharge	2,248	18,487	19,475	988		988	94.9%
6005 Admin Overhead Recharge	264	4,128	3,886	(242)		(242)	106.2%
6009 HQ recharges	510	4,623	4,982	359		359	92.8%
6010 Grounds Salaries Recharge	167	3,048	3,551	503		503	85.8%
6015 Grounds Overhead Recharge	20	696	831	135		135	83.8%
6030 Operational Staffing Recharge	2,336	18,686	19,930	1,244		1,244	93.8%
6035 Operational Overhead Recharge	75	1,355	2,133	778		778	63.5%
Museum Central Costs :- Indirect Expenditure	<b>18,968</b>	<b>237,118</b>	<b>358,673</b>	<b>121,555</b>	<b>3,610</b>	<b>117,945</b>	<b>67.1%</b>

<b>Net Income over Expenditure</b>	<b>(18,686)</b>	<b>(231,581)</b>	<b>(348,673)</b>	<b>(117,092)</b>
------------------------------------	-----------------	------------------	------------------	------------------

<b>141 Museum Learning and Events</b>							
1006 Learning Income	185	5,691	9,425	3,735			60.4%
1008 Museum handling box hire	45	540	899	359			60.1%
1103 Other event misc income	0	923	269	(654)			343.1%
Museum Learning and Events :- Income	<b>230</b>	<b>7,154</b>	<b>10,593</b>	<b>3,440</b>			<b>67.5%</b>
4000 Staffing Costs	3,348	28,254	40,124	11,870		11,870	70.4%
4012 Travel & Subsistence Expenses	0	29	154	125		125	18.7%
4020 Learning/Event education equip	336	694	1,025	331		331	67.7%
4030 Equipment Purchase	0	1,431	2,563	1,132		1,132	55.8%
Museum Learning and Events :- Indirect Expenditure	<b>3,685</b>	<b>30,408</b>	<b>43,866</b>	<b>13,458</b>	<b>0</b>	<b>13,458</b>	<b>69.3%</b>

<b>Net Income over Expenditure</b>	<b>(3,455)</b>	<b>(23,254)</b>	<b>(33,273)</b>	<b>(10,019)</b>
------------------------------------	----------------	-----------------	-----------------	-----------------



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>142 Museum Cafe</b>							
1004 Cafe Sales	4,474	60,779	90,000	29,221			67.5%
1194 Bar Income	1,785	9,992	15,000	5,008			66.6%
1197 Function food income	5,571	21,243	25,000	3,757			85.0%
<b>Museum Cafe :- Income</b>	<b>11,829</b>	<b>92,014</b>	<b>130,000</b>	<b>37,986</b>			<b>70.8%</b>
4000 Staffing Costs	7,857	58,868	77,121	18,253		18,253	76.3%
4014 P P E / Health & Safety	0	849	1,500	651		651	56.6%
4030 Equipment Purchase	0	804	2,500	1,696		1,696	32.1%
4031 Equipment - Rental	273	2,307	2,000	(307)		(307)	115.3%
4110 Cleaning	100	631	1,000	369		369	63.1%
4114 Refuse Removal	0	603	750	147		147	80.4%
4136 Credit Card Chgs	0	334	500	166		166	66.9%
4406 Bar Stock/Sundry Items Kiosk	115	3,388	5,000	1,612		1,612	67.8%
4407 Cafe stock	696	17,132	24,000	6,868	208	6,659	72.3%
4511 Function food costs	1,243	6,570	5,500	(1,070)	214	(1,283)	123.3%
<b>Museum Cafe :- Indirect Expenditure</b>	<b>10,284</b>	<b>91,486</b>	<b>119,871</b>	<b>28,385</b>	<b>422</b>	<b>27,963</b>	<b>76.7%</b>
<b>Net Income over Expenditure</b>	<b>1,545</b>	<b>528</b>	<b>10,129</b>	<b>9,601</b>			
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	490	9,930	12,539	2,609			79.2%
1009 Museum sale or return comm	939	28,193	7,313	(20,880)			385.5%
<b>Museum shop/retail :- Income</b>	<b>1,429</b>	<b>38,123</b>	<b>19,852</b>	<b>(18,271)</b>			<b>192.0%</b>
4421 Sale or Return Exp (1009)	3,487	18,060	3,612	(14,448)	39	(14,488)	501.1%
<b>Museum shop/retail :- Direct Expenditure</b>	<b>3,487</b>	<b>18,060</b>	<b>3,612</b>	<b>(14,448)</b>	<b>39</b>	<b>(14,488)</b>	<b>501.1%</b>
4030 Equipment Purchase	0	975	2,783	1,808	9	1,799	35.4%
4031 Equipment - Rental	121	939	953	14		14	98.5%
4136 Credit Card Chgs	0	334	88	(246)		(246)	380.1%
4408 Shop stock	(10)	3,592	6,627	3,035		3,035	54.2%
<b>Museum shop/retail :- Indirect Expenditure</b>	<b>111</b>	<b>5,840</b>	<b>10,451</b>	<b>4,611</b>	<b>9</b>	<b>4,602</b>	<b>56.0%</b>
<b>Net Income over Expenditure</b>	<b>(2,169)</b>	<b>14,222</b>	<b>5,789</b>	<b>(8,433)</b>			
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	254	200	(54)			127.1%
1103 Other event misc income	2,649	9,734	13,500	3,766			72.1%
1104 Function Income	(2,717)	18,240	23,500	5,260			77.6%
<b>Museum Function :- Income</b>	<b>(68)</b>	<b>28,228</b>	<b>37,200</b>	<b>8,972</b>			<b>75.9%</b>

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	2,617	14,238	18,252	4,014		4,014	78.0%
4030 Equipment Purchase	378	1,560	5,000	3,440		3,440	31.2%
4420 Function Expenditure (1104)	274	7,150	12,000	4,850		4,850	59.6%
Museum Function :- Indirect Expenditure	<b>3,269</b>	<b>22,947</b>	<b>35,252</b>	<b>12,305</b>	<b>0</b>	<b>12,305</b>	<b>65.1%</b>
<b>Net Income over Expenditure</b>	<b>(3,338)</b>	<b>5,280</b>	<b>1,948</b>	<b>(3,332)</b>			
<b>199 Capital Projects</b>							
4101 VW Website	0	0	0	0	33,750	(33,750)	0.0%
4103 Capital project	0	0	70,000	70,000		70,000	0.0%
Capital Projects :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>70,000</b>	<b>70,000</b>	<b>33,750</b>	<b>36,250</b>	<b>48.2%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(70,000)</b>	<b>(70,000)</b>			
<b>300 Planning</b>							
6000 Admin Salaries Recharge	2,399	20,105	21,193	1,088		1,088	94.9%
6005 Admin Overhead Recharge	282	4,517	4,226	(291)		(291)	106.9%
6009 HQ recharges	544	2,492	3,049	557		557	81.7%
Planning :- Indirect Expenditure	<b>3,225</b>	<b>27,114</b>	<b>28,468</b>	<b>1,354</b>	<b>0</b>	<b>1,354</b>	<b>95.2%</b>
<b>Net Expenditure</b>	<b>(3,225)</b>	<b>(27,114)</b>	<b>(28,468)</b>	<b>(1,354)</b>			
<b>400 Central Grounds Maintenance</b>							
4000 Staffing Costs	36,197	320,336	493,503	173,167		173,167	64.9%
4013 Training	0	2,002	8,629	6,627		6,627	23.2%
4014 P P E / Health & Safety	39	3,108	4,000	892	59	833	79.2%
4025 Vehicle Maintenance	0	2,009	4,197	2,188	190	1,998	52.4%
4026 Petrol / Diesel	429	4,929	15,000	10,071		10,071	32.9%
4030 Equipment Purchase	424	9,521	10,000	479		479	95.2%
4031 Equipment - Rental	1,437	20,482	41,354	20,872	2,602	18,270	55.8%
4034 Equipment Repairs	136	2,174	2,563	389		389	84.8%
4035 Telephone	297	2,668	2,764	96	875	(779)	128.2%
4044 Insurance	358	6,429	10,000	3,571		3,571	64.3%
4107 IT Support & Upgrade	1,275	12,083	15,890	3,807	1,557	2,250	85.8%
4114 Refuse Removal	0	1,215	1,200	(15)		(15)	101.3%
6020 Allocation to Cost Centres	(40,591)	(386,955)	(456,822)	(69,867)		(69,867)	84.7%
Central Grounds Maintenance :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>152,278</b>	<b>152,278</b>	<b>5,283</b>	<b>146,995</b>	<b>3.5%</b>
<b>Net Expenditure</b>	<b>(0)</b>	<b>(0)</b>	<b>(152,278)</b>	<b>(152,278)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>403 Allotments</b>							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>			<b>0.0%</b>
4105 Utilities - Heat & Light	66	619	770	151		151	80.4%
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	1,231	10,125	10,663	538		538	95.0%
6005 Admin Overhead Recharge	145	2,260	2,129	(131)		(131)	106.2%
6009 HQ recharges	279	865	1,178	313		313	73.4%
6010 Grounds Salaries Recharge	167	984	1,126	142		142	87.4%
6015 Grounds Overhead Recharge	20	185	261	76		76	70.9%
Allotments :- Indirect Expenditure	<b>1,908</b>	<b>15,618</b>	<b>25,127</b>	<b>9,509</b>	<b>0</b>	<b>9,509</b>	<b>62.2%</b>
<b>Net Income over Expenditure</b>	<b>(1,908)</b>	<b>(15,618)</b>	<b>(24,727)</b>	<b>(9,109)</b>			
<b>420 Milton Road Cemetery</b>							
1010 Interments	(494)	35,996	68,000	32,004			52.9%
1011 Memorials	173	4,423	4,000	(423)			110.6%
1100 Miscellaneous Income	194	3,656	5,000	1,344			73.1%
Milton Road Cemetery :- Income	<b>(127)</b>	<b>44,075</b>	<b>77,000</b>	<b>32,925</b>			<b>57.2%</b>
4034 Equipment Repairs	690	2,340	5,000	2,660		2,660	46.8%
4054 Grave Digging	0	2,200	12,000	9,800		9,800	18.3%
4055 Memorials	98	5,432	8,000	2,568	1,452	1,116	86.0%
4102 NNDR	389	3,511	4,009	498		498	87.6%
4104 Utilities - Water	54	1,933	640	(1,293)		(1,293)	302.0%
4105 Utilities - Heat & Light	16	187	218	31		31	85.9%
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	2,093	17,405	18,340	935		935	94.9%
6005 Admin Overhead Recharge	246	3,901	3,662	(239)		(239)	106.5%
6009 HQ recharges	474	3,304	3,710	406		406	89.1%
6010 Grounds Salaries Recharge	15,015	121,797	140,516	18,719		18,719	86.7%
6015 Grounds Overhead Recharge	1,823	24,887	32,914	8,027		8,027	75.6%
6030 Operational Staffing Recharge	834	6,848	7,303	455		455	93.8%
6035 Operational Overhead Recharge	27	501	783	282		282	64.0%
Milton Road Cemetery :- Indirect Expenditure	<b>21,759</b>	<b>194,246</b>	<b>239,671</b>	<b>45,425</b>	<b>1,452</b>	<b>43,973</b>	<b>81.7%</b>
<b>Net Income over Expenditure</b>	<b>(21,886)</b>	<b>(150,171)</b>	<b>(162,671)</b>	<b>(12,500)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>451 Youth Activities</b>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	38,463	76,926	38,463	38,463	0	100.0%
4219 Youth Grants	0	1,000	3,000	2,000		2,000	33.3%
6000 Admin Salaries Recharge	1,608	13,145	13,845	700		700	94.9%
6005 Admin Overhead Recharge	189	2,925	2,764	(161)		(161)	105.8%
6009 HQ recharges	365	1,781	2,146	365		365	83.0%
6030 Operational Staffing Recharge	270	2,281	2,427	146		146	94.0%
6035 Operational Overhead Recharge	9	172	263	91		91	65.4%
Youth Activities :- Indirect Expenditure	<b>2,441</b>	<b>59,767</b>	<b>101,871</b>	<b>42,104</b>	<b>38,463</b>	<b>3,641</b>	<b>96.4%</b>
<b>Net Expenditure</b>	<b>(2,441)</b>	<b>(59,767)</b>	<b>(101,871)</b>	<b>(42,104)</b>			
<b>460 Street Furniture</b>							
1112 Dog Bin Emptying	1,274	10,167	15,364	5,197			66.2%
Street Furniture :- Income	<b>1,274</b>	<b>10,167</b>	<b>15,364</b>	<b>5,197</b>			<b>66.2%</b>
4105 Utilities - Heat & Light	20	1,333	2,000	667		667	66.7%
4115 Dogbin purchase	0	1,114	5,000	3,886	1,280	2,606	47.9%
4116 Dogbin Emptying	1,072	6,452	20,000	13,548		13,548	32.3%
4119 Notice Boards	86	216	1,500	1,284		1,284	14.4%
4133 Bus Shelter - Repairs	1,290	1,686	2,000	314		314	84.3%
4157 Prince Wales Clock/welcome sig	592	1,652	550	(1,102)		(1,102)	300.4%
4245 Town Council Signs	0	30	15,000	14,970		14,970	0.2%
4246 Transfer NSC bins emptying cos	0	0	31,332	31,332		31,332	0.0%
6000 Admin Salaries Recharge	1,577	13,124	13,831	707		707	94.9%
6005 Admin Overhead Recharge	404	6,582	2,760	(3,822)		(3,822)	238.5%
6009 HQ recharges	358	2,322	6,684	4,362		4,362	34.7%
6010 Grounds Salaries Recharge	6,570	57,564	66,501	8,937		8,937	86.6%
6015 Grounds Overhead Recharge	797	11,947	15,577	3,630		3,630	76.7%
6030 Operational Staffing Recharge	77	712	756	44		44	94.2%
6035 Operational Overhead Recharge	2	53	81	28		28	65.4%
Street Furniture :- Indirect Expenditure	<b>12,846</b>	<b>104,789</b>	<b>183,572</b>	<b>78,783</b>	<b>1,280</b>	<b>77,503</b>	<b>57.8%</b>
<b>Net Income over Expenditure</b>	<b>(11,572)</b>	<b>(94,622)</b>	<b>(168,208)</b>	<b>(73,586)</b>			
<b>470 Parks &amp; Play Areas</b>							
1076 Water Play Area Kiosk Income	0	0	10,000	10,000			0.0%
Parks & Play Areas :- Income	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			<b>0.0%</b>
4044 Insurance	0	0	20,000	20,000		20,000	0.0%
4140 Recreation Grounds	0	78,060	82,492	4,432		4,432	94.6%

12:31

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4300 Parks&Play Area EMRRP Holding	0	0	446,876	446,876	13,444	433,432	3.0%
4301 Ashcombe Park Lower	0	169	169	(0)		(0)	100.1%
4302 Ashcombe Park Upper	0	169	169	(0)		(0)	100.1%
4303 Broadway Play	800	2,420	2,420	0		0	100.0%
4304 Broadway Skate Park	0	81	82	1		1	98.8%
4305 Byron Rec	0	1,697	1,698	1		1	99.9%
4306 Castle Batch Lower	0	16,342	16,342	0		0	100.0%
4307 Canberra Road	0	81	83	2		2	97.6%
4308 Clarence Park	0	106	106	0		0	99.6%
4309 Conniston Green	0	2,546	2,547	1		1	100.0%
4310 Ellenborough Park East	0	378	378	(0)		(0)	100.1%
4311 Grove Park	0	81	81	0		0	100.0%
4312 Hutton Moor Skate Park	0	81	81	0		0	100.0%
4313 Jubilee Park	0	1,717	1,717	0		0	100.0%
4314 Locking Castle (Maltlands)	0	426	426	0		0	100.0%
4315 Lynch Farm	0	81	81	0		0	100.0%
4316 Millennium Green	0	81	81	0		0	100.0%
4317 Uphill Junior Play Area	0	81	81	0		0	100.0%
4318 Uphill Toddler Play Area	0	472	472	0		0	100.0%
4319 Water Adventure Play Park	0	5,028	5,028	0		0	100.0%
4320 Worle Recreation Ground	0	265	264	(1)		(1)	100.5%
4321 Wyvern Close	0	81	81	0		0	100.0%
4322 Ellenborough Park West	0	81	81	0		0	100.0%
4324 Dartmouth Close	0	656	656	0		0	100.0%
6000 Admin Salaries Recharge	2,981	24,788	26,121	1,333		1,333	94.9%
6005 Admin Overhead Recharge	350	5,557	5,210	(347)		(347)	106.7%
6009 HQ recharges	676	4,704	5,287	583		583	89.0%
6010 Grounds Salaries Recharge	12,065	104,072	120,198	16,126		16,126	86.6%
6015 Grounds Overhead Recharge	1,464	21,534	28,154	6,620		6,620	76.5%
6030 Operational Staffing Recharge	1,443	13,278	14,151	873		873	93.8%
6035 Operational Overhead Recharge	46	1,004	1,517	513		513	66.2%

Parks & Play Areas :- Indirect Expenditure	<b>19,832</b>	<b>286,116</b>	<b>783,130</b>	<b>497,014</b>	<b>13,444</b>	<b>483,569</b>	<b>38.3%</b>
--	---------------	----------------	----------------	----------------	---------------	----------------	--------------

<b>Net Income over Expenditure</b>	<b>(19,832)</b>	<b>(286,116)</b>	<b>(773,130)</b>	<b>(487,014)</b>
------------------------------------	-----------------	------------------	------------------	------------------

475 Planned maintenance

4231 Planned maint holding budget	0	0	117,101	117,101	20,366	96,735	17.4%
4232 Allotments PPM	8	1,158	1,159	1		1	99.9%
4233 Blakehay PPM	3,848	14,124	14,124	(0)		(0)	100.0%
4234 Museum PPM	1,728	11,376	11,375	(1)		(1)	100.0%
4235 Cemetery PPM	1,002	3,076	3,076	0		0	100.0%

12:31

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4236 Parks & play areas PPM	68	14,411	14,411	0		0	100.0%
4237 Grove House PPM	218	920	920	(0)		(0)	100.0%
4238 Grove Lodge PPM	218	1,079	1,079	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	3,333	4,292	4,293	1		1	100.0%
4240 Public toilets	0	1,688	1,688	0		0	100.0%
4241 VIC PPM	0	716	716	0		0	100.0%
4242 HQ PPM	(215)	13,691	13,690	(1)		(1)	100.0%
4243 Quarry PPM	5,548	5,071	5,070	(1)		(1)	100.0%
4244 Xmas Lights PPM	0	0	1	1		1	0.0%
6000 Admin Salaries Recharge	2,359	19,517	20,568	1,051		1,051	94.9%
6005 Admin Overhead Recharge	277	4,366	4,104	(262)		(262)	106.4%
6009 HQ recharges	535	3,714	4,177	463		463	88.9%
6030 Operational Staffing Recharge	78	712	756	44		44	94.2%
6035 Operational Overhead Recharge	2	54	81	27		27	66.7%
Planned maintenance :- Indirect Expenditure	<b>19,006</b>	<b>99,966</b>	<b>218,389</b>	<b>118,423</b>	<b>20,366</b>	<b>98,057</b>	<b>55.1%</b>
<b>Net Expenditure</b>	<b>(19,006)</b>	<b>(99,966)</b>	<b>(218,389)</b>	<b>(118,423)</b>			
<b>481 Tourism Visit Weston/Dest Mar</b>							
1040 Digital Advertising	0	365	20,000	19,635			1.8%
Tourism Visit Weston/Dest Mar :- Income	<b>0</b>	<b>365</b>	<b>20,000</b>	<b>19,635</b>			<b>1.8%</b>
4000 Staffing Costs	5,854	51,911	79,901	27,990		27,990	65.0%
4030 Equipment Purchase	0	35	100	65		65	35.0%
4035 Telephone	294	1,397	1,500	103	316	(213)	114.2%
4039 Advertising & Marketing	0	1,484	7,500	6,016		6,016	19.8%
4041 Fees, Subs and Conferences	0	127	625	498		498	20.3%
4062 Tourism-Love Weston website	763	4,285	14,500	10,215		10,215	29.6%
4107 IT Support & Upgrade	159	1,551	1,750	199	476	(276)	115.8%
Tourism Visit Weston/Dest Mar :- Indirect Expenditure	<b>7,069</b>	<b>60,789</b>	<b>105,876</b>	<b>45,087</b>	<b>792</b>	<b>44,295</b>	<b>58.2%</b>
<b>Net Income over Expenditure</b>	<b>(7,069)</b>	<b>(60,424)</b>	<b>(85,876)</b>	<b>(25,452)</b>			
<b>482 Tourism VIC costs</b>							
1043 VIC Retail/Shop Income	107	124	18,000	17,876			0.7%
1045 Sale or return	0	25	0	(25)			0.0%
1251 VW Notice boards ( NSC )	0	0	10,000	10,000			0.0%
Tourism VIC costs :- Income	<b>107</b>	<b>149</b>	<b>28,000</b>	<b>27,851</b>			<b>0.5%</b>
4000 Staffing Costs	270	43,035	48,881	5,846		5,846	88.0%
4013 Training	0	327	1,695	1,368		1,368	19.3%

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4014 P P E / Health & Safety	0	730	1,025	295		295	71.2%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	36	87	300	213		213	28.9%
4036 Stationery	0	1	250	249		249	0.5%
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	44	450	406		406	9.7%
4151 Catering	0	180	300	120		120	60.0%
4225 VIC Stock	0	436	10,000	9,564	66	9,498	5.0%
4255 VW Notice boards (NSC)	2,107	2,107	5,000	2,893		2,893	42.1%
6000 Admin Salaries Recharge	2,133	17,214	18,125	911		911	95.0%
6005 Admin Overhead Recharge	251	3,817	3,609	(208)		(208)	105.8%
6009 HQ recharges	482	3,859	4,237	378		378	91.1%
6010 Grounds Salaries Recharge	0	2,731	3,205	474		474	85.2%
6015 Grounds Overhead Recharge	0	677	750	73		73	90.3%
6030 Operational Staffing Recharge	1,219	10,388	11,075	687		687	93.8%
6035 Operational Overhead Recharge	39	771	1,188	417		417	64.9%

Tourism VIC costs :- Indirect Expenditure	<b>6,537</b>	<b>87,351</b>	<b>113,090</b>	<b>25,739</b>	<b>66</b>	<b>25,673</b>	<b>77.3%</b>
---	--------------	---------------	----------------	---------------	-----------	---------------	--------------

<b>Net Income over Expenditure</b>	<b>(6,430)</b>	<b>(87,202)</b>	<b>(85,090)</b>	<b>2,112</b>
------------------------------------	----------------	-----------------	-----------------	--------------

483 Silica

1040 Digital Advertising	0	288	5,125	4,838			5.6%
1100 Miscellaneous Income	0	17,460	0	(17,460)			0.0%

Silica :- Income	<b>0</b>	<b>17,748</b>	<b>5,125</b>	<b>(12,623)</b>			<b>346.3%</b>
------------------	----------	---------------	--------------	-----------------	--	--	---------------

4039 Advertising & Marketing	18	18,796	2,000	(16,796)		(16,796)	939.8%
4044 Insurance	0	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	405	0	(405)		(405)	0.0%
4109 Alarm system	0	0	500	500		500	0.0%

Silica :- Indirect Expenditure	<b>53</b>	<b>19,701</b>	<b>5,375</b>	<b>(14,326)</b>	<b>0</b>	<b>(14,326)</b>	<b>366.5%</b>
--------------------------------	-----------	---------------	--------------	-----------------	----------	-----------------	---------------

<b>Net Income over Expenditure</b>	<b>(53)</b>	<b>(1,954)</b>	<b>(250)</b>	<b>1,704</b>
------------------------------------	-------------	----------------	--------------	--------------

484 Waterpark Kiosk and Admissions

1004 Cafe Sales	0	46,803	50,000	3,197			93.6%
1077 Water Park Admissions	0	47,921	50,000	2,079			95.8%
1198 Kiosk sales	0	0	10,000	10,000			0.0%

Waterpark Kiosk and Admissions :- Income	<b>0</b>	<b>94,724</b>	<b>110,000</b>	<b>15,276</b>			<b>86.1%</b>
--	----------	---------------	----------------	---------------	--	--	--------------

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	0	61,054	39,672	(21,382)		(21,382)	153.9%
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	0	4,419	10,000	5,581		5,581	44.2%
4031 Equipment - Rental	72	553	2,030	1,477		1,477	27.2%
4035 Telephone	60	370	200	(170)		(170)	185.0%
4044 Insurance	254	254	0	(254)		(254)	0.0%
4110 Cleaning	0	61	200	139		139	30.4%
4114 Refuse Removal	0	1,640	2,050	410		410	80.0%
4136 Credit Card Chgs	0	669	461	(208)		(208)	145.1%
4406 Bar Stock/Sundry Items Kiosk	0	303	750	447		447	40.4%
4407 Cafe stock	0	18,733	16,634	(2,099)		(2,099)	112.6%
4408 Shop stock	0	0	5,125	5,125		5,125	0.0%
6010 Grounds Salaries Recharge	340	3,921	4,548	627		627	86.2%
6015 Grounds Overhead Recharge	41	851	1,069	218		218	79.6%
Waterpark Kiosk and Admissions :- Indirect Expenditure	<b>766</b>	<b>93,255</b>	<b>84,820</b>	<b>(8,435)</b>	<b>0</b>	<b>(8,435)</b>	<b>109.9%</b>

**Net Income over Expenditure**

<b>(766)</b>	<b>1,469</b>	<b>25,180</b>	<b>23,711</b>
--------------	--------------	---------------	---------------

<b>485 PublicToilets</b>							
4044 Insurance	0	6,000	6,500	500		500	92.3%
4102 NNDR	0	0	(7,393)	(7,393)		(7,393)	0.0%
4104 Utilities - Water	146	1,316	2,000	684		684	65.8%
4105 Utilities - Heat & Light	350	3,283	3,500	217		217	93.8%
4109 Alarm system	0	0	124	124		124	0.0%
4110 Cleaning	2,623	30,398	35,000	4,602		4,602	86.9%
6000 Admin Salaries Recharge	1,316	11,070	11,669	599		599	94.9%
6005 Admin Overhead Recharge	155	2,492	2,327	(165)		(165)	107.1%
6009 HQ recharges	297	1,803	2,079	276		276	86.7%
6010 Grounds Salaries Recharge	300	2,870	3,319	449		449	86.5%
6015 Grounds Overhead Recharge	36	604	780	176		176	77.4%
6030 Operational Staffing Recharge	77	712	756	44		44	94.2%
6035 Operational Overhead Recharge	2	53	81	28		28	65.4%
PublicToilets :- Indirect Expenditure	<b>5,302</b>	<b>60,601</b>	<b>60,742</b>	<b>141</b>	<b>0</b>	<b>141</b>	<b>99.8%</b>

**Net Expenditure**

<b>(5,302)</b>	<b>(60,601)</b>	<b>(60,742)</b>	<b>(141)</b>
----------------	-----------------	-----------------	--------------

<b>486 Waterpark other charges</b>							
4036 Stationery	(6)	0	0	0		0	0.0%
4102 NNDR	0	0	887	887		887	0.0%



## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4104 Utilities - Water	199	2,062	2,200	138		138	93.7%
4105 Utilities - Heat & Light	121	18,840	20,000	1,160		1,160	94.2%
4109 Alarm system	0	501	836	335		335	59.9%
4138 Water Play Area Rent	1,067	9,601	13,722	4,121		4,121	70.0%
Waterpark other charges :- Indirect Expenditure	<b>1,381</b>	<b>31,004</b>	<b>37,645</b>	<b>6,641</b>	<b>0</b>	<b>6,641</b>	<b>82.4%</b>

**Net Expenditure**      **(1,381)**      **(31,004)**      **(37,645)**      **(6,641)**

801 Earmarked Reserves

8041 Tree planting (Fundraising)	0	115	367	252		252	31.3%
Earmarked Reserves :- Direct Expenditure	<b>0</b>	<b>115</b>	<b>367</b>	<b>252</b>	<b>0</b>	<b>252</b>	<b>31.3%</b>
8000 EMR Allotments General	0	2,366	3,500	1,134		1,134	67.6%
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	0	(31)	343	374		374	(9.1%)
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	128	1,320	12,824	11,504		11,504	10.3%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8036 Com Res - Wellbeing	0	65	11,056	10,991		10,991	0.6%
8040 Wellbeing staff grant	495	495	6,258	5,763		5,763	7.9%
8042 EMR Talking Nature	371	995	2,558	1,563		1,563	38.9%
8043 Community Events	0	16,570	27,000	10,430		10,430	61.4%
8044 Unfulfilled Purchase Orders	54,100	145,975	150,475	4,500		4,500	97.0%
Earmarked Reserves :- Indirect Expenditure	<b>55,093</b>	<b>167,755</b>	<b>483,344</b>	<b>315,589</b>	<b>0</b>	<b>315,589</b>	<b>34.7%</b>

**Net Expenditure**      **(55,093)**      **(167,869)**      **(483,711)**      **(315,842)**

901 Capital Works Reserves

9002 HQ Refurbishment Wokrs	0	0	45,935	45,935		45,935	0.0%
9003 Old Town Quarry Works	1,311	129,163	194,318	65,155	86,000	(20,845)	110.7%
Capital Works Reserves :- Direct Expenditure	<b>1,311</b>	<b>129,163</b>	<b>240,253</b>	<b>111,090</b>	<b>86,000</b>	<b>25,090</b>	<b>89.6%</b>

**Net Expenditure**      **(1,311)**      **(129,163)**      **(240,253)**      **(111,090)**

## Detailed Income &amp; Expenditure by Budget Heading 31/12/2025

Month No: 9

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	24,908	4,864,077	5,174,627	310,550			94.0%
Expenditure	472,241	3,124,421	5,824,680	2,700,259	269,822	2,430,437	58.3%
<b>Net Income over Expenditure</b>	<b>(447,333)</b>	<b>1,739,656</b>	<b>(650,053)</b>	<b>(2,389,709)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(447,333)</b>	<b>1,739,656</b>	<b>(650,053)</b>	<b>(2,389,709)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>102 Central Administration</b>							
4000 Staffing Costs	43,795	335,027	533,675	198,648		198,648	62.8%
4001 Salaries - Agency	0	13,114	10,323	(2,791)	240	(3,031)	129.4%
4006 Moorepay/IT payroll HR softwar	178	4,390	5,500	1,110		1,110	79.8%
4007 Personnel Consultants	0	3,545	5,200	1,655		1,655	68.2%
4008 CRB Checks/staff services	0	752	1,200	448		448	62.6%
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	2,999	9,194	6,195		6,195	32.6%
4019 Website Costs-TC	53	247	600	353		353	41.2%
4036 Stationery	116	1,223	2,500	1,277	4	1,272	49.1%
4040 Audit & Accountancy	0	3,286	11,000	7,714		7,714	29.9%
4041 Fees, Subs and Conferences	231	7,327	8,570	1,243	440	803	90.6%
4042 Postages	209	1,625	2,000	375		375	81.2%
4043 Ink Cartridges/printing	0	1,159	3,000	1,841		1,841	38.6%
4044 Insurance	0	13,294	13,000	(294)	3,072	(3,366)	125.9%
4049 Legal fees	0	8,548	12,000	3,452		3,452	71.2%
4107 IT Support & Upgrade	1,349	14,361	15,000	639	4,392	(3,752)	125.0%
4136 Credit Card Chgs	0	0	500	500		500	0.0%
4151 Catering	389	1,992	3,000	1,008		1,008	66.4%
6020 Allocation to Cost Centres	(46,320)	(415,679)	(426,776)	(11,097)		(11,097)	97.4%
Central Administration :- Indirect Expenditure	<b>(0)</b>	<b>(1)</b>	<b>213,386</b>	<b>213,387</b>	<b>8,148</b>	<b>205,239</b>	<b>3.8%</b>

<b>Net Expenditure</b>	<b>0</b>	<b>1</b>	<b>(213,386)</b>	<b>(213,387)</b>
------------------------	----------	----------	------------------	------------------

<b>103 Grove House</b>							
1100 Miscellaneous Income	500	4,445	6,000	1,555			74.1%
Grove House :- Income	<b>500</b>	<b>4,445</b>	<b>6,000</b>	<b>1,555</b>			<b>74.1%</b>
4019 Website Costs-TC	664	664	0	(664)		(664)	0.0%
4044 Insurance	0	1,000	1,500	500		500	66.7%
4102 NNDR	0	(1,145)	1,479	2,624		2,624	(77.4%)
4104 Utilities - Water	0	(7)	0	7		7	0.0%
4109 Alarm system	0	0	621	621		621	0.0%
Grove House :- Indirect Expenditure	<b>664</b>	<b>513</b>	<b>3,600</b>	<b>3,087</b>	<b>0</b>	<b>3,087</b>	<b>14.2%</b>
Net Income over Expenditure	<b>(164)</b>	<b>3,932</b>	<b>2,400</b>	<b>(1,532)</b>			

<b>104 Grove Lodge</b>							
1100 Miscellaneous Income	0	5,000	5,000	0			100.0%
Grove Lodge :- Income	<b>0</b>	<b>5,000</b>	<b>5,000</b>	<b>0</b>			<b>100.0%</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4044 Insurance	0	1,000	1,500	500		500	66.7%
4102 NNDR	0	(940)	0	940		940	0.0%
4109 Alarm system	0	522	489	(33)		(33)	106.8%
4132 Rent	417	3,333	0	(3,333)		(3,333)	0.0%

Grove Lodge :- Indirect Expenditure **417** **3,916** **1,989** **(1,927)** **0** **(1,927)** **196.9%**

**Net Income over Expenditure** **(417)** **1,084** **3,011** **1,927**

<b>105 Community Services</b>							
4158 Weston in Bloom	0	7,248	8,000	752		752	90.6%
4200 Small grants to Voluntary Orgs	0	5,491	12,500	7,009		7,009	43.9%
4204 VANS	3,000	3,000	3,000	0		0	100.0%
4208 Christmas Lights - SLA	33,536	33,536	40,000	6,464		6,464	83.8%
4210 Weston Town Centre Co SLA	0	20,374	20,499	125		125	99.4%
4211 Blakehay	0	107,980	0	(107,980)		(107,980)	0.0%
4212 CCTV (NSC)	0	25,500	102,000	76,500		76,500	25.0%
4218 Flower Beds	375	575	3,000	2,425		2,425	19.2%
4221 Citizens Advice Bureau	0	12,500	25,000	12,500		12,500	50.0%
4223 Community Events	1,701	2,286	3,000	715		715	76.2%
4228 Blue Plaques	0	389	1,000	611	100	511	48.9%
4229 Armed Forces Celebrations	35	10,850	9,500	(1,350)		(1,350)	114.2%
4250 Community Events Grants	0	43,694	60,000	16,306		16,306	72.8%
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	16,000	45,000	29,000	18,000	11,000	75.6%
6000 Admin Salaries Recharge	2,146	15,722	16,677	955		955	94.3%
6005 Admin Overhead Recharge	124	3,740	3,330	(410)		(410)	112.3%
6009 HQ recharges	288	3,704	4,094	390		390	90.5%
6010 Grounds Salaries Recharge	1,395	16,780	19,536	2,756		2,756	85.9%
6015 Grounds Overhead Recharge	198	3,858	4,573	715		715	84.4%
6030 Operational Staffing Recharge	1,839	13,847	14,721	874		874	94.1%
6035 Operational Overhead Recharge	53	1,106	1,578	472		472	70.1%

Community Services :- Indirect Expenditure **44,690** **348,180** **515,558** **167,378** **18,100** **149,278** **71.0%**

**Net Expenditure** **(44,690)** **(348,180)** **(515,558)** **(167,378)**

<b>107 Civic Support</b>							
4000 Staffing Costs	1,286	19,140	28,896	9,756		9,756	66.2%
4044 Insurance	0	7,960	7,500	(460)		(460)	106.1%
4050 Printing	0	241	500	259		259	48.3%
4150 Chauffeur/travel costs	334	1,162	3,000	1,838	361	1,478	50.7%

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4151 Catering	527	1,071	3,000	1,929	67	1,863	37.9%
4152 Civic Miscellaneous	419	1,017	1,000	(17)	88	(105)	110.5%
4153 Chair's Allowance	1,204	2,474	4,751	2,277		2,277	52.1%
4154 Clvic Regalia	50	609	4,000	3,391		3,391	15.2%
4164 Civic Events	1,000	6,794	5,800	(994)		(994)	117.1%
4165 Hildesheim	0	0	4,000	4,000		4,000	0.0%
6000 Admin Salaries Recharge	3,968	30,191	32,057	1,866		1,866	94.2%
6005 Admin Overhead Recharge	229	7,258	6,397	(861)		(861)	113.5%
6009 HQ recharges	532	8,082	8,712	630		630	92.8%
6010 Grounds Salaries Recharge	106	461	530	69		69	87.0%
6015 Grounds Overhead Recharge	15	92	126	34		34	73.0%
6030 Operational Staffing Recharge	274	1,415	1,509	94		94	93.8%
6035 Operational Overhead Recharge	8	102	158	56		56	64.6%
Civic Support :- Indirect Expenditure	<b>9,953</b>	<b>88,070</b>	<b>111,936</b>	<b>23,866</b>	<b>515</b>	<b>23,351</b>	<b>79.1%</b>
<b>Net Expenditure</b>	<b>(9,953)</b>	<b>(88,070)</b>	<b>(111,936)</b>	<b>(23,866)</b>			
<b>108 Democratic Representation</b>							
4012 Travel & Subsistence Expenses	0	49	100	51		51	49.3%
4013 Training	0	481	1,000	520		520	48.0%
4018 Election Costs	0	0	15,000	15,000		15,000	0.0%
4083 Security	0	945	0	(945)		(945)	0.0%
4107 IT Support & Upgrade	273	1,848	2,500	652	725	(73)	102.9%
6000 Admin Salaries Recharge	5,720	43,244	45,909	2,665		2,665	94.2%
6005 Admin Overhead Recharge	330	10,379	9,162	(1,217)		(1,217)	113.3%
6009 HQ recharges	767	13,787	14,548	761		761	94.8%
6030 Operational Staffing Recharge	469	3,588	3,816	228		228	94.0%
6035 Operational Overhead Recharge	14	286	407	121		121	70.3%
Democratic Representation :- Indirect Expenditure	<b>7,573</b>	<b>74,606</b>	<b>92,442</b>	<b>17,836</b>	<b>725</b>	<b>17,110</b>	<b>81.5%</b>
<b>Net Expenditure</b>	<b>(7,573)</b>	<b>(74,606)</b>	<b>(92,442)</b>	<b>(17,836)</b>			
<b>110 Other Costs &amp; Income</b>							
1176 Precept	0	4,450,668	0	(4,450,668)			0.0%
1190 Bank Interest	521	3,205	20,000	16,795			16.0%
Other Costs & Income :- Income	<b>521</b>	<b>4,453,873</b>	<b>20,000</b>	<b>(4,433,873)</b>			<b>22269.4%</b>
4051 Bank Charges	209	2,640	4,100	1,460		1,460	64.4%
4060 PWLB Interest repaid-Blakehay	0	2,703	2,703	0		0	100.0%
4061 PWLB Capital repaid-Blakehay	0	12,000	12,000	0		0	100.0%
4068 PWLB Interest repaid-Water Pk	0	7,316	6,316	(1,000)		(1,000)	115.8%

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4069 PWLB Capital repaid-Water Pk	0	13,043	13,043	(0)		(0)	100.0%
4080 PWLB Capital HQ Loan Capital	0	5,000	10,000	5,000		5,000	50.0%
4081 PWLB Interest HQ Loan Interest	0	4,005	7,899	3,894		3,894	50.7%
4082 EMRRP devolution	0	63,230	350,000	286,770		286,770	18.1%
4999 General Reserve	(9,596)	36,435	330,000	293,565	7,285	286,280	13.2%
Other Costs & Income :- Indirect Expenditure	<b>(9,387)</b>	<b>146,372</b>	<b>736,061</b>	<b>589,689</b>	<b>7,285</b>	<b>582,404</b>	<b>20.9%</b>
<b>Net Income over Expenditure</b>	<b>9,908</b>	<b>4,307,501</b>	<b>(716,061)</b>	<b>(5,023,562)</b>			
<b>111 Strategic Planning/Projects</b>							
1130 Big Worle	0	0	63,045	63,045			0.0%
Strategic Planning/Projects :- Income	<b>0</b>	<b>0</b>	<b>63,045</b>	<b>63,045</b>			<b>0.0%</b>
4049 Legal fees	0	10,456	30,000	19,545		19,545	34.9%
4213 Development budget	320	335	1,000	665		665	33.5%
6000 Admin Salaries Recharge	3,385	25,714	27,304	1,590		1,590	94.2%
6005 Admin Overhead Recharge	90	2,758	5,448	2,690		2,690	50.6%
6009 HQ recharges	454	5,285	2,299	(2,986)		(2,986)	229.9%
6030 Operational Staffing Recharge	392	3,158	3,357	199		199	94.1%
6035 Operational Overhead Recharge	11	255	360	105		105	70.8%
Strategic Planning/Projects :- Indirect Expenditure	<b>4,652</b>	<b>47,961</b>	<b>69,768</b>	<b>21,807</b>	<b>0</b>	<b>21,807</b>	<b>68.7%</b>
<b>Net Income over Expenditure</b>	<b>(4,652)</b>	<b>(47,961)</b>	<b>(6,723)</b>	<b>41,238</b>			
<b>112 Environmental</b>							
4076 Environmental / Climate	0	189	46,125	45,936		45,936	0.4%
6000 Admin Salaries Recharge	2,431	18,288	19,414	1,126		1,126	94.2%
6005 Admin Overhead Recharge	140	4,381	3,874	(507)		(507)	113.1%
6009 HQ recharges	326	5,567	5,913	346		346	94.1%
6030 Operational Staffing Recharge	274	2,211	2,349	138		138	94.1%
6035 Operational Overhead Recharge	8	178	253	75		75	70.4%
Environmental :- Indirect Expenditure	<b>3,179</b>	<b>30,814</b>	<b>77,928</b>	<b>47,114</b>	<b>0</b>	<b>47,114</b>	<b>39.5%</b>
<b>Net Expenditure</b>	<b>(3,179)</b>	<b>(30,814)</b>	<b>(77,928)</b>	<b>(47,114)</b>			
<b>113 Operational Services</b>							
4000 Staffing Costs	11,761	94,682	150,948	56,266		56,266	62.7%
4013 Training	0	4,513	6,773	2,260		2,260	66.6%
4014 P P E / Health & Safety	0	0	450	450		450	0.0%
4035 Telephone	16	317	400	83	122	(39)	109.8%
4107 IT Support & Upgrade	325	2,834	4,000	1,166	1,325	(159)	104.0%

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
6020 Allocation to Cost Centres	(12,102)	(102,347)	(111,416)	(9,069)		(9,069)	91.9%
Operational Services :- Indirect Expenditure	<b>(1)</b>	<b>(1)</b>	<b>51,155</b>	<b>51,156</b>	<b>1,447</b>	<b>49,709</b>	<b>2.8%</b>
<b>Net Expenditure</b>	<b>1</b>	<b>1</b>	<b>(51,155)</b>	<b>(51,156)</b>			
<b>114 Old Town Quarry</b>							
1044 Quarry sale or return comm	95	341	0	(341)			0.0%
1301 Studio Letting Income	977	3,075	16,200	13,125			19.0%
1302 Catering	0	0	25,000	25,000			0.0%
1303 Community hire (hub)	0	0	4,680	4,680			0.0%
1304 Shop Sales	71	250	0	(250)			0.0%
1306 Donations/Grant Funding	0	0	0	(0)			0.0%
Old Town Quarry :- Income	<b>1,143</b>	<b>3,666</b>	<b>45,880</b>	<b>42,214</b>			<b>8.0%</b>
4014 P P E / Health & Safety	17	215	529	314	170	144	72.9%
4019 Website Costs-TC	1	120	513	393	229	164	68.0%
4030 Equipment Purchase	125	265	0	(265)		(265)	0.0%
4031 Equipment - Rental	39	254	410	156		156	62.0%
4034 Equipment Repairs	1,281	1,597	10,250	8,653	15	8,638	15.7%
4035 Telephone	0	0	578	578		578	0.0%
4039 Advertising & Marketing	40	91	0	(91)	54	(145)	0.0%
4044 Insurance	0	9,683	9,250	(433)		(433)	104.7%
4051 Bank Charges	2	8	0	(8)		(8)	0.0%
4102 NNDR	0	0	3,229	3,229		3,229	0.0%
4104 Utilities - Water	229	353	1,082	729		729	32.6%
4105 Utilities - Heat & Light	242	1,161	8,111	6,950		6,950	14.3%
4109 Alarm system	0	0	1,057	1,057		1,057	0.0%
4110 Cleaning	1,300	1,533	1,057	(476)	3,360	(3,836)	462.9%
4114 Refuse Removal	41	41	529	488		488	7.7%
4131 Licenses	0	0	150	150		150	0.0%
4408 Shop stock	0	815	0	(815)		(815)	0.0%
6000 Admin Salaries Recharge	6,486	47,701	50,598	2,897		2,897	94.3%
6005 Admin Overhead Recharge	374	11,358	10,097	(1,261)		(1,261)	112.5%
6009 HQ recharges	870	3,456	5,182	1,726		1,726	66.7%
6010 Grounds Salaries Recharge	140	2,628	3,066	438		438	85.7%
6015 Grounds Overhead Recharge	20	621	718	97		97	86.5%
6030 Operational Staffing Recharge	2,075	16,738	17,787	1,049		1,049	94.1%
6035 Operational Overhead Recharge	60	1,355	1,909	554		554	71.0%
Old Town Quarry :- Indirect Expenditure	<b>13,343</b>	<b>99,992</b>	<b>126,102</b>	<b>26,110</b>	<b>3,828</b>	<b>22,282</b>	<b>82.3%</b>
<b>Net Income over Expenditure</b>	<b>(12,200)</b>	<b>(96,325)</b>	<b>(80,222)</b>	<b>16,103</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>115 HQ</b>							
1100 Miscellaneous Income	783	13,367	0	(13,367)			0.0%
<b>HQ :- Income</b>	<b>783</b>	<b>13,367</b>	<b>0</b>	<b>(13,367)</b>			
4014 P P E / Health & Safety	0	250	10,250	10,000	595	9,405	8.2%
4030 Equipment Purchase	196	529	15,375	14,846		14,846	3.4%
4031 Equipment - Rental	660	5,468	5,500	32		32	99.4%
4035 Telephone	75	4,311	7,000	2,689	3,819	(1,130)	116.1%
4044 Insurance	43	5,551	6,180	629		629	89.8%
4102 NNDR	2,033	17,204	20,334	3,130		3,130	84.6%
4104 Utilities - Water	85	711	1,000	289		289	71.1%
4105 Utilities - Heat & Light	1,854	20,470	12,000	(8,470)		(8,470)	170.6%
4109 Alarm system	0	0	1,544	1,544		1,544	0.0%
4110 Cleaning	1,495	12,968	16,640	3,672	5,477	(1,804)	110.8%
4111 Window Cleaning	65	260	500	240		240	52.0%
4114 Refuse Removal	93	2,610	2,563	(47)		(47)	101.8%
4136 Credit Card Chgs	60	422	300	(122)		(122)	140.7%
4171 Parking	0	9,900	9,500	(400)		(400)	104.2%
4172 Garage rental	0	1,500	1,550	50		50	96.8%
6020 Allocation to Cost Centres	(5,875)	(68,787)	(77,216)	(8,429)		(8,429)	89.1%
<b>HQ :- Indirect Expenditure</b>	<b>783</b>	<b>13,367</b>	<b>33,020</b>	<b>19,653</b>	<b>9,890</b>	<b>9,762</b>	<b>70.4%</b>
<b>Net Income over Expenditure</b>	<b>(1)</b>	<b>(0)</b>	<b>(33,020)</b>	<b>(33,020)</b>			
<b>116 Volunteer costs</b>							
4012 Travel & Subsistence Expenses	0	213	500	287		287	42.5%
4013 Training	0	272	900	628		628	30.2%
4014 P P E / Health & Safety	0	0	200	200	78	122	38.8%
4030 Equipment Purchase	50	50	700	650	215	435	37.8%
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%
<b>Volunteer costs :- Indirect Expenditure</b>	<b>50</b>	<b>852</b>	<b>4,550</b>	<b>3,698</b>	<b>292</b>	<b>3,406</b>	<b>25.1%</b>
<b>Net Expenditure</b>	<b>(50)</b>	<b>(852)</b>	<b>(4,550)</b>	<b>(3,698)</b>			
<b>120 Blakehay Central Costs</b>							
1100 Miscellaneous Income	1,281	1,281	0	(1,281)			0.0%
<b>Blakehay Central Costs :- Income</b>	<b>1,281</b>	<b>1,281</b>	<b>0</b>	<b>(1,281)</b>			
4000 Staffing Costs	0	25,919	75,008	49,089		49,089	34.6%



## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 Training	0	475	1,183	708		708	40.1%
4014 P P E / Health & Safety	0	48	500	452		452	9.6%
4019 Website Costs-TC	2	255	250	(5)		(5)	101.9%
4030 Equipment Purchase	0	20,255	8,500	(11,755)		(11,755)	238.3%
4031 Equipment - Rental	0	1,726	416	(1,310)		(1,310)	414.9%
4034 Equipment Repairs	150	643	500	(143)		(143)	128.7%
4035 Telephone	678	2,056	1,730	(326)		(326)	118.9%
4036 Stationery	0	39	250	211		211	15.6%
4043 Ink Cartridges/printing	0	107	250	143		143	43.0%
4044 Insurance	43	5,069	5,900	831		831	85.9%
4102 NNDR	0	2,464	3,226	762		762	76.4%
4104 Utilities - Water	2	598	624	27		27	95.8%
4105 Utilities - Heat & Light	963	9,440	22,068	12,628		12,628	42.8%
4107 IT Support & Upgrade	0	2,516	2,916	400		400	86.3%
4109 Alarm system	0	0	684	684		684	0.0%
4110 Cleaning	1,836	13,033	19,486	6,453		6,453	66.9%
4111 Window Cleaning	0	75	150	75		75	50.0%
4114 Refuse Removal	0	1,854	2,700	846		846	68.7%
4131 Licenses	0	180	1,200	1,020		1,020	15.0%
4136 Credit Card Chgs	0	872	487	(385)		(385)	179.0%
6000 Admin Salaries Recharge	0	9,133	9,960	827		827	91.7%
6005 Admin Overhead Recharge	0	2,795	1,990	(805)		(805)	140.5%
6009 HQ recharges	0	3,959	3,675	(284)		(284)	107.7%
6010 Grounds Salaries Recharge	0	1,907	2,240	333		333	85.1%
6015 Grounds Overhead Recharge	0	474	525	51		51	90.3%
6030 Operational Staffing Recharge	0	6,442	6,825	383		383	94.4%
6035 Operational Overhead Recharge	0	622	730	108		108	85.2%
Blakehay Central Costs :- Indirect Expenditure	<b>3,675</b>	<b>112,957</b>	<b>173,973</b>	<b>61,016</b>	<b>0</b>	<b>61,016</b>	<b>64.9%</b>

<b>Net Income over Expenditure</b>	<b>(2,394)</b>	<b>(111,676)</b>	<b>(173,973)</b>	<b>(62,297)</b>
------------------------------------	----------------	------------------	------------------	-----------------

<u>121 Blakehay -Auditorium</u>							
1090 Bookings	0	9,911	35,000	25,089			28.3%
Blakehay -Auditorium :- Income	<b>0</b>	<b>9,911</b>	<b>35,000</b>	<b>25,089</b>			<b>28.3%</b>
4000 Staffing Costs	0	28,418	68,457	40,039		40,039	41.5%
4039 Advertising & Marketing	0	135	2,500	2,365		2,365	5.4%
4224 Blakehay Performing Rights	0	0	3,500	3,500		3,500	0.0%
Blakehay -Auditorium :- Indirect Expenditure	<b>0</b>	<b>28,553</b>	<b>74,457</b>	<b>45,904</b>	<b>0</b>	<b>45,904</b>	<b>38.3%</b>
<b>Net Income over Expenditure</b>	<b>0</b>	<b>(18,642)</b>	<b>(39,457)</b>	<b>(20,815)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

		Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>122</b>	<b>Blakehay - Upper Studio</b>							
1090	Bookings	0	2,242	8,000	5,758			28.0%
	Blakehay - Upper Studio :- Income	<b>0</b>	<b>2,242</b>	<b>8,000</b>	<b>5,758</b>			<b>28.0%</b>
	<b>Net Income</b>	<b>0</b>	<b>2,242</b>	<b>8,000</b>	<b>5,758</b>			
<b>123</b>	<b>Blakehay Bar</b>							
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	0	8,734	26,000	17,266			33.6%
	Blakehay Bar :- Income	<b>0</b>	<b>8,734</b>	<b>27,500</b>	<b>18,766</b>			<b>31.8%</b>
4000	Staffing Costs	0	2,363	13,184	10,821		10,821	17.9%
4031	Equipment - Rental	0	255	1,246	991		991	20.5%
4405	Blakehay Bar Expenditure	0	3,510	13,000	9,490		9,490	27.0%
	Blakehay Bar :- Indirect Expenditure	<b>0</b>	<b>6,128</b>	<b>27,430</b>	<b>21,302</b>	<b>0</b>	<b>21,302</b>	<b>22.3%</b>
	<b>Net Income over Expenditure</b>	<b>0</b>	<b>2,606</b>	<b>70</b>	<b>(2,536)</b>			
<b>125</b>	<b>Blakehay -Live Shows</b>							
1106	Blakehay events income	(110)	13,323	40,000	26,677			33.3%
	Blakehay -Live Shows :- Income	<b>(110)</b>	<b>13,323</b>	<b>40,000</b>	<b>26,677</b>			<b>33.3%</b>
4000	Staffing Costs	0	643	13,182	12,539		12,539	4.9%
4016	Show costs	0	4,384	24,000	19,617		19,617	18.3%
4039	Advertising & Marketing	0	0	2,500	2,500		2,500	0.0%
	Blakehay -Live Shows :- Indirect Expenditure	<b>0</b>	<b>5,026</b>	<b>39,682</b>	<b>34,656</b>	<b>0</b>	<b>34,656</b>	<b>12.7%</b>
	<b>Net Income over Expenditure</b>	<b>(110)</b>	<b>8,297</b>	<b>318</b>	<b>(7,979)</b>			
<b>140</b>	<b>Museum Central Costs</b>							
1100	Miscellaneous Income	430	5,255	10,000	4,745			52.5%
	Museum Central Costs :- Income	<b>430</b>	<b>5,255</b>	<b>10,000</b>	<b>4,745</b>			<b>52.5%</b>
4000	Staffing Costs	7,864	71,156	144,789	73,633		73,633	49.1%
4012	Travel & Subsistence Expenses	0	35	100	65		65	35.1%
4013	Training	0	1,504	2,854	1,350		1,350	52.7%
4014	P P E / Health & Safety	0	324	1,000	676		676	32.4%
4019	Website Costs-TC	15	340	250	(90)		(90)	135.8%
4030	Equipment Purchase	63	363	1,000	637		637	36.3%
4031	Equipment - Rental	17	1,172	1,500	328		328	78.1%
4034	Equipment Repairs	0	98	500	402		402	19.6%

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4035 Telephone	0	2,492	3,000	508	2,224	(1,716)	157.2%
4036 Stationery	0	266	500	234		234	53.3%
4039 Advertising & Marketing	0	1,692	2,500	808		808	67.7%
4041 Fees, Subs and Conferences	55	291	250	(41)		(41)	116.3%
4044 Insurance	43	14,075	14,539	464		464	96.8%
4104 Utilities - Water	218	436	450	14		14	96.9%
4105 Utilities - Heat & Light	1,418	9,516	13,926	4,410		4,410	68.3%
4107 IT Support & Upgrade	586	5,418	8,500	3,082	2,320	762	91.0%
4109 Alarm system	45	1,068	790	(278)		(278)	135.2%
4110 Cleaning	1,472	11,711	16,000	4,289		4,289	73.2%
4111 Window Cleaning	50	400	500	100		100	80.0%
4114 Refuse Removal	448	4,706	3,500	(1,206)		(1,206)	134.4%
4131 Licenses	0	954	1,150	196		196	83.0%
4136 Credit Card Chgs	20	334	750	416		416	44.6%
4214 Somerset County Council - SLA	0	44,394	85,537	41,143		41,143	51.9%
6000 Admin Salaries Recharge	2,216	16,239	17,225	986		986	94.3%
6005 Admin Overhead Recharge	128	3,864	3,437	(427)		(427)	112.4%
6009 HQ recharges	297	4,113	4,494	381		381	91.5%
6010 Grounds Salaries Recharge	173	2,881	3,362	481		481	85.7%
6015 Grounds Overhead Recharge	25	676	787	111		111	85.9%
6030 Operational Staffing Recharge	2,375	16,350	17,390	1,040		1,040	94.0%
6035 Operational Overhead Recharge	69	1,280	1,861	581		581	68.8%
Museum Central Costs :- Indirect Expenditure	<b>17,597</b>	<b>218,149</b>	<b>352,441</b>	<b>134,292</b>	<b>4,544</b>	<b>129,747</b>	<b>63.2%</b>

<b>Net Income over Expenditure</b>	<b>(17,167)</b>	<b>(212,895)</b>	<b>(342,441)</b>	<b>(129,546)</b>
------------------------------------	-----------------	------------------	------------------	------------------

<b>141 Museum Learning and Events</b>							
1006 Learning Income	328	5,506	9,425	3,920			58.4%
1008 Museum handling box hire	90	495	899	404			55.1%
1103 Other event misc income	413	923	269	(654)			343.1%
Museum Learning and Events :- Income	<b>831</b>	<b>6,924</b>	<b>10,593</b>	<b>3,670</b>			<b>65.4%</b>
4000 Staffing Costs	3,284	24,906	40,124	15,218		15,218	62.1%
4012 Travel & Subsistence Expenses	0	29	154	125		125	18.7%
4020 Learning/Event education equip	26	357	1,025	668		668	34.9%
4030 Equipment Purchase	0	1,431	2,563	1,132		1,132	55.8%
Museum Learning and Events :- Indirect Expenditure	<b>3,309</b>	<b>26,723</b>	<b>43,866</b>	<b>17,143</b>	<b>0</b>	<b>17,143</b>	<b>60.9%</b>

<b>Net Income over Expenditure</b>	<b>(2,479)</b>	<b>(19,800)</b>	<b>(33,273)</b>	<b>(13,473)</b>
------------------------------------	----------------	-----------------	-----------------	-----------------

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>142 Museum Cafe</b>							
1004 Cafe Sales	6,880	56,306	90,000	33,694			62.6%
1194 Bar Income	1,550	8,207	15,000	6,793			54.7%
1197 Function food income	1,565	15,672	25,000	9,328			62.7%
<b>Museum Cafe :- Income</b>	<b>9,995</b>	<b>80,185</b>	<b>130,000</b>	<b>49,815</b>			<b>61.7%</b>
4000 Staffing Costs	6,862	51,011	77,121	26,110		26,110	66.1%
4014 P P E / Health & Safety	53	849	1,500	651		651	56.6%
4030 Equipment Purchase	132	804	2,500	1,696		1,696	32.1%
4031 Equipment - Rental	254	2,034	2,000	(34)		(34)	101.7%
4110 Cleaning	81	532	1,000	468	52	417	58.3%
4114 Refuse Removal	0	603	750	147		147	80.4%
4136 Credit Card Chgs	20	334	500	166		166	66.9%
4406 Bar Stock/Sundry Items Kiosk	480	3,273	5,000	1,727		1,727	65.5%
4407 Cafe stock	2,079	16,436	24,000	7,564	113	7,451	69.0%
4511 Function food costs	549	5,327	5,500	173		173	96.9%
<b>Museum Cafe :- Indirect Expenditure</b>	<b>10,511</b>	<b>81,202</b>	<b>119,871</b>	<b>38,669</b>	<b>165</b>	<b>38,504</b>	<b>67.9%</b>
<b>Net Income over Expenditure</b>	<b>(516)</b>	<b>(1,017)</b>	<b>10,129</b>	<b>11,146</b>			
<b>143 Museum shop/retail</b>							
1005 Museum Shop Sales	1,260	9,440	12,539	3,099			75.3%
1009 Museum sale or return comm	1,994	27,254	7,313	(19,941)			372.7%
<b>Museum shop/retail :- Income</b>	<b>3,254</b>	<b>36,694</b>	<b>19,852</b>	<b>(16,842)</b>			<b>184.8%</b>
4421 Sale or Return Exp (1009)	222	14,573	3,612	(10,961)	3,182	(14,143)	491.6%
<b>Museum shop/retail :- Direct Expenditure</b>	<b>222</b>	<b>14,573</b>	<b>3,612</b>	<b>(10,961)</b>	<b>3,182</b>	<b>(14,143)</b>	<b>491.6%</b>
4030 Equipment Purchase	44	975	2,783	1,808		1,808	35.0%
4031 Equipment - Rental	102	818	953	135		135	85.8%
4136 Credit Card Chgs	20	334	88	(246)		(246)	380.1%
4408 Shop stock	171	3,602	6,627	3,025		3,025	54.4%
<b>Museum shop/retail :- Indirect Expenditure</b>	<b>337</b>	<b>5,730</b>	<b>10,451</b>	<b>4,721</b>	<b>0</b>	<b>4,721</b>	<b>54.8%</b>
<b>Net Income over Expenditure</b>	<b>2,696</b>	<b>16,391</b>	<b>5,789</b>	<b>(10,602)</b>			
<b>145 Museum Function</b>							
1019 Internal Bookings (Council)	0	254	200	(54)			127.1%
1103 Other event misc income	897	7,085	13,500	6,415			52.5%
1104 Function Income	6,591	20,957	23,500	2,543			89.2%
<b>Museum Function :- Income</b>	<b>7,488</b>	<b>28,296</b>	<b>37,200</b>	<b>8,904</b>			<b>76.1%</b>

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	1,668	11,620	18,252	6,632		6,632	63.7%
4030 Equipment Purchase	408	1,182	5,000	3,818		3,818	23.6%
4420 Function Expenditure (1104)	1,409	6,876	12,000	5,124		5,124	57.3%
Museum Function :- Indirect Expenditure	<b>3,485</b>	<b>19,678</b>	<b>35,252</b>	<b>15,574</b>	<b>0</b>	<b>15,574</b>	<b>55.8%</b>
<b>Net Income over Expenditure</b>	<b>4,003</b>	<b>8,618</b>	<b>1,948</b>	<b>(6,670)</b>			
<b>199 Capital Projects</b>							
4101 VW Website	0	0	0	0	33,750	(33,750)	0.0%
4103 Capital project	0	0	70,000	70,000	24,500	45,500	35.0%
Capital Projects :- Indirect Expenditure	<b>0</b>	<b>0</b>	<b>70,000</b>	<b>70,000</b>	<b>58,250</b>	<b>11,750</b>	<b>83.2%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(70,000)</b>	<b>(70,000)</b>			
<b>300 Planning</b>							
6000 Admin Salaries Recharge	2,365	17,706	18,791	1,085		1,085	94.2%
6005 Admin Overhead Recharge	136	4,235	3,747	(488)		(488)	113.0%
6009 HQ recharges	317	1,948	2,528	580		580	77.1%
Planning :- Indirect Expenditure	<b>2,818</b>	<b>23,889</b>	<b>25,066</b>	<b>1,177</b>	<b>0</b>	<b>1,177</b>	<b>95.3%</b>
<b>Net Expenditure</b>	<b>(2,818)</b>	<b>(23,889)</b>	<b>(25,066)</b>	<b>(1,177)</b>			
<b>400 Central Grounds Maintenance</b>							
4000 Staffing Costs	37,712	284,139	493,503	209,364		209,364	57.6%
4013 Training	0	2,002	8,629	6,627		6,627	23.2%
4014 P P E / Health & Safety	152	3,069	4,000	931		931	76.7%
4025 Vehicle Maintenance	346	2,009	4,197	2,188		2,188	47.9%
4026 Petrol / Diesel	654	4,500	15,000	10,500		10,500	30.0%
4030 Equipment Purchase	576	9,097	10,000	903		903	91.0%
4031 Equipment - Rental	1,775	19,045	41,354	22,309	5,205	17,104	58.6%
4034 Equipment Repairs	237	2,039	2,563	524		524	79.5%
4035 Telephone	281	2,371	2,764	393	1,182	(789)	128.5%
4044 Insurance	43	6,071	10,000	3,929		3,929	60.7%
4107 IT Support & Upgrade	1,280	10,808	15,890	5,082	2,076	3,006	81.1%
4114 Refuse Removal	0	1,215	1,200	(15)		(15)	101.3%
6020 Allocation to Cost Centres	(43,056)	(346,364)	(406,064)	(59,700)		(59,700)	85.3%
Central Grounds Maintenance :- Indirect Expenditure	<b>(0)</b>	<b>(0)</b>	<b>203,036</b>	<b>203,036</b>	<b>8,463</b>	<b>194,574</b>	<b>4.2%</b>
<b>Net Expenditure</b>	<b>0</b>	<b>0</b>	<b>(203,036)</b>	<b>(203,036)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>403 Allotments</b>							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	<b>0</b>	<b>0</b>	<b>400</b>	<b>400</b>			<b>0.0%</b>
4105 Utilities - Heat & Light	84	553	770	217		217	71.9%
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	1,213	8,894	9,431	537		537	94.3%
6005 Admin Overhead Recharge	70	2,115	1,883	(232)		(232)	112.3%
6009 HQ recharges	163	586	911	325		325	64.3%
6010 Grounds Salaries Recharge	173	817	937	120		120	87.2%
6015 Grounds Overhead Recharge	25	165	217	52		52	76.0%
Allotments :- Indirect Expenditure	<b>1,728</b>	<b>13,710</b>	<b>23,149</b>	<b>9,439</b>	<b>0</b>	<b>9,439</b>	<b>59.2%</b>
<b>Net Income over Expenditure</b>	<b>(1,728)</b>	<b>(13,710)</b>	<b>(22,749)</b>	<b>(9,039)</b>			
<b>420 Milton Road Cemetery</b>							
1010 Interments	4,251	36,490	68,000	31,510			53.7%
1011 Memorials	150	4,250	4,000	(250)			106.2%
1100 Miscellaneous Income	331	3,462	5,000	1,538			69.2%
Milton Road Cemetery :- Income	<b>4,732</b>	<b>44,202</b>	<b>77,000</b>	<b>32,798</b>			<b>57.4%</b>
4034 Equipment Repairs	1,620	1,650	5,000	3,350	550	2,800	44.0%
4054 Grave Digging	0	2,200	12,000	9,800		9,800	18.3%
4055 Memorials	2,840	5,334	8,000	2,666	1,055	1,611	79.9%
4102 NNDR	389	3,122	4,009	887		887	77.9%
4104 Utilities - Water	774	1,879	640	(1,239)		(1,239)	293.6%
4105 Utilities - Heat & Light	17	171	218	47		47	78.5%
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	2,063	15,312	16,245	933		933	94.3%
6005 Admin Overhead Recharge	119	3,655	3,244	(411)		(411)	112.7%
6009 HQ recharges	277	2,830	3,255	425		425	86.9%
6010 Grounds Salaries Recharge	15,643	106,782	123,457	16,675		16,675	86.5%
6015 Grounds Overhead Recharge	2,217	23,064	28,918	5,854		5,854	79.8%
6030 Operational Staffing Recharge	848	6,014	6,396	382		382	94.0%
6035 Operational Overhead Recharge	25	474	686	212		212	69.1%
Milton Road Cemetery :- Indirect Expenditure	<b>26,832</b>	<b>172,487</b>	<b>214,644</b>	<b>42,157</b>	<b>1,605</b>	<b>40,552</b>	<b>81.1%</b>
<b>Net Income over Expenditure</b>	<b>(22,100)</b>	<b>(128,285)</b>	<b>(137,644)</b>	<b>(9,359)</b>			

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<b>451 Youth Activities</b>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	0	38,463	76,926	38,463		38,463	50.0%
4219 Youth Grants	1,000	1,000	3,000	2,000		2,000	33.3%
6000 Admin Salaries Recharge	1,585	11,537	12,235	698		698	94.3%
6005 Admin Overhead Recharge	91	2,736	2,443	(293)		(293)	112.0%
6009 HQ recharges	213	1,416	1,797	381		381	78.8%
6030 Operational Staffing Recharge	274	2,011	2,134	123		123	94.2%
6035 Operational Overhead Recharge	8	163	231	68		68	70.6%
Youth Activities :- Indirect Expenditure	<b>3,171</b>	<b>57,326</b>	<b>99,266</b>	<b>41,940</b>	<b>0</b>	<b>41,940</b>	<b>57.7%</b>
<b>Net Expenditure</b>	<b>(3,171)</b>	<b>(57,326)</b>	<b>(99,266)</b>	<b>(41,940)</b>			
<b>460 Street Furniture</b>							
1112 Dog Bin Emptying	1,274	8,893	15,364	6,471			57.9%
Street Furniture :- Income	<b>1,274</b>	<b>8,893</b>	<b>15,364</b>	<b>6,471</b>			<b>57.9%</b>
4105 Utilities - Heat & Light	20	1,313	2,000	687		687	65.7%
4115 Dogbin purchase	0	1,114	5,000	3,886	1,280	2,606	47.9%
4116 Dogbin Emptying	1,198	5,381	20,000	14,619		14,619	26.9%
4119 Notice Boards	0	130	1,500	1,370		1,370	8.7%
4133 Bus Shelter - Repairs	0	396	2,000	1,604	1,290	314	84.3%
4157 Prince Wales Clock/welcome sig	375	1,060	550	(510)		(510)	192.7%
4245 Town Council Signs	0	30	15,000	14,970		14,970	0.2%
4246 Transfer NSC bins emptying cos	0	0	31,332	31,332		31,332	0.0%
6000 Admin Salaries Recharge	1,555	11,547	12,252	705		705	94.2%
6005 Admin Overhead Recharge	195	6,178	2,445	(3,733)		(3,733)	252.7%
6009 HQ recharges	209	1,964	5,938	3,974		3,974	33.1%
6010 Grounds Salaries Recharge	6,845	50,994	59,037	8,043		8,043	86.4%
6015 Grounds Overhead Recharge	970	11,150	13,829	2,679		2,679	80.6%
6030 Operational Staffing Recharge	79	635	672	37		37	94.5%
6035 Operational Overhead Recharge	2	51	72	21		21	70.8%
Street Furniture :- Indirect Expenditure	<b>11,448</b>	<b>91,943</b>	<b>171,627</b>	<b>79,684</b>	<b>2,570</b>	<b>77,113</b>	<b>55.1%</b>
<b>Net Income over Expenditure</b>	<b>(10,174)</b>	<b>(83,051)</b>	<b>(156,263)</b>	<b>(73,212)</b>			
<b>470 Parks &amp; Play Areas</b>							
1076 Water Play Area Kiosk Income	0	0	10,000	10,000			0.0%
Parks & Play Areas :- Income	<b>0</b>	<b>0</b>	<b>10,000</b>	<b>10,000</b>			<b>0.0%</b>
4044 Insurance	0	0	20,000	20,000		20,000	0.0%
4140 Recreation Grounds	0	78,060	82,492	4,432		4,432	94.6%

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4300 Parks&Play Area EMRRP Holding	0	0	447,689	447,689	25,000	422,690	5.6%
4301 Ashcombe Park Lower	28	169	169	0	0	0	99.9%
4302 Ashcombe Park Upper	28	169	169	0	0	0	99.9%
4303 Broadway Play	1,518	1,620	1,621	1	1	1	100.0%
4304 Broadway Skate Park	28	81	82	1	1	1	98.4%
4305 Byron Rec	28	1,696	1,698	2	2	2	99.9%
4306 Castle Batch Lower	28	16,341	16,341	(0)	(0)	(0)	100.0%
4307 Canberra Road	28	81	83	2	2	2	97.2%
4308 Clarence Park	28	105	105	(0)	(0)	(0)	100.2%
4309 Conniston Green	28	2,546	2,547	1	1	1	99.9%
4310 Ellenborough Park East	63	378	378	(0)	(0)	(0)	100.0%
4311 Grove Park	28	81	80	(1)	(1)	(1)	100.8%
4312 Hutton Moor Skate Park	28	81	80	(1)	(1)	(1)	100.8%
4313 Jubilee Park	28	1,716	1,717	1	1	1	100.0%
4314 Locking Castle (Maltlands)	28	426	425	(1)	(1)	(1)	100.1%
4315 Lynch Farm	28	81	80	(1)	(1)	(1)	100.8%
4316 Millennium Green	28	81	80	(1)	(1)	(1)	100.8%
4317 Uphill Junior Play Area	28	81	80	(1)	(1)	(1)	100.8%
4318 Uphill Toddler Play Area	28	472	472	0	0	0	99.9%
4319 Water Adventure Play Park	632	5,027	5,028	1	1	1	100.0%
4320 Worle Recreation Ground	28	265	264	(1)	(1)	(1)	100.4%
4321 Wyvern Close	28	81	78	(3)	(3)	(3)	103.4%
4322 Ellenborough Park West	28	81	79	(2)	(2)	(2)	102.1%
4324 Dartmouth Close	28	656	655	(1)	(1)	(1)	100.1%
6000 Admin Salaries Recharge	2,939	21,807	23,137	1,330	1,330	1,330	94.3%
6005 Admin Overhead Recharge	169	5,207	4,615	(592)	(592)	(592)	112.8%
6009 HQ recharges	394	4,028	4,639	611	611	611	86.8%
6010 Grounds Salaries Recharge	12,569	92,007	106,491	14,484	14,484	14,484	86.4%
6015 Grounds Overhead Recharge	1,781	20,070	24,943	4,873	4,873	4,873	80.5%
6030 Operational Staffing Recharge	1,467	11,835	12,582	747	747	747	94.1%
6035 Operational Overhead Recharge	42	958	1,349	391	391	391	71.0%

Parks & Play Areas :- Indirect Expenditure	<b>22,133</b>	<b>266,284</b>	<b>760,248</b>	<b>493,964</b>	<b>25,000</b>	<b>468,965</b>	<b>38.3%</b>
--	---------------	----------------	----------------	----------------	---------------	----------------	--------------

<b>Net Income over Expenditure</b>	<b>(22,133)</b>	<b>(266,284)</b>	<b>(750,248)</b>	<b>(483,964)</b>
------------------------------------	-----------------	------------------	------------------	------------------

<u>475</u> <u>Planned maintenance</u>							
4231 Planned maint holding budget	0	0	132,856	132,856	28,244	104,612	21.3%
4232 Allotments PPM	0	1,151	1,151	0	0	0	100.0%
4233 Blakehay PPM	1,286	10,276	10,276	(0)	(0)	(0)	100.0%
4234 Museum PPM	2,808	9,648	9,647	(1)	(1)	(1)	100.0%
4235 Cemetery PPM	0	2,073	2,074	1	1	1	100.0%



## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4236 Parks & play areas PPM	435	14,343	14,343	(0)		(0)	100.0%
4237 Grove House PPM	0	702	702	(0)		(0)	100.0%
4238 Grove Lodge PPM	0	861	861	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	583	960	960	0		0	100.0%
4240 Public toilets	10	1,688	1,688	0		0	100.0%
4241 VIC PPM	0	716	716	0		0	100.0%
4242 HQ PPM	1,178	13,906	13,905	(1)		(1)	100.0%
4243 Quarry PPM	0	(477)	(477)	(0)		(0)	100.0%
4244 Xmas Lights PPM	0	0	1	1		1	0.0%
6000 Admin Salaries Recharge	2,325	17,158	18,206	1,048		1,048	94.2%
6005 Admin Overhead Recharge	134	4,089	3,633	(456)		(456)	112.6%
6009 HQ recharges	312	3,179	3,664	485		485	86.8%
6030 Operational Staffing Recharge	79	634	672	38		38	94.3%
6035 Operational Overhead Recharge	2	52	72	20		20	72.2%
Planned maintenance :- Indirect Expenditure	<b>9,151</b>	<b>80,959</b>	<b>214,950</b>	<b>133,991</b>	<b>28,244</b>	<b>105,747</b>	<b>50.8%</b>
<b>Net Expenditure</b>	<b>(9,151)</b>	<b>(80,959)</b>	<b>(214,950)</b>	<b>(133,991)</b>			
<b>481 Tourism Visit Weston/Dest Mar</b>							
1040 Digital Advertising	0	365	20,000	19,635			1.8%
Tourism Visit Weston/Dest Mar :- Income	<b>0</b>	<b>365</b>	<b>20,000</b>	<b>19,635</b>			<b>1.8%</b>
4000 Staffing Costs	5,797	46,058	79,901	33,843		33,843	57.6%
4030 Equipment Purchase	0	35	100	65		65	35.0%
4035 Telephone	33	1,103	1,500	397	395	1	99.9%
4039 Advertising & Marketing	115	1,484	7,500	6,016		6,016	19.8%
4041 Fees, Subs and Conferences	0	127	625	498		498	20.3%
4062 Tourism-Love Weston website	782	3,522	14,500	10,978		10,978	24.3%
4107 IT Support & Upgrade	159	1,392	1,750	358	634	(276)	115.8%
Tourism Visit Weston/Dest Mar :- Indirect Expenditure	<b>6,887</b>	<b>53,720</b>	<b>105,876</b>	<b>52,156</b>	<b>1,029</b>	<b>51,126</b>	<b>51.7%</b>
<b>Net Income over Expenditure</b>	<b>(6,887)</b>	<b>(53,355)</b>	<b>(85,876)</b>	<b>(32,521)</b>			
<b>482 Tourism VIC costs</b>							
1043 VIC Retail/Shop Income	0	17	18,000	17,983			0.1%
1045 Sale or return	5	25	0	(25)			0.0%
1251 VW Notice boards ( NSC )	0	0	10,000	10,000			0.0%
Tourism VIC costs :- Income	<b>5</b>	<b>42</b>	<b>28,000</b>	<b>27,958</b>			<b>0.2%</b>
4000 Staffing Costs	705	42,765	48,881	6,116		6,116	87.5%
4013 Training	0	327	1,695	1,368		1,368	19.3%

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4014 P P E / Health & Safety	0	730	1,025	295		295	71.2%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	17	51	300	249		249	17.0%
4036 Stationery	0	1	250	249		249	0.5%
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	20	44	450	406		406	9.7%
4151 Catering	180	180	300	120		120	60.0%
4225 VIC Stock	436	436	10,000	9,564	66	9,498	5.0%
4255 VW Notice boards (NSC)	0	0	5,000	5,000		5,000	0.0%
6000 Admin Salaries Recharge	2,102	15,081	15,990	909		909	94.3%
6005 Admin Overhead Recharge	121	3,566	3,183	(383)		(383)	112.0%
6009 HQ recharges	282	3,377	3,774	397		397	89.5%
6010 Grounds Salaries Recharge	0	2,731	3,205	474		474	85.2%
6015 Grounds Overhead Recharge	0	677	750	73		73	90.3%
6030 Operational Staffing Recharge	1,237	9,169	9,750	581		581	94.0%
6035 Operational Overhead Recharge	37	732	1,046	314		314	70.0%

Tourism VIC costs :- Indirect Expenditure	5,137	80,815	108,599	27,784	66	27,719	74.5%
---	-------	--------	---------	--------	----	--------	-------

<b>Net Income over Expenditure</b>	<b>(5,132)</b>	<b>(80,772)</b>	<b>(80,599)</b>	<b>173</b>
------------------------------------	----------------	-----------------	-----------------	------------

483 Silica

1040 Digital Advertising	0	288	5,125	4,838			5.6%
1100 Miscellaneous Income	0	17,460	0	(17,460)			0.0%

Silica :- Income	0	17,748	5,125	(12,623)			346.3%
------------------	---	--------	-------	----------	--	--	--------

4039 Advertising & Marketing	11,196	18,778	2,000	(16,778)		(16,778)	938.9%
4044 Insurance	0	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	370	0	(370)		(370)	0.0%
4109 Alarm system	0	0	500	500		500	0.0%

Silica :- Indirect Expenditure	11,231	19,648	5,375	(14,273)	0	(14,273)	365.6%
--------------------------------	--------	--------	-------	----------	---	----------	--------

<b>Net Income over Expenditure</b>	<b>(11,231)</b>	<b>(1,901)</b>	<b>(250)</b>	<b>1,651</b>
------------------------------------	-----------------	----------------	--------------	--------------

484 Waterpark Kiosk and Admissions

1004 Cafe Sales	0	46,803	50,000	3,197			93.6%
1077 Water Park Admissions	0	47,921	50,000	2,079			95.8%
1198 Kiosk sales	0	0	10,000	10,000			0.0%

Waterpark Kiosk and Admissions :- Income	0	94,724	110,000	15,276			86.1%
--	---	--------	---------	--------	--	--	-------

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	(1,151)	61,054	39,672	(21,382)		(21,382)	153.9%
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	0	4,419	10,000	5,581		5,581	44.2%
4031 Equipment - Rental	34	481	2,030	1,549		1,549	23.7%
4035 Telephone	60	310	200	(110)		(110)	155.0%
4110 Cleaning	0	61	200	139		139	30.4%
4114 Refuse Removal	0	1,640	2,050	410		410	80.0%
4136 Credit Card Chgs	40	669	461	(208)		(208)	145.1%
4406 Bar Stock/Sundry Items Kiosk	0	303	750	447		447	40.4%
4407 Cafe stock	0	18,733	16,634	(2,099)		(2,099)	112.6%
4408 Shop stock	0	0	5,125	5,125		5,125	0.0%
6010 Grounds Salaries Recharge	355	3,581	4,161	580		580	86.1%
6015 Grounds Overhead Recharge	49	810	978	168		168	82.8%

Waterpark Kiosk and Admissions :- Indirect Expenditure	<b>(613)</b>	<b>92,489</b>	<b>84,342</b>	<b>(8,147)</b>	<b>0</b>	<b>(8,147)</b>	<b>109.7%</b>
--	--------------	---------------	---------------	----------------	----------	----------------	---------------

<b>Net Income over Expenditure</b>	<b>613</b>	<b>2,235</b>	<b>25,658</b>	<b>23,423</b>
------------------------------------	------------	--------------	---------------	---------------

<u>485 PublicToilets</u>							
4044 Insurance	0	6,000	6,500	500		500	92.3%
4102 NNDR	0	0	(7,393)	(7,393)		(7,393)	0.0%
4104 Utilities - Water	156	1,171	2,000	829		829	58.5%
4105 Utilities - Heat & Light	341	2,933	3,500	567		567	83.8%
4109 Alarm system	0	0	124	124		124	0.0%
4110 Cleaning	0	27,774	35,000	7,226		7,226	79.4%
6000 Admin Salaries Recharge	1,296	9,754	10,353	599		599	94.2%
6005 Admin Overhead Recharge	75	2,337	2,064	(273)		(273)	113.2%
6009 HQ recharges	174	1,506	1,793	287		287	84.0%
6010 Grounds Salaries Recharge	313	2,570	2,978	408		408	86.3%
6015 Grounds Overhead Recharge	44	568	700	132		132	81.1%
6030 Operational Staffing Recharge	79	635	672	37		37	94.5%
6035 Operational Overhead Recharge	2	51	72	21		21	70.8%

PublicToilets :- Indirect Expenditure	<b>2,479</b>	<b>55,299</b>	<b>58,363</b>	<b>3,064</b>	<b>0</b>	<b>3,064</b>	<b>94.8%</b>
---------------------------------------	--------------	---------------	---------------	--------------	----------	--------------	--------------

<b>Net Expenditure</b>	<b>(2,479)</b>	<b>(55,299)</b>	<b>(58,363)</b>	<b>(3,064)</b>
------------------------	----------------	-----------------	-----------------	----------------

<u>486 Waterpark other charges</u>							
4036 Stationery	0	6	0	(6)		(6)	0.0%
4102 NNDR	0	0	887	887		887	0.0%
4104 Utilities - Water	1,554	1,862	2,200	338		338	84.6%

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4105 Utilities - Heat & Light	338	18,719	20,000	1,281		1,281	93.6%
4109 Alarm system	0	501	836	335		335	59.9%
4138 Water Play Area Rent	1,065	8,535	13,722	5,187		5,187	62.2%
Waterpark other charges :- Indirect Expenditure	<b>2,956</b>	<b>29,622</b>	<b>37,645</b>	<b>8,023</b>	<b>0</b>	<b>8,023</b>	<b>78.7%</b>

**Net Expenditure** **(2,956)** **(29,622)** **(37,645)** **(8,023)**

801 Earmarked Reserves

8041 Tree planting (Fundraising)	0	115	367	252		252	31.3%
Earmarked Reserves :- Direct Expenditure	<b>0</b>	<b>115</b>	<b>367</b>	<b>252</b>	<b>0</b>	<b>252</b>	<b>31.3%</b>
8000 EMR Allotments General	0	2,366	3,500	1,134		1,134	67.6%
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	0	(31)	343	374		374	(9.1%)
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	1,338	1,192	12,824	11,632		11,632	9.3%
8027 Cllrs Email / Tablet Provision	0	0	225	225		225	0.0%
8036 Com Res - Wellbeing	0	65	11,056	10,991		10,991	0.6%
8040 Wellbeing staff grant	0	0	6,258	6,258		6,258	0.0%
8042 EMR Talking Nature	187	624	2,558	1,934		1,934	24.4%
8043 Community Events	0	16,570	27,000	10,430		10,430	61.4%
8044 Unfulfilled Purchase Orders	9,596	91,875	150,475	58,600		58,600	61.1%
Earmarked Reserves :- Indirect Expenditure	<b>11,120</b>	<b>112,661</b>	<b>483,344</b>	<b>370,683</b>	<b>0</b>	<b>370,683</b>	<b>23.3%</b>

**Net Expenditure** **(11,120)** **(112,776)** **(483,711)** **(370,935)**

901 Capital Works Reserves

9002 HQ Refurbishment Wokrs	0	0	45,935	45,935		45,935	0.0%
9003 Old Town Quarry Works	2,106	127,852	194,318	66,466	91,485	(25,019)	112.9%
Capital Works Reserves :- Direct Expenditure	<b>2,106</b>	<b>127,852</b>	<b>240,253</b>	<b>112,401</b>	<b>91,485</b>	<b>20,916</b>	<b>91.3%</b>

**Net Expenditure** **(2,106)** **(127,852)** **(240,253)** **(112,401)**

## Detailed Income &amp; Expenditure by Budget Heading 30/11/2025

Month No: 8

## Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	32,127	4,839,169	723,959	(4,115,210)			668.4%
Expenditure	233,637	2,652,180	5,824,680	3,172,500	274,834	2,897,665	50.3%
<b>Net Income over Expenditure</b>	<b>(201,510)</b>	<b>2,186,988</b>	<b>(5,100,721)</b>	<b>(7,287,709)</b>			
<b>Movement to/(from) Gen Reserve</b>	<b>(201,510)</b>	<b>2,186,988</b>	<b>(5,100,721)</b>	<b>(7,287,709)</b>			

## 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 with **Santander**;

Year 2025/2026

Santander Bank actual cash received 1<sup>st</sup> April 2025 to 31<sup>st</sup> December 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 (January 2026)

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 2<sup>nd</sup> April 2025
- To the value of £366.77 on the 2<sup>nd</sup> May 2025
- To the value of £367.88 on the 3<sup>rd</sup> June 2025
- To the value of £351.46 on the 2<sup>nd</sup> July 2025
- To the value of £359.05 on the 4<sup>th</sup> August 2025
- To the value of £348.40 on the 3<sup>rd</sup> September 2025
- To the value of £330.82 on the 2<sup>nd</sup> October 2025

A further investment of £500,000 was made on the 31<sup>st</sup> October taking the total investment to **£600,000** in the **CCLA** (Public Sector Deposit Fund);

- To the value of £395.24 on the 4<sup>th</sup> November 2025
- To the value of £1963.20 on the 2<sup>nd</sup> December 2025

CCLA actual cash received 1<sup>st</sup> April 2025 to 31<sup>st</sup> December 2025 = **£4865.00**

Interest earned on the investment of **£500,000** in the **Lloyds Instant Access account**;

Year 2025/2026

- To the value of £120.55 on the 10<sup>th</sup> November 2025
- To the value of £317.88 on the 9<sup>th</sup> December 2025

Lloyds instant access actual cash received 1<sup>st</sup> November 2025 to 30<sup>th</sup> November 2025 = **£438.43**

Natwest actual cash received 1<sup>st</sup> April 2025 to 30<sup>th</sup> 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

<b><u>SCHEDULE OF RECEIPTS FOR:</u></b>	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)	Lloyds Instant access	<b>Total Gross Income</b>
	£	£	£	£	£	£
Apr-25	£ 2,414,354.87	£ -	£ 242.68	£ 64.17	£ -	<b>£ 2,414,661.72</b>
May-25	£ 31,053.98	£ -	£ -	£ 28.15	£ -	<b>£ 31,082.13</b>
Jun-25	£ 69,124.56	£ -	£ -	£ 29.11	£ -	<b>£ 69,153.67</b>
Jul-25	£ 227,574.37	£ -	£ -	£ -	£ -	<b>£ 227,574.37</b>
Aug-25	£ 83,214.80	£ -	£ 1.26	£ -	£ -	<b>£ 83,216.06</b>
Sep-25	£ 2,279,616.07	£ 2.00	£ -	£ -	£ -	<b>£ 2,279,618.07</b>
Oct-25	£ 2,923,685.79	£ -	£ -	£ -	£ -	<b>£ 2,923,685.79</b>
Nov-25	£ 659,042.39	£ 4.55	£ 38.00	£ -	£ 120.55	<b>£ 659,205.49</b>
Dec-25	£ 29,791.65	£ -	£ 66.00	£ -	£ 317.88	<b>£ 30,175.53</b>



## Outstanding Balances by Month as at 31/12/2025

A/C Code	Customer Name	Balance	Dec 2025	Nov 2025	Oct 2025	Prior Months	On A/c Pymnts
<b>Ledger No 2: Council Sales Ledger</b>							
BATH2	BATHSPA	25,000.00	25,000.00	0.00	0.00	0.00	0.00
EASTFIELD	EASTFIELD	97.58	48.79	48.79	0.00	0.00	0.00
ELM001	ELMS	363.00	0.00	363.00	0.00	0.00	0.00
THEBLAKEH	THEBLAKEHAY	389.64	348.81	40.83	0.00	0.00	0.00
WESTON2	WSMTOWN	105.60	0.00	105.60	0.00	0.00	0.00
<b>Total Sales Ledger No 2</b>		<b>25,955.82</b>	<b>25,397.60</b>	<b>558.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Ledger No 4: Museum Sales Ledger</b>							
CIVIC	CIVIC	87.50	87.50	0.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	80.00	80.00	0.00	0.00	0.00	0.00
HANNAHMO	HANNAHMORE	45.00	0.00	45.00	0.00	0.00	0.00
NHSBRISTOL	NHSBRISTOL	240.00	0.00	240.00	0.00	0.00	0.00
TPPRETAIL	TPPRETAIL	82.00	82.00	0.00	0.00	0.00	0.00
UPHILL	UPHILL	45.00	45.00	0.00	0.00	0.00	0.00
<b>Total Sales Ledger No 4</b>		<b>579.50</b>	<b>294.50</b>	<b>285.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Ledger No 5: Old Town Quarry</b>							
ARTSPACE	ARTSPACE	660.00	660.00	0.00	0.00	0.00	0.00
PRATTL	PRATTL	5,262.02	5,262.02	0.00	0.00	0.00	0.00
<b>Total Sales Ledger No 5</b>		<b>5,922.02</b>	<b>5,922.02</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>32,457.34</b>	<b>31,614.12</b>	<b>843.22</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

## Outstanding Balances by Month as at 30/11/2025

A/C Code	Customer Name	Balance	Nov 2025	Oct 2025	Sep 2025	Prior Months	On A/c Pymnts
<b>Ledger No 2: Council Sales Ledger</b>							
ALLIANCEDB	ALLIANCEDOGBIN	525.31	525.31	0.00	0.00	0.00	0.00
EASTFIELD	EASTFIELD	48.79	48.79	0.00	0.00	0.00	0.00
ELM001	ELMS	363.00	363.00	0.00	0.00	0.00	0.00
ICT	ICTREVERSE	139.20	139.20	0.00	0.00	0.00	0.00
KEWSTOKE	KEWSTOKEDOGBIN	100.00	0.00	0.00	100.00	0.00	0.00
SUPERCULT	SUPERCULTURE	44.00	0.00	44.00	0.00	0.00	0.00
THEBLAKEH	THEBLAKEHAY	1,569.82	1,569.82	0.00	0.00	0.00	0.00
WESTON2	WSMTOWN	105.60	105.60	0.00	0.00	0.00	0.00
<b>Total Sales Ledger No 2</b>		<b>2,895.72</b>	<b>2,751.72</b>	<b>44.00</b>	<b>100.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Ledger No 4: Museum Sales Ledger</b>							
BROADBENT	BROADBENTD	87.50	87.50	0.00	0.00	0.00	0.00
CIVIC	CIVIC	87.50	87.50	0.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	30.00	30.00	0.00	0.00	0.00	0.00
HANNAHMO	HANNAHMORE	45.00	45.00	0.00	0.00	0.00	0.00
MILESTONES	MILESTONES	60.00	60.00	0.00	0.00	0.00	0.00
NHSBRISTOL	NHSBRISTOL	240.00	240.00	0.00	0.00	0.00	0.00
OPCC	OPCC	225.00	225.00	0.00	0.00	0.00	0.00
SWHT	SWHT	200.00	0.00	0.00	100.00	100.00	0.00
TRINITY2	TRINITYANGLICAN	45.00	45.00	0.00	0.00	0.00	0.00
<b>Total Sales Ledger No 4</b>		<b>1,020.00</b>	<b>820.00</b>	<b>0.00</b>	<b>100.00</b>	<b>100.00</b>	<b>0.00</b>
<b>Ledger No 5: Old Town Quarry</b>							
CAMPBELL	CAMPBELLV	117.60	117.60	0.00	0.00	0.00	0.00
CLAYTON2	CLAYTONA	128.70	128.70	0.00	0.00	0.00	0.00
DARKE	DARKEG	99.00	99.00	0.00	0.00	0.00	0.00
LECKIEJ	LECKIEJ	255.00	255.00	0.00	0.00	0.00	0.00
RAVEN	RAVENS	131.26	131.26	0.00	0.00	0.00	0.00
STEPHEN	LEWISD	133.66	133.66	0.00	0.00	0.00	0.00
TAYLOR	TAYLORS	307.50	307.50	0.00	0.00	0.00	0.00
<b>Total Sales Ledger No 5</b>		<b>1,172.72</b>	<b>1,172.72</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>TOTAL SALES LEDGER BALANCES</b>		<b>5,088.44</b>	<b>4,744.44</b>	<b>44.00</b>	<b>200.00</b>	<b>100.00</b>	<b>0.00</b>

<u>Budget heading</u>	<u>code</u>	<u>YTD Spend</u>	<u>Budget 2025/2026</u>	<u>Overpend</u>	<u>Reason</u>
<b><u>Central Administration 102</u></b>					
Insurance	4044	£ 16,654.00	£ 13,000.00	-£ 3,654.00	Inflation
IT support & upgrade	4107	£ 18,875.00	£ 15,000.00	-£ 3,875.00	Increase in annual costs
<b><u>Grove Lodge 103</u></b>					
Alarm system	4109	£ 664.00	£ 621.00	-£ 43.00	Increase in annual costs
<b><u>Grove Lodge 104</u></b>					
Alarm system	4109	£ 522.00	£ 489.00	-£ 33.00	Increase in annual costs
<b><u>Civic support 107</u></b>					
Insurance	4044	£ 7,500.00	£ 7,960.00	£ 460.00	Increase in annual costs
<b><u>Operational services 113</u></b>					
Telephone	4035	£ 439.00	£ 400.00	-£ 39.00	Need for new phones reviewed and upgraded in year
IT support & upgrade	4107	£ 4,153.00	£ 3,159.00	-£ 994.00	Increase in annual costs
<b><u>Old Town Quarry 114</u></b>					
Cleaning	4110	£ 4,893.00	£ 1,057.00	-£ 3,836.00	Contract cleaning not in original budget
Insurance	4044	£ 9,683.00	£ 9,250.00	-£ 433.00	Inflation
<b><u>HQ 115</u></b>					
Telephone	4035	£ 9,162.00	£ 7,000.00	-£ 2,162.00	Need for new phones reviewed and upgraded in year
Utilities - heat and light	4105	£ 22,556.00	£ 12,000.00	-£ 10,556.00	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
<b><u>Blakehay central costs 120</u></b>					
Equipment purchase	4030	£ 20,255.00	£ 8,500.00	-£ 11,755.00	New lighting equipment purchase (overspend agreed by Group Leaders)
<b><u>Museum Central costs 140</u></b>					
Alarm system	4109	£ 1,113.00	£ 790.00	-£ 323.00	Increase in annual costs
Website costs	4019	£ 348.00	£ 250.00	-£ 98.00	Increase in annual costs
Telephone	4035	£ 4,722.00	£ 3,000.00	£ 1,722.00	Need for new phones reviewed and upgraded in year
Refuse removal	4114	£ 5,122.00	£ 3,500.00	£ 1,622.00	Introduction of recycling
<b><u>Museum shop/retail</u></b>					
Credit card charges	4136	£ 334.00	£ 88.00	-£ 246.00	
<b><u>Central Grounds 400</u></b>					
Telephone	4035	£ 3,553.00	£ 2,764.00	-£ 789.00	Nore staff increased the need for new phones alongside the new to update the old phones
<b><u>Waterpark kiosk and admissions</u></b>					
Staffing costs	4000	£ 61,054.00	£ 39,672.00	-£ 21,382.00	Increase in need for casual staff
Café stock	4407	£ 18,733.00	£ 16,634.00	-£ 2,099.00	Increase in need for stock

<b>Subject:</b>	Interim Internal Audit report 2025-2026
<b>Reason for Briefing Note:</b>	Notification to council of internal audit review
<b>Responsible Officer(s):</b>	Chief Executive Officer / Town Clerk
<b>Senior Lead:</b>	Director of Finance & Resources
<b>Date:</b>	07/01/2026
<b>File Path:</b>	

**Reference:** Notification of interim review of corporate governance from the interim internal audit 2025-2026

### 1. Background to issue arising:

The interim internal audit report for the financial year 2025-2026 was received from Auditing Solutions Limited in December 2025. The recommendations below were identified:

Rec. No.	Recommendation
<b>Review of Corporate Governance</b>	
R1	A consistent value for formal tender action should be recorded in both the Standing Orders and Financial Regulations.
<b>Assessment and Management of Risk</b>	
R2	Consideration should be given to increasing the current level of Fidelity Guarantee cover to equate to the average combined cash and bank account balances held during the financial year.
<b>Budgetary Control and Reserves</b>	
R3	To ensure an accurate representation of actual performance against the annually approved budget, the value of the annual precept should be recorded in the Omega accounts.
<b>Review of Staff Salaries</b>	
R4	The Council should seek formal confirmation / assurance that the current and prior year programming error has been permanently resolved also indicating that reparation may be sought for any similar future errors.

### 2. Summary of main considerations/ actions:

R1. *Review of Corporate Governance* – The Standing Orders, Financial Regulations and Procurement guide will be updated with a consistent value across all documents. All three documents will be taken to Full Town Council in May 2026 for approval.

R2. *Assessment and Management of Risk*. – The current Fidelity Guarantee cover of £1.4 million is in place to reduce to cover any fraudulent activity. This has been reviewed with the insurance company and is felt to be sufficient enough but must be

monitored in line with the cashflow and investment strategies. Currently the funds invested across the various organisations has reduced the risk of large cash holding balances. Investment of more funds to reduce this risk and fall in line with the £1.4 million is being reviewed.

R3. *Budgetary Control & Reserves* – This has been noted and addressed with the Finance Manager. Corrective measures have been put in place so that this shows a more accurate representation of actual performance going forward from January 2026 accounts.

R4. *Review of staff salaries* – The Finance Manager has contacted the council 's payroll provider, People First, and has received assurances, by email, that the corrections identified in the report will be rectified in the January 2026 payroll and that this will not happen in the future when the annual back pay is calculated.

**Members are required to:**

Note the findings from the interim internal auditors report for 2025-2026 and the remedies identified for each recommendation.

---

## **Weston-super-Mare Town Council**

*Internal Audit Report 2025-26 (First interim)*

---

*Stuart J Pollard*

*Director  
Auditing Solutions Limited*

## **Background and Scope**

The Accounts and Audit Regulations introduced from 1<sup>st</sup> 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 remotely (due to illness).

We will update this report following our next visit for the year, which we have agreed with the Director of Finances & Resources (DoFR) will take place on 9<sup>th</sup> January 2026.

## **Internal Audit Approach**

In commencing our review for 2025-26, 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, employing a range of selective sampling techniques across the Council's various activities.

We thank officers for their assistance in progressing this first interim review for the year providing all necessary documentation in electronic format due to our illness on the intended visit date: this has assisted our completion of our initial review prior to the Christmas break.

## **Overall Conclusion**

We are pleased to report that no major concerns have been identified from the work undertaken to date this year other than, as identified last year, significant errors in the payroll preparation for August 2025 when the national pay award for the year was implemented together with payment of arrears backdated to 1<sup>st</sup> April 2025.

# 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 and a Santander Treasury Reserve Deposit Account. Consequently, we have: -

- Ensured the accurate roll forward of the 2024-25 closing Omega account balances as opening balances in the software for 2025-26;
- Checked and agreed two months' transactions (April and October 2025 on the Lloyds Current account and the financial year to 31<sup>st</sup> October 2025 transactions on all other accounts by reference to the supporting bank statements; and
- Checked and agreed account bank reconciliations on 30<sup>th</sup> April and 31<sup>st</sup> October 2025 on all accounts.

### Conclusions

*We are pleased to record that no concerns have been identified from the work undertaken in this area to date this year: we will, at our final review visit, check the March 2026 main account cashbook transactions and those on other accounts for the remainder of the financial year, also checking the year-end bank reconciliations and ensuring the accurate disclosure of the combined year-end balances in the AGAR at Section 2, Box 8.*

## 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 reviewed the minutes of meetings held in the year as posted on the Council's website 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 and are pleased to record that no such issues have been identified to date this year.

We have previously noted that both the formal SOs and Financial Regulations (FRs) have been reviewed and re-adopted in September 2025 both being in line with the latest NALC model documents. In examining their content in relation to procurement issues, we note that the SOs imply a value of £25,000 above which formal tender action is required (Para 18.1.v refers), whereas the FRs refer to a limit of £20,000 including VAT for formal tender action (Para 6.5.1 refers). A consistent value for formal tender action (including or excluding VAT) should be recorded in both documents.

We note that the external auditors have only issued an interim certificate on the 2024-25 accounts at the present time, apparently due to their receipt of correspondence relating to the year's accounts: we will check on any further developments in that respect when we visit the Council in early January



2026. We are pleased to note the appropriate publication on the Council's website of the Notice of Public Rights for the requisite 30 working days.

We take this opportunity to advise / remind the Council of the additional AGAR Governance assertion included in the 20205-26 AGAR at Box 10 and will discuss the Council's position with the CEO at our next review visit on 9<sup>th</sup> January 2026.

### ***Conclusions and recommendation***

***We are pleased to record that no serious issues arise in this area currently, although we urge that a consistent value for formal tender action is recorded in both the SOs and FRs. We will undertake further work, as indicated above, at our future review visits also continuing our review of minutes.***

***R1. A consistent value for formal tender action should be recorded in both the Standing Orders and Financial Regulations.***

## **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 course of 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 commenced our testing in this area for compliance with the above criteria selecting a total sample of 69 individual payments in the financial year to mid-November 2025 including the annual NNDR payments made monthly during the year: our test sample includes all payments in excess of £6,000 plus every 60<sup>th</sup> other payment to that date totalling £1,738,925 and equating to 72% of the year to date non-pay related expenditure. We thank the Council's Finance Admin Manager for her assistance providing electronic copies of all invoices in our test sample.

We note that VAT Returns continue to be submitted electronically as required by extant legislation and have ensured recovery of the 2024-25 closing balance in the current financial year, together with the 2025-26 first two quarterly reclaims by reference to the VAT control account in Omega.

### ***Conclusions***

***We are pleased to report that no issues have been identified among our test sample to date warranting formal comment or recommendation. We will extend our test sample at future reviews to include payments to 31<sup>st</sup> March 2026, also checking detail of the remaining quarterly VAT reclaims, reporting our conclusions 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 historically used the LCRS software to maintain its detailed risk registers. We note that the register was last reviewed and adopted by the Council at the February 2025 full Council meeting and take this opportunity to remind officers and the Council that “The Practitioner’s Guide” requires risk registers to be reviewed and re-adopted at least once annually. We will check for compliance at a future review visit.

We have examined the Council’s 2025-26 insurance schedule with Aviva, noting that premises, contents and furniture / fittings cover is in place for all Council properties, together with Public and Employer’s Liability cover both standing at £10 million, and Fidelity Guarantee cover at £1.4 million, all of which we consider generally appropriate for the Council’s present requirements, although with almost £3 million in the Council’s bank accounts currently and as suggested previously, we urge that consideration be given to increasing the level of Fidelity Guarantee cover to equate to at least the average combined balance held in all bank accounts during the financial year.

### Conclusions and recommendation

*No significant issues have been identified in this area at present, although the Council should ensure that its risk registers are reviewed, updated and adopted formally prior to the current financial year-end. We shall continue to monitor the Council’s approach to risk management at future reviews.*

R2. *Consideration should be given to increasing the current level of Fidelity Guarantee cover to equate to the average combined cash and bank account balances held during the financial year.*

## 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.

This review took place in advance of the Council’s formal consideration and determination of its budgetary and precept requirements for 2026-27: consequently, we shall revisit this area at a future review to ensure completion and formal determination of the budget and precept for the upcoming year.

We are pleased to note that members continue to be provided with periodic and comprehensive management accounting information based on the Omega detail and have reviewed the latest budget position (at 31<sup>st</sup> October 2025) with only a few potential “hotspots” noted: consequently, we have examined the year’s individual account codes in Omega in those areas and obtained appropriate explanations of the variances with no residual issues arising or further detailed enquiry warranted. We note that at the above date total actual income in the Omega Budget / Income & Expenditure Account report shows as 671%: the high percentage arises as the budget value of the precept (£4.45 million) has not been recorded in Omega. Adjusting for that, actual income currently stands at 103%

of the year's total income budget. Total expenditure stands at 54% of the annual budget and gives no cause for concern at the present time.

### ***Conclusions and recommendation***

***No concerns arise in this area currently, although we urge that the annual precept budget value be recorded in Omega to ensure a more accurate presentation of the status of actual income against the approved budget.***

***R3. To ensure an accurate representation of actual performance against the annually approved budget, the value of the annual precept should be recorded in the Omega accounts.***

## **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. Due to our illness on the planned visit date, we have not undertaken any detailed work in this area to date other than carrying out an overview of the detailed income codes to ensure that no significant misanalysis has occurred to date and are pleased to record that no mis postings have been identified at this stage of our review. We have also examined the Omega Sales Ledger – “Unpaid invoices by date” report and are pleased to record that no long-standing unpaid debts exist at the present time.

### ***Conclusions***

***As indicated above, no issues arise in this area warranting formal attention or comment at this stage of our review process. We will undertake further work focusing on other income streams at our January 2026 visit and intend to visit the Museum, checking the controls over cash income, etc.***

## **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 1<sup>st</sup> April 2025 as regards employee contribution bandings.

To meet that objective, we have examined a sample of staff salary payments made in August 2025, that being the month when the 2025-26 national pay settlement was implemented by the Council, together with arrears backdated to 1<sup>st</sup> April 2025: we have, consequently: -

- Ensured that the Council reviews and approves staff pay scales;
- Noted that production of the monthly payroll continues to be undertaken by an external service provider;
- Checked a sample of staff pay slips for the above month to ensure that: -
  - Gross pay for the month has been applied using the 2025-26 national salary for each staff member's salary in our test sample by reference to the Director of Finance and Resources (DoF&R) spreadsheet record of scale points and contracted working hours for each individual's point on the national scale and, where working part time, the appropriate payment for contracted hours has been applied: in checking this detail we have used the

DoF&R's establishment spreadsheet schedule, which identifies for each employee their scale point, the contracted weekly working hours, the applicable full time annual salary payable for the individuals' scale points and resultant monthly basic gross salary payable;

- Tax has been calculated accurately based on the individual's tax code;
- Employees' National Insurance contributions have been calculated accurately; and
- Employees' pension contributions have been calculated at the appropriate percentage rate on the employees' gross salary for the month.

In undertaking the above tests, we have noted that, as occurred last year, the employees' pension contributions (and presumable also the employer's contributions) for August had not been calculated to include the backdated arrears paid with that month's basic salary. Consequent on this error, we have also checked a significant number of other employees' pension contributions noting that all have been treated similarly. The under-deduction of pension contributions in the month will also impact on the level of tax deducted from each employee as pension contributions are non-taxable.

We have drawn the above to the attention of the DoF&R, together with one or two other queries where the salary payments were made on different NJC scale points to those recorded on the establishment list. With regard to the latter, we have subsequently been provided with appropriate documentation supporting the changes, so no residual issues exist in that respect. We note that the payroll provider has been contacted pointing out the non-inclusion of the value of arrears paid to all staff from 1<sup>st</sup> April 2025 with their August salaries: they have advised that this was a programming error and that appropriate adjustments will be made with the January 2026 payroll detail. We will, consequently, check a further sample of payslips to ensure that the appropriate adjustments have been made at a future review visit.

### **Conclusions and recommendation**

*We note that appropriate action will be taken by the payroll service provider to adjust staff pension contributions, etc to take account of the non-inclusion of the value of pay arrears paid in August 2025 in calculating that month's pension contributions with a resultant overpayment of tax for that month. Given that a similar issue arose with the prior year payment of arrears, we suggest that the Council obtains formal confirmation that the payroll programming error has been appropriately amended with possible reparations being sought by the Council in the event of any similar future errors.*

*R4. The Council should seek formal confirmation / assurance that the current and prior year programming error has been permanently resolved also indicating that reparation may be sought for any similar future errors.*

## **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 an appropriate Investment Policy in place, which was reviewed and re-adopted in February 2025: we have reviewed the document and consider it appropriate for the

Council's present requirements, also noting Council's recent agreement (October 2025 F&GP meeting) to place surplus funds with three separate banking institutions to help ensure a better rate of interest return on the deposits, whilst reducing the potential risk of loss in the, albeit unlikely, event that any of the three banks should fail. However, we note that the intended amounts to be invested in each exceed the recently increased level of Government compensation to £120,000 should any bank fail.

The Council has an outstanding loan with PWLB: we have verified the year's two instalment repayments to the third-party PWLB demand notices as part of the sample of purchase invoice testing reported earlier in this report.

### **Conclusions**

***We are pleased to record that no issues arise in this area this year currently warranting formal comment or recommendation. As indicated above, we will check to ensure completion of action to place surplus funds in other banking institutions at our future visits, also ensuring the accurate disclosure of the residual loan liability on 31<sup>st</sup> March 2026 in the AGAR at Section 2, Box 10.***

Rec. No.	Recommendation	Response
<b>Review of Corporate Governance</b>		
R1	A consistent value for formal tender action should be recorded in both the Standing Orders and Financial Regulations.	
<b>Assessment and Management of Risk</b>		
R2	Consideration should be given to increasing the current level of Fidelity Guarantee cover to equate to the average combined cash and bank account balances held during the financial year.	
<b>Budgetary Control and Reserves</b>		
R3	To ensure an accurate representation of actual performance against the annually approved budget, the value of the annual precept should be recorded in the Omega accounts.	
<b>Review of Staff Salaries</b>		
R4	The Council should seek formal confirmation / assurance that the current and prior year programming error has been permanently resolved also indicating that reparation may be sought for any similar future errors.	



## Finance & General Purposes Committee 16<sup>th</sup> February 2026

### Investment of Council Funds

### Report from the Director of Finance (RFO)

---

#### 1. Purpose and Background of Report

From the previous meeting in October 2025 an update on investment is brought back to committee bi-monthly. The investment value of £1.3 million was approved at the meeting, and this was to be invested 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.

Both the Lloyds Bank and CCLA investments were made but on checking the Nationwide Building Society account, the account opening request had not been actioned by Nationwide and therefore the £300,000 could not be invested at that time.

Financial Regulations, in particular FR 4 (Reserves and Budget Control), FR 14 (Loans and Investments), and FR 18 (Assets and Investment Register)

At the end of December 2025, the current account balance of £1,081,606 significantly exceeds the four-month operating reserve required under Financial Regulation 4.7, enabling an investment of £400,000 while maintaining adequate liquidity for day-to-day operations, and is in accordance with Section 14 of the Financial Regulations and the Council's adopted Investment Strategy section 2.

Investing the additional £400,000 in February 2026 with still leave a year end forecasted bank balance of approximately £450,000

- a) The Santander Bank (95-day notice) account currently has a balance of £464,000. This was an initial investment of £420,000 and has now accrued £44,000 of interest which will be withdrawn and accounted for through the normal budget monitoring process in accordance with Financial Regulations 4.10 and 15. The monitoring/ access to this account has been troublesome over a prolonged period of time. This has now been rectified and access to the account has now been granted again.

#### 2. Options for Council

Option 1 – Approve the investment of £400,000 of surplus funds as recommended, into the Lloyds Bank 6-month fixed-term deposit (early access subject to penalty) account already held

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.

Placing the funds in the Lloyds Bank 6-month fixed-term deposit (early access subject to penalty) account, at this point in time, will still meet the Investment Strategy (section 4.1) investment limit in one organisation, of maximum 40%.

### 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), CEO/Town Clerk, and Responsible Financial Officer.

## 5.6. Contractors

N/A

## 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 £400,000 of surplus funds from the Council's current account, allocated as follows:

- £400,000 in the Lloyds Bank 6-month fixed-term deposit (early access subject to penalty).

**Helen Morton**

**Director of Finance & Resources (RFO)**

**Drafted 9<sup>th</sup> January 2026**



WESTON-SUPER-MARE TOWN COUNCIL

### Appendix A – Current Cash and Reserve Position

This appendix provides the current balances held by Weston-super-Mare Town Council as at January 2026, 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 January 2026 and subject to daily variation.

Bank Account	Balance (£)	Indicative rate	Notes
Lloyds Current Account	£1,081,606 (as at Dec 25)		Operational account including general reserves
Natwest Bank	£31,191	Rate range 2.2% - 5% return on investment	
Santander Bank Plc (95-day notice)	£464,000		Will need to be assessed once access to the account is granted
CCLA Public Sector Deposit Fund	£600,000	3.95% Low risk, daily liquidity AAA rated	Liquid investment - accessible daily – instant access
Lloyds Bank fixed term deposit (6 months)	£500,000	2.05% AER over £50,000	Rate as at 19/12/2025
Reserves	Balance (£)		
General Reserve	£400,000		Equivalent to approx. 4x monthly expenditure
Contingency and earmarked funds	£100,000		
Earmarked & Capital Reserves	£516,135		Restricted for specific projects



## Finance and General Purposes Committee 16<sup>th</sup> February 2026

### Professional Services Contracts

### Report from the Director of Finance and Resources / Senior Development Officer

---

#### 1. Purpose and Background of Report

##### Purpose

To approve the exercise of the first one-year extension option, in accordance with the original contract awards approved in June 2023.

##### Background

Historically, given the requirements of the council's many sites, there has been two professional services contracts: building, mechanical and electrical services, and building surveying services. Other professional services were utilised on an ad hoc basis, based on the requirements of the council.

In 2023, the decision was made to expand the professional services contracts to include: quantity surveying services, structural engineering services and Arboricultural consultant services. It was felt that this would save time and budget, with preset schedule of rates included within the tender submissions at a fixed value for up to 5 years. In June 2023, the Policy and Finance Committee awarded the professional services contracts following a successful tender exercise. The following was resolved:

#### **.1 Building, Mechanical & Electrical Services Contract**

**RESOLVED:** John West Contractor Ltd to be appointed as the Building, Mechanical and Electrical services contractor to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.

#### **.2 Building Surveying Services**

**RESOLVED:** Currie & Brown to be appointed as the Building Surveying Services contractor to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.

#### **.3 Quantity Surveying Services**



**RESOLVED:** Currie and Brown to be appointed as the Quantity Surveying Services contractor to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.

#### **.4 Structural Engineering Services-**

**RESOLVED:** Clarkebond to be appointed as the Structural Engineering Services contractor to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.

#### **.5 Arboricultural and Environmental Services**

**RESOLVED:** Jack Pine Trees Ltd to be appointed as the Arboricultural and Environmental Consultant to be reviewed after the first six months and thereafter at a period of 3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years.

In December 2024, Clarkebond went into administration, and therefore a new structural engineer was sought. Burroughs were appointed in April 2025.

As is standard with Town Council contracts, they were awarded on the basis of “3 years with the potential of two, one-year extensions giving rise to a total contract period of 5 years”. The contract commencement date was the 1<sup>st</sup> August 2023, meaning the end of the first 3 year term is 31<sup>st</sup> July 2026. In line with our financial regulations and procurement guide, whilst there is no additional approval required for a contract extension (as reference was made in the original tender document, and the committee award), given the value of the contracts and the level of involvement, it was felt prudent to gain direction.

## **2. Options for Council**

1. Allow a 1 year contract extension until 31<sup>st</sup> July 2027 – at which point an additional 1 year extension (final extension) might be sought.
2. Request that notice be given to existing professional services teams and a new procurement exercise be entered into with a decision required by Finance and General Purposes by June, in order for a contract to commence 1<sup>st</sup> August 2026.



## 3. Reason for Recommendation

- a) The main professional services contract utilised by the council is the building, mechanical and electrical services contract. The Key Performance Indicators for this contract are monitored closely, with very few concerns to date. Whilst this contract is still performing well, it is sensible to extend it within the capabilities of the award. The other contracts are used ad hoc based on the needs of the council.
- b) There is a significant amount of time attributed to the professional services procurement, as it is 5 procurement exercises ran simultaneously. In 2023, 70 expression of interests were received, 25 tenders received, 19 interviews held and 5 reports within a 4 month timeline, on top of existing work plan requirements. Should the decision to go out to tender be made, the staff and councillor resource should be considered. With the work already programmed for 2026/2027, this would be harder to deliver.
- c) The Structural Engineering Contract for Burroughs is still in its infancy, and it would be beneficial to the Council to develop further with them.

## 4. Expected Benefits

Contract continuity

Staff and councillor requirement delayed 1 year (minimum)

## 5. Implications

### 5.1. Legal

We are still working within the legal capabilities of the tender process and the committee resolution.

### 5.2. Risks

Risk of the known verses the unknown. Another year of existing contractors, where a good working relationship has been formed, and work programmes have already been set in line with the 60 year cyclical plan.

New contractors may yield better cost or response, but this is not a given.



### **5.3. Financial Implications**

Current PPM budget is set with existing contractors in mind. There is a risk of the PPM budget provision not being sufficient to cover new quotes if we go back out to tender.

### **5.4. Timescales**

A tender exercise would take 4-5 months from initial expression of interest to committee appointment, as well as the time afterwards for drawing up contracts.

### **5.5. Stakeholders**

N/a

### **5.6. Contractors**

Existing Professional Services Contractors

### **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)**

The Arboricultural consultant contract monitors the councils tree stock, as well as overseeing the Green Infrastructure Strategy, both of which are reported through Planning and Environment Committee.

### **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:**

To approve the exercise of the first one-year extension to the existing professional services contracts, in accordance with the original contract terms, extending the contracts to 31 July 2027.

**Molly Matthews**

Senior Development Officer

Drafted 13<sup>th</sup> January 2026





WESTON-SUPER-MARE TOWN COUNCIL

## **Devolution Programme Framework – February 2026**



## Documents incorporated into the Weston-super-Mare Town Council Devolution Framework

Document	Date	Author	Origin of change e.g. change in legislation etc.	Received from / Recommended for inclusion by:
Local Devolution Programme: A Framework for Asset and Service Transfer in North Somerset	November 2025 – Version 2	North Somerset Council	Local authority asset and service devolution	Received by Devolution S&FG – January 2026
Summary of Devolution S&FG asset transfer recommendations – Devolution Programme	January 2026	Devolution Programme Manager (SJ)	Commencement of WsMTC Devolution programming	Received by Devolution S&FG – January 2026
WsMTC Devolution Principles	January 2026	Town Clerk (SP)/ Devolution Programme Manager (SJ)	Local authority asset and service devolution	Received by Devolution S&FG – January 2026
Community Outcomes Framework	???	Community Resilience team	???	Received by Devolution S&FG – January 2026

<b>Author:</b>	Devolution Programme Manager
<b>Date adopted:</b>	16 <sup>th</sup> February 2026
<b>Approved by:</b>	Finance & General Purposes Committee

## Contents

<b>1. Introduction .....</b>	<b>4</b>
<b>2. Why a Devolution Framework is needed .....</b>	<b>4</b>
<b>3. Strategic Context .....</b>	<b>5</b>
3.1 Alignment with the North Somerset Council Devolution Framework.....	5
3.2 Alignment with the Town Council Strategy .....	5
<b>4. NSC Devolution Framework – Summary of key elements.....</b>	<b>5</b>
4.1 Purpose and Objectives of the NSC Framework.....	5
4.2 Potential Outcomes of Devolution – Delivery Pathways.....	6
4.3 NSC Devolution Principles.....	6
4.4 NSC Criteria for Assessing Devolution Proposals .....	6
<b>5. WsMTC Devolution programme - Governance and Oversight.....</b>	<b>7</b>
5.1 Devolution Start & Finish Group .....	7
<b>6. Devolution Principles .....</b>	<b>8</b>
6.1. Devolution Principles variation.....	9
6.2 Principle variation for the devolution of Play Areas – January 2026 .....	10
<b>7. Assessment considerations for Devolution proposals .....</b>	<b>10</b>
7.1. Devolution proposal checks .....	10
7.2 Other Devolution proposal assessment criteria.....	11
7.2.1. Community Outcome Framework.....	11
7.2.2. WsMTC Policies.....	12
7.3. NSC and WsMTC alignment of proposal assessment guidelines .....	12
7.4 Assessment of implications, equality and community impact .....	12
7.4.1 Financial, Legal and Risk Implications.....	12
7.4.2 Equality and Community Impact.....	12
<b>APPENDICES.....</b>	<b>13</b>
Appendix A - Calendar of meeting dates for the Groups and Committees relevant to the Devolution programme .....	13
Appendix A1: Summary of the Devolution S&FG meetings and meeting outputs and recommendations .....	14
Appendix A2: Emerging WsMTC Devolution Programme of work .....	15
Appendix B: Devolution Principles variation log .....	16
Appendix C: WsMTC Strategic Priorities 2020 – 2030 – The Five Pillars.....	16
Appendix D: Community Outcomes Framework .....	17
Appendix E: Key WsMTC policies to support assessment of suitability of Devolution proposals.....	18
<b>REFERENCES .....</b>	<b>19</b>

## 1. Introduction

This Weston-super-Mare Town Council (WsMTC) Devolution Framework sets out why, how, and on what basis the Town Council will consider the transfer of assets and services from North Somerset Council (NSC).

It has been developed for members as the primary audience and is intended to:

- Provide a clear and shared rationale for why a WsMTC devolution framework is required
- Support councillors in making consistent, well-informed decisions about whether assets or services should be accepted
- Bring together, in one place, the principles, assessment criteria and governance arrangements already reviewed and recommended by the Devolution Start & Finish Group
- Ensure transparency, accountability and strategic alignment in all future devolution decisions

This Devolution Framework does not replace the Town Council Strategy or NSC's Framework for Asset and Service Devolution. Instead, it sits alongside these documents and translates them into a practical devolution decision-making framework for WsMTC.

## 2. Why a Devolution Framework is needed

The devolution of assets and services represents a significant opportunity for WsMTC to strengthen local stewardship, improve outcomes for Weston residents communities, and play a more proactive place-shaping role.

However, devolution also carries long-term responsibilities, risks and financial implications. A clear framework is therefore required to ensure that:

- Decisions are strategic rather than ad hoc
- Assets and services are accepted only where there is clear community benefit
- Financial, legal and operational implications are fully understood before commitments are made
- Decisions are taken consistently over time, regardless of asset type or political context

This Devolution Framework is therefore intended to provide a clear, practical and consistent basis for considering the devolution of assets and services from NSC. It ensures that decisions are:

- Strategically aligned
- Evidence-led
- Financially and operationally sustainable
- Transparent and accountable

By using this framework, WsMTC can confidently progress devolution opportunities that deliver lasting benefit for communities while protecting the council's long-term priorities and support the delivery of WsMTC's Strategy 2020 – 2030.

### **3. Strategic Context**

#### **3.1 Alignment with the North Somerset Council Devolution Framework**

NSC retains statutory responsibility for decisions about whether assets or services are appropriate for devolution. Therefore, WsMTC's Devolution Framework:

- Complements, but does not replace, NSC's decision-making role
- Sets out how WsMTC will respond once NSC has indicated that devolution is appropriate in principle
- Provides assurance that WsMTC will act as a responsible, sustainable and accountable steward of devolved assets and services

The council will continue to use NSC's Local Framework Agreement as the central external reference document for all asset and service transfer discussions.

#### **3.2 Alignment with the Town Council Strategy**

The Town Council Strategy 2020–2030 sets out a clear ambition for WsMTC to be a relevant, responsible and proactive first tier of local government, working with communities and partners to improve quality of life, civic pride and place-making.

Within this context, devolution is not a new direction, but a natural extension of the council's existing strategic trajectory towards:

- Greater local responsibility and leadership
- Long-term asset stewardship
- Locally responsive service delivery

Devolution is therefore best understood as an enabling mechanism to deliver the Strategy more effectively at a local level.

### **4. NSC Devolution Framework – Summary of key elements**

This section provides a short, practical overview of the key elements of North Somerset Council's Devolution Framework. It is included for contextual reference and to support councillors in understanding the external framework within which WsMTC must operate.

#### **4.1 Purpose and Objectives of the NSC Framework**

NSC's Local Framework sets out how assets and services may be devolved to Town and Parish Councils and community organisations to give communities greater local control, while ensuring that statutory, financial and strategic responsibilities are met.

The key objectives of the NSC framework are to:

- Empower communities to shape and manage local assets and services
- Improve outcomes through place-based, community-led solutions
- Strengthen collaboration and co-production with Town and Parish Councils and the VCSE sector
- Ensure fairness, transparency and consistency in decision-making
- Balance local aspirations with wider local authority corporate responsibilities, value for money and service impacts

The framework recognises that devolution may not always result in full transfer and that different outcomes may be appropriate depending on risk, capacity and benefit.

## 4.2 Potential Outcomes of Devolution – Delivery Pathways

The NSC framework identifies a range of delivery pathways to reflect different levels of ownership, control and responsibility from devolution partners. These include:

- **DELIVERY PATHWAY 1: Influencing and Monitoring** – shaping or monitoring how NSC services or assets are managed, without transfer of responsibility
- **DELIVERY PATHWAY 2: Joint / Enhanced Delivery** – funding or delivering enhancements above NSC's baseline service
- **DELIVERY PATHWAY 3: Agency, Management or Licence Agreements** – formal agreements to manage or enhance assets or services, often with NSC retaining ownership
- **DELIVERY PATHWAY 4: Delegated Authority** – delivery of a service on NSC's behalf, with statutory responsibility remaining with NSC
- **DELIVERY PATHWAY 5: Transfer of Individual Assets or Services** – transfer of ownership (freehold or leasehold) or service responsibility, subject to a robust business case
- **DELIVERY PATHWAY 6: Transfer of a Group of Assets** – transfer of multiple assets as a package, assessed collectively for long-term viability

These pathways allow flexibility and enable devolution outcomes for the Town Council to be tailored to local circumstances.

## 4.3 NSC Devolution Principles

NSC applies four core principles when assessing devolution proposals:

- **Co-Produced Approach** – proposals should be developed collaboratively with communities, councils, staff and stakeholders
- **Long-Term Sustainability** – proposals must be financially and operationally viable over time
- **Clear Community Benefit** – proposals must demonstrate tangible benefits supported by a clear business case
- **Strategic Alignment** – proposals must support NSC's wider strategic objectives and statutory responsibilities

These principles act as baseline checks for whether devolution should proceed.

## 4.4 NSC Criteria for Assessing Devolution Proposals

When assessing proposals for asset transfer, NSC considers whether:

- The proposal delivers social, economic or environmental wellbeing benefits
- The recipient organisation has, or can develop, the skills, capacity and resources to manage the asset or service sustainably

- The proposal enables the continuation of a service NSC can no longer provide
- The recipient organisation can access funding not available to NSC
- There are no legal, covenant or statutory constraints that prevent transfer

These criteria sit alongside wider considerations such as statutory duties, best consideration requirements and equalities impacts – full details of the criteria are listed in the NSC Local Framework.

## 5. WsMTC Devolution programme - Governance and Oversight

Having set out the external context, this section focuses on the local governance arrangements adopted by WsMTC to guide, scrutinise and oversee the devolution programme for the council. These are required to enable the devolution of assets and services from NSC following their Devolution Framework guidelines.

### 5.1 Devolution Start & Finish Group

The WsMTC Devolution Start & Finish Group (S&FG) acts as the member-led steering group for the WsMTC Devolution Programme.

The **Terms of Reference**<sup>1</sup> for the S&FG are:

**Membership:** 7 Members of Full Council

**Quorum:** Four

**Role of the Project Group:** To approve principles of the Devolution Start & Finish Group and priority areas to meet the needs of the transition year and future opportunities as follows:

1. Determine which play areas from the 24 listed by NSC should transfer to the Town Council in the year 2025-26.
2. Prioritise assets of interest previously identified by WsMTC, create 'basket packages' and identify a timescale for when assets should devolve over future years, to be considered by NSC.

**Reports to:** Finance and General Purposes Committee

Since March 2025, the S&FG has provided oversight and direction in relation to:

- Alignment with NSC's devolution arrangements
- Review and recommendation of devolution principles
- Determined a list of priority play areas for transfer from NSC within the year 2025-2026
- Development of recommended 'baskets' of assets and 'quick wins' for transfer
- Development of this Devolution Framework
- Oversight of the emerging Devolution Programme of work, commencing with an outline programme of transfers from the 2025-26 financial year to 2027-28.

<sup>1</sup> **Adopted** by the Devolution Start & Finish Group on 20<sup>th</sup> March 2025

The S&FG does not make final decisions on asset or service acceptance. Its role is to review, shape and recommend matters for consideration by the appropriate committees:

- Recommendations and decisions relating to all devolution proposals are overseen by Finance & General Purposes Committee EXCEPT decisions related to asset transfer and disposal
- Standing Orders state the decisions related to asset transfer and disposal are overseen by Town Council

The calendar of meeting dates for the Groups and Committees relevant to the Devolution programme is provided as a reference in Appendix A.

A summary of the S&FG meetings held, the outcomes and recommendations from the meetings are provided in Appendix A1.

The S&FG recommended devolution ‘baskets’ of assets and ‘quick wins’ for transfer have been compiled in the emerging Devolution Programme<sup>2</sup>. Following programme management best practice, the ‘baskets’ and ‘quick win’ assets for transfer are shown as Work Packages (WP) – see Appendix A2.

## **6. Devolution Principles**

A key output from the Devolution S&FG is the recommendation of principles and key positions to guide the council’s approach to devolution. These provide the values-based foundation for all devolution decisions and can be applied alongside the devolution proposal assessment criteria and checks set out in Section 7.

The WsMTC Devolution programme Principles are:

### **Strategic Alignment**

- Devolution must support the strategic aims and objectives of Weston-super-Mare Town Council.
- Proposals should align with WsMTC’s long-term vision for a vibrant, inclusive, cleaner and greener town.
- Devolved assets and services should contribute to priorities relating to wellbeing, environmental sustainability, town identity, cultural vitality and economic resilience.
- Where appropriate, proposals should complement and support wider NSC objectives

### **Collaborative and Community-Led Approach**

- Devolution should be developed and delivered collaboratively.
- Engage residents, community groups and stakeholders to ensure assets and services reflect local needs and aspirations.
- Work constructively with NSC, recognising its statutory responsibilities and governance requirements.
- Encourage partnership working with voluntary, community and private sector organisations where this enhances outcomes.

---

<sup>2</sup> The Devolution Programme is a compilation of the agreed in principle assets for transfer as well as potential assets for transfer as agreed by the Devolution S&FG. This is to enable development of a work programme to support the planning of the required resource and/ or capacity and associated timelines require to deliver the Devolution programme for WsMTC.

## **Clear Community Benefit**

- Devolution must demonstrably improve outcomes for Weston-super-Mare communities.
- Proposals should evidence tangible social, economic and/or environmental benefits.
- Community benefit should be proportionate, evidenced and capable of being monitored over time.
- Where appropriate, community support should be demonstrated through engagement and consultation.

## **Long-Term Sustainability and Stewardship**

- WSMTC will only pursue devolution where arrangements are sustainable and responsible.
- Proposals must be financially viable and operationally deliverable over the long term.
- Risks, liabilities and ongoing costs must be clearly understood and managed.
- WSMTC will act as a responsible steward of public assets, maintaining them for community benefit.

## **Good Governance and Accountability**

- Devolution must be underpinned by strong governance.
- Clear decision-making, accountability and reporting arrangements will be in place.
- All devolved responsibilities will comply with relevant legal, regulatory and equality requirements.
- Transparency and public accountability will be maintained.

## **Freehold transfer<sup>3</sup>**

- The freehold transfer of is the preferred default position when requesting/ accepting an asset for devolution

### **6.1. Devolution Principles variation**

All assets and services proposals for devolution must have regards for the Devolution Principles as a baseline starting point. However, as the Devolution programme develops there will be instances where variations to the Principles are required (see Section 6).

This Framework is structured to record any variation agreed or recommended by members as devolution discussions progress<sup>4</sup>. It is intended to operate as a dynamic function of the Framework, allowing Principles variations to be added over time without the need to change the core principles of the Framework.

All Principle variations will be added to the Framework in this section and recorded for reference in Appendix B.

---

<sup>3</sup> **Noted in Agenda Item 6.1 of Jan. 2026 S&FG:** The council's default position for the devolution programme is that the transfer of assets should, wherever possible, be on a freehold basis. This reflects the importance of long-term stewardship, clarity of responsibility and sustainability. It is not a standalone council policy and does not preclude alternative arrangements where justified by specific circumstances and approved through the appropriate governance process.

<sup>4</sup> Future Principle variations may be added to this framework following consideration and recommendation by the Devolution Start & Finish Group, and approval through the appropriate committee process.



## 6.2 Principle variation for the devolution of Play Areas – January 2026

Where play areas are being devolved from NSC to WsMTC, the council's default position is freehold transfer, as noted in the Devolution Principles.

Where freehold transfer is not immediately possible, interim arrangements such as a Memorandum of Understanding, Licence or Service Level Agreement, may be used only where essential, with a clear and agreed timetable for conversion to Freehold.

As recommended by the S&FG (January 2026) "It was agreed that Leases were not a suitable option for play area transfer, and that MOUs should be suggested in the interim with the view of working together with NSC to achieve Freehold transfers within a defined timeframe i.e. 18months".

## 7. Assessment considerations for Devolution proposals

### 7.1. Devolution proposal checks

The Devolution Principles provide the foundation of whether a Devolution proposal can and/or should be progressed. To support consistent assessment of the relevance and suitability of Devolution proposals for WsMTC, councillors can use the following assessment 'checks':

#### Strategic check:

- Does the proposal support the Town Council Strategy?
  - Does it strengthen the objectives of the Five Pillars i.e. the council's strategic priorities? (See Appendix C)

#### Community Benefit check:

- What specific outcomes and benefits will Weston residents and communities experience?
  - Are the community benefits of devolution clear, evidenced and capable of being monitored? (See Appendix D)

#### Sustainability check:

- Are full devolution asset life-cycle costs understood, affordable and sustainable?
- Does WsMTC have the capacity to manage the devolved asset or service effectively?

#### Risk and Governance check:

- Are the risks, liabilities and legal responsibilities to WsMTC clearly identified?
- Are the governance and accountability arrangements clear?

#### Resourcing check:

- Have the resources that will be required within WsMTC to manage and deliver the asset and/ or service to be transferred been considered and identified?

#### NSC Alignment check:

- Is the devolution proposal consistent with NSC's Framework and requirements?
- Are NSC and WsMTC roles and responsibilities for the asset and/ or service clearly agreed?

## **7.2 Other Devolution proposal assessment criteria**

### **7.2.1. Community Outcome Framework**

To support decision making in relation to the community benefit of devolved asset and/ or services, councillors can refer to the council's adopted Community Outcomes Framework – see Appendix D. Alongside the devolution principles and proposal assessment decision-making criteria, this framework helps members understand what community benefit and impact looks like when assets or services are devolved.

The six community outcomes have been reviewed and recommended by the Devolution S&FG and provide a shared language for describing the social, civic and community value that devolution is intended to achieve. The focus is not simply on whether an asset or service can be transferred, but on how devolution strengthens communities over time.

The Community Outcomes Framework constructs are provided here for reference:

#### **Connectivity**

- Strengthening the quality and extent of relationships between residents, community groups, organisations and public bodies, including connections that cross social and geographic boundaries.

#### **Collaboration**

- Increasing willingness and opportunity for communities, councils and partners to work together on shared priorities, improving coordination and reducing duplication or conflict.

#### **Resilience**

- Enhancing the ability of communities to respond positively to change, challenge and disruption through flexibility, creativity and adaptability.

#### **Community Capability**

- Building the skills, knowledge, energy and resources within neighborhoods' so communities can establish, manage and sustain local projects, services and organisations.

#### **Collective Efficacy**

- Strengthening confidence that communities can influence decisions and make positive change, underpinned by trust in each other and in local institutions.

#### **Community Cohesion**

- Promoting Equality, Diversity and Inclusion by recognising difference, ensuring equality of opportunity and fostering understanding, respect and belonging across communities.

In practical terms, the Community Outcomes Framework can:

- Work alongside the Devolution Principles informing how goals such as community benefit, collaboration and sustainability are interpreted and applied in practice
- Provide support when assessing the quality and nature of community benefit, not just financial or operational viability
- Help distinguish between devolution proposals that deliver short-term solutions and those that contribute to long-term community resilience and benefit
- Provide a consistent way to articulate outcomes across different types of assets and services

### 7.2.2. WsMTC Policies

To support consistent, transparent and well-evidenced assessment of Devolution proposals, councillors should also have regard to relevant existing Town Council policies. Not all policies will be relevant to every proposal; however, the policies outlined (see Appendix E) are those most directly connected to decisions on whether assets or services should be accepted and transferred from NSC.

The table of policies is intended as a practical reference rather than an exhaustive checklist. Councillors should apply judgement and proportionality, having regard to the nature, scale and risk of each proposed devolution opportunity.

### **7.3. NSC and WsMTC alignment of proposal assessment guidelines**

As final check, the WsMTC Devolution Principles and Community Outcomes Framework have been mapped onto the NSC Framework for Asset and Service Transfer in North Somerset. This alignment provides clarity on how WsMTC will approach devolution opportunities once NSC has determined that devolution is appropriate in principle.

<b>NSC Devolution Principle</b>	<b>WSMTC Alignment</b>
▪ Co-Produced Approach	✓ Collaborative and Community-Led Approach ✓ Connectivity ✓ Collaboration ✓ Collective Efficacy
▪ Long-Term Sustainability	✓ Long-Term Sustainability and Stewardship ✓ Resilience ✓ Community Capability
▪ Clear Community Benefit	✓ Clear Community Benefit ✓ Community Outcomes Framework
▪ Strategic Alignment	✓ Strategic Alignment Principle ✓ WsMTC Devolution Programme Intent Statement
▪ Governance and Equality	✓ Good Governance and Accountability ✓ Community Cohesion

### **7.4 Assessment of implications, equality and community impact**

#### 7.4.1 Financial, Legal and Risk Implications

- Devolution proposals will be assessed on a case by case basis and the Principles and Checks will be applied accordingly while considering any financial, legal and risk implications
- The WsMTC Devolution framework itself has no direct financial implications – this framework strengthens WsMTC's ability to assess financial risk, sustainability, resourcing and capacity before entering into any devolution arrangements.

#### 7.4.2 Equality and Community Impact

- The framework embeds equality, diversity and inclusion through the application of the Community Outcomes Framework, and supports positive community cohesion and participation via the application of the Devolution Principles.

## APPENDICES

### Appendix A - Calendar of meeting dates for the Groups and Committees relevant to the Devolution programme

#### CALENDAR OF MEETINGS JUNE 2025 – MAY 2026

MEETING	DAY/TIME & VENUE	FREQUENCY	2025							2026					
			JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	
Council															
Town Council	Mon, 7pm @ Town Hall	Bi-monthly (Jan budget & May Mayormaking)		14		22		24			19		23		28 Thurs 5pm
Finance & General Purposes Committee	Mon, 7pm @ 32 Waterloo St	Bi-monthly	16		18		13		15			16		13	
Devolution	Wed, 7pm @ 32 Waterloo St Reports to F&GP Committee	Bi-Monthly For duration of Project		15		10		19			14		11		13

#### CALENDAR OF MEETINGS JUNE 2025 – MAY 2026

MEETING	DAY/TIME & VENUE	FREQUENCY	2026							2027				
			JUNE	JUL	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Council														
Town Council	Mon, 7pm @ Town Hall	Bi-monthly (Jan budget & May Mayormaking)	15			21		23		18		22		20 Thurs 5pm
Finance & General Purposes Committee	Mon, 7pm @ 32 Waterloo St	Bi-monthly		27	*24		19		14		8		12	
Start & Finish Project Groups – Dates on requirement														
Devolution	Wed, 7pm @ 32 Waterloo St Reports to F&GP	Bi-Monthly For duration of Project		1		2		4		13		10		*12

\*If required.

**Appendix A1:** Summary of the Devolution S&FG meetings and meeting outputs and recommendations

Devolution Start & Finish Group – Meeting Record and outputs

Meeting	Date	Outputs
1	20 March 2025	Devolution programme initiation and early scoping
2	16 April 2025	Development of devolution approach and priorities
3	18 June 2025	Progression of devolution principles and programme considerations
4	2 September 2025	Review of developing devolution framework and programme direction
5	November 2025	Meeting cancelled (Start of new Devolution Programme Manager contract)
6	14 January 2026	Recommendation of Devolution Principles and key positions underpinning development of a WsMTC Devolution Framework

## Appendix A2: Emerging WsMTC Devolution Programme of work

2025 - 2026	2026 - 2027	2027 - 2028
<div>WP 1 Recruit Devolution Programme Manager</div> <div>WP 2 - Devolution programming</div> <div>WP 2A Development &amp; sign off – NSC Devolution framework</div> <div>WP 2B Development &amp; sign off – <u>WsMTC</u> Devolution framework</div> <div>WP 3 Access &amp; use of Earthlight mapping system (License provided by NSC)</div> <div>WP 4 - Bins</div> <div>WP 4A Transfer of 72 bins (Clarification of locations required)</div> <div>WP 5 – Play areas</div> <div>WP 5A Secure freeholds for all 32 originally nominated play areas</div> <div>WP 5B Transfer freeholds of 8 x priority play areas (from Play Strategy report)</div> <div>WP 5C <i>WP to be removed (Jan 2026 S&amp;FG recommendation)</i> - Transfer freehold of Waterpark play area</div> <div>WP 6 – Glendale</div> <div>WP 6A Decision on Glendale contract for 2026/27</div> <div>WP 7 – Outside spaces</div> <div>WP 7A Transfer freehold of 5 x land parcels</div>	<div>WP 6 – Glendale</div> <div>WP 6B Town centre street cleansing</div> <div>WP 6C Grounds maintenance</div> <div>WP 7 – Outside spaces</div> <div>WP 7B Transfer freehold of Alexandra Parade</div> <div>WP 7C Transfer freehold of Italian Gardens</div> <div>WP 8 - Parks</div> <div>WP 8A Transfer freehold of Castle Batch Park</div>	<div>WP 7 – Outside spaces</div> <div>WP 7D Transfer freehold of 6 x recreation grounds</div> <div>WP 7E Transfer of recreation grounds maintenance services</div> <div>WP 8 - Parks</div> <div>WP 8B Transfer freehold of Clarence Park W</div> <div>WP 8C Transfer freehold of Grove Park</div> <div>WP 8D Transfer freehold of Ashcombe Park</div>

### KEY

WP	Complete
WP	In progress
WP	Not started

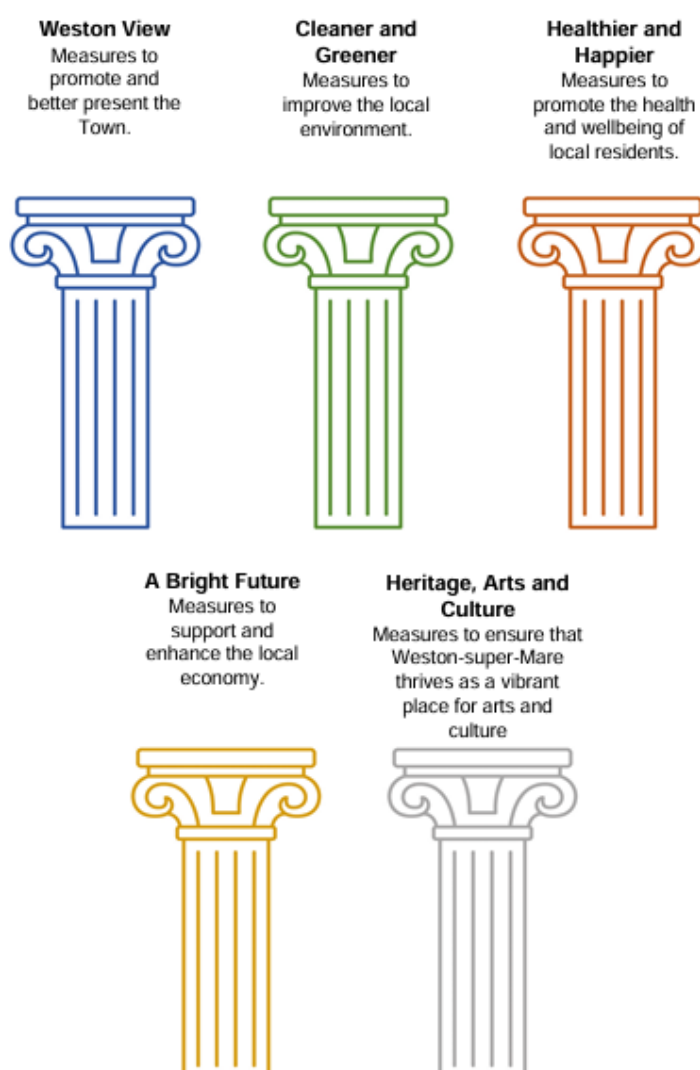
WsMTC Devolution programme – February 2026

## Appendix B: Devolution Principles variation log

Date	Summary of variation to a Devolution Principle
January 2026	<p><b>Principle – Freehold transfer as default</b></p> <ul style="list-style-type: none"> <li> <b>Principle variation for the devolution of Play Areas:</b>  Where freehold transfer is not immediately possible, interim arrangements such as a Memorandum of Understanding, Licence or Service Level Agreement, may be used only where essential, with a clear and agreed timetable for conversion to Freehold. </li> </ul> <p>As recommended by the S&amp;FG (January 2026) “It was agreed that Leases were not a suitable option for play area transfer, and that MOUs should be suggested in the interim with the view of working together with NSC to achieve Freehold transfers within a defined timeframe i.e. 18months.</p>

## Appendix C: WsMTC Strategic Priorities 2020 – 2030 – The Five Pillars

The Council has identified its priorities based on five pillars or themes comprising of the following:



- **Weston View:** Measures to promote and better present the Town. Our Aim To work with local community and partners to ensure that the town of Weston super-Mare has a positive image, with a vibrant town centre.
- **Cleaner and Greener** Measures to improve the local environment. Our Aim To work with local community and partners to ensure that the town and its wards become a cleaner and greener place to live and work protecting and enhancing the environment.
- **Healthier and Happier** Measures to promote the health and wellbeing of local residents. Our Aim To work with local community and partners to ensure that the town of Weston super-Mare and its wards prioritise its residents' health and wellbeing.
- **A Bright Future** Measures to support and enhance the local economy. Our Aim To work with its own resources and with the local community and partners to ensure that the town of Weston-super-Mare and its wards has a bright long term future for its local economy
- **Heritage, Arts and Culture** Measures to ensure that Weston super Mare thrives as a vibrant place for arts and culture. Our Aim To work with local community and partners to ensure that the town of Weston super-Mare has growing opportunity for Culture, Heritage and the Arts.

## Appendix D: Community Outcomes Framework

The Framework builds on earlier work developed through the Council's **Community Resilience Outcomes Framework (2022)**, which provides background context and explains the evolution of the outcomes-based approach now adopted by the Council.

The Community Outcomes Framework does **not** operate as a separate decision framework. It is intended to **inform and support** the application of the Community Benefit Test alongside the Devolution Principles and other decision-making criteria within this Devolution Framework.



**Community  
Outcomes**



## Appendix E: Key WsMTC policies to support assessment of suitability of Devolution proposals

The table below summarises the **policies and formal council commitments most directly relevant** to devolution decisions, showing how they support the checks and assessment considerations, and align with the Town Council's five strategic pillars.

Proposal check category	Policy / Council Commitment	WsMTC Strategic Pillars - Most Relevant
<b>Strategic check</b>	WSMTC Strategy 2020–2030	All five pillars
	Community Outcomes Framework (Adopted commitment)	Healthier and Happier; Weston View; Heritage, Arts and Culture
	Climate Commitment (Adopted commitment)	Cleaner and Greener; A Bright Future
	Environmental Policy	Cleaner and Greener; Weston View
	Green Infrastructure Strategy	Cleaner and Greener; Weston View
<b>Community Benefit check</b>	Community Outcomes Framework (Adopted commitment)	Healthier and Happier; Weston View; Heritage, Arts and Culture
	Equality & Diversity Policy	Healthier and Happier; Heritage, Arts and Culture
	Safeguarding Policy	Healthier and Happier
	Volunteer Policy	Healthier and Happier; Heritage, Arts and Culture; A Bright Future
<b>Sustainability check</b>	Climate Commitment (Adopted commitment)	Cleaner and Greener; A Bright Future
	Medium-Term Financial Plan (MTFP)	A Bright Future
	Financial Regulations	A Bright Future; Weston View
	Full Risk Register	A Bright Future; Weston View
	Health & Safety Policy	Healthier and Happier; Weston View
	Procurement Guide	A Bright Future

<b>Risk &amp; Governance check</b>	Standing Orders	All five pillars
	Committee Terms of Reference	All five pillars
	Full Risk Register	A Bright Future; Weston View
	Financial Regulations	A Bright Future; Weston View
	Equality & Diversity Policy	Healthier and Happier; Heritage, Arts and Culture
	Safeguarding Policy	Healthier and Happier
	Health & Safety Policy	Healthier and Happier; Weston View

This table is intended as a **practical reference** rather than an exhaustive checklist. Councillors should apply judgement and proportionality, having regard to the nature, scale and risk of each proposed devolution opportunity.

## REFERENCES

- North Somerset Council Local Devolution Programme: A Framework for Asset and Service Transfer in North Somerset – November 2025-Version 2
- [Weston-super-Mare Town Council Strategy April 2020 – March 2030 \(Reviewed and updated March 2025\)](#)
- [Weston-super-Mare Town Council Policies](#)
- [Weston-super-Mare Town Council Community Outcomes Framework](#)

**Finance and General Purposes Committee 16.02.26**  
**Transfer of Land Parcels and update on Waterpark Lease**  
**Report from the Devolution Programme Manager / CEO Town Clerk**

---

**Recommendations from the Devolution Start & Finish Group held on 14 January 2026**

Recommendations outlined within the Notes of the Devolution Start and Finish Group.

Both recommendations relate to the Devolution Programme of Work Packages (WP) that was noted at the January Start and Finish Group – see Appendix 1

**1. Note 6.1. Devolution Programme - Point 2.**

To move forward with **WP7 – Outside Spaces**: 'Quick win' Land parcels, for endorsement by F&GP Committee

The five land parcels within **WP7A – Transfer freehold of 5 x land parcels** are:

- Upper Church Road
- Land adjoining St Johns Church
- Verbena Way
- Village Green, Worle
- Milton Rose Garden

**2. Note 6.1. Devolution Programme – Point 3.**

To accept removal of WP5C – Transfer freehold of Waterpark play area

As noted in the Devolution Start and Finish Group meeting, WP5C (Waterpark) would be removed from the devolution programme as NSC had confirmed this could not transfer to freehold as it was part of the seafront flood defence system.

**3. Members are recommended to**

1. Approve the inclusion of the transfer of the 5 Land parcels under a licence or MOU with NSC ahead of eventual Freehold transfer
2. Note the Waterpark will remain as lease hold (lease term 25 years) from 25.06.2010 = 9 years remaining.



## AGENDA ITEM12.2



## AGENDA ITEM12.2

### Appendix 1 - Devolution programme – February 2026

2025 - 2026	2026 - 2027	2027 - 2028
<div>WP 1 Recruit Devolution Programme Manager</div> <div>WP 2 - Devolution programming</div> <div>WP 2A Development &amp; sign off – NSC Devolution framework</div> <div>WP 2B Development &amp; sign off – <u>WsMTC</u> Devolution framework</div> <div>WP 3 Access &amp; use of Earthlight mapping system (License provided by NSC)</div> <div>WP 4 - Bins</div> <div>WP 4A Transfer of 72 bins (Clarification of locations required)</div> <div>WP 5 – Play areas</div> <div>WP 5A Secure freeholds for all 32 originally nominated play areas</div> <div>WP 5B Transfer freeholds of 8 x priority play areas (from Play Strategy report)</div> <div>WP 5C <i>WP to be removed (Jan 2026 S&amp;FG recommendation) - Transfer freehold of Waterpark play area</i></div> <div>WP 6 – Glendale</div> <div>WP 6A Decision on Glendale contract for 2026/27</div> <div>WP 7 – Outside spaces</div> <div>WP 7A Transfer freehold of 5 x land parcels</div>	<div>WP 6 – Glendale</div> <div>WP 6B Town centre street cleansing</div> <div>WP 6C Grounds maintenance</div> <div>WP 7 – Outside spaces</div> <div>WP 7B Transfer freehold of Alexandra Parade</div> <div>WP 7C Transfer freehold of Italian Gardens</div> <div>WP 8 - Parks</div> <div>WP 8A Transfer freehold of Castle Batch Park</div>	<div>WP 7 – Outside spaces</div> <div>WP 7D Transfer freehold of 6 x recreation grounds</div> <div>WP 7E Transfer of recreation grounds maintenance services</div> <div>WP 8 - Parks</div> <div>WP 8B Transfer freehold of Clarence Park W</div> <div>WP 8C Transfer freehold of Grove Park</div> <div>WP 8D Transfer freehold of Ashcombe Park</div>

#### KEY

WP	Complete
WP	In progress
WP	Not started



## **Finance and General Purposes 16<sup>th</sup> February 2026**

### **AGAR 2025–26: Assertion 10 – Digital and Data Governance Compliance**

#### **Report from the Director of Finance & Resources**

---

##### **1. Purpose and Background of Report**

This report provides assurance and information to Members regarding the Council's preparedness to make a positive declaration under Assertion 10 of the Annual Governance Statement.

Assertion 10 is a new requirement within the Annual Governance Statement requiring councils to confirm that appropriate digital and data governance arrangements are in place and will form part of the Annual Governance Statement.

In line with the Assertion 10 requirements a new Password and Device Security Policy has been drafted to further meet these requirements.

This applies to the AGAR for the financial year 1 April 2025 to 31<sup>st</sup> March 2026.

##### **2. Options for Council**

The council must comply with the requirements before 31<sup>st</sup> March 2026.

##### **3. Reason for Recommendation**

n/a

##### **4. Expected Benefits**

Compliance ensures the council adheres to UK GDPR, Data Protection Act 2018, and digital transparency standards. Key benefits include strengthened cybersecurity, reduced legal risk regarding data breaches, and enhanced community trust.

##### **5. Implications**

The implications range from administration, audit qualifications to legal, financial, and reputational risks.

##### **5.1. Legal**

**Data Protection (GDPR) Failures:** Non-compliance means potentially mishandling personal data, leading to breaches of the UK GDPR and Data Protection Act 2018.

**Legal Challenges:** Vexatious members of the public or regulatory bodies (like the ICO) may initiate legal challenges if the council fails to properly manage Subject

---



Access Requests (SARs) or Freedom of Information (FOI) requests, which are more likely when using personal or non-secure email accounts.

Website Accessibility Issues: Failure to meet Web Content Accessibility Guidelines (currently WCAG 2.1 AA, with progression toward WCAG 2.2) risks non-compliance with accessibility legislation.

## 5.2. Risks

### Operational and security risks

Data leaks and loss: Without secure, council-controlled email accounts (such as a .gov.uk domain) and an IT policy, the council risk losing control of data when staff or councillors leave, as they may use personal email accounts.

Cybersecurity threats: Lack of proper IT policies—such as requiring two-factor authentication or banning password sharing—increases vulnerability to phishing, malware, and data breaches.

Ineffective enforcement: Without a formally adopted IT policy, the council has no authority to enforce proper behaviour on councillors or staff using personal devices for council business.

### Reputational Damage

Loss of public trust: A qualified audit report or public breach of data security can severely damage the reputation of the council in the local community.

Inconsistent professional image: Failing to use a .gov.uk domain reduces professionalism and makes it harder for residents to verify if communications are legitimately from the council.

## 5.3. Financial Implications

Failure to meet Assertion 10 may result in audit recommendations or a qualified response within the Annual Governance Statement, depending on the nature and severity of any control weaknesses. This could lead to additional cost of audit payable by the council if deemed necessary.

## 5.4. Timescales

This has taken immediate effect and will affect the AGAR for the financial year 2025-2026.



### **5.5. Stakeholders**

All Staff, Councillors and Data Protection Officers

### **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)**

Assertion 10 will significantly affect and heighten the requirements for a Privacy Impact Assessment (PIA) or Data Protection Impact Assessment (DPIA) for the council.

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

The new requirements enhance equality and diversity by ensuring digital inclusion and widening access to information for all residents, regardless of capability or disability. This falls in line with the Web Content Accessibility Guidelines (WCAG) 2.2 AA accessibility standards.

## **6. Appendices**

The table in appendix 1 shows how compliant the council currently is and the areas that still need review and updating before 31<sup>st</sup> March 2026.

## **7. Members are recommended to:**

This report is for noting only.

**Helen Morton**

Director of Finance & Resources

Drafted 23<sup>rd</sup> January 2026





WESTON-SUPER-MARE TOWN COUNCIL

## Appendix 1

Assertion 10 Compliance requirement	Current Compliance	Compliance date	Action
IT policy	IT Acceptable use & Mobile Device policy	Approved February 2025	Reviewed bi- annually
Web Content Accessibility Guidelines	Website Content Accessibility already in place but needs updating	By 31 <sup>st</sup> March 2026	Compliance being worked on for completion before 31st March 2026
GDPR & Data Protection	GDPR DATA Breach Policy Records and Retention Policy	Approved June 2025 Approved February 2026	Reviewed annually  Reviewed annually
Council-Owned Domains	All staff and Councillors have email addresses ending (.gov.uk) Compex Computers Ltd oversees the security of the council's domain names and server traffic	Compliant	None needed
Cyber security	Overseen by Flotek (Microshade) via server protocols and updates. Servers based in the UK.	Continual system checks	None needed



WESTON-SUPER-MARE TOWN COUNCIL

# **Investment Strategy**

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Origin of change e.g. change in legislation</b>	<b>Changed by</b>
14/01/2026	V2	Director of Finance & Resources	Update and review of content	Director of Finance & Resources

<b>Date policy adopted</b>	16 <sup>th</sup> February 2026
<b>Approved by</b>	Finance and General Purposes Committee (16/02/26)
<b>Review cycle</b>	Annually
<b>Review date</b>	February 2027



WESTON-SUPER-MARE TOWN COUNCIL .....	1
<b>Investment Strategy .....</b>	<b>1</b>
<b>Introduction .....</b>	<b>5</b>
Statutory Powers and Proper Practices .....	5
<b>1. Reporting, Approval and Amendment.....</b>	<b>5</b>
The Council shall approve an annual Investment Strategy in accordance with FR 14.3. The Strategy will be reviewed by the Director of Finance and Resources (RFO) and considered annually by the Finance & General Purposes Committee before approval by Full Council. ....	5
1.2 Relationship to the Budget .....	5
1.3 Amendments During the Year .....	5
1.4 Reporting to Members .....	5
<b>2. Investment Objectives .....</b>	<b>6</b>
2.2 Currency - All investments shall be made in sterling. ....	6
<b>3. Policy Framework.....</b>	<b>6</b>
3.1 Governance and Controls.....	6
3.2 Liquidity Requirement.....	6
3.3 Specified Investments (Low Risk).....	6
3.4 Fixed-Term Deposits.....	7
3.5 Yield.....	7
<b>4. Investment Risk Management.....</b>	<b>7</b>
4.1 Concentration Limits.....	7
4.2 Approved Counterparty Categories .....	7
4.3 Creditworthiness.....	7
4.4 Monitoring.....	7
<b>5. Treasury Management Advice and Training.....</b>	<b>8</b>
5.1 Treasury Advice .....	8

5.2 Training.....8

5.3 Borrowing in Advance of Need .....8

**6. Investment Strategy Review..... 8**

6.1 Investment Duration .....8

**7. Non-Specified / Higher-Risk Investments ..... 8**

7.1 CCLA Funds – Local Authorities Property Fund .....8

7.2 Investment Through a Broker .....9

7.3 2025/2026 Budget Context.....9

## Introduction

Weston-super-Mare Town Council acknowledges the importance of prudently investing surplus funds held on behalf of the community. This Strategy sets out how the Council will manage investments to ensure public funds are protected, liquid, and managed in accordance with statutory requirements and proper practice

### Statutory Powers and Proper Practices

The Council's treasury management activities are undertaken in accordance with:

- Schedule 1 of the Local Government Act 2003, in relation to capital finance and investments for parish and town councils;
- The Local Authorities (Capital Finance and Accounting) (England) Regulations 2003, which require the Council to have regard to relevant CIPFA publications, including:
  - *Treasury Management in the Public Services Code of Practice*; and
  - *The Prudential Code for Capital Finance in Local Authorities*.

This Investment Strategy is prepared in accordance with the Council's Financial Regulations, particularly FR 14 (Loans and Investments), and shall be read alongside Standing Orders and the Council's Risk Management framework (FR 1 and FR 2).

## 1. Reporting, Approval and Amendment

### 1.1 Approval and Review

The Council shall approve an annual Investment Strategy in accordance with FR 14.3. The Strategy will be reviewed by the Director of Finance and Resources (RFO) and considered annually by the Finance & General Purposes Committee before approval by Full Council.

### 1.2 Relationship to the Budget

The Annual Budget will be prepared by the Director of Finance and Resources and presented for approval to the Finance & General Purposes Committee. The approved budget, reserve levels, and cashflow forecasts will inform investment decisions throughout the year.

### 1.3 Amendments During the Year

The Council reserves the right to vary investments during the year, subject to:

- compliance with this Strategy and the Financial Regulations; and
- Council or Committee approval where required.

### 1.4 Reporting to Members

Fund balances and investment activity will be reported **to the Finance & General Purposes Committee**, with bi-monthly reporting forming the minimum standard.

## **2. Investment Objectives**

### **2.1 Priorities**

The Council's investment priorities, in order, are:

1. Security of capital – protecting reserves from loss;
2. Liquidity – ensuring funds are available when required to meet expenditure;
3. Yield – achieving a return commensurate with the above priorities.
4. To review the funds held in the Lloyds Bank current account, on a monthly basis, and invest any funds held above £500,000 held in the bank to maximise interest income.

2.2 Currency - All investments shall be made in sterling.

## **3. Policy Framework**

### **3.1 Governance and Controls**

All investments:

- shall be made in the name of the Council (FR 14.4);
- shall be administered by the RFO under the policy direction of the Council (FR 1.4);
- shall follow the Council's approved banking, authorisation, and payment controls (FR 14.6 and FR 8–10); and
- shall be supported by a clear and auditable evidence trail, with certificates and confirmations retained by the RFO (FR 14.5).

### **3.2 Liquidity Requirement**

In line with the Council's Financial Regulations, the Council will retain sufficient working capital in current and instant-access accounts to meet operational and cashflow requirements. This level will be reviewed by the RFO based on cashflow forecasting and commitments. This level will be reviewed by the RFO based on cashflow forecasting and commitments.

### **3.3 Specified Investments (Low Risk)**

The Council will normally restrict itself to Specified Investments, defined for the purposes of this Strategy as low-risk and highly liquid instruments, including:

#### **A. UK bank deposits**

- Instant / easy-access accounts
- Fixed-term deposits up to 12 months with further resolution from Council

#### **B. UK building society deposits**

- Instant / easy-access accounts
- Fixed-term deposits up to 12 months with further resolution from Council

These investments are expected to provide a high degree of security and liquidity and are appropriate for the management of short-term surplus cash.

### 3.4 Fixed-Term Deposits

Subject to cashflow forecasting:

- Revenue reserve balances may be placed on deposit for periods of up to one year before review;
- Other surplus funds may also be placed on deposit for periods of up to one year before review.

Maturity dates will be aligned to forecast expenditure and capital programme requirements.

### 3.5 Yield

The Council will seek the best available income return only after satisfying security and liquidity requirements and with an absolute requirement to avoid capital loss.

## 4. Investment Risk Management

### 4.1 Concentration Limits

- No more than 40% of total investments shall be held with any single institution or banking group.
- In exceptional circumstances, authorised officers may recommend an increase to 50%, which must be reported to the Finance & General Purposes Committee with justification.

### 4.2 Approved Counterparty Categories

Investments may be made only with:

- a) UK-regulated banks (including UK clearing banks and PRA/FCA-regulated institutions);
- b) UK building societies subject to UK prudential regulation;
- c) Non-UK institutions only with prior approval of the Finance & General Purposes Committee and supporting risk assessment;
- d) UK Government instruments;
- e) UK local authority instruments where legally available.

### 4.3 Creditworthiness

Where available, external credit ratings will be considered as part of due diligence. However, the absence of a public credit rating shall not automatically exclude a UK-regulated institution. In such cases, the RFO will evidence suitability through regulatory status, institution type, diversification, and internal risk controls.

### 4.4 Monitoring



Credit standing and counterparty exposure will be reviewed at least six-monthly and more frequently if market conditions require. Where a material deterioration is identified, action will be taken at the earliest appropriate opportunity.

## **5. Treasury Management Advice and Training**

### **5.1 Treasury Advice**

Given the limited and low-risk range of investments used, it is not considered necessary to appoint an external treasury management advisor. Independent research and due diligence undertaken by the RFO are considered adequate.

### **5.2 Training**

Training needs for Members and officers involved in treasury management will be reviewed periodically, in line with good practice.

### **5.3 Borrowing in Advance of Need**

The Council will not borrow more than, or in advance of, its needs purely to profit from the investment of borrowed funds.

## **6. Investment Strategy Review**

### **6.1 Investment Duration**

Due to capital projects and related spending, investments will normally be restricted to maturities of no more than one year. All investments will be continually reviewed and aligned with cashflow forecasts and project requirements.

Longer maturities will only be considered where security is assured and liquidity requirements remain fully met.

## **7. Non-Specified / Higher-Risk Investments**

### **7.1 CCLA Funds – Local Authorities Property Fund**

The Council may wish to introduce additional investments as requirements change, enabling funds to be spread more widely (but within reason) in order to minimise overall financial risk.

Consideration may be given to Non-Specified investments, including CCLA funds and investing through a broker, only after full approval by the Finance & General Purposes Committee and following a documented risk assessment in accordance with FR 2.3.

This type of investment is regarded as long-term in nature. Councillors should have regard to the Council's recommended Investment Strategy, which includes an absolute requirement to avoid capital loss.

The CCLA Local Authorities Property Fund is open only to local authorities. By way of example, the fund reported a dividend yield of 4.4511% as at February 2025. However, such investments are subject to market risk and potential capital volatility.

The Council has chosen not to invest in this long-term fund at the present time. This position shall be reviewed periodically, particularly when reserves are deemed sufficient to support a longer-term investment approach.

### 7.2 Investment Through a Broker

Investing through a broker may provide access to building society and money market funds not available directly. Brokers provide introductions and administrative support only; they do not hold Council funds, and no fees are charged to the Council.

Minimum investment levels are typically £1 million for money market funds, while some building societies may accept deposits from £500,000. This approach is not considered appropriate in normal circumstances but may be explored should the opportunity arise, subject to Member approval.

### 7.3 2025/2026 Budget Context

- The 2025/2026 Budget includes forecast interest income of £20,000, which may be improved through increased investment activity within this Strategy.
- The budget was set on the assumption that the Bank of England base rate would rise.

## Recommendations

Having considered the current Guidance, the Council's cash flow and investment requirements, it is recommended that:

- Members adopt this Investment Strategy.



WESTON-SUPER-MARE TOWN COUNCIL

# Password & Device Security Policy

<b>Date</b>	<b>Version</b>	<b>Author</b>	<b>Origin of change e.g. change in legislation</b>	<b>Changed by</b>
February 2026	V1	Director of Finance & Resources	Reference Assertion 10 AGAR requirements for the financial year 2025/2026 onwards	

This policy applies to Weston-super-Mare Town Council

<b>Date policy adopted</b>	February 2026
<b>Approved by</b>	Finance & General Purposes Committee (16/02/26)
<b>Review cycle</b>	Bi-annually
<b>Review date</b>	February 2028

Contents

1. Purpose ..... 4

2. Scope ..... 4

3. Password standards..... 4

4. Password changes ..... 4

5. Device security ..... 5

6. Councillor responsibilities ..... 5

7. Support and compliance..... 5

8. Review ..... 5

## 1. Purpose

This policy sets out the council's approach to passwords and basic device security. Its purpose is to protect council information, reduce the risk of unauthorised access, and demonstrate good governance and internal control in line with data protection requirements and Assertion 10.

This policy applies to councillors, officers, contractors and anyone who accesses council information or systems and should be read in line with the Council's IT Acceptable Use and Mobile Device Policy. Failure to do so would result in a breach of UK GDPR and Council policy.

## 2. Scope

This policy covers:

- Council email accounts and shared mailboxes
- Cloud storage and file-sharing systems
- Council-owned devices
- Personal devices used for council business

## 3. Password standards

Passwords must:

- Be made up of **three random words separated by dots** (e.g. river.clock.apple)
- Be unique to council systems and **not reused** elsewhere
- Not include the name of the council, staff names, councillor names, locations, or anything easily guessed

Passwords must not:

- Be shared with others
- Be written down or stored insecurely
- Be reused after a password reset or role change

## 4. Password changes

Passwords must be changed:

- Periodically, as part of routine good practice
- **Immediately** when a councillor or member of staff leaves the council
- When a role changes and access is no longer required
- If there is any concern that a password may have been compromised

Shared or generic passwords (where unavoidable) must be changed whenever access arrangements change.

## 5. Device security

All devices used for council business must:

- Be protected by a PIN, password or biometric lock
- Automatically lock when not in use
- Be kept up to date with system and security updates where possible

This applies to both council-owned devices and personal devices used for council work.

## 6. Councillor responsibilities

Councillors are responsible for ensuring that:

- Their council email account is protected by a strong password
- Any device used for council business is appropriately locked
- Council information is not accessed or viewed by unauthorised individuals

## 7. Support and compliance

No one is expected to be an IT specialist. Support is available where required, and reasonable steps will be taken to help users comply with this policy.

Failure to follow this policy may increase risk to the council and will be addressed proportionately and supportively.

## 8. Review

This policy will be reviewed bi-annually and updated as required to reflect changes in technology, working practices, or regulatory guidance.



## **Finance and General Purposes 16<sup>th</sup> February 2026**

### **Annual Review of the Councils Business Risk Register (LCRS – Local Council Risk System)**

### **Report from the CEO/Town Clerk**

---

#### **1. Purpose and Background of Report**

##### Purpose

To approve the Annual Review of the Councils Business Risk Register (LCRS – Local Council Risk System).

##### Background

The council holds a Central Business Risk register which is reviewed on an annual basis by Members and officers, this is produced using a sector specific Local Council Risk System (LCRS).

During the year the register is updated as necessary when new risk is identified.

This year a detailed review has been undertaken by the Senior Development Officer under the supervision of the CEO / Town Clerk and Director of Finance and Resources (RFO) as required, working with service managers to update all business risks.

Managers of services areas are required to sign the central register for their department to recognise and take any necessary actions required.

##### Moving Forward

A new report has been provided alongside the risk register to show the ongoing action plan mitigation. This demonstrates the actions identified in the previous years risk register, how they were mitigated and whether this resulted in the risk being reduced. This will enable the council to ensure that the risk register is an actionable document.

As a part of this year's review, there has been consideration as to the most beneficial time to carry out the review. In previous years, the review has been done mid year. Over the years this has been delayed to this meeting of F&GP in February. This has meant that the risk register has been treated more as an annual review, rather than a planned mitigation of risks. The way the LCRS system is set up, you cannot work in the future, the year must be the one you are in. For this reason, it is suggested that moving forward, this process be carried out in April looking at the year ahead.

#### **2. Options for Council**

Approve the annual review of the council's business risk register as a legal requirement

---





### **3. Reason for Recommendation**

It is a legal requirement to maintain a risk register.

### **4. Expected Benefits**

To comply with legal responsibility.

### **5. Implications**

#### **5.1. Legal**

It is a legal requirement to maintain a risk register.

#### **5.2. Risks**

Without sufficient consideration of risk, the council is unable to provide mitigation plans.

#### **5.3. Financial Implications**

Financial risk is one of the sub categories reviewed under the risk register

#### **5.4. Timescales**

This review must be carried out annually.

#### **5.5. Stakeholders**

N/a

#### **5.6. Contractors**

n/a

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

Crime and disorder including vandalism and theft are considered within the risk register.

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

Environmental is one of the sub categories reviewed under the risk register

#### **5.9. Privacy Impact (consider Privacy Impact assessment)**

GDPR and data protection are reviewed under the risk register.

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

n/a



## **6. Appendices**

Please find attached the full risk register review detailing all services, as well as the specific action plan for any areas considered higher risk (likelihood x impact).

C1. Summary Risk Register

C2. Action Plan

## **7. Members are recommended to:**

1. Note the 2024/2025 action plan mitigation report.
2. To adopt the risk register for 2025-2026 to meet Town Council Governance requirements, noting the action plan attached.
3. Note the intention for the risk register to be reviewed in within the first quarter of the year moving forward to better align Town Council responsibility.

**Molly Matthews**

Senior Development Officer

Drafted 3<sup>rd</sup> February 2026

Data from 2024/2025 Risk Register Action Plan					2025/2026 Review	
risk area	risk	hazard	Control	Action to be taken	Action Taken in 2025/2026	Risk Remaining into 2025/2026 Risk Register
Financial management	Financial	Poor Financial Management	Robust council awareness of reserve levels prior to revenue and capital programming, due to the depletion of capital and earmarked reserves due to an increase in project objectivity and assets. Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system. Maintain an effective internal audit.	Review of medium-term financial plan alongside capital and revenue budgets, during the budget setting process Dec 2023	<p>Medium term financial plan reviewed and adopted by TC</p> <p>New budget set</p> <p>New system for budget setting introduced which included sending budget information to individual committees for potential inclusions and removals.</p>	Ongoing risk due to likelihood of occurrence and impact on the council. New action plan in place for 2025/2026 which is as follows: <i>"Standing orders and financial regulations are reviewed annually. The RFO oversees council finances, with monthly financial monitoring. The MTFP is reviewed and approved annually to support budgets. Internal audits are carried out"</i>
employment of staff	professional	loss of key staff	Ensure procedures for key functions are documented.	Review Staff salary banding. review flexible working arrangements and policies	Staffing review carried out. Flexible working arrangements reviewed	Action plan no longer required – risk reduced to below actionable level
	professional	inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Review Staff salary banding. review flexible working arrangements and policies	Staffing review carried out. Flexible working arrangements reviewed	Action plan no longer required – risk reduced to below actionable level

Data from 2024/2025 Risk Register Action Plan					2025/2026 Review	
risk area	risk	hazard	Control	Action to be taken	Action Taken in 2025/2026	Risk Remaining into 2025/2026 Risk Register
	professional	inability to recruit	Review recruitment policy.	Review Staff salary banding. review flexible working arrangements and policies	Staffing review carried out. Flexible working arrangements reviewed	Action plan no longer required – risk reduced to below actionable level
Computing	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Review IT system to ensure reduced risk, loss of data and employee downtime.	All IT protocols are covered by Floteck Ltd (previously Microshade) via there UK servers who also cover the cybersecurity requirements	Action plan no longer required – risk reduced to below actionable level

Data from 2024/2025 Risk Register Action Plan					2025/2026 Review	
risk area	risk	hazard	Control	Action to be taken	Action Taken in 2025/2026	Risk Remaining into 2025/2026 Risk Register
Cemeteries/ Churchyards	Physical	Personal injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Ensure adequate insurance cover held. Define responsibility in job descriptions etc.	Review current training records, issue of PPE in line with health and safety advice from work nest.	All necessary reviews and training carried out. All new staff issued with PPE, and maintenance of existing PPE provision monitored.	Ongoing risk due to likelihood of occurrence and impact on the council. Actions ongoing.
Land	environmental	vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with antisocial behaviour. Instigate legal action against perpetrators where appropriate.	Regular inspections to take place. Close liaison with Police and Community response for persistent problems. Ongoing	Regular site inspections carried out by grounds team and instances of vandalism are reported through appropriate channels.	Ongoing risk due to likelihood of occurrence and impact on the council. Actions ongoing.

Data from 2024/2025 Risk Register Action Plan					2025/2026 Review	
risk area	risk	hazard	Control	Action to be taken	Action Taken in 2025/2026	Risk Remaining into 2025/2026 Risk Register
Public Conveniences	environmental	vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Regular inspections to take place with service partners healthmatic. Close liaison with Police and Community response for persistent problems with known users. Ongoing	Regular site inspections carried out by grounds team and instances of vandalism are reported through appropriate channels.	Ongoing risk due to likelihood of occurrence and impact on the council. Actions ongoing
	Physical	Water supply	Define responsibility. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Regular inspections to take place with service partners healthmatic. Close liaison with Police and Community response for persistent problems with known users. Ongoing	Instances of issues with the water supply have decreased, and therefore likelihood of occurrence has been reduced in line with this. Retendering of the contract and review of contractual responsibilities has also taken place.	Action plan no longer required – risk reduced to below actionable level
	Physical	Security	Define policy and provide for security of premises and equipment. Allocate responsibility for security/control. Maintain asset register.	Regular inspections to take place with service partners healthmatic. Close liaison with Police and Community response for persistent problems with known users. Ongoing	Instances of issues with security have decreased, and therefore likelihood of occurrence has been reduced in line with this. We are also working with community partners in community safety via SLAs	Action plan no longer required – risk reduced to below actionable level

Data from 2024/2025 Risk Register Action Plan					2025/2026 Review	
risk area	risk	hazard	Control	Action to be taken	Action Taken in 2025/2026	Risk Remaining into 2025/2026 Risk Register
Play areas	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process	Review current play maintenance programmes and develop play strategy to define priority areas for capital 2025	Play strategy developed with capital programme for play area refurbishment identified based on need. Budgets set in line with adopted play strategy.	Ongoing risk due to likelihood of occurrence and impact on the council.  New action plan in place for 2025/2026 which is as follows: <i>“work in line with the adopted play strategy and ensure budget setting process identifies need for income”</i>
Skatepark	environmental	Vandalism	Take reasonable action to maintain security of site. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.	Robust maintenance programme working with partners	Instances of vandalism have decreased, and therefore likelihood of occurrence has been reduced. There has also been a review of the maintenance schedule and staff monitoring.	Action plan no longer required – risk reduced to below actionable level
social media accounts	professional	being misquoted	Contact the media outlet straight away and asking them to change the article before it goes to print. Encourage media outlets to speak with Town Clerk to avoid in correct information being quoted.	Review social media policy periodically. Ensure staff with access to social media platforms are aware of TC protocols.	New policies adopted with regards to social media usage, both internally and externally.	Ongoing risk due to likelihood of occurrence and impact on the council.

Data from 2024/2025 Risk Register Action Plan					2025/2026 Review	
risk area	risk	hazard	Control	Action to be taken	Action Taken in 2025/2026	Risk Remaining into 2025/2026 Risk Register
	professional	admins posting on wrong page	Restrict the number of employees who have access to social media accounts. Ensure training is in place if necessary for members of staff who are not familiar with certain social media platforms. Make sure staff members are aware of their personally accountability.	Review social media policy periodically. Ensure staff with access to social media platforms are aware of TC protocols.	Dedicate phones for communication and marketing team, and dedicated email addresses which allows separation of social media accounts from personal accounts has made the likelihood of occurrence decrease.	Action plan no longer required – risk reduced to below actionable level
Tourism	Financial	Failure to generate income due to reduced shop capacity	The Main VIC function was moved to 32 Waterloo Street in July 2024, in order to support the satellite VIC function at the waterpark. Ensure Key Performance Indicators (KPIs) are being monitored. Take action where performance is not on target. Ensure adequate marketing to assist location finding.	Review partnership programme to ensure it meets the terms of economic growth	Partnership programme reviewed in year to be rolled out 2026/2027	Ongoing risk due to likelihood of occurrence and impact on the council. actions ongoing.





# LCRS 5. Risks report Allotments

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Powers to provide allotments

*Requirement* = To maintain an up to date register of allotment holders.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
49	Administration/ Legal	Maintenance of Allotment Register	Ensure that under the devolved powers in service level agreement with allotment club -  Maintain proper register ensuring all amendments promptly recorded. Define responsibility of allotment society where appropriate.	Annually	Low	Low	1	
415	Administration/ Legal	Absence of a completed agreement with every allotment holder.	Ensure that under the devolved powers in service level agreement with allotment club -  Ensure agreement completed and signed by all parties prior to occupation. Maintain allotment register. Review agreement periodically to ensure adequacy of conditions.	Annually	Low	Low	1	
467	Administration/ Legal	Provision of adequate insurance cover	Carry out an annual review of insurance to ensure that all appropriate risks are covered. Carry out annual inspection of insurance held by third parties.	Annually	Low	Low	1	
214	Environmental	Untidy Plots	Ensure that under the devolved powers in service level agreement with allotment club -  Define responsibility Carry out periodical site visits. Enforce requirements of tenancy agreement. Notify Allotment holder of problem & serve notice where necessary. Liase where appropriate with allotment society.	Quarterly	Low	Low	1	



# LCRS 5. Risks report Allotments

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Powers to provide allotments

*Requirement* = To minimize vandalism

*Aim* = Need to secure against theft & vandalism

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
311	Environmental	Vandalism of sites	Ensure that under the devolved powers in service level agreement with allotment club -  Regular monitoring of sites with, where appropriate, the assistance of allotment society. Consider physical improvements to sites. Liaison with local policing teams in the areas affected.	Quarterly	Low	Low	1	
52	Environmental	Accumulation of rubbish	Ensure that under the devolved powers in service level agreement with allotment club -  Ensure responsibility for site maintenance defined. Enforce conditions of tenancy agreement. Maintain liaison with allotment society. Consider provision of skip facility.	Annually	Low	Low	1	
53	Environmental	Dumping/Hazardous substances	Ensure that under the devolved powers in service level agreement with allotment club -  Define responsibility for site control/security. Enforce tenancy agreement. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Quarterly	Low	Low	1	
448	Environmental	Vandalism	Ensure that under the devolved powers in service level agreement with allotment club -  Carry out periodical site inspection. Review security. Maintain liaison with law enforcement agencies. Instigate legal action against perpetrators where appropriate.	As and when	Low	Low	1	



# LCRS 5. Risks report Allotments

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Powers to provide allotments

Requirement = To control and minimize impact

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
446	Environmental	Vermin	Define responsibility for standards of hygiene/cleanliness etc. of site. Enforce conditions of tenancy agreement. Carry out periodical physical inspection. Instigate appropriate action to deal with any identified problems	Annually	Low	Low	1	
301	Environmental	Loss / Damage to water supply	Define responsibility for maintenance of water supply. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	As and when	Low	Low	1	
215	Environmental	Build up of non-compostable rubbish	Ensure that under the devolved powers in service level agreement with allotment club -  Enforce controls in tenancy agreement. Make arrangements for removal. Consider provision of skip facility.	Quarterly	Low	Low	1	
58	Physical	Uncontrolled equipment.	Ensure that under the devolved powers in service level agreement with allotment club -	Quarterly	Low	Low	1	
59	Physical	Maintenance of council owned equipment	Enforce provisions of of tenancy agreement. Review position by regular visits to sites. Liaise with allotment society. Ensure that equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Ensure that responsibility is defined and any training requirement is complete.	Annually	Low	Low	1	



# LCRS 5. Risks report Allotments

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Powers to provide allotments

*Requirement* = To ensure security of site and equipment.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
60	Physical	Security	Ensure that responsibility of allotment holders is clearly defined in tenancy agreement. Ensure that proper facilities are place to safeguard council assets. Ensure maintenance of fencing.	Annually	Low	Low	1	
445	Physical	Personal injury	Ensure that any conditions that might lead to personal injury are minimised and properly controlled. Carry out periodical examination of allotment environment including asbestos.	Annually	Low	Low	1	
212	Physical	Public Injury as a result of contractor	Ensure that contract requires provision of appropriate insurance cover. Inspect contractors insurance documentation to confirm compliance.	As and when	Low	Low	1	

**Completed by:**

**Date:**

**Position:**

No of risks scored

16

Average score:

1.0



# LCRS 5. Risks report

## Bar and Café Services - Weston Museum

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty =*

*Requirement = To meet all statutory requirements and maintain effective*

*Aim = To meet all statutory requirements for service provision*

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Impact	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of Licences	Determine responsibility for obtaining licences. Maintain adequate records of license application, renewal etc.	Annually	High	Low	3	
0	Administration/ Legal	Health & Safety	Ensure health/safety testing complete.	Annually	Low	Medium	2	
0	Financial	Stock Control	Define responsibility for stock control. Consider appointment of professional stocktaker where appropriate. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Arrange internal audit testing.	As and when	Low	Low	1	
0	Financial	Till Control	Issue detailed instructions to catering staff. Clear tills at day end. Complete cashing up records. Reconcile cash to till record and investigate differences. Arrange alternative procedures for loss of till function. Carry out internal audit/spot checks.	As and when	Low	Low	1	
0	Financial	Failure to collect income	Define responsibility for collection of income. Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking and cash handling	Monthly	Medium	Low	2	
0	Physical	Fire safety	Ensure health/safety testing complete. Ensure appropriate staff training. Provide for strict security/control of combustible materials, in line with COSHH regulations. Provide appropriate extinguishers etc. Ensure appropriate signage in place Ensure appropriate regulations/controls in hire documentation.	As and when	Low	Low	1	



# LCRS 5. Risks report

## Bar and Café Services - Weston Museum

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty =

Requirement = To meet all statutory requirements and maintain effective

Aim = To meet all statutory requirements for service provision

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Control	Review time	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Security	As and when	Low	Low	1	
0	Professional	Staff training	Annually	Low	Low	1	
		Define policy for security of staff, premises and equipment. Allocate responsibility for security/control.					
		Arrange training programme for all catering staff and volunteers. Issue detailed instructions. Maintain training records.					

Completed by:

Date:

Position:

No of risks scored

8

Average  
score:

1.5



# LCRS 5. Risks report Bus Shelters

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to provide and maintain shelters

*Requirement* = To ensure that the council has adequate insurance cover

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
97	Administration/ Legal	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate action is taken to provide cover for any new risks arising in the year.	Annually	Low	Low	1	
89	Administration/ Legal	Absence of Highway Authority Licence.	Maintain register of licence requirements. Carry out periodical review..	Annually	Low	Low	1	
87	Environmental	Cleaning of Bus Shelters	Define responsibility and standards for regular cleaning . Carry out periodic physical inspection and take action where appropriate to ensure that set standards are maintained.	Monthly	Low	Low	1	
88	Environmental	Vandalism	Arrange regular monitoring of sites. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	As and When	Medium	Low	2	
115	Environmental	Design & Position	Ensure that design of all shelters is in keeping with architectural values of the council. Ensure that shelters are properly sited.	As and when	Low	Low	1	
102	Physical	Maintenance of Bus Shelters	Ensure that property is entered on a schedule for periodical maintenance. Maintain proper records of work carried out. Carry out periodical physical inspection.	Quarterly	Medium	Low	2	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

1.3



# LCRS 5. Risks report Cemeteries/Churchyards

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty = Power to provide*

*Requirement = To ensure that the assets of the council are properly*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
67	Environmental	Maintenance of Cemetery including grasscutting.	Define responsibility and standards for cemetery maintenance and ensure that a planned programme is in place, whilst considering the new rewinding approach. Ensure that any contracts for cemetery maintenance are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Annually	Low	Low	1	
69	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	As and when	Low	Low	1	
63	Environmental	Dog fouling	Consider banning dogs from cemeteries. Provide bags/receptacles for dog waste. Ensure appropriate signs in place. Enforce dog fouling laws. Arrange for appropriate agency to deal with stray dogs where a problem.	Weekly	Low	Low	1	
71	Financial	Failure to review charges	Ensure that all charges are reviewed annually as an integral part of the budgetary process.	Annually	Low	Low	1	
55	Financial	Failure to bank income	Define responsibility for prompt banking of income received. Provide for regular statement of income to council/committee. Provide for internal audit testing of income banked against underlying records	Annually	Low	Low	1	





# LCRS 5. Risks report

## Cemeteries/Churchyards

Weston-super-Mare Town Council

Assessment for year 2025 To 2026

*Your Duty* = Power to provide

*Requirement* = To maximize the collection of income.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
75	Financial	Failure to collect charges	Define responsibility for collection of cemetery income. Prepare debtor accounts promptly. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Follow defined procedure for issue of reminders for unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off of any bad debts.	Annually	Low	Low	1	
444	Physical	Maintenance of buildings	Define responsibility for property maintenance. Carry out/arrange regular inspection of all buildings. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
0	Physical	Loss arising from theft/misappropriation	Determine responsibility for stock control. Arrange for regular stock checks. Maintain proper records. Reconcile stocks to sales etc records. Investigate significant differences. Provide for internal audit testing.	Annually	Low	Low	1	
62	Physical	Maintenance of equipment	Define responsibility for equipment maintenance and ensure any necessary training is complete Ensure that all equipment is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date.	Annually	Low	Low	1	



# LCRS 5. Risks report Cemeteries/Churchyards

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Power to provide

Requirement = To minimize risk of loss/damage/injury arising from use of

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
90	Physical	Control of hazardous substances	As per COSHH regulations: Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records (onsite and in Vans)	Monthly	Low	Low	1	
66	Physical	Security/control of equipment	As under General Risk Assessment, provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Annually	Low	Low	1	
72	Physical	Headstones/kerbstones safety survey	Ensure that a comprehensive survey is completed. Arrange for completion of any necessary work. Ensure that facility users are aware of danger. Arrange for regular inspections to ensure that standards are maintained. Maintain appropriate records. Ensure adequate insurance cover in place.	Annually	Low	Low	1	
77	Physical	Failure of Water Supply	Ensure that all damage to water supply is promptly reported and dealt with. Ensure that water bills are paid or disputes resolved before loss of supply becomes an issue.	As and when	Low	Low	1	
86	Physical	Security of cemeteries and buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	



# LCRS 5. Risks report Cemeteries/Churchyards

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Power to provide

Requirement = To properly control use/security of hazardous substances

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
64	Physical	Control of hazardous substances including certification for use etc.	As per COSHH Regulations: Define responsibility for use and control. Provide for any necessary training. Provide for appropriate clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	
73	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Bar burning of rubbish/cemetery waste.	Annually	Low	Low	1	
74	Physical	Theft	Define responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	



# LCRS 5. Risks report

## Cemeteries/Churchyards

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty = Power to provide*

*Requirement = To minimize the risk of personal injury to persons using*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
70	Physical	Personal injury	<p>Ensure that all staff have appropriate training and adhere to approved working practices.</p> <p>Ensure that the correct, properly maintained tools are available as appropriate.</p> <p>Ensure that all appropriate disclaimer notices, warning signs etc. are in place.</p> <p>Ensure that any risks to the public are minimized and eliminated wherever possible.</p> <p>Maintain records of training.</p> <p>Maintain records of any injuries.</p> <p>Ensure adequate insurance cover held.</p> <p>Define responsibility in job descriptions etc.</p>	As and When	Medium	Medium	4	Yes

**Completed by:**

**Date:**

**Position:**

No of risks scored

18

Average score:

1.2



# LCRS 5. Risks report

## Climate Change/ Environmental Factors

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = n/a

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Impact	Control	Review time	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Environmental	floods and/or storms	Insure adequate insurance cover. Follow health and safety procedures regarding potential risk	As and when	Low	Medium	2	
0	Environmental	Temperature increase/decrease beyond workable levels	Ensure staff aware of procedures for working in hot and cold weather and limited exposure where possible. Should the weather become too extreme to work in, consider enforcing closure and encourage home working.	As and when	Medium	Low	2	
0	Financial	Adapted procedures and equipment (in order to tackle climate change) becoming obsolete or ineffective.	Research climate change initiatives and adaptations before committing to ensure sensible approach. Avoid making unnecessary changes from obsolete equipment unless potential impact substantial. Ensure climate considerations are done in line with service provision, taking into consideration managers suggestions.	As and when	Low	Medium	2	
0	Physical	Vandalism/arson of tree stock	Ensure tree management programme and officer is in place to care for tree stock. Arrange regular monitoring of trees. Liaise with local enforcement agencies. Instigate appropriate action against offenders.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

4

Average  
score:

2.0



# LCRS 5. Risks report Clocks

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to provide public clocks

*Requirement* = To ensure efficient service provision.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
101	Administration/ Legal	Loss of facility through absence of clock winder	Appoint clock winder at agreed remuneration. Ensure adequate training provision. Arrange for relief provision where appropriate.	As and when	Low	Low	1	
103	Administration/ Legal	Provision of adequate insurance cover	Ensure that all risks are reviewed annually. Ensure that appropriate insurance cover is in place.	Annually	Low	Low	1	
116	Financial	Inadequate budget Provision	Ensure that anticipated costs are adequately provided for in Budgetary process. Council approval for any for any unexpected expense to be met from reserves/virement.	Annually	Low	Low	1	
109	Physical	Maintenance of Clock	Define responsibility for maintenance. Ensure that contractor has any necessary insurance cover. Ensure appropriate maintenance is carried out. Maintain proper records of work done.	Annually	Low	Low	1	
108	Physical	Security of Clock	Define responsibility for security. Ensure sound arrangements in place.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

5

Average score:

1.0



# LCRS 5. Risks report Code of Conduct

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Duty to adopt a code of conduct

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
356	Administration/ Legal	Failure to maintain /Update Register of Interests/Gifts	Ensure all council members are aware of their statutory responsibilities. Collate appropriate registers to send to District Council.	Quarterly	Low	Medium	2	
0	Professional	Reputational impact of breaches of code of conduct	Offer appropriate training to new Councillors. Maintain and review member/officer protocol.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

2

Average score:

2.0



# LCRS 5. Risks report Computing

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to facilitate discharge of any function

*Requirement* = Maintain adequate security of site and equipment

*Aim* =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Loss arising from theft/misappropriation	Allocate responsibility for security of equipment. Maintain high security of site and equipment. Take particular care in respect of laptops/peripherals. Ensure that where appropriate internal and external security devices are installed	Annually	Low	Low	1	
0	Physical	Loss/damage arising from unauthorised use.	Restrict access through use of controlled passwords. Programme periodic password change. Maintain physical security of computer and site.	Annually	Low	Low	1	
365	Technical	Crash of IT System	Ensure regular backup of data onto appropriate medium. Ensure that equipment is properly maintained. Restrict access to authorised users. Ensure that only approved software is used. Maintain effective anti virus software.	Monthly	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

3

Average score:

1.3





# LCRS 5. Risks report Council Meetings

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty =*

*Requirement = To meet all statutory requirements and maintain effective*

*Aim = To meet all statutory requirements*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Access	Ensure that access is available to all. Have regard to provisions for Disablement & Disability Set aside specific area for Press & Public.	As and When	Low	Medium	2	
454	Physical	Security	Define policy for security of staff, members, premises and equipment Allocate responsibility for security/control and implementation. Maintain liaison with local enforcement agencies.	Annually	Low	Medium	2	
455	Physical	Personal Injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to officers, members & public. Ensure that defined standards are being maintained. Ensure that, where necessary, appropriate notices are in place. Ensure that the council has appropriate insurance cover.	Annually	Low	Low	1	

**Completed by:**

**Date:**

**Position:**

No of risks scored

3

Average score:

1.7



# LCRS 5. Risks report

## Council Property and Documents

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Duty to disclose documents and to adopt publication scheme

Requirement =

Aim = None

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
314	Financial	Legal Liability as a result of Asset Ownership	Ensure that adequate Public Liability Insurance is in place.	Annually	Low	Low	1	
307	Physical	Loss of assets	Allocate responsibility for and maintain effective security of all assets. Maintain an Asset Register Ensure that adequate and appropriate insurance cover is held.	Annually	Low	Medium	2	
312	Physical	Loss / Damage to Civic Regalia	Maintain and update a Register of Assets Ensure that the council has adequate insurance against damage and theft. Ensure that proper security/storage is in place. Ensure that users are aware of their responsibility when regalia is in their care. Ensure that Civic Regalia in suitably maintained and cleaned. Ensure that the Civic Regalia is collected and returned under secure conditions Security of Mayoral chains is being reviewed and new procedures put in place (as requested by the Councils' insurer's)	Monthly	Low	Medium	2	
313	Professional	Failure to effectively process documents	Allocate responsibility for maintenance of effective control of documentation. Define procedure for recording document's receipt, circulation, response, handling & filing.	Daily	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

4

Average  
score:

1.8



# LCRS 5. Risks report

## Crime Prevention - CCTV

Weston-super-Mare Town Council

Assessment for year 2025 To 2026

*Your Duty* = Powers to spend money on various crime prevention

*Requirement* = To minimize risk of service loss.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to provide for tapes	Ensure that under the devolved powers in service level agreement with North Somerset Council -	Annually	Low	Low	1	
0	Administration/ Legal	Data Protection - Registration & compliance	Ensure that responsibility for supply is determined. Provide for an emergency supply. Ensure that under the devolved powers in service level agreement with North Somerset Council -	Annually	Low	Low	1	
0	Administration/ Legal	Failure to comply with Code of Practice	Arrange for any necessary D P Registration. Ensure that personnel are aware of compliance requirements. Arrange necessary training. Ensure that under the devolved powers in service level agreement with North Somerset Council -	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that where appropriate operatives are aware of code requirements Provide for necessary training Ensure that under the devolved powers in service level agreement with North Somerset Council -	Annually	Low	Low	1	
0	Physical	Security of equipment	Ensure that service/facility requirements are detailed in budget process. Ensure that under the devolved powers in service level agreement with North Somerset Council -  Define policy for security of premises and equipment Define responsibility for security/control of equipment. Maintain asset register.	Quarterly	Low	Low	1	



# LCRS 5. Risks report

## Crime Prevention - CCTV

Weston-super-Mare Town Council

Assessment for year 2025 To 2026

*Your Duty* = Powers to spend money on various crime prevention

*Requirement* = To minimize risk arising from vandalism/anti-social behaviour.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Vandalism	Ensure that under the devolved powers in service level agreement with North Somerset Council -	Monthly	Low	Low	1	
0	Physical	Security of control room operations	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders. Ensure that under the devolved powers in service level agreement with North Somerset Council -	Quarterly	Low	Low	1	
0	Physical	Failure of system - equipment	Determine policy for control room operations. Allocate responsibility for security/control of premises. Arrange appropriate staff training. Maintain liaison with local enforcement agencies. Ensure that under the devolved powers in service level agreement with North Somerset Council -	Annually	Low	Low	1	
0	Technical	Unauthorised use of equipment	Define responsibility for use and control. Provide for any necessary training and regular testing. Ensure that proper maintenance contracts are in place. Make provision for urgent repairs.  Maintain proper records. Ensure that under the devolved powers in service level agreement with North Somerset Council -	Annually	Low	Low	1	
			Maintain security of system Set up password authorisation to restrict access.					

Completed by:

Date:

Position:

No of risks scored

9

Average score:

1.0



# LCRS 5. Risks report Data Protection

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Duty of Notification and Duty to Disclose (subject access)

*Requirement* = To ensure that statutory requirements are met.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
37	Administration/ Legal	Breach of Confidentiality	Arrange Registration under the Data Protection Act. Formalise Procedure for dealing with Confidential Data. Review data protection polciies on a regular basis	As and When	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

1

Average score:

2.0



# LCRS 5. Risks report Employment of Staff

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Duty to Appoint

Requirement = To ensure that the council fulfills it's responsibilities.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
364	Administration/ Legal	Failure to comply with Employment Law	Issue contracts of employment to all employees Review all Employment Related Policies Awareness of new legislation. Arrange the necessary training to fulfil requirements	Annually	Low	Low	1	
363	Professional	Lack of Employee motivation/efficiency	Ensure that each employee has job description. Arrange regular staff appraisals. Maintain appropriate staff records. Defined training policy in operation.	Annually	Low	Low	1	
362	Professional	Lack of Training	Determine a policy for training. Arrange annual review. Regular Staff Appraisals to highlight any training needs. Take advantage of any localised training through local associations, SLCC etc.. Encourage staff to network with other Clerks in the area. Maintain appropriate training records.	Annually	Low	Low	1	
358	Professional	Loss of key staff	Ensure procedures for key functions are documented.	Quarterly	Low	Medium	2	
38	Professional	Inability to retain staff	Regular Staff Appraisals Complete exit questionnaire.	Annually	Low	Medium	2	
361	Professional	Inability to recruit	Review recruitment policy.	As and when	Low	Medium	2	
352	Professional	Attacks on Personnel	Ensure that an effective security system is in operation. Ensure appropriate insurance cover held. Ensure other workers in building are aware of staff working alone. Ensure staff have telephone access at all times during their work. Advise staff to refuse admittance to the Council Offices to people unknown to them until such time as Members of the Council are in attendance.	Monthly	Low	Low	1	



# LCRS 5. Risks report Employment of Staff

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty = Duty to Appoint*

*Requirement = To protect staff.*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
Completed by:			Date:	Position:	No of risks scored	7	Average score:	1.4



# LCRS 5. Risks report

## Entertainment and the arts Blakehay Theatre

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Provision of entertainment and support of the arts

Requirement = To ensure that appropriate insurance cover in place.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Aim	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review of insurance to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers. Ensure that hirers have public liability insurance of up to 5 million, and retain copies of certificates.	Annually	Low	Low	1	
0	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Medium	Low	2	
0	Financial	Contractual arrangements with service providers- films, artistes etc.	Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of council.	As and when	Low	Low	1	
0	Financial	Failure to collect rents & charges	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking. Issue tickets/receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any irrecoverable debts.	Annually	Low	Low	1	
0	Financial	Failure to review rents and charges	Review all charges annually as an integral part of the budgetary process.	Annually	Low	Low	1	
0	Physical	Security of buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained.	Annually	Low	Low	1	





# LCRS 5. Risks report

## Entertainment and the arts Blakehay Theatre

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Provision of entertainment and support of the arts

Requirement = To ensure proper maintenance of premises and minimize risk

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

7

Average  
score:

1.1



# LCRS 5. Risks report

## Entertainment and the arts Old Town Quarry

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = provision of entertainment and support of the arts

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Impact	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	staff training	Determine council policy for training. Ensure that all staff receive appropriate training where necessary. Maintain records of training provided	Annually	Low	Low	1	
0	Administration/ Legal	Provision of adequate insurance cover	Carry out annual review of insurance to ensure appropriate cover in place. Ensure that any contractual insurance requirements are met. Examine cover held by service providers. Ensure that hirers have public liability insurance of up to 5 million, and retain copies of certificates.	Annually	Low	Low	1	
0	Administration/ Legal	Absence of key staff	Define responsibility for staff control Ensure that proper arrangements are in place to meet service requirements. Have arrangements in place for emergency cover.	Annually	Low	Low	1	
0	Administration/ Legal	Loss of data/ inability to access backup	Ensure that a back-ip copy of web content is held by a nominated provider and is updated on a monthly or other agreed timescale. Where web-site is subject to outside management carry out monthly review.	As and when	Low	Low	1	
0	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.		Low	Medium	2	
0	Environmental	Noise pollution	Where appropriate set conditions in hire documentation in line with environmental reports (particularly regarding falcon requirements) Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.		Low	Medium	2	



# LCRS 5. Risks report

## Entertainment and the arts Old Town Quarry

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = provision of entertainment and support of the arts

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Impact	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to collect rents & charges	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Make provision for prompt banking. Issue tickets/receipts for all income received. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any irrecoverable debts.	Annually	Low	Low	1	
0	Financial	Failure to review rents and charges	Review all charges in line with individual agreements, but as a minimum annual, as an integral part of the budgetary process	Annually	Low	Low	1	
0	Financial	Contractual arrangements with service providers- films, artistes etc.	Ensure that a signed contract is in place as pre requisite of service provision. Check/enforce contract conditions in interest of council.	As and when	Low	Medium	2	
0	Physical	Security of buildings	Responsibility for security defined. Staff employed or contract with service provider in place. Appropriate staff training complete. Detailed schedules/records maintained. Liaison with local enforcement agencies maintained	Annually	Low	Medium	2	
0	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place. Maintain asset register.	Annually	Low	Medium	2	



# LCRS 5. Risks report

## Entertainment and the arts Old Town Quarry

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = provision of entertainment and support of the arts

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value (> 3)	Your action required
0	Physical	Maintenance of equipment	Determine responsibility for use and control. Arrange contract maintenance for specialist equipment. Provide for any necessary staff training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council (COSHH) Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	Low	1	
0	Physical	Maintenance of buildings	Define responsibility for maintenance. Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

14

Average  
score:

1.5



# LCRS 5. Risks report Financial Management

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Duty to ensure responsibility for financial affairs

*Requirement* = Efficient financial administration

*Aim* = None

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
303	Administration/ Legal	Failure to comply with Customs & Excise Regulations	Ensure that value added tax is properly administered. Refer to guidance in HMCE Notice 749. Seek further guidance from HMCE where necessary. Ensure that all input tax and output tax is properly recorded Complete and submit vat claims promptly and on a regular basis. Reconcile claims to cashbook.	Quarterly	Low	Low	1	
0	Administration/ Legal	Incurring expenditure without proper legal authority	Record in minutes powers under which expenditure is being approved.	Annually	Low	Low	1	
0	Administration/ Legal	Failure to maintain record of council assets.	Define responsibility for maintenance of asset register. Ensure that all acquisitions/disposals are accurately and promptly recorded. Carry out periodical inventory checks.	Annually	Low	Low	1	
302	Administration/ Legal	Failure to comply with Inland Revenue Regulations	Maintenance of comprehensive records of all calculations of income tax, national insurance deducted from pay Regular returns to Inland Revenue; prepared by the Deputy Town Clerk. Arrange prompt payment of all sums due.	Quarterly	Low	Low	1	
41	Financial	Failure to keep proper financial records	Define responsibility through appointment of Responsible Financial Officer Ensure appropriate standing orders and financial regulations in place that are subject to periodic review. Implement effective independent internal audit. Arrange for regular financial reports to committee/council	Monthly	Low	Low	1	



# LCRS 5. Risks report Financial Management

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Duty to ensure responsibility for financial affairs

*Requirement* = To ensure effective management of financial affairs of council

*Aim* = None

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
347	Financial	Poor Financial Management	Robust council awareness of reserve levels prior to revenue and capital programming, due to the depletion of capital and earmarked reserves due to an increase in project objectivity and assets. Determine responsibility for the management of the financial affairs of the council. Maintain and review Standing Orders/Financial regulations. Maintain an effective budgetary control/financial reporting system.	Annually	Medium	Medium	4	Yes
360	Financial	Failure to set a precept within sound budgeting arrangements	Determine responsibility of clerk/committee/council. Ensure that presentation to committee/council follows an agreed timetable. Ensure that precept is set as a result of a full report detailing requirements for forthcoming year for all heads of income and expenditure. Review all charges made by the council. Review adequacy of all balances and reserves. Ensure that effective budget monitoring is in place throughout the year. Intorduction of Medium Term Financial Plan - more robust consultation during 2023/2024	Annually	Low	Low	1	



# LCRS 5. Risks report Financial Management

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty = Duty to ensure responsibility for financial affairs*

*Requirement = To ensure that effective financial controls are in place*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
306	Financial	Loss of money through theft/misappropriation.	Determine responsibility for cash at all sources. Ensure that receipts are issued for all income. Ensure that secure arrangements are in place for all monies held pending banking. Ensure that proper arrangements are in place for prompt recording and banking of all cash received. Ensure regular bank reconciliation Arrange regular report to council. Ensure that council holds adequate fidelity guarantee insurance.	Monthly	Low	Low	1	
305	Financial	Risk to third party as a consequence of providing a service	Ensure that appropriate insurance cover/policy is in force.	Annually	Low	Low	1	
0	Financial	Failure to maintain an effective payments system.	Determine responsibility for control of expenditure. All payments to be supported by an invoice. All detail to be checked and payment entered into a cashbook. All payments to be approved by council. All cheques to be signed by at least two authorized members. Signatories to endorse cheque counterfoils and check payments against invoices. All expenditure to be the subject of sound budgetary control.	Monthly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

10

Average score:

1.3



# LCRS 5. Risks report Gifts

## Weston-super-Mare Town Council Assessment for year 2025 To 2026

*Your Duty* = Power to accept

*Requirement* = To protect interest of council and members

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
453	Administration/ Legal	Failure to notify/record gifts	Ensure that all staff/members are aware of responsibilities. Maintain gift register.	Annually	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

1

Average score:

2.0





# LCRS 5. Risks report Investments

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to participate in schemes of collective investment

*Requirement* = To maintain proper records.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
200	Administration/ Legal	Maintenance of Investment Register	Responsibility sits with the RFO to monitor, update and report the investment profile on a regular basis	Annually	Low	Medium	2	
198	Financial	Inappropriate investment	Maintain effective internal audit. Define policy and responsibility for investment of council funds. Record details/approval of all investments in council minutes. Ensure regular report to council	Monthly	Low	Low	1	
377	Financial	Financial Loss i.e. theft	Determine policy/responsibility for investment. Ensure that investment/transfer/withdrawal of funds subject to council approval. Ensure that all transactions are subject to counter signatures of clerk/authorised council members. Arrange for regular financial/monitoring report to council.	Annually	Low	Low	1	
199	Financial	Failure to review interest rates etc.	Determine policy and responsibility for investment of council funds. Carry out regular review to ensure maximum return is achieved. Maintain effective internal audit.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

1.3



# LCRS 5. Risks report Land

## Weston-super-Mare Town Council Assessment for year 2025 To 2026

*Your Duty* = Power to acquire by agreement, to appropriate, to dispose of  
*Requirement* = To ensure that all assets of the council are properly recorded.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
25	Administration/ Legal	Maintenance of Asset Register	Define responsibility for maintenance of an asset register. Ensure that all purchases/ disposals are accurately and promptly recorded.	Annually	Low	Low	1	
27	Administration/ Legal	Maintenance and Security of Deeds of ownership etc.	Determine responsibility for security. Ensure that all deeds and relevant documentation held in fire proof cabinet/safe or otherwise deposited with appropriate third party for safe keeping. Maintain a copy of each deed for administrative purposes.	Annually	Low	Low	1	
20	Environmental	Fly tipping	Define policy/responsibility for site control/security. Carry out periodical site inspection. Provide proper facilities for control and removal of waste. Liaise with police/other authority where necessary.	Weekly	Low	Medium	2	
413	Environmental	Vandalism	Review security and monitor all areas on a regular basis Maintain liaison with law enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Annually	Medium	Medium	4	Yes
21	Environmental	Maintenance of land including grass cutting	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Monthly	Low	Medium	2	
23	Financial	Inadequate budget provision	Ensure that all anticipated income/costs are provided for in Budgetary process.	Annually	Low	Low	1	



# LCRS 5. Risks report Land

## Weston-super-Mare Town Council Assessment for year 2025 To 2026

*Your Duty* = Power to acquire by agreement, to appropriate, to dispose of

*Requirement* = To ensure proper maintenance of council assets.

*Aim* =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
428	Physical	Maintenance of furniture	Determine responsibility for maintenance and ensure that a planned programme is in place. Arrange for prompt repairs to damage. Ensure that any service contracts are properly signed and sealed. Enforce penalties for non performance.	Monthly	Low	Low	1	
414	Physical	Unauthorised access/trespass	Determine council policy for access. Ensure that appropriate signage is in place. Maintain liaison with enforcement agencies. Instigate appropriate action against offenders.	As and When	Medium	Low	2	
235	Physical	Maintenance of fences, hedges, gates, footpaths etc.	Define responsibility for maintenance and ensure that a planned programme is in place. Ensure that any service contracts are properly signed and sealed. Maintain adequate records of inspection to ensure that maintenance has been properly carried out and, where appropriate, all contract conditions have been met. Enforce penalties for non performance.	Monthly	Low	Medium	2	
239	Physical	Public/Personal Injury	Ensure that all staff have appropriate training and adhere to approved working practices. Ensure that the correct, properly maintained tools/equipment are available as appropriate. Ensure that all appropriate disclaimer notices, warning signs etc. are in place. Ensure that any risks to the public are minimized and eliminated wherever possible. Maintain records of training. Maintain records of any injuries. Define responsibility in job descriptions etc. Ensure that the council holds adequate insurance cover.	Annually	Low	Low	1	



# LCRS 5. Risks report Land

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to acquire by agreement, to appropriate, to dispose of  
*Requirement* = To ensure that proper security arrangements are in place.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
230	Physical	Security of equipment	Define policy for security of premises and equipment. Determine responsibility for security/control of equipment. Ensure effective security arrangements in place.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

11

Average score:

1.6



# LCRS 5. Risks report Litter and Dog Waste

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty = Power to provide receptacles; Duty to empty & cleanse those*

*Requirement = To Employ trained/experience personnel*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inefficient Service Provision	Ensure that staff have appropriate training. Ensure that staff are aware of all health & safety issues. Arrange for issue of written contract of employment. Arrange issue of adequate protective clothing.	Monthly	Low	Low	1	
0	Environmental	Unauthorised Fly posting/nuisance	Define policy of fly posting. Maintain liaison with enforcement agencies. Take action as appropriate against offenders.	Annually	Low	Low	1	
0	Environmental	Inappropriate location of litter bins	Define council policy and plan for location of bins. Carry out periodic review.	Annually	Low	Low	1	
0	Environmental	Vandalism/theft/damage	Review security and monitor all areas on regular basis. Maintain liaison with local enforcement agencies. Define a policy for dealing with anti-social behaviour. Instigate legal action against perpetrators where appropriate.	Weekly	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Medium	2	
0	Financial	Inadequate insurance cover	Ensure that council has determined policy for insurance cover and that appropriate cover is in place. Arrange periodical review	Annually	Low	Low	1	
0	Physical	Failure to empty	Define responsibility for clearing bins. Implement effective programme. Ensure appropriate plans in place for emergency/overflow situation.	Weekly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

7

Average score:

1.1



# LCRS 5. Risks report

## Meetings of the Council

Weston-super-Mare Town Council

Assessment for year 2025 To 2026

*Your Duty = Duty to meet*

*Requirement = All Meetings open to everyone*

*Aim = Standing Orders on Conduct*

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
40	Administration/ Legal	Failure to respond to the elector's wish to exercise its rights	Ensure members and staff are aware of Electors' Rights. Follow procedures for dealing with enquiries. Increase awareness of accessibility of the Council to the public	Annually	Low	Low	1	
355	Administration/ Legal	Failure to meet statutory duty on meetings	All notices are posted in the prescribed places 3 clear days prior to any meeting, All Councillors are notified of Meetings by way of a summons and agenda, Minutes of all meetings are taken and kept. Maintain attendance records.	Monthly	Low	Low	1	
36	Administration/ Legal	Failure to comply with new Regulations /Legislation	Ensure that proper training policy is in place. Continue in membership of appropriate local/national associations. Continue to subscribe to appropriate publications. Encourage staff networking.	Monthly	Low	Medium	2	
34	Administration/ Legal	Failure to report Council business in Minutes	Ensure proper, timely and accurate recording of council business in the minutes. Ensure that all minutes are signed and paginated. Maintain security of master copy.	Quarterly	Low	Medium	2	
0	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	Annually	Low	Low	1	
0	Administration/ Legal	Access	Transfer of council meetings to digital platforms, ensuring accessibility for staff, councillors and members of the public.	Annually	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

1.5



# LCRS 5. Risks report Newsletters

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Power to provide from 'free resource'

Requirement = To meet required standard.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to meet statutory obligation re non - political content	Ensure that content of newsletter is carefully tested to ensure that statutory requirement is met.	As and when	Low	Low	1	
397	Administration/ Legal	Failure to meet minimum requirement for quality status	Arrange testing/ assessment of input to ensure that requirement is met.	As and When	Low	Low	1	
251	Administration/ Legal	Defamation	Ensure that all input is subject to careful check. Arrange for professional examination of any sensitive material.	As and when	Low	Low	1	
0	Environmental	Failure to deliver and litter	Ensure that adequate insurance cover is held. Determine policy for distribution. Prepare written conditions for service providers. Test distribution arrangements. Take appropriate action against offenders.	As and When	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are included in budgetary process.	Annually	Low	Low	1	
0	Physical	Non production of newsletter	Determine responsibility for and ensure that all publication deadlines are met.. Ensure that all contracts with service provider signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Enforce contract conditions. Review conditions periodically.	As and When	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

1.0



# LCRS 5. Risks report Open spaces

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Power to acquire land and maintain

Requirement = To facilitate control of facilities

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of agreements with users, permits etc	Ensure that signed contracts/agreements/permits are place where necessary. Maintain a register of users.	Annually	Low	Low	1	
320	Environmental	Pollution	Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Monthly	Low	Low	1	
433	Environmental	Fly tipping	Carry out regular site inspections. Arrange for safe disposal facility. Ensure any hazardous substances are properly dealt with. Maintain liaison with local enforcement agencies. Enforce regulations/byelaws as appropriate.	Weekly	Medium	Low	2	
324	Environmental	Vandalism	Take reasonable action to maintain security of sites. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with local enforcement agencies. Define policy for dealing with offenders. Take action as appropriate against offenders.	As and When	High	Low	3	
0	Financial	Inadequate budget provision	Ensure that service income/expenditure is detailed in budgetary process.	Annually	Low	Medium	2	
0	Financial	Failure to collect all income due to the council	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing.	Monthly	Low	Low	1	





# LCRS 5. Risks report Open spaces

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to acquire land and maintain

*Requirement* = To ensure that all charges are reviewed annually.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to review charges	Ensure that all charges are reviewed as an integral part of the budgetary process.	Annually	Low	Low	1	
318	Physical	Stock control	Define responsibility for stock. Arrange for regular stock checks. Reconcile stock to sales/usage. Investigate significant differences. Maintain comprehensive stock records.	As and When	Low	Low	1	
315	Physical	Property Maintenance	Define policy for maintenance of assets. Allocate responsibility and ensure that any training requirement is complete Staff employed or contract with service provider in place. Ensure all property is properly maintained through regular inspection/servicing. Ensure that proper maintenance records are complete and up to date. Adhere to Town Council adopted and budgeted Pre Planned Maintenance programme.	Annually	Low	Low	1	
441	Physical	Personal injury	Ensure that appropriate regulations/controls are in place to minimize the risk of injury to all facility users. Arrange regular site inspection to ensure that defined standards are being maintained. Ensure that, where necessary, appropriate signage is in place. Maintain detailed records. Ensure appropriate insurance cover in place.	Weekly	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

10

Average score:

1.4



# LCRS 5. Risks report

## Planning & Development Control

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty = Rights of consultation*

*Requirement = To meet consultation timetable*

*Aim = Ensure the reduction in antisocial behaviour is considered*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
202	Environmental	Failure to comply within consultation deadline	Ensure adequate number of Planning Cttee meetings are arranged. Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Low	1	

**Completed by:**

**Date:**

**Position:**

No of risks scored

1

Average  
score:

1.0



# LCRS 5. Risks report Play Areas

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to provide

*Requirement* = To maintain a register of complaints/injuries and action taken

*Aim* = Complete complaint etc. register as required

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Inadequate maintenance of records	To ensure that proper records of all complaints/injuries are maintained.	Annually	Low	Low	1	
0	Financial	Inadequate insurance cover	To include all relevant risks on the councils insurance policy	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	Annually	Medium	Medium	4	Yes
0	Physical	Personal Injury	Define responsibility for regular inspection of play areas. Define responsibility for and ensure regular inspection of play equipment & play surfaces Arrange periodical inspection and report by suitably qualified professional. Ensure that inspection timetable is adhered to and inspection log completed. Maintain records of all inspections/maintenance. Ensure that a maintenance contract is in place.	Daily	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

4

Average score:

2.0



# LCRS 5. Risks report

## Provision of Office Accommodation

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Power to provide

Requirement = To ensure proper financial provision.

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Impact	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure requirements included in annual budget process	Annually	Low	Medium	2	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls in hire documentation.	Annually	Low	High	3	
350	Physical	Poor/Faulty Office Furniture	Arrange periodical inspection of office furniture and fittings. Where appropriate submit report to council/committee for approval to repair/replace.	Monthly	Low	Low	1	
349	Physical	Poor Office Conditions	Arrange periodical inspection of office. Report any adverse conditions to council/committee/landlord as appropriate Arrange repair/maintenance etc. in accordance with tenancy agreement.	As and When	Medium	Low	2	
357	Technical	Defective Electrical Equipment/Machinery	Ensure maintenance agreement/contract in place where appropriate. Allocate responsibility for local repair/maintenance. Restrict access to qualified personnel only. Arrange regular inspection to ensure that any statutory obligations are met. Maintain appropriate records.	Quarterly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

5

Average  
score:

2.0



# LCRS 5. Risks report

## Provision of Website/Internet Access

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty = Power to provide from 'free resource'*

*Requirement = To ensure proper financial provision*

*Aim =*

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Impact	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budgetary process	Annually	Low	Low	1	
348	Technical	Failure of Website/Internet Providers	Ensure a backup copy of data is maintained. Liaise with provider to ensure early reinstatement of service.	Annually	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

2

Average  
score:

1.5



# LCRS 5. Risks report Public Conveniences

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to provide

*Requirement* = To meet statutory obligations for service provision.

*Aim* =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
261	Administration/ Legal	Disability & Discrimination Act	Ensure that all conditions of the Act as they affect service provision are met. Allocate responsibility to ensure that standards/ongoing requirements are met. Carry out periodical review of service.	As and When	Low	Low	1	
260	Administration/ Legal	Contract with service providers	Ensure that all contracts are signed and sealed. Monitor performance to ensure that contract conditions/obligations are met. Where appropriate examine contractor insurance documentation. Review conditions periodically.	Annually	Low	Low	1	
277	Administration/ Legal	Service level agreement with principal authority	Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Annually	Low	Low	1	
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Weekly	High	High	9	Yes
292	Environmental	Pollution	Determine responsibility for control. Ensure that all equipment is properly maintained and operating correctly. Ensure that all drains etc. are properly maintained and fully functional. Carry out appropriate tests and maintain records. Have arrangements in place to deal promptly with any problems arising.	Daily	Low	Low	1	
270	Financial	Inadequate budget provision	Ensure that service requirements are included in annual budget process.	Annually	Low	Low	1	



# LCRS 5. Risks report Public Conveniences

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Power to provide

Requirement = To minimize the risk of loss

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
291	Financial	Failure to collect all income	Define responsibility for collection of income Ensure that all income due to the council and received is properly recorded Arrange prompt banking. Arrange appropriate internal audit testing.	Annually	Low	Medium	2	
295	Financial	Failure to achieve desired standard of cleaning/hygiene	Define responsibility for cleanliness/hygiene of premises. Provide appropriate staff training. Maintain a maintenance log/cleaning regime. Arrange for periodical checks.	Daily	Low	Low	1	
283	Physical	Hazardous substance control	Determine responsibility for use and control. Provide for any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licences, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Annually	Low	Low	1	
284	Physical	Water supply	Define responsibility. Ensure that system is in place to report and rectify all faults. Maintain such arrangements as necessary with local contractor.	Daily	Low	Low	1	
282	Physical	Maintenance	Define responsibility for maintenance. Ensure contractual arrangements in place for renewal/repair Carry out regular inspections of all premises. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	
280	Physical	Security	Define policy and provide for security of premises and equipment Allocate responsibility for security/control. Maintain asset register.	Annually	Low	Low	1	



# LCRS 5. Risks report Public Conveniences

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to provide

*Requirement* = To safeguard council property.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
Completed by:			Date:	Position:	No of risks scored	12	Average score:	1.8





# LCRS 5. Risks report Seats

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty =

Requirement = To minimise risk arising from use.

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Injury or damage arising from use.	Carry out regular inspection of public seating & maintain records. Have necessary arrangements in place for repair/renewal. Ensure that appropriate insurance cover is held.	Annually	Low	Low	1	
0	Physical	Fire	Ensure Health/Safety testing complete. Ensure appropriate staff training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/controls adhered to.	Annually	Low	Low	1	
0	Technical	Provision of inadequate public seating	Ensure that all applicants wishing to provide public seating are provided with a copy of the council policy. Inspect all seats prior to acceptance to ensure required standards are met.	Annually	Low	Low	1	

Completed by:

Date:

Position:

No of risks scored

3

Average score:

1.0



# LCRS 5. Risks report Shelters & Seats

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty = Power to provide*

*Requirement = To minimise risk arising from provision.*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Provision of inadequate standard of seating.	Determine council policy for acceptance/provision of seating. Including where appropriate guidance on nominated/preferred suppliers. Ensure that all prospective donors are provided with copy of policy Carry out inspection of all seating prior to acceptance. Arrange secure installation.	Annually	Low	Low	1	
0	Environmental	Vandalism	Maintain liason with enforcement agencies. Determine policy for dealing with offenders.	Annually	Low	Low	1	
0	Technical	Inadequate maintenance of shelters & seats	Determine responsibility for maintenance of property. Arrange regular inspection and cleaning. Arrange repairs and maintenance as per programme or as required. Have arrangement in place to remove/replace dangerous equipment. Maintain records of repairs and maintenance.	Annually	Low	Low	1	

**Completed by:**

**Date:**

**Position:**

No of risks scored

3

Average score:

1.0



# LCRS 5. Risks report Skatepark

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Power to provide

Requirement = To ensure that proper records are maintained for hired

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
468	Administration/ Legal	Maintenance of equipment hire record	Ensure that the position of the council is fully protected through the completion of hire documentation that defines responsibility for injury, damage etc. Ensure that hire records are fully maintained. Periodically review conditions of hire to ensure compliance with legislation etc.	Annually	Low	Low	1	
0	Environmental	Inadequate Safety Signage	Ensure that a notice is displayed at the site providing minimum advice:- Location of nearest telephone and first aid facilities. Any restrictions of use i.e. equipment and age. Persons use facility only at their own risk. Users must wear appropriate protective clothing. No glass, dogs or alcohol allowed on site. The maximum number of users at any one time.	Annually	Low	Medium	2	
0	Environmental	Vandalism	Take reasonable action to maintain security of site. Arrange for regular site visits. Consider use of professional security service where necessary. Maintain liaison with law enforcement agencies. Define policy for dealing with offenders.	Weekly	Low	Medium	2	
0	Financial	Legal Liability arising from asset ownership	Ensure that council's insurer is aware of facility provision. Ensure adequate cover is provided in policy. Carry out annual review.	Annually	Low	Medium	2	



# LCRS 5. Risks report Skatepark

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to provide

*Requirement* = To minimise risks arising.

*Aim* = Monitor site and facility regularly.

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	General Health & Safety	Determine responsibility for inspection of site. Provide for any necessary staff training. Provide for appropriate protective clothing. Carry out regular inspections on a predetermined basis to clear site of litter & fly tipping. Inspect site for, and deal with, any dangerous/foul matter i.e. glass, needles etc. Maintain detail records of inspections which must be dated and signed.	Weekly	Medium	Low	2	
0	Physical	Injury to users arising from accident.	Determine responsibility for inspection of equipment. Consider biannual inspection by ROSPA. (as a condition of insurer). Carry out regular inspection of equipment, surfaces and signage. Place any damaged equipment out of use until repair or replacement carried out. Maintain records of all inspections, reported damage and repairs/work ordered and completed. Maintain an Accident Book specifically for the purpose of reported accidents.	Weekly	Low	Medium	2	

Completed by:

Date:

Position:

No of risks scored

6

Average score:

1.8



# LCRS 5. Risks report Social Media Accounts

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty =* Obligation to make websites and mobile applications

*Requirement =* To ensure that statutory requirements are met.

*Aim =*

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Sharing libellous information	Ensure Town Council is up to date on the latest legal regulations effecting social media.	Quarterly	Low	High	3	
0	Administration/ Legal	Breach of purdah	Ensure that in the 6 weeks in the lead up to an election do not say or do anything to support any political party or candidate. Refer issues to the Town Clerk if unsure whether something breaches purdah.	As and when	Low	High	3	
0	Physical	Staff unequipped to deal with complex social media issues.	Offer training to members of staff who have access to social media platforms. Refer complex issues to Town Clerk. Ensure only a limited number of staff have access to social media platforms. Respond only when cleared with Town Clerk.	As and when	Low	Low	1	
0	Physical	Ex staff retaining log in information and posting personal views/offensive information	Ensure that all ex staff are removed as admin from the social media platforms. Ensure that if passwords were shared with ex staff, passwords are changed. Limit the number of staff with access to the social media platforms.	As and when	Low	Medium	2	
0	Professional	Unable to reply quickly to negative information/messages/posts.	Ensure the nominated admin for social media pages has access externally to respond to posts if necessary. Make use of a automated messaging system to assure users that their queries will be dealt with as soon as possible.	As and when	Low	Medium	2	
0	Professional	Being misquoted	Contact the media outlet straight away and asking them to change the article before it goes to print. Encourage media outlets to speak with Town Clerk to avoid in correct information being quoted.	As and when	Medium	Medium	4	Yes



# LCRS 5. Risks report Social Media Accounts

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Obligation to make websites and mobile applications

*Requirement* = To ensure that statutory requirements are met.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Professional	Admin site members posting on Town Council pages instead of their own	Restrict the number of employees who have access to social media accounts. Ensure training is in place if necessary for members of staff who are not familiar with certain social media platforms. Make sure staff members are aware of their personally accountability.	As and when	Low	Medium	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

7

Average score:

2.4



# LCRS 5. Risks report Tourism - VIC

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty =* Power to contribute to organisations encouraging tourism

*Requirement =*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Inappropriate funding applications	Determine procedures for dealing with grant/loan applications. Ensure that any conditions are adhered to. Carry out regular monitoring and review.	Annually	Low	Low	1	
0	Financial	Failure to generate income due to reduced shop capacity	The Main VIC function was moved to 32 Waterloo Street in July 2024, in order to support the satellite VIC function at the waterpark. Ensure Key Performance Indicators (KPIs) are being monitored. Take action where performance is not on target. Ensure adequate marketing to assist location finding.	Quarterly	Medium	Medium	4	Yes
0	Physical	Inadequate budget provision	Ensure that service requirement is included in annual budget process	Annually	Low	Low	1	

**Completed by:**

**Date:**

**Position:**

No of risks scored

3

Average score:

2.0



# LCRS 5. Risks report

## Town and Country Planning

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Right to be notified of planning applications

*Requirement* = To meet consultation timetable.

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
204	Administration/ Legal	Failure to meet consultation deadlines	Ensure adequate number of Planning Committee meetings are arranged - 4 weekly Where necessary liaise with the Planning Authority for possible extension.	Annually	Low	Low	1	
211	Administration/ Legal	Maintenance of register/records	Determine responsibility for maintenance of register.	Monthly	Low	Low	1	

**Completed by:**

**Date:**

**Position:**

No of risks scored

2

Average score:

1.0





# LCRS 5. Risks report Town Signs

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty = Power to erect (with Highway Authority approval)*

*Requirement =*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Failure to obtain necessary approval	Determine responsibility for administration. Ensure that appropriate applications are submitted to Highway Authority.	As and when	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure service requirement included in annual budget.	Annually	Low	Low	1	
0	Physical	Inadequate maintenance	Determine responsibility for maintenance. Arrange periodic inspection. Arrange for repairs/maintenance as required.	Quarterly	Low	Medium	2	
0	Physical	Vandalism	Carry out regular inspections of signs. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Monthly	Medium	Low	2	

**Completed by:**

**Date:**

**Position:**

No of risks scored

4

Average score:

1.5



# LCRS 5. Risks report War Memorials

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty =* Power to maintain, repair, protect and adapt war memorials

*Requirement =*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Inadequate maintenance.	Define responsibility for maintenance. Carry out regular inspections of memorials. Maintain detailed records of all work scheduled/completed	Annually	Low	Low	1	
469	Physical	Inadequate budget provision	Review service provision within annual budget process.	Annually	Low	Low	1	
208	Physical	Vandalism	Maintain security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	As and When	Low	Low	1	

**Completed by:**

**Date:**

**Position:**

No of risks scored

3

Average score:

1.0



# LCRS 5. Risks report

## Web Sites - All TC Websites

Weston-super-Mare Town Council

Assessment for year 2025 To 2026

*Your Duty =* Obligation to make websites and mobile applications

*Requirement =*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Website information/design outdated	Review Website against new legislation requirements.	Annually	Low	Low	1	
0	Administration/ Legal	Dependence upon an individual	Ensure that a minimum of two people have the necessary ability to undertake all website activity and are up to date with current site status (as a final resort, web designers or host site can have access). Provide training where necessary to minimise risk	Annually	Low	Medium	2	
0	Administration/ Legal	Content	Ensure all necessary content is specifically approved by the council.  Pages are static apart from the event and blog pages to avoid issues. The website designer checks that we are still within regulations.  The full town council website content was checked by the Town Clerk.	As and when	Low	Medium	2	
0	Administration/ Legal	Ownership and Control of Universal Resource Locator (URL)	Ensure that Clerk to the council is listed as registant of website when web assress is purchased and registered. Ensure that hosting charges and domain renewal charges are met by council. Ensure that council has full details of web address, account name, user name and password to manage the web address.	Annually	Low	Low	1	
0	Administration/ Legal	Non conformance with the data protection act	Where posting information to web site or storing personal information, ensure that permission is in place and the eight principles of data protection have been followed: The data must be; fairly and lawfully processed; processed for limited purposes; adequate, relevent and not excessive; accurate; not kept longer than necessary; processed in accordance with the data subject's rights; secure; and not transferred to countries without adequate protection.	As and when	Low	Low	1	



# LCRS 5. Risks report

## Web Sites - All TC Websites

Weston-super-Mare Town Council

Assessment for year 2025 To 2026

*Your Duty =* Obligation to make websites and mobile applications

*Requirement =*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Non compliance with Freedom of information act	Ensure that legal requirements are met in full. Ensure that ALL information, as declared in the council model publication, is available via the clerk to the council and alternatively via the website.	Annually	Low	Low	1	
0	Administration/ Legal	Availability of software tools to build and manage site	Ensure that the council controls access of the necessary software including web-editor, FTP(file transfer tool), anti virus software, image management software and a word processor.	As and when	Low	Low	1	
0	Administration/ Legal	The placing of information on the website that may put people at risk	Ensure that all involved are aware of the risks involved when publishing information regarding individuals or groups of individuals. Formulate and implement a policy that follows best practice guidelines to protect those involved.	As and when	Low	Medium	2	
0	Administration/ Legal	Insurance	Ensure that appropriate insurance cover is held by council.	Annually	Low	Low	1	
0	Administration/ Legal	Confusion arising from links to external websites	Ensure that adequate control is in place and that website makes clear council privacy policy that it is not responsible for the privacy practices or the content of external websites.	Annually	Low	Low	1	
0	Administration/ Legal	Compliance with public sector regulations	Create an accessibility statement for the Town Council's website(s). Ensure all TC websites are WCAG 2.2 AAA compliant	Annually	Low	Low	1	
0	Administration/ Legal	Lack of visibility of visitor numbers	Ensure that website statistics are available to council and are regularly reported to the appropriate council/committee meeting	Annually	Low	Medium	2	
0	Administration/ Legal	Compromise of copyright by inclusion of website links or frames	If website contains links to other sites ensure permission of destination website is prerequisite.	Annually	Low	Low	1	



# LCRS 5. Risks report

## Web Sites - All TC Websites

Weston-super-Mare Town Council

Assessment for year 2025 To 2026

Your Duty = Obligation to make websites and mobile applications

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Technical	Third party communication breakdown/going bust	Insist upon handover notes between web page provider and third parties. Maintain contract with web page provider for maintenance and renewal with third parties	Annually	Low	Low	1	
0	Technical	Inadequate control of the website	Ensure in all circumstances where third party is involved in design and control of web site that a written formal agreement is in place that details financial and other responsibilities between the council and third party(s). Issue a set of written guidelines controlling site content.	Annually	Low	Medium	2	
0	Technical	Failure to meet needs/expectations of visitors to site.	Employ only suitably skilled persons to design and develop site. Maintain a record of all views, comments, complaints received. Carry out regular review of the website, with third parties where appropriate and initiate agreed changes/improvements where necessary. Maintain dialogue with site visitors where appropriate.	Annually	Low	Low	1	
0	Technical	Risk arising from poor design/appearance of website	Ensure that design is undertaken by suitability qualified and experienced operators. Get details of and view previously developed sites. Set standards for site design and ensure that council is provided with full details prior to implementation.	As and when	Low	Low	1	
0	Technical	Corruption or loss of website through previous members of staff retaining log in information	Ensure that users who can edit the website are removed as administrators when they leave employment at the council. Change passwords when necessary.	As and when	Medium	Low	2	
0	Technical	Lack of visibility of website to search engines	Ensure that the site is registered with leading search engines (rapid registration is available at a cost). Update and change the front page of the site (and other pages) regularly to ensure that the search engine spider regularly visits the site and updates their listing.	As and when	Low	Low	1	



# LCRS 5. Risks report

## Web Sites - All TC Websites

Weston-super-Mare Town Council

Assessment for year 2025 To 2026

*Your Duty =* Obligation to make websites and mobile applications

*Requirement =*

*Aim =*

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review timing	Likelihood of occurrence	Impact on Council Value	Risk Value	Your action required (> 3)
Completed by:				Date:		Position:		
				No of risks scored		Average score:		
				19		1.3		



# LCRS 5. Risks report

## Weston Museum - Public buildings and Village hall

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to provide buildings for offices and for public meetings

*Requirement* =

*Aim* =

Scoring note:  
Low = 1,  
Medium = 2  
and High = 3

Ref	Risk	Impact	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Administration/ Legal	Absence of service level agreements	Ensure that all service level agreements are fully completed and operational. Monitor performance to ensure conditions met. Review conditions periodically.	Annually	Low	Low	1	
0	Administration/ Legal	Inadequate representation on management committee	Arrange appointment of council representatives as set out in management agreement. Arrange periodical reports on council agenda.	Annually	Low	Low	1	
0	Administration/ Legal	Maintenance of diary of events etc	Determine responsibility for maintenance of events diary. Completed booking/application for a prerequisite to facility hire. All applications to be cross referenced to account/receipt number and filed. Online booking system in place to monitor total number of ticket sales for events.	As and When	Low	Medium	2	
0	Administration/ Legal	Failure to obtain necessary licenses	Determine responsibility for obtaining licenses. Maintain adequate records of licence application, renewal etc.	Annually	Low	Low	1	
0	Environmental	Noise etc pollution	Where appropriate set conditions in hire documentation. Carry out regular site inspections. Maintain record of any complaints received and instigate prompt action where appropriate. Liaise with local enforcement agencies.	Annually	Low	Low	1	
0	Financial	Inadequate budget provision	Ensure that service/facility requirements are detailed in the budget process.	Annually	Low	Low	1	



# LCRS 5. Risks report

## Weston Museum - Public buildings and Village hall

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

*Your Duty* = Power to provide buildings for offices and for public meetings

*Requirement* =

*Aim* =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Financial	Failure to collect income	Determine responsibility for collection of income. Ensure that all income due to the council and received is properly recorded. Issue receipts for all income received. Arrange for prompt banking of all income. Follow defined procedure for reminders in respect of unpaid accounts. Take appropriate recovery action where necessary. Arrange appropriate internal audit testing. Council approval required for write-off on any bad debts.	Annually	Low	Medium	2	
0	Physical	Hazardous substances	Define responsibility for use and control. Provide any necessary training. Provide for appropriate protective clothing. Ensure that any necessary licenses, certificates for use have been obtained. Ensure that security is sound. Ensure that any disposals are properly dealt with. Maintain proper records.	Monthly	Low	Medium	2	
0	Physical	Theft	Determine responsibility for security. Ensure that security of all plant, equipment and premises is recognised as a priority. Provide for required staff training. Maintain register of assets. Maintain liaison with local enforcement agencies.	Annually	Low	Low	1	





# LCRS 5. Risks report

## Weston Museum - Public buildings and Village hall

Weston-super-Mare Town Council  
Assessment for year 2025 To 2026

Your Duty = Power to provide buildings for offices and for public meetings

Requirement =

Aim =

Scoring note:  
Low = 1,  
Medium =2  
and High =3

Ref	Risk	Hazard	Control	Review Frequency	Likelihood of occurrence	Impact on Council	Risk Value	Your action required (> 3)
0	Physical	Fire	Ensure Health/safety testing complete. Ensure appropriate staffing training Provide for strict security/control of combustible materials held by council. Provide appropriate extinguishers etc. Ensure appropriate signage in place. Ensure appropriate regulations/control in hire documentation.	Monthly	Low	Medium	2	
0	Physical	Security of premises and contents	Define policy for security of premises and equipment Allocate responsibility for security/control of equipment. Maintain asset register.	Annually	Low	Medium	2	
0	Physical	Maintenance of building	Define responsibility for maintenance. Carry out regular inspections of all buildings Ensure that where appropriate proper contractual arrangements are in place, Arrange staff training where required. Maintain detailed records of all work scheduled/completed	Annually	Low	Medium	2	
0	Physical	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	Annually	Medium	Low	2	

Completed by:

Date:

Position:

No of risks scored

13

Average  
score:

1.5



## **Finance and General Purposes Committee 16<sup>th</sup> February 2026**

### **Allotments – Remedy Notice: Confirmation of Outcomes**

### **Report from the CEO/Town Clerk**

---

#### **1. Purpose and Background of Report**

To inform the Committee of the response received from Weston-super-Mare Allotment Club following the issue of a Formal Notice to Remedy dated 5 January 2026, and to confirm whether the matters identified have been satisfactorily addressed.

At its meeting in January 2026, Weston-super-Mare Town Council issued a Formal Notice to Remedy to Weston-super-Mare Allotment Club in accordance with the Devolved Management Agreement (October 2025).

#### **1.1 Response Received**

On **29 January 2026**, the Council received a written response from the Allotment Club enclosing the documentation requested and providing written commentary against the matters raised in the Notice.

The information supplied included:

- Minutes of the Allotment Club AGM 2024 and AGM 2025
- Accounts for the year ending 30 September 2025
- Evidence of current Employers' Liability and Public Liability insurance
- Confirmation of updated tenancy conditions and enforcement arrangements
- Confirmation regarding residency requirements and waiting list management
- Written assurances regarding compliance with Council instructions and resolutions

#### **1.2 Assessment**

Officers have reviewed the documentation and confirmations provided and are satisfied that the matters identified within the Formal Notice to Remedy have been adequately addressed and evidenced at this time.

---



The response received demonstrates an improvement in engagement and compliance and enables the Council to continue its oversight role in line with the Devolved Management Agreement.

No further escalation action is recommended at this stage.

### **2. Members are recommended to:**

Formally note the contents of this report and confirm that the matters raised within the Formal Notice to Remedy dated 5 January 2026 have been satisfactorily addressed.

**Sarah Pearse**

CEO/Town Clerk

Drafted: 02.02.26