



WESTON-SUPER-MARE TOWN COUNCIL

**WESTON-SUPER-MARE TOWN COUNCIL
MINUTES OF THE
FINANCE AND GENERAL PURPOSES COMMITTEE
HELD AT 32 WATERLOO STREET
MONDAY 16TH FEBRUARY 2026**

Meeting Commenced: 7.00 pm**Meeting Concluded:** 8.20 pm

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

ALSO, IN ATTENDANCE: Sarah Pearse (Chief Executive Officer/Town Clerk), Helen Morton (Director of Finance & Resources & RFO) and Samantha Bishop (Democratic Services Manager), Warren Parker-Mills (Communications and Marketing Manager) and one member of the public.

319	<p>Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillors Helen Thornton substituted by Tim Taylor.</p>
320	<p>Declarations of Interest</p> <p>Councillor Tim Taylor declared a non-pecuniary interest as an employee of Lloyds Bank.</p>
321	<p>To approve the Minutes of the Finance and General Purposes Committee Meeting held on the 15th December 2025</p> <p>The minutes of the meeting had been previously circulated.</p> <p>PROPOSED BY: Councillor Peter Crew SECONDED BY: Councillor John Crockford-Hawley</p> <p>A vote was taken and carried. Accordingly, it was:</p> <p>RESOLVED: That the minutes of the Finance & General Purposes Committee Meeting held on 15th December 2025 be approved and signed by the Chair.</p>

322	<p>To receive the Minutes of the Grants and Governance Sub Committee (DRAFT) held on 22nd January 2026</p> <p>The Minutes had been previously circulated.</p> <p>RESOLVED: That the Minutes of the Grants and Governance Sub Committee (DRAFT) held on 22nd January 2026 be received.</p>
323	<p>To receive the Notes of the DRAFT Devolution Start and Finish Group Meeting held on 14th January 2026</p> <p>The DRAFT Notes had been previously circulated.</p> <p>RESOLVED: That the DRAFT Notes of the Devolution Start and Finish Group Meeting held on 14th January 2026 be noted.</p>
324	<p>To receive the Notes of the Health and Safety Meetings held in December 2025 and January 2026</p> <p>The Notes had been previously circulated.</p> <p>RESOLVED: That the Notes of the Health and Safety Meetings held in December 2025 and January 2026 be received.</p>
325	<p>To receive the report of the Anti-Racism Champion</p> <p>The report had been previously circulated and it was noted that further information had been emailed to the committee ahead of the meeting.</p> <p>It was questioned what the specific subject matter was that the Anti Racism Champion interviewed on , as mentioned within the report. The CEO/Town Clerk would clarify this and email the committee.</p> <p>RESOLVED: That the report of the Anti-Racism Champion be received.</p>
FINANCE	
326	<p>Monthly Financial Reports</p> <p>.1 For Approval</p> <p>1.1 Schedule of Unapproved Expenditure</p> <p>PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor Peter Crew</p> <p>A vote was taken and accordingly, it was carried.</p> <p>RESOLVED: That the Schedule of Unapproved Expenditure be approved.</p> <p>.2 For Noting</p> <p>2.1 Bank Reconciliations 2.2 Budgetary Control Report 2.3 Bank Interest Report 2.4 Schedule of Receipted Income 2.5 Overspend report</p>

The committee requested clarity in the issues with Natwest, to which the RFO advised that there was an ongoing issue with signatories and accessing council accounts to which she was now taking action to address, and that there was a nationwide issue with banks and councils access and mandate systems – the issues are not just with WSMTC.

The following queries were raised:

- 2.2 (Page 35) – Lack of expenditure for Strategic Planning and Environmental budgets. The CEO/Town Clerk advised that expenditure from the Environmental budget would be utilised or Earmarked before the yearend for the purchase of solar panels at the Quarry and also the Strategic Planning with regard to professional fees.
- 2.5 Overspend report – overspend on the utilities at 32 Waterloo Street. The RFO advised that this had been due to contract balancing issues.

RESOLVED: That the financial reports be noted.

327 To receive & note Interim Audit 2025/26

The report of the Director of Finance and Resources (RFO) and Audit Report 2025/26 had been previously circulated.

The interim internal audit report for the financial year 2025-2026 received from Auditing Solutions Limited in December 2025 outlined findings (x4) and the remedies identified for each recommendation.

- A query was raised regarding R4 (finding 4 Reviewing staff salaries) and why this continually was picked up and did the council need to address this. The RFO informed that this was due to National insurance implications.

RESOLVED: To note the findings from the interim internal auditors report for 2025-2026 and the remedies identified for each recommendation.

328 Investment of Council Funds for Approval

The report of the Director of Finance and Resources had been previously circulated which provided an update on investment as requested by the committee on a bi-monthly basis.

Three options were provided for members to consider within the report

PROPOSED BY: Councillor Mark Canniford

SECONDED BY: Councillor Peter Crew

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

RESOLVED: To 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).

329 Professional Services Contract for Approval

The report of the Director of Finance and Resources / Senior Development Officer had been previously circulated, which requested the committee to approve the exercise of the first one-year extension option, in accordance with the original contract awards approved in June 2023.

The CEO/Town Clerk reported the performance overall of each of the contracts had been satisfactory and recommended to extend for another year based on the activities of the council and resources to review the contacts at present.

It was noted that the council needed to factor in the time to review and evaluate contacts and realistically procure within the next 15-18months.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Robert Skeen

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

RESOLVED: 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.

GOVERNANCE

330 Devolution

1. Devolution Programme Framework – February 2026

The previously circulated Devolution Programme Framework was introduced by the Chair, who explained that the Devolution Start & Finish Group’s (S&FG) terms of reference require review to progress the project, and that a Memorandum of Understanding (MOU) with NSC should be developed.

Members were asked to endorse the Framework for approval by Council.

PROPOSED BY: Councillor Tim Taylor

SECONDED BY: Councillor John Crockford-Hawley

330.1RESOLVED:

1. To approve and adopt the Devolution Programme Framework – February 2026.
2. To draw up an MOU with NSC.

2.Transfer of Land Parcels and Waterpark Lease

The report of the Devolution Programme Manager/CEO/Town Clerk (following the S&FG meeting of 14 January 2026) was noted.

Key discussion points included:

- WP7: Proposed transfer of 5 land parcels (clarified as 4 due to duplication), including land adjoining St John’s Church, which remains in dispute between the Church and NSC.
- Clarification was sought regarding Spider Lane (awaiting boundary maps).

- Confirmation that Clarence Park East and West, and the entirety of Grove Park, were included.
- Boundary maps had been requested from NSC.
- Positive feedback was given regarding town centre street cleansing under the Town Vitality programme.

Members discussed whether pursuing the parcels aligned with existing priorities. While concerns were raised about potential distraction, advantages to community wellbeing were highlighted, subject to boundary checks and resolution of disputes. It was noted that access to NSC's Earthlight mapping system would assist in clarifying addresses and boundaries once training had been completed.

The Chair outlined options: to agree in principle and refer back to S&FG for further investigation, or not to pursue.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Robert Payne

330.2.1 RESOLVED: To approve inclusion of the land parcel transfers under a licence or MOU with NSC ahead of eventual freehold transfer, subject to boundary checks and resolution of land disputes.

PROPOSED BY: Councillor Mark Canniford

SECONDED BY Councillor Peter Crew

330.2.2 RESOLVED: To note that the Waterpark will remain leasehold (25-year term from 25.06.2010), with 9 years remaining.

It was further noted that the S&FG's terms of reference require review, as it cannot make decisions on land or assets.

PROPOSED: Councillor Ciaran Cronnelly

SECONDED: Councillor Peter Crew

330.2.3 RESOLVED: That the CEO/Town Clerk prepare revised terms of reference for the Devolution S&FG for Council approval.

331 AGAR 2025–26: Assertion 10 – Digital and Data Governance Compliance for noting compliance requirements

The report of the Director of Finance and Resources (RFO) was previously circulated and provided assurance on the Council's preparedness to make a positive declaration under the new Assertion 10 of the Annual Governance Statement.

Assertion 10 requires councils to confirm that appropriate digital and data governance arrangements are in place. To support compliance, a new Password and Device Security Policy has been drafted.

It was noted that this applies to the AGAR for the financial year 1 April 2025 – 31 March 2026.

RESOLVED: That the report be noted.

332 To approve the following Policies:

a) Investment Strategy (Review)

Which had been previously circulated.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Gill Bute

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

332.1 RESOLVED: To readopt Investment Strategy.

b) Password and Device Security Policy (New)

Which had been previously circulated.

Councillor Peter Crew left the meeting at 7.49 pm

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Mark Canniford

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

332.2 RESOLVED: To approve and adopt the Password and Device Security Policy.

c) Risk Register (Review) and Annual Review of the (LCRS – Local Council Risk System) covering report of the CEO/Town Clerk

Which had been previously circulated.

The following points were noted:

- Play areas – underbudget overambition
- Social media and Tourism scoring confirmed at 4 which was above 3.
- Failure to publish the newsletter was confirmed as a governance duty risk.

Councillor Peter Crew rejoined the meeting at 7.52 pm.

332.3 RESOLVED:

1. To 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. To 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.

333	<p>Allotments – Remedy Notice Confirmation of Outcomes for formal Acknowledgement</p> <p>The report of the CEO/Town Clerk had been previously circulated.</p> <p>The report informed 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 had been satisfactorily addressed.</p> <p>RESOLVED: To formally note the contents of the report and confirm that the matters raised within the Formal Notice to Remedy dated 5 January 2026 have been satisfactorily addressed.</p>
334	<p>PROPOSED BY: Councillor Ciaran Cronnelly SECONDED BY: Councillor John Crockford-Hawley</p> <p>Exclusion of Public and Press <i>To resolve, under Section 100A(2) of the Local Government Act 1972, that the public and press be excluded from the meeting for the following item(s) of business on the grounds that it involves the likely disclosure of exempt information as defined in paragraph 3 of Schedule 12A of the Act.</i></p> <p><i>7.56 pm members of the public left the meeting.</i></p>
335	<p>Super Weston Website for consideration and Approval</p> <p><i>(Commercial matter – paragraph 3, Schedule 12A, Local Government Act 1972)</i></p> <p>.1 The report from the Communications & Visitor Experience Manager</p> <p>The report had been previously circulated which advised that there was opportunity to take ownership and strategic control of the Super Weston website from North Somerset Council and recommended options for councils consideration. The reason for the recommendations was to note that the current Weston-super-Mare website was built on outdated WordPress architecture and was difficult to navigate, particularly on mobile devices. There was also significant untapped potential to better engage and inform new audiences, especially those who were new to the town.</p> <p>The proposal was to develop a more engaging Super Weston website and integrate it with the Weston-super-Mare Town Council website, creating a single, authoritative platform that showcased all the benefits of living, working and enjoying life in Weston-super-Mare.</p> <p>It was noted that the current WSTMTC website was going to struggle to meet accessibility standards. The following points were raised:</p> <p>Concern regarding future investment from the BID in terms of partnership for Visit Weston and potential loss of income and the use of SEO within the proposal. The Communications and Marketing Manager informed that SEO would be built into the architecture of the site and organically grown as opposed to an additional outlay.</p> <p>The CEO/Town Clerk clarified for the benefit of confusion, that the proposal to merge WSMTC’s website with Super Weston, would remain completely separate from the tourism website (Visit Weston). If the council did not embrace the opportunity of utilising the Super</p>

Weston platform to improve its own website, then it would be turned off and the opportunity lost.

For the benefit of the whole committee, they were informed that the background and initial purpose of the Super Weston website was built as part of the historic Placemaking concept, attracting developers and businesses to the town and creating a website for the people who lived and worked in the town, not visitors to the town which was the purpose of the Visit Weston website.

PROPOSED BY: Councillor Peter Crew

SECONDED BY: Councillor Tim Taylor

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

335.1 RESOLVED:

1. To approve the initial development and transition to live phase only; any ongoing hosting, maintenance or support arrangements will be subject to separate approval.
2. To approve transfer of the content that's applicable from both Super Weston and the Town Council website following appointment of Squarebird to do so.

.2 The report from the CEO/ Town Clerk (Financial)

The report had been previously circulated, which requested the committee to consider the financial ability of the Council to enter into a contract for the development of the "Super Weston" website and to approve expenditure within the approved budget, in line with the Council's Financial Regulations and Standing Orders.

PROPOSED BY: Councillor Ciaran Cronnelly

SECONDED BY: Councillor Peter Crew

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

335.2 RESOLVED:

1. To note the outcomes of the recent Visit Weston Website procurement and confirm that the relevant digital market has been sufficiently tested.
2. To approve the appointment of Squarebird Agency Ltd for the £15,900 contract to support the website merger and development of the Town Element.
3. To agree that further competition would be disproportionate and records the justification in accordance with the Council's Standing Orders and Financial Regulations. As such the Committee formally agrees to waive the requirement for three quotations, in accordance with the Council's Financial Regulations.

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

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



**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE DEVOLOUTION
START AND FINISH GROUP
HELD AT 32 WATERLOO STREET ON
WEDNESDAY 11TH MARCH 2026**

Meeting Commenced: 7.02pm

Meeting Concluded: 8.42pm

PRESENT: Councillors Ciaran Cronnelly (C), Caroline Reynolds, Hugh Malyan, Gill Bute, Peter Crew and John Standfield

ALSO IN ATTENDANCE: Sarah Pearse (CEO/ Town Clerk, Sarah Jackson (Devolution Programme Manager) and Alison Garner (Democratic Services Officer)

1	<p>Apologies for Absence and Notification of Substitutes</p> <p>Apologies for absence were received from Councillors Robert Payne, Jemma Coles and Simon Harrison-Morse with no substitutions.</p>
2	<p>Declaration of Interest</p> <p>There were no declarations of interest received.</p>
3	<p>To receive the Notes from the Devolution, Start & Finish Group held on 14th January 2026.</p> <p>The draft Notes had been previously circulated.</p> <p>PROPOSED BY: Councillor Caroline Reynolds SECONDED BY: Councillor Ciaran Cronnelly</p> <p>A vote was taken and accordingly, it was carried.</p> <p>RESOLVED: That the notes of the Devolution, Start and Finish Group held on 14th January 2026 be approved and signed by the Chair.</p>

4	<p>To note the Devolution Start and Finish Group Terms of Reference</p> <p>The notes had been previously circulated.</p> <p>The Chair reported that the Terms of Reference had been approved by the Finance and General Purposes Committee (F&GP). It was agreed that the Devolution Start and Finish Group would not make final decisions, but would examine costs, legal implications, and preparatory matters, including boundaries. Final approval was subject to Council agreement at the Annual Meeting in May, which was anticipated, enabling the Group to proceed.</p> <p>RECOMMENDED: That the Terms of Reference were noted.</p>
5	<p>To receive the Devolution Programme Framework – February 2026</p> <p>The Chair advised that Weston super Mare Town Council (WsMTC) had developed the same framework from North Somerset Council (NSC)</p> <p>The CEO/Town Clerk advised the leasehold on the Water Park had 13 years remaining and that a freehold was not available due to the flood defenses. The CEO/Town Clerk noted that F&GP had resolved that the Water Park would remain on this existing term. The CEO/Town Clerk also noted that a memorandum of understanding (MoU) would be developed with NSC to request the lease renewal be actioned to extend to a 99 year lease upon expiry of the existing lease.</p> <p>RECOMMENDED:</p> <ol style="list-style-type: none"> 1. That the Devolution Programme Framework be received. 2. That a MoU be developed with NSC to request the lease renewal be actioned, to extend to a 99 year lease, upon expiry of the existing lease for the Water Park.
6	<p>Devolution Programme</p> <p>The notes had been previously circulated.</p> <p>a) Devolution Way of Working</p> <p>The Devolution Programme Manager explained the way of working diagram process to the DS&FG.</p> <p>b) Community Engagement Approach</p> <p>The CEO/Town Clerk advised that the Senior Development Officer would be reporting the Community Engagement Strategy for the Council to F&GP in April for adoption. Member feedback was requested and noted. Key elements of the approach included:</p> <ul style="list-style-type: none"> • Direct communication with ward councillors • Public meetings, briefings and workshops

- Digital communications
- Partnership and stakeholder engagement

The CEO/Town Clerk advised that, once adopted, the Strategy would be published on the WSMTC website to demonstrate how engagement objectives were achieved. A joint approach with North Somerset Council (NSC) would be required, with WSMTC leading on communications and developing a plan to share with the DS&FG.

Members discussed engagement with young people, noting that the Council would work with schools, nurseries, childminders, community groups, partners, the Youth Council and Weston College. Previous engagement activities included park visits, sharing images with children and gathering feedback from parents. Surveys and materials could be distributed via school headteachers, alongside encouraging in-person participation. Feedback would be published on the Council's website.

RECOMMENDED: That the WSMTC Community Engagement Plan be noted and recommended for approval.

7 Devolution Programme/Presentation at meeting Update

Further information reports within the programme were provided.

- **WP 4 Bins**

The Devolution Programme Manager reviewed completed work packages and highlighted WP4 (Bins). It was noted that 72 bins had initially been identified; however, confirmation of numbers and locations was still awaited from North Somerset Council (NSC) Highways. A complete list of all bins across Weston-super-Mare had not yet been provided.

The CEO/Town Clerk advised that the transfer of bins was unlikely to take place before the end of the financial year. Members raised a number of ward-specific concerns, noting that bin provision was a wider issue beyond parks and play areas, including both dog and litter bins. Once a verified and consolidated list has been compiled from the various NSC sources, locations will then be mapped.

It was noted that WSMTC has ordered 33 new bird-proof bins and will undertake daily park inspections, including litter picking. All Town Council bins will be blue and clearly labelled, and signage in WSMTC play areas has already been updated to encourage proper litter disposal.

The CEO/Town Clerk advised that there is currently sufficient capacity within the team to manage the eight play areas transferring. However, any further transfer of bins would require additional staff and vehicles.

It was further noted that WSMTC currently manages 32 NSC bins on a defined route in the town centre and surrounding areas. Responsibility for all other bins remains with NSC, which is causing confusion among the public and Councillors. Until a full and verified list of bins is received from NSC—work which is ongoing across multiple

officers—it will be difficult to address individual issues or assess the resources required for any further transfer. It was noted that obtaining a complete list for the whole of Weston-super-Mare could take up to 12 months.

- **WP5 – Play Areas**

- Play area transfers and licenses: Work was ongoing to transfer the freeholds of 16 original play areas and 8 priority “quick win” sites. Pending completion of transfers, licenses were being progressed for these sites, with draft licenses now received for several locations, including a separate Heads of Terms . A separate heads of terms license for The Shrubberies Park and play area. It was noted that three of the “quick win” play areas would require SLAs as they had not been adopted by NSC. These three play areas are: Plumley Park, Walford Avenue, and The Runway remain outstanding for transfer.
- The CEO/Town Clerk confirmed that parks not adopted by NSC did not require a license. Land ownership issues at some sites were discussed, and a proposal was made to trial a specialist Town and Parish solicitor (Wellers), subject to approval.

The CEO/Town Clerk further advised that, in preparation for the handover, tree inspections and management reports have been commissioned for the 8 new ‘quick win’ play areas. Particular concern was noted regarding the liability associated with substantial trees at The Shrubberies Park.

- **WP6 – Glendale**

The Devolution Programme Manager advised that WSMTC had agreed to extend the Glendale contract to 31.03.27. It was noted that a meeting would be a meeting would be arranged by September 2026 to consider all future options, both internal and external, in advance of the budget-setting process. The CEO/ Town Clerk had already held an initial meeting with Glendale earlier in the year purely for introduction and scoping purposes.

- **WP7a – Outside spaces Transfer of freehold of 4 x land parcels**

- The CEO/Town Clerk advised that Upper Church Road (land adjoining St Johns Church) is a single land parcel, and that F&GP had resolved to halt progress due to ongoing dispute with NSC and the Church. A member informed that three trees had fallen within the last 12 months at the Verbena Way, Worle land parcel; this was recorded for due diligence.
- F&GP had previously approved progressing land parcel transfers under license and had instructed a consultant to undertake the tree assessments. However, due to the dispute and the limited size of the Upper Church Road site, it will be recommended to F&GP that this site is not progressed. Work will continue on the remaining three sites, including tree assessments, development of community consultation, and further investigation of the pumping station at Verbena Way, Worle.

- **WP7B – Outside Spaces transfer freehold of Alexander Parade**
- **WP7C – Outside Spaces transfer freehold of Italian Gardens**

The Devolution Programme Manager advised at information gathering stage with both of these transfers.

- It was noted that while awaiting further information from NSC, the council must assess licensing requirements and implications for sites such as Italian Gardens, including future management arrangements in the event of transfer.
- Alexander Parade was identified as a complex site incorporating multiple elements (including the bus terminus, rail interface, clock, grass verges, highways), as well as potential anti-social behaviour concerns. It was noted that, should a transfer be pursued, it may be necessary to divide the area into separate manageable sections.

- **WP8 – Castle Batch**

The Devolution Programme Manager advised that the park requires clear definition of boundaries which will include areas already managed by WSMTC. It was noted that the running and operational costs for the Children's Centre were not currently available from NSC.

A member advised that they would obtain and share the running cost information with the group.

- **Grove Park**

The CEO/Town Clerk advised that the pond in Grove Park was is currently out of use due to a cracked liner. NSC received a quote for £14,300 for repairs. A group decision was required on whether the pond should be included in the Devolution process for 2027/2028. It was noted that the Amenities, Culture & Leisure Committee (AC&L) had requested additional quotes for the works.

It was agreed that the pond would transfer ahead of the full Grove Park transfer, with the decision on repair works and associated costs to be reported to the AC&L.

RECOMMENDED:

1. To trial a new solicitor for the land ownership at some parks and that Wellers be approached in the first instance.

2. To instruct a tree consultant to inspect Verbena Way, Worle.

To defer the decision of transferring Grove Park pond and associated quotes for repairs to the AC&L for noting that there was no objection and reason for this not to occur ahead of the wider discussion for the asset transfer of the whole of Grove Park later in the Devolution programme.

3. Transfer of Grove Park within the programme.

	<p>4. That F&GP do not proceed with the land parcel at Upper Church Road, land adjoining St Johns Church.</p>
<p>8</p>	<p>To note Provision Meeting dates (for inclusion in annual meeting calendar with regard to 26/27)</p> <ul style="list-style-type: none"> • 13th May 2026 • 1st July 2026 • 2nd September 2026 • 4th November 2026 • 13th January 2027 • 10th March 2027 • *12th May 2027
	<p>There being no further business the Chair closed the meeting at 8.42 pm</p> <p>Signed.....Dated</p> <p>Chair of the Devolution Start and Finish Group</p>

DRAFT

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 4th FEBRUARY 2026
32 WATERLOO STREET**

Meeting Commenced: 9.30am

Meeting Concluded: 10.10am

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

Meeting Chair: Helen Morton

		ACTION
1.	Apologies for Absence Apologies were received from Lisa Clemons	
2.	Notes of the Previous Meeting SR reported that the blue doors at the Museum were now out of action, HM mentioned that M Amesbury at John West had been involved and may need to arrange for a structural engineer to visit the site and then get a quote from John West. SR will make wedding booking at end of February aware that the blue door cannot be opened up, with hope to get it sorted before next wedding booked in April. SR to purchase new fridge before end of March. Repair to walls at cemetery at the Memorial Garden and section K in hand with Currie Brown SR said electrics at Clara's Cottage would be actioned as soon as possible along with blinds for the main office.	SR/MM SR SR HM/MM SR
3.	Training HM said she had compiled training requests out of appraisals and has built the budget for 2026/27. HM confirmed she would send a list of approved training to managers for them to book, and will go through generic training to make sure correct staff are booked on and to avoid staff undertaking unnecessary training.	HM

4.	<p>Maintenance & Anti-Social Behaviour</p> <p>Matt reported little bits and pieces were on going at the Quarry and that AMS had done the electrics in one of the studios for the kiln and also said the meter was still not registering usage, but this was in hand and a new one will be installed on Friday 13th February 2026</p> <p>SR reporting that Clara's garden was flooding when it rains and water was ankle deep resorting in the cottage having to be closed due to it being a slip hazard, it was suggested to check if drains leading to well were blocked, if not to look into putting in a gully – to check with SP as to whether this could be done in-house by MD or John West.</p>	<p>MH</p> <p>SR</p>
5.	<p>Fire Alarm & Emergency Lighting</p> <p>HM informed that JS would be starting weekly fire alarm testing on Wednesdays at 0900 and would confirm after speaking with CCTV and BID when this will be starting, also JS will also be starting monthly emergency lighting testing once Spansec had been out to do initial testing and colour code which light belong to which switch.</p>	HM/JS
6.	<p>Compliance Schedule</p> <p>HM confirmed she was working on the schedule as agreed and would send out visit dates to managers via their Outlook calendars.</p>	HM
7.	<p>Risk Assessments – updates and new</p> <p>Cemetery & Waterloo Street 13th April - General Risk Assessment Museum & Quarry 14th April - General Risk Assessment MH said the Risk Assessment for the Water Park were in hand and would be ready for the start of the season in April.</p>	MH
8.	<p>Health & Safety Issues - accidents and near misses</p> <p>SR expressed concerns over getting a gas mask containing asbestos removed from the Museum, it was confirmed the mask was double bagged and on a high shelf, it was agreed that when CWE attend to do an asbestos assessment to ask if the mask could be removed then.</p>	SR
9	<p>Toolbox Talks</p> <p>Central Services - Visual Display Units</p>	

10.	<p>Suggested matters for next meeting, Chair of next meeting date/venue confirmation.</p> <p>Date: 4th March 2026 – Staff Room Waterloo Street</p> <p>Chair – Helen Morton</p> <p>Signed..... Dated.....</p>	

**WESTON-SUPER-MARE TOWN COUNCIL
NOTES OF THE
HEALTH & SAFETY TEAM MEETING
HELD ON WEDNESDAY 4th MARCH 2026
32 WATERLOO STREET**

Meeting Commenced: 9.30am

Meeting Concluded: 10.05am

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

Meeting Chair: Helen Morton

		ACTION
1.	Apologies for Absence There were no apologies received.	
2.	Notes of the Previous Meeting Ongoing issue with the blue door at the Museum, now due to the relocation of the fire panel. LC reported that the container at the cemetery where the generator is stored is still out of action so staff had been issued with battery hat lights for use in the engine room as there is no lighting in there, and confirmed once the Barn at the Quarry had been cleared out, by 23 rd March 2026 equipment and stock from the cemetery could be moved up there.	SR/HM
3.	Training JS to arrange First Aid Training after April to include new staff members and staff needing a refresher.	JS
4.	Maintenance & Anti-Social Behaviour None reported.	
5.	Fire Alarm The regular weekly Fire Test on a Wednesday morning between 0900-0930 at Waterloo Street commenced today. Spansec to come out to check emergency lighting and colour code the switches and lights in readiness for JS to do monthly checks.	HM/JS

<p>6.</p>	<p>Compliance Schedule</p> <p>Asbestos review took place this week at Rector’s Way, Waterloo Street, Museum and Blakehay. HM to book visit to the Quarry. SR confirmed that the gas mask at the Museum containing asbestos was taken away.</p> <p>Fire Risk Assessment works due to start at Waterloo Street within the next couple of weeks. The Museum is now completed and Blakehay still needs to be done once access can be arranged with John West and The Blakehay. Grounds is in hand.</p>	<p>HM</p>
<p>7.</p>	<p>Risk Assessments – updates and new</p> <p>KB updated the risk assessments for learning sessions in schools. LC confirmed the Grounds RA’s were in hand.</p> <p>It was questioned as to whether x 5 risk assessment key should still be used, as everyone thinks differently. HM said she would get guidance from WorkNest.</p>	<p>HM</p>
<p>8.</p>	<p>Health & Safety Issues - accidents and near misses</p> <p>There were none to report..</p>	
<p>9</p>	<p>Toolbox Talks</p> <ul style="list-style-type: none"> • Central Services - Slip Trips and Falls • Museum - Lost children • LC confirmed she would do - How to drive a Town Council Vehicle. 	
<p>10.</p>	<p>Suggested matters for next meeting, Chair of next meeting date/venue confirmation.</p> <p>Date: 1st April 2026 – Tea Hut - Cemetery</p> <p>Chair – Helen Morton</p> <p>Signed..... Dated.....</p>	

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

1.1

	General Account - (Direct Debits, Standing Orders)	General Account - (pymt run inv's (CHQS,BACS) and salary payments)	Imprest Account	Mayors Charity Fund	Totals
<u>SCHEDULE OF UNAPPROVED EXPENDITURE FOR ALL BANK ACCOUNTS</u>					
Apr-25	£ 25,920.90	£ 438,413.12	£ 12.81	£ 8.50	£ 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
Jan-26	£ 14,156.37	£ 371,617.12	£ 14.74	£ 9.92	£ 385,798.15
Feb-26	£ 20,490.65	£ 595,516.00	£ 9.50	£ 10.34	£ 616,026.49

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) plus: receipts not banked	281,591.04 3,101.79	0.00 0.00	0.00 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) plus: receipts not banked	228,151.00 8,565.24	87.24 0.00	0.00 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) plus: receipts not banked	614,039.37 11,532.37	0.00 0.00	0.00 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) plus: receipts not banked	199,025.09 4,347.35	0.00 0.00	0.00 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) plus: receipts not banked	417,357.95 4,884.75	0.00 0.00	0.00 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) plus: receipts not banked	197,108.44 3,308.62	0.00 0.00	0.00 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) plus: receipts not banked	214,194.06 1,318.48	0.00 0.00	0.00 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) plus: receipts not banked	135,689.40 3,086.54	1,350.00 0.00	0.00 38.00	0.00 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) plus: receipts not banked	224,211.06 622.51	1,150.00 0.00	0.00 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	
31st January 2026														
Account Balance	1,056,802.80	15,342.65	6,318.71	31,191.07				500,778.45						
Less: Unpresented cheques and BACS (p/l & imprest trs) plus: receipts not banked	257,108.47 1,781.05	1,150.00 0.00	0.00 0.00	0.00 0.00										
	801,475.38	14,192.65	6,318.71	31,191.07	853,177.81	600,000.00	420,000.00	500,778.45	300.00	510.00	100.00	0.00	2,374,866.26	
28th February 2026														
Account Balance	304,571.01	14,683.15	6,308.37	31,191.07				901,089.89						
Less: Unpresented cheques and BACS (p/l & imprest trs) plus: receipts not banked	78,734.61 3,810.28	500.00 0.00	0.00 0.00	0.00 0.00										
	229,646.68	14,183.15	6,308.37	31,191.07	281,329.27	600,000.00	420,000.00	901,089.89	300.00	510.00	100.00	0.00	2,203,329.16	

Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
102 Central Administration							
4000 Staffing Costs	43,805	464,151	533,675	69,524		69,524	87.0%
4001 Salaries - Agency	0	8,968	10,323	1,355		1,355	86.9%
4006 Moorepay/IT payroll HR softwar	2,053	13,171	5,500	(7,671)		(7,671)	239.5%
4007 Personnel Consultants	1,182	4,727	5,200	474		474	90.9%
4008 CRB Checks/staff services	109	860	1,200	340		340	71.7%
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	140	4,850	9,194	4,344		4,344	52.8%
4019 Website Costs-TC	25	347	600	253		253	57.9%
4036 Stationery	240	1,701	2,500	799		799	68.1%
4040 Audit & Accountancy	525	4,861	11,000	6,139	3,237	2,902	73.6%
4041 Fees, Subs and Conferences	576	9,281	8,570	(711)		(711)	108.3%
4042 Postages	0	2,044	2,000	(44)		(44)	102.2%
4043 Ink Cartridges/printing	181	1,738	3,000	1,262		1,262	57.9%
4044 Insurance	(9,510)	4,347	13,000	8,653		8,653	33.4%
4049 Legal fees	0	8,548	12,000	3,452		3,452	71.2%
4107 IT Support & Upgrade	1,260	18,286	15,000	(3,286)	1,088	(4,374)	129.2%
4136 Credit Card Chgs	0	0	500	500		500	0.0%
4151 Catering	224	2,436	3,000	564		564	81.2%
4407 Cafe stock	(25)	0	0	0		0	0.0%
6020 Allocation to Cost Centres	(40,785)	(553,107)	(586,817)	(33,710)		(33,710)	94.3%
Central Administration :- Indirect Expenditure	(0)	(1)	53,345	53,346	4,324	49,022	8.1%
Net Expenditure	0	1	(53,345)	(53,346)			
103 Grove House							
1100 Miscellaneous Income	500	5,945	6,000	55			99.1%
Grove House :- Income	500	5,945	6,000	55			99.1%
4044 Insurance	522	1,522	1,500	(22)		(22)	101.4%
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	664	621	(43)		(43)	106.9%
Grove House :- Indirect Expenditure	522	1,034	3,600	2,566	0	2,566	28.7%
Net Income over Expenditure	(22)	4,910	2,400	(2,510)			
104 Grove Lodge							
1100 Miscellaneous Income	0	5,000	5,000	0			100.0%
Grove Lodge :- Income	0	5,000	5,000	0			100.0%

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4044 Insurance	(354)	646	1,500	854		854	43.0%
4102 NNDR	0	(940)	0	940		940	0.0%
4109 Alarm system	0	522	489	(33)		(33)	106.8%
4132 Rent	417	4,583	0	(4,583)		(4,583)	0.0%
Grove Lodge :- Indirect Expenditure	62	4,811	1,989	(2,822)	0	(2,822)	241.9%
Net Income over Expenditure	(62)	189	3,011	2,822			

105 Community Services

4158 Weston in Bloom	0	7,248	8,000	752	42	710	91.1%
4200 Small grants to Voluntary Orgs	0	9,541	12,500	2,959		2,959	76.3%
4204 VANS	0	3,000	3,000	0		0	100.0%
4208 Christmas Lights - SLA	270	40,279	40,000	(279)		(279)	100.7%
4210 Weston Town Centre Co SLA	5,125	25,499	20,499	(5,000)		(5,000)	124.4%
4212 CCTV (NSC)	0	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	18,750	25,000	6,250	6,250	0	100.0%
4223 Community Events	0	2,464	3,000	537		537	82.1%
4228 Blue Plaques	0	455	1,000	545		545	45.5%
4229 Armed Forces Celebrations	0	6,100	9,500	3,400		3,400	64.2%
4250 Community Events Grants	0	43,694	60,000	16,306		16,306	72.8%
4252 Crime & Disorder	0	63,750	93,550	29,800	21,250	8,550	90.9%
4254 CANS rent support (sovereign)	0	25,000	25,000	0		0	100.0%
4864 Homeless Support Fund	0	33,750	45,000	11,250	11,250	0	100.0%
6000 Admin Salaries Recharge	2,146	22,049	23,214	1,165		1,165	95.0%
6005 Admin Overhead Recharge	(148)	4,147	4,635	488		488	89.5%
6009 HQ recharges	711	5,110	5,513	403		403	92.7%
6010 Grounds Salaries Recharge	1,251	20,590	24,102	3,512		3,512	85.4%
6015 Grounds Overhead Recharge	297	4,489	5,641	1,152		1,152	79.6%
6030 Operational Staffing Recharge	2,261	19,722	20,622	900		900	95.6%
6035 Operational Overhead Recharge	40	1,337	2,211	874		874	60.5%
Community Services :- Indirect Expenditure	11,953	434,099	536,987	102,888	38,792	64,096	88.1%
Net Expenditure	(11,953)	(434,099)	(536,987)	(102,888)			

107 Civic Support

4000 Staffing Costs	3,541	26,734	28,896	2,162		2,162	92.5%
4044 Insurance	(6,132)	1,828	7,500	5,672		5,672	24.4%
4050 Printing	0	406	500	94		94	81.3%
4150 Chauffeur/travel costs	0	2,242	3,000	758		758	74.7%
4151 Catering	12	2,138	3,000	862	57	805	73.2%

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4152 Civic Miscellaneous	0	1,179	1,000	(179)		(179)	117.9%
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	0	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	3,969	41,890	44,144	2,254		2,254	94.9%
6005 Admin Overhead Recharge	(273)	8,011	8,809	798		798	90.9%
6009 HQ recharges	1,314	10,681	11,334	653		653	94.2%
6010 Grounds Salaries Recharge	95	749	875	126		126	85.6%
6015 Grounds Overhead Recharge	22	141	207	66		66	68.1%
6030 Operational Staffing Recharge	337	2,291	2,388	97		97	95.9%
6035 Operational Overhead Recharge	6	137	251	114		114	54.6%
Civic Support :- Indirect Expenditure	2,890	109,272	130,455	21,183	1,953	19,230	85.3%
Net Expenditure	(2,890)	(109,272)	(130,455)	(21,183)			
108 Democratic Representation							
4012 Travel & Subsistence Expenses	0	104	100	(4)		(4)	104.5%
4013 Training	0	792	1,000	208		208	79.2%
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	338	2,798	2,500	(298)	181	(479)	119.2%
6000 Admin Salaries Recharge	5,721	60,107	63,333	3,226		3,226	94.9%
6005 Admin Overhead Recharge	(395)	11,463	12,639	1,176		1,176	90.7%
6009 HQ recharges	1,894	17,532	18,331	799		799	95.6%
6030 Operational Staffing Recharge	577	5,087	5,322	235		235	95.6%
6035 Operational Overhead Recharge	10	345	569	224		224	60.6%
Democratic Representation :- Indirect Expenditure	8,145	99,173	118,794	19,621	181	19,440	83.6%
Net Expenditure	(8,145)	(99,173)	(118,794)	(19,621)			
110 Other Costs & Income							
1176 Precept	0	4,450,668	4,450,668	0			100.0%
1190 Bank Interest	2,247	10,078	20,000	9,922			50.4%
Other Costs & Income :- Income	2,247	4,460,746	4,470,668	9,922			99.8%
4051 Bank Charges	162	3,291	4,100	809		809	80.3%
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%
4069 PWLB Capital repaid-Water Pk	0	13,043	13,043	(0)		(0)	100.0%

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4080 PWLB Capital HQ Loan Capital	0	10,000	10,000	0		0	100.0%
4081 PWLB Interest HQ Loan Interest	0	7,899	7,899	0		0	100.0%
4082 EMRRP devolution	0	81,130	350,000	268,870		268,870	23.2%
4999 General Reserve	0	31,936	330,000	298,064		298,064	9.7%
Other Costs & Income :- Indirect Expenditure	162	169,318	736,061	566,743	0	566,743	23.0%
Net Income over Expenditure	2,085	4,291,428	3,734,607	(556,821)			
111 Strategic Planning/Projects							
1130 Big Worle	0	0	63,045	63,045			0.0%
Strategic Planning/Projects :- Income	0	0	63,045	63,045			0.0%
4049 Legal fees	1,771	10,086	30,000	19,914		19,914	33.6%
4213 Development budget	10	367	1,000	634		634	36.6%
6000 Admin Salaries Recharge	3,386	35,695	37,618	1,923		1,923	94.9%
6005 Admin Overhead Recharge	(107)	3,053	7,506	4,453		4,453	40.7%
6009 HQ recharges	1,121	7,502	3,328	(4,174)		(4,174)	225.4%
6030 Operational Staffing Recharge	481	4,408	4,614	206		206	95.5%
6035 Operational Overhead Recharge	8	303	495	192		192	61.2%
Strategic Planning/Projects :- Indirect Expenditure	6,670	61,414	84,561	23,147	0	23,147	72.6%
Net Income over Expenditure	(6,670)	(61,414)	(21,516)	39,898			
112 Environmental							
4076 Environmental / Climate	1,682	6,019	46,125	40,106		40,106	13.0%
6000 Admin Salaries Recharge	2,431	25,454	26,818	1,364		1,364	94.9%
6005 Admin Overhead Recharge	(167)	4,843	5,353	510		510	90.5%
6009 HQ recharges	805	7,159	7,521	362		362	95.2%
6030 Operational Staffing Recharge	337	3,087	3,228	141		141	95.6%
6035 Operational Overhead Recharge	6	213	346	133		133	61.6%
Environmental :- Indirect Expenditure	5,094	46,775	89,391	42,616	0	42,616	52.3%
Net Expenditure	(5,094)	(46,775)	(89,391)	(42,616)			
113 Operational Services							
4000 Staffing Costs	14,458	132,249	150,948	18,699		18,699	87.6%
4013 Training	0	5,113	6,773	1,660		1,660	75.5%
4014 P P E / Health & Safety	0	0	450	450		450	0.0%
4035 Telephone	45	453	400	(53)		(53)	113.3%
4107 IT Support & Upgrade	208	3,574	4,000	426	331	95	97.6%
6020 Allocation to Cost Centres	(14,711)	(141,390)	(153,197)	(11,807)		(11,807)	92.3%
Operational Services :- Indirect Expenditure	(1)	(1)	9,374	9,375	331	9,043	3.5%
Net Expenditure	1	1	(9,374)	(9,375)			

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Detailed Income & Expenditure by Budget Heading 28/02/2026

Month No: 11

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
114 Old Town Quarry							
1044 Quarry sale or return comm	273	903	0	(903)			0.0%
1103 Other event misc income	275	1,100	0	(1,100)			0.0%
1301 Studio Letting Income	1,087	5,139	16,200	11,061			31.7%
1302 Catering	2,167	8,667	25,000	16,333			34.7%
1303 Community hire (hub)	139	229	4,680	4,451			4.9%
1304 Shop Sales	66	380	0	(380)			0.0%
1306 Donations/Grant Funding	18	91	0	(91)			0.0%
Old Town Quarry :- Income	4,024	16,509	45,880	29,371			36.0%
4421 Sale or Return Exp (1009)	0	380	0	(380)		(380)	0.0%
Old Town Quarry :- Direct Expenditure	0	380	0	(380)	0	(380)	
4014 P P E / Health & Safety	0	335	529	194		194	63.4%
4019 Website Costs-TC	0	349	513	164		164	68.0%
4030 Equipment Purchase	59	335	0	(335)		(335)	0.0%
4031 Equipment - Rental	307	639	410	(229)		(229)	155.9%
4034 Equipment Repairs	0	1,597	10,250	8,653		8,653	15.6%
4035 Telephone	90	405	578	173		173	70.1%
4039 Advertising & Marketing	0	140	0	(140)		(140)	0.0%
4044 Insurance	(2,702)	6,981	9,250	2,269		2,269	75.5%
4051 Bank Charges	4	16	0	(16)		(16)	0.0%
4102 NNDR	0	6,048	3,229	(2,819)		(2,819)	187.3%
4104 Utilities - Water	(32)	321	1,082	761		761	29.6%
4105 Utilities - Heat & Light	(2,036)	(2,275)	8,111	10,386		10,386	(28.0%)
4107 IT Support & Upgrade	(45)	0	0	0		0	0.0%
4109 Alarm system	0	0	1,057	1,057		1,057	0.0%
4110 Cleaning	840	4,053	1,057	(2,996)	840	(3,836)	462.9%
4114 Refuse Removal	41	164	529	365		365	30.9%
4131 Licenses	0	0	150	150		150	0.0%
4408 Shop stock	0	830	0	(830)		(830)	0.0%
6000 Admin Salaries Recharge	6,487	66,824	70,356	3,532		3,532	95.0%
6005 Admin Overhead Recharge	(448)	12,587	14,039	1,452		1,452	89.7%
6009 HQ recharges	2,148	7,704	9,469	1,765		1,765	81.4%
6010 Grounds Salaries Recharge	125	3,008	3,522	514		514	85.4%
6015 Grounds Overhead Recharge	30	684	826	142		142	82.8%
6030 Operational Staffing Recharge	2,550	23,364	24,444	1,080		1,080	95.6%
6035 Operational Overhead Recharge	45	1,615	2,623	1,008		1,008	61.6%
Old Town Quarry :- Indirect Expenditure	7,464	135,724	162,024	26,300	840	25,460	84.3%
Net Income over Expenditure	(3,440)	(119,596)	(116,144)	3,452			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>115 HQ</u>							
1100 Miscellaneous Income	417	16,194	0	(16,194)			0.0%
HQ :- Income	417	16,194	0	(16,194)			
4014 P P E / Health & Safety	0	295	10,250	9,955		9,955	2.9%
4030 Equipment Purchase	22	551	15,375	14,824		14,824	3.6%
4031 Equipment - Rental	232	7,412	5,500	(1,912)		(1,912)	134.8%
4035 Telephone	635	7,665	7,000	(665)	1,619	(2,284)	132.6%
4044 Insurance	8,787	14,424	6,180	(8,244)		(8,244)	233.4%
4102 NNDR	0	19,237	20,334	1,097		1,097	94.6%
4104 Utilities - Water	118	1,021	1,000	(21)		(21)	102.1%
4105 Utilities - Heat & Light	2,628	27,609	12,000	(15,609)		(15,609)	230.1%
4109 Alarm system	0	1,652	1,544	(108)		(108)	107.0%
4110 Cleaning	2,345	18,660	16,640	(2,020)	1,369	(3,389)	120.4%
4111 Window Cleaning	20	345	500	155		155	69.0%
4114 Refuse Removal	93	2,890	2,563	(327)		(327)	112.8%
4136 Credit Card Chgs	37	497	300	(197)		(197)	165.6%
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	(14,502)	(97,464)	(106,172)	(8,708)		(8,708)	91.8%
HQ :- Indirect Expenditure	416	16,194	4,064	(12,130)	2,988	(15,119)	472.0%
Net Income over Expenditure	1	0	(4,064)	(4,064)			
<u>116 Volunteer costs</u>							
4012 Travel & Subsistence Expenses	0	243	500	257		257	48.6%
4013 Training	0	272	900	628		628	30.2%
4014 P P E / Health & Safety	0	78	200	122		122	38.8%
4030 Equipment Purchase	0	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	0	194	500	306		306	38.8%
4253 Volunteer Events	0	230	750	520		520	30.7%
Volunteer costs :- Indirect Expenditure	0	1,353	4,550	3,197	0	3,197	29.7%
Net Expenditure	0	(1,353)	(4,550)	(3,197)			
<u>120 Blakehay Central Costs</u>							
1100 Miscellaneous Income	4,212	8,472	0	(8,472)			0.0%
Blakehay Central Costs :- Income	4,212	8,472	0	(8,472)			
4000 Staffing Costs	0	25,919	75,008	49,089		49,089	34.6%

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	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	261	250	(11)		(11)	104.4%
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	2,246	1,730	(516)		(516)	129.8%
4036 Stationery	0	39	250	211		211	15.6%
4043 Ink Cartridges/printing	0	107	250	143		143	43.0%
4044 Insurance	(2,924)	2,232	5,900	3,668		3,668	37.8%
4102 NNDR	0	2,464	3,226	762		762	76.4%
4104 Utilities - Water	71	811	624	(187)		(187)	130.0%
4105 Utilities - Heat & Light	2,854	16,417	22,068	5,651		5,651	74.4%
4107 IT Support & Upgrade	0	2,516	2,916	400		400	86.3%
4109 Alarm system	0	75	684	609		609	11.0%
4110 Cleaning	0	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	0	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	3	291,961	173,973	(117,988)	0	(117,988)	167.8%
Net Income over Expenditure	4,208	(283,489)	(173,973)	109,516			
<u>121 Blakehay -Auditorium</u>							
1090 Bookings	0	9,911	35,000	25,089			28.3%
Blakehay -Auditorium :- Income	0	9,911	35,000	25,089			28.3%
4000 Staffing Costs	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	0	28,553	74,457	45,904	0	45,904	38.3%
Net Income over Expenditure	0	(18,642)	(39,457)	(20,815)			

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122 Blakehay - Upper Studio							
1090 Bookings	0	2,242	8,000	5,758			28.0%
Blakehay - Upper Studio :- Income	0	2,242	8,000	5,758			28.0%
Net Income	0	2,242	8,000	5,758			
123 Blakehay Bar							
1015 Internal Bookings (Council)	0	0	1,000	1,000			0.0%
1193 Blakehay Bar Events Hire	0	0	500	500			0.0%
1194 Bar Income	0	8,734	26,000	17,266			33.6%
Blakehay Bar :- Income	0	8,734	27,500	18,766			31.8%
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	0	6,128	27,430	21,302	0	21,302	22.3%
Net Income over Expenditure	0	2,606	70	(2,536)			
125 Blakehay -Live Shows							
1106 Blakehay events income	2	13,325	40,000	26,675			33.3%
Blakehay -Live Shows :- Income	2	13,325	40,000	26,675			33.3%
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	0	5,026	39,682	34,656	0	34,656	12.7%
Net Income over Expenditure	2	8,299	318	(7,981)			
140 Museum Central Costs							
1100 Miscellaneous Income	123	5,949	10,000	4,051			59.5%
Museum Central Costs :- Income	123	5,949	10,000	4,051			59.5%
4000 Staffing Costs	11,078	98,483	144,789	46,306		46,306	68.0%
4012 Travel & Subsistence Expenses	0	35	100	65		65	35.1%
4013 Training	0	1,804	2,854	1,050		1,050	63.2%
4014 P P E / Health & Safety	0	1,692	1,000	(692)		(692)	169.2%
4019 Website Costs-TC	33	414	250	(164)		(164)	165.6%
4030 Equipment Purchase	89	464	1,000	536		536	46.4%
4031 Equipment - Rental	0	1,683	1,500	(183)		(183)	112.2%
4034 Equipment Repairs	0	98	500	402		402	19.6%

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4035 Telephone	359	3,925	3,000	(925)	808	(1,733)	157.8%
4036 Stationery	0	382	500	118		118	76.3%
4039 Advertising & Marketing	348	2,040	2,500	460	200	260	89.6%
4041 Fees, Subs and Conferences	(293)	109	250	141		141	43.5%
4044 Insurance	2,683	16,845	14,539	(2,306)		(2,306)	115.9%
4104 Utilities - Water	26	513	450	(63)		(63)	114.0%
4105 Utilities - Heat & Light	2,531	16,132	13,926	(2,206)		(2,206)	115.8%
4107 IT Support & Upgrade	817	7,583	8,500	917	580	337	96.0%
4109 Alarm system	130	1,289	790	(499)		(499)	163.1%
4110 Cleaning	1,613	16,262	16,000	(262)		(262)	101.6%
4111 Window Cleaning	150	650	500	(150)		(150)	130.0%
4114 Refuse Removal	559	6,175	3,500	(2,675)		(2,675)	176.4%
4131 Licenses	0	954	1,150	196		196	83.0%
4136 Credit Card Chgs	11	357	750	393		393	47.6%
4214 Somerset County Council - SLA	0	88,787	85,537	(3,250)		(3,250)	103.8%
6000 Admin Salaries Recharge	2,217	22,773	23,975	1,202		1,202	95.0%
6005 Admin Overhead Recharge	(153)	4,284	4,784	500		500	89.5%
6009 HQ recharges	734	5,565	5,958	393		393	93.4%
6010 Grounds Salaries Recharge	156	3,356	3,929	573		573	85.4%
6015 Grounds Overhead Recharge	37	754	919	165		165	82.0%
6030 Operational Staffing Recharge	2,919	23,934	25,010	1,076		1,076	95.7%
6035 Operational Overhead Recharge	50	1,577	2,677	1,100		1,100	58.9%
Museum Central Costs :- Indirect Expenditure	26,095	328,920	371,137	42,217	1,588	40,629	89.1%
Net Income over Expenditure	(25,972)	(322,971)	(361,137)	(38,166)			
141 Museum Learning and Events							
1005 Museum Shop Sales	15	15	0	(15)			0.0%
1006 Learning Income	324	7,164	9,425	2,262			76.0%
1008 Museum handling box hire	135	810	899	89			90.1%
1103 Other event misc income	777	1,745	269	(1,476)			648.7%
Museum Learning and Events :- Income	1,251	9,734	10,593	859			91.9%
4000 Staffing Costs	3,327	32,559	40,124	7,565		7,565	81.1%
4012 Travel & Subsistence Expenses	0	29	154	125		125	18.7%
4020 Learning/Event education equip	108	841	1,025	184		184	82.0%
4030 Equipment Purchase	90	1,521	2,563	1,042		1,042	59.3%
Museum Learning and Events :- Indirect Expenditure	3,525	34,950	43,866	8,916	0	8,916	79.7%
Net Income over Expenditure	(2,274)	(25,216)	(33,273)	(8,057)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
142 Museum Cafe							
1004 Cafe Sales	6,554	72,472	90,000	17,528			80.5%
1194 Bar Income	1,891	11,913	15,000	3,087			79.4%
1197 Function food income	2,742	24,436	25,000	564			97.7%
Museum Cafe :- Income	11,188	108,821	130,000	21,179			83.7%
4000 Staffing Costs	5,817	70,315	77,121	6,806		6,806	91.2%
4014 P P E / Health & Safety	0	849	1,500	651		651	56.6%
4030 Equipment Purchase	1,090	1,894	2,500	606		606	75.7%
4031 Equipment - Rental	237	2,798	2,000	(798)		(798)	139.9%
4110 Cleaning	72	826	1,000	174		174	82.6%
4114 Refuse Removal	201	201	750	549		549	26.8%
4136 Credit Card Chgs	11	357	500	143		143	71.4%
4406 Bar Stock/Sundry Items Kiosk	29	3,908	5,000	1,092		1,092	78.2%
4407 Cafe stock	1,802	20,550	24,000	3,450	203	3,247	86.5%
4511 Function food costs	935	7,717	5,500	(2,217)		(2,217)	140.3%
Museum Cafe :- Indirect Expenditure	10,193	109,414	119,871	10,457	203	10,254	91.4%
Net Income over Expenditure	995	(593)	10,129	10,722			
143 Museum shop/retail							
1005 Museum Shop Sales	942	11,279	12,539	1,260			89.9%
1009 Museum sale or return comm	709	29,276	7,313	(21,963)			400.3%
Museum shop/retail :- Income	1,652	40,555	19,852	(20,703)			204.3%
4421 Sale or Return Exp (1009)	172	19,464	3,612	(15,852)		(15,852)	538.9%
Museum shop/retail :- Direct Expenditure	172	19,464	3,612	(15,852)	0	(15,852)	538.9%
4030 Equipment Purchase	0	1,072	2,783	1,711		1,711	38.5%
4031 Equipment - Rental	85	1,126	953	(173)		(173)	118.2%
4136 Credit Card Chgs	11	357	88	(269)		(269)	405.9%
4408 Shop stock	1,021	4,613	6,627	2,014		2,014	69.6%
Museum shop/retail :- Indirect Expenditure	1,117	7,169	10,451	3,282	0	3,282	68.6%
Net Income over Expenditure	363	13,923	5,789	(8,134)			
145 Museum Function							
1019 Internal Bookings (Council)	0	254	200	(54)			127.1%
1103 Other event misc income	749	10,808	13,500	2,692			80.1%
1104 Function Income	(2,913)	20,558	23,500	2,942			87.5%
Museum Function :- Income	(2,164)	31,621	37,200	5,579			85.0%

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4000 Staffing Costs	2,968	20,107	18,252	(1,855)		(1,855)	110.2%
4030 Equipment Purchase	936	2,746	5,000	2,254		2,254	54.9%
4420 Function Expenditure (1104)	1,045	8,300	12,000	3,700		3,700	69.2%
Museum Function :- Indirect Expenditure	4,950	31,153	35,252	4,099	0	4,099	88.4%
Net Income over Expenditure	(7,114)	468	1,948	1,480			
<u>199 Capital Projects</u>							
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	0	0	70,000	70,000	33,750	36,250	48.2%
Net Expenditure	0	0	(70,000)	(70,000)			
<u>300 Planning</u>							
6000 Admin Salaries Recharge	2,365	24,678	25,997	1,319		1,319	94.9%
6005 Admin Overhead Recharge	(163)	4,683	5,184	501		501	90.3%
6009 HQ recharges	783	3,497	4,091	594		594	85.5%
Planning :- Indirect Expenditure	2,985	32,858	35,272	2,414	0	2,414	93.2%
Net Expenditure	(2,985)	(32,858)	(35,272)	(2,414)			
<u>400 Central Grounds Maintenance</u>							
4000 Staffing Costs	33,817	387,123	493,503	106,380		106,380	78.4%
4013 Training	0	2,302	8,629	6,327		6,327	26.7%
4014 P P E / Health & Safety	229	3,726	4,000	274		274	93.2%
4025 Vehicle Maintenance	455	2,703	4,197	1,494		1,494	64.4%
4026 Petrol / Diesel	344	5,722	15,000	9,278		9,278	38.1%
4030 Equipment Purchase	379	9,976	10,000	24		24	99.8%
4031 Equipment - Rental	1,775	23,579	41,354	17,775	1,301	16,474	60.2%
4034 Equipment Repairs	40	2,214	2,563	349		349	86.4%
4035 Telephone	306	3,280	2,764	(516)	263	(779)	128.2%
4043 Ink Cartridges/printing	28	28	0	(28)		(28)	0.0%
4044 Insurance	2,823	9,195	10,000	805		805	92.0%
4107 IT Support & Upgrade	1,639	15,326	15,890	564	519	45	99.7%
4114 Refuse Removal	0	1,215	1,200	(15)		(15)	101.3%
6020 Allocation to Cost Centres	(41,835)	(466,389)	(558,338)	(91,949)		(91,949)	83.5%
Central Grounds Maintenance :- Indirect Expenditure	0	0	50,762	50,762	2,083	48,679	4.1%
Net Expenditure	(0)	(0)	(50,762)	(50,762)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
403 Allotments							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	83	772	770	(2)		(2)	100.2%
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	12,471	13,127	656		656	95.0%
6005 Admin Overhead Recharge	(83)	2,346	2,621	275		275	89.5%
6009 HQ recharges	402	1,381	1,712	331		331	80.7%
6010 Grounds Salaries Recharge	156	1,292	1,504	212		212	85.9%
6015 Grounds Overhead Recharge	37	243	349	106		106	69.6%
Allotments :- Indirect Expenditure	1,808	19,085	29,083	9,998	0	9,998	65.6%
Net Income over Expenditure	(1,808)	(19,085)	(28,683)	(9,598)			
420 Milton Road Cemetery							
1010 Interments	4,855	42,364	68,000	25,636			62.3%
1011 Memorials	323	4,924	4,000	(924)			123.1%
1100 Miscellaneous Income	523	4,373	5,000	627			87.5%
Milton Road Cemetery :- Income	5,701	51,661	77,000	25,339			67.1%
4034 Equipment Repairs	766	3,439	5,000	1,561		1,561	68.8%
4054 Grave Digging	0	2,750	12,000	9,250	825	8,425	29.8%
4055 Memorials	0	6,284	8,000	1,716	1,412	304	96.2%
4102 NNDR	0	3,511	4,009	498		498	87.6%
4104 Utilities - Water	(482)	1,505	640	(865)		(865)	235.1%
4105 Utilities - Heat & Light	17	221	218	(3)		(3)	101.2%
4109 Alarm system	0	0	334	334		334	0.0%
4110 Cleaning	0	33	2,050	2,017		2,017	1.6%
4114 Refuse Removal	0	0	192	192		192	0.0%
6000 Admin Salaries Recharge	2,063	21,394	22,530	1,136		1,136	95.0%
6005 Admin Overhead Recharge	(142)	4,046	4,498	452		452	90.0%
6009 HQ recharges	683	4,180	4,620	440		440	90.5%
6010 Grounds Salaries Recharge	14,027	149,500	174,634	25,134		25,134	85.6%
6015 Grounds Overhead Recharge	3,326	30,133	40,906	10,773		10,773	73.7%
6030 Operational Staffing Recharge	1,042	8,722	9,117	395		395	95.7%
6035 Operational Overhead Recharge	18	581	977	396		396	59.5%
Milton Road Cemetery :- Indirect Expenditure	21,318	236,298	289,725	53,427	2,237	51,190	82.3%
Net Income over Expenditure	(15,616)	(184,637)	(212,725)	(28,088)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
451 Youth Activities							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	19,232	76,926	76,926	0		0	100.0%
4219 Youth Grants	0	1,000	3,000	2,000		2,000	33.3%
6000 Admin Salaries Recharge	1,586	16,211	17,065	854		854	95.0%
6005 Admin Overhead Recharge	(109)	3,037	3,406	369		369	89.2%
6009 HQ recharges	525	2,455	2,844	389		389	86.3%
6030 Operational Staffing Recharge	338	2,889	3,013	124		124	95.9%
6035 Operational Overhead Recharge	6	198	327	129		129	60.6%
Youth Activities :- Indirect Expenditure	21,578	102,716	107,081	4,365	0	4,365	95.9%
Net Expenditure	(21,578)	(102,716)	(107,081)	(4,365)			
460 Street Furniture							
1112 Dog Bin Emptying	1,274	12,716	15,364	2,648			82.8%
Street Furniture :- Income	1,274	12,716	15,364	2,648			82.8%
4105 Utilities - Heat & Light	(1)	1,363	2,000	637		637	68.2%
4115 Dogbin purchase	0	2,255	5,000	2,745		2,745	45.1%
4116 Dogbin Emptying	907	8,454	20,000	11,546		11,546	42.3%
4119 Notice Boards	0	216	1,500	1,284		1,284	14.4%
4133 Bus Shelter - Repairs	0	1,818	2,000	182		182	90.9%
4157 Prince Wales Clock/welcome sig	157	1,973	550	(1,423)		(1,423)	358.7%
4245 Town Council Signs	0	30	15,000	14,970	3,169	11,801	21.3%
4246 Transfer NSC bins emptying cos	0	0	31,332	31,332		31,332	0.0%
6000 Admin Salaries Recharge	1,555	16,131	16,989	858		858	94.9%
6005 Admin Overhead Recharge	(234)	6,820	3,390	(3,430)		(3,430)	201.2%
6009 HQ recharges	515	2,982	8,176	5,194		5,194	36.5%
6010 Grounds Salaries Recharge	6,138	69,686	81,429	11,743		11,743	85.6%
6015 Grounds Overhead Recharge	1,455	14,242	19,073	4,831		4,831	74.7%
6030 Operational Staffing Recharge	97	886	924	38		38	95.9%
6035 Operational Overhead Recharge	2	61	99	38		38	61.6%
Street Furniture :- Indirect Expenditure	10,591	126,918	207,462	80,544	3,169	77,376	62.7%
Net Income over Expenditure	(9,317)	(114,202)	(192,098)	(77,896)			
470 Parks & Play Areas							
1076 Water Play Area Kiosk Income	0	0	10,000	10,000			0.0%
Parks & Play Areas :- Income	0	0	10,000	10,000			0.0%
4044 Insurance	13,374	13,374	20,000	6,626		6,626	66.9%
4140 Recreation Grounds	0	78,060	82,492	4,432		4,432	94.6%

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	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	417,475	417,475	18,891	398,584	4.5%
4301 Ashcombe Park Lower	189	362	362	(0)	(0)	(0)	100.0%
4302 Ashcombe Park Upper	189	362	362	(0)	(0)	(0)	100.0%
4303 Broadway Play	301	3,259	3,259	0	0	0	100.0%
4304 Broadway Skate Park	95	179	179	(0)	(0)	(0)	100.1%
4305 Byron Rec	95	1,875	1,875	0	0	0	100.0%
4306 Castle Batch Lower	399	16,745	16,745	0	0	0	100.0%
4307 Canberra Road	1,147	1,576	1,576	0	0	0	100.0%
4308 Clarence Park	189	298	298	(0)	(0)	(0)	100.2%
4309 Conniston Green	189	2,739	2,738	(1)	(1)	(1)	100.0%
4310 Ellenborough Park East	95	477	477	0	0	0	99.9%
4311 Grove Park	1,192	2,500	2,500	(0)	(0)	(0)	100.0%
4312 Hutton Moor Skate Park	95	179	179	(0)	(0)	(0)	100.1%
4313 Jubilee Park	6,181	7,902	7,901	(1)	(1)	(1)	100.0%
4314 Locking Castle (Maltlands)	189	619	618	(1)	(1)	(1)	100.1%
4315 Lynch Farm	95	179	179	(0)	(0)	(0)	100.1%
4316 Millennium Green	189	274	273	(1)	(1)	(1)	100.3%
4317 Uphill Junior Play Area	95	334	335	1	1	1	99.8%
4318 Uphill Toddler Play Area	189	665	664	(1)	(1)	(1)	100.1%
4319 Water Adventure Play Park	14,078	19,109	19,109	(0)	(0)	(0)	100.0%
4320 Worle Recreation Ground	189	458	458	(0)	(0)	(0)	100.1%
4321 Wyvern Close	95	179	179	(0)	(0)	(0)	100.1%
4322 Ellenborough Park West	0	84	84	(0)	(0)	(0)	100.5%
4324 Dartmouth Close	95	754	754	(0)	(0)	(0)	100.0%
4325 Devolution	1,421	1,421	1,421	1	1	1	100.0%
6000 Admin Salaries Recharge	2,939	30,471	32,089	1,618	1,618	1,618	95.0%
6005 Admin Overhead Recharge	(202)	5,764	6,400	636	636	636	90.1%
6009 HQ recharges	973	5,952	6,583	631	631	631	90.4%
6010 Grounds Salaries Recharge	11,271	126,332	147,612	21,280	21,280	21,280	85.6%
6015 Grounds Overhead Recharge	2,672	25,749	34,576	8,827	8,827	8,827	74.5%
6030 Operational Staffing Recharge	1,803	16,520	17,289	769	769	769	95.6%
6035 Operational Overhead Recharge	32	1,142	1,853	711	711	711	61.6%
Parks & Play Areas :- Indirect Expenditure	59,854	365,894	828,894	463,000	18,891	444,109	46.4%
Net Income over Expenditure	(59,854)	(365,894)	(818,894)	(453,000)			
<u>475 Planned maintenance</u>							
4231 Planned maint holding budget	0	0	106,732	106,732	58,399	48,333	54.7%
4232 Allotments PPM	1,950	3,108	3,109	1	1	1	100.0%
4233 Blakehay PPM	930	15,826	15,826	(0)	(0)	(0)	100.0%
4234 Museum PPM	75	13,592	13,592	0	0	0	100.0%

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4235 Cemetery PPM	1,388	5,857	5,857	(0)		(0)	100.0%
4236 Parks & play areas PPM	(3,279)	12,569	12,569	(0)		(0)	100.0%
4237 Grove House PPM	218	1,138	1,138	(0)		(0)	100.0%
4238 Grove Lodge PPM	218	1,297	1,297	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	(1,620)	2,673	2,673	0		0	100.0%
4240 Public toilets	350	2,563	2,563	0		0	100.0%
4241 VIC PPM	0	716	716	0		0	100.0%
4242 HQ PPM	195	14,023	14,024	1		1	100.0%
4243 Quarry PPM	0	5,075	5,075	(0)		(0)	100.0%
4244 Xmas Lights PPM	0	0	1	1		1	0.0%
4247 Tree Management PPM	3,531	3,531	3,531	0		0	100.0%
6000 Admin Salaries Recharge	2,326	24,014	25,292	1,278		1,278	94.9%
6005 Admin Overhead Recharge	(161)	4,529	5,046	517		517	89.8%
6009 HQ recharges	770	4,702	5,203	501		501	90.4%
6030 Operational Staffing Recharge	97	886	924	38		38	95.9%
6035 Operational Overhead Recharge	2	62	99	37		37	62.6%
Planned maintenance :- Indirect Expenditure	6,991	116,163	225,267	109,104	58,399	50,705	77.5%
Net Expenditure	(6,991)	(116,163)	(225,267)	(109,104)			
481 Tourism Visit Weston/Dest Mar							
1040 Digital Advertising	0	365	20,000	19,635			1.8%
Tourism Visit Weston/Dest Mar :- Income	0	365	20,000	19,635			1.8%
4000 Staffing Costs	6,350	63,959	79,901	15,942		15,942	80.0%
4030 Equipment Purchase	0	35	100	65		65	35.0%
4034 Equipment Repairs	(62)	0	0	0		0	0.0%
4035 Telephone	208	1,768	1,500	(268)	79	(347)	123.1%
4039 Advertising & Marketing	0	1,494	7,500	6,007	39	5,968	20.4%
4041 Fees, Subs and Conferences	0	127	625	498		498	20.3%
4062 Tourism-Love Weston website	743	5,792	14,500	8,708		8,708	39.9%
4107 IT Support & Upgrade	478	2,349	1,750	(599)	159	(758)	143.3%
Tourism Visit Weston/Dest Mar :- Indirect Expenditure	7,718	75,523	105,876	30,353	276	30,076	71.6%
Net Income over Expenditure	(7,718)	(75,158)	(85,876)	(10,718)			
482 Tourism VIC costs							
1043 VIC Retail/Shop Income	75	224	18,000	17,776			1.2%
1045 Sale or return	5	35	0	(35)			0.0%
1251 VW Notice boards (NSC)	0	0	10,000	10,000			0.0%
Tourism VIC costs :- Income	80	259	28,000	27,741			0.9%

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4000 Staffing Costs	333	43,405	48,881	5,476		5,476	88.8%
4013 Training	0	327	1,695	1,368		1,368	19.3%
4014 P P E / Health & Safety	0	730	1,025	295		295	71.2%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	0	104	300	196		196	34.6%
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	11	67	450	383		383	14.8%
4151 Catering	0	180	300	120		120	60.0%
4225 VIC Stock	0	502	10,000	9,498		9,498	5.0%
4255 VW Notice boards (NSC)	1,041	3,668	5,000	1,332	71	1,262	74.8%
6000 Admin Salaries Recharge	2,103	21,279	22,395	1,116		1,116	95.0%
6005 Admin Overhead Recharge	(145)	3,965	4,461	496		496	88.9%
6009 HQ recharges	695	4,751	5,163	412		412	92.0%
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	1,522	13,125	13,725	600		600	95.6%
6035 Operational Overhead Recharge	26	887	1,472	585		585	60.3%
Tourism VIC costs :- Indirect Expenditure	5,586	97,346	122,072	24,726	71	24,656	79.8%
Net Income over Expenditure	(5,506)	(97,087)	(94,072)	3,015			
<u>483 Silica</u>							
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	18	18,832	2,000	(16,832)		(16,832)	941.6%
4044 Insurance	(500)	0	500	500		500	0.0%
4102 NNDR	0	0	1,875	1,875		1,875	0.0%
4105 Utilities - Heat & Light	0	0	500	500		500	0.0%
4107 IT Support & Upgrade	35	475	0	(475)		(475)	0.0%
4109 Alarm system	0	0	500	500		500	0.0%
Silica :- Indirect Expenditure	(447)	19,307	5,375	(13,932)	0	(13,932)	359.2%
Net Income over Expenditure	447	(1,559)	(250)	1,309			
<u>484 Waterpark Kiosk and Admissions</u>							
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%

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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%
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	456	4,881	10,000	5,119	5	5,115	48.9%
4031 Equipment - Rental	0	587	2,030	1,443		1,443	28.9%
4035 Telephone	60	490	200	(290)		(290)	245.0%
4044 Insurance	(335)	0	0	0		0	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	22	714	461	(253)		(253)	154.9%
4406 Bar Stock/Sundry Items Kiosk	20	323	750	427		427	43.1%
4407 Cafe stock	0	18,733	16,634	(2,099)		(2,099)	112.6%
4408 Shop stock	113	310	5,125	4,815		4,815	6.1%
6010 Grounds Salaries Recharge	318	4,549	5,322	773		773	85.5%
6015 Grounds Overhead Recharge	75	971	1,251	280		280	77.6%
Waterpark Kiosk and Admissions :- Indirect Expenditure	729	94,740	85,776	(8,964)	5	(8,969)	110.5%
Net Income over Expenditure	(729)	(16)	24,224	24,240			
485 PublicToilets							
4044 Insurance	(4,193)	1,807	6,500	4,693		4,693	27.8%
4102 NNDR	0	0	(7,393)	(7,393)		(7,393)	0.0%
4104 Utilities - Water	1,012	2,484	2,000	(484)		(484)	124.2%
4105 Utilities - Heat & Light	494	4,289	3,500	(789)		(789)	122.6%
4109 Alarm system	0	66	124	58		58	53.0%
4110 Cleaning	2,623	38,267	35,000	(3,267)		(3,267)	109.3%
6000 Admin Salaries Recharge	1,298	13,578	14,301	723		723	94.9%
6005 Admin Overhead Recharge	(90)	2,582	2,853	271		271	90.5%
6009 HQ recharges	429	2,352	2,651	299		299	88.7%
6010 Grounds Salaries Recharge	280	3,423	4,001	578		578	85.6%
6015 Grounds Overhead Recharge	67	709	940	231		231	75.4%
6030 Operational Staffing Recharge	97	886	924	38		38	95.9%
6035 Operational Overhead Recharge	2	61	99	38		38	61.6%
PublicToilets :- Indirect Expenditure	2,019	70,504	65,500	(5,004)	0	(5,004)	107.6%
Net Expenditure	(2,019)	(70,504)	(65,500)	5,004			

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486 Waterpark other charges							
4102 NNDR	0	0	887	887		887	0.0%
4104 Utilities - Water	239	2,540	2,200	(340)		(340)	115.5%
4105 Utilities - Heat & Light	149	19,137	20,000	863		863	95.7%
4109 Alarm system	0	501	836	335		335	59.9%
4138 Water Play Area Rent	1,067	11,735	13,722	1,987		1,987	85.5%
Waterpark other charges :- Indirect Expenditure	1,455	33,913	37,645	3,732	0	3,732	90.1%
Net Expenditure	(1,455)	(33,913)	(37,645)	(3,732)			
801 Earmarked Reserves							
8041 Tree planting (Fundraising)	0	115	367	252		252	31.3%
Earmarked Reserves :- Direct Expenditure	0	115	367	252	0	252	31.3%
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 Capital Proj - Cemetery	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	(922)	542	12,824	12,282		12,282	4.2%
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	1,509	6,258	4,749	345	4,404	29.6%
8042 EMR Talking Nature	0	4,218	2,558	(1,660)		(1,660)	164.9%
8043 Community Events	0	16,570	27,000	10,430		10,430	61.4%
8044 Unfulfilled Purchase Orders	0	150,475	150,475	0		0	100.0%
Earmarked Reserves :- Indirect Expenditure	(922)	175,714	483,344	307,630	345	307,285	36.4%
Net Expenditure	922	(175,829)	(483,711)	(307,882)			
901 Capital Works Reserves							
9002 HQ Refurbishment Wokrs	0	0	45,935	45,935		45,935	0.0%
9003 Old Town Quarry Works	0	128,149	194,318	66,169	25,164	41,005	78.9%
Capital Works Reserves :- Direct Expenditure	0	128,149	240,253	112,104	25,164	86,940	63.8%
Net Expenditure	0	(128,149)	(240,253)	(112,104)			

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Grand Totals:- Income	30,507	4,921,230	5,174,627	253,397			95.1%
Expenditure	230,695	3,637,526	5,824,680	2,187,154	195,590	1,991,565	65.8%
Net Income over Expenditure	(200,188)	1,283,704	(650,053)	(1,933,757)			
Movement to/(from) Gen Reserve	(200,188)	1,283,704	(650,053)	(1,933,757)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>102 Central Administration</u>							
4000 Staffing Costs	40,890	420,346	533,675	113,329		113,329	78.8%
4001 Salaries - Agency	0	8,968	10,323	1,355	240	1,115	89.2%
4006 Moorepay/IT payroll HR softwar	1,228	11,118	5,500	(5,618)		(5,618)	202.1%
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	1,711	4,710	9,194	4,484		4,484	51.2%
4019 Website Costs-TC	25	322	600	278		278	53.7%
4036 Stationery	225	1,461	2,500	1,039	5	1,033	58.7%
4040 Audit & Accountancy	0	4,336	11,000	6,664	2,738	3,926	64.3%
4041 Fees, Subs and Conferences	770	8,704	8,570	(134)		(134)	101.6%
4042 Postages	209	2,044	2,000	(44)		(44)	102.2%
4043 Ink Cartridges/printing	0	1,557	3,000	1,443		1,443	51.9%
4044 Insurance	274	13,857	13,000	(857)		(857)	106.6%
4049 Legal fees	0	8,548	12,000	3,452		3,452	71.2%
4107 IT Support & Upgrade	1,455	17,026	15,000	(2,026)	2,176	(4,202)	128.0%
4136 Credit Card Chgs	0	0	500	500		500	0.0%
4151 Catering	178	2,212	3,000	788		788	73.7%
4407 Cafe stock	25	25	0	(25)		(25)	0.0%
6020 Allocation to Cost Centres	(46,991)	(512,322)	(533,470)	(21,148)		(21,148)	96.0%
Central Administration :- Indirect Expenditure	(1)	(1)	106,692	106,693	5,158	101,535	4.8%
Net Expenditure	1	1	(106,692)	(106,693)			
<u>103 Grove House</u>							
1100 Miscellaneous Income	500	5,445	6,000	555			90.7%
Grove House :- Income	500	5,445	6,000	555			90.7%
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	664	621	(43)		(43)	106.9%
Grove House :- Indirect Expenditure	0	513	3,600	3,087	0	3,087	14.2%
Net Income over Expenditure	500	4,932	2,400	(2,532)			
<u>104 Grove Lodge</u>							
1100 Miscellaneous Income	0	5,000	5,000	0			100.0%
Grove Lodge :- Income	0	5,000	5,000	0			100.0%

	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	4,167	0	(4,167)		(4,167)	0.0%
Grove Lodge :- Indirect Expenditure	417	4,749	1,989	(2,760)	0	(2,760)	238.8%
Net Income over Expenditure	(417)	251	3,011	2,760			
<u>105 Community Services</u>							
4158 Weston in Bloom	0	7,248	8,000	752	22	730	90.9%
4200 Small grants to Voluntary Orgs	4,050	9,541	12,500	2,959		2,959	76.3%
4204 VANS	0	3,000	3,000	0		0	100.0%
4208 Christmas Lights - SLA	0	40,009	40,000	(9)		(9)	100.0%
4210 Weston Town Centre Co SLA	0	20,374	20,499	125		125	99.4%
4212 CCTV (NSC)	0	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	6,250	18,750	25,000	6,250	6,250	0	100.0%
4223 Community Events	0	2,464	3,000	537		537	82.1%
4228 Blue Plaques	67	455	1,000	545		545	45.5%
4229 Armed Forces Celebrations	250	6,100	9,500	3,400		3,400	64.2%
4250 Community Events Grants	0	43,694	60,000	16,306		16,306	72.8%
4252 Crime & Disorder	0	63,750	93,550	29,800		29,800	68.1%
4254 CANS rent support (sovereign)	0	25,000	25,000	0		0	100.0%
4864 Homeless Support Fund	11,250	33,750	45,000	11,250	11,250	0	100.0%
6000 Admin Salaries Recharge	2,004	19,903	21,035	1,132		1,132	94.6%
6005 Admin Overhead Recharge	299	4,295	4,200	(95)		(95)	102.3%
6009 HQ recharges	201	4,399	5,040	641		641	87.3%
6010 Grounds Salaries Recharge	1,220	19,339	22,580	3,241		3,241	85.6%
6015 Grounds Overhead Recharge	171	4,192	5,285	1,093		1,093	79.3%
6030 Operational Staffing Recharge	1,804	17,461	18,655	1,194		1,194	93.6%
6035 Operational Overhead Recharge	133	1,297	2,000	703		703	64.8%
Community Services :- Indirect Expenditure	27,698	422,146	529,844	107,698	17,522	90,176	83.0%
Net Expenditure	(27,698)	(422,146)	(529,844)	(107,698)			
<u>107 Civic Support</u>							
4000 Staffing Costs	2,004	23,193	28,896	5,703		5,703	80.3%
4044 Insurance	0	7,960	7,500	(460)		(460)	106.1%
4050 Printing	0	406	500	94		94	81.3%
4150 Chauffeur/travel costs	1,080	2,242	3,000	758		758	74.7%
4151 Catering	990	2,126	3,000	874	12	862	71.3%

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4152 Civic Miscellaneous	68	1,179	1,000	(179)		(179)	117.9%
4153 Chair's Allowance	0	2,474	4,751	2,277		2,277	52.1%
4154 Civic Regalia	0	609	4,000	3,391	1,895	1,495	62.6%
4164 Civic Events	0	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	3,705	37,921	40,115	2,194		2,194	94.5%
6005 Admin Overhead Recharge	553	8,284	8,005	(279)		(279)	103.5%
6009 HQ recharges	372	9,367	10,460	1,093		1,093	89.6%
6010 Grounds Salaries Recharge	92	654	760	106		106	86.1%
6015 Grounds Overhead Recharge	13	119	180	61		61	66.1%
6030 Operational Staffing Recharge	269	1,954	2,095	141		141	93.3%
6035 Operational Overhead Recharge	20	131	220	89		89	59.5%
Civic Support :- Indirect Expenditure	9,166	106,382	124,282	17,900	1,907	15,993	87.1%
Net Expenditure	(9,166)	(106,382)	(124,282)	(17,900)			
108 Democratic Representation							
4012 Travel & Subsistence Expenses	0	104	100	(4)		(4)	104.5%
4013 Training	311	792	1,000	208		208	79.2%
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	338	2,459	2,500	41	363	(322)	112.9%
6000 Admin Salaries Recharge	5,340	54,386	57,525	3,139		3,139	94.5%
6005 Admin Overhead Recharge	797	11,858	11,480	(378)		(378)	103.3%
6009 HQ recharges	536	15,638	17,070	1,432		1,432	91.6%
6030 Operational Staffing Recharge	460	4,510	4,820	310		310	93.6%
6035 Operational Overhead Recharge	34	335	515	180		180	65.0%
Democratic Representation :- Indirect Expenditure	7,817	91,027	110,010	18,983	363	18,620	83.1%
Net Expenditure	(7,817)	(91,027)	(110,010)	(18,983)			
110 Other Costs & Income							
1176 Precept	0	4,450,668	4,450,668	0			100.0%
1190 Bank Interest	2,338	7,830	20,000	12,170			39.2%
Other Costs & Income :- Income	2,338	4,458,498	4,470,668	12,170			99.7%
4051 Bank Charges	144	3,129	4,100	971		971	76.3%
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%
4069 PWLB Capital repaid-Water Pk	0	13,043	13,043	(0)		(0)	100.0%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4080 PWLB Capital HQ Loan Capital	0	10,000	10,000	0		0	100.0%
4081 PWLB Interest HQ Loan Interest	0	7,899	7,899	0		0	100.0%
4082 EMRRP devolution	17,900	81,130	350,000	268,870		268,870	23.2%
4999 General Reserve	(4,500)	31,936	330,000	298,064		298,064	9.7%
Other Costs & Income :- Indirect Expenditure	13,545	169,155	736,061	566,906	0	566,906	23.0%
Net Income over Expenditure	(11,206)	4,289,343	3,734,607	(554,736)			
<u>111 Strategic Planning/Projects</u>							
1130 Big Worle	0	0	63,045	63,045			0.0%
Strategic Planning/Projects :- Income	0	0	63,045	63,045			0.0%
4049 Legal fees	(3,205)	8,316	30,000	21,684		21,684	27.7%
4213 Development budget	10	356	1,000	644		644	35.6%
6000 Admin Salaries Recharge	3,161	32,309	34,180	1,871		1,871	94.5%
6005 Admin Overhead Recharge	217	3,160	6,820	3,660		3,660	46.3%
6009 HQ recharges	317	6,381	2,985	(3,396)		(3,396)	213.8%
6030 Operational Staffing Recharge	384	3,927	4,195	268		268	93.6%
6035 Operational Overhead Recharge	28	295	450	155		155	65.6%
Strategic Planning/Projects :- Indirect Expenditure	912	54,744	79,630	24,886	0	24,886	68.7%
Net Income over Expenditure	(912)	(54,744)	(16,585)	38,159			
<u>112 Environmental</u>							
4076 Environmental / Climate	4,085	4,337	46,125	41,788		41,788	9.4%
6000 Admin Salaries Recharge	2,269	23,023	24,350	1,327		1,327	94.6%
6005 Admin Overhead Recharge	339	5,010	4,860	(150)		(150)	103.1%
6009 HQ recharges	228	6,354	6,985	631		631	91.0%
6030 Operational Staffing Recharge	269	2,750	2,935	185		185	93.7%
6035 Operational Overhead Recharge	20	207	315	108		108	65.7%
Environmental :- Indirect Expenditure	7,210	41,681	85,570	43,889	0	43,889	48.7%
Net Expenditure	(7,210)	(41,681)	(85,570)	(43,889)			
<u>113 Operational Services</u>							
4000 Staffing Costs	11,537	117,791	150,948	33,157		33,157	78.0%
4013 Training	600	5,113	6,773	1,660		1,660	75.5%
4014 P P E / Health & Safety	0	0	450	450		450	0.0%
4035 Telephone	45	408	400	(8)	31	(39)	109.8%
4107 IT Support & Upgrade	208	3,366	4,000	634	663	(29)	100.7%
6020 Allocation to Cost Centres	(12,390)	(126,679)	(139,270)	(12,591)		(12,591)	91.0%
Operational Services :- Indirect Expenditure	(0)	0	23,301	23,301	694	22,607	3.0%
Net Expenditure	0	(0)	(23,301)	(23,301)			

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>114 Old Town Quarry</u>							
1044 Quarry sale or return comm	95	631	0	(631)			0.0%
1103 Other event misc income	275	825	0	(825)			0.0%
1301 Studio Letting Income	977	4,052	16,200	12,148			25.0%
1302 Catering	2,167	6,500	25,000	18,500			26.0%
1303 Community hire (hub)	0	90	4,680	4,590			1.9%
1304 Shop Sales	17	315	0	(315)			0.0%
1306 Donations/Grant Funding	0	72	0	(72)			0.0%
Old Town Quarry :- Income	3,530	12,485	45,880	33,395			27.2%
4421 Sale or Return Exp (1009)	380	380	0	(380)		(380)	0.0%
Old Town Quarry :- Direct Expenditure	380	380	0	(380)	0	(380)	
4014 P P E / Health & Safety	0	335	529	194		194	63.4%
4019 Website Costs-TC	228	349	513	164		164	68.0%
4030 Equipment Purchase	11	276	0	(276)		(276)	0.0%
4031 Equipment - Rental	39	332	410	78		78	81.0%
4034 Equipment Repairs	0	1,597	10,250	8,653		8,653	15.6%
4035 Telephone	0	315	578	263		263	54.5%
4039 Advertising & Marketing	0	140	0	(140)		(140)	0.0%
4044 Insurance	0	9,683	9,250	(433)		(433)	104.7%
4051 Bank Charges	1	12	0	(12)		(12)	0.0%
4102 NNDR	6,048	6,048	3,229	(2,819)		(2,819)	187.3%
4104 Utilities - Water	0	353	1,082	729		729	32.6%
4105 Utilities - Heat & Light	(2,286)	(239)	8,111	8,350		8,350	(3.0%)
4107 IT Support & Upgrade	45	45	0	(45)		(45)	0.0%
4109 Alarm system	0	0	1,057	1,057		1,057	0.0%
4110 Cleaning	840	3,213	1,057	(2,156)	1,680	(3,836)	462.9%
4114 Refuse Removal	41	123	529	406		406	23.2%
4131 Licenses	0	0	150	150		150	0.0%
4408 Shop stock	15	830	0	(830)		(830)	0.0%
6000 Admin Salaries Recharge	6,056	60,337	63,770	3,433		3,433	94.6%
6005 Admin Overhead Recharge	903	13,035	12,725	(310)		(310)	102.4%
6009 HQ recharges	608	5,556	8,040	2,484		2,484	69.1%
6010 Grounds Salaries Recharge	122	2,883	3,370	487		487	85.5%
6015 Grounds Overhead Recharge	17	654	790	136		136	82.8%
6030 Operational Staffing Recharge	2,035	20,814	22,225	1,411		1,411	93.7%
6035 Operational Overhead Recharge	150	1,570	2,385	815		815	65.8%
Old Town Quarry :- Indirect Expenditure	14,873	128,260	150,050	21,790	1,680	20,110	86.6%
Net Income over Expenditure	(11,723)	(116,155)	(104,170)	11,985			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>115 HQ</u>							
1100 Miscellaneous Income	1,994	15,778	0	(15,778)			0.0%
HQ :- Income	<u>1,994</u>	<u>15,778</u>	<u>0</u>	<u>(15,778)</u>			
4014 P P E / Health & Safety	0	295	10,250	9,955		9,955	2.9%
4030 Equipment Purchase	0	529	15,375	14,846		14,846	3.4%
4031 Equipment - Rental	528	7,180	5,500	(1,680)		(1,680)	130.6%
4035 Telephone	1,112	7,030	7,000	(30)	2,194	(2,224)	131.8%
4044 Insurance	43	5,637	6,180	543		543	91.2%
4102 NNDR	0	19,237	20,334	1,097		1,097	94.6%
4104 Utilities - Water	96	903	1,000	97		97	90.3%
4105 Utilities - Heat & Light	2,424	24,981	12,000	(12,981)		(12,981)	208.2%
4109 Alarm system	0	1,652	1,544	(108)		(108)	107.0%
4110 Cleaning	1,698	16,314	16,640	326	2,738	(2,413)	114.5%
4111 Window Cleaning	65	325	500	175		175	65.0%
4114 Refuse Removal	93	2,796	2,563	(233)		(233)	109.1%
4136 Credit Card Chgs	38	460	300	(160)	3	(162)	154.1%
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	(4,103)	(82,962)	(96,520)	(13,558)		(13,558)	86.0%
HQ :- Indirect Expenditure	<u>1,995</u>	<u>15,778</u>	<u>13,716</u>	<u>(2,062)</u>	<u>4,935</u>	<u>(6,997)</u>	<u>151.0%</u>
Net Income over Expenditure	<u>(0)</u>	<u>(0)</u>	<u>(13,716)</u>	<u>(13,716)</u>			
<u>116 Volunteer costs</u>							
4012 Travel & Subsistence Expenses	0	243	500	257		257	48.6%
4013 Training	0	272	900	628		628	30.2%
4014 P P E / Health & Safety	78	78	200	122		122	38.8%
4030 Equipment Purchase	0	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	0	194	500	306		306	38.8%
4253 Volunteer Events	0	230	750	520		520	30.7%
Volunteer costs :- Indirect Expenditure	<u>78</u>	<u>1,353</u>	<u>4,550</u>	<u>3,197</u>	<u>0</u>	<u>3,197</u>	<u>29.7%</u>
Net Expenditure	<u>(78)</u>	<u>(1,353)</u>	<u>(4,550)</u>	<u>(3,197)</u>			
<u>120 Blakehay Central Costs</u>							
1100 Miscellaneous Income	1,519	4,260	0	(4,260)			0.0%
Blakehay Central Costs :- Income	<u>1,519</u>	<u>4,260</u>	<u>0</u>	<u>(4,260)</u>			
4000 Staffing Costs	0	25,919	75,008	49,089		49,089	34.6%

	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	259	250	(9)		(9)	103.5%
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	190	2,246	1,730	(516)		(516)	129.8%
4036 Stationery	0	39	250	211		211	15.6%
4043 Ink Cartridges/printing	0	107	250	143		143	43.0%
4044 Insurance	43	5,156	5,900	744		744	87.4%
4102 NNDR	0	2,464	3,226	762		762	76.4%
4104 Utilities - Water	71	740	624	(116)		(116)	118.6%
4105 Utilities - Heat & Light	2,225	13,563	22,068	8,505		8,505	61.5%
4107 IT Support & Upgrade	0	2,516	2,916	400		400	86.3%
4109 Alarm system	0	75	684	609		609	11.0%
4110 Cleaning	0	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	0	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	2,532	291,957	173,973	(117,984)	0	(117,984)	167.8%
Net Income over Expenditure	(1,013)	(287,697)	(173,973)	113,724			
<u>121 Blakehay -Auditorium</u>							
1090 Bookings	0	9,911	35,000	25,089			28.3%
Blakehay -Auditorium :- Income	0	9,911	35,000	25,089			28.3%
4000 Staffing Costs	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	0	28,553	74,457	45,904	0	45,904	38.3%
Net Income over Expenditure	0	(18,642)	(39,457)	(20,815)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>122 Blakehay - Upper Studio</u>							
1090 Bookings	0	2,242	8,000	5,758			28.0%
Blakehay - Upper Studio :- Income	0	2,242	8,000	5,758			28.0%
Net Income	0	2,242	8,000	5,758			
<u>123 Blakehay Bar</u>							
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	0	8,734	27,500	18,766			31.8%
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	0	6,128	27,430	21,302	0	21,302	22.3%
Net Income over Expenditure	0	2,606	70	(2,536)			
<u>125 Blakehay -Live Shows</u>							
1106 Blakehay events income	0	13,323	40,000	26,677			33.3%
Blakehay -Live Shows :- Income	0	13,323	40,000	26,677			33.3%
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	0	5,026	39,682	34,656	0	34,656	12.7%
Net Income over Expenditure	0	8,297	318	(7,979)			
<u>140 Museum Central Costs</u>							
1100 Miscellaneous Income	289	5,826	10,000	4,174			58.3%
Museum Central Costs :- Income	289	5,826	10,000	4,174			58.3%
4000 Staffing Costs	8,254	87,405	144,789	57,384		57,384	60.4%
4012 Travel & Subsistence Expenses	0	35	100	65		65	35.1%
4013 Training	300	1,804	2,854	1,050		1,050	63.2%
4014 P P E / Health & Safety	1,368	1,692	1,000	(692)		(692)	169.2%
4019 Website Costs-TC	33	381	250	(131)		(131)	152.3%
4030 Equipment Purchase	0	375	1,000	625	20	605	39.5%
4031 Equipment - Rental	362	1,683	1,500	(183)		(183)	112.2%
4034 Equipment Repairs	0	98	500	402		402	19.6%

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Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4035 Telephone	714	3,566	3,000	(566)	1,162	(1,728)	157.6%
4036 Stationery	42	382	500	118		118	76.3%
4039 Advertising & Marketing	0	1,692	2,500	808		808	67.7%
4041 Fees, Subs and Conferences	55	402	250	(152)		(152)	160.7%
4044 Insurance	43	14,161	14,539	378		378	97.4%
4104 Utilities - Water	26	487	450	(37)		(37)	108.3%
4105 Utilities - Heat & Light	2,129	13,601	13,926	325		325	97.7%
4107 IT Support & Upgrade	750	6,766	8,500	1,734	1,160	574	93.2%
4109 Alarm system	45	1,158	790	(368)	85	(454)	157.4%
4110 Cleaning	1,377	14,648	16,000	1,352		1,352	91.6%
4111 Window Cleaning	50	500	500	0		0	100.0%
4114 Refuse Removal	495	5,616	3,500	(2,116)		(2,116)	160.5%
4131 Licenses	0	954	1,150	196		196	83.0%
4136 Credit Card Chgs	12	346	750	404		404	46.2%
4214 Somerset County Council - SLA	44,394	88,787	85,537	(3,250)		(3,250)	103.8%
6000 Admin Salaries Recharge	2,069	20,556	21,725	1,169		1,169	94.6%
6005 Admin Overhead Recharge	309	4,437	4,335	(102)		(102)	102.4%
6009 HQ recharges	208	4,831	5,470	639		639	88.3%
6010 Grounds Salaries Recharge	152	3,200	3,740	540		540	85.6%
6015 Grounds Overhead Recharge	21	717	875	158		158	81.9%
6030 Operational Staffing Recharge	2,329	21,015	22,470	1,455		1,455	93.5%
6035 Operational Overhead Recharge	172	1,527	2,405	878		878	63.5%
Museum Central Costs :- Indirect Expenditure	65,708	302,825	364,905	62,080	2,427	59,652	83.7%
Net Income over Expenditure	(65,418)	(296,999)	(354,905)	(57,906)			
<u>141 Museum Learning and Events</u>							
1006 Learning Income	1,149	6,840	9,425	2,586			72.6%
1008 Museum handling box hire	135	675	899	224			75.1%
1103 Other event misc income	45	968	269	(699)			359.9%
Museum Learning and Events :- Income	1,329	8,483	10,593	2,111			80.1%
4000 Staffing Costs	977	29,232	40,124	10,892		10,892	72.9%
4012 Travel & Subsistence Expenses	0	29	154	125		125	18.7%
4020 Learning/Event education equip	39	733	1,025	292	108	184	82.0%
4030 Equipment Purchase	0	1,431	2,563	1,132		1,132	55.8%
Museum Learning and Events :- Indirect Expenditure	1,017	31,425	43,866	12,441	108	12,333	71.9%
Net Income over Expenditure	312	(22,942)	(33,273)	(10,331)			

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	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>142 Museum Cafe</u>							
1004 Cafe Sales	5,138	65,918	90,000	24,082			73.2%
1194 Bar Income	30	10,022	15,000	4,978			66.8%
1197 Function food income	451	21,694	25,000	3,306			86.8%
Museum Cafe :- Income	<u>5,619</u>	<u>97,633</u>	<u>130,000</u>	<u>32,367</u>			<u>75.1%</u>
4000 Staffing Costs	5,630	64,498	77,121	12,623		12,623	83.6%
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	254	2,561	2,000	(561)		(561)	128.1%
4110 Cleaning	122	754	1,000	246		246	75.4%
4114 Refuse Removal	(603)	0	750	750		750	0.0%
4136 Credit Card Chgs	12	346	500	154		154	69.2%
4406 Bar Stock/Sundry Items Kiosk	491	3,879	5,000	1,121		1,121	77.6%
4407 Cafe stock	1,615	18,748	24,000	5,252	85	5,168	78.5%
4511 Function food costs	213	6,783	5,500	(1,283)		(1,283)	123.3%
Museum Cafe :- Indirect Expenditure	<u>7,735</u>	<u>99,221</u>	<u>119,871</u>	<u>20,650</u>	<u>85</u>	<u>20,566</u>	<u>82.8%</u>
Net Income over Expenditure	<u>(2,116)</u>	<u>(1,588)</u>	<u>10,129</u>	<u>11,717</u>			
<u>143 Museum shop/retail</u>							
1005 Museum Shop Sales	406	10,336	12,539	2,203			82.4%
1009 Museum sale or return comm	374	28,567	7,313	(21,254)			390.6%
Museum shop/retail :- Income	<u>780</u>	<u>38,903</u>	<u>19,852</u>	<u>(19,051)</u>			<u>196.0%</u>
4421 Sale or Return Exp (1009)	1,231	19,292	3,612	(15,680)	33	(15,713)	535.0%
Museum shop/retail :- Direct Expenditure	<u>1,231</u>	<u>19,292</u>	<u>3,612</u>	<u>(15,680)</u>	<u>33</u>	<u>(15,713)</u>	<u>535.0%</u>
4030 Equipment Purchase	97	1,072	2,783	1,711		1,711	38.5%
4031 Equipment - Rental	102	1,041	953	(88)		(88)	109.3%
4136 Credit Card Chgs	12	346	88	(258)		(258)	393.3%
4408 Shop stock	0	3,592	6,627	3,035		3,035	54.2%
Museum shop/retail :- Indirect Expenditure	<u>211</u>	<u>6,052</u>	<u>10,451</u>	<u>4,399</u>	<u>0</u>	<u>4,399</u>	<u>57.9%</u>
Net Income over Expenditure	<u>(662)</u>	<u>13,560</u>	<u>5,789</u>	<u>(7,771)</u>			
<u>145 Museum Function</u>							
1019 Internal Bookings (Council)	0	254	200	(54)			127.1%
1103 Other event misc income	325	10,059	13,500	3,441			74.5%
1104 Function Income	5,232	23,472	23,500	28			99.9%
Museum Function :- Income	<u>5,558</u>	<u>33,785</u>	<u>37,200</u>	<u>3,415</u>			<u>90.8%</u>

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4000 Staffing Costs	2,901	17,139	18,252	1,113		1,113	93.9%
4030 Equipment Purchase	250	1,809	5,000	3,191		3,191	36.2%
4420 Function Expenditure (1104)	106	7,255	12,000	4,745	375	4,370	63.6%
Museum Function :- Indirect Expenditure	3,256	26,204	35,252	9,048	375	8,673	75.4%
Net Income over Expenditure	2,301	7,582	1,948	(5,634)			
199 Capital Projects							
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	0	0	70,000	70,000	33,750	36,250	48.2%
Net Expenditure	0	0	(70,000)	(70,000)			
300 Planning							
6000 Admin Salaries Recharge	2,208	22,313	23,595	1,282		1,282	94.6%
6005 Admin Overhead Recharge	329	4,846	4,705	(141)		(141)	103.0%
6009 HQ recharges	222	2,714	3,570	856		856	76.0%
Planning :- Indirect Expenditure	2,759	29,873	31,870	1,997	0	1,997	93.7%
Net Expenditure	(2,759)	(29,873)	(31,870)	(1,997)			
400 Central Grounds Maintenance							
4000 Staffing Costs	32,970	353,306	493,503	140,197		140,197	71.6%
4013 Training	300	2,302	8,629	6,327		6,327	26.7%
4014 P P E / Health & Safety	390	3,497	4,000	503	40	463	88.4%
4025 Vehicle Maintenance	240	2,249	4,197	1,948	190	1,759	58.1%
4026 Petrol / Diesel	449	5,378	15,000	9,622		9,622	35.9%
4030 Equipment Purchase	76	9,597	10,000	403	379	24	99.8%
4031 Equipment - Rental	1,322	21,804	41,354	19,550	2,602	16,948	59.0%
4034 Equipment Repairs	0	2,174	2,563	389	60	329	87.2%
4035 Telephone	306	2,974	2,764	(210)	569	(779)	128.2%
4044 Insurance	(57)	6,372	10,000	3,628		3,628	63.7%
4107 IT Support & Upgrade	1,604	13,687	15,890	2,203	1,038	1,165	92.7%
4114 Refuse Removal	0	1,215	1,200	(15)		(15)	101.3%
6020 Allocation to Cost Centres	(37,599)	(424,554)	(507,580)	(83,026)		(83,026)	83.6%
Central Grounds Maintenance :- Indirect Expenditure	(0)	(0)	101,520	101,520	4,878	96,642	4.8%
Net Expenditure	0	0	(101,520)	(101,520)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>403 Allotments</u>							
1100 Miscellaneous Income	0	0	400	400			0.0%
Allotments :- Income	0	0	400	400			0.0%
4105 Utilities - Heat & Light	70	689	770	81		81	89.5%
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	1,133	11,258	11,895	637		637	94.6%
6005 Admin Overhead Recharge	169	2,429	2,375	(54)		(54)	102.3%
6009 HQ recharges	114	979	1,445	466		466	67.8%
6010 Grounds Salaries Recharge	152	1,136	1,315	179		179	86.4%
6015 Grounds Overhead Recharge	21	206	305	99		99	67.5%
Allotments :- Indirect Expenditure	1,659	17,277	27,105	9,828	0	9,828	63.7%
Net Income over Expenditure	(1,659)	(17,277)	(26,705)	(9,428)			
<u>420 Milton Road Cemetery</u>							
1010 Interments	1,513	37,509	68,000	30,491			55.2%
1011 Memorials	178	4,601	4,000	(601)			115.0%
1100 Miscellaneous Income	194	3,850	5,000	1,150			77.0%
Milton Road Cemetery :- Income	1,885	45,960	77,000	31,040			59.7%
4034 Equipment Repairs	333	2,673	5,000	2,327	460	1,867	62.7%
4054 Grave Digging	550	2,750	12,000	9,250		9,250	22.9%
4055 Memorials	852	6,284	8,000	1,716	997	719	91.0%
4102 NNDR	0	3,511	4,009	498		498	87.6%
4104 Utilities - Water	54	1,987	640	(1,347)		(1,347)	310.5%
4105 Utilities - Heat & Light	17	204	218	14		14	93.6%
4109 Alarm system	0	0	334	334		334	0.0%
4110 Cleaning	33	33	2,050	2,017		2,017	1.6%
4114 Refuse Removal	0	0	192	192		192	0.0%
6000 Admin Salaries Recharge	1,926	19,331	20,435	1,104		1,104	94.6%
6005 Admin Overhead Recharge	287	4,188	4,080	(108)		(108)	102.6%
6009 HQ recharges	193	3,497	4,165	668		668	84.0%
6010 Grounds Salaries Recharge	13,676	135,473	157,575	22,102		22,102	86.0%
6015 Grounds Overhead Recharge	1,920	26,807	36,910	10,103		10,103	72.6%
6030 Operational Staffing Recharge	832	7,680	8,210	530		530	93.5%
6035 Operational Overhead Recharge	62	563	880	317		317	64.0%
Milton Road Cemetery :- Indirect Expenditure	20,734	214,980	264,698	49,718	1,457	48,261	81.8%
Net Income over Expenditure	(18,849)	(169,020)	(187,698)	(18,678)			

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
<u>451 Youth Activities</u>							
4057 Youth Council Budget	0	0	500	500		500	0.0%
4142 YMCA SLA	19,232	57,695	76,926	19,232	19,232	0	100.0%
4219 Youth Grants	0	1,000	3,000	2,000		2,000	33.3%
6000 Admin Salaries Recharge	1,480	14,625	15,455	830		830	94.6%
6005 Admin Overhead Recharge	221	3,146	3,085	(61)		(61)	102.0%
6009 HQ recharges	149	1,930	2,495	565		565	77.4%
6030 Operational Staffing Recharge	270	2,551	2,720	169		169	93.8%
6035 Operational Overhead Recharge	20	192	295	103		103	65.1%
Youth Activities :- Indirect Expenditure	<u>21,372</u>	<u>81,139</u>	<u>104,476</u>	<u>23,338</u>	<u>19,232</u>	<u>4,106</u>	<u>96.1%</u>
Net Expenditure	<u>(21,372)</u>	<u>(81,139)</u>	<u>(104,476)</u>	<u>(23,338)</u>			
<u>460 Street Furniture</u>							
1112 Dog Bin Emptying	1,274	11,441	15,364	3,923			74.5%
Street Furniture :- Income	<u>1,274</u>	<u>11,441</u>	<u>15,364</u>	<u>3,923</u>			<u>74.5%</u>
4105 Utilities - Heat & Light	31	1,364	2,000	636		636	68.2%
4115 Dogbin purchase	1,141	2,255	5,000	2,745		2,745	45.1%
4116 Dogbin Emptying	1,094	7,547	20,000	12,453		12,453	37.7%
4119 Notice Boards	0	216	1,500	1,284		1,284	14.4%
4133 Bus Shelter - Repairs	132	1,818	2,000	182		182	90.9%
4157 Prince Wales Clock/welcome sig	163	1,816	550	(1,266)		(1,266)	330.1%
4245 Town Council Signs	0	30	15,000	14,970	3,169	11,801	21.3%
4246 Transfer NSC bins emptying cos	0	0	31,332	31,332		31,332	0.0%
6000 Admin Salaries Recharge	1,452	14,576	15,410	834		834	94.6%
6005 Admin Overhead Recharge	472	7,054	3,075	(3,979)		(3,979)	229.4%
6009 HQ recharges	145	2,467	7,430	4,963		4,963	33.2%
6010 Grounds Salaries Recharge	5,984	63,548	73,965	10,417		10,417	85.9%
6015 Grounds Overhead Recharge	840	12,787	17,325	4,538		4,538	73.8%
6030 Operational Staffing Recharge	77	789	840	51		51	93.9%
6035 Operational Overhead Recharge	6	59	90	31		31	65.6%
Street Furniture :- Indirect Expenditure	<u>11,537</u>	<u>116,326</u>	<u>195,517</u>	<u>79,191</u>	<u>3,169</u>	<u>76,022</u>	<u>61.1%</u>
Net Income over Expenditure	<u>(10,263)</u>	<u>(104,885)</u>	<u>(180,153)</u>	<u>(75,268)</u>			
<u>470 Parks & Play Areas</u>							
1076 Water Play Area Kiosk Income	0	0	10,000	10,000			0.0%
Parks & Play Areas :- Income	<u>0</u>	<u>0</u>	<u>10,000</u>	<u>10,000</u>			<u>0.0%</u>
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%

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4300 Parks&Play Area EMRRP Holding	0	0	444,467	444,467	23,798	420,669	5.4%
4301 Ashcombe Park Lower	3	173	173	0	0	0	99.8%
4302 Ashcombe Park Upper	3	173	173	0	0	0	99.8%
4303 Broadway Play	538	2,958	2,958	(0)	(0)	(0)	100.0%
4304 Broadway Skate Park	3	84	84	(0)	(0)	(0)	100.5%
4305 Byron Rec	83	1,780	1,780	(0)	(0)	(0)	100.0%
4306 Castle Batch Lower	3	16,345	16,345	(0)	(0)	(0)	100.0%
4307 Canberra Road	348	429	429	(0)	(0)	(0)	100.1%
4308 Clarence Park	3	109	109	(0)	(0)	(0)	100.0%
4309 Conniston Green	3	2,549	2,549	(0)	(0)	(0)	100.0%
4310 Ellenborough Park East	3	382	382	0	0	0	100.0%
4311 Grove Park	1,227	1,308	1,308	(0)	(0)	(0)	100.0%
4312 Hutton Moor Skate Park	3	84	84	(0)	(0)	(0)	100.5%
4313 Jubilee Park	3	1,720	1,720	(0)	(0)	(0)	100.0%
4314 Locking Castle (Malllands)	3	429	429	(0)	(0)	(0)	100.1%
4315 Lynch Farm	3	84	84	(0)	(0)	(0)	100.5%
4316 Millennium Green	3	84	84	(0)	(0)	(0)	100.5%
4317 Uphill Junior Play Area	159	240	240	0	0	0	99.8%
4318 Uphill Toddler Play Area	3	475	475	(0)	(0)	(0)	100.1%
4319 Water Adventure Play Park	3	5,031	5,031	(0)	(0)	(0)	100.0%
4320 Worle Recreation Ground	3	269	269	0	0	0	100.0%
4321 Wyvern Close	3	84	84	(0)	(0)	(0)	100.5%
4322 Ellenborough Park West	3	84	84	(0)	(0)	(0)	100.5%
4324 Dartmouth Close	3	659	659	(0)	(0)	(0)	100.1%
6000 Admin Salaries Recharge	2,744	27,532	29,105	1,573	1,573	1,573	94.6%
6005 Admin Overhead Recharge	409	5,966	5,805	(161)	(161)	(161)	102.8%
6009 HQ recharges	275	4,979	5,935	956	956	956	83.9%
6010 Grounds Salaries Recharge	10,989	115,061	133,905	18,844	18,844	18,844	85.9%
6015 Grounds Overhead Recharge	1,543	23,077	31,365	8,288	8,288	8,288	73.6%
6030 Operational Staffing Recharge	1,439	14,717	15,720	1,003	1,003	1,003	93.6%
6035 Operational Overhead Recharge	106	1,110	1,685	575	575	575	65.9%
Parks & Play Areas :- Indirect Expenditure	19,923	306,040	806,012	499,972	23,798	476,175	40.9%
Net Income over Expenditure	(19,923)	(306,040)	(796,012)	(489,972)			
475 Planned maintenance							
4231 Planned maint holding budget	0	0	110,688	110,688	48,077	62,611	43.4%
4232 Allotments PPM	0	1,158	1,159	1	1	1	99.9%
4233 Blakehay PPM	772	14,896	14,896	(0)	(0)	(0)	100.0%
4234 Museum PPM	2,141	13,517	13,517	0	0	0	100.0%
4235 Cemetery PPM	1,393	4,469	4,469	0	0	0	100.0%

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4236 Parks & play areas PPM	1,437	15,848	15,848	0		0	100.0%
4237 Grove House PPM	0	920	920	(0)		(0)	100.0%
4238 Grove Lodge PPM	0	1,079	1,079	(0)		(0)	100.0%
4239 Chapel/hut/toilets/shed PPM	0	4,292	4,293	1		1	100.0%
4240 Public toilets	525	2,213	2,213	0		0	100.0%
4241 VIC PPM	0	716	716	0		0	100.0%
4242 HQ PPM	138	13,829	13,829	0		0	100.0%
4243 Quarry PPM	5	5,075	5,075	(0)		(0)	100.0%
4244 Xmas Lights PPM	0	0	1	1		1	0.0%
6000 Admin Salaries Recharge	2,171	21,688	22,930	1,242		1,242	94.6%
6005 Admin Overhead Recharge	324	4,690	4,575	(115)		(115)	102.5%
6009 HQ recharges	218	3,932	4,690	758		758	83.8%
6030 Operational Staffing Recharge	77	789	840	51		51	93.9%
6035 Operational Overhead Recharge	6	60	90	30		30	66.7%
Planned maintenance :- Indirect Expenditure	9,206	109,172	221,828	112,656	48,077	64,579	70.9%
Net Expenditure	(9,206)	(109,172)	(221,828)	(112,656)			
<u>481 Tourism Visit Weston/Dest Mar</u>							
1040 Digital Advertising	0	365	20,000	19,635			1.8%
Tourism Visit Weston/Dest Mar :- Income	0	365	20,000	19,635			1.8%
4000 Staffing Costs	5,698	57,609	79,901	22,292		22,292	72.1%
4030 Equipment Purchase	0	35	100	65		65	35.0%
4034 Equipment Repairs	62	62	0	(62)		(62)	0.0%
4035 Telephone	163	1,560	1,500	(60)	158	(218)	114.5%
4039 Advertising & Marketing	10	1,494	7,500	6,007		6,007	19.9%
4041 Fees, Subs and Conferences	0	127	625	498		498	20.3%
4062 Tourism-Love Weston website	763	5,049	14,500	9,451		9,451	34.8%
4107 IT Support & Upgrade	320	1,871	1,750	(121)	317	(438)	125.0%
Tourism Visit Weston/Dest Mar :- Indirect Expenditure	7,017	67,806	105,876	38,070	475	37,595	64.5%
Net Income over Expenditure	(7,017)	(67,441)	(85,876)	(18,435)			
<u>482 Tourism VIC costs</u>							
1043 VIC Retail/Shop Income	25	149	18,000	17,851			0.8%
1045 Sale or return	5	30	0	(30)			0.0%
1251 VW Notice boards (NSC)	0	0	10,000	10,000			0.0%
Tourism VIC costs :- Income	30	179	28,000	27,821			0.6%
4000 Staffing Costs	38	43,072	48,881	5,809		5,809	88.1%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4013 Training	0	327	1,695	1,368		1,368	19.3%
4014 P P E / Health & Safety	0	730	1,025	295		295	71.2%
4030 Equipment Purchase	0	0	1,000	1,000		1,000	0.0%
4031 Equipment - Rental	17	104	300	196		196	34.6%
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	12	56	450	394		394	12.3%
4151 Catering	0	180	300	120		120	60.0%
4225 VIC Stock	66	502	10,000	9,498		9,498	5.0%
4255 VW Notice boards (NSC)	519	2,627	5,000	2,373		2,373	52.5%
6000 Admin Salaries Recharge	1,962	19,176	20,260	1,084		1,084	94.6%
6005 Admin Overhead Recharge	293	4,110	4,035	(75)		(75)	101.9%
6009 HQ recharges	197	4,056	4,700	644		644	86.3%
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	1,215	11,603	12,400	797		797	93.6%
6035 Operational Overhead Recharge	90	861	1,330	469		469	64.7%
Tourism VIC costs :- Indirect Expenditure	4,408	91,760	117,581	25,821	0	25,821	78.0%
Net Income over Expenditure	(4,378)	(91,581)	(89,581)	2,000			
<u>483 Silica</u>							
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	18	18,814	2,000	(16,814)		(16,814)	940.7%
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	440	0	(440)		(440)	0.0%
4109 Alarm system	0	0	500	500		500	0.0%
Silica :- Indirect Expenditure	53	19,754	5,375	(14,379)	0	(14,379)	367.5%
Net Income over Expenditure	(53)	(2,006)	(250)	1,756			
<u>484 Waterpark Kiosk and Admissions</u>							
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%

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Detailed Income & Expenditure by Budget Heading 31/01/2026

Month No: 10

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	5	4,425	10,000	5,575		5,575	44.2%
4031 Equipment - Rental	34	587	2,030	1,443		1,443	28.9%
4035 Telephone	60	430	200	(230)		(230)	215.0%
4044 Insurance	81	335	0	(335)		(335)	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	23	692	461	(231)		(231)	150.2%
4406 Bar Stock/Sundry Items Kiosk	0	303	750	447	17	430	42.7%
4407 Cafe stock	0	18,733	16,634	(2,099)		(2,099)	112.6%
4408 Shop stock	198	198	5,125	4,927	113	4,815	6.1%
6010 Grounds Salaries Recharge	310	4,231	4,935	704		704	85.7%
6015 Grounds Overhead Recharge	45	896	1,160	264		264	77.2%
Waterpark Kiosk and Admissions :- Indirect Expenditure	756	94,011	85,298	(8,713)	130	(8,843)	110.4%
Net Income over Expenditure	(756)	713	24,702	23,989			
<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	1,472	2,000	528		528	73.6%
4105 Utilities - Heat & Light	512	3,796	3,500	(296)		(296)	108.4%
4109 Alarm system	66	66	124	58		58	53.0%
4110 Cleaning	5,246	35,644	35,000	(644)		(644)	101.8%
6000 Admin Salaries Recharge	1,210	12,280	12,985	705		705	94.6%
6005 Admin Overhead Recharge	180	2,672	2,590	(82)		(82)	103.2%
6009 HQ recharges	120	1,923	2,365	442		442	81.3%
6010 Grounds Salaries Recharge	273	3,143	3,660	517		517	85.9%
6015 Grounds Overhead Recharge	38	642	860	218		218	74.7%
6030 Operational Staffing Recharge	77	789	840	51		51	93.9%
6035 Operational Overhead Recharge	6	59	90	31		31	65.6%
PublicToilets :- Indirect Expenditure	7,884	68,485	63,121	(5,364)	0	(5,364)	108.5%
Net Expenditure	(7,884)	(68,485)	(63,121)	5,364			
<u>486 Waterpark other charges</u>							
4102 NNDR	0	0	887	887		887	0.0%
4104 Utilities - Water	239	2,301	2,200	(101)		(101)	104.6%

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
4105 Utilities - Heat & Light	148	18,988	20,000	1,012		1,012	94.9%
4109 Alarm system	0	501	836	335		335	59.9%
4138 Water Play Area Rent	1,067	10,668	13,722	3,054		3,054	77.7%
Waterpark other charges :- Indirect Expenditure	1,455	32,458	37,645	5,187	0	5,187	86.2%
Net Expenditure	(1,455)	(32,458)	(37,645)	(5,187)			
<u>801 Earmarked Reserves</u>							
8041 Tree planting (Fundraising)	0	115	367	252		252	31.3%
Earmarked Reserves :- Direct Expenditure	0	115	367	252	0	252	31.3%
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 Capital Proj - Cemetery	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	144	1,464	12,824	11,360		11,360	11.4%
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	1,014	1,509	6,258	4,749		4,749	24.1%
8042 EMR Talking Nature	3,224	4,218	2,558	(1,660)		(1,660)	164.9%
8043 Community Events	0	16,570	27,000	10,430		10,430	61.4%
8044 Unfulfilled Purchase Orders	4,500	150,475	150,475	0		0	100.0%
Earmarked Reserves :- Indirect Expenditure	8,882	176,636	483,344	306,708	0	306,708	36.5%
Net Expenditure	(8,882)	(176,751)	(483,711)	(306,960)			
<u>901 Capital Works Reserves</u>							
9002 HQ Refurbishment Wokrs	0	0	45,935	45,935		45,935	0.0%
9003 Old Town Quarry Works	(1,014)	128,149	194,318	66,169	25,164	41,005	78.9%
Capital Works Reserves :- Direct Expenditure	(1,014)	128,149	240,253	112,104	25,164	86,940	63.8%
Net Expenditure	1,014	(128,149)	(240,253)	(112,104)			

Detailed Income & Expenditure by Budget Heading 31/01/2026

Cost Centre Report

	Actual Current Mth	Actual Year To Date	Current Annual Bud	Variance Annual Total	Committed Expenditure	Funds Available	% Spent
Grand Totals:- Income	26,646	4,890,723	5,174,627	283,904			94.5%
Expenditure	282,409	3,406,831	5,824,680	2,417,849	195,415	2,222,435	61.8%
Net Income over Expenditure	<u>(255,763)</u>	<u>1,483,893</u>	<u>(650,053)</u>	<u>(2,133,946)</u>			
Movement to/(from) Gen Reserve	<u>(255,763)</u>	<u>1,483,892</u>	<u>(650,053)</u>	<u>(2,133,946)</u>			

Finance & General Purposes Committee
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 interest received 1st April 2025 to 28th February 2026. £44,624.

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 working on gaining access to the account to withdraw the funds. This issue is being worked on (February 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 2nd April 2025
- To the value of £366.77 on the 2nd May 2025
- To the value of £367.88 on the 3rd June 2025
- To the value of £351.46 on the 2nd July 2025
- To the value of £359.05 on the 4th August 2025
- To the value of £348.40 on the 3rd September 2025
- To the value of £330.82 on the 2nd October 2025

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

- To the value of £395.24 on the 4th November 2025
- To the value of £1963.20 on the 2nd December 2025
- To the value of £1990.23 on the 5th January 2026
- To the value of £1935.85 on the 3rd February 2026

CCLA actual cash received 1st April 2025 to 31st March 2026 = **£8791.08**

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 10th November 2025
- To the value of £317.88 on the 9th December 2025
- To the value of £340.02 on the 9th January 2026.
- To the value of £311.44 on the 9th February 2026

Lloyds instant access actual cash received 1st November 2025 to 28th February 2026 = **£1089.89**

A further investment of £400,000 was made on the 25th February 2026 taking the total investment to **£900,000** in the **Lloyds Instant Access account**;

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

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

The last communication with Natwest was March 2025.

We have not received any statements since June 2025.

Finance & General purpose Committee
Schedule of receipts – Report of the Finance Administration Manager

<u>SCHEDULE OF RECEIPTS FOR:</u>	Current Account (Lloyds) Not including TRO Settlement or Inter a/c trs	Imprest Account (Lloyds) Not including Reimbursement or Cashbook Transfer	Mayor's Charity Fund (Lloyds)	Liquidity Manager Acc (Natwest)	Lloyds Instant access	Total Gross Income
	£	£	£	£	£	£
Apr-25	£ 2,414,354.87	£ -	£ 242.68	£ 64.17	£ -	£ 2,414,661.72
May-25	£ 31,053.98	£ -	£ -	£ 28.15	£ -	£ 31,082.13
Jun-25	£ 69,124.56	£ -	£ -	£ 29.11	£ -	£ 69,153.67
Jul-25	£ 227,574.37	£ -	£ -	£ -	£ -	£ 227,574.37
Aug-25	£ 83,214.80	£ -	£ 1.26	£ -	£ -	£ 83,216.06
Sep-25	£ 2,279,616.07	£ 2.00	£ -	£ -	£ -	£ 2,279,618.07
Oct-25	£ 2,923,685.79	£ -	£ -	£ -	£ -	£ 2,923,685.79
Nov-25	£ 659,042.39	£ 4.55	£ 38.00	£ -	£ 120.55	£ 659,205.49
Dec-25	£ 29,791.65	£ -	£ 66.00	£ -	£ 317.88	£ 30,175.53
Jan-26	£ 105,642.53	£ 5.00	£ -	£ -	£ 340.02	£ 105,987.55
Feb-26	£ 44,177.95	£ -	£ -	£ -	£ 311.44	£ 44,489.39

Outstanding Balances by Month as at 31/01/2026

A/C Code	Customer Name	Balance	Jan 2026	Dec 2025	Nov 2025	Prior Months	On A/c Pymnts
Ledger No 2: Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	167.06	167.06	0.00	0.00	0.00	0.00
AVONFIRE	AVONFIRE	20.00	20.00	0.00	0.00	0.00	0.00
ELM001	ELMS	968.00	968.00	0.00	0.00	0.00	0.00
NSCOTHER	NSCOTHER	1,867.13	1,867.13	0.00	0.00	0.00	0.00
PRATTL	PRATTL	2,961.78	2,961.78	0.00	0.00	0.00	0.00
THEBLAKEH	THEBLAKEHAY	2,171.08	1,822.27	348.81	0.00	0.00	0.00
WESTON2	WSMTOWN	18.39	18.39	0.00	0.00	0.00	0.00
Total Sales Ledger No 2		8,173.44	7,824.63	348.81	0.00	0.00	0.00
Ledger No 4: Museum Sales Ledger							
BURNHAM2	BURNHAM	45.00	45.00	0.00	0.00	0.00	0.00
CIVIC	CIVIC	87.50	87.50	0.00	0.00	0.00	0.00
FOSSEYM	FOSSEYM	175.00	175.00	0.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	205.00	205.00	0.00	0.00	0.00	0.00
HANNAHM	HANNAH MORE INFANTS	45.00	45.00	0.00	0.00	0.00	0.00
MEADVALE	MEADVALE	165.00	165.00	0.00	0.00	0.00	0.00
MFA	MFA	158.00	158.00	0.00	0.00	0.00	0.00
MOORENS	MOORENS	5,815.00	5,815.00	0.00	0.00	0.00	0.00
SOMERSET	SOMERSET	185.00	185.00	0.00	0.00	0.00	0.00
STMARKS	STMARKS	230.00	230.00	0.00	0.00	0.00	0.00
WINDWHISTL	WINDWHISTLE	185.00	185.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 4		7,295.50	7,295.50	0.00	0.00	0.00	0.00
Ledger No 5: Old Town Quarry							
ARTSPACE	ARTSPACE	990.00	330.00	660.00	0.00	0.00	0.00
PRATTL	PRATTL	5,200.00	2,600.00	2,600.00	0.00	0.00	0.00
Total Sales Ledger No 5		6,190.00	2,930.00	3,260.00	0.00	0.00	0.00
TOTAL SALES LEDGER BALANCES		21,658.94	18,050.13	3,608.81	0.00	0.00	0.00

Outstanding Balances by Month as at 28/02/2026

A/C Code	Customer Name	Balance	Feb 2026	Jan 2026	Dec 2025	Prior Months	On A/c Pymnts
Ledger No 2: Council Sales Ledger							
ALLIANCEDB	ALLIANCEDOGBIN	525.31	525.31	0.00	0.00	0.00	0.00
EASTFIELD	EASTFIELD	48.79	48.79	0.00	0.00	0.00	0.00
ELM001	ELMS	968.00	968.00	0.00	0.00	0.00	0.00
THEBLAKEH	THEBLAKEHAY	7,196.40	5,025.32	1,822.27	348.81	0.00	0.00
WEST5	WESTCOUNTRYPARKS	222.00	222.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 2		8,960.50	6,789.42	1,822.27	348.81	0.00	0.00
Ledger No 4: Museum Sales Ledger							
AXE	AXE SCOUTS	110.00	110.00	0.00	0.00	0.00	0.00
BOURNVILLE	BOURNVILLE	45.00	45.00	0.00	0.00	0.00	0.00
CIVIC	CIVIC	87.50	87.50	0.00	0.00	0.00	0.00
FOSSEYM	FOSSEYM	50.00	50.00	0.00	0.00	0.00	0.00
FRIENDSMUS	FRIENDSMUS	80.00	80.00	0.00	0.00	0.00	0.00
STMARKS	STMARKS	230.00	0.00	230.00	0.00	0.00	0.00
WALLISCOT	WALLISCOTE	45.00	45.00	0.00	0.00	0.00	0.00
Total Sales Ledger No 4		647.50	417.50	230.00	0.00	0.00	0.00
Ledger No 5: Old Town Quarry							
ARTSPACE	ARTSPACE	732.00	402.00	330.00	0.00	0.00	0.00
PRATTL	PRATTL	4,194.94	4,194.94	0.00	0.00	0.00	0.00
TIJSSENE		22.50	22.50	0.00	0.00	0.00	0.00
Total Sales Ledger No 5		4,949.44	4,619.44	330.00	0.00	0.00	0.00
TOTAL SALES LEDGER BALANCES		14,557.44	11,826.36	2,382.27	348.81	0.00	0.00

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

Budget heading	code	YTD Spend	Budget 2025/2026	Overspend	Reason
Central Administration 102					
IT Payroll HR Software (MHR)	4006	£ 13,171.00	£ 5,500.00	-£ 7,671.00	Consultancy fees delayed from 2023 sign up
IT support & upgrade	4107	£ 19,465.00	£ 15,000.00	-£ 4,465.00	Increase in annual costs
Grove Lodge 103					
Alarm system	4109	£ 664.00	£ 621.00	-£ 43.00	Increase in annual costs
Grove Lodge 104					
Alarm system	4109	£ 522.00	£ 489.00	-£ 33.00	Increase in annual costs
Civic support 107					
Civic Miscellaneous	4152	£ 1,179.00	£ 1,000.00	-£ 179.00	Increase in linen usage/dry cleaning costs
Civic events	4164	£ 7,765.00	£ 5,800.00	-£ 1,965.00	Mayor making 26/27 deposit paid
Operational services 113					
Telephone	4035	£ 453.00	£ 400.00	-£ 53.00	Need for new phones reviewed and upgraded in year
Old Town Quarry 114					
Cleaning	4110	£ 4,893.00	£ 1,057.00	-£ 3,836.00	Contract cleaning not in original budget
NNDR	4102	£ 6,048.00	£ 3,229.00	-£ 2,819.00	24/25 and 25/26
HQ 115					
Equipment rental	4031	£ 7,412.00	£ 5,550.00	-£ 1,862.00	Equipment rental cost increase
Telephone	4035	£ 9,162.00	£ 7,000.00	-£ 2,162.00	Need for new phones reviewed and upgraded in year
Insurance	4044	£ 14,424.00	£ 6,180.00	-£ 8,244.00	Insurance recodes for all departments
Utilities - heat and light	4105	£ 27,609.00	£ 12,000.00	-£ 15,609.00	Utility costs - new contract in place from September reducing cost by 55% income of £8496.61 from CCTV electricity payments from April 25- Jan 26
Credit card charges	4136	£ 497.00	£ 300.00	-£ 197.00	Increase in rental charges
Parking	4171	£ 9,900.00	£ 9,500.00	-£ 400.00	Increase in car park rent
Blakehay central costs 120					
Equipment purchase	4030	£ 20,255.00	£ 8,500.00	-£ 11,755.00	New lighting equipment purchase (overspend agreed by Group Leaders)
Museum Central costs 140					
PPE/H&S	4014	£ 1,692.00	£ 1,000.00	-£ 692.00	Rentokill needed
Alarm system	4109	£ 1,473.00	£ 790.00	-£ 683.00	Increase in annual costs
Website costs	4019	£ 414.00	£ 250.00	-£ 164.00	Increase in annual costs
Telephone	4035	£ 4,733.00	£ 3,000.00	-£ 1,733.00	Need for new phones reviewed and upgraded in year
Refuse removal	4114	£ 6,175.00	£ 3,500.00	-£ 2,675.00	Introduction of recycling
Museum shop/retail 143					
Credit card charges	4136	£ 357.00	£ 88.00	-£ 269.00	Increase in charges
Central Grounds 400					
Telephone	4035	£ 3,543.00	£ 2,764.00	-£ 779.00	Nore staff increased the need for new phones alongside the new to update the old phones
Milton Road Cemetery					
Utilities - Water	4104	£ 1,505.00	£ 640.00	-£ 865.00	Increase in usage
Street furniture					
Prince wales clock/welcome signs	4157	£ 1,973.00	£ 550.00	-£ 1,423.00	Repairs to clock
Tourism Visit weston					
Telephone	4035	£ 1,847.00	£ 1,500.00	-£ 347.00	Need for new phones reviewed and upgraded in year
IT support & upgrade	4107	£ 2,508.00	£ 1,750.00	-£ 758.00	Increase in annual costs
Waterpark					
Staffing costs	4000	£ 61,054.00	£ 39,672.00	-£ 21,382.00	Casual staff needed to staff the Waterpark
Telephone	4035	£ 430.00	£ 200.00	-£ 230.00	Need for new phones reviewed and upgraded in year
Credit card charges	4136	£ 692.00	£ 461.00	-£ 231.00	Increase in annual costs
Café stock	4407	£ 18,733.00	£ 16,634.00	-£ 2,099.00	Need for stock in line with demand



Finance and General Purposes Committee 13th April 2026

Cash Flow Movement between Approved Council Bank Accounts (Transfer of Funds from Instant Access Savings Account – March 2026)

Report from the Finance Administration Manager

1. Purpose and Background of Report

This report is to inform Members of the movement of funds from the Council's Lloyds Bank Instant access savings account to the Council's main Lloyds Bank current account during March 2026.

Due to the timings of the Finance & General Purposes meetings being bi-monthly will sometimes be necessary to transfer funds between investment accounts and the Council's main account to ensure sufficient liquidity is maintained to meet operational commitments and done in a timely manner outside of the meetings approval.

On the 13th March 2026, a sum of £600,000 was transferred from the Council's Lloyds Bank Instant Access Savings Account back into the Council's main Lloyds bank current account. This transfer was undertaken to support short term cashflow requirements and to ensure that sufficient funds are readily available to meet expenditure commitments for the period to the end of March 2026. All the necessary signing requirements have been met in line with the Council's Financial Regulations. This is evidenced in appendix 1 at the end of this report.

2. Options for Council

Note the transfer of £600,000 from the Lloyds Instant Access Savings Account to the Council's main Lloyds bank current account to support cashflow management

3. Reason for Recommendation

The recommendation ensures Members are informed of treasury management activity undertaken to maintain appropriate liquidity and support the Council's financial operations.

4. Expected Benefits

Ensures sufficient funds are available to meet operational expenditure and financial commitments.

Supports effective cashflow management.

Maintains financial stability during the financial year-end period.

5. Implications

5.1. Legal



There are no direct legal implications arising from this report. The movement of funds forms part of normal treasury management and financial administration.

5.2.Risks

Failure to maintain sufficient funds within the Council's main account could result in short term cashflow pressures. The transfer mitigates this risk.

5.3.Financial Implications

The transfer of £600,000 represents a movement of funds between Council held accounts and does not impact the overall financial position of the Council. Funds remain available within Council balances. Any potential loss of interest is minimal due to the instant access nature of the account.

5.4.Timescales

The transfer was completed on the 13th March 2026 to ensure sufficient liquidity ahead of the financial year end on the 31st March 2026.

5.5. Stakeholders

Members of the Council

5.6. Contractors

None.

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

There are no implications.

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

There are no implications.

5.9. Privacy Impact (consider Privacy Impact assessment)

There are no privacy implications.

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

There are no equality or diversity implications.

6. Appendices

The withdrawal of funds from the Council's Lloyds Bank Instant Access Savings Account form was completed in accordance with the Council's financial procedures.

7. Members are recommended to:

Note the transfer of £600,000 from the Council's Lloyds Bank Instant Access Savings Account to the Council's main Lloyds Bank Current account on the 12th



WESTON-SUPER-MARE TOWN COUNCIL

ITEM 6.2.2.7

March 2026 to support cashflow management and year-end financial requirements.

Fiona Gardner

Finance Administration Manager

Drafted 13th March 2026



Appendix



WESTON-SUPER-MARE TOWN COUNCIL

Withdrawal Authorisation Form

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

Withdrawal Proposal: £600,000 _____

Withdrawal Amount: £600,000 _____

Withdrawal Provider: Lloyds Instant Access _____

Date of Withdrawal: March 2026 _____

Authorisation:

RFO (Signature): [Signature] Date: 5th March 2026

Town Clerk / CEO (Signature): [Signature] Date: 5/3/26

Chair of Finance & General Purposes Committee (Signature): [Signature]

Date: 11.3.2026

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

Finance and General Purposes Committee 13th April 2026 Review Effectiveness of Internal Auditor - Annual Review Report of the Director of Finance & Resources

1. Background & Purpose of the Report

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

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

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

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

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

2. Options for Council

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

3. Reason for Recommendation

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

Internal Audit Review 2025/2026	
1. Scope of Internal Auditor	The Council used Auditing Solutions to carry out its Internal Audit for the year 2025/2026. Company auditors will rotate at the company's discretion to ensure adequate objective review.

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



	Internal Audit Review 2025/2026
	<p>The general arrangement is covered in the Internal Audit Contract.</p> <p>Internal audit work takes into account both the council's risk assessments and wider internal control arrangements.</p> <p>Internal audit work covers the council's anti-fraud and corruption arrangements</p>
<p>2. Independence</p>	<p>Independence requires the absence of any actual or perceived conflict of interest. It means that whoever carries out the internal audit role does not have any involvement in, or responsibility for, the financial decision making, management or control of the authority, or for the authority's financial controls and procedures.</p> <p>A current or recent authority member, who cannot demonstrate independence from decisions in the year to be audited, cannot be its internal auditor. Similarly, it would not be appropriate for any individual or firm with a personal connection to a member or officer of the authority to be appointed. Conflicts of interest must be avoided, such as in cases where an external provider of accounting software or services to the authority, also offers internal audit services through an associate company, firm or individual.</p> <p>There is no requirement to rotate auditors but the independence of the appointed person or firm should be reviewed every year with regard to; personal independence, financial independence, and professional independence.</p>
<p>3. Competence</p>	<p>Evidence as to competence might include letters of recommendation from other similar authorities.</p>
<p>4. Relationships</p>	<p>Meetings were held with the CEO/Town Clerk and DoFR/RFO as well as with the appointed accountant as deemed necessary to ensure there is opportunity for the raising of issues, reporting findings and need for specific coverage within that process by all parties.</p> <p>The CEO/ Town Clerk and DoFR/ RFO met with the Independent Auditor to discuss Audit Questions at the start of every scheduled visit with the plan.</p> <p>Every authority should ensure that they have a letter of engagement which would normally include: roles and responsibilities, audit planning and timing of visits, reporting requirements, rights to access to information, members and officers, period of engagement, remuneration, any other matters required for the management of the engagement by the authority.</p> <p>Council Members understand their responsibilities in respect of the Governance of the Councils affairs.</p>



	Internal Audit Review 2025/2026
5. Audit Planning and Reporting	As part of the review the internal auditor should produce a report to the authority highlighting areas for improvement or development. An action plan should be produced setting out the areas of improvement required, any proposed remedial actions, the members or officers responsible for delivering improvement, and the deadlines for completion of the actions.

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



WESTON-SUPER-MARE TOWN COUNCIL

	along with costings to enable the Council to budget effectively.
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4. Expected Benefits

The review is a legal requirement under the following:

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

5. Implications

5.1. Legal

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

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

5.2. Risk

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

5.3. Financial

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

5.4. Timescales

- **13th April 2026** - Finance & General Purposes Committee – to review the effectiveness of the internal auditor
- Following approval, Submit the signed review to the External Auditor

6. Appendices

The effectiveness of the interview auditor review as attached.

7. Recommendations

Members are requested to:

1. Consider and Approve the review of Effectiveness of Internal Audit 2025 / 2026 – Chair to sign as such

Helen Morton



Director of Finance & Resources
Drafted 02/03/2026

Finance and General Purposes Committee 13th April 2026 Review Effectiveness of Internal Auditor - Annual Review Report of the Director of Finance & Resources

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WESTON-SUPER-MARE TOWN COUNCIL

	along with costings to enable the Council to budget effectively.
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7. Recommendations

Members are requested to:

1. Consider and Approve the review of Effectiveness of Internal Audit 2025 / 2026 – Chair to sign as such

Helen Morton



Director of Finance & Resources
Drafted 02/03/2026

Weston-super-Mare Town Council
Grove House
Grove Park
Weston-super-Mare
BS23 2QJ

23rd June 2025

Dear Sirs

The purpose of this letter is to set out the basis on which we (are to) act as internal auditors of the Council and the respective areas of responsibility of the Council and of ourselves.

As Councillors of the above Council you are responsible for maintaining proper accounting records and preparing financial statements, which give a true and fair view and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically. You are also responsible for making available to us, as and when required, the Council's accounting records and all other necessary records and related information for us to undertake our review in accordance with the requirements of the "Governance and Accountability Manual – The Practitioner's Guide", including minutes of all Council and Committee meetings.

We have a responsibility to report to the members whether, in our view, the financial statements, as summarised at Section 2 of the statutory Annual Governance and Accountability Return (AGAR), are in accordance with the Council's accounting records, whether they are supported by appropriate systems of internal financial control in the areas specified in the Internal Audit Report embodied in the AGAR and whether they comply with the relevant legislation. In arriving at our view, we are required to consider the following matters, and to report on any in respect of which we are not satisfied:

- a. whether proper accounting records have been kept by the Council;
- b. whether the Council's Balance Sheet and Income and Expenditure Account or Receipts and Payments Account and supporting statements are in agreement with the accounting records and returns;
- c. whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

In addition, there are certain other matters, which, according to the circumstances, may need to be dealt with in our report.

We have a professional responsibility to report if the financial statements do not comply in any material respect with Statements of Standard Accounting Practice and Financial Reporting Standards, as applicable to local Councils, unless in our opinion the non-compliance is justified in the circumstances.

Our audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issued by the accountancy bodies and will have regard to relevant Auditing Guidelines. Furthermore, it will be conducted in such a manner as we consider necessary to fulfil our responsibilities and will include such tests of transactions and of ownership and valuation of assets and liabilities as we consider necessary.

We shall expect to obtain such relevant and reliable evidence as we consider sufficient to enable us to draw reasonable conclusions therefrom. The nature and extent of our tests will vary according to our assessment of the Council's accounting systems, and where we may wish to place reliance on the systems of internal control and may cover any aspect of the Council's business operations.

We shall report to you any significant weaknesses in or observations on, the Council's systems which come to our notice and which we consider should be brought to your attention. We will also examine annually the Council's approach to the assessment and formal adoption of the risks associated with the various financial and related systems in the Council.

We shall obtain an understanding of the accounting systems in order to assess their adequacy as a basis for the preparation of the financial statements and to establish whether proper accounting records have been maintained.

All evidence obtained, whether in electronic or hard copy format, will be retained in accordance with the General Data Protection Legislation, Auditing Solution's GDPR, and Document & Data retention policies, and the General Data Protection Regulation Non-Disclosure Agreement issued in concert with this Agreement.

As part of our normal audit procedures, we may request you to provide written confirmation of oral representations, which we have received from you during the course of the audit.

In order to assist us with the examination of your financial statements, as summarised in the AGAR, we shall request sight of all relevant supporting documents, including those relating to the chairman's certification of the AGAR, which are due to be issued with the financial statements. We reserve the right to attend relevant meetings of the Council and to receive notice of all meetings.

We may ask, additionally, for confirmation in writing that all the transactions undertaken by the Council have been properly reflected and recorded in the accounting records, and our audit report on your Council's financial statements may refer to this confirmation.


The responsibility for the prevention and detection of irregularities and fraud rests with the Council. Notwithstanding this, we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud, but our examination should not be relied upon to disclose irregularities and frauds that may exist. We also require that, in the event of any suspected irregularity being identified by members or the Council's Clerk, we are advised immediately and, if appropriate, consulted on the appropriate courses of action that should be applied to examine the position further.

We shall not be treated as having notice, for the purposes of our audit responsibilities, of information provided to members of our firm other than those engaged on the audit (e.g. information provided in connection with accounting and other services).

Agreement of terms

Once it has been agreed, this letter and contract will remain effective for future years, until it is either cancelled by the Council or ourselves. We respectively ask that, should the Council wish to cancel the contract, due notice is given by 30th September latest in the financial year under review, as work on the year's review will have either commenced prior to or shortly after that date. We shall be grateful if you could confirm in writing your agreement of the terms of this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning to this office.

On behalf of Auditing Solutions Ltd	Signature	Weston-super-Mare Town Council	Signature
Stuart J Pollard Director	<i>Stuart Pollard</i>	Dated: 14 th August 2025	

WESTON-SUPER-MARE TOWN COUNCIL

Strategic Five-year plan (detail in hours)

	2021-22	2022-23	2023-24	2024-25	2025-26
Management Arrangements					
Governance review (incl. Review of SOs, FRs & minutes)	5	4	5	4	5
Review of Risk Assessment process (incl. Insurance cover)	2	3	2	3	1
	7	7	7	7	6
Expenditure					
Creditor payment & expenditure controls	5	4	5	4	3
Budgetary control (Including Budget Setting)	2	2	2	1	1
Capital and other contracting arrangements	1	1	-	2	1
Salaries & wages	3	3	4	3	2
Petty cash and cash floats	1	1	1	1	1
	12	11	12	11	8
Income					
Cash receipting & banking	1	2	1	2	1
Burials & associated fees	3	1	3	-	-
Heritage Centre / Museum (incl. sales)	-	3	-	3	1
Blakehay bookings, bar, etc	2	-	3	1	1
Visitor Info Centre	-	2	-	1	2
Water Park	1	-	-	1	1
Other miscellaneous income	1	1	1	-	1
Sales ledger	1	1	1	1	1
	9	10	9	9	8
Accounting records					
Cashbooks, Journals & Bank reconciliations	3	2	2	3	2
Financial ledger/Year-end Accounts (Incl. Annual Return & Reserve Accounts))	3	4	4	4	3
Asset / Inventory Registers	1	1	1	1	1
	7	7	7	8	6
Contingency	-	-	-	-	7
Total hours required	35	35	35	35	35
Total days	5	5	5	5	5

To: Finance & General Purposes Committee

Subject:	Second Internal Audit update report 2025-2026
Reason for Briefing Note:	Notification to council of second internal audit review
Responsible Officer(s):	Chief Executive Officer / Town Clerk
Senior Lead:	Director of Finance & Resources
Date:	16/03/2026
File Path:	

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

1. Background to issue arising:

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

Rec. No.	Recommendation
Review of Corporate Governance	
R1	A consistent value for formal tender action should be recorded in both the Standing Orders and Financial Regulations.
Assessment and Management of Risk	
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	
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 Staff Salaries	
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.

To: Finance & General Purposes Committee

2.Summary of main considerations/ actions:

It was pleasing to see that the second interim internal audit report recognised the work carried out, to mitigate any risk to the council, was completed in a timely manner.

Rec no	Response
R1	<i>Updated documentation has been prepared and will be taken to the May 2026 full Council meeting for approval and adoption.</i>
R2	<i>The Council is considering further diversification of the funds held and will retain the current level of insurance cover.</i>
R3	<i>The Council is considering further diversification of the “invested” funds held and will retain the current level of cover.</i>
R4	<i>The payroll provider has addressed the issue accordingly also ensuring thar the software used to prepare the payroll has been updated appropriately to avoid a repetition of the problem when future years’ pay awards and arrears are processed.</i>

Members are required to:

Note the second interim internal auditors report for 2025-2026.

Weston-super-Mare Town Council

Internal Audit Report 2025-26 (Interim update)

Stuart J Pollard

*Director
Auditing Solutions Limited*

Background and Scope

The Accounts and Audit Regulations introduced from 1st April 2001 require all Town and Parish Councils to implement an independent Internal Audit (IA) examination of their Accounts and accounting processes annually. The Council has complied accordingly in terms of independence from the Council decision making process appointing us, at Auditing Solutions Ltd: the following detailed report sets out those areas examined during the course of our initial remote and this subsequent onsite interim update review for the year, the latter on 17th February 2026. We have agreed with officers that we will undertake our next visit on 16th April when we aim to visit various sites to check on, inter alia, cash handling procedures.

Internal Audit Approach

In continuing 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 these two interim reviews for the year providing all necessary documentation to assist the progress of the year's review.

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 and in our first report for this year, further significant errors in the payroll preparation detail by the contracted payroll service provider for August 2025 when the national pay award for the year was implemented together with payment of arrears backdated to 1st April 2025. We note that those issues have been addressed appropriately with this report recording the actions taken / current status on each of the first report recommendations.

We are also pleased to note and acknowledge the actions taken to address the requirements for a positive assurance at Box 10 of the 2025-26 AGAR at Section 2

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 three months' transactions (April and October 2025 plus January 2026 on the Lloyds Current account and the financial year to 31st January 2026 transactions on all other accounts by reference to the supporting bank statements; and
- Checked and agreed account bank reconciliations on 30th April and 31st October 2025, plus 31st January 2026 on all accounts.

Conclusions

We are pleased to record that no concerns have been identified in 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 cash and bank 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) were 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 noted at our first visit that the SOs implied a value of £25,000 above which formal tender action is required (Para 18.1.v refers), whereas the FRs referred to a limit of £20,000 including VAT for formal tender action (Para 6.5.1 refers). We suggested in our first report for the year that a consistent value should be recorded in both documents and understand that a value of £25,000, net of VAT, will be applied in both documents, together with a new Procurement Policy, which will be adopted at the May 2026 full Council meeting.

We note that the external auditors have still to formally sign off 2024-25 AGAR, having only issued an interim certificate to date. We note that the RFO is pursuing completion and will monitor progress

at our next review visit in April 2026. As recorded in our first interim report, 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 are also pleased to note and record the positive action in hand to ensure full compliance with the new AGAR Governance Statement Assertion 10 requirements with a raft of GDPR related Policies adopted and will continue to monitor further developments in that respect at our next visit.

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.

RI. A consistent value for formal tender action should be recorded in both the Standing Orders and Financial Regulations. Updated documentation has been prepared and will be taken to the Maty 2026 full Council meeting for approval and adoption.

Review of Purchasing and Payment Procedures

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

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

We have extended our testing in this area for compliance with the above criteria selecting a total sample of 97 individual payments in the financial year to 31st January 2026 including the annual NNDR payments made monthly during the year: our test sample includes all payments in excess of £6,000 plus every 60th other payment to that date totalling £2,195,930 and equating to 61% by value 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 three 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 our final review to include transactions to 31st March 2026, also checking detail of the remaining quarterly VAT reclaim, 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 are pleased to note that the content of the LCRS register has been reviewed at the February F&GP Committee meeting and will be formally ratified by the Council at its next meeting. We have reviewed the content with no issues arising. In discussing the content of the software with the Clerk we have advised of a potential alternative slimmed down form of Risk Register and have provided her with a copy for consideration going forward: it will, however, require tailoring to meet the Council's own specific requirements taking account of the varied services being provided.

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 with 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 we consider that the Council should consider raising the level of its Fidelity Guarantee cover to equate to at least the total average bank account balances held during the year. 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. The Council is considering further diversification of the "invested" funds held and will retain the current level of insurance cover.

Budgetary Control and Reserves

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

We are pleased to note that, following due debate, the Council has agreed its budget and precept requirements for 2026-27 setting the latter at £4,465,654.

Members continue to be provided with periodic and comprehensive management accounting information based on the Omega detail: we have reviewed the latest budget position (at 31st January 2026) with a few potential "hotspots" noted: consequently, we have examined the year's individual nominal account codes in Omega in those areas, also discussing their detail with the RFO who has provided appropriate explanations of the variances with no residual issues of concerns arising or warranting further detailed enquiry or investigation.

We note that at the present date total actual income in the Omega Budget / Income & Expenditure Account report shows as 95% following inclusion of the year's precept value, as recommended in our first report for the year: total expenditure stands at 63% of the annual budget with neither giving cause for concern at the present time.

Conclusions and recommendation

No concerns arise in this area currently, although, as recorded in our first report for the year, we urged that the annual precept budget value be recorded in Omega to ensure a more accurate presentation of the status of total actual income against the approved budget, which has now been addressed appropriately. We shall review the year's final outturn at our final review, also assessing the appropriateness of the retained reserves (General and Earmarked Funds) to meet the Council's ongoing revenue spending requirements and any aspirational development plans, which will be undertaken following closure of the year's Omega accounts.

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. The Council is considering further diversification of the funds held and will retain the current level of cover.

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 first planned interim visit date and effective unavailability of staff at the intended visit sites during the course of this update visit for a variety of reasons, 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, however, 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 have agreed to visit the Council again in April 2026 when we will examine the operative controls over cash handling, etc at the Museum, the Quarry and, time permitting at the TIC and Splash Pad.

Review of Staff Salaries

In examining the Council's payroll function, we aim to confirm that extant legislation is being appropriately observed as regards adherence to the Employee Rights Act 1998 and the requirements of HMRC legislation relating to the deduction and payment over of income tax and NI contributions, together with meeting the requirements of the local government pension scheme, as further amended with effect from 1st April 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 1st 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 noted that, as occurred last year, the employees' pension contributions (and presumable also the employer's contributions) for August 2025 had not been calculated to include the backdated arrears paid with that month's basic salary. Consequent on this error, we also checked a further number of other employees' pension contributions noting that all had 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 drew the above to the attention of the DoF&R during our first visit, 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. Regarding the latter, we were subsequently provided with appropriate documentation supporting the changes, so no residual issues exist in that respect. We also note that the payroll provider was contacted pointing out the non-inclusion of the value of arrears paid to all staff from 1st April 2025 with their August 2025 salaries: they advised that this was a programming error and we now note that appropriate adjustments have been made with the January 2026 payroll detail.

Conclusions and recommendation

As above, we note that appropriate action has been 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.

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. The payroll provider has addressed the issue accordingly also ensuring that the software used to prepare the payroll has been updated appropriately to avoid a repetition of the problem when future years' pay awards and arrears are processed.

Investments and Loans

Our objectives here are to ensure that the Council is “investing” surplus funds appropriately, be they held temporarily or on a longer term basis in suitable 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 has just been reviewed and re-adopted: we have examined the resultant 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 further 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 used banks should 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 31st March 2026 in the AGAR at Section 2, Box 10.

Rec. No.	Recommendation	Response
Review of Corporate Governance		
R1	A consistent value for formal tender action should be recorded in both the Standing Orders and Financial Regulations.	<i>Updated documentation has been prepared and will be taken to the Maty 2026 full Council meeting for approval and adoption.</i>
Assessment and Management of Risk		
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.	<i>The Council is considering further diversification of the funds held and will retain the current level of insurance cover.</i>
Budgetary Control and Reserves		
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.	<i>The Council is considering further diversification of the “invested” funds held and will retain the current level of cover.</i>
Review of Staff Salaries		
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.	<i>The payroll provider has addressed the issue accordingly also ensuring that the software used to prepare the payroll has been updated appropriately to avoid a repetition of the problem when future years’ pay awards and arrears are processed.</i>



WESTON-SUPER-MARE TOWN COUNCIL

Finance & General Purposes 13th April 2026

Internal audit 2026/2027 – Approval of the 2026-2029 internal audit plan

Report from the Director of Finance & Resources

Purpose and Background of Report

At the Finance and General Purposes Committee on 18th August 2025 it was resolved that a new Internal Auditor be appointed for a period of 3 years (plus 1, plus1) in line with all other professional service contracts. The appointment went to Parish & Town Auditing Services (PATAS) to carry out the Council internal audit requirements and a Letter of Engagement was issued for services to take effect from 1st April 2026.

Under the **Accounts and Audit Regulations 2015**, while there is no explicit legal requirement for the council to formally *approve* the internal auditor's detailed audit plan, it is considered best practice and a requirement of proper practices (as outlined in the JPAG Practitioners' Guide) for the council to review and approve.

Reason for Recommendation

The Council must undertake an effective internal audit to evaluate the effectiveness of its risk management, control and governance processes, taking into account public sector internal auditing standards and guidance.

Expected Benefits

An internal audit provides independent assurance that risk management, governance, and internal control processes are operating effectively. It serves as a vital aid to management ensuring compliance with legal frameworks while protecting public funds.

Implications

Improperly conducted internal audits create severe financial risks, including fraud, mismanagement of public funds, and significant budget shortfalls. Key implications include legal penalties, high remedial costs, qualified audit reports, and loss of public confidence due to failing internal controls and poor governance.

Members are recommended to:

Approve the Parish & Town Auditing Services (PATAS) audit plan for 2026-2029

Helen Morton

Director of Finance & Resources

Drafted 23th March 2026



LETTER OF ENGAGEMENT

Name of Council: Weston-super-Mare Town Council

This letter of engagement sets out the basis on which we will act as Internal Auditor to the Council as well as the respective areas of responsibility of the Council and Parish and Town Audit Services.

As a Council you are responsible for maintaining proper accounting records and preparing financial statements which provide a true and fair view of the Council's accounts and comply with the Local Government Act Accounts and Audit Regulations 1996, as amended periodically.

You are also responsible for making available to the Internal Auditor the Council's accounting records as and when required and any other records and related information to enable us to undertake the internal audit review in accordance with the "Governance and Accountability Manual - The Practitioners Guide", including the signed minutes of all Council and Committee meetings.

We will report to Members whether, in our view, the financial statements as summarised in Section 2 of the statutory Governance and Accountability Return (AGAR) have been met. In arriving at our view we will consider the following matters and report any areas which do not meet the required standards:

- Establish whether proper accounting records have been kept by the Council;
- Establish whether the Council's Balance Sheet and Income & Expenditure Accounts (or Receipts and Payments Accounts) and supporting statements agree with the accounting records and returns;
- Establish whether we have obtained all the information and explanations which we think necessary for the purpose of our audit.

We do have a professional responsibility to report and issues if the accounts do not comply in any material respect with the Statements of Standard Accounting Practice and Financial Reporting Standards as relevant to local Councils, unless non-compliance is justified in the circumstances.

Our Audit will be conducted in accordance with Part 2, Regulation 5 of the Accounts and Audit Regulations as set out in the Local Audit and Accountability Act 2014 (amended) and the Auditing Standards issues by the accountancy bodies, and will have regard to relevant Auditing Guidelines. It will be conducted in such a manner as we consider necessary to fulfil our obligations and responsibilities including tests of transactions and ownership and valuation of assets and liabilities as we consider necessary.

We will reach an understanding of the accounting systems and relevant policies in place and assess their adequacy to enable us to prepare the financial statements and to establish whether proper accounting records have been maintained by the Council.

We will require relevant and reliable evidence needed to enable us to draw reasonable conclusions to complete the audit. The nature and extent of our tests will vary according to individual Council's accounting systems. We will bring to your attention any issues or weaknesses identified with your accounting system and internal controls. We will also review all financial risk assessments in place.

Any evidence to support the internal audit will be held and retained in accordance with the Data Protection Act 2018 and our GDPR policies.

We may ask for confirmation in writing that all transactions undertaken by the Council have been properly reflected and recorded in your accounting records and this may be referred to in the audit report.



The responsibility for the prevention and detection of irregularities and fraud rests with the Council but we shall endeavour to plan our audit so that we have a reasonable expectation of detecting material misstatements in the financial statements or accounting records resulting from irregularities or fraud. However, our examination should not be relied upon to disclose irregularities and fraud that may exist. In the event of any suspected irregularity being identified by the Members, the Clerk or other employees that we be advised as soon as possible and, if appropriate, consulted on the appropriate course of action that should be applied to examine the position further.

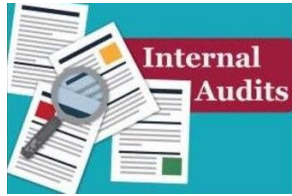
Agreement of Terms

Once it has been agreed, this letter and contract will remain effective for future years until it is either cancelled by the Council or ourselves. We respectfully ask that should Council wish to cancel the contract that due notice is given by 30th September at the latest in the financial year under review, as work may have commenced prior to or shortly after that date.

We would be grateful if you could confirm in writing your agreement to the terms outlined in this letter or let us know if they are not in accordance with your understanding of our terms of appointment.

Please indicate your agreement by signing this letter and returning by email to audit@patas.co.uk

On behalf of Parish and Town Audit Services	Signature	Council	Signature
Paul Russell Internal Auditor		Weston-super-Mare Town Council	 8th September 2025



WESTON-SUPER-MARE TOWN COUNCIL

AUDIT PLAN 2026 - 2029

	Hours			
BASIC AUDIT PLAN	Audit 1	Audit 2	Audit 3	Audit 4

Policies and Procedures	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed	1	1	0.5	0.5
Standing Orders				
Financial Regulations				
Code of Conduct				
Agendas				
Minutes				
Committee Terms of Reference				
Scheme of Delegation				
Investment Strategy				
Reserves Policy				
Debt Management Policy				

Financial Overview				
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Budgeting	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed	0.5			1
Budget and Precept setting				
Budget Monitoring				

Accounting	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed	0.5	1	1	1
Bank Reconciliations				
Bank Statements				
Authorised signatories				
VAT				
Investments				
General and Earmarked Reserves				
Debt Management				

Expenditure	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed	1	1	1	1
Petty Cash				



Debit/Credit cards
Direct Debits/Standing Orders
Payment schedules
Invoice procedures
Sample review of invoices

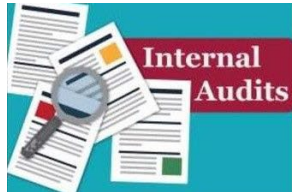
Income	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed	1	1	1	1
Cash income (cashbook)				
Receipt schedules				
Raising of invoices				
Reporting				
Sample review of income				

Risk Management	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed	0.5	1		0.5
Risk Management Strategy/Policy				
Financial Risk Assessment				
Review of Risk Assessment				
Statement of Internal Controls				
Internal Control Checklist				
Asset Register				
Long term investments				
Insurance Schedule				

Procurement and Contracts	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed		1	1	
Procurement Policy				
List of contracts (tenders / quotes)				

Staffing and Councillors	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed	1		1	0.5
Contracts of employment				
Sample of payslips;				
PAYE Reports				
Councillor allowances (if applicable)				
Staff expenses claims for financial year				
Councillor expense claims for financial year				

Services	Audit 1	Audit 2	Audit 3	Audit 4
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Areas to be reviewed	0.5	0.5	0.5	
Allotment Agreements				
List of fees for allotment plots;				
Burial Register Review				
List of fees for Burials				
Venue Hire Policy				
List of fees for Venue Hire				
Inspection reports for any Play Areas / Equipment				

Transparency	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed	0.5	0.5	0.5	0.5
Community Grants				
Transparency Code requirements				

Digital and Data Compliance	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed	1	0.5	1	
Data Protection Policy				
Data Breach Policy				
List of Data Breaches				
Data Audit				
Freedom of Information Policy				
Model Publication Scheme				
List of any Freedom of Information requests				
List of any Subject Access requests				
Privacy Notice				
Accessibility Statement				
IT Policy				
Document Management/Retention Policy				

Year End	Audit 1	Audit 2	Audit 3	Audit 4
Areas to be reviewed				1.5
Internal Audit Reports				
External Audit Report				
Notice for the exercise of Public Rights				
Notice of conclusion of external audit				

Total Hours	7.5	7.5	7.5	7.5
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WESTON-SUPER-MARE TOWN COUNCIL

Item 8

Finance & General Purposes Committee Meeting 13TH April 2026 External Audit Conflict of Interest declaration with BDO LLP report. Report from the Director of Finance & Resources

1. Purpose and background of Report

As one of the External audit requirements for the year ending 2025/2026 there is a requirement to sign and declare that there are either no conflicts of interest with our external auditor BDO LLP or list out any conflicts of interest (if applicable).

It is not believed that there are any known reasons why the council would not be able to confirm this as being the case, and indeed they have signed the declaration in previous years.

2. Recommendation

Members are requested to:

Sign the conflict of Interest form declaring that there is either:

- a) No conflicts of interest with BDO LLP or
- b) List any conflicts of interest if applicable.

Director of Finance & Resources

Helen Morton

Drafted 2nd March 2026

CONFLICT OF INTEREST WITH BDO LLP

To be completed annually and minuted at a meeting of the smaller authority.

Name of Smaller Authority	Weston-super-Mare Town Council
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I confirm that there are no conflicts of interest with BDO LLP.

I confirm the following conflicts of interest (please detail below:

This was confirmed and minuted at the following meeting:

Date of Meeting	Minute Reference
13 th April 2026	

Signed (Clerk/RFO)

Print Name

Signed (Chair)

Print Name

Medium Term Financial Plan

Capital Programme Budget Forecast @ 31.03.2026 - Final Version

		Year 2026/2027				
Project	Total Project Value	Allocated funding brought forward 01.04.2026	WSMTC allocated funding in year (from revenue - 199)	Exterior Secured / Grant Funding Required	Estimated Spend IN Year	Allocated Funding Remaining at 31.03.2027
Castle Batch Play Area	£ 400,000.00	-		-		-
Waterloo Street	£ 1,254,233.87	-		-		-
Old Town Quarry	£ 1,078,419.00	£ 43,766		-	£ 43,766	-£ 0
Coniston play area refurbishment (EMRRP)	£ 60,000.00	£ 60,000			£57,000	£ 3,000
Maltlands play area refurbishment (EMRRP)	£ 150,000.00	£ 150,000			£142,500	£7,500
Visit Weston website		-	£ 33,750		£ 33,750	-
Old Town Quarry Barn		-	£ 31,080		£29,526	£1,554
Castle Batch play area		-	£ 46,620		£ 46,620	-
Weston Town Interactive Map		-	£ 26,936		£ 26,936	-
Capital Provision (MTFP)		-	£ 62,160		£ 62,160	-
Unallocated Capital Monies		-		-		-
TOTAL Yearly Capital Reserve Estimates	£ 2,942,652.87	£ 253,766	£ 200,546	-	£442,258	£12,054

EMR for the year 2026 2027 as at 31.03.2026

Final EMR requirements

													month 0	
No	Description	Nominal Code	Balance @ 31.03.25	Added from Revenue Budget 2025 / 2026 Provision	Added from Receipted Income 2025 / 2026	Added from General Reserves 2025/ 2026	Returned to General Reserves	Virement approved/m oved in year 2025/2026	Movement needed to Capital reserves @ 31.03.26	Movement from Capital reserves @ 31.03.26	Spend in year 2025 / 2026 @ Month 12	Estimated Balance / Requirement - EMR 2026/2027		
													£	£
1	Allotments - Rectors Way	8000	£ 3,500	£	-	£	-	£ 1,134	£	-	£ 2,366	£ -		
2	Armed Forces Affiliation	8001	£ 596	£ -	£	-	£	-	£	-	£ -	£ 596		
3	Election Costs	8003	£ 30,000	£ 15,000	£	-	£	-	£	-	£ -	£ 45,000		
4	Milton Road Cemetery	8008	£ 2,016	£	-	£	-	£	-	£	-	£ 2,016		
5	Buy A Block Fund raising campaign Phase 2	8009	£ 1,705	£	-	£	-	£	-	£	-	£ 1,705		
6	Blakehay Theatre Vols Fundraising	8011	£ 343	£	-	£ 31	£	-	£	-	£ 374	£ 0		
7	Museum Grants	8014	£ 1,311	£	-	£	-	£	-	£	-	£ 1,311		
8	Capital Projects - cemetery walls	8017	£ 30,000	£	-	£	-	£ 40,000	£	-	£	£ 70,000		
9	Old Mill Way Allotment (only)	8019	£ 18,313	£	-	£	-	£	-	£	-	£ 18,313		
10	CIL Receipts	8023	£ 164,495	£	-	£	-	£	-	£ 164,495	£	£ -		
11	Environmental Climate Change	8024	£ 20,666	£ 33,975	£	-	£	-	£	-	£	£ 54,641		
12	Blakehay CRF Grant Award	8025	£ 3	£	-	£	-	£ 3	£	-	£	£ -		
13	Com Res - Food Proj / Climate Grants	8026	£ 12,824	£ 5,000	£ 6,204	£	-	£	-	£ 6,961	£	£ 17,067		
14	Cllrs Email / Tablet Provision	8027	£ 225	£	-	£	-	£	-	£	-	£ 225		
15	Com Res - Wellbeing Grants	8036	£ 11,056	£	-	£ 1,360	£	-	£	-	£ 1,425	£ 10,991		
16	Wellbeing Grant	8040	£ 6,258	£	-	£	-	£	-	£ 1,854	£	£ 4,404		
17	Tree planting - Fundraising	8041	£ 367	£	-	£	-	£	-	£ 115	£	£ 252		
18	Talking nature grant	8042	£ 2,558	£	£ 1,804	£	-	£ 144	£	-	£ 4,218	£ 0		
19	Community Events	8043	£ 27,000	£	-	£	-	£	-	£ 16,570	£	£ 10,430		
20	Unfulfilled purchase orders	8044	£ 150,475	£ 421,903	£	-	£	-	£	-	£ 150,475	£ 421,903		
21	Legal fees 25/26 projects	New code	£ -	£ 15,000	£	-	£	-	£	-	£	£ 15,000		
22	Town Council signs		£ -	£ 11,801	£	-	£	-	£	-	£	£ 11,801		
23	HQ refurb TC sign		£	£ 7,000	£	-	£	-	£	-	£	£ 7,000		
24	Devolution Provision	New code	£ -	£ 268,870	£	-	£	-	£	-	£	£ 268,870		
25														
			£ 483,711	£ 778,549	£ 9,400	£ 40,000	£ 1,281	£ -	£ -	£ -	£ 348,853	£ 961,526		

Members are requested to

- 1 Approve the recognised Final Earmarked Reserve requirements for the year 2026/2027
Balance changes at the year end position have been updated and reflected in the above figures

ESTIMATED RESERVES BALANCES 2026-2027

	Balance @ 31.03.2025	Added from Revenue Budget 2025 / 2026 Provision	Year end prediction estimates	Added from Receipted Income 2025 / 2026	Movement from General Reserves 2025/ 2026	Returned to General Reserves	Spend in year 2025 / 2026 @ Month 12	Estimated reserve balances @ 31.03.2026
General Fund	£273,469	£330,000	£262,413		£-40,000	£13,061	£56,566	£756,255
Earmarked Reserves	£483,711	£778,549		£9,400	£40,000	£1,281	£348,853	£961,526
Total reserves	£757,180	£1,108,549		£9,400	£0	£14,342	£405,419	£1,717,781

Note

These are revised figures as at 31st March 2026. These figures may change once the unaudited accounts have been produced and final figures known
The annual provision within the revenue budget is already reflected within the Added from Revenue budget provision

Ear Marked Reserves will increase and be reported to F&GP with regards to purchase order commitments at the year end

	Balance @ 31.03.2025	Added from Revenue Budget 2025 / 2026 Provision	Added from Receipted Income 2025 / 2026	Movement from General Reserves 2025/ 2026	Returned to General Reserves	Spend in year 2025 / 2026 @ Month 12	Estimated reserve balances @ 31.03.2026
Capital reserves	£150,663	£90,000			£13,061	£183,836	£43,766
Total reserves	£150,663	£90,000	£0	£0	£13,061	£183,836	£43,766

Note

These are revised figures as at 31st March 2026. These figures may change once the unaudited accounts have been produced and final figures known
The annual provision within the revenue budget is already reflected within the Added from Revenue budget provision



WESTON-SUPER-MARE TOWN COUNCIL

Finance & General Purposes 13th April 2026

Vehicle Lease update – Provision for additional vehicle for the Grounds Team

Report from the Director of Finance & Resources

Purpose and Background of Report

The council currently has a fleet of 4 vehicles all of which are on fully maintained operating leases for a period of 36 months. These are all tipper type vehicles for moving equipment around and for providing the bin collection service.

The fleet has been reviewed by the CEO / Town Clerk and the Grounds Manager due to the need to have the correct type of vehicle being available to complete the scheduled works.

This review has identified that there is a need for a dedicated vehicle for use for the day to day maintenance of the parks and play areas. As the maintenance of the parks and play areas is through the EMRRP budget it is recommended to use part of this budget to support the cost of the lease for this vehicle over the next 36 months.

The costs per month will be £400 excluding vat.

Reason for Recommendation

Not having a dedicated vehicle to support the maintenance of the parks and play areas has had direct impacted on maintenance and response times over the course of the last year. In part this is due to the increased bin collection service (which now requires a dedicated vehicle). In the past shared vehicles were used across all services undertaken by the grounds team which as the service has grown has now got to a saturation point and cannot be done effectively to meet service demands.

A dedicated van will allow routine items such as swing seats, consumables and play specific tools to be carried on the van to enable maintenance to be undertaken quickly without the need to wait for a van to collect from suppliers every time, and time taken to switch correct tools across vehicles on a daily basis now the play area provisions are increasing.

Members are recommended to:

To approve the lease of a new dedicated vehicle for the maintenance of the parks and play areas with costs coming from the EMRRP budget at £400 per month.



WESTON-SUPER-MARE TOWN COUNCIL

Helen Morton

Director of Finance & Resources
Drafted 23th March 2026



WESTON-SUPER-MARE TOWN COUNCIL

Finance & General Purposes 13th April 2026 Insurance Services Contract Report from the Director of Finance & Resources

1. Purpose and Background of Report

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

The Town Council's current insurance cover expires on the 30th June 2026. There have been problems in recent years with increased costs and a lack of suitable cover from providers in a complex sector. A procurement exercise was completed in 2023 appointing the current broker for a initial period of 3 years with options to extend annual to a maximum of 5 years (1year + 1 year with further approval).

2. Options for Council

Allow a 1 year contract extension until 30th June 2027 – at which point an additional 1 year extension (final extension) might be sought.

3. Reason for Recommendation

There is a significant amount of time attributed to the insurance services procurement in identifying the appropriate broker and level of different types of cover across the council.

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.

4. Expected Benefits

Contract continuity

Staff and councillor requirement delayed 1 year (minimum)

A considerable amount of work has been carried out by the Director of Finance & Resources in conducting a re evaluation of assets since the initial awarding of the broker in July 2023.



WESTON-SUPER-MARE TOWN COUNCIL

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 unknown. Another year of using the existing broker, where a good working relationship has been formed, and the complexity of the insurance cover requirements have been met.

New brokers may yield a better insurance premium from insurance providers, but this is not a given due to the complexity of cover needed and the limited numbers of brokers within the sector able to meet the council's needs.

5.3. Financial Implications

Since the re evaluation of the insurance cover has been carried out there is more knowledge of what is required and therefore a more defined overview of the value of the insurance premium required by the council. During the budget setting process CPI is applied to cover at least some variance in the annual renewal.

5.4. Timescales

The annual insurance premium is reviewed by the Director of Finance & Resources working with the current brokers in March of every year to make sure there is no lapse in insurance cover.

5.5. Stakeholders

n/a

5.6. Contractors

Current broker

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



WESTON-SUPER-MARE TOWN COUNCIL

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 insurance broker contract, in accordance with the original contract terms, extending the contracts to 30th June 2027.

Helen Morton

Director of Finance & Resources

Drafted 16th March 2026

Anti Racism Champion report to F&Gp meeting 13th April 2026

Since my previous report I have regularly attended meetings with Refugees Welcome North Somerset, Multicultural Friendship Association and Race Equality North Somerset.

I am also now on the new Anti Racism Working Party which is Chaired by a member of Weston College. This group is asking that the Weston super Mare Anti Racism Group be reinstated.

26.1.26 RWNS

27.1.26 MCFA

2.2.26 YMCA

4.2.26 SARI training at Walliscote School

8.2.26 Visit to the mosque

24.2.26 MCFA + LGBTQ+ meeting at The Other Place

27.2.26 Let's Talk about The State of Us – The Other Place

3.3.26 Iftar – The Winter Gardens

8.3.26 International Women's Day – the Blakehay

10.3.26 MCFA

11.3.26 Iftar – Loves

16.3.26 RWNS trustee meeting

24.3.26 North Somerset Anti Racism Working Party +

Living in Hostile Times

26.3.26 Dealing with Misinformation and Disinformation

27.3.26 Introduction to the asylum system in the UK and how RWNS fits in.

Walliscote School Eid party

28.3.26 The Mayor's Ball

I would like to highlight two training experiences which I believe all councillors and officers would appreciate.

Firstly Donna King, the CEO of RWNS, led the training on 27.3.26. This was a clear and up to date informative session which highlighted what volunteers can and cannot do whilst supporting (but not advising) asylum seekers. It would give members a

greater understanding of the numbers (112 asylum seekers in North Somerset) and the issues they face here.

Secondly, the training on mis and dis information was for local authorities and it included input from four knowledgeable groups, any one or all of which could give us useful support. There were speakers from: DEMOS (the Westminster Think Tank), Full Fact (journalists), imix (help with media & telling stories and CoS (communications officer)).



WESTON-SUPER-MARE TOWN COUNCIL

Finance and General Purposes Committee 13th April 2026

Community Engagement Plan

Report from the Senior Development Officer

1. Purpose and Background of Report

A community engagement plans has been formalised to provide a framework moving forward for how we engage with the community. As a result of a disappointing response to the Your Town Your Voice budget consultation, the decision was made to review community engagement. The Town Council has a proven record that it can do engagement well, with the success of models used for HLF Weston Museum Refurbishment, the development of Castle Batch SEND Play Area and the Old Town Quarry project “Quarry Conversations”. In all instances, the engagement was thoughtful, specific, and made sure that the right people were in the room.

The new plan will demonstrate the guiding principles and will sit alongside an annual delivery programme. Whilst it would be impossible to anticipate all engagement for the duration of the councils adopted strategy, certain adopted work plans can help us establish a framework (e.g. play strategy, devolution, procurement of contracts etc). This enables us to take a more proactive approach.

The primary objectives of the plan is to:

1. Provide a clear, strategic framework for community engagement
2. Strengthen relationships between the Town Council and its communities
3. Increase the reach and inclusivity of engagement activity
4. Ensure engagement is meaningful and outcome-focused
5. Support the delivery of key strategic projects and priorities
6. Provide a flexible and sustainable approach over the life of the plan

2. Options for Council

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

3. Reason for Recommendation

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



WESTON-SUPER-MARE TOWN COUNCIL

4. Expected Benefits

- Provide a clear, strategic framework for community engagement
- Strengthen relationships between the Town Council and its communities
- Increase the reach and inclusivity of engagement activity
- Ensure engagement is meaningful and outcome-focused
- Support the delivery of key strategic projects and priorities
- Provide a flexible and sustainable approach over the life of the plan

5. Implications

5.1. Legal

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

5.2. Risks

Full risks highlighted within section 10 of the plan (including mitigation)

5.3. Financial Implications

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

5.4. Timescales

If adopted it would be implemented from April 2026.

5.5. Stakeholders

This will be explored further within the annually reviewed delivery programme.

5.6. Contractors

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

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

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

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

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



WESTON-SUPER-MARE TOWN COUNCIL

5.9. Privacy Impact (consider Privacy Impact assessment)

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

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

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

6. Appendices

Community Engagement Plan

7. Members are recommended to:

Adopt the Community Engagement Plan

Molly Matthews

Senior Development Officer

Drafted 30th January 2026



WESTON-SUPER-MARE TOWN COUNCIL

Weston-super-Mare Town Council Community Engagement Plan



Date	Version	Author	Origin of change in legislation	Changed by

Date policy adopted	PENDING - 13 th April 2026
Approved by	Finance and General Purposes Committee
Review cycle	Annually
Review date	April 2027

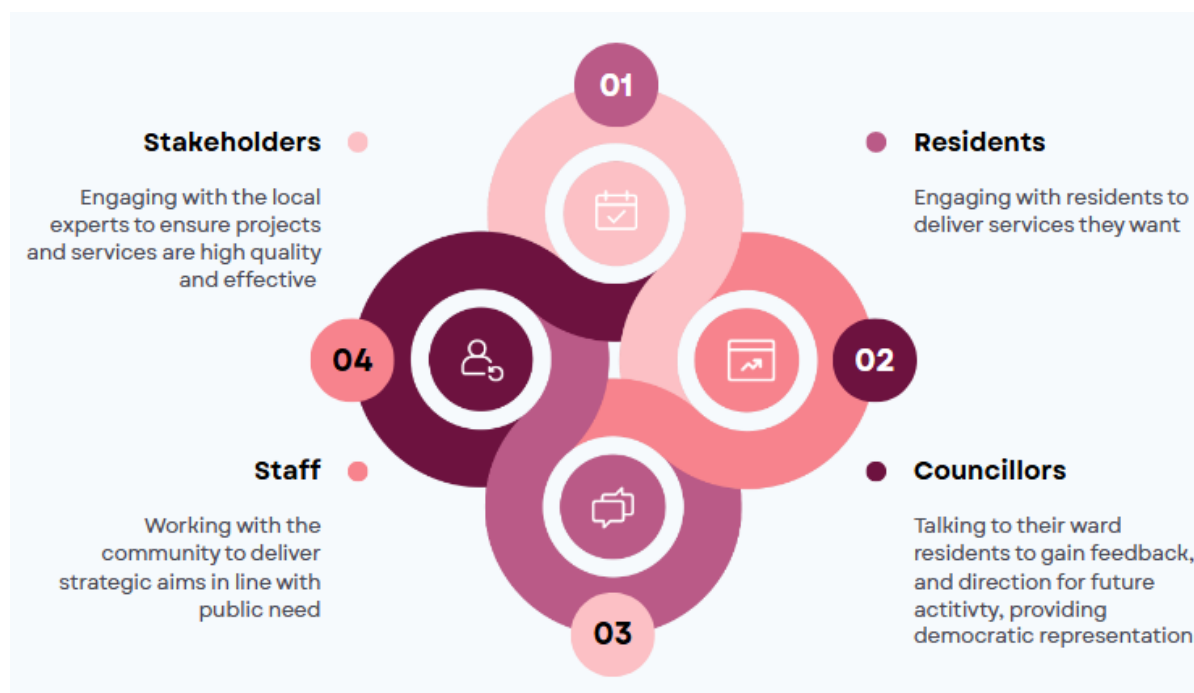
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1. Executive Summary

1.1 Purpose

This document provides a high-level overview of the Council's approach to community engagement. Operational detail, delivery plans and detailed analysis will be contained within a separate annual delivery programme.



The council has already recognised and agreed to the principles of community engagement via its strategy, Medium Term Financial Plan (MTFP), specifically Section 5 and the adopted Community Outcomes.

Town Council Strategy:

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

6 Principle Community Outcomes

(adopted by Community Services Committee 8th March 2021):

1. Connectivity
2. Collaboration
3. Resilience
4. Community Capability
5. Collective Efficacy
6. Community Cohesion

1.2 Key Objectives



2. Community Analysis – what do we already know

2.1 Community Profile - what is does this look like

We recognise we are a large, growing town, and whilst we have proven an ability to engage in the past, it has not been truly reflective of our large population.

Notwithstanding the above, the Town Council has a baseline audience who actively engage with us. We often see similar names and faces engaging with our meetings, events, services and projects. This is reflective of a quality service delivery. When people know about us, they come back.

A sample of our existing audience can be evidenced through the Your Town Your Voice consultation. A more detailed demographic analysis will sit within the annual delivery programme.

2.2 Stakeholder Mapping – focus areas

There are clear strengths and weaknesses in our current reach and engagement level. Whilst raising awareness will be the focus, it should be noted that there will always be a marginal allowance for people who know and see, but do not want to engage (e.g. unlikely to get engagement on play area surveys from people without children).

Moving forward we will need to keep a balance between trying to reach new audiences, whilst not neglecting the existing audience we have. In order to do this, we must look at what we do well, and where we are lacking.

2.3 Communication Channels – the How

The Town Council aims to use a mix of formal, informal, digital and place-based engagement channels, recognising that no single approach reaches everyone, and that different communities and projects require different methods of engagement.

Existing channels of engagement:

- **Elected representation through Town Councillors as part of the democratic process.**
- **Committee and Sub-Committee Structure** - Formal decision-making routes offering opportunities for public participation.
- **Direct communication with Town Councillors** - Including ward-based drop in surgeries, informal conversations, and issues raised directly by residents and community groups.
- **Project-specific engagement and consultation** - Targeted engagement activity undertaken for specific projects, initiatives or funding requirements
- **Public meetings, briefings and workshops** - Including consultations, drop-in sessions and engagement events held in response to specific issues or proposals.
- **Digital communications and information channels** - Use of the Town Council website, social media and digital platforms
- **Partnership and stakeholder engagement** - Ongoing engagement through partnerships with community organisations, voluntary groups, statutory partners and delivery organisations.
- **Print publications** – noticeboards, leaflets, newsletters.

Channels of engagement to explore:

- **Place-based engagement** - Taking engagement to where people already are, rather than expecting them to come to meetings
- **Formalised programme of conversations (Development Team)** - A commitment to regular community engagement (monthly) regardless of a specific need. More about building relationships and awareness.
- **Community champions and co-created data sampling** - Working with stakeholders to share engagement data and gain insight in a different way
- **Feedback loops** - The act of 'closing' the community engagement loop to make sure people see the outcome of their engagement – “you said, we did”.
- **Targeted engagement** - Looking to achieve the SMART objectives outlined in section 3.

3. Goals and Objectives

3.1 Engagement Goal

The initial engagement goal centres around relationship building, which this plan give a basis for. A more detailed annual programme will be delivered also.

3.2 SMART Objectives – what are we focusing on (Council Strategy)

Town Council strategy

In recognition of our community profile and our current engaging audience, we are focusing our SMART objectives on making improvements to our reach and strategic project delivery in line with the strategy and council ambitions.

Engagement Reach SMART objectives (with reference to where this is referenced within the strategy pillars):

1. **Youth Engagement** (3.3, 3.4)
2. **Inclusive Engagement – accessible to all** (3.8)

Strategic project and ambition SMART objectives (with reference to where this is referenced within the strategy pillars):

1. **Parks, play areas & open spaces (capital + activation)** (3.6)
2. **Health, wellbeing & inclusion through outdoor activity** (3.1, 3.8, 3.9, 5.5)
3. **Old Town Quarry: heritage, community use & sustainability** (5.1, 5.4, 5.8, 5.9)
4. **Cleaner, greener infrastructure (trees, biodiversity, climate resilience)** (2.1, 2.3, 2.4, 2.5, 2.10, 2.11)
5. **Community-led activity, volunteering & social cohesion** (3.1, 3.2, 4.7, 5.5)

4. Strategies and Activities - what

4.1 Engagement Strategies – how

Engagement activity will be proportionate, inclusive and outcome-focused. Different approaches will be used depending on the scale, impact and nature of the decision or project, recognising that no single method of engagement is suitable for all communities or circumstances. Whilst there will always be an element of flexibility, a full annual delivery programme will be delivered, which will, in essence, cover:

1. Programme of councillor open days - (recognised in 5.12 of the MTFP)
2. Team led engagement programme - focusing on the four members of the development team aiming to carrying out 1 engagement per month each (48 per year)
3. Key Officers engagement opportunities
4. Project specific engagement exercises in line with existing projects programmed (e.g. play strategy, devolution, Old Town Quarry).
5. Focus on under-represented voices – targeted engagement where there are known gaps
6. Feedback and report – ensuring outcomes are reported back

7. Alignment with existing governance – ensuring the right reporting and decision-making mechanisms are in place.

5. Roles and Responsibilities - who

Role	Who	Responsibility
Ward Councillors	X31	<ul style="list-style-type: none"> • Councillor Open Days • Ward based surgery • Committee structure • Public meetings, briefings and workshops • Partnership and stakeholder engagement
Key Officers	<ul style="list-style-type: none"> • Senior Management Team • Leadership Team • Development Team 	<ul style="list-style-type: none"> • Engagement opportunities • Committee structure • Project specific engagement • Public meetings, briefings and workshops • Programme of engagement • Digital communication • Partnership and stakeholder engagement • Print publication
Community Leaders	As and when identified	<ul style="list-style-type: none"> • Partnership and stakeholder engagement

6. Timeline

6.1 Implementation Timeline

- Development of an annual delivery programme to be reviewed annually.
- Delivery programme to start April 2026

7. Budget

7.1 Resource Allocation

Overhead costs will be absorbed within existing staffing budgets and job roles, with requirements within job descriptions to deliver community engagement.

Individual projects may come with budget specifically for community engagement.

External consultants will not be routinely used, however may be required on a project/need basis.

7.2 Cost Management

Budgets where applicable will be managed by the Development Team and RFO in line with Town Council Financial Regulations.

8. Communication Plan

8.1 Communication Strategies

Key staff will work in collaboration with the Communications and Marketing Team to deliver an effective model using a balance of digital, physical and in person feedback to ensure it is inclusive and available for all.

9. Evaluation and Metrics

9.1 Evaluation Plan

The Town Council will provide details of all programmed community engagement and outcomes on the website.

Evaluation can be provided in several ways:

1. Annual review of general community engagement processes
2. Project specific feedback and evaluation
3. One on one engagement feedback (real time comments)

9.2 Success Metrics

As the primary aim in the short term is relationship building, there will be a record kept of community engagement.

We would also look to provide specific examples, case studies and instances of 'value added' to demonstrate where a relationship built has resulted in any additional outcomes (e.g. funding secured, event delivered, partnership created).

10. Risk Management

10.1 Potential Risks

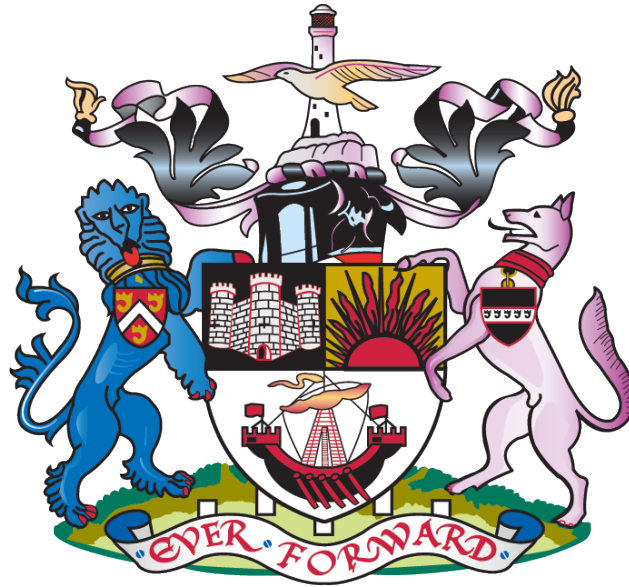
In recognising an annual programme, there are a number of potential risks that could impact on the delivery, scope or focus of the Community Engagement Plan. These include:

1. **Changes in political leadership or strategic priorities** - Changes in political composition following the 2027 Town Council elections, or shifts in strategic priorities during the life of the plan, may result in changes to the level, focus or nature of engagement activity.
2. **Changes in service provision or organisational structure** - Future changes to Town Council services, responsibilities or delivery models (including devolution or transfer of services) may require engagement activity to be re-prioritised or adapted at short notice.
3. **Financial pressures and budget reductions** - Reductions in available budgets, inflationary pressures or competing financial priorities may limit the scale or frequency of engagement activity that can be delivered over the programme period.

4. **Capacity and reliance on specific staff** - Delivery of the engagement programme is dependent on staff capacity, skills and continuity. Staff turnover, vacancies, long-term absence or changes in roles may impact the Council's ability to deliver planned engagement activity consistently.
5. **Competing organisational priorities** - Emerging issues, statutory requirements or high-profile projects may require resources to be diverted away from planned engagement activity, impacting delivery against the programme.
6. **Engagement fatigue among residents and stakeholders** - There is a risk of reduced participation if communities are over-consulted, unclear about the purpose of engagement, or do not see how their input influences outcomes.
7. **Inequality of participation** - Some communities or groups may be harder to reach using standard engagement approaches, creating a risk that engagement does not fully reflect the diversity of the town.
8. **Reputational risk** - Poorly timed, unclear or inadequately resourced engagement activity may lead to unrealistic expectations, dissatisfaction or perceptions of tick box consultation.
9. **External factors beyond the Council's control** - National policy changes, partner decisions, economic pressures or unforeseen events may impact on planned projects and, in turn, associated engagement activity.

10.2 Risk Mitigation

These risks will be managed through regular review of the engagement programme, alignment with corporate priorities and budgets, flexible delivery models, and clear communication with members, partners and communities regarding scope, timescales and influence.



Weston-super-Mare Town Council Procurement Guide

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Town Council Guide to Procurement

1. Introduction

The purpose of this guide is to provide an overview of the procurement of goods and services. It is intended to complement, but not replace Town Council Standing Order and Financial Regulations.

Procurement has a key role to play in implementing the overall vision and Aims of the Town Council. Procurement practice should meet Town Council goals of sustainable development and resource minimisation by ensuring that products, suppliers and contractors have the best value performance. The pursuit of sustainability and continual improvement is a key goal of the Procurement Policy and innovative ways of meeting objectives might be sought, using the techniques of whole life costing plus product and supplier assessment.

The Town Council is committed to providing quality services irrespective of whether it uses its own staff or operates in partnership with private, voluntary or other public service providers. It will use fair and open competition, and will use external as well as internal providers whether practical as a mean of securing efficient and effective service.

Internal procurement processes are dictated by the Procurement Act 2023, Procurement Regulations 2024 and internal decisions set by the Town Council set out within Standing Orders and Financial Regulations.

A separate Step-by-Step Procurement Guide sets out the mandatory operational procedures for formal procurement exercises. This Procurement Guide sets out principles and expectations that apply to *all* purchasing activity.

2. Principles of Good Practice Procurement

“Best value may not always mean the cheapest. Quality products or services which cost more may sustain themselves in the long term and therefore may be the better option where best value is concerned”

- Take a strategic long term approach; look at the objectives of the service as well as the whole life costs.
- Establish how the service will be delivered in the future to achieve the standard of performance of the best value.

- Ensure that all realistic alternative options have been explored and that evidence to support decisions made can be provided. It should be noted that these decisions will be audited by the section 151 Officer (RFO) as part of the best value inspection process.
- Be clear about the overall specification and what outputs and outcomes are sought.
- Review related services and activities so that the scope for improvement can be maximised and the cost of achieving improvements is kept to a minimum.
- Explore the scope for cross agency work.
- Research the market; speak to the private and voluntary sectors, to customers and to staff about the required outputs and outcomes.
- Decide whether to continue providing the service in-house, in partnership or to use external providers, by effectively appraising the options. Whatever decision is made, it must be a rational one, which can be defended as being in the interest of service users.
- Seek and encourage innovation to find step changes in quality, performance and costs. Do not limit this by specifying inputs and working methods.
- Ensure that the appropriate legal financial and other specialist advice early in the procurement process has been sought, and that specialist involvement continues as appropriate throughout the process.
- Ensure that risk has been recognised and managed. In order to do this the present worth of assets, and recognise the commercial aspects of contracting.
- Ensure that any major policy decision affecting procurement of any goods and services is submitted for Members approval.

3. The Procurement Process

There are various stages involved in the procurement of goods or services. This section provides an overview of these stages, which are explained in greater detail later in this guide. Note that Project/Expenditure approval (Form of Authority to place Orders E.g. page 4) should be obtained from the section 152 Officer for orders over £7,500, before commencement of the procurement process.

Stage	Description
Specification	A Statement of requirements, the first step in any procurement Process should be to identify and define the need and estimate the Likely costs.
Supplier Selection and Appraisal	The next step is to identify potential suppliers who have the capability, capacity and commitment to meet the requirement.

Quotations/Tendering	Having established a list of potential suppliers and a robust specification suppliers are invited to tender or quote for provision of the goods or services.
Tender Evaluation	The majority of contracts are awarded to the supplier who submits the lowest cost tender or quotation. However, in many cases, other factors are taken into consideration and the best value for money Tender or quotation is accepted.
Post-Tender Negotiation	Once suppliers have submitted tenders or quotations, there may be opportunities to negotiate with a view to improve the overall bid.
Contract Award	Committee approval is required before contracts can be awarded for goods or services not previously approved.
Contract Management	Ensuring that the goods or services detailed in the specification are provided in accordance with the specification to the appropriate quality, within specified timescale and at the agreed price.

4. Specifications

The specification is the first step in the procurement process. Put simply, a specification is the description of the product or service required.

The level of specification and supplier appraisal required should be proportionate to the value, risk and complexity of the purchase.

An effective specification should not be biased towards any one company and should enable suppliers to tender or quote the Town Council on a common basis.

The content and format of a specification should ensure that there is no ambiguity, and that all relevant parts of the description are included.

Note that the specification will form part of the contract with the selected supplier, and that changes/additions to the specification post-contract may entail extra costs. It is therefore very important to include all key deliverables.

Specifications should include where applicable:

- The functions and performance required.
- Any essential design requirements/limitations.
- Relevant National or European standards.
- Details of any existing suitable products.
- Health and Safety considerations.

In addition, specification for services should include:

- Key deliverables
- Timescale
- Relevant experience required.
- Details of information required to be submitted with the tender.

5. Supplier Selection and Appraisal

Having stated a requirement by the production of a specification, the next step is to identify suppliers who are capable and willing to provide the goods or services. This process falls into two stages:

- Identification of potentially capable suppliers
- Assessment of capabilities.

Supplier Identification

In many cases, a list of potential suppliers can be produced through previous experience and market knowledge. (See Section 14). Where Town Council Standing Orders/Financial Regulations apply (see section 6+9) then potential contracts must be advertised in trade journals and newspapers appropriate to the product or service being sought. **When dictated by the Procurement Act 2023 above relevant thresholds, advertisement should also be done via Find a Tender.**

Supplier Appraisal

Once potential suppliers have been identified, they should be assessed to ensure that they are capable of meeting requirements. This assessment should be on a technical, commercial and financial grounds and may involved one of the following:

- Requesting that potential suppliers complete a pre-qualification document providing information relevant to the contract.
- Visiting and assessing the premises of a supplier.
- Taking up references from appropriate professional organisations.

Where possible, suppliers should be contacted prior to the issue of invitations to tender in order to establish:

- That they are willing to tender for the work.
- Timescales for return of tenders.

- A contract name

The level of time and effort involved in supplier selection and appraisal depends on the value, complexity and risk of the relevant product or service being purchased.

Specialist Expertise

If supplies/service can be supplied or local specialists are needed or the supplies/services are proprietary they can be sourced outside the normal procurement procedure (see Standing Order 18 and section 17 Appendix 2 of this document), subject to the approval of the section 151 Officer or appropriate Committee.

6. Quotations

Contracts and orders should be awarded through competition to achieve Best Value whenever possible. If in the case of specialist suppliers and there is a lack of competitors, then seek advice from the Section 151 Officer to obtain approval to purchase. The relevant thresholds for quotation/tenders are as follows:

Amount (excluding VAT)	Requirement
£7,500 to £20,000	A minimum of three quotations should be invited.
£20,000 to £65,000	A minimum of four written quotations should be invited (see below for further details) Regard for Social Value will be required as routine for tenders received at this level and above.
£65,000 or over	Full tendering procedures are required (see section 18 of standing order)

The above matrix still comes into force in line with Procurement Act 2023 Thresholds for use of Find a Tender advertising. Tenders above £25,000 (ex VAT) must go on Find a Tender, but would also still be subject to requiring a minimum of four written quotes as detailed above.

Invitations to quote

Invitations to submit quotations should normally be in writing. Invitations must be issued in identical terms, simultaneously to all suppliers selected. The instructions to suppliers must include the following:

- The latest time of quotations.
- A copy of specification.

- Statement to the effect that non-compliance with instructions may lead to disqualification.

7. Expenditure

Expenditure on goods and services within the estimates shall only be incurred after approval by the appropriate Committee, except that approval by the council of estimates of a Committee shall unless the Council otherwise decide be deemed to be approval for the Town Clerk to incur expenditure upon:

Claims which by the statute have to be met, including any County Court Judgement.

- Salaries and wages and any other expenses of staff employed within the approved establishment.
- Repairs and maintenance of buildings, grounds and equipment.
- Normal day-to-day requirements of the service including minor works, supplies and replacement of equipment.
- Supplies and services costing under £10,000, either capital or revenue, may be ordered by an authorised Officer from a previously approved budget subject to receipt of quotation where applicable.
- Any proposed capital expenditure over £10,000 must be subject to specific Committee approval regardless of it being financed from a previously approved budget, although no such approval is needed in the case of revenue expenditure exceeding £10,000 from a previously approved budget.

8. Authorisation of Expenditure

- Expenditure on goods and services within the estimates approved by the Council may be authorised, subject to the provisions of the Council's Standing Orders on Contracts, by the Town Clerk or by delegation to another Senior Officer.
- The certification of an invoice prior to payment by those officers shall be taken to mean that the certifying officer is satisfied that the goods or services to be paid for have been received by the Council and represent proper value for money.
- In case of emergency an order may be given by the persons authorised above and where items of a trivial amount are purchased from suppliers with whom no account
- is held, payment may be made on the authority of the Town Clerk in cash or from the imprest account held for that purpose.

9. Tendering

Tendering is basically a more formal and exhaustive method of obtaining quotations. Legally, a tender submitted by a supplier is a legal offer, and when accepted by the Town Council, a formal contract exists.

The Procurement Act 2023 dictates thresholds for advertising a tender on the Find a Tender platform, and the level of requirements required for each. These thresholds are as follows:

Threshold	Category	Legal Value (inc VAT)	Internal Working Value (ex VAT)
Below threshold	All	Below £30,000	Below £25,000
Notifiable Below Threshold	goods/services	Below £214,904	Below £179,087
	works	Below £5,372,609	Below £4,477,175
Above Threshold	goods/services	Above £214,904	Above £179,087
	works	Above £5,372,609	Above £4,477,175

Tendering must be used for all purchases where there is a possibility that the **overall contract value may exceed £65,000 although in some instances it may be advisable to use the tendering procedure below this figure.**

Invitations to Tender

An invitation to tender comprises the following documentation.

- Covering letter specifying date and time for return of Tender
- Conditions of Tender
- Conditions of Contract
- Financial Cost Statement
- Specification
- Form of Offer
- ~~Stamped envelope for return of Tender specifying date and time for return.~~

It is the responsibility of the Spending Officer to produce a Tender document, although the appropriate Manager can provide advice on format and content if required.

Where the use of a third party is felt necessary, the above must still be complied with and tenders returned to the Town Council.

Further information on preparation of a Specification is given in section 4 and a template example is given in section 16 Appendix 1.

Financial Cost Statement

The financial Cost Statement is the pricing schedule which tenderers must complete. Its purpose is to ensure that all tenderers submit prices on a common basis and in a common format, making evaluation more straightforward. For instance, with consultancy contracts, the Manager must consider whether the contract is to be priced on a fixed price or time based rate basis. Similarly, where the contract is for the purchase of goods, are prices required per item or for multiple thereof? The financial Cost Statement should therefore state the basis of pricing, and leave spaces for the tender to insert prices. The mechanism for pricing scope variations, where applicable, should also be included here.

Social Value Impact Statement

Social value should be considered in all procurement activity, proportionate to value and impact. Formal scoring requirements apply only where set out in the Financial Regulations (Appendix 1).

Social Value impact statements will be required for tenders over ~~£65,000~~ £20,000. These should be produced and submitted with tenders as per Appendix 3 of this procurement guide.

Tendering Period

The time allowed for return of tenders depends on the complexity of the contract, and the amount of information being requested as part of the tender submission. Normally, a minimum period of two weeks should be allowed: however, this period may be reduced in some circumstances provided that all tenders have been contracted prior to the invitation to Tender, and are able and willing to meet the timescale.

During the period between invitation to tender and receipt of tenders, it is vital that all tenderers are treated equitably and equally. For instance, any queries of substance raised by one tenderer must be answered to all tenderers simultaneously. Similarly, if one tenderer requests an extension to the tendering deadline, and this is accepted, then the deadline must be extended for all tenderers.

Tender Opening

When tenders are received they are opened simultaneously by a Councillor's Tender Panel, which is to comprise a minimum of 2 councillors who will record prices and sign tender documents accordingly to ensure propriety and regularity. This process will be administered and evaluated by a Manager and the result of tenders will then be reported to Committee.

10. Tender Evaluation

Once tenders have been received from suppliers, they must be evaluated to ensure that the Best Value for money tender is accepted. In majority of cases, pre-tender appraisal of suppliers, who are all accepted, subject to analysis to ensure that the tender is compliant. However, in many contracts, particularly those for the provision of consultancy, research and other services, whilst all tenders may be capable of meeting the requirement, some may be capable of meeting it better than others. In such cases, tenders are evaluated in terms of both cost (in £'s), and pre-defined quality criteria, and a judgement must be made, if the lowest cost involved is compensated by a suitable and relevant increase in quality. This, in essence, is the assessment of Best Value.

Cost

The whole life cost of the asset or service being provided is to be assessed for each tender. Note that cost does not necessarily equate with price as other factors such as maintenance costs and re-sale value should be considered. Where the actual cost exceeds the estimated cost, a 5% overspend may be permitted with the section 151 Officers approval.

Quality

In order to ensure that the evaluation process can be seen to be ethical, quality criteria should be documented prior to the receipt of tenders. Quality criteria may include such factors as proposed methodology, quality of staff, availability of resources etc.

11. Post Tender Evaluation

Once bids (i.e. tenders or quotes) have been evaluated, it may be possible to improve the overall value for money of bids through the use of negotiation. Effective negotiation is much more than simply bargaining or haggling, and demands certain skills which can be identified and put into practice. For this reason, any post tender negotiation must be planned thoroughly.

Post-tender negotiation may be entered into with the two or three tenderers who offer the best overall value for money as defined by the tender evaluation process. However, in certain cases, where evaluation has proved a clear leader, only this tenderer needs to be negotiated with.

In deciding when to negotiate, it is important to remember that potential areas of improvement may involve areas other than cost. For instance, improved delivery times (for goods as well as service) can be negotiated which will raise the overall quality of the

bid. As far as the contract is concerned, even where one particular bid offers the lowest overall cost, there may still be opportunities for reductions in cost in certain areas.

If during such negotiations the requirement is vastly changed, the Town Council should give serious consideration to re-tendering and reserve the right to do so if necessary.

12. Contract Award

The authorisation of purchase or awards of contract involves separate levels of authorisation.

The contract award must be authorised by:

Amount	Authority
Up to £7,500	Manager/ Designated Spending Officer / RFO
£7,501 - £65,000	Section 151 Officer (RFO – approval) & Committee where relevant.
£65,001 and over	Committee Approval

Town Council Financial Regulation No 6: Procurement and Contracts

To be read in conjunction with Standing Orders

- The Responsible Financial Officer should keep an approved list of tenderers and Follow tender procedures.
- The Town Clerk shall arrange for the keeping of a Register of Tenderers received.
- The final sum due under any major contract shall not be certified for payment until RFO or Town Clerk has carried out or arranged for an audit examination of the final Account.
- Authorisation must also be obtained to ensure expenditure under the Order Book Scheme of Delegation, by an individual suitably empowered by the Management Team. The Mechanism for this authorisation involves purchase requisitions and/or Contract forms for use in connection with the Town Councils Accounting system.

Tenders that fail to comply with the specification should not be treated as valid tenders. The lowest whole-life cost, after Post-Tender Negotiation is the method used to ascertain lowest tender, rather than price. In certain circumstances, the lowest tender, whilst complying with the minimum requirements of the specification, will clearly result in additional costs for the Council, which will be avoided by accepting a higher tender. In such circumstances, “preferred tender not the lowest” is required.

Once the above authorisations have been obtained, a contract award letter will be sent by the Manager to the successful tenderers, for contracts in excess of £20,000. The Manager will also notify unsuccessful tenderers accordingly. For contracts below £10,000 the successful supplier will be formally notified via the purchase order, which will be raised by the relevant nominated officer.

Any unsuccessful tenderer may request a de-brief in respect of their tender although the Town Council reserves the right not to declare all information relating to the award of the relevant contract, **unless required to do so by the Procurement Act 2023 (Above Threshold)**.

13. Contract Management

Once a contract has been let, it is the responsibility of the Manager to ensure that as far as practicable, the goods or services are delivered to time, cost and quality. The following measures may be applicable.

- Detailed inspection of goods and equipment provide by contractor to ensure that they comply with the specification.
- Continual appraisal of the specification to ensure that matters such as delivery dates are adhered to.
- For service contracts, regular progress meetings are advisable. Milestones should be established and reviewed, and performance assessed against pre-agreed measures.
- Procurement assistance is available with the above if required and the Section 151 Officer should always be advised in case of unsatisfactory performance, in order that:
 - Suitable measures can be taken under the contract, such as compensation, and, as last resort termination.
 - Any such incidents will be considered before inviting the contractor to tender for other contracts.

Variation and Extension

From time to time, variation and extensions to contracts are required. These require varying types and levels of approval, depending on their nature. These generally fall into three areas.

- Time extensions with no extra cost: These can be issued by the Manager to the contractor. No further authorisation is required.

- Extensions to fixed term contracts: These are classified as single tender actions, and require Section 151 Officer Approval, unless reference was made in the original Tender Document to the possibility of extension.
- Extra work within the same overall contract: The approval required here depends on the nature of the extra work. If it is essentially, an area that would have formed part of the original specification had it been envisaged at the time, then no approval is necessary other than normal “incur expenditure” approval under the Section 151 Officer. If, however, it is a distinct item of work separate to the specification, such as an extra phase, Committee approval is required. Obviously there are grey areas in this definition, and a pragmatic view should be applied. If in doubt speak to the appropriate manager or Section 151 Officer.

Any Above Threshold procurement under Procurement Act 2023, will require a contract change notice for any qualifying modifications to be published on Find a Tender.

14. Regular Service Contracts

Regular Service Contracts are arrangements with suppliers to provide an unspecified amount of goods and services at fixed prices, over a fixed period of time. They are used to purchase items on a regular basis to avoid obtaining quotes/tenders on each occasion these items are required.

The majority support specialist requirements of Council Facilities.

Examples of those likely to be relevant are as follows;

- Stationery
- Computer equipment/Ongoing support
- Fuel Supplies
- Contract Cleaning
- Alarm and Fire Systems

The Responsible Financial Officer has a full list of all contracts, and should be contacted in instances where opportunities for development of further contracts were identified.

Note that the use of Regular Service Contract where they exist is mandatory, i.e.: other suppliers must not be used for the purchase of these goods or services unless authorised.

15. Social Value

The Town Council description of Social Value is:

'If £1 is spent on the direct delivery of services, can the same £1 also produce a wider benefit to the community'

The Town Council will have regards to social value and community engagement within the Procurement procedures, as required by the Town Council's Financial Regulations, to considering **price and quality value and in addition the economic, social and environmental benefits** in its decision making, with **a set of questions scoring matrix** to support this. The scoring weighting should reflect the needs of the project / service being procured and will be identified within the specification stage of any tendering process. The council social value is described as follows:

The Town Council Social value aims are:

to move beyond making decisions purely based on financial cost or price alone. Instead the councils will advocate to seek 'value for money' in its widest sense by considering the social benefits (involving people, culture, and interactions), economic benefits (such as money flow and financial resources to the town) and environmental benefits (involving the place in which people live, the planet and use of resources).

16. Employed Consultants

It is important to be clear about the reasons for hiring an external consultant. Before beginning the process of hiring an outside firm, Managers should have determined that in-house resources are not sufficient and that the extra expense involved in hiring a firm of consultants is clearly justified.

Managers should always prepare a detailed project brief before selecting a consultant. If necessary, it can be refined later to take account of the consultants' idea. The brief becomes the consultants' Terms of Reference.

The discipline of preparing a detailed project brief is helpful because it forces Managers to consider what they want to achieve from the project. It also helps them to assess the extent of the commitment they will need to make to the project in providing data to the consultants; attending meetings, reviewing results etc. A clear project brief is also necessary to facilitate evaluation on completion.

The lack of a project brief can lead to misunderstanding between consultants and client.

The following is a checklist for Managers in the use of consultants.

Check list for Managers

This checklist is designed to provide Managers with a summary of good practice in commissioning and managing consultants.

Identification of need:

- Identify the objectives of the project and what the recommendations are intended to achieve or change.
- Consider the availability of potential in-house resources before seeking to engage external consultants.
- Assess and document the benefits of employing consultants in the light of probable cost.
- Identify costs of Council's contribution, i.e., time of Manager, Working party and staff.
- Agree a budget.
- Obtain approval Section 151 Officer and Committee, if appropriate.
- Ensure that any committee report seeking approval for consultants specifically addresses the justification for commissioning consultants.

Preparation of Project Brief:

- The Project brief should include:
 - Background to the project
 - Project objectives
 - Expected product or deliverables
 - Project timetable
 - Council's own contribution
 - Reporting requirements
 - Relevant source documents available for inspection.

Request for Proposals or Invitation to Tender

- The request for proposals or invitations to tender includes:
 - Basis upon which tenders are sought (fixed price or daily rate)
 - Specification of minimum number of tenders
 - Timetable for submitting proposals
 - Contact name and telephone numbers for enquiries
 - Details of any pre-bid conference
 - These documents include what the Council requires in each consultant's proposal.

This might include:

- An outline of the consultants' approach or understanding of the project
- Summary of the firm's relevant experience
- Cost including proposed hours for each team member and rate/hour
- References

Selection of Consultants

- Where larger projects are concerned, form a Working Party if appropriate.
- Set comprehensive criteria against which proposals will be evaluated, including:
 - Price
 - Experience and qualifications of consultancy team members
 - Understanding of client's needs
 - Feasibility and credibility of proposed approach
 - Ability to complete the project on time
 - Check references
 - Establish what previous work has been done for the authority by the consultants and how successful it was.
 - Clearly document why tenders were chosen and rejected.

Employment of Consultants

- Draft agreement ensuring that it contains the following elements:
 - Description of all project deliverables
 - Project schedule with key milestones
 - Fees, including definition of reimbursable expenses
 - How payment will be made
 - Reporting arrangements
 - Arbitration/termination arrangements
 - Involvement of named Council staff
 - Terms of reference agreed between the authority and the consultants should be attached to the agreement and incorporated by reference.
 - Agree clear end-point and procedures for "signing off" project when complete.
- Once the contract is signed, give consultants official notification to proceed in writing. This can include information to the consultants on the Authority's preferred format for invoices.

Monitoring Progress

- Appoint a named Project Officer, and, where justified, Working Party responsible for overseeing progress.
- Monitor consultants' progress key milestones.
- Monitor costs against budget; ensure that the invoices are charged against correct account codes.
- Arrange regular progress meetings.
- Scrutinise invoices and obtain necessary approvals.

Record Keeping

- Set up and maintain contact file which should include:
 - Project brief or terms of reference
 - Minutes showing member approval, if needed
 - Agreement between authority and consultant
 - Document of the selection process
 - Record of payments made under the agreement
 - Implementation plan

Reviewing Performance

- Establish formal review process when project is finished.
- Complete a project evaluation put in contract file

17. Appendix 1 Example of Tender Document

Form of Tender – [Project Title/Description]

To Client: Weston-super-Mare Town Council

Tender in Respect of: [Project Summary]

Tender Return Deadline: [Deadline date and time]

Having read the requirements of the project management brief and associated documentation delivered I/We do hereby offer to execute and complete the **whole of the [works/service/contract] described** for the annual sum of

..... (in words) (exclusive of VAT)

£..... (in numbers) (exclusive of VAT)

I/We agree that the information supplied with this Form of Tender are complete and correct and that this quotation remains open for consideration for 12 weeks from the date fixed for the submission of quotations. In the event of our quotation being accepted we will execute a formal contract with Weston-super-Mare Town Council. We understand and acknowledge that no pledge is given to accept the lowest or any other tender.

We acknowledge that if our quotation is accepted, we will be appointed as Principle Contractor as defined in the Construction (Design & Management) Regulations 2015 and we confirm that we will comply in all respects with the requirements set out therein. **[delete if not a build project]**

We have not computed the amount of my/our quotation figure by consultation with any other person, firm, company or organisation of any kind whatsoever (except where it was essential for the purpose of obtaining prices for materials and/or services).

Contractor:.....

Date:.....

Address:

Signature:

18. Appendix 2 Standing Orders Section 18

FINANCIAL CONTROLS AND PROCUREMENT

18.1 The Council shall consider and approve financial regulations drawn up by the Responsible Financial Officer, which shall include detailed arrangements in respect of the following:

- i. the keeping of accounting records and systems of internal controls;
- ii. the assessment and management of financial risks faced by the Council;
- iii. the work of the independent internal auditor in accordance with proper practices and the receipt of regular reports from the internal auditor, which shall be required at least annually;
- iv. the inspection and copying by Councillors and local electors of the Council's accounts and/or orders of payments; and
- v. whether contracts with an estimated value below **£25,000 (ex VAT)** due to special circumstances are exempt from a tendering process or procurement exercise, **noting that such procurements are below the statutory notifiable threshold under the Procurement Act 2023 and do not require publication of a notice, but may be advertised voluntarily where officers consider this to be appropriate.**

18.2 Financial regulations shall be reviewed regularly and at least annually for fitness of purpose.

18.3 Subject to additional requirements in the financial regulations of the Council, the tender process for contracts for the supply of goods, materials, services or the execution of works shall include, as a minimum, the following steps:

- i. a specification for the goods, materials, services or the execution of works shall be drawn up;
- ii. an invitation to tender shall be drawn up to confirm (i) the Council's specification (ii) the time, date and address for the submission of tenders (iii) the date of the Council's written response to the tender and (iv) the prohibition on prospective contractors contacting Councillors or staff to encourage or support their tender outside the prescribed process;
- ~~iii. the invitation to tender shall be advertised in a local newspaper and in any other manner that is appropriate; the invitation to tender shall be advertised or published in accordance with statutory requirements and the Council's Procurement Guide;~~
- iv. ~~tenders are to be submitted in writing in a sealed marked envelope addressed to the Proper Officer;~~ tenders shall be submitted in the format, by the deadline and via the method specified in the invitation to tender, ensuring confidentiality and fairness;
- v. ~~tenders shall be opened by the Proper Officer in the presence of at least one Councillor after the deadline for submission of tenders has passed; All sealed tenders shall be opened at the same time on the prescribed date by the Clerk or RFO in the presence of at least two members of council, in accordance with the Council's Procurement Guide and conflict of interest requirements.~~

- vi. tenders are to be reported to and considered by the appropriate meeting of the Council or a Committee or sub-Committee with delegated responsibility.

18.4 Neither the Council, nor a Committee or a sub-Committee with delegated responsibility for considering tenders, is bound to accept the lowest value tender.

~~**18.5** Where the value of a contract is likely to exceed the threshold specified by the Office of Government Commerce from time to time, the Council must consider whether the Public Contracts Regulations 2015 or the Utilities Contracts Regulations 2016 apply to the contract and, if either of those Regulations apply, the Council must comply with procurement rules. NALC's procurement guidance contains further details.~~

Where the value and nature of a contract brings it within the scope of the Procurement Act 2023 and the Procurement Regulations 2024, the Council must comply with all applicable statutory procurement and transparency requirements.

18.6 Resolutions on Expenditure

18.6.1 Any motion which is moved otherwise than in pursuance of a recommendation of the Finance and General Purposes Committee, or of another Committee after recommendation by the Policy & Finance Committee and which, if carried, would, in the opinion of the Chair substantially increase the expenditure upon any service which is under the management of the Council, or reduce the revenue at the disposal of any Committee, or which would involve capital expenditure, shall, when proposed and seconded, stand adjourned without discussion to the next ordinary meeting of the Council and any Committee affected by it shall consider whether it desires to report thereon. The Policy and Finance Committee shall report on the financial aspect of the proposal.

19. Appendix 3 – Social value scoring ~~Matrix~~ for tenders:

~~The matrix is based on the National TOM's Themes, Outcomes and Measures objectives in order to have regard for Nationally recognised measurements.~~

~~**Link to National Themes, Outcomes and Measures document**~~

~~The council will apply this model to its own strategy (2020—2030) and agreed themed Pillars being:~~

- ~~● **Weston View**— Measures to promote and better present the Town.~~
- ~~● **Cleaner and Greener**— Measures to improve the local environment.~~
- ~~● **Healthier and Happier**— Measures to promote the health and wellbeing of local residents.~~
- ~~● **A Bright Future**— Measures to support and enhance the local economy.~~
- ~~● **Heritage, Arts and Culture**— Measures to ensure that Weston super Mare thrives as a vibrant place for arts and culture~~

Town Council Strategy Theme	Measurement	Description	Scoring Requirement
Weston View / Healthier and Happier	Social	Through this Theme the council is aiming to create, healthier and a more resilient community	Interested parties must be able to demonstrate and provided detail via an impact statement of how there company has had regard for the local community within their tender documentation.
Cleaner and Greener / Healthier and Happier	Environmental	Through this Theme the council is focused on decarbonisation and safeguarding the planet.	Interested parties will be required to provide an environmental impact statement as part of the tender process to demonstrate regard to the environment within the works required.

<p>A Bright Future</p>	<p>Growth</p>	<p>This Theme supports the growth of responsible regional business via local jobs or utilising local skills and employment.</p>	<p>The council will have regard for the local economy. Companies will be required to provide detail of how they have regard for local growth in the tender documents: companies that are able to demonstrate meeting this criteria will be preferred (subject to meeting all other criteria and cost comparison is competitive — this will be at the councils discretion) Interested parties <u>must</u> be able to demonstrate paying the RLW to staff they employ.</p>
<p>Heritage, Arts and Culture (HAC)</p>	<p>Innovation</p>	<p>This Theme looks to support the towns Heritage, Arts and Culture where relevant.</p>	<p>Depending on specifics within the tender, where relevant the Council will require an impact statement from interested parties which demonstrates regard to HAC and the positive impact their services will bring to this within the town.</p>

Social Value Questions for Contracts

To be used for contracts and project procurement exercises with a value over £65,000. Questions 1, 8 and 15 are mandatory questions to be asked and the other questions are at the discretion by the procuring committee or officer.

The weighting of social value within the tender will be decided on a case by case basis.

Specific questions are split into the economic, social and environmental wellbeing headings as per the Social Value Act 2012. Different questions will be relevant for each type and size of contract, but being specific should make them more do-able for small local companies. The procuring officer or committee pick at least one from each of the three headings for each contract, more for large contracts. (The Real Living Wage question will always be asked.)

Supporting the Local Economy

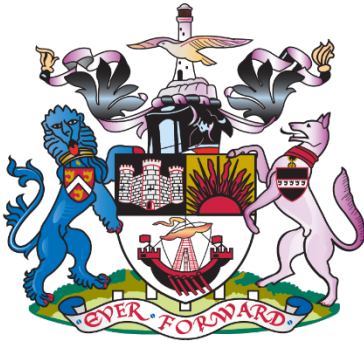
1. **Will you pay the Real Living Wage as a minimum to everyone working on the contract? (yes/no)**
2. Number of new jobs to be created by your organisation as a result of the contract? *(number as FTE)*
3. Number of individuals to be provided with work experience for at least 5 days? *(number)*
4. Number of new apprentices to be created by your organisation as a result of this contract? *(number)*
5. Number of unemployed residents to be supported into work? *(number)*
6. The total amount (£) to be spent in the supply chain within the local area (Somerset and the West of England) through the contract *(Value)*

Support Community Wellbeing

7. Number of people working on the contract who live within [5/10/25] miles of Weston-super-Mare *(number)*
8. **Number of people working on the contract who live in Weston-super-Mare (including Kewstoke, St Georges, Locking and Hutton)? (number)**
9. Number of people Somerset and the West of England (former Avon) *(number)*
10. Time allowed for your employees to volunteer for community work in the local area *(No. hrs)*
11. Can you hold educational/ informational events in the local community centre if so how many? *(Number and details)*
12. Donations to be made to local community funds to support local causes *(Value)*

Moving towards a sustainable Environment

13. The percentage of materials and products from sustainable sources used in the contract? *(%)*
14. Do you use any single use plastics in the contract if so what and how many? *(if so list and number)*
15. **What are you doing to reduce your carbon footprint and adapting to climate change? (%CO2 reduction or number of actions)**
16. How will your company support cleaner and greener spaces (if working in a park or green space)? *(statement)*
17. What equipment will you use and how is it powered ie petrol or electric (if working in a park or green space)? *(list)*
18. Where is your company based? *(location – distance from Weston and so will save on transport emissions/reduce congestion on the roads)*



WESTON-SUPER-MARE TOWN COUNCIL

Flag Flying Protocol

Item 13.3

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

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

Date policy adopted	March 2026
Approved by	For approval by Full Council 23 rd March 2026
Review cycle	Annually
Review date	March 2027

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Introduction

Flags are traditionally flown by the Town Council for a variety of reasons – to show allegiance, support, respect or to celebrate. The Town Council will always be sensitive to the views of all sections of our community and will never use flags for political purposes.

- 1.1. Weston-super-Mare Town Council recognises the meaning and significance attributed to flags. They are emotive symbols which can boost local and national identities and strengthen community cohesion. They are ways for communities to express feelings of joy, pride and loyalty.
- 1.2. Like all symbols, flags are open to wide-ranging interpretation and therefore also have the potential to cause controversy and create tension between community groups whose opinions may differ. The flying of any flag must be viewed in the context in which it is flown or displayed. Factors affecting the context include the manner, location and frequency with which flags are flown. The Council has a responsibility to carefully consider the potential impact upon its communities of flying flags and how that action may be interpreted.
- 1.3. Following protocol is crucial to maintaining the value that flag flying represents. This protocol is written as clear guidance for the responsible service areas to ensure that relevant flags are flown on the correct days, at the correct times and to ensure a consistent approach.
- 1.4. This protocol reflects guidance from Central Government and is intended to provide a modern approach, reflecting today's society. It also seeks to maintain the dignity of national flags and avoid these flags being the subject of political controversy by:
 - Providing context and established precedents
 - Outlining the council's usual arrangements for the displaying of flags
 - Clarifying the protocol and procedure for flying flags
 - Clarifying the appropriate procedure should a request for the flying of a specific guest flag or flags be received
- 1.5. This protocol aims to identify those pre-arranged occasions, known in advance, on which specific flags will be flown. The protocol also seeks to clarify the process for dealing with any ad hoc requests for flags to be flown. The practical arrangements and responsibilities are also covered in general terms.

Context

1.6. Under the Town and Country Planning (Control of Advertisements) (England) Regulations 2007, for planning permissions, flags are normally treated as a form of advertising. Therefore, some flags require formal consent from the local planning authority before they may be displayed. The following of this protocol will ensure that Weston-super-Mare Town Council adheres to the Town and Country Planning (Control of Advertisements) regulations 2007 (as amended in 2012 and in 2021).

1.7. Subject to compliance with standard conditions set out in 'Flying Flags: A Plain English Guide', there are three categories of flag outlined below. These are outlined in more detail in Appendix 1.

1) Flags that can be flown without consent of the local planning authority

- Any country's national flag, civil ensign or civil air ensign.
- The flag of the Commonwealth, the European Union, the United Nations or any other international organisation of which the United Kingdom is a member.
- A flag of any island, county, district, borough, burgh, parish, city, town or village within the United Kingdom.
- The flag of the Black Country, East Anglia, Wessex, any part of Lincolnshire, and Riding of Yorkshire or any historic county within the United Kingdom.
- The flag of St David.
- The flag of St Patrick.
- The flag of any administrative area within any country outside of the United Kingdom.
- Any flag of His Majesty's forces.
- The Armed Forces Day flag.

2) Flags which do not need consent provided they comply with further restrictions (deemed consent)

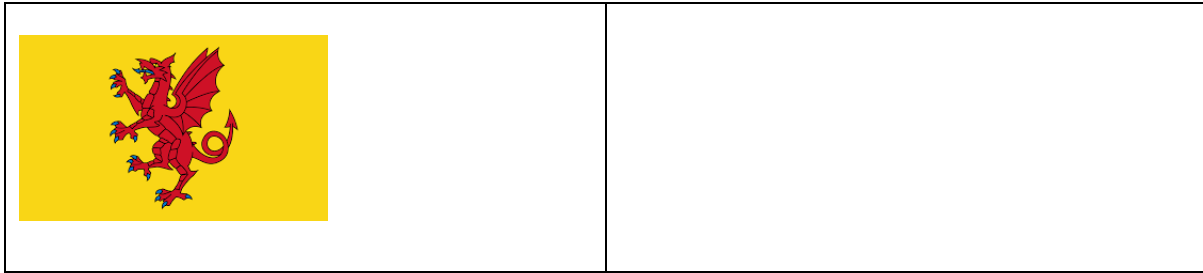
- House flag – flag is allowed to display the name, emblem, device or trademark of the company (or person) occupying the building, or can refer to a specific event of limited duration that is taking place in the building from which the flag is flown.
- Any sports club (but cannot include sponsorship logos).
- The horizontal striped rainbow flag, such as the 'Pride' Flag.
- Specified award schemes.

3) Flags which require consent (express consent)

- Any flag not identified above requires express consent from the local planning authority before it can be flown.

1.8. Recognised flags flown by Weston-super-Mare Town Council

 <p>WESTON-SUPER-MARE TOWN COUNCIL</p>	
	
	
	
	
	








Pre-Arranged Dates for Flying flags








1.9. The flag bearing the logo of Weston-super-Mare Town Council shall be flown except when superseded by another designated flag.

1.9.1 The Union Flag must always be flown in accordance with guidance notes from the Flag Institute.

1.9.2. Weston-super-Mare Town Council has also chosen to fly other flags on dates throughout the year, as set out below.

Date	Event	Flag	Duration
9 th March	Commonwealth Day (second Monday in March)		1 day
10 th March	Anniversary of Granting of the freedom of the Town.		1 day
9 th April	Wedding Anniversary of HM The King		1 day
23 April	St George's Day		1 day
6 th May	Coronation Day of HM The King		1 day

Item 13.3

11 th May	Somerset Day		1 Day
June	Pride		Weekend of Pride Event
14 th June	Official Birthday of HM The King		1 day
21 st June	Anniversary of Granting of the freedom of the Town.		1 Day
28 th June	Armed Forces Day		Weekend of Armed Forces Event
17 th July	Birthday of HM The Queen		1 day
8 th September	Accession Day of HM The King		1 day
8 th November	Remembrance Day & Armistice Day		For approx. 2 weeks Remembrance Sunday.

Item 13.3

During a visit from the Oberbürgermeister	Hildesheim		Duration of Visit
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Flags at Half Mast

1.10. When setting a flag at half-mast, it must be hoisted to the top of the pole with a pause once it reaches the top before then lowering it into half-mast position.

1.10.1 It is recommended the flag is lowered to a third the way from the top of the flagpole as half-mast positioning, as this is a more recognisable placement of the flag.

Serving Town Councillor	From day of death until sunset on day of funeral. Check with Town Clerk & Mayor for clarification.
Former Town Councillor	On day of funeral until sunset. If recently served
Former Mayor	On day of funeral until sunset
Current Mayor	From day of death until sunset on day of funeral
Sovereign	As per current Government guidance

11.1 Flag flying request

The Town Council receives occasional requests to fly the flags of national and local organisations which are not on the Council's Approved List.

1: The approved list will be recommended by the Civic Matters Consultative Group and adopted by the Finance & General Purposes Committee.

1 The Town Council will only permit the flying of flags on its official flagpole which reflect the guidance of H.M. Government and / or are on the Council's approved list

2 Flags will be flown for a specified time, usually a commemorative day or week.

3 Requests to fly other flags will generally not be approved unless, in exceptional circumstances, agreed by the Civic Matters Consultative Group

4 Unless occupied by an otherwise approved flag, the Council's official flag pole will display either the Town Council's Flag or the Union Flag.

General Principles

1.12. Where possible, all flags flown should be consistent in size 10ft x 5ft and should be made with a headband, rope and toggle. Hand woven flags are preferred over digitally printed flags.

1.12.1. All flags, regardless of category, must be maintained in a condition which does not impair the overall visual appearance of the site and should be kept in a safe condition. Flags can wear out, especially if they are flown in adverse conditions. Therefore, regular monitoring should be undertaken as to the condition of the flags. Guidance states “National flags should never be flown in a worn or damaged condition, or when soiled. To do so is to show disrespect for the nations they represent.”

1.12.2. Flags should be stored carefully and respectfully in the robing room at 32 Waterloo Street.

1.12.3. The acquisition and replacement of official flags will be borne by the Town Council's Civic Regalia budget. Other flags will be provided appropriate organisations.

1.12.4 The Flags will be changed by the Civic Officer or a member of the Democratic Services team.



WESTON-SUPER-MARE TOWN COUNCIL

Review of updated Bad Debt Policy Report from the Director of Finance & Resources

1. Purpose and Background of Report

The purpose of this report is to present a proposed **Bad Debt Policy** for consideration and adoption by the Council.

As a local authority, the Council has a duty to ensure that public funds are properly managed and safeguarded. Income received from council services and facilities such as allotments, hall hire, cemetery fees and other charges forms an important part of the Council's financial management.

While the Council seeks to collect all income due to it, there may be occasions where payments remain outstanding despite reasonable attempts to recover them. In such cases it is important that the Council has a clear and transparent procedure for:

- Recovering outstanding debts
- Determining when recovery action should be taken
- Setting out when a debt may be written off
- Ensuring appropriate governance and oversight of these decisions

The introduction of a formal Bad Debt Policy supports good governance and strengthens the Council's financial procedures in line with guidance contained within the **SAPPP Practitioners' Guide**, the **Accounts and Audit Regulations 2015**, and the **NALC Model Financial Regulations**.

Adopting this policy will provide a consistent approach to debt recovery and ensure that any decisions to write off debts are properly authorised and recorded.

2. Options for Council

Members are asked to consider the following options:

- a) Adopt the Bad Debt Policy

The Council adopts the Bad Debt Policy as presented, providing a formal framework for debt recovery and write-off procedures.

- b) Adopt the Policy with Amendments



WESTON-SUPER-MARE TOWN COUNCIL

The Council adopts the Bad Debt Policy subject to amendments identified during the meeting.

c) Defer the Decision

The Council defers adoption of the policy pending further review or additional information.

3. Reason for Recommendation

The adoption of a Bad Debt Policy supports the Council in demonstrating sound financial management and strengthens the Council's internal control framework.

It ensures that the Council operates a consistent and transparent process for managing outstanding debts and provides clear governance arrangements for the write-off of unrecoverable debts.

The policy also supports compliance with the Council's obligations under the Accounts and Audit Regulations 2015 and contributes to the Council's overall financial governance arrangements reviewed as part of the Annual Governance and Accountability Return (AGAR) process.

4. Expected Benefits

The adoption of this policy is expected to provide several benefits, including:

- Improved clarity and consistency in the Council's approach to debt recovery
- Stronger financial governance and internal control arrangements
- Increased transparency in decisions relating to debt write-offs
- Clear guidance for officers responsible for financial administration
- Enhanced audit compliance and evidence of good financial management



WESTON-SUPER-MARE TOWN COUNCIL

5. Implications

5.1. Legal

The Council must ensure that its financial administration arrangements comply with relevant legislation including:

- Local Government Act 1972 (Section 151) – proper administration of financial affairs
- Local Audit and Accountability Act 2014
- Accounts and Audit Regulations 2015

The policy supports compliance with these statutory requirements.

5.2. Risks

Without a formal policy, there is a risk of inconsistent approaches to debt recovery and uncertainty around the authorisation of debt write-offs.

The adoption of this policy helps mitigate risks relating to:

- Weak financial controls
- Lack of transparency in financial decision-making
- Audit observations or recommendations regarding governance arrangements

5.3. Financial Implications

However, the policy may support improved income recovery and ensure that decisions relating to debt write-offs are properly authorised and recorded.

Any legal recovery actions would be assessed on a case-by-case basis to ensure that recovery costs remain proportionate to the value of the debt.



WESTON-SUPER-MARE TOWN COUNCIL

5.4. Timescales

Subject to Council approval, the policy will take effect immediately following adoption.

5.5. Stakeholders

Relevant stakeholders include:

- Residents and service users
- Allotment tenants
- Hirers of council facilities
- Community groups using council services
- Councillors and council officers responsible for financial management

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)

The Council must ensure that personal data relating to debtors is processed in accordance with the Data Protection Act 2018 and UK GDPR.

The policy confirms that personal information will be handled appropriately and only for legitimate council purposes.

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

The Council has a duty under the **Equality Act 2010** to ensure that its policies and procedures do not discriminate against individuals or groups.



WESTON-SUPER-MARE TOWN COUNCIL

The debt recovery procedures outlined in the policy will be applied fairly and consistently.

Where appropriate, reasonable arrangements may be considered for individuals experiencing financial hardship.

6. Appendices

n/a

7. Members are recommended to:

Approve the adoption of the policy to support the Council's financial governance arrangements.

Helen Morton

Finance & Resources

Drafted 11th March 2026



WESTON-SUPER-MARE TOWN COUNCIL

Bad Debt Policy

Date	Version	Author	Origin of Change e.g. TU request, change in legislation	Changed by
11 th March 2026	V2	Director of Finance & Resources	Last review date 29.02.2016	Director of Finance & Resources

This policy applies to Weston-super-Mare Town Council

Date policy adopted	April 2026
Review cycle	Bi - annually
Review date	April 2028

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1. Purpose

This policy establishes the Council's approach to the management, recovery and write-off of debts owed to the Council. As a local authority, the Council has a responsibility to ensure that public funds are managed prudently and that all reasonable steps are taken to collect income that is due.

The policy ensures that the Council operates fair, consistent and transparent procedures for debt management while maintaining appropriate financial controls and governance standards.

The Council's financial administration responsibilities arise from Section 151 of the Local Government Act 1972, which requires local council's to make proper arrangements for the administration of their financial affairs. For the Town Council, these responsibilities are exercised through the CEO/ Town Clerk and Responsible Financial Officer (RFO).

This policy also supports compliance with:

- Accounts and Audit Regulations 2015
- Local Audit and Accountability Act 2014
- Smaller Authorities' Proper Practices Panel (SAPPP)
- NALC Model Financial Regulations for Local Councils
- Local Government Transparency Code 2015 (where applicable)

The policy aims to ensure that:

- Income due to the Council is collected efficiently and promptly.
- Debt recovery processes are fair, proportionate and consistent.
- Decisions to write off debt are properly authorised and documented.
- Appropriate records are maintained for governance and audit purposes.

2. Scope

This policy applies to all debts owed to the Council arising from the provision of services, the use of Council facilities, rental arrangements or any other charges levied by the Council.

Examples of such debts may include, but are not limited to:

- Allotment rents or licence fees
- Hire charges for village halls, community centres or other council facilities
- Cemetery, burial or memorial fees
- Charges associated with council events or services
- Commercial rents or service charges relating to council-owned property
- Fees, licences or other payments due to the Council

The policy applies regardless of whether the debtor is an individual, business, community organisation or other body.

3. Principles

The Council recognises that effective financial management requires the prompt collection of income. The Council will therefore seek to recover all debts owed to it in a timely and efficient manner.

In carrying out debt recovery activities, the Council will:

- Act in accordance with its Financial Regulations, which govern the management of council finances and internal control systems.
- Apply procedures consistently and fairly to all debtors.
- Take proportionate steps when pursuing recovery, taking into account the value of the debt and the likelihood of successful recovery.
- Seek to resolve debts through reasonable communication before pursuing formal recovery methods.
- Maintain accurate financial records in accordance with the Accounts and Audit Regulations 2015.

The Council will also ensure that debt recovery practices comply with relevant legislation, including consumer protection and data protection legislation, and that any personal information is processed lawfully.

4. Invoicing Arrangements

The Council will issue invoices or payment requests as soon as reasonably practicable after a charge becomes due.

Invoices will clearly state:

- The amount payable
- The reason for the charge
- The due date for payment
- The available payment methods
- The contact details of the Council for any queries

Unless otherwise agreed by the Council or specified in a contractual arrangement, invoices will normally require payment within **30 days**.

The Responsible Financial Officer will ensure that invoices are recorded in the Council's accounting system in accordance with proper practices set out in the SAPP Practitioners' Guide.

5. Debt Recovery Procedure

Where payment is not received by the due date, the Council will normally follow a staged recovery process to encourage payment while allowing reasonable opportunities for the debtor to resolve the matter.

5.1 First Reminder

If payment has not been received by the due date, the Finance Team will issue a first reminder notice to the debtor.

This reminder will normally be issued within 14 days of the payment due date and will request payment within a specified timeframe.

5.2 Second Reminder

If payment remains outstanding following the first reminder, a second reminder notice may be issued.

This will normally be issued approximately 14 days after the first reminder and will advise the debtor that further recovery action may be considered if payment is not received.

5.3 Final Notice

Where payment remains outstanding after the second reminder, the Council will issue a final demand for payment.

The final notice will inform the debtor that failure to settle the debt may result in further recovery action, which may include legal proceedings or referral to a debt recovery agency.

5.4 Further Recovery Action

Where appropriate, the Council may consider further recovery action. This may include:

- Suspension or withdrawal of services where applicable, such as the use of council facilities or allotment tenancies.
- Referral of the debt to a professional debt recovery agency.
- Initiating legal proceedings through the County Court or Small Claims process where it is considered proportionate and cost effective to do so.

The CEO/ Town Clerk or Responsible Financial Officer will assess the circumstances of each case and determine whether further recovery action is appropriate, taking into account the value of the debt, the likelihood of recovery and the potential costs involved.

6. Writing Off Bad Debts

There may be circumstances where a debt cannot reasonably be recovered.

A debt may be considered for write-off where:

- All reasonable attempts to recover the debt have been unsuccessful.
- The debtor cannot be traced.
- The debtor is insolvent, bankrupt or deceased with no recoverable estate.
- The cost of pursuing recovery would exceed the likely amount recovered.
- Legal advice indicates that recovery is unlikely to succeed.

Before recommending a write-off, the Responsible Financial Officer will ensure that appropriate recovery steps have been taken and that sufficient documentation exists to support the decision.

Write-offs must be properly authorised in accordance with the Council's Financial Regulations and governance procedures.

7. Authorisation Levels for Write-Offs

In order to maintain effective financial control, the following authorisation levels apply to the write-off of debts.

Amount	Authorisation
Up to £100	CEO/Town Clerk or Responsible Financial Officer
£100 – £500	Finance and General Purposes Committee
Over £500	Full Town Council

All write-offs will be reported to the Council through the next available finance report to ensure transparency and appropriate oversight.

8. Recording and Reporting

All debts and recovery actions will be recorded in the Council's accounting records.

Where a debt is written off, the Responsible Financial Officer will ensure that:

- The accounting records are updated appropriately.
- A record of the decision and the reasons for the write-off are retained.
- The write-off is reported to Council for transparency.

Maintaining clear records supports the Council's obligations under the Accounts and Audit Regulations 2015 and assists both internal and external auditors when reviewing the Council's financial management arrangements.

9. Confidentiality and Data Protection

The Council will ensure that information relating to debtors is handled in accordance with the Data Protection Act 2018 and UK General Data Protection Regulation (UK GDPR).

Personal data relating to debtors will only be processed for legitimate council purposes and will be kept secure and confidential.

Access to information relating to individual debts will be restricted to authorised officers and members where necessary for the exercise of council functions.

10. Review

This policy will normally be reviewed bi-annually, or sooner if required:

Appendix A – Debt Recovery Timeline

The following timeline provides guidance on the typical process for recovering outstanding debts owed to the Council. The exact timing may vary depending on the circumstances of each case, but the Responsible Financial Officer will normally follow this structured approach.

Stage	Action	Typical Timescale
Invoice issued	Invoice issued to debtor with payment terms clearly stated	Day 0
Payment due date	Payment expected within agreed terms (normally 30 days)	Day 30
First reminder	First reminder letter issued requesting payment	Within 7 days after due date
Second reminder	Second reminder letter issued advising payment is overdue	Approximately 14 days after first reminder
Final notice	Final notice issued warning of possible recovery action	Approximately 14 days after second reminder
Further action	Consider recovery action such as service suspension, debt recovery agency or legal action	Case dependent
Write-off consideration	If recovery attempts unsuccessful, debt may be considered for write-off in accordance with Council policy	Case dependent

The Responsible Financial Officer will ensure that appropriate records of all communications and recovery actions are maintained for audit purposes.



WESTON-SUPER-MARE TOWN COUNCIL

Finance and General Purposes 16th 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.

As a part of the 2025/2026 review, there was 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 the meeting of F&GP in February. This has meant that the risk register has been treated more as an annual review/evaluation, 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 was suggested that moving forward, this process be carried out in April looking at the year ahead. This was approved by the committee, and as such a light touch review (in recognition that the review was only carried out two months prior) has been provided to members for approval for the year 2026/2027.

As these documents have already been agreed and approved in February 2026, with no changes to actions, or risks, only the action plan has been provided, but the full summary (60+ pages) is available on request.

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.



WESTON-SUPER-MARE TOWN COUNCIL

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 action plan for any areas considered higher risk (likelihood x impact). The full summary report is available upon request.

1. Action Plan



WESTON-SUPER-MARE TOWN COUNCIL

7. Members are recommended to:

1. Note the 2026/2027 action plan mitigation report.
2. To adopt the risk register for 2026-2027 to meet Town Council Governance requirements, noting the action plan attached.

Molly Matthews

Senior Development Officer

Drafted 1st April 2026



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
<u>Cemeteries/Churchyards</u>									
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>	Medium Medium	4	Review current training records, provide inventory of PPE, issue of PPE in line with health and safety advice from work nest and as recognised in general risk assessment.	Helen Morton	31/03/2027	<input type="checkbox"/>
<u>Financial Management</u>									
347	Financial	Poor Financial Management	<p>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.</p> <p>Determine responsibility for the management of the financial affairs of the council.</p> <p>Maintain and review Standing Orders/Financial regulations.</p> <p>Maintain an effective budgetary control/financial reporting system.</p> <p>Maintain an effective internal audit.</p>	Medium Medium	4	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	RFO	31/03/2027	<input type="checkbox"/>



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	
<u>Land</u>									
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.	Medium Medium	4	Regular inspections to take place. Close liaison with Police and Community response for persistent problems. Ongoing	Fay Powell	31/03/2027	<input type="checkbox"/>
<u>Play Areas</u>									
0	Financial	Inadequate budget provision	Ensure that service requirements are detailed in annual budget process.	Medium Medium	4	work in line with the adopted play strategy and ensure budget setting process identifies need for income need.	Fay Powell	31/03/2027	<input type="checkbox"/>
<u>Public Conveniences</u>									
294	Environmental	Vandalism	Maintain efficient and effective security. Maintain liaison with local enforcement agencies. Take action as appropriate against offenders.	High High	9	Regular inspections to take place with service partners (pending conclusion of 2026 tender exercise). Close liaison with Police and Community response for persistent problems with known users. Ongoing	Fay powell	31/03/2027	<input type="checkbox"/>
<u>Social Media Accounts</u>									
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.	Medium Medium	4	Adopted new policies with regards to Social Media useage, both internally (including Councillors) and externally (Social audience) with our External House rules.	Warren Parker-Mills	31/03/2027	<input type="checkbox"/>

Tourism - VIC



Ref	Risk	Hazard	Control	Likelihood Impact	Score	Action to be taken	Action by person/position	Action by date	Action completed
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.	Medium Medium	4	Review partnership programme to ensure it meets the terms of economic growth	Warren Parker-Mills	31/03/2027	<input type="checkbox"/>

No of issues listed: 7

Submitted to council: _____

Minute reference: _____

Date: _____

Signed by chairperson - Cllr Martin Williams (Town Mayor) _____

Signed by responsible Finance officer - Helen Morton - Director _____

How to complete (individual risk section):

1. Action to be taken - brief description of proposed action that will be taken to control this risk, including any Insurance or Health and Safety issues.
2. Action by person - the name or names of the persons taking the relevant actions.
3. Action by date - the proposed date that this action should be completed by.
4. Action completed - that the proposed action has been taken (ticked)
(not recorded on LCRS .

To: Finance and General Purposes Committee Meeting

Subject:	Town Council 10 Year Strategy Annual Review 2020-2030
Reason for Briefing Note:	To provide rationale and evidence for changes to 10-year strategy
Responsible Officer(s):	Chief Executive Officer / Town Clerk
Senior Lead(s):	Director of Community Services/Deputy Town Clerk Director of Finance and Resources Senior Development Officer
Date:	23/03/2026
File Path:	Restricted/Town Council Strategy 2020-2030

Due to the length of this report, the full strategy has not been included. The additions listed within this report, and the evaluation has been provided in appendices 1-4. Should members wish to receive a full copy of the amended strategy, they should request it through administration team, noting that following approval it will be available on the Town Council website.

1. Strategy evaluation:

1.1. Process

In 2020 the Town Council adopted its 10-year strategy, which outlined and shaped Council direction over the period. This document was always intended to be 'live', with annual changes and additions in order to reflect the changing environment of the town. Each year, the strategy is reviewed against council resolutions and recommendations to demonstrate how the ambitions within the strategy have been met. This enables us to understand how the councils' priorities have evolved throughout the year, where ambitions are not being regularly met, and where there are new resolutions or projects that are not reflected in the strategy. These reviewed were carried out in January 2022 and March 2023.

In an effort to mark the half way point of the 10-year strategy, last years review was enhanced. A 'Your Town Your Voice' community consultation exercise and a Councillor Workshop were carried out, and as a result the strategy underwent a full review, with the introduction amended to reflect this, as well as removal of obsolete ambitions, and the inclusion of a 'successes and milestones' timeline spanning the 5 years. At this point, a series of ambitions were removed from the strategy into an appendix, which were felt to be "best practice" and not informing the strategic direction.

This year, the strategy review has been carried out in the same way as 2022 and 2023, with council resolutions matched to ambitions in the strategy. This has also been done with the best practice ambitions.

This year's review has resulted in the production of the following documents:

1. **Strategy Evaluation March 2025 – February 2026** – detailing the ambitions paired with the resolutions.

To: Finance and General Purposes Committee Meeting

2. **Strategy Appendix 1 - Statutory & Best Practice requirements - Resolution Analysis** - detailing the ambitions paired with the resolutions.
3. **Suggested additions to the strategy in line with council resolutions** – the resolutions which do not currently match with any strategy ambitions, and should be considered as inclusions (**additional ambition detailed in section 3.1 of this briefing note**).
4. **Successes and Milestones** – highlighting (in yellow) where new successes and milestones have been added.

1.2. General update ongoing action for 2025/2026

Based on this type of analysis, we are able to see which ambitions have not been matched with resolutions in 2025/2026. This does not necessarily mean that the ambitions have not been met, but that there has not been resolution through council. These ambitions are as follows:

Ambition	How they have been actioned outside of committee structure
Pillar 1 – Weston View	
1.7 - Implement a Communication Strategy	Proposal to be taken to April 2026 F&GP for approval
1.8 - Implement a Marketing Strategy	To be reviewed following upgrade of both Visit Weston and Town Council websites early 2026
1.10 - Produce a Central Event Listing across departments and organisations in collaboration with partners.	Resolution by F&GP regarding the Super Weston website. This will provide opportunity to develop a central events listing
Pillar 2 – Cleaner & Greener	
2.4 - To promote biodiversity. To create a 'rewilding' programme in cohesion with North Somerset Council in appropriate areas.	No action in year
2.7 - To provide Town Council Staff / members opportunity to engage in 'ride to work' and bike purchase schemes.	The scheme is live, and can be claimed by staff
2.9 - To improve the provision of Dog waste bins and service to the community.	Negotiations ongoing with NSC and devolution aspirations
2.10 - To reduce energy and fuel consumption across all council activities and services. To change to 100% renewable energy (i.e. solar panels, electric vans and energy providers).	Ongoing – solar at Museum being explored and review of electricity providers / contracts at 32 Waterloo Street
Pillar 4 – A Bright Future	
4.5 - Identify opportunities from new technology for more efficient working for staff and councillors.	MHR, Modern Gov and Plandisc
4.6 - Promote Fairtrade business practices in the town.	Ongoing

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<p>4.7 - To support the community through deployment of Community Infrastructure Levy funds to help improve facilities within the parish of Weston-super-Mare.</p>	<p>Community Infrastructure Levy funds were used to support the Old Town Quarry Redevelopment in 2025/2026. No new additional CIL monies were received in 2025/2026</p>
<p>Pillar 5 – Heritage, Arts & Culture</p>	
<p>5.9 - Work with North Somerset Council to safeguard and interpret Worlebury Hillfort.</p>	<p>Part of the Old Town Quarry interpretation makes reference to the link with the Hillfort.</p>

2. Statutory & best practice requirements adopted March 2025

Following the 2024/2025 full review of the strategy, it was determined that many of the ambitions identified, whilst important to the strategic direction of the Town Council, were actually part of a statutory or best practise requirement. As such they were extracted from the live Strategy ambitions in order to recognise their importance alongside the 10-year strategy, but differentiate better those ambitions that Town Council would like to achieve and what they must implement/abide by.

A large percentage of council resolutions from 2025-2026 (129 out of 354) relate to these best practice requirements, and in order to demonstrate continued compliance, these resolutions have been provided in appendix 2.

3. Additions to the strategy

3.1. New ambitions

Part of the annual review of the strategy is to ensure the strategy is kept up to date and is reflective of community needs. This is done by recognising where council resolutions do not reference any of the ambitions on the strategy. As a full review was carried out in 2025, there are very few additions at this stage. One area which has become apparent as a ‘gap’ is devolution. With the creation of the Devolution Programme Manager role, the Devolution start and finish group, and the dedicated budget for devolution, it was expected that this last year would have a lot of resolutions which reference devolution. As such, it is suggested that a devolution ambition be added to the strategy. It was felt that devolution fit well under pillar 4 – ‘A Bright Future’ as it centres around Economic development, Asset use and income, Strategic leadership, Partnership influence and Efficiency and future planning.

As such the following has been drafted, to match the current style within the strategy:

Ambition / Objective – 4.8 To lead and support the devolution of assets and services to the Town Council, ensuring their effective management for the long-term benefit of the town and its residents.

We will aim to:

- Work in partnership with North Somerset Council and other relevant stakeholders to identify, prioritise and transfer assets and services suitable for devolution, ensuring financial sustainability and community benefit.

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- Establish clear asset management plans to ensure all transferred assets are maintained, enhanced and used effectively.
- Explore opportunities to use devolved assets to support community initiatives and service delivery where appropriate.
- Ensure that any asset transfer aligns with the Council's wider strategic objectives and delivers measurable benefits for residents and visitors.

Timescale: 0–5 years

Council Committee/Department: Finance and General Purposes Committee, Town Council, Devolution Start and Finish Group

Should this be approved, it will be added to pillar 4 of the strategy.

3.2. Successes and Milestones

In recognition of another year, the successes and milestone section of the strategy has been updated in line with resolutions from this past year. This can be seen in appendix 4.

Appendices

Appendix 1 – Strategy Evaluation March 2025 – February 2026

Appendix 2 - Strategy Appendix 1 - Statutory & Best Practice requirements - Resolution Analysis

Appendix 3 – Suggested additions to the strategy in line with council resolutions

Appendix 4 – Successes and Milestones – additions in yellow

Members are requested to:

1. Note the briefing note
2. Note the evaluation of the strategy (appendix 1)
3. Note the Strategy Appendix 1 - Statutory & Best Practice requirements - Resolution Analysis (appendix 2)
4. Note the Suggested additions to the strategy in line with council resolutions (appendix 3)
5. Approve the additions to the strategy which includes new “Ambition/Objective 4.8” (detailed in section 3.1 above), and the successes and milestones listed in appendix 4.

Appendix 1 – Strategy Evaluation 2025-2026

Pillar 1 - Weston View		
Mar-25	1.13 - Encourage people living and working in Weston to participate and to engage in decision making.	296. [the consultation regarding North Somerset's Local Plan had been circulated and was] Noted. (P&E)
Mar-25	1.12 - Provision of a Visitor information Centre, dedicated website and signage for tourists and residents.	303 That the report giving an overview of the current Town Council signage be noted and the order of signage maintenance programme be approved. (AC&L)
Mar-25	1.3 - To encourage local shopping parades to become vibrant, well used areas across the town.	307.To acknowledge and approve the Town Vitality initiatives for 2025 listed in 1.1-1.5 of the report.. (AC&L)
Mar-25	1.11 - Provide Christmas lights with Christmas light switch-on event	310. That on the grounds that the council had a Service Level Agreement in place with the Town Centre Partnership to provide a Christmas Lights Switch on event and that there was no budget provision available, it must decline the proposal from EAT Festivals.(AC&L)
Mar-25	1.13 - Encourage people living and working in Weston to participate and to engage in decision making.	328. That: <ul style="list-style-type: none"> •Weston Town Council promotes the consultation via its networks and social media and encourages residents to respond directly on North Somerset Council's consultation portal •Weston Town councillors are encouraged to respond to the consultation either as individuals or political groups •Weston Town Council responds to the consultation in its capacity as a local authority in a neutral way (either responding don't know or not sure) except for the following: •The parish of Weston-super-Mare should remain warded, but doesn't have an opinion on the number of wards, number of councillors nor the ward boundaries •The elections for the parish of Weston-super-Mare should remain the same frequency and date of North Somerset Council elections •The difference in the name of Bournville Ward (Weston Town Council) should revert to the same name as South Ward (North Somerset Council) if the boundary remains the same, as the difference in name causes confusion •The name of Worlebury ward should be changed to 'Worlebury and Old Worle' if the boundary remains unchanged •The town council supports a review of its boundaries and would encourage North Somerset Council to consider the new developments at, or near, the edge of the boundary when determining whether the boundary should be changed •Weston Town Council doesn't have an opinion on the number of councillors that should represent the parish of Weston-super-Mare, but would recommend care is given when using the 'National Association of Local Council guidance on the number of councillors' as this was developed in 1988 and was not developed for parishes as large as Weston-super-Mare (which has three times more electors than the upper limit in the NALC guidance.) (TC)
Apr-25	1.2 - Continue to develop and improve the content of the Town Council's websites and social media, including development of alternative websites.; 5.6 - To maintain the civic traditions of the town's Mayoralty.; 2.11 - The Town Council will continue to maintain and improve its open spaces, to include Milton Road Cemetery and Parks and Play Areas as community facilities.	349. That the Cemetery Regulations Policy be approved. That the Civic Handbook be referred to the Civic Matters Sub Committee for further development and reported back to the Finance and General Purposes Committee for reconsideration. That with the above amendments, the Social Media Policy be approved. (F&GP)
Apr-25	1.3 - To encourage local shopping parades to become vibrant, well used areas across the town; 1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services; 1.14 - Enable provision and maintenance of street furniture	361.1A [report from Weston Town Centre Partnership] Received and noted. (G&GSC)
Apr-25	1.5 - Supporting homelessness initiatives	361.1C [Report from somewhere to go] Received and noted (G&GSC)
Apr-25	1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services	361.2F [report from north somerset council community response] Received and noted (G&GSC)
Apr-25	1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services	361.2G report from CCTV team] Received and noted (G&GSC)
May-25	1.11 - Provide Christmas lights with Christmas light switch-on event	370.That the verbal update on the review/evaluation of the Christmas Lights contract (December 2025) be noted (AC&L).
May-25	1.12 - Provision of a Visitor information Centre, dedicated website and signage for tourists and residents.	373.1 That the report on the Tourism Charges be noted, noting comments made by members. (AC&L)
May-25	1.12 - Provision of a Visitor information Centre, dedicated website and signage for tourists and residents.	373.2. To approve the recommended variant change to the Visit Weston logo. (AC&L)
Jun-25	1.12 - Provision of a Visitor information Centre, dedicated website and signage for tourists and residents.; 1.2 - Continue to develop and improve the content of the Town Council's websites and social media, including development of alternative websites.	49. To approve 1.Recommendation #2: Website updates / incorporation of Super Weston in addition to Visit Weston hosting review (contract extension expires March 2025). 2.Recommendation #3: Review Social Media platforms to streamline and better maintain and service (quality over quantity) produce social media content diary from Team plan objectives and council strategy. 3.Recommendation #4: Undertake a brand review, to ensure consistency across all material to ensure Heritage and traditions which are important to the Town Council are able to aligned with the 'WSM' identity within the Town. (F&GP)

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Jul-25	1.12 - Provision of a Visitor information Centre, dedicated website and signage for tourists and residents.	73. To include Tourism and Events updates on an appropriate future agenda. (AC&L)
Jul-25	1.5 - Supporting homelessness initiatives	110. 1 C The report from Somewhere to Go was received and noted.(G&GSC)
Jul-25	1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services	110.2 F SLA report from North Somerset Council Community Response was received and noted. (G&GSC)
Jul-25	1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services	110.2 G SLA report from North Somerset Council CCTV Provision was received and noted. (G&GSC)
Aug-25	1.2 - Continue to develop and improve the content of the Town Council's websites and social media, including development of alternative websites.	124.1.2.1 To approve the External House Rules for Social Media (Guidance) (F&GP)
Aug-25	1.2 - Continue to develop and improve the content of the Town Council's websites and social media, including development of alternative websites.	124.1.2.2 To approve WSMTC Social Media Guidance for Councilors' & Staff. (F&GP)
Sep-25	1.12 - Provision of a Visitor information Centre, dedicated website and signage for tourists and residents.	142. 1.A review of Tourism/Visit Weston be scheduled for twice a year. 2.To receive service area Team Plans to a future meeting and then annual at the beginning of each financial year. 3.To bring a project review update for the Old Town Quarry to the next meeting (November). (AC&L)
Sep-25	1.2 - Continue to develop and improve the content of the Town Council's websites and social media, including development of alternative websites.	147. [visit weston website tender] 1.To procure both options (A&B) to allow the procurement process to commence with immediate effect. 2.That Group Leaders appoint suitable Councillors to be included and sit on the interview panel. 3.That tender results and final approval of new website be bought back to committee for final consideration and approval. (AC&L)
Sep-25	1.11 - Provide Christmas lights with Christmas light switch-on event	148.To work with the contactor to re locate the Christmas Lights to the suggested areas and work with the retailers of Orchard Meadows on a plan for the following year, at a suitable point in the year. (AC&L)
Sep-25	1.1 – Improve the image of and pride within the town and make it attractive for visitors and businesses; 1.3 - To encourage local shopping parades to become vibrant, well used areas across the town; 1.4 - To encourage community initiatives to use the town centre to create events, festivals, fetes, pop-up shops, etc.	149. To note the contents of the report and acknowledge the reasons of the cancellation of the market (due to inclement weather).(AC&L)
Oct-25	1.12 - Provision of a Visitor information Centre, dedicated website and signage for tourists and residents.	177. Bad Debt report (Visit Weston write off) Write off debts to the value of £550.80. (F&GP)
Oct-25	1.3 - To encourage local shopping parades to become vibrant, well used areas across the town; 1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services; 1.14 - Enable provision and maintenance of street furniture	199.1 (A)Weston Town Centre Partership(£19.999) Community Service Level Agreements Received and noted. (G&GSC)
Oct-25	1.5 - Supporting homelessness initiatives	199.1(C C.Somewhere to Go (Homeless Support Fund Total=£50,000 Community Service Level Agreements Received and noted. (G&GSC)
Oct-25	1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services	199.2F .North Somerset Council Community Response (£51,500) Received and noted (G&GSC)
Oct-25	1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services	199.2G .North Somerset Council CCTV Provision (£95,700) Received and noted (G&GSC)
Nov-25	1.12 - Provision of a Visitor information Centre, dedicated website and signage for tourists and residents.	226. 1.To appoint Plaster as the contractor to undertake the Visit Weston Website requirements (noting they were the highest scoring overall). 2.To recommend to full Town Council on the 24th November 2025, that the order for the works can be raised, whilst recognising that the budget provision for the works has been included within the 2026/2027 budget setting process to allow the build to commence and be completed prior to the current website contract ceasing 31/03/26 (AC&L)
Nov-25	1.12 - Provision of a Visitor information Centre, dedicated website and signage for tourists and residents.	245. To approve the order to be issued to Plaster £33,750 for the design and build (noting £4,800 for annual maintenance for future years) of the Visit Weston Website to be raised, whilst recognising that the budget provision for the works has been included within the 2026/2027 budget setting process to allow the build to commence and be completed prior to the current website contract ceasing mid-May 2026. (TC)
Jan-26	1.13 - Encourage people living and working in Weston to participate and to engage in decision making.	283. The calendar of meeting for the year 2026/2027 be approved and circulated. (TC)
Jan-26	1.3 - To encourage local shopping parades to become vibrant, well used areas across the town; 1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services; 1.14 - Enable provision and maintenance of street furniture	291. 1A. The presentation given by the Town Centre / BID Manager was received and noted (G&GSC)
Jan-26	1.5 - Supporting homelessness initiatives	291.1C. 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. (G&GSC)
Jan-26	1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services	291.2F. 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.(G&GSC)

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Jan-26	1.6 - To actively support anti-crime and disorder campaigns within the town, in liaison with the police and North Somerset Council and CCTV services	302. That the report from CCTV be noted. (AC&L)
Feb-26	1.13 - Encourage people living and working in Weston to participate and to engage in decision making.	306. That the Infrastructure Consultation Survey be noted.(P & E)
Feb-26	1.2 - Continue to develop and improve the content of the Town Council's websites and social media, including development of alternative websites.	335.1 [town council website] 1.To approve the initial development and transition to live phase only; any ongoing hosting, maintenance or support arrangements will be subject to separate approval 2.To approve transfer of the content that's applicable from both Super Weston and the Town Council website following appointment of Squarebird to do so. (F&GP)
Feb-26	1.2 - Continue to develop and improve the content of the Town Council's websites and social media, including development of alternative websites.	335.2 1.To note the outcomes of the recent Visit Weston Website procurement and confirm that the relevant digital market has been sufficiently tested 2.To approve the appointment of Squarebird Agency Ltd for the £15,900 contract to support the website merger and development of the Town Element 3.To agree that further competition would be disproportionate and records the justification in accordance with the Council's Standing Orders and Financial Regulations. As such the Committee formally agrees to waive the requirement for three quotations, in accordance with the Council's Financial Regulations.(F&GP)
Pillar 2 - Cleaner and Greener		
Mar-25	2.1 - The Town Council aims to be carbon neutral by 2030	298. That the [roadmap to zero verbal] report be noted. (P&E)
Mar-25	2.11 - The Town Council will continue to maintain and improve its open spaces, to include Milton Road Cemetery and Parks and Play Areas as community facilities.	304 a) That the report be noted with regard to the 2x cemetery walls. b) To approve any emergency works that arised following professional service reports that exceed the delegated £10,000 allowed. (This would only be used in emergency). In the absence of the CEO/Town Clerk (on leave) this delegation would be passed to the Director of Community Services (Deputy Town Clerk). (AC&L)
Mar-25	2.11 - The Town Council will continue to maintain and improve its open spaces, to include Milton Road Cemetery and Parks and Play Areas as community facilities.	308.a)To approve the installation of Mains Drainage facilities in recognition that a Waterless system would not cope with the footfall numbers in peak season. b)To approve the lowest quotation for a mains drainage unit as follows:John West Contractors: Cabin = £24,500 Installation and removal of old - £11,600 (including adaption of concrete base / drainage) (AC&L)
Apr-25	2.5 - To maintain current and increase current tree stocks to offset carbon. In addition to look for more opportunities to plant trees in our area.	340.1. That the report [of the aboricultural consultant] be noted. (P&E)
Apr-25	2.5 - To maintain current and increase current tree stocks to offset carbon. In addition to look for more opportunities to plant trees in our area.	340.That the CEO/Town Clerk to write to North Somerset Council to enquire about the status of the replacement trees. (P&E)
Apr-25	2.11 - The Town Council will continue to maintain and improve its open spaces, to include Milton Road Cemetery and Parks and Play Areas as community facilities.	349. That the Cemetery Regulations Policy be approved. That the Civic Handbook be referred to the Civic Matters Sub Committee for further development and reported back to the Finance and General Purposes Committee for reconsideration. That with the above amendments, the Social Media Policy be approved. (F&GP)
Apr-25	2.5 - To maintain current and increase current tree stocks to offset carbon. In addition to look for more opportunities to plant trees in our area.	368. That the report [reagrding street trees] be noted. (P&E)
May-25	2.5 - To maintain current and increase current tree stocks to offset carbon. In addition to look for more opportunities to plant trees in our area.	43. The report of the Arboricultural Consultant be noted. (P&E)
Jun-25	2.6 - To provide community support to ensure the up-keep of community areas i.e. paths, cycleway and verges in conjunction with North Somerset council. Identifying needs through ward members and working with community groups.	8. 1.That consideration of the Streetscence contracts was the priority item for decision at the next meeting. 2.That a report providing all options be provided to members for consideration. (DS&FG)
Jun-25	2.8 - to support local food initiatives in order to reduce food waste, including the support of the Community Fridge and Food Clubs projects.	60. That the report [with fridge of free stuff statistics] be received and noted. (P&E)
Jul-25	2.12 - Weston in Bloom and flower bed provision. Provide floral displays for spring / to decorate centres.	105. That the report received from Weston in Bloom be noted and volunteers thanks for their valued work.(P&E)
Jul-25	2.12 - Weston in Bloom and flower bed provision. Provide floral displays for spring / to decorate centres.	112.2.1 To note the feedback report for the Weston in Bloom grant. (G&GSC)
Aug-25	2.1 - The Town Council aims to be carbon neutral by 2030	137. 1.That the roadmap to zero report be noted. 2.That the Committee would like to see an update of each departments progress towards the roadmap to zero ambitions at its meeting in November, noting that the first department should be Grounds, then others on rotation. (P&E)
Sep-25	2.6 - To provide community support to ensure the up-keep of community areas i.e. paths, cycleway and verges in conjunction with North Somerset council. Identifying needs through ward members and working with community groups.	7. The CEO/Town Clerk to bring financial options to either continuing to fund North Somerset Council, Paying Glendale directly or bringing works in house back to next meeting so members can agree a recommendation to Finance & General Purposes Committee. (DS&FG)
Sep-25	2.5 - To maintain current and increase current tree stocks to offset carbon. In addition to look for more opportunities to plant trees in our area.	157. That the report of the Arboricultural Consultant be noted. (P&E)
Oct-25	2.8 - to support local food initiatives in order to reduce food waste, including the support of the Community Fridge and Food Clubs projects.	191. That the Community Fridge Update report be noted (P&E)

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Nov-25	2.11 - The Town Council will continue to maintain and improve its open spaces, to include Milton Road Cemetery and Parks and Play Areas as community facilities.	236. To approve the use of HVO in the Ransomes HR380 (ride-on lawn mower).(P&E)
Nov-25	2.5 - To maintain current and increase current tree stocks to offset carbon. In addition to look for more opportunities to plant trees in our area.	237. The report of the Arboricultural Consultant be noted (P&E)
Dec-25	2.5 - To maintain current and increase current tree stocks to offset carbon. In addition to look for more opportunities to plant trees in our area.	253. That the report be noted and broken down further indicating the number of people that benefitted for future meetings. The Chair added that the Notes of the recent Tree and Plant Group were very positive and hard work recognised. It was noted that there would be a speaker joining the next Planning and Environment Meeting in January 2026.(P&E)
Jan-26	2.1 - The Town Council aims to be carbon neutral by 2030	274. Roadmap to Zero noted (P&E)
Jan-26	2.11 - The Town Council will continue to maintain and improve its open spaces, to include Milton Road Cemetery and Parks and Play Areas as community facilities.	295. That the update report with regard to the two cemetery walls be noted.(AC&L)
Feb-26	2.8 - to support local food initiatives in order to reduce food waste, including the support of the Community Fridge and Food Clubs projects.	309. That the Community Fridge Statistics report be noted (P & E)
Feb-26	2.11 - The Town Council will continue to maintain and improve its open spaces, to include Milton Road Cemetery and Parks and Play Areas as community facilities.	330.2.2 To note that the Waterpark will remain leasehold (25-year term from 25.06.2010), with 9 years remaining. It was further noted that the S&FG's terms of reference require review, as it cannot make decisions on land or assets cannot make decisions on land or assets.(F&GP)

Pillar 3 - Healthier and Happier

Feb-25	3.4 - The Town Council will work in partnership with the youth project delivery partners to support the provision of necessary youth services in the town.	7.2 To invite Weston College to future mtgs. (HAC)
Mar-25	3.6 - Provision of parks and play areas as a community facility. To maintain and develop the Water Park to meet the needs of both local residents and visitors. Celebrate and enhance Grove Park as showpiece town centre park. Explore taking on Weston and Worle's main parks including Ellenborough, Clarence, Ashcombe and Castle Batch parks.	308 a) To approve the lowest quotation for a mains drainage unit as follows: John West Contractors: Cabin = £24,500 Installation and removal of old - £11,600 (including adaption of concrete base / drainage) (AC&L)
Mar-25	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.	325. That Weston Town Council supports City of Sanctuary U.K. in its vision that the U.K. be a welcoming place of safety for all and is proud to offer sanctuary to people fleeing violence and persecution. (TC)
Apr-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	360.1.2 To refuse the grant [to blessings in action CIC] on the basis that the application did not evidence where the grant funding would be spent. (G&GSC)
Apr-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	360.1.3 To award £250 from the Small and Voluntary Grants budget [to Fuchsia Cancer Support Group]. (G&GSC)
Apr-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	360.1.4 To defer the grant [to Federation of Young Initiators (Indian) Community] and request more information on how the grant would be specifically spent i.e. activities/communities.
Apr-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	360.1.5 To refuse the grant [North Somerset British Bangladeshi Association] due to lack of information to justify the need and recommend that the organisation needed to run more independently. (G&GSC)
Apr-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	360.1.6 To defer the grant [RENEW Weston], requesting more information on whether the fixtures were permeant, clarifying building lease and the amount of match funding. (G&GSC)
Apr-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	360.1.7 To refuse the grant [Together Pussycat] based on previous two years of funding and recommend that the applicant contact the Youth Council regarding possible collaboration. (G&GSC)
Apr-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	360.2.1 To refuse the grant on the basis that it was not a local organisation and had sourced funding from other sources. (G&GSC)
Apr-25	3.4 - The Town Council will work in partnership with the youth project delivery partners to support the provision of necessary youth services in the town.	361.1D [report from YMCA] Received and noted (G&GSC)
May-25	3.1 - Develop and maintain Community Support and Resilience working with community volunteer groups to enhance the town. Identify opportunities for greater use of community groups to operate services and facilities; 3.9 - Development and Wellbeing initiatives via the Town Council to work with the local community on wellbeing initiatives.	374. That the Town Council, on behalf of Big Worle, enter into a contract with Wicksteed for the design and construction of the works. (AC&L)
Jun-25	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.	47. 1. To agree the set up a Council of Sanctuary Start and Finish Group, with the purpose to review the feedback from the engagement events and understand what the accreditation process would entail and make a recommendation to the Finance and General Purposes committee on 18 August 2025, about whether Weston-super-Mare Town Council progresses to the next phase or not of the council of sanctuary accreditation scheme. 2. The membership would reflect the political balance of 3/2/2 and names of members were required by the next group leaders meeting (24/06/25). (F&GP)

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Jun-25	3.1 - Develop and maintain Community Support and Resilience working with community volunteer groups to enhance the town. Identify opportunities for greater use of community groups to operate services and facilities; 3.9 - Development and Wellbeing initiatives via the Town Council to work with the local community on wellbeing initiatives.	50. That the Town Council's involvement in the Big Worle project cease on the 30th September 2025 (excluding final administrative items such as budget reconciliations, draw down and final evaluation submission to be completed by 31st March 2026). (F&GP)
Jun-25	3.6 - Provision of parks and play areas as a community facility. To maintain and develop the Water Park to meet the needs of both local residents and visitors. Celebrate and enhance Grove Park as showpiece town centre park. Explore taking on Weston and Worle's main parks including Ellenborough, Clarence, Ashcombe and Castle Batch parks.	7. 1. That the 8x play areas identified by the Play Strategy, were the priority for devolution for the year 2025-2026, on the condition that NSC exclude any pre-liability insurance implications. 2. That the other 9 play areas on the list be considered at another time for future consideration. 3. Noting the 5x play areas excluded as they were out of parish. Discussion ensued regarding public liability insurance, noting that NSC did not have the same obligations as WSMTC and that the standard of all the sites needed to be to WSMTC's standard, before it took them on. It was noted that sites may need to close for a short period of time to get them up to standard and that effective COMMS would be needed to deliver this. The CEO/Town Clerk advised that a freehold for all sites would be future considered by F&GP. (DS&FG)
Jun-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	66. Under power: Local Government Act 1972 section 13 to award Weston BID funds for: Up to 3 Dino Days sessions, Up to 3 Bike and Tightrope session, Up to 3 Safari adventure trail sessions. All to include an inclement weather plan. (G&GSC)
Jul-25	3.7 - Provision of public toilets to meet need. Review and improve provision of public toilets to meet need Develop Community Toilet Scheme.	75. That the verbal report from the CEO/Town Clerk and Director of Community Services/ Deputy Town Clerk in relation to Grove Park toilets be noted. (AC&L)
Jul-25	3.6 - Provision of parks and play areas as a community facility. To maintain and develop the Water Park to meet the needs of both local residents and visitors. Celebrate and enhance Grove Park as showpiece town centre park. Explore taking on Weston and Worle's main parks including Ellenborough, Clarence, Ashcombe and Castle Batch parks.; 4.3 - Consult with local people regarding the provision of Town Council services and facilities.	78. 1. To acknowledge the results and approve the implementation of the Play Strategy recommendations . 2. To note the recommendations of the Devolution Start and Finish Group Meeting held on the 18th June 2025 DRAFT Min extract 3. To approve the capital investment for the year 2025/2026 to the value of £200,000 (approved in revenue budget), allowing the necessary consultation and procurement (Design & Build) process to commence over the course of the Financial year. As recommended and detailed in the Play Strategy the following Play areas should receive this investment: 1. Maltlands 2. Coniston Green (AC&L)
Jul-25	3.6 - Provision of parks and play areas as a community facility. To maintain and develop the Water Park to meet the needs of both local residents and visitors. Celebrate and enhance Grove Park as showpiece town centre park. Explore taking on Weston and Worle's main parks including Ellenborough, Clarence, Ashcombe and Castle Batch parks.; 4.3 - Consult with local people regarding the provision of Town Council services and facilities.	78.2 1. To acknowledge the results and approve the implementation of the Play Strategy recommendations . 2. To note the recommendations of the Devolution Start and Finish Group Meeting held on the 18th June 2025 DRAFT Min extract 3. To approve the capital investment for the year 2025/2026 to the value of £200,000 (approved in revenue budget), allowing the necessary consultation and procurement (Design & Build) process to commence over the course of the Financial year. As recommended and detailed in the Play Strategy the following Play areas should receive this investment: 1. Maltlands 2. Coniston Green (AC&L)
Jul-25	3.4 - The Town Council will work in partnership with the youth project delivery partners to support the provision of necessary youth services in the town.	110.1 D The report from YMCA was received and noted (G&GSC)
Jul-25	3.9 - Development and Wellbeing initiatives via the Town Council to work with the local community on wellbeing initiatives.	112.1.1 To award £540 to E&J Wellbeing from the Small and Voluntary Grants budget. (G&GSC)
Jul-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	112.1.2 That the grant for Hans Price Academy be refused on the basis that the purpose of the Small and Voluntary Grants Scheme was not to subsidise the education system. (G&GSC)
Jul-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	112.1.3 To award The Notable Club £500 from the Small and Voluntary Grants budget. (G&GSC)
Jul-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	112.1.4 To award Vision North Somerset £951 from the Small and Voluntary Grants budget. (G&GSC)
Jul-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	112.1.5 To award Weston-super-Mare Pétanque Club £1000 from the Small and Voluntary Grants budget. (G&GSC)
Jul-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	112.2.2 To refuse the application from British Bangladeshi Association North Somerset on the basis that they had received previous grant funding from the council and should look to self-fund. (G&GSC)
Jul-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	112.2.3 To award £1,000 to Evolve Music from the Community Events Grants budget. (G&GSC)
Aug-25	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.	4. To the next Finance and General Purposes Committee (August 2025) that: Weston-super-Mare Town Council does not proceed further with the council of sanctuary scheme as the cost, time and commitment outweigh any potential benefit. (COS)
Aug-25	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.	5. The Town Council to pause all actions related to the accreditation process until the matter is resolved by Finance & General Purposes and Full Town Council. (COS)

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Aug-25	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.	118. Under Standing Order 8.10 the Finance & General Purposes Committee moves the recommendation by the Start and Finish Group regarding the Council of Sanctuary Motion made 24th March 2025 and wishes to rescind the original motion made (found at minute number FC325). The Committee: 1: Notes the Council of Sanctuary Start & Finish Group's recommendations from 6 Aug 2025 2: Notes the diverse range of opinions expressed via the Town Council's public engagement sessions and is aware of comments made elsewhere and via petitions. 3: Is pleased to note that the Task & Finish Group sees Weston-super-Mare to be a diverse and welcoming town with a range of communities, well supported by charities, community groups and individuals with which this Town Council works closely. 4: Notes the important work undertaken by this Council's appointed race relations champion and supports the councillor's devotion to the maintenance and enhancement of good relations between all sections of society now resident in Weston-super-Mare and reiterates the need for this work to continue. 5: Strongly emphasises the need for all currently engaged in public life, and all who aspire to become so engaged, to work for greater understanding and for the development of harmonious relations between people of differing backgrounds, ethnicities, religions, customs and experiences. 6: Though this Town Council has no statutory responsibilities or obligations in the realms of migration, housing, social services, education, employment or policing it nevertheless does concern itself with the well-being of all residents and in this regard recommends Council to further pursue harmony between people and to encourage the enjoyment and sharing of cross-cultural events throughout the town, without becoming part of the Council of Sanctuary. The Committee therefore requests that this is referred to the next scheduled Town
Aug-25	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.	120. That the report of the Anti-Racism Champion be received. (F&GP)
Aug-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	127. 1.That a simple Grant agreement should be drawn up and issued to Hub Weston CIC/CIO to include criteria for 'in the event of termination of the lease payments made to HUB Weston CIC/CIO would cease in line with lease termination'. This agreement should be considered and agreed by the Grants Sub-committee who would also oversee any governance requirements going forward also. 2.To approve transfer of operations and staff to Hub Weston CIC/CIO on 1st September 2025 on the basis of the MOU previously agreed. Noting final lease signing will be later autumn/ prior to Christmas 2025 with approval of the payment schedule to be implemented at point of transfer (01.09.25). (F&GP)
Sep-25	3.6 - Provision of parks and play areas as a community facility. To maintain and develop the Water Park to meet the needs of both local residents and visitors. Celebrate and enhance Grove Park as showpiece town centre park. Explore taking on Weston and Worle's main parks including Ellenborough, Clarence, Ashcombe and Castle Batch parks.	5. The CEO/Town Clerk to write to North Somerset Council to confirm which parks they have formally adopted and timescale for unadopted Parks. (DS&FG)
Sep-25	3.1 - Develop and maintain Community Support and Resilience working with community volunteer groups to enhance the town. Identify opportunities for greater use of community groups to operate services and facilities; 3.9 - Development and Wellbeing initiatives via the Town Council to work with the local community on wellbeing initiatives.	145. The report on Big Worle be noted (AC&L)
Oct-25	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.	174. That the report of the anti-racism champion be received. (F&GP)
Oct-25	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.; 4.3 - Consult with local people regarding the provision of Town Council services and facilities.	176. RECOMMENDED: To Full Council: 1.That Weston-super-Mare Town Council adopts its own Armed Forces Covenant, reflecting its continuing commitment to the Armed Forces community; 2.That the Town Clerk/Chief Executive Officer be authorised to finalise the wording of the Covenant in consultation with the Chair of Council and relevant partners; to include the above amendments and 3.That arrangements be made for a formal signing ceremony with local Armed Forces representatives and community stakeholders. (F&GP)
Oct-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	196.1 That the Town Council were unfortunately not in the position to offer £25,000 to Super Culture, but would accept individual applications for the events going forward.(G&GSC)
Oct-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	196.To approve in principal, the costs identified for grants schemes inclusion in the draft budget for 2026/2027 as follows:Small and Voluntary £12,500, Community Events (Wsm TC) £3,000,Community Event Grant Scheme £60,000 (G&GSC)
Oct-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	198.1.2 To award £1000 from the Small and Voluntary Grants budget to Wellspring Counselling.(G&GSC)
Oct-25	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	198.2.3 That Super Culture be advised to roll over the £10,000 grant to fund the 2027 GLOW event, holding retention monies until after the event.To receive the evaluation report and release the £300 retention funding to RESET. (G&GSC)

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Oct-25	3.4 - The Town Council will work in partnership with the youth project delivery partners to support the provision of necessary youth services in the town.	199.1 (D) YMCA Community Service Level Agreements Received and noted. (G&GSC)
Nov-25	3.6 - Provision of parks and play areas as a community facility. To maintain and develop the Water Park to meet the needs of both local residents and visitors. Celebrate and enhance Grove Park as showpiece town centre park. Explore taking on Weston and Worle's main parks including Ellenborough, Clarence, Ashcombe and Castle Batch parks.	224. To receive the Play Area Capital Works Programme 2025-2026.(AC&L)
Nov-25	3.3 - The Town Council will maintain, support and encourage a Youth Council to enable and encourage young people to take part in the democratic governance of the town.	242. That the minutes of the Youth Council be received and noted.(TC)
Nov-25	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.; 4.3 - Consult with local people regarding the provision of Town Council services and facilities.	246. 1.That Weston-super-Mare Town Council adopts its own Armed Forces Covenant, reflecting its continuing commitment to the Armed Forces community as previously considered and agreed by Finance & General Purposes Committee 13.10.25; 2.That the Town Clerk/Chief Executive Officer be authorised to finalise the wording of the Covenant in consultation with the Chair of Council and relevant partners if required; and 3.That arrangements be made for a formal signing ceremony with local Armed Forces representatives and community stakeholders. 4.That the approved Covenant include the Kings Crown. (TC)
Jan-26	3.3 - The Town Council will maintain, support and encourage a Youth Council to enable and encourage young people to take part in the democratic governance of the town.	279. That the minutes of the Youth Councils meetings be received and noted.(TC)
Jan-26	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	290.1.1 To award £990 to Blessings in Actions from the Small and Voluntary Grants budget.(G&GSC)
Jan-26	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	290.1.2 To award North Somerset LGBT+Forum £280.80 from the Small and Voluntary Grants budget.(G&GSC)
Jan-26	3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	290.1.3 To award Weston Ark £500 from the Small and Voluntary Grants budget.(G&GSC)
Jan-26	3.4 - The Town Council will work in partnership with the youth project delivery partners to support the provision of necessary youth services in the town.	291.1D. That the CEO/Town Clerk would raise Councillor attendance at Youth Council meetings with Group Leaders (G&GSC)
Feb-26	3.8 - The Town Council will continue to support the entire community of Weston-super-Mare, and establish further initiatives to ensure Weston-super-Mare is actively inclusive.	325. That the report of the Anti-Racism Champion be received.(F & GP)
Feb-26	3.6 - Provision of parks and play areas as a community facility. To maintain and develop the Water Park to meet the needs of both local residents and visitors. Celebrate and enhance Grove Park as showpiece town centre park. Explore taking on Weston and Worle's main parks including Ellenborough, Clarence, Ashcombe and Castle Batch parks.	330.2.2 To note that the Waterpark will remain leasehold (25-year term from 25.06.2010), with 9 years remaining. It was further noted that the S&FG's terms of reference require review, as it cannot make decisions on land or assets cannot make decisions on land or assets.(F&GP)
Pillar 4 - A Bright Future		
May-25	4.4 - To support the sustained growth of tourism business to Weston-super-Mare.	373.1 That the report on the Tourism Charges be noted, noting comments made by members. (AC&L)
May-25	4.4 - To support the sustained growth of tourism business to Weston-super-Mare.	373.2 To approve the recommended variant change to the Visit Weston Members requested an update on the Interactive Map. The map was shared with the committee informing that once all the advertising space had been sold, the map will be available. The tourism team were working on merchandise and looking at online options/click and collect. (AC&L)
Jul-25	4.4 - To support the sustained growth of tourism business to Weston-super-Mare.	73. To include Tourism and Events updates on an appropriate future agenda.(AC&L)
Sep-25	4.4 - To support the sustained growth of tourism business to Weston-super-Mare.	142. 1.A review of Tourism/Visit Weston be scheduled for twice a year. 2.To receive service area Team Plans to a future meeting and then annual at the beginning of each financial year. 3.To bring a project review update for the Old Town Quarry to the next meeting (November). (AC&L)
Dec-25	4.3 - Consult with local people regarding the provision of Town Council services and facilities.	262.1.That the Feedback Report of 'Your Town Your Voice' Budget Consultation Exercise be received . 2.That a review report be brought back to a future Finance and General Purposes Committee meeting. (F&GP)

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Jan-26	4.3 - Consult with local people regarding the provision of Town Council services and facilities.	286. That the North Somerset Council's Community Governance Review – Final recommendations be noted as follows: •Final recommendation 1: That parish council sizes be revised to closer align with the National Association of Local Council's (NALC) recommended councillor numbers, where supported through the second-stage consultation. 1.6Reduce Weston-super-Mare town council to 29 seats (currently 31), to be achieved by reducing representation in the South Worle and Milton wards from four councillors to three each. •Final recommendation 5: That the parish ward names in Weston-super-Mare are renamed to better reflect local identity. <input type="checkbox"/> 5.1That the Weston-super-Mare Bournville ward is not renamed Weston-super-Mare South ward. <input type="checkbox"/> 5.2That the Weston-super-Mare Worlebury ward is not renamed Weston-super-Mare Worle West & Worlebury. (TC)
Jan-26	4.4 - To support the sustained growth of tourism business to Weston-super-Mare.	285. 1. To note the previous resolutions of the Council relating to the transfer of The Silica, Regent Street, from North Somerset Council to Weston-super-Mare Town Council; 2. To approve, in accordance with Standing Orders 5.2 and 23.1, the execution of the Statutory Declaration attached as Appendix A; 3. To authorise, the CEO/ Town Clerk in accordance with Standing Orders 23.2 or 23.3 (as applicable), to sign the Statutory Declaration, in the presence of a suitably qualified independent person (Councils Solicitor), to enable the final transfer of the Silica to be completed. 4.To authorise the Chair and Vice Chair of Amenities Culture and Leisure committee to act as signatories to complete the necessary lease documents and finalise the asset transfer. (TC)
Feb-26	4.4 - To support the sustained growth of tourism business to Weston-super-Mare.	335.2 1.To note the outcomes of the recent Visit Weston Website procurement and confirm that the relevant digital market has been sufficiently tested 2.To approve the appointment of Squarebird Agency Ltd for the £15,900 contract to support the website merger and development of the Town Element 3.To agree that further competition would be disproportionate and records the justification in accordance with the Council's Standing Orders and Financial Regulations. As such the Committee formally agrees to waive the requirement for three quotations, in accordance with the Council's Financial Regulations.(F&GP)
Pillar 5 - Heritage Arts and Culture		
Feb-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	5 That the Amenities Culture and Leisure Committee consider lobbying North Somerset Council to consider bus routes to the Old Town Quarry. (OTQ)
Feb-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	6.1 [Quarry] That in principle, following direction from the solicitors and final sign of from Amenities Culture and Leisure, the draft License to Occupy be approved with the following criteria: •Operational Hours – members agreed this should be 7 days a week – 7am -10pm. •License Fee – members agreed with the fee of £13.50 as a starting point •Notice to increase fees and charges – 3 months •Notice to move someone to a different unit – 3 months •Percentage of interest – CPI Bank of England Rate. •License period – 6 months with 1 month notice period, rolling from there on. •Termination – Town Council to provide 2 months notice, licensee to provide 1-month notice. (OTQ)
Feb-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	6.2 To proceed with an Expression of Interest exercise for the Café Concession. (OTQ)
Feb-25	5.2 - The Blakehay Theatre to remain an important destination for cultural development and dramatic arts in the town, providing modern facilities for the performing and visual arts and community activities.	289 That Councillors: Pete Crew, Gill Bute and a third member from the Blakehay Review Start and Finish Group to be determined, noting that if members were not forthcoming, the Leader be appointed.:(F&GP)
Feb-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.; 3.5 - To support local voluntary organisations where deemed appropriate via the grant system.	282 To approve the creation of an Earmarked reserve to a value of £27,500 allow a Summer and Christmas programme of events to be undertaken in liaison with Weston BID for the year 2025 / 2026, to be approved in advance by the Grants & Governance subcommittee.:(F&GP)
Feb-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	291 To approve the quotation of £10,874.50 for works from John West Contractors to enable works to be undertaken ahead of the Café opening – 5th April 2025. :(F&GP)
Feb-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	9. To carry out an Expression of Interest exercise in order to test the market. [café] (OTQ)
Feb-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	1. That that Fiona Matthews be elected Chair of the Heritage Arts and Culture Community Consultative Group until the terms of reference be reviewed. (HAC)
Feb-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	4. That that Councillor John Crockford-Hawley be elected Vice Chair of the Heritage Arts and Culture Community Consultative Group until the terms of reference be reviewed. (HAC)

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Feb-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	6. 1. That community groups logos be sent to the Democratic Service Manager to include on future agendas. 2. It was agreed to extend invitations to the following: The Other Place, The Arts Space, The Front Room, Wes of England Music and Arts (WEMA), Drama groups, Choirs, Orchestras and Archaeologists. (HAC)
Feb-25	5.3 - Weston Museum (as a result of heritage lottery funding) will be maintained as a diverse community resource whilst maintaining its Museum focus and access to heritage and learning.	7.3 •Planned exhibitions at the Museum were on SWHT's radar. •There were lots of boxes of old photos found and people trying to identify what/where. •Birnbeck Pier Project – 3 phases, with the second lot of funding received allowing work to start once permissions had been granted. (HAC)
Feb-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	7.6 •A bus service had been confirmed to include the Quarry, to include an open top heritage style bus which would be great to use for the opening day. •Letter drops to residents had been carried out and residents were invited to attend Quarry Conversations. •Working with the Worlebury Hill Fort/Birkbeck/Levelling Up way finding fund and efforts have been made to join up these works and signage. (HAC)
Mar-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	306 a) To formally approve the budget allocation for Weston Wallz 2025 - £25,000 and to release monies to Upfest for Tier 1 Programme provided; b) Subject to evidence that that local artists within the parish boundary of WsM be engaged with and included within the event. c) To note Tier 2 proposals were subject to Arts council England grant funding. (AC&L)
Mar-25	5.2 - The Blakehay Theatre to remain an important destination for cultural development and dramatic arts in the town, providing modern facilities for the performing and visual arts and community activities.	309 a) To note the feedback report from Members and Officers. b) That an update on the timetable for the Blakehay Theatre interviews be circulated to the Committee ASAP. (AC&L)
Mar-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	310 That on the grounds that the council had a Service Level Agreement in place with the Town Centre Partnership to provide a Christmas Lights Switch on event and that there was no budget provision available, it must decline the proposal from EAT Festivals. (AC&L)
Mar-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	4.1 Remembrance 2025: To agree in principal, that an event management plan be submitted to include the 2x options to NSC. (CMCR)
Mar-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	4.1 Armistice Day 2025: Members agreed and it was noted that effective COMMS would be required to support this and communicate to members of the public. (CMCR)
Mar-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	6 That Officers investigate the possibility of removing the pendant from the Mayoresses chain to be worn with a ribbon. (CMCR)
Mar-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	7 That the agreed new location of the Flag pole as The Italian Gardens (Lawn area behind stage) be noted. (CMCR)
Mar-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	8 To return the insignia back to the Rotary Club. (CMCR)
Mar-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	9 To approve the request from the Carnival Club for the Town Mayor to be elected the Honorary President of the Carnival Club. (CMCR)
Mar-25	5.7 - To maintain and assist community organisations with the town twinning with Hildesheim, keeping twinning arrangements under review.	4.2 1. That the shelf displaying Hildesheim items be in use by the time of the Youth Exchange Visit on the 4th April 2025. 2. That officers organise a tree planting between the Youth Council and Hildesheim Youth Exchange during the time of their visit. The tree would be purchased from the Mayors funds, sited at Ellenborough Park West and would mark the continued youth twinning between the towns. (CMCR)
Mar-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	332. That Councillor Martin Williams be designated Town Mayor for the year 2025/2026. (TC)
Mar-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	333. That Councillor James Owen be designated Deputy Town Mayor for the year 2025/2026. (TC)
Mar-25	5.7 - To maintain and assist community organisations with the town twinning with Hildesheim, keeping twinning arrangements under review.; 5.8 - Take over and operate Town Quarry in conjunction with local arts community.	327. 1. Councillor Catherine Gibbons was to replace Helen Thornton on the Hildesheim Start and Finish Group. 2. Councillor Helen Thornton be removed from the Quarry Start and Finish Group with no replacement. 3. There was no current replacement for Joe Bambridge who would come off of the Planning and Environment Committee. That the above changes to Committee Memberships be approved. (TC)
Mar-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	329. That the Town Mayor's report be noted. (TC)
Apr-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	349. That the Cemetery Regulations Policy be approved. That the Civic Handbook be referred to the Civic Matters Sub Committee for further development and reported back to the Finance and General Purposes Committee for reconsideration. That with the above amendments, the Social Media Policy be approved. (F&GP)

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Apr-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	351. 1. To acknowledge that a cost engineering exercise will be carried out to find instances where amounts can be reduced. 2. To approve provision for a special Finance and General Purposes Committee meeting in early May in order to prevent further project slippage and consider final budget position with monies available, and potential use of general reserves. 3. That in order to ensure project aims were met, the balance held in capital reserve for HQ refurbishment (£32,874) be reallocated within the capital reserve, to the Old Town Quarry project reserve. The funding shortfall for the cabin installation (£19,341.98) should be covered by this value, with the remaining £13,532.02 held within the reserve to support the wider project overspend currently being projected (agenda item 12). (F&GP)
Apr-25	5.2 - The Blakehay Theatre to remain an important destination for cultural development and dramatic arts in the town, providing modern facilities for the performing and visual arts and community activities.	354. [Blakehay] That all interested parties who had submitted a proposal should be contacted to ascertain more detail on the following areas: •Lease terms of any contract awarded •Expectation on the council if the Operators model failed, •Co-dependency implications, •Confirmation of staffing/organisational structure inclusion (TUPE) All Interested parties to provide more evidence and details to aspects of the submissions received in relation to the above points to allow better understanding of what had been considered in the weighting process for assurance that all aspects had been taken into account prior to making a formal decision. Notwithstanding that the weighting given would not be changed in anyway. A further report with this detail from interested parties should be taken to a Special Finance and General Purposes Committee on a date to be scheduled in May. (F&GP)
Apr-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	4. That the verbal report on the project progress [at the Quarry] by the Project Manager be noted. (OTQ)
Apr-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	4.2 : To note the report on project budget update by the Senior Development Officer. [Quarry] (OTQ)
Apr-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	4.3 To send planning information to Councillor Mark Canniford to pass on to the relevant North Somerset Officer. [quarry planning conditions] (OTQ)
Apr-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	5.1.1 To note the verbal report on future occupation and licences [Quarry] (OTQ)
Apr-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	5.1.2 To note the draft studio management strategy document. [Quarry] (OTQ)
Apr-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	5.1.3 The report on the outside studios and purchase of cabins was noted. [Quarry] (OTQ)
Apr-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	6.1.1 The general project update report was noted [quarry] (OTQ)
Apr-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	6.2.1 That the CEO/Town Clerk with the councils appointed solicitor to produce the relevant (sub-lease) for a period of 3 years, with options to extend(+1, +1), following this move to a monthly rolling period in order to secure access to WECCA grant funding for the development of the outside studio space. [quarry] (OTQ)
Apr-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	360.3 To refuse the grant [Common Waves CIC] on the basis that the Community Event grants budget was oversubscribed and the Town Council were already funding the Weston Wallz project. (G&GSC)
Apr-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	360.2.2 To award £3,000 from the Community Event grants budget [Reset WSM Community Interest Company]. (G&GSC)
Apr-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	360.2.3 To award £10,000 from the Community Event grants budget [Theatre Orchard Projects Limited trading as Super Culture]. (G&GSC)
Apr-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	360.2.4 To refuse [the community events grant] due to insufficient financial information supplied and cash at bank [Weston College].
Apr-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	360.2.5 To award £3,000 from the Community Event grants budget and recommending that future events should be self-funded [Steeptomers Shanty Band]. (G&GSC)
Apr-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	360.3 To refuse the grant on the basis that the Community Event grants budget was oversubscribed and the Town Council were already funding the Weston Wallz project.
Apr-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	360.4.1 That the 10% retention for The Steptomers Shanty Band (£300) be released. [community events grants] (G&GSC)
Apr-25	5.3 - Weston Museum (as a result of heritage lottery funding) will be maintained as a diverse community resource whilst maintaining its Museum focus and access to heritage and learning.	361.2E [report from SWHT] Received and noted (G&GSC)
May-25	5.3 - Weston Museum (as a result of heritage lottery funding) will be maintained as a diverse community resource whilst maintaining its Museum focus and access to heritage and learning.	372. 1. That the report and request for support for the Museums 50th Anniversary event with loaning any 1970s ephemera to the museum for the day be noted. 2. That a vote of thanks be given to the Museum for their excellent service provision and volunteer support. (AC&L)
May-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	3. That Councillor Owen James be elected the Deputy Mayor of Weston-super-Mare for the year 2025/26. (TC)

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May-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	6. To note the verbal report and request an updated Quantity Surveyor report from Currie & Brown to be produced for the council's consideration at the next F&GP meeting on the 16th June [old town quarry].(OTQ)
May-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	7. That the report for the discharge of planning condition for cabin be noted. [old town quarry] (OTQ)
May-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	8.1.1 That the Studio Management Strategy be recommended to the Finance and General Purposes Committee for adoption on 16th June 2025. [quarry] (OTQ)
May-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	8.1.5 To explore the option to run the shop in house for the first year of trading and that an evaluation of this be bought back after the first year to council. [quarry] (OTQ)
May-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	9.3.1 The quarry project update report was noted (OTQ)
Jun-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	48.3 To defer the Flag Flying Protocol for consideration by the Civic Matters CCG for consideration, for a recommendation back to the F&GP Committee in August. (F&GP)
Jun-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	1.That Fiona Matthews be elected Chair of the Heritage Arts and Culture Community Consultative Group (HAC)
Jun-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	4.That that Cllr John Crockford-Hawley be elected Vice Chair of the Heritage Arts and Culture Community Consultative Group. In the absence of the Chair, the Vice Chair chaired the meeting. (HAC)
Jun-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	7.5 That all members send any event information to wsm.comms@wsm-tc.gov.uk. This would be highlighted on all Agenda's and meeting Notes going forward.(HAC)
Jun-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	8. Details of any organisations/groups recommended for invitation to future meetings should be suggested to the Democratic Services Manager. It was noted that The Other Place were looking for a pop-up space, to which conversations with the Old Town Quarry Project and the Archaeological Society would take place. The Quarry Project Officer reported that when engaging with community partners on the project, she had received feedback that making the meetings less formal, may make it more accessible for other interested parties to attend. This could include moving the venue and it was noted that a feeling and sense of belonging was important to create. The Democratic Services Manager reminded members to send their logos to her for inclusion on agendas.(HAC)
Jun-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	7.3. Members to provide a brief overview of their organisations to the Democratic Services Manager for inclusion on future agendas. (HAC)
Jun-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	67. To accept the £15k funding from North Somerset Council [for the community events grant budget] and appoint a non-voting North Somerset Officer (G&GSC)
Jul-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	112.2.1 To defer the application from Weston Artspace until the council is in a better position to direct the opening arrangements for the Old Town Quarry. (G&GSC)
Jul-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	112.2.2 To refuse the application on the basis that they had received previous grant funding from the council and should look to self-fund [British Bangladeshi Association North Somerset] (G&GSC)
Jul-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	112.2.3 To award £1,000 from the Community Events Grants budget [Evolve Music]. (G&GSC)
Jul-25	5.3 - Weston Museum (as a result of heritage lottery funding) will be maintained as a diverse community resource whilst maintaining its Museum focus and access to heritage and learning.	110.2 E SLA report from South West Heritage was received and noted. (G&GSC)
Aug-25	5.2 - The Blakehay Theatre to remain an important destination for cultural development and dramatic arts in the town, providing modern facilities for the performing and visual arts and community activities.	127. 1.That a simple Grant agreement should be drawn up and issued to Hub Weston CIC/CIO to include criteria for 'in the event of termination of the lease payments made to HUB Weston CIC/CIO would cease in line with lease termination'. This agreement should be considered and agreed by the Grants Sub-committee who would also oversee any governance requirements going forward also. 2.To approve transfer of operations and staff to Hub Weston CIC/CIO on 1st September 2025 on the basis of the MOU previously agreed. Noting final lease signing will be later autumn/ prior to Christmas 2025 with approval of the payment schedule to be implemented at point of transfer (01.09.25). (F&GP)
Aug-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	124.1.3 Including the suggested amendments made by Councillor Crockford-Hawley the Civic Handbook be approved. Page 5 – The words 'If required' to be added to the line regarding selecting a Mayoress or consort. Page 6 - Update chaplain to exclude giving pray at the start of Full Town Council meeting. Adopting school no longer done so to exclude. Page 7- To include 'If you wish' to when choosing a charity. Page 8 -not use word mayors escort. Page 9- Exclude the word legally. Phase Mrs Mayor old fashioned add Madame Mayor as an option. Exclude option for Mayoress to help with Mayors diary. Page 13- if you are wearing chain you should dress formally. (F&GP)

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Aug-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	125. To delegate authority to the Old Town Quarry Start and Finish Group to amend and approve option 4 logo. (F&GP)
Aug-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	4 Subject to health and safety allow kiln to be reinstalled in the top area of the quarry (not open to the public) utilising the area of the now demolished store where the blacksmith used to house tools.(OTQ)
Aug-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	5 Official launch event should be planned for Saturday 25th October followed by a week of half term activities (subject to the café being ready to open). (OTQ)
Aug-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	6.1 To note the verbal reports on future occupation and licences [quarry] (OTQ)
Aug-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	7. That the report be noted and 2nd September at 2.00pm be the preferred date for a Councillors visit. [quarry] (OTQ)
Sep-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	4. That the Civic Handbook be noted and issued to the current Mayor and Deputy Mayor. (CMCR)
Sep-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	5.1 Dates for Civic Events were noted and that the Museum be the desired venue for future Mayor's Awards.(CMCR)
Sep-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	5.2 To invite previous Civic Officers/Mayor Secretaries to join the reception.
Sep-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	6.1 To continue the wearing of the Mayoress's chain and in the event the Mayor had a Consort, the pendant could be worn with the approved Civic ribbon. 6.2. To investigate the associated costs with how the recording of the Mayoress' or Consorts' names could be displayed on a suitable and in keeping wall mounted board.(CMCR)
Sep-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	7. To obtain costings for a version of the existing Weston super Mare badge to include the wording "Mayor's Award" for consideration by the Mayor and Deputy Mayor. The Mayor advised that he would like to introduce a commemorative board displaying the names of the Borough Shield recipients alike the Mayors Awards. It was informed that the 'Other Place' had shown interest in sponsoring toward the cost of this. It was noted that if the board was to replicate the Mayor's Award Board, the costs of gold leaf engraving would be substantial. The suggestion to purchase a guilt frame to display recipients of the Borough Shield, produced in house for display within 32 Waterloo Street was made. To purchase a guilt frame to display recipients of the Borough Shield, produced in house for display within 32 Waterloo Street. (CMCR)
Sep-25	5.7 - To maintain and assist community organisations with the town twinning with Hildesheim, keeping twinning arrangements under review.	5 GThat a formal signing of the Twinning Strategy between Weston super Mare and Hildesheim be arranged during the visit in May, inviting all parties that had forged links.(CMCR)
Sep-25	5.4 - Promote and celebrate sites of local historical interest.	146. To approve the purchase and fitting of Jill Dando Blue Plaque utilising the Blue Plaque budget. It was noted that this will be ordered ASAP. Inviting young people from the newsroom to plaque unveiling. (AC&L)
Sep-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	164. That the Town Mayor's report be noted. (TC)
Oct-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	6. That the verbal updates noted on the Quarry (HAC)
Oct-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	5. That the verbal updates noted from Community Members (HAC)
Oct-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	7. 1. That the next meeting date was scheduled for the 29th January 2026 2. To include organisational directory on the next agenda for discussion. (HAC)
Oct-25	5.7 - To maintain and assist community organisations with the town twinning with Hildesheim, keeping twinning arrangements under review.	182. To approve and adopt the Hildesheim Twinning Strategic Plan. (F&GP)
Oct-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	198.2.1 To award £8,475 from the Community Event Grants budget to In Between Time (G&GSC)
Oct-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	198.2.2 To award £3,438 from the Community Event Grants budget to Weston Artspace. (G&GSC)
Oct-25	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	198.2.3 To receive the evaluation report and release the £300 retention funding to RESET.(G&GSC)
Oct-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	196.1 That the Town Council were unfortunately not in the position to offer £25,000 to Super Culture, but would accept individual applications for the events going forward.(G&GSC)
Oct-25	5.3 - Weston Museum (as a result of heritage lottery funding) will be maintained as a diverse community resource whilst maintaining its Museum focus and access to heritage and learning.	199.2E Direct Service Level Agreements+ E.South West Heritage (Curatorial Services=£85,537) Received and noted. (G&GSC)
Nov-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	223. To approve the Weston Wallz proposal (Tier Two: (£68,000 total Funding of which £25,000 from WSMTC) for 2026/2027 for inclusion with the existing Grants Event Budget level proposals as per previous years.(AC&L)
Nov-25	5.4 - Promote and celebrate sites of local historical interest.	222. 1. To decline the request for a Blue Plaque for Major P>D o'Connell. 2. To reestablish a working group to consider the concept of blue plaques for 2026/27.(AC&L)

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Nov-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	219. That the Notes of the Old Town Quarry, Start and Finish Group meetings held on the 30 th September 2025 be received. It was noted that as the Quarry project was now complete and therefore, operational. It would now fall under the remit of and report to this committee. (AC&L)
Nov-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	221. That the report on the Old town Quarry be received and noted. (AC&L)
Nov-25	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	223. To approve the Weston Wallz proposal (Tier Two: (£68,000 total Funding of which £25,000 from WSMTC) for 2026/2027 for inclusion with the existing Grants Event Budget level proposals as per previous years. (AC&L)
Nov-25	5.6 - To maintain the civic traditions of the town's Mayoralty.	241. That the Town Mayor's report be noted. (TC)
Dec-25	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	266. To approve the use of capital budget surplus for the installation of CCTV at the Old Town Quarry (F&GP).
Jan-26	5.6 - To maintain the civic traditions of the town's Mayoralty.	282 That the announcements and communications from the Town Mayor be noted. (TC)
Jan-26	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	280. 1. To approve the revised Armed Forces & Emergency Services Day delivery model for 2026, as set out in this report; 2. Endorse the longer-term strategic aspirations for the event covering the period 2026–2028; 3. Authorise officers to progress detailed event management planning, partner engagement, funding applications and operational arrangements for June 2026; 4. Note that future refinements and annual delivery plans will be reported back to Members as appropriate. (TC)
Jan-26	5.5 - To strengthen social cohesion through running and supporting activities, events, festivals, youth initiatives and clubs alongside managing Town Council facilities and shared spaces for the community.	290.2.1 To award Growing @ Grove Park £2150 from the Community Event Grants budget. (G&GSC)
Jan-26	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	290.2.2 That the 10% retention of £343.80 for Weston Artspace be released (G&GSC)
Jan-26	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	298 Weston Wallz to defer and arrange a site visit (AC&L)
Jan-26	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	299. To approve in principle for the Council, working in partnership, to apply for the Town of Culture 2028 competition, subject to grant conditions, with further information to be brought back to a future meeting. (AC&L)
Jan-26	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	296. 1. That the Old Town Quarry Update (Events & Community Charter) be noted. 2. That E&I figures for the shop be reported at the next meeting. (AC&L)
Jan-26	5.8 - Take over and operate Town Quarry in conjunction with local arts community.	297. 1. To approve the application to operate a wood-fired Anagama kiln at the Old Town Quarry. 2. Authorise the CEO/Town Clerk to work with applicant, any professional services (Building Surveyor) to enable works to commence meeting all health & safety, environmental, legal and site considerations to do so, within agreed timescales (tbc). (AC&L)
Jan-26	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	4. 1. CEO/Town Clerk email three expressions of interest criteria questions to members for Town of Culture Bid. 2. To set up a Special HAC CCG Meeting following receipt of feedback from the CCG to review the expression of interest before formal submission. (HAC)
Jan-26	5.1 - The Town Council will continue to support and encourage the provision of facilities for arts and culture in the town.	5. To receive reports from Community Members (HAC)

Appendix 2 - Strategy Appendix 1 - Statutory Best Practice requirements - Resolution Analysis

Following the 2024/2025 full review of the strategy, it was determined that many of the ambitions identified, whilst important to the strategic direction of the Town Council, were actually part of a statutory or best practise requirement. As such the following has been extracted from the live Strategy ambitions in order to recognise their importance alongside the 10-year strategy, but differentiate better those ambitions that Town Council would like to achieve and what they must implement/abide by.

Ambition

- 1.23 The Town Council will fully consider local opinion when presenting recommendations to North Somerset Council regarding planning applications and relevant consultations.
- 2.9 Provision of Allotments to meet local demand and enable residents to grow their own food.
- 2.10 To encourage North Somerset Council to include cycle paths on new development sites
- 2.14 To give preference wherever possible to the procurement of goods and services from locally based suppliers subject to best value principles
- 3.6 Follow and regularly review an appropriate Health and Safety Policy that complies with the relevant legislation for the Town Council
- 3.8 Provide provision of Allotments as community facilities
- 3.11 The Town Council will work to the letter and in the spirit of equality and health and safety legislation and continue to develop our commitments towards 'Disability Confident'.
- 3.12 The Town Council will strive to ensure good year-on-year practices in health and safety; equality and diversity; wellbeing; inclusivity and safeguarding initiatives in all our departments
- 3.15 To adhere to the Civility and Respect Pledge as adopted by the Council
- 4.5 The Town Council will keep all Town Council services under review to ensure economy, efficiency and effectiveness.
- 4.7 Deliver services to the highest quality in terms of efficiency, effectiveness and value for money.
- Adopt a Social Value Policy. Assess on a consistent basis the Social Value of WTC services and facilities.
- 4.8 Fit for purpose Standing Orders and Financial Regulations
- 4.9 Ensure its staffing structure is fit to meet business needs
- 4.10 Seek, subject to agreed budgets, to maximize income derived from all sources
- 4.11 To comply with legislation to ensure healthy financial records
- 4.11.5 To follow the adopted Medium-Term Financial Plan, in line with the Your Town Your Voice Survey, to ensure governance, community engagement and sound financial decision making.
- 4.12 Ensure adequate level of insurance provision for Town Council operations and assets
- 4.13 The Town Council will only put in place facilities and premises which it can afford to maintain.
- 4.14 To support the local economy with the use locally based contractors and partners.
- Social Value of contracts (e.g. local employment) included in review of procurement policies
- 4.19 To be a Real Living Wage Employer, and to ask the same of the contractors and services we procure

2025/2026 Resolutions

Feb-25	257. That the Calendar of Meetings for the year 2025/2026 be approved (TC)
Feb-25	258: 1. The net revenue budget for the year 2025/2026, as reported, at £4,450,668; This was an annual council tax band D increase of £163.98 (£46.40 increase on the 2024/2025 budget); Which equated to an £0.89p increase per week and a 31.29% overall budget increase. 2. The Town Council precept requirement value at £4,450,668 for submission to North Somerset Council. (TC)
Feb-25	264. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes.(P&E)
Feb-25	281.1 That the Schedule of Unapproved Expenditure be approved.:(F&GP)
Feb-25	284 That the Health & Safety General Risk Assessment be received. :(F&GP)
Feb-25	285 That the council's Risk Register for the year 2024/2025 be approved. :(F&GP)
Feb-25	286.2 To approve the IT Acceptable Use and Mobile Device Policy.:(F&GP)
Feb-25	286.3 1. To approve the Investment Strategy Policy.:(F&GP)
Feb-25	286.3 2. That a presentation/proposal for a longer-term Investment Plan be brought back to a future Finance and General Purposes Committee meeting.:(F&GP)
Feb-25	5.3 That £1,800 be moved across and recoded in the Nature Reserve column. (Old Mill Way) (ACCG)
Feb-25	That a further meeting between the council and the Allotment Club be arranged for the following week to agree some finer points of the Allotment Agreement.(ACCG)
Feb-25	8.1 An ad hoc meeting to finalise the allotment agreement be arranged for the following week (date TBA).(ACCG)
Feb-25	8.2 That quarterly Allotment Consultative Group Meetings take place in May/August/November/February.(ACCG)
Mar-25	297. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes. (P&E)
Mar-25	331. To approve the Earmarked reserve estimates for the year 2025 / 2026 at this point in time, approving further that any final adjustments to the figure could be approved by the Finance and General Purposes Committee at its first meeting in the new financial year (April 2025). (TC)
Mar-25	330. That the Updated Town Council Strategy be approved. (TC)
Apr-25	339. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes. (P&E)
Apr-25	338. [that planning Appeal-APP/D0121/H/25/3361072 be] Noted (P&E)
Apr-25	347. That the EMR for the financial year 2025/2026 be approved. (F&GP)
Apr-25	346. That the Schedule of Unapproved Expenditure be approved. 1.That reports 2.1 – 2.6 be noted. 2.To write off bad debts as reported in 2.6.1.(F&GP)
Apr-25	348. That the Town Council Charges for the year 2025/2026 be approved. (F&GP)
Apr-25	353. 1.To appoint Alistair Burroughs Designs Partnership Limited T/a Burroughs as the Structural Engineering Services contractor, by offering a 1 year + 1 contact to bring in line with other contacts. 2.That the council look to review its procurement policies and Financial Regulations. (F&GP)

Appendix 2 - Strategy Appendix 1 - Statutory Best Practice requirements - Resolution Analysis

Apr-25	355. 1. That the council give notice to the current cleaning contractor and offer a 6-month contract for review with Vapour. 2.To approve the incurred budget, overspend. (F&GP)
Apr-25	361.1B [report from CANS] Received and noted (G&GSC)
May-25	6. That Councillor Ciaran Cronnelly be appointed Leader of the Town Council for 2025/26. That Councillor John Crockford-Hawley be appointed Deputy Leader of the Town Council for 2025/26.(TC)
May-25	7. That with the above amendments the Appointment of Town Councillors to Committees, Sub Committees, Consultative Groups, Start, Finish Groups and External Organisations for 2025/2025 as circulated be approved. (TC)
May-25	25. That Councillor Tim Taylor be elected Chair of the Personnel Committee for the year 2025/26.(P)
May-25	30. That the flexible working policy is recommended for approval subject to the following amendments being made in section (8), amended wording will be submitted to the Chair and Vice Chair of the Committee for checking having been given delegation for final approval by the committee: 1.That the decision of the appeal is final 2. That any appeals follow the process defined in section 8 will be heard via the Grievance and Appeals committee That the Leave of Absence policy is recommended for approval subject to the following amendments being made in section (10), amended wording will be submitted to the Chair and Vice Chair of the Committee for checking having been given delegation for final approval by the committee. That the Local Government policy be approved with immediate effect. That the Probation Policy and Procedure policy be approved with immediate effect., That the Secondment Policy and Procedure is recommended for approval subject to the following amendments being made in section's (4 & 7), amended wording will be submitted to the Chair and Vice Chair of the Committee for checking having been given delegation for final approval by the committee: 1. (section 4) the period of secondment be changed to a period of 6 months 2. (section 7) removal of the word 'usually- to will be advertised & removal of the word 'should' to will be open to all employee's 3. (section 7) the inclusion of the process of submitting expression of interest for internal use (existing staff) A vote was taken and accordingly it was carried.(P) 1. That the policy should include details of what Immediate Family would be: mother/ father or parent, children, spouse and siblings. A vote was taken and accordingly it was carried.
May-25	42. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes. (P&E)
Jun-25	46. The Council mandate the Allotment Club to exercise their responsibility to give current allotment plot holders, identified outside of the parish a 6 month notice period to vacate; The Council ensures its policies are reflective of residents only in the Allotment Club's tenancy agreements and the Councils website be updated to reflect requirements. (F&GP)
Jun-25	41.1 That the Schedule of Unapproved Expenditure be approved. (F&GP)
Jun-25	42. That the Final Interim Audit Report for the year 2025-26 be received. (F&GP)
Jun-25	42.3 a. That the Accounting Statements (AGAR – Annual return) be approved by members as a whole; (F&GP)
Jun-25	42.3 b. That following individual consideration the Accounting Statements (Section 1 Annual Governance Statement (1-9) of the AGAR – Annual return) be approved by members as a whole; (F&GP)
Jun-25	42.3 c. That the Chair sign and date as required (AGAR – Annual return) (F&GP)
Jun-25	42.3 d. To receive and note the accompanying Statement of Accounts (not audited) as supporting documents to the (AGAR – Annual return). (F&GP)
Jun-25	43. To confirm the positions as follows, to allow the relevant mandates to be completed: 1.Mayor – Chair of Council – Councillor Martin Williams 2.Deputy Mayor – Councillor Owen James 3.Leader of Council – Councillor Ciaran Cronnelly 4.Alternative Member of Finance & General Purposes – Councillor John Crockford-Hawley (F&GP)
Jun-25	45. To discuss and provide indicative guidance for budget setting preparation levels for the year 2026/27 at the next F&GP committee meeting in August, this should be added as an action in the forward plan document (plan disk). (F&GP)
Jun-25	48.1 To approve the GDPR – Data Protection Policy & Procedures. (F&GP)
Jun-25	44. It was noted that: 1.Councillor John Crockford-Hawley was the representative for the Birnbeck Regeneration Trust. 2.Councillor Catherine Gibbons was no longer able to be the representative for the Airport Consultative Group and therefore, there was a vacancy. (F&GP)
Jun-25	48.2 That subject to the above amendments, the Committee Terms of Reference be approved and reissued. (F&GP)
Jun-25	58. All items [relating to planning decisions notices, and appeals] were noted. (P&E)
Jul-25	74.1 That with the above amendment, the Notes of the Allotments Community Consultative Group held on 5th June 2025 be received. (AC&L)
Jul-25	74.3 That the verbal report of the CEO/Town Clerk following the meeting with the Allotment Club be noted.(ACCG)
Jul-25	74.3 That the verbal report [regarding allotments] of the CEO/Town Clerk be noted. (AC&L)
Jul-25	101. That the Town Council recommends a NEUTRAL decision, but recommends that the application is called in / referred to North Somerset Council's Planning and Regulatory Committee for further consideration to ensure transparency on final decision. (P&E)
Jul-25	110.1 A The report from Weston Town Centre Partnership was received and noted. (G&GSC)
Jul-25	110.1 B The report from Citizens Advice North Somerset (CANS) was received and noted.(G&GSC)
Aug-25	121.2 2.1 Bank Reconciliations 2.2 Budgetary Control Report 2.3 Bank Interest Report 2.4 Schedule of Receipted Income 2.5 Bad debt report 2.5 Overspend report That reports i, ii, iii, iv & vi be noted. (F&GP)

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Aug-25	122.1.1 To approve the Budget setting procedure provided. (F&GP)
Aug-25	122.1.2 Options for budget setting principles be brought to The October Finance & General Purposes Committee Meeting to include but not limited to standstill budget, inflation budget and Impact on budget due to current budget reviews. (F&GP)
Aug-25	124.1.2.4a To approve the Public Participation at Meetings Policy. (F&GP)
Aug-25	129. 1.That the Internal Auditor be appointed for a period of 3 years (plus 1, plus1) in line with all other professional service contracts. 2.That Parish & Town Auditing Services be appointed to carry out Audit requirements as detailed in (1) above with effect from 1st April 2026. (F&GP)
Aug-25	121.1 That the Schedule of Unapproved Expenditure be approved. (F&GP)
Aug-25	124.1.2.3 To approve the Press Policy. (F&GP)
Aug-25	124.1.2.4 To approve the Filming and Recording of Meetings Policy. (F&GP)
Aug-25	123. That Councillors John Crockford-Hawley, Peter Crew and Gillian Bute be nominated for the execution and sealing of legal deeds for the following assets: (noting that only 2 of the 3 nominated are required at any individual signing). 1.Old Town Quarry Café Concession 2.Old Town Quarry Artspace membership scheme 3.Grove Park Toilets 4.Blakehay Theatre Operation 5.Silica Tourism information point 6.The Maltlands – Community Tree Nursery (F&GP)
Aug-25	128. [allotments maintenance] 1.To approve the quote 2 as contained within the report for works to commence from 19.08.25 (£53,316.30) for the works to commence 19.08.2025. 2.To approve use of provision made in the Revenue budget 25/26 for General Reserves as this was unforeseen expenditure. (F&GP)
Aug-25	136. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes. (P&E)
Aug-25	133. The Town Council's Strategy was viewed and noted (P&E)
Aug-25	134.2 That the consultation on the forthcoming planning application be noted and that all members be sent the information. (P&E)
Aug-25	134.1 To inform North Somerset Council of the Town Council's response to the disabled parking bay applications. (P&E)
Aug-25	134.3 That the revised plans including the addition of fencing be noted. (P&E)
Aug-25	135. That the two proposed street names as follows: Brabazon Park and Messenger Meadows were supported by the committee and North Somerset Council were to be informed of the Town Council's response. (P&E)
Sep-25	141. That all of the costs and income identified within the managers' reports be included in the draft budget for 2026/2027. (AC&L)
Sep-25	156. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes. (P&E)
Sep-25	166.3 That the Financial Regulations be approved. (TC)
Sep-25	163. That the Annual Governance Statement (Section 1) page 4 of the AGAR –by resolution of members as a whole be approved and signed by the Chair and CEO/ Town Clerk to sign. b)Approve the Accounting Statements (Section 2) page 5 of the AGAR by resolution (Chair to sign). That the Accounting Statements (Section 2) page 5 of the AGAR by resolution be approved and signed by the Chair. (TC)
Sep-25	166. That with the above amendment, the Standing Orders as proposed stand for subsequent approval at the Town Council Meeting on the 24th November 2025. (TC)
Sep-25	166.2 That the Code of Conduct be approved. (TC)
Sep-25	167. That the Civility & Respect Pledge Statement be approved. (TC)
Oct-25	183. To approve the sealing of the Agreement between Weston-super-Mare Town Council and Weston-super-Mare Allotment Club and two signatories as Councillors 1.Charlie Williams 2. Peter Crew. (F&GP)
Oct-25	180. To approve the investment of £1.3 million of surplus funds from the Council's current account, allocated as follows: • £500,000 in a 6-month fixed-term deposit with Lloyds Bank. • £500,000 in the CCLA Public Sector Deposit Fund (instant access). • £300,000 in a 90-day notice account with Nationwide Building Society. 2. Authorise the Responsible Financial Officer (RFO), in consultation with the Chief Executive Officer/Town Clerk, to execute these investments with two authorised signatories approving each transfer. 3. Require the RFO to report all transactions to the next Finance & General Purposes Committee meeting and to include performance updates in quarterly monitoring reports. (F&GP)
Oct-25	177.1.1 That the financial reports be received. (F&GP)
Oct-25	178. To approve the review of Effectiveness of Internal Audit 2024 / 2025 for the Chair to sign. (F&GP)
Oct-25	179. That the findings from the internal auditors report for 2024-2025 and the remedies identified for each recommendation be noted. (F&GP)
Oct-25	181. To approve in principal, the costs and income identified within the budget holders reports for inclusion in the draft budget for 2026/2027 and that the direction for budget setting from the committee was that the budget presentation in December 2025 for the year 2026/2027 should be representative of a standstill budget (against 2025/26) with only a CPI increase applied. (F&GP)
Oct-25	175. That the report of the Armed Forces Champion be received. (F&GP)
Oct-25	189. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes.(P&E)
Oct-25	190. To approve in principal, the costs and income identified within the budget holders reports for inclusion in the draft budget for 2026/2027 and that the direction for budget setting from the committee was that the budget presentation in December 2025 for the year 2026/2027 should be representative of a standstill budget (against 2025/26) with only a CPI increase applied.(P&E)
Oct-25	188a. Planning Appeal was noted (P&E)
Oct-25	187. To inform North Somerset Council on the advisory disabled parking bay application received. (P&E)

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Oct-25	188. Planning Appeal[s] [were] noted (P&E)
Oct-25	195. That the Committee Forward Plan for the year 2025/2026 was noted.(G&GSC)
Oct-25	199.1 (B) B.Citizens Advice North Somerset (CANS) (£25,000) Community Service Level Agreements Received and noted. (G&GSC)
Oct-25	205. To approve to appoint a Grounds Services Administration Officer with immediate effect. (P)
Oct-25	206. Pending no additional cost to current cleaning contract cost to approve to incorporate a Cleaning Team proposal in the staffing structure from 1st April 2026. (P)
Nov-25	227. That the Committee recognises and expresses its appreciation for the many years of service and commitment shown by the volunteers of the Weston-super-Mare Allotment Club in supporting the local management and maintenance of the town's allotment sites. The Council acknowledges the vital contribution that the Club's committee members and volunteers make in helping deliver an important community service which promotes social connection, food growing, and wellbeing among residents. The Committee further requests that officers continue to work collaboratively with the Allotment Club to strengthen communication, governance, and volunteer engagement, ensuring future management arrangements remain transparent, compliant with the Allotments Acts 1908–1950, and reflective of good practice in partnership working.” (AC&L)
Nov-25	216 That all of the costs and income identified within the budget holders' reports be included in the draft budget for 2026/2027.(AC&L)
Nov-25	217. It was noted that the Committee forward Plan could not be viewed at the meeting due to technical problems.(AC&L)
Nov-25	218. That the Notes of the (DRAFT) Allotments Community Consultative Group held on 2nd October 2025 be received.(AC&L)
Nov-25	227. That the Committee recognises and expresses its appreciation for the many years of service and commitment shown by the volunteers of the Weston-super-Mare Allotment Club in supporting the local management and maintenance of the town's allotment sites. The Council acknowledges the vital contribution that the Club's committee members and volunteers make in helping deliver an important community service which promotes social connection, food growing, and wellbeing among residents. The Committee further requests that officers continue to work collaboratively with the Allotment Club to strengthen communication, governance, and volunteer engagement, ensuring future management arrangements remain transparent, compliant with the Allotments Acts 1908–1950, and reflective of good practice in partnership working.” (ACCG)
Nov-25	216 That all of the costs and income identified within the budget holders' reports be included in the draft budget for 2026/2027.(ACCG)
Nov-25	234. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes.(P&E)
Nov-25	231.2 That the Town Council notes and agrees with the decision to refuse planning permission. (Demolition of existing garage and create addition storey).Item 6c 25/P/2155/H2PA – 27 Penrice Close proposal to construct an additional storey to existing dwellinghouse, to a maximum height of 6.4metres.Concerns were noted regarding the character of the development affecting overall street scene, neighbours privacy being affected, setting a precedence of approach and the amount of online comments received.(P&E)
Nov-25	233.3 To note the planning application amendment. (P&E)
Nov-25	232. To inform North Somerset Council of the Town Council's response to the advisory disabled parking bay applications. (P&E)
Nov-25	231.3 To object on the grounds that the character of the development was out of keeping with the street scene.(P&E)
Nov-25	233.2 To note new properties and street names (P&E)
Nov-25	235. That all of the costs identified within the budget be approved for inclusion in the draft budget for 2026/2027.(P&E)
Nov-25	233.1 [planning] Appeal noted (P&E)
Nov-25	244.. To receive the Approved Standing Orders (Sept TC) (TC)
Dec-25	252. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes (P&E)
Dec-25	250. To inform North Somerset Council of the Town Council's response to advisory disabled parking bay applications (P&E)
Dec-25	257.1 [allotments] 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 (F&G)
Dec-25	257.2 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 F&GP)
Dec-25	257.3 To instruct ALCA to carry out a review of the management model of the Allotments. (F&GP)
Dec-25	260.2 That the September and October 2025 financial reports be noted.(F&GP)
Dec-25	261 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.(F&GP)

Appendix 2 - Strategy Appendix 1 - Statutory Best Practice requirements - Resolution Analysis

Dec-25	264. 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.(F&GP)
Dec-25	265. To approve the Town Council Charges for the year 2026/2027. (F&GP)
Dec-25	267. That the Health and Safety Policy be approved. (F&GP)
Jan-26	273. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes.(P&E)
Jan-26	272. Planning decisions noted (P&E)
Jan-26	284. To approve: 1.The net revenue budget for the year 2026/2027, as reported, at £4,465,654. This was an annual council tax band D increase of £ 0.14 which equated to an £0.002 increase per week and a 0.08% overall budget increase. 2.The Town Council precept requirement value at £4,465,654 for submission to North Somerset Council. (TC)
Jan-26	278 That the request for the Amendment to the minutes of the Town Council Meeting held 24th March 2025 be approved (TC)
Jan-26	2911.B That the CEO/Town Clerk request that CANS provide the rental costings of the new unit to the Sub Committee (G&GSC)
Jan-26	300.1.That Councillors John Standfield and Caroline Reynolds be nominated for tender openings on the 6th February 2.That Councillors Roger Bailey and Owen James be nominated for tender openings on the 20th February 3.That Councillors John Standfield, Owen James and Caroline Reynolds be nominated for tender interviews week commencing 23rd February. (AC&L)
Feb-26	308. That the Town Council's comments on planning applications discussed be directly uploaded to the 'Uniform' website as part of the system of work requirement by North Somerset Council. This information would also be reflected on the Town Council's website with hyperlink back to North Somerset Council's website for referral purposes.(P & E)
Feb-26	307. That the residents objection to Penrice Close be noted (P & E)
Feb-26	313. With the amendment of removing the word unlawful from the Equality, Diversity and inclusion Policy Recommend approval of the new Safeguarding Policy for adoption Recommend approval of the new Equality, Diversity and Inclusion Policy.(P)
Feb-26	326. That the financial reports be noted. (F & GP)
Feb-26	332.1 To readopt Investment Strategy. (F&GP)
Feb-26	332.2 To approve and adopt the Password and Device Security Policy.(F&GP)
Feb-26	332.3 1.To 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.To 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.(F& GP)
Feb-26	327. To note the findings from the interim internal auditors report for 2025-2026 and the remedies identified for each recommendation. (F&GP)
Feb-26	328. To note the findings from the interim internal auditors report for 2025-2026 and the remedies identified for each recommendation. (F&GP)
Feb-26	329. 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.(F&GP)
May-26	31. The committee acknowledge the recruitment update and need for management training in order to improve working practice and welcomed the process being undertaken to address this within current budgets. (P)

Appendix 3 – Suggested additions to the strategy in line with council resolutions

<u>Devolution</u>	
Feb-25	288 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:.(F&GP)
Feb-25	288.2 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:.(F&GP)
Jun-25	6. [Devolution] The CEO/Town Clerk would produce a summary report with outcomes of the 121 meeting between WSMTC and NSC and circulate to members ahead of the next meeting. (DS&FG)
Sep-25	4. <ul style="list-style-type: none"> •To accept in retrospect the letter from Portishead Council representing the 4 Councils •Request estimates for any legal work they undertaken by Portishead on behalf of other Town Councils •The CEO/Town Clerk to enquire how Councilors can address the cabinet meeting if they attend. •The Leader to view the recording of the cabinet meeting on behalf of the committee. •The CEO/Town Clerk to arrange a meeting with Councillor Mike Bell and members in regard to the devolution programme and framework. (DS&FG)
Sep-25	6. The Town Clerk/CEO reported Dr Sarah Jackson had been appointed to the role [of Devolution programme manager] starting on 1st November 2025. To note the verbal report of the Town Clerk/CEO. (DS&FG)
Dec-25	263. 1.Note the historic context from the report approved on 25 November 2024. 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. 3.Authorise officers to develop a full Working Plan for the transfer of relevant services from 01.04.27. 4.Authorise officers to prepare a Comparable Business Model (in house vs external), to be developed through the Devolution Start & Finish Group and completed by September 2026 to allow sufficient time for decision making and implementation. 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. (F&GP)
Jan-26	4.1 That the report from the Devolution Programme Manager and the Final NSC – Local Framework Agreement were received and noted. (DS&FG)
Jan-26	4.2 [devolution] That the Interpretation flow diagram be received and noted. (DS&FG)
Jan-26	5.That Start and Finish Group recommends the Devolution Principles for inclusion within the overall WSMTC Devolution Framework Agreement for approval at the F&GP committee meeting in February 2026 . (DS&FG)

Appendix 3 – Suggested additions to the strategy in line with council resolutions

	<p>6.2</p> <p>1.To recommend Option 3 of the report - Freehold for 8 Priority Sites + MoU/SLA Only Where Essential</p> <ul style="list-style-type: none"> •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 <p>2.Note the expired status of the 2017 licence and agree that the current position may continue pending upcoming freehold transfer.</p> <p>3.Reaffirm that freehold transfer was the Council’s preferred position for all play areas, including the 8 priority sites.</p> <p>4.Agree that interim MoUs or SLAs may be used only where freehold transfer was not immediately possible.</p> <p>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.</p> <p>6.Instruct officers to avoid entering into new leases where this would result in duplication of legal costs.</p> <p>7.Authorise officers to respond to NSC reflecting the above resolutions and negotiating position.</p> <p>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.</p> <p>6.1</p> <p>1.That the Devolution Programme be noted.</p> <p>2.To move forward with WP7 – Outside Spaces – ‘Quick Win’ Land parcels, for endorsement by F&GP committee.</p> <p>3.To accept removal of WP5C – Waterpark- transfer of freehold.</p> <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. (DS&FG)</p>
Jan-26	7. That the Budget information for 2025/2026 and 2026/2027 be noted. (DS&FG)
Feb-26	330.2.3 That the CEO/Town Clerk prepare revised terms of reference for the Devolution S&FG for Council approval (F&GP)
Feb-26	330.1 1.To approve and adopt the Devolution Programme Framework – February 2026. 2.To draw up an MOU with NSC.(F&GP)

Weston View

March 2020

September 2020 – employment of dedicated community response officer.

November 2020 – Pledged to be an Anti-Racist Council.

December 2020 – decision to take the waterpark admissions operation in house.

December 2021 – New contract for creation of a Tourism website.

January 2022 – Continuation of funding support for 'Somewhere to Go' - £50,000.

February 2022 – Approval of application and criteria for £60,000 community events grant funding.

March 2022 – agreed to work in partnership with Culture Weston for the delivery of the annual literary festival.

May 2022 – £2,000 awarded to Steepholmers Shanty Band for their annual Sea Shanty Festival.

July 2022 - SEE Monster arrived with collaboration with the tourism team with creation of a Tourism DVD.

January 2023 - £20,000 awarded to Weston Wallz street art project.

June 2023 – New partnership packages were created for tourism partners.

June 2023 – £2,000 awarded to Steepholmers Shanty Band for their annual Sea Shanty Festival.

November 2023 – £10,000 awarded to support Knife Angel programme of events in May 2024.

July 2024 – £3,000 awarded to Steepholmers Shanty Band for their annual Sea Shanty Festival.

May 2025 – The Visit Weston Logo was updated

November 2020 – £20,000 grant funding awarded to Culture Weston to support first Glow lights Event February 2021.

December 2020 – £25,000 given through SLA to support 'Somewhere to Go' charity as a homeless support fund.

May 2021 – £6,000 awarded to the BME Network and £1,000 to North Somerset Arts for events.

January 2022 – Secured 'Welcome Back' Funding. £40,000 for the improvement of street furniture.

March 2022 – Community Events Budget allocated as follows: £1,500 Christmas Lights, £1,000 YMCA Youth Event, £2,500 Weston Literary Festival in conjunction with Culture Weston.

June 2022 – £26,623 awarded to Culture Weston for a procurement of complementary events alongside the SEE Monster arts installation.

October 2022 - £10,000 awarded to Culture Weston for Glow Lights Event in 2023.

February 2023 - £1,000 awarded to The Stables for a comedy event.

June 2023 – £22,000 awarded to theatre orchard to support Glow lights events in 2024.

July 2023 – decision to combine Armed Forces Day and Emergency Services Day events in June 2024.

July 2024 – £10,000 budget for cleaner streets was utilised by purchasing equipment for community use.

March 2025 – Town Vitality initiatives adopted and a works programme produced

June 2025 – Decision to incorporate the 'Super Weston' website under the Town Council

Weston View Continued

November 2025 – appointment of a new website designer for the Visit Weston website, with the new site to be launched May 2026

January 2026 - £20,499 given through SLA to the Town Centre Partnership for the year 2026/2027

January 2026 - a budget of £3,000 was agreed to support the Street Vitality programme for the year 2026/2027

January 2026 - £40,000 given through SLA to Somewhere to Go for the year 2026/2028

January 2026 - a contribution of £3,000 awarded to Voluntary Action North Somerset for the year 2026/2027

January 2026 - £102,010 given through SLA to the North Somerset Council Community Response Team for the year 2026/2027

January 2026 - £85,000 given through SLA to the North Somerset Council CCTV Team for the year 2026/2027

February 2026 – a web design company was appointed to support the Super Weston website merger

March 2020

Cleaner and Greener

May 2020 – Quotes were received for a climate change consultant to produce a report.

July 2020 – Town council took over lease of Ellenborough Park West for a period of 3 years to be used as a Wellbeing Park.

November 2020 – the 'Roadmap to Zero' carbon emissions report was produced by an external consultant.

January 2021 – The Town Council signed up to the tree charter.

September 2021 – Green Infrastructure Strategy commissioned through the Town Council's Arboricultural consultant.

September 2022 – ahead of the procurement exercise, a series of grants for Castle Batch SEND play area were awarded to the Town Council (£110,499), resulting in a total budget, with town council funds, of £400,000.

August 2022 – Dedicated Climate and Community Development Officer started working at the Town council.

November 2022 – Weston in Bloom budget used to fund bedding plants and sustainable plants for Stanley's garden in Worle.

July 2023 – Castle Batch SEND Play Area opened to the community.

September 2023 – the Town council was awarded £9,000 to become the Anchor Organisation to administer grant funding to the community for the 'Shaping Places for Healthier Lives' fund.

November 2025 – Grounds team began using Hydrotreated Vegetable Oil (HVO) for its ride on mower, a renewable synthetic diesel alternative made from waste fats and vegetable oils

May 2020 – a mindfulness video was commissioned of Milton Road Cemetery, to include information from the Council's Arboricultural consultant.

July 2020 – £5,000 grant funding was received from the Quartet Community Fund for the Community Fridge initiative.

January 2021 – consultants were commissioned to help set up 3 food clubs throughout the town.

March 2021 – decision to begin researching additional cemetery facility.

January 2022 – a further two grants (£4,000 from Hubbub and £1,000 from Alliance Homes) were received for the community fridge.

August 2022 – Structural investigations began at Weston Museum for solar on the roof.

October 2022 - £10,000 match funding budget earmarked for tree planting in the town.

February 2023 – Cycle to work loan scheme set up for staff to purchase bikes.

August 2023 – decision to work with an outside company to review all 23 play areas and produce a programme of maintenance and refurbishment.

January 2024 – decision to remove Climate and Community Development Officer Role.

February 2026

Healthier and Happier

March 2020

July 2020 – Town council took over lease of Ellenborough Park West for a period of 3 years to be used as a Wellbeing Park.

November 2020 – A contract for maintenance and management of the public toilets was awarded.

January 2021 – Grants awarded to: Friends of Grove Park £900, Homestart £1,000.

March 2021 – Grants awarded to: Worlebury hillfort group £1,000.

May 2021 – Grants awarded to: Worlebury hillfort group £1,000.

July 2021 – Consultant commissioned to undertake feasibility study for Grove Park Toilets.

November 2021 – Grants awarded to: Worle Community Association £1,000, Wellspring Counselling £1,000.

January 2022 – WSMTC supported the proposed community hub initiative which has been grant funded and being delivered by Race Equality NS and The Stables.

January 2022 – Grants awarded to: The Priory Learning Trust £1,000.

May 2022 – Grants awarded to: Stanley's Garden £950.

July 2022 – Grants awarded to: Great Western Ambulance Charity £1,000, The Brightwell (West of England MS Therapy Centre) £500.

November 2022 – Grants awarded to: Weston Hospicecare £1,000, Read Easy £500, Weston Bay Trefoil Guild £500, North Somerset British Bangladeshi Association £1,000.

January 2023 – £25,000 given to CANS through SLA.

November 2020 – Grants awarded to: Read Easy WSM £400, Revitalise £500, Somerset Storyfest £500, That Creative Thingy Wotsit CIC £600, WSM Street Pastors £500, Worle Wind Band £500.

January 2021 – A Black Lives Matter Working Group (later renamed Anti-Racism Working Group) was created, with Councillors appointed to represent the Town Council.

March 2021 – Town Council pledged the following: accessible toilets bear correct signage and encourage retailers to do the same, raising awareness of hidden disabilities, seeking advice from disability charities on information and training that should be provided to council members, working with NSC to promote sunflower friendly scheme across WSM.

September 2021 – Grants awarded to: The Priory Learning Trust (Jill Dando Walk) £1,000, Friends of Grove Park £700, Weston Hospice Care £500.

December 2021 – The Town Council took ownership of a cargo bike to be used for community food initiatives in partnership with the For All Healthy Living Centre.

March 2022 – Grants awarded to: The Notable Club £1,000, North Somerset People First £987.

July 2022 – Grants awarded to: Great Western Ambulance Charity £1,000, The Brightwell (West of England MS Therapy Centre) £500.

October 2022 – Funds for food projects were allocated out to community organisations.

January 2023 – Grants awarded to: HMD North Somerset £800, Food Bank £800.

March 2023 – Grants awarded to: Wellspring Counselling £1,000.

Healthier and Happier - Continued

September 2023 – Grants awarded to: Girlguiding £500, Weston Hospicecare £1,000, Together Pussy Cat CIC £1,000.

November 2023 – The Town Council agreed to become the Locally Trusted Organisation for Big Worle from April 2024 – March 2026, with the project due to finish September 2025.

November 2023 – SLA with YMCA renewed.

January 2024 – Grants awarded to: Donate a Defib £1,000, North Somerset LGBT+ Forum £1,000.

October 2024 – Grants awarded to: £500 1st Weston Village Scout Group, The Creative Thingy Wotsit CIC £500, £1,000 to Weston-super-Mare Allotment Club.

March 2025 – Town Council resolved to support City of Sanctuary UK vision, in becoming a welcoming place for all

May 2025 – Award of Design and Build contract for the creation of a Green Gym at Castle Batch, funded by Big Worle.

June 2025 – Weston BID awarded funding for 3 Dino Days sessions, Up to 3 Bike and Tightrope session, Up to 3 Safari adventure trail sessions

August 2025 – the Council of Sanctuary Start and Finish Group recommended to Finance and General Purposes Committee that the council of sanctuary scheme does not proceed further.

November 2025 – Weston-super-Mare Town Council adopted its own Armed Forces Covenant.

September 2023 – The Town council was awarded £9,000 to become the Anchor Organisation to administer grant funding to the community for the 'Shaping Places for Healthier Lives' fund.

November 2023 – £10,000 awarded to support Knife Angel programme of events in May 2024.

December 2023 – Approved to take the Waterpark Kiosk Operation in house starting April 2024.

February 2024 – Funding for the purchase of a defibrillator approved.

January 2025 – Grants awarded to: Read easy North Somerset £900, Wellspring Counselling £1,000.

April 2025 – Grants awarded to: Aishah's Food Charity £750, Fuchsia Cancer Support Group £250.

June 2025 – Council of Sanctuary Start and Finish Group created to discuss community feedback

July 2025 – Grants awarded to: E&J Wellbeing £540, The Notable Club £500, Vision North Somerset £951, Weston-super-Mare Pétanque Club £1,000.

August 2025 – following recommendation from Council of Sanctuary start and finish group, and consultation feedback, the council of sanctuary motion made in March 2025 was rescinded.

October 2025 – Grants awarded to: Wellspring Counselling £1,000.

January 2026 – Grants awarded to: Blessings in Action £990, North Somerset LGBT+ Forum £280.80, Weston Ark £500

February 2026

March 2020

A Bright Future

December 2020 – an 80% discount was offered to Visit Weston members.

February 2021 – Two Tuk Tuk vehicles were approved for purchase for use by Visit Weston in 2021.

June 2021 – an introductory offer for new businesses (Food & Beverage or Small non-essential business) was agreed at £99 for Visit Weston.

December 2022 – the planned and preventative maintenance programme of works for the year was approved.

May 2023 – New Council Administration welcomed to the Council.

July 2023 – The council resolved to readopt the General Power of Competence.

August 2023 – The Town Council became members of NALC/ALCA.

April 2024 – start of a wide scale community engagement exercise for the Old Town Quarry redevelopment project.

January 2026 – the North Somerset Council Community Governance Review was assessed by the council, with recommendations made.

February 2021 – an introductory offer was proposed for new businesses of one free year of advertising for a minimum of two years of commitment with Visit Weston.

June 2021 – the planned and preventative maintenance programme of works for the year was approved.

May 2022 – £200,000 CIL funds were earmarked for use on the Old Town Quarry.

March 2023 – options for streamlining the councils committee structure was reviewed.

June 2023 – Review of Blakehay theatre business model begun.

July 2023 – Decision made to run an annual staff survey.

November 2023 – Your Town Your Voice consultation exercise carried out across the town.

May 2025 – the Visit Weston Logo was amended

January 2026 – Transfer of the Silica from North Somerset Council to the Town Council was completed.

February 2026

Heritage, Arts and Culture

March 2020

October 2020 – Awarded £323,000 from Arts Council England for the Blakehay Theatre for Covid improvement measures including ventilation and electrical works.

November 2020 – discussions with NSC and the Civic Society continued regarding the future of the Old Town Quarry

November 2021 – Weston Museum able to open in school holidays on Sundays and Mondays

March 2022 – agreed to work in partnership with Culture Weston for the delivery of the annual literary festival.

July 2022 - SEE Monster arts installation arrived at the Tropicana and opened to the public in September 2022.

August 2022 – installation of a function kitchen at Weston Museum to enhance the events offer.

January 2023 – Contractor appointed for the refurbishment of 32 Waterloo Street.

June 2023 – Freedom of the Town given to 40 Commando Royal Marines.

October 2023 – 3-day Literary Festival with the theme “Every Story Counts”.

December 2023 – heads of terms for the Old Town Quarry approved.

March 2024 – Project Manager appointed for the Old Town Quarry refurbishment and community engagement project.

July 2024 – Lease for Old Town Quarry signed.

January 2025 – tender exercise begun to find a partner organisation to operate the Blakehay Theatre.

October 2020 – introduction of a cross service events group “Ever Forward”, comprising of Weston Museum, Blakehay Theatre and Visit Weston.

March 2021 – approval of the acquisition of the Old Town Quarry on a 35-Year lease.

November 2021 – Awarded £39,238 from Arts Council England for the Blakehay Theatre for continuity support, following the grant award in October 2020.

May 2022 – £200,000 CIL funds were earmarked for use on the Old Town Quarry.

July 2022 – Purchase of 32 Waterloo Street (new Town Council offices) complete.

December 2022 – Decision to relocate Town Council Civic Insignia from Grove House to Weston Museum.

February 2023 – 0-10-year strategic plan devised for the Old Town Quarry

June 2023 - Conclusion of Blue Plaque Scheme which focused on individuals of historical significance in Weston-super-Mare.

December 2023 – Awarded £699,992 from the Community Ownership Fund, alongside £200,000 Earmarked funds for a refurbishment project at the Old Town Quarry.

June 2024 – staff moved into 32 Waterloo Street.

October 2024 – building work began at Old Town Quarry.

Heritage, Arts and Culture - Continued

February 2025 – £27,500 was earmarked to allow a Summer and Christmas programme of events to be undertaken in liaison with Weston BID for the year 2025 / 2026

March 2025 – Weston Wallz 2025 - £25,000 agreed

April 2025 – Community Events Grants awarded to: Super Culture £10,000, Steepholmers Shanty Band £3,000, Reset £3,000

August 2025 – exploration of reinstallation of a kiln at the Quarry began

October 2025 - the Old Town Quarry Reopened to the public

December 2025 - a Blue Plaque commemorating Jill Dando was unveiled at 32 Waterloo Street, the previous home of the Weston Mercury.

January 2026 – Council agreed to submit a partnership bid for the Town of Culture 2028 competition.

February 2025 – Following lobbying from the Town Council, a bus service had been confirmed to include the Quarry.

March 2025 – Following the vacation of the Town Council offices from Grove Park, a new location of the Flag pole in The Italian Gardens was agreed

July 2025 – Community Events Grants awarded to: Evolve Music £1,000

September 2025 – Transfer of the Blakehay Theatre to Hub Weston CIC/CIO for operations under devolved management

October 2025 – Community Events Grants awarded to: In Between Time £8,475, Weston Artspace £3,438

January 2026 – Community Events Grants Awarded to: Growing @ Grove Park £2,150.

February 2026